

CLEARWATER COUNTY COUNCIL AGENDA
July 24, 2018
9:00 am
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

9:00 am PUBLIC HEARING: Bylaw 1052/18 Land Use Amendment NE 29 34 05 W5M

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. July 10, 2018 Regular Meeting Minutes

D. PLANNING

9:00 am PUBLIC HEARING – 1052/18 Land Use Amendment NE 29 34 05 W5M

1. Bylaw 1052/18 Consideration of Second and Third Reading
2. Economic Development Strategy

E. CLEARWATER REGIONAL FIRE RESCUE SERVICES

1. Quality Management Plan Fire Discipline

F. AGRICULTURE & COMMUNITY SERVICES

1. Alberta Master Games Use of Sasquatch Branding

G. CORPORATE SERVICES

1. Second Quarter Financial Report

H. MUNICIPAL

1. Intermunicipal Collaboration Framework (ICF) and Yellowhead County ICF Exemption Request
2. 2nd Draft Letter – Clearwater County Broadband Initiative Provincial Broadband Strategy
3. Local Authorities Election Act Amendments
4. Bylaw 1054/18 2018 Obsolete Bylaws Consideration of Third Reading

I. INFORMATION

1. CAO's Report
2. Public Works Report
3. CAO Performance Evaluation Process – Working Group Verbal Report
3. Accounts Payable
4. Councillor's Verbal Report
5. Councillors' Remuneration

J. CLOSED SESSION*

- 1. Land; FOIP s.16(1)(a) – Disclosure Harmful to Business Interests of a Third Party

* 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

K. ADJOURNMENT

TABLED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
06/13/17	213/17 identification of a three-year budget line for funding charitable/non-profit organizations' operational costs pending review of Charitable Donations and Solicitations policy amendments.
03/13/18	116/18 Crammond Community Hall Grant Request pending receipt of Crammond Community Hall's 2017 Financial Statement



REQUEST FOR DECISION

SUBJECT: Application No. 04/18 to amend the Land Use Bylaw – Public Hearing 9:00 am Delegation - Bylaw 1052/18		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Planning & Development	WRITTEN BY: Kim Gilham, Senior Planner	REVIEWED BY: Keith McCrae, Director, Planning Rick Emmons, Chief Administrative Officer
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Clearwater County Land Use Bylaw No. 714/01 and Municipal Development Plan (2010)		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Plan for a well designed and built community	STRATEGIES: Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
ATTACHMENT(S): Bylaw 1052/18 with Schedule “A”, Application to Amend Land Use Bylaw, Supporting Presentation from Applicant, Light Industrial District “LI”, Section 7.12 Cannabis Production Facility and Aerial Photos.		

STAFF RECOMMENDATION:
Pending the results of the public hearing, it is recommended Council grant 2nd and 3rd readings to Bylaw 1052/18

BACKGROUND:

Pierce and Donna Achtymichuk currently hold title to the NE 29-34-05-W5M, containing 157.01 acres of land. The subject land is located approximately 11 ½ miles southeast of the Village of Caroline along Highway 22, just north of Secondary Highway 587. Jeffrey Brookman, CEO of Element GP Inc. (“Element”) has made application, with Pierce and Donna’s consent, to redesignate +/- 40.0 acres from the Agriculture District “A” to the Light Industrial District “LI” within the subject quarter section. The subject parcel proposed to be rezoned and subdivided is located on the northeast corner of the quarter section.

Element has applied to become a Licensed Producer (LP) of medical cannabis under Health Canada’s Regulations. They have secured a land purchase agreement with the Achtymichuk’s, contingent on the approval of their application to Health Canada. If the Land Use Amendment and application to Health Canada are successful, Element is proposing to

construct a 55,000 square-foot microclimate controlled facility, with vertical grow and aeroponics.

The facility will utilize hydroxyl generating technology which will kill odour, mould, mildew bacteria and viruses associated with the growing of cannabis. They are also proposing to use high efficiency LED lights and to recycle the water in order to meet higher energy efficient standards. The facility will have perimeter fencing and a controlled entry gate with exterior cameras and motion sensors. The building itself will use biometric access controls with video surveillance, motion sensors, alarms and intrusion detection systems and a secured vault. Levels of access throughout the facility will be dependent on job positions, limiting access to areas in the facility. Further details on the layout and operation of the facility are included in the attached presentation from the applicant.

Section 7.12(3) of the Land Use Bylaw states:

“All cannabis production facilities applying for a development permit on an industrial parcel not located within a business park, must be located outside of a 300m radius from a property boundary, that has any of the following attribute:

(a) an existing residence”

If the Land Use Amendment is successful, the applicants intend to subdivide the 40 acres of rezoned land from the quarter section. This would create a property boundary between the rezoned land and the remainder of land in title, which has 2 existing residences on it. As seen on the attached air photo labelled “Adjacent Landowners” you will also note that there is a residence on the quarter section directly east of the proposed parcel. Although the residences themselves are outside the 300 metre setback, their property boundaries are not.

Legal and physical access to the subject land is by way of Highway 22, adjacent to the east property boundary. We will require comments from Alberta Transportation prior to proceeding with the subdivision application due to the site access/egress requirements directly onto the highway. Surrounding land uses within the area are residential and agricultural in nature.

Therefore, this application is to rezone the subject land to a Light Industrial District “LI” parcel as shown on Schedule “A” of the Bylaw.

**PLANNING DIRECTION:
Clearwater County’s Land Use Bylaw**

Section 7.12 Cannabis Production Facility

- (3) All cannabis production facilities applying for a development permit on an industrial parcel not located within a business park, must be located outside of a 300 m radius from a property boundary, that has any of the following attribute:
 - (a) an existing residence;
 - (b) zoned recreational facility district;

- (c) an existing religious assembly use;
 - (d) an existing school;
 - (e) an existing child care facility;
 - (f) an existing community hall;
 - (g) public recreation
- (4) Cannabis production facilities shall:
- (a) be contained in a fully enclosed building or buildings specifically referenced in the producer's federal license for production;
 - (b) be the only use permitted on a parcel, with the allowance for an ancillary building on the parcel;
 - (c) must not have any outside storage of goods, materials, and supplies;
 - (d) No use or operation shall cause or create conditions that may be objectionable or dangerous beyond the building that contains it.
 - (e) Follow the Federal Government Directive on Physical Security Requirements for Controlled Substances.
- (5) The Development Officer or Municipal Planning Commission shall not approve a development permit for a Cannabis Production Facility unless, in its opinion, it is satisfied that the proposed use is appropriate and compatible with adjacent and neighboring land uses.
- (6) In evaluating the appropriateness of a development permit application for a Cannabis Production Facility, the Development Officer or Municipal Planning Commission shall consider:
- (a) compatibility with adjacent and neighboring land uses;
 - (b) impact on existing traffic volumes and patterns of flow;
 - (c) appropriate vehicle parking and site access/egress requirements (the locations of access/egress points shall not route traffic through residential areas);
 - (d) lighting and signage;
 - (e) any other matters considered appropriate.

Section 13.4(6) Light Industrial District "LI"

The general purpose of this district is to accommodate and regulate small to medium scale industrial operations.

Clearwater County's Municipal Development Plan

Section 8.2.9 states:

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

Section 8.2.16 states:

While Clearwater County prefers that industrial and commercial uses that are appropriate for business park locations be located in a business park, Clearwater County may approve

a proposal for an isolated commercial or industrial use outside a planned business park provided the following criteria are met to the satisfaction of the County:

- (a) the proposal adequately demonstrates that an isolated location is required;
- (b) the site characteristics are suitable for the proposed land use;
- (c) the type, scale, size, and site design of the proposed land use are appropriate for the area and compatible with adjacent land uses;
- (d) the development can be serviced on-site in accordance with Provincial regulations;
- (e) the traffic generated by the proposed land use would not adversely impact the municipal road network; and
- (f) any other safety or environmental issues identified by the County and any other applicable provisions of this Plan.

Section 12.2.3 states:

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

- (a) a geotechnical study;
- (b) a traffic impact study;
- (c) a water supply study;
- (d) a utility servicing study;
- (e) a stormwater management plan;
- (f) an environmental assessment; and
- (g) any other study or plan required by the County.

Section 12.2.4 states:

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

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;
- (l) measures to mitigate effects;
- (m) County responsibilities that may result from the development or subdivision; and
- (n) any other matters the County considers relevant.

First Reading:

At the regular Council meeting held on June 12, 2018, Council reviewed and gave first reading to Bylaw 1052/18. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1052/18.

BYLAW NO. 1052/18

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

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

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

WHEREAS, the general purpose of the Light Industrial District "LI" is to accommodate and to regulate small to medium scale industrial operations.

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

That +/- 40.0 acres of NE 29-34-05 W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Light Industrial District "LI".

READ A FIRST TIME this ____ day of _____ A.D., 2018.

REEVE

MUNICIPAL MANAGER

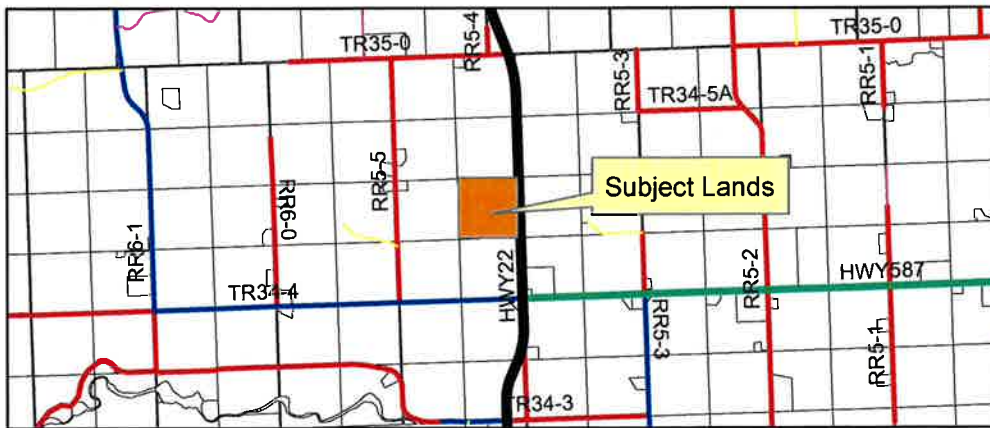
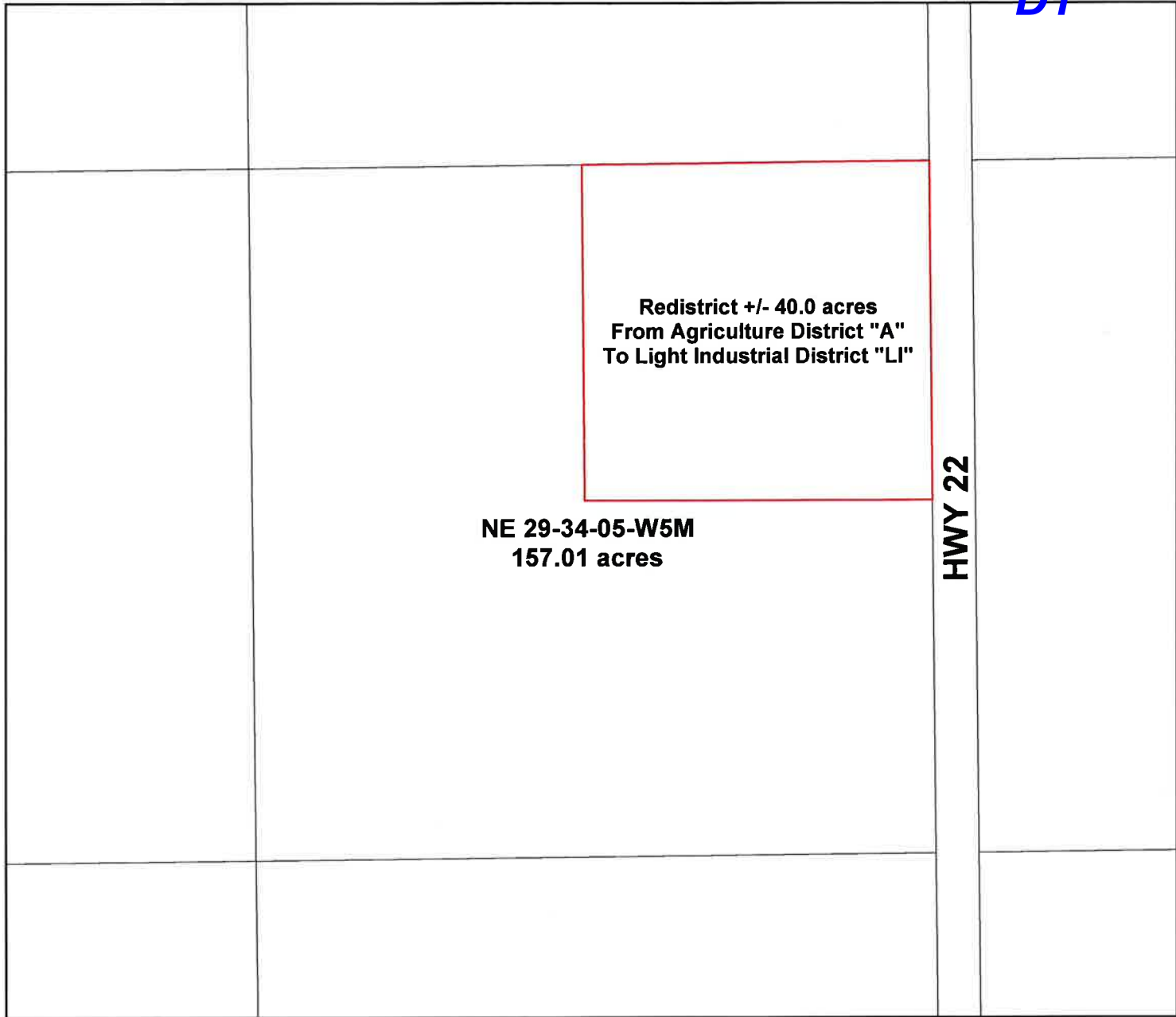
PUBLIC HEARING held this ____ day of _____ A.D., 2018.

READ A SECOND TIME this ____ day of _____ A.D., 2018.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2018.

REEVE

MUNICIPAL MANAGER



**Bylaw No. 1052/18
Schedule "A"**



**Application 04/18 to Amend the Land Use Bylaw
Redistrict +/- 40.0 acres in NE 29-34-05 W5M
From Agriculture District "A" To Light Industrial District "LI"
Combined with Subdivision Application 21/3482
Jeffrey Brookman, CEO on behalf of Element GP Inc.**





CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 04/18

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

APPLICANT: Jeffrey Brookman, CEO, Element GP Inc.

ADDRESS & PHONE: [REDACTED]

REGISTERED OWNER: Pierce and Donna Achtymichuk

ADDRESS & PHONE: [REDACTED]

AMENDMENT REQUESTED:

- CHANGE OF LAND USE DISTRICT *FROM:* Agriculture *TO:* Light Industrial
 LEGAL DESCRIPTION OF PROPERTY: NE 1/4 Sec. 29 Twp. 34 Rge. 5 W5M
 OR: LOT: BLOCK REGISTERED PLAN NO.:
 OR: CERTIFICATE OF TITLE NO.: (Site Plan is attached)
 SIZE OF AREA TO BE REDESIGNATED: LSD 16, 40 Acres (Hectares / Acres)

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

Agriculture District "A" to Light Industrial District "LI".

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

ELEMENT GP Inc. ("ELEMENT") has applied to become a Licensed Producer (LP) of medical cannabis under Health Canada's Access to Cannabis for Medical Purposes Regulations (ACMPR). ELEMENT has secured a land purchase option agreement with the registered owners of LSD 16, Sec. 29, Twp. 34, Rge. 5 W5M, that is contingent upon Health Canada approving our LP application. Given that this 55,000 square foot, micro-climate controlled facility, with vertical grow and aeroponics will generate up to 200 jobs in Clearwater County (up to 468 with direct, indirect and induced), and generate \$93 million per year to the GDP, it's prudent at this time to request that this land be re-designated under Part Seven: Special Land Use Provisions of the Land Use Bylaw, to Light Industrial "LI" so that it can house a Cannabis Production Facility. Based on our understanding of Bylaw 1040/18, this land, which is not suitable for farmland and has very few adjacent landowners and is close to natural gas, meets or exceeds the requirements of a Cannabis Production Facility. Pursuant to Section 7.12 (3), if the land is re-designated Light Industrial "LI" it would be for the creation of this facility and potentially several more (see the attached maps and reports).

DATE: May 10, 2018 APPLICANT'S SIGNATURE [Signature]

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

APPLICATION FEE OF \$1900⁰⁰ DATE PAID: May 15, 2018 RECEIPT NO. 135528

[Signature]
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE



ELEMENT

GP INC.

Proposed Cannabis Cultivation + Extraction Facility
Clearwater County, Alberta

**Land Use Bylaw Rezoning and Subdivision Request
Agriculture District "A" to Light Industrial "LI"**

Date:

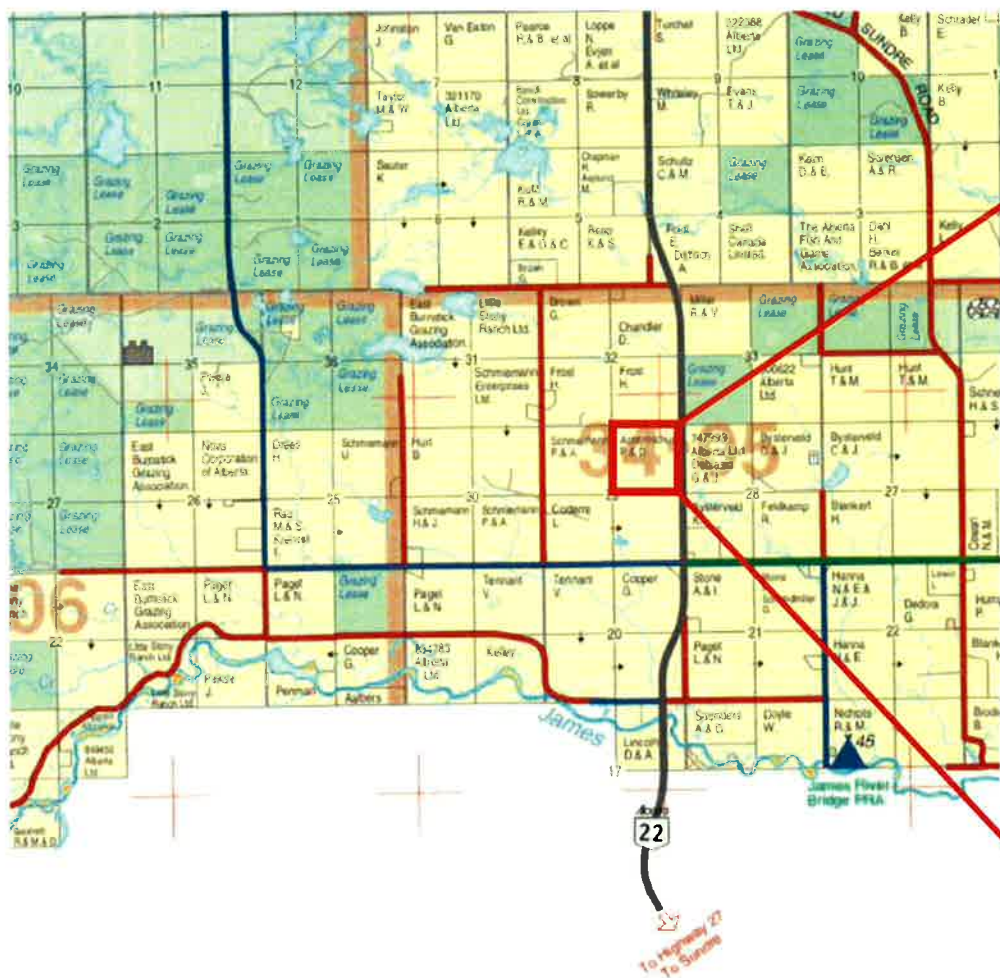
May 14, 2018





Legal Description of the "Property"

LSD 16 of Section 29 Township 34 Range 5 W5M Clearwater County, Alberta



LSD 16 Section 29
Township 34 Range 5
W5M

NE Section 29 Township 34 Range 5 W5M



Buildings and Residences within 500 m



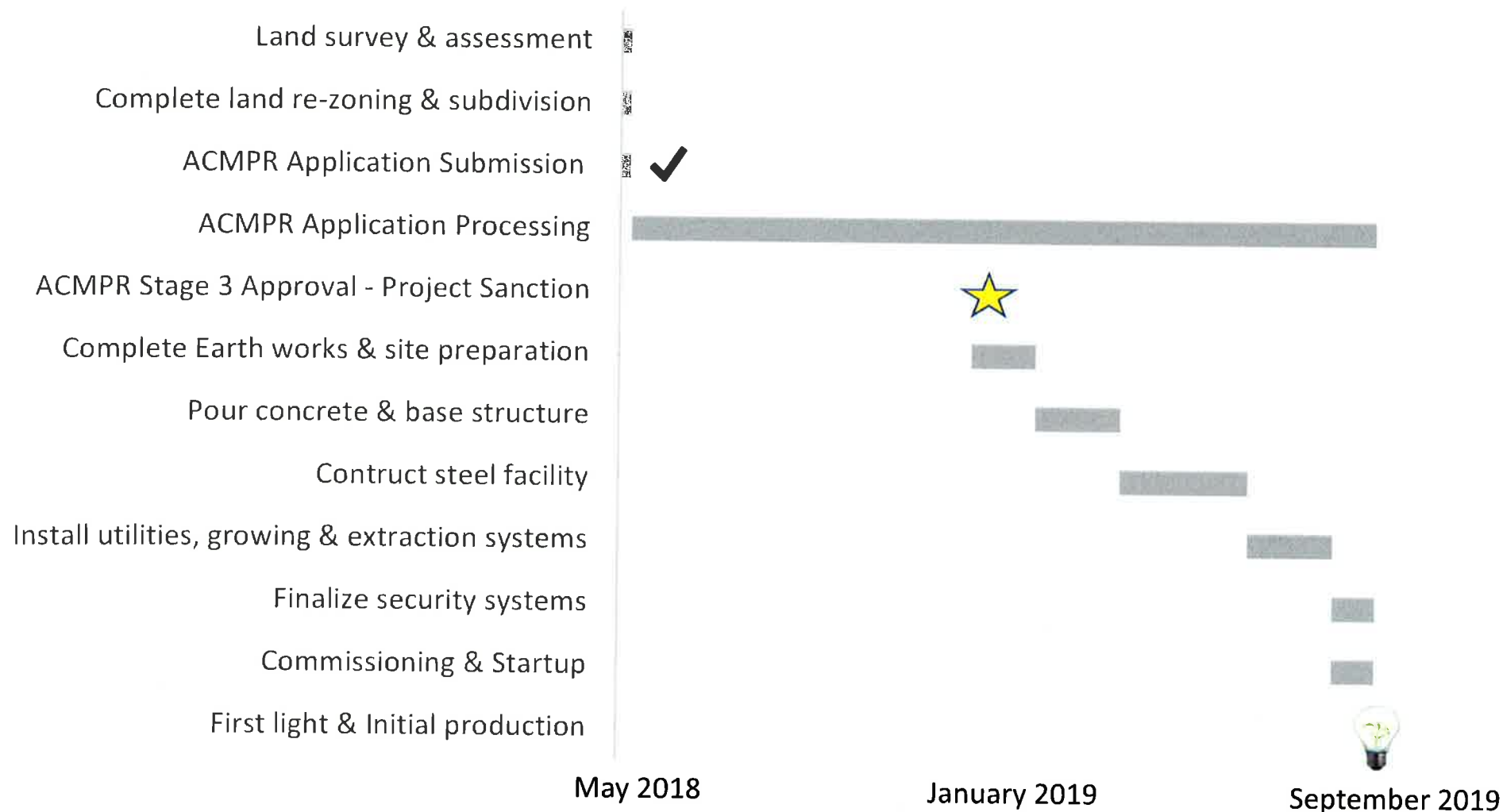


Facility Setback From Hwy 22 Centre Line Exceeds 70 m





Project Timing

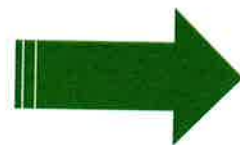


- ✓ ACMPR Application Submission – May 15, 2018
- ★ Stage 3 ACMPR Approval/Project Sanction – January 2019
- 💡 First Light & Initial production – September 2019 (+/- 3 months)



Economic Impact

\$10,000,000
Minimum Capital Investment



\$150,000,000
per year in Sales Revenue (min.)



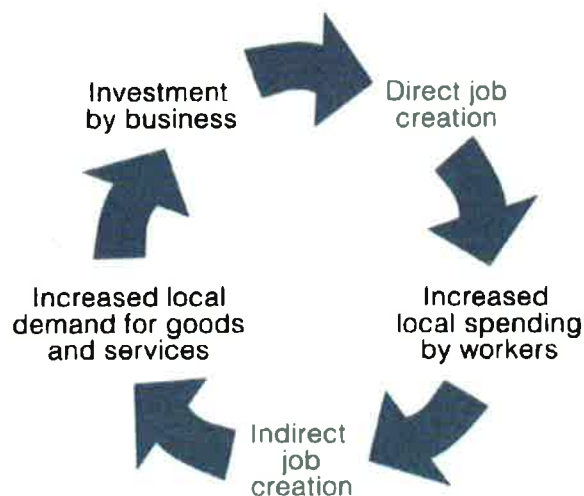
- \$93 million per year GDP contribution¹
- \$12.5 million per year in Federal Tax
- \$10 million per year in Provincial Tax
- \$2.5 million per year in salaries
- \$125,000 per year in CPP Contributions
- \$600,000 to \$1,200,000 in Community Outreach



¹ <https://open.alberta.ca/opendata/alberta-economic-multipliers-by-industry-and-commodity>



Job Creation



- Colorado¹ has determined that the following multipliers apply to the Cannabis Industry Employment

	Direct	Indirect	Induced	Total
Cultivation	1.000	0.793	0.332	2.125
Cannabis Manufacturing	1.000	0.984	0.355	2.339

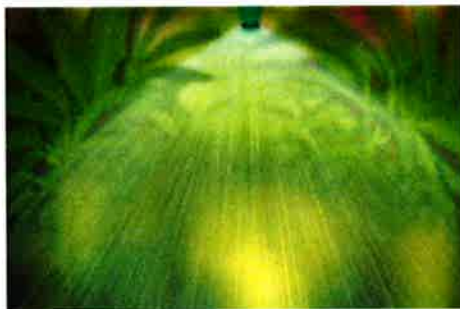
- This suggests that **200 full time “direct” jobs** will also create:
 - 159 – 197 Indirect Jobs
 - 66 – 71 Induced Jobs
 - **425 – 468 TOTAL JOBS**

¹ <http://www.mjpolicygroup.com/pubs/MPG%20Impact%20of%20Marijuana%20on>



Facility Characteristics

- The facility measures 55,000 square feet, which is just over 1.25 acres
- The facility will be characterized by the use of advanced technologies including:
 - Automated and remotely controlled microclimate controlled temperature, humidity, lighting and watering systems
 - Computer controlled irrigation and fertigation (aeroponics and nutrients feed system)
 - Positive pressure controlled (closed system), with front entrance man-trap, and air showers, minimizing the risk of contamination
 - Reduced water consumption, water recycling and rain water capture
 - High efficiency/lower power consumption continuous wide spectrum LED lights
 - Ultraviolet germicidal irradiation (UVGI) and hydroxyl generators that safely generate molecules that naturally “seek and destroy” odour molecules, bacteria, viruses, VOCs, and other chemicals
 - Elevated and automatically controlled CO2 system to improve plant photosynthesis





Facility Characteristics (cont.)



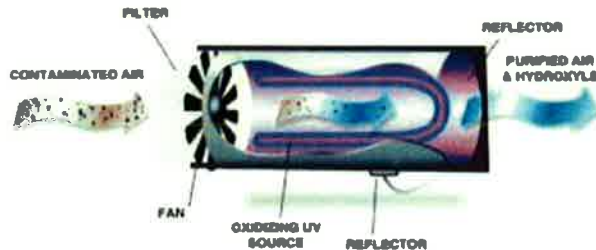
- Vertical grow system that will convert a conventional flowering space of 20,000 sq. ft., into a usable flower space of 120,000 sq. ft. (11,148 sq. m.)
 - 1,850 plants \longrightarrow 11,000 plants in the same space.
 - Yields 40-50 grams per sq. ft. \longrightarrow 240-300 grams per sq. ft.
 - We are doing for farming what high-rise apartment buildings have done for housing.
- With a flower spacing of 1 plant per m² a yield of 500 g per m², six crops per year, and 90% efficiency, this small footprint commercial facility can produce 30,100 kg of cannabis per year and 1,250 kg of concentrates per year.
- This yield increases with tighter plant spacing and higher yields per sq. m.
- Concentrate production can also be increased by focusing on extraction as opposed to dry flowers.





Odour Control

In addition to HEPA and Carbon Filters, ELEMENT will utilize hydroxyl generating technology that does not use any chemicals or create toxic byproducts, but merely replicates the nature's own atmospheric cleansing process but indoors



A pulse of low-wavelength light from UV tube interacts with a water molecule (H_2O) in the air removing a hydrogen atom resulting in the creation of a hydroxyl molecule (OH)

Hydroxyl generators are a non-toxic, economical solution to some of the toughest odour and bacteria problems

- Kill odour, mold, mildew, bacteria and viruses in the air and on surfaces (E-coli, staphylococcus, listeria, influenza, etc.)
- No chemicals used in the process
- Can be operated in occupied buildings (safe for people, pets, plants & food)
- Does not damage interior furnishings or equipment
- Completely safe and extensively tested
- Simple to use

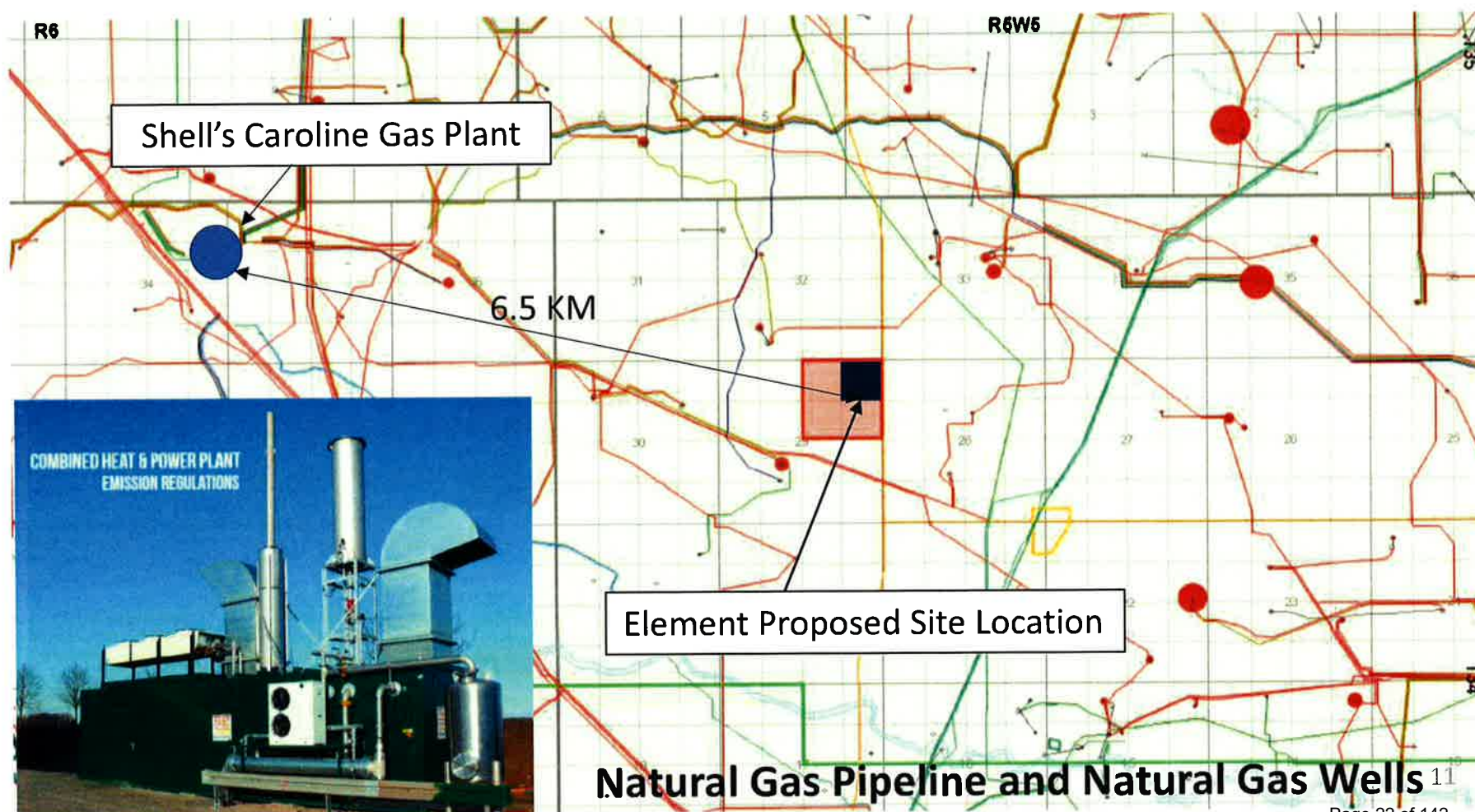


<https://youtu.be/OZY8xxEoyll>



Combined Heat and Power On-site

- Electrical power, heat and air-conditioning provided onsite via a highly efficient (85%) combined heat and power (CHP) facility
- This single fuel source system uses locally sourced natural gas
- CHP can reduce greenhouse gas emissions by up to 50%





Community Outreach



- ELEMENT will develop and execute a comprehensive community outreach plan to serve Clearwater County as a valuable and productive community partner.
- ELEMENT will reinvest a percentage of profits in Community Outreach
- ELEMENT is committed to developing initiatives that educate the public regarding the science of cannabis; maintain quality and meaningful relationships with local government, neighboring businesses and local residents; and provide contributions that enrich and support the community, including but not limited to monetary and volunteer contributions to local schools, non-profit organizations, and other entities.
- ELEMENT's will work with Olds College to develop summer internships for agriculture and horticulture program students.
- ELEMENT will work with local schools and organizations to create learning gardens and/or provide financial support for the maintenance of existing gardens with the purpose of providing Clearwater County students with a hands-on opportunity to learn about agriculture and horticulture, and health and nutrition.
- ELEMENT will evaluate all of its contributions to the community on an annual basis and will consider requests from organizations that work to enhance the overall community's quality of life.



Security Overview



Seed to Sale Inventory Controls

- Inventory tracking from seed-to-sale using RFID technology
- GPS tags included with all manufactured products transported to our licensed customers



Facility is secured through the concurrent application of multiple layers of security and protection that, taken together, provide a secure facility that exceeds the ACMPR requirements



1. **Exterior/Perimeter:** Our first in class security begins at the perimeter of our property, with physical barriers and limited points of entry. The exterior of our facility is defined by perimeter fencing with intrusion detection, a keypad/biometric controlled entry gate with camera, low-light CCTV cameras & motion sensors.



2. **Building:** The next layer of protection is a building with a secure mantrap entry, biometric access-control hardware on all doors, ID cards that track movement, commercial grade doors, video surveillance, motion sensors, alarms, and intrusion detection systems and a secure vault all monitored internally and externally 24/7.



Security Overview



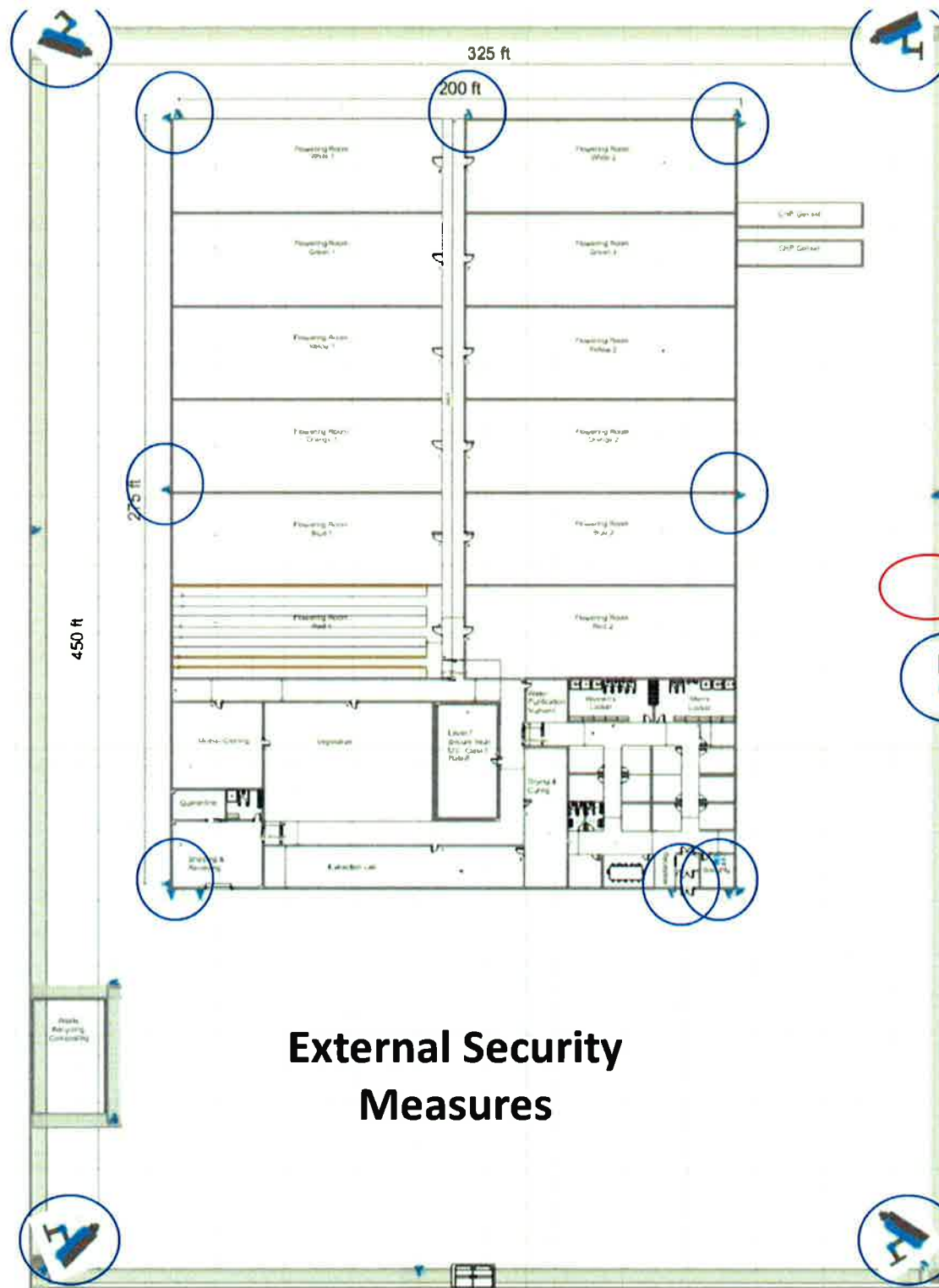
- 3. Authorized Access:** Within the interior of our facility is our third layer of protection, where access to the various production areas containing medical and recreational cannabis products is segregated according to whether the individual is authorized and their level of authorization - visitor, Type 1, Type 2 or Key employee.



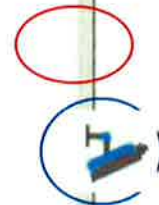
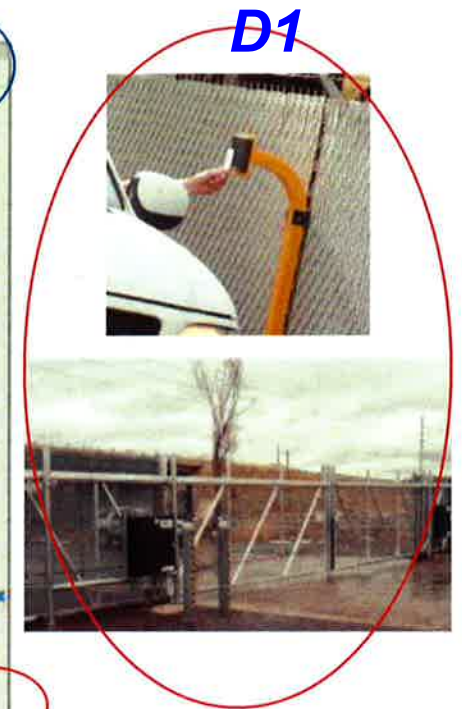
- 4. Employee Access is Limited:** For additional protection, employee movement throughout the facility is limited to only those specific areas where each routinely works.
- 5. Key Employee Access:** The fifth and final layer of protection is that we limit access to our most sensitive areas, vaults, safes, and security control equipment, to three or less Type 1 Registered Employees whom we have designated as Key Employees.



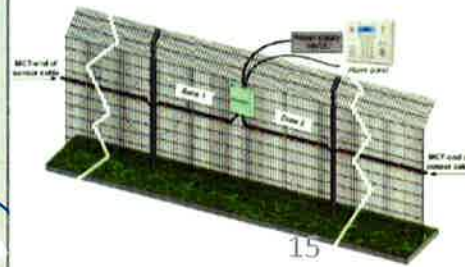
- Low light 24/7 CCTV cameras along the perimeter security fence and along the perimeter of the facility
- Cameras at all access points including external security gate, main entrance, shipping/receiving and fenced off waste area
- Motion sensors and motion sensor lighting around the building

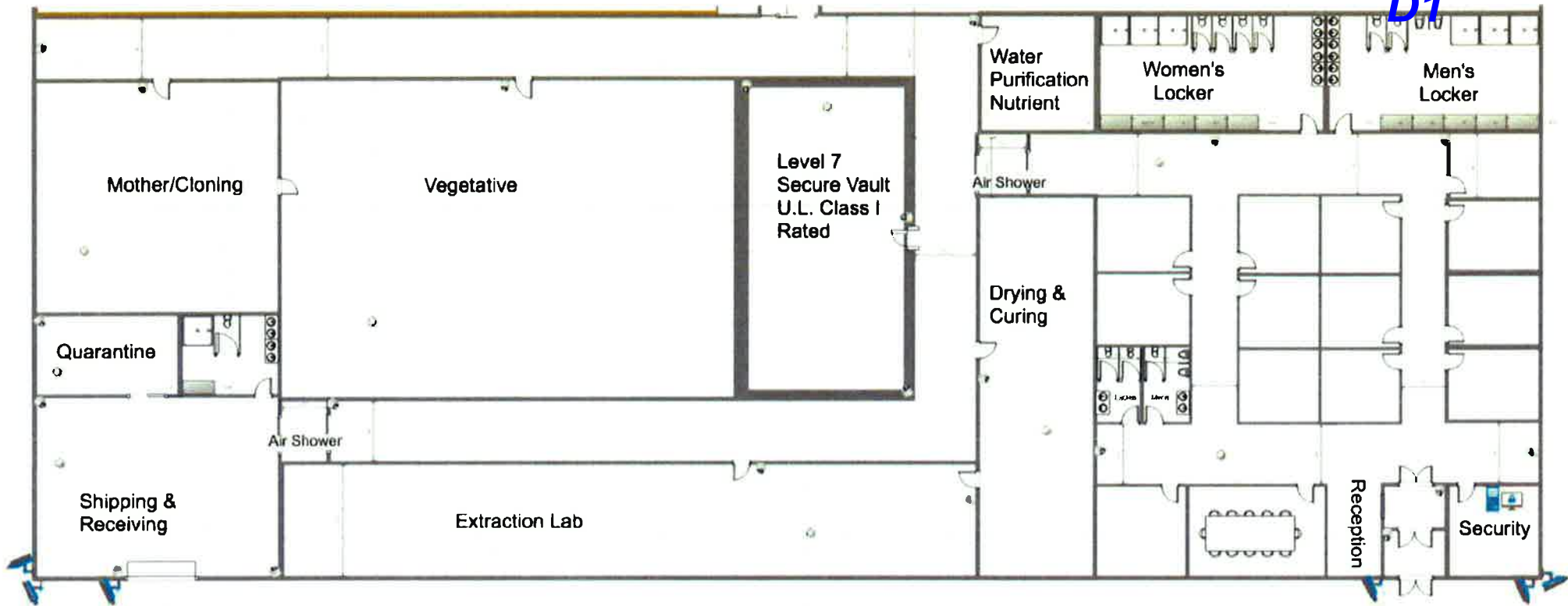


External Security Measures



- Facility entrance gate controlled by card key reader with camera
- Perimeter security chain link fence with razor wire
- Perimeter fence with intrusion detection system





Front Section of the Facility

- Double door airlock building entrance with mantrap
- Bullet proof vision window between reception and mantrap
- Internal 360 degree dome cameras in all hallways
- Internal 360 degree cameras and smoke/fire alarms in the mother/cloning room, vegetative room, drying/curing room, extraction room and the vault.
- Main entrance plus all entrances to rooms with cannabis require biometric reader access permission that log and record access.
- Intrusion alarm will sound with an attempt of false entry
- Panic alarms (individual/mobile and fixed)
- Shipping/receiving and quarantine also protected by 360 degree security cameras
- Air lock/air shower access require permission using biometric security readers
- 24/7 onsite/external security monitoring, including fire/smoke



Bullet Resistant Vision Windows



Mantrap Secure Entrance





Level 7
Secure Vault
U.L. Class I
Rated



U.L. Class I Vault Door



Biometric access control



Fire/Smoke Detector



360° CCTV Dome Cameras



24/7 Onsite and External Monitoring



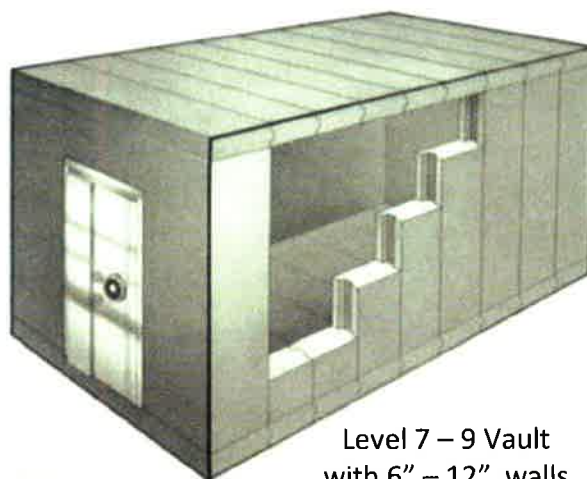
Motion detector



Intrusion alarm

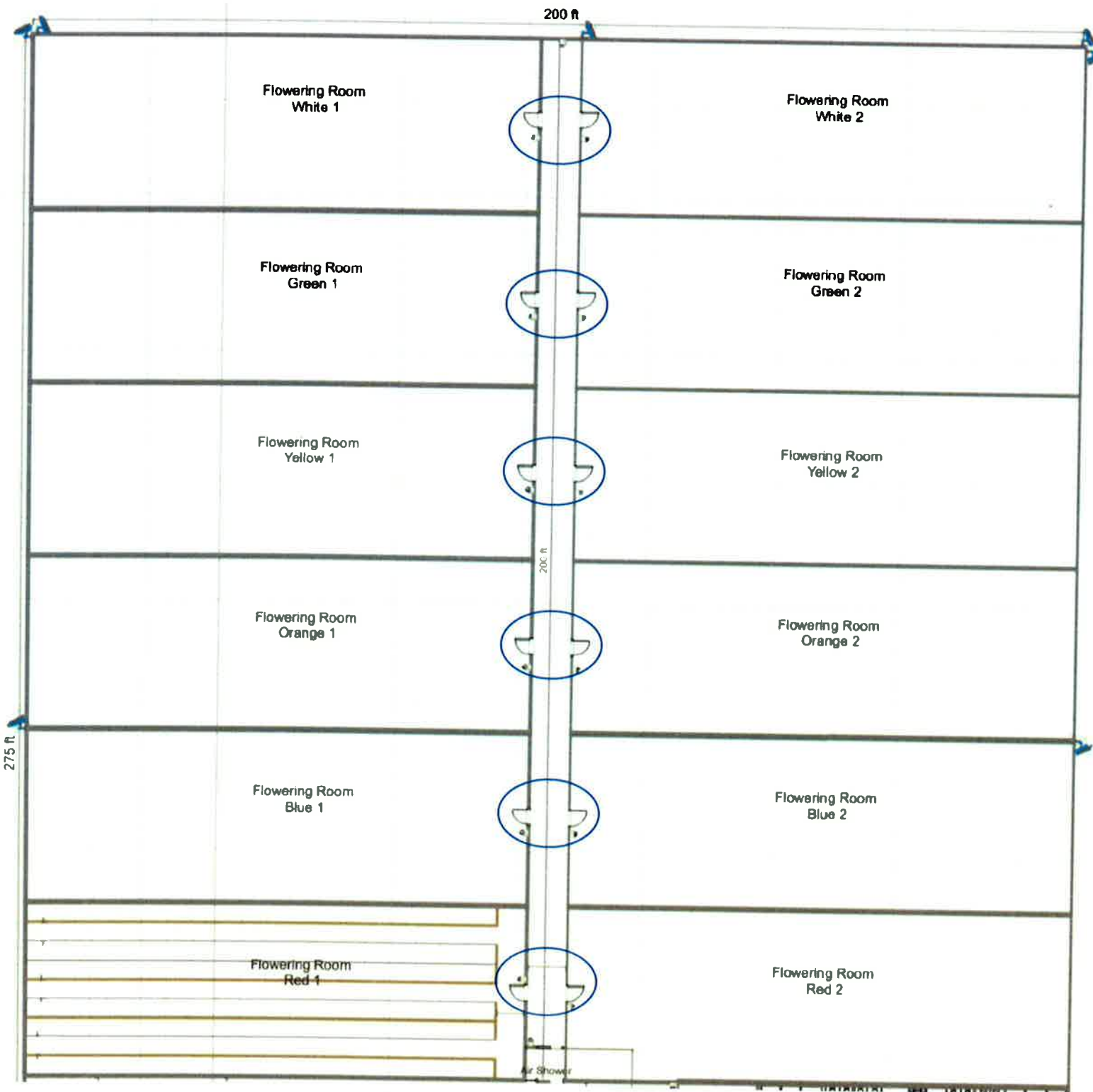
Vault

- Although on January 25, 2018 Health Canada issued a statement stating that “licensed producers will no longer be required to meet the vault and storage measures outlined in the existing Directive on Physical Security Requirements for Controlled Substances”, we intend to go beyond this requirement and install a Level 7 Vault and potentially a Level 8 or 9 Vault
- High density 6” – 12” concrete block walls or 20.7 MPa poured concrete
- U.L. Class I vault door preferably with biometric access readers that log and record access
- Motion sensors and intrusion sensors and alarm and internal 360 degree dome cameras all on a separate circuit from the main building detection system
- 24/7 onsite and external monitoring (monitored by a U.L. approved firm)
- Grade "B" Line supervision
- Control boxes for the security system are located inside the vault or safe
- Restricted openings for ventilation if ventilation required for drug stability



Level 7 – 9 Vault
with 6” – 12” walls

D1



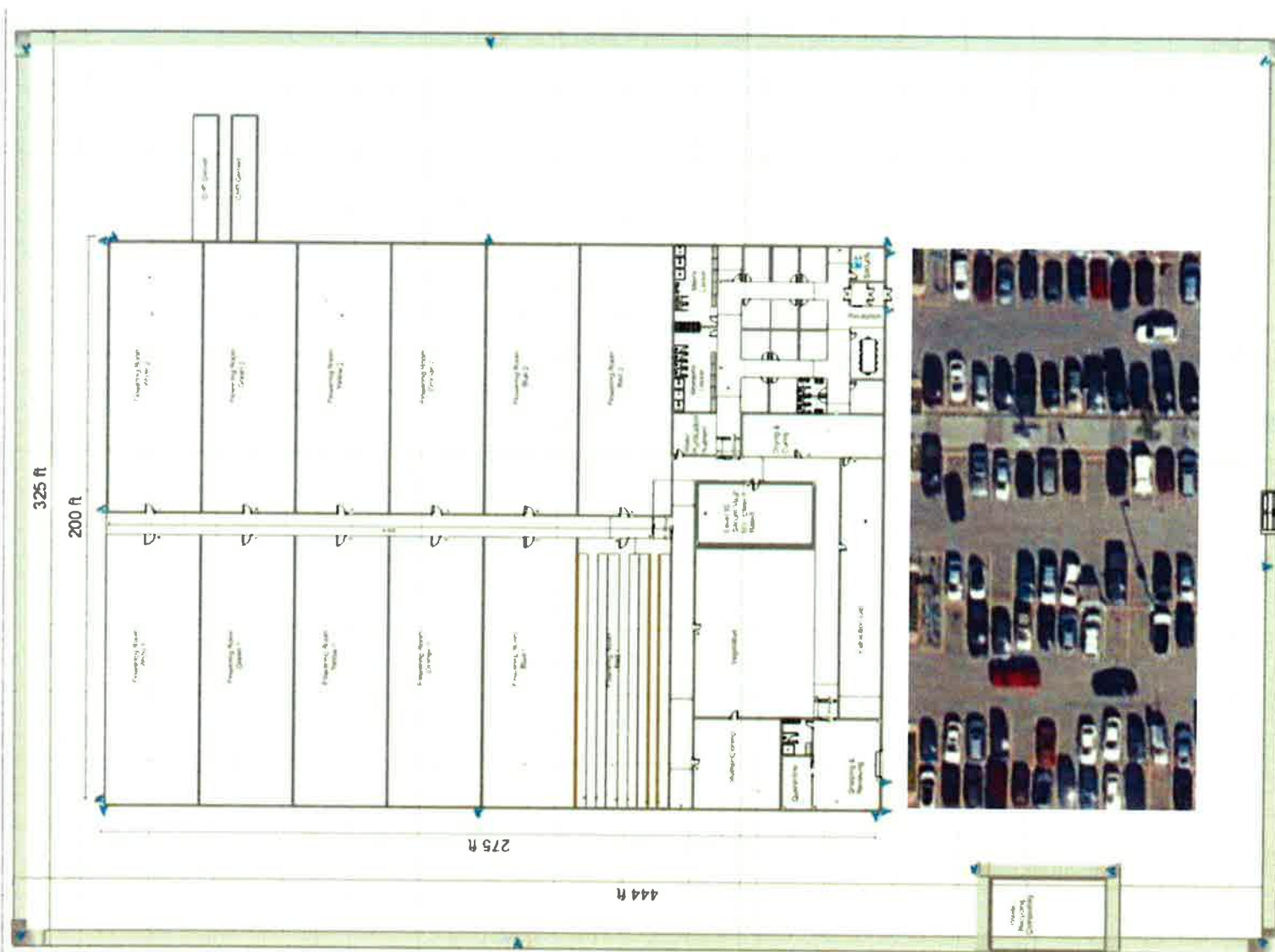
Flowering Rooms

- Internal 360 degree cameras in all flowering rooms and main hallway
- Monitored smoke/fire detectors in all rooms
- Motion detectors
- All flowering rooms require biometric reader access permission
- Recording of access to flowering rooms
- Intrusion detection alarms



Employee Parking/Hours of Operations

- 200 Employees, 3 x 8 hour Shifts (67 per shift), 24/7 Operation
- Front portion of the facility has room for >84 parking stalls





Traffic/Trip Generation

Employees:

- 200 Employees, 3 x 8 hour Shifts (67 employees per shift)
- 24/7 Operation
- **Most Likely Scenario** - 1 hour window of flex hours per shift this results in:
 - 1.1 vehicles per minute in and 1.1 vehicles per minute out
- **Worst Case Scenario** - Assume employees arrive over just 10 minutes
 - 6.7 vehicles per minute in and 6.7 vehicles per minute out

Deliveries:

- 30,111 dry kg of cannabis per year = 579 kg per week (0.579 tonne per)
- 182,969 ml (6:1 g/ml) per year = 3,519 ml per week (3.519 litre)
 - One truck per week or one truck every two weeks





Signage



Hwy 22

- No signage required
- Want to be discreet and keep a low profile
- Employees will know where to turn
- Visitors and Delivery Trucks will have the GPS location

Main Gate

- Contact us sign if remote access video/audio malfunctions
- Authorized vehicles only sign
- Caution sliding gate



Room for Expansion





Room for Expansion + Accommodation



13.4 (6) LIGHT INDUSTRIAL DISTRICT "LI"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND TO REGULATE SMALL TO MEDIUM SCALE INDUSTRIAL OPERATIONS.

A. PERMITTED USES

1. Farming

B. DISCRETIONARY USES

1. Ancillary buildings and uses
2. Auction mart
3. Auto-wrecking and salvage yard
4. Bulk fuel, oil, fertilizer, feed and chemical storage and sales
5. Consignment, rental, sales and storage of industrial/agricultural equipment, vessels, structures, vehicles, tanks and pipe
6. Farm implement dealership
7. Industrial/agricultural fabrication and machining operations
8. Industrial/agricultural trucking and related facilities, including but not limited to storage, warehousing and maintenance and repair
9. Kennels for boarding and breeding
10. Maintenance and repair of industrial/agricultural equipment
11. Recycling depot
12. Redi-mix concrete plant
13. Security suite as part of the main building
14. Temporary work camp
15. Veterinary clinic and animal shelter
16. Cannabis Production Facility

C. MINIMUM LOT SIZE

1 hectare (2.5 acres) unless otherwise approved by the Development Officer.

D. MINIMUM TOTAL FLOOR AREA

Ancillary buildings - Suitable and appropriate for the intended use.
All other development - At the discretion of the Development Officer

E. MAXIMUM TOTAL FLOOR AREA

As determined by the Development Officer.

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.

Where there is a service road next to a primary highway, the minimum front yard depth shall be determined by the Development Officer.

- 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, although Section 6.4 applies.
- H. **MINIMUM DEPTH OF REAR YARD**
7.5 metres (25 feet) unless otherwise approved by the Development Officer.
- I. **MAXIMUM HEIGHT OF BUILDINGS**
As determined by the Development Officer.
- J. **DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS**
New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.
- K. **LANDSCAPING & SCREENING**
In addition to any other provisions of this Bylaw, any approved use may be subject to screening of a visually pleasing nature as required by the Development Officer

7.12 Cannabis Production Facility

- (1) Clearwater County should direct cannabis production facilities to locate in a business park.
- (2) All cannabis production facilities, applying for a development permit, within a business park, must be located outside of a 50 m radius of a property boundary, that has any of the following attribute:
 - (a) an existing residence;
 - (b) zoned recreational facility district;
 - (c) an existing religious assembly use;
 - (d) an existing school;
 - (e) an existing child care facility;
 - (f) an existing community hall;
 - (g) public recreation
- (3) All cannabis production facilities applying for a development permit on an industrial parcel not located within a business park, must be located outside of a 300 m radius from a property boundary, that has any of the following attribute:
 - (a) an existing residence;
 - (b) zoned recreational facility district;
 - (c) an existing religious assembly use;
 - (d) an existing school;
 - (e) an existing child care facility;
 - (f) an existing community hall;
 - (g) public recreation
- (4) Cannabis production facilities shall:
 - (a) be contained in a fully enclosed building or buildings specifically referenced in the producer's federal license for production;
 - (b) be the only use permitted on a parcel, with the allowance for an ancillary building on the parcel;
 - (c) must not have any outside storage of goods, materials, and supplies;
 - (d) No use or operation shall cause or create conditions that may be objectionable or dangerous beyond the building that contains it.
 - (e) Follow the Federal Government Directive on Physical Security Requirements for Controlled Substances.
- (5) The Development Officer or Municipal Planning Commission shall not approve a development permit for a Cannabis Production Facility unless, in its opinion, it is satisfied that the proposed use is appropriate and compatible with adjacent and neighboring land uses.

- (6) In evaluating the appropriateness of a development permit application for a Cannabis Production Facility, the Development Officer or Municipal Planning Commission shall consider:
- (a) compatibility with adjacent and neighboring land uses;
 - (b) impact on existing traffic volumes and patterns of flow;
 - (c) appropriate vehicle parking and site access/egress requirements (the locations of access/egress points shall not route traffic through residential areas);
 - (d) lighting and signage;
 - (e) any other matters considered appropriate.



NE 29-34-05-W5M
157.01 acres

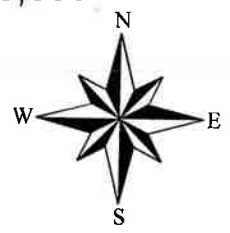
HWY 22

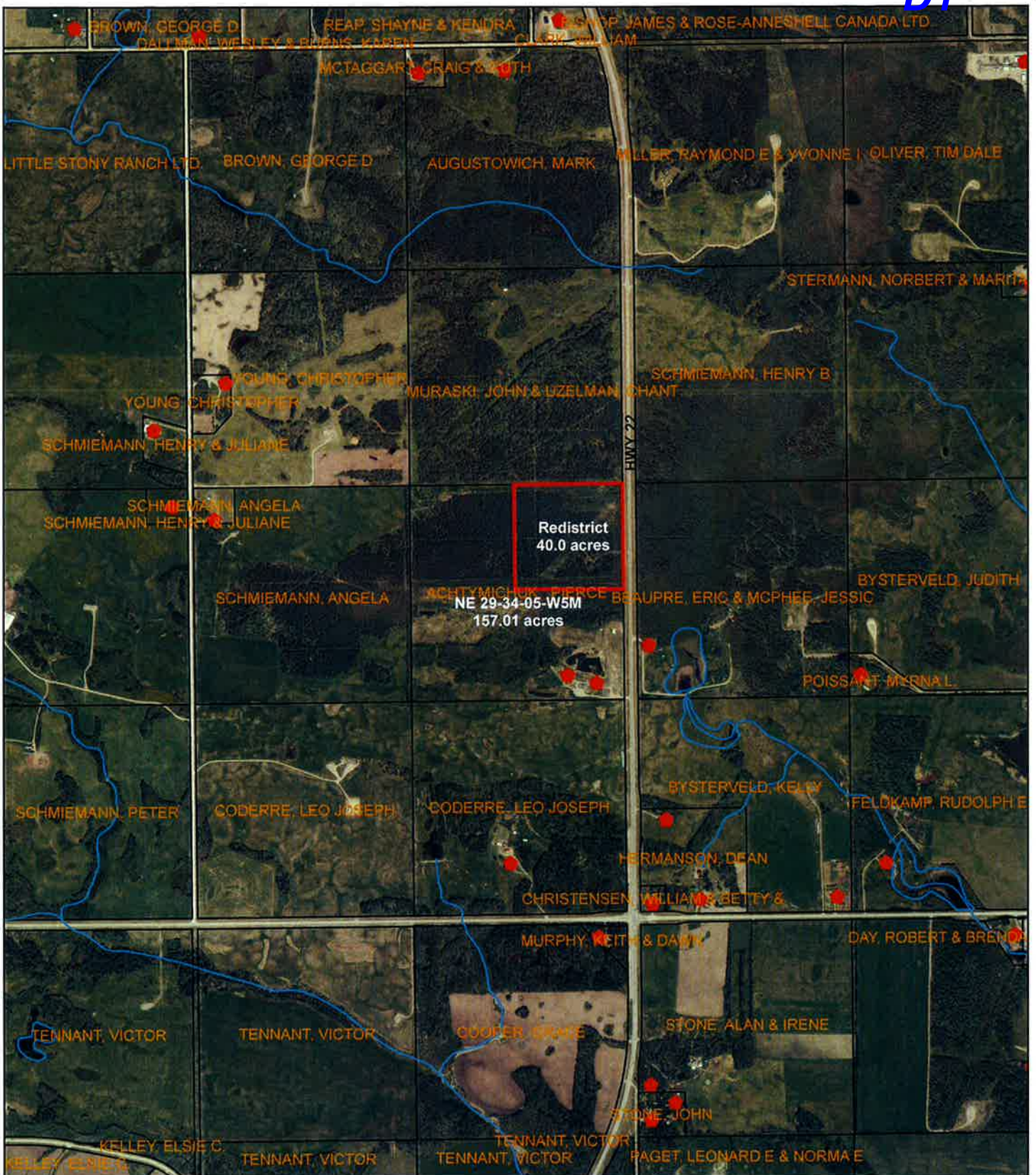
Redistrict +/- 40.0 acres
From Agriculture District "A"
To Light Industrial District "LI"



Application 04/18 to Amend the Land Use Bylaw
Redistrict +/- 40.0 acres in NE 29-34-05 W5M
From Agriculture District "A"
To Light Industrial District "LI"
Combined with Subdivision Application 21/3482
Jeffrey Brookman, CEO on behalf of Element GP Inc.

1:5,000

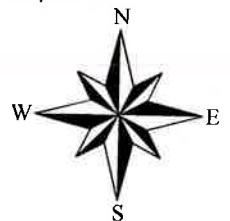




**Application 04/18 to Amend the Land Use Bylaw
 Redistrict +/- 40.0 acres in NE 29-34-05 W5M
 From Agriculture District "A"
 To Light Industrial District "LI"**

**Combined with Subdivision Application 21/3482
 Jeffrey Brookman, CEO on behalf of Element GP Inc.
 Adjacent Landowners**

1:20,000





REQUEST FOR DECISION

SUBJECT: Creation of the Economic Development Strategy		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Planning and Development	WRITTEN BY: Jerry Pratt / Economic Development Officer	REVIEWED BY: K. McCrae / Director, Planning & Development and Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training	STRATEGIES: 1.3.1 1.3.2 1.3.3 1.3.4 1.3.5 1.3.6
ATTACHMENT(S): Summary of Economic Development Online Survey for Business Owners or Managers Summary of Economic Development Online Survey for County Residents Summary of Discussions with Realtors and Land Appraiser Summary of Economic Development Open House		

<p>STAFF RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That Council receives the 4 Summaries of Community Input on Economic Development for information as presented. 2. That Council approves the proposed 4 areas of focus for the Economic Development Strategy.
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BACKGROUND:

Over the past four months County administration has sought public input on the creation of an economic development strategy. The sources of public input have been through

- An open house for business owners and managers,

- A survey for business owners and managers,
- A survey for County residents,
- And discussions with four local real estate agencies and a residential and commercial property appraiser that works in Central Alberta.

The four attachments are summaries of the input from each of these public input channels.

The following is a summary of all the public's input regarding the growth and development of business in Clearwater County.

Obstacles

From the public's input, the following are viewed as obstacles to business growth:

1. Lack of shovel ready land has slowed, and even prevented, development during Alberta's oil booms over the past decade and a half.
 - a. Shovel ready means zoned and serviced.
2. Lack of access to high speed internet is hampering the growth of current businesses in the County and is a deterrent to new businesses coming here.
 - a. Reliability and capacity were the main issues.
3. A perceived lack of quality of life makes it difficult to attract and retain skilled employees to the area, hindering the growth of current businesses and impeding new ones from investing here.
 - a. Lack of affordable housing to purchase or rent for families.
 - b. Lack of land ready to build for residential houses.
 - c. Lack of shopping that is available in surrounding communities.
 - d. Lack of year-round recreational facilities and activities for families.
4. The area has a reputation of not being open for business.
 - a. New business development often faces very vocal opposition which is a deterrent to potential developers.
 - b. Bylaws and policies make it appear like the expansion or development of business is unwanted.

Strengths

From the public's input, the following are viewed as strengths for business growth:

1. The attractiveness of the land of the region with tourism opportunities
2. The distance to most of the province's population
3. Transportation corridors and trainline

Opportunities

From the public's input, the following are viewed as ways to improve the environment for business growth:

1. Have land that is shovel ready, both for residential and commercial/industrial.
 - a. Work with the Town to fill this need.

2. Improve access to reliable broadband services for both industrial and residential properties.
 - a. There are many home-based businesses on residential or agriculture properties throughout the County that need this service.
3. Improve the sectors that make up quality of place for residents, so the area is more attractive to younger families/skilled employees.
 - a. Housing availability and affordability
 - b. Shopping
 - c. Recreation and cultural facilities and activities
4. Promote the area's tourism opportunities.
 - a. Work with Town and Province to develop more tourism attractions and events.
5. Promote the area to outside investors to attract land or building developers and businesses.
6. Review and streamline the development zoning and permitting process.
7. Engage the community on the role and importance of business development and growth for a sustainable community for all residents.

Economic Development is about improving the wealth and quality of life of a community through the process of developing, diversifying, and maintaining suitable economic, social, and political environments. These three environments are intertwined, meaning if they are to grow and change they must do so together.

Based on residents' and business' input, Administration has identified these 4 areas of focus for an Economic Development Strategy:

- *Prepare to have Growth of Business* – This focus would include improving land availability for development and reviewing the needs of industries within the County. The goal is to make it easy for current businesses to expand and new ones to come here while meeting the needs of the community.
- *Prepare to have Growth of People* – This focus would include improving the quality of place for those who live here and those who are considering living here. The goal is to make Clearwater County attractive for residents and future employees to live and stay here.
- *Promote Opportunities* – This focus would include promoting tourism, transportation corridors, and lifestyle. The goal is to work with businesses and residents to showcase why this is a great area to live, work, and invest in.
- *Foster a Culture of Growth* – This focus would include community engagement about why we need growth, work with stakeholders to identify and share with the public where future growth may come from, and discuss with the community ways to have sustainable growth. The goal is to have a community that supports and invests in the future of itself.

Administration is seeking the direction of Council regarding the preparation of the Economic Development Strategy. Are the 4 areas of focus above what Council would like the Economic Development Strategy based on? Do they support Council's vision of the County in 20 years?

Other communities have strategies that include community education, workforce training and education, small business development support, revitalizing older development areas, or targeting specific industries.

A strategic document usually supports a 20 year vision, but the document itself is updated very 4 to 5 years as plans are achieved and conditions change.

Recommendations:

1. Council receives the 4 Summaries of Community Input for information as presented.
2. Council approves the proposed 4 areas of focus for the Economic Development Strategy.
 - a. Prepare to have Growth of Business
 - b. Prepare to have Growth of People
 - c. Promote Opportunities
 - d. Foster a Culture of Growth

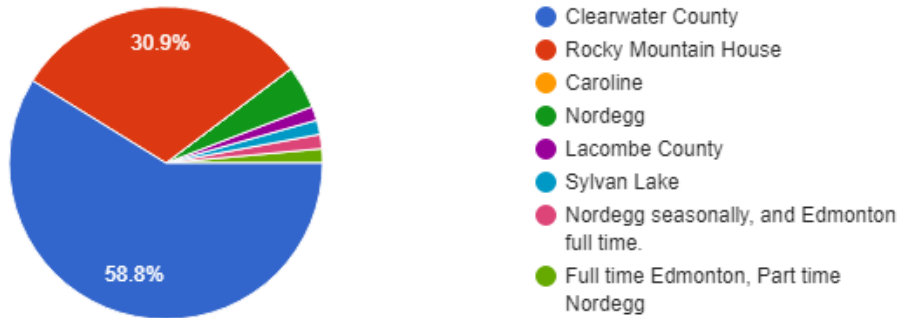
Summary of Economic Development Online Survey for Business Owners or Managers

An Economic Development Survey for business owners or managers was published online for about 3 weeks at the end of May. It was promoted on the County website and social media pages. There were 68 survey submissions. The following is a summary of the responses.

1. Where do you live?

- 59% listed themselves as from Clearwater County
- 31% from Rocky Mountain House
- 3 from Nordegg,
- 2 seasonally from Nordegg, a
- 1 each from Sylvan Lake and Lacombe County.
- No submissions listed themselves as from Caroline.

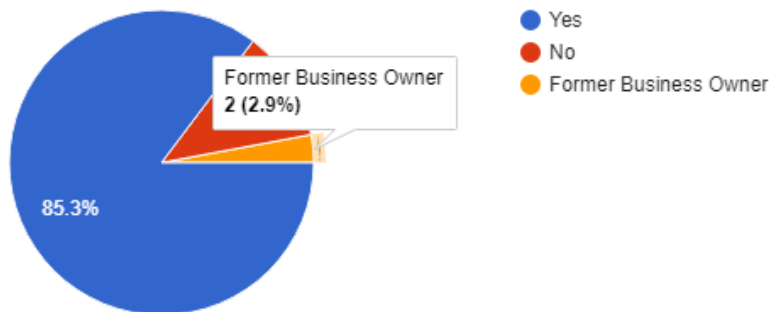
68 responses



2. Are you a business owner or manager?

- 85% said yes
- 12% said no
- 3% said they are former business owners

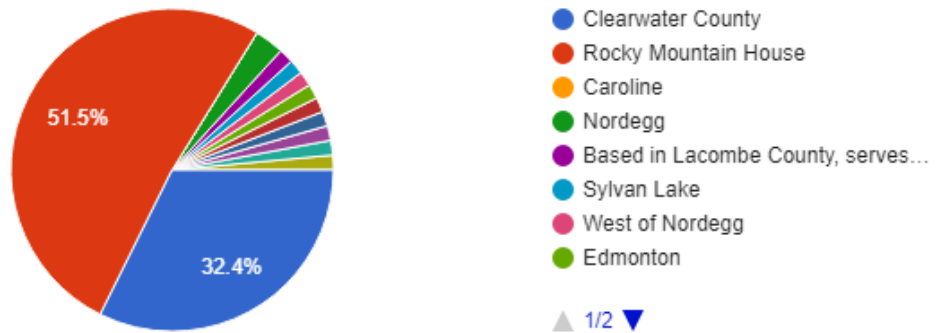
68 responses



3. Where is your business located?

- 32% said Clearwater County
- 52% said Rocky Mountain House
- 5% said Nordegg
- 2% said both County and Rock Mountain House
- 6% said Not Applicable
- 2% for each of Lacombe County, Sylvan Lake and Edmonton

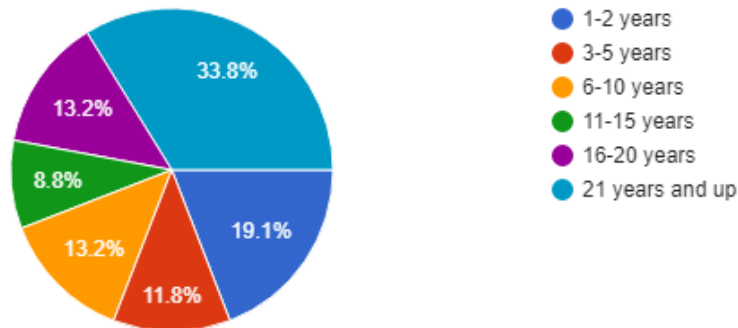
68 responses



4. How many years has your business been in operation?

- 1 – 2 year 19%
- 3 – 5 years 12%
- 6 – 10 years 13%
- 11 – 15 years 9%
- 16 – 20 years 13%
- 21 years & up 34%

68 responses



5. What Industry is your business involved in?

The question provided multiple answers for people to answer, with an option for *Mainly Involved In* and *Somewhat Involved In*, trying to give businesses a way to show they are often involved in numerous industries. Many respondents filled out most of the categories, making the results not specific enough to be helpful.

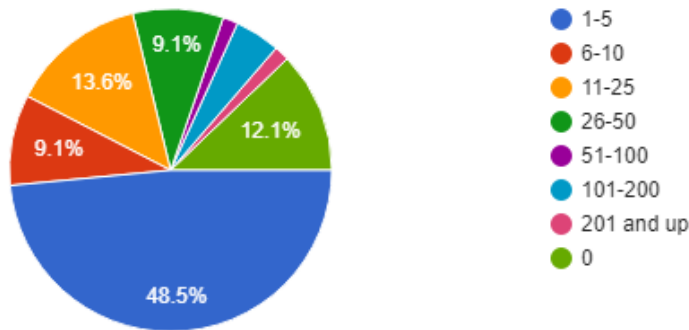
The 2 most common Main Industries were *Accommodations and food services* and *Retail Trade*. The 2 most common listed as *Somewhat Involved In* were *Agriculture, fishing and hunting* and *Construction*.

6. What is the average number of staff employed by your business?

a. Year round positions

0	12%
1 – 5	49%
6 – 10	9%
11 – 25	14%
26 – 50	9%
51 – 100	1%
101 – 200	3%
201 & up	1%

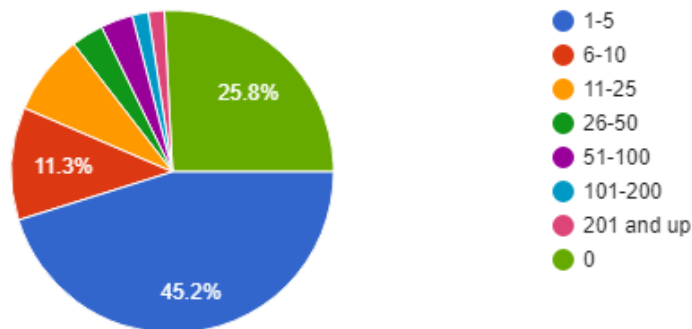
66 responses



b. Season positions

0	26%
1 – 5	45%
6 – 10	11%
11 – 25	8%
26 – 50	3%
51 – 100	3%
101 – 200	1%
201 & up	1%

62 responses



7. When it comes to business growth and attraction, what do you view as Clearwater County's greatest challenge?

- a. Lack of high speed internet
 - i. Companies are using the internet to communicate, receive and transmit plans, and lack of broadband is making it difficult
 - ii. Tourism companies do almost all promotion, booking and customer communication online. Lack of service, especially in the busy summer, is hard on the business.
- b. Reputation of being closed for business
 - i. Some residents vocally oppose growth or change which gives the appearance of the County not being open for business.
 - ii. Bylaws giving the appearance of not wanting businesses to expand or attract new ones.
- c. Difficult to attract or retain employees in the area
 - i. Lack of affordable housing to purchase or rent for families
 - ii. Lack of land ready to build for residential houses
 - iii. Lack of shopping that is available in surrounding communities
 - iv. Lack of recreational facilities and activities for families
- d. Lack of land ready for construction
 - i. Where would a business go to expand or build
 - ii. Where would residential development happen that is affordable

8. When it comes to business growth and attraction, what do you view as Clearwater County's greatest strength?

- a. Beautiful West Country
- b. Short distance to much of Alberta's population
- c. Lots of room if it can be developed inexpensively

9. What do you view as your business' greatest challenge?

- a. The ups and downs of our natural resource industries (oil & gas, lumber, agriculture)
- b. Difficult to attract qualified employees and keep them here

- i. The skills needed are not readily available locally
- ii. Qualified employees often don't stay here long because of high housing costs or lack of housing and a lack of shopping and recreation facilities
- c. Lack of reliable high speed internet connections
- d. Competition with Red Deer stores and online stores
 - i. Lack of anchor store to help keep people shopping local
- e. Declining population decreases demand for services
- f. Cost of land or buildings – lease and rent rates are high

10. What do you view as your business' greatest opportunity?

- a. Location with access to Edmonton and Calgary only 2 hours away
- b. Tourism opportunities are plentiful
- c. Broadband will allow more A.I. systems allowing businesses to compete on more bids
- d. If business can attract and retain people with technical skills they can become more efficient

11. What industry or business do you think would be a good fit for Clearwater County, but is not here yet? Why?

- a. Walmart would help keep more dollars here and make the area more attractive for young families
- b. There are many tourism opportunities if there is land to operate on
 - i. Promote and develop more trails for OHV and Equine use
- c. Have more seniors retirement living/care homes
- d. Tech sector needs to grow if that is the future of jobs
- e. Specialty manufacturing should be able to work here with cities 2 hours away and a railway close by

12. What can Clearwater County do to make it easier for local businesses to grow and possibly attract new businesses and industries to the area?

- a. Lower taxes for everyone, tax incentives for new businesses
- b. Streamline the permitting process because it takes a long time
- c. Improve internet connectivity
- d. Shovel ready land for industrial and residential development at a cost that is an attractive advantage
 - i. Land with services is more attractive than land without
- e. Make the community more attractive to help get employees to move and stay here
 - i. Lack of places to rent and lack of affordable housing
 - ii. Lack of shopping
 - iii. Lack of recreation facilities, more summer ones and year round
- f. Market the area to attract business
- g. Talk with residents about why we need business growth and more young employees moving here

13. What action should Clearwater County focus on most to create a more favorable environment for businesses growth and attraction?
- a. Lower taxes and have tax incentives for new businesses
 - b. Reduce red tape and time for new developments and buildings
 - c. Have land ready for building, serviced and with broadband
 - i. Build business corridors so business is not spread out everywhere
 - d. Work on getting young families to come and stay, the quality of life side
 - i. Housing
 - ii. Recreation, activities and events for young families
 - iii. Shopping
 - e. Make goals for where the county is trying to be in 20 years
 - i. Ask residents and businesses what they want the County to be like in 20 years
14. Please share any other comments about economic development in Clearwater County?
- a. Talk more about why business and population growth are important
 - b. More recreation facilities and events are good for tourists and residents
 - c. Work with the Town more to develop land, invite businesses and host events
 - d. Market the positives to residents and to attract business
 - e. Bring in Walmart
15. What can local business owners/managers do to help create a better pro-business growth atmosphere in Clearwater County?
- a. Serve our customers better
 - b. Promote ourselves, each other and the region better
 - c. Work together with our local chambers and positive community groups more
 - d. Don't try to block other businesses

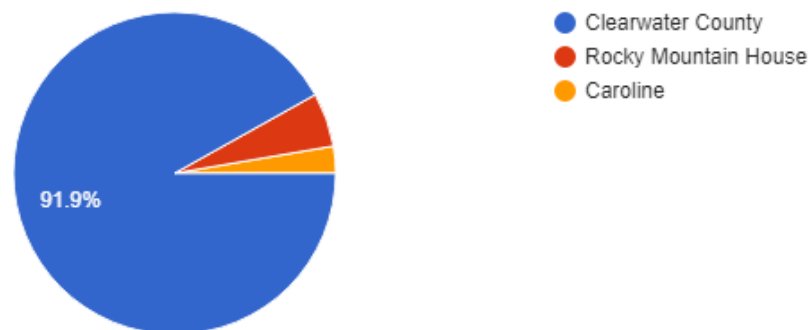
Summary of Economic Development Online Survey for County Residents

An Economic Development Survey for County Residents was published online for 2 weeks at the end of June. It was promoted on the County website and social media pages. There were 37 survey submissions. The following is a summary of the responses.

1. Where do you live?

- 92% listed themselves as from Clearwater County
- 5% from Rocky Mountain House
- 3% from Caroline

37 responses



2. When it comes to business growth and attraction, what do you view as Clearwater County's greatest challenge?

- a. Not enough choices for clothing and food shopping
- b. The area has a reputation of not being open for business or accepting change
 - i. Zoning and permitting
 - ii. People are often vocal opponents to companies or development coming in
- c. Lack of affordable housing
- d. Lack of recreation facilities

3. When it comes to business growth and attraction, what do you view as Clearwater County's greatest strength?

- a. Location
 - i. Close distance to mountains, rivers and lakes
 - ii. Close distance to the big cities
- b. Tourism opportunities
- c. The amount of space here, if it can be developed
- d. Being flexible for zoning (Cannabis facility zoning was mentioned specifically)

4. What can Clearwater County do to make it easier for local businesses to grow and possibly attract new businesses and industries to the area?
 - a. Attract more shopping options (Walmart and Costco were mentioned)
 - b. Lower taxes
 - c. High speed internet
 - d. Affordable land to develop, both residential and industrial
 - e. Promote the area to attract business development
 - f. Streamline development/zoning processes

5. What action should Clearwater County focus on most to create a more favorable environment for businesses growth and attraction?
 - a. Attract larger shopping stores (Walmart, Costco, Superstore) to keep money here and be more attractive to young families
 - b. Work on being more attractive to young families (employees) with better shopping, recreation facilities, and affordable housing
 - c. Broad band for business and residents
 - d. Lower taxes
 - e. Promote the area by attending trade shows and contacting businesses to invite them here

6. Please share any other comments about economic development in Clearwater County?
 - a. Bring in big box stores
 - b. A large truck stop would work
 - c. Are bylaws too restrictive to allow growth?

7. What can local residents do to help create a better pro-business growth atmosphere in Clearwater County?
 - a. Promote successes more
 - b. Bring in big box stores
 - c. Shop local
 - d. Discuss why the community needs growth

Summary of Discussions with Realtors and Land Appraiser

The Economic Development Officer met with four local Real Estate Agencies and a property appraiser to discuss what potential buyers or developers of commercial and industrial land look for when inquiring about property in Clearwater County compared to development in the surrounding area. The following is a summary of the Realtors' and the Appraiser's input.

- Sales have been very slow over the past 4 years.
- Businesses are able to buy and build anywhere, but they want at least one of the following in the nearby area of their development. Businesses tend to develop where:
 - Their customers are located, and/or
 - Their employees with the needed skills are located, and/or
 - They can access needed resources (natural resources, transportation, land...)
- A lack of available land and buildings was an obstacle to growth during the 2002 – 2007 oil boom and prevented development in the 2009 – 2014 boom. This shortage was for residential, commercial and industrial land. This trend is present to this day, where the lack of choice is detrimental to potential developers and local businesses looking to expand.
- Lack of serviced land is unattractive to developers and businesses coming from urban areas.
- While unserviced lots are less expensive, along the Highway 2 corridor there are almost no industrial lots that are unserviced. Demand seems to be for serviced land.
- Lack of low cost housing or rental properties is a deterrent to businesses developers. There are too few places for their employees to live locally. Business likes to be close to where qualified employees live because it reduces costs for attraction and retention.
- Lack of supply drives up prices, making us uncompetitive with surrounding communities.
- There is a lack of housing for aging population (55+ group).
- Lack of high speed internet is an obstacle for both industrial and residential purchasers.
- There is a growing need for small businesses to rent suitable properties as they move off their farm/acreage and try to grow. Highway frontage for access and visibility is important to this group.
- The area has a poor reputation with developers. This reputation has been for over 20 years.
 - Difficulties with zoning or planning permits in the region
 - Residents actively campaigning against development and business growth
- Working with County Administration has generally been a good experience.
- If almost no development is happening, does this indicate that a development plan is not doing what it is supposed to do? (discussion raised regarding Nordegg specifically)
- Developed and zoned land is not a guarantee to attract business, but having no developed land is almost a guarantee to not attract business. Surrounding communities have land ready for business to buy and build.
- Solutions will require the co-operation of the Town and the County as one will not grow without the other.

Summary of Economic Development Open House in Leslieville on Tuesday, May 29, 2018.

There were 28 people in attendance, representing a variety of sole proprietorships to large corporations based in Clearwater County. Statistical information about the County's population and demographics was presented to the group, and then the attendees split into 4 groups and were asked to discuss 4 questions about Economic Development in Clearwater County. The following is a summary of the feedback the groups provided:

1. What do you see as the largest barriers to business growth in Clearwater County?
 - a. There is a general philosophy amongst residents in Clearwater County to not embrace development, change or innovation. A NIMBY philosophy is very prevalent and vocal, which makes it difficult for current businesses to grow, or even operate, and creates a poor reputation for investors/businesses considering coming here.
 - i. Many residents seem to want to be an agriculture community, even though practically all the job and business growth over the past 4 decades has not been Ag related.
 - ii. There are also people who retire from larger centers to the area who do not want to see anything change. When they decided to come here they liked what was here at that time.
 - iii. Several examples of protests against new developments were given, such as; Shell building their plant near Caroline, the construction of the Strachan Gas Plant, Weyerhaeuser trying to build a plant but ended up going to Drayton Valley, Meadow Ponds Estates residential subdivision, construction of the Dicorp storage facility, and currently the Repsol water diversion.
 - iv. Also mentioned was the lack of retail development in the region over the past 10 years because of an anti-development or anti-change sentiment, especially compared to neighboring municipalities.
 - b. Lack of reliable high-speed internet is a barrier to the growth of existing businesses and to new ones coming to the area.
 - c. Development policies/rules seem to be anti-development, the zoning process takes a long time and feels unclear. Why are so many of these rules in place? Are they current and relevant?
 - d. Lack of commercial/industrial zoned and services land for purchase. If there is no shovel ready land available businesses seek out places that are ready for construction.
 - e. Lack of employees in the area with the needed skills, experience and education. And if they move here, it is often difficult to keep them here because of housing costs and a perceived lack of social and retail amenities.

2. What are the strengths and opportunities for business growth in Clearwater County?
 - a. The distance to most of Alberta's population makes Clearwater County a consideration for manufacturing/servicing to Edmonton, Calgary and Red Deer.

- b. The potential for tourism attraction and growth is just beginning – with both the natural setting and the history of the area.
 - c. The location allows for a generous lifestyle with a short distance to the West Country and quick access to the larger cities.
 - d. There are 4 major industries in Clearwater County that usually help keep the economy going even in down times.
 - e. There is a lot of land room to develop if that is the goal. Eastern Clearwater County is not constrained by bordering cities or undevelopable areas.
 - f. The airport has potential for more tourism and shipping traffic.
3. What are the top things that Clearwater County could do to help improve the business environment for growth and attraction?
- a. Encourage/Develop highspeed internet access throughout the County.
 - b. Have zoned and developed land ready for purchase.
 - c. Review the zoning and permitting process. Make it faster and more understandable. A lawyer or engineer should not be needed right from the start of a permitting discussion.
 - d. Work with the Town to have land ready.
 - e. If getting into tourism, then invest in tourism assets – multiuse trails, RV sani dumps...
 - f. Promote the area with our advantages.
 - g. Council should have goals and plans, communicate them, and get regular community feedback on the goals and plans.
4. What can local business owners and residents do to make the area more attractive for business growth and investment?
- a. Businesses should speak out more about the need for growth and what it takes for them to grow. Talk with employees and the community.
 - b. Business owners should work together more, through the Chambers of Commerce or Ignite Rocky & Clearwater County group.



REQUEST FOR DECISION

SUBJECT: Quality Management Plan (QMP) Fire Discipline		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Regional Fire	WRITTEN BY: Steve Debienne, Regional Fire Chief	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Alberta Safety Codes Act		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: 3.2	STRATEGIES: 3.2.1 and 3.2.2
ATTACHMENT(S): Draft Quality Management Plan – Fire Discipline		

STAFF RECOMMENDATION:

That Council approve the Harmonized Quality Management Plan for the Fire Discipline as presented.

BACKGROUND:

On May 9, 2018, Clearwater Regional Fire Rescue Committee reviewed the draft Harmonized Quality Management Plan (QMP) and gave a recommendation to submit the plan to Town of Rocky Mountain House, Village of Caroline and Clearwater County Councils for approval.

The QMP defines the acceptable level of service that the accredited agency (Clearwater County) is required to provide. The draft QMP is based on a template provided by the Alberta Safety Codes Council's recommendation of what they'd like agencies to utilize when updating their QMP.

During a review process it was identified that maintaining and operating three (3) separate QMP's resulted in administrative and operational challenges. Working with the Safety Codes Council and the Clearwater Regional Fire Rescue Services Committee, it was agreed that a harmonized QMP would address these challenges by simplified processes and procedures, reducing duplication of efforts, while also increasing the level public safety. The draft QMP has received approval from the Safety Codes Council.

Administration is requesting Council's approval of the Harmonized Quality Management Plan.

Clearwater County Regional Fire Rescue (Caroline, Rocky Mountain House, Clearwater County)

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



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Schedule A

Scope and Administration

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1.0 SCOPE OF ACCREDITATION

The **Clearwater Regional Fire Rescue Service**, herein referred to as “The Municipality (Clearwater County, Village of Caroline, and the Town of Rocky Mountain House) as per the Intermunicipal Regional Fire Rescue Services Agreement” will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code, and • Fire Investigation (cause and circumstance) Or
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, • Fire Investigations (cause and circumstance)
Fire Prevention Programs (optional)	
<input checked="" type="checkbox"/>	Public education

2.0 Quality Management Plan Administration

Clearwater Regional

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner’s representative(s).

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

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for The Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of

management appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the “Council” or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of The Municipality relating to the provision of services under this QMP including the right to enter The Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of The Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

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

SCOs shall have authority and freedom of discretion to:

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

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

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

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP, and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this QMP. The Freedom of Information and Protection of Privacy Act apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

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

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,

- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to The Municipality's records retention policy, whichever is greater.

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

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from The Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of The Municipality, staff, and QMP with respect to the administration of The Municipality's accreditation. At the conclusion of the internal review, The Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

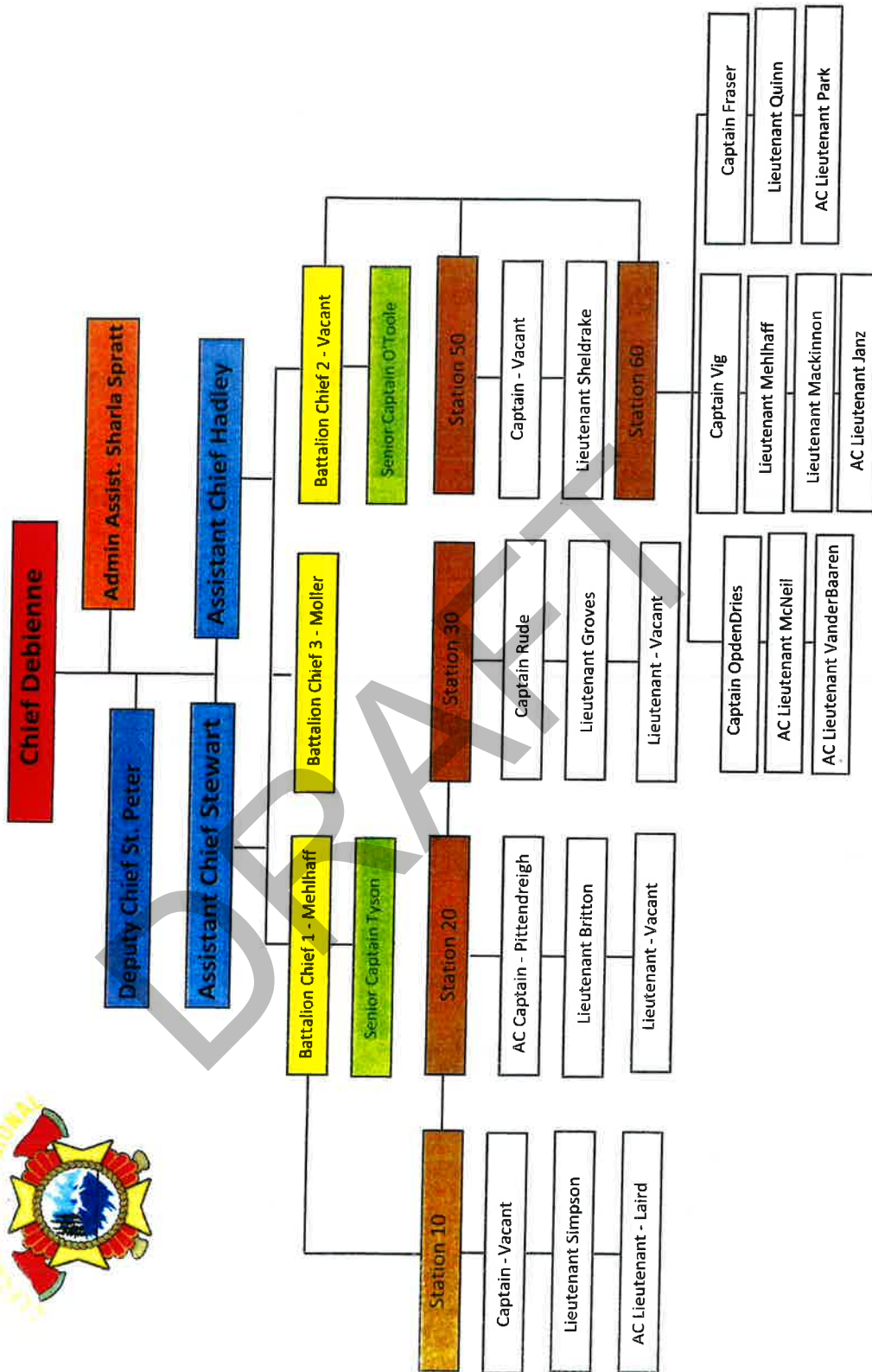
2.8 Declaration of Status

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

2.9 Organizational Chart

CLEARWATER REGIONAL FIRE RESCUE SERVICES

Organizational Chart



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

2.10a Municipality Agreement

In accordance with Council Resolution # _____ of *(insert date)* the *(insert name of Municipality)* hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

_____ Signature – Chief Administrative Officer	_____ Signature Chief Elected Official
_____ Name & Position Title	_____ Name & Position Title
_____ Date	_____ Date
_____ Email Address	_____ Email Address
_____ Name of Municipality	_____ Municipality Address
_____ Phone Number	_____ Fax Number

2.11 Municipality QMP Manager Information

_____ Name and Title of QMP Manager	_____ Email Address
_____ Name of Municipality	_____ Municipality Address
_____ Phone Number	_____ Fax Number

2.10b Municipality Agreement

In accordance with Council Resolution # _____ of *(insert date)* the *(insert name of Municipality)* hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Signature Chief Elected Official

Name & Position Title

Name & Position Title

Date

Date

Email Address

Email Address

Name of Municipality

Municipality Address

Phone Number

Fax Number

2.11 Municipality QMP Manager Information

Name and Title of QMP Manager

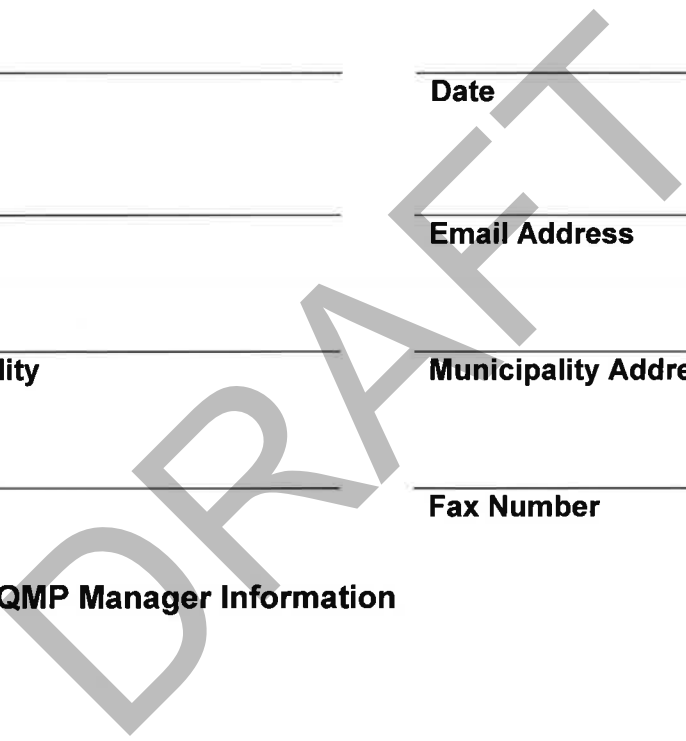
Email Address

Name of Municipality

Municipality Address

Phone Number

Fax Number



2.10c Municipality Agreement

In accordance with Council Resolution # _____ of *(insert date)* the *(insert name of Municipality)* hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Signature Chief Elected Official

Name & Position Title

Name & Position Title

Date

Date

Email Address

Email Address

Name of Municipality

Municipality Address

Phone Number

Fax Number

2.11 Municipality QMP Manager Information

Name and Title of QMP Manager

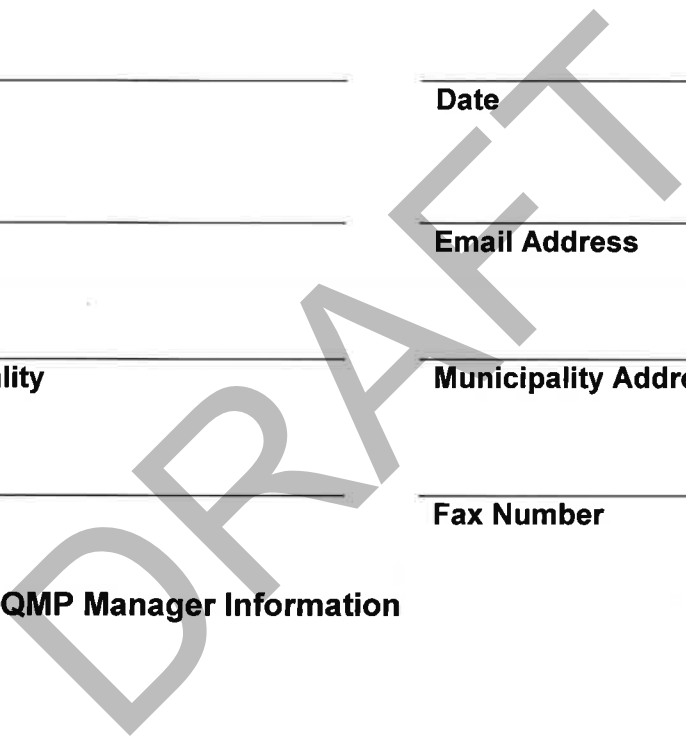
Email Address

Name of Municipality

Municipality Address

Phone Number

Fax Number



2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officers and the QMP Manager of The Municipality.

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Schedule B

Operational Requirements

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3.0 Operational Requirements

3.1 Scope of Services

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

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

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

A SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

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

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

3.6 Permit Administration

3.6.1 Permit Applications

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

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,

- (h) include a method of payment of fees acceptable to the permit issuer,
- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
 - i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

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

3.6.3 Terms and Conditions of Permit

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

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

3.6.4 Annual Permits

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

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

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

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

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

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and

- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and
- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (eg. labelled mobile home siting, minor residential improvements).

A VOC will include the:

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

3.10 Investigation of an Unsafe Condition, Accident, or Fire

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

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

When investigating an unsafe condition, or accident, or fire, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

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

Schedule C

Technical Discipline Service Delivery Standards

DRAFT

4.0 Technical Discipline Service Delivery Standards

4.5 Schedule C.5 FIRE

Fire Permits/Permissions

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

Fire Inspections

The Municipality must choose from the following methods of assessment when determining the inspection frequency for the Fire Discipline. Method 1 identifies an inspection frequency schedule that is determined on extensive risk assessments of the buildings and occupancy classifications. Method 2 is an inspection frequency level without the consideration of associated risk.

A Fire SCO will conduct on-site inspections in accordance to the one of the following inspections frequency methods as chosen by the Municipality.

4.5.1 Method 1

If Method 1 is chosen, The Municipality must conduct a formal risk assessment as associated with the use and occupancy classification as classified by the Alberta Building Code.

The following information is provided as guideline for this process.

Administrative Service Assessment (Risk assessment)

The first step in Method 1 is to conduct a risk analysis. Risk is a measure of the likelihood of a hazard doing harm and how much harm the hazard could do. Or, another way of looking at it is to consider risk an estimate of the probability of a hazard being present.

By understanding how to reduce or eliminate hazards associated with different building occupancies. This will lower risks to occupants and these actions are an important part of risk reduction.

Conducting an initial fire safety inspection can give the SCO an understanding of the condition of the occupancy. Using a formula, the SCO can evaluate the risk numerically and decide on an inspection frequency.

A. Basic steps to an inspection risk analysis.

- identify the issue by conducting a benchmark inspection. - Use property records for assistance,
- address risks and benefits. – Probability verses consequences,
- identify and analyze options. – Identify inspection program,
- select strategy. – Frequency of inspections,
- implement strategy. – Commence inspection program, and
- evaluate strategy. – Review code infractions and evaluate against previous inspections.

Risk analysis addresses:

- what is the likelihood of harm,
- what is the potential harm, and
- what is the potential consequence of an event to people and/ or property.

B. Risk Identification

The following model for risk assessment rates each building as a low, medium or high or maximum risk.

<p>HIGH PROBABILITY LOW CONSEQUENCE</p> <p>(MODERATE RISK)</p> <p>2</p>	<p>HIGH PROBABILITY HIGH CONSEQUENCE</p> <p>(MAXIMUM RISK)</p> <p>4</p>
<p>LOW PROBABILITY LOW CONSEQUENCE</p> <p>(LOW RISK)</p> <p>1</p>	<p>LOW PROBABILITY HIGH CONSEQUENCE</p> <p>(HIGH RISK)</p> <p>3</p>

Definitions:

Probability: The likelihood an event will occur within a given period of time. An event that occurs daily is highly probable. An event that occurs only once in a century is very unlikely. Probability then is an estimate of how often an event will occur.

Consequences: There are two components: life safety (lives of occupants affected by fire and economic impact (loss of irreplaceable assets and likelihood of economic recovery)

This process establishes a numerical value of 1 – 4 for each individual structure/occupancy. A 1 rating is low probability with low consequence. A 2 rating is high probability with low consequence. A 3 rating is low probability with high consequence and A 4 rating is high probability with high consequence.

Accredited organizations can set their own frequency schedules based on risk tolerance within their communities. Please note the example table.

The inspection frequency for occupancies that fall into 1 & 2 categories will be inspected on a request, complaint or at the discretion of the SCO. Occupancies with a 3 category will be inspected every 2 years and occupancies in a 4 category will be inspected annually.

4.5.2 Method 2

If Method 2 is chosen, the Municipality must pick one from each applicable frequency box in accordance to use and occupancy as classified in the Alberta Building Code (ABC).

<u>Activity / Project</u>	<u>Type of use, occupancy, sites, or work</u>	<u>Inspection Frequency Range (May be by occupancy or individual unit) (Where indicated 1 inspection frequency must be chosen)</u>
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	1 site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. 1 post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	Once per event
	Group A, Division 1 Assembly	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group A, Division 2 Assembly	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group A, Division 3 Assembly	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group A, Division 4 Assembly	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group B, Division 1 Care or Detention	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months

	Group B, Division 2 Care or Detention	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 1 to 5 family	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 5 to 12 family	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 12 to 25 family	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 25 and more family	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group D	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group E	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group F, Division 1	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group F, Division 2	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group F, Division 3	On written request or written complaint Once every month Once every 6 months Once every 12 months Once every 24 months

Definitions:

- 1) **On request or complaint** - the process as defined by municipal operational policy.
- 2) **Once every month** - a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3) **Once every 6 months** - a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4) **Once every 12 months** - a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5) **Once every 24 months** - a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

Fireworks

The Municipality may issue permits for:

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

The Fire SCO will, prior to issuing a permit:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
 - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code, and
 - is of at least 18 years of age.
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - holds a valid business license or confirmation of ownership of the business when The Municipality does not require business to hold such license,
 - employees handling fireworks for sale are of at least 18 years of age,
 - manufacturers instructions are posted at the sales location and provided with each sale,
 - record of each sale is retained for examination by the Fire SCO, and
 - stores fireworks in conformance with Part 3 of the Alberta Fire Code.

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

Hotworks

Hotworks will be addressed through the issuance of a Hotworks Permit by The Municipality or be addressed in the Construction Fire Safety Plan. Hotworks information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the safety codes officer may require.

Construction Fire Safety Plans (including demolition)

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

The Municipality will review:

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

A Fire Safety Plan will include:

- the responsibility of workers,
- emergency procedures,
- control of hazards,
- maintenance of firefighting measures, and
- the acceptance of the Fire Safety Codes Officer having jurisdiction.

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

Fire Investigations

Investigations will be conducted by a Fire SCO to determine the, cause, circumstance and origin of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required assisting in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office. Fire Investigation report files require completeness and may be retained indefinitely.

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

- dispatch or run sheets,
- fire Incident Field Notes,
- casualty Field Notes (if applicable),
- wildfire Notes (if applicable),
- evidence Form,
- vehicle Fire Field Notes (if applicable),
- photographs and a Photograph Log,
- structure Fire Notes,
- firefighter Statements,
- witness Statements, and
- consent to Search (if applicable)

Fire Investigations will include the following information:

- file number,

- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

Fire Prevention Programs

Fire Prevention Programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

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



REQUEST FOR DECISION

SUBJECT: Alberta Master Games Use of Sasquatch Branding		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Ag. and Community Services	WRITTEN BY: Matt Martinson Director Ag and Community Services	REVIEWED BY: Rick Emmons CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Terms of reference for other municipal use of Sasquatch branding		
STRATEGIC PLAN THEME: 1. Managing our growth	PRIORITY AREA: 1.1. Planning for a well designed and built community.	STRATEGIES: 1.1.2. Prepare plans that support sustainability.
ATTACHMENT(S): 1) Example of Terms of Reference for other municipal use.		

STAFF RECOMMENDATION:
That Council considers the Master Games Committee’s request and provides Administration with direction.

BACKGROUND:

Recently Administration received a request from the Alberta Master Games organizing committee to use our sasquatch brand to promote the games.

Sasquatch and Partners is an environmental stewardship educational opportunity initiative which began in 2013. Originally it was started in response to a concern from local citizens over environmental degradation from recreational activities in the “West Country”. Early on we realized that negative messaging, that is to say “Don’t do this”, was not the most effective way to promote a broader appreciation and desire for stewardship of our natural environments. Also, the messaging should have a broad appeal to not only recreationalists, but all those who work and live in the area as well. Ownership and community pride are strong forces in a successful educational message.

The main message, while short and simple, has a broad target audience. WELCOME TO OUR BACKYARD. PLEASE ENJOY IT WITH RESPECT' can be the visiting campers, locals exploring their backyard or industry workers going about their business. While there is a passion evident when people are asked to respect the land and water, the message has a positive aspect as well. We do recognize the value you bring to our community and your right to experience or work in this area. However, we do consider it "our backyard" and hope that you would consider it as precious to you as your own family space.

As this initiative developed several graphics logos and other intellectual property was developed to support the educational and awareness goal. All relevant material has been copyrighted by the County to protect our brand and message as well to control who else can use this material and for what purpose. Control over the message and brand was deemed important to ensure that the important stewardship education message was not "watered down" by using it for other initiatives.

Since 2013 we have received several inquiries from other rural municipalities interested in partnering with us on this initiative. Currently Yellowhead, Brazeau, Greenview and Mountain View Counties have all signed a term of reference with us and are currently utilizing our sasquatch material within their jurisdictions.

Though the potential for "watering down" the brand still exists should Council choose to allow the Masters Games use of Sasquatch there is potential value in doing so. Its our understanding that should the Masters Games be granted use of Sasquatch upon completion of the games the committee would turn over all material developed for the games to the County. We understand this may include a costume. As a one-off event it may also provide a boost to the initiative and the education and awareness campaign.

If Council chooses to grant the Master Games Committee access to Sasquatch Administration recommends that we enter into terms of reference with the Committee similar to those that have been executed with other municipalities.



Memorandum of Understanding Yellowhead County and Clearwater County for the Sasquatch Program



A. Purpose

The purpose of this Memorandum of Understanding (MOU) is to facilitate cooperation between Clearwater County and Yellowhead County for the protection and improvement of the environment; as it relates to recreation in the West Country. This MOU is a guideline, and is not legally binding on either party.

B. Sasquatch Criteria

Sasquatch images and slogans must only be used for the following:

- Engagement and education that relates directly to the social and environmental challenges created by various types of recreation in the West Country.
- Promotion of local recreational/tourism opportunities, only if a social or environmental stewardship message is included.

C. Stakeholders/Community Engagement

The following agencies/companies and groups must be invited to participate in a committee, or meetings related to Sasquatch activities:

- Government of Alberta (Generally represented by Environment and Parks or comparable ministry)
- Local oil/gas companies
- Utility companies
- Forestry companies

Yellowhead County may choose to invite or include other agencies beyond the above as they see appropriate.

D. Use Of Copyright Material, Slogans, and Logos

Yellowhead County may use all copyright material and slogans currently held, or developed in the future, by Clearwater County related to the Sasquatch program. The scope of how the material is used, such as the size or materials used for a sign can be determined at Yellowhead County's discretion.

Yellowhead County may not alter or change any Sasquatch images or slogans.

Yellowhead County may choose to use the Clearwater County logo in conjunction with Sasquatch images, but are not required to do so.



E. Communication

Clearwater County and Yellowhead County are encouraged to formally communicate past Sasquatch activities with each other. An annual meeting or exchange of an annual report will allow each party to stay informed of the others activities, successes, and challenges. Understanding the full scope of the Sasquatch programs may help each municipality attract partners or supporters as well as improve potential funding applications.

For the purposes of exchanging correspondence and giving notices under this MOU, the addresses of the Parties are as follows:

Clearwater County
Box 550
Rocky Mountain House, Alberta, T4T 1A4

And

Yellowhead County
2716 – 1 Avenue
Edson, Alberta, T7E 1N9

F. Amendment/Termination

This Memorandum may be amended by mutual written consent of the parties hereto. This Memorandum may be terminated by either party at any time without cause providing thirty (30) days written notice from the other party.

IN WITNESS WHEREOF, the parties have executed this Memorandum as of the day and year written below.

CLEARWATER COUNTY

YELLOWHEAD COUNTY

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Title: Reeve

Title: Mayor

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Title: Chief Administrative Officer

Title: Chief Administrative Officer

Date: _____, 2015

Date: _____, 2015



INFORMATION

SUBJECT: Second Quarter Financial Report		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan Manager, Financial Services	REVIEWED BY: Murray Hagan Director, Corporate Services Rick Emmons CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Socially Responsible Governance for Long Term Sustainability	STRATEGIES: Fiscal Management
ATTACHMENT(S): Operating & Capital Financial Report to June 30, 2018		

STAFF RECOMMENDATION:

That council reviews the attached financial report and receives as information.

BACKGROUND:

Council has made several budget adjustments since budget was passed in December 2017 for the 2018 fiscal year and these are reflected in the budget numbers indicated in the financial reports. Just as a reminder I have listed them here:

Description	Amount	Contingency Balance after adjustment	
Bid to host Alberta Masters Games 2019	75,000	855,000	
Endeavor to assist - Metaldog Industrial Park	80,688	774,312	
Manager, Assessment Position	110,000	774,312	(move from contracted services to salaries and benefits)
Legal costs associated with contested election	50,000	724,312	
Tax Revenue budget increase	2,700,000	724,312	
Paving & patching repairs to Prarie Creek & Sunchild Roads	60,000	664,312	
Funding Airshow	5,000	659,312	

Some variances to note in the operating revenue are as follows.

- The user fees and sales of goods, with lot sales in Nordegg again exceeding expected numbers in 2018.
- Government transfers for operating see a couple of variances. One variance is the higher than anticipated revenue we are receiving from the province to offset the costs of performing assessment services for industrial properties. At the time the budget was put together we still didn't have a solid feel for how the province was going to reimburse costs, so when putting together a number for budget we used a conservative estimate. The second variance here is that we have not seen the grant for the Agriculture Service Board activities coming from the province yet, which comes in two parts. One for the agricultural programs and one for environmental programs.
- Investment income will exceed budgeted amounts due to higher than expected investment rates, as well as projects not going forward as quickly as expected.
- Penalties and costs of taxes won't see any significant amounts until after the first penalty date for taxes in mid-September.
- Development levies are higher than expected due to increased activity in Clearwater County.

Operating expense variances to note are the following.

- Some Community Services expenses, such as Rec funding are allocated and forwarded to regional partners, in this case the town, after the expenses are finalized for the year. Vice versa are the Regional Fire costs that are paid through the County as managing partner and invoiced to the town and village once the costs are finalized for the year.
- Economic Development currently holds the costs for the revenue sharing agreements. Administration would like to see these moved and be an offset to our tax revenue, and you will likely see that change in the next quarterly report.

- Assessment is not seeing the expected costs for a few reasons. We have had a shortage of staff and just hired for the Assessment Manager position. The RFP for the contract for assessment services is expected to be finalized by the first of August, so there haven't been many costs associated with contract assessors this year yet. And finally, the change in the way the province is handling the costs for assessing the linear properties, which is part of the provincial change for the assessment program for industrial properties. We expect that we will see costs rise here now as we try and get the assessment work done that has been postponed until now.
- Planning is still working on some major projects that we won't see invoices for until later in the year, such as the activities associated with the ICF requirements with our neighbouring municipalities.
- Public Works is just starting with most of the summer maintenance programs. Dust control being one of the largest started at the beginning of June and invoices started to come in at the end of June. We had a larger than normal subscription rate to the dust control program, so will see higher than anticipated expenses here. Some bridge repairs are waiting for approvals before we can get started.

Capital variances are as follows.

- Grant revenue consists of \$5,000,000 MSI for Broadband, \$3,800,000 of MSI for Bridge Rehab and \$1,340,000 of a waste water grant from the province. None of which have been expended and therefore not included in revenue yet.
- Agricultural and Community Services has secured most of their equipment for the year and won't be purchasing a vehicle that was budgeted for in 2018, they were able to utilize a vehicle that was already in Clearwater County's fleet.
- Parks and Rec had the HUB paving project budgeted in 2018, but with recent discussions with the school division and having Clearwater County staff get familiar with the project, this will likely be pushed into 2019.
- The main project in the Regional Fire line is the Fire House in the east part of the County. Public Works and Regional Fire are assessing the requirements of the community and gathering options for Council to review soon.
- Economic Development is the Broadband project, and Clearwater County is still in the planning stages of this project.
- No significant variances to note in Corporate Services or Planning and Nordegg.
- Public Works for the most part is just getting started on most of their capital projects. The one exception is the Condor Lagoon project which we are waiting on funding from the province on an approved grant. This grant is still not being funding in 2018 and will push this project into 2019.

Clearwater County
Operating
For the 6 months ending June 30, 2018

	<u>Year to date 2018</u>	<u>Budget 2018 As ammended or adjusted</u>	<u>Variance 2018</u>	<u>% 2018</u>
Operating Revenue				
Net municipal taxes	\$47,758,956	\$47,450,000	\$308,956	101%
User fees and sales of goods	176,600	150,000	26,600	118%
Government transfers for operating	299,685	487,000	(187,315)	62%
Investment income	674,915	811,000	(136,085)	83%
Penalties and costs of taxes	490	125,000	(124,510)	0%
Development levies	71,276	56,000	15,276	127%
Oil Well Drilling Taxes	1,157,383	2,000,000	(842,617)	58%
Other	175,125	323,750	(148,625)	54%
Total Operating Revenue	<u>50,314,430</u>	<u>51,402,750</u>	<u>(1,088,320)</u>	<u>98%</u>

Clearwater County
Operating
For the 6 months ending June 30, 2018

	Year to date 2018	Budget 2018 As ammended or adjusted	Variance 2018	% 2018
Operating Expenses by Department				
Agriculture Services				
ASB General	\$207,786	\$492,950	\$285,164	42%
ASB Landcare & Other Environmental	108,916	244,000	135,084	45%
ASB Vehicle & Equipment Pool	33,762	122,500	88,738	28%
ASB Vegetation Management	223,448	888,441	664,993	25%
ASB Weed & Pest Control	141,009	231,771	90,762	61%
ASB Public Relations	17,561	38,500	20,939	46%
	732,482	2,018,162	1,285,680	36%
Community & Protective Services				
Community Services	1,179,055	3,263,723	2,084,668	36%
Culture	102,505	303,998	201,493	34%
Emergency Services	90,111	240,742	150,631	37%
Economic Development	122,850	2,176,813	2,053,963	6%
Peace Officers	189,057	543,194	354,137	35%
Recreation	75,000	2,358,695	2,283,695	3%
Regional Fire Services	923,929	1,476,683	552,754	63%
	2,682,507	10,363,848	7,681,341	26%
Corporate Services				
Assessment	123,787	955,950	832,163	13%
Finance	422,843	623,100	200,257	68%
General	696,594	1,768,550	1,071,956	39%
Human Resources	153,856	352,600	198,744	44%
Legislative	254,317	635,195	380,878	40%
Technology & Information Management Serv	644,926	1,247,650	602,724	52%
	2,296,323	5,583,045	3,286,722	41%

Clearwater County
Operating
For the 6 months ending June 30, 2018

	Year to date 2018	Budget 2018 As ammended or adjusted	Variance 2018	% 2018
Planning & Nordegg				
Planning	\$432,702	\$1,487,900	\$1,055,198	29%
Safety	81,576	176,360	94,784	46%
Nordegg	103,837	689,750	585,913	15%
Clearwater Historic Board	83,309	343,400	260,091	24%
	701,424	2,697,410	1,995,986	26%
PUBLIC WORKS				
General	319,956	1,004,625	684,669	32%
Facilities	290,569	651,236	360,667	45%
Gravel Activities	1,286,304	2,430,798	1,144,494	53%
GIS Mapping	83,377	196,260	112,883	42%
Road Maintenance	2,290,697	7,391,175	5,100,478	31%
PW Shop	310,583	647,000	336,417	48%
Vehicles & Equipment	254,800	662,350	407,550	38%
Water & Sewer	41,080	208,320	167,240	20%
	4,877,366	13,191,764	8,314,398	37%
Contingency				
		659,312	659,312	0%
Total Operating Expenses	11,290,102	34,513,541	23,223,439	33%

Clearwater County

Capital

For the 6 months ending June 30, 2018

Year to date 2018	Budget 2018 As ammended or adjusted	Variance 2018	% 2018
Capital Revenue			
Grants	\$10,140,000	(\$10,140,000)	0%
Total Capital Re	10,140,000	(10,140,000)	0%

Clearwater County

Capital

For the 6 months ending June 30, 2018

Year to date 2018	Budget 2018 As ammended or adjusted	Variance 2018	% 2018
Capital Expenditures by Department			
Agriculture Services			
ASB - Equipment	\$147,217	\$180,500	82%
ASB - Vehicles		39,000	0%
	147,217	219,500	67%
Community & Protective Services			
Community Peace Officers		45,000	0%
Regional Fire Services	96,850	3,621,900	3%
Economic Development		10,000,000	0%
Parks & Recreation		550,000	0%
	96,850	14,216,900	1%

Clearwater County

Capital

For the 6 months ending June 30, 2018

	Year to date 2018	Budget 2018 As ammended or adjusted	Variance 2018	% 2018
Corporate Services				
TIMS Capital	\$262,428	\$368,000	\$105,572	71%
	262,428	368,000	105,572	71%
Planning & Nordegg				
Nordegg Project Developm	484,514	1,067,500	582,986	45%
	484,514	1,067,500	582,986	45%
PUBLIC WORKS				
Heavy Equipment	660,851	1,128,000	467,149	59%
Local Road Construction	1,376,558	5,699,288	4,322,730	24%
Bridge Rehab	123,325	3,849,300	3,725,975	3%
Base Pave	239,985	7,826,000	7,586,015	3%
West Country Roads	445,067	1,910,000	1,464,933	23%
Facilities	192,911	201,000	8,089	96%
Water	19,392	19,100	(292)	102%
Sewer	24,201	1,935,000	1,910,799	1%
Nordegg Infrastructure	61,651	1,339,262	1,277,611	5%
	3,143,941	23,906,950	20,763,009	13%
Total Capital Ex	4,134,950	39,778,850	35,643,900	10%



REQUEST FOR DECISION

SUBJECT: Intermunicipal Collaboration Framework (ICF)s and Yellowhead County ICF Exemption Request		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart / Manager, Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act s. 708.28(4)(b)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: 2.5 Advocate in the best interests of our community and region.	STRATEGIES: 2.5.8 Actively pursue opportunities to discuss with Ministers issues concerning provincial legislation, programs or initiatives.
ATTACHMENT(S): Yellowhead County Letter – June 25, 2018 Mountain View County Letter – May 30, 2018		

STAFF RECOMMENDATION:

1. That Council supports Yellowhead County's request to seek a Ministerial Order to exempt Clearwater County and Yellowhead County from the need to complete an ICF/IDP.
2. That Council directs Administration to request support from MD of Bighorn, Brazeau County, ID No.12 and ID No.9 to seek a Ministerial Order to exempt Clearwater County and the respective municipalities from the need to complete an ICF/IDP.

BACKGROUND:

As Council is aware, the Modernized Municipal Government Act (MMGA) was proclaimed October 26, 2017 and resulted in a number of legislative changes impacting municipalities, key among them being the creation and adoption of Intermunicipal Collaboration Framework (ICF) agreements and associated Intermunicipal Development Plans (IDP), required to be completed by April 1, 2020.

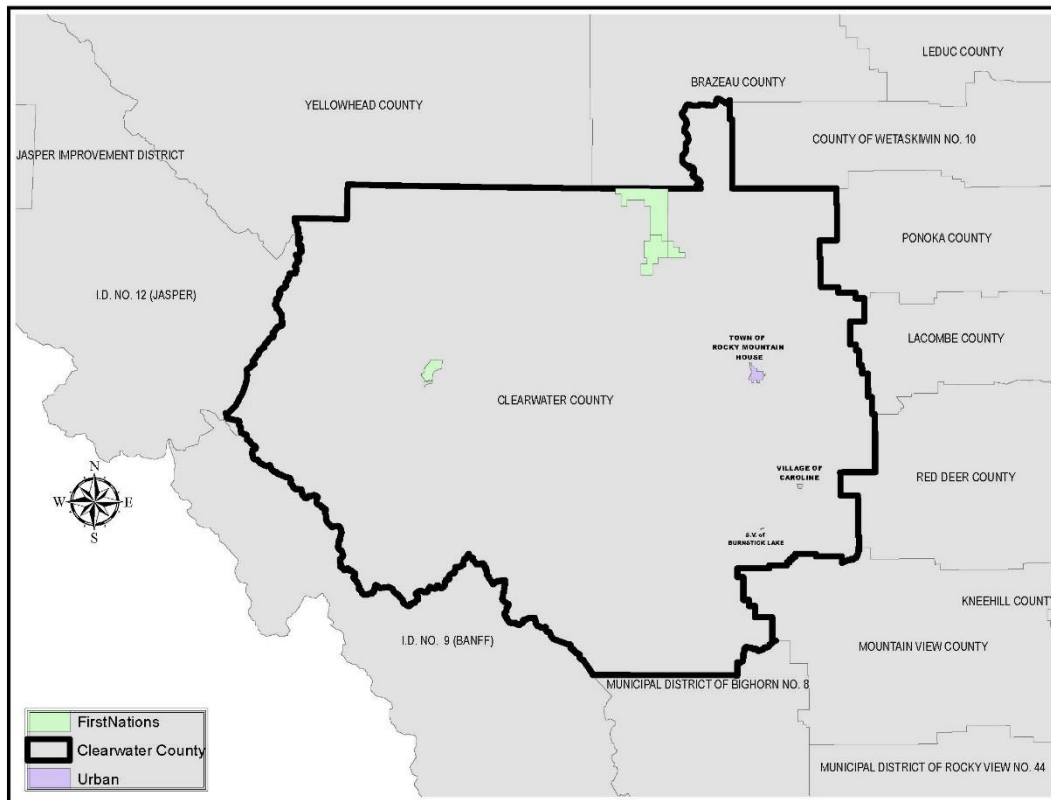
ICFs are intended to highlight and formalize existing collaborative work and provide a forum for neighbouring municipalities to work more closely together to better manage growth, coordinate service delivery and optimize resources for citizens. The frameworks will need to address intermunicipal land-use planning and how servicing will support development, as well as

regional service delivery and funding. Mandatory Services to consider in an ICF:

- Transportation
- Water/Wastewater
- Solid Waste
- Emergency Services
- Recreation
- Any other, where service(s) benefit residents in more than one of the municipalities.

Under the MMGA, Clearwater County is required to complete 13 ICF/IDPs, three with neighbouring urban municipalities (Town of Rocky Mountain House, Village of Caroline and Summer Village of Burnstick Lake) and 10 with neighbouring rural municipalities as follows (see image below):

- Yellowhead County
- County of Wetaskiwin
- Lacombe County
- Mountain View County
- ID No. 9 (Banff)
- Brazeau County
- Ponoka County
- Red Deer County
- MD of Bighorn
- ID no. 12 (Jasper)



Clearwater County has contracted Parkland Community Planning Services (PCPS) to assist Administration with the activities related to ICF/IDP’s development. To date, Council has started the ICF/IDP process with the Village of Caroline through the Caroline-Clearwater ICF Committee, who plan to host public open house meetings on August 29 and 30 at the Caroline

HUB. There is also a meeting scheduled on August 10 between the Administration and Reeves of Mountain View County and Clearwater County to discuss the ICF/IDP development process. Yellowhead County recently sent Council the attached letter requesting support to gain Ministerial approval, as per section Municipal Government Act s. 708.28(4)(b), to request an exemption from the municipalities requirement to create an ICF/IDP. Below is the MMGA section which outlines the ability to request a Ministerial order for exemption:

708.28(1) *Subject to subsection (4), municipalities that have common boundaries must, within 2 years from the coming into force of this section, create a framework with each other.*

(2) Municipalities that do not have common boundaries may be parties to a framework.

(3) A municipality may be a party to more than one framework.

(4) Despite subsection (1),

(a) municipalities that are members of a growth management board are required to create a framework with other members of the same growth management board only in respect of those matters that are not addressed in the growth management plan;

(b) the Minister may by order exempt one or more municipalities from the requirement to create a framework.

Although Clearwater County and Yellowhead County do share a common border, the two municipalities do not share any of the mandatory services noted above, and the land between the municipalities is “green zone”. Administration considers the development of an ICF/IDP in these instances to be a waste of municipal resources and recommends that Council consider approval of support for Yellowhead County’s request for an ICF/IDP exemption from the Minister.

Administration also intends to similarly discuss exemption requests with the remaining four rural municipalities that do not share any of the mandatory services in common (MD of Bighorn, Brazeau County, ID No.12 and ID No.9).



June 25, 2018

Clearwater County
4340-47 Ave
Box 550
Rocky Mountain House, AB. T4T 1A4

Attention: Rick Emmons, Chief Administrative Officer

RE: INTERMUNICIPAL COLLABORATION FRAMEWORKS/INTERMUNICIPAL DEVELOPMENT PLANS

As you are aware, effective April 1, 2018, the Province has enacted legislation requiring municipalities to enter into Inter-municipal Collaboration Framework Agreements and Intermunicipal Development Plans with their municipal neighbours.

As Yellowhead and Clearwater do share a common boarder, the provisions of the Act apply unless we seek a Ministerial exemption.

As the land mass between our respective municipalities is green zone, Yellowhead is of the opinion that to produce an ICF and an IDP would be a pointless waste of valuable resources. Having met recently with some of our major industrial tax payers, it is this very kind of wasteful exercise that is causing them frustrations relative to the use of their tax dollars while they are trying to find savings and competitive advantages.

As such, we are seeking your Council's support to gain Ministerial approval per section 708.28(4)(b) in which the Minister may by order exempt one or more municipalities from the requirement to create an ICF, and similarly, section 631(1.1) exempting the municipalities from creating an IDP.

Thank you for your consideration of this request, and please get back to me at your earliest convenience either supporting this request or advising you wish to move forward with the creation of an ICF and IDP.

Sincerely



Jack Ramme, CLGM
Chief Administrative Officer



Mountain View
C O U N T Y

May 30, 2018

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

Dear Mr. Vandermeer:

Re: Collaborative Framework

The new Municipal Government Act requires that municipalities that have common boundaries must create a framework agreement with each other.

Mountain View County would like to initiate contact with you, and our other adjacent Counties, to have initial discussions as to your thoughts of how these agreements will look between us, including process and timelines.

We are proposing that an initial meeting be arranged following the CAAMDC zone meeting on August 10, 2018 in Three Hills. We would host lunch and make all arrangements.

If you have any further questions please feel free to contact me at (403) 559-7106 or Jeff Holmes, CAO, at (403) 335-3311 Ext 179.

Sincerely,

Bruce Beattie
Reeve

BB/ge

pc J. Holmes, Chief Administrative Officer, Mountain View County
Rick Emmons, Interim Chief Administrative Officer, Clearwater County



REQUEST FOR DECISION

SUBJECT: 2nd Draft Letter – Clearwater County Broadband Initiative Provincial Broadband Strategy		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Municipal	WRITTEN BY: Djurdjica Tutic / Communications Coordinator	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <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 / Community Well-Being	PRIORITY AREA: 2.5 Advocate in the best interests of our community and region. 3.3 Ensure our established, as well as, new communities are well connected and supported	STRATEGIES: 2.5.8 Actively pursue opportunities to discuss with Ministers issues concerning provincial legislation, programs or initiatives. 3.3.1 Broader high speed Internet availability throughout most of Clearwater County.
ATTACHMENT(S): Draft letter for broadband initiative		

STAFF RECOMMENDATION:
1. That Council approves the draft letter to the Minister of Service Alberta.

BACKGROUND:

At the previous Council meeting on July 12, 2018, Council requested Administration make amendments to the draft letter regarding the broadband initiative addressed to the Minister of Service Alberta.

Attached to this agenda item is the second revised draft letter incorporating recommendations from Council.



July 24, 2018

Honourable Brian Malkinson
Minister of Service Alberta
Executive Branch, 103 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

**RE: Clearwater County Broadband Initiative
Provincial Broadband Strategy**

Clearwater County Council has been moving steadily toward the deployment of a community-based rural broadband network. Our initial steps were outlined in a letter sent to your predecessor on January 24, 2018.

Clearwater County strongly advocates for provincial support of community-based broadband projects throughout rural Alberta. The support could be achieved by:

- 1) providing matching grants for any rural municipality investing in local broadband infrastructure,**
- 2) adjusting the “flat rate fee” for ISP’s to take into account the lower population density of smaller rural communities,**
- 3) provide right of way access to facilitate construction, and**
- 4) provide Government leadership and policies, i.e. interest free borrowing.**

In late March, Clearwater County received \$200,000 matching grant under Community and Regional Economic Support (CARES) program of the Economic Development and Trade Department and is in the process of developing a Broadband Strategic Action Plan, which will help connect more businesses to the internet, create jobs and benefit our broader rural community development.

In April, Council completed a questionnaire providing specific recommendations to your Ministry. The most important of these was a recommendation to encourage community-based projects in rural Alberta by providing matching grants to municipalities wishing to pursue these projects. These projects would help sustain communities by bridging the digital divide for rural Alberta, allowing residents to participate in the digital economy like our urban neighbours. Based on such a provincial policy, we would pursue federal grants so that the final sharing of community broadband infrastructure costs may be split evenly between the three levels of government at one third each.

A previous policy adjustment to assign a “flat rate fee” for ISP’s connecting to the SUPERNET was intended to avoid disparities in the cost of service for those communities far from the data centres. What it did not recognize is that even the flat rate does not easily enable the connection of small numbers of customers in rural Alberta. For example, a connection serving 50 customers costs the same each month as one serving 500 customers – thus the cost per individual is 10 times greater for the customer of the small project. We would like to see this issue addressed in the new Strategy.



Clearwater County is collaborating with and received support for our initiative from the Village of Caroline and Town of Rocky Mountain House, as well as from the O'Chiese First Nation which is currently installing fibre to residences in their community. We have discussed collaboration on this initiative with other municipalities and first nations in central Alberta and will continue working on a cooperative model to solve the deficiencies of rural connectivity. Broadband will be a discussion topic during all our Intermunicipal Collaboration Framework (ICF) negotiations.

Council understands that the Provincial Broadband Strategy will be completed this fall and we believe that this strategy should include support for community-based rural broadband projects. The Town of Olds pioneered community-based broadband service in Alberta and have inspired other municipalities to pursue being leaders of broadband services in their communities.

Clearwater County looks forward to hearing of provincial and federal grant opportunities that may arise once the Province's Broadband Strategy is completed. In the meantime, should your Department wish further information on the broadband work being done here in Clearwater County, please contact our CAO, Rick Emmons at 403-845-4444 or remmons@clearwatercounty.ca

Sincerely,

John Vandermeer
Reeve

cc: Honourable Shaye Anderson, Minister of Municipal Affairs;
Honourable Amarjeet Sohi, Minister of Infrastructure and Community;
Honourable Deron Bilous, Minister of Economic Development and Trade;
Honourable Joseph Ceci, President of the Treasury Board and Minister of Finance;
Honourable Oneil Carlier, Minister of Agriculture and Forestry;
Honourable Richard Feehan, Minister of Indigenous Relations;
Honourable Sandra Jansen, Minister of Infrastructure;
Member of Parliament for Yellowhead, Jim Egliniski;
Rimbey-Rocky Mountain House-Sundre MLA, Jason Nixon;
Village of Caroline;
Town of Rocky Mountain House;
O'Chiese First Nation;
Sunchild First Nation;
Town of Olds;
Clearwater County Council;
Big Horn First Nation;
Summer Village of Burnstick Lake



REQUEST FOR DECISION

SUBJECT: Local Authorities Election Act Amendments		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart / Manager, Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Local Authorities Election Act		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: 2.5 Advocate in the best interests of our community and region.	STRATEGIES: 2.5.8 Actively pursue opportunities to discuss with Ministers issues concerning provincial legislation, programs or initiatives.
ATTACHMENT(S): Draft Letter – Minister, Alberta Municipal Affairs		

STAFF RECOMMENDATION:

1. That Council reviews, amends as required and approves a letter to Minister Shaye Anderson, Municipal Affairs, regarding *Local Authorities Election Act* amendments.

BACKGROUND:

On June 20, Alberta Municipal Affairs launched an engagement process on potential amendments to the *Local Authorities Election Act*, (LAEA) aimed to bring rules for local elections closer in line with those for provincial elections. The LAEA establishes the framework for local elections in the province and is traditionally reviewed following each municipal election cycle, however the LAEA has not been amended since before 2013.

The LAEA consultation process is open to the public to enable citizens, municipalities, school boards and other organizations to provide feedback on how elections are conducted. Topics include: campaign finances (e.g. contributions and expenses), third-party advertising, school board trustee elections, [voter identification](#), advance voting, and residency requirements. The deadline to provide LAEA amendment feedback is **July 31, 2018**.

Discussion Guide http://www.municipalaffairs.alberta.ca/mc_elections

Public Survey: <https://www.alberta.ca/local-authority-elections-act-engagement.aspx>

At their June 26, 2018 meeting, Council directed Administration to draft a letter to the Minister of Alberta Municipal Affairs, regarding the LAEA review, to provide supplemental input on how municipal elections are conducted. Attached for Council's review, amendment and approval is a draft letter to Minister Shaye Anderson, Municipal Affairs.



July 24, 2017

Honourable Shaye Anderson
Municipal Affairs Minister
MLA for Leduc-Beaumont, Constituency Office
#106, 6202 - 29 Avenue
Beaumont, Alberta
T4X 0H5

leduc.beaumont@assembly.ab.ca

RE: Local Authorities Election Act - Amendments

Dear Minister Anderson:

Thank you for the opportunity for the public, municipalities and elected officials to provide input into the upcoming *Local Authorities Election Act* (LAEA) amendments.

At their July 24, 2018 regular meeting, Clearwater County Council discussed the LAEA amendments and public feedback mechanisms and decided that Council needed to supplement with this letter including Council's additional thoughts related to the municipal election process and legislation.

Council feels that the LAEA should better reflect the needs of rural municipalities, specifically voter identification requirements. In rural Alberta, many voters currently approved means of identification include a post office box address, rather than a physical address, which may pose a challenge for voting station officers (returning officers) in assisting the voter in determining their voting subdivision or in verifying voter eligibility.

Although permitted, the development and use of a municipal voter registry is cost prohibitive due to the amount of time and administration needed to maintain such databases – and that's why they are seldom used by municipalities in Alberta. We encourage your ministry to come up with an innovative solution to assist municipalities with either voter registry development or enhanced voter identification requirements.

Again, on behalf of Council, thank you for your time and if you'd like to discuss in more detail, please contact Rick Emmons, CAO at 403-845-4444 or remmons@clearwatercounty.ca

Sincerely,

John Vandermeer, Clearwater County Reeve

cc: Clearwater County Council
LaRae Ellis, Senior Election Advisor – Alberta Municipal Affairs (larae.ellis@gov.ab.ca)



REQUEST FOR DECISION

SUBJECT: 2018 Obsolete Bylaws – Bylaw 1054/18		
PRESENTATION DATE: July 24, 2018		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart / Manager, Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons / CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) MGA section 191(1) & (2) – amendment and repeal		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): 2018 Obsolete Bylaws – Bylaw 1054/18		

STAFF RECOMMENDATION:

1. That Council provides third reading of Bylaw 1054/18 to repeal bylaws that are obsolete, inoperative, expired or otherwise ineffective.

BACKGROUND:

At their June 26, 2018 regular meeting, Council reviewed and provided first and second reading of Bylaw 1054/18, which is intended to repeal 102 bylaws in total. For Council's ease of review, all of the bylaws along with the table of bylaws recommended for repeal were placed in an internal folder at this [link](#). Of the bylaws that were determined to no longer be required, there were obsolete (12), expired (9), inoperative (3), ineffective (1) or otherwise superseded (76) bylaws.

As Council is aware, the majority of bylaws to be repealed (73) with Bylaw 1054/18 are related to existing [Highway Management Bylaw 1018-16](#) and the new process it established for licensing for municipal road allowance access and use, as guided by the [Licensing of Municipal Road Allowance Policy](#).

Administration advertised Bylaw 1054/18 for two weeks in local newspapers, as well as placed the bylaw online for inspection, in order to comply with s191(2) of the MGA which prescribes a repeal is subject to the same consents, conditions, or advertising requirements that apply to the passing of the original bylaw.

BYLAW NO. 1054/18

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF OMITTING AND PROVIDING FOR THE REPEAL OF A BYLAW OR A PROVISION OF A BYLAW THAT IS INOPERATIVE, OBSOLETE, EXPIRED, SPENT OR OTHERWISE INEFFECTIVE.

WHEREAS Section 63(1) and (2) of *Municipal Government Act*, R.S.A. 2000 C.M.- 26 as amended, provides that a Council may by bylaw authorize the revisions of all or any of the bylaws of the municipality.

AND WHEREAS Council deems it desirable to repeal bylaws that are no longer required.

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:

1. TITLE

1.1. This Bylaw may be referred to as the "2018 Obsolete Bylaws".

2. OBSOLETE BYLAWS

2.1. The following bylaws and any amendments thereto are hereby repealed:

Bylaw #	Bylaw Name /Purpose
3/85	Insurance for permanent employees
6/85	Publication of Minutes and/or Information
7/85	Lease agreement with Province for office space
26/85	Agreement for Services (FCSS 1985-87)
42/85	Revenue sharing with Village of Caroline for culture, recreation, fire grant
44/86	Caroline Ambulance Agreement
59/86	Granting a permit for temporary occupation or use of a road allowance west of W1/2-14-37-07-W5M
60/86	Granting a permit for temporary occupation or use of a road allowance between Section 10 and 11-37-07-W5M
68/86	Establishment of a Development Appeal Board
69/86	Granting a permit for temporary occupation or use of a road allowance west of SW-32-40-05-W5M (1/2 mile)
71/86	Granting of a permit for the temporary occupation or use of a road allowance
77/87	To establish a Committee to negotiate settlements with parties responsible for damage to Municipal Roads
78/87	Temporary occupation or use of a road allowance north of the N1/2-19-40-08-W5M - 1 mile ^{95/87}
95/87	Authorization of overdrafts
109/87	Permit for the temporary occupation or use of a road allowance west of SW-11-35-05-W5M and west of NW-01-35-05-W5M
110/87	Permit for the temporary occupation or use of a road allowance west of NW-14-35-05-W5M and west of NW-11-35-05-W5M
113/88	Temporary occupation or use of a road allowance north of the NW-31-37-08-W5M (0.50 miles) and western 500 feet of road allowance north of NE-31-37-08-W5M (0.09 miles)
119/88	Permit for the temporary occupation or use of a road allowance west of Section 19-39-06-W5M, part of the south side of SW-30-39-06-W5M and part of the south side of SE-25-39-07-W5M
126/88	Entering into an agreement with the Town of Rocky Mountain House to establish a joint Tourism Action Committee

128/88	Permit for the temporary permitting of a road allowance NE-08-38-06-W5M
141/88	Agreement with Councils of the Town of Rocky Mountain House and Village of Caroline for joint establishment, control, operation, management and funding of an Economic Development Advisory Board
149/88	Ambulance agreement with Specialty Medical Services and M.D. of Clearwater No. 99 and the Town of Rocky Mountain House
169/89	Granting a permit for temporary occupation or use of a road allowance east of Section 22-41-04-W5M
170/89	Granting a permit for temporary use of a road allowance east of NE-29-38-08-W5M
171/89	Agreement with Alberta Transportation - Regular Road Grant and Dust Control
186/89	Granting a permit for temporary occupation or use of a road allowance west of Section 21-40-07-W5M - 1.0 miles and north of NW-21-40-07-W5M - 0.5 miles
197/90	Entering into an agreement with the Alberta Local Authorities Reciprocal Insurance Exchange
201/90	Granting a permit for temporary occupation or use of a road allowance south of SE-17-39-06-W5M
215/90	Granting a permit for temporary occupation or use of a road allowance north of NE-10-39-06-W5M - 1/4 mile
224/90	Granting a permit for temporary occupation or use of a road allowance part of SE14, NE11, SW13, NW12-36-05-W5M
226/90	Agreement with Village of Caroline providing Family and Community Support Services to residents of the Village of Caroline and M.D. of Clearwater No. 99
227/90	Granting a permit for temporary occupation or use of a road allowance west of NW-12-36-05-W5M, north of NE-11-36-05-W5M
230/90	Tax transfer agreement with Town of Rocky Mountain House
231/90	Tax transfer agreement with the Village of Caroline
234/90	Agreement with Alberta Transportation - Regular Road Grant and Dust Control
241/90	Granting a permit for temporary occupation or use of a road allowance west of Section 31-34-05-W5M - 1.0 miles and north of Section 31-34-05-W5M - 0.5 miles
247/91	Agreement with the Minister of Social Services and Community Health - F.C.S.S. funding
267/91	Granting a permit for temporary occupation or use of a road allowance between SE21 and SW32 and NE30 and NW29-39-07-W5M
275/91	Cost sharing agreement with the County of Wetaskiwin
276/91	Ambulance agreement with Specialty Medical Services and M.D. of Clearwater No. 99 and the Town of Rocky Mountain House
278/91	Granting a permit for temporary occupation or use of a road allowance between NE-08 and NW-09-38-06-W5M
280/92	Amend the Development Appeal Board Bylaw No. 68 re: appointments
308/92	Granting a permit for temporary occupation or use of a road allowance west of SW-13-36-05-W5M
330/92	Granting a permit for temporary occupation or use of a road allowance west of NW-11-40-05-W5M - 1/2 mile
331/93	Ambulance agreement with Town of Eckville, Counties of Lacombe and Red Deer and the Eckville General and Auxiliary Hospital and Nursing Home District
332/93	Granting a permit for temporary occupation or use of a road allowance west of SW-22-39-05-W5M - 1/2 mile
347/93	Permit for the temporary occupation or use of a road allowance west of SW-02-38-09-W5M - .37 mile
363/93	Granting a permit for temporary occupation or use of a road allowance between W1/2 26 and E1/2 27-34-06-W5M - 1 mile
377/93	Granting a permit for temporary occupation or use of a road allowance that portion north of NE-10-38-06-W5M - 0.5 miles

380/93	Ambulance agreement with Town of Eckville, Counties of Lacombe and Red Deer, the Eckville General and Auxiliary Hospital and Nursing Home District and the Eckville and District Ambulance Service 1993 Limited
393/94	Granting a permit for temporary occupation or use of a road allowance that portion east of SE-02-36-07-W5M 0.25 mile
403/94	Granting a permit for temporary occupation or use of a road allowance that portion north of NW-23-41-05-W5M - .50 mile
420/94	Granting a permit for temporary occupation or use of a road allowance that portion east of SE-18-35-04-W5M - .50 mile
433/94	Granting a permit for temporary occupation or use of a road allowance that portion west of SW-07-34-07-W5M - .50 mile
454/95	Granting a permit for temporary occupation or use of a road allowance that portion east of NE-32-37-08-W5M - 1/2 mile
468/95	Granting a permit for temporary occupation or use of a road allowance that portion west of SW-02-37-07-W5M and NW-35-36-07-W5M from the north corner of SW-02-37-07-W5M south to the driveway entrance on N1/2 of NE-34-36-07-W5M - 3/4 mile
490/96	Granting a permit for temporary occupation or use of a road allowance that portion west of NW-01-36-05-W5M - 1/2 mile
517/96	Granting a permit for temporary occupation or use of a road allowance that portion north of NE-36-36-07-W5M - 1/2 mile
533/96	Establishment of Assessment Review Board
539/96	Granting a permit for temporary occupation or use of a road allowance between SE-02-39-07-W5M and NW-35-38-07-W5M
542/97	Granting a permit for temporary occupation or use of a road allowance between N1/2-33-39-07-W5M and S1/2-04-40-07-W5M
546/97	Recreation agreement with the Town of Rocky Mountain House
553/97	Granting a permit for temporary occupation or use of a road allowance between SW-35-39-07-W5M and SE-35-39-07-W5M
557/97	Granting a permit for temporary occupation or use of a road allowance from the SE corner of SE-01-47-08-W5M west to the NW corner of NW-36-46-08-W5M
559/97	Granting a permit for temporary occupation or use of a road allowance north of NW-21-38-07-W5M
567/98	Granting a permit for temporary occupation or use of a road allowance north of SW-17-40-06-W5M, Plan 772 2939, Lot A
573/98	Granting a permit for temporary occupation or use of a road allowance south of SW-27-38-07-W5M
574/98	Granting a permit for temporary occupation or use of a road allowance between E1/2-01-36-07-W5M and W1/2-06-36-06-W5M
604/98	Granting a permit for temporary occupation or use of a road allowance between SW-04-37-04-W5M and NW-33-36-04-W5M
620/99	Granting a permit for temporary occupation or use of a road allowance between NE-12-38-05-W5M and SE-13-38-05-W5M
648/99	Freedom of Information and Protection of Privacy Act fees
676/00	Granting a permit for temporary occupation or use of a road allowance west and south of SW-04-36-04-W5M
683/00	Granting a permit for temporary occupation or use of a road allowance between NW-08-36-07-W5M and NE-07-36-07-W5M
687/00	Granting a permit for temporary occupation or use of a road allowance between SW-30-44-06-W5M and SE-25-44-07-W5M 494 metres
693/01	Granting a permit for temporary occupation or use of a road allowance between NE-19-38-06-W5M and NW-20-38-06-W5M - 1/2 mile
726/02	Road Allowance Permit-North of NW 11-38-5-W5th
728/02	Road Allowance Permit West of NW 30-35-4-W5
730/02	Road Allowance Permit - Township 34-7-W5th
742/02	Road Allowance Permit East of NE 7-35-7-W5th
760/03	Road Allowance Permit - West of the River Between SW 14 and NW 11-37-6-W5th
761/03	Road Allowance Permit-Between SE 22 and SW 23-38-6-W5gh
768/03	Road Allowance Permit - Between E 1/2 31 and W 1/2 32-40-60-W5th

781/03	Road Allowance Permit - Between S 1/2 25 and N 1/2 24-44-5-W5th
827/05	Road Allowance Permit – Between NW 12/NE 11-37-6-W5M and SW 13/SE 14/37-6-W5M
836/06	Permitting of Road Allowance between S.W. 15 and N.W. 10-37-4-W5M
854/06	Permitting of Road Allowance between and to the west of NW-19-38-8-W5M and SW 30-38-5-W5M
899/08	Road Allowance Lease
908/09	Permitting of Road Allowance – NE 32-39-7 & SE -5-40-7
909/09	Permitting of Undeveloped Road Allowance Johnston Road Plan 2477JY
916/09	Road Allowance SW 13-41-5-W5
968/13	Road Allowance
971/13	Road Allowance
973/13	Road Allowance
978/13	Road Allowance
993/14	Speed Limit – Twp Road 41-0
995/14	Regulatory Sign Amendment – STOP Sign at Range Road 7-3A (River Road).
1004/15	Road Allowance Usage – South of SE 30-39-04-W5M & SW 30-39-04 W5M approx. 8 acres
1005/15	Road Allowance Usage – between NE 36-37-08 W5M & SE 01-38-08-W5M approx. 4 acres
1012/16	Road Allowance between ME 35 36 06 W5M and SE 02 37 06 W5M
1013/16	Road Allowance between NW 21 39 04 W5M and NE 20 30 04 W5M
1029/17	Bylaw Correction Bylaw

3. EFFECTIVE DATE

3.1. This Bylaw comes into force and effect upon third and final reading.

READ A FIRST TIME this 26th day of June, 2018.

READ A SECOND TIME this 26th day of June, 2018.

READ A THIRD AND FINAL TIME this 24th day of July, 2018.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Tim Hoven
Date:	6/30/2018
Signature (Councillor / Board Member):	<i>[Handwritten Signature]</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input checked="" type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage \$0.55/km
6/1	Caroline Grad	1					68.4
6/4	Caroline Library	1					68.4
6/6	James River - working with resident						112
6/7	WCS/SPOG road investigation - James River Road	1					117
6/9	Rodeo Parade	1					91
6/11	Tourism - Hela Ventures	1					91
6/12	Council Caroline Ag Society				1		121
6/13	CCPAC	1					91
6/18	A&P	1	1				91
6/19	Workshop	1	1				91
6/20	MPC	1	1				91
6/21	SPIRIT	1					68.4
6/26	Council				1		91

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Remuneration Calculation (for office use only)							
10	Meetings @ 161.00 =	1610.00		1192.2	Kms @ \$0.55 =	655.71	
4	Meetings @ 127.00 =	508.00		0	Lunch @ 16.00 =	0	
2	Meetings @ 288.00 =	576.00					
	Supervision =	1003.00					
TOTAL =		3697.00				TOTAL =	655.71

- paid July 6th [Signature]

Page 1 of 1

Clearwater County Councilor and Board Member Remuneration Statement

For the Year of2018.....

Name of Councilor / Board Member Theresa Laing

Payment Periods

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

Supervision Rate – \$1,003.00 Monthly
 Reeve Supervision Rate - \$2,014.00 Monthly
 Deputy Reeve Supervision Rate - \$1250.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55 / km	
April 6/10	CAEP (Red Deer)	✓					170	
June 7	David Thompson Coppas Line (Met E. Stewart)	<hr/>						50
June 9	Rocky Rodeo Parade	✓					14	
June 12	Council				✓		14	
June 14	RELC Expo	✓					14	
June 18	ALP	✓	✓				14	
June 19	Workshop	✓	✓				14	
June 21	Comm Futures	✓					170	
June 21	Heritage Board	✓					14	
June 22	FLSS Strat Plan	✓	✓				14	
June 26	Council				✓		14	
June 27	O'Chiese meeting	✓					—	
June 27	NCA	✓					195	
June 29	St Dem's Grad	✓					14	

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PAID

Remuneration Calculation

11	Meetings @ \$161.00=	1771.00 -	711	Kms @ \$0.55=	391.05 -
3	Meetings @ \$127.00=	381.00 -	0	Lunch @ \$16.00=	0
2	Meetings @ \$288.00=	576.00 -			
	Supervision=	1003.00 -			
	TOTAL=	3731.00		TOTAL=	391.05 -

Signature {Councilor / Board Member}



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	May 2018
Signature (Councillor / Board Member):	<i>C. Laird</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input checked="" type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
May 1	Mtg.: CC Special Council (12:30-13:15 Hrs.)	1					26
May 1	Workshop: Council (RE: Strat. Plan (13:15-17:00Hrs.))		1				
May 8	Mtg.: CC Reg. Council (08:30-14:30 Hrs.)				1		26
May 9	Mtg.: CRFRS @ HQ (12:30-15:00 Hrs.)	1					28
May 9	Travel to Edmonton RE: SC-FC mtg. (15:00-18:00 Hrs.)		1				215
May 10	Mtg.: Safety Codes Fire Sub-Council @ Edmonton (08:30 - 15:30 - 18:30 Hrs.) Travel -	1	1	1		32.50	215
May 11	Workshop: RD River Users Group (08:00-09:30-15:00-16:00 Hrs.) @ & Travel Lacombe	1	1			11.00	146
May 11	Attd: CRFRS Advanacment Ceremony @ HQ			1			28
May 14	Workshop: Joint CC & RMH Council (RE: Budget 2018 Reserves) (08:30-16:30 13:30 Hrs.)	1					26
May 15	Workshop: Council (RE: BB & Pub. Ed. (08:30-15:00 Hrs.))	1	1				26
May 16	Community Disc. @ Withrow (09:30-11:30 Hrs.)						35
May 17	Attd: Check Stop BarBQue (15:30-22:00 Hrs.)						48
May 22	Mtg.: CC Reg. Council (08:30-11:20:00 Hrs.)				1		26
May 23	Travel to Calgary RE: Fly to Halifax (May 24) RE: Attd-P: FCM Conference	1				21.50	214
May 24	Travel from Calgary to Halifax RE: FCM Conference(07:00 - 13:00 Hrs.)	1	1			48.50	
May 30	Check into Hotel etc. RE: FCM Conference (14:30 Hrs.)					21.50	

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Remuneration Calculation (for office use only)

9	Meetings @ 161.00 =	1449.00	1059	Kms @ \$0.55 =	582.45
9	Meetings @ 127.00 =	1143.00		Lunch @ 16.00	156.50
2	Meetings @ 288.00 =	576.00	Receipt total = 482.55		
	Supervision =	1003.00	TOTAL = 1221.50		
TOTAL =		4171.00			

PAID
July 6/18
AT

UNIVERSITY OF CALIFORNIA, BERKELEY
DEPARTMENT OF CHEMISTRY



Run	Time	Area	Height	Width	Retention Time	Peak Name
1	1.23	15000	1000	0.1	1.23	Peak 1
2	2.45	25000	1500	0.1	2.45	Peak 2
3	3.67	35000	2000	0.1	3.67	Peak 3
4	4.89	45000	2500	0.1	4.89	Peak 4
5	6.11	55000	3000	0.1	6.11	Peak 5
6	7.33	65000	3500	0.1	7.33	Peak 6
7	8.55	75000	4000	0.1	8.55	Peak 7
8	9.77	85000	4500	0.1	9.77	Peak 8
9	11.00	95000	5000	0.1	11.00	Peak 9
10	12.22	105000	5500	0.1	12.22	Peak 10
11	13.44	115000	6000	0.1	13.44	Peak 11
12	14.67	125000	6500	0.1	14.67	Peak 12
13	15.89	135000	7000	0.1	15.89	Peak 13
14	17.11	145000	7500	0.1	17.11	Peak 14
15	18.33	155000	8000	0.1	18.33	Peak 15
16	19.55	165000	8500	0.1	19.55	Peak 16
17	20.77	175000	9000	0.1	20.77	Peak 17
18	22.00	185000	9500	0.1	22.00	Peak 18
19	23.22	195000	10000	0.1	23.22	Peak 19
20	24.44	205000	10500	0.1	24.44	Peak 20
21	25.67	215000	11000	0.1	25.67	Peak 21
22	26.89	225000	11500	0.1	26.89	Peak 22
23	28.11	235000	12000	0.1	28.11	Peak 23
24	29.33	245000	12500	0.1	29.33	Peak 24
25	30.55	255000	13000	0.1	30.55	Peak 25
26	31.77	265000	13500	0.1	31.77	Peak 26
27	33.00	275000	14000	0.1	33.00	Peak 27
28	34.22	285000	14500	0.1	34.22	Peak 28
29	35.44	295000	15000	0.1	35.44	Peak 29
30	36.67	305000	15500	0.1	36.67	Peak 30
31	37.89	315000	16000	0.1	37.89	Peak 31
32	39.11	325000	16500	0.1	39.11	Peak 32
33	40.33	335000	17000	0.1	40.33	Peak 33
34	41.55	345000	17500	0.1	41.55	Peak 34
35	42.77	355000	18000	0.1	42.77	Peak 35
36	44.00	365000	18500	0.1	44.00	Peak 36
37	45.22	375000	19000	0.1	45.22	Peak 37
38	46.44	385000	19500	0.1	46.44	Peak 38
39	47.67	395000	20000	0.1	47.67	Peak 39
40	48.89	405000	20500	0.1	48.89	Peak 40
41	50.11	415000	21000	0.1	50.11	Peak 41
42	51.33	425000	21500	0.1	51.33	Peak 42
43	52.55	435000	22000	0.1	52.55	Peak 43
44	53.77	445000	22500	0.1	53.77	Peak 44
45	55.00	455000	23000	0.1	55.00	Peak 45
46	56.22	465000	23500	0.1	56.22	Peak 46
47	57.44	475000	24000	0.1	57.44	Peak 47
48	58.67	485000	24500	0.1	58.67	Peak 48
49	59.89	495000	25000	0.1	59.89	Peak 49
50	61.11	505000	25500	0.1	61.11	Peak 50
51	62.33	515000	26000	0.1	62.33	Peak 51
52	63.55	525000	26500	0.1	63.55	Peak 52
53	64.77	535000	27000	0.1	64.77	Peak 53
54	66.00	545000	27500	0.1	66.00	Peak 54
55	67.22	555000	28000	0.1	67.22	Peak 55
56	68.44	565000	28500	0.1	68.44	Peak 56
57	69.67	575000	29000	0.1	69.67	Peak 57
58	70.89	585000	29500	0.1	70.89	Peak 58
59	72.11	595000	30000	0.1	72.11	Peak 59
60	73.33	605000	30500	0.1	73.33	Peak 60
61	74.55	615000	31000	0.1	74.55	Peak 61
62	75.77	625000	31500	0.1	75.77	Peak 62
63	77.00	635000	32000	0.1	77.00	Peak 63
64	78.22	645000	32500	0.1	78.22	Peak 64
65	79.44	655000	33000	0.1	79.44	Peak 65
66	80.67	665000	33500	0.1	80.67	Peak 66
67	81.89	675000	34000	0.1	81.89	Peak 67
68	83.11	685000	34500	0.1	83.11	Peak 68
69	84.33	695000	35000	0.1	84.33	Peak 69
70	85.55	705000	35500	0.1	85.55	Peak 70
71	86.77	715000	36000	0.1	86.77	Peak 71
72	88.00	725000	36500	0.1	88.00	Peak 72
73	89.22	735000	37000	0.1	89.22	Peak 73
74	90.44	745000	37500	0.1	90.44	Peak 74
75	91.67	755000	38000	0.1	91.67	Peak 75
76	92.89	765000	38500	0.1	92.89	Peak 76
77	94.11	775000	39000	0.1	94.11	Peak 77
78	95.33	785000	39500	0.1	95.33	Peak 78
79	96.55	795000	40000	0.1	96.55	Peak 79
80	97.77	805000	40500	0.1	97.77	Peak 80
81	99.00	815000	41000	0.1	99.00	Peak 81
82	100.22	825000	41500	0.1	100.22	Peak 82
83	101.44	835000	42000	0.1	101.44	Peak 83
84	102.67	845000	42500	0.1	102.67	Peak 84
85	103.89	855000	43000	0.1	103.89	Peak 85
86	105.11	865000	43500	0.1	105.11	Peak 86
87	106.33	875000	44000	0.1	106.33	Peak 87
88	107.55	885000	44500	0.1	107.55	Peak 88
89	108.77	895000	45000	0.1	108.77	Peak 89
90	110.00	905000	45500	0.1	110.00	Peak 90
91	111.22	915000	46000	0.1	111.22	Peak 91
92	112.44	925000	46500	0.1	112.44	Peak 92
93	113.67	935000	47000	0.1	113.67	Peak 93
94	114.89	945000	47500	0.1	114.89	Peak 94
95	116.11	955000	48000	0.1	116.11	Peak 95
96	117.33	965000	48500	0.1	117.33	Peak 96
97	118.55	975000	49000	0.1	118.55	Peak 97
98	119.77	985000	49500	0.1	119.77	Peak 98
99	121.00	995000	50000	0.1	121.00	Peak 99
100	122.22	1005000	50500	0.1	122.22	Peak 100

UNIVERSITY OF CALIFORNIA, BERKELEY
 DEPARTMENT OF CHEMISTRY
 607 CHAS. & JOYCE AVENUE
 BERKELEY, CA 94720-1480
 TEL: (415) 845-5111
 FAX: (415) 845-5112
 WWW: WWW.CHEM.BERKELEY.CA.EDU

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

Date	Description	Amount	Balance
1/1/2020	Opening Balance		1000.00
1/15/2020	Deposit	500.00	1500.00
2/1/2020	Withdrawal	(200.00)	1300.00
2/15/2020	Deposit	300.00	1600.00
3/1/2020	Withdrawal	(100.00)	1500.00
3/15/2020	Deposit	400.00	1900.00
4/1/2020	Withdrawal	(300.00)	1600.00
4/15/2020	Deposit	200.00	1800.00
5/1/2020	Withdrawal	(150.00)	1650.00
5/15/2020	Deposit	150.00	1800.00
6/1/2020	Withdrawal	(100.00)	1700.00
6/15/2020	Deposit	100.00	1800.00
7/1/2020	Withdrawal	(50.00)	1750.00
7/15/2020	Deposit	50.00	1800.00
7/31/2020	Ending Balance		1800.00

Red Deer River
MUNICIPAL USERS GROUP

Date May 11, 2018

Number 197

Amount \$ 202⁰⁰

Description Source Water Quality Toolkit Workshop

Rec. From Camie Laird

[Signature]

Approved by Keith Ryder, Executive Director

0.*

20.+

156.06+

133.6+

172.89+

482.55*+



Cammie Laird
Box 550
4340 47 Avenue
Rocky Mountain House AB T4T1A4

Room No. : 447
Arrival : 04-10-18
Departure : 04-11-18
Page No. : 1 of 1
Folio No. : 3353
Conf. No. : 41674682
Cashier No. : 7697

INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

04-11-18 10:52:18 AM EST

Date	Text	Charges	Credits
04-10-18	Room Charge	139.00	
04-10-18	DMF	4.17	
04-10-18	Alberta Tourism Levy	5.73	
04-10-18	Rooms GST	7.16	
04-11-18	Mastercard XXXXXXXXXXXX7389 XX/XX		156.06
Total		156.06	156.06
Balance			0.00

Radisson Rewards: Members enjoy Member Only Rates, have access to exclusive benefits, and earn towards free nights across Radisson Hotel Group™ portfolio of hotels. Enroll and learn more at the front desk or at radissonhotels.com/rewards.

Thank You For Staying With Us

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

Guest Signature _____



Cammie Laird
Box 550
4340 - 47 Avenue
Rocky Mountain House AB T4T1A4

Room No. : 243
Arrival : 05-10-18
Departure : 05-10-18
Page No. : 1 of 1
Folio No. : 5840
Conf. No. : 41991875
Cashier No. : 7700

INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

05-10-18 08:39:59 AM EST

Date	Text	Charges	Credits
05-10-18	Room Charge	119.00	
05-10-18	DMF	3.57	
05-10-18	Alberta Tourism Levy	4.90	
05-10-18	Rooms GST	6.13	
05-10-18	Mastercard XXXXXXXXXXXX7389 XX/XX		133.60
Total		133.60	133.60
Balance			0.00

Radisson Rewards: Members enjoy Member Only Rates, have access to exclusive benefits, and earn towards free nights across Radisson Hotel Group™ portfolio of hotels. Enroll and learn more at the front desk or at radissonhotels.com/rewards.

Thank You For Staying With Us

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

Guest Signature _____

ANNEX 1

Item	Quantity	Unit	Estimated Cost
...
...
...
...
...

The following table provides a summary of the estimated costs for the various items listed in the schedule. The total estimated cost for all items is approximately \$1,200,000.

Category	Sub-category	Quantity	Unit Price	Total Cost
Construction

Equipment

Services

The above information is for informational purposes only and does not constitute an offer or a guarantee of any kind. The actual costs may vary significantly from the estimated costs due to various factors, including changes in market prices, availability of materials, and other unforeseen circumstances.

This document is confidential and contains proprietary information. It is intended solely for the use of the individual or entity named herein. If you have received this document in error, please notify the sender immediately and delete this document from your system. No part of this document should be distributed, copied, or used in any way without the prior written permission of the sender.

For more information, please contact the project manager at [Phone Number] or [Email Address].

Name & Address

Laird, Scott
 RR#1
 ROCKYMOUNTAIN HOUSE AB T4T2A1
 CANADA

Room 220/K1RZ
 Arrival Date 5/23/2018 9:02:00 PM
 Departure Date 5/24/2018
 Adult/Child 2/0
 Room Rate 154.00
 Rate Plan: P1
 HH # 475699534 BLUE
 AL:
 Car:

Confirmation Number: 3443238165

5/24/2018



DATE	REFERENCE	DESCRIPTION	AMOUNT
5/23/2018	3462751	GUEST ROOM	\$154.00
5/23/2018	3462751	DESTINATION MARKETING FEES	\$4.62
5/23/2018	3462751	GST TAX	\$7.93
5/23/2018	3462751	TOURISM LEVY	\$6.34
5/24/2018	3462942	MC *8680	(\$172.89)
		BALANCE	\$0.00
EXPENSE REPORT SUMMARY			
		5/23/2018 STAY TOTAL	
		ROOM AND TAX	\$172.89 \$172.89
		DAILY TOTAL	\$172.89 \$172.89
Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,000 hotels and resorts in 100 countries, please visit Honors.com			
		Total Invoice Amount	\$154.00 \$18.89



ACCOUNT NO. MC *8680
CARD MEMBER NAME Laird, Scott
ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
CARD MEMBER'S SIGNATURE X

DATE OF CHARGE 5/24/2018	FOLIO NO./CHECK NO. 563414 A
AUTHORIZATION 023676	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	-172.89

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT - 1.5% PER MONTH INTEREST CHARGE WILL BE APPLIED TO ALL PAST DUE INVOICES.
 GST#736756529



MEMORANDUM

MEMORANDUM



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	May 2018 June
Signature (Councillor / Board Member):	<i>C. Laird</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input checked="" type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
June 1	Attd.: FCM Conference (07:30-17:30 Hrs.)	1	1			21.50	
June 2	Attd.: FCM Conference (07:30-17:30 Hrs.)	1	1				
June 3	Attd.: FCM Conference (07:30-17:30 Hrs.)	1	1				
June 7	Travel from Halifax to Calgary to Rocky RE: FCM Conference(13:00- 23:00 Hrs.)	1	1	1		48.50	215
June 12	Mtg.: CC Reg. Council (08:30-17:00 Hrs.)				1		26
June 14	Attd: Rocky Chamber of Commerce Luncheon & AGM (11:00-13:00 Hrs.)	1					28
June 14	Attd: Rocky Learning Center Open House (14:00-15:00 Hrs.)						28
June 14	Attd: Dr. Rec. & Rel. Appreciation Evening @ Pine Hills Golf Course (17:30-20:30 Hrs.)		1				46
June 18	Mtg.: CC A&P (08:30-15:00 Hrs.)	1	1				26
June 19	Workshop: Council - RE: CC Facility Review & Tour, (08:30-16:00 Hrs.)	1	1				26
June 19	Mtg.: Wild-Rose School Div, RE: Corridor Schools plan Pub. Ed. @ DT High 18:15-20:00			1			39
* June 20	* Mtg.: Rocky Sen. Housing Council @ Westview Lodge (09:00-12:00 Hrs.)	1					28
June 26	Mtg.: CC Reg. Council (08:30-17:00 Hrs.)				1		26
June 28	Mtg.: Attd.: CCTA @ Arbutus Hall						30
June 29	Attd.: DT High RE: 2018 Grad - Greetings from CC Council (13:30-18:30 Hrs.)	1					39

(more space on back of page)

Westview @ \$81.00 Remuneration Calculation (for office use only)			
8	Meetings @ 161.00 =	1288.00	529
9	Meetings @ 127.00 =	1143.00	Kms @ \$0.55 = 290.95
2	Meetings @ 288.00 =	576.00	Lunch @ 16.00 = 70.00
	Supervision =	1003.00	Receipts = 1321.46
TOTAL =		4091.00	TOTAL = 1682.41

PAID July 6/18 AA



HALIFAX MARRIOTT HARBOURFRONT

GUEST FOLIO

561	LAIRD/CAMMIE/SCOTT	245.00	06/04/18	09:45	5904	9489
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
NKNB	FCM		05/30/18	17:22		
TYPE	XXX		ARRIVE	TIME		
45	XXX NE					
ROOM	11111	MCXXXXXXXXXXXX5061			MRW#:	186093649A
CLERK	ADDRESS	PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
03/02	ADVDP-MC			287.39
	PAYMENT RECEIVED BY: MASTERCARD	XXXXXXXXXXXX5061		
05/30	PARKING # 590422	.00		
05/30	PARKING JD	25.00		
05/30	PRK TAX JD	3.75	F	
05/30	TR ROOM 561, 1	269.00		
05/30	ROOM TAX 561, 1	41.16	A	
05/30	OCC LEVY 561, 1	5.38	B	
05/31	PARKING #0590406	.00		
05/31	PARKING MM	25.00		
05/31	PRK TAX MM	3.75	F	
05/31	GP ROOM 561, 1	245.00		
05/31	ROOM TAX 561, 1	37.49	A	
05/31	OCC LEVY 561, 1	4.90	B	
06/01	PARKING #0590406	.00		
06/01	PARKING MM	25.00		
06/01	PRK TAX MM	3.75	F	
06/01	GP ROOM 561, 1	245.00		
06/01	ROOM TAX 561, 1	37.49	A	
06/01	OCC LEVY 561, 1	4.90	B	
06/02	PARKING #0590406	.00		
06/02	PARKING MM	25.00		
06/02	PRK TAX MM	3.75	F	
06/02	GP ROOM 561, 1	245.00		
06/02	ROOM TAX 561, 1	37.49	A	
06/02	OCC LEVY 561, 1	4.90	B	
06/03	PARKING #0590406	.00		
06/03	PARKING MM	25.00		
06/03	PRK TAX MM	3.75	F	
06/03	GP ROOM 561, 1	245.00		
06/03	ROOM TAX 561, 1	37.49	A	
06/03	OCC LEVY 561, 1	4.90	B	
06/04	CCARD-MC			1321.46
	PAYMENT RECEIVED BY: MASTERCARD	XXXXXXXXXXXX5061		
				.00

===== SUMMARY OF TAXES =====			
	DESCRIPTION	TAXED AMOUNT	TAX
A	15.30% HST	.00	191.12
B	2% OCCUPANCY LEVY	.00	24.98
C	15% HST	.00	.00
D	15% HST	.00	.00
E	15% INCLUDED HST	.00	.00
F	15% ADDED HST	.00	18.75
G	15% HST	.00	.00
H	15% PHONE TAX	.00	.00
	NET CHARGES	1374.00	
		TAX	FOLIO
		234.85	1608.85



HALIFAX MARRIOTT HARBOURFRONT
 1919 UPPER WATER ST
 HALIFAX, NS B3J3J5
 902-421-1700 HST VENDOR # 822964748

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HALIFAX MARRIOTT HARBOURFRONT

GUEST FOLIO

561	LAIRD/CAMMIE/SCOTT	245.00	06/04/18	09:45	5904	9489
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
NKNB	FCM		05/30/18	17:22		
TYPE	XXX		ARRIVE	TIME		
45	XXX NE					
ROOM	1111	MCXXXXXXXXXXXX5061			MRW#:	186093649A
CLERK	ADDRESS	PAYMENT				
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE		

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Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	MICHELLE SWANSON
Date:	JULY 6, 2018
Signature (Councillor / Board Member):	<i>Michelle Swanson</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input checked="" type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
MAY 1st	Special Mtg						26
1st	Council Workshop						-
2nd	Rec Bd Mtg	✓					26
8th	Council Mtg				✓		26
9th	FCSS	✓					26
11th	RDRMUG Workshop	✓	✓				184
14th	Joint Council Mtg	✓	✓				26
15th	Council Workshop	✓	✓				26
17th	RDRMUG Mtg	✓	✓	✓			
19th	Big Horn Parade	✓					112
22nd	Council Mtg				✓		26
* 23rd	Seniors Housing Mtg	✓					26
23rd	Municipal Affairs Course ^{ICF}		✓				-
23rd	Neidegg Broadband Public Engagement				✓		-
24th	Stakeholders Broadband Mtg	✓					26
24th	Recycling AB Council Presentation		✓				-

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PAID

12	Meetings @ 161.00 =	1932.00	833	Kms @ \$0.55 =	458.15
11	Meetings @ 127.00 =	1397.00		Lunch @ 16.00 =	
2	Meetings @ 288.00 =	576.00			
	Supervision =	1003.00			
1 SR MTG @ \$81.00		81.00			
			TAXI \$26.10		1594.95
			Workshop 20.00		
			Hotels 1548.85		
			TOTAL =		2053.10

TOTAL 4989.00

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#1346

SALE

MID: 4189233
TID: OK189233 REF#: 00000014
Batch #: 051 SEQ: 051001001014
06/07/18 19:25:03
APPR CODE: 05052F
VISA
*****1501C **/**

AMOUNT \$21.10
TIP \$5.00
TOTAL \$26.10

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TS: 78 00

THANK YOU
CUSTOMER COPY

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Red Deer River
MUNICIPAL USERS GROUP

Date May 11, 2018

Number 200

Amount \$ 26

Description Source Water Quality Toolkit Workshop

Rec. From Michelle Swanson

JK
[Signature]

Approved by Keith Ryder, Executive Director



HALIFAX MARRIOTT HARBOURFRONT

GUEST FOLIO

451	SWANSON/MICHELLE	245.00	06/04/18	10:48	5805	9489
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
NKNG	XXX		05/30/18	16:07		
TYPE	XXX NE		ARRIVE	TIME		
163	11111					
ROOM		VSXXXXXXXXXXXX1501			MRW#:	186093896A
CLERK	ADDRESS	PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
03/02	ADVDP-MC			287.39
	PAYMENT RECEIVED BY: MASTERCARD	XXXXXXXXXXXX5061		
05/30	GP ROOM	451.1		245.00
05/30	ROOM TAX	451.1		37.49
05/30	OCC LEVY	451.1	A	4.90
05/31	GP ROOM	451.1	B	245.00
05/31	ROOM TAX	451.1	A	37.49
05/31	OCC LEVY	451.1	B	4.90
06/01	GP ROOM	451.1		245.00
06/01	ROOM TAX	451.1		37.49
06/01	OCC LEVY	451.1	A	4.90
06/02	GP ROOM	451.1	B	245.00
06/02	ROOM TAX	451.1	A	37.49
06/02	OCC LEVY	451.1	B	4.90
06/03	GP ROOM	451.1		245.00
06/03	ROOM TAX	451.1		37.49
06/03	OCC LEVY	451.1	A	4.90
06/04	CCARD-VS			1149.56
	PAYMENT RECEIVED BY: VISA	XXXXXXXXXXXX1501		
				.00

===== SUMMARY OF TAXES =====			
	DESCRIPTION	TAXED AMOUNT	TAX
A	15.30% HST	.00	187.45
B	2% OCCUPANCY LEVY	.00	24.50
C	15% HST	.00	.00
D	15% HST	.00	.00
E	15% INCLUDED HST	.00	.00
F	15% ADDED HST	.00	.00
G	15% HST	.00	.00
H	15% PHONE TAX	.00	.00
	NET CHARGES		
	1225.00	TAX	FOLIO
		211.95	1436.95

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Receipt for Sandman Signature Calgary Airport Hotel, Calgary

29 May 2018 - 30 May 2018

Itinerary # 7354552923412

<p>Booked Items</p> <p>Hotel: Sandman Signature Calgary Airport Hotel 25A Hopewell Way NE, Calgary, ABT3J 4V7 Check-in: 29/05/2018 Check-out: 30/05/2018, 1 room 1 night</p>	<p>Cost Summary</p> <p>Booked Date: 24 May 2018</p> <table> <tr> <td>Room Price</td> <td>C\$150.55</td> </tr> <tr> <td>1 night</td> <td>C\$134.10</td> </tr> <tr> <td>Taxes & Fees</td> <td>C\$16.45</td> </tr> </table>	Room Price	C\$150.55	1 night	C\$134.10	Taxes & Fees	C\$16.45								
Room Price	C\$150.55														
1 night	C\$134.10														
Taxes & Fees	C\$16.45														
<p>Traveller Information</p> <p>Michelle Swanson</p> <p>Room 1: Double Room, 2 Queen Beds</p>	<table> <tr> <td>Subtotal:</td> <td>C\$150.55</td> </tr> <tr> <td>5,413 Expedia Rewards points used:</td> <td>-C\$38.65</td> </tr> <tr> <td>Trip Total:</td> <td>C\$111.90</td> </tr> <tr> <td>Collected by Expedia</td> <td></td> </tr> <tr> <td>Paid:</td> <td>C\$111.90</td> </tr> <tr> <td>[Visa 1501]</td> <td></td> </tr> <tr> <td colspan="2">All prices quoted in CAD.</td> </tr> </table>	Subtotal:	C\$150.55	5,413 Expedia Rewards points used:	-C\$38.65	Trip Total:	C\$111.90	Collected by Expedia		Paid:	C\$111.90	[Visa 1501]		All prices quoted in CAD.	
Subtotal:	C\$150.55														
5,413 Expedia Rewards points used:	-C\$38.65														
Trip Total:	C\$111.90														
Collected by Expedia															
Paid:	C\$111.90														
[Visa 1501]															
All prices quoted in CAD.															

PAID

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2018.....

Name of Councilor / Board Member

JOHN VANDERMEER

Payment Periods

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

Council Supervision Rate – \$1,003.00 Monthly
 Reeve Supervision Rate - \$2,014.00 Monthly
 Deputy Reeve Supervision Rate - \$1250.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55 / km
1	FCM - HALIFAX	✓	✓				
2	FCM - HALIFAX	✓	✓				
3	FCM - HALIFAX	✓	✓				
5	RETURN FROM HALIFAX	✓	✓				140
7	RM SEARCH + RESCUE	✓					270
9	RMH RODEO PARADE	✓					80
12	COUNCIL				✓		80
13	HOSPITAL COMM	✓					80
14	ROCKY CHAMBER	✓					80
	CAEP AGM/GALA	✓	✓				160
18	A+P	✓	✓				80
19	COUNCIL WORKSHOP	✓	✓				80
21	ABORIGINAL DAY	✓					80
25	MTG - MAYOR BURKE	✓					80
26	COUNCIL				✓		80

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Remuneration Calculation

14	Meetings @ \$161.00=	2254	1370	Kms @ \$0.55=	753.50
8	Meetings @ \$127.00=	1016		Lunch @ \$16.00=	
2	Meetings @ \$288.00=	576		TAXI 60.00 HOTEL	862.17
	Supervision=	2014		LUGGAGE 52.50	
	TOTAL=	5860		TOTAL=	1728.17

Signature {Councilor / Board Member}

John Vandermeer

Casino Taxi Ltd. Receipt

Ph: (902) 429-6666
425-6666

Cab No. _____

Date 05/06/18

\$ 60⁰⁰

From Halifax

To Airport

HST No. _____

Driver's Name *[Signature]* (Print)

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MARRIOTT

HALIFAX MARRIOTT HARBOURFRONT

GUEST FOLIO

496	VANDERMEER/JOHN	245.00	06/04/18	14:09	5806	9489
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
NKNG	PO BOX 269		05/30/18	16:08		
TYPE	CAROLINE AB		ARRIVE	TIME		
53	TOMOMO					
ROOM		VSXXXXXXXXXXXX4024			MRW#:	186093615A
CLERK	ADDRESS	PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
03/02	ADVDP-MC		287.39	
	PAYMENT RECEIVED BY: MASTERCARD	XXXXXXXXXXXX5061		
05/30	RM SERV 2369 496	43.02		
05/30	GP ROOM 496, 1	245.00		
05/30	ROOM TAX 496, 1	37.49	A	
05/30	OCC LEVY 496, 1	4.90	B	
05/31	RM SERV 2375 496	33.36		
05/31	LAUNDRY ALL	15.85		
05/31	HST TAX ALL	2.38	C	
05/31	GP ROOM 496, 1	245.00		
05/31	ROOM TAX 496, 1	37.49	A	
05/31	OCC LEVY 496, 1	4.90	B	
06/01	GP ROOM 496, 1	245.00		
06/01	ROOM TAX 496, 1	37.49	A	
06/01	OCC LEVY 496, 1	4.90	B	
06/02	GP ROOM 496, 1	245.00		
06/02	ROOM TAX 496, 1	37.49	A	
06/02	OCC LEVY 496, 1	4.90	B	
06/03	GP ROOM 496, 1	245.00		
06/03	ROOM TAX 496, 1	37.49	A	
06/03	OCC LEVY 496, 1	4.90	B	
06/04	CCARD-VS		1244.17	
	PAYMENT RECEIVED BY: VISA	XXXXXXXXXXXX4024		
		862.17		.00

↓ on JUNE STATEMENT

===== SUMMARY OF TAXES =====		TAXED	TAX
DESCRIPTION		AMOUNT	
A	15.30% HST	.00	187.45
B	2% OCCUPANCY LEVY	.00	24.50
C	15% HST	.00	2.38
D	15% HST	.00	.00
E	15% INCLUDED HST	.00	.00
F	15% ADDED HST	.00	.00
G	15% HST	.00	.00
H	15% PHONE TAX	.00	.00
	NET CHARGES	TAX	FOLIO
	1317.23	214.33	1531.56

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Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement for updated activity.



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 HALIFAX, NS B3J3J5
 902-421-1700 HST VENDOR # 822964748

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3320 17TH AVENUE S.E.
CALGARY, AB T2A 0P9



Scotiabank Value[®] VISA* card

SBVRED_10100_D18155_A E D 20669 30012
MR JOHN G VANDERMEER
PO BOX 269
CAROLINE, AB T0M 0M0



If you have any questions about this statement, call us at:
1-800-387-6556 / 416-288-1460
TTY Service 1-800-645-0288

Payment due date Jun 25, 2018
Total minimum payment \$10.00

Current minimum payment \$10.00

Previous balance, May 2/18 \$537.71-
Interest + \$0.00
Payments/credits - \$0.00
Purchases/charges + \$873.30

New balance = \$335.59

Credit limit [REDACTED]
Credit available [REDACTED]

Borrowers on this account;
MR JOHN VANDERMEER

This statement covers transactions posted to your account during the Statement Period.

Transactions since your last statement

REF.#	TRANS. DATE	POST DATE	DETAILS	AMOUNT(\$)
MR JOHN G VANDERMEER - [REDACTED]				
001	May 8	May 9	EDWARDS GARAGE LIMITED ROCKY MOUNTAIN AB	200.81
002	May 26	May 28	GTI PETROLEUM CAROLINE AB	75.00
003	May 30	May 31	AIR CAN* 0142194388699 AIRCANADA.COM MB	26.25
004	May 30	May 31	AIR CAN* 0142194388700 AIRCANADA.COM MB	26.25
005	May 30	May 31	STAYNERS WHARF HALIFAX NS	58.99
006	May 30	Jun 1	HAMPTON INN & SUITES CALG CALGARY AB	189.66
007	May 31	Jun 4	WESTWOOD LIMOUSINE SERVIC HALIFAX NS	70.00
008	Jun 1	Jun 1	SALTY'S HALIFAX NS	108.25
009	Jun 2	Jun 4	STAYNERS WHARF HALIFAX NS	108.64
010	Jun 3	Jun 4	AC ROUGE ON BOARD CAFE MISSISSAUGA ON	9.45
SUB-TOTAL CREDITS [REDACTED]				\$0.00
SUB-TOTAL DEBITS - [REDACTED]				[REDACTED]

Interest Information
Annual interest rates as of statement date:
Cash advances 27.99%
Purchases 24.99%

JUNE STATEMENT PAID

Interest charges

Cash advances/cheques \$0.00
Special rate offers \$0.00
Purchases \$0.00