

CLEARWATER COUNTY COUNCIL AGENDA
August 25, 2015
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House AB

10:30 A.M. PUBLIC HEARING: Bylaw 1004/15 Road Allowance Permit between SE and SW 30 39 04 W5M

10:45 A.M. PUBLIC HEARING: Bylaw 1005/15 Road Allowance Permit between NE 36 37 08 W5M and SE 01 38 08 W5M

11:15 A.M. DELEGATION: Central Alberta Business Development Centre

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. August 11, 2015 Regular Meeting Minutes

D. PUBLIC WORKS

1. Surfaced Roads Winter Maintenance Operations Plan
2. Request from Clearwater Trails Initiative
3. 10:30 A.M. Public Hearing: Bylaw 1004/15 Road Allowance Permit between SE and SW 30 39 04 W5M
4. Bylaw 1004/15 Road Allowance Permit Second & Third Readings
5. 10:45 A.M. Public Hearing: Bylaw 1005/15 Road Allowance Permit between NE 36 37 08 W5M and SE 01 38 08 W5M
6. Bylaw 1005/15 Road Allowance Permit Second & Third Readings

E. COMMUNITY & PROTECTIVE SERVICES

1. 11:15 A.M. Delegation: Murray Berezowski, Manager, Central Alberta Business Development Centre

F. PLANNING

1. Road Closure Application – Road Plan 2677BM

G. MUNICIPAL

1. AUMA 2015 Conference Attendance

H. INFORMATION

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

I. IN CAMERA*

1. Labour – *Item To Follow*

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

J. ADJOURNMENT

TABLED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
02/24/15	073/15 Invitation from Mayor's Office, Drayton Valley STATUS: Pending Information, Municipal



AGENDA ITEM

PROJECT: Surfaced Roads Winter Maintenance Operations Plan		
PRESENTATION DATE: August 25 th , 2015		
DEPARTMENT: Public Works	WRITTEN BY: Kurt Magnus	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our Growth.	PRIORITY AREA: Support a transportation network that connects and moves residents and industry.	STRATEGIES: Paved road maintenance program.
ATTACHMENT(S): Surfaced Roads Winter Maintenance Operations Plan		
RECOMMENDATION: That Council accepts the agenda report for information purposes.		

BACKGROUND:

The Department of Public Works has prepared a “*Surfaced Roads Winter Maintenance Operations Plan*”. The Plan was established to set out guidelines and procedural framework in respect to the management of snow and/or ice and maintenance of its surfaced road system during the winter months, or otherwise, when weather conditions could cause the accumulation of frost, sleet, ice, and/or snow.

Clearwater County strives to continuously improve on the effective delivery of winter maintenance and the management of road salt used in winter maintenance operations. The Plan is meant to be dynamic, to allow Clearwater County to evaluate and phase in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. Included in the Plan are guidelines and instructions for carrying out the snow and ice control program for Clearwater County. At the same time, any modification to municipal winter activities must ensure that roadway safety is not compromised.



Surfaced Roads Winter Maintenance Operations Plan

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Purpose

This Surfaced Roads Winter Maintenance Operations Plan sets out a policy and procedural framework for ensuring that Clearwater County continuously improves on the effective delivery of winter maintenance services and the management of road salt used in winter maintenance operations, as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The Plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modification to municipal winter maintenance activities must ensure that roadway safety is not compromised.

As specified in the Code of Practice for the Environmental Management of Road Salts, the Surfaced Roads Winter Maintenance Operations Plan for Clearwater County was endorsed by council on the _____ day of _____, 20__.

Definitions

Anti-icing... means the application of liquid de-icers directly to the road surface in advance of a winter event.

De-icing... means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

Highway... includes a common and public highway, street, avenue, parkway, bridge, or any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road... is a road with an asphalt surface, concrete surface, composite pavement, or port-land cement.

Pre-treat... means the application of liquids (calcium chloride, sodium chloride, etc.) to dry sand or salt prior to being loaded for storage or applied to the road surface.

Pre-wetting... means the application of liquids (calcium chloride, sodium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Surface Treated Road... is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road... a road made up of any combination of a loose mixture of pebbles and rock fragments coarser than sand.

Winter Event... is a weather condition affecting roads such as snowfall, wind-blown snow, freezing rain, frost, black ice, etc. to which a winter event response is required.

Winter Event Response... is a series of winter control activities performed in response to a winter event.

- **Continuous Winter Event Response...** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

- **Spot Winter Event Response...** is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

Winter Event Response Hours... are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

1.0 Winter Operations Management – Objective

Clearwater County is committed to improving winter maintenance operations while continuing to ensure public safety. Clearwater County will optimize the use of winter maintenance materials, containing chlorides, on all municipal roads while striving to minimize negative impacts to the environment. Clearwater County Public Works staff will strive, insofar as reasonably practicable, to provide safe winter surfaced road conditions for vehicular and pedestrian traffic within the resources established by the Council of Clearwater County.

2.0 Policy Statement

Clearwater County will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with Alberta legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Surfaced Roads Winter Maintenance Operations Plan (SRWMOP);
- Reviewing and/or upgrading the SRWMOP on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring, on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the SRWMOP.

3.0 Surfaced Roads Winter Maintenance Program

3.1.0 The System Maintained

The major activities related to winter maintenance are:

- de-icing
- snow plowing
- salt/sand application
- salt and sand storage
- snow removal
- snow storage
- sidewalk plowing and de-icing

Clearwater County is responsible for winter maintenance on:

Paved roads	<u>683 lane km</u>
Surface treated roads	<u>32 lane km</u>
Sidewalks	<u>1825 metres</u>
Hamlets/Subdivisions	<u>32 lane km</u>

3.2.0 Level of Service

Clearwater County provides the following level of service during the winter maintenance season.

Weather Monitoring

- 1) From November 1 to April 15, the minimum standard is to monitor the weather, both current and forecasted, which is to occur in the next 24 hours. In addition, a visual weather check is completed, by the on call staff, at 2:00 a.m. and again at 4:00 a.m. On call staff will reference, as per section 3.6.8 Weather Monitoring, provincial roadway cameras on both the “Alberta 511” and “Nav. Canada” websites.

Snow Accumulation

- 1) The minimum standard for addressing snow accumulation is 5 cm.
 - a. After becoming aware of the fact that the snow accumulation on a roadway is greater than 5 cm, on call staff deploy resources as soon as practicable to address the snow accumulation; and
 - b. After the snow accumulation has ended, crews will continue plowing and de-icing highways to provide a full lane width of safe driving conditions.
- 2) If the depth of snow accumulation on a roadway is less than or equal to 5 cm, the roadway will be evaluated to assess whether it is deemed to be in safe driving condition. If conditions are such that there is an accumulation of wet snow, with temperatures conducive to the possibility of roadway ice build-up, snow-plow sanding/salt trucks will be dispatched.

Ice Formation on Roadways and Icy Roadways

The minimum standard for the prevention of ice formation on roadways is completing the following:

- 1) Monitor the weather.
- 2) Patrol highways.
- 3) If on call staff determines that there is substantial probability of ice forming on a roadway, staff will treat the roadway to prevent ice formation within 1 hour with a de-icing application so as to mitigate black ice conditions.

3.3.0 Winter Maintenance Season

The winter maintenance season, within which Clearwater County will perform winter highway maintenance, typically commences on November 1st and is completed April 15th. For snow events outside of this time period, Clearwater County will manage the snow event as per section 3.4.2.

3.4.0 Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in 3.3.0, Clearwater County undertakes the following tasks to prepare for the upcoming winter season.

3.4.1 Prior to the Winter Season:

Prior to the winter season, if required, administration will prepare and call tenders for the supply of materials (salt), replacement parts (for plows, sanding application equipment), and contract equipment (plow trucks).

Prior to the winter season Clearwater County will;

- 1) Conduct a training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- 2) Train winter patrollers (or staff whose duties also include patrolling) on the route(s) to be patrolled between winter events, their duties during a winter event, record keeping requirements and callout procedures, and, the de-icing material(s) to be applied for the forecasted weather conditions.
- 3) Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.

- 4) Arrange for the delivery of materials (salt and sand) to both the Clearwater County Rocky Mountain House yard and the Caroline Satellite yard and begin filling storage facilities. Blend salt/sand to the ratio of 3% salt.
- 5) Confirm that all guardrail, catch-basin, man-hole covers, hazard and fire hydrant markers, if any, are in place. Any missing markers will be replaced prior to the winter season.

3.4.2 One Month Prior to the Winter Season:

One month prior to the winter season Clearwater County will;

- 1) Post the winter shift schedule (Appendix 5).
- 2) Assign equipment to staff.
- 3) Calibrate material application equipment.
- 4) Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- 5) Assign staff to monitor weather forecasts on a daily basis. Assign night patrol shift if forecast indicates an overnight winter event is probable. The patrol person will be authorized to initiate a winter event response if conditions so warrant.
- 6) Have two snow-plow fleet units ready to respond to a winter event.
- 7) Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

3.4.3 Two Weeks Prior to the Winter Season:

Two weeks prior to the winter season Clearwater County will;

- 1) If dictated, by forecasted weather, begin regularly scheduled night patrols of representative roads.
- 2) Have 100% of the required complement of snow-plow fleet trucks ready to respond to a winter event.
- 3) Have staff available to operate the required complement of snow-plow fleet trucks, if conditions warrant, in response to a winter event.

3.4.4 At the Start of the Winter Season:

At the start of the winter season Clearwater County will;

- 1) Implement the winter shift schedule (Appendix 5).
- 2) Begin patrolling representative roads.
- 3) Respond to winter events as per the SRWMOP.

3.5.0 Winter Patrol

During the winter maintenance season, Clearwater County carries out a winter patrol on a route of representative roads. The purpose of the patrol is to monitor and record weather and road

conditions, and, mobilize winter maintenance operators and equipment should a winter event be observed and thus, a winter event response is required. On the approach of a winter event or during a winter event, the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of the winter event or the direction from which the winter event approaches.

The patrol person will be familiar with local conditions in their patrol area, and prepare a journal entry of road and weather conditions as well as any actions taken during the shift.

3.6.0 Operations

3.6.1 Staffing and Hours of Work

Clearwater County has a full time Public Works department employee assigned to each snow removal/de-icing vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing (Appendix 5).

Clearwater County adheres to the hours of work as set out in the Alberta Occupational Health and Safety Act.

3.6.2 Winter Materials Used Annually (tonnes)

Material	2014/2015	5 Year Average
Solids	N/A	N/A
Rock salt (NaCl)	2285	1900
Sand	8729	8000
Sand and Salt Mix*	11014	9900
Liquids	N/A	N/A
Salt Brine	N/A	N/A
Calcium Chloride (CaCl ₂)	N/A	N/A
Magnesium Chloride (MgCl ₂)	N/A	N/A

*Percentage of salt in sand/salt mix by weight 3% (industry standard 2% to 5%)

3.6.3 Application Rates

Typically, an application rate of 0.35 tonnes of sand/salt mix is applied per lane kilometer. Application rates may vary depending upon the type and severity of the winter event.

3.6.4 Equipment – Winter Maintenance Fleet

Clearwater County provides six plow trucks (Appendix 4) and one loader for the winter maintenance of six plow route areas and two hamlets. Additional equipment (i.e.: skid-steer with snow-blower, one ton plow truck) are also utilized as needed.

3.6.5 Yard Facilities

Clearwater County provides winter maintenance services from the patrol yards listed below. Each patrol yard has a front end loader capable of loading the winter maintenance fleet with sand and/or salt.

3.6.5.1 Rocky Mountain House Yard: 4340-47th Avenue

Equipment Storage Details: Heated five bay shop which consists of one bay with hoist and four parking bays of which one is a wash bay.

Equipment Washing Details: One dedicated washing bay with catch basin.

Material Storage Details: Winter sand/salt placed outside, approximately 6000 tonne (uncovered in winter months and tarp covered in summer months) and a wooden salt storage building with a capacity of 160 tonnes.

3.6.5.2 Caroline Satellite Yard: NW 13-36-6-W5M

Equipment Storage Details: Heated two bay shop.

Material Storage Details: A 120 tonne capacity wooden salt shed along with an approximately 2000 tonnes of sand/salt mix placed outdoors.

3.6.6 Snow Removal and Disposal

Currently, as needed, Clearwater County utilizes the County owned facility, located in Leslieville, Alberta, to dispose of excess snow accumulation.

3.6.7 Vulnerable Areas

Currently, so as to protect and prevent the corrosion of aircraft stationed at the Rocky Mountain House Airport, 1.2 km of Range Road 7-2, exiting the airport, will receive snow removal only.

3.6.8 Weather Monitoring

(1) From November 1 to April 15, the minimum standard is to monitor the weather, both current and forecast, to occur in the next 24 hours, once per day or more frequently if weather conditions dictate.

In order to determine an effective winter event response and allocate the appropriate resources, Clearwater County supplements road patrol information with weather information from various sources which includes but is not limited to:

- Observations from municipal staff and communication with staff of adjacent municipalities.

- Customized weather forecasts which are updated 4 times/day from a Value Added Meteorological Service (Environment Canada).
- Monitoring websites such as www.511.alberta.ca and www.metcam.navcanada.ca

3.6.9 Communications

All winter maintenance vehicles are equipped with two way communication devices (i.e.: radio, cell phone, etc.). Municipal staff are responsible for reporting changing winter weather and/or road conditions as the changes are observed.

Clearwater County provides a call centre which serves as the main hub for in/outgoing calls from staff, emergency services and the general public.

The Call Centre:

- Can be reached by calling 403-845-4444 (Monday to Friday, 8:00 a.m. to 4:30 p.m.).
- Weekends, Statutory Holidays and after hours at 403-844-8500.

Clearwater County communicates important information to the public via:

- Information posted on the municipal website: www.clearwatercounty.ca
- Twitter at <https://twitter.com/ClearwaterCnty>
- Facebook at www.facebook.com/pages/Clearwater-County

3.6.10 Call-Out Procedures

Operational decisions will be made by the On-call Patrol Supervisor or his/her designate. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the On-Call Patrol Supervisor to respond to a winter event is warranted. When weather conditions dictate, the On-Call Patrol Supervisor contacts appropriate staff.

3.6.11 Road Closure Procedures

In the event a road must be closed, due to a severe winter event, Clearwater County will follow the “Temporary Road Closure” procedures (Appendix 2).

3.7.0 Decommissioning Winter Operations

After the winter season (identified in section 3.3.0) ends, Clearwater County undertakes the following tasks:

3.7.1 Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

- (1) Continue monitoring weather forecasts. Assign night patrol shift if forecast indicates an overnight winter event is probable.
- (2) Decommission 80% of the snow plow fleet. Remove snow plow and sanding equipment from truck units.

3.7.2 One Month After the Winter Season Ends

One month after the winter season ends, cease all winter highway maintenance operations and decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

3.8.0 Training

Clearwater County provides winter operations training for all staff involved in the delivery of winter services. In the past, initial and recurrent training has been provided by “Groundforce” (www.groundforcetraining.com), however, additional training agencies are able to provide this service. It is compulsory for staff to attend the training sessions. It is compulsory for contractor’s staff to attend the training sessions.

Staff, including contractor staff, will verify that the training was received by signing the Safe Work & Job Procedures for “Speed Plow Snow Removal” operations (Appendix 3).

Current Winter Operations Training entails, but is not limited to, the following:

- Equipment Walk Around.
- Equipment Calibration.
- Record Keeping.
- Health & Safety.
- Level of Service – policies, best practices and job procedures.
- Identification of Plow Routes - including variations for year to year and issues identified along the route.
- Yard and Equipment Maintenance.

3.9.0 Record Keeping

Full and accurate completion of documents, according to the applicable procedures, ensures that Clearwater County is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:

- Route plowed.

For On-Call Patrol Staff:

- Call Out Diary.
- Weather and road conditions.

4.0 Plan Improvements

The current winter maintenance policies, best practices and job procedures, form the baseline or benchmark upon which improvements can be made to winter operations and/or the use and management of road salt, and/or anti-icing material.

Clearwater County will continue to undertake and strive to achieve exceptional winter maintenance by replacing and updating both facilities and equipment.

Equipment (forecasted)

- 2014/2015 Repair winter stacker
- 2015/2016 Replace 1 tandem plow truck
- 2016/2017 Replace 1 tandem plow truck
- 2017/2018 Replace 1 loader
- 2018-2019 Replace 1 tandem plow truck
- 2019-2020 Replace 1 tandem plow truck

Yard

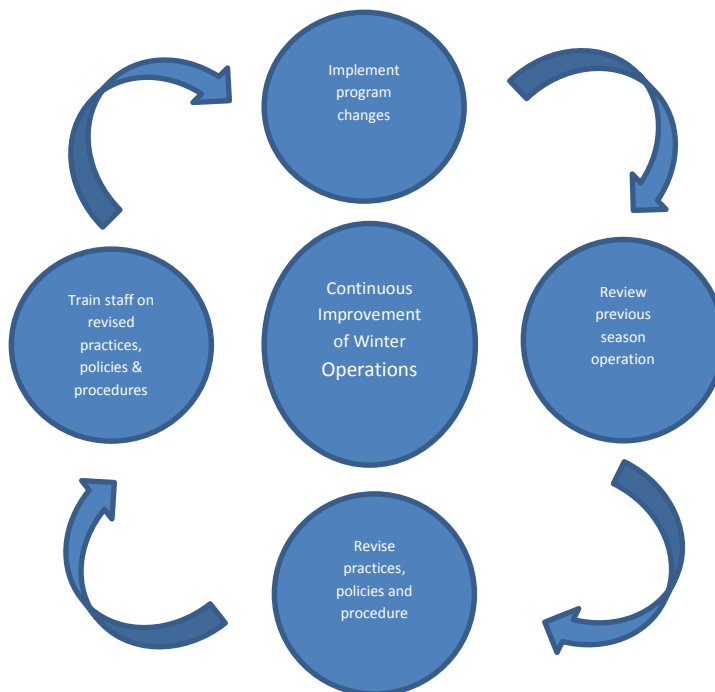
- 2016/2017 Construct covered salt/sand storage building.

Salt

- Continue to evaluate efficient de-icing materials and methods.

5.0 Monitoring and Updating

The purpose of monitoring and updating the Surfaced Roads Winter Maintenance Operations Plan is to provide a basis for continuous improvement of winter operations and to continually reassess winter maintenance policies, best practices and job procedures.

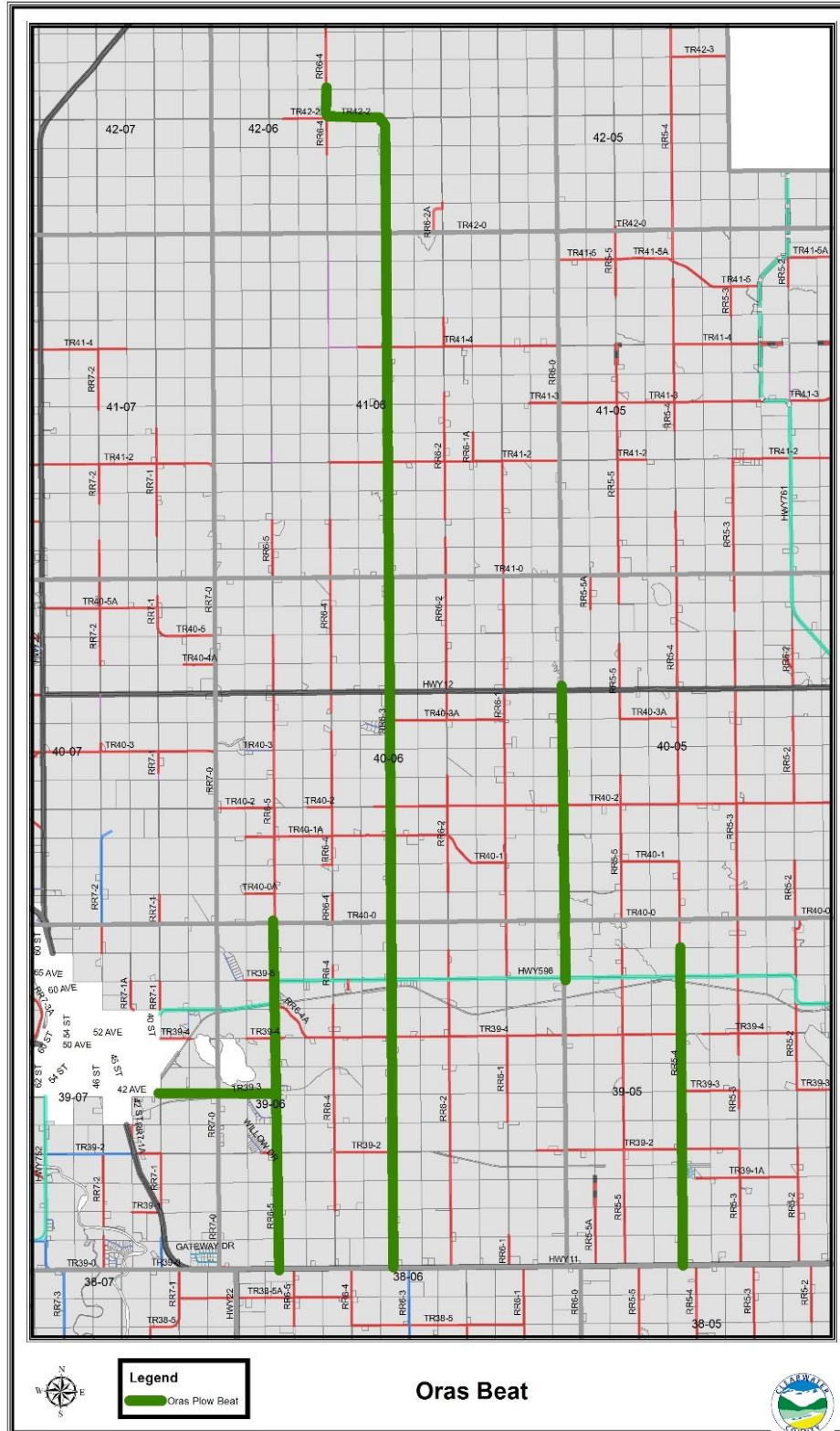


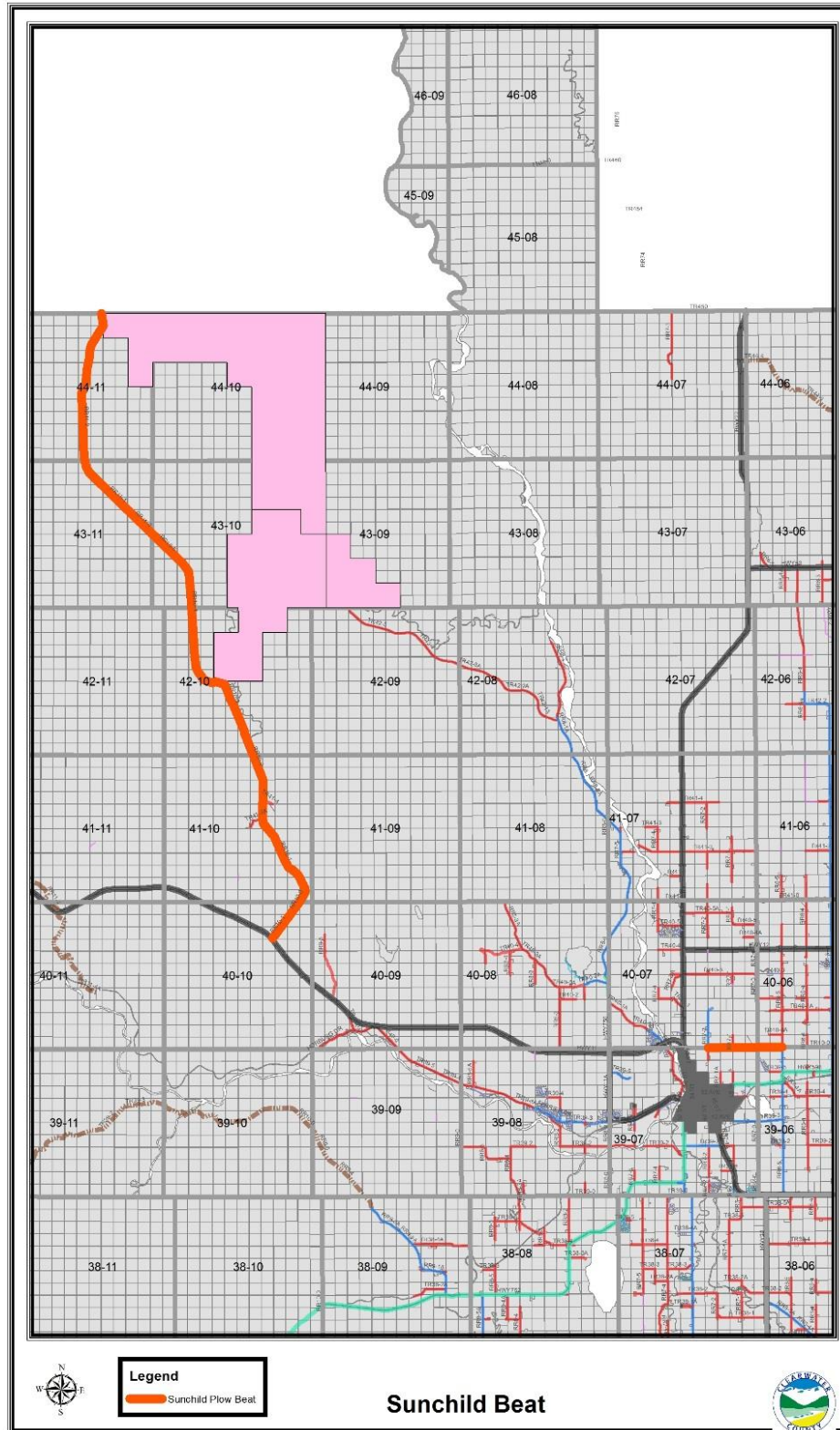
At the end of the winter season, a meeting, so as to review winter operations, will be held with all winter operations staff to itemize all issues that arose during the winter season, and, discuss how these issues may be resolved. Prior to the start of the next winter season, and with sufficient lead time to implement any changes, Clearwater County shall train staff on the changes to equipment and/or winter maintenance policies, best practices, and job procedures.

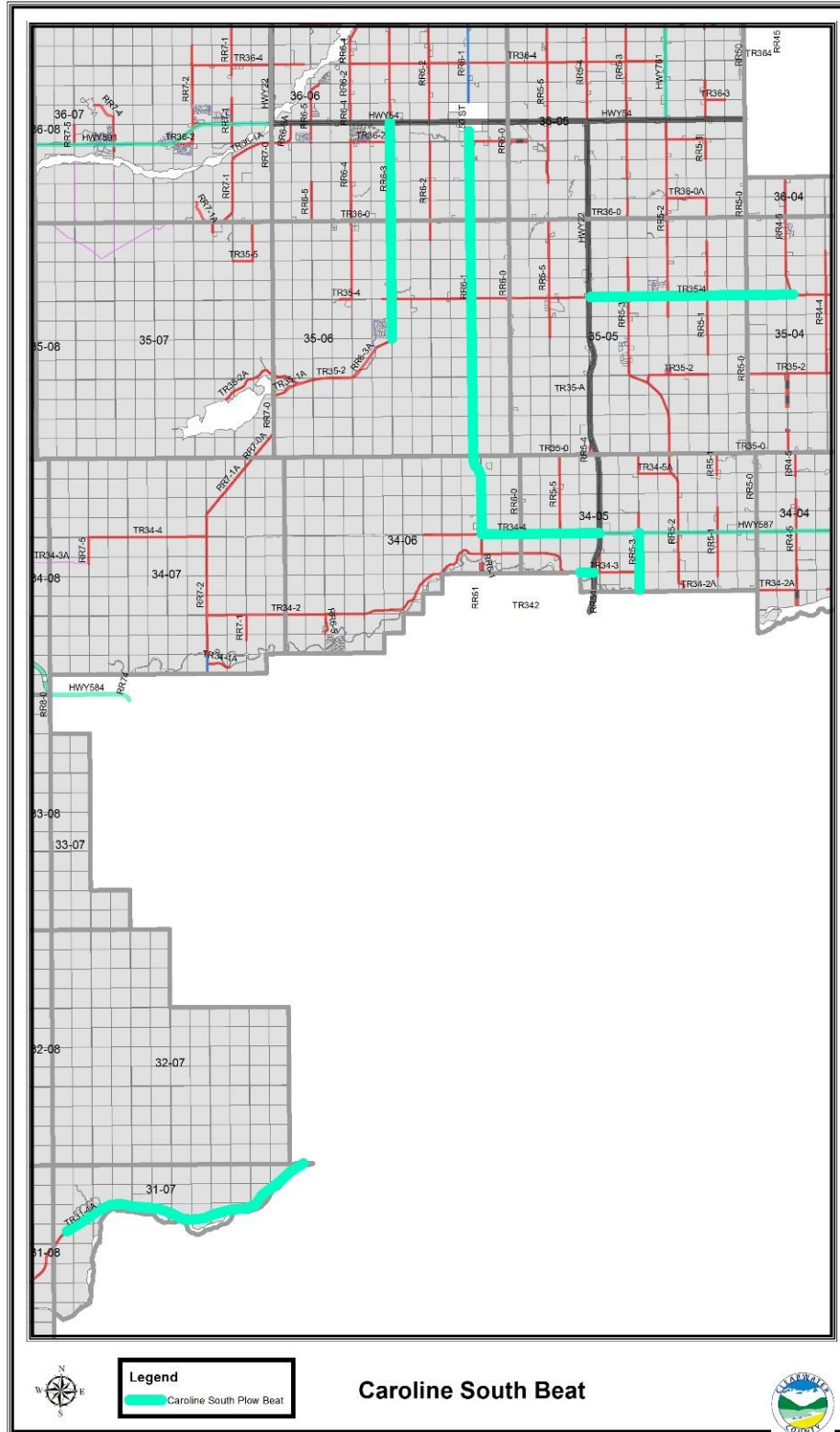
DISCLAIMER: The information contained within this document is not legal advice nor meant to take the place of legal advice. All Clearwater County staff and others are encouraged to consult with independent legal counsel with respect to the information contained herein. Furthermore, the information and recommendations contained in this document are solely the opinion of Clearwater County, do not form legal "standards" and should not be viewed as such.

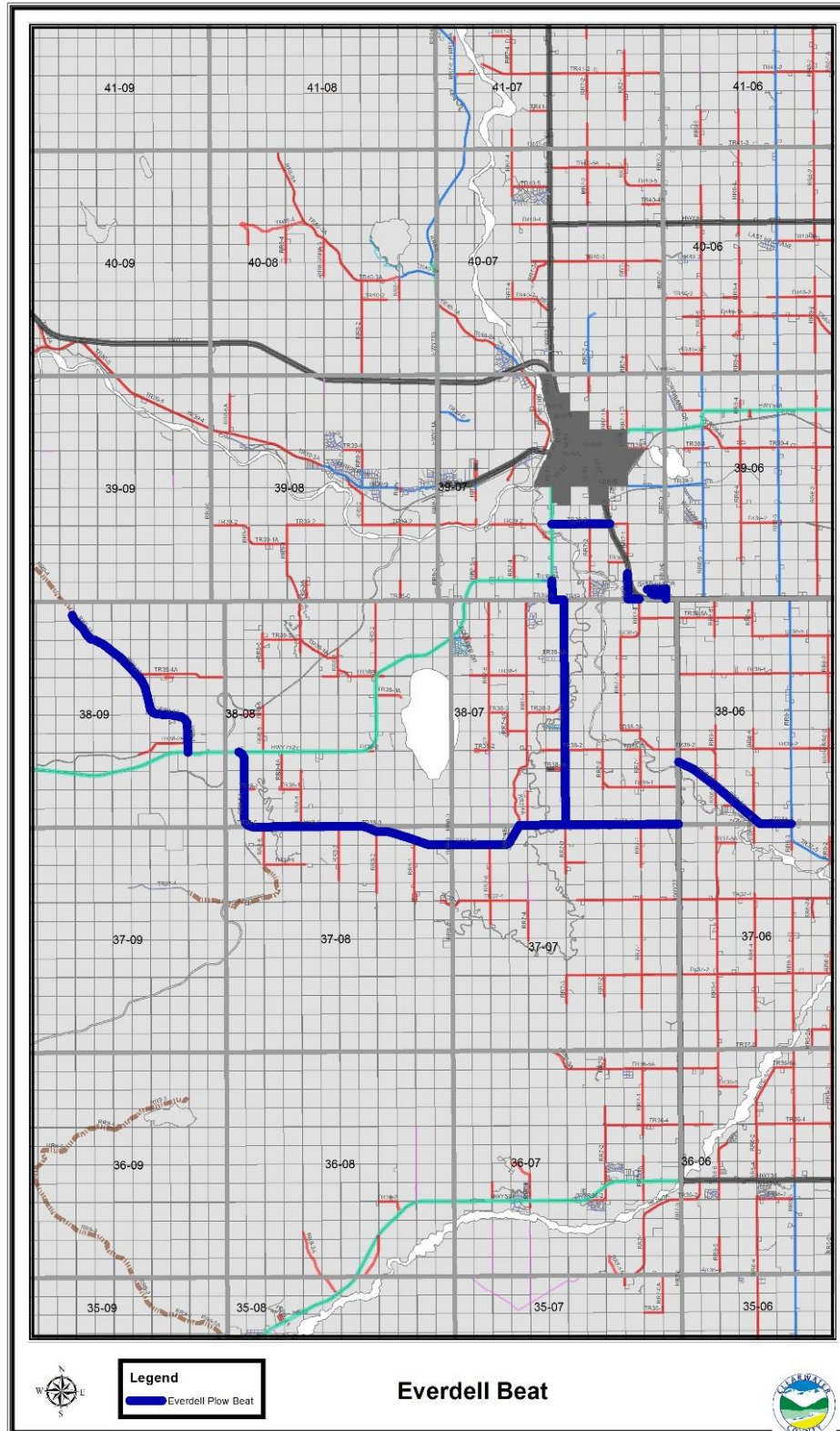
Furthermore, this manual may be affected by at least one or more of the following events which could delay or alter snow and ice control, by Clearwater County such as, but not limited to, equipment breakdown, snow removal vehicles disabled in deep snow, weather so severe as to cause work to be stopped for the safety of all personnel, unforeseen conditions and emergencies, and, significant medical related emergencies.

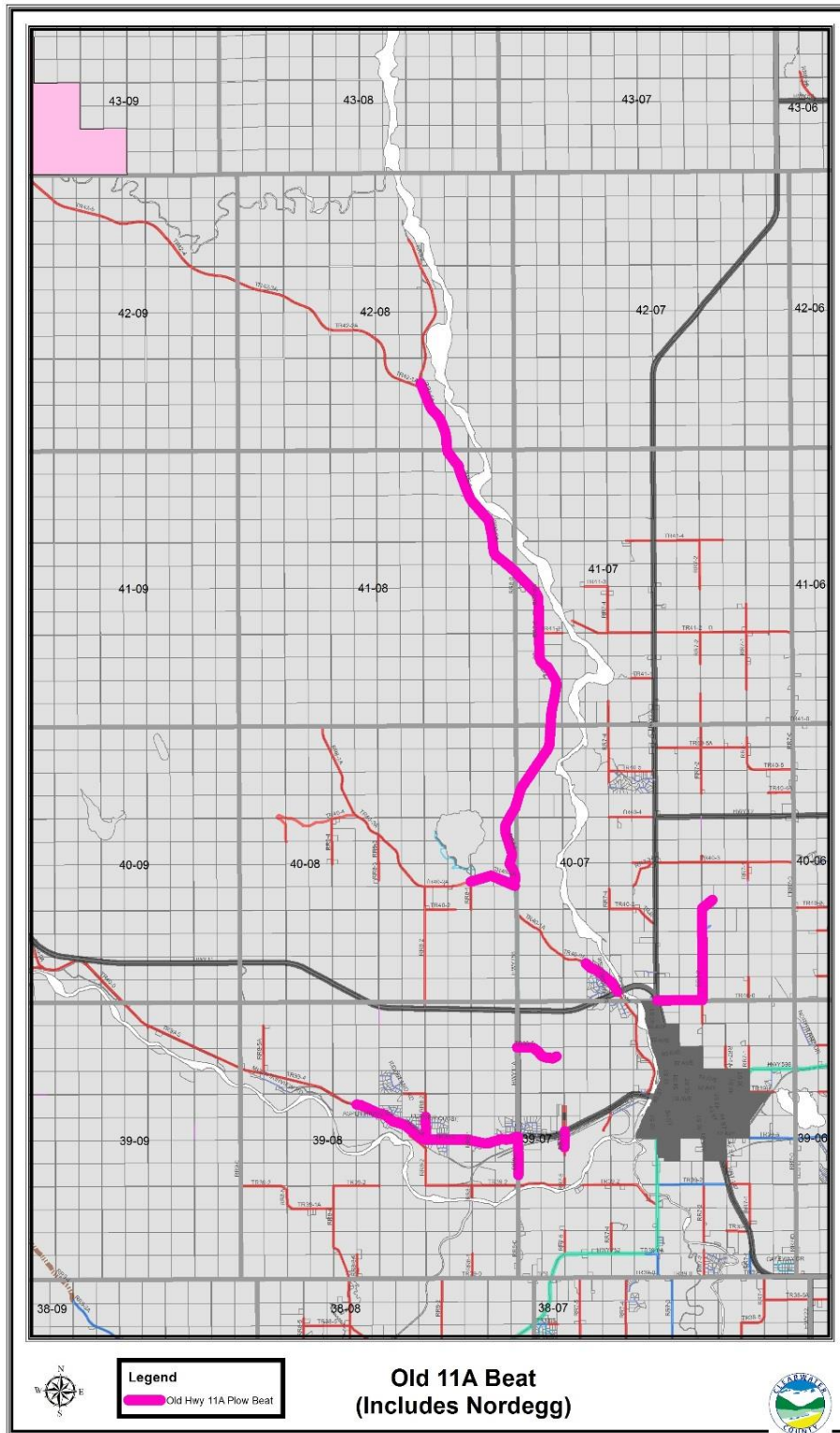
Appendix 1 – Snow Plow Routes (Beats) of Representative Roads











Appendix 2 - Temporary Road Closure Procedures

Date Developed: May 4, 2015

Date Revised:

Job: Maintenance or Emergency Temporary Road Closure

Developed By: Darrel Scott

Equipment Required

Signage
Barricades
Traffic control device
Amber flashing lights
Flag Paddles
Hand held radios

Material Required

Personal Protective Equipment

High visibility vest
High visibility coveralls
Gloves

Job Steps:

1. **Maintenance:** Advertise closure one week prior to road closure in local papers, County website, Face book, Twitter site; post signs at closed area stating closure date and times.
2. **Emergency:** Advertise closure on County website, Face book, and Twitter site.
3. Contact all emergency services of closure.
4. Contact school division to reroute school bus.
5. Install proper signage and barricades at work site.
6. Install directional signs on detour route.
7. Install barricades at closest intersection to closed area.
8. Traffic control at barricades where detour route begins.
9. Night hours have amber flashing lights at barricades.
10. Upon completion of repair(s) and/or emergency event, remove all signs and barricades.

Date Reviewed: _____

Reviewed By: _____

Supervisor Signature: _____

Coordinator, Health & Safety Signature: _____

Department Director Signature: _____

CAO/Municipal Manager Signature: _____

Appendix 3 – Speed Plow Snow Removal Procedures

Date Developed: March 5, 2007

Date Revised: January 13, 2015

Job: SPEED PLOW SNOW REMOVAL

Developed By: Jack McLaren

<u>Equipment Required</u>	<u>Material Required</u>	<u>Personal Protective Equipment</u>
Plow truck	Sand & Salt	Safety Vest
Front End Loader	Plow Blades	Steel toed safety boots
Radio/ Phone		Gloves
		Safety Glasses

Job Steps:

IN YARD:

- 1) Before starting Plow Truck fill out a Vehicle Pre Trip Inspection form
- 2) Exit/Enter shop as per “Plow Truck Entering and Exiting Shop” safe work & job procedure.
- 3) Radio checks are to be made to the supervisor on early morning calls.
- 4) Hydraulic check is to be done prior to loading (turn spinner on and off , lift and lower plow and wing)
- 5) Load with the salt / sand % mixture as designated by the supervisor on call.
- 6) Load sander only to its legal capacity and all loose loads are to be corrected prior to leaving the yard.
- 7) When climbing up and down sanders the three point contact rule is to be used
- 8) When on top of sanders correcting loose loads use a safe and cautious stance to prevent slipping and falling.

IN FIELD:

- 1) When plowing the roads, never exceed **60 km/hr.**
- 2) Be aware of all hazards. (Frost heaves, rail crossings, bridges, etc.)
- 3) Watch for children waiting for the school bus.
- 4) Shut sander off when meeting traffic this is to prevent damage to the oncoming vehicles.
- 5) Do not plow the bridge decks with the wings down. Use front plow only.
- 6) Plows and wings are to be used on the driving surface of the highways only and not used for winging down shoulders.
- 7) No climbing on top of sander to knock lumps down in the field.
- 8) When beat is completed you are to contact the supervisor to see if you can help other trucks.
- 9) Before ending shift, fuel truck, unload excess sand, and clean cab. Call supervisor to inform them you are safe and shift is completed.

10) Report any maintenance needs

Procedures for snow cleaning Bridges and Guard Railed Areas:

When approaching a Bridge or Guard Railed Area:

1. Slow down to a crawl
2. Lift the wing plow up completely
3. Lift front plow far enough up to clear edge of bridge deck & disengage clutch
4. Reset (lower) front plow on bridge deck proceed across bridge, lift front plow to leave bridge deck
5. Lower front plow, then lower wing plows as you leave the guard rail area.
6. Continue on plowing
7. You may sand across the bridge if necessary

Snow Plowing at Railway Crossings:

See attached Diagram A

Date Reviewed: _____

Reviewed By: _____

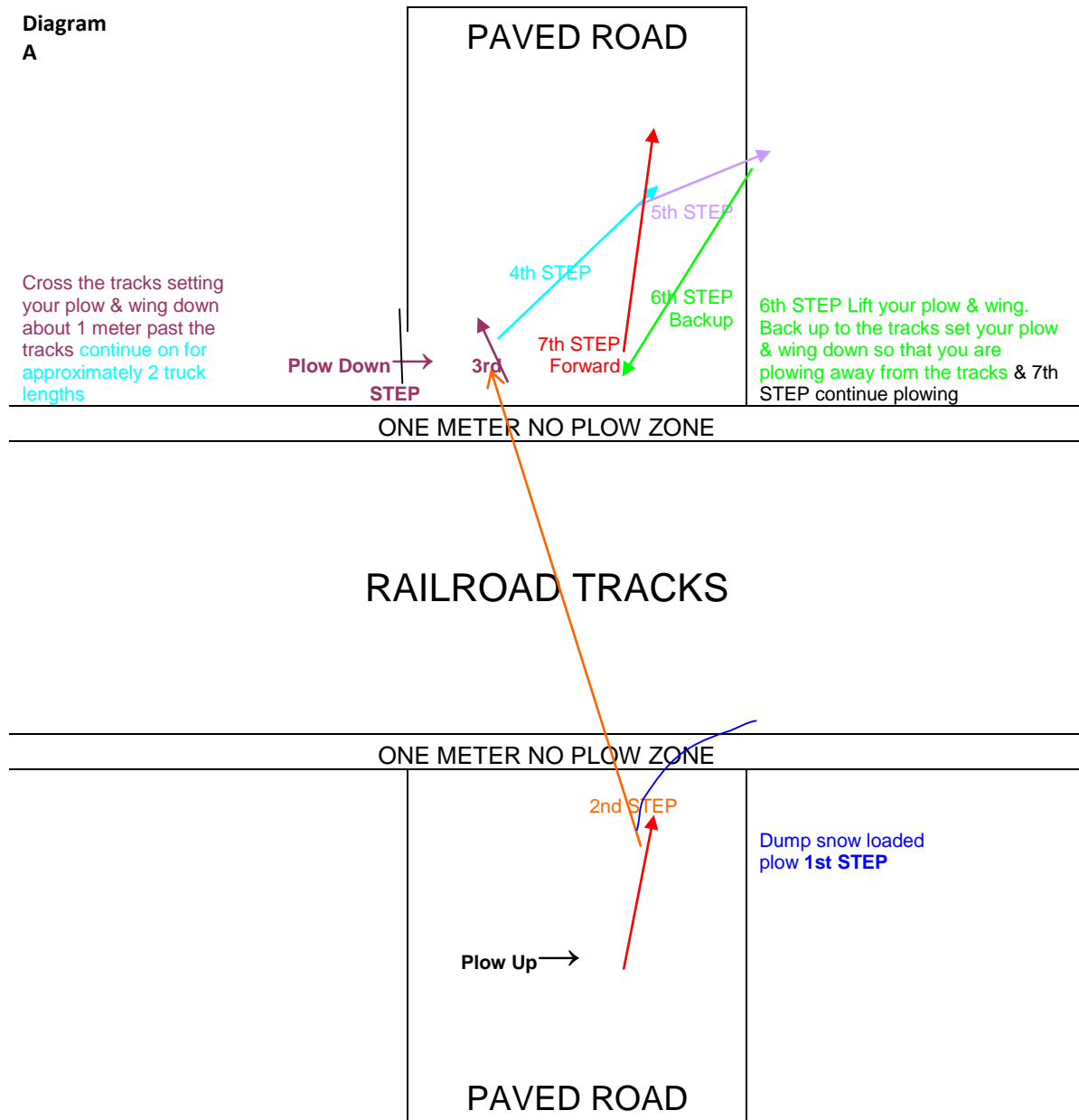
Supervisor Signature: _____

Coordinator, Health & Safety Signature: _____

Department Director Signature: _____

CAO/Municipal Manager Signature: _____

Diagram
A



Snow Plowing at Railway Crossings:

► When approaching railway crossings slow down to a crawl watching for traffic approaching from both the rear and the front **1st STEP** When your plow is loaded with snow you will have to dump the snow by turning to the left and dumping the snow as close to the ditch as possible. when safe to do so back up

► **2nd STEP** When clear, move into the oncoming traffic lane and cross the tracks **3rd STEP** setting your plow and wing down about 1 meter past the tracks **4th STEP** continue on for approximately the length of 2 trucks then turning back into the right lane **5th STEP** dumping snow in the ditch. **6th STEP** Lift your plow and wing back up across the tracks set your plow and wing down **so that you are plowing away from the tracks** and **7th STEP** continue plowing.

► Find a safe place to turn around and follow the same procedure in the opposite direction

Appendix 4 – Equipment

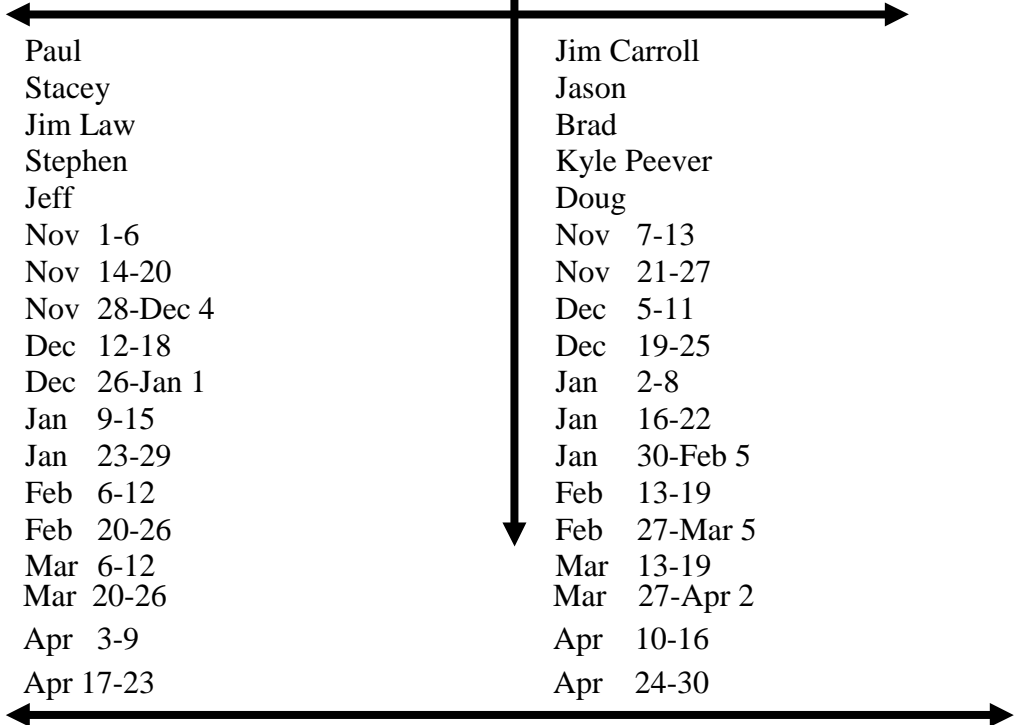
Equipment	Equipment Type	Electronic Controller	Calibration Date	Pre-wet Capability	Anti-icing Capability	Liquid Capacity	Infrared Thermometers
Unit #433 Tandem Truck with Tandem Pup complete with: <ul style="list-style-type: none"> - Front plow - Sidewing - 12 tonne sander 	Western Star	Yes	2014-11-01	No	No	N/A	N/A
Unit # 422 Tandem Truck complete with: <ul style="list-style-type: none"> - Front plow - Sidewing - 12 tonne sander 	Western Star	Yes	2014-10-03	No	No	N/A	N/A
Unit # 409 Tandem Truck complete with: <ul style="list-style-type: none"> - Front plow - Sidewing - 12 tonne sander 	Western Star	Yes	2014-10-01	No	No	N/A	N/A
Unit 420 Tandem Truck complete with: <ul style="list-style-type: none"> - Front plow - Sidewing - 12 tonne sander 	Freightliner	Yes	2014-10-02	No	No	N/A	N/A
Unit 414 Tandem Truck complete with: <ul style="list-style-type: none"> - Front plow - Sidewing - 12 tonne sander 	Freightliner	Yes	2014-10-03	No	No	N/A	N/A
Contract Tandem Truck complete with: <ul style="list-style-type: none"> - Front plow - 12 tonne sander 	Kenworth	Yes	2014-11-01	No	No	N/A	N/A

Appendix 5 – Contact Personnel and Shift Schedule

Clearwater County SNOW PLOW

On Call 24hr. Peter Leek
On Call Cell: 844-4063
Cell: 846-6011
Personal Cell: 895-2557

On Call 24hr. Darrel Scott
On Call Cell: 844-4063
Cell: 845-8759
Home Phone: 729-3017



Unit #420 Trk-846-6323
 Stephen – Cell – 587-988-7851
 Kyle – Cell – 550-3332
Caroline South

Unit #409 Trk-846-3187
 Doug – 845-4259 Cell – 845-0096
 Jeff – 871-1070 Cell – 845-8927
Arbutus/Wall Street

Unit #422 Trk-844-6862
 Stacey – Cell - 403-660-7650
 Jason – House – 844-4578 Cell - 418-6755
Oras

Unit #414 Trk-846-6060

Paul – Cell 844-0535

Jim Carroll – 729-2668 Cell 844-4076

Prairie Creek

Unit #433 Trk-844-5640

Brad - 844-2901 Cell – 846-7299

Jim L – 844-9069 Cell – 844-5817


Sunchild

Hamlets #403 Trk-844-1598

M. Pidherney's Trucking – Pager 844-9506

Old 11A/Buster Creek - Plant 845-6627

Nick Osborne 902-817-7969



RCMP – 845-2881
AB HWY – Dave - Cell 322-0940
SERVICES – Shop 845-7899
FORTIS ALBERTA – 310-9473 **ROCKY REA** – 845-4600
Ambulance – 845-3002
Foothills Towing – 844-4444
Rocky Mechanical – 845-4804
Weather – 845-3183
Mechanic - 845-2097 Scott Brettelle
 845-0759 On-Call Cell
 845-0841 Shop Truck
 846-0500 Barry Benz



AGENDA ITEM

PROJECT: Clearwater Trails Initiative Request		
PRESENTATION DATE: August 25, 2015		
DEPARTMENT: Public Works	WRITTEN BY: Erik Hansen	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Objective 1.4 Value and protect the natural environment for future generations.	STRATEGIES: 1.4.4 Support the development and provision of innovative and environmentally sensitive programs or services for landowners, agricultural producers, and, business and industry.
ATTACHMENT(S): Historical Traffic Count Data		
RECOMMENDATION: That Council considers the Clearwater Trails Initiative request and provide direction regarding funding the described traffic counts.		

BACKGROUND:

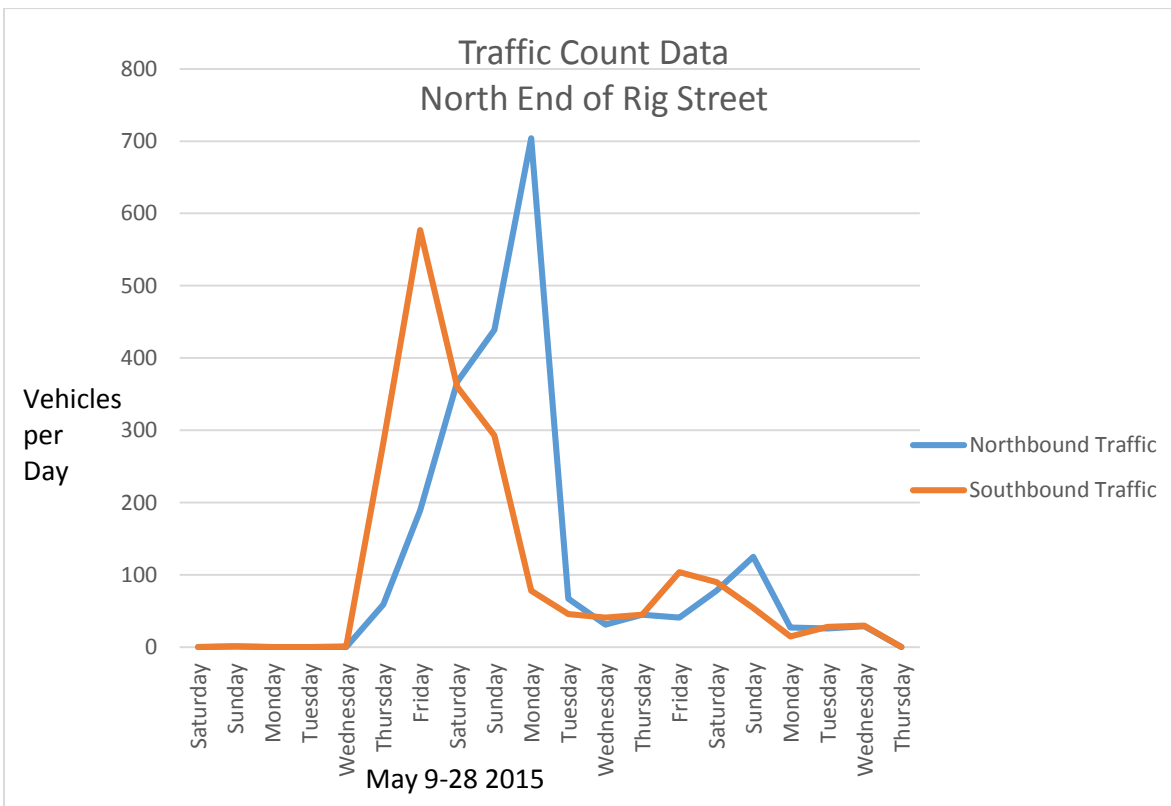
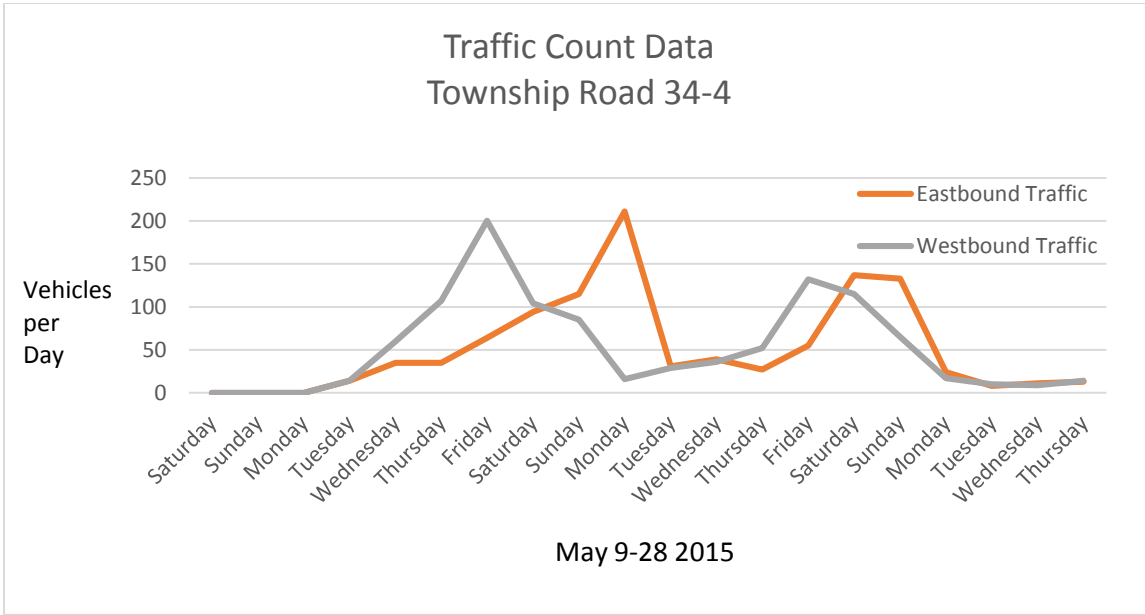
Administration is bringing forward a request by Councillor Duncan on behalf of the Clearwater Trails Initiative for the County to conduct traffic counts on some of our West Country roads for the upcoming long weekend in September. WSP has provided an estimate of \$5,000.00 to complete the traffic counts and compile the data.

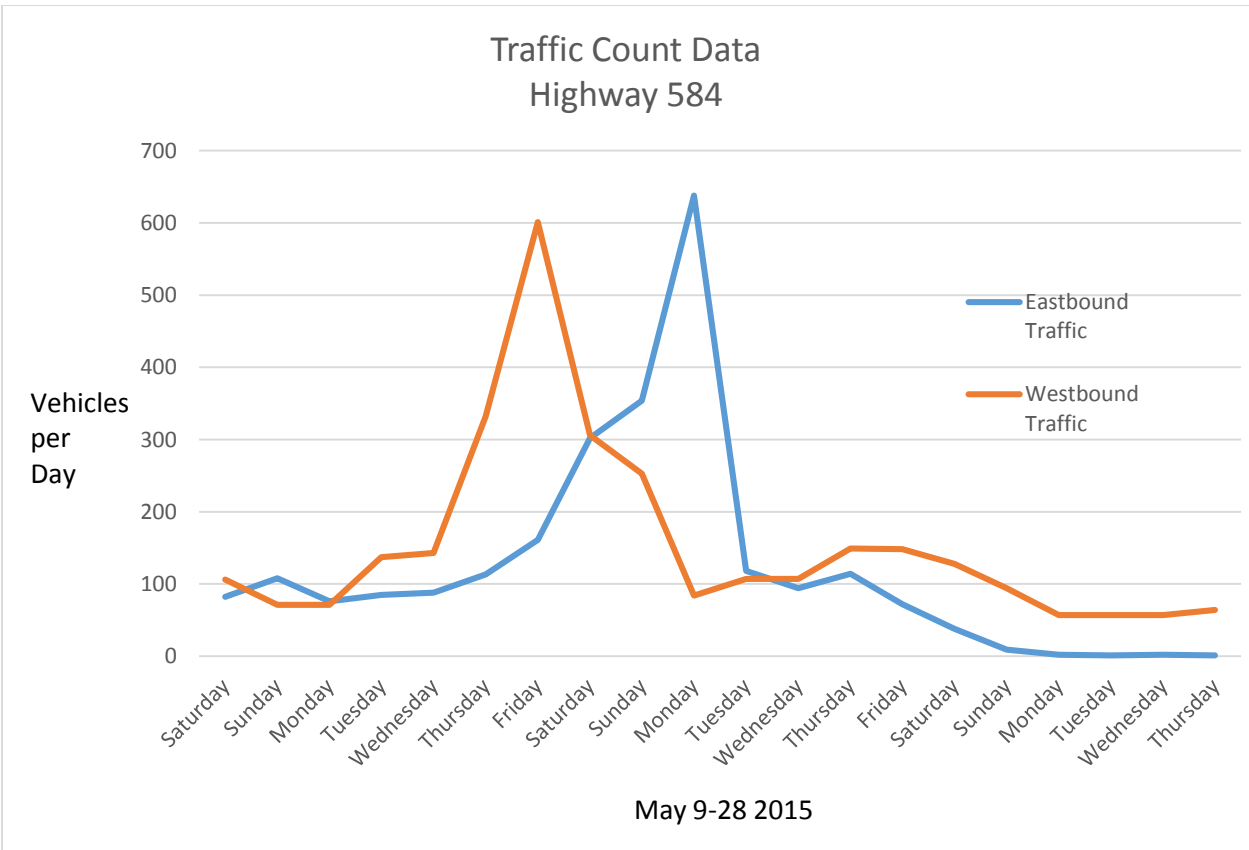
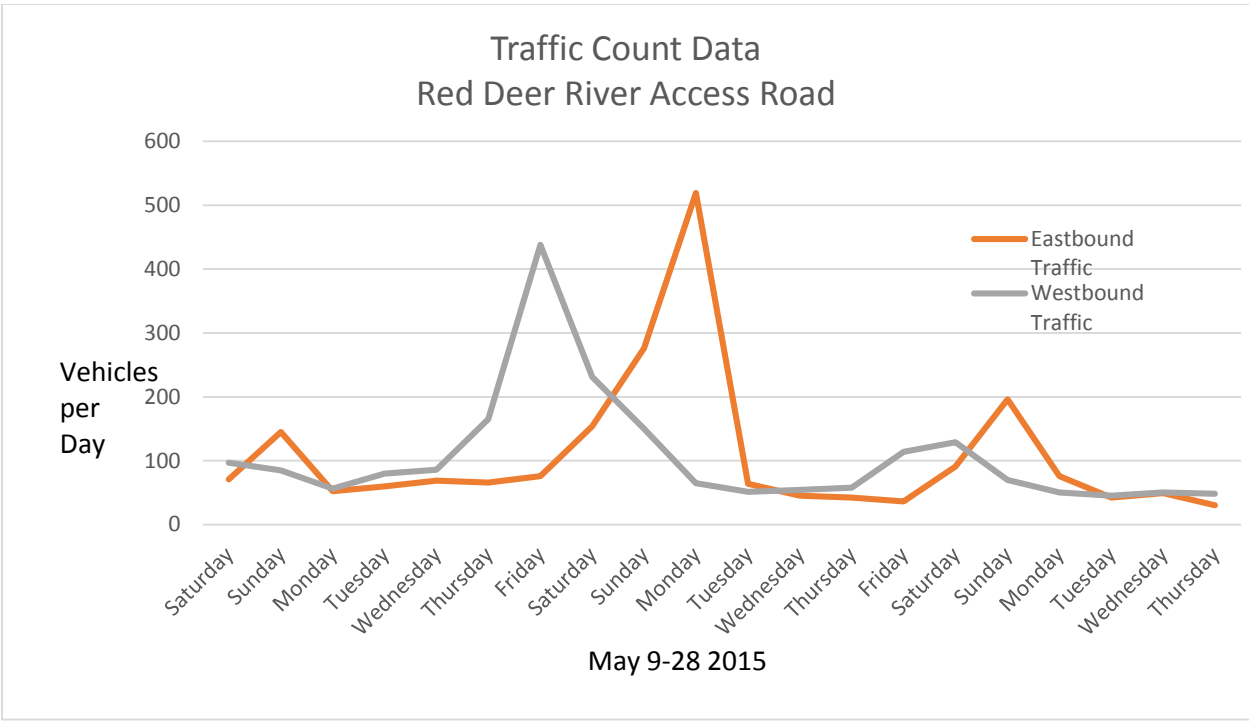
The Clearwater Trails Initiative have indicated they would be willing to cost share a portion of the expense to conduct these traffic counts. The C.T.I would also like discuss with Council their perspective regarding continuing with traffic count data collection in the future.

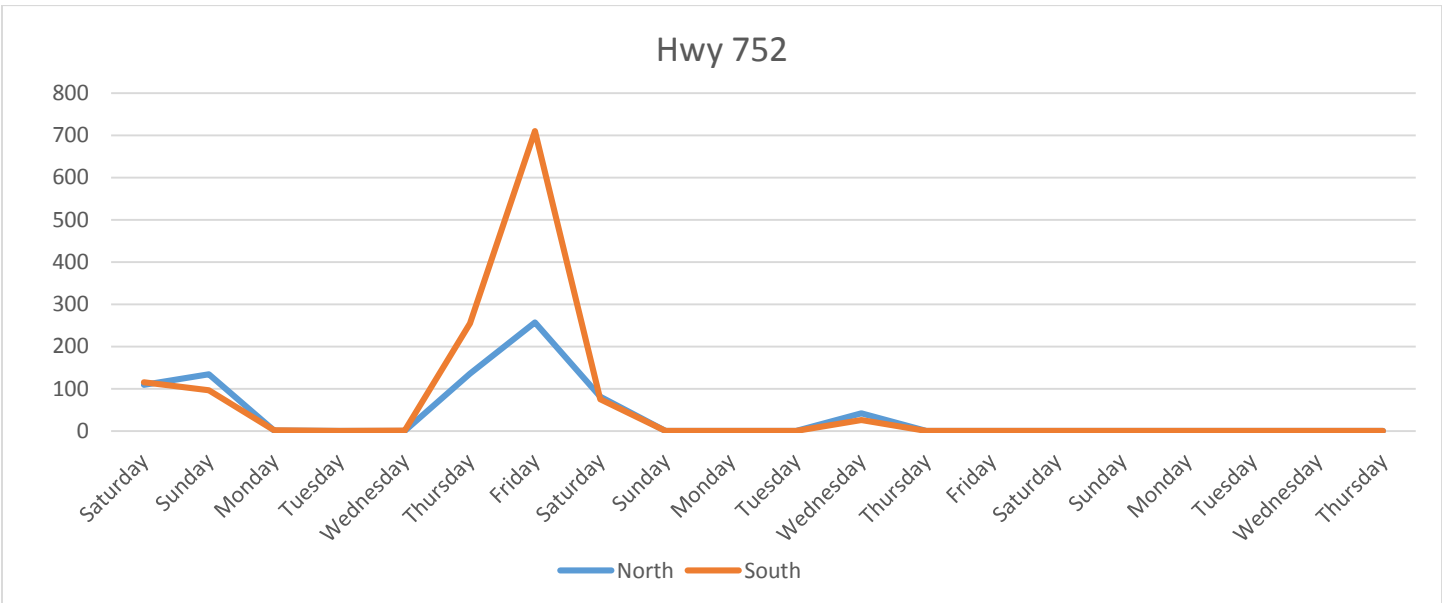
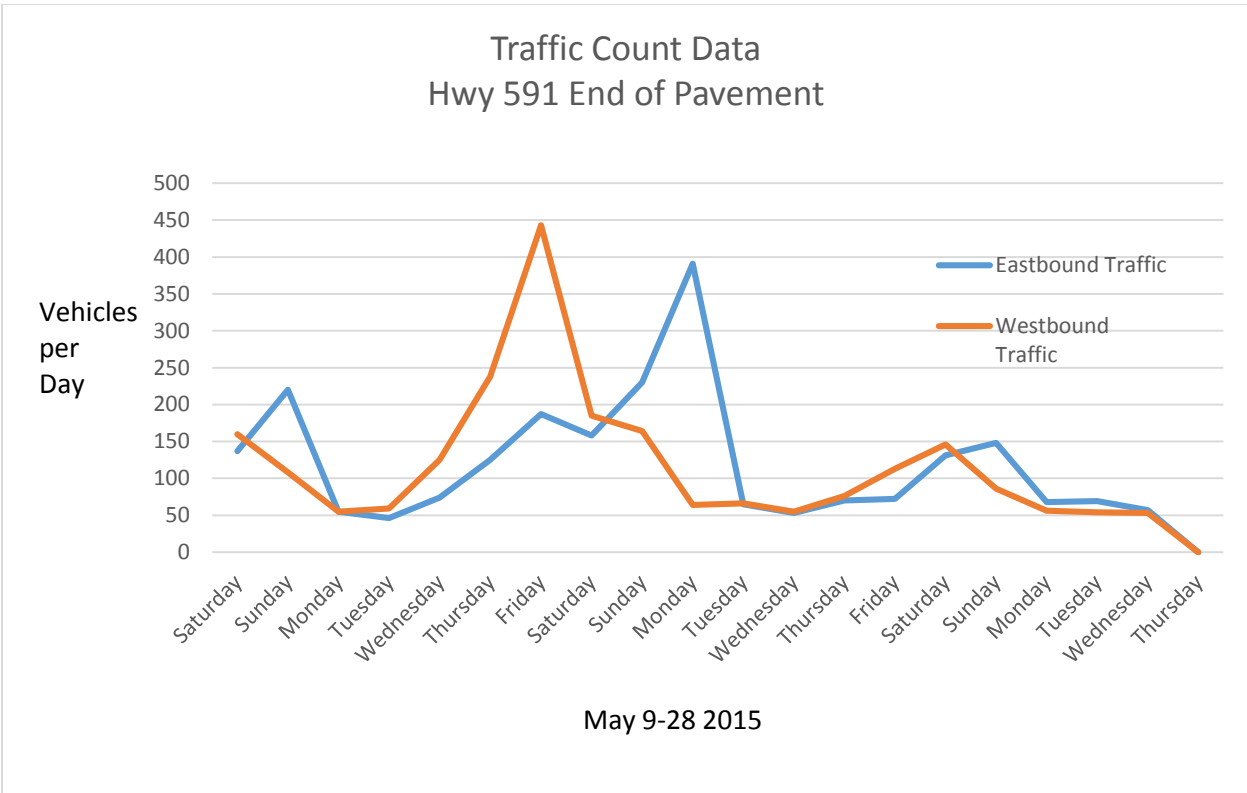
If Council chooses to support this request the funds could be utilized from municipal contingency. There is currently \$684,000 remaining in the 2015 municipal contingency budget.

See Attached.

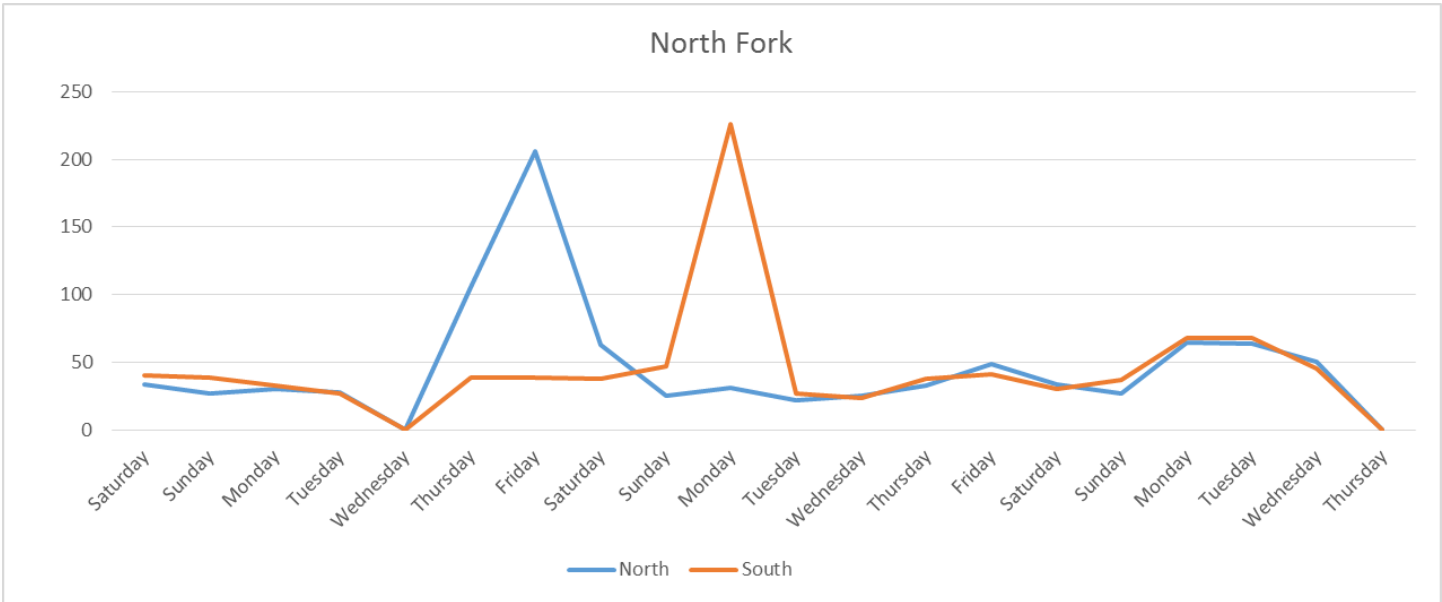
May Long 2015 Traffic Count Data.







Note: Zero values on a number of days indicate non-working counters.





AGENDA ITEM

PROJECT: Permitting of Road Allowance which lies south of SE-30-39-4-W5M and SW-30-39-4-W5M (approximately 8 acres)		
PRESENTATION DATE: August 25, 2015		
DEPARTMENT: Public Works	WRITTEN BY: Charlene Johnson	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Natural Environment	STRATEGIES: Value and protect the natural environment for future generations
ATTACHMENT(S): 1. Letter from Brian Phillips 2. Bylaw #1004/15 3. Map		
RECOMMENDATION: That Council gives second and third reading to Bylaw 1004/15. This is a transfer of the lease to a family member.		

BACKGROUND:

Brian Phillips is the current owner of the quarter sections at SE & SW-30-39-4-W5M which are adjacent to the requested road allowance lease. Brian's father, John Phillips, had previously leased the road allowance.

Attached you will find the new Bylaw No 1004/15, for 2nd and 3rd reading, as there was previously no bylaw attached to this file.

You will also find attached a request letter from Brian Phillips and a map of the requested road allowance.

Clearwater County Council

Jan 12/2015

The undeveloped road allowance

South of south $\frac{1}{2}$ of 30-39-4 W5 1 mile

I ask that it be transferred to my name

reason being John Duane Phillips Jr has

passed away my name BRIAN Phillips

being the son.

BRIAN Phillips

Box 152

Leslieville, AB

Tom-110

Home: 403-729-3861

Cell: 403-598-6380

Brian Phillips

My legal land SW-30-39-4-W5.

BY-LAW NO. 1004/15

A By-law of the Clearwater County, Province of Alberta, for the purpose of granting a permit for the temporary occupation or use of a road allowance in accordance with the Highway Traffic Act, Chapter H-7, Revised Statutes of Alberta, 1980, Section 16, 1, (Q).

WHEREAS, the lands hereafter described are no longer required for public travel and;

WHEREAS, application has been made to Council to have the highway temporarily occupied or used.

NOW, THEREFORE, be it resolved that the Clearwater County Council, in the Province of Alberta, does hereby authorize the following roadway for temporary occupation or use subject to rights of access granted by other legislation or regulations and relevant County Policy.

That portion which lies south of SE-30-39-4-W5M and SW-30-39-4-W5M (approx. 8 acres)

Excepting thereout all mines and minerals.

READ A FIRST TIME this _14th day of _July___ A.D., 2015.

REEVE

CHIEF ADMINISTRATIVE OFFICER

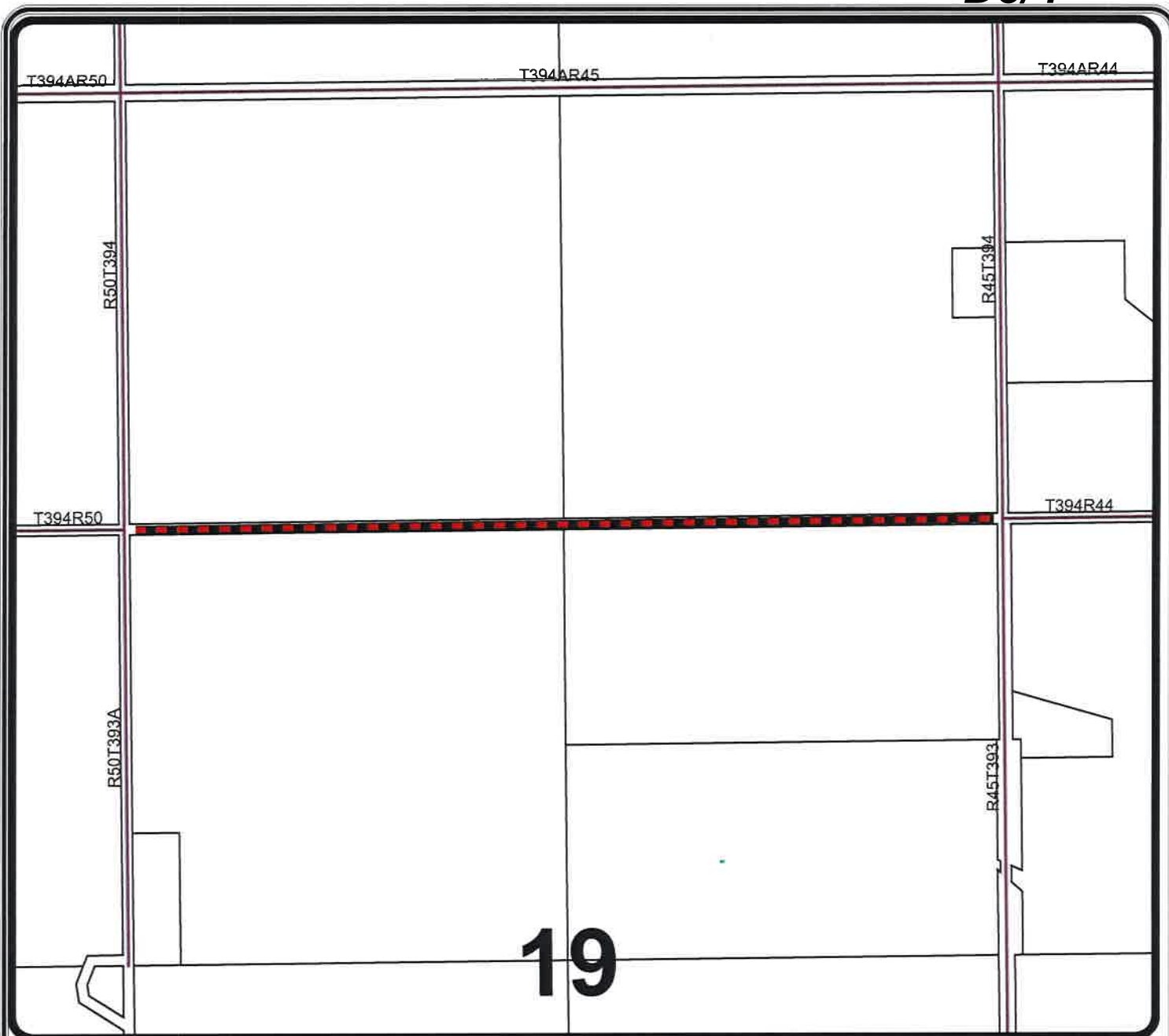
PUBLIC HEARING held this _____ day of _____ A.D., 2015.

READ A SECOND TIME this _____ day of _____ A.D., 2015.

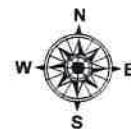
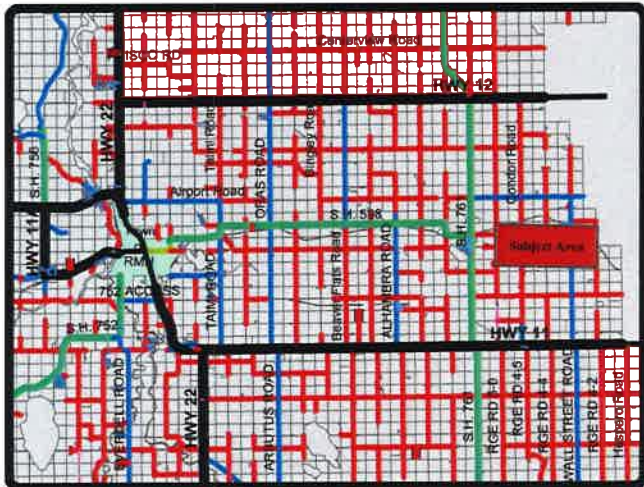
READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2015.

REEVE

CHIEF ADMINISTRATIVE OFFICER



**Application to Transfer Road Allowance
 Lease lying south of SE-30-39-4-W5M
 and SW-30-39-4-W5M
 From John Phillips to Brian Phillips
 Approximately 8.00 Acres**



May 2015



AGENDA ITEM

PROJECT: Permitting of Road Allowance which lies between NE-36-37-8-W5M and SE-1-38-8-W5M (approximately 4 acres)		
PRESENTATION DATE: August 25, 2015		
DEPARTMENT: Public Works	WRITTEN BY: Charlene Johnson	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Natural Environment	STRATEGIES: Value and protect the natural environment for future generations
ATTACHMENT(S): 1. Letter from Doug MacLean 2. Bylaw #1005/15 3. Map		
RECOMMENDATION: That Council gives second and third reading to By-law <u>1005/15</u> . This is a transfer of the lease to a family member.		

BACKGROUND:

Doug Maclean is the current owner of the quarter section at SE-1-38-8-W5M which is adjacent to the requested road allowance lease between NE-36-37-8-W5M and SE-1-38-8-W5M. Doug's father, R.C. Maclean, had previously leased the road allowance.

Attached you will find the new Bylaw No 1005/15, for 2nd and 3rd reading, as there was previously no bylaw attached to this file.

You will also find attached a request letter from Doug MacLean and a map of the requested road allowance.

MAY 6-15

CHARLENE

WE HAVE LEASED THE ROAD
ALLOWANCE FOR 30+ YEARS WITH
MY DAD'S DEATH I ASKED THE COUNTY
FOR A NAME CHANGE
BETWEEN NE36 37-8-5 & SE1 38 8 W5

DOUG MACLEAN
SE 1 38 8 5

D Maclean
May 6-15

BY-LAW NO. 1005/15

A By-law of the Clearwater County, Province of Alberta, for the purpose of granting a permit for the temporary occupation or use of a road allowance in accordance with the Highway Traffic Act, Chapter H-7, Revised Statutes of Alberta, 1980, Section 16, 1, (Q).

WHEREAS, the lands hereafter described are no longer required for public travel and;

WHEREAS, application has been made to Council to have the highway temporarily occupied or used.

NOW, THEREFORE, be it resolved that the Clearwater County Council, in the Province of Alberta, does hereby authorize the following roadway for temporary occupation or use subject to rights of access granted by other legislation or regulations and relevant County Policy.

That portion between NE-36-37-8-W5M and SE-1-38-8-W5M (approximately 4.00 acres more or less)

Excepting thereout all mines and minerals.

READ A FIRST TIME this _14th day of _July_ A.D., 2015.

REEVE

CHIEF ADMINISTRATIVE OFFICER

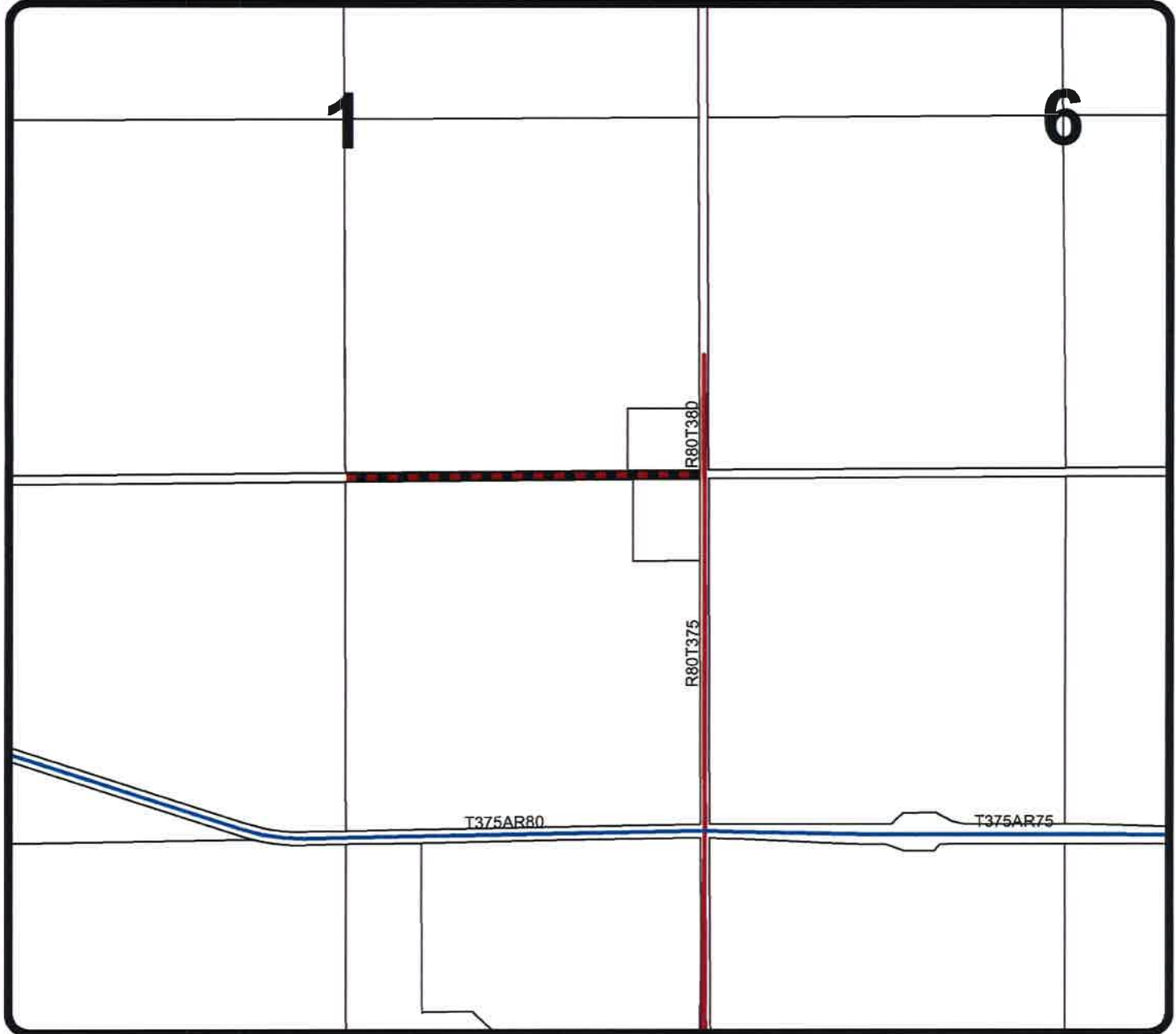
PUBLIC HEARING held this ____ day of _____ A.D., 2015.

READ A SECOND TIME this __ day of _____ A.D., 2015.

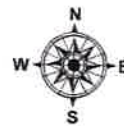
READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2015.

REEVE

CHIEF ADMINISTRATIVE OFFICER



**Application to Transfer Road Allowance
Lease lying between N.E. 36-37-8 W5
and S.E. 1-38-8 W5 From
R.C. Maclean to Doug Maclean
Approximately 800 meters
4.00 Acres**



May 2015



AGENDA ITEM

PROJECT: Central AB Business Development Centre – Information Item		
PRESENTATION DATE: August 25, 2015		
DEPARTMENT: CCPS	WRITTEN BY: Ted Hickey	REVIEWED BY: Rudy Huisman
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Local Economy	PRIORITY AREA: 1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training.	STRATEGIES: 1.3.3 Advance the findings of the Reeves Economic Summit by partnering with local Chambers of Commerce, businesses or other stakeholders to initiate or support marketing programs that will generate economic activity.
ATTACHMENT(S):		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

Murray Berezowski, Manager of the Central AB Business Development Centre (BDC) has accepted a request to discuss the role of the BDC and services it can provide to Central Alberta residents and businesses.



AGENDA ITEM

PROJECT: Road Closure Application –Road Plan 2677BM		
PRESENTATION DATE: August 25, 2015		
DEPARTMENT: Planning & Development	WRITTEN BY: Marilyn Sanders	REVIEWED BY: Rick Emmons
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: <u>Closure of Roadway Policy</u>		
STRATEGIC PLAN THEME: N/A	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): Council Resolution dated August 14, 2012; Draft Resolution; Aerial photographs		
RECOMMENDATION: Council consider granting approval to a new Resolution to close a portion of Road Plan 2677BM within SE 26-39-05-W5 for consolidation with lands under ownership of Gary Aubuchon and Paul & Brenda Crisp		

BACKGROUND:

On August 14, 2012 an item was presented to Council for this subject road closure. At that time the landowners were Gary Aubuchon and Jamie & Robin Coombs. Since that time the Coombs' have sold their property to the Crisp's. The resolution passed at that time was as follows:

“

NOW THEREFORE be it resolved that the Council of Clearwater County does hereby close the following described road, subject to the rights of access granted by other legislation:

All that portion of Road Plan 2677BM within the SE 26-39-05-W5M for consolidation with lands under ownership of Gary & Sheila Aubuchon (Pt. SE 26-39-05-W5M; Title Number 082 182 417) and Jamie & Robin Coombs (Pt. SE 26-39-05-W5M; Title Number 102 071 778). As shown on Schedule “A” forming part of the Resolution.”

Working through the process after the resolution was passed has been a lengthy one. We are now at the point of preparing the documentation for submission to the Alberta land Titles Office. The surveys have been completed and the surveyor has recommended a new resolution be passed which would be more specific and acceptable to Land Titles Office.

The requested wording ties the closures to the surveys (copies attached) to be submitted as follows:

“NOW THEREFORE be it resolved that the Council of Clearwater County does hereby close the following described road, subject to the rights of access granted by other legislation:

Firstly: All that portion of Road Plan 2677BM within the S.E. ¼ 26-39-5-5 lying within the limits of Lot 1, Block 1, Plan 152_____ as shown in red on Schedule “A” attached hereto

Secondly: All that portion of Road Plan 2677BM within the limits of Lot 2, Block 2, Plan 152_____ as shown in red on Schedule “B” attached hereto.”



CLEARWATER COUNTY
RESOLUTION

F1
Clearwater County
Certified True Copy

A. Wilson
Signature

A Resolution of Clearwater County for the purpose of closing to public travel and canceling a public highway in accordance with Section 24 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended.

WHEREAS, the lands hereafter are no longer required for public travel;

NOW THEREFORE be it resolved that the Council of Clearwater County does hereby close the following described road, subject to the rights of access granted by other legislation:

All that portion of Road Plan 2677BM within the SE 26-39-05-W5M for consolidation with lands under ownership of Gary & Sheila Aubuchon (Pt. SE 26-39-05-W5M; Title Number 082 182 417) and Jamie & Robin Coombs (Pt. SE 26-39-05-W5M; Title Number 102 071 778). As shown on Schedule "A" forming part of the Resolution.

[Signature]
Pat Alexander, Chief Elected Official
Clearwater County

(Seal)

[Signature]
Ron Leaf, Chief Administrative Officer
Clearwater County

Approved this 14 day of AUGUST, 2012.

[Signature]
for: The Hon. Ric McIver
Minister of Infrastructure and Transportation

AMANDA SMYTHE WILSON
Commissioner for Oaths
in and for Alberta
Expires April 28, 2015

SCHEDULE "A"



Road Closure Application
Road Plan 2677BM
Pt. SE 26-39-05-W5M





CLEARWATER COUNTY RESOLUTION

A Resolution of Clearwater County for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended.

WHEREAS, the lands hereafter are no longer required for public travel;

NOW THEREFORE be it resolved that the Council of Clearwater County does hereby close the following described road, subject to the rights of access granted by other legislation:

Firstly: *All that portion of Road Plan 2677BM within the S.E. ¼ 26-39-5-5 lying within the limits of Lot 1, Block 1, Plan 152_____ as shown in red on Schedule "A" attached hereto*

Secondly: *All that portion of Road Plan 2677BM within the limits of Lot 2, Block 1, Plan 152_____ as shown in red on Schedule "B" attached hereto.*

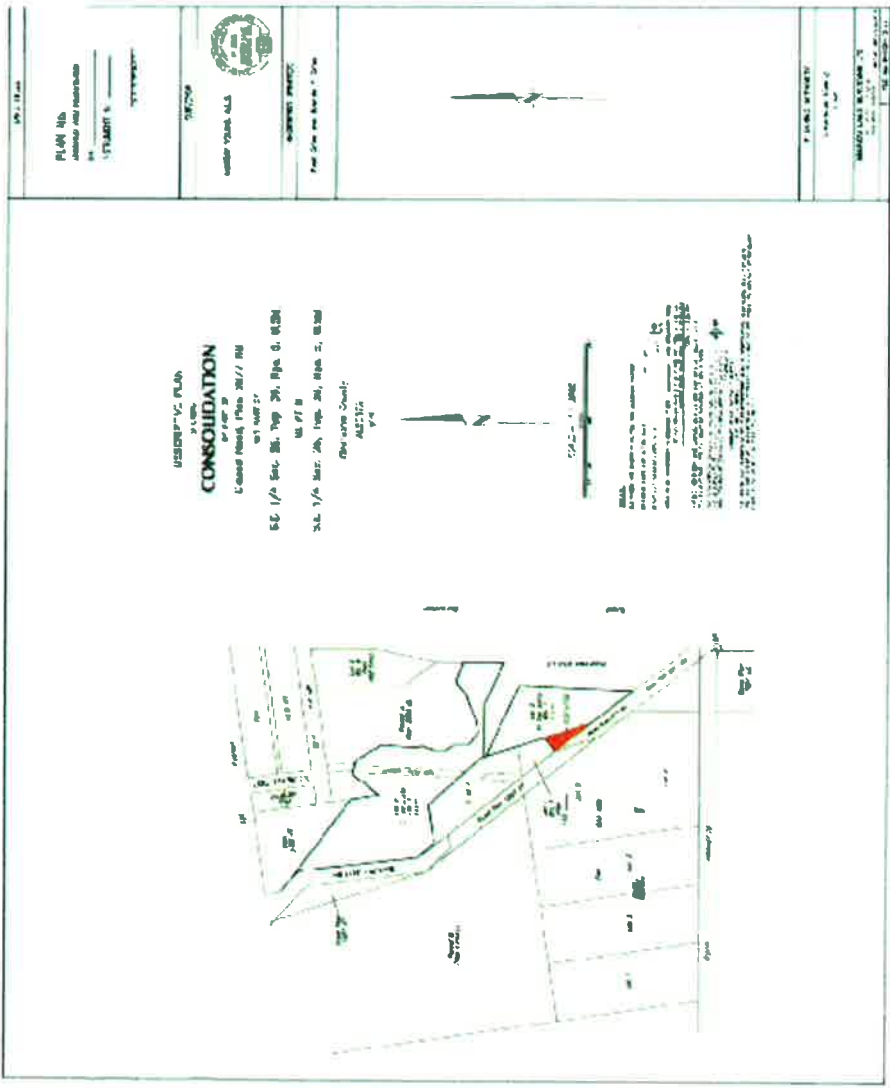
Pat Alexander, Chief Elected Official
Clearwater County

Ron Leaf, Chief Administrative Officer
Clearwater County

Approved this _____ day of _____, 2015

The Hon. Brian Mason
Minister of Transportation

Schedule "B"





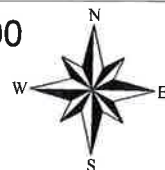
All that Portion of Road
Plan 2677 BM to be
Closed and Consolidated
with adjacent lands

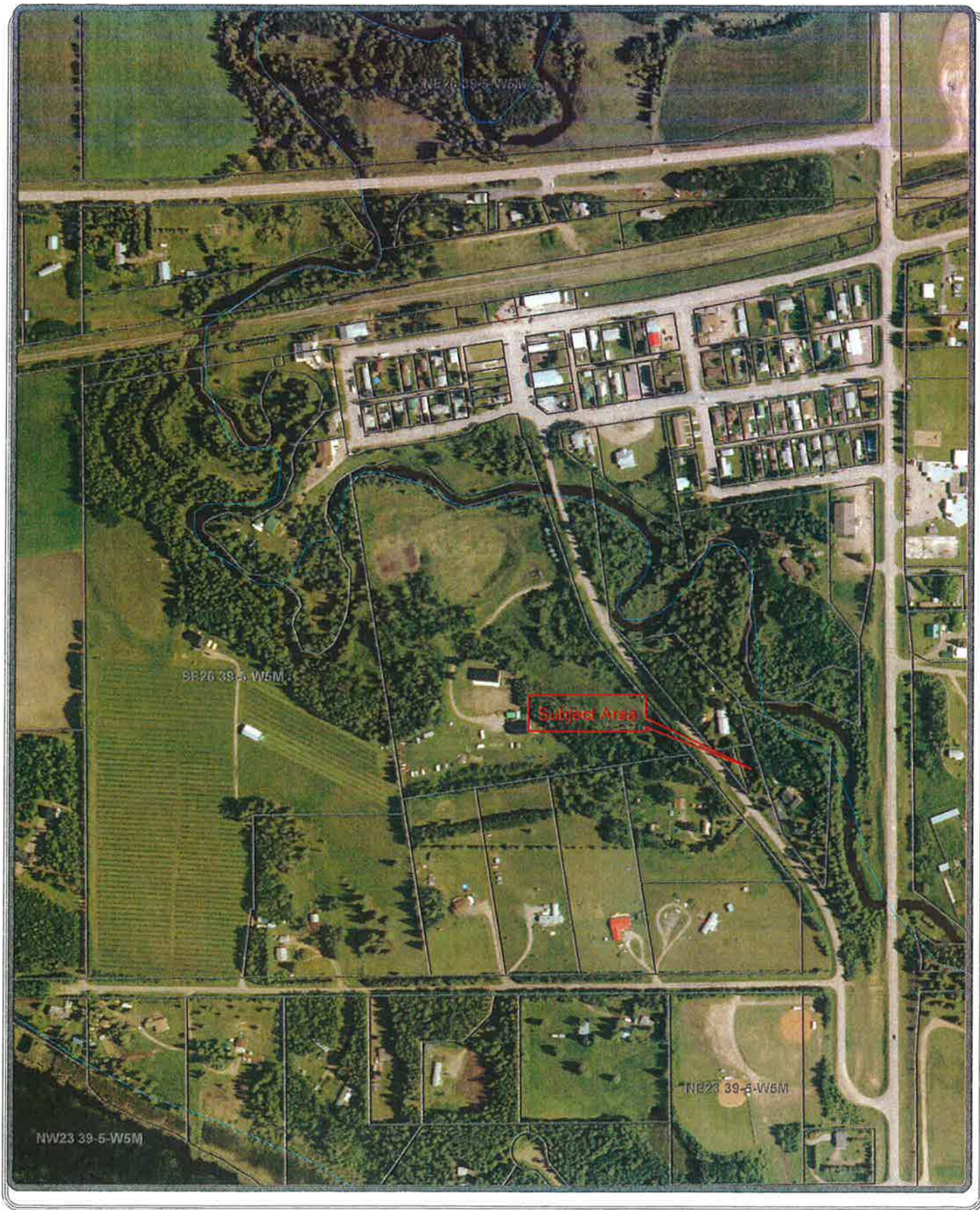
SE 26 39-5- W5M



**Proposed Road Closure
Road Plan 2677BM
Pt. SE 26-39-05-W5M**

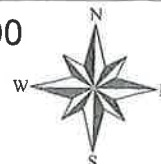
1:1,000





**Proposed Road Closure
Road Plan 2677BM
Pt. SE 26-39-05-W5M**

1:5,000





AGENDA ITEM

PROJECT: 2015 AUMA Convention		
PRESENTATION DATE: August 25, 2015		
DEPARTMENT: Municipal	WRITTEN BY: Tracy Haight	REVIEWED BY: Rudy Huisman
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocacy 2.5	STRATEGIES: 2.5.3 and 2.5.8
ATTACHMENT(S): AUMA 2015 Convention Brochure http://www.auma.ca/events/auma-convention-and-amsc-trade-show-2015		
RECOMMENDATION: That Council provides direction regarding delegate's attendance at the 2015 AUMA Convention		

BACKGROUND:

In the past, Council selected one councillor to attend as a delegate from Clearwater County.

At the July 14, 2015 regular Council meeting, Council authorized Councillor Vandermeer's attendance at the 2015 Alberta Urban Municipalities Association Convention as the Town of Rocky Mountain House's guest.

Councillors Laing and Greenwood attended last year; Reeve Alexander and Councillor Maki attended in 2013; Councillor Duncan attended in 2012; and Councillors Graham and Vandermeer attended in 2011.

Staff requests direction on councillor(s) attendance as Clearwater County's delegate in order to finalize registrations.

AUMA Convention & AMSC Trade Show

Partners in Governance



2015



WE ARE
economies
OF SCALE



WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

September 23-25 Calgary TELUS Convention Centre

Message from the Convention Chair

Hello friends and colleagues, fellow leaders of Alberta's municipalities.

I encourage you to start thinking about joining us at the 2015 AUMA Convention and AMSC Trade Show, running September 23-25 in Calgary.

What a difference a year makes; or should I say—what a difference mere months can make!

Since we last met at convention, we have been impacted by political upheaval at the provincial level; the crash of oil prices; a decline in the Canadian dollar and the loss of thousands of jobs across the province. Mirror that against the impacts of rising social issues in all of our communities and I am sure you'll agree that the job of municipal leaders is becoming even more challenging.

The theme for this year's convention is Partners in Governance. The Board—your Board—felt it fitting as it provides a backdrop to everything we do to ensure thriving communities where businesses grow and where people live, work and raise their families.

At convention, we come together, listen, learn and discuss issues; we share perspectives and experiences and we inspire each other to continue on in achieving great things for our citizens. Our keynote speaker Alvin Law will set the tone, combining lessons from his remarkable life of being born without arms with his unique insight into personal business attitudes.

This year, you will gain crucial insight into the progress of the numerous committees working on your behalf and with your direction. Additionally, you will have the opportunity to attend a number of sessions addressing a varied slate of topics intended to enrich your effectiveness, skills and knowledge as a municipal leader.

This is your convention, driven by your needs and the challenges you face.

Register soon . . . I look forward to seeing you then.

Sincerely,

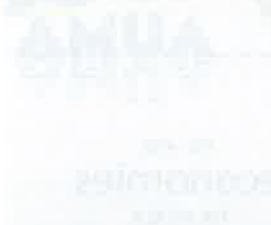


Helen Rice
AUMA President



Helen Rice
AUMA President

...I am sure you'll
agree that the job of
municipal leaders is
becoming even more
challenging...



Program



As a registered delegate you receive . . .

- The chance to build and improve the framework for the municipal order of government in Alberta.
- An opportunity to network with Alberta's municipal leaders.
- Learn about the obligations of an elected official.
- The right to choose who will represent your municipality on the AUMA Board.
- The chance to help set the priorities for AUMA for the coming year.
- Opening Ceremonies featuring top keynote speaker Alvin Law.
- Your choice of education sessions to help you address the latest key challenges facing municipalities.
- Trade show dessert reception Wednesday afternoon and lunch in the trade show Thursday.
- Government Breakfast.
- Shuttle service with Calgary Transit to and from Convention hotels.

Tuesday, September 22

- 9:00 – 4:00 pm Pre-convention sessions
 9:00 – 4:00 pm Elected Officials Education Program sessions

Wednesday, September 23

- 7:00 – 8:00 am Buffet breakfast
 8:30 – 9:45 am Committee reports
 10:15 – 11:30 am Committee reports
 10:00 – 11:30 am CAO/CFO session
 11:30 – 12:30 pm Lunch
 12:30 – 1:45 pm Opening Ceremonies & Keynote address *sponsored by ATCO*
 1:45 – 3:30 pm Resolutions
 3:00 – 5:30 pm Trade show dessert reception *sponsored by Sun Life*
 3:45 – 4:45 pm Supplementary sessions
 4:30 – 6:30 pm Municipal Affairs Reception
 After 6:00 pm Sponsor's networking evening

Thursday, September 24

- 7:00 – 7:30 am Government breakfast
 7:40 – 8:15 am Municipal Excellence Awards
 8:30 – 9:30 am Dialogue with Ministers
 9:00 – 2:00 pm Trade show opens
 9:45 – 10:45 am Dialogue with Ministers
 11:00 – 11:30 am Premier's address
 11:30 – 1:30 pm Trade show lunch
 1:45 – 2:45 pm Education sessions
 3:00 – 4:00 pm Education sessions
 7:30 – 10:00 pm The City of Calgary Reception

Friday, September 25

- 7:00 – 8:00 am Breakfast
 7:55 am Announcements
 8:00 – 8:45 am Opposition parties
 8:45 – 9:15 am Annual General Meeting
 9:15 – 9:45 am Resolutions
 9:45 – 10:15 am Election of President and Directors
 10:15 – 10:30 am FCM President
 10:30 – 11:00 am Election of Vice President(s)
 11:00 – 11:15 am Minister of Municipal Affairs
 11:15 am Closing

Keynote Speaker

Alvin Law

Unofficially, Alvin Law started his speaking career as a young child when he was encouraged by his parents to explain to others “what happened to you?” Today Alvin is one of Canada’s most highly sought-after inspirational speakers throughout Canada, the US and around the world.

To say he is disabled wouldn’t offend him or be inaccurate; after all he was born without arms due to the infamous morning sickness drug, Thalidomide. Today, he is completely independent and most often is described as “amazing,” an “overachiever” and a “master storyteller.”

Combining lessons from his remarkable life of being born without arms with his unique insight into personal business attitudes, Alvin has developed a series of proven strategies for enhancing and sustaining employee production and job satisfaction on both an individual and corporate level. Audiences learn how to apply these time-tested techniques to ignite their own vision and execute their strategies to enhance overall job performance as well as increase personal satisfaction.

Alvin has received dozens of distinctive awards, including Outstanding Young Canadian, Mount Royal University’s Most Distinguished Alumnus and Queen Elizabeth Golden Jubilee Medal recipient. He has an Emmy Award for one of several documentaries on his life and even played a character on the hit TV show, *The X-Files*.



Alvin Law,
Motivational Speaker

CAO/CFO session

Wednesday, September 23 10:00 - 11:30 AM

Creating a culture of accountability

Accountability is demonstrated when people take action and accept the consequences. Personal accountability is an admirable trait, one that everyone should be encouraged to attain; as a leader it is essential to create a culture of accountability for people—as individuals and as part of a team.

Research indicates that holding people accountable for their actions generates positive effects: greater accuracy of work, better response to role obligations, more vigilant problem solving, better decision making, more cooperation with co-workers, and higher team satisfaction. As leaders it is our responsibility to create an environment where people strive to be accountable.

This presentation will provide you with a framework to ensure your people are inspired to take responsibility and accept accountability, ultimately achieving success:

Clarity of expectations: In low performing organizations there is typically a lack of clarity related to desired outcomes and behaviours.

Capability to perform: Without sufficient capability people can’t perform adequately even if they want to.

A supportive culture: Culture is about basic values and beliefs and these are hard to change, but leaders can change behaviour.

An inspirational environment: If people are not inspired, their contribution will be marginal. High performance comes from people who are inspired to greatness.

Alvin is not only a completely independent, remarkably successful professional speaker, but proof that out of nothing can arise one of the most inspiring stories you will ever witness



Pre-convention sessions

Tuesday, September 22

NEW FOR 2015! TAKE ONE HALF-DAY SESSION OR STAY FOR BOTH

9:00 am – 12:00 pm

Building Smart and Innovative Communities

The world's communities are becoming increasingly urbanized, digital and connected. At the same time, citizen expectations, infrastructure needs, and cost pressures continue to rise. Municipalities have a tremendous opportunity in responding with smarter approaches—leveraging innovation, technology, and data to support efficiency and quality of life.

The Alberta Smart City Alliance is pleased to offer a unique session for AUMA delegates focused on supporting Alberta's Smart communities. Leading Canadian Smart City experts will offer their insights, specific Alberta projects will be highlighted, and an interactive discussion will explore just how to deliver real results.

1:00 – 4:00 pm

THE TIMES, THEY ARE A CHANGING . . .

What you need to know about the amendments to the MGA

This session will discuss the amendments to the Municipal Government Act introduced in March 2015, and highlight potential issues arising from the changes with a focus on what municipalities can do to bring their policies and practices into compliance with the new legislation.

Topics will include the roles and responsibilities of council and administration, governance issues, public participation in municipal governance, and planning and development matters.

ELECTED OFFICIALS EDUCATION PROGRAM

9:00 am – 4:00 pm

ENGAGING CITIZENS, Leading communities

Is public input common in your community? Do citizens have a voice in establishing the direction of your council's decisions? While municipal governments are closest to the people, engaging citizens is both a privilege and a challenge for municipal leaders. This course will offer advice on how to remove common barriers to community engagement and how to create a culture of collaboration amongst municipal leaders and citizens.

This newly redeveloped curriculum will examine the role citizen participation plays in building strong, vibrant communities. It is designed based on the brand new citizen engagement resource developed by the AUMA and AAMDC. Participants will discuss methods to empower community groups and tools to support the relationship between council, administration, the public and media.

Learning objectives

- Learn how to work with community groups, organizations and other governments to develop services and solutions.
- Consider the benefits of improved two-way communication with citizens.
- Develop effective approaches to managing change.
- Harness the power of social media to connect with citizens.
- Understand the impact that municipal governments have on communities and stakeholder groups.



9:00 am – 4:00 pm

THE GOOD, THE BAD, AND THE UGLY:

Ethics and municipal politics

Elected officials are public figures. They are watched, critiqued, and often judged harshly. Citizens expect their leaders to behave ethically, but what does ethical mean?

This course will discuss important and challenging concepts, providing answers to complex questions such as . . . How do you balance transparency with confidentiality? How do morals inform decision-making? What ethical expectations do citizens have of their elected officials?

Understanding your ethical obligations and appreciating how important ethical principles can inform your service to the public will make you a more confident, effective, and accountable municipal leader.

Learning objectives

- Understand what constitutes ethical behaviour and decision making.
- Consider common public expectations of ethical behaviour.
- Discuss how to navigate ethical challenges.
- Create codes of ethics and values.
- Reflect on current municipal ethical issues.
- Understand the fiduciary responsibilities of an elected official.

Committee reports

ACCELERATE THE MUNICIPAL AGENDA: Join a standing committee

AUMA, your association, is driven by member need and powered by member input.

As such, delegates are invited and encouraged to attend committee reports. In these sessions, you will learn about the work undertaken in addressing the issues members identified as priorities, and will see the progress your colleagues in municipal government are making on your behalf—advancing the municipal agenda. Participating in an AUMA committee is a great way to influence the development of AUMA initiatives and policy and subsequently, the governance landscape across the province.

Committees are made up of elected officials and administrators from both small and large member municipalities. Participation in committees enables members to represent their particular community's interests and to increase valuable networks and connections.

If you have an interest in one or more of a particular committee's mandate areas and would like to serve on a committee, complete a Committee Interest Form online @ www.auma.ca.

Wednesday, September 23 | 8:30 – 9:45 am

ENERGY IN ALBERTA –

What does the future hold?

Alberta's energy sector plays a crucial role in the province's economic performance. Municipalities are directly and indirectly impacted by the energy economy through the ups and the downs; dealing with industry-related infrastructure, environmental and social impacts. In this presentation, the Infrastructure and Energy Committee will explore the impact of energy prices on Alberta's economy and explain the state of the sector in relation to electricity, oil, gas and renewables.

KEEP UP TO DATE

With changes to retirement services

The APEX Board of Directors was established to provide oversight and direction for the APEX Defined Benefit Plan and has now expanded its oversight to include all retirement service plans. In light of the significant governance changes over the last year—to include all retirement service offerings—Roy Stuart of AON will talk about governance of retirement services and highlight the important work that has been undertaken to elevate the governance of our retirement services portfolio.

INSPIRE THOSE AROUND YOU;

Be an effective mentor

In a survey of AUMA's elected officials, enabling peer mentorships was identified as a key action item for achieving results. In response to this information, the Elected Officials Professional Development Committee created a session in which participants can learn from experienced mentors how to be an effective mentor for your peers, colleagues and staff; helping to guide, inspire, and encourage them in achieving their goals.

BE THE CHANGE:

Municipal leadership in mitigating and adapting to climate change

Municipalities large and small are tackling climate change head on, reducing greenhouse gas emissions and building communities that are more resilient to extreme weather. The Sustainability and Environment Committee has created a session in which municipal leaders will share how they are championing practical initiatives that will reduce the impact of climate change on their communities and help save money over the long term. The Municipal Climate Change Action Centre will explain how its new funding program can help improve energy efficiency in municipal facilities.

AMSC SERVICES

Meeting the unique needs of members

The AMSC Board of Governors provides guidance, direction and oversight to a diverse portfolio of services. As such, members derive benefit from aggregated pricing for various service programs including: Energy, Risk Management, Insurance, Employee Benefits, Retirement Services, Consulting and Investments.

In this session members of the AMSC, AMSCIS, and the MUNIX boards will be on hand as we introduce our newest offerings and updates on services.

Committee reports

Wednesday, September 23 | 10:15 – 11:30 am

CASE STUDIES:

The new face of crime prevention

Citizens and municipal leaders agree that public safety is the cornerstone of thriving communities; and our communities are threatened by an undercurrent of criminal activity. Across the province, the increased presence of drug traffickers, gangs, human traffickers, and cyber-criminals is changing the nature of policing in Alberta. This session, led by the Safe and Healthy Communities Committee, will highlight recent successes in crime prevention, emerging threats, policing trends and opportunities to influence outcomes.

PROVINCIAL-MUNICIPAL REVENUE MODELS;

What is right for Alberta?

Municipalities in Alberta face an array of fiscal pressures – most notably population growth, infrastructure deficits, and conditional grant funding that is insufficient to meet municipal needs and is often unpredictable. It is increasingly apparent that a new model addressing the transfer of revenue from the province to municipalities is necessary. The Municipal Governance Standing Committee invites participants to explore different approaches to revenue sharing followed by other provinces and engage in a discussion of the benefits and pitfalls.

RESPONSIBLE FINANCIAL OVERSIGHT;

Ensuring member confidence

AUMA adheres to a thorough and stringent process in managing its own finances and those of its wholly-owned subsidiary, the Alberta Municipal Services Corporation. In this session, the Audit & Finance Committee will deliver a review of the financial statements and present its approach to investment. AUMA's CFO will provide an overview, to ensure that members are well versed in how membership dues are managed and how they provide a financial foundation to deliver effective advocacy and valued services.

ADVOCACY EFFORTS

Voice your priorities to federal and provincial governments

AUMA's Executive Committee is a catalyst for change across Alberta's municipal landscape. Responsible for driving both provincial and federal advocacy initiatives, the Executive Committee represents Alberta's communities on a wide array of issues.

In this session, members will become more knowledgeable about the activities on both the provincial and federal fronts, reviewing the status of initiatives undertaken over the course of the past year as well as those ahead.

THE UPSIDE OF PROMOTING TOURISM

In small communities

Did you know that in 2012, tourist spending in Alberta totalled \$7.41 billion? While leaders in many of Alberta's small communities recognize that tourism can be an important contributor to their economic development, they often do not know how to effectively harness it. To guide and strengthen small communities' capacity to increase tourism in their areas, the Small Communities Committee has developed a toolkit called Tourism Vitality Alberta. Learn how you can leverage this resource to measure and improve the impact of tourism in your community.

Supplementary sessions

Wednesday, September 23 | 3:45 – 4:45 pm

HOW DO CHANGES TO THE BUILDING CANADA FUND AFFECT YOUR COMMUNITY?

Building Canada Fund Update

Attend this session to learn how the Building Canada Funds are being used for public infrastructure projects in Alberta and across the country.

The session features speakers from federal and provincial governments who will provide information on national, provincial / regional and small community funding envelopes.

CANMORE'S ELEVATION PLACE:

A model for sustainability

A review of the service delivery approach that has led to a significant increase in community engagement, program participation and financial sustainability in the Town of Canmore.

Traditional methods of fostering participation and providing recreation services may not be generating desired outcomes. The Town of Canmore has partnered with Health Systems Group to tailor a service delivery model for Recreation Services that has doubled community participation from what is traditionally seen in a community of its size. In addition the model has increased its cost recovery significantly compared to benchmarks seen in its population category. Learn more about what has led to this success; the innovative approach to increasing community engagement; how it has evolved to balance the needs of private business and the lessons learned from the people who were the facilitators of this process.

Education sessions

Thursday, September 24 | 1:45 - 2:45 pm

UNDERSTANDING THE IMPLICATIONS OF ALTERNATIVE FORMS OF GOVERNANCE

Most of our municipal governance structures have been in place for a century but the world in which we live is nothing like it was 25 years ago, let alone 100. With unpredictable revenue streams, the ever-changing needs of citizens, restrictive policies and procedures and outdated legislation, perhaps the biggest roadblock to progress is the governance structure itself.

In this session, delegates will explore various approaches to governance—options being considered and/or implemented by municipalities across Canada. Case studies documenting real-life experiences will be discussed, illustrating the impact and implications of each.

Extended Education Session

Thursday, September 24 1:45 - 4:00 PM

Resolving conflicts within council so you can get back to business

Citizens have a right to expect that their Municipal Government fulfills its roles and responsibilities with integrity and in a professional manner; with a council and administration that is committed to achieving the outcomes associated with thriving, sustainable communities.

While the Municipal Government Act provides that councils exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution, it also offers a framework identifying the roles and responsibilities of elected officials and a specific code of conduct. Guest speaker Robert Noce will highlight these parameters for delegates.

With an appreciation for the expectations placed upon elected officials, Lea Brovedani will explore the importance of trust as a fundamental element in building productive relationships. The key to success is the ability to persuade someone you have no power over to work and collaborate with you in achieving a common goal; requiring a deep level of trust.

JJ Brun, a retired spy and interpersonal skills expert, will explain just how to get the buy-in needed to move forward when conflict and dissension arise. Participants will learn how to elicit important information; how to use words and phrases that will convince and persuade others to agree; often getting others to buy in when progress has been stalled.

EFFECTIVE ANNEXATION REQUIRES A PLAN AND A PROCESS

Check www.auma.ca for more details

REPRESENTING YOUR CITIZENS;

Inter-municipal development plans

Check www.auma.ca for more details

EFFECTIVELY REPRESENTING YOUR MUNICIPALITY

to the Alberta Energy Regulator & the National Energy Board

Check www.auma.ca for more details

ENGAGING SOCIAL MEDIA;

Understanding the benefits and avoiding the pitfalls

Is social media a challenge for your municipality? Do you want to know how to authentically connect with your citizens? Not sure what social media tools are the best ones to use? If you answered yes to any of these questions, our session on our new social media and citizen engagement resource is for you.

The session will provide an overview of our new tool and will cover:

- The history of social media
- Determining if social media is right for you
- Understanding social media tools
- Managing negativity and risk

AMSC TRADE SHOW: connecting members with vendors

This year's AMSC Trade Show is once again sold out. Over 100 service providers and vendor companies are on site to share their knowledge, expertise, products and services with members. Some of them may be familiar to you and your municipality may already have established working relationships with a number of them while others are new to this event, providing you with new opportunities to source products and services.

This year we have a number of organizations and businesses joining us on the trade show floor as exhibitors. Here, you will meet representatives from organizations working with AMSC to provide products and services tailored to meet the needs of municipalities. You will also meet people offering products and services that strengthen the foundation of communities. As such, we encourage everyone to explore all that the AMSC Trade Show has to offer.

Education sessions

Thursday, September 24 | 3:00 – 4:00 pm

RECREATION AND PARKS:

Pathways to community well-being and vitality

Is your community a place where people want to live, work, learn and play? Does it offer a good quality of life and support well-being? How do you know? There are many challenges to communities today, like an aging population, infrastructure deficits, chronic disease, social disconnection, and climate change. Young people are also thinking more than ever about where they want to live before choosing a job. Welcoming communities with opportunities for positive social interaction and attractive spaces make people more attached to their communities and support economic vitality. Recreation and parks are essential to address these challenges, support well-being and help make your community a place people want to be. This session will highlight economic, social and environmental benefits of recreation and parks and key opportunities for action from the national Framework for Recreation in Canada. Participants will hear about innovative examples of how Alberta municipalities are investing in the well-being of their communities through recreation and parks, and will learn about resources that support local decision-making and enhance quality of life, wellness and community vitality.

THE NEW NORMAL:

Building infrastructure to withstand the effects of climate change

As municipalities large and small grapple with the day-to-day challenges of ensuring maximum value from their infrastructure investments, they are also having to come to grips with the implications of climate change on the resilience of their infrastructure and communities. Come hear from infrastructure leaders and climate adaptation experts about what you can expect from climate change and what they are learning about how municipalities can increase resiliency of their infrastructure while also reducing their carbon footprint.

CHARTING A COURSE TO FINANCIAL SUSTAINABILITY

It's a tough question that needs asking. . . if your municipality did not issue a single new building permit, would you be able to provide service delivery at current standards?

This is a problem that municipal administrators across Canada struggle with today. Sadly the answer to that question is often “no.” For many, sustainability seems impossibly out of reach.

But it doesn't have to be this way. Whether you are an administrator or an elected decision maker, you can improve your municipality's bottom-line, resulting in reliable revenue generation and better support for municipal infrastructure and community services.

TALK LESS, SAY MORE Media relations

Does your heart race at the thought of commenting on camera? Do you break out in a sweat when a recording device is extended in your direction? Being approached by media can be daunting for many, however, with proper foresight, planning and preparation you can engage the media with ease. In this session, award-winning communicator Annette Bidniak will share her philosophy of: “TALK LESS, SAY MORE.” This seasoned speaker and media relations trainer will share her experiences, helping you feel comfortable and confident in high-pressure media situations.

Government Day Thursday, September 24



Government Day

Government Day offers delegates a chance to hear, first-hand, the perspectives of the Premier, the Minister of Municipal Affairs and various Cabinet Ministers.

Building relationships: Partners in Governance

We have a whole new government; a new governing party, a new Premier, a new Minister of Municipal Affairs and a new Cabinet. This makes the theme for this year's convention—Partners in Governance—even more relevant as we collectively continue to advance the case for municipalities to be an engaged partner with the Government of Alberta and recognized as an official order of government.

The 2015 AUMA Convention presents an exciting opportunity for delegates; an opportunity to engage the new Alberta government in issues facing urban municipalities; an opportunity to educate and inform cabinet about the issues Albertans care most about; an opportunity to present a united front as we set the stage for the coming months and the modernization of the Municipal Government Act.

Education sessions

Thursday, September 24 | 3:00 – 4:00 pm

FEET ON THE PEDALS: The power of perseverance

In this fast-paced, upbeat session, Canadian speaker and author Helen Wilkie uses cycling as a metaphor for life, and as a vehicle for a powerful lesson on getting what you want in life through perseverance.

Have you ever felt your life was spiralling out of control? That you have so many things on your plate you just don't know where to start? That your job occupies so much of your time, your thoughts and your energy that you have no time left for you?

Well, maybe you've taken your feet off the pedals—or maybe you feel as if you've fallen off the bike altogether. In this session, both through Helen's inspiring stories and her interactive exercises, you will learn how to take control of your life, climb back on the bike and keep pedalling on the road to where you want to go.

THE COFFEE SHOP TALK TOOLKIT:

Operationalizing Asset Management presented by LGAA

This session will address some of the issues councillors face as part of their daily interactions; distinguishing between public and personal perspectives. The discussion will explore the protections afforded to elected officials for statements made within or outside of council chambers and address some of the risks associated with defamation and FOIP. These issues will be examined in relation to personal conversations in the community and in the "online coffee shop" that social media has created. Facilitated by Reynolds Mirth Richards & Farmer LLP with Sean Ward presenting.

The City of Calgary Reception

Thursday, September 24 7:30 - 9:30 PM

Calgary Municipal Complex (Atrium): 800 Macleod Trail SE

Please join Calgary City Council for a reception at the Calgary Municipal Complex on Thursday evening. Delegates and their guests are invited to an evening of live entertainment, an artists' showcase, tours of City Hall as well as networking with colleagues. Guests will enjoy sampling a selection of light hors d'oeuvres and delectable desserts.

Stand up reception (seating available)

Tickets: \$20 per person* (includes a complimentary spirit). Tickets must be purchased in advance by September 14.

The Municipal Complex is a short walk from the Calgary TELUS Convention Centre and many of the AUMA host hotels. The City will provide a shuttle service from the host hotels for this reception.

*Not included in convention registration fees.



THE CITY OF
CALGARY

New to Convention?

Get the most from your convention experience

Every year, the AUMA Convention and AMSC Trade Show is packed with opportunities to learn new skills, to connect with people, and to become better informed about the issues facing Alberta municipalities. This year is no exception and to help you get the most from your convention experience, we have some tips:

What does my registration fee include?

- admission to the Opening Ceremonies, including the keynote address, all committee reports, education and supplementary sessions. You may also attend and participate in the resolution sessions (depending on your membership status), and general addresses delivered by the Premier, the Minister of Municipal Affairs and opposition party leaders
- trade show viewing, dessert reception and lunch
- shuttle service to and from host hotels
- full buffet breakfast and lunch Wednesday and Thursday, full buffet breakfast and lunch-to-go Friday
- refreshment breaks
- connecting with provincial cabinet ministers and network with other municipal leaders.

Where do I register?

See page 15 for event registration details.

When you arrive at the Calgary TELUS Convention Centre, proceed to the lower level of the south building, where the registration desk will be located. The registration desk is where you get your convention package (including your name tag, voting information, CLiKAPAD, pre-purchased event tickets, and Partner's Program packages). Your nametag is your admission to the sessions and meals, so it is a must-wear item during convention. Each registered delegate will also receive a convention handbook. This handbook is an invaluable resource containing transportation information, facility floor plans, session details, resolutions, and day-to-day agendas.

How do I vote on resolutions and for the 2015-16 Board of Directors?

With your CLiKAPAD of course!
Make your vote count. Be sure to attend the resolutions session on **Wednesday, Sept 23** at 1:45 pm and **Friday, Sept 25** at 9:15 am in Macleod Hall.

A copy of the resolutions book will be included in your convention package. AUMA Board elections take place **Friday, Sept 25**. Nominations must be received at the AUMA office by email to ReturningOfficer@auma.ca no later than **4:30 pm Thursday, Sept 10**. Visit www.auma.ca for nomination forms.

Election times:

- President: 9:45 am
- Directors: immediately following President election
- Vice-Presidents: approx 10:30 am

Cast your vote using the CLiKAPAD handheld voting device.



New to Convention?

Is there a mobile app available to download?

Absolutely. Check out the AUMA Convention App to connect with the program agenda, up-to-date information and each other. Simply download it from the App Store, Google Play, or visit auma2015.zerista.com.

An introductory email is provided when registering (ensure you register with your own email address), but if you do not receive it, a representative at the Registration Desk can help. Once connected, use the AUMA 2015 app to find everything you need to know: find recommendations, build a custom schedule, join in discussions, explore exhibitors and learn about solutions, find people, set-up meetings and send messages.



Visit auma2015.zerista.com to download the Convention App.

What is a CLiKAPAD?

Delegates with voting privileges receive a CLiKAPAD with their registration packages. Be sure to keep it with you, as this device is used for voting purposes during the resolutions sessions and elections. It is very important that the CLiKAPAD is returned to AUMA before you leave the convention. If you do forget to hand it in, if you leave it in your hotel room or take it with you, AUMA will not be contacting you to ensure its safe return. Rather, you will be charged \$300—so don't forget!

Tell me about the meals

Wednesday morning starts out with a full buffet breakfast and lunch outside of Macleod Hall. Later in the day, the Sun Life Dessert Reception will be hosted in the AMSC Trade Show in Exhibition Halls CDE. Join us for the Government of Alberta Breakfast Thursday, and then in the Exhibition Halls for the AMSC Trade Show lunch. Friday brings you a full buffet breakfast and lunch-to-go to get you on your way home.

What is the deal with resolutions?

At this year's convention, a number of policy papers and resolutions have been tabled for debate and member voting. Resolutions sessions will be held on Wednesday, Sept 23 starting at approximately 1:45 pm and Friday, Sept 25 at 9:15 am. Resolutions were to be submitted to AUMA by May 31 and will be provided in your convention handbook (provided onsite when you register). Only voting delegates will receive a CLiKAPAD electronic device and will be able to vote.

What about the AGM?

The Annual General Meeting will be held Friday, Sept 25 starting at 8:45 am. Elected officials can vote during the AGM.

What can I find at the trade show?

The AMSC Trade Show is Sept 23 and 24 in conjunction with the annual convention and takes place in Exhibition Halls CDE of the Calgary TELUS North Building. There will be more than 100 exhibitors offering products and services that are relevant to municipalities' needs.

Info and Hospitality Desk

The City of Calgary will host an Information & Hospitality Desk during peak periods. City staff/volunteers will be on hand to answer your questions about Calgary, including interesting attractions, restaurants, medical services, shopping, esthetic services and transportation.

Transportation

A shuttle service to the Calgary TELUS Convention Centre will be offered to delegates staying at the Delta Bow Valley, International Hotel Suites, Westin Calgary and the Glenmore Inn. Due to close proximity, the shuttle service will not be offered from the Fairmont Palliser, Marriott or Hyatt Regency Hotels. Transportation service to and from the Glenmore Inn will be limited.

Service will be offered during peak periods of the convention on Wednesday, Thursday and Friday.

If you or your partner has special transportation requirements, please note this on your registration form.

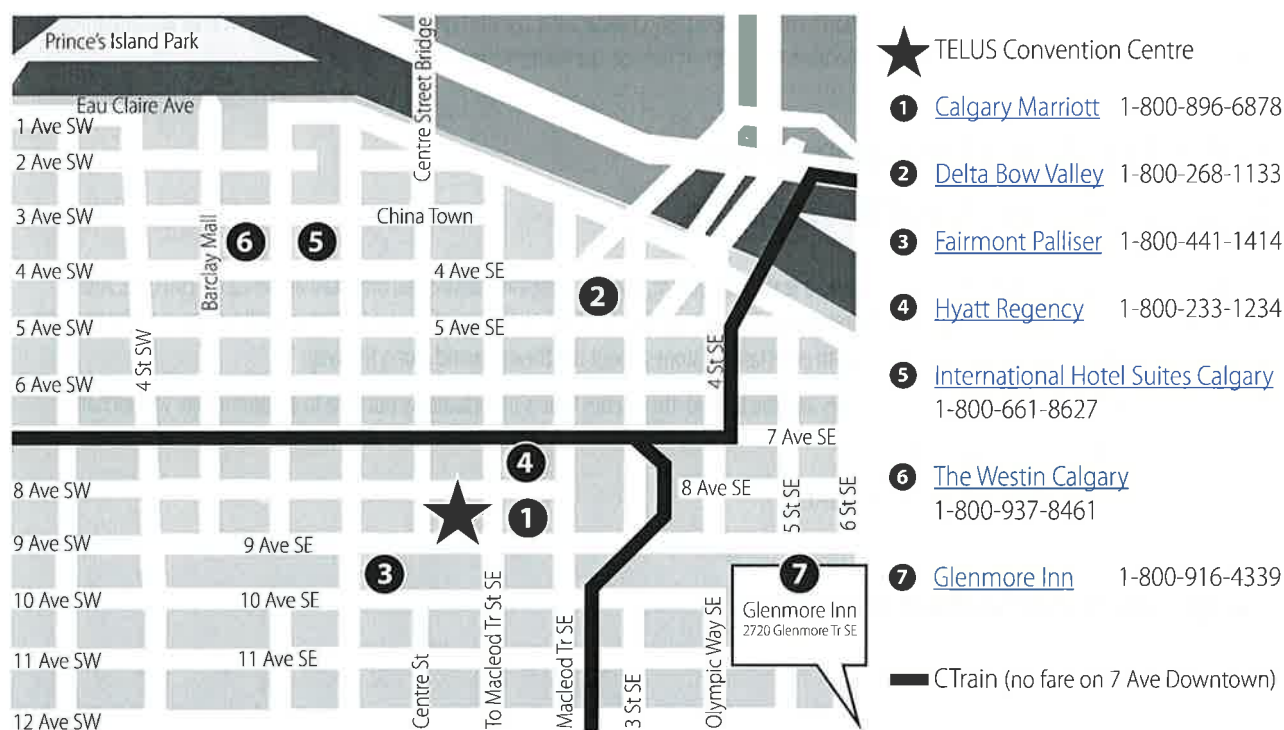
Where to stay in Calgary

Accommodations are subject to availability on a first-come, first-served basis.

These hotels have room blocks on hold for the event; to qualify for the special convention room rates, please identify yourself as an AUMA delegate when you make your reservation.

A first and last night deposit is required. Visit www.auma.ca for details.

Room blocks may already be full and the AUMA rate will no longer be available.



Partner's Program

Minimum and maximum registration limits apply on all activities.

Fall Floral Centrepiece

Wednesday, September 23 | 1:30 – 3:00 pm

Join Colleen McGill and her staff from Avenida Florist, in the design and arrangement of a beautiful fall centerpiece. Unleash your creativity and learn how to assemble a professional centerpiece using colourful fall foliage. You will be able to take home your design. All greenery, tools, foam and containers provided.

Cost: \$60.00 (includes session, materials and coffee/dessert)

The Calgary Zoo, ENMAX Conservatory Tour

Thursday, September 24 | 1:30 – 4:00 pm

Get a green fix! This will be a fun and informative tour through the ENMAX Conservatory. You will explore the Garden Gallery where from spring to fall, hundreds of butterflies transform the garden into a kaleidoscope of fluttering wings. In the Garden of Life you will enjoy the lush, tropical oasis while taking a closer look at how people and plants are inter-connected. Each registrant will receive an "Energy Fix" snack to enjoy in the Conservatory following the presentation.

Cost: \$45.00 (includes transportation by C-Train, talk by expert and bagged "Energy Fix" snack)

There is a 5-10 minute walk from the C-Train Station to the Conservatory. Please wear comfortable footwear. The group will be accompanied back to the TELUS Convention Centre and attendees who wish to stay on at the Zoo, are welcome to do so.

Ca'Puccini Café and Arts Commons Tour

Friday, September 25 | 9:00 – 11:00 am

Featuring house-made specialities from the renowned Teatro Restaurant, enjoy a European continental breakfast at the Ca'Puccini Cafe. After a brief history of Arts Commons, the heart of Calgary's theatre district and home of the Jack Singer Concert Hall, there will be a tour of the facilities from workshop to backstage to the concert hall, with entertaining stories about the theatre world along the way.

Dress in comfortable footwear; there are many stairs and the behind-the-scenes tour is unfortunately not able to accommodate wheelchairs.

Cost: \$20.00 (includes food, beverage and tour)

Based on popularity, an additional tour may be added.

The registration deadline for all tours is September 8.

General info & registration fees

Registration fees for the 2015 AUMA Convention are:

Type	Member	Non-member
Event early bird	\$725	\$900
Event after early bird	\$850	\$1050
On site	\$900	\$1250
One day early bird	\$625	\$725
One day after early bird	\$675	\$775
Pre-convention sessions half day	\$225	\$225
Elected Officials Education Sessions	\$340	\$340

Early bird deadline is: 4:00 pm MST August 28, 2015

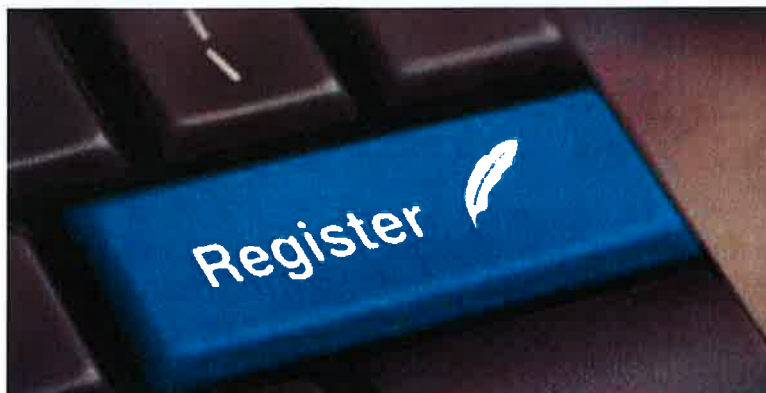
*Prices do not include GST

Average temperatures in Calgary for September range between 5°-20°C.
Be sure to bring suitable outerwear. Casual business attire is suggested for all activities.

Register now online at www.auma.ca

For inquiries contact Korri Robertson, Registrar at 780-616-5030 or email registration@edmonton.com.

Refunds and cancellations: All cancellations must be submitted in writing to: AUMA, AMG Solutions Inc., ATTN: Korri Robertson 11019 129 St, Edmonton, AB T5M 0Y1 or email registration@edmonton.com. Requests received prior to Thursday, Sept 10 4:00 pm MST will receive a refund less a \$75 administrative fee. Cancellations after Sept 10 will not be eligible for a refund. All refunds will be issued after the AUMA 2015 Convention.



Save with AMSC's municipal travel incentive!

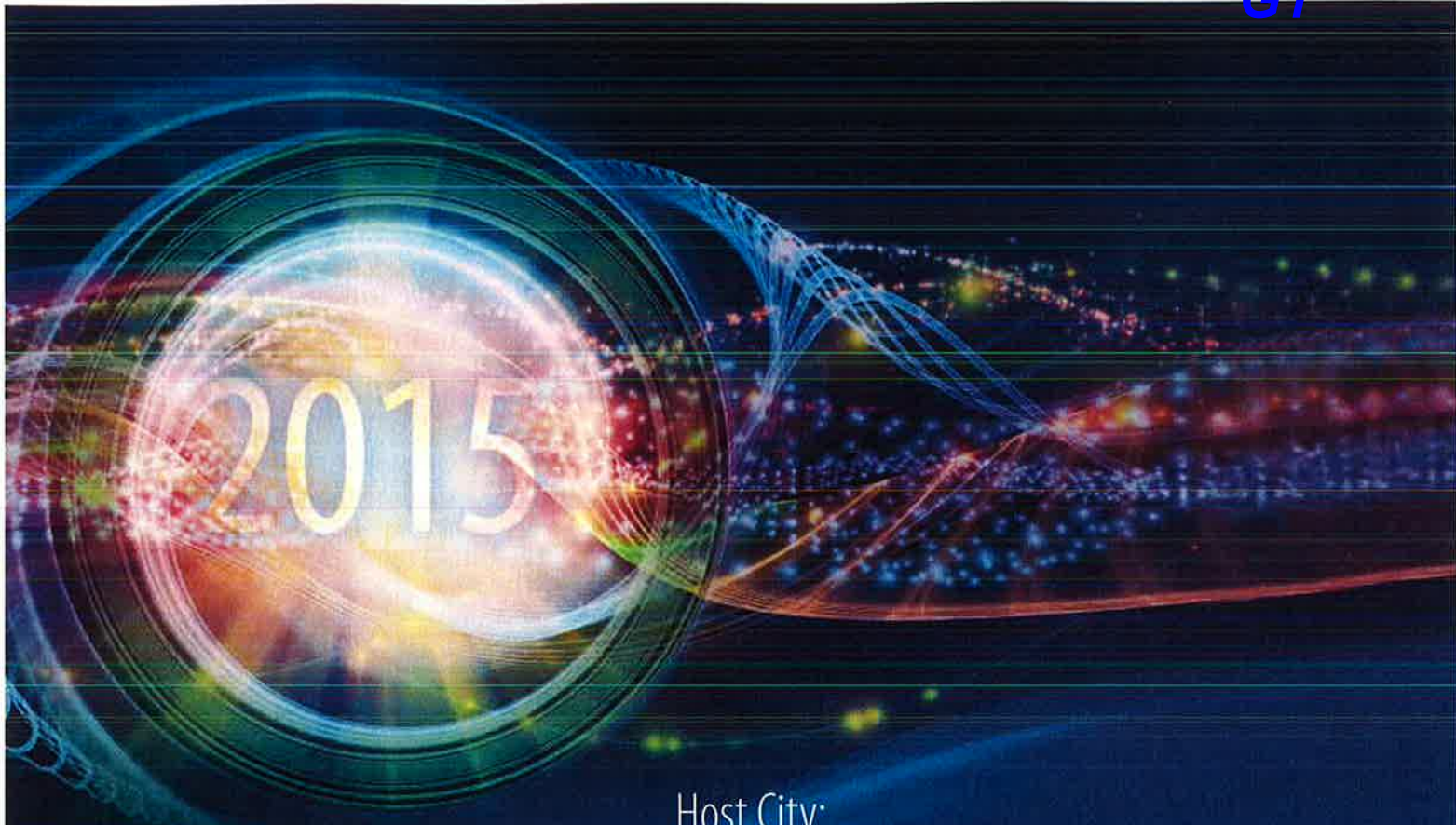
In response to member concerns regarding the financial challenges of traveling to the AUMA Convention and AMSC Trade Show, we are providing a special rebate program to help offset your costs.

To be eligible for this program, municipalities must participate in at least one of AMSC's three core business services: general insurance, employee benefits or energy:

- The program offers a \$25 rebate per service per elected official (to a maximum of three) registered for the convention within the eligible municipality. The maximum rebate provided will be \$75 per municipality.
- If your municipality participates in two or more core services, then you would be eligible to receive a \$50 rebate per elected official registered for the convention (to a maximum of three). This means that the maximum rebate would be \$150 to the municipality.

Rebate cheques will be mailed to the municipality following convention.

We are proud to offer this service to members.



Host City:



THE CITY OF
CALGARY

AUMA Convention & AMSC Trade Show
Partners in Governance



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED



WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2015.....

Name of Councilor / Board Member **PAT.ALEXANDER**.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
06/02/15	Conference call	X					
06/03/15	Reg. Fire+RMH Rec Board	X	X				74
06/04/15	FCM	X	X				196
06/05/15	FCM				X		
06/06/15	FCM				X		
06/07/15	FCM				X		
06/08/15	FCM+Meet RDC	X	X				270
06/09/15	Council				X		74
06/10/15	Meet Ron + Earl	X					74
06/12/15	Broad Bend	X	X				74
06/15/15	A + P				X		74
06/16/15	County Open House	X					74
06/17/15	NSWA AGM	X	X	X			370
06/18/15	Air Port+ open house,Caro.	X	X	X			134
06/19/15	ICC	X	X				74

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Remuneration Calculation

<u>12</u>	Meetings @ \$156.00=	<u>1872.00</u>	<u>1710</u>	Kms @ \$0.55=	<u>940.50</u>
<u>9</u>	Meetings @ \$124.00=	<u>1116.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>6</u>	Meetings @ \$283.00=	<u>1698.00</u>	Receipts =		
	Supervision=	<u>850.00</u>			
	TOTAL=	<u>5536.00</u>			
				TOTAL=	<u>1017.99</u>

DE DUTCH FRIENDS HOUSE
#7
10030 JALPER AVE NW
EDMONTON AB

CARD *****3314
CARD TYPE VISA
DATE 2015/06/07
TIME 5995 13:16:27
CLIENT ID 7
RECEIPT NUMBER
082027989-001-366-041-0

PURCHASE
AMOUNT \$18.80
TIP
TOTAL
\$18.80

VISA
A0000000031010
0BA3774506110484
0000008000-E800
5A70BB1B861B5D30
0000008000-F800

APPROVED

AUTH# 088467 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

0 * *

18.8 *
20.09 *
17.2 *
21.6 *
77.69 *

THE SHERLOCK HOLMES PUB
10012 101A AVE NW
EDMONTON AB

CARD *****3314
CARD TYPE VISA
DATE 2015/06/06
TIME 1269 22:01:58
RECEIPT NUMBER
085014752-001-263-073-0

PURCHASE
AMOUNT \$17.59
TIP \$2.50
TOTAL
\$20.09

VISA
A0000000031010
FDE23333F7C4B2ED
0000008000-E800
E5A7304CDC3ACAC2
0000008000-F800

APPROVED

AUTH# 060517 01-027
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Pub

84
2

ROL C
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Cost

\$2.75

\$14.00

\$16.75

\$0.84

.59

.59

.com

town

THE SHERLOCK HOLMES PUB
10012 101A AVE NW
EDMONTON AB

CARD *****3314
CARD TYPE VISA
DATE 2015/06/04
TIME 0408 21:06:14
RECEIPT NUMBER
CB5014790-001-257-065-0

Pub

PURCHASE
AMOUNT \$14.70
TIP \$2.50
TOTAL

\$17.20

VISA
A0000000031010
2C1D1D39AEFE356A
0000008000-E800
3D59C0A1A184EEEE
0000008000-F800

84
2
ROL C
st:1
Cost
\$14.00
\$14.00
\$0.70
.70
.70

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AUTH# 085311 01-027
THANK YOU

.com
town

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COPY FOR YOUR RECORDS

ORIGINAL JOE'S
8404 109TH STREET
EDMONTON AB

CARD *****3314
CARD TYPE VISA
DATE 2015/06/05
TIME 0551 19:17:28
CLERK ID 99
RECEIPT NUMBER
CB2023514-001-307-003-0

PURCHASE
AMOUNT \$18.90
TIP \$2.50
TOTAL

\$21.40

VISA
A0000000031010
6AAD7995215F1828
0000008000-E800
C5514ABB14155E4D
0000008000-F800

APPROVED

AUTH# 019821 01-027
THANK YOU

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Councilor and Board Member Remuneration Statement

For the Year of ...**2015**.....

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
July 9	Clearwater Housing Steering Committee	X					40
July 10	ASB regular meeting	X					60
July 13	Tour Red Deer College	X					40
July 14	Regular Council				X		40
July 15	Westerner Parade	X	X				210
July 16	Clearwater Trails Initiative	X					40
July 21	Pow Wow	X					40
July 21	Provincial ASB Committee	X					40
July 22	FCSS	X					40
July 23	Clearwater Trails Tour	X	X				176
July 23	Landcare	X					20
July 28	Regular Council				X		40

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Remuneration Calculation

<u>10</u>	Meetings @ \$156.00=	<u>1560.00</u>	<u>786</u>	Kms @ \$0.55=	<u>432.30</u>
<u>2</u>	Meetings @ \$124.00=	<u>248.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$283.00=	<u>566.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>2924.00</u>		TOTAL=	<u>432.30</u>

Jim Duncan

Signature {Councilor / Board Member}