

Council Meeting Agenda

March 27, 2018

9:00 a.m.



ROCKY VIEW COUNTY
Cultivating Communities
911 – 32 AVENUE NE
CALGARY, AB, T2E 6X6

CALL MEETING TO ORDER

UPDATES/ACCEPTANCE OF AGENDA

A CONFIRMATION OF MINUTES

1. March 13, 2018 Council Meeting Page 3

B FINANCIAL REPORTS

1. All Divisions – File: N/A – 2018 Budget Adjustment – Special Initiatives

Staff Report Page 10

C APPOINTMENTS/PUBLIC HEARINGS

- None

D GENERAL BUSINESS

1. All Divisions – File: N/A – Appointment of Fire Guardians for the 2018 Fire Season

Staff Report Page 35

2. All Divisions – File: N/A – Establishment of the Greater Bragg Creek FireSmart Committee

Staff Report Page 38

3. All Divisions – File: N/A – Emergency Management Agency Update

Staff Report Page 42

4. Division 7 – File: 5011-406 – Proposed Highway 566 Speed Limit Reduction

Staff Report Page 92

E BYLAWS

1. All Divisions – File: 0170 – Bylaw C-7751-2018 – 2018 Master Rates Bylaw

Staff Report Page 95

F UNFINISHED BUSINESS

- None

Council Meeting Agenda

March 27, 2018

9:00 a.m.



ROCKY VIEW COUNTY
Cultivating Communities
911 – 32 AVENUE NE
CALGARY, AB, T2E 6X6

G COUNCIL REPORTS

H MANAGEMENT REPORTS

- None

I NOTICES OF MOTION

- None

J SUBDIVISION APPLICATIONS

1. Division 9 – File: PL20170080 (08917009) – Subdivision Item – Agricultural Holdings District and Ranch and Farm District

Staff Report

Page 167

2. Division 5 – File: PL20170142 (05331007) – Subdivision Item – New or Distinct Agricultural Use

Staff Report

Page 187

K COMMITTEE OF THE WHOLE/IN CAMERA

1. RVC2018-10

That Council move in camera to consider a personnel matter pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

Section 17 – Disclosure harmful to personal privacy
Section 19 – Confidential evaluations

ADJOURN THE MEETING

ROCKY VIEW COUNTY
COUNCIL MEETING MINUTES
March 13, 2018

Page 1

A regular meeting of the Council of Rocky View County was held in Council Chambers of the Municipal Administration Building, 911 – 32nd Avenue NE, Calgary, Alberta on March 13, 2018 commencing at 9:01 a.m.

Present:	Division 6	Reeve G. Boehlke (arrived at 9:25 a.m.)
	Division 5	Deputy Reeve J. Gautreau
	Division 1	Councillor M. Kamachi
	Division 2	Councillor K. McKylor
	Division 3	Councillor K. Hanson
	Division 4	Councillor A. Schule
	Division 7	Councillor D. Henn
	Division 8	Councillor S. Wright
	Division 9	Councillor C. Kissel

Also Present:

- K. Robinson, Acting County Manager
- B. Riemann, General Manager
- B. Beach, Manager, Building Services
- A. Keibel, Manager, Legislative and Legal Services
- L. Wesley-Riley, Manager, Enforcement Services
- B. Woods, Manager, Financial Services
- A. Zaluski, Policy Supervisor, Planning Services
- J. Kwan, Planner, Planning Services
- O. Newmen, Planner, Planning Services
- S. Kunz, Planner, Planning Services
- C. Satink, Deputy Municipal Clerk, Legislative and Legal Services
- T. Andreasen, Legislative Clerk, Legislative and Legal Services

Call to Order

Deputy Reeve Gautreau assumed the Chair and called the meeting to order at 9:01 a.m. with all members present with the exception of Reeve Boehlke.

1-18-03-13-01

Updates/Acceptance of Agenda

MOVED by Councillor Hanson that the March 13, 2018 Council Meeting agenda be approved with the following amendment:

- K-1 – Personnel Matter – Emergent In Camera Item

Carried
Absent: Reeve Boehlke

1-18-03-13-02

Confirmation of Minutes

MOVED by Councillor McKylor that the February 27, 2018 Council Meeting minutes be approved as presented.

Carried
Absent: Reeve Boehlke

ROCKY VIEW COUNTY
COUNCIL MEETING MINUTES
March 13, 2018

Page 2

1-18-03-13-03 (B-1)

All Divisions – 2018 Budget Adjustment – Carry Forwards

File: 2025-100

MOVED by Councillor Hanson that the 2018 budget adjustment be approved as presented in Attachment 'A'.

Carried

Absent: Reeve Boehlke

1-18-03-13-05 (D-1)

Division 4 – Adding Costs to the Tax Roll – 03305002

File: 3000-300

Reeve Boehlke arrived at the meeting at 9:25 a.m.

MOVED by Councillor Schule that Administration is directed to add \$9,822.25 to Tax Roll 03305002 as per section 553(1)(h.1) of the *Municipal Government Act*, in accordance with:

- a) The order of the Court of Queen's Bench, File 1701 09281 granting Rocky View County costs and expenses for contravention of the Land Use Bylaw; and
- b) Further to a Bill of Costs personally served on the landowner on October 3, 2017 wherein payment remains outstanding and is now in arrears.

Carried

1-18-03-13-06 (D-2)

Division 5 – Adding Costs to the Tax Roll – 04227012

File: 3000-300

MOVED by Councillor Hanson that Administration is directed to add \$7,189.68 to Tax Roll 04227012 as per section 553(1)(h.1) of the *Municipal Government Act*, in accordance with:

- a) The order of the Court of Queen's Bench, File 1701-03314 granting Rocky View County costs for contravention of the Land Use Bylaw; and
- b) Further to a Bill of Costs personally served on the landowner on August 9, 2017 wherein payment remains outstanding and is now in arrears.

Carried

1-18-03-13-07 (D-3)

Division 2 – Adding Costs to the Tax Roll – 04727012

File: 3000-300

MOVED by Councillor McKylor that Administration is directed to add \$3,930.67 to Tax Roll 04727012 as per section 553(1)(h.1) of the *Municipal Government Act*, in accordance with:

- a) The order of the Court of Queen's Bench, File 1501-02974 granting Rocky View County costs for contravention of the Land Use Bylaw; and
- b) Further to a Bill of Costs personally served on the landowner on June 2, 2017 wherein payment remains outstanding and is now in arrears.

Carried

ROCKY VIEW COUNTY
COUNCIL MEETING MINUTES
March 13, 2018

Page 3

1-18-03-13-08 (D-4)

Division 5 – Adding Costs to the Tax Roll – 05218004

File: 3000-300

MOVED by Reeve Boehlke that Administration is directed to add \$7,387.20 to Tax Roll 05218004 as per section 553(1)(h.1) of the *Municipal Government Act*, in accordance with:

- a) The order of the Court of Queen's Bench, File 1701-02590 granting Rocky View County costs for contravention of the Land Use Bylaw; and
- b) Further to a Bill of Costs personally served on the landowner on July 4, 2017 wherein payment remains outstanding and is now in arrears.

Carried

1-18-03-13-09 (D-5)

Division 9 – Adding Costs to the Tax Roll – 06718020

File: 3000-300

MOVED by Councillor Kissel that Administration is directed to add \$11,148.35 to Tax Roll 06718020 as per section 553(1)(h.1) of the *Municipal Government Act*, in accordance with:

- a) The order of the Court of Queen's Bench, File 1701-09353 granting Rocky View County costs for contravention of the Land Use Bylaw; and
- b) Further to a Bill of Costs personally served on the landowner on October 3, 2017 wherein payment remains outstanding and is now in arrears.

Carried

The Chair called for a recess at 9:50 a.m. and Deputy Reeve Gautreau proceeded to vacate the Chair.

Reeve Boehlke assumed the Chair and called the meeting back to order at 10:05 a.m. with all previously mentioned members present.

1-18-03-13-04 (C-1)

Division 9 – Bylaw C-7758-2018 – Redesignation Item – Agricultural Holdings District to Residential Two District – Cochrane North ASP

File: PL20170108 (06823011)

MOVED by Councillor Kissel that the public hearing for item C-1 be opened at 10:05 a.m.

Carried

MOVED by Councillor Kissel that the late letter in opposition be received as information.

Carried

Person(s) who presented: Jocelyn Appleby, CivicWorks Planning + Design, Applicant

The Chair called for a recess at 10:45 a.m. and called the meeting back to order at 10:51 a.m. with all previously mentioned members present with the exception of Councillor Hanson.

Councillor Hanson returned to the meeting at 10:52 a.m.

Person(s) who spoke in favour: Tracy McLeod, Builders Capital

ROCKY VIEW COUNTY
COUNCIL MEETING MINUTES
March 13, 2018

Page 4

Person(s) who spoke in opposition: Alan Edgecombe, Resident
 Dawne Lewis, Resident
 Michele Holt, Resident
 Scott Kern, Resident
 Christina Foster, Resident

The Chair called for a recess at 11:29 a.m. and called the meeting back to order at 11:38 a.m. with all previously mentioned members present.

Person(s) who spoke in rebuttal: Jocelyn Appleby, CivicWorks Planning + Design, Applicant

MOVED by Councillor Kissel that the public hearing for item C-1 be closed at 11:46 a.m.

Carried

MOVED by Councillor Kissel that application PL20170108 be refused.

Lost

<u>In Favour:</u>	<u>Opposed:</u>
Councillor Kissel	Councillor Henn
Councillor Wright	Councillor Schule
	Deputy Reeve Gautreau
	Reeve Boehlke
	Councillor Hanson
	Councillor McKylor
	Councillor Kamachi

MOVED by Councillor Kissel that Administration be directed to bring application PL20170108 back to Council only after the Applicant has submitted a conceptual scheme.

Carried

<u>In Favour:</u>	<u>Opposed:</u>
Councillor Hanson	Councillor Kamachi
Deputy Reeve Gautreau	Councillor McKylor
Councillor Schule	Reeve Boehlke
Councillor Wright	Councillor Henn
Councillor Kissel	

1-18-03-13-10 (D-6)

Division 7 – Development Permit – Direct Control District 100 (DC-100) Cell B – Permitting of two existing accessory buildings (tents)

File: PRDP20172186 (06635004)

MOVED by Councillor Henn that conditions 2 and 3 be deleted from Appendix 'A'.

Carried

MOVED by Councillor Henn that Development Permit PRDP20172186 be approved with the conditions noted in Appendix 'A' as amended:

Description:

- 1) That the two existing accessory buildings (tents), each 1,615.25 square feet (150.06 sq. m), shall be permitted to remain on the subject property in general accordance with the submitted site plan and application.

ROCKY VIEW COUNTY
COUNCIL MEETING MINUTES
March 13, 2018

Page 5

Permanent:

- 2) That all conditions of Development Permit 2005-DP-11338 shall remain in effect.
- 3) That any plan, technical submission, or agreement submitted and approved as part of the application, in response to a Prior to Issuance or Occupancy condition, shall be implemented and adhered to in perpetuity.
- 4) That this approval shall be for the accessory buildings (tents) in place on the property at the time of approval.
- 5) That the entire site shall be maintained in a neat and orderly manner at all times, to the satisfaction of the Development Officer.

Advisory:

- 6) That a Building Permit shall be obtained through Building Services.
- 7) That any other government permits, approvals, or compliances are the sole responsibility of the Applicant.
- 8) That if the development authorized by this Development Permit is not commenced with reasonable diligence within 12 months from the date of issue, and completed within 24 months of the issue, the permit is deemed to be null and void, unless an extension to this permit shall first have been granted by the Development Officer.
- 9) That if this Development Permit is not issued by May 31, 2018, then this approval is null and void and the Development Permit shall not be issued.

Note: That the Applicant/Owner shall be responsible for all Alberta Environment approvals/compensation as there may be wetlands on site that could be impacted by the proposed facility.

Carried

1-18-03-13-11 (J-1)

Division 5 – Subdivision Item – Agricultural Holdings District

File: PL20180002 (04213004)

MOVED by Deputy Reeve Gautreau that condition 5 in Appendix 'A' be amended to defer municipal reserves on all lots.

Carried

In Favour:

Councillor Kamachi
Reeve Boehlke
Deputy Reeve Gautreau
Councillor Schule
Councillor Henn
Councillor Kissel

Opposed:

Councillor McKylor
Councillor Hanson
Councillor Wright

MOVED by Deputy Reeve Gautreau that Subdivision Application PL20180002 be approved with the conditions noted in Appendix 'A' as amended:

- A. That the application to create a ± 8.10 hectare (± 20.01 acre) parcel with a ± 31.27 hectare (± 77.27 acre) remainder from a portion of NE-13-24-27-W4M has been evaluated in terms of Section 654 of the *Municipal Government Act* and Sections 7 and 14 of the Subdivision and Development Regulations and, having considered adjacent landowner submissions, it is recommended that the application be approved as per the Tentative Plan for the reasons listed below:

ROCKY VIEW COUNTY
COUNCIL MEETING MINUTES
March 13, 2018

Page 6

- 1) The application is consistent with statutory policy;
- 2) The subject lands hold the appropriate land use designation;
- 3) The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements.

B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Plan of Subdivision

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Transportation and Access

- 2) The Applicant/Owner shall provide confirmation indicating that Wheatland County is satisfied with the standards and conditions of the approaches accessing Boundary Road. Any modifications to the approaches required by Wheatland County shall be constructed to their satisfaction.

Fees and Levies

- 3) The Applicant/Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014 prior to subdivision endorsement. The County shall calculate the total amount owing:
 - a) from 3.0 acres of Lot 1 to be subdivided as shown on the Plan of Survey.
- 4) The Applicant/Owner shall pay the County subdivision endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new lot.

Municipal Reserves

- 5) The provision of Reserves, in the amount of 10% of Lots 1 & 2, are to be deferred by caveat proportionately to Lots 1 & 2, pursuant to Section 669(2) of the *Municipal Government Act*.

Taxes

- 6) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to the County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

C. SUBDIVISION AUTHORITY DIRECTION

- 1) Prior to final endorsement of the Subdivision, Administration is directed to present the Owner with a Voluntary Recreation Contribution Form and to ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.

Carried

ROCKY VIEW COUNTY
COUNCIL MEETING MINUTES
March 13, 2018

Page 7

1-18-03-13-12 (K-1)

All Divisions – Emergent In Camera Item – Personnel Matter

File: RVC2018-09

MOVED by Councillor Hanson that Council move in camera at 12:16 p.m. to consider a personnel matter pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 17 – Disclosure harmful to personal privacy
- Section 19 – Confidential evaluations

Carried

MOVED by Councillor McKylor that Council move out of in camera at 2:10 p.m.

Carried

MOVED by Councillor Hanson that the report and in camera discussion on RVC2018-09 be held in confidence pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 17 - Disclosure harmful to personal privacy
- Section 19 - Confidential evaluations

AND that the Reeve and Deputy Reeve be authorized to continue to process the personnel matter based on the mandate received in camera in Confidential Report RVC2018-07 on February 13, 2018;

AND that Kent Robinson be appointed as interim County Manager.

Carried

Adjournment

MOVED by Councillor Schule that the March 13, 2018 Council Meeting be adjourned at 2:12 p.m.

Carried

REEVE

CAO or Designate



FINANCIAL SERVICES

TO: Council
DATE: March 27, 2018 **DIVISION:** All
FILE: 2025-350
SUBJECT: 2018 Budget Adjustment – Special Initiatives

¹ADMINISTRATION RECOMMENDATION:

THAT the 2018 budget adjustments be approved as follows:

Special Initiatives – 2018 Operating Budget Adjustments-Property Tax Funded (Attachment “A”)

- Motion #1: That the Livestock Emergency Response Trailer budget adjustment for \$24,000 be approved as presented in Attachment “A”.
- Motion #2: That the Fire Services Sprinkler Trailer budget adjustment for \$74,000 be approved as presented in Attachment “A”.
- Motion #3: That the Records and Information Management Upgrade budget adjustment for \$89,500 be approved as presented in Attachment “A”.
- Motion #4: That the Service Van budget adjustment for \$76,000 be approved as presented in Attachment “A”.
- Motion #5: That the Two Steamer Units budget adjustment for \$60,000 be approved as presented in Attachment “A”.
- Motion #6: That the Calcium Chloride Storage Tank budget adjustment for \$97,500 be approved as presented in Attachment “A”.
- Motion #7: That the Play Space Repairs budget adjustment for \$18,500 be approved as presented in Attachment “A”.
- Motion #8: That the Full Time Staff Positions adjustment for \$157,600 be approved as presented in Attachment “A”.

Special Initiatives – 2018 Capital Budget Adjustments – Other Funding (Attachment “A”)

- Motion #9: That the Township Road 260 Bridge Replacement budget adjustment for \$600,000 be approved as presented in Attachment “A”.
- Motion #10: That Bylaw C-7771-2018 be given first reading.
- Motion #11: That the Township Road 262 Bridge Replacement budget adjustment for \$600,000 be approved as presented in Attachment “A”.
- Motion #12: That Bylaw C-7772-2018 be given first reading.
- Motion #13: That the Range Road 20 Bridge Replacement budget adjustment for \$500,000 be approved as presented in Attachment “A”.
- Motion #14: That Bylaw C-7773-2018 be given first reading.

¹ **Administration Resources**
Barry Woods, Financial Services



- Motion #15: That the Langdon Fourth Street Pedestrian Walkway budget adjustment for \$325,000 be approved as presented in Attachment "A".
- Motion #16: That Bylaw C-7774-2018 be given first reading.
- Motion #17: That the Salt and Sand Storage Building budget adjustment for \$750,000 be approved as presented in Attachment "A".
- Motion #18: That Bylaw C-7775-2018 be given first reading.
- Motion #19: That the Range Road 284 Conrich Paving budget adjustment for \$925,000 be approved as presented in Attachment "A".
- Motion #20: That Bylaw C-7776-2018 be given first reading.
- Motion #21: That the Township Road 270 Paving budget adjustment for \$965,000 be approved as presented in Attachment "A".
- Motion #22: That Bylaw C-7777-2018 be given first reading.
- Motion #23: That the Langdon Fire Station Replacement budget adjustment for \$3,900,000 be approved as presented in Attachment "A".
- Motion #24: That Council direct Administration to apply to the Municipal Sustainability Initiative Program for \$3,900,000 in grant funding.

EXECUTIVE SUMMARY:

As part of the yearly budget process, Administration has identified a number of adjustments to be incorporated into the 2018 Operating and Capital budget. These adjustments (Attachment "A") are comprised of special initiatives that are intended to enhance or maintain current County service delivery levels.

Administration recommends **Option #1**.

BACKGROUND:

The 2018 Operating and Capital base budget was approved on February 27, 2018. At that time, the budget included unallocated tax funding in the amount of \$175,300. Currently, as a result of the assessment roll finalization, the unallocated tax funding is now approximately \$779,000.

The purpose of this report is to respectfully request that Council adjust the base budget to include a number of items that were previously unfunded. Administration has compiled the list of unfunded initiatives and provided supplementary information for Council's consideration. Operating Special Initiatives are comprised of items that are intended to enhance or maintain current services delivery levels and will be funded by property tax. All new positions are reported on a prorated basis for the 2018 year. Capital special initiatives pertain to larger scale projects that are funded by debt or grants. The borrowing bylaws are long term and Administration is requesting first reading to these bylaws. The Bylaws will then be advertised for two consecutive weeks as per the MGA 606 (2) (a). This budget adjustment supports the fiscal responsibility strategic pillar by anticipating future demands and maintaining organizational efficiency.

It is Administration's recommendation that any unallocated funds remaining after consideration of the budget adjustments included in this report, be brought forward and reviewed when Council considers the tax rate bylaws on April 24, 2018.



BUDGET IMPLICATION(S):

Operating Budget - Tax funded Special Initiatives	\$ 597,100
Capital Budget - Other funding Special Initiatives	<u>\$8,565,000</u>
Total Operating and Capital Budget Adjustment	\$9,162,100

OPTIONS:

Option #1: THAT the 2018 budget adjustments be approved as follows:

Special Initiatives – 2018 Operating Budget Adjustments-Property Tax Funded (Attachment “A”)

- Motion #1: That the Livestock Emergency Response Trailer budget adjustment for \$24,000 be approved as presented in Attachment “A”.
- Motion #2: That the Fire Services Sprinkler Trailer budget adjustment for \$74,000 be approved as presented in Attachment “A”.
- Motion #3: That the Records and Information Management Upgrade budget adjustment for \$89,500 be approved as presented in Attachment “A”.
- Motion #4: That the Service Van budget adjustment for \$76,000 be approved as presented in Attachment “A”.
- Motion #5: That the Two Steamer Units budget adjustment for \$60,000 be approved as presented in Attachment “A”.
- Motion #6: That the Calcium Chloride Storage Tank budget adjustment for \$97,500 be approved as presented in Attachment “A”.
- Motion #7: That the Play Space Repairs budget adjustment for \$18,500 be approved as presented in Attachment “A”.
- Motion #8: That the Full Time Staff Positions adjustment for \$157,600 be approved as presented in Attachment “A”.

Special Initiatives – 2018 Capital Budget Adjustments – Other Funding (Attachment “A”)

- Motion #9: That the Township Road 260 Bridge Replacement budget adjustment for \$600,000 be approved as presented in Attachment “A”.
- Motion #10: That Bylaw C-7771-2018 be given first reading.
- Motion #11: That the Township Road 262 Bridge Replacement budget adjustment for \$600,000 be approved as presented in Attachment “A”.
- Motion #12: That Bylaw C-7772-2018 be given first reading.
- Motion #13: That the Range Road 20 Bridge Replacement budget adjustment for \$500,000 be approved as presented in Attachment “A”.
- Motion #14: That Bylaw C-7773-2018 be given first reading.



- Motion #15: That the Langdon Fourth Street Pedestrian Walkway budget adjustment for \$325,000 be approved as presented in Attachment "A".
- Motion #16: That Bylaw C-7774-2018 be given first reading.
- Motion #17: That the Salt and Sand Storage Building budget adjustment for \$750,000 be approved as presented in Attachment "A".
- Motion #18: That Bylaw C-7775-2018 be given first reading.
- Motion #19: That the Range Road 284 Conrich Paving budget adjustment for \$925,000 be approved as presented in Attachment "A".
- Motion #20: That Bylaw C-7776-2018 be given first reading.
- Motion #21: That the Township Road 270 Paving budget adjustment for \$965,000 be approved as presented in Attachment "A".
- Motion #22: That Bylaw C-7777-2018 be given first reading.
- Motion #23: That the Langdon Fire Station Replacement budget adjustment for \$3,900,000 be approved as presented in Attachment "A".
- Motion #24: That Council direct Administration to apply to the Municipal Sustainability Initiative Program for \$3,900,000 in grant funding.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

"Kent Robinson"

General Manager/Acting County Manager

ATTACHMENTS:

ATTACHMENT 'A' – 2018 Operating and Capital Special Initiatives

ATTACHMENT 'B' – Borrowing Bylaws C-7771-2018 through C-7777-2018

2018 Special Initiatives

The 2018 operating base budget currently has an excess amount available of \$175,300. This amount included a 1.9% assessment growth amount calculated in September 2017.

Assessment is now finalized and the assessment growth is closer to 2.7%. This results in a 2018 operating budget surplus of \$779,000. Council motions 1 – 8 are operational tax funded special initiatives that are to enhance or maintain current services delivery levels. Council motions 9 – 24 are Capital initiatives that will be debt and grant financed. Administration is recommending approval of all 16 special initiatives and to fund them with the excess amount available, debt and Provincial grants. The total amount of all 16 special initiatives is \$9,462,100. Any unallocated funds after consideration of the budget adjustments will be brought forward and reviewed when Council considers the tax rate bylaws on April 24, 2018. Administration has provided descriptions of the 16 special initiatives for Councils review.

2018 Operating Budget Adjustments – Tax Funded

Motion 1 – Live Stock Emergency Response Trailer

Expenditure - \$24,000

In 2017 Rocky View County Agriculture Services in partnership with Wheatland County, and in conjunction with RVC Emergency Management Agency, embarked on building a Regional livestock emergency response program to close the gap of livestock response and rescue within the County. Rocky View County is estimated to have 166,269 cattle and calves, 7865 sheep and has livestock production of beef, dairy, horse (pony), hogs and poultry. Not having a livestock emergency response trailer presents response difficulties due to the large number of animal transport within County limits and lack of response resources. (These stats are from the Animal Health and Welfare Emergency Preparedness Delivery Agent Program Application)

Rocky View County Emergency Management Agency would like to purchase a Livestock Emergency Response trailer to support the Livestock Emergency Response Planning efforts. The equipment carried on the trailer (Fencing, Cattle Panels, halters, blankets, etc.) will reduce the duration and stress associated with incidents, limit injuries to people and livestock, and mitigates the potential dangers of animals running loose on the highway. The trailer would be stored at the Fleet yard in Balzac, and available for deployment by either County I&O staff or Fire Services.

The outcome for this project would be to support responders so they can effectively deal with a livestock incident, limit injuries to people and livestock, mitigate and reduce the risk/potential of livestock running loose on the highway, and to support Regional partners response through the activation of Mutual Aid agreements.

Motion 2 – Fire Services Sprinkler Trailer

Expenditure - \$74,000

Currently Fire Services will utilize structural fire crews to protect threatened property in Wildfire situations, however this strategy is labour intensive and generally limited to one or two properties for a single response crew. By utilizing sprinkler technology and the equipment

carried on a one trailer unit, we would be able to setup and protect approximately 35-50 homes utilizing minimal staffing.

Sprinklers have become a widely used technology in wildfire control and property fire protection in wildland areas. Unlike the sprinkler systems found inside buildings, these outdoor units are not intended to put out a fire. Instead, they work in the following manner:

- Sprinklers are used to thoroughly wet down an area. This results in combustibles (buildings and landscape) being much less likely to ignite due to flying embers and the intense heat of a nearby fire.
- The soaked landscape releases moisture into the air. This lowers the ambient temperature and increases the humidity level of the immediate area. These effects extend some distance above ground level. The result is that the advancing wildfire will tend to be deflected and pass by the protected property.
- Sprinklers are most effective when in continual operation for 2 or more hours prior to the arrival of the fire. However, any operational time, even as little as an hour, will increase chances of a successful defense of the property.

Motion 3 – Records and Information Management Upgrade

Expenditure - \$89,500

The purpose of this new initiative is to implement the Records Management program upgrade for Rocky View County. This initiative would provide the technology required for good records management practices. Information is one of the core assets of Rocky View County's daily business operations. Making decisions, providing services, processing transactions and managing assets are all vital activities that depend on the use of information. The systems through which information is created, stored, retrieved, and destroyed are critical to the day-to-day operations.

The County's business operations and records management practices are still heavily reliant on paper, and paper is still the primary way that residents transact with the County. Although the vast majority of the County's information is being produced through electronic means, it is being saved multiple times (i.e. Outlook, paper files, network drives), resulting in information being stored in many different places and many times over. This redundant, outdated, and trivial (ROT) information increases exponentially, making it more difficult and time-consuming to find the right information at the right time.

The implementation of an Information and Records Management program is identified as a strategic priority for Rocky View County. In 2015, Rocky View County commenced the first stage of an Information Management project with C3 Associates and conducted an Electronic Document and Records Management System (EDRMS) needs assessment. The intent of the needs assessment was to help Rocky View County capture, store, share, preserve, and dispose of electronic documents and records as an integrated system. The result of the needs assessment as provided by C3 Associates indicated that Rocky View County needs to develop an Information Management Strategy.

Motion 4 – Service Van

Expenditure - \$76,000

Corporate Properties is seeking to purchase a service van for the department which will be used to provide service to the facilities, properties, and staff that Corporate Properties supports. There is an initial cost of \$40,000.00 for the purchase of the van including the set-up of the required storage and racking. After the purchase of the van there is an estimated interdepartmental transfer of \$36,000.00 (revenue and expense) to fleet services for maintenance, fuel, and replacement cost.

Motion 5 – Two Steamer Units

Expenditure - \$60,000

Three of the past four springs have been above average in terms of snow melting and freeze-thaw cycles. The spring of 2017 was especially bad in terms of an early, fast melt of snow on the ground combined with overnight freezing temperatures. This led to a significant number of frozen culverts which needed to be thawed out multiple days in a row to avoid runoff water affecting the road infrastructure; Roads Maintenance crews were unable to keep pace with demand with just the 2 units on hand and there were no comparable units available for short term rental. Administration is recommending the purchase of two additional steamer units in order to provide the crews with additional capacity. This would provide a better response time and a level of service more closely tied to residents' expectations.

Motion 6 – Calcium Chloride Storage Tank

Expenditure - \$97,500

Calcium chloride is a product which is used year-round by Roads Maintenance. In winter it's used for pre-wetting the pickle mix as it is spread on the road and in summer it's used for gravel road surface stabilization. Winter usage is approximately 750,000 litres and summer usage is approximately 500,000 litres. Current storage capacity is only 60,000 litres in Balzac which sometimes requires multiple daily deliveries from the supplier on the busiest days. Roads Maintenance is recommending the purchase of an additional tank in order to provide the crews with additional capacity. This would provide a buffer for those situations where product usage is high and additional on-time deliveries cannot be guaranteed.

Motion 7 – Playspace Repairs

Expenditure - \$18,500

Playgrounds are considered an important component to growing communities by providing active living opportunities for children, socialization opportunities for children and parents, and by providing neighborhood meeting places. However, in order to create and maintain a safe environment to facilitate the positive health benefits that playgrounds offer, proper management to mitigate liability issues is required.

There are currently 19 play spaces located on County land, 14 of which are on land occupied by a tenant under a formal occupancy agreement. The County's primary concern in looking at these existing play spaces is the safety of the residents, and especially the children who use them. The industry standard for assessing the safety of play spaces is defined by the Canadian

Standards Association (CSA Z614-14) to assess and ensure play spaces are maintained to appropriate standards. The CSA criteria and standards are considered the best practice for municipalities in Canada. To ensure play spaces meet these standards, inspections must be carried out by professionals with valid credentials issued by the Canadian Playground Safety Institute.

To ensure that all play spaces meet the CSA standards, Administration has implemented a monthly and annual inspection program for all play spaces located on lands not under a formal occupancy agreement to ensure that they remain free from hazards or defects. For play spaces on land under a formal occupancy agreement, Administration has asked the occupants to coordinate monthly inspections. Administration has been, and will continue to conduct annual inspections and share the results with the occupants. Based on the annual inspections conducted in 2016 and 2017, nine of the fourteen occupants have coordinated the requisite repairs to ensure the play spaces they maintain are compliant with the CSA standards. This new initiative is being proposed to bring the remaining five play spaces into compliance with the CSA standards

Motion 8 – Full Time Staff Positions

Expenditure - \$157,600

Growth within the County has necessitated the request to add additional full time staff to the County's personnel. Staff will be hired in late spring early summer which is reflected of the low expenditure amount. The following departments have requested either conversion of temporary staff to full time or the hiring of a new full time permanent staff. This will allow for increased service delivery or enhanced customer service.

- 1) Intergovernmental affairs – new position - analyst
- 2) Information Services – conversion of temporary to full time – coordinator
- 3) Assessment Services – new position - assessor
- 4) Planning Services – new position – customer service representative

2018 Capital Budget Adjustments – Other Funding

Capital budget adjustments represent projects that can be significant in terms of resource use and extend for many years until completion of construction. Administration has identified the following capital initiatives and is proposing to borrow long term funding from Alberta Capital Finance Authority to finance the construction of these capital projects. The replacement of the Langdon Fire station will be funded by a grant from the Municipal Sustainability Initiative (MSI) and is subject to Council and Provincial approval. The repair or replacement of capital infrastructure will avoid long term costs in the future and allow for uninterrupted service delivery to the residents of Rocky View County. Administration is recommending the approval of the initiative as well as first reading to the borrowing bylaw. As this is a long term borrowing it is required to be advertised for two consecutive weeks prior to second and third readings.

Motion 9 & 10 – Township Road 260 – Bridge Replacement

Expenditure - \$600,000

Deterioration of the culvert bridge structure identified as Bridge File # 80556 carrying Township Road 260 east of Range Road 270 over Western Irrigation District's (WID) Canal 'C' near Keoma was discovered during a routine inspection in 2014. The structure consists of twin 1829 mm diameter culverts that were installed in the mid 1960's and have now reached their 50 year lifespan and need to be replaced to ensure public safety and the efficient movement of County traffic. The replacement of the structure at an estimated cost of approximately \$600,000 will mitigate a known public safety risk and will maintain the integrity of the County's transportation network. The County is applying for funding from the Provincial Government through the Strategic Transportation Infrastructure Program (STIP) – Local Road Bridges (LRB) cost sharing funding program. However, the status of the application's approval and dollar value of any approved funding will not be known until early 2018 and as such is not available at the time of preparing this Business Case. The contribution breakdown for the STIP-LRB program is 75 per cent provincial and 25 per cent municipal funding. Should the County be successful with its application and receive cost sharing funding from the Provincial Government, the funding will be applied to this bridge file replacement project being undertaken by the County, with the difference to be borrowed from Alberta Capital Finance Authority.

Motion 11 & 12 – Township Road 262 – Bridge Replacement

Expenditure - \$600,000

Deterioration of the culvert bridge structure identified as Bridge File # 75859 carrying Township Road 262 east of Range Road 270 over Western Irrigation District's (WID) Canal 'C' near Keoma was discovered during a routine inspection in 2014. The structure consists of twin 1829 mm diameter culverts that were installed in 1968 and have now reached their 50 year lifespan and need to be replaced to ensure public safety and the efficient movement of County traffic. The replacement of the structure at an estimated cost of approximately \$ 600,000 will mitigate a known public safety risk and will maintain the integrity of the County's transportation network. The County is applying for funding from the Provincial Government through the Strategic Transportation Infrastructure Program (STIP) – Local Road Bridges (LRB) cost sharing funding program. However, the status of the application's approval and dollar value of any approved funding will not be known until early 2018 and as such is not available at the time of preparing this Business Case. The contribution breakdown for the STIP-LRB program is 75 per cent provincial and 25 per cent municipal funding. Should the County be successful with its application and receive cost sharing funding from the Provincial Government, the funding will be applied to this bridge file replacement project being undertaken by the County with the difference to be borrowed from Alberta Capital Finance Authority.

Motion 13 & 14 – Range Road 20 – Bridge Replacement

Expenditure - \$500,000

Deterioration of the culvert bridge structure identified as Bridge File # 77468 carrying Range Road 20 north of Highway 574 over a watercourse leading to Nose Creek near Crossfield was discovered during a routine inspection in 2014. The structure consists of a single 1829 mm x 1118 mm arch culvert that was installed in 1960 and has now reached its 50 year lifespan and needs to be replaced to ensure public safety and the efficient movement of County traffic. The replacement of the structure at an estimated cost of approximately \$ 500,000 will mitigate a known public safety risk and will maintain the integrity of the County's transportation network.

The County is applying for funding from the Provincial Government through the Strategic Transportation Infrastructure Program (STIP) – Local Road Bridges (LRB) cost sharing funding program. However, the status of the application's approval and dollar value of any approved funding will not be known until early 2018 and as such is not available at the time of preparing this Business Case. The contribution breakdown for the STIP-LRB program is 75 per cent provincial and 25 per cent municipal funding. Should the County be successful with its application and receive cost sharing funding from the Provincial Government, the funding will be applied to this bridge file replacement project being undertaken by the County with the difference to be borrowed from Alberta Capital Finance Authority.

Motion 15 & 16 – Langdon Fourth Street Pedestrian Walkway

Expenditure - \$325,000

The stretch of 4th Street NE between Nesbitt Close NE and Douglas Avenue NE does not provide a dedicated pedestrian option, and as such, residents frequently use the roadway. Pedestrian traffic is particularly heavy during peak travel hours as students commute to Sarah Thompson School (42 4th Street NE) resulting in an increased risk of pedestrian-vehicle incidents. Engineering Services, with the support of third party consultants, has evaluated three options for addressing these safety concerns. This assessment identified that constructing a 2.0 m asphalt pathway along the East side of 4th Street NE is the most cost-effective way to provide a pedestrian option for use.

Using existing road allowances, approximately 700 m of asphalt pathway will be installed along the East side of 4th Street NE between Nesbitt Close NE and Douglas Avenue NE. The pathway would be 2.0 m wide and would run adjacent to the property line. A pedestrian crossing, complete with a painted crosswalk, painted roadway message, and roadside signage would be added at the Northern entrance of Wenstrom Crescent NE and 4th Street NE. This crossing would ultimately connect to the existing school sidewalk. Additional pedestrian crossings, marked with a painted crosswalk, would be included at the crossings of Henderson Road NE, Anderson Avenue NE, Wilson Road NE, and both entrances of Welshimer Crescent NE. To achieve the intended outcome, the drainage ditch along the east side of 4th Street NE would be reshaped from the property line towards the roadway with an asphalt pathway (County Standard 400.26) placed on top. A safety barrier (ex. Metal railing) would be installed to separate the pathway and the remaining ditch.

Motion 17 & 18 – Salt and Sand Storage Building – County Campus

Expenditure - \$750,000

The construction of a new Salt and Sand Storage Building at the County Campus will bring existing Road Maintenance operations to a single location and be located east of the Fleet Services Building. The primary function of the building would be the storage and mixing of up to 7,000 tonnes of sand and road salt (commonly referred to as 'Pickle') annually. The building would replace an existing facility that has been in operation for several decades, located at 2500 Kings Heights Gate Southeast, in Airdrie, AB.

Motion 19 & 20 – Range Road 284 Conrich Paving

Expenditure - \$925,000

Range Road 284 between Hwy 1 and SH 566 in Division 5 is a major corridor in the Conrich area. It was built with base and chip in 1991 and overlaid with asphalt in about 1999. It has seen a significant increase in traffic as a result of the Cambridge Park development on the west side and it is also utilized by a high volume of truck traffic entering and exiting the CN Logistics Park. It is proving to be a high maintenance road and the condition was exacerbated by the flooding in 2013.

Maintenance records for the 5-year period from 2013 to 2017 indicate an annual repair cost of \$32,000. This includes paver patches with dig outs plus pothole repairs and crack sealing. The current condition of the road shows a significant amount of alligatoring which will fail within 12 months. It is currently not scheduled for any capital work in the 10-year road plan. It will require an overlay long before then. Because of the high annual maintenance cost and the importance of this road in the Conrich area, it is recommended that repaving of this road be scheduled for the 2018 fiscal year.

Motion 21 & 22 – Township Road 270 Paving

Expenditure - \$965,000

Township Road 270 between Range Road 270 and Range Road 272 in Division 6 is a 3.65 km road which is a regular east-west corridor in the area. It was built with base and chip in about 2007 and was last re-chipped in 2012. The road is currently identified as a 2-lane network road in the Long Range Transportation Network plan. In 2015, the 9.8 km section from RR272 to RR282 was overlaid with asphalt. The remaining 3.65 kms was outside of the budget scope.

Although the chip-sealed portion of the road is in generally good condition, it is experiencing significant edge failure primarily as a result of wide farm equipment being operated down the shoulders of the road. Edge failures inevitably migrate into driving lanes and repairs are a necessity to mitigate further damage. In 2017, it cost \$32,500 to perform the necessary edge failure repairs. The road is currently not scheduled for any capital work in the 10-year road plan. It will require ongoing annual repairs without an overlay. Because of the high annual maintenance cost and the importance of this road as an east-west corridor, it is recommended that paving of this road be scheduled for the 2018 fiscal year.

Motion 23 & 24 – Langdon Fire Station Replacement

Expenditure - \$4,200,000

Currently the fire station in Langdon is not large enough to house existing response apparatus resulting in some pieces of equipment being stored outdoors. The facility does not have adequate office space, training space or parking to accommodate the 35-40 volunteer firefighters working from this site. The current building is missing infrastructure to deal with drainage in the truck bays, diesel exhaust extraction, a breathing air compressor room or an area to hang and dry Firefighter personal protective equipment. Rocky View County is fortunate to have an effective and efficient volunteer system providing service over a large area and this facility is required to support the operation of the volunteer system into the future. To date there has been \$5,000 spent on this project and Council approved a \$295,000 carry forward on March 13, 2018 leaving a net funding request of \$3,900,000 for a total project cost of \$4,200,000. Administration is seeking Council's approval to add the Langdon Fire Station replacement to the 2018 budget and apply to the Municipal Sustainability Initiative Program for funding in the amount of \$3,900,000.



BYLAW C-7771-2018

A Bylaw of Rocky View County to authorize the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 600,000 for the purpose of funding the replacement of Township Road 260 Bridge.

WHEREAS the Council of the County has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the funding of the replacement of Township Road 260 Bridge.

WHEREAS Plans and specifications have been prepared and the total cost of the project is estimated to be \$600,000 and the following contributions will be applied to the project:

Debenture Bylaw No. C-7771-2018	<u>\$ 600,000</u>
Total Cost	\$ 600,000

WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$600,000, for a period not to exceed 30 years from an authorized financial institution on the terms and conditions referred to in this bylaw.

WHEREAS the estimated remaining life of the project financed under this bylaw is equal to, or in excess of 30 years.

WHEREAS the principal amount of the outstanding debt of the County at December 31, 2016 is \$58,917,378 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

- 1 The short title of this bylaw is the "Township Road 260 Bridge Replacement Borrowing Bylaw."

Authorization

- 2 This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 600,000 for the purpose of funding the replacement of Township Road 260 Bridge.
- 3 That for the purpose of funding the replacement of Township Road 260 Bridge a sum not exceeding Six Hundred Thousand (\$600,000) be borrowed from time to time from an authorized financial institution on the credit and security of the County at large, of which amount the full sum of \$600,000 is to be paid by the County at large.

- 4 The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the County Manager.
- 5 The County shall repay the indebtedness according to the terms and at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing(s), and not to exceed (4%) percent.
- 6 During the currency of the debt there shall be raised in each year a rate on all the rateable property in the County, collectible at the same time and in the same manner as the other rates, in an amount sufficient to pay the principal and interest falling due in such year on such debt.
- 7 The indebtedness shall be contracted on the credit and security of the County.
- 8 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

Serverability

- 9 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Effective Date

- 10 Bylaw C-7771-2018 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this	27th day of March	, 20 <u>18</u>
READ A SECOND TIME IN COUNCIL this	day of	, 20 <u>18</u>
<i>UNANIMOUS PERMISSION FOR THIRD READING</i>	<i>day of</i>	<i>, 20<u>18</u></i>
READ A THIRD TIME IN COUNCIL this	day of	, 20 <u>18</u>

 Reeve

 CAO or Designate

 Date Bylaw Signed



BYLAW C-7772-2018

A Bylaw of Rocky View County to authorize the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 600,000 for the purpose of funding the replacement of Township Road 262 Bridge.

WHEREAS the Council of the County has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the funding of the replacement of Township Road 262 Bridge.

WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$600,000 and the following contributions will be applied to the project:

Debenture Bylaw No. C-7772-2018	<u>\$ 600,000</u>
Total Cost	\$ 600,000

WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$600,000, for a period not to exceed 30 years from an authorized financial institution on the terms and conditions referred to in this bylaw.

WHEREAS the estimated remaining life of the project financed under this bylaw is equal to, or in excess of 30 years.

WHEREAS the principal amount of the outstanding debt of the County at December 31, 2016 is \$58,917,378 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

- 1 The short title of this bylaw is the "Township Road 262 Bridge Replacement Borrowing Bylaw."

Authorization

- 2 This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 600,000 for the purpose of funding the replacement of Township Road 262 Bridge.
- 3 That for the purpose of funding the replacement of Township Road 262 Bridge a sum not exceeding Six Hundred Thousand (\$600,000) be borrowed from time to time from an authorized financial institution on the credit and security of the County at large, of which amount the full sum of \$600,000 is to be paid by the County at large.

- 4 The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the County Manager.
- 5 The County shall repay the indebtedness according to the terms and at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing(s), and not to exceed (4%) percent.
- 6 During the currency of the debt there shall be raised in each year a rate on all the rateable property in the County, collectible at the same time and in the same manner as the other rates, in an amount sufficient to pay the principal and interest falling due in such year on such debt.
- 7 The indebtedness shall be contracted on the credit and security of the County.
- 8 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

Serverability

- 9 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Effective Date

- 10 Bylaw C-7772-2018 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this	27th day of March	, 20 <u>18</u>
READ A SECOND TIME IN COUNCIL this	day of	, 20 <u>18</u>
<i>UNANIMOUS PERMISSION FOR THIRD READING</i>	<i>day of</i>	<i>, 20<u>18</u></i>
READ A THIRD TIME IN COUNCIL this	day of	, 20 <u>18</u>

 Reeve

 CAO or Designate

 Date Bylaw Signed



BYLAW C-7773-2018

A Bylaw of Rocky View County to authorize the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 500,000 for the purpose of funding the replacement of Range Road 20 Bridge.

WHEREAS the Council of the County has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the funding of the replacement of Township Road 260 Bridge.

WHEREAS Plans and specifications have been prepared and the total cost of the project is estimated to be \$500,000 and the following contributions will be applied to the project:

Debenture Bylaw No. C-7773-2018	<u>\$ 500,000</u>
Total Cost	\$ 500,000

WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$500,000, for a period not to exceed 30 years from an authorized financial institution on the terms and conditions referred to in this bylaw.

WHEREAS the estimated remaining life of the project financed under this bylaw is equal to, or in excess of 30 years.

WHEREAS the principal amount of the outstanding debt of the County at December 31, 2016 is \$58,917,378 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

- 1 The short title of this bylaw is the "Range Road 20 Bridge Replacement Borrowing Bylaw."

Authorization

- 2 This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 500,000 for the purpose of funding the replacement of Range Road 20 Bridge.
- 3 That for the purpose of funding the replacement of Range Road 20 Bridge a sum not exceeding Five Hundred Thousand (\$500,000) be borrowed from time to time from an authorized financial institution on the credit and security of the County at large, of which amount the full sum of \$500,000 is to be paid by the County at large.

- 4 The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the County Manager.
- 5 The County shall repay the indebtedness according to the terms and at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing(s), and not to exceed (4%) percent.
- 6 During the currency of the debt there shall be raised in each year a rate on all the rateable property in the County, collectible at the same time and in the same manner as the other rates, in an amount sufficient to pay the principal and interest falling due in such year on such debt.
- 7 The indebtedness shall be contracted on the credit and security of the County.
- 8 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

Serverability

- 9 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Effective Date

- 10 Bylaw C-7773-2018 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this	27th day of March	, 20 <u>18</u>
READ A SECOND TIME IN COUNCIL this	day of	, 20 <u>18</u>
<i>UNANIMOUS PERMISSION FOR THIRD READING</i>	<i>day of</i>	<i>, 20<u>18</u></i>
READ A THIRD TIME IN COUNCIL this	day of	, 20 <u>18</u>

 Reeve

 CAO or Designate

 Date Bylaw Signed



BYLAW C-7774-2018

A Bylaw of Rocky View County to authorize the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 325,000 for the purpose of funding the construction of Langdon 4th Street Pedestrian Walkway.

WHEREAS the Council of the County has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the funding of the construction of Langdon 4th Street Pedestrian Walkway.

WHEREAS Plans and specifications have been prepared and the total cost of the project is estimated to be \$325,000 and the following contributions will be applied to the project:

Debenture Bylaw No. C-7774-2018	<u>\$ 325,000</u>
Total Cost	\$ 325,000

WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$325,000, for a period not to exceed 20 years from an authorized financial institution on the terms and conditions referred to in this bylaw.

WHEREAS the estimated remaining life of the project financed under this bylaw is equal to, or in excess of 20 years.

WHEREAS the principal amount of the outstanding debt of the County at December 31, 2016 is \$58,917,378 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

- 1 The short title of this bylaw is the "Langdon 4th Street Pedestrian Walkway Borrowing Bylaw."

Authorization

- 2 This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 325,000 for the purpose of funding the construction of Langdon 4th Street Pedestrian Walkway.
- 3 That for the purpose of funding the construction of Langdon 4th Street Pedestrian Walkway a sum not exceeding Three Hundred and Twenty-five Thousand (\$325,000) be borrowed from time to time from an authorized financial institution on the credit and security of the County at large, of which amount the full sum of \$325,000 is to be paid by the County at large.

- ## Serverability

- Effective Date**

- AGENDA**
Page 28 of 205



BYLAW C-7775-2018

A Bylaw of Rocky View County to authorize the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 750,000 for the purpose of funding the construction of Salt & Sand Storage Building at County Campus.

WHEREAS the Council of the County has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the funding of the construction of Salt & Sand Storage Building at County Campus.

WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$750,000 and the following contributions will be applied to the project:

Debenture Bylaw No. C-7775-2018	<u>\$ 750,000</u>
Total Cost	\$ 750,000

WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$750,000, for a period not to exceed 20 years from an authorized financial institution on the terms and conditions referred to in this bylaw.

WHEREAS the estimated remaining life of the project financed under this bylaw is equal to, or in excess of 20 years.

WHEREAS the principal amount of the outstanding debt of the County at December 31, 2016 is \$58,917,378 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

- 1 The short title of this bylaw is the "Salt & Sand Storage Building Borrowing Bylaw."

Authorization

- 2 This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 750,000 for the purpose of funding the construction of Salt & Sand Storage Building at County Campus.
- 3 That for the purpose of funding the construction of Salt & Sand Storage Building a sum not exceeding Seven Hundred and Fifty Thousand (\$750,000) be borrowed from time to time from

an authorized financial institution on the credit and security of the County at large, of which amount the full sum of \$750,000 is to be paid by the County at large.

- 4 The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the County Manager.
- 5 The County shall repay the indebtedness according to the terms and at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing(s), and not to exceed (4%) percent.
- 6 During the currency of the debt there shall be raised in each year a rate on all the rateable property in the County, collectible at the same time and in the same manner as the other rates, in an amount sufficient to pay the principal and interest falling due in such year on such debt.
- 7 The indebtedness shall be contracted on the credit and security of the County.
- 8 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

Serverability

- 9 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Effective Date

- 10 Bylaw C-7775-2018 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this 27th day of March , 2018

READ A SECOND TIME IN COUNCIL this day of , 2018

UNANIMOUS PERMISSION FOR THIRD READING day of , 2018

READ A THIRD TIME IN COUNCIL this day of , 2018

Reeve

CAO or Designate

Date Bylaw Signed



BYLAW C-7776-2018

A Bylaw of Rocky View County to authorize the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 925,000 for the purpose of funding the paving of Range Road 284.

WHEREAS the Council of the County has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the funding of the paving of Range Road 284.

WHEREAS Plans and specifications have been prepared and the total cost of the project is estimated to be \$925,000 and the following contributions will be applied to the project:

Debenture Bylaw No. C-7776-2018	<u>\$ 925,000</u>
Total Cost	\$ 925,000

WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$925,000, for a period not to exceed 20 years from an authorized financial institution on the terms and conditions referred to in this bylaw.

WHEREAS the estimated remaining life of the project financed under this bylaw is equal to, or in excess of 20 years.

WHEREAS the principal amount of the outstanding debt of the County at December 31, 2016 is \$58,917,378 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

- 1 The short title of this bylaw is the "Range Road 284 Paving Borrowing Bylaw."

Authorization

- 2 This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 925,000 for the purpose of funding the paving of Range Road 284.
- 3 That for the purpose of funding the paving of Range Road 284 a sum not exceeding Nine Hundred and Twenty-five Thousand (\$925,000) be borrowed from time to time from an authorized financial institution on the credit and security of the County at large, of which amount the full sum of \$925,000 is to be paid by the County at large.

- 4 The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the County Manager.
- 5 The County shall repay the indebtedness according to the terms and at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing(s), and not to exceed (4%) percent.
- 6 During the currency of the debt there shall be raised in each year a rate on all the rateable property in the County, collectible at the same time and in the same manner as the other rates, in an amount sufficient to pay the principal and interest falling due in such year on such debt.
- 7 The indebtedness shall be contracted on the credit and security of the County.
- 8 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

Serverability

- 9 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Effective Date

- 10 Bylaw C-7776-2018 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this	27th day of March	, 20 <u>18</u>
READ A SECOND TIME IN COUNCIL this	day of	, 20 <u>18</u>
<i>UNANIMOUS PERMISSION FOR THIRD READING</i>	<i>day of</i>	<i>, 20<u>18</u></i>
READ A THIRD TIME IN COUNCIL this	day of	, 20 <u>18</u>

 Reeve

 CAO or Designate

 Date Bylaw Signed



BYLAW C-7777-2018

A Bylaw of Rocky View County to authorize the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 965,000 for the purpose of funding the paving of Township Road 270.

WHEREAS the Council of the County has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the funding of the paving of Township Road 270.

WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$965,000 and the following contributions will be applied to the project:

Debenture Bylaw No. C-7777-2018	<u>\$ 965,000</u>
Total Cost	\$ 965,000

WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$965,000, for a period not to exceed 20 years from an authorized financial institution on the terms and conditions referred to in this bylaw.

WHEREAS the estimated remaining life of the project financed under this bylaw is equal to, or in excess of 20 years.

WHEREAS the principal amount of the outstanding debt of the County at December 31, 2016 is \$58,917,378 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

- 1 The short title of this bylaw is the "Township Road 270 Paving Borrowing Bylaw."

Authorization

- 2 This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) in the amount of \$ 965,000 for the purpose of funding the paving of Township Road 270.
- 3 That for the purpose of funding the paving of Township Road 270 a sum not exceeding Nine Hundred and Sixty-five Thousand (\$965,000) be borrowed from time to time from an authorized financial institution on the credit and security of the County at large, of which amount the full sum of \$965,000 is to be paid by the County at large.

- 4 The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the County Manager.
- 5 The County shall repay the indebtedness according to the terms and at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing(s), and not to exceed (4%) percent.
- 6 During the currency of the debt there shall be raised in each year a rate on all the rateable property in the County, collectible at the same time and in the same manner as the other rates, in an amount sufficient to pay the principal and interest falling due in such year on such debt.
- 7 The indebtedness shall be contracted on the credit and security of the County.
- 8 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

Serverability

- 9 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Effective Date

- 10 Bylaw C-7777-2018 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this	27th day of March	, 201 <u>8</u>
READ A SECOND TIME IN COUNCIL this	day of	, 201 <u>8</u>
<i>UNANIMOUS PERMISSION FOR THIRD READING</i>	<i>day of</i>	<i>, 201<u>8</u></i>
READ A THIRD TIME IN COUNCIL this	day of	, 201 <u>8</u>

 Reeve

 CAO or Designate

 Date Bylaw Signed



FIRE SERVICES

TO: Council
DATE: March 27, 2018 **DIVISION:** All
FILE: N/A
SUBJECT: Appointment of Fire Guardians for the 2018 Fire Season

¹ADMINISTRATION RECOMMENDATION:

THAT the individuals listed in Attachment 'A' be appointed for a one year term as Rocky View County's Local Fire Guardians for the 2018 fire season as per the *Forest & Prairie Protection Act*.

EXECUTIVE SUMMARY:

As per the *Forest and Prairie Protection Act*, RSA 2000, c F-19 and the Rocky View County Bylaw C-7140-2012, *Fire Services Bylaw*, the Fire Chief is recommending the annual appointment of Fire Guardians for Rocky View County. Once appointed by Council, the Fire Guardian is authorized to issue Fire Permits within Rocky View County. Given its large geographic area, the County has historically appointed Fire Guardians from within the community including Fire Service Department personnel and representatives from the Townsite of Redwood Meadows.

Administration recommends **Option #1**.

BACKGROUND:

Section 4(2) of the *Forest and Prairie Protection Act* states:

Each year in time for the beginning of the fire season, the council of a municipal district shall appoint, for a term not exceeding one year, with effect from the beginning of the fire season, a sufficient number of fire guardians to enforce this Act within the boundaries of the municipal district, except that part of the municipal district that is within a forest protection area.

The *Fire Services Bylaw* states that a Fire Guardian appointment a Council resolution. The Fire Chief is recommending the appointment of the people listed in Attachment 'A' as Fire Guardians for 2018.

BUDGET IMPLICATION(S):

All costs associated with the Fire Guardian program have been included in the 2018 operational budget.

OPTIONS:

Option #1: THAT the individuals listed in Attachment 'A' be appointed for a one year term as Rocky View County Fire Guardians for the 2018 fire season as per the *Forest & Prairie Protection Act*.

Option #2: THAT Council provide alternate direction.

¹Administrative Resources

Randy Smith, Manager – Fire Services



Respectfully submitted,

"Kent Robinson"

Acting County Manager

RS/lh

ATTACHMENTS:

Attachment 'A' – Rocky View County Fire Guardian Designation List

Rocky View County
2018 Fire Guardian Designation List

Name	Number	Name	Number
Ron Wenstrom	1008	Jeff Cragg	2081
Dennis Rowney	1009	Marcus Weckesser	2093
David Hof	1014	Andrew Mardell	2096
Bill Rendall	2001	Randy Smith	2097
Edward Holley	2003	George Low	2098
Murray Taks	2005	Carl Wenstrom	2099
Clayton Elhard	2006	Jennifer Evans	3002
Rick Hagel	2016	Gregg Schaalje	3003
Rob Evans	2017	Andrew Hall	2084
Jeff Salked	2032	Doug Reid	2085
Steve Kowalski	2034	Corrie Carrobours	2094
Jeff Fairless	2037	Paul Attenborough	2095
Craig McCallum	2039	Glenn Jefferies	2096
William Clarke	2040	Patrick Farrell	2097
Dax Huba	2044	Maxime Royer	2098
Mike Melanson	2046	Matt McLane	2099
Kelly Saunders	2048	Kent Fiest	3000
Laura Poile	2050	Devin Teal	3001
Derek Holt	2055	Judith Unsworth	3002
Paul Selman	2060	Mike Norman	3003
Duane Turner	2074	Thomas Blasetti	3004
Justin Davidson	2075	Barry Moyer	3005
Rick Lupul	2076	Jason Low	3006
Gary Barnett	2077	Jeff Fleischer	3007
Ryan Poffenroth	2078	Sean Sterna	3008
Bill Wohl	2079		



FIRE SERVICES

TO: Council
DATE: March 27, 2018 **DIVISION:** All
FILE: N/A
SUBJECT: Establishment of the Greater Bragg Creek FireSmart Committee

¹ADMINISTRATION RECOMMENDATION:

- Motion # 5: THAT the Terms of Reference for the Bragg Creek FireSmart Committee be approved as per Attachment 'A'.
- Motion # 6: THAT Councillor Kamachi be appointed to the Bragg Creek FireSmart Committee until the 2018 Organizational Meeting.

EXECUTIVE SUMMARY:

The purpose of this report is to propose Terms of Reference to establish the Bragg Creek FireSmart Committee. Council may establish committees for the purpose of supporting and facilitating the achievement of the County's goals and for the purpose of advising Council on matters relevant to the respective committee mandates.

If the Terms of Reference are approved, the committee will assist in implementing the philosophy, culture, and practice of FireSmart in the greater Bragg Creek area and provide advice on issues related to the wildfire threat and community protection within the 10 km zone surrounding the Bragg Creek Area. Furthermore, the committee is responsible for updating the 2012 Greater Bragg Creek Wildfire Mitigation Strategy, reducing regional risks from the threat of wildfire, promoting FireSmart concepts, educating the public, and effective response to future wildfire situations.

Administration recommends **Option #1**.

BACKGROUND:

The national program, "FireSmart" assists residents with managing potential wildfire and is designed to help owners reduce the chance of their property being affected by wildfire. FireSmart activities such as tree thinning, clearing and pruning occur in communities to help reduce the risk of a wildfire entering the community. FireSmart also involves simple actions a homeowner can use to help decrease wildfire damage.

In 2012 Rocky View County adopted the "Greater Bragg Creek Wildfire Mitigation Strategy" which focused on reducing wildfire intensity and rate of spread for structures, communities, and landscapes with the intent of development and improving structure survival as the wildfire enters the community.

The intent of the plan was to provide a working document that fire managers, municipal administration, elected officials, and local residents could use to guide FireSmart development practices in the Bragg Creek area. This plan is now six years old and needs to be reviewed and updated.

¹Administrative Resources

Randy Smith, Manager – Fire Services



BUDGET IMPLICATION(S):

There are no budget implications at this time.

OPTIONS:

- Option #1: Motion #1: THAT the Terms of Reference for the Bragg Creek FireSmart Committee be approved as per Attachment 'A'.
- Motion #2: THAT Councillor Kamachi be appointed to the Bragg Creek FireSmart Committee until the 2018 Organizational Meeting.
- Option #2: THAT Council provide alternate direction.

Respectfully submitted,

"Kent Robinson"


Acting County Manager

RS

ATTACHMENTS:

Attachment 'A': Proposed Bragg Creek FireSmart Committee Terms of Reference

Terms of Reference

 ROCKY VIEW COUNTY <i>Cultivating Communities</i>	Bragg Creek FireSmart Committee	
Approval Date: [date] Revision Date: [date]	Reports to: Council	Supporting Department: Fire Services
		Authority: Council Motion

Purpose

1. The Bragg Creek FireSmart Committee (“the Committee”):
 - a) Provides feedback to Rocky View County Fire Services on issues related to wildfire threat and community protection within a 10 km zone surrounding the Bragg Creek area;
 - b) Consults with the community on a continuous and ongoing basis to respond to emerging issues and provide information on innovative solutions related to wildfire threats and community protection;
 - c) Develops strategic and operational options to reduce wildfire threats for inclusion in municipal development, natural resource, and forest protection plans;
 - d) Annually reviews and maintains the Greater Bragg Creek FireSmart Mitigation Strategy as approved by Council;
 - e) Recognizes the diverse needs of stakeholders and community members and provides ongoing education regarding the threat of wildfire and actions that can be taken to mitigate the threat;
 - f) Researches available funding options for community FireSmart activities; and
 - g) Conducts other work as directed by Rocky View County Council.

Membership

2. The Committee consists of the following voting members:
 - a) One Councillor appointed at the Organizational Meeting of Council;
 - b) Six Members at Large from the Greater Bragg Creek area for a one year term to be appointed at the Organizational Meeting of Council;

3. The Committee is supported by the following resources:
 - a) One staff member from Fire Services, appointed by the Fire Chief;
 - b) One staff member from Rocky View County Emergency Management Agency, appointed by the Director of Emergency Management; and
 - c) One representative from the Department of Agriculture and Forestry will be invited to attend Committee meetings.
4. At the discretion of the Chair, additional community members may be appointed to the Committee in a non-voting capacity.

Chair

5. The members of the Committee choose the Chair and the Vice Chair from amongst the voting members.

Quorum

6. A quorum of the Committee is four voting members.

Reporting

7. The Committee shall provide an annual report to Council detailing the Committee's activities.
8. A Committee motion and/or recommendation to Council on any matter requires the approval of Council prior to being acted upon.

Budget

9. The Committee has no additional budget.

Meetings

10. The Committee shall hold Meetings not less than two times a year on dates and times as may be determined by the Committee or at the call of the Chair.



EMERGENCY MANAGEMENT AGENCY

TO: Council
DATE: March 27, 2018 **DIVISION:** All
FILE: N/A
SUBJECT: Emergency Management Agency Update

¹ADMINISTRATION RECOMMENDATION:

THAT the Regional Emergency Management Plan be approved as per Attachment 'A'.

EXECUTIVE SUMMARY:

In 2017, the Rocky View County Emergency Management Agency hired an Emergency Management Coordinator and embarked on building the regional emergency management program. The regional emergency management plan prevents, mitigates and/or reduces the impact of disasters to communities within the County. Currently, the regional plan is being adopted by the Village of Beiseker, Town of Irricana, and the Town of Crossfield. Having these municipalities adopt the County's regional plan allows for the County and partners to support each other in the time of a disaster, and build capacity before an event occurs.

Administration recommends approval in accordance with **Option #1**.

BACKGROUND:

The regional emergency management program is a regional approach in emergency response training and preparation that builds a working relationship amongst communities prior to the impact of a major event and helps to enable synchronous cooperation when challenges and stresses of the event are present.

Proper planning, training, and exercises will better prepare the coordinated response of a group of municipalities, thereby limiting potential impact on the citizens, preservation of life, property, environment and economy. Having a working Emergency Management Plan (EMP) enables all participating municipalities to recognize and perform their responsibilities in a given emergency situation. Conducting emergency planning and response training together reduces the cost of all participating municipalities.

The Emergency Management Agency has updated the 2014 EMP which has included consultation with the Alberta Emergency Management Agency and regional partners. The plan now includes disaster incident typing and hazard specific responses. In the past, a smaller group of Councillors on the Emergency Management Committee would review the plan prior to it being brought forward to Council. With all of Council now appointed to the Emergency Management Committee, the plan is being brought directly to Council for approval.

Initiatives and Key Objectives for the Emergency Management Agency for 2018:

- Implementation of the Community Resilience project in conjunction with the Canadian Red Cross
- Community and Business Re-Entry plan

¹Administrative Resources

Randy Smith, Manager – Fire Services



- Facilitation of the Emergency Coordination Center Exercise
- Rocky View County Emergency Management webpage update
- Fire Smart project
- Various Emergency Coordination Center training programs for the County and Regional Partners
- Development and training for the Livestock Emergency Response plan
- Renewed and updated mutual aid agreements
- Update the flood response plan
- Updated the Regional Emergency Management Plan

BUDGET IMPLICATION(S):

There are no budget implications at this time.

OPTIONS:

Option #1: THAT the Regional Emergency Management Plan be approved as per Attachment 'A'.

Option #2: THAT Council provide alternate direction.

Respectfully submitted,

"Kent Robinson"

Acting County Manager

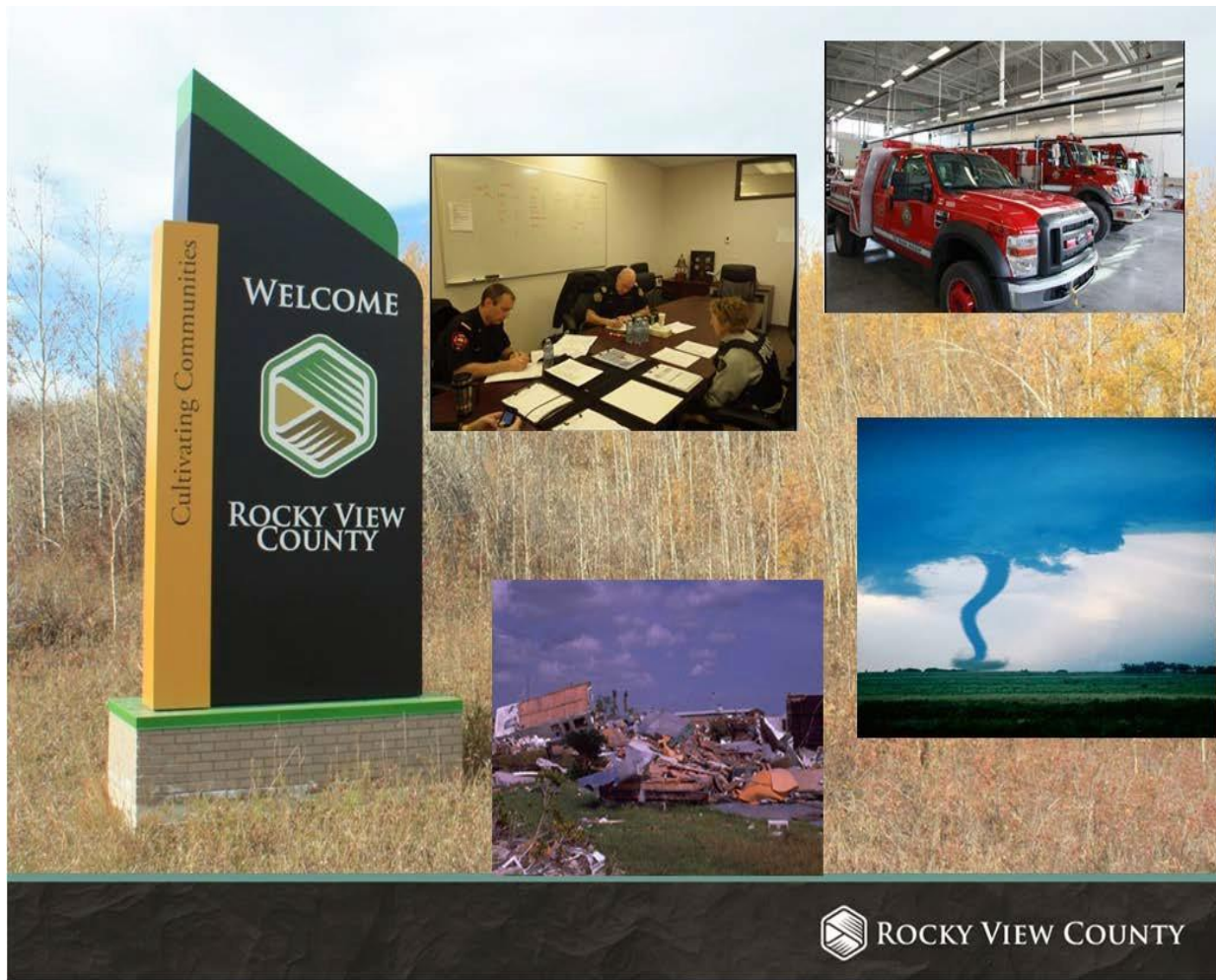
RS/ri

ATTACHMENTS:

Attachment 'A' – Regional Emergency Management Plan

Rocky View County

Regional Emergency Management Program



First Draft – February 5, 2018

Table of Contents

Disclaimer.....	4
Distribution list	5
Amendments	6
Definitions.....	7
1. INTRODUCTION	19
1.1 Purpose	19
1.2 Authority	19
1.3 Scope	20
1.4 Background	20
1.5 Incident Management System.....	20
1.6 Regional Emergency Management Plan	20
1.7 Activation of Regional Emergency Management Plan.....	21
1.8 Deactivation of the Regional Emergency Management Plan	22
1.9 Post-Incident / Exercise Response Evaluation	23
2. ADMINISTRATION	26
2.1 Municipal Emergency Management Governance Structure	26
3. EMERGENCY PROCEDURES	28
3.1 Municipal Notifications	28
4. Municipal Emergency Coordination Centre Activation	30
4.1 Neighboring Municipal Emergency Coordination Centre Activation	30
4.2 Municipal Emergency Coordination Centre – Initial Operations	30
4.3 MECC Operational Guidelines	31
5. Worker's Compensation for Volunteers	33
6. Incident Types.....	34
Type 1 Incident	34
Type 2 Incident	34

2 | Rocky View County

First Draft – February 5, 2018

Type 3 Incident	34
Type 4 Incident	35
Type 1 Incident Organizational Chart	37
Type 2 Incident Organizational Chart	38
Type 3 Incident Organizational Chart	38
Type 4 Incident Organizational Chart	40
7. Terms of Reference - Rocky View County Emergency Advisory Committee	41
7.1 Organization Name	41
7.2 Authority	41
7.3 Purpose / Mandate	41
7.4 Committee Membership	41
7.5 Meetings	41
7.6 Budgets & Staff / Administrative Support	41
7.7 Terms of Reference Amendments	42
7.8 Approval / Adoption Date	42
8. Terms of Reference - Rocky View County Emergency Management Agency	43
8.1 Organization Name	43
8.2 Authority	43
8.3 Purpose/Mandate	43
8.4 Agency Membership	43
8.5 Meetings	45
8.6 Budgets and Staff / Administrative Support	45
8.7 Terms of Reference Amendments	45
8.8 Approval / Adoption Date	45



DISCLAIMER

The personal information included in this Plan is being collected in support of the Rocky View County Regional Emergency Management Program. The collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions within the FOIP Act. If you have any questions about the collection of this information, please contact the Director of Emergency Management in writing at:

Rocky View County Municipal Building
911 32 Ave N.E.
Calgary, AB
T2E 6X6
T 403.230.1401

DISTRIBUTION LIST

Municipality / Agency	Address	Copy Number
Director of Emergency Management		1
Deputy Director of Emergency Management		2
Deputy Director of Emergency Management		3
Emergency Management Coordinator		4
Irricana		
Beiseker		
Crossfield		
Redwood Meadows		
Cochrane		
Chestermere		
Airdrie		
Calgary		
MD of Big Horn		
MD Wheatland		
Tsuut'ina		
Calgary Airport Authority		

AMENDMENTS

Amendments	Date of Amendment	Amended By

DEFINITIONS

Agency Administrator / Executive: The official(s) responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident (Reeve, Council, CAO and General Managers).

Agency Representative: A person assigned by a primary, assisting, or cooperating government agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator / executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.



Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and / or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Certifying Personnel: Process that entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: Process in which all responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, and Finance / Administration.

Command Staff: Consists of Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Common Terminology: Normally used words and phrases - avoids the use of different words / phrases for same concepts, consistency.

Communications / Dispatch Centre: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management / response personnel.

Communications: Process of transmission of information through verbal, written, or symbolic means.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Critical Infrastructure: Essential underlying systems and facilities upon which our standard of life relies.

Declaration of a State of Local Emergency (SOLE): means a resolution or order of the municipality pursuant to section 21 of the Alberta Emergency Management Act.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents. Same as the Letter of Expectation.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director of Emergency Management (DEM): The person appointed by Council resolution as the Director of the Municipal Emergency Management Agency.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Disaster: An event that results in serious harm to the safety, health, or welfare of people or in widespread damage to property.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and resources in the Operations Section.

Emergency: means an event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

Emergency Advisory Committee: The member or members of Council, appointed by Council resolution, to advise on the development of municipal emergency plans and programs.

Emergency Coordination Centre (ECC): The physical location in the municipality where representatives from the Emergency Management Team conduct the coordination of information and resources to support incident management (on-scene operations) activities. An ECC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. ECCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction or some combination thereof. (May also be referred to as the Emergency Operations Centre (EOC)).

Emergency Management Agency: means an organization that acts as an agent of the Council to carry out the Council's statutory powers and obligations.

Emergency Management Committee: means a Committee of the municipal Council.

Emergency Management Team: means the staff of the municipality designated to respond to and manage emergencies within the municipality.

Emergency Management / Response Personnel: Includes Federal, Provincial, Territorial, and local governments, First Nations, private-sector organizations, critical infrastructure owners and operators, nongovernmental organizations, and all other organizations and individuals who assume an emergency management role. Also known as emergency responders.

Emergency Management: The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

Emergency Operations Plan: The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Finance / Administration Section: The Section responsible for all administrative and financial considerations surrounding an incident.

Function: Refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance / Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence / Investigations, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance / Administration Section Chief. An Intelligence / Investigations Chief may be established, if required, to meet incident management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hazard Identification and Risk Assessment (HIRA): A process to identify and monitor the hazards that can have an impact on municipal operations or areas of responsibility. The risk assessment evaluates the likelihood of a hazard or combinations of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends, and probability.

Hazard: A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. IMTs are generally grouped in five types.



Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Information Officer (IO): A member of the Command Staff responsible for interfacing with internal clients, the public, and media and / or with other agencies with incident-related information requirements.

Information: Processes, procedures, and systems for communicating timely, accurate, accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence / Investigations: (if established as a separate Section).

Intelligence / Investigations: Different from operational and situational intelligence gathered and reported by the Planning Section. Intelligence / Investigations gathered within the Intelligence / Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Interoperability: The ability of emergency management / response personnel to interact and work well together. In the context of technology, interoperability is also defined as the emergency communications system that should be the same or linked to the same system that the jurisdiction uses for nonemergency procedures, and should effectively interface with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Information Centre (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Kind: An Incident Command System resource classification that refers to similar resources. All fire engines for example are grouped as the same “Kind” of resource, their capability however is defined by “Type.”

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Local Authority: means the Council of each partnering municipality.

Logistics Section: The Section responsible for providing facilities, services, and material support for the incident.

Logistics: Providing resources and other services to support incident management.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incidents objectives; developing strategies based on overarching incidents objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident management, functional activities, and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Managers: Individuals within Incident Command System organizational Units that are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Metrics: Measurable standards that are useful in describing a resource's capability.

Mitigation: Sustained actions taken to eliminate or reduce risks and impacts posed by hazards well before an emergency or disaster occurs; mitigation activities may be included as part of prevention.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies / organizations for activating, assembling, and transporting resources.



Mobilization: The process and procedures used by all organizations - Federal, State, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination (MAC) Group: Typically, administrators / executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. It can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centres (EOC) and MAC Groups. These systems assist agencies and organizations responding to an incident.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid and Assistance Agreement: Written or oral agreement between and among agencies / organizations and / or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and / or after an incident.

Non-Governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Canadian Red Cross.

Objective: The overarching purposes or aims of an incident response are expressed as an objective. Objectives are priority based, specific, measurable to a standard and a timeframe and are both reasonable and attainable.

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

Operations Section: The Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions, and / or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private-sector organizations, and nongovernmental organizations.

Personal Responsibility: All responders are expected to use good judgment and be accountable for their actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. Plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A planned, non-emergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

Pre-Positioned Resources: Resources moved to an area near the expected incident site in response to anticipated resource needs.

Prevention: Actions taken to avoid the occurrence of negative consequences associated with a given threat; prevention activities may be included as part of mitigation.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.



Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Recovery Plan: A plan developed to restore the affected area or community.

Recovery: The development, coordination, and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Reimbursement: Mechanism used to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management / response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Risk Management: The use of policies, practices, and resources to analyze, assess, and control risks to health, safety, environment, and the economy.

Risk: The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.

Risk-based: The concept that sound emergency management decision-making will be based on an understanding and evaluation of hazards, risks and vulnerabilities.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance / Administration, and Intelligence / Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Sector: On large incidents such as wildland fires, a Division can be further geographically subdivided into sectors. Sectors can be managed by a Task Force Leader or Strike Team Leader depending on the resources assigned.

Single Resource: Individual personnel, supplies, and equipment items, and the operators associated with them.

Situation Report: Document that often contains confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals (An appropriate span of control is between 1:3 and 1:7, with optimal being 1:5).

Staging Area: Established for the temporary location of available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Status Report: Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general overall plan or direction selected to accomplish specific incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and / or resource assistance to another agency. See Assisting Agency.

System: An integrated combination of people, property, environment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Tactics: The set of specific, measurable actions or tasks for various incident management functional activities that support the defined strategies.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.



Technical Specialist: Individual with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Tracking and Reporting Resources: A standardized, integrated process conducted throughout the duration of an incident. This process provides incident managers with a clear picture of where resources are located; helps staff prepare to receive resources; protects the safety of personnel and security of supplies and equipment; and enables the coordination of movement of personnel, equipment, and supplies.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications.

Typing Resources: Resources are organized by kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and non-governmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Unified Approach: A major objective of preparedness efforts is to ensure mission integration and interoperability when responding to emerging crises that cross functional and jurisdictional lines, as well as between public and private organizations.

Unified Area Command: Command system established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and / or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g. Base or Camp Manager), but many others will be assigned as Technical Specialists.

Unit: The organizational element with functional responsibility for a specific incident Planning, Logistics, or Finance / Administration activity.

Unity of Command: Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

1. INTRODUCTION

The Rocky View County Regional Emergency Management Plan (the “Plan”) has been produced and distributed through the combined efforts of Rocky View County staff, partner agencies and the Alberta Emergency Management Association. As per the statutory requirements of the *Emergency Management Act*, RSA 2000, E-6.8 as well as Rocky View County bylaw 7396-2014, the *Municipal Emergency Management Bylaw*, this Plan is to be cited as the official Rocky View County Regional Emergency Management Plan for the County and Partner Agencies.

The Plan has been designed to ensure a quick and effective response to deal with natural, man-made and technological hazards affecting Rocky View County and Partner Agencies.

The Plan, as part of the overall emergency management program, establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management and address the functions of prevention and mitigation, preparedness, response and recovery. The elements of this continuous improvement process should include program management, planning, implementation, evaluation and management review by elected officials and administration.

Natural and man-made hazards, and the risks they present to the community, have been increasing. In order for this Plan to remain effective, it needs to be updated and exercised on a consistent basis to ensure sustainability. As such, the Plan should be considered a “Living” document.

1.1 PURPOSE

The purpose of the Rocky View County Regional Emergency Management Plan is to provide a prompt and coordinated response to emergencies affecting the County and Partner Agencies within their jurisdictional boundaries and to make arrangements for extraordinary measures to protect the health, safety and welfare of all residents.

1.2 AUTHORITY

The Plan is issued under the authority of the:

- *Emergency Management Act*, RSA 2000, c E-6.8; and
- Rocky View County bylaw 7396-2014, *Municipal Emergency Management Bylaw*.
- Town of Irricana bylaw 5:2009, *Emergency Management Bylaw*
- Village of Beiseker, *Emergency Management Bylaw*.
- Town of Crossfield, *Emergency Management Bylaw*.
- Townsite of Redwood Meadows, *Emergency Management Bylaw*.



Municipal Emergency Response Plan | 19

1.3 SCOPE

The Plan contains standard guidelines for the notification, activation and operations of the Rocky View County Regional Emergency Coordination Centre (ECC). The Plan meets all legislative and regulatory requirements under the *Emergency Management Act*. The Plan is intended to meet the basic needs for the County and Partner Agencies to respond effectively to all hazards based on their Hazard Identification and Risk Assessment (HIRA).

1.4 BACKGROUND

Comprehensive and integrated emergency management is a shared responsibility between all levels of governments (municipal, provincial and federal), the private sector, non-governmental organizations, First Nations and individual citizens. A key function of this Plan is to promote the safety and security of residents within the County and Partnering Agencies.

1.5 INCIDENT MANAGEMENT SYSTEM

An incident management system defines the roles and responsibilities of personnel and the operating procedures to be used in the management and direction of emergencies and other events. The County and Partnering Agencies have adopted the Incident Command System (ICS) as the incident management system of choice to be utilized at both the incident site and in the emergency coordination center. Training for and actually responding to significant incidents using ICS is based on a continuous improvement process.

1.6 REGIONAL EMERGENCY MANAGEMENT PLAN (REMP)

The development and maintenance of Rocky View Regional Emergency Management Plan (REMP) is the responsibility of the Rocky View County Director of Emergency Management. The plan is organized as follows:

- Section 1 Emergency Management General
- Section 2 Administration
- Section 3 Appendices

The objectives of this Plan are to:

- Save lives and reduce suffering,
- Stabilize incidents,
- Protect property,
- Protect the environment, and

- Reduce economic impacts.

1.6.1 Strategy and Tactics

The strategies and tactics employed to respond to significant incidents are developed on-site and in the Emergency Coordination Center based on the hazards, scope and scale of the incident.

1.7 ACTIVATION OF REGIONAL EMERGENCY MANAGEMENT PLAN

The REMP may be activated in part or whole:

- On a declaration of a State of Local Emergency (SOLE) in accordance with the agency municipal Emergency Management Bylaw;
- On a declaration of a Provincial State of Emergency in accordance with Section 18 of the Alberta *Emergency Management Act*;
- On a declaration of a State of Local Emergency in accordance with Section 20 of the Alberta *Emergency Management Act*;
- By the Director of Emergency Management when an emergency situation occurs that requires a coordinated and controlled response by municipal departments and/or agencies.
- Part 8 of Rocky View County bylaw C-7396-2014, *Municipal Emergency Management Bylaw*.

8.1 State of Local Emergency – If at any time Council is satisfied by information provided to it by the Director or Deputy Director(s) of Emergency Management that an emergency exists or may exist, Council may by resolution declare a state of local emergency.

8.2 The power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 8.2 of this By-Law, and the requirement specified in Section 8.5 of this By-Law, are hereby delegated to a committee comprised of the Reeve, or the Deputy Reeve, alone, or in their absence, any all members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

8.3 When a state of local emergency is declared, the person or persons making the declaration shall:

- (a) ensure that the declaration identifies the nature of the emergency and the area of Rocky View County in which it exists;
- (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and



c) forward a copy of the declaration to the Minister forthwith.

8.4 Subject to Section 8.3, when a State of Local Emergency is declared, the person or persons making the declaration may:

- (a) cause the Municipal Emergency Management Plan or any related plans or programs to be put into operation;
- (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- (c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
- (d) control or prohibit travel to or from any area of Rocky View County;
- (e) provide for the restoration of essential facilities and the destruction of essential supplies and other essential services in any part of Rocky View County;
- (f) cause the evacuation of persons and the removal of livestock and personal property from any area of Rocky View County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Rocky View County for the duration of the state of local emergency;
- (j) authorize the conscription of persons needed to meet an emergency; and
- (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the Municipality affected by a declaration of a state of local emergency.

1.8 DEACTIVATION OF THE REGIONAL EMERGENCY MANAGEMENT PLAN

A termination of a Provincial State of Emergency will be made in accordance with Section 20 of the Alberta *Emergency Management Act*, and / or

A termination of a State of Local Emergency will be made in accordance with Section 22, 23 of the Alberta *Emergency Management Act*; and / or

- Part 8 of Rocky View County bylaw C-7396-2014, *Municipal Emergency Management Bylaw*.

8.2 The power to declare, terminate or review a state of local emergency under the Act, the powers specified in Section 8.2 of this By-Law, and the requirement specified in Section 8.5 of this By-Law, are hereby delegated to a committee comprised of the Reeve, or the Deputy Reeve, alone, or in their absence, any two members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

8.5 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration;

8.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

- l) A resolution is passed under Section 8.5;
- m) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- n) The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- o) The Minister cancels the state of local emergency.

8.7 When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

1.9 POST-INCIDENT / EXERCISE RESPONSE EVALUATION

Following the conclusion of any significant emergency event or exercise, the Director of Emergency Management may conduct a post-incident or exercise review. Such reviews shall be conducted in the form of a meeting or by requesting written inputs from participating departments or agencies regarding problems observed and recommendations for improvements in the plan, procedure, or training.

1.9.1 Post-Incident Review Report

The objective of the Post-Incident Review Report is:

- To identify what was done right;



- To identify what could be improved upon; and
- To identify what needs to change before the activity is done again.

The post-incident review is to enable the Emergency Management Team to:

- Benefit from its own experiences and those of Government and Emergency Measures organizations at all levels, both Canadian and International;
- Avoid duplication of costly errors, particularly those involving death or injury; major loss of property or protection of the environment; and
- Reinforce success and consistently improve performance.

Process

- Post-incident notes identifying issues for improvement or clarification that are to be included in a Post-Incident Report should be written at the time of the occurrence and made available for collection by designated agency staff;
- Continued points should be added to a running list at all phases of the operation / exercise. Points should be categorized as pre-event (mitigation and preparedness activities that occur prior to activation), activation / notification, response, recovery, and demobilization.
- Upon deactivation, a verbal discussion should be conducted immediately prior to releasing key participants for critical observations and issues with all relevant points recorded.
- An intermediate Post-Incident Report may be completed immediately following the event capturing key issues in bullet form.
- A detailed Post-Incident Report should be completed by all participants and sent to the designated lessons learned coordinator.
- A follow-up Post-Incident Review meeting should be held to confirm issues and begin analysis.
- All points will be collated and analyzed to produce the Post Incident / Exercise Response Evaluation Form.

Collection

- An internal network will be established to assemble incoming information as well as to extract information from direct and indirect sources; i.e. operational, exercise or training observations from critiques and assessments; media reports; articles and reports from any reliable resources. All participants will be reminded periodically of this requirement and to create a file in which to place observations.

Analysis

Reduce the data collected to the issues in three categories:

- Critical;

- Essential; and
- Desirable.

The Post-Incident Review becomes effective when there is a change in procedures, doctrine, policies, regulations or legislation etc. – not when the lesson(s) is identified and disseminated. Revising legislation, regulations processes etc. is the most difficult part of the lessons learned process and therefore management's involvement is critical.

There are a number of collection methods; the most common is the Post-Incident form. The Post-Incident form is a standard format but it must be tailored for a specific operation. It covers all aspects of mitigation, preparation, response and recovery that had an impact on the operation or training, including business continuity. The formulation of the report should be conducted in a working group format, with all participants providing their input in person instead of a written report.

2. ADMINISTRATION

The Municipal Council is responsible for the direction and control of the Municipal Emergency Response unless the Government of Alberta assumes direction and control under Section 18 of the Alberta Emergency Management Act.

When the Municipal Emergency Plan is activated, coordination of emergency response is delegated to the:

- a) Director of Emergency Management: The Director or designate will act on behalf of the Reeve / Mayor and Council as coordinator of all emergency services and resources used in the emergency.
- b) Incident Commander: The Director of Emergency Management will appoint an Incident Commander who will establish a command post near the actual scene in order to manage and coordinate the overall emergency response operations.
- c) Emergency Coordination Centre (ECC): An ECC may be established under the management of the Director of Emergency Management.

ICS provides for command, control, and coordination for a response, and provides a means to coordinate the efforts of individuals and agencies as they work towards the common goal of protection of life, property and environment, and stabilization of the incident.

2.1 MUNICIPAL EMERGENCY MANAGEMENT GOVERNANCE STRUCTURE

In accordance with the *Emergency Management Act*, the Local Government is required to appoint an emergency advisory committee consisting of a member or members of the local authority (Council) to advise on the development of emergency plans and programs.

The Rocky View County Emergency Management Committee consists of the Reeve and Designated Councilors.

The County shall maintain an emergency management agency to act as the agent of the local authority (Council) in exercising the local authority's powers and duties under the Act.

Composition of the agency for Rocky View County and Partner Agencies will be in accordance with their municipal emergency management bylaws.

The County and Regional Partners shall appoint a Director of the Emergency Management Agency (Director of Emergency Management (DEM)), who shall:

- Prepare and co-ordinate emergency plans and programs;
- Act as director of emergency co-ordinations center on behalf of the Regional Emergency Management program;

- Co-ordinate all emergency services and other resources used in an emergency; and
- Perform other duties as prescribed by Council.

Council shall appoint Deputy Directors of Emergency Management to assist the DEM; as well as ensure the continuity during absence or long-term incidents.

Mutual Aid Assistance

Requests for Mutual Aid assistance from other municipalities with whom Mutual Aid Agreements exist shall be made in accordance with that / those agreement(s). The Mutual Aid Agreements and contact lists are in the Appendices.

Alberta Government Assistance

Should Municipal and Mutual Aid resources be insufficient to deal with the emergency, assistance may be requested from Provincial government sources.

Public Protection

In the event evacuation or sheltering-in-place of residents is required, the municipality will coordinate notification and evacuation operations.

To increase public safety in life-threatening situations the Alberta Emergency Alert may be activated by authorized municipal officials, Alberta Environment (River Forecast Centre) or Environment Canada (Meteorological Services Canada).

Public Information

To ensure that the public is informed about risks or threats to health and safety, information released to the public and media will be factual and descriptive as to what actions are being taken to bring the emergency under control.

Municipal Emergency Response Plan | 27

3. EMERGENCY PROCEDURES

3.1 MUNICIPAL NOTIFICATIONS

Background

Municipal notification is the process of communicating information regarding incidents to municipal officials that may require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an incident is anticipated or after an incident occurs, agencies (typically first responders) arriving at the site should assess if the Director of Emergency Management (DEM) needs to be informed of the incident. This assessment should be based on established operational criteria resulting in the applicable notification decision.

Risk

The lack of clearly communicated notification procedures could result in failure to activate municipal emergency coordination procedures in a timely manner. This failure to activate the emergency procedures could prevent the municipality from supporting the incident response as required and protecting public safety, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies operating in the municipality. The notification procedure forms part of the Rocky View County Emergency Management Plan (REMP) and must be included in training, exercises and actual response.

Policy

To ensure timely and effective emergency management within the Rocky View County region, municipal notification of incidents is proactive, is based on incident criteria and is developed as part of the Plan. The notification procedures shall be communicated to all county / municipal, regional and contracted agencies operating in the municipality / county, including those with the potential of responding to an incident or those who may become aware of an incident. The DEM shall establish, distribute and exercise these County notification procedures as part of the Plan.

Goal

In order to respond effectively to all occurring or anticipated incidents, the DEM, the Deputy DEM or designate must be able to activate emergency management coordination procedures as soon as possible. In order to activate these procedures, notification of the county emergency management agency must be ensured in a timely and predictable manner.

Municipal Notification Procedures

All municipal first responders and municipal departments aware of an occurring or potential incident need to ask the following questions to determine the necessity of contacting the Director of Emergency Management (DEM), Deputy DEM, or designate:

- Is there a need or potential need to evacuate residents beyond the initial isolation zone?

- Is environment / property / utility damage or potential damage critical?
- Does the incident require more resources than are available locally or through mutual aid?
- Will this incident attract media beyond the local or regional level and / or require public notification / information? and
- Is notification to regulatory, government or other external agencies required?

If the answers to the above questions are all “no,” first responders are to proceed with standard operating procedures and / or standard operating guidelines to resolve the incident.

If the incident should escalate and / or any of the answers to the above questions changes to a “yes,” notification is required. See below.

If the answer to any one question is “yes,” the following notification must be made:

- Contact the DEM of jurisdiction;
 - In his / her absence, contact the Deputy DEM of jurisdiction;
 - In his / her absence, contact the next designate on the list;
- The following information needs to be provided by the Incident Commander:
 - Type of incident and details;
 - Incident location;
 - Nature of the incident;
 - Municipal or regional impact;
 - Whether immediate evacuation support or activation of the Alberta Emergency Alert system is required;
 - Required additional resources;
 - Other important information;
 - Name of person reporting the incident;
 - Contact name and number at emergency site;
 - Notifications requested.

The DEM will record any notification received and will decide if the Municipal Emergency Coordination Centre (MECC) needs to be activated. If the DEM believes that the MECC should be activated, the DEM will liaise with Agency Executive (Council and Administration) as per individual municipal policy, and activate as directed.

4. MUNICIPAL EMERGENCY COORDINATION CENTRE ACTIVATION

Once the decision has been made to activate the MECC, a fan-out or call down procedure should be initiated by the DEM. Depending on the nature and urgency of the incident (i.e. mandatory evacuation requirement) this call down procedure must be made as quickly as possible. In essence, the call down procedure should be arranged to minimize the number of calls needed to be made by the DEM. For example, the DEM should only have to make one or two calls (call to the Administrator and / or Deputy DEM) and they will carry out the remaining calls as per the municipal fan-out process. This will allow the DEM to concentrate on the details of the incident and the requirements for immediate public protective actions and other higher level notifications.

4.1 NEIGHBORING MUNICIPAL EMERGENCY COORDINATION CENTRE ACTIVATION

There may be incidents whereby the impacted MECC is not suitable for activation (for example, the MECC is located in or near the impacted area). In these circumstances, the Agency may request a mutual aid partner to activate their MECC in support of Rocky View County. The decision to choose a neighboring MECC should be made considering the capabilities of the supporting MECC.

4.2 MUNICIPAL EMERGENCY COORDINATION CENTRE – INITIAL OPERATIONS

4.2.1 General

Life safety is the first priority, with property and the environment being the next considerations. As Rocky View County is faced with a wide variety of potential hazards, including natural, man-made (both non-intentional and intentional) and technological threats, notification, passage of information and quick reaction is critical to a successful response.

4.2.2 Incident Command System

Rocky View County will use the Incident Command System (ICS) as the incident management system for use at both the ECC and at the incident site. Training on the ICS for first responders, General Staff, Command Staff and ECC personnel will be an on-going effort.

4.2.3 Priorities

The first priority is life safety. During the Hazard Identification and Risk Assessment process which is reviewed annually by the committee has been identified that dangerous goods / hazardous materials releases (road and rail transportation and / or activity in the oil and gas / petrochemical industries) are amongst the top five hazards. Wildland, urban and urban interface fires were also rated as high hazards.

30 | Rocky View County

In the event of a dangerous goods / hazardous materials incident, there may be a requirement for immediate public protective actions (shelter-in-place and / or mandatory evacuation) to be initiated. Incident Commanders (typically, senior first responders at the officer and above levels) have been delegated authority through their municipal bylaws or municipal contracts, to conduct evacuations within what is known as the initial isolation zone. If the incident requires a larger scale evacuation, the Incident Commander must notify the DEM immediately of the requirement and the DEM must initiate the process for a Declaration of a State of Local Emergency to provide the necessary legal authority to conduct a mandatory evacuation and provide liability protection for emergency services providers.

4.2.4 Protective Action Decision Factors to Consider

The choice of protective actions for a given situation depends on a number of factors. For some cases, evacuation may be the best option; in others, sheltering-in-place may be the best course. Sometimes, these two actions may be used in combination. In any emergency, first responders and ECC officials need to quickly give the public instructions. The public will need continuing information and instructions while being evacuated or sheltered-in-place.

It is important to note that the protective actions detailed above are primarily intended for response to dangerous goods / hazardous materials release; however, these protective actions are also appropriate for consideration in the response to natural hazards such as urban, wildland, and / or urban interface fires; as well as meteorological events such as flooding and severe weather (tornados, windstorms).

4.2.5 State of Local Emergency

Conditions under which a State of Local Emergency (SOLE) exists or may exist include the need for extraordinary legal authority or the provision of liability protection for elected officials, the Emergency Coordination Centre team, incident site personnel and volunteers engaged in the response. The power to declare or renew a SOLE is typically delegated to the Reeve, or the Deputy Reeve, or in their absence, members of Council acting in concert. Specifics on who can declare a SOLE is detailed in the Regional Partners emergency management bylaws.

4.3 MECC OPERATIONAL GUIDELINES

The following points should be considered by Rocky View County during an activation of its MECC and subsequent operations:

- *Security:* ECCs should address the issue of security to ensure that only those essential personnel who are directly involved in operations and support to the site are allowed access into the ECC;



- *Staffing:* ECCs should be staffed using the principles of ICS and as such, only those positions that are required to meet the operational needs of the incident are filled. Having said that, if the ECC Director (typically the DEM) does not fill a position, then it is understood that the ECC Director is responsible for those functions. (Diagrams to illustrate suggested ICS structure and positions for ECC and Incident.)
- *ECC Planning Cycle Meetings:* There are many models describing the planning cycle process in ECCs. As the County progresses with training under the ICS and the utilization of this Plan, the planning cycle process will be refined and standardized across the region.
- *Emergency Social Services:* Emergency Social Services (ESS) is a planned emergency response program intended to meet the immediate and long-term survival and psychological needs of individuals impacted by an emergency or disaster. ESS programs should include and plan for the provision of basic food, clothing, lodging and personal services in order to care for those evacuated during a major emergency or disaster.

Rocky View County has the ability to provide ESS services in conjunction with Mutual Aid partners. ESS is typically provided by the following organizations (depending on the Municipality):

- Red Cross;
- Salvation Army;
- South Central Mutual Aid Agreement;
- Emergency Social Services Mutual Aid Agreement;
- Family and Community Support Services (FCSS);
- RCMP Victim Services Units;
- Non-Government Organizations (NGOs) such as the Red Cross, Salvation Army, St. John Ambulance, etc.;
- Municipal Staff; and Church and local service groups.

5. WORKER'S COMPENSATION FOR VOLUNTEERS

The *Workers' Compensation Act*, RSA 2000, c W-15 includes a provision whereby benefits under the Act may be extended to volunteers engaged in work related to an emergency. A related provision is a 1960 Canada - Alberta Agreement on Workers' Compensation for Civil Defence Workers, whereby Canada will share with Alberta the costs of compensation awarded to a volunteer emergency worker. In order for these provisions to have effect, it is necessary that volunteers be enrolled with the Managing Director of the Alberta Emergency Management Agency. This requirement will be satisfied if volunteers are registered with the County at the time any injury is sustained.

The municipality shall:

- Ensure all volunteer emergency workers are registered when they start their emergency tasks.
- Volunteers or unpaid workers are automatically considered workers under the workers' compensation system.
- In the event an emergency task-related injury is sustained by a volunteer, the appropriate Workers' Compensation Board report forms (one completed by the volunteer as the employee, and one completed by the County as the employer) should be forwarded to the Rocky View County Safety Officer.

6. INCIDENT TYPES

TYPE 1 INCIDENT

This type of incident is the most complex to safely and effectively manage and operate.

All Command staff and General Staff positions are activated.

Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.

Branches need to be established.

The agency administrator / official will have briefings, and ensure that the complexity analysis and delegation of authority are updated.

Use of resource advisors at the incident base may be recommended.

There is a high impact on the local jurisdiction, requiring additional staff for office administrative and supportive functions.

TYPE 2 INCIDENT

A type 2 incident may require the response of resources out of area, including regional / provincial / territorial and / or national resources to effectively manage the operations and Command and General Staff.

Most or all of the Command and General Staff positions are filled.

Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).

Many of the functional units are needed and staffed.

The incident extends beyond the capabilities for local control and the incident is expected to go into multiple operational periods.

A written IAP is required for each operational period.

The agency administrator briefings and written delegation of authority are required.

TYPE 3 INCIDENT

When capabilities exceed initial response, the appropriate ICS positions should be added to match the complexity of the incident.

Some or all of the Command and General Staff positions may be activated, as well as Division / Group Supervisor and / or Unit Leader level positions.

A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended response incident, or an expanding incident until transition to a Type 1 or Type 2 team.

The incident may extend into multiple operational periods.

A written IAP may be required for each operational period.

TYPE 4 INCIDENT

Command and General Staff functions are activated only if needed.

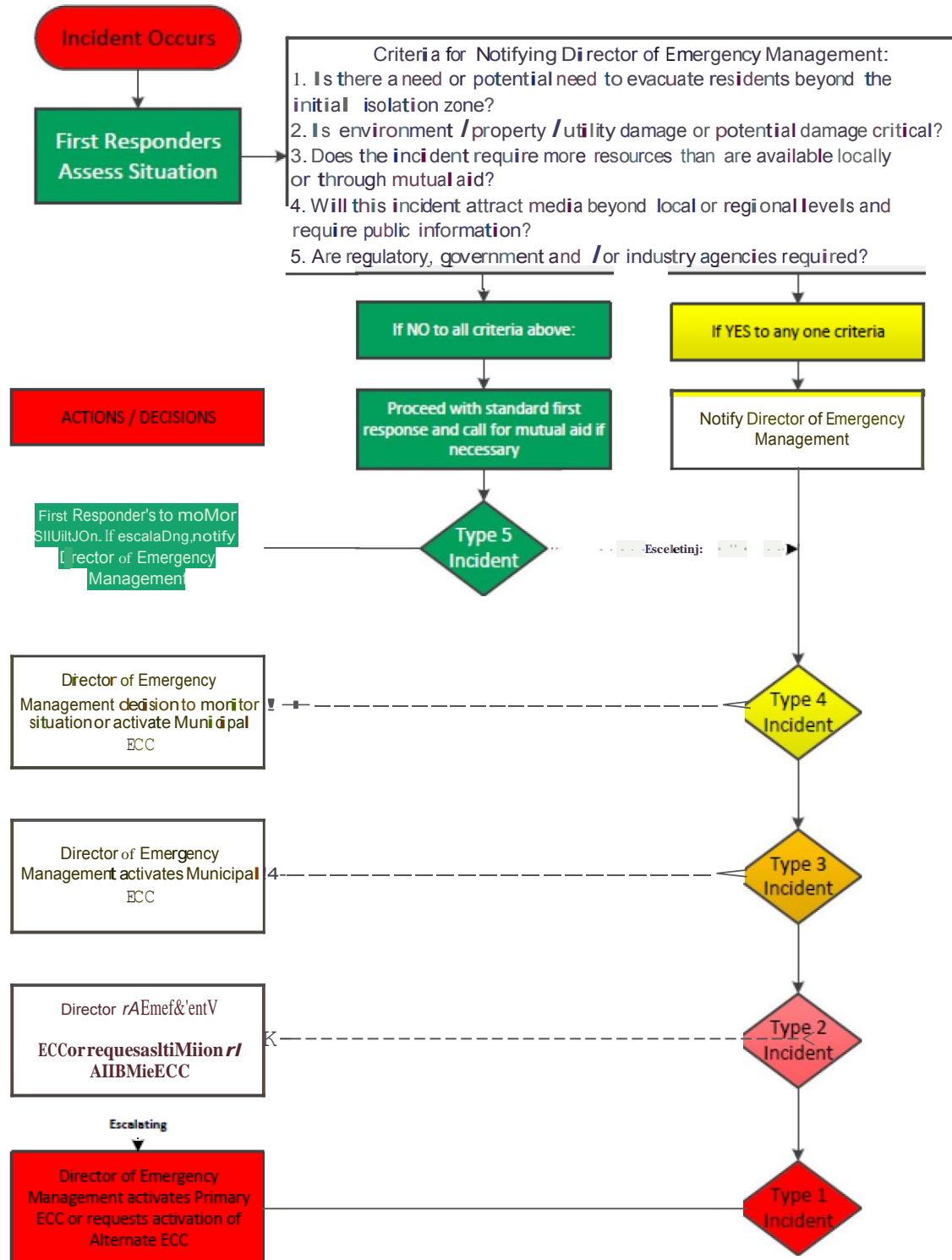
Several resources are required to mitigate the incident, including a Task Force or Strike Team.

The incident is usually limited to one operational period in the control phase.

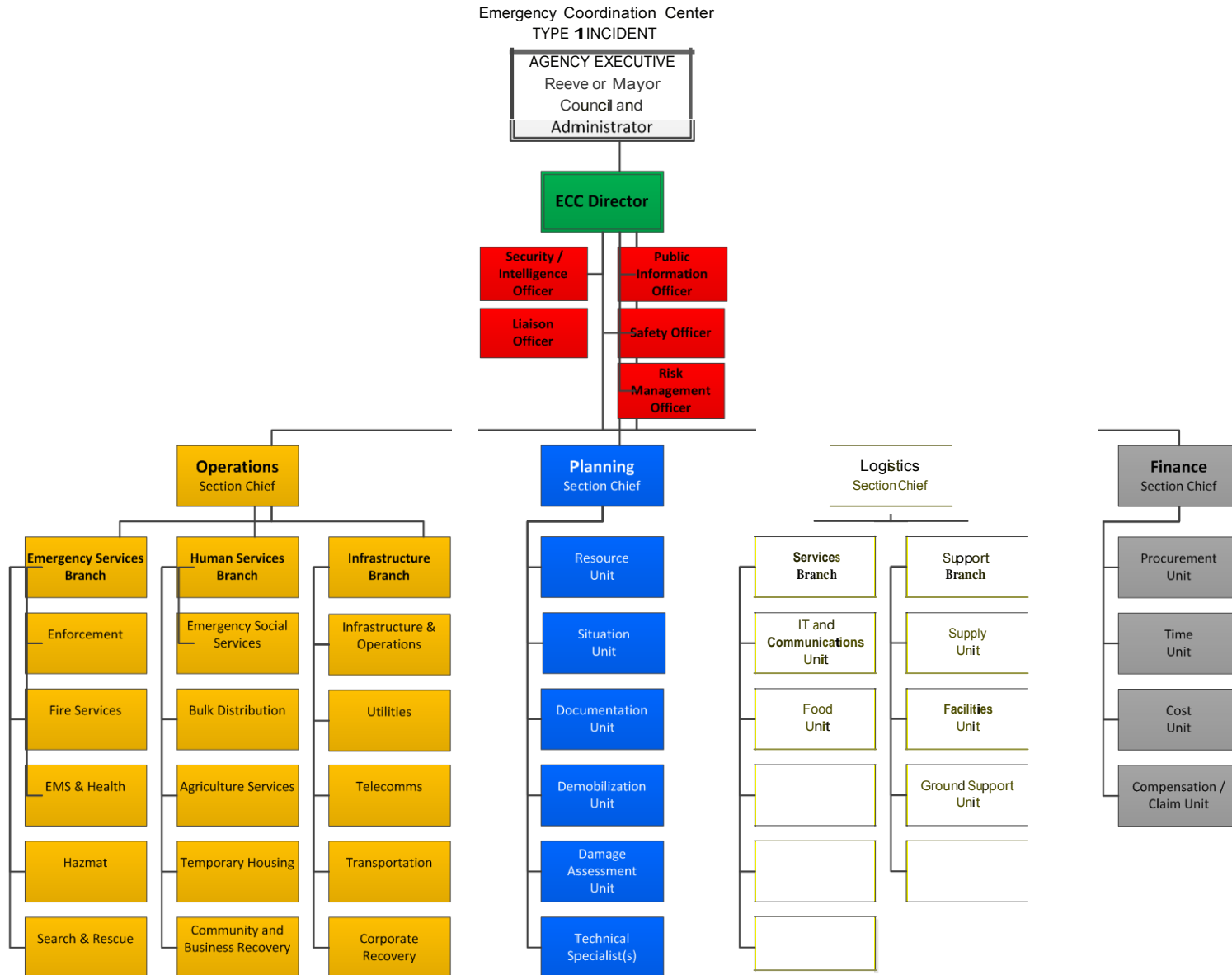
The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.

No written Incident Action Plan (IAP) is required, but a documented operational briefing (ICS Form 201) will be completed for all incoming resources.

ROCKY VIEW COUNTY- NOTIFICATION/ ACTIVATION DECISION CHART

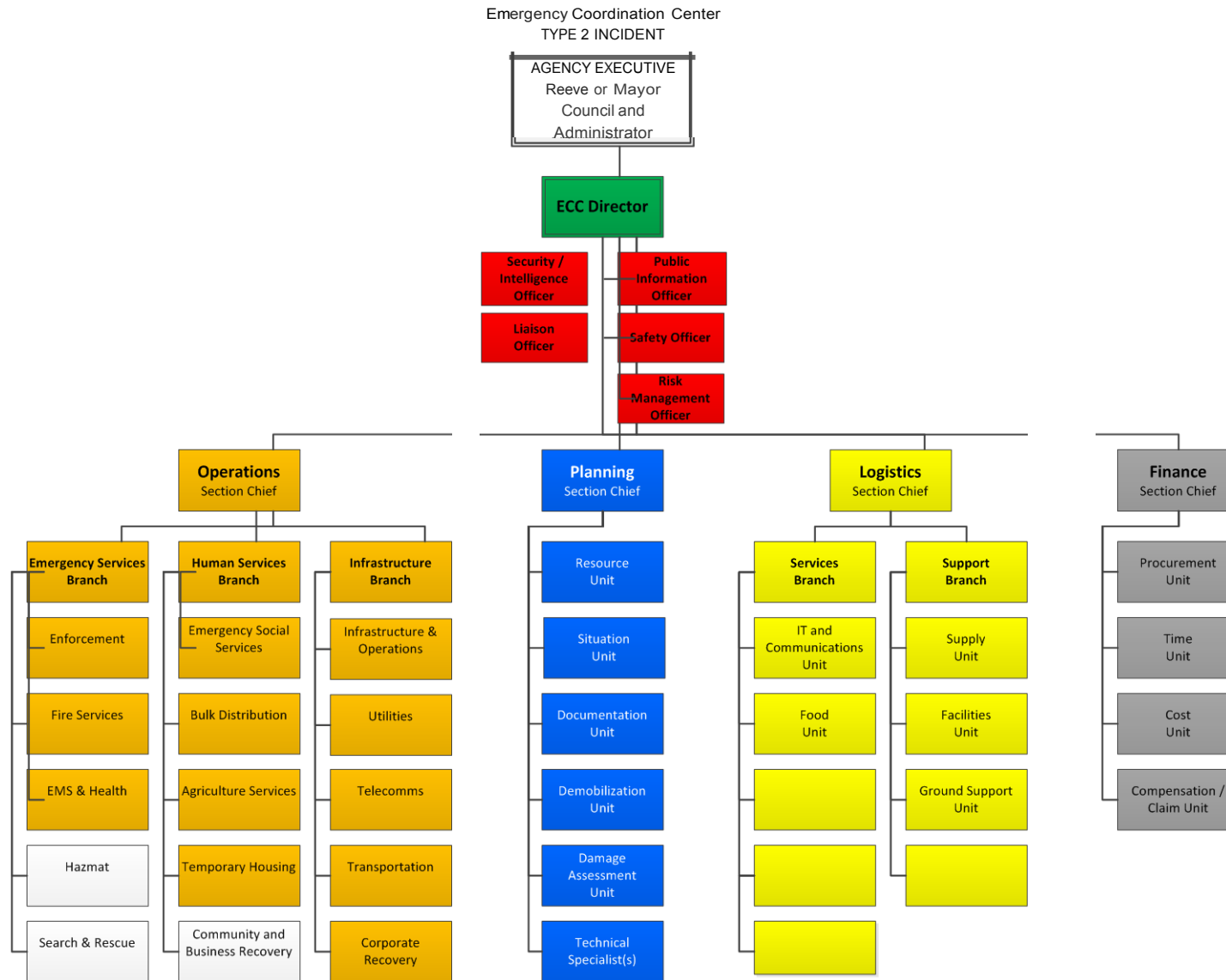


TYPE 1 INCIDENT ORGANIZATIONAL CHART



First Draft-February 5, 2018

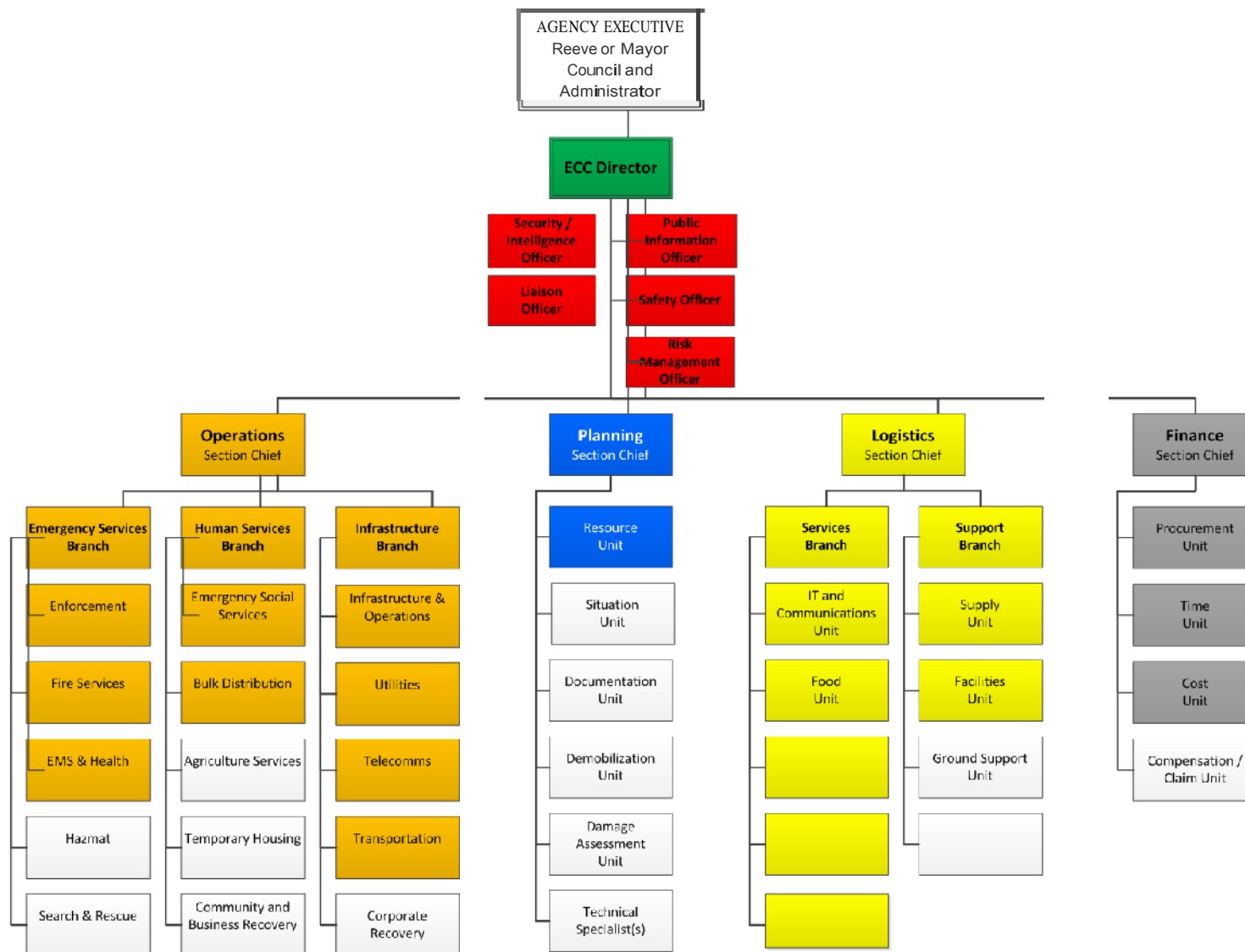
TYPE 2 INCIDENT ORGANIZATIONAL CHART



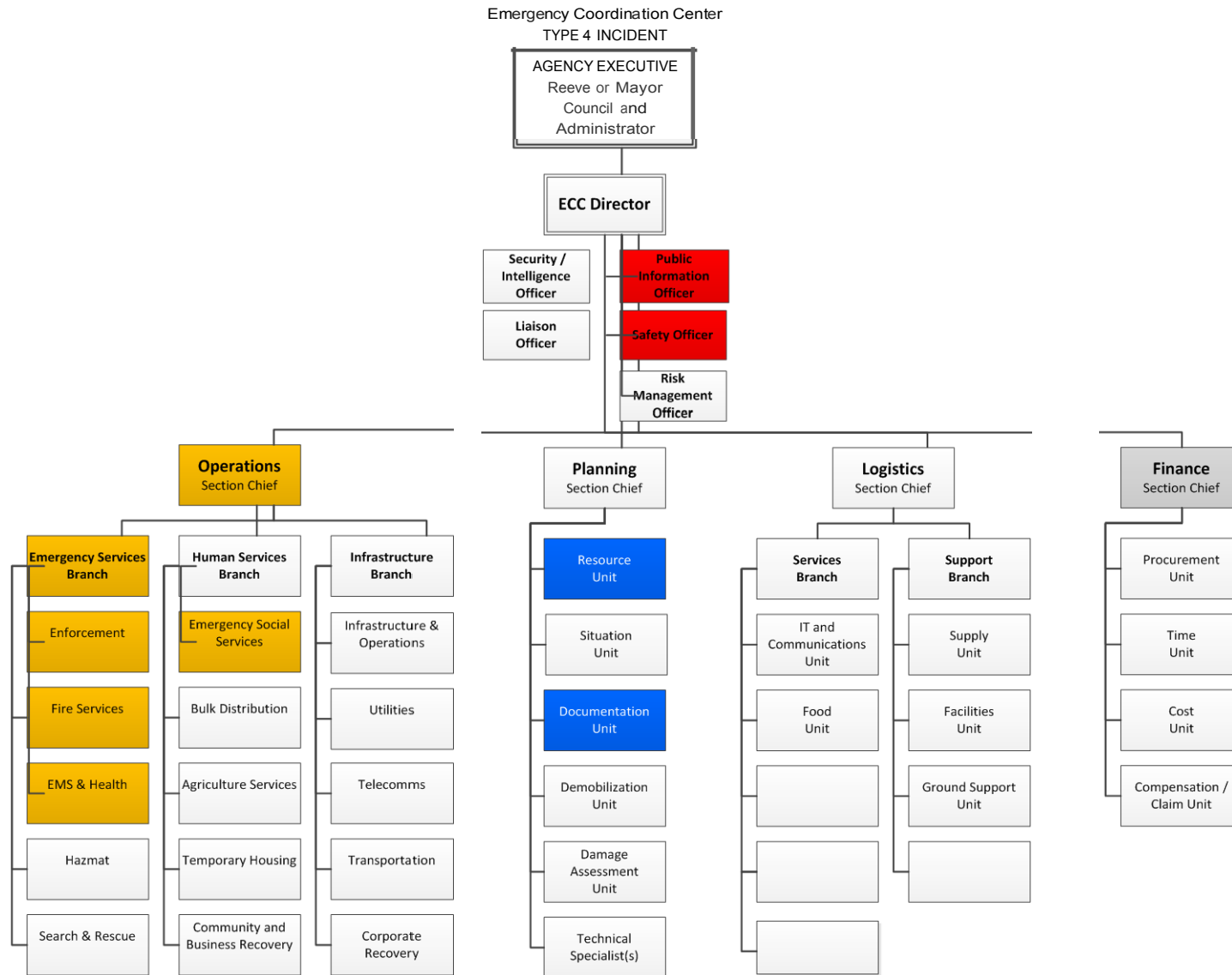
TYPE 3 INCIDENT ORGANIZATIONAL CHART

Attachment 'A'

Emergency Coordination Center
TYPE 3 INCIDENT



TYPE 4 INCIDENT ORGANIZATIONAL CHART



7. TERMS OF REFERENCE - ROCKY VIEW COUNTY EMERGENCY ADVISORY COMMITTEE

7.1 ORGANIZATION NAME

The Rocky View County Emergency Advisory Committee (EAC).

7.2 AUTHORITY

The Committee is established pursuant to:

The *Emergency Management Act*, RSA 2000, c E-6.8;

Rocky View County bylaw C-7396-2014, *Municipal Emergency Management Bylaw*

7.3 PURPOSE / MANDATE

Review the Municipal Emergency Management Plan and related plans and programs on a regular basis. The EAC is to advise Council on the development of emergency plans and programs at least once per year. The Emergency Advisory Committee shall be a Committee of Council and shall consist of the Reeve and Deputy Reeve and any other members of Council appointed by Council at the annual organizational meeting.

7.4 COMMITTEE MEMBERSHIP

The Committee membership shall be comprised of Reeve, Deputy Reeve and seven Council representatives.

7.5 MEETINGS

The Committee will meet a minimum of once per year, but may meet more frequently at the call of the Reeve, the Chief Administrative Officer, or the Director of Emergency Management.

7.6 BUDGETS & STAFF / ADMINISTRATIVE SUPPORT

With the assistance of the Director of Emergency Management, the Committee shall prepare an annual report and operating budget, which shall be submitted to County Council for review and approval.

First Draft – February 5, 2018

7.7 TERMS OF REFERENCE AMENDMENTS

The Terms of Reference may be amended from time to time, by County Council.

8. TERMS OF REFERENCE - ROCKY VIEW COUNTY EMERGENCY MANAGEMENT AGENCY

8.1 ORGANIZATION NAME

The Rocky View County Emergency Management Agency hereinafter referred to as the “Agency.”

8.2 AUTHORITY

The Agency is established pursuant to:

- The Emergency Management Act, RSA 2000, c E-6.8;
- Rocky View County bylaw C-7396-2014, *Municipal Emergency Management Bylaw*.

8.3 PURPOSE/MANDATE

The purpose/mandate of the Agency is to maintain and update the Rocky View County Regional Emergency Management Program on an annual basis, as follows;

- a) be responsible for ensuring emergency planning documents and programs are accurate and reviewed annually;
- b) ensure appropriate training is available to staff and personnel of Rocky View County;
- c) ensure training records are kept;
- d) plan and execute exercises to validate Rocky View County’s Regional Emergency Management Plan;
- e) conduct reviews of all exercises;
- f) review the impact of incidents on the system;
- g) publish information, as necessary, on the Rocky View County Regional Emergency Management Plan and Program;
- h) liaise with external agencies and surrounding municipalities who have a role in emergency response;
- i) ensure Rocky View County has appropriate resources and equipment available.

8.4 AGENCY MEMBERSHIP

The Agency shall be comprised of:



- a) the Director of Emergency Management;
- b) the Deputy Director of Emergency Management;
- c) County Manager;
- d) The General Manager of Infrastructure and Operations Services;
- e) The General Manager of Corporate Services;
- f) The General Manager of Community Services;
- g) The General Manager of Development Services;
- h) The Manager of Fire Services or Designate;
- i) The Manager of Enforcement Services or Designate;
- j) The Manager of Communications (Public Information Officer) or Designate; and
- k) The Emergency Social Services Designate

In addition, the following public and private organizations may be invited to provide representative(s) to the Municipal Emergency Management Agency:

- a) the NGO in charge, Local RCMP Detachment (s) or designate;
- b) representatives from the Red Cross;
- c) the School Division Superintendent or designate;
- d) representative(s) from Alberta Health Services;
- e) representative(s) from adjacent communities which have entered into mutual aid agreements;
- f) representative(s) from local businesses or business associations (e.g. Chambers of Commerce);
- g) representative(s) from local industry or industrial associations;
- h) representative(s) from local telecommunications service provider (s)
- i) representative(s) from Municipal Affairs, Alberta Emergency Management Agency;
- j) representative(s) from Alberta Environment & Parks ;
- k) representative(s) from Alberta Transportation; and
- l) any other person/agency who might serve a useful purpose in the preparation or implementation of the Rocky View County Emergency Management Plan.

For purpose of this By-Law, reference to any member of the Emergency Management Agency shall include the duly appointed designate of that member.

8.5 MEETINGS

The Agency will meet a minimum of two times per year, however may meet more frequently at the call of the Director/Deputy Director of Emergency Management.

8.6 BUDGETS AND STAFF / ADMINISTRATIVE SUPPORT

Annually, the Rocky View County Emergency Management Agency shall prepare a report and operating budget, which shall be submitted to the Rocky View County Emergency Advisory Committee. The operating budget and annual report shall then be forwarded on to Rocky View County Council for approval.

8.7 APPROVAL / ADOPTION DATE

Rocky View County Emergency Advisory Committee Terms of Reference approved this ____ day of _____, 2018.



ENGINEERING SERVICES

TO: Council
DATE: March 27, 2018 **DIVISION:** 7
FILE: 5011-406
SUBJECT: Proposed Highway 566 Speed Limit Reduction

¹ADMINISTRATION RECOMMENDATION:

THAT Administration be directed to provide a letter of support to Alberta Transportation to reduce the speed limit on Highway 566 from west of Balzac to west of the intersection of Highway 566 and Range Road 11 from 100 km/h to 80 km/h.

EXECUTIVE SUMMARY:

Alberta Transportation has recently implemented a new four-way stop controlled intersection at Highway 566 and Range Road 11. The four-way stop control was constructed in early January due to residents of Rocky View County and the City of Airdrie raising concerns of large traffic volumes entering and exiting the highway at this intersection. To optimize traffic safety around the intersection and its new condition, Alberta Transportation is requesting support to reduce the speed limit along Highway 566 from 100 km/hr to 80 km/hr east and west of Range Road 11.

The four-way stop control was selected as a low-cost interim measure to improve the safety of the intersection until funding can be secured for a permanent solution. Alberta Transportation has also installed several measures aiding motorists awareness of the new intersection condition which include the milling of rumble strips, placement of temporary electronic message boards, and installation of red flashing beacons on top of the Highway 566 stop signs.

Alberta Transportation is prepared to endorse the Speed Limit Reduction provided that they have the support of Rocky View County. All work and costs associated with the implementation of the Speed Limit Reduction will be the responsibility of Alberta Transportation.

Administration recommends **Option #1**.

BUDGET IMPLICATIONS:

There are no budget Implications

OPTIONS:

- Option #1 THAT Administration be directed to provide a letter of support to Alberta Transportation to reduce the speed limit on Highway 566 from west of Balzac to west of the intersection of Highway 566 and Range Road 11 from 100 km/h to 80 km/h.
- Option #2 THAT alternative direction be provided.

¹**Administrative Resources**

Rick Wiljamaa, Manager Engineering Services



Respectfully submitted,

Concurrence,

Byron Riemann

Kent Robinson

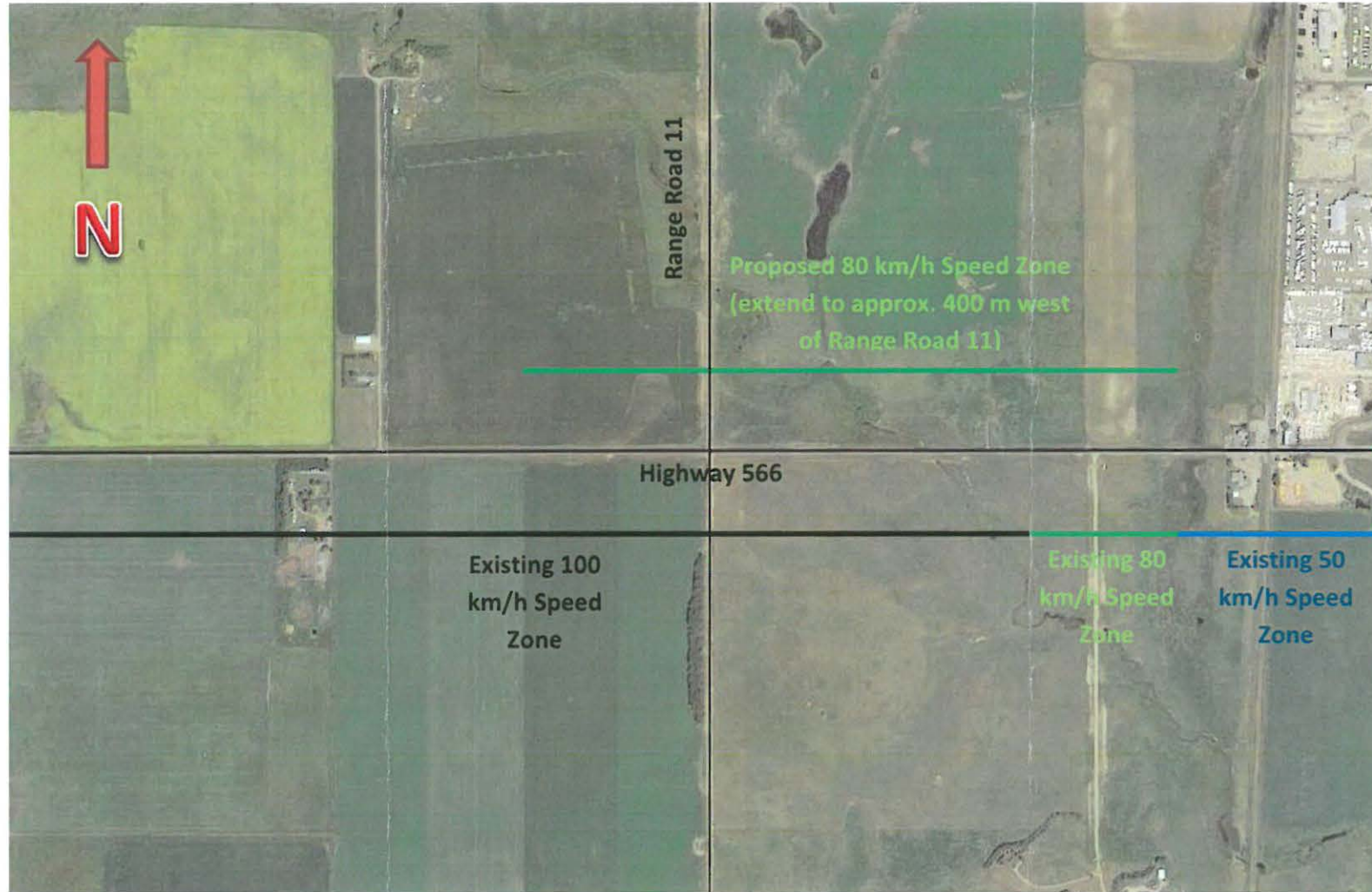
General Manager

Acting County Manager

RW

ATTACHMENTS:

ATTACHMENT 'A' – Highway 566 at Range Road 11 Speed Zone Changes



Highway 566 at Range Road 11 Speed Zone Changes



LEGISLATIVE AND LEGAL SERVICES

TO: Council
DATE: March 27, 2018 **DIVISION:** All
FILE: 0170
SUBJECT: Rocky View County Bylaw C-7751-2018 – Master Rates Bylaw (2018)

¹ADMINISTRATION RECOMMENDATION:

- Motion #1: THAT Bylaw C-7751-2018 be given first reading.
Motion #2: THAT Bylaw C-7751-2018 be given second reading.
Motion #3: THAT Bylaw C-7751-2018 be considered for third reading.
Motion #4: THAT Bylaw C-7751-2018 be given third and final reading.

EXECUTIVE SUMMARY:

The 2018 *Master Rates Bylaw* was first presented for Council's consideration at the February 13, 2018 Council meeting. At that meeting, Council passed the following motion prior to consideration of first reading:

MOVED by Councillor Schule that Administration be directed to bring Master Rates Bylaw C-7751-2018 back to Council after the 2018 budget has been passed and that the public be invited to provide comments on the proposed fee changes.

The 2018 budget was passed by Council at the February 27, 2018 Council meeting and the County received fourteen responses to the public consultation effort in which the public was invited via rockyview.ca and an article in the Rocky View Weekly to provide feedback on the proposed *Master Rates Bylaw*. These responses are reproduced in Attachment 'A'. The responses tended to focus on the proposed increase to water and wastewater rates in Bragg Creek. As a result, Administration has focused this report on Bragg Creek water and water rate changes, with a brief discussion of other notable changes. Administration has provided a departmental breakdown of the changes in the 2018 *Master Rates Bylaw* in Attachment 'B'.

With both of the pre-conditions met, Administration is bringing the *Master Rates Bylaw* back to Council for consideration. Administration recommends **Option #1**.

BACKGROUND:

Bragg Creek: Water and Wastewater

The 2018 *Master Rates Bylaw* proposes to increase the following County-provided water and wastewater fees in the hamlet of Bragg Creek as part of the move towards recovering the costs of providing the service:

- Bragg Creek Sewer Rates: Fees increase from \$4.706 to \$5.177 per cubic meter (the \$25 monthly flat fee is unchanged).

¹ **Administration Resources**

Angie Keibel, Manager – Legislative and Legal Services



- Bragg Creek Water Rates: Fees increase from \$1.876 to \$2.064 per cubic meter (the \$25 monthly flat fee is unchanged).

In the Council-mandated public consultation process for the 2018 fee changes, 11 residents of Bragg Creek wrote in to oppose the above fee increase. Among the arguments against such an increase was mention of the fact that the County did not require all eligible properties to hook up to the new water and wastewater system, which means that the costs are being borne by the current Bragg Creek users, while non-users are exempt.

We saw several common themes in the comments from residents:

1. Mandatory connections to the Bragg Creek water and wastewater systems

In 2016, when Rocky View County operationalized the water and wastewater systems in Bragg Creek, the law was clear that a municipality had no way to force existing properties to hook up to a new system (*Kozak v Lacombe (County)*, 2016 ABQB 385). The County spent a great deal of time and money on legal opinions to try to find a way to accomplish this as it would certainly have been preferable to implement mandatory hookups at that time.

The *Kozak v Lacombe (County)* decision was recently overturned by the Alberta Court of Appeal (*Kozak v Lacombe (County)*, 2017 ABCA 351) and as a result, the legal landscape has now changed wherein a municipality can require mandatory hookups for new development. The County is looking at how best to proceed given this change in the law.

2. Taking advantage of the \$25,000 Provincial Grant to construct in-lot infrastructure, but not connecting to the Bragg Creek water and wastewater systems

The Government of Alberta provided the funding for this grant program which required residents to install in-lot water and wastewater infrastructure but did not require them to hook up to the system. Rocky View County was essentially the “banker” on this grant program and did not have the ability to set conditions on the Province’s funding.

The Province was working hard to help Bragg Creek residents following the 2013 floods, and their aim in the grant program was to move as quickly as possible and with as little red tape as necessary.

3. Costs for using the Bragg Creek water and wastewater systems not what people were led to believe they would be when signing on

In 2012, a Citizens Advisory Committee (CAC) was established for Bragg Creek and was tasked with finding a sustainable and environmentally responsible water and wastewater solution that would serve the whole of the hamlet of Bragg Creek. The CAC was made up of six voting members who were hamlet lot owners. They were assisted by the area County Councillor, and by Rocky View County’s General Manager of Infrastructure and Operations

The CAC made recommendations to Rocky View County Council on a financial strategy to deal with the capital and operating costs of the ultimate water and waste water solution. Included in the CAC’s financial strategy was an estimated residential usage of 30 cubic meters per month, with a monthly cost for water and wastewater totaling \$196.50.

County data now indicates that the average use for a Bragg Creek residence is between 10 and 20 cubic meters per month. Given this lower number, an adjustment to the per-cubic-meter rate was required to align with what was originally acceptable to, and recommended by, the CAC in their financial strategy.



To avoid the impact of a single large rate increase, the County has been making smaller annual adjustments to align with the original target. Using the high end of the average residential usage of 20 cubic meters per day as an example, the monthly bill in 2017 would have been about \$182. With the proposed increase for 2018, the monthly bill will be about \$195, which is in line with the CAC's original strategy.

While higher-volume users are paying more than anticipated, the average Bragg Creek resident is paying fees that are in-line with the original estimates.

4. High connection fees for new connections to the Bragg Creek water and wastewater systems discouraging new customer connections

The connection fee was established as a means of recovering capital costs from those outside of the Local Improvement Service Area who have not contributed to the system through the Local Improvement Tax. In order to provide service outside of the local improvement service area, upgrades to the treatment facilities would be required, and the connection fee was developed in order to recover these costs.

The theory is that existing businesses or residents should not subsidize the cost of water and wastewater services for new businesses or residents and the County has a longstanding policy of having developers pay for development.

Rocky View County has committed to the diversification of Bragg Creek's economy, as outlined in the Bragg Creek Revitalization Plan, but offering water or wastewater subsidies would result in higher costs for other businesses and residents, or reduced capacity for future development. Either scenario works against long-term diversification and growth for the community.

Every municipality has its challenges and strengths. Some municipalities may be able to offer less expensive water and wastewater services but Rocky View County is not currently in a position to do so. However, Rocky View County has one of the lowest residential property tax rates in the province, and business tax rates that are extremely competitive. Low tax rates and our unique quality of life are the County's competitive advantage.

Other Changes

The vast majority of fees for 2018 have not changed and, in fact, have not changed since 2015 or earlier. The other notable changes in the 2018 *Master Rates Bylaw* include the following:

- Langdon Waste Pickup Fees: Monthly Black Bin fees would drop to \$9.68 (small bin) or \$14.63 (large bin), from \$11.18 and \$16.31 respectively. The introduction of Green Bins for organics has reduced the amount of garbage going to landfills, lowering the Black Bin fees.
- County-provided water and wastewater fees are scheduled to increase for 2018 as part of the move towards recovering the costs of providing the service.
 - East Rocky View Sewer Rates: Fee increase from \$1.792 to \$1.939 per cubic meter (the \$30 monthly flat fee is unchanged).
 - Elbow Valley/Pinebrook Sewer Rates: Monthly flat fee increase from \$76.32 to \$83.26.
- Cemetery fees: changed to reflect the actual costs of providing service, and to continue the move towards full cost recovery.



Other fees that have changed primarily involve planning, development, or building permit items, and reflect the true costs of providing those services. This is part of the County's approach that developers, and not taxpayers, should pay for development. Details of all fees can be seen in *Master Rates Bylaw C-7751-2018* (Attachment 'C').

BUDGET IMPLICATION(S):

The Master Rates changes coincide with recommendations as per the 2018 Operating Base Budget.

OPTIONS:

- Option #1: Motion #1: THAT Bylaw C-7751-2018 be given first reading.
 Motion #2: THAT Bylaw C-7751-2018 be given second reading.
 Motion #3: THAT Bylaw C-7751-2018 be considered for third reading.
 Motion #4: THAT Bylaw C-7751-2018 be given third and final reading.
- Option #2: THAT alternative direction be provided.

Respectfully submitted,

"Kent Robinson"

Acting County Manager

ADK/ss

ATTACHMENTS:

- Attachment 'A' – Public Consultation Responses
Attachment 'B' – Departmental Summary of Changes in the 2018 *Master Rates Bylaw*
Attachment 'C' – Proposed 2018 *Master Rates Bylaw C-7751-2018*

Comments – 2018 MR Bylaw

1. From: Ken Pease [REDACTED]
Sent: Wednesday, February 28, 2018 4:06 PM
To: Questions
Subject: Master Rates Bylaw

As a long term resident of RV I would like to see that any improvements and services for/to those within the county are paid for fully by those that will be using that service or infrastructure. I am tired of having to keep paying for stuff and servicing debt throughout the county because council did not at the time make certain that the developer paid the full costs up front.

Also let me ask why there are bylaws or rules in place regarding development or subdivision yet council is constantly going against what staff recommends. Rules are rules and are there for a reason so enforce and everyone will then fully understand before moving into an area what they can expect in their neighbourhood and not have to deal with exceptions down the road to accommodate a special interest- many being put forward by persons who used to be employed by the county and so they know the players or how to work around the system.

Is is any wonder rate payers have very little confidence with council decisions and that most of the past council was kicked to the curb in the last election.

Ken

2. From: Shannon Bailey [REDACTED]
Sent: Wednesday, February 28, 2018 4:17 PM
To: Questions
Cc: 'Mark Kamachi'
Subject: FW: Feb 13 Agenda Item: File: 0170 - Bylaw C-7751-2018 - 2018 Master Rates Bylaw

Hello!

I am resubmitting our letter of last week in response to an article in the Rocky View Times published Feb 27 – yesterday that says we have to Friday to respond to this address with comments regarding the increases to our water rates.

This increase is not acceptable nor fair to the residents of Bragg Creek who chose to sign up for the water service, while others were give benefit of the 25,000 grant yet were allowed not to hook up the service. The costs are due to the fact too few are using the service which is the decision made by Rocky View staff.

The period for us to respond when no one knew about it is very short. (3 days), however we will do our best.

Our comments are below and we are more than willing to answer any questions you may have.

Hello All,

Karen and I would like to introduce ourselves as long-time residents of Bragg Creek who signed up for municipal water services when Rocky View made them available 2 to 3 years ago. (there Master Rates Bylaw C7751-2018 Public Consultation Comments

Page | 1 of 12

Comments – 2018 MR Bylaw

was a period over a year and a half to enroll). It has just has come to our attention that the issue of water rates in the Hamlet of Bragg Creek are going to be discussed in tomorrow meeting and increases in the water rates have been recommended.

We were both were members of the Water Committee that was struck for community consultation on this issue and there are some points we would raise for your consideration.

The water service costs were originally calculated on the assumption that full participation would be involved in the water service, which was the number one recommendation of the water committee in order that the water service would be economically sustainable. However, Rocky View decided that participation would not be made mandatory and now we have a very predictable outcome, there are too few people to cover the existing costs.

Karen did use her influence after the flood with the federal government to get financial resources committed to the project.

There was a verbal promise made that rates would not increase for 5 years which was to give time for those who had signed up to do so, and to get the system established.

However last year, after 1 year we were given a 16% increase to work towards cost recovery, and were told this would happen every year for at least the next 5 to cover the actual costs. As costs rise this will be endless and already we are paying very high water costs compared to other areas.

This is a no win situation for Bragg Creek and its growth in the future. Because it was not mandated, some took \$25,000 of free money to get pipes close to the house, (up to \$750,000), but did not sign up for actual water service, and some did nothing at all at an environmental and health risk to themselves and the community.

The costs that are there now to sign in are so prohibitive that development of the older properties and old cabins etc. which was anticipated as water resources were available are not happening, because the water service is not financially sustainable. (30,000 for water, plus 30,000 for wastewater, and the cost of the pipes).

The more costs you pile on the people who did sign is a huge deterrent to anyone who may want to join in and the problem continues to magnify, no growth, harder to sell your homes because water costs are too high, and a community that stagnates and decays.

We are calling for you to not increase costs this year and to establish a committee to look at this issue and come with a sustainable solution that will address an actual solution to this problem that works for all involved.

We are keen to help with this issue and please feel free to contact us at any time.

Sincerely,

Karen Nordgaard & Shannon Bailey

Karen Nordgaard
15 White Crescent Bragg Creek

Comments – 2018 MR Bylaw

[REDACTED]
Shannon Bailey
12 Burney Road Bragg Creek
[REDACTED]

3. From: Lynn Gallen [REDACTED]
Sent: Thursday, March 01, 2018 2:08 AM
To: Questions
Subject: Waste water fees

Hello, how will the raised fees be adjusted for those of us who have septic tanks vs sewer. I pay privately for my tank to be emptied. I do not have septic bed or sewer and removal of my septic waste is expensive &750 per visit to empty, several times a year.

Lynn Gallen

Sent from Lynn's IPad

4. From: [REDACTED]
Sent: Thursday, March 01, 2018 6:25 AM
To: Questions
Subject: Bragg Creek Water Rates

Hello, I am learning through my neighbours that there may be an increase in our water/sewer rates, because others in the hamlet have not tied in. Where can I get more information about this? thank you. Michele McDonald

5. From: Kathleen LaPlante [REDACTED]
Sent: Friday, March 2, 2018 8:37 AM
To: Kent Robinson
Cc: Division 1, Mark Kamachi
Subject: Re: Bragg Creek Water

Kent,
Your consideration and response is appreciated. I look forward to hearing more on the matter as progress unfolds. As always, should there be any information you require from a Real Estate perspective for Bragg Creek and Area including Redwood Meadows please advise.
Warm regards,
Kathleen

Kathleen LaPlante REALTOR
COCHRANE | REDWOOD MEADOWS | BRAGG CREEK
RE/MAX WEST
www.cochraneforsale.com

Comments – 2018 MR Bylaw



On Fri, Mar 2, 2018 at 8:21 AM, <kRobinson@rockyview.ca> wrote:


Hi Kathleen,

Thanks for your note. Your insight into the problems we are facing are accurate. With new systems like the Bragg Creek system, until we get the critical mass of customers the financial side of the equation is quite challenging. We are receiving input on the master rates bylaw so I will add your note below to the feedback we have received. All of the information that we receive will be tabled with Council when they consider approval of the bylaw. Again thanks for the feedback.

KENT ROBINSON
General Manager

ROCKY VIEW COUNTY
911 - 32 Avenue NE | Calgary | AB | T2E 6X6
Phone: 403-520-1183
krobinson@rockyview.ca | www.rockyview.ca

This email (including any attachments) is for the intended recipient only and may contain information that is privileged and confidential. If the reader of this email is not the intended recipient, you are hereby notified that any dissemination, disclosure, distribution or copying of this email is strictly prohibited and unlawful. If you received this communication in error, please notify the sender immediately and delete this email without making a copy.

From: Kathleen LaPlante 
Sent: Thursday, March 1, 2018 11:43 AM
To: Kent Robinson; Division 1, Mark Kamachi
Subject: Bragg Creek Water

Kent

I have recently been made aware of some user fee increase proposals relating to water usage in the Hamlet of Bragg Creek. I am a local Realtor working and living in the Hamlet and my concerns are grave in regards to the negative impact on value an increase would have on our current properties.

At this time the debt servicing ratios of people are at an all time high. The mortgage qualification rules that were put in place are making financing a property more difficult resulting in less qualified buyers. There is a stigma of Bragg Creek being unfriendly towards small business development, creating reluctance in development and investment speculation. Together, the above mentioned points are continuing to repress and depress our property value which haven't seen an increase in years (once the statistical outliers are removed from the data). Further increases to user fees, property and business taxes and utilities will have a negative impact on our values and could result in continued population decreases and less taxation revenue for Rockyview County.

After speaking directly with Stuart at Rockyview I have come to understand that an increase to user fees for water and sewer would be 10% in the first year and consecutive increases of 10% over the 4 years following. The result will be a water and sewer user fee that by comparison will seem high.

I understand that there are, at this time, only 2 options to compensate for the usage: continued taxpayer subsidy or rate increases.

Comments – 2018 MR Bylaw

I request that any decision to increase user fees is delayed until every property that currently can be tied in to the existing system, is tied in to the existing system resulting in an even distribution of costs and benefits.

I welcome your questions [REDACTED]

Kathleen LaPlante

Kathleen LaPlante REALTOR
COCHRANE | REDWOOD MEADOWS | BRAGG CREEK
RE/MAX WEST

6. From: Cameron Westhead [REDACTED]
Sent: Thursday, March 01, 2018 1:21 PM
To: Questions
Cc: Division 1, Mark Kamachi; Marcella Campbell; Shannon Bailey
Subject: Master Rates Bylaw input

Dear Rocky View Council,

I am writing in response to your request for feedback about the proposed changes to the Master Rates Bylaw, specifically in relation to Bragg Creek water and sewer rates which are proposed to increase.

I am strongly opposed to an increase in rates for these services. When we signed up, we did so on the premise that Rocky View had accurately calculated the ongoing monthly service costs, which we found acceptable at the time. We knew that over the course of time those fees might increase, but the proposed increases are out of step with what a reasonable person would expect would be the case due to inflation. My expectation was that Rocky View had planned ahead for future maintenance requirements, and that those costs were built into the rates proposed when the system was designed.

Now it appears as though Rocky View hadn't calculated those costs correctly, and are proposing large and regular increases to homeowners and businesses who signed up in good faith. I'm also aware that those who didn't hook up at the time and are now considering hooking up would be faced with extraordinarily high costs, making that a barrier for new entrants to the system. This appears to be a lose-lose situation where new entrants are discouraged by high costs, and those who have already hooked up on good faith of accurate monthly costs are stuck with paying the full bill of what should have been shared amongst a large user base. That is, those who hooked up early in good faith will be the only ones saddled with the full and increasing bill since those considering hooking up won't due to high costs. This will serve as a deterrent to economic and community development, both of which are needed in Bragg Creek.

In summary, it is my view that Rocky View poorly executed the planning of the sewer and water systems, and consequently attracted early adopters based on the promise of reasonable and predictable servicing costs that we were willing to pay to support the future of the Hamlet. Now Rocky View has realized its mistake and is proposing to shift the costs of that error onto those who acted in good faith, and make the costs prohibitive to such a degree as to create a deterrent for new entrants upon which the costs could have otherwise been shared. Rocky View

Comments – 2018 MR Bylaw

now has an opportunity to demonstrate it is acting in good faith by taking responsibility for the error in planning and sticking to the rates it had advertised from the beginning. We count on you to thoroughly plan and accurately report predicted costs so that we can base our decisions with some degree of certainty. Raising the rates now would be a betrayal of public trust and a tacit admission that Rocky View poorly planned this project. If Rocky View raises the rates now, how are we to trust future planning and promises the County makes?

I encourage Council to reject the rate increases, and to make sure the system is affordable for current and future subscribers as was originally advertised. Since water and sewer services are essential building blocks for community and economic growth, the future of the Hamlet's development potential rests on this decision. Please reject the proposed rate increases so our Hamlet can grow and thrive as was the original intent of providing these services. We are counting on you to get it right this time for the sake of our community's future.

Sincerely,
Cameron Westhead
28 Burney Road
Bragg Creek AB T0L0K0
[REDACTED]

7. From: William [REDACTED]
Sent: Thursday, March 01, 2018 4:10 PM
To: Questions
Subject: Master Rates Bylaw

Hello all,
My name is William Prebushewsky. I live with my wife at 8 Burney Road in Bragg Creek. When water and sewer services became available in Bragg Creek, we immediately signed up. We had a bit of a wait until our turn came up to have the system installed on our property and into our home. We were happy to spend the extra money to have it install (it cost us an additional \$6,500) because we know that the septic systems in the Hamlet are sketchy at best. We were not told that we could bring the system onto our property as far as the \$25,000 would cover and not hook up. That option seems ridiculous to me, but that is what a number of property owners did. Because of not hooking up, they are not paying the \$50/month fee, let alone any usage fees. If they were paying the \$50/month fee, maybe the residents that hooked up wouldn't be hit with another rate increase. We were hit with an increase last year as well.

I believe that administration and council have to address the issue of, the property owners that used the \$25,000 grant to bring the system onto their property need to be paying the \$50/month fee. I know that you can't force them to hook up, but with them paying the \$50/month fee it will go a long way towards covering the costs of the system and stop the need to increase rates for the residents that did hook up. They did use the \$25,000 grant, so why aren't they paying?

Thanks for reading my letter and addressing my concerns. Call me if you have any questions.

Sincerely,
William Prebushewsky
[REDACTED]

Sent from Mail for Windows 10

Comments – 2018 MR Bylaw

8. From: Shawntel Dickinson [REDACTED]
Sent: Thursday, March 01, 2018 6:56 PM
To: Questions
Subject: Proposed Increase of water and wastewater increase for Bragg Creek

To Whom it May Concern,

My husband and I live in the hamlet of Bragg Creek and are one of the several who made the smart and environmentally conscious decision to hook up to the water and wastewater in Bragg Creek when it was offered after the Flood in 2013.

According to the recent article I read, the Sewer rates for Bragg Creek are set to increase, along with the water rates.

We would like to express our opposition to the increase in these rates for the following reasons:

1. It's not fair that people who chose to install the water and wastewater system need to be responsible for all the monthly cost for operating the system. The people who chose to install this did receive government funding, but also put A LOT of their own money into it. For example, we paid an additional \$7,000 to complete the installation. Our well and septic system was looked after diligently and functioned just fine, but we thought that hooking up would be the BEST solution for the community and the environment as a whole. Since the water here and downstream of us shouldn't risk contamination from waste water.
2. Correct me if I am wrong here because it was a while ago, but I do believe the water committee working with Rocky View County at that time of installation strongly recommended that it be mandatory for all residents to hook up. This was because it was known at that time that the system needed a certain amount of residents to make it work efficiently. RVC decided not to follow this recommendation, so why are the residents who made the "right" decision to protect their community and other communities like Calgary, being punished?
3. I also am not sure if I remember correctly, but I thought we weren't suppose to receive a rate freeze for a certain number of years? Is that wrong? I thought it was for 5 years?

Because of the flood and the contamination that happened in 2013, we were encouraged to hook up. Right now, the people who did not hook up are risking contamination and being rewarded for it. Those of us who did hook up, are having to take the brunt of the payment for making the responsible decision here.

I think if you are looking for a long term solution here, the hook-up to the water treatment system should be mandatory for the safety of the community. Then you wouldn't be punishing those who made the effort and paid the money to be socially responsible.

I do apologize if my facts in #2 and #3 are incorrect. It just feels like the few who made the best decision for the community are taking the load of the expense.

Please note our opposition to this increase at this time!

Thanks,

Shawntel Dickinson
Box 964 | Bragg Creek, AB | T0L 0K0 | [REDACTED]

9. From: Suzanne Jackett [REDACTED]
Sent: Thursday, March 01, 2018 10:00 PM
To: Questions
Master Rates Bylaw C7751-2018 Public Consultation Comments

Comments – 2018 MR Bylaw

Cc: 'Heather O'bray'; 'Mark Kamachi'
Subject: Master Rates Bylaw

To Whom It May Concern,

We are writing to express our objection to the proposed fee increase for Water & Sewer Services for the hamlet of Bragg Creek. When these services were made available to the residents and businesses in Bragg Creek with an accompanying government grant to assist with the costs, we signed up and tied the services in to our residence and our business operations. Our decision in part was based on the fact that wells and septic fields in the community were aging and were past due for replacement. There were discussions of water safety for the Elbow River in the hamlet and for those downstream. In addition, as a community, we needed to move forward post flood, making the decision pretty straightforward. We understood that there would be a fee associated with the services in order to help pay back the loan/subsidy that was being provided. At the time, the fees were calculated based on a certain number of homes and businesses tying into the system, however, nothing was put in place by Rocky View County to ensure that number of residents and businesses actually did tie in.

It is very difficult to know that we have neighbours who each accepted up to \$25,000 of government funds to bring water and sewer close to their homes but have never tied into the system and that our local government has allowed that to happen. Surely there could have been a way to ensure long term sustainability of this project (i.e. mandatory participation, graduated participation, extension of the granting period, etc.)...but here we are...we can't look back!

Many of us in the community did the right thing and acted in good faith. We did not expect that just a few years later we would feel like we are being penalized for doing the right thing. We are willing to pay our part. Our frustration is that we are now being asked to pay for others in our community as well.

We respectfully request that alternatives be explored that do not include having some of us pay for what Rocky View County should have planned for in the first place.

Sincerely,

Suzanne Jackett
[REDACTED]

Heather O'Bray
[REDACTED]

NE-12-23-05-W05M
Lot:4 Block:D Plan:8605 GT
[REDACTED]

10. From: Bob Cook [REDACTED]
Sent: Friday, March 02, 2018 11:31 AM
To: Questions; Division 1, Mark Kamachi
Subject: Bragg Creek Water Rate Increase

Dear Rockyview Administration and Counsellors,

In regards to the proposed increase to water rates for Bragg Creek ... Don't!!!!
Master Rates Bylaw C7751-2018 Public Consultation Comments

Comments – 2018 MR Bylaw

You duped (lied, coerced, falsely led, oversold etc.) us into thinking that signing onto the water/sewer in Bragg Creek was a good decision that would save us money in the long run as everyone signed up and future development contributed to the costs. You even falsely led us to believe that initial high rates would come down over time. Shame on you! Those that didn't sign up were the smarter for it. We had a perfectly good well that provided perfectly good drinking water. Our sceptic field was tried and tested. We paid \$5000 over the cost of the grant for what we now know is a cheap grinder that has only a 10 year lifespan (more future costs) and they are already failing in numerous homes within the community.

Fool us once ...

Rather than raise rates on water and further erode any trust that some may still have in your ability to manage our infrastructure, please have the courage to demand mandatory hook-ups, create reasonable rate incentives for developers to subdivide lots ... and appropriate the necessary lands to construct the damn flood mitigation so that we as residents can have confidence to stay in this beautiful community and pay your 'for little in return' taxes.

I moved my business here and bought a house here because I saw the potential of this beautiful community. I would love to retire here ... but these days spend more time thinking of possible exit plans due to Rockyviews lack of follow-thru on promises.

Get it together folks!

Regards,

Bob (& Candace) Cook
Branded Visuals Inc.

Box 232, Bragg Creek, AB T0L 0K0
www.brandedvisuals.com

11. From: Peter & Gail Gold [REDACTED]
Sent: March 2, 2018 1:07 PM
To: Division 1, Mark Kamachi <MKamachi@rockyview.ca>; gboelkhe@rockyview.ca; Division 5, Jerry Gautreau <JGautreau@rockyview.ca>; Division 2, Kim McKylor <KMckylor@rockyview.ca>; Division 3, Kevin Hanson <Kevin.Hanson@rockyview.ca>; Division 4, Al Schule <ASchule@rockyview.ca>; Division 7, Daniel Henn <DHenn@rockyview.ca>; Division 8, Samanntha Wright <SWright@rockyview.ca>; Division 9, Crystal Kissel <CKissel@rockyview.ca>; Angie Keibel <AKEibel@rockyview.ca>; Kevin Greig <KGreig@rockyview.ca>; Stuart Jewison <SJewison@rockyview.ca>
Cc: Lowell Harder [REDACTED]; Suzanne Jackett [REDACTED]; Gordon McDonald [REDACTED]; Kathleen LaPlante [REDACTED]; Charlie Holschuh [REDACTED]; Stacia Hemmett [REDACTED]; Michelle Longo [REDACTED]
Subject: Master Rates Bylaw

We are responding to the Rocky View Weekly article (released on Wed. February 28 with a deadline of three days for input, Friday, March 2) on the projected increases for the Bragg Creek water and wastewater servicing, both for another rate increase for metreage for both water and wastewater as well as truly exorbitant tie-in costs for any future development. We are

Master Rates Bylaw C7751-2018 Public Consultation Comments

Page | 9 of 12

Comments – 2018 MR Bylaw

appalled at the almost complete lack of information and notice given for responses. Three days is completely inadequate and that was only applicable if an affected resident picked up one of the very few copies of the Rocky View Weekly which are no longer distributed in residents mail boxes. There was no link as to where to reply and any further information was difficult to find on the County website. Bottom line - affected residents and businesses have been blind sided by this approach.

It is critical to note that water and wastewater metreage costs were originally calculated on the assumption that FULL participation by all 168 lot owners in the Hamlet core would participate in the servicing for both water and wastewater costs. This was the number one recommendation of the Bragg Creek Citizens Water Advisory Committee who presented this recommendation to the past two Councils at two separate Policy and Priority Committee meetings. Rocky View Administration made the executive decision that participation would be on a voluntary basis and not mandated for all within the contaminated area. As a consequence, almost a third of the 168 applicable lot owners chose not to participate or took the Provincial grant money to run pipe but are still utilizing their septic fields and wells. They are also continuing to pollute the groundwater in a saturated floodplain together with the Elbow River through their antiquated septic fields - which was the entire rationale for obtaining the twenty five million dollars plus in government grants at a Federal, Provincial and County level.

It is deeply unfair that the residents and business owners who went through the disruptive exercise of digging up their properties and roads to work towards a solution to the extensive contamination of the Alluvial Aquifer of the Elbow River which provides drinking water for 55% of Calgary homes as well as numerous downstream communities in Rocky View County. Most of us who originally signed up were given the impression that our water and wastewater rates would remain stable for five years and now we are told that our rates will increase at a huge rate every year for at least five years. How is this fair to Bragg Creek residents and businesses who did the right thing. This predicament was created by Rocky View in not mandating full participation so that the miscalculated costs would not be downloaded on participants who did so in good faith.

The County created Revitalization Plan amendment to the Greater Bragg Creek Area Structure Plan created a real feeling of hope for investors and homeowners who have been attempting to work with the Plan and redevelop some of the flood damaged cabins and empty lots that occurred post 2013. This is particularly critical as the hamlet population has been steadily decreasing and there has been no development whatsoever for the past few decades. One of the key conditions of the Revitalization Plan is mandated tie-in to servicing but the proposed astronomical costs of tie-ins to water and wastewater, which works out to almost \$100,000 per unit including pipe on private land, is not just prohibitive - it is impossible. The community requires sustainable growth without insurmountable barriers to new housing of any type, including the long planned Seniors Housing project under the Rocky View Foundation.

Bragg Creekers deserve to be treated fairly within the County and the Master Rates Bylaw. It is unconscionable that the proposed Bylaw has rates many more times severe than for other areas in the County and that costs have been downloaded on the families that have volunteered to address the contamination problem. It will be a difficult sell to seek participation from the non-compliant lot owners or for any new projects as the costs are now prohibitive.

Please consider mandating EVERY lot owner to connect to the County system for water and wastewater or, at the very least, create bylaw to enforce that they truck out their sewage for the health of the Bragg Creekers who are paying the cost, for the watershed of the Elbow River and for all the downstream users.

Comments – 2018 MR Bylaw

Kindest Regards,
Gail & Peter Gold
31 White Avenue

12. From: Janine Hopf [REDACTED]
Sent: Friday, March 02, 2018 3:18 PM
To: Questions
Subject: Bragg Creek Sewer and Water Fee Increase

I have to say an increase in the service rates is unbelievable. We are already paying higher amounts than most counties. Plus we are paying a \$10,000 improvement tax for it. I didn't have a choice about tying into the system (or keeping the previous water well) because the previous landowners decided it for us. The County should have done better due diligence and perhaps they would have had more people sign up to lower the cost for everyone instead of it now appearing to be a make up for bad budgeting of the county.

Janine

13. From: Julie Handrahan [REDACTED]
Sent: Friday, March 02, 2018 3:35 PM
To: Questions
Subject: Water/sewer increase....Bragg Creek

I have to say, as a land owner and supporter of Rockyview County, I am dismayed by the proposed bylaw to increase our rates.

Why have the landowners who brought the system to their property not been charged anything? I would like to see these landowners pay some monthly fee. We have a neighbor who has not hooked up as yet and he fully expected to be paying some monthly fee.

I feel we are being punished for hooking up and supporting the water/sewer initiative. The fees are exorbitant to begin with, why are you making it tougher.

I ask this bylaw not be passed and instead have those landowners who have not hooked up pay a monthly fee.

Thank you,

Julie Handrahan
Resident

14. From: [REDACTED]
Sent: Friday, March 02, 2018 4:42 PM
To: Questions
Cc: Division 1, Mark Kamachi
Subject: Agenda Item: File: 0170 - Bylaw C-7751-2018 - 2018 Master Rates Bylaw

Kym and I are 8-year residents of Bragg Creek and we have just heard that there is soon to be a meeting of council to discuss sewer and water rate increases. We understand that the rates were originally calculated assuming full participation. Later Rockyview decided that participation would not be mandatory and thus forced all of the costs onto those who chose to tie in. After one year rates were increased 16% and we were told that this will occur yearly for at least the next 5 more years to recover costs.

Comments – 2018 MR Bylaw

Before we signed up for this program we heard stories from some residents of Bragg Creek that Rockyview could not be trusted so initially we were hesitant but later decided into participating even though our well water tested clean in order to help clean up the aquifer. Initially a \$25,000 grant was given only to those who were going to participate fully in the sewer and water. We were shocked that later this grant was also given to other residents(aka freeloaders) only to rough in and not tie-in. In our opinion those who took the grant and did not tie-in (25 residents) should be assessed costs outside of metered usage on a monthly basis thus bringing the costs down for everyone.

The original objective of the sewer and water was to provide clean water, clean up the aquifer and stop polluting the Elbow River. As it stand only residents and businesses of Bragg Creek on the flood plain and the south side of the river had access to the program and only 60 have tied-in. The costs of signing on now have become prohibitive thus discouraging property subdivision and further development in Bragg Creek.

Rockyview has let us down in not making the sewer and water program mandatory to all the residents in the project area. We are very disillusioned with the Rockyview administration for financially burdening us for being early adapters into this program. We are being penalized monetarily for being progressive and having an environmental conscience.

We petition Rockyview to freeze fee increases and form a committee that will come up with a solution to the problem of servicing the cost of the sew and water system.

Your sincerely,

Kym Binns and Mel Lomenda

19 Burntall Drive
Bragg Creek, AB





Departmental Summary of Master Rates Bylaw C-7751-2018

Legislative and Legal Services (page 1)	
Change	Transcript of hearing Copy of audio recording
Reason	To reflect current practice.
Change	Added Freedom of Information and Protection of Privacy Act: Fee Schedule
Reason	To reference the source of the rates.
Add and Change	Subdivision and Development Appeal Committee Board
Reason	To combine as one subgroup. Change Committee to Board.
Change	Appeal by the owner of a Decision of the Development Officer to approve or refuse an application for a Development Permit. Development Authority decision - appeal by the owner.
Reason	Changed for clarity.
Change	Appeal by an affected party of a Decision of the Development Officer to approve an application for a Development Permit. Development Authority decision - appeal by an affected party.
Reason	Changed for clarity.
Change	Appeal of a Development Officer decision for refusal to a non-compliant building due to a change to the Land Use By-Law. Development Authority decision of a Stop Order issued under s. 645 of the Municipal Government Act, RSA 2000, c M-26.
Reason	Changed for clarity.
Change	Subdivision appeal fee Subdivision Authority decision – appeal.
Reason	Changed and moved from previously existing “Subdivision Appeal” section for clarity.
Legislative and Legal Services (page 2)	
Add	Enforcement Appeal Committee Compliance Order – appeal as per s. 545 and 546 of the Municipal Government Act, RSA 2000, c M-26 - \$500.00 (GST exempt)
Reason	This has been added as an item under a new category as per new Bylaw.
Financial Services (page 3)	
Add	\$25.00 (GST exempt) per returned item. (* Additional \$7.50 per account, where more than 1 account is affected by non-payment) \$25.00 per returned item and \$7.50 per each



	additional affected account related to the returned item. (GST Exempt)
Reason	Cost Recovery and further clarification.
Change	Late payment penalty sewage fees. 3.75% 3%/month
Reason	Reduced as per Bylaw C-7662-2017.

Information Services (page 4)	
Add	Orthophoto (also known as Airphoto):
Reason	Wording added for clarity.

Enforcement Services (page 5)	
Change	Kennel Breeders License Kennel, Hobby
Reason	To have wording consistent with the Land Use Bylaw.
Add	Trap Rentals
Reason	To identify multiple items under a sub heading .
Add	Reclaiming Fee \$250.00
Reason	As per Section 18 of Bylaw C-5758-2003 (Animal Control Bylaw) as amended.
Change	Permit to film Motion Picture
Reason	Remove Motion Picture as many types of filming are done
Change	Deposit for Permit Control Officer / Permit to film Community Peace Officer Pay Paid Duty
Reason	Wording changed for clarity

Roads Maintenance (page 9)	
Change	Added heading "Agricultural Field Access and Non-Standard Road Maintenance"
Reason	Wording changed for clarity

Utility Services (page 10 and 11)	
Change	Operations Utility Services
Reason	Department name change



Remove	<p><u>Gravel Sales</u></p> <p>Crushed Gravel — \$15.50 /cubic meter — Maximum 75 cubic meters per year for County residents.</p> <p>Pit run gravel — \$8.00 /cubic meter — Maximum 75 cubic meters per year for County residents.</p> <p>Reject material (sand) \$7.00 /cubic meter — Maximum 75 cubic meters per year for County residents.</p> <p>Unprocessed pit run gravel: —</p> <p>\$4.00 /tonne — For use by contractors on government projects within the County.</p> <p>\$5.00 /tonne — For use by contractors on government projects outside the County.</p> <p>Rip Rap Material — \$60.00 /tonne — Maximum 120 tonnes per year for County residents.</p> <p><u>Road Signs and Traffic Counts</u></p> <p>Supply and Installation of Sign by County — \$300.00 /sign + installation costs —</p> <p>Traffic Classifier Count — \$250.00 /24hr count —</p> <p>Regular Traffic Count \$125.00 /24hr count —</p> <p><u>Road Approaches</u></p> <p>Application to construct a temporary road approach — \$1,000.00 /approach — Refundable upon removal by applicant.</p>
Reason	Moved to Engineering Services (Road Operations)
Change	Water Meter and Installation \$700.00 /meter and \$2,500 /meter
Reason	Removed the word /meter for clarity and consistency.
Utility Services (page 10 and 11)	
Add	<p>Overstrength Wastewater Surcharge</p> <p>\$0.1460 Per each mg/l over 300 mg/l Biological Oxygen Demand (BOD)</p> <p>\$0.1161 Per each mg/l over 300 mg/l Total Suspended Solids (TSS)</p> <p>\$0.1971 Per each mg/l over 100 mg/l Fats, Oil and Grease (FOG)</p>
Reason	Added new item, fee and explanation for the recovery of extra costs associated with treating overstrength wastewater as defined in the Water and Wastewater Utilities Bylaw C-7662-2017.
Utility Services (page 11 and 12)	
Change	<p><u>East Balzac Water Service East Rocky View Water Services</u></p> <p>Single Residential Water Fees</p> <p>Non-residential Low Volume Water Fees Users</p> <p>Non-residential Medium Volume Water Fees Users</p> <p>Non-residential High Volume Water Fees Users</p>



Reason	Amended title for clarity. Amended item descriptions for clarity and consistency.
Add	Water Use Overage Fee \$7.83 /m3
Reason	Added new item, fee and explanation for compensation from those customers who use more water capacity than what they purchased and agreed to use.
Change	Single Residential Water Connection Fee – East Balzac Service Area Single Residential Connection Fee – Conrich Service Area Single Non-Residential Water Connection Fee – East Balzac Service Area Single Non-Residential Connection Fee – Conrich Service Area Excess Water Service Capacity Fee – East Balzac Service Area Excess Service Capacity Fee – Conrich Service Area
Reason	Added sub category and related fees for clarity and consistency. Shown as East Balzac Service Area and Conrich Service Area under each new sub-category.
Utility Services (page 12)	
Change	<u>Bragg Creek Water Services</u> Residential Water Fees \$25.00 + \$2.064/m3
Reason	Increased fee as a move toward full cost recovery for services. Amended fee and explanation for clarity and consistency.
Change	Non-residential Water Fees \$25.00 + \$2.064/m3
Reason	Increased fee as a move toward full cost recovery for services. Amended fee and explanation for clarity and consistency.
Add	Outside Local Improvement Service Area Water Connection Fee \$29,395.00
Reason	Added new item, fee and explanation for the recovery of the proportionate share of off-site capital costs from new customers outside of the current local improvement service area connecting to the system.
Add	Inside Local Improvement Service Area Excess Water Service Capacity Fee \$6,715.00
Reason	Added new item, fee and explanation for compensation from those customers inside the current local improvement service area who are changing land use that requires a greater water capacity than what they originally purchased and agreed to use.
Utility Services (page 12 and 13)	
Change	<u>Langdon Sewer Services</u> Single Residential / Commercial Sewage Fees \$53.52 /month Mixed Use (residential/commercial) with Restaurant Sewage Fees \$144.51 /month



	Mixed Use (residential/commercial) no without Restaurant Sewage Fees \$72.76 /month Standalone Restaurant Sewage Fees \$80.28 /month
Reason	Amended items by removing /month after fee within this sub-category, and adding explanation for clarity and consistency.
Add	Non-residential Sewage Fees \$53.52
Reason	Added item, fee, and explanation for clarity and consistency.
Add	Sewage Use Overage Fee \$3.80
Reason	Added new item, fee and explanation for compensation from those customers who use more wastewater capacity than what they purchased and agreed to use.
Change	Single Residential Sewage Connection Fee Single Non-residential Sewage Connection Fee Excess Sewage Service Capacity Fee
Reason	Amended item and explanation for clarity and consistency.
Change	<u>East Rocky View Sewer Services</u> Single -Residential Sewage Fees \$30.00 /month + \$1.939 \$1.792/m3 of water consumption. Monthly fixed fee and consumptive charges per residential connection with metered water usage. Fee for home that is metered. \$67.81 /month Monthly flat fee per residential connection without metered water usage. Fee for home that is not metered.
Reason	Increased fee as a move toward full cost recovery for services. Amended fee and explanation for clarity and consistency.
Change	Non-Residential Sewage Fees \$45.00 /month + \$1.939 \$1.792/m3 of water consumption Bulk Residential Sewage Fees \$30.00 /month + \$2.787/m3 of water consumption
Reason	Increased fee for Non-Residential Sewage Fees as a move toward full cost recovery for services. Amended fee and explanation for clarity and consistency.
Add	Sewage Use Overage Fee \$3.80
Reason	Added new item, fee and explanation for compensation from those customers who use more wastewater capacity than what they purchased and agreed to use.
Utility Services (page 14)	
Change	<u>Elbow Valley / Pinebrook Sewer Services</u> Sewage Fees \$83.26 \$76.32 /month Monthly flat fee per connection.
Reason	Increased fee to maintain full cost recovery for services. Amended fee and added



	explanation for clarity and consistency.
Change	Sewage Connection Fee \$670.00 Per new connection
Reason	Amended fee and added explanation for clarity and consistency.
Add	<u>Elbow Valley West Sewer Services</u> Communal Sewage Collection System Fees \$4,870.00 Sewage Connection Fee \$670.00
Reason	Added new item, fee, and explanation for the recovery of costs for providing this new service.
Change	<u>Bragg Creek Sewer Services</u> Residential Sewage Sewer Fees \$25.00 /month + \$5.177 4.706/m3 of water consumption Non-residential Sewage Sewer Fees \$25.00 /month + \$5.177 4.706/m3 of water consumption
Reason	Increased fee as a move toward full cost recovery for services. Amended fee and added explanation for clarity and consistency.
Add	Outside Local Improvement Service Area Sewage Connection Fee \$25,600.00
Reason	Added new item, fee and explanation for the recovery of the proportionate share of off-site capital costs from new customers outside of the current local improvement service area connecting to the system.
Add	Inside Local Improvement Service Area Excess Sewage Service Capacity Fee \$11,163.00
Reason	Per cubic meter per day over the customer's previously allocated wastewater service capacity, plus applicable off-site infrastructure borrowing costs calculated to the date of excess service capacity fee payment.

Engineering Services (page 15)	
Add	<u>Gravel Sales</u> 20mm Crushed Gravel (Designation 4 – Class 20) \$15.50 /cubic meter Maximum 75 cubic meters per year for County residents. Unprocessed pit run gravel for use by Contractors on government projects within/outside the County: \$8.00 /cubic meter Maximum 75 cubic meters per year for County residents. Reject material (sand) \$7.00 /cubic meter Maximum 75 cubic meters per year for County residents. Unprocessed pit run gravel: \$4.00 /tonne For use by contractors on government projects within the County. \$5.00 /tonne For use by contractors on government projects outside the County.



	<p>Rip Rap Material \$60.00 /tonne Maximum 120 tonnes per year for County residents.</p> <p><u>Road Signs and Traffic Counts</u></p> <p>Supply and Installation of Sign by County \$300.00 /sign + installation costs</p> <p>Traffic Classifier Count \$250.00 /24hr count</p> <p>Regular Traffic Count \$125.00 /24hr count</p> <p><u>Road Approaches</u></p> <p>Application to construct a temporary road approach \$1,000.00 /approach Refundable upon removal by applicant.</p> <p><u>Miscellaneous</u></p> <p>Road allowance usage fees for non-County water/wastewater & stormwater utilities. \$300.00 /annum/km</p> <p><u>Utility line assignments requiring Council approval \$500.00 (GST exempt)</u></p>
Reason	These items previously existed under Operations. (Department name is now Utility Services.) The Road Operations portion has been moved to Engineering Services.
Engineering Services (page 16)	
Change	<p><u>Engineering Review</u></p> <p>Concept Plan Conceptual Scheme Engineering Review</p> <p>Concept Plan Conceptual Scheme Amendment Engineering Review</p> <p>Limited Scope Conception Scheme Conceptual Scheme Engineering Review</p>
Reason	Changed explanation for clarity and consistency.
Engineering Services (page 17)	
Add	<u>Road Closure / Road License Fees</u>
Reason	Added "Road License" for clarity.
Engineering Services (page 18)	
Add and Remove	<p><u>Annual road allowance License Fees:</u></p> <p>(GST exempt)</p>
Reason	Added "road allowance" for clarity. Remove GST Exempt as GST is applicable.
Remove	<p>Processing fee to licence a previously closed road allowance \$500.00 (GST exempt)</p> <p>Application to close a road allowance for purchase / consolidation \$2,000.00 (GST exempt)</p> <p>Processing fee to purchase / consolidate a previously closed road allowance if closure bylaw was for consolidation purposes \$300.00 (GST exempt)</p>
Reason	No longer applicable.



Engineering Services (page 19)	
Change	Manuals Servicing Standards Sale of Reports
Reason	Changed for clarity and consistency.

Solid Waste and Recycling (page 20)	
Change	<u>Waste Management</u> Green wood Untreated wood or lumber
Reason	Changed description for more clarity.
Change	<u>Curbside Waste Collection – Langdon</u> Black Cart 120L (Garbage). \$11.18 (GST exempt) (effective until Green Carts deployed) \$9.68 (GST exempt) (effective once Green Carts deployed)
Reason	Carts have been deployed.
Change	Black Cart 240L (Garbage). \$16.13 (GST exempt) (effective until Green Carts deployed) \$14.63 (GST exempt) (effective once Green Carts deployed)
Reason	Carts have been deployed.

Municipal Lands (page 21)	
Change	<u>Removal of Reserve Designation</u> Application Fee \$2,000.00 (GST exempt) \$2,750.00
Reason	Increase due to appraisal vendor RFP results.
Change	<u>Sale of Former Reserve Land</u> Application Fee \$2,000.00 (GST exempt) \$2,750.00
Reason	Increase due to appraisal vendor RFP results.
Change	<u>Sale of Fee Simple Land</u> Application Fee \$2,000.00 (GST exempt) \$2,750.00
Reason	Increase due to appraisal vendor RFP results.

Cemetery Services (pages 24, 25, 26, and 27)	
Add	<u>Cemetery Lot Fees- Garden of Peace, Dalemead and Bottrel Cemeteries</u>



Reason	Standardizing prices between GOP and the other two Country Cemeteries so all plot prices are the same including cremation plots.
Change	3% fee increase on most cemetery items. Some rates held at 2017 prices due to industry rate comparisons. 5% increase on perpetual care going up from 20% to 25%.
Reason	Price increases are based on the Cemetery Master Plan.

Agricultural Services (page 29)	
Add	Weed Free Hay – Twine Actual cost incurred by the Municipality
Reason	This is a new item. The cost for 2018 is \$51.75/Case, but listed as “Actual Costs incurred by the County” as the price is subject to change from the manufacturer. Should the County realize an increase prior to the next bylaw update the cost will be passed along to the customer.

Building Services (page 34)	
Add	Residential Dwelling – Moved in:
Reason	Added the phrase “Moved in” for clarity.

Building Services (page 36)	
Add	All other Subtrade Permits that are greater than minimum fee.
Reason	Added explanation for clarity and consistency.
Change	Permit Penalties: Additional Fees:
Reason	Changed explanation for clarity and consistency.

Building Services (page 37)	
Add	Residential Multi-Family and Non-Residential including commercial, industrial, institutional, agricultural, and accessory buildings 500 sq. ft. and greater. Based on total value of materials and labour (minor renovations)
Reason	Added details for clarity and consistency.

Building Services (page 39)	
Add	Residential Multi-Family, Single Family Renovations, and Non-Residential: including commercial, industrial, institutional, agricultural, and accessory buildings with greater than 5 outlets (major renovations).
Reason	Added details for clarity and consistency.
Add	Residential Multi-Family and Non-Residential: including commercial, industrial, institutional, agricultural, and accessory buildings 500 sq. ft. and greater. Based on



	total value of materials and labour.
Reason	Added details for clarity and consistency.

Planning Services (Page 41)	
Add	<u>Development Permit Application Fees, General</u> Request to waive the six month waiting period \$500.00 (GST exempt)
Reason	This is a new fee. The fee is to cover the cost of preparing an item for Council.
Add	Development Permits Application Fees, Residential
Reason	Development Permits Application Fees reference added.
Planning Services (Page 42)	
Add	<u>Development Permits Application Fees, Residential</u> Home-Based Business Type I Review \$60.00 (GST exempt)
Reason	Added to cover expense of review processing
Add	<u>Development Permits Application Fees, Residential</u> Home-Based Business Type II / Bed and Breakfast \$385.00 (GST exempt)
Reason	Combines fees of a similar nature
Add	Development Permits Application Fees, Agricultural
Reason	Development Permits Application Fees reference added.
Add	Development Permits Application Fees, Commercial, Institutional, and Industrial - New Construction
Reason	Development Permits Application Fees reference added.
Planning Services (page 43)	
Add	Business Tenancy Changes (not requiring a Development Permit) \$60.00 (GST exempt)
Reason	New item.
Planning Service (page 44)	
Add	Area Structure Plan / Concept Plan Application Fees \$1,500.00 (GST exempt) Master site development plan amendment fee
Reason	Currently the full MSDP fee is charged for an amendment to an MSDP. This fee provides a reduced fee for an amendment.



Planning Services (Page 46)	
Add	Request to re-evaluate a condition of subdivision prior to endorsement
Reason	Provides a smaller fee for reconsideration of subdivision conditions prior to endorsement.
Planning Services (Page 48)	
Remove	Volunteer Labour
Reason	The rate would be set through our hiring process.
Add	Volunteer Labour
Reason	Aligns with Government of Alberta Employment Standards Regulation minimum wage.
Add	Document Retrieval (Non-FOIP request) \$25.00/property file/hr (\$25.00 minimum)
Reason	New fee for document retrieval. This process is currently undertaken by the FOIP office and charged accordingly.



BYLAW C-7751-2018

A Bylaw of Rocky View County to establish rates charged to the public for various municipal services

The Council of Rocky View County hereby enacts as follows:

PART I – TITLE

1. This bylaw shall be known as the “Master Rates Bylaw.”

PART II – EFFECT OF BYLAW

2. This bylaw establishes the rates as per Schedule ‘A’.
3. Master Rates Bylaw C-7630-2017 is hereby rescinded.
4. Should any provision in this bylaw be invalid, then such invalid provision shall be severed and the remaining bylaw shall be maintained.

PART III – TRANSITIONAL

5. Bylaw C-7751-2018 is passed when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate as per the *Municipal Government Act*.
6. Bylaw C-7751-2018 comes into force on April 1, 2018.

Division: All

READ A FIRST TIME IN COUNCIL this _____ day of _____, 2018

READ A SECOND TIME IN COUNCIL this _____ day of _____, 2018

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2018

READ A THIRD TIME IN COUNCIL this _____ day of _____, 2018

Reeve

CAO or Designate

Date Bylaw Signed

BRANCH 1 CORPORATE SERVICES			
Division 1 Legislative and Legal Services			
	ITEM	FEE	EXPLANATION
1	Information Requests		
(1)	Access to Information Request (FOIP)	\$25.00 administration fee + actual cost of preparation (GST exempt)	Fees are charged as per the <i>Freedom of Information and Protection of Privacy Regulations</i> Alta Reg. 186/2008, as amended.
(2)	Copy of audio recording	\$25.00 administration fee (GST exempt)	Fee for creating a copy of the audio recording of Council, Policy and Priorities Committee, Subdivision and Development Appeal Board, Enforcement Appeal Committee, or the Assessment Review Board.
2	Subdivision and Development Appeal Board		
(1)	Development Authority decision - appeal by the owner.	\$350.00 (GST exempt)	Paid at time of filing Notice of Appeal.
(2)	Development Authority decision - appeal by an affected party.	\$250.00 (GST exempt)	Paid at time of filing Notice of Appeal.
(3)	Development Authority decision of a Stop Order issued under s. 645 of the Municipal Government Act, RSA 2000, c M-26.	\$500.00 (GST exempt)	Paid at time of filing Notice of Appeal. This fee is for an appeal of a Stop Order that was issued under s. 645 of the <i>Municipal Government Act</i> , RSA 2000, c M-26.
(4)	Subdivision Authority decision - appeal.	\$1,000.00 (GST exempt)	Paid at time of submitting subdivision application. This fee in all cases is a credit on endorsement fees except where the applicant or agent appeals the subdivision.
3	Enforcement Appeal Committee		
(1)	Compliance Order - appeal as per s. 545 and 546 of the Municipal Government Act, RSA 2000, c M-26.	\$500.00 (GST exempt)	Paid at time of filing Notice of Appeal. This fee is for an appeal of a Compliance Order that was issued under s. 545 of the <i>Municipal Government Act</i> , RSA 2000, c M-26.

BRANCH 1 CORPORATE SERVICES			
Division 2 Financial Services			
	ITEM	FEE	EXPLANATION
4	Administrative Fees		
(1)	Re-issue of Letter of Credit	\$100.00	To recover administrative costs in producing this record.
(2)	Recovery Fee of Staff Resources	\$30.00 /hour	Staff time to review, reconcile, and other administrative tasks.
(3)	Accounts sent to collection	Up to 25% of amount sent to collection	Accounts are sent for collection (appointed collection agency) when customer has past due amounts and are unresponsive to notifications (phone calls and/or letters). The first written notice are sent at 60 days from invoice date. After three written attempts to contact with no response, accounts are sent to the contracted collection agency for further action.
5	Routine Disclosure		
(1)	Tax Certificates	\$30.00 /parcel (GST exempt)	Roll, legal description, acres, last tax levy, outstanding amount, outstanding utilities if applicable, if they are on Tippi the tipp amount, statement explaining tipp cancellation time frame and penalty dates.
(2)	Historical Tax Summary	\$50.00	
6	Miscellaneous		
(1)	Returned Cheques	\$25.00 per returned item and \$7.50 per each additional affected account related to the returned item. (GST Exempt)	Cheques could be NSF, Stop Payment, Stale dated, Post dated, Numbers and words do not match, Pre-authorized debit.
(2)	Late payment penalty sewage fees	3%/month	As per Rocky View County Bylaw No. C-7662-2017 the <i>Water/Wastewater Utilities Bylaw</i> .
(3)	Interest on Accounts Receivable	1.50% /month	Other than Property Tax Accounts. Interest is assessed 30 days after invoice date.

BRANCH 1 CORPORATE SERVICES			
Division 3 Information Services			
	ITEM	FEE	EXPLANATION
7	Hard Copy Sales		
(1)	Aerial Photographs:		
(a)		\$10.00	Laser print/pdf. Format.
(b)		\$30.00 /plot	Plots over 11" x 17".
(2)	Additional Prints:		
(a)		\$1.00	Per extra copy. 8 ½" x 11" to 11" x 17".
8	Municipal Map		
(1)	Small Municipal map	\$10.00	17" x 22" - no names.
(2)	Large Municipal map	\$20.00 + mailing cost	34" x 42".
9	Vector/Raster Data		
(1)	County-wide data	\$100.00 /layer	
(2)	Partial coverage data	\$50.00 /layer	
(3)	Data package:		
(a)		\$50.00	Per square mile, as per order form.
(b)		\$25.00	Each additional contiguous square mile. (sharing a common border; touching)
(4)	Orthophoto (also known as Airphoto):		
(a)		\$40.00	Geo-positioned re. .tiff, ECW or JPG 2000. Fee is per square mile.
(b)		\$20.00	Each additional contiguous square mile. (sharing a common border; touching)
(5)	Map booklet	\$50.00 /issue	pdf. Version.
10	Additional Services		
(1)	Staff time for custom requests	\$60.00 /hour	1/4 hour minimum charge.
(2)	Naming of a subdivision and/or road/street	\$350.00 (GST exempt)	
(3)	Road Re-naming Application	\$500.00 (GST exempt)	
(4)	House number change request	\$200.00 (GST exempt)	

BRANCH 1 CORPORATE SERVICES			
Division 4 Enforcement Services			
	ITEM	FEE	EXPLANATION
11	Dog Licenses		
(1)	Dog license:		
(a)		\$35.00 (GST exempt)	Intact dogs (not spayed or neutered).
(b)		\$15.00 (GST exempt)	Spayed or neutered.
(c)		\$25.00 (GST exempt)	Dogs between 3 & 6 months at time of license purchase.
(2)	Kennel, Hobby	\$125.00 (GST exempt)	As per Section 23.1 (d) of Bylaw C-4841-97 (Land Use Bylaw) as amended.
(3)	Replacement of lost license	\$10.00 (GST exempt)	To replace a lost dog tag
12	Trap Rentals		
(1)	Dog trap rental damage deposit	\$250.00 (GST exempt)	Damage deposit is refundable if equipment is returned in good order.
(2)	Cat trap rental damage deposit	\$100.00 (GST exempt)	Damage deposit is refundable if equipment is returned in good order.
13	Miscellaneous		
	Reclaiming fee	\$250.00 (GST exempt)	Fee to reclaim an animal impounded Rocky View County bylaw C-5758-2003 <i>Animal Control Bylaw</i> , s.18.
(1)	Permit to film	\$250.00 (GST exempt)	Non-refundable permit fee.
(2)	Community Peace Officer Paid Duty	\$65.00 per hour	Community Peace Officer paid duty fee for traffic control, etc.
(3)	Concert Application Fee	\$250.00 (GST exempt)	Non-refundable application fee.
(4)	Road Rally and/or Bicycle Race Permit	\$250.00 (GST exempt)	Non-refundable permit fee.

BRANCH 1 CORPORATE SERVICES			
Division 5 Fire Services			
	ITEM	FEE	EXPLANATION
14	Fire Protection Charges and Permit Fees		* Fire apparatus fee is \$400.00 per hour.
			* Full-time firefighters' rates as per the current collective agreement.
			* Volunteer firefighters' rates as per the current volunteer firefighter policy.
(1)	Consumer Fireworks Permit	No charge	
(2)	Commercial Fireworks Permit	\$50.00	
(3)	Demolishing and/or securing premises	Actual cost incurred by the Municipality	
(4)	Removing or clearing combustible debris from property	Actual cost incurred by the Municipality	
(5)	Three or more false alarms in a calendar year	Actual cost incurred by the Municipality	
(6)	Knowingly causing a false alarm	Actual cost incurred by the Municipality	
(7)	Fire investigation	Actual cost incurred by the Municipality	Cost of heavy equipment, contractors, site security and supplies used. A Fire investigation is to determine cause and origin after a fire event.
(8)	Fire Safety Inspection	No charge	Initial and follow-up. A Fire Inspection is done based on the Departments QMP (Complaint or Request) and focuses on Fire Safety on a property or in a building. (Exits, Fire Extinguishers, Fuel storage, General Fire Hazards).
(9)	Three or more Fire Safety Inspections in a calendar year	\$150.00 /inspection	
(10)	Fire inspection of premises involved in illegal activities	\$150.00 /inspection	
(11)	Fire suppression	Actual cost incurred by the Municipality	Fire suppression as a result of attending an incident involved in the illegal use of premises.
(12)	Recovery	Actual cost incurred by the Municipality	Recovery of damaged, lost and/or contaminated equipment (Rescue, Hazardous Material Response).
(13)	Fire/Rescue response outside RVC corporate limits in the absence of Mutual Aid Agreement	All apparatus will be billed on current Alberta Transport Utility Rates	

BRANCH 3 INFRASTRUCTURE AND OPERATIONS SERVICES			
Division 1 Roads Maintenance			
	ITEM	FEE	EXPLANATION
1	Dust Control		Policy 425 and Procedure 425B.
(1)	First 200 meter application	No charge	
(2)	Additional application / additional length	\$400.00 /200m	
2	Road Construction		Policy 400.
(1)	Compensation for crop damage	\$400.00 /acre	For all types of crops or loss of revenue.
(2)	Compensation for borrow pits	\$300.00 /acre	When borrow material is required for road construction
(3)	Compensation for back sloping area disturbed	\$300.00 /acre	When road ROW maintenance or road widening requires back sloping of road ditch to encroach onto private land
(4)	Labour compensation:		
(a)		\$800.00	Per mile of fence removed by landowner.
(b)		\$1,600.00	Per mile of fence replaced by landowner.
3	Snow Plowing		
(1)	Private driveways for medical access only	\$50.00 /event or \$120.00 /hour (whichever is greater)	Policy and Procedure 442.
(2)	Roads under a Development Agreement	\$500.00 /lane-km/month for 6 month period from Nov - Apr	Policy and Procedure 456.
4	Cattle Guards		Policy and Procedure 423.
(1)	Installation of new cattle guards	\$5,000.00	
(2)	Cleanout of existing cattle guards	\$1,250.00	
(3)	Repair of existing cattle guard		Billed at ARHCA rates in effect at the time of repair - per hour.
(4)	Removal of cattle guard	\$3,500.00	Includes remediation of road.
5	Cattle Passes		Policy and Procedure 423.
(1)	Installation, maintenance and removal	Assessed on a site-by-site basis	

6	Agricultural Field Access and Non-Standard Road Maintenance		Policy and Procedure 425.
(1)	Blading of agricultural field access roads and non-standard roads:		Performed by road grader to smooth existing surface
(a)		No charge	First 2 events per year
(b)		\$150.00 /hour	Additional request per year - includes mobilization cost; minimum 1 hour charge per event.

BRANCH 3 INFRASTRUCTURE AND OPERATIONS SERVICES			
Division 2 Utility Services			
	ITEM	FEE	EXPLANATION
7	Water and Sewer Services		
(1)	Water/Sewer Account set up	\$30.00	Administrative fee per account - one time only at time of account set-up.
(2)	Water Meter and Installation		Purchase and installation of water meter supplied by the County
(a)		\$700.00	Per water meter up to 5/8 inch in size.
(b)		\$2,500.00	Per water meter over 5/8 inch in size.
(3)	Overstrength Wastewater Surcharge		Determined by sampling and testing of sewage received from a connection to a County sewage system and applied for 3 monthly billing periods including the month that wastewater from the connection was sampled and tested.
(a)		\$0.1460	Per each mg/l over 300 mg/l Biological Oxygen Demand (BOD)
(b)		\$0.1161	Per each mg/l over 300 mg/l Total Suspended Solids (TSS)
(c)		\$0.1971	Per each mg/l over 100 mg/l Fats, Oil and Grease (FOG)
8	East Rocky View Water Services		
(1)	Residential Water Fees	\$15.00 + \$3.915/m ³	Monthly fixed fee and consumptive charges per residential connection.
(2)	Non-residential Low Volume Water Fees	\$20.00 + \$3.915/m ³	Monthly fixed fee and consumptive charges per non-residential connection use of 0 to 49 cubic meters per month.
(3)	Non-residential Medium Volume Water Fees	\$50.00 + \$3.915/m ³	Monthly fixed fee and consumptive charges per non-residential connection use of 50 to 499 cubic meters per month.
(4)	Non-residential High Volume Water Fees	\$150.00 + \$3.915/m ³	Monthly fixed fee and consumptive charges per non-residential connection use of 500 and over cubic meters per month.
(5)	Water Use Overage Fee	7.83 /m ³	Per cubic meter of water delivered during a month which exceeds the annual maximum allotted quantity calculated on a pro-rata basis.
(6)	Residential Water Connection Fee		Per residential connection (if not previously paid/recovered) plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment.
(a)		\$15,210.00	East Balzac Service Area
(b)		\$17,150.00	Conrich Service Area

(7)	Non-Residential Water Connection Fee		Per cubic meter per day-of allocated water service capacity (if not previously paid/recovered)-plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment. Minimum 0.95 cubic meters per day allocation.
(a)		\$16,010.00	East Balzac Service Area
(b)		\$18,050.00	Conrich Service Area
(8)	Excess Water Service Capacity Fee		Per cubic meter per day over the customer's previously allocated water service capacity, plus applicable off-site infrastructure borrowing costs calculated to the date of excess service capacity fee payment.
(a)		\$16,010.00	East Balzac Service Area
(b)		\$18,050.00	Conrich Service Area
9	Bragg Creek Water Services		
(1)	Residential Water Fees	\$25.00 + \$2.064/m3	Monthly fixed fee and consumptive charges per residential connection.
(2)	Non-residential Water Fees	\$25.00 + \$2.064/m3	Monthly fixed fee and consumptive charges per non-residential connection.
(3)	Outside Local Improvement Service Area Water Connection Fee	\$29,395.00	Per cubic meter per day of allocated water service capacity (if not previously paid/recovered), plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment. Minimum 0.85 cubic meters per day allocation.
(4)	Inside Local Improvement Service Area Excess Water Service Capacity Fee	\$6,715.00	Per cubic meter per day over the customer's previously allocated water service capacity, plus applicable off-site infrastructure borrowing costs calculated to the date of excess service capacity fee payment.
10	Langdon Sewer Services		
(1)	Residential Sewage Fees	\$53.52	Monthly flat fee per residential connection.
(2)	Non-residential Sewage Fees	\$53.52	Monthly flat fee per non-residential connection.
(3)	Mixed Use (residential/commercial) with Restaurant Sewage Fees	\$144.51	Monthly flat fee per combined residential and commercial restaurant connection.
(4)	Mixed Use (residential/commercial) without Restaurant Sewage Fees	\$72.76	Monthly flat fee per combined residential and commercial (non-restaurant) connection.
(5)	Restaurant Sewage Fees	\$80.28	Monthly flat fee per standalone restaurant connection.
(6)	Sewage Use Overage Fee	\$3.80	Per cubic meter of wastewater received during a month which exceeds the annual maximum allotted quantity calculated on a pro-rata basis.
(7)	Residential Sewage Connection Fee	\$12,300.00	Per residential connection (if not previously paid/recovered) plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment.

(8)	Non-residential Sewage Connection Fee	\$14,385.00	Per cubic meter per day of allocated wastewater service capacity (if not previously paid/recovered) plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment. Minimum 0.95 cubic meters per day allocation.
(9)	Excess Sewage Service Capacity Fee	\$14,385.00	Per cubic meter per day over the customer's previously allocated wastewater service capacity, plus applicable off-site infrastructure borrowing costs calculated to the date of excess service capacity fee payment.
11 East Rocky View Sewer Services			
(1)	Residential Sewage Fees		
(a)		\$30.00 + \$1.939 m3 of water consumption	Monthly fixed fee and consumptive charges per residential connection with metered water usage.
(b)		\$67.81	Monthly flat fee per residential connection without metered water usage.
(2)	Non-Residential Sewage Fees	\$45.00 + \$1.939 m3 of water consumption	Monthly fixed fee and consumptive charges per non-residential connection.
(3)	Bulk Residential Sewage Fees	\$30.00 + \$2.787/m3 of water consumption	Monthly fixed fee and consumptive charges for multiple residential units with one connection. Bulk Residential Sewage must be metered.
	Sewage Use Overage Fee	\$3.800	Per cubic meter of wastewater received during a month which exceeds the annual maximum allotted quantity calculated on a pro-rata basis.
(4)	Residential Sewage Connection Fee		Per residential connection (if not previously paid/recovered), plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment.
(a)		\$18,145.00	East Balzac Service Area.
(b)		\$18,145.00	Conrich Service Area.
(c)		\$30,640.00	Dalroy Service Area.
(5)	Non-Residential Sewage Connection Fee		Per cubic meter per day of allocated wastewater service capacity (if not previously paid/recovered) plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment. Minimum 0.95 cubic meters per day allocation.
(a)		\$21,225.00	East Balzac Service Area.
(b)		\$21,225.00	Conrich Service Area.
(c)		\$35,840.00	Dalroy Service Area.

(6)	Excess Sewage Service Capacity Fee		Per cubic meter per day over the customer's previously allocated wastewater service capacity plus applicable off-site infrastructure borrowing costs calculated to the date of excess service capacity fee payment.
(a)		\$21,225.00	East Balzac Service Area.
(b)		\$21,225.00	Conrich Service Area.
(c)		\$35,840.00	Dalroy Service Area.
12	Elbow Valley / Pinebrook Sewer Services		
(1)	Sewage Fees	\$83.26	Monthly flat fee per connection.
(2)	Sewage Connection Fee	\$670.00	Per new service connection.
13	Elbow Valley West Sewer Services		
(1)	Communal Sewage Collection System Fees	\$4,870.00	Monthly flat fee billed to Condominium Corporation No. 017 4894
(2)	Sewage Connection Fee	\$670.00	Per new service connection.
14	Bragg Creek Sewer Services		
(1)	Residential Sewage Fees	\$25.00 + \$5.177 m3 of water consumption	Monthly fixed fee and consumptive charges per residential connection.
(2)	Non-residential Sewage Fees	\$25.00 + \$5.177 m3 of water consumption	Monthly fixed fee and consumptive charges per non-residential connection.
(3)	Outside Local Improvement Service Area Sewage Connection Fee	\$25,600.00	Per cubic meter per day of allocated wastewater service capacity (if not previously paid/recovered), plus applicable off-site infrastructure borrowing costs calculated to the date of connection fee payment. Minimum 0.85 cubic meters per day allocation.
(4)	Inside Local Improvement Service Area Excess Sewage Service Capacity Fee	\$11,163.00	Per cubic meter per day over the customer's previously allocated wastewater service capacity, plus applicable off-site infrastructure borrowing costs calculated to the date of excess service capacity fee payment.
15	Miscellaneous		
(1)	Connection to outside municipality service requests	\$500.00 (GST exempt)	Application fee per request.

BRANCH 3
INFRASTRUCTURE AND OPERATIONS SERVICES

Division 3
Engineering Services - includes Road Operations

	ITEM	FEE	EXPLANATION
16	Gravel Sales		
(1)	20 mm Crushed Gravel (Designation 4 - Class 20)	\$15.50 /cubic meter	Maximum 75 cubic meters per year for County residents.
(2)	Unprocessed Pit run gravel	\$8.00 /cubic meter	Maximum 75 cubic meters per year for County residents.
(3)	Reject material (sand)	\$7.00 /cubic meter	Maximum 75 cubic meters per year for County residents.
(4)	Unprocessed pit run gravel for use by Contractors on government projects within/outside the County:		
(a)		\$4.00 /tonne	For use by contractors on government projects within the County.
(b)		\$5.00 /tonne	For use by contractors on government projects outside the County.
(5)	Rip Rap Material	\$60.00 /tonne	Maximum 120 tonnes per year for County residents.
17	Road Signs and Traffic Counts		
(1)	Supply and Installation of Sign by County	\$300.00 /sign + installation costs	
(2)	Traffic Classifier Count	\$250.00 /24hr count	
(3)	Regular Traffic Count	\$125.00 /24hr count	
18	Road Approaches		
(1)	Application to construct a temporary road approach	\$1,000.00 /approach	Refundable upon removal of approach by applicant.
19	Miscellaneous		
(1)	Road allowance usage fees for non-County water/wastewater & stormwater utilities	\$300.00 /annum/km (GST exempt)	
(2)	Utility line assignments requiring Council approval	\$500.00 (GST exempt)	Application fee.
(3)	Connection to outside municipality service requests	\$500.00 (GST exempt)	Application fee.
20	Pre-Application Meeting	\$250.00 (GST exempt)	Based on 1 hour meeting.

21	Road Approach Inspection:		
(a)		No charge	1st inspection.
(b)		\$100.00 per approach	2nd inspection.
(c)		\$400.00 per approach	3rd inspection.
(d)		\$400.00 + (\$150.00 per each additional approach)	Each inspection after 3rd inspection.
22	Development Design Review - Subdivision		
(1)	Review and inspect:		
(a)		\$200.00 (GST exempt)	1 to 3 lots.
(b)		\$300.00 (GST exempt)	4 to 6 lots.
(c)		\$500.00 (GST exempt)	7 to 9 lots.
(d)		\$6000.00 (GST exempt)	10 or more lots.
(2)	Re-submission of previously approved subdivision application	\$1,000.00 (GST exempt)	Per application.
(3)	Refund of development design review fees		
(a)		Refund 85% of original fee	Prior to circulation.
(b)		No refund	After circulation.
23	Engineering Review		
(1)	Conceptual Scheme Engineering Review	\$5,000.00 (GST exempt)	1/4 section or greater - flat rate.
(2)	Conceptual Scheme Amendment Engineering Review	\$1,000.00 (GST exempt)	Less than 1/4 section - flat rate.
(3)	Limited Scope Conceptual Scheme Engineering Review	\$500.00 (GST exempt)	Flat rate.
(4)	Master Site Development Plan Review	\$800.00 (GST exempt)	Per 1/4 section.
(5)	Direct Control Bylaw Review	\$4,000.00 (GST exempt)	Flat rate.
(6)	Legal Fees	Actual cost incurred by the Municipality + 10% of cost	For changes to standard template legal documents.
24	Endorsement Fees		
(1)	Farmstead	\$400.00 (GST exempt)	Flat rate.
(2)	First 10 lots	\$750.00 (GST exempt)	Per lot.
(3)	Next 40 lots	\$600.00 (GST exempt)	Per lot.
(4)	Each additional lot	\$450.00 (GST exempt)	Per lot.
(5)	Boundary adjustments	\$400.00 (GST exempt)	Per lot or new title.

25	Land Use / Redesignation Engineering Application Fees		
(1)	Institutional / Business / Agricultural / Residential / Hamlet / Condominium: Residential:		
(a)		\$2,000.00 (GST exempt)	(1-6 lots) outside an Area Structure Plan or Concept Plan Area.
(b)		\$1,000.00 (GST exempt)	(1-6 lots) inside an Area Structure Plan or Concept Plan Area.
(c)		\$150.00 /lot (GST exempt)	Next 44 lots.
(b)		\$125.00 /lot (GST exempt)	Next 50 lots.
(c)		\$75.00 (GST exempt)	Each additional lot.
	Farmstead:	\$1,000.00 (GST exempt)	First parcel out.
(2)	Refund of Land Use / Redesignation Application Fees:		
(a)		Refund 85% of original fee	Prior to circulation.
(b)		No refund	After circulation.
26	Gravel Pits		
(1)	Engineering application fee	\$2,000.00 (GST exempt)	Per each 1/4 section or portion thereof.
27	Road Closure / Road License Fees		
(1)	Application to close a road allowance for consolidation purposes	\$2,000.00 (GST exempt)	Per contiguous segment of adjoining road.
(2)	Processing fee to Licence for agricultural use	\$500.00 (GST exempt)	
(3)	Annual road allowance License Fees:		Minimum 1 acre.
(a)		\$10.00 /acre	Grazing license.
(b)		\$20.00 / acre	Cultivation license.
(4)	Transfer of road allowance license	\$500.00 (GST exempt)	Per application - transfer from one licensee to another.
(5)	Application to reopen a previously closed road allowance	\$1,500.00 (GST exempt)	Per contiguous segment of road.
(6)	Appraisal Fee for Road Closure File	\$2,750 (GST exempt)	
(7)	Refund of Road Closure Fees:		
(a)		Refund 85% of original	Prior to circulation of file.
(b)		Refund 60% of original fee	During or after circulation of file.
(c)		No refund	After advertising of bylaw and/or scheduling of Public Hearing.

28	Other Fees		
(1)	Plan cancellation	\$1,500.00 (GST exempt)	
(2)	Discharge of caveat:		
(a)		\$25.00 (GST exempt)	Administration fee.
(3)	Area Structure Plan amendment review	\$1,500.00 (GST exempt)	Per 1/4 section (to a maximum \$6,000.00).
29	Inspection Fees		
(1)	First inspection	\$450.00	County completed.
(2)	Second and subsequent inspections	\$900.00 /inspection (GST exempt)	County completed.
(3)	Third party review	Actual cost incurred by the Municipality + additional 10% of cost	For reviews or inspections.
(4)	General inspection fee	\$200.00 /inspection (GST exempt)	General inspection could be something not associated with a Development Agreement.
30	Access Road Development / Road Right of Way Construction Agreements		
(1)	Full Municipal Standard Application fee	\$500.00 (GST exempt)	
(2)	Inspection Fees (Plans and Field)	\$200.00 (GST exempt)	Per 100 meters of length.
31	Manuals		
(1)	Sale of Reports	\$150.00	Per hard copy / CD or other digital media copy.
32	Development Permit Application Review		
(1)	Engineering Review of:		
(a)	Residential	\$200.00 (GST exempt)	Per application circulated to Engineering Services.
(b)	Commercial, Industrial, Institutional	Greater of: \$0.75/sq. meter of building area (no max.) OR \$0.10/sq. meter of lot area (up to a max. of \$5000.00) (GST exempt)	
(c)	Golf course	\$1,000.00 (GST exempt)	Per 9 holes.
(d)	Stripping and Grading	\$1,000.00 (GST exempt)	Fee plus \$100.00 per each additional parcel after first two parcels.
(2)	Preparation fee for Development Agreement as a condition of a Development Permit	\$500.00 (GST exempt)	

33	Fees for Cashing a Development Security or by Completing or Securing a Development Site		
(1)	Fee for cashing a security	\$250.00 (GST exempt)	
(2)	Fee for completing or securing a development site	5% of the Security (GST exempt)	
34	Fee for review and inspection of developer requested security reduction	\$5000.00 (GST exempt)	Reduction for Special Improvement Development Agreement if not at Construction Completion Certificate (CCC) or Final Acceptance Certificate (FAC).

BRANCH 3 INFRASTRUCTURE AND OPERATIONS SERVICES			
Division 4 Solid Waste and Recycling			
	ITEM	FEE	EXPLANATION
35	Waste Management		
(1)	Tag-a-Bag Program:		
(a)		\$3.00 /bag (GST exempt)	Single garbage bag.
(b)		\$65.00 (GST exempt)	Tag-a-Bag Tickets. Book of 25 tickets. For County residents only.
(2)	Household furniture	\$20.00 (GST exempt)	Per each item of furniture.
(3)	Bulk waste	\$45.00 (GST exempt)	Per half-ton pick-up truck load. County residents
(4)	Freon removal	Actual cost to County	Per compressor. i.e. Refrigerators.
(5)	Untreated wood or lumber	\$30.00 (GST exempt)	Per half-ton pick-up truck load.
36	Curbside Waste Collection - Langdon		
(1)	Black Cart 120L (Garbage)	\$9.68 (GST exempt)	Per household/month. Charged on household utility bill.
(2)	Black Cart 240L (Garbage)	\$14.63 (GST exempt)	Per household/month. Charged on household utility bill.
(3)	Blue Cart (Recycling)	\$8.82 (GST exempt)	Per household/month. Charged on household utility bill.
(4)	Green Cart (Organic Waste)	\$5.90 (GST exempt)	Per household/month. Charged on household utility bill.
(5)	Cart change	\$50.00 (GST exempt)	Switching from 120L cart to 240L cart. One-time fee, per request, on subscription.

BRANCH 3 INFRASTRUCTURE AND OPERATIONS SERVICES			
Division 5 Municipal Lands			
	ITEM	FEE	EXPLANATION
37	Removal of Reserve Designation		
(1)	Application fee	\$2,750.00 (GST exempt)	Per parcel or titled unit.
(2)	Cancellation:		
(a)		Refund 75% of original	Prior to circulation of file.
(b)		Refund 65% of original	During or after circulation of file.
(c)		No refund	After advertising and notification of adjacent landowners.
(d)		No refund	After public hearing.
38	Sale of Former Reserve Land		Applicant responsible for costs associated with Appraisals, Legal
(1)	Application fee	\$2,750.00 (GST exempt)	Per parcel or titled unit.
(2)	Cancellation:		
(a)		Refund 75% of original fee	Prior to circulation of file.
(b)		Refund 65% of original fee	During or after circulation of file.
(c)		No refund	After advertising and notification of adjacent landowners.
(d)		No refund	After public hearing.
39	Sale of Fee Simple Land		Applicant responsible for costs associated with Appraisals, Legal Fees, Surveying, and reasonable disbursement costs incurred by County
(1)	Application fee	\$2,750.00 (GST exempt)	Per parcel or titled unit.
(2)	Cancellation:		
(a)		Refund 75% of original fee	Prior to circulation of file.
(b)		Refund 65% of original fee	During or after circulation of file.
(c)		No refund	After advertising and notification of adjacent landowners.
(d)		No refund	After public hearing.

40	Boundary Adjustments of Environmental Reserves		
(1)	Application fee	\$250.00 (GST exempt)	
(2)	Lease fee for environmental reserves	\$10.00 /year (GST exempt)	
41	Lease of Fee Simple County Lands		
(1)	Application fee	\$250.00 (GST exempt)	
(2)	Annual charge	\$10.00 /parcel (GST exempt)	
42	License of Occupation for County Lands		
(1)	Application fee	\$250.00 (GST exempt)	
(2)	Annual charge	\$10.00 /parcel (GST exempt)	
43	Temporary Access Permits for County Lands		
(1)	Grazing Permit: Application and site inspection fee	\$250.00	Per agreement for lands sharing common border.
(2)	Temporary Access Agreement (TAA)	\$150.00	Per agreement, for lands sharing common border. (Exemption for non-profit organizations in fundraising activities).
44	Utility Right of Way/Easement Agreements		
(a)	Initial agreement	\$250.00 /agreement	
(b)	Amending agreement	\$100.00 /agreement	

BRANCH 3 INFRASTRUCTURE AND OPERATIONS SERVICES			
Division 6 Cemetery Services			
	ITEM	FEE	EXPLANATION
45	Cemetery Lot Fees - Garden of Peace, Dalemead and Bottrel Cemeteries		
(1)	Flat Marker Section	\$2,873.71	
(2)	Upright Marker:		
(a)		\$3,560.07	With cement base.
(b)		\$3,386.88	Without cement base.
(3)	Infant / Child Lot:		
(a)		\$935.00	Flat section. Up to 2 years of age or 4 ft casket.
(b)		\$1,205.00	Upright section. Up to 2 years of age or 4 ft casket.
(4)	Field of Honor:		
(a)		\$1,449.69	Upright Veteran / Plot. Proof of service required.
(b)		\$975.02	Cremation Lot. Holds 2 units only, 1/3 of a plot.
(5)	Social Services:		
(a)		50% of lot cost and perpetual care cost (GST exempt)	Adult Flat Marker Section
(b)		50% of lot cost and perpetual care cost (GST exempt)	Adult Upright Marker Section. Family must pay remaining 50% balance for upgrade. Upgrade is not GST exempt.
(c)		50% of lot cost and perpetual care cost (GST exempt)	Infant / Child Flat Marker Section.
(d)		50% of lot cost and perpetual care cost (GST exempt)	Infant / Child Upright Marker Section. Family must pay remaining 50% balance for upgrade. Upgrade is not GST exempt.
(6)	Cremation Lot:		
(a)		\$2,045.84	Flat Marker: 2' x 4' hold 2 urns in each lot.
(b)		\$2,694.11	Flat Marker: 4' x 4' - holds 4 urns.
(c)		\$2,694.11	Upright Marker: 2' x 4' - holds 2 urns.
(d)		\$3,175.20	Upright Marker: 4' x 4' - holds 4 urns.

46	Columbarium		
(1)	Niche spaces	\$3,712.37	A niche is a 15x15 space that can hold up to two urns in each niche. Everlasting Life Columbarium holds only One urn/niche, all other Columbariums will hold two urns/niche.
47	Interment Fees and Service		
(1)	Interment Fee:		
(a)		\$908.46	Adult single depth grave
(b)		\$1,311.59	Adult double depth grave (1st burial)
(c)		\$908.46	Adult double depth grave (2nd burial)
(d)		\$500.00	Infant / Child casket. Up to 2 years of age or 4 ft casket.
(2)	Niche open / close	\$227.12	
(3)	Urn: ground Interment	\$397.45	
(4)	Scattering of ashes:		
(a)		\$635.04	Including plaque.
(b)		\$86.52	No plaque; record storage only.
48	Disinterment Fee		
(1)	Casket	\$3,150.00	
(2)	Infant / Urn	\$945.00	
(3)	Disinter / Reinter of casket in same grave	\$3,680.00	
49	Marker / Vases / Family Columbarium's / Liner Fees		
(1)	Flat marker prices	Starting at \$1,174.28 - \$7,568.35	Price varies based on size and design details
(2)	Upright marker prices	Starting at \$3,000.00 - \$12,600.00	
(3)	Monument permit:		
(a)		\$320.72	Upright single.
(b)		\$506.74	Upright double.
(4)	Flat marker permit	\$1.06/sq. inch	
(5)	Columbarium plaques	Starting at \$735.54	Wreath plate / Niche marker
(6)	Family Columbarium's	Starting at \$3,625.36 - \$10,000.00	If a family wants their own private Columbariums they can buy them for two urns or up to 15 urns.
(7)	Cement Liners / Vaults	Starting at \$1,984.50 - \$10,000.00	

50	Bottrel and Dalmead Cemetery		
(1)	Cemetery flat lots	\$2,873.71	
(2)	Cemetery upright lots	\$3,386.88	Without cement base.
(3)	Cremation lots:		
(a)		\$2,045.84	Flat 2' x 4'. Holds 2 urns.
(b)		\$2,694.11	Flat 4' x 4'. Holds 4 urns.
(c)		\$2,694.11	Upright - holds 2 urns. Without cement base.
(d)		\$3,175.20	Upright - holds 4 urns. Without cement base.
(4)	Interments:		
(a)		\$1,639.49	Adult / Child single depth.
(b)		\$837.49	In-ground urn service.
(5)	Travel	\$198.73	The County will charge additional travel costs to complete services at Bottrel and Dalemead cemeteries as we have to haul our equipment out to the sites.
51	Other Services		
(1)	Overtime:		Overtime over and above interment fee.
(a)		\$919.82	Saturdays only rate: casket.
(b)		\$374.74	Saturdays only rate: ashes / urn / infant / child.
(c)		\$158.98	Weekday. Charged per 1/2 hr for services not completed by 3:00pm.
(d)		Varies	Statutory holidays. Double the existing overtime rates shown above.
(2)	Seasonal services	\$158.98	Snow removal / Event.
(3)	Winter digs:		October - April.
(a)		\$248.06	Adult casket.
(b)		\$115.76	Child casket.
(c)		\$82.69	Urn.
(4)	Tent rental:		
(a)		\$176.40	Small tent.
(b)		\$231.53	Large tent.
(5)	Administrative fee	\$227.12	This fee would be charged on Title changes, certificate changes or Buy-backs, etc
(6)	Urgent accommodation for unplanned services	\$550.00	

52	Commemorative Memorial Program		
(1)	Benches	Starting at: \$2116.80 - \$4,365.90	Subject to availability.
(2)	Site preparation, transportation, mounting pad, and installation of benches	\$3000.00 /site	Based on level ground location.
(3)	Trees	Starting at: \$643.00 - \$908.06	Includes perpetual care only. Plaque fees are not included. - Limited Prairie Hardy choice.
(4)	Shrubs	Starting at: \$434.70	Includes perpetual care only. Plaque fees are not included. - Limited choice.
(5)	Hardy Prairie Rose Bush for Scatter Garden	\$63.00	Includes perpetual care only. Plaque fees are not included. - Limited Prairie Varieties

BRANCH 3 INFRASTRUCTURE AND OPERATIONS SERVICES			
Division 7 Agriculture Services			
	ITEM	FEE	EXPLANATION
53	Rentals		
(1)	Tree planter:		
(a)		\$50.00 per day	Rental.
(b)		\$150.00	Damage deposit.
(2)	Agricultural pest trap:		
(a)		\$25.00	Rental. Per week after 2 weeks.
(b)		\$125.00 (GST exempt)	Damage deposit.
(3)	Pasture sprayer:		
(a)		\$250.00	First day of rental.
(b)		\$100.00 (GST exempt)	Each additional day of rental.
(c)		\$1,000.00 per day (GST exempt)	Damage deposit. MC or VISA preferred. Damage deposit is refundable if equipment is returned in good order.
(4)	Water well measuring tape:		
(a)		\$25.00	Rental. Per week after 2 weeks.
(b)		\$125.00 (GST exempt)	Damage deposit. Damage deposit is refundable if equipment is returned in good order.
(5)	Back pack sprayer:		
(a)		\$25.00	Rental.
(b)		\$125.00 (GST exempt)	Damage deposit. Damage deposit is refundable if equipment is returned in good order.
54	Miscellaneous		
(1)	Gopher traps and bait	Actual cost incurred by the Municipality	For pocket gopher and Richardson's Ground Squirrel control.
(2)	Grass seed	Actual cost incurred by the Municipality	For roadside & reclamation projects (base mix).
(3)	Landowner weed control agreement signs	\$15.00	
(4)	Weed spraying	Actual cost incurred by the Municipality + \$50.00 administration fee	Weed Notice follow-through.
(5)	Deposits for soil sampler and hay sampler	\$125.00	

(6)	Blue Book (guide to crop protection)	\$12.00	Information book for crop protection products that are available for agricultural producers.
(7)	Weed identification in Alberta	\$3.00	Used to identify Noxious and Prohibited Noxious Weeds
(8)	Weeds of the Prairies	\$30.00	Used to Identify a wide variety of plants that are found in Alberta.
(9)	Green acreages guide	\$30.00	Resource for acreage owners that helps develop and implement environmental stewardship practices on their property.
(10)	Bat boxes	\$30.00	Bat boxes offer a safe place for bats to live and the bats can assist with controlling mosquito populations.
55	Weed Free Hay - Twine	Actual cost incurred by the Municipality	For producers that have had their hay inspected and certified as "Weed Free". This uniquely coloured twine is used to identify the product as weed free.

BRANCH 2 COMMUNITY AND DEVELOPMENT SERVICES			
Division 1 Assessment Services			
	ITEM	FEE	EXPLANATION
1	Assessment Complaint Fee		
(1)	Assessment for Class 1 - Residential property:		In respect of property, means property that is not classed by the assessor as farm land, machinery and equipment or non-residential.
(a)		\$50.00 (GST exempt)	In respect of 3 dwellings or fewer.
(b)		\$650.00 (GST exempt)	In respect of more than 3 dwellings.
(2)	Assessment for Class 2 - Non-Residential property:		In respect of property, means linear property, components of manufacturing or processing facilities that are used for the cogeneration of power or other property on which industry, commerce or another use that takes place or is permitted to take place under a land use bylaw passed by a council, but does not include farm land or land that is used or intended to be used for permanent living accommodation.
(a)		\$250.00 (GST exempt)	\$1.00 to \$500,000.00.
(b)		\$400.00 (GST exempt)	\$500,001.00 to \$1,000,000.00.
(c)		\$550.00 (GST exempt)	\$1,000,001.00 to \$4,000,000.00.
(d)		\$650.00 (GST exempt)	\$4,000,001.00 and above.
(3)	Assessment for Class 3 - Farm land	\$50.00 (GST exempt)	Farm land is land used in the raising, production and sale of agricultural products.

(4)	Assessment for Class 4 - Machinery & equipment:		Materials, devices, fittings, installations, appliances, apparatus and tanks other than tanks used exclusively for storage, including supporting foundations and footings and any other thing prescribed by the Minister that forms an integral part of an operational unit intended for or used in manufacturing, processing, the production or transmission by pipeline of natural resources or products, or by-products of that production, but not including pipeline that fits within the definition of linear property, the excavation or production of coal or oil sands as defined in the Oil Sands Conversation Act. A telecommunication system or an electric power sysytem other than a micro-generation generating unit as defined in the Micro-Generation Regulation. Whether or not the materials, devices, fittings, installations appliances, apparatus, tanks, foundations, footings, or other things are affixed to land in such a manner that they would be transferred without special mention by a transfer or sale of the land.
(a)		\$250.00 (GST exempt)	\$1.00 to \$500,000.00.
(b)		\$400.00 (GST exempt)	\$500,001.00 to \$1,000,000.00.
(c)		\$550.00 (GST exempt)	\$1,000,001.00 to \$4,000,000.00.
(d)		\$650.00 (GST exempt)	\$4,000,001.00 and above.
2	Miscellaneous		
(1)	Request for assessment information:		
(a)		\$50.00/hr + supplies, material, and costs incurred	Request made under the Municipal Government Act. Request for assessment information occurs when a property owner, realtor, appraiser, financial institution, Canada Revenue agency, Rocky View County, another municipality or other interested party requires information not readily available to the general public.Requests are ongoing throughout the year with more demand after the mailing of the Assessment Notice or Tax Notice. Supplies would be the physical or mental action or time required to research and correlate the information requested. Materials would be the results of those actions verbally, electronically or hard copies of the information requested. Costs occurred are generally manpower hours required to obtain the necessary information or the cost to purchase the information from another source and the cost for the material needed to physically provide the information such as paper, ink, binding, copies etc.

(b)		\$5.00 for first page + \$1.00 per each page of electronic doc. (GST exempt)	Request made by Property Agents and/or Consultants.
(2)	Initial generation of Annual Combined Assessment and Taxable Property Accounts	\$20.00	Minimum charge (to be applied to Property Tax Accounts for which the total amount of the annual tax levy is less than \$20.00).
(3)	Assessment Certificates	\$25.00 per parcel	This will provide physical and legal information about the property such as the ownership, size and physical characteristics, land use, location, municipal address and legal description.

BRANCH 2 COMMUNITY AND DEVELOPMENT SERVICES			
Division 2 Building Services			
	ITEM	FEE	EXPLANATION
3	Building Permits		Residential - Single family/two family/attached dwellings - under 600 sq meters (6458 sq ft) (New construction, addition & renovation).
(1)	Bungalow and two storey:		
(a)		\$0.58/sq.ft. (GST exempt)	Main floor.
(b)		\$0.58/sq.ft. (GST exempt)	Second & additional floors.
(c)		\$0.40/sq.ft. (GST exempt)	Attached garage.
(d)		\$0.30/sq.ft. (GST exempt)	Basement - developed area.
(e)		\$0.30/sq.ft. (GST exempt)	Deck or canopy (covered area).
(f)		\$0.40/sq.ft. (GST exempt)	Renovations (total area being altered).
(g)		\$110.00 each (GST exempt)	Fireplace or wood burning unit.
(2)	Bi-level and Walkout:		
(a)		\$0.58/sq.ft. (GST exempt)	Main floor.
(b)		\$0.58/sq.ft. (GST exempt)	Second & additional floors.
(c)		\$0.40/sq.ft. (GST exempt)	Attached garage.
(d)		\$0.30/sq.ft. (GST exempt)	Basement. Developed or undeveloped.
(e)		\$0.30/sq.ft. (GST exempt)	Deck or canopy (covered area).
(f)		\$0.40/sq.ft. (GST exempt)	Renovations (total area being altered).

(g)		\$110.00 each (GST exempt)	Fireplace or wood burning unit.
(3)	Residential Dwelling- Moved in:		Moved-In (includes manufactured homes).
(a)		\$0.40/sq.ft. (GST exempt)	Main floor.
(b)		\$0.30/sq.ft. (GST exempt)	Basement developed area.
(c)		\$0.30/sq.ft. (GST exempt)	Deck or canopy (covered area).
(d)		\$0.58/sq.ft. (GST exempt)	Addition.
(e)		\$0.40/sq.ft. (GST exempt)	Attached garage.
(f)		\$110.00 each (GST exempt)	Fire place (new) or wood burning unit.
(4)	Dwelling Mobile	\$160.00 each (GST exempt)	Approved by a Limited Term Development Permit.
(5)	Accessory Dwelling Units:		
(a)		\$0.40/sq.ft. (GST exempt)	Existing residence or accessory building, renovation on any level (no area increase).
(b)		\$0.58/sq.ft. (GST exempt)	Second floor addition to a residence or accessory building.
(c)		\$0.58/sq.ft. (GST exempt)	Addition to a residence, accessory building or construction of a garden suite (increase in footprint area).
(d)		\$160.00 (GST exempt)	Preliminary Inspection fee (for existing accessory dwelling units).
(6)	Ancillary Buildings to a Residential Use	\$0.30/sq.ft. (GST exempt)	
(7)	Farm Buildings:		
(a)		\$60.00 (GST exempt)	Farm Building Location Permit.
(b)		\$5.00 /thousand for construction cost (GST exempt)	Riding Arena.
4	Institutional, Commercial, Industrial Construction and Residential 600 Sq/M or greater and Multi-Family Residential		
(1)	Institutional, Commercial and Industrial Construction	\$10.00 /thousand for construction cost (GST exempt)	
(2)	Residential 600 sq. meters (6458 sq. ft.) or greater and Multi-Family Residential:		
(a)		\$8.00 (GST exempt)	Cost per thousand for construction cost, up to & including \$2,000,000.00.
(b)		\$4.00 (GST exempt)	Cost per thousand for construction cost over \$2,000,000.00.

5	Other Building Permits and Miscellaneous Fees		
(1)	Minimum fee on any building permit	\$160.00 (GST exempt)	Fee excludes hot tubs and solar panels. Refer to minimum Minor Residential Improvements for hot tub and solar panel building permit fee.
(2)	Minor Residential Improvements	\$50.00 (GST exempt)	Verification of compliance in lieu of inspection. Hot tub (cover - verification of compliance) - electrical permit still required. Solar panels (installation - verification of compliance) - electrical permit still required.
(3)	Demolition Permit	\$80.00 (GST exempt)	
(4)	Relocation Permit - Inspection fee	\$160.00/150km or portion thereof (GST exempt)	
(5)	Foundation Permit	\$100.00 (GST exempt)	
(6)	Renewal of Building Permit	37% of original fee	
(7)	Plans Re-Examination Fee	10% of original fee	
(8)	Void of Stamp of Permit Advisory	\$30.00 (GST exempt)	
(9)	Change of contractor	\$50.00 (GST exempt)	
(10)	Safety Inspection	\$500.00 (GST exempt)	Inspection of potential un-safe condition
(11)	Tents	\$0.10/sq.ft (GST exempt)	Minimum \$125.00 per tent. Exemption for non-profit organizations in fundraising activities.
(12)	Stages	\$4.00/sq.ft. (GST exempt)	Fee is per 4x4 staging section or portion thereof greater than 1200mm above adjacent surface or staging less than 1200mm above adjacent surface with an overhead structure that is used or intended to be used in conjunction with a stage. Minimum \$125.00 per stage.
(13)	Bleachers	\$125.00 Minimum (GST exempt)	Minimum \$125.00 per 45 ft. long 10 rows seating 300 people or portion thereof.
(14)	Pre-Application meeting	\$160.00 (GST exempt)	Fee based on 1 hour meeting.
(15)	Electrical Permits renewal	\$160.00 (GST exempt)	
(16)	Plumbing Permits renewal	\$160.00 (GST exempt)	
(17)	Gas Permits renewal	\$160.00 (GST exempt)	
(18)	Changes to Subtrade Permits after issuance	\$50.00 (GST exempt)	
6	Refunds		
(1)	Building Permit		
(a)		Refund 75% of original fee (GST exempt)	Request received before plans examination.
(b)		Refund 50% of original fee (GST exempt)	Request received after plans examination.
(2)	Subtrade Permits minimum fee	No refunds	

(3)	All other Subtrade Permits that are greater than minimum fee.		
	(a)	Refund 50% of original fee (GST exempt)	Up to 90 days from application date.
	(b)	No refunds	After 90 days from application date.
7	Permit- Additional fees		If the fees in the following section are not paid within a reasonable period of time by the applicant for the permit in question, the fees can be applied to a future permit application on the same property or different properties for the same owner, contractor or agent.
(1)	Starting construction without a permit:		Applies when it is confirmed construction began without a permit.
(a)	Electrical, plumbing, gas, and a private sewage, sewer connection, farm location	200% of the fee prescribed herein (GST exempt)	
(b)	Principle or accessory building	200% of the fee prescribed herein or \$400.00 (whichever is more) (GST exempt)	New, addition, or renovation.
(2)	Extra Inspection:		Building, electrical, plumbing, gas, and private sewage permits.
(a)	Inspector unable to access building		Inspector having been called to inspect.
(i)		\$150.00 (GST exempt)	First occurrence.
(ii)		\$250.00 (GST exempt)	Second and each subsequent occurrence on a property.
(b)	Project not ready for inspection		Project not ready for inspection when inspector is there, including covering work that requires inspection; or inspection called for, but previously identified deficiency has not been corrected.
(i)		\$150.00 (GST exempt)	First occurrence.
(ii)		\$250.00 (GST exempt)	Second and each subsequent occurrence on a property.
(c)	Additional inspection on a residential building that has complex construction and requires additional inspections to provide adequate compliance monitoring.	\$150.00 (GST exempt)	Each inspection.
(3)	Failure to recall an inspection when required by a Safety Codes Officer	\$250.00 (GST exempt)	Per occurrence.
(4)	Occupying a building prior to final inspection permitted construction		
(a)		\$500.00 (GST exempt)	First occurrence.
(b)		\$1,000.00 (GST exempt)	Second and each subsequent offence for the same owner, contractor or agent in the same calendar year.
(5)	Continuing to work after a stop work order notice is posted		
(a)		\$500.00 (GST exempt)	First occurrence.
(b)		\$1,000.00 (GST exempt)	Second and each subsequent offence for the same owner, contractor or agent in the same calendar year.

8			Electrical Permits
(1)	Residential - Single family/two family:		New constructions and additions.
(a)		\$160.00 (GST exempt)	Less than 1500 sq. ft.
(b)		\$185.00 (GST exempt)	1501 to 2500 sq. ft.
(c)		\$235.00 (GST exempt)	2501 to 5000 sq. ft.
(d)		\$285.00 (GST exempt)	5001 to 7500 sq. ft.
(e)		Use commercial fee schedule	Over 7500 sq. ft. Based on total developed are including attached garage.
(f)		\$160.00 (GST exempt)	Upgrades, accessory buildings, less than 500 sq. ft.
(g)		\$160.00 (GST exempt)	Temporary Service.
(h)		\$160.00 (GST exempt)	Connection Inspection Prior to Rough-in Inspection.
(i)		\$125.00	Homeowner fee – Electrical Permit.
(2)	Residential Multi-Family and Non-Residential including commercial, industrial, institutional, agricultural, and accessory buildings 500 sq. ft. and greater. Based on total value of materials and labour (minor renovations)		Commercial Fee schedule - Residential Multi-Family and Non-residential includes commercial, industrial, institutional, agricultural, and accessory buildings 500 sq. ft. and greater. Based on a total value of materials and labour (minor renovations).
(a)		\$160.00 (GST exempt)	\$0 to \$1,000.00.
(b)		\$165.00 (GST exempt)	\$1,001.00 to \$2,000.00.
(c)		\$170.00 (GST exempt)	\$2,001.00 to \$3,000.00.
(d)		\$175.00 (GST exempt)	\$3,001.00 to \$4,000.00.
(e)		\$180.00 (GST exempt)	\$4,001.00 to \$5,000.00.
(f)		\$190.00 (GST exempt)	\$5,001.00 to \$6,000.00.
(g)		\$200.00 (GST exempt)	\$6,001.00 to \$7,000.00.
(h)		\$220.00 (GST exempt)	\$7,001.00 to \$8,000.00.
(i)		\$230.00 (GST exempt)	\$8,001.00 to \$9,000.00.
(j)		\$240.00 (GST exempt)	\$9,001.00 to \$10,000.00.
(k)		\$250.00 (GST exempt)	\$10,001.00 to \$11,000.00.
(l)		\$260.00 (GST exempt)	\$11,001.00 to \$12,000.00.
(m)		\$270.00 (GST exempt)	\$12,001.00 to \$13,000.00.
(n)		\$280.00 (GST exempt)	\$13,001.00 to \$14,000.00.
(o)		\$290.00 (GST exempt)	\$14,001.00 to \$15,000.00.
(p)		\$300.00 (GST exempt)	\$15,001.00 to \$16,000.00.
(q)		\$310.00 (GST exempt)	\$16,001.00 to \$18,000.00.
(r)		\$330.00 (GST exempt)	\$18,001.00 to \$20,000.00.
(s)		\$340.00 (GST exempt)	\$20,001.00 to \$25,000.00.
(t)		\$370.00 (GST exempt)	\$25,001.00 to \$30,000.00.
(u)		\$400.00 (GST exempt)	\$30,001.00 to \$35,000.00.
(v)		\$430.00 (GST exempt)	\$35,001.00 to \$40,000.00.
(w)		\$470.00 (GST exempt)	\$40,001.00 to \$50,000.00.

(x)		\$540.00 (GST exempt)	\$50,001.00 to \$60,000.00.
(y)		\$600.00 (GST exempt)	\$60,001.00 to \$80,000.00.
(z)		\$700.00 (GST exempt)	\$80,001.00 to \$100,000.00.
(aa)		\$850.00 (GST exempt)	\$100,001.00 to \$120,000.00.
(bb)		\$950.00 (GST exempt)	\$120,001.00 to \$140,000.00.
(cc)		\$1,050.00 (GST exempt)	\$140,001.00 to \$160,000.00.
(dd)		\$1,200.00 (GST exempt)	\$160,001.00 to \$180,000.00.
(ee)		\$1,300.00 (GST exempt)	\$180,001.00 to \$200,000.00.
(ff)		\$1,300.00 (GST exempt)	Over \$200,000.00. Fee plus \$5.00 per \$1,000.00 of value over \$200,000.00.
(gg)		\$160.00 (GST exempt)	Temporary Service less than 101 amp.
(hh)		Use Commercial fee schedule	Temporary Service 101 amp or greater.
(ii)		\$125.00	Homeowner fee – Electrical Permit.
9	Plumbing Permits		
(1)	Residential - Single family/two family:		New constructions and additions.
(a)		\$230.00 (GST exempt)	Less than 1500 sq. ft.
(b)		\$260.00 (GST exempt)	1501 to 2500 sq. ft.
(c)		\$290.00 (GST exempt)	2501 to 5000 sq. ft.
(d)		\$410.00 (GST exempt)	5001 to 7500 sq. ft. Area based on total developed area.
(e)		\$410.00 (GST exempt)	Over 7500 sq. ft. Area based on total developed area. Fee is minimum - Use Commercial Fee Schedule.
(f)		\$160.00 (GST exempt)	If to be connected to piped Sewer System. Fee is per sewer service connection.
(g)		\$160.00 (GST exempt)	Minor renovations, upgrades, accessory buildings - 5 fixtures or less. *For more than 5 outlets see Commercial Fee Schedule.
(h)		\$160.00 (GST exempt)	Service connections.
(i)		\$150.00 /inspection (GST exempt)	Inspection of drainage lines. Drainage lines below basement slab before Rough-In Inspection.
(j)		\$125.00	Homeowner fee - plumbing permit.
(2)	Residential Multi-Family, Single Family Renovations, and Non-Residential: including commercial, industrial, institutional, agricultural, and accessory buildings with greater than 5 outlets (major renovations).		Commercial Fee schedule - Residential Multi-Family, Single Family Renovations and Non-residential includes commercial, industrial, institutional, agricultural, and accessory buildings with greater than 5 outlets (major renovations).
(a)		\$110.00 (GST exempt)	Base price. Fee plus outlet fees as outlined below.
(b)		\$11.50 (GST exempt)	1 to 4 outlets. Fee is per outlet, plus base price - minimum \$150.00.
(c)		\$11.50 (GST exempt)	5 to 20 outlets. Fee is per outlet, plus base price.
(d)		\$9.50 (GST exempt)	21 to 100 outlets. Per additional outlet, plus base price.
(e)		\$6.25 (GST exempt)	Greater than 100 outlets. Per addition outlet, plus base price.

(f)		\$130.00 (GST exempt)	If to be connected to piped Sewer System. Fee is per each sewer lateral in addition to rates as outlined above.
(g)		\$125.00	Homeowner fee - plumbing permit.
10	Gas Permits		
(1)	Residential - Single family/two family:		New constructions and additions. Fees based on total developed area including attached garage that contains and gas appliance.
(a)		\$160.00 (GST exempt)	Less than 1500 sq. ft.
(b)		\$170.00 (GST exempt)	1501 to 2500 sq. ft.
(c)		\$185.00 (GST exempt)	2501 to 5000 sq. ft.
(d)		\$235.00 (GST exempt)	5001 to 7500 sq. ft.
(e)		\$235.00	Over 7500 sq. ft. Fee is minimum - Use Commercial Fee Schedule.
(f)		\$160.00 (GST exempt)	Renovations, upgrades, accessory buildings - Less than 500 sq. ft. *For Greater than 500 sq. ft. see Commercial Fee Schedule.
(g)		\$160.00 (GST exempt)	Service connections.
(h)		\$160.00 (GST exempt)	Replacement of appliance. Maximum of two appliances if inspected at the same time and location.
(i)		\$160.00 (GST exempt)	Unit heater, fireplace.
(j)		\$160.00 (GST exempt)	Tank set - temporary. Fee is per \$1,000.00 of total system installation/contract cost.
(k)		\$9.00 (GST exempt)	Geothermal Heating. Commercial and residential projects.
(l)		\$165.00 (GST exempt)	Hydronic Heating. Commercial and residential projects.
(m)		\$125.00	Homeowner Fee - Gas Permit.
(2)	Residential Multi-Family and Non-Residential: including commercial, industrial, institutional, agricultural, and accessory buildings 500 sq. ft. and greater. Based on total value of materials and labour.		Commercial Fee schedule -Residential Multi-Family and Non-residential includes commercial, industrial, institutional, agricultural, and accessory buildings 500 sq. ft. and greater. Based on total value of materials and labour.
(a)		\$160.00 (GST exempt)	New construction - 0 to 100,000 BTU input.
(b)		\$170.00 (GST exempt)	New construction - 100,001 to 200,000 BTU input.
(c)		\$180.00 (GST exempt)	New construction - 200,001 to 400,000 BTU input.
(d)		\$240.00 (GST exempt)	New construction - 400,001 to 1,000,000 BTU input.
(e)		\$340.00 (GST exempt)	New construction - 1,000,001 to 2,000,000 BTU input.
(f)		\$340.00 (GST exempt)	New construction - Over 2,000,000 BTU input. Plus \$45.00 per additional million BTU or portion thereof.
(g)		\$160.00 (GST exempt)	Replacement of appliance - 0 to 100,000 BTU input.
(h)		\$170.00 (GST exempt)	Replacement of appliance - 100,001 to 400,000 BTU input.
(i)		\$180.00 (GST exempt)	Replacement of appliance - 400,001 to 5,000,000 BTU input.
(j)		\$340.00 (GST exempt)	Replacement of appliance - Over 5,000,000 BTU input.
(k)		\$160.00 (GST exempt)	Tank set - temporary.
(l)		\$125.00	Homeowner Fee - Gas Permit.

11	Private Sewage Permits		
(1)	Residential, single family/two family	\$275.00 /dwelling unit (GST exempt)	
(2)	Multi-family and non-residential	\$275.00 (GST exempt)	Plus \$110.00 for each 10 cubic meters or portion thereof, of sewage per day based on expected average flows.
(3)	Request for variance for a private sewage installation	\$275.00 /request (GST exempt)	
12	Applications for Alternative Solutions (Alberta Building Code Variances)		
(1)	Single family / two family and accessory buildings	\$330.00 /application (GST exempt)	
(2)	Multi-family residential, commercial, industrial and institutional	\$2,200.00 /application (GST exempt)	

BRANCH 2 COMMUNITY AND DEVELOPMENT SERVICES			
Division 3 Planning Services			
	ITEM	FEE	EXPLANATION
13	Development Permit Application Fees, General		
(1)	Accessory Buildings, Accessory Uses	\$265.00 (GST exempt)	As defined under the Land Use Bylaw.
(2)	Topsoil Statutory Declaration submission	\$100.00 (GST exempt)	
(3)	Stripping, grading and excavation	\$1,000.00 (GST exempt)	For subdivisions of 2 or more parcels. Fee plus \$100.00 for each additional parcel after first 2 parcels.
(4)	Landfills	\$1,000.00 (GST exempt)	Fee plus \$100.00 for each additional parcel after first 2 parcels.
(5)	Signs	\$265.00 (GST exempt)	Includes all signs.
(6)	Single Lot - Regrading:		Including placing of fill and excavation of ponds.
(a)		\$250.00 (GST exempt)	1 acre or less.
(b)		\$400.00 (GST exempt)	1 acre - 2 acres.
(c)		\$800.00 (GST exempt)	Over 2 acres.
(7)	Change to an Application:		
(a)		25% of original application fee	Prior to circulation.
(b)		50% of original application fee	Prior to decision.
(8)	Renewals	\$200.00 (GST exempt)	Excluding gravel pits.
(9)	Extensions	50% of application fee	\$185.00 minimum fee.
(10)	Review	\$315.00 (GST exempt)	Review of proposed building or use for compliance with Land Use Bylaw where a Development Permit is not required (e.g. at Building Permit stage).
(11)	Request to waive the six month waiting period	\$500.00 (GST exempt)	Request to Council to waive six month waiting period for re-application of a Development Permit. The fee is to cover the cost of preparing an item for Council.
14	Development Permits Application Fees, Residential		
(1)	Dwelling:		
(a)		\$315.00 (GST exempt)	Detached, single. Including relaxation other than height.
(b)		\$315.00 (GST exempt)	Accessory.
(c)		\$315.00 (GST exempt)	Detached, two or more. Fee plus \$160.00 per unit. Includes relaxation other than height.

(d)		\$340.00 (GST exempt)	Attached, two or more. Fee plus \$160.00 per unit. Includes relaxation other than height.
(e)		\$265.00 (GST exempt)	Mobile homes. Includes relaxation other than height.
(f)		\$340.00 (GST exempt)	Row housing. Fee plus \$160.00 per unit. Includes relaxation other than height.
(g)		\$500.00 (GST exempt)	Dwelling. Relaxation including height.
(2)	Hobby kennel	\$285.00 (GST exempt)	
(3)	Home-Based Business Type I Review	\$60.00 (GST exempt)	
(4)	Home-Based Business Type II / Bed and Breakfast	\$385.00 (GST exempt)	
(5)	Show home	\$315.00 (GST exempt)	
15 Development Permits Application Fees, Agricultural			
(1)	Keeping of livestock:		
(a)		\$265.00 (GST exempt)	Less than 20 animal units. Expansion or new.
(b)		\$440.00 (GST exempt)	20 to 500 animal units. Expansion or new. These fees do not apply to keeping of livestock that are within the Mandate of the Natural Resources Board.
(2)	Horticultural Development:		
(a)		\$265.00 (GST exempt)	Involving outside production of crops (market, garden/s, tree farm, and other similar uses). Fee plus \$5.00 per hectare over 10 hectares up to a maximum of \$2,500.00.
(b)		\$330.00 (GST exempt)	Involving inside production of crops (greenhouses, nurseries, mushroom growing, and other similar uses). Fee plus \$0.25/sq. m. over 600 sq. m. up to a maximum of \$2,500.00.
(3)	Private indoor riding arenas	\$385.00 (GST exempt)	
(4)	Equestrian centre I	\$475.00 (GST exempt)	As per the Land Use Bylaw
(5)	Equestrian centre II	\$525.00 (GST exempt)	As per the Land Use Bylaw
(6)	Fish farms	\$340.00 (GST exempt)	
16 Development Permits Application Fees, Commercial, Institutional, and Industrial - New Construction			
(1)	New construction fee		
(a)		\$550.00 (GST exempt)	600 sq. m. (6,458 sq. ft.) or less.
(b)		\$1,025.00 (GST exempt)	Over 601 sq. m. (6,469 sq. ft.) to 1,499 sq. m. (16,136 sq. ft.).
(c)		\$2,025.00 (GST exempt)	1,500 sq. m. (16,146 sq. ft.) and over. Fee plus \$0.35/sq. m. over 1500 sq. m.
(2)	Change of Use in an Existing Building or Portion of a Building	\$330.00 (GST exempt)	
(3)	First Occupancy of a Building or Portion of a Building	\$330.00 each (GST exempt)	
(4)	Business Tenancy Changes (not requiring a Development Permit)	\$60.00 (GST exempt)	This is a review process to accommodate a change of tenancy occupant that does not constitute an actual change of use.

(5)	Change of Use of Land	\$440.00 + \$25.00 /hectare (GST exempt)	
(6)	Golf Course	\$1,575.00 /9 holes (GST exempt)	
(7)	Kennel	\$525.00 (GST exempt)	
17	Development Permit, Gravel Pits		Fee based on area to be distributed during phase applied for.
(a)		\$4,200.00 (GST exempt)	First 10 acres. Minimum fee.
(b)		\$205.00 (GST exempt)	Per acre thereafter.
18	Request to re-evaluate a condition of development permit approval	25% of current full application fee (GST exempt)	
19	Inspection fees Development Certificate of Compliance		
(1)	First Inspection	No cost	
(2)	Re-inspection		
(a)		\$150.00 (GST exempt)	First re-inspection.
(b)		\$250.00 each (GST exempt)	Second and any subsequent re-inspection.
20	Refund of Development Permit Fees		
(a)		Refund of 75% of original fee (GST exempt)	Request received before circulation.
(b)		Refund of 50% of original fee (GST exempt)	Request received after circulation - before decision.
21	Development Without a Permit Issued		
(1)	Confirmed that development has commenced without a Development Permit having been issued	200% of the fee prescribed herein (GST exempt)	This fee is required because the assessment of the application is more complicated owing to the disturbance of the site and the difficulty associated with clearly establishing original site conditions.
(2)	Written confirmation of land use designation of a parcel	\$85.00 (GST exempt)	This is a signed letter from the County confirming the designation of a parcel of land.
(3)	Stamp of Compliance		Confirming that a site is in conformity with the Land Use Bylaw.
(a)		\$150.00 (GST exempt)	Residential.
(b)		\$250.00 (GST exempt)	Commercial.

22	Applications		Codominium units and bareland condominium units are considered to be "lots" for the purpose of administering these fees. Boundary adjustment fees for applications and for all enforcement purposes, shall be assessed on a per lot basis, based upon the number of original lots involved in the application to which boundaries are being or have been adjusted.
(1)	Area Structure Plan / Concept Plan Application Fees		
(a)		\$4,500.00 (GST exempt)	Concept plan review. Minimum fee per application (up to 1/4 section of land, and pro-rated on a per acre basis above 1/4 section). \$26.00 (GST exempt) additional fee per acre over 160 acres. \$75,000.00 (GST exempt) Maximum Development Services fee (regardless of affected area).
(b)		\$2,500.00 (GST exempt)	Master site development plan.
(c)		\$1,500.00 (GST, exempt)	Master site development plan amendment fee.
(d)		\$2,500.00 (GST exempt)	Conceptual scheme amendment fee.
(e)		\$5,000.00 (GST exempt)	Area structure plan minor amendment fee as defined in the County Plan..
(f)		Actual cost incurred by the Municipality plus expenses	Area structure plan review or major amendment as defined in the County Plan..
(g)		\$250.00 (GST exempt)	Pre-application meeting to discuss a potential application. Fee based on 1 hour meeting.
(2)	Redesignation Application Fees - Direct Control (DC) Bylaws		All uses excluding gravel pits. For the purposes of determining appropriate fees, Municipal and/or Environmental Reserve Lots and Public Utility Lots are not included in the calculations.
(a)		\$3,780.00 (GST exempt)	Where no subdivision is provided for in the DC Bylaw. Minimum fee per application (up to 40 acres). \$110.00 (GST exempt) additional fee per acre pro-rated above 40 acres.
(b)		\$3,780.00 (GST exempt)	Where subdivision is provided for in the DC Bylaw. Fee for first 6 potential new lots. \$280.00 each (GST exempt) For the next 44 lots. \$180.00 each (GST exempt) For the next 50 lots. \$80.00 each (GST exempt) For each additional lot.
(c)		\$75,000.00 (GST exempt)	Maximum Development Services fee (regardless of affected area and regardless of potential new lots).
(d)		\$1,075.00 (GST exempt)	Amendment. Site specific - affecting a single parcel. \$2,050.00 (GST exempt) if affecting multiple parcels.

(e)		\$20,000.00 (GST exempt)	Power stations. Deposit for public hearings and cost recovery for staff resources related to AEUB Hearings and for County legal fees associated with the file if not covered by the intervener costs (note that the unused portion of the deposit will be refunded. Further, if the costs of the hearing exceed \$20,000.00, then the applicant will be liable for the balance).
(3)	Redesignation Application Fees		For the purposes of determining appropriate fess, Reserve & Utility lots are not included in the calculations.
(a)		\$1,125.00 (GST exempt)	Farmstead. Redesignation and Subdivision.
(b)		\$1,000.00 (GST exempt)	Redesignation - For residential or agricultural first parcel out.
(c)		\$2,250.00 (GST exempt)	Redesignation - Institutional / Business / Agricultural / Residential / Hamlet / Condominium. Provides for 1-6 new lots. Outside an Area Structure Plan or Concept Plan area. Restructured fee for developments without benefit of an ASP or CS plan area.
(d)		\$1,100.00 (GST exempt)	Redesignation - Institutional / Business / Agricultural / Residential / Hamlet / Condominium. Provides for 1-6 new lots. Inside an Area Structure Plan or Concept Plan area.
(e)		\$305.00 (GST exempt)	Redesignation - additional fee for Lots 7-49 (per lot).
(f)		\$205.00 (GST exempt)	Redesignation - additional fee for Lots 50-99 (per lot).
(g)		\$80.00 (GST exempt)	Redesignation - additional fee for Lots 100 and up (per lot).
(h)		\$75,000.00 (GST exempt)	Maximum Development Services fee regardless of potential new lots.
(i)		\$1,050.00 (GST exempt)	Application to Council for Bylaw text amendments. All uses.
(j)		\$275.00 per amendment (GST exempt)	Amending a Redesignation or Subdivision Application once submitted.
(k)		\$3,675.00 per each 1/4 section/portion thereof (GST exempt)	Gravel Pits. Nota Bene. The Master Site Development Plan fee is also applicable to Gravel Pit Applications and is in addition to the fee listed here, except in instances where a Master Site Development Plan has already been approved for the area of the proposed pit.
(l)	Request to re-evaluate a condition of subdivision prior to endorsement	25% of current full application fee (GST exempt)	Provides a smaller fee for reconsideration of subdivision conditions prior to endorsement. This is similar to the development permit allowance for condition revision consideration.

23	Refund of Redesignation Application fees		
(a)		Refund 85% of original fee (GST exempt)	Prior to circulation of file.
(b)		Refund 50% of original fee (GST exempt)	During or after circulation of file.
(c)		No refund	After advertising of the Bylaw in the newspaper and notification of adjacent landowners.
24	Recess of a Public Hearing at request of the Applicant		
(a)		\$550.00 (GST exempt)	For development of 1 - 4 lots.
(b)		\$65.00 (GST exempt)	Additional rate per lot. More than 4 lots.
(c)		\$1,580.00 (GST exempt)	For Gravel Pit.
(d)		Two times the fees noted above	Recess Sine Die.
25	Subdivision by Instrument or Plan		
(1)	Farmstead separation, where zoning complies	\$800.00 (GST exempt)	Subdivision.
(2)	Boundary adjustment	\$250.00 /lot or new title (GST exempt)	
(3)	Building Condominium	\$40.00 /unit (GST exempt)	
(4)	All other Subdivision Applications	The fees listed below are combined for the purposes of establishing the application fee.	
(a)		\$1,125.00 (GST exempt)	First 2 lots, plus the fee below
(b)		\$525.00 (GST exempt)	Per lot, for third & fourth lots plus the fee below.
(c)		\$260.00 (GST exempt)	Per lot for next 46 lots plus the fee below.
(d)		\$100.00 (GST exempt)	Per lot for next 50 lots plus the fee below.
(e)		\$50.00 (GST exempt)	Per lot for each additional lot over 100 lots.
(5)	Phased approvals	\$525.00 (GST exempt)	Per Phase.
(6)	Appraisal fee	Actual cost incurred by the Municipality - per title (GST exempt)	Appraisal fee is payable if Municipal Reserves are outstanding.
(7)	Re-submission of previously approved subdivision application	\$2,250.00 per application (GST exempt)	Original application fee or the fee listed here whichever is the lesser. Nota Bene. - The Subdivision Appeal Fee is still applicable and the "Appraisal Fee" may also be applicable.
26	Refund of Subdivision Application Fee		
(a)		Refund 85% of original fee (GST exempt)	If requested prior to circulation.
(b)		Refund 50% of original fee (GST exempt)	If requested before staff report is completed.
(c)		No refund	If requested after completion of staff report.

27			
Subdivision Approval Extension or Re-activation Requests			
(a)		\$310.00 (GST exempt)	First request.
(b)		\$465.00 (GST exempt)	Second request.
(c)		\$620.00 (GST exempt)	Third request.
(d)		\$1,050.00 (GST exempt)	Fourth & each subsequent request.
(e)		100% refund	Denied time extension request. Refund of time extension application fees.
28			
Subdivision Endorsement Fees			
(1)	Endorsement fee		Per lot for all applications except boundary adjustments (excluding reserve and utility parcels).
(a)		\$285.00 (GST exempt)	Per lot for the first 10 lots.
(b)		\$180.00 (GST exempt)	Per lot for the next 40 lots.
(c)		\$50.00 (GST exempt)	Per lot for each additional lot over 40.
(2)	Boundary adjustment endorsement fee	\$110.00 (GST exempt)	Per lot or title.
29			
Sales, Service and Miscellaneous Fees			
(1)	Sale of Plans:		
(a)		\$90.00	Land Use Bylaw with maps. 1 binder.
(b)		\$90.00	Direct Control (DC) Bylaws only. 1 binder.
(c)		\$150.00	Land Use Bylaw with maps and DC Bylaws. 2 binders.
(d)		\$70.00	Municipal Development Plan.
(e)		\$15.00	Intermunicipal Plans. Each separate copy.
(f)		\$20.00	Area Structure Plan or Area Redevelopment Plan. Available free online.
(g)		\$10.00	Conceptual Scheme. Available free online.
(h)		\$15.00	Studies/Background reports. Eg. Context Study, Land Inventory, etc.
(i)		\$15.00 (GST exempt)	Land Title Document(s). Per title/instrument.
(j)		No charge	Commercial, Office and Industrial Design Guidelines.
(2)	Historical Planning Research (Old legislation)		See schedule of rates under FOIP.
(3)	Plan Cancellation:		
(a)		\$1,000.00 (GST exempt)	Application Fee.
(b)		\$200.00 each + \$25.00 administration fee (GST exempt)	Discharge for Caveats.

(4)	General Administrative:		
(a)		Actual cost to Municipality + expenses	Third party outsourcing fee.
(b)		Actual cost to Municipality (GST exempt)	Fiscal Impact Assessment. County model.
(5)	Volunteer Labour		
(a)		Aligns with Government of Alberta Employment Standards Regulation minimum wage	General.
(b)		Market Rate	Specialized Trade.
(6)	Voluntary Recreation Contribution:		
(a)		\$800.00 per unit	Residential



PLANNING SERVICES

TO: Subdivision Authority
DATE: March 27, 2018 **DIVISION:** 9
FILE: 08917009 **APPLICATION:** PL20170080
SUBJECT: Subdivision Item – Agricultural Holdings District and Ranch and Farm District

¹ADMINISTRATION RECOMMENDATION:

THAT Subdivision Application PL20170080 be approved with the conditions as noted in Appendix A.

EXECUTIVE SUMMARY:

The purpose of this application is to create an ± 8.01 hectare (± 19.79 acre) parcel with an ± 8.01 hectare (± 19.79 acre) remainder. The subject lands are located in an agricultural area of the County, surrounded by fragmented agricultural parcels to the east and west and unsubdivided quarter sections to the north and south.

Access for proposed Lot 2 is available via an existing gravel approach off Township Road 282A. As a condition of subdivision, the Owner would be required to construct a new gravel approach to provide access to proposed Lot 1. Proposed Lot 2 contains one single detached dwelling and three accessory buildings, and is currently serviced by two existing water wells and a septic tank and field system. Proposed Lot 1 is currently undeveloped and would be serviced by similar means. The Owner indicated that the intent is to develop proposed Lot 2 for an animal health care services clinic.

On February 14, 2017, Council approved the associated application to redesignate the subject lands to the Agricultural Holdings district. Proposed Lots 1 and 2 are undersized by ± 0.10 hectares (± 0.25 acres) and therefore do not meet the minimum parcel size of the Agricultural Holdings District (being 8.10 hectares or 20.01 acres). However, the requirements of Section 654(2) of the *Municipal Government Act* allow for subdivisions resulting in undersized parcels if there is no undue interference with the amenities of the neighbourhood, the use, enjoyment, or value of neighbouring parcels, and if they conform to the use prescribed in the Land Use Bylaw. Administration noted this issue at the redesignation stage, and did not have any concerns with the creation of the undersized parcels, as the Applicant provided 30 letters in support of the application, and no impacts to infrastructure or local amenities were noted. Council agreed and approved the redesignation, allowing for the undersized lots.

The subject lands do not fall within the boundaries of any area structure plan; therefore, the application was assessed in accordance with the County Plan. Administration determined that:

- The proposal is consistent with the requirements of the County Plan; and
- All technical considerations are addressed through the conditions of subdivision approval.

Therefore, Administration recommends approval in accordance with **Option #1**.

<p>PROPOSAL: To create a ± 8.01 hectare (± 19.79 acre) parcel with a ± 8.01 hectare (± 19.79 acre) remainder</p>	<p>GENERAL LOCATION: Located approximately 0.20 kilometers (1/8 mile) east of Range Road 55, on the north side of Township Road 282A.</p>
---	--

¹Administration Resources

Paul Simon, Planning Services
Eric Schuh, Engineering Services



LEGAL DESCRIPTION: Block 4, Plan 731323 (NW-17-28-05-W5M)	GROSS AREA: ± 16.02 hectares (± 39.58 acres)
APPLICANT: Asadullah Niazi OWNER: Robert and Joanne Willis	RESERVE STATUS: Municipal Reserves are to be deferred.
LAND USE DESIGNATION: Agricultural Holdings District	LEVIES INFORMATION: Transportation Off-Site Levy is applicable in this case.
DATE SUBDIVISION APPLICATION DEEMED COMPLETE: December 28, 2017 (Received: May 11, 2017)	APPEAL BOARD: Subdivision & Development Appeal Board
TECHNICAL REPORTS SUBMITTED: <ul style="list-style-type: none"> • Level Two Private Sewage Treatment System Report, Watertech Engineering Research & Health Inc. (November 2017) • Phase One Groundwater Supply Evaluation, Groundwater Information Technologies Ltd (December 2016) • Level One Assessment Variation – Landowner (July 2016) • Trip Generation Review, Watt Consulting Group (September 2016) • Preliminary Stormwater Analysis, Stormwater Solutions Inc. (September 2016) 	LAND USE POLICIES AND STATUTORY PLANS: <ul style="list-style-type: none"> • County Plan (Bylaw C-7280-2013) • Land Use Bylaw (Bylaw C-4841-97) • <i>Municipal Government Act</i>

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 25 adjacent landowners. No letters of support or opposition were received in response. The application was also circulated to a number of internal and external agencies. Those responses are available in Appendix 'B'.

HISTORY:

February 14, 2017	Redesignation application PL20160100 was approved by Council, redesignating the subject lands from Ranch and Farm District to Agricultural Holdings District.
1979	Construction of a dwelling, single detached, based on assessment records.
July 31, 1973	Plan 731323 was registered, creating four ± 40.00 acre parcels within NW-17-28-05-W05M.
1973	Construction of an accessory building, based on assessment records.
1970	Construction of an accessory building, based on assessment records.



TECHNICAL CONSIDERATIONS:

This application was evaluated in accordance with the matters listed in Sections 7 and 14 of the Subdivision and Development Regulation, which are as follows:

a) The site's topography:

Proposed Lot 2, which is currently developed with one single detached dwelling and three accessory buildings, slopes from the north to the south. However, the topography does not appear to inhibit any future development potential for residential purposes.

Conditions: None.

b) The site's soil characteristics:

The subject lands contain Class 5 soils, with very severe limitations due to temperature factors. The lands also contain Class 6 soils, where production is not feasible due to excessive wetness and poor drainage.

Conditions: None.

c) Stormwater collection and disposal:

No impacts to stormwater management were identified with this subdivision.

Conditions: None.

d) Any potential for flooding, subsidence, or erosion of the land:

The County's wetland mapping indicates that the subject lands do not contain any significant wetlands, major water bodies, or tributaries. However, given the presence of steep slopes, a slope stability analysis would be required.

Conditions: 7.

e) Accessibility to a road:

Proposed Lot 2 is currently accessed via Township Road 282A by an existing gravel approach. As a condition of approval, the Owner would be required to construct a new gravel approach to provide access to proposed Lot 1. Further, the Owner would be required to enter into a Road Acquisition Agreement with the County for the panhandle portion of the subject lands in the event that it is developed as an internal roadway at some point in the future.

The Owner would be required to provide payment of the Transportation Off-Site Levy (TOL) in accordance with applicable levy at time of subdivision approval. The TOL would be applicable on 3.00 acres each of proposed Lot 1 and 2:

- Base Levy = \$4,595/acre. Acreage = (2 parcels)*(3 acres/parcel) = 6 acres. Estimated TOL payment = (\$4,595/acre)*(6 acres) = \$27,570.

Conditions: 2, 3, 4, 9

f) Water supply, sewage, and solid waste disposal:

Proposed Lot 2 is currently serviced by two existing water wells, and a septic tank and field system.

The Applicant submitted a Level 1 Variation Assessment, a Level 2 PSTS report, and a Phase 1 Groundwater Supply Evaluation. The reports indicate that the additional residential development on the subject lands could be supported through on-site servicing. As a condition of approval, the Owner would be required to provide an Aquifer Testing (Phase 2) Report and enter into a Deferred Services Agreement with the County.

Conditions: 5, 6.



g) The use of the land in the vicinity of the site:

The land use in the vicinity of the subject lands is generally agricultural in nature, with small pockets of country residential acreages to the east. No impacts to adjacent land uses were identified as a result of the proposed subdivision.

Conditions: None

h) Other matters:

Municipal Reserves

If this subdivision is approved, future subdivision of the subject lands would be supported by the fragmented country residential development policies in Section 10 of the County Plan. Therefore, Administration recommends deferring municipal reserves, to be collected at a future subdivision stage. There is an existing deferred reserve caveat on title (instrument #3338LE), so there is no need to apply a condition of subdivision with respect to reserves at this time.

Conditions: None.

POLICY CONSIDERATIONS:

The subject lands are not located within the policy area of an area structure plan; therefore, the application was assessed in accordance with the County Plan. The detailed policy review was provided to Council at the redesignation stage with application PL20160100. At that time, the application satisfied the criteria for a New or Distinct Agricultural use in accordance with Policy 8.22 of the County Plan, and was recommended for approval. On February 14, 2017, Council approved the redesignation application, and the proposed subdivision is consistent with that approval.

Proposed Lots 1 and 2 do not comply with the minimum parcel size in the Agricultural Holdings District. Section 46.5 of the Land Use Bylaw requires a minimum parcel size of 8.10 hectares (20.01 acres). The Applicant is requesting approval to allow both lots to be ± 8.01 hectares (± 19.79 acres) in size. Section 654(2) of the *Municipal Government Act* allows the subdivision authority to approve an application for subdivision even though the proposed subdivision does not comply with the Land Use Bylaw, so long as the following criteria are satisfied, in the opinion of the subdivision authority:

a) *The proposed subdivision would not:*

- i. *Unduly interfere with the amenities of the neighbourhood, or*
- ii. *Materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land*

- The Applicant submitted 30 letters in support of the associated redesignation application. Based on the level of adjacent landowner support, as well as the fact that the proposed subdivision would not have an impact on existing amenities/infrastructure, the proposed application meets the requirements of Section 654(2)(a) of the *Municipal Government Act*.

b) *The proposed subdivision conforms with the use prescribed for that land in the Land Use Bylaw.*

- The Applicant indicated that small-scale agricultural operations would continue on the subject lands. Based on the existing land use designation as well as the proposed activity, the application meets the requirements of Section 654(2)(b) of the *Municipal Government Act*.

CONCLUSION:

The proposal was evaluated in accordance with the County Plan and the County's Servicing Standards. Administration determined that:

- The application is consistent with the County Plan;
- The application is consistent with Section 654(2) of the *Municipal Government Act* and therefore meets the requirements of the Land Use Bylaw;



- The technical aspects of the subdivision proposal were considered and are further addressed through the conditional approval requirements.

Therefore, Administration recommends approval in accordance with **Option #1**.

OPTIONS:

Option #1: THAT Subdivision Application PL20170080 be approved with the conditions noted in Appendix A.

Option #2: THAT Subdivision Application PL20170080 be refused as per the reasons noted.

Respectfully submitted,

Concurrence,

“Chris O’Hara”

“Kent Robinson”

General Manager

PS/rp

Acting County Manager

APPENDICES:

APPENDIX ‘A’: Approval Conditions
APPENDIX ‘B’: Application Referrals
APPENDIX ‘C’: Map Set



APPENDIX 'A': APPROVAL CONDITIONS

- A. The application to create a ± 8.01 hectare (± 19.79 acre) parcel with a ± 8.01 hectare (± 19.79 acre) remainder within NW-17-28-05-W05M, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Sections 7 and 14 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
 1. The application is consistent with the Statutory Policy;
 2. The subject lands hold the appropriate land use designation;
 3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the Province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Plan of Subdivision

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Transportation and Access

- 2) The Owner shall construct a new gravel approach on Township Road 282A in order to provide access to Lot 2.
- 3) The Owner is to enter into a Road Acquisition Agreement with the County, to be registered by Caveat on the title of Lot 1, to serve as notice that those lands are intended for future development as a County road, as per the approved Tentative Plan. The Agreement shall include:
 - a) The provision of 12.5 m road acquisition along the panhandle portion of Lot 1;
 - b) The purchase of land by the County for \$1.00.
- 4) The Owner is to enter into a Restrictive Covenant, to be registered by Caveat prepared by the County, on the title of Lot 2 that restricts the erection of any structure within 15.0 metres of a future road right-of-way, as shown on the approved Tentative Plan.



Site Servicing

- 5) Water is to be supplied by an individual well on Lot 1. The subdivision shall not be endorsed until:
 - a) An Aquifer Testing (Phase II) Report is provided, which is to include aquifer testing and the locations of the wells on each lot; and
 - b) The results of the aquifer testing meet the requirements of the Water Act; if they do not, the subdivision shall not be endorsed or registered.
- 6) The Owner is to enter into a Development Agreement (Site Improvements / Services Agreement) with the County, which shall:
 - a) Be in accordance with the recommendations of the Level 2 PSTS Assessment, completed by Watertech Engineering Research & Health, dated November 7, 2017;
 - b) Include the construction of the private sewage treatment system.

Developability

- 7) The Owner is to provide a Slope Stability Assessment, addressing the suitability of the land for the development proposal:
 - a) A Slope Stability Analysis may be required pending the recommendations of the Slope Stability Assessment;
 - b) The Owner is to provide for the recommendations of the Assessment;
 - c) Any required easements and/or Restrictive Covenants shall be registered.

Payments and Levies

- 8) The Owner shall pay the County subdivision endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new Lot.
- 9) The Applicant/Owner shall pay the Transportation Off-Site Levy (TOL) in accordance with Bylaw C-7356-2014 prior to subdivision endorsement.
 - a) The TOL will be applicable on 3.00 acres of Lot 1.
 - b) The TOL will be applicable on 3.00 acres of Lot 2.

Taxes

- 10) All taxes owing up to and including the year in which subdivision is to be registered are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

D. SUBDIVISION AUTHORITY DIRECTION:

- 1) Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.



APPENDIX B: APPLICATION REFERRALS

AGENCY	COMMENTS
<i>School Authority</i>	
Rocky View Schools	Rocky View Schools has no objection to this application.
Calgary Catholic School District	No objection. We note municipal reserves were previously deferred, as indicated in the circulation.
<i>Province of Alberta</i>	
Alberta Environment	No comments received.
Alberta Culture and Community Spirit (Historical Resources)	No comments received.
Alberta Energy Regulator	No comments received.
Alberta Health Services	<ol style="list-style-type: none"> AHS recommends that any water wells on the subject lands must be completely contained within the proposed property boundaries. Please note that the drinking water source must conform to the most recent Canadian Drinking Water Quality Guidelines and the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003 which states the following: <i>"No person shall locate a water well within</i> <ol style="list-style-type: none"> <i>10m of a watertight septic tank, pump out tank or other watertight compartment of a sewage or waste water system</i> <i>15m of a weeping tile field, evaporative treatment mound or an outdoor pit privy</i> <i>30m of a leaching cesspool</i> <i>50m of sewage effluent on the ground surface</i> <i>100m of a sewage lagoon, or</i> <i>450m of any area where waste is or may be disposed of at a landfill"</i> (AR 243/2003, s.15) Any existing or proposed private sewage disposal system(s), including the septic tank and effluent disposal field, must be completely contained within the proposed property boundaries and must comply with the setback distances outlined in the most recent Alberta Sewage Systems Standard of Practice. Prior to installation of any sewage disposal system, a proper geotechnical assessment should be conducted by a qualified professional engineer and the system should be installed in an approved manner. Ensure the properties and development are designed and maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003 which



AGENCY	COMMENTS
	<p>stipulates,</p> <p><i>No person shall create, commit or maintain a nuisance. A person, who creates, commits or maintains any condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance.</i></p> <p>If there is any evidence of contamination, a public health nuisance, or other issues of public health concern identified at any phase of development, AHS wishes to be notified.</p>
Public Utility	
ATCO Gas	ATCO Gas has no objection to the proposed subdivision as it is not in our franchise area.
ATCO Pipelines	ATCO Pipelines has no objection.
AltaLink Management	No comments received.
FortisAlberta	<p>We have reviewed the plan and determined that no easement is required by FortisAlberta.</p> <p>FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.</p>
Telus Communications	No comments received.
TransAlta Utilities Ltd.	No comments received.
Cochrane Lake Gas Coop	No comments received.
Other External Agencies	
EnCana Corporation	No comments received.
Rocky View County Boards and Committees	
ASB Farm Members and Agricultural Fieldsmen	No comments received.
Rocky View Recreation Board (All)	The Ranch Lands District Board had no comments on this circulation.



AGENCY	COMMENTS
<i>Internal Departments</i>	
Municipal Lands	The Municipal Lands Office recommends taking cash in lieu of all reserves owing as this location has not been identified for future land acquisition to support park, open space or trail development.
Development Authority	No comments received.
GeoGraphics	No comments received.
Building Services	No comments received.
Agricultural Services	No comments received.
Emergency Services	Fire Services: No comments at this time.
Infrastructure and Operations - Engineering Services	<p data-bbox="618 835 729 863"><u>General</u></p> <ul data-bbox="618 888 1433 984" style="list-style-type: none"> <li data-bbox="618 888 1433 984">• The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures <p data-bbox="618 1003 1192 1031"><u>Geotechnical</u> - Section 300.0 requirements:</p> <ul data-bbox="618 1056 1422 1289" style="list-style-type: none"> <li data-bbox="618 1056 1422 1119">• County GIS indicates the proposed panhandle crosses slopes in excess of 15%; <li data-bbox="618 1123 1422 1289">• As a condition of subdivision, the applicant shall provide a Slope Stability Assessment, prepared by a qualified professional, in accordance with the County Servicing Standards. If slopes greater than 30% are encountered, a full Slope Stability Analysis shall be submitted. <p data-bbox="618 1308 1216 1335"><u>Transportation</u> - Section 400.0 requirements:</p> <ul data-bbox="618 1360 1461 1932" style="list-style-type: none"> <li data-bbox="618 1360 1461 1593">• As part of the previous land use redesignation application (PL20160100), the applicant submitted a Trip Generation Review (Watt Consulting Group – September 22, 2016). The review determined that the proposed subdivision will generate about 10 trips per day, therefore no road upgrades and no further studies are required. ES has no further concerns; <li data-bbox="618 1598 1461 1694">• The proposed panhandle is required to be a minimum of 12.5m in width as it may be converted into a road allowance to allow for the construction of a public roadway; <li data-bbox="618 1698 1461 1833">• As a condition of subdivision, the applicant will be required to enter into a road acquisition agreement for the panhandle portion of the proposed parcel allowing the County to acquire the lands for future road allowance for \$1.00; <li data-bbox="618 1837 1461 1932">• As a condition of subdivision, the applicant will be required to construct a new gravel approach to the proposed parcel in accordance with the County Servicing Standards;

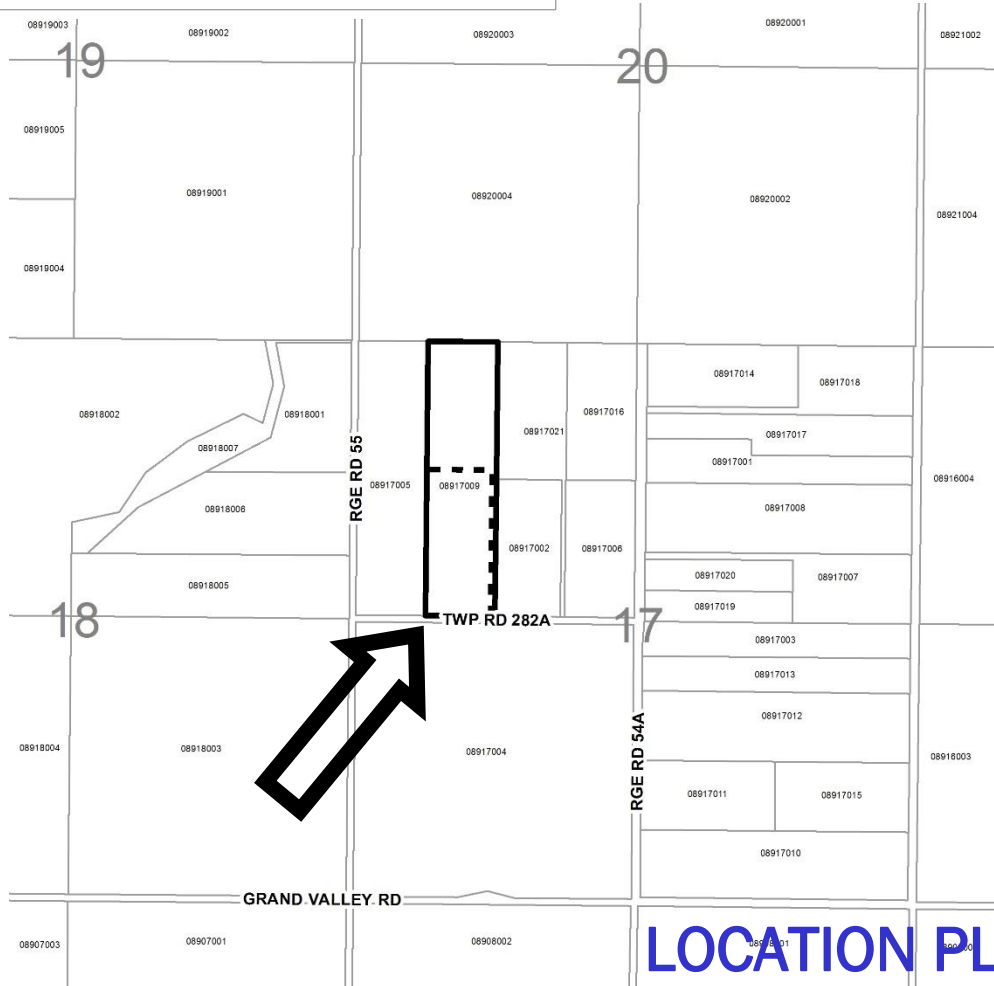
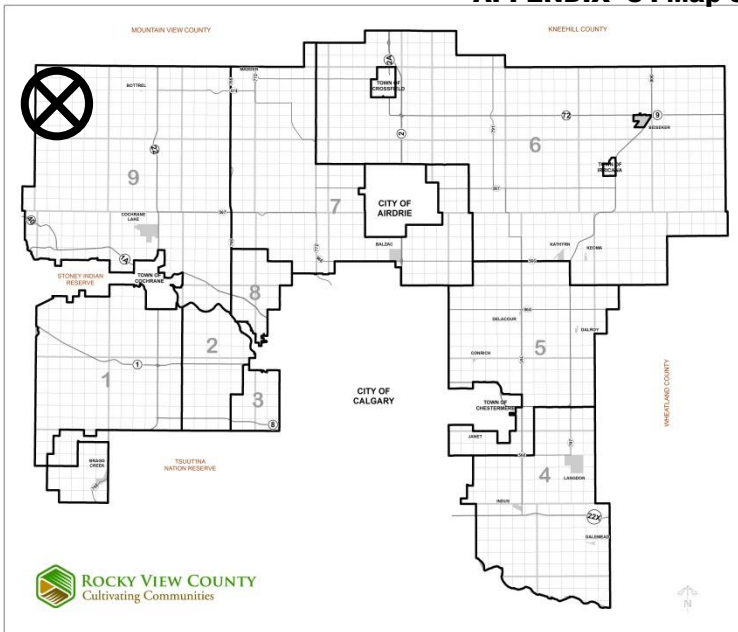


AGENCY	COMMENTS
	<ul style="list-style-type: none"> As a condition of subdivision, the applicant is required to provide payment of the Transportation Off-site Levy in accordance with the applicable levy at time of subdivision approval for 1.2 hectares (3.0 acres) on each of the ± 19.78 acre proposed parcels, as the applicant is proposing to subdivide an Agricultural Holdings District parcel: <ul style="list-style-type: none"> Base Levy = \$4595/acre. Acreage = (2 parcels)*(3 acres/parcel) = 6 acres. Estimated TOL payment = (\$4595/acre)*(6 acres) = \$27,570. <p><u>Sanitary/Waste Water</u> - Section 500.0 requirements:</p> <ul style="list-style-type: none"> The applicant has submitted a Level 1 PSTS Assessment Variation, prepared by the homeowner. The existing system meets the required setback distances and is in good working order; The applicant has submitted a Level 2 PSTS Assessment (Watertech Engineering Research & Health – November 7, 2017). The report concludes that the subject soils range from “moderate to limited” suitability for the use of a PSTS. The report recommends the use of a sand treatment mound system, or a package sewage treatment plant and LFH at grade dispersal system; As a condition of subdivision, the applicant shall be required to enter into a Site Improvements / Services Agreement in accordance with the recommendations of the Level 2 PSTS Assessment (Watertech Engineering Research & Health – November 7, 2017). <p><u>Water Supply And Waterworks</u> - Section 600.0 & 800.0 requirements:</p> <ul style="list-style-type: none"> As a condition of subdivision, the applicant will be required to submit an Aquifer Testing (Phase 2) Report for the new well, prepared by a qualified professional, in accordance with procedures outlined in the County Servicing Standards. The report shall also include a Well Driller’s Report confirming a minimum pump rate of 1.0 igpm for the well. <p><u>Storm Water Management</u> – Section 700.0 requirements:</p> <ul style="list-style-type: none"> As part of the previous land use redesignation application (PL20160100), the applicant submitted a Preliminary Stormwater Analysis (Stormwater Solutions Inc. – September 13, 2016). The analysis determined that the proposed development will generate a negligible increase in runoff and did not recommend any stormwater management infrastructure. ES has no further concerns. <p><u>Environmental</u> – Section 900.0 requirements:</p> <ul style="list-style-type: none"> Any approvals required through Alberta Environment shall be the sole responsibility of the Applicant/Owner.



AGENCY	COMMENTS
Infrastructure and Operations - Maintenance	No issues.
Infrastructure and Operations - Capital Delivery	No concerns.
Infrastructure and Operations - Operations	No concerns.
Infrastructure and Operations – Solid Waste & Recycling	No concerns.
Infrastructure and Operations – Road Operations	Applicant will be required to submit approach application if new approach required.

Circulation Period: May 19, 2017 – June 12, 2017



LOCATION PLAN

NW-17-28-05-W05M

Block:4 Plan:731323

Date: May 17, 2017

Division # 9

File: 08917009

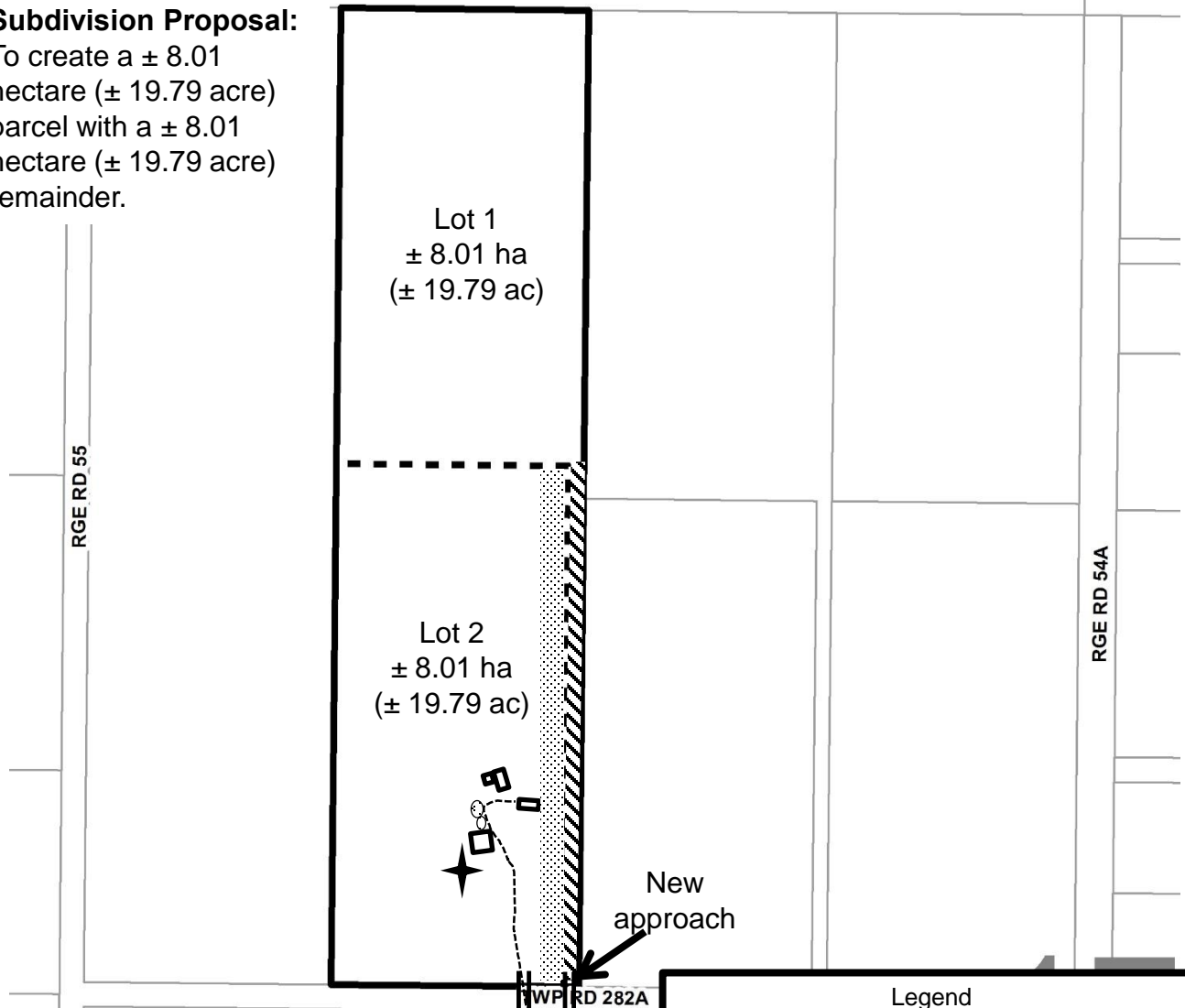
AGENDA

Page 179 of 205



Subdivision Proposal:

To create a ± 8.01 hectare (± 19.79 acre) parcel with a ± 8.01 hectare (± 19.79 acre) remainder.

**Surveyor's Notes:**

1. Parcels must meet minimum size and setback requirements of Land Use Bylaw C-4841-97.
2. Refer to Notice of Transmittal for approval conditions related to this Tentative Plan.
3. The exact location of the approach will be determined at the time of endorsement.

Legend	
Approach	=====
Existing Driveway
Dwelling	□
Accessory Building	□
Water Well	★
Septic Field	⊙
12.5 m total Road Acquisition Area	////
15 m Restrictive Covenant

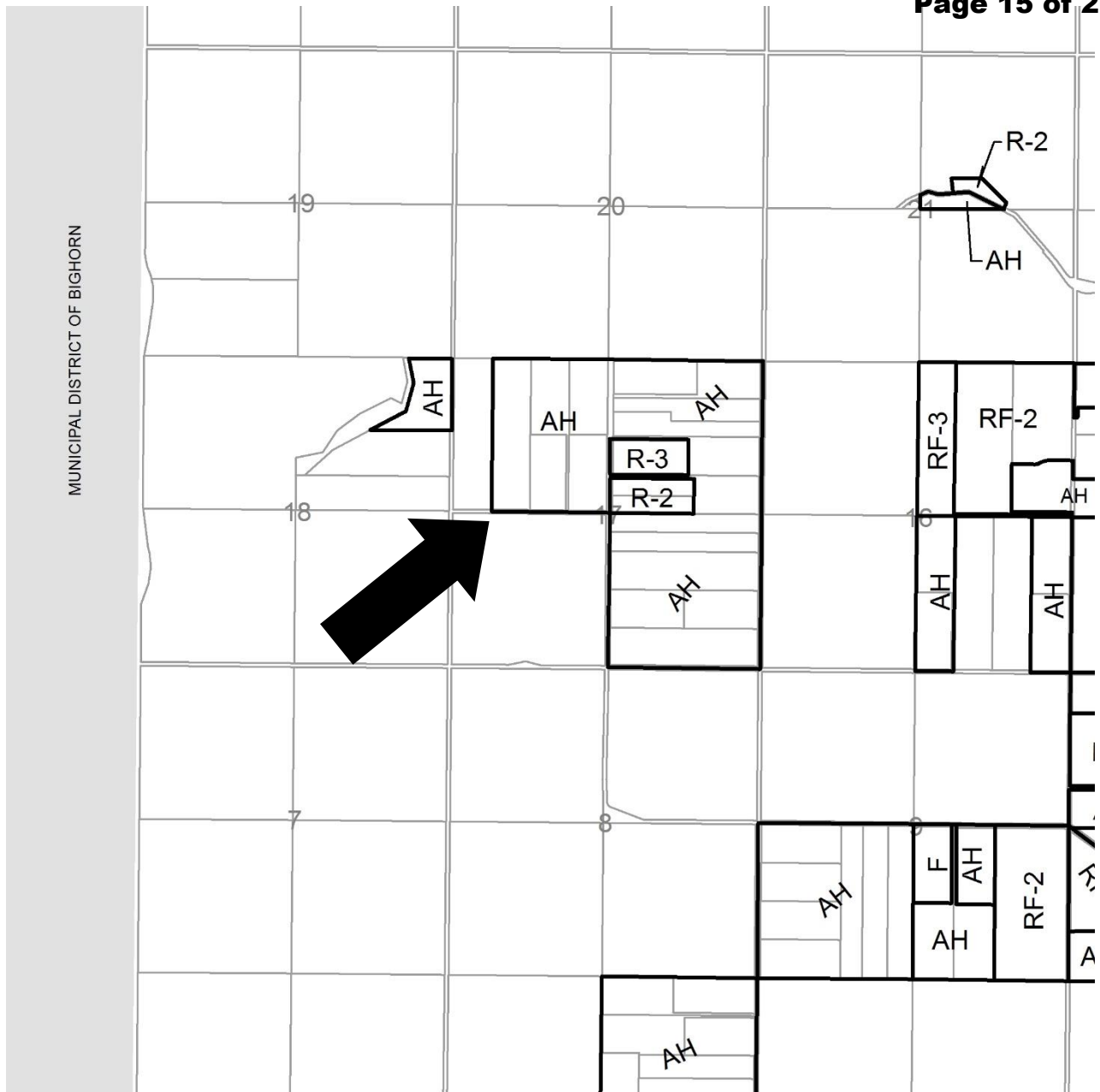
TENTATIVE PLAN

NW-17-28-05-W05M
Block:4 Plan:731323

Date: May 17, 2017

Division # 9

File: 08917009**AGENDA****Page 180 of 205**



RF2	Ranch and Farm Two	B-1	Highway Business
RF3	Ranch and Farm Three	B-2	General Business
AH	Agricultural Holding	B-3	Limited Business
F	Farmstead	B-4	Recreation Business
R-1	Residential One	B-5	Agricultural Business
R-2	Residential Two	B-6	Local Business
R-3	Residential Three	NRI	Natural Resource Industrial
DC	Direct Control	HR-1	Hamlet Residential Single Family
PS	Public Service	HR-2	Hamlet Residential (2)
		HC	Hamlet Commercial
		AP	Airport

LAND USE MAP

NW-17-28-05-W05M
Block:4 Plan:731323

Date: May 17, 2017

Division # 9

File: 08917009

AGENDA

Page 181 of 205



Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

NW-17-28-05-W05M
Block:4 Plan:731323

Date: May 17, 2017

Division # 9

File: 08917009

AGENDA

Page 182 of 205



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2016

NW-17-28-05-W05M
Block:4 Plan:731323

Date: May 17, 2017

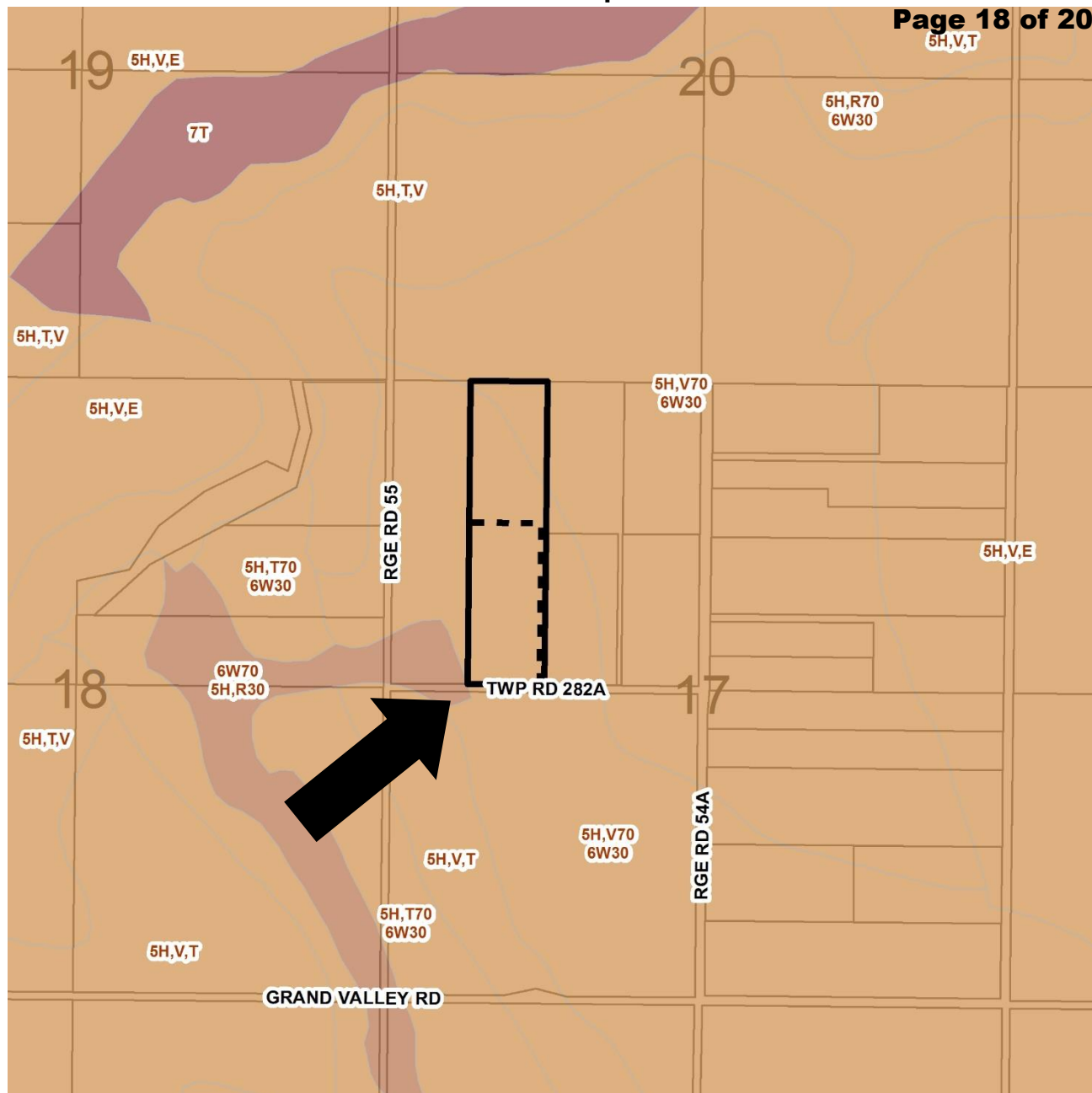
Division # 9

File: 08917009

AGENDA

Page 183 of 205





LAND CAPABILITY CLASSIFICATION LEGEND

Limitations refer to cereal, oilseeds and tame hay crops

CLI Class

- 1 - No significant limitation
- 2 - Slight limitations
- 3 - Moderate limitations
- 4 - Severe limitations
- 5 - Very severe limitations
- 6 - Production is not feasible
- 7 - No capability

Limitations

- B - brush/tree cover
- C - climate
- D - low permeability
- E - erosion damage
- F - poor fertility
- G - Steep slopes
- H - temperature
- I - flooding
- J - field size/shape
- K - shallow profile development
- M - low moisture holding, adverse texture
- N - high salinity
- P - excessive surface stoniness
- R - shallowness to bedrock
- S - high sodicity
- T - adverse topography
- U - prior earth moving
- V - high acid content
- W - excessive wetness/poor drainage
- X - deep organic deposit
- Y - slowly permeable
- Z - relatively impermeable

SOIL MAP

NW-17-28-05-W05M
Block:4 Plan:731323

Date: May 17, 2017

Division # 9

File: 08917009

AGENDA

Page 184 of 205

**Legend – Plan numbers**

- First two numbers of the Plan Number indicate the year of subdivision registration.
- Plan numbers that include letters were registered before 1973 and do not reference a year

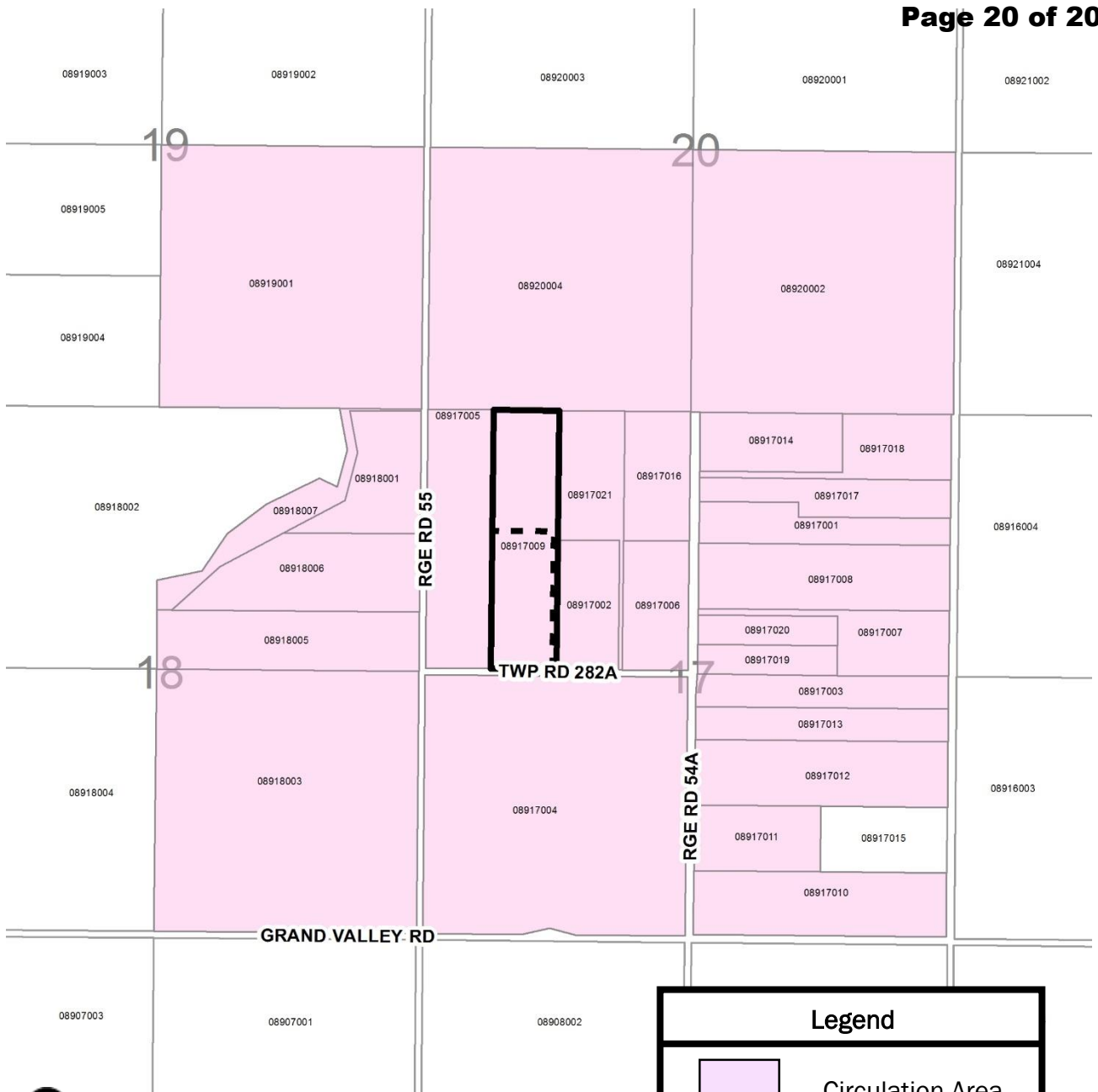
HISTORIC SUBDIVISION MAP



NW-17-28-05-W05M
Block:4 Plan:731323



Date: May 17, 2017

Division # 9

File: 08917009**AGENDA****Page 185 of 205**



 Letters in Opposition
 Letters in Support

Legend	
	Circulation Area
	Subject Lands

LANDOWNER CIRCULATION AREA

NW-17-28-05-W05M
Block:4 Plan:731323

Date: May 17, 2017

Division # 9

File: 08917009

AGENDA

Page 186 of 205



PLANNING SERVICES

TO:	Subdivision Authority		
DATE:	March 27, 2018	DIVISION:	5
FILE:	05331007	APPLICATION:	PL20170142
SUBJECT:	Subdivision Item – New or Distinct Agricultural Use		

1ADMINISTRATION RECOMMENDATION:

That Subdivision Application PL20170142 be approved with the conditions noted in Appendix A.

EXECUTIVE SUMMARY:

The purpose of this application is to create an ± 8.09 hectare (± 20.00 acre) parcel (Lot 1) with a ± 54.63 hectare (± 135.00 acre) remainder (Lot 2).

Lot 1 is currently developed with a dwelling and detached garage, and servicing is provided by means of a water well and a Private Sewage Treatment System. Because the remainder lot (Lot 2) is larger than 30 acres, serviceability is not required at this time. Access to Lot 1 and 2 is provided via existing approaches off Range Road 285.

The subject lands hold the Agricultural Holdings District land use designation. As the lands are not located within the boundaries of an area structure plan or conceptual scheme, the Rocky View County/City of Calgary Intermunicipal Development Plan, County Plan, and County Servicing Standards were used in the assessment of this application. Administration determined that:

- The application is consistent with the Rocky View County / City of Calgary IDP;
- The application meets County policies; and
- All technical considerations are addressed through the conditions of approval.

Therefore, Administration recommends approval of this application in accordance with **Option #1**.

PROPOSAL: To create a ± 8.09 hectare (± 20.00 acre) parcel (Lot 1) with a ± 54.63 hectare (± 135.00 acre) remainder (Lot 2).	GENERAL LOCATION: Located 1.60 kilometres (1 mile) east of the city of Calgary boundary, approximately 1.60 kilometers (1 mile) north Highway 564 and on the west side of Range Road 285.
LEGAL DESCRIPTION: A portion of SE-31-25-28-W04M	GROSS AREA: ± 62.73 hectares (± 155.00 acres)
APPLICANT: Schule's Consulting OWNER: Arthur Griffith	RESERVE STATUS: Municipal Reserves are outstanding and comprise 10% of the parent parcel.
LAND USE DESIGNATION: Agricultural Holdings District	LEVIES INFORMATION: Transportation Off-Site Levy is applicable in this case

1 Administration Resources

Jamie Kirychuk, Planning Services
Gurbir Nijjar, Engineering Services

DATE SUBDIVISION DEEMED COMPLETE: November 29, 2017 (Received: August 17, 2017)	APPEAL BOARD: Subdivision and Development Appeal Board
TECHNICAL REPORTS SUBMITTED: <ul style="list-style-type: none"> • Level 1 Variation Assessment (Applicant) • Well Drillers Report (Den-Alta Drilling – December, 2011) 	LAND USE POLICIES AND STATUTORY PLANS: <ul style="list-style-type: none"> • County Plan (C-7280-2013) • Land Use Bylaw (C-4841-97) • Rocky View County / City of Calgary IDP (C-7197-2012)

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 26 adjacent landowners, to which no responses were received. The application was also circulated to a number of internal and external agencies. Those responses are available in Appendix 'B'.

HISTORY:

- July 25, 2017** Application PL20170065 was approved, redesignating the subject lands from Ranch and Farm District to Agricultural Holdings District.
- November 23, 1993** Council approved Redesignation and Subdivision application 1993-RV-191, to redesignate the quarter section from Agricultural Conservation 1 to Agricultural Conservation 2, in order to facilitate the creation of a ± 2.02 hectare (± 5 acre) parcel with a ± 62.73 hectare (± 155 acre) remainder. The ± 2.02 hectare (± 5 acre) parcel was registered in Plan 9410201. The remainder ± 62.73 hectare (± 155 acre) parcel is the subject land in this application.

TECHNICAL CONSIDERATIONS:

This application was evaluated in accordance with the matters listed in Sections 7 and 14 of the Subdivision and Development Regulation, which are as follows:

a) The site's topography

The subject lands do not feature slopes of any significant nature, certainly not to the degree as to impose constraints on the developability of the site. Altered wetlands exist on both proposed lots; however, none pose significant development constraints.

No further concerns.

Conditions: None

b) The site's soil characteristics

The soils on-site are Class 2, with slight limitations to cereal, oilseed, and tame hay crop production due to temperature and low moisture holding conditions. As these conditions are existing, there are no concerns that soil conditions would have an impact on future agricultural operations.

Conditions: None

c) Stormwater collection and disposal

This subdivision does not warrant a Stormwater Management Plan as the development of a dwelling would have minimal impact on drainage patterns. There is no requirement for a stormwater management plan at this time.



No further concerns.

Conditions: None

d) Any potential for flooding, subsidence or erosion of the land

The lands are not located in the vicinity of a water body or drainage course, and the site has not been identified on Alberta Environment's Flood Hazard Map. There is no concern with regard to flooding, subsidence, or erosion of the land.

No further concerns.

Conditions: None

e) Accessibility to a road

The proposed parcel is located immediately west of Range Road 285. Access is provided via two existing approaches servicing Lots 1 and 2. The approaches are in good condition and do not require upgrades.

The Transportation Off-Site Levy is owing for the 1.2 hectares (3.0 acres) of the proposed ± 20.00 acre parcel as the proposal is to subdivide an Agricultural Holdings District parcel.

- The levy payment owed at the time of subdivision endorsement would be \$13,785.00

Conditions: 2

f) Water supply, sewage and solid waste disposal

The lands contain a dwelling, which is located within proposed Lot 1. Servicing is provided by means of a water well and a Private Sewage Treatment System. A Level 1 Variation Assessment was provided, confirming that this infrastructure is located within the proposed lot and is operational.

The Applicant provided a Well Driller's report for a well drilled within the boundaries of the proposed parcel with a recommended pump rate of 10 iGPM.

Because the remainder lot (Lot 2) is larger than 30 acres, serviceability is not required at this time

Conditions: None

g) The use of the land in the vicinity of the site

This area of the County is primarily agricultural, with some residential development scattered throughout.

Conditions: None

h) Other matters

Municipal Reserves

Municipal Reserves are outstanding in the amount of 10% of the lands. As this location has not been identified for future Municipal Reserve acquisition to support public parks, open space, or pathway and trail development, dedication of lands is not required. Additionally, as the County Plan does not support further fragmentation of the lands, future subdivision of the parcels is unlikely. As such, Administration recommends that Municipal Reserves, comprising of 10% of the subject parcel, is taken on Lot 1 and deferred via caveat on Lot 2.

- The Applicant provided a land value appraisal, conducted by Wernick Omura Real Estate Appraisal Services. (File No. 10117190, dated August 29, 2017). The appraisal placed the value of the lands at \$1,200,000, or \$7,741.94 per acre. 10% of the area of Lot 1 equates to 2.00 acres, or \$15,483.88.

Condition: 4

POLICY CONSIDERATIONS:

The subject lands fall within the policy area of the Rocky View County / City of Calgary Intermunicipal Development Plan. The application was circulated to The City of Calgary for comment and they responded with no objections.

As the subject lands are not located within the boundaries of an area structure plan or conceptual scheme, the application was evaluated in accordance with the County Plan at the time of the redesignation application, PL20170065. At that time, it was determined that the application satisfied the requirements of Policy 8.22 of the County Plan, which establishes criteria for the subdivision of lands for the creation of a new or distinct agricultural operation. Further, the subject lands hold an Agricultural Holdings land use designation, which is the appropriate land use for the intended parcel size.

CONCLUSION:

The application is consistent with the policies of the Rocky View County / City of Calgary Intermunicipal Development Plan and County Plan, and holds the appropriate land use designation for the intended parcel size. All technical issues are addressed through the conditions of approval. Therefore, Administration recommends approval of this application, in accordance with **Option # 1**.

OPTIONS:

Option #1: THAT Subdivision Application PL20170142 be approved with the conditions noted in Appendix A.

Option #2: THAT Subdivision Application PL20170142 be refused as per the reasons noted.

Respectfully submitted,

Concurrence,

“Chris O’Hara”

“Kent Robinson”

General Manager

Acting County Manager

JK/rp

APPENDICES:

APPENDIX ‘A’: Approval Conditions

APPENDIX ‘B’: Application Referrals

APPENDIX ‘C’: Map Set

APPENDIX 'A': APPROVAL CONDITIONS

- A. That the application to create an ± 8.09 hectare (± 20.00 acre) parcel (Lot 1) with a ± 54.63 hectare (± 135.00 acre) remainder (Lot 2) from a portion of SE-31-25-28-W04M has been evaluated in terms of Section 654 of the *Municipal Government Act* and Sections 7 and 14 of the Subdivision and Development Regulations and, having considered adjacent landowner submissions, it is recommended that the application be approved as per the Tentative Plan for the reasons listed below:
1. The application is consistent with statutory policy;
 2. The subject lands hold the appropriate land use designation:
 - a. The variance to the minimum parcel size will not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land;
 3. The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements.
- B. The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Plan of Subdivision

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Payments and Levies

- 2) The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014 prior to subdivision endorsement. The County shall calculate the total amount owing:
 - a) For 3.0 acres of Lot 1 as shown on the Plan of Survey;
- 3) The Owner shall pay the County subdivision endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new lot.

Municipal Reserves

- 4) The provision of Reserve in the amount of 10% of the area of Lot 1, as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu in accordance with the per acre value as listed in the land appraisal prepared by Wernick Omura Real Estate Appraisal Services File 10117190 on August 29, 2017 pursuant to Section 666(3) of the *Municipal Government Act*,
 - a) Reserves for Lot 2 are to be deferred by caveat, pursuant to Section 669(2) of the *Municipal Government Act*;



Taxes

- 5) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to the County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

D. SUBDIVISION AUTHORITY DIRECTION

- 1) Prior to final endorsement of the Subdivision, Administration is directed to present the Owner with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.

APPENDIX 'B': APPLICATION REFERRALS

AGENCY	COMMENTS
<i>School Authority</i>	
Rocky View Schools	No objection.
Calgary Catholic School District	Calgary Catholic School District (CCSD) has no objection to the above-noted circulation (PL2017-0142) located east of Calgary. As per the circulation, Municipal Reserves are still outstanding and comprise 10% of the parent parcel.
Public Francophone Education	No comments received.
Catholic Francophone Education	Calgary Catholic School District (CCSD) has no objections to this circulation (PL20160072 – Redesignation). CCSD does note that municipal reserve is still outstanding and will be dedicated at subdivision.
<i>Province of Alberta</i>	
Alberta Environment and Sustainable Resource Development (Public Lands)	No comments received.
Alberta Transportation	Alberta Transportation has reviewed this proposal and has determined that the land subject of this application is greater than 800 metres from the centreline of a designated provincial highway, and has no requirements
Alberta Culture and Community Spirit (Historical Resources)	Not required for circulation.
Energy Resources Conservation Board	No comments received.
Alberta Health Services	<p>1. AHS recommends that any water wells on the subject lands be completely contained within the proposed property boundaries. Please note that the drinking water source must conform to the most recent Canadian Drinking Water Quality Guidelines and the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003, Section 15(1), which states:</p> <p><i>“A person shall not locate a water well that supplies water that is intended or used for human consumption within</i></p> <ul style="list-style-type: none"> a) <i>10 metres of any watertight septic tank, pump out tank or other watertight compartment of a sewage or waste water system,</i> b) <i>15 metres of a weeping tile field, an evaporative treatment mound or an outdoor toilet facility with a pit,</i> c) <i>30 metres of a leaching cesspool,</i> d) <i>50 metres of sewage effluent on the ground surface,</i> e) <i>100 metres of a sewage lagoon, or</i> f) <i>450 metres of any area where waste is or may be disposed</i>

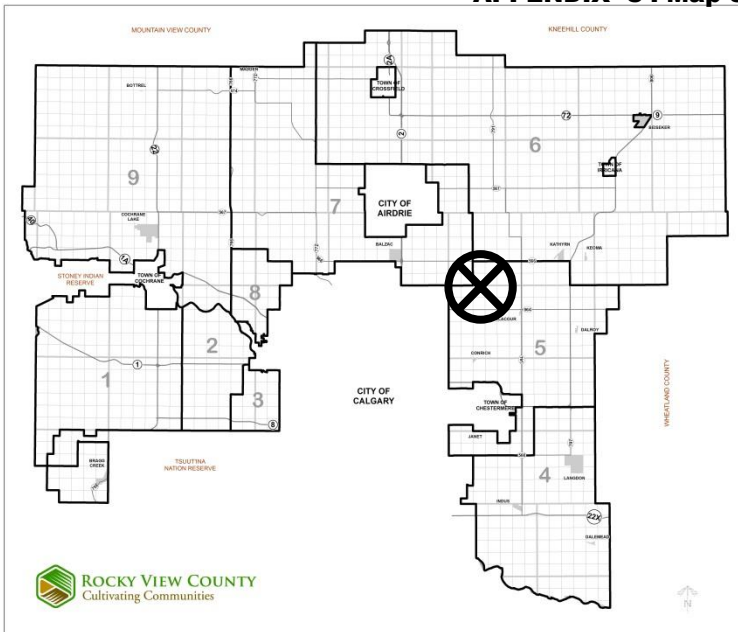
AGENCY	COMMENTS
	<p><i>of at a landfill within the meaning of the Waste Control Regulation (AR 192/96)."</i></p> <ol style="list-style-type: none"> Any existing or proposed private sewage disposal systems should be completely contained within the proposed property boundaries and must comply with the setback distances outlined in the most recent Alberta Private Sewage Systems Standard of Practice. Prior to installation of any sewage disposal system, a proper geotechnical assessment should be conducted by a qualified professional engineer and the system should be installed in an approved manner. The property must be maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003 which stipulates, <p><i>No person shall create, commit or maintain a nuisance. A person who creates, commits or maintains any condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance.</i></p>
Public Utility	
ATCO Gas	No objection.
ATCO Pipelines	<p>The Engineering Department of ATCO Pipelines (a division of ATCO Gas and Pipelines Ltd.) has reviewed the above named plan and has no objections subject to the following conditions:</p> <ol style="list-style-type: none"> Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties. Ground disturbances and surface works within 30 meters require prior written approval from ATCO Pipelines before commencing any work. <ul style="list-style-type: none"> Municipal circulation file number must be referenced; proposed works must be compliant with ATCO Pipelines' requirements as set forth in the company's conditional approval letter. Contact ATCO Pipelines' Land Department at 1-888-420-3464 for more information. Any revisions or amendments to the proposed plans(s) must be re-circulated to ATCO Pipelines for further review.
AltaLink Management	No comments received.
FortisAlberta	<p>Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.</p> <p>FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (31 0-94 73) to make application for</p>

AGENCY	COMMENTS
	electrical services. No comments received.
Telus Communications	No objection.
TransAlta Utilities Ltd.	No comments received.
Rockyview Gas Co-op Ltd.	No comments received.
<i>Other External Agencies</i>	
City of Calgary	<p>The City of Calgary has reviewed the below noted circulated application referencing the <i>Rocky View/Calgary Intermunicipal Development Plan (IDP)</i> and other applicable policies.</p> <p>The City of Calgary has no comments regarding Application # PL20170142 – To create a ± 8.09 hectare (± 20.00 acre) parcel with a ± 54.63 hectare (± 135.00 acre) remainder.</p>
EnCana Corporation	No comments received.
<i>Rocky View County Boards and Committees</i>	
ASB Farm Members and Agricultural Fieldman	No comments received.
Recreation Board	No comments received.
<i>Internal Departments</i>	
Municipal Lands	As this location has not been identified for future Municipal Reserve acquisition to support public park, open space, pathway or trail development; the Municipal Lands office recommends taking cash in lieu for reserves owing affecting Lot 1 and deferring reserves affecting Lot 2.
Development Authority	No comments received.
GeoGraphics	No comments received.
Building Services	No comments received.
Emergency Services	No concerns.
Fire Services	No comments at this time.

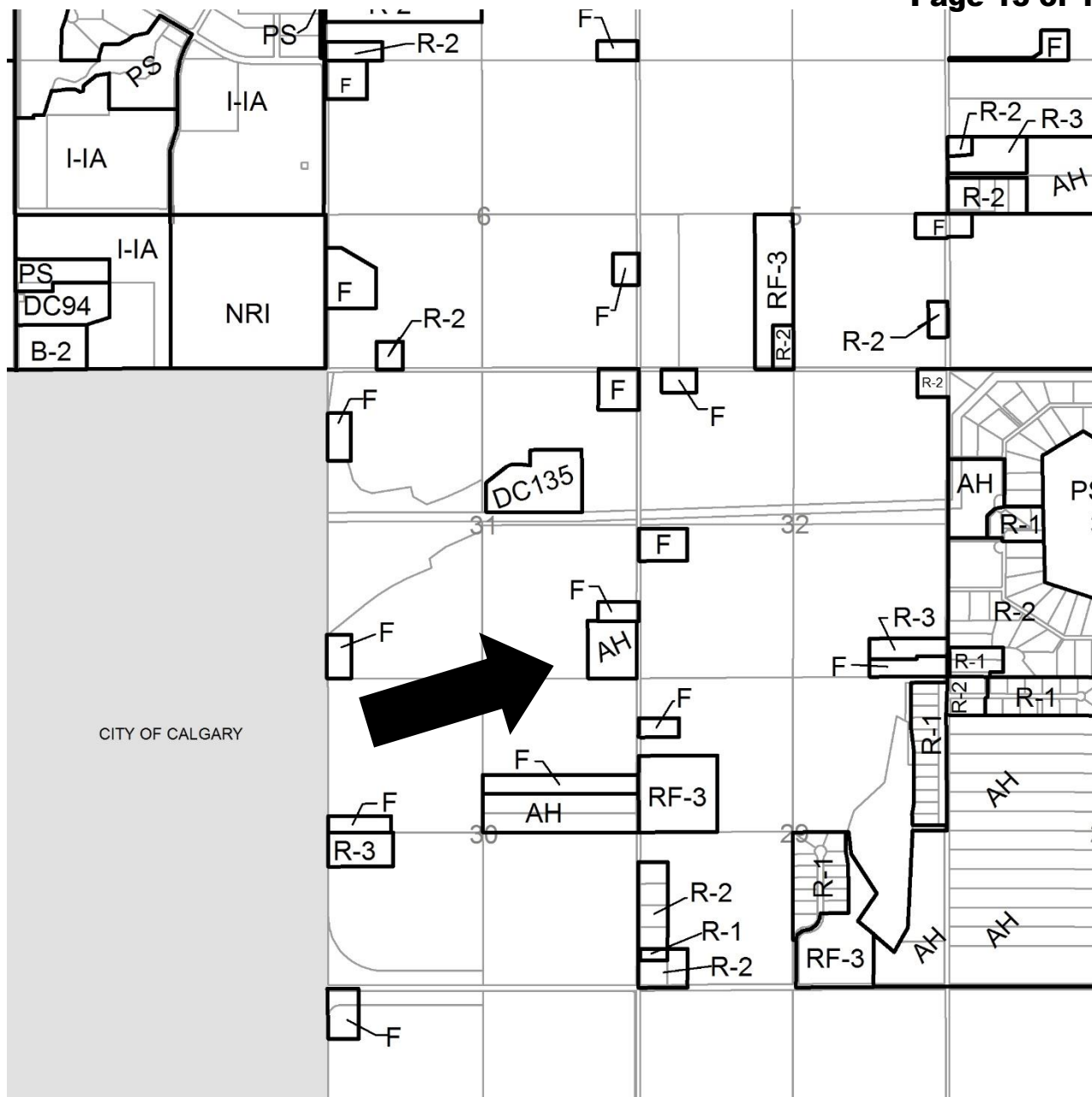
AGENCY	COMMENTS
Infrastructure and Operations - Engineering Services	<p><u>General</u></p> <ul style="list-style-type: none"> The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures; As the remainder parcel is greater than 30 acres in size, there are no further servicing requirements <p><u>Geotechnical</u> - Section 300.0 requirements:</p> <ul style="list-style-type: none"> ES has no requirements at this time. <p><u>Transportation</u> - Section 400.0 requirements:</p> <ul style="list-style-type: none"> There is an existing approach from RR 285 to the proposed parcel and the remainder parcel (field approach at the NE corner of subject lands); As a condition of subdivision, the applicant is required to pay the Transportation Off-site Levy in accordance with County Bylaw C-7346-2014 for 1.2 hectares (3.0 acres) of the proposed \pm 20.00 acre parcel as the proposal is to subdivide an Agricultural Holdings District parcel. The levy payment owed at time of subdivision endorsement is \$13,785. <p><u>Sanitary/Waste Water</u> - Section 500.0 requirements:</p> <ul style="list-style-type: none"> The applicant provided Level I assessment variation for the existing septic field on the proposed parcel which indicated that the existing system is in good working condition. ES has no further concerns <p><u>Water Supply And Waterworks</u> - Section 600.0 & 800.0 requirements:</p> <ul style="list-style-type: none"> The proposed parcel is serviced by existing water well for which the applicant provided the Well Driller's Report which indicates a minimum flow rate of 10 iGPM. ES has no further concerns. <p><u>Storm Water Management</u> – Section 700.0 requirements:</p> <ul style="list-style-type: none"> ES have no requirements at this time. <p><u>Environmental</u> – Section 900.0 requirements:</p> <ul style="list-style-type: none"> ES have no requirements at this time.
Infrastructure and Operations - Maintenance	No issues.
Infrastructure and Operations - Capital Delivery	No concerns.
Infrastructure and Operations - Operations	Applicant to confirm how he intends to access the 54.63 hectare remainder parcel. If new approach construction required, Applicant to contact County Road Operations for Road Approach



AGENCY	COMMENTS
	application.
Infrastructure and Operations – Utility Services	No concerns.
Circulation Period: September 3 – October 3, 2017	



SE-31-25-28-W04M



Ranch and Farm	B-1 Highway Business
RF2 Ranch and Farm Two	B-2 General Business
RF3 Ranch and Farm Three	B-3 Limited Business
AH Agricultural Holding	B-4 Recreation Business
F Farmstead	B-5 Agricultural Business
R-1 Residential One	B-6 Local Business
R-2 Residential Two	NRI Natural Resource Industrial
R-3 Residential Three	HR-1 Hamlet Residential Single Family
DC Direct Control	HR-2 Hamlet Residential (2)
PS Public Service	HC Hamlet Commercial
	AP Airport

LAND USE MAP

SE-31-25-28-W04M

31

Subdivision Proposal: To create a ± 8.09 hectare (± 20.00 acre) parcel (Lot 1) with a ± 54.63 hectare (± 135.00 acre) remainder (Lot 2).

Lot 2
 ± 54.63 ha
 ± 135.00 ac

Lot 1
 ± 8.09 ha
 ± 20.00 ac

RGE RD 285

Surveyor's Notes:

1. Parcels must meet minimum size and setback requirements of Land Use Bylaw C-4841-97.
2. Refer to Notice of Transmittal for approval conditions related to this Tentative Plan.

Legend

Dwelling



Accessory Building



Water Well



Septic Field



Driveway



TENTATIVE PLAN

SE-31-25-28-W04M





TOPOGRAPHY

Contour Interval 2 M



Page 201 of 205



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2016

SE-31-25-28-W04M

Date: Sept 5, 2017

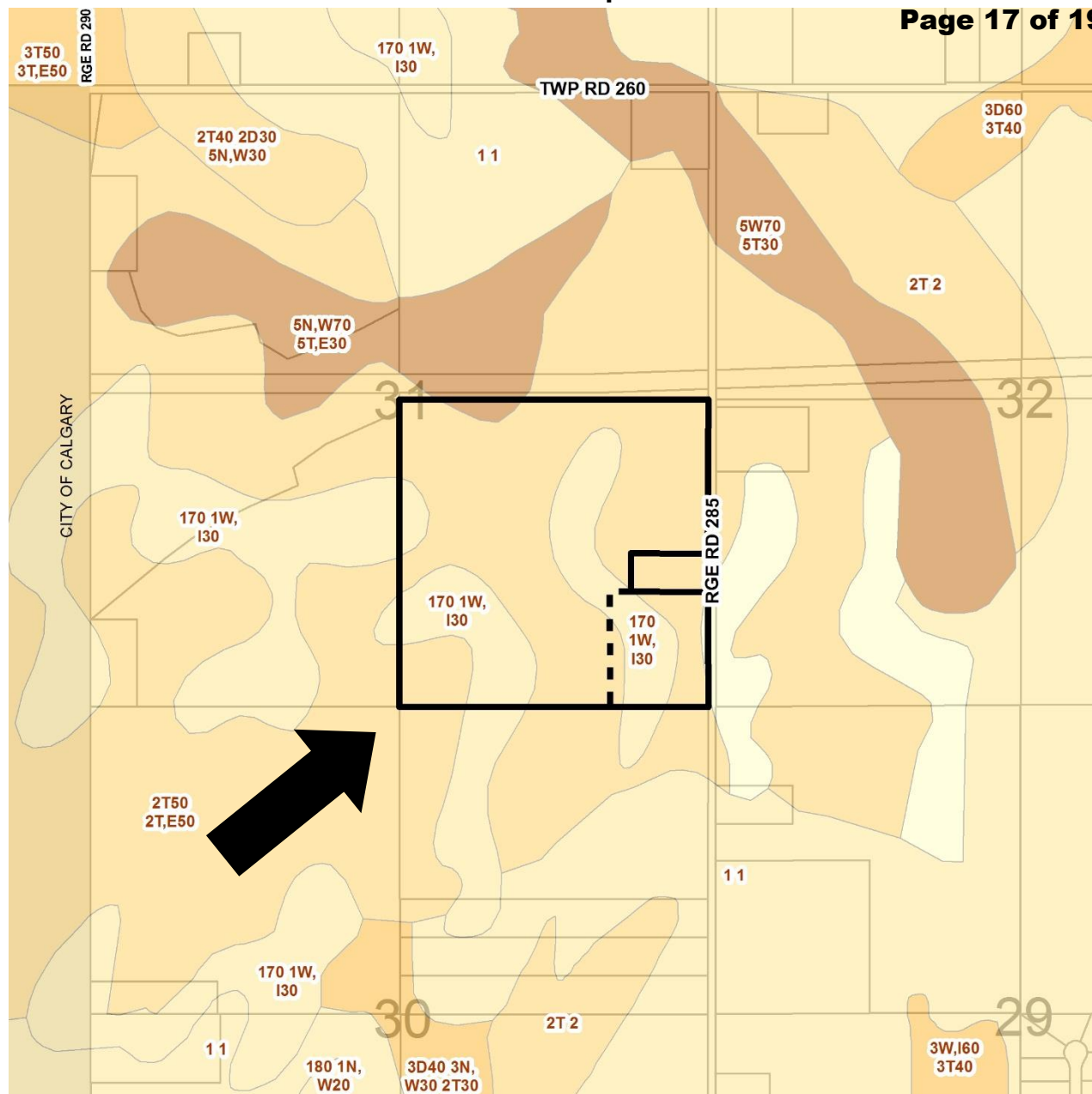
Division # 5

File: 05331007

AGENDA

Page 202 of 205





LAND CAPABILITY CLASSIFICATION LEGEND

Limitations refer to cereal, oilseeds and tame hay crops

CLI Class

- 1 - No significant limitation
- 2 - Slight limitations
- 3 - Moderate limitations
- 4 - Severe limitations
- 5 - Very severe limitations
- 6 - Production is not feasible
- 7 - No capability

Limitations

- B - brush/tree cover
- C - climate
- D - low permeability
- E - erosion damage
- F - poor fertility
- G - Steep slopes
- H - temperature
- I - flooding
- J - field size/shape
- K - shallow profile development
- M - low moisture holding, adverse texture
- N - high salinity
- P - excessive surface stoniness
- R - shallowness to bedrock
- S - high sodicity
- T - adverse topography
- U - prior earth moving
- V - high acid content
- W - excessive wetness/poor drainage
- X - deep organic deposit
- Y - slowly permeable
- Z - relatively impermeable

SOIL MAP

SE-31-25-28-W04M

**Legend – Plan numbers**

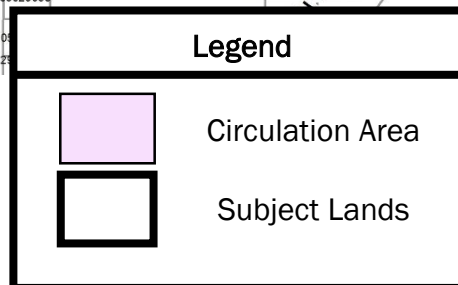
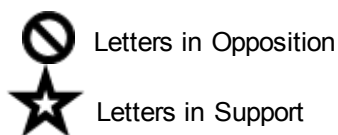
- First two numbers of the Plan Number indicate the year of subdivision registration.
- Plan numbers that include letters were registered before 1973 and do not reference a year

HISTORIC SUBDIVISION MAP**SE-31-25-28-W04M**Date: Sept 5, 2017

Division # 5

File: 05331007**AGENDA**

Page 204 of 205



LANDOWNER CIRCULATION AREA



SE-31-25-28-W04M