

LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING

DATE: November 25, 2014
TIME: 10:00 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 November 10, 2014 Regular Council Meeting.
4. UNFINISHED BUSINESS
5. URGENT MATTERS
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
 - 6.1 10:15 a.m. Public Hearing – Rezoning Bylaw 14-039; Calnash Trucking Ltd.; Pt. of SE-18-67-14-W4M from Agricultural District (AG) to Rural Industrial District (RI);
 - 6.2 10:45 a.m. Delegation – Plamondon Playground Group;
 - 6.3 12:15 p.m. Public Input Session.
7. DISPOSITION OF DELEGATION BUSINESS
 - 7.1 Delegation – Plamondon Playground Group;
 - 7.2 Public Input Session.
8. IN CAMERA SESSION
 - 8.1 Briefing – Legal Matter – Endeavour to Assist (section 27 FOIP);
 - 8.2 Briefing – Land Matter – Dumasfield Storm Water Management Plan (section 25 FOIP) – (hand-out);
 - 8.3 RFD – Legal Matter – HCL/Ironman (section 27 FOIP) – (hand-out).

9. NEW BUSINESS

- 9.1 RFD – Request for First Extension to the Subdivision Approval File 2013-S-046; Menard, EJ and Raymonde; NW-23-67-16-W4M;
- 9.2 RFD - Subdivision File No. 2014-S-020; Elinor Lake Resort; Unit A, Plan 0825293;
- 9.3 RFD – Statement of Revenues & Expenditures for the Period Ended October 31, 2014;
- 9.4 RFD – PI-41-001 Water Conservation Policy;
- 9.5 RFD – Pool Policies and Procedures - CM-71-018 Pool Allocation and CM-71-019 Pool Admission & Supervision;
- 9.6 Briefing – Bold Center Free Admission Day – January 3, 2015;
- 9.7 RFD – Facility Support for Santa’s Helpers (addition to agenda);
- 9.8 Snow Clearing on Roads and Highways (addition to agenda).

10. ADJOURNMENT

**LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING
COUNTY CENTRE, LAC LA BICHE**

NOVEMBER 25, 2014 – 10:00 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held on November 25, 2014 at 10:00 a.m.

CALL TO ORDER Mayor Moghrabi called the meeting to order at 10:01 a.m.

PRESENT	Omer Moghrabi	Mayor
	Wanda Austin	Councillor
	Robert Richard	Councillor
	Richard Olson	Councillor
	David Phillips	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor / Deputy Mayor (entered at 10:04 a.m.)

STAFF IN ATTENDANCE	Shadia Amblie	Interim Chief Administrative Officer/ Manager, Communications
	Melanie McConnell	Interim Assistant Chief Administrative Officer/Manager, Legislative Services
	Karen Gingras	Interim Senior Manager, Planning & Economic Development
	Jeff Lawrence	Senior Manager, Recreation & Community Enhancement
	Dan Small	Senior Manager, Finance & Community Services
	Julie MacIsaac	Communications Coordinator
	Joanne Onciul	Legislative Services Coordinator

ADOPTION OF AGENDA

14.836 Motion by Councillor Siebold to approve the November 25, 2014 Regular Council Meeting agenda as amended:

- Addition of Item 9.7 RFD – Facility Support for Santa’s Helpers;
- Addition of Item 9.8 Snow Clearing on Roads and Highways.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 November 10, 2014 Regular Council Meeting.

Councillor Nowak entered Council Chambers at 10:04 a.m.

14.837 Motion by Councillor Richard to adopt the November 10, 2014 Regular Council Meeting minutes as circulated.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

4.1 There were no unfinished business items.

URGENT MATTERS

5.1 There were no urgent matters.

NEW BUSINESS

9.1 RFD – Request for First Extension to the Subdivision Approval File 2013-S-046; Menard, EJ and Raymonde; NW-23-67-16-W4M;

Discussion ensued regarding the application process for requesting an extension on subdivision approval files. It was suggested that the application include a section where the applicant can set out completed conditions and explain the reasoning why an extension is needed for conditions that have not been met.

14.838 Motion by Councillor Haymour that County Council grants a one (1) year extension to the Subdivision Approval for File 2013-S-046 until December 4, 2015.

CARRIED UNANIMOUSLY

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.1 Public Hearing - Rezoning Bylaw 14-039; Calnash Trucking Ltd.; Pt. of SE-18-67-14-W4M from Agricultural District (AG) to Rural Industrial District (RI);

Mayor Moghrabi provided an overview of the Public Hearing process and declared the public hearing open at 10:15 a.m.

Sheera Bourassa, Planning and Development Officer, summarized the purpose for the hearing, and noted that proper notice was provided.

Mayor Moghrabi asked the Senior Manager, Legislative Services whether or not the public hearing was advertised and notice was provided in accordance with the applicable legislation. The Senior Manager, Legislative Services advised that this was the case and further noted that no written submissions were received.

Mayor Moghrabi asked if the Applicant was present and wishing to speak to the proposed bylaw.

Murray Schur, Sharie Boehlke, Kevin Nashim, and Mike Boehlke were present on behalf of the Applicant, Calnash Trucking Ltd.

Mr. Schur provided a PowerPoint presentation outlining the following:

- An overview of Calnash Trucking Ltd.;
- The company's scope of work;
- Description of the proposed land and purpose for rezoning the same;
- Provided their opinion on the benefits to the County of rezoning the said land;
- Noted that the adjacent property has been rezoned industrial;
- Provided closing remarks with a request for Council to support the rezoning.

Discussion ensued regarding the proposed rezoning and the future plans of the remaining section of land.

Councillor Nowak left Council Chambers at 10:33 a.m.

Councillor Nowak returned to Council Chambers at 10:34 a.m.

Mayor Moghrabi asked if there was anyone present wishing to speak in support of the proposed bylaw.

No one came forward.

Mayor Moghrabi asked if there was anyone present wishing to speak in opposition of the proposed bylaw.

Karen Meena and John Virkki, adjacent landowners to the proposed rezoning, were present and noted they were in opposition of the proposed bylaw and provided the following comments:

- Ms. Meena and Mr. Virkki purchased their land in 2004; at that time, the surrounding lands were zoned agricultural;

6.1 Public Hearing - Rezoning Bylaw 14-039; Calnash Trucking Ltd.; Pt. of SE-18-67-14-W4M from Agricultural District (AG) to Rural Industrial District (RI) (continued);

- In 2009, it was apparent to Ms. Meena and Mr. Virkki that an increased amount of rig equipment was being stored on the adjacent property – It was assumed that the storage of equipment was approved;
- In 2012, the Land Use Bylaw was amended to remove industrial use (was discretionary) on agricultural lands;
- In 2013, Ms. Meena and Mr. Virkki built their home with the intention of retiring there;
- Expressed concern over the extra truck traffic (100+ trucks) up and down the adjacent road at all hours of the day and night;
- Spoke with other adjacent landowners that stated they were unaware that the company did not have permission to utilize their land as a rig equipment storage area;
- Raised concern in potentially having a work camp 300 feet from their home.

Mayor Moghrabi thanked Ms. Meena and Mr. Virkki for their presentation.

Mike Boehlke, adjacent landowner to the proposed rezoning, was present and noted he was in favour of the proposed development.

Mayor Moghrabi asked if the Applicant wishes to make any closing comments.

Mr. Schur provided closing comments and expressed his opinion that the rezoning is required to operate the business, is an excellent use of the property, and promotes further opportunities for existing businesses. He further noted that the company will work together with adjacent land owners to make it a positive development.

Mayor Moghrabi thanked the presenters for their comments, and declared the public hearing closed at 10:48 a.m.

RECESS

Mayor Moghrabi called a recess at 10:50 a.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 10:58 a.m. with all those Members of Council previously listed in attendance, with the exception of Councillors Richard, Olson, and Haymour.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.2 Delegation – Plamondon Playground Group;

Kim Gauthier and Morris Holota, Representatives of École Plamondon were present and introduced themselves to Council.

Councillor Richard returned to Council Chambers at 10:59 a.m.

Council introduced themselves to the delegation.

Councillor Olson returned to Council Chambers at 11:00 a.m.

Councillor Haymour returned to Council Chambers at 11:00 a.m.

Ms. Gauthier and Mr. Holota provided background information along with pictures of the Plamondon playground project. They noted that there were several expenses they did not foresee and therefore were not budgeted for. Because of these unforeseen expenses, they have fallen short on funds to pay outstanding invoices, despite their efforts in fundraising over \$70,000 for the project. It was noted that some of the playground equipment they had budgeted for was not purchased due to the unexpected expenditures. Although these added features are considered niceties, and the group would like them added to their playground, their main concern is the payment of outstanding invoices in the amount of \$7,520.

Discussion ensued regarding the Plamondon playground project.

Mayor Moghrabi thanked the delegation for their presentation.

DISPOSITION OF DELEGATION BUSINESS

7.1 Delegation – Plamondon Playground Group;

14.839 Motion by Councillor Haymour that County Council approves the funding to cover outstanding invoices from Blackout Holdings and J. Lemay Contracting Ltd. in the amount of \$7,520.00, acknowledging that the playground group has submitted a \$5,000 grant application which is accounted for in the 2014 budget.

CARRIED UNANIMOUSLY

Councillor Olson left Council Chambers at 11:22 a.m.

NEW BUSINESS

- 9.2 RFD - Subdivision File No. 2014-S-020; Elinor Lake Resort; Unit A, Plan 0825293;

Councillor Olson returned to Council Chambers at 11:27 a.m.

Discussion ensued regarding Direct Control Districts in the Land Use Bylaw.

14.840 Motion by Councillor Nowak that Council approves the application for subdivision File No. 2014-S-020, Elinor Lake Resort subject to the following conditions:

1. Pursuant to the Subdivision and Development Regulations, the owner/developer shall provide legal and physical access to each lot created;
2. Municipal Emergency response numbering signs are to be posted at each parcel entrance;
3. Pursuant to Section 645(1)(d) of the Municipal Government Act, all outstanding property taxes must be paid.

CARRIED UNANIMOUSLY

14.841 Motion by Councillor Nowak to direct Administration to seek clarification on existing bare land condos, the dissolution of such, and County liabilities, and further that these concerns be referred to the Land Use Bylaw revision consultant.

CARRIED UNANIMOUSLY

Councillor Olson left Council Chambers at 11:55 a.m.

IN CAMERA SESSION

14.842 Motion by Councillor Phillips to go in camera at 11:55 a.m.

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 11:55 a.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 12:03 p.m. with all those Members of Council previously listed in attendance, including Councillor Olson.

IN CAMERA

8.1 Briefing – Legal Matter – Endeavour to Assist (section 27 FOIP);

Councillor Nowak left Council Chambers at 12:27 p.m.

Councillor Nowak returned to Council Chambers 12:27 p.m.

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

Melanie McConnell, Interim Acting Chief Administrative Officer, checked the waiting area and noted there was no one present for the public input session.

IN CAMERA

8.1 Briefing – Legal Matter – Endeavour to Assist (section 27 FOIP) (continued);

Councillor Olson left Council Chambers at 1:04 p.m.

Councillor Olson returned to Council Chambers at 1:05 p.m.

RECESS

Mayor Moghrabi called a recess at 1:18 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 2:35 p.m. with all those Members of Council previously listed in attendance, with the exception of Councillor Nowak.

IN CAMERA

8.1 Briefing – Legal Matter – Endeavour to Assist (section 27 FOIP) (continued);

Councillor Nowak entered Council Chambers at 2:41 p.m.

8.2 Briefing – Land Matter – Dumasfield Storm Water Management Plan (section 25 FOIP) – (hand-out);

Jim Blaney, C.E.T., Senior Municipal Manager, Municipal Infrastructure Alberta with WSP Canada Inc. was present to provide information with respect to the Dumasfield Storm Water Management Plan.

RETURN TO REGULAR MEETING

14.843 Motion by Councillor Nowak to proceed with the meeting out of camera at 4:01 p.m.

CARRIED UNANIMOUSLY

EXTEND THE MEETING

14.844 Motion by Councillor Nowak to extend the November 25, 2014 Regular Council Meeting to the end of the agenda.

CARRIED UNANIMOUSLY

IN CAMERA SESSION

14.845 Motion by Councillor Nowak to go in camera at 4:02 p.m.

CARRIED UNANIMOUSLY

8.2 Briefing – Land Matter – Dumasfield Storm Water Management Plan (section 25 FOIP) – (hand-out) (continued);

RECESS

Mayor Moghrabi called a recess at 4:20 p.m.

RECONVENE

Mayor Moghrabi reconvened the meeting at 4:28 p.m. with all those Members of Council previously listed in attendance, with the exception of Councillors Haymour and Olson.

IN CAMERA SESSION

8.3 RFD – Legal Matter – HCL/Ironman (section 27 FOIP) – (hand-out).

Councillor Siebold declared a conflict of interest due to personal interests and left Council Chambers at 4:28 p.m.

Councillor Olson and Councillor Haymour returned to Council Chambers at 4:29 p.m.

RETURN TO REGULAR MEETING

14.846 Motion by Councillor Olson to proceed with the meeting out of camera at 5:01 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

8.3 RFD – Legal Matter – HCL/Ironman (section 27 FOIP) – (hand-out);

14.847 Motion by Councillor Phillips that Administration be authorized to resolve the issues as recommended by legal counsel, Reynolds, Mirth, Richards, and Farmer LLP, dated November 25, 2014 (RMRF File No. 78930-075 WWB).

IN FAVOUR
Mayor Moghrabi
Councillor Austin
Councillor Richard
Councillor Olson
Councillor Phillips

OPPOSED
Councillor Thompson
Councillor Haymour
Councillor Nowak

CARRIED

Councillor Siebold returned to Council Chambers at 5:04 p.m.

8.1 Briefing – Legal Matter – Endeavour to Assist (section 27 FOIP);

14.848 Motion by Councillor Olson that Administration continues to review and negotiate the Endeavor to Assist as discussed *in camera*.

CARRIED UNANIMOUSLY

8.2 Briefing – Land Matter – Dumasfield Storm Water Management Plan (section 25 FOIP) – (hand-out);

14.849 Motion by Councillor Thompson that Administration brings forward a Request for Decision regarding the Dumasfield Storm Water Management Plan to the December 9, 2014 Regular Council Meeting.

CARRIED UNANIMOUSLY

NEW BUSINESS

9.3 RFD – Statement of Revenues & Expenditures for the Period Ended October 31, 2014;

14.850 Motion by Councillor Thompson that County Council accepts the Lac La Biche Statement of Revenues & Expenditures for the Period Ended October 31, 2014, as presented.

CARRIED UNANIMOUSLY

9.4 RFD – PI-41-001 Water Conservation Policy;

It was noted that the last sentence in paragraph one of the Water Conservation Policy be struck out as it is redundant.

14.851 Motion by Councillor Olson that County Council approves PI-41-001, Water Conservation Policy as attached to and forming part of these minutes, as amended.

CARRIED UNANIMOUSLY

9.5 RFD – Pool Policies and Procedures - CM-71-018 Pool Allocation and CM-71-019 Pool Admission & Supervision;

Councillor Haymour left Council Chambers at 5:29 p.m.

14.852 Motion by Councillor Siebold to approve the Pool Allocation Policy CM-71-018 and Pool Admission and Supervision Policy CM-71-019 as presented.

CARRIED UNANIMOUSLY

9.6 Briefing – Bold Center Free Admission Day – January 3, 2015;

Councillor Nowak declared a conflict of interest due to his business interests and left Council Chambers at 5:31 p.m.

14.853 Motion by Councillor Olson to accept the briefing regarding Bold Center Free Admission Day – January 3, 2015 as information, and further that a Request for Decision be brought forward to Council with respect to the same to the December 9, 2014 Regular Council Meeting.

CARRIED UNANIMOUSLY

Councillor Nowak and Councillor Haymour returned to Council Chambers at 5:37 p.m.

9.7 RFD – Facility Support for Santa’s Helpers (addition to agenda);

14.854 Motion by Councillor Richard to approve the waiver of fees for the rental period requested by Santa’s Helpers for the use of the Jubilee Hall to prepare Christmas hampers.

CARRIED UNANIMOUSLY

NEW BUSINESS

9.8 Snow Clearing on Roads and Highways (addition to agenda).

Discussion ensued regarding the maintenance of Provincial highways located in Lac La Biche County. Safety concerns were raised with the amount of accidents that have been happening in the County and how this issue can be resolved.

14.855 Motion by Councillor Olson to direct Administration to write a letter to the Premier and Minister of Transportation, and copy the Regional Director and Carillion with respect to the County's concerns regarding the maintenance on Provincial roads in Lac La Biche County.

CARRIED UNANIMOUSLY

ADJOURNMENT

14.856 Motion by Councillor Siebold to adjourn the Regular Council Meeting of November 25, 2014 at 6:18 p.m.

CARRIED UNANIMOUSLY

Omer Moghrabi, Mayor

**Shadia Amblie
Interim Chief Administrative Officer**



LAC LA BICHE COUNTY POLICY

TITLE: WATER CONSERVATION	POLICY NO: PI-41-001
RESOLUTION: 14.851	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, UTILITIES	NEXT REVIEW DATE: NOVEMBER 25, 2017
SPECIAL NOTES/CROSS REFERENCE: PI-41-001 Water Conservation Procedure	AMENDMENT DATE: NOVEMBER 25, 2014

POLICY STATEMENT:

Lac La Biche County deems it appropriate to establish the policy to ensure a safe supply of water to customers, preserving necessary reserves for emergency fire protection.

GUIDING PRINCIPLES:

1. Lac La Biche County is committed to providing a safe supply of water to customers with fair and equitable water use restrictions when necessary.
2. Lac La Biche County will ensure water use restrictions are determined and prioritized according to the level of necessity.

Chief Administrative Officer

Date

Mayor

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: WATER CONSERVATION

PROCEDURE NO: PI-41-001

SPECIAL NOTES/CROSS REFERENCE:
PI-41-001 Water Conservation Policy

AMENDMENT DATE:

PROCEDURE:

1. Determine the severity of the water shortage and how water reservoir levels will be affected.
2. Initiate the corresponding water conservation notice listed below and follow the directives listed to deal with the water shortage.
3. In accordance with Bylaw 12-003 Waterworks System Section 10(a) and (b), these water conservation directives are enforceable and subject to Section 16 Liabilities and Enforcement of Bylaw 12-003.
4. In accordance with Bylaw 12-003 Waterworks System Section 8(c) and 17, Lac La Biche County will not accept any claim for compensation or damages as a result of a failure to supply water for any cause whatsoever nor guarantee an uninterrupted water supply.
5. Once the water shortage is resolved and normal operations resume, the Lac La Biche County staff must review the situation and evaluate how it was handled. Changes can be made to improve the existing procedure as required.
6. County Administration shall be responsible for an annual review of this procedure to ensure that it remains effective and addresses subdivision and development issues in a proactive manner.

Low Water Reserve Volume of 70% over a 24-hour period, the Lac La Biche County will issue a Green Water Conservation Notice.

1. Utility Manager or Water and Sewer Foreman will be notified.
2. Reduce distribution pressure to 45 psi.
3. The Green Water Conservation Notice will be lifted once the water reservoir level reaches 80%.

Low Water Reserve Volume of 65% over a 24-hour period, then Lac La Biche County will issue a Brown Water Conservation Notice.

1. Utility Manager or Water and Sewer Foreman will be notified.
2. Reduce distribution pressure to 45 psi.
3. No daytime outside watering is permitted. Flowerbeds and trees may be watered on alternate evenings, dependent upon their street address and residents advised to conserve wherever possible.
4. Inform the public of the situation by having Lac La Biche County staff place notices on streets and at the Post Office as required. (Notices for street signs and the Post Office are stored in the office of the Lac La Biche County Water Treatment Plant.)
5. Request businesses that depend on water to reduce the amount of water they use as much as possible.

6. The Brown Water Conservation Notice will be lifted once the water reservoir level reaches 80%.

Low Water Reserve Volume of 40% over a 24-hour period, then Lac La Biche County will issue a Yellow Water Conservation Notice.

1. Contact senior staff, Regional Health Authority, and locally elected officials for Lac La Biche County.
2. Reduce distribution pressure to 45 psi.
3. Prohibit all outdoor watering.
4. Car washes will be shutdown.
5. Bulk Water distributors will be limited to one hose per outlet.
6. No more than 500 gallons can be taken by one individual at the water fill stations in a 48-hour period.
7. Bulk water hauler will be allowed to deliver no more than 500 gallons to any one residence from the water fill in a 48-hour period and only to residences with the County boundaries. County staff will be on site at the Airport and Plamondon Truckfills to ensure compliance with the directive.
8. Inform the public of the situation through radio station messages, implement watering restrictions and non-essential water use. (Radio stations are listed in the emergency phone number list.) Lac La Biche County staff will place notices on streets and at the Post Office as required. (Notices for street signs and the Post Office are stored in the office of the Lac La Biche County Water Treatment Plant.)
9. The Yellow Water Conservation Notice will be lifted once the water reservoir levels reaches 75%.

Low Water Reserve Volume of 25% over a 24-hour period, then Lac La Biche County will issue a Red Water Conservation Notice.

1. Contact senior staff, Regional Health Authority, and locally elected officials for Lac La Biche County.
2. All water users will be shut off.
3. The remaining water will be reserved for fire protection.
4. Lac La Biche County will have potable water haulers (as listed in the emergency contact list) deliver potable water to designated locations in Lac La Biche and Plamondon. Residents will be notified of the locations and will be able to bring their own potable water containers to these locations to be filled.
5. Inform the public of the Red Water Conservation Notice through the use of the County website, Facebook page, radio station messages and notices that Lac La Biche County staff will place on streets and at the Post Office as required. (Notices for street signs and the Post Office are stored in the office of the Utility Shop. Radio stations are listed in the emergency phone number list)
6. The Red Water Conservation Notices will be lifted once the water reservoir level reaches 40%.

Chief Administrative Officer

Date



LAC LA BICHE COUNTY POLICY

TITLE: POOL ALLOCATION	POLICY NO: CM-71-018
RESOLUTION: 14.852	EFFECTIVE DATE: NOVEMBER 25, 2014
LEAD ROLE: RECREATION	NEXT REVIEW DATE: NOVEMBER 25, 2016
SPECIAL NOTES/CROSS REFERENCE: CM-71-018 Pool Allocation Procedure	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes in providing opportunities for all pool users and rental groups in an equitable, cost effective and fiscally sustainable manner.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Chief Administrative Officer

Date

Mayor

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: POOL ALLOCATION

PROCEDURE NO: CM-71-018

SPECIAL NOTES/CROSS REFERENCE:
CM-71-018 Pool Allocation Policy

AMENDMENT DATE:

GUIDING PRINCIPLES

The following principles served as the framework for developing the Pool Allocation Procedure, and should be considered when implementing and/or interpreting the various statements:

- a. **Access and Equity:** Promote fair and equitable access to pool spaces and amenities in terms of allocation as well as in the application of rental fees and user charges.
- b. **Efficient Use:** Promote efficient use of pool spaces and amenities by maximizing usage (via appropriate sharing) and ensuring that the County is receiving fair compensation for the usage.
- c. **Diversity:** Promote a wide range of program opportunities, accessible to community members of all ages and abilities.
- d. **Safety:** Promote at all times and during all activities a physically safe aquatic environment, including lifeguard ratios and the supervision of minors and non-swimmers as appropriate.
- e. **Youth Development:** Promote the role that the pools can play in the development of physical fitness and physical literacy as a positive lifestyle choice for the adults of tomorrow.
- f. **Partnership:** Promote mutually advantageous partnerships with community associations, school groups, sports leagues, etc. in the delivery of unique programs and special events.
- g. **Outreach:** Promote aquatics as a relatively low-barrier activity for children and families, and educate and advocate for water safety awareness wherever possible.

DEFINITIONS

- a. **“Adult Organization:** means an organization, that is set-up as a society, whose membership is for individuals eighteen (18) years of age and older.
- b. **“Additional Municipal Services”** shall refer to all facility services provided by Lac La Biche County, which are beyond those that would normally be provided to ensure the health and safety of the Public using the facility.
- c. **“Casual User”** means a User who has less than 12 rentals in a calendar year.

- d. **“Contact Person or Alternate”** means an individual identified as the primary Contact Person or Alternate for the County and/or a user group/organization.
- e. **“County”** means within the boundaries of Lac La Biche County, and the Department(s) designated by the Chief Administrative Officer (CAO) to implement this procedure.
- f. **“County Programs, Co-Sponsored Programs and Special Events”** means any program or special event operated, co-sponsored or sanctioned by the Recreation department (i.e. swimming lessons, open swims, or special events).
- g. **“Non-Prime Time”** means the period of operation open to the general public at a leisure facility which is judged by the County to be the lowest demand or least desirable period of regular use.
- h. **“Prime Time”** means the period of operation for a given facility or program which is judged by the County to be the highest demand and most desirable period of regular use. Currently prime time is designated as weekdays from 4 to 8 pm and all day Saturdays.
- i. **“Public Swims”** means programs and leisure opportunities provided by the County that are open to the public, either as Lane Swims or Open Swims.
- j. **“Recreation Department”** means the individuals who compose the department responsible for accepting, scheduling and administering the pool allocations;
- k. **“Regular User”** means a User that requests three (3) or more allocations in a one (1) month period.
- l. **“School Use”** means the bookings by schools, either within or outside of the Lac La Biche Region that are included within the Northern Lights School Division.
- m. **“Special Event”** means a public or private event that is not directly associated with regular activities or bookings.
- n. **“Youth Group/Organization”** means an organization that is setup as a society, which includes activities and programs organized primarily for youth residing within the Lac La Biche Region. User groups must have 80% of membership composed of individuals eighteen (18) years old and younger to qualify as a youth group.
- o. **“User Agreement”** means a document that clearly outlines the contractual agreements between the County and the User.

GENERAL TERMS AND CONDITIONS

1. All users shall submit pool booking requests to the County by completing the Pool Booking Request Form at least one week in advance of the desired date.

2. All Regular Users must provide a certificate of insurance for a minimum of \$2,000,000.00 comprehensive general liability insurance, naming the County as an additional insured – refer to User Agreements for details.
3. All users, coaches, parents and support staff are required to follow the posted rules and conditions contained within their user agreement or rental contract, in addition to directives by County staff (specifically lifeguards), or risk losing pool allocation and booking privileges.

1. APPLICATION PROCESS

1.1. All Users:

- a. Pool allocation is based on the total number of requests received, availability, intended activity, priority ranking, and cost efficiency addressed on a first come, first served basis;
- b. Users must provide the required documentation prior to bookings being confirmed. Bookings are not considered confirmed until the County has received all relevant documentation, and the User has been contacted by County staff. Casual Users are required to pay the rental amount in full in advance to secure the booking.
- c. Verbal inquiries regarding pool space and amenities availability do not constitute a booking request or confirmation of space.
- d. Allocated pool time may not be subleased or sold to other groups or users without prior approval from the County.
- e. All correspondence, bookings, and invoicing will be conducted between the County and the Contact Person or Alternate provided by the User. Decisions and actions of the Contact Person or Alternate are considered decisions and actions of the User. The Contact Person or Alternate is responsible for sharing information with their respective user group. The County will not be held responsible for lack of dissemination of information by the Contact Person to any or all members of the User group.
- f. The County reserves the right to change, cancel, or provide alternate pool allocation as it deems necessary, to adjust for unforeseen circumstances and/or to maximize the use of the pool space and amenities for the benefit of all users. This can include (but is not limited to) pool foulings, unsafe water imbalances, inadequate supervision ratios, inefficient use of pool space, weather conditions, etc.

1.2. Priority Ranking:

The following priority ranking will be utilized to determine basic pool space and amenities allocation:

First Priority: County Programs, Swimming Lessons and Special Events

Second Priority: Youth Group Practices & Activities

Third Priority: School Use

Fourth Priority: Public Swims

Fifth Priority: Adult Organizations

Sixth Priority: Casual Users & Private Bookings

1.3. Regular Users:

Regular Users can submit requests for the upcoming activity season (September – June) starting May 1st. Requests will be date stamped and kept on file until pool space and amenity allocation is decided by the Aquatics Services Coordinator.

Should there be changes to schedules or additions to any Regular User's requests, whereby existing Regular Users' requests cannot be accommodated, all Regular Users may be asked to attend a Pool Allocation meeting in June. If schedules or times cannot be resolved, the established Priority Ranking list will be used to determine pool allocation.

It is recognized that other factors may influence the suitability of pool space or amenities for certain Youth Sporting Organizations. The following factors may also be taken into consideration should the need arise, including but not limited to

- a. Age of participants;
- b. Total number of registrants for each Youth Organization or group;
- c. Historical precedent; and
- d. Lac La Biche's County's goals with regards to development of youth and recreation.

Regular Users are responsible for the setup, takedown and cleanup of their equipment, pool space and amenities.

Regular Users are required to sign a User Agreement and provide all necessary documentation prior to their first scheduled pool use or be subject to a \$250 penalty and risk losing their allocation for the season.

1.4. Casual Users:

Requests from Casual Users will be considered on a 'first come, first served' basis.

1.5. New Users:

New Users who wish to enter into a User Agreement must meet the following criteria:

- a. If there is an existing user group meeting similar needs in the County, the Recreation Department will direct the new group to the existing user group first;
- b. The group must be composed of at least 80% Lac La Biche County residents and provide a Contact Person or Alternate.

1.6. Public Swims:

County Administration strives to provide consistent public swim times through the year, but this will be based on pool space availability, staffing, and may be altered or cancelled as required.

- a. Public swims will be provided a minimum number of four (4) times per week, with at least one (1) being a weekend day (Saturday or Sunday);
- b. Lane Swims will be provided a minimum of two (2) times per day on weekdays.

2. FEES

Each User will be charged in accordance with the Recreation Facility User & Rental Fee Bylaw #14-029. Regular Users are invoiced monthly based on usage. All other Users must pay in full at the time of booking.

Accounts overdue by thirty (30) days net of receipt will be charged interest as determined by the County. Regular Users will be denied access to book pool space and amenities and may lose future bookings or priority standing, until outstanding fees are paid in full.

Any costs incurred by the County for set up prior to an event or clean up after an event or equipment damaged by the User not constituting regular use may be charged to the User.

3. CANCELLATIONS AND REFUNDS

All cancellations must be provided in writing or electronic format at least forty-eight (48) hours in advance of the schedule event. A cancellation is not considered confirmed unless the Contact Person or Alternate has received confirmation that the County acknowledges receipt of the cancellation request. The County may

During inclement weather, when 48 hours notice is not possible, it is still the responsibility of the Contact Person or Alternate to contact the County either in person, by phone or electronically and cancel bookings in order to not be charged. This is the only time verbal cancellations will be accepted. Users who do not provide a cancellation request within the timelines indicated will still be charged, even if the space and amenities were not used.

The County will cancel a contract or booking should there be a breach of this Policy, its conditions, rules or regulations, or the County be of the opinion that the facilities are not being used for the purposes requested.

The County reserves the right to cancel or alter pool allocations for special County-wide events and/or maintenance. In such instances the County will refund any fees paid for the cancelled time.

In the event of a County initiated cancellation, the Contact Person or Alternate will be contacted via written or electronic format at least ten (10) working days prior to the event. In the event of power outage or maintenance issues, County staff will inform the Contact Person or Alternate of the cancellation by phone, email or any other means necessary to ensure they are notified and apply account credits accordingly.

The County assumes no liability or responsibility for the general operations or management of special events, tournaments/carnivals or registrations for Users. Inquiries and issues will be directed to the Contact Person or Alternate of the respective user group, and not handled by Lac La Biche County staff.

4. FACILITY DAMAGES

Users shall bring any damages or safety concerns to the immediate attention of the County prior to their pool allocation to eliminate any charges to their respective group.

Any damages that may occur to the pools, lane ropes, equipment, change rooms, etc. from misuse or anything more than regular wear and tear during pool use will be charged to the User through the Contact Person or Alternate on file. The User may be invoiced for the repairs or replacement charges including staff/contract labour.

5. DISPUTE / CONFLICT RESOLUTION

If there is a dispute or conflict that cannot be resolved by Users, a letter indicating the issues or dispute should be submitted to the Coordinator, Aquatics Services. If the response provided is not satisfactory, a letter of appeal to the Manager, Recreation should follow. If the response provided is not satisfactory, a letter of appeal to the Senior Manager of Recreation & Community Enhancement and then to the Chief Administrative Officer (CAO) should follow. The final step would be a letter of appeal or delegation to County Council who will have the final decision.

6. USE OF MEETING SPACE, STORAGE ROOMS, LOCKERS OR OTHER SPACE

Regular Users may also request the use of other spaces, storage rooms or lockers on a 'first come, first served' basis. The County reserves the right to accept or deny such requests and charge admission or rental fees for the use of said spaces. Unless otherwise specified, a pool space and amenities booking entitles the User to only 15 minutes in the facility change rooms prior to and following the event.

Further details are outlined within individual User Agreements as per requests received.

7. ADVERTISING & PROMOTIONAL ITEMS

The County reserves the right to permit or refuse requests for signage, billboards and other types of advertising or promotional structures within Portage Pool.

Chief Administrative Officer

Date



LAC LA BICHE COUNTY POLICY

TITLE: POOL ADMISSION AND SUPERVISION	POLICY NO: CM-71-019
RESOLUTION: 14.852	EFFECTIVE DATE: NOVEMBER 25, 2014
LEAD ROLE: RECREATION	NEXT REVIEW DATE: NOVEMBER 25, 2016
SPECIAL NOTES/CROSS REFERENCE: Pool Admission and Supervision Procedure	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County recognizes that the majority of children and youth require direct and constant supervision from a responsible person while in and around water at all times. Lac La Biche County further recognizes that the presence of a lifeguard is not a substitute for the direct supervision from a caregiver; lifeguards are not able to provide direct supervision of young bathers as they are responsible for all bathers in all pool areas.

Administration will develop, implement, and enforce supervision requirements and admission standards for Portage Pool to protect the well-being of its patrons and community members, while ensuring that the spirit and intent of this policy are adhered to.

Chief Administrative Officer

Date

Mayor

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: POOL ADMISSION AND SUPERVISION

PROCEDURE NO: CM-71-019

SPECIAL NOTES/CROSS REFERENCE:
CM-71-019 Pool Admission and Supervision Policy

AMENDMENT DATE:

DEFINITIONS:

- a. **“Within Arms’ Reach”**: The Lifesaving Society defines “within arms’ reach” as being within sight and within two feet of young children when in or near water.
- b. **“Responsible person”**: is defined as someone 12 years of age or older.
- c. **“Child”**: is defined as 6 years of age or younger.
- d. **“Youth”**: is defined as 7 to 11 years of age.

GENERAL TERMS AND CONDITIONS:

1. A responsible person at least 12 years of age may supervise up to a maximum of 3 children or youth at any given time within the aquatic facility.
2. All users are required to follow the posted facility rules and health regulations as defined by the Swimming Pool Regulations of the Alberta Public Health Act.
3. All swim assessments will be administered by a lifeguard and the result of the assessment will be at the discretion of the lifeguard.
4. Responsible Person(s), children, and youth who refuse to abide by this procedure will be asked to leave the facility.

SWIM ASSESSMENTS:

1. The following swim assessment is adapted from the Lifesaving Society’s Canadian Swim to Survive Standard:
 - a. Jump feet first into deep water and submerge completely;
 - b. Surface and swim 25 meters comfortably on stomach without stopping or resting;
 - c. Tread water comfortably for 1 minute, maintaining both mouth and nose above the water at all times.
2. Lifeguards are trained to administer and judge swim assessments. They have extensive training and experience in recognizing weak, tired, injured, non-swimmers, etc. The lifeguard’s judgment will be

final. Any further disputes regarding the outcome of the swim assessment may be settled with the most senior staff member or lifeguard available at that time.

3. Swim assessments will be carried out for all youth ages 7 to 11 who wish to swim without direct supervision by a responsible person at all times and in all areas of the pool facility, with or without a lifejacket.
4. Children ages 6 and under must be accompanied in the pool area at all times by a responsible person within arms' reach at all times and therefore are not eligible to attempt a swim assessment. Refer to Admission & Supervision Standards listed below for details.
5. Youth who complete the swim assessment to the satisfaction of the lifeguard administering the test will be issued a green wrist band and will be permitted to swim in all pools without direct supervision, including the swing rope, diving board, and blue slide in accordance with posted rules and under the direction of lifeguards.
6. Youth who do not complete the swim assessment to the satisfaction of the lifeguard administering the assessment will only be permitted limited access to the pool areas unless directly supervised by a responsible person. Limited access includes:
 - a. The shallow end of the main pool, at the discretion of the lifeguard;
 - b. The wading pool;
 - c. The whirlpool.
7. Youth who successfully complete the swim assessment on three separate visits to Portage Pool will be entitled to a card that allows them to automatically receive a green wrist band upon entry to the facility, and are exempt from performing the swim assessment upon each visit.
8. Swim assessments may only be attempted once per visit (day).
9. These standards are applicable to all youth patrons of Portage Pool.
10. Responsible Persons, children, and youth who refuse to abide by this procedure will be asked to leave the facility.

ADMISSION & SUPERVISION STANDARDS:

Children Ages 6 and Under

1. All children must be accompanied in the pool area at all times by a responsible person at least 12 years of age or older, within arms' reach and within the same pool as the child, even if the child is wearing a lifejacket.
2. Children who do not have a responsible person to provide this level of supervision will not be permitted to enter the pool area, even with a lifejacket.
3. Children will be issued a red wristband in order for the lifeguards to easily recognize children who require direct supervision.

4. Children are not permitted use of the swing rope, even with a lifejacket.
5. Children are permitted to use the large blue slide in the main pool under the direct supervision of a responsible person if they meet the minimum height requirement of 36 inches. They will not be permitted to ride the slide on the lap of a responsible person as a substitute for meeting these requirements.
6. Children are permitted to use the diving board under the direct supervision of a responsible person only if they meet the minimum height requirement of 36 inches *and* at the discretion of the lifeguard monitoring the deep end.

Youth Ages 7 to 11 Years

1. Youth will be issued a yellow wristband and must be accompanied in the pool area at all times by a responsible person at least 12 year of age or older, even if they are wearing a lifejacket.
2. Youth who wish to swim without direct supervision may attempt to complete a swim assessment, administered by a lifeguard. Youth undergoing the swim assessment must successfully complete it prior to the responsible person leaving the premises. Refer to Swim Assessment standards listed above for details.
3. Youth who successfully complete a swim assessment will receive a green wristband and have access to all areas of Portage Pool.
4. Youth who successfully complete the swim assessment on three separate visits to Portage Pool will be an entitled to a card that identifies them to automatically receive a green wristband upon entry to the facility.
5. Youth who do not complete the swim assessment are permitted to swim in the shallow end of the main pool, in the wading pool, and in the whirl pool.
6. Youth who do not complete the swim assessment will have to wear a yellow wristband and will not be permitted access to the deep end (including use of the swing rope and diving board) unless they are wearing a lifejacket or have the direct supervision of a responsible person.

Chief Administrative Officer

Date