

# CLEARWATER COUNTY COUNCIL AGENDA

June 13, 2017

9:00 AM

Council Chambers

4340 – 47 Avenue, Rocky Mountain House, AB

- 10:00 am Sundre Forest Products|West Fraser - Greg Neale, Woodlands Manager, and Tom Daniels, Forestry Superintendent
- 10:30 am Rocky/Kamikawa Japanese Student Exchange Program - Kim Hastings, Coordinator
- 10:40 am Town of Rocky Mountain House Interim Report: Master Recreation Plan - Roger Smolnicky, Recreation Director
- 11:00 am Public Hearing: Clearwater County Chicken Bylaw 1020/17

## A. CALL TO ORDER

## B. AGENDA ADOPTION

## C. CONFIRMATION OF MINUTES

1. May 23, 2017 Regular Meeting Minutes

## D. AGRICULTURAL SERVICES & LANDCARE

1. Additional Appointment of Inspector for Alberta Agricultural Pest and Weed Control Acts

## E. PUBLIC WORKS

1. Nordegg Community Association Request for Charitable Donation
2. Hamlet of Withrow Wastewater System

## F. DELEGATION

1. 10:00 am Sundre Forest Products|West Fraser

## G. COMMUNITY & PROTECTIVE SERVICES

1. 10:30 am Rocky/Kamikawa Japanese Student Exchange Program – Request for Funding
2. 10:40 am Town of Rocky Mountain House Interim Report: Recreation Master Plan Report
3. Nordegg Community Association Lease Agreement
4. 2017 High School Graduation Ceremonies

## H. PLANNING

*11:00 am Public Hearing – Clearwater County Chicken Bylaw 1020/17*

1. Clearwater County Chicken Bylaw 1020/17 – Consideration of 2<sup>nd</sup> and 3<sup>rd</sup> Readings

2. Parkland Community Planning Services Consulting Agreement Bylaw 1026/17 – Consideration of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings
3. Revised Draft ‘Clearwater – North Rocky Major Area Structure Plan’

#### **I. CORPORATE SERVICES**

1. Operating Financial Statement Report as of March 31, 2017

#### **J. MUNICIPAL**

1. Council Committees Bylaw 1022/17 – Consideration of 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. Code of Conduct Bylaw 1025/17 – Consideration of 2<sup>nd</sup> & 3<sup>rd</sup> Readings
3. Alberta Electoral Boundaries Commission – Interim Report

#### **K. INFORMATION**

1. CAO’s Report
2. Public Works Director’s Report
3. Councillor’s Verbal Report
4. Committee/Board Meeting Minutes
  - Intermunicipal Development Planning Committee April 24, 2017 Meeting Minutes
  - Rocky Mountain House Agricultural Society May 19, 2017 ‘2017 Educational Ag Tour’ Report
5. Accounts Payable Listing
6. Councillor Remuneration

#### **L. IN CAMERA\***

1. Intermunicipal Development Planning – Advice from Officials
2. Advice from Officials

\* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act, Section 24(1)(a), (b), and (c).

#### **M. ADJOURNMENT**



## AGENDA ITEM

<b>PROJECT: Additional Appointment of Inspector for Alberta Agricultural Pest and Weed Control Acts</b>		
<b>PRESENTATION DATE: June 13, 2017</b>		
<b>DEPARTMENT:</b> Agricultural Services & Landcare	<b>WRITTEN BY:</b> Martin Winchell	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) <b><u>Alberta Weed Control Act</u></b> and <b><u>Alberta Agricultural Pest Act</u></b> Weed Control Act, Part 2 section 7(1) <i>A local authority shall appoint inspectors to enforce and monitor compliance within this Act within the municipality</i> Agriculture Pest Act, Section 10(1) states "A local authority shall appoint a sufficient number of inspectors to carry out this Act within the municipality"		
<b>STRATEGIC PLAN THEME:</b> Managing Our Growth	<b>PRIORITY AREA:</b> 1.4 Value and protect the natural environment	<b>STRATEGIES:</b> 1.4.6 Support the activities of the Agriculture Service Board
<b>RECOMMENDATION:</b>		
<ol style="list-style-type: none"> <li>1. That Council appoints Sarah Titford, Clearwater County Agricultural Services and Landcare staff, as Weed Inspector under the Alberta Weed Control Act for Clearwater County for the duration of her employment for field and administrative duties.</li> <li>2. That Council appoints Sarah Titford, Clearwater County Agricultural Services and Landcare staff, as a Pest Inspector under the Agriculture Pest Act for Clearwater County for the duration of her employment with Clearwater County for field and administrative duties.</li> </ol>		

### BACKGROUND:

Due to an update in summer staffing, Agricultural Services & Landcare asks that Council appoints Sarah Titford as a pest and weed inspector for the 2017 season.

As part of the ongoing operations of the department, pest and weed inspector appointments are required yearly to conduct inspections of deeded properties for noxious and prohibited noxious weeds and to conduct Clubroot, Grasshopper, and Fusarium surveys in the 2017 season. Appointments are required by law to enforce the Weed and Pest Control Acts within Clearwater County's boundaries. This program operates under the delegated authority of the Alberta Weed Control Act and Regulations and the Agriculture Pest Act.



## AGENDA ITEM

<b>PROJECT:</b> Nordegg Community Association Request for Charitable Donation		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> Community Services /Public Works	<b>WRITTEN BY:</b> Marshall Morton / Ted Hickey	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> 2: Well Governed and Leading Organization.	<b>PRIORITY AREA:</b> 2.2: Provide Service levels that balance the community needs with organizational capacity.	<b>STRATEGIES:</b> 2.2.3: Provide facilities and services in an effective and cost-efficient manner through a range of public, private and not for profit alliances.
<b>ATTACHMENTS:</b> Community request email		
<b>RECOMMENDATION:</b> 1) That Council approve the request from the Nordegg Community Association, that funding is provided from the Community & Protective Services Culture budget. 2) That Council directs Administration to develop (or amend existing) and return to Council with a County donation policy allowing for operational financial support of a registered charitable organization's or non-profit society's cultural event held within Clearwater County. This is to include a defined application criteria for eligible funding for a single event per year per applicant and a maximum donation amount. 3) That Council directs Administration to add a budget line in the 3-year budget documents to fund and track these types of donations.		

### BACKGROUND:

The Nordegg Community Association (NCA) has sent in a request to have Council fund the cost of a 40-yard garbage bin supplied by the Rocky Mountain Regional Solid Waste Authority for use during the "Nordegg Days" event being held on Aug 4th and 5th. The RMRSWA will invoice the NCA for the cost which is estimated at \$520. The NCA is requesting that Council approve reimbursement of the invoiced amount to the NCA.

Council is aware that inquiries for operational support funding of cultural events does occur annually and to date no specific funding process allowing operational grants has been established.

[ May 31, 2017 via email ]

Good Afternoon Mr. Morton,

I was given your contact information from Reid Williams of Rocky Regional Waste Management. I am the treasurer of the Nordegg Community Association, which is a non-profit in Nordegg whose purpose is to build up a sense of community in the Nordegg area. We are currently organizing our third annual Nordegg Days on August 5 and 6, which incorporates a number of activities over the weekend to showcase all the things that Nordegg has to offer, and to get residents out and involved in their community.

Last year we found that there was a very large amount of garbage generated by so many people in a small area, and ended up keeping bags of garbage in the community hall until we could organize a truck to the dump after the long weekend. We were hoping to get Rocky Regional Waste Management to donate the use of a large waste bin that we could keep for the weekend so we would not have to store garbage in the hall. Due to their new policy directing all sponsorship to our local municipality, Mr. Williams suggested I contact you to request sponsorship for the event. Please let me know if this is something that Clearwater County would be willing to sponsor. I can be reached at the contact information below.

Thank you for your time,

Florrie Huckle  
[ Treasurer  
Nordegg Community Association ]



## AGENDA ITEM

<b>PROJECT:</b> Withrow Wastewater System		
<b>PRESENTATION DATE:</b> June 13 <sup>th</sup> , 2017		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> Marshall Morton/Ron Leaf	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Ensure timely compliance with statutory and regulatory obligations	<b>STRATEGIES:</b> Ensure that County operates effective and efficient water and wastewater systems that meet or exceed Provincial requirements
<b>ATTACHMENT(S):</b>		
<b>RECOMMENDATION:</b> That Council provides direction on whether it wishes to confirm or amend its policy requiring 2/3 landowner support for the Withrow septic project.		

### BACKGROUND:

On May 23<sup>rd</sup>, 2017, Withrow community residents made a presentation to Council regarding their sanitary system. During this presentation Mr. Arnie Taylor shared his view that regardless of the per lot cost there are a number of Withrow lot owner's that will not support this initiative as they have already upgraded their individual waste water systems at their own cost and that they will not be able to get 2/3 of the property owners to support a communal collection system. Historically, Council has required that a 2/3 majority of impacted landowners be in favor of a initiative prior to Council approving the undertaking of the work and funding the project as a "Local Improvement".

Following the Withrow delegation Council requested that the administration look into more economic options that maybe available to facilitate the needs of the Withrow Community. In relation to that request, Administration reviewed the last two Withrow engineering studies, both of which identified and evaluated the newest technologies and their suitability for this project. Council also asked Administration to investigate the per lot costing that the Withrow delegation referenced in relation to the Summer Village of Birchcliff sewer line project.

Administration contacted the project Manager for the Sylvan Lake project and was informed that reasons the low per lot cost was:

- there were more lots (approx.79) in the Summer Village on which to share the cost;
- the successful contractor supplied a very competitive bid (1/3<sup>rd</sup> lower than next low valid bid);
- the project was a regional initiative tying all the developments around Sylvan Lake to one regional system; and,
- the County was successful in receiving a Building Canada Fund grant, which required municipal matching funds as well.

It is Administration's view that additional engineering will not identify any alternative technologies or cost savings that would result in achieving the necessary support for this project to proceed. Administration recommends that Council either confirm its policy regarding the community's need to obtain a 2/3 majority of support or amend its policy with respect to obtaining 2/3 majority support.

Should Council wish to consider a change in this policy position Administration recommends that this policy be reviewed as a component of Public Works' 2018 workplan.



## AGENDA ITEM

<b>PROJECT: Sundre Forest Products West Fraser Delegation</b>		
<b>PRESENTATION DATE: June 13, 2017</b>		
<b>DEPARTMENT:</b> Delegation	<b>WRITTEN BY:</b> Tracy Haight	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b>	<b>PRIORITY AREA:</b>	<b>STRATEGIES:</b>
<b>RECOMMENDATION: That Council receives Sundre Forest Products West Fraser Delegation's information as presented.</b>		

### BACKGROUND:

Sundre Forest Products|West Fraser Woodlands Manager, Greg Neale, and Forestry Superintendent, Tom Daniels, will make a presentation on the Softwood Lumber Agreement (SLA) between Canada and the United States and implications for West Fraser.

They will also provide a brief update on the Mountain Pine Beetle's impact on West Fraser's Hinton Forest Management Agreement area and Sundre Forest Products concerns with increasing beetle population in the Banff area.





## AGENDA ITEM

<b>PROJECT:</b> 10:30 am Rocky/Kamikawa Japanese Student Exchange Program – Request for Funding		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> Community & Protective Services	<b>WRITTEN BY:</b> Jerry Pratt	<b>REVIEWED BY:</b> Ted Hickey/Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> 3. Community Well-Being	<b>PRIORITY AREA:</b> Objective 3.1 Sustain the recreation, cultural and quality of life needs of the community.	<b>STRATEGIES:</b> 3.1.6 Continue to rely on volunteers, profit and not-for-profit organizations for the provision of recreation, culture or leisure programs not organized or offered by the local Recreation Boards.
<b>ATTACHMENT(S):</b> Rocky/Kamikawa Student Exchange event Funding Request Letter		
<b>RECOMMENDATION:</b> That Council approves matching the \$500 of support given by the Town of Rocky Mountain House.		

### BACKGROUND:

The Rocky/Kamikawa Student Exchange is a program where middle school students can visit Japan and then host students from Japan and show them the history and culture of the Clearwater Region.

Kim Hastings is teacher facilitator with the organization and is requesting \$500 to help host the visiting Japanese students this summer.

The Town of Rocky Mountain House has approved \$500 for this event.

This could fall under is the Charitable Donations and Solicitations Policy. The recommendation in the policy is for community groups to do fundraising through the County's highway cleanup program. The students and families participated in the program to reduced costs of travel for next year's trip to Japan.

**Recommendation:** That Council approves matching the \$500 of support given by the Town of Rocky Mountain House, and in turn have the right to use photos taken by the organization to help promote the area.

**ROCKY/KAMIKAWA JAPANESE STUDENT EXCHANGE**

What a wonderful motto for the community of Rocky Mountain House and the surrounding Clearwater County: Stronger Together.

We are requesting a matching donation from Clearwater County of \$500, a donation we recently received from the Town of Rocky Mountain House.

This summer we will be hosting 15 people from Kamikawa - Rocky's sister town on the island of Hokkaido, Japan. This exchange has been going on for over 30 years with several students returning to enjoy all we have to offer in this beautiful area.

Many of our students were struck by the warm welcome they received last summer in Hokkaido.

As one of the teacher facilitators for the last two exchanges, I too have been overwhelmed by the community hospitality provided us in Kamikawa. On the most recent trip in the summer of 2016, the students came away feeling that we as Albertans could be doing a much better job of welcoming and hosting our Japanese friends.

Families bear the cost of all incidentals while hosting and it can add up. We receive \$500 from the Rocky/Kamikawa Friendship Society and we are looking for matching contributions from Clearwater County and the Town of Rocky Mountain House. The hosting group in Kamikawa receives \$1000 just for our welcome reception. Additionally, the town provided all the transportation for the duration of our visit with a bus.

We would like to provide a cultural experience that encompasses much that we have to offer in this area, to ensure the students from Kamikawa have an experience that is unforgettable. Some of the activities that we are planning include:

- Heritage Camping at The National Historic Park
- Dream Catcher Craft Class
- Hiking at Siffleur Falls
- Market on Main
- West Edmonton Mall Charter Bus

Additionally, we will be hosting a Welcome and Farewell for the visiting group.

In addition to hosting the students, the expenses will come to close to \$3000.

It is striking to me as a teacher, the pride the students feel and the desire they have to represent both Alberta, the county and the town in a way that they feel is befitting of the students from Japan.

In closing, I would like to share an experience I had with a vibrant student from Kamikawa, Mana

Morioto. When I become involved with the exchange 5 years ago I met Mana. Her parents had traveled to Rocky on several occasions and in 2013 they were here again to celebrate Rocky's 100<sup>th</sup>! Mana has returned to Rocky once since I met her that summer. The relationships that are formed are life long and, as is demonstrated with Mana, students come back to visit.

We believe, as you do, that we are “stronger together” and hope that you will see fit to contribute to making our visitor's welcome and to help us provide an experience of a lifetime.

Kim Hastings  
Japanese Student Exchange Coordinator





## AGENDA ITEM

<b>PROJECT: Town of Rocky Mountain House Interim Report – Recreation Master Plan</b>		
<b>PRESENTATION DATE: June 13, 2017</b>		
<b>DEPARTMENT:</b> Community & Protective Services	<b>WRITTEN BY:</b> Ted Hickey	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> 3. Community Well Being	<b>PRIORITY AREA:</b> 3.1 Sustain the recreation, cultural and quality of life needs of the community.	<b>STRATEGIES:</b> 3.1.2
<b>ATTACHMENT(S):</b> Rocky Mountain House Region Recreation Master Plan. Interim Report- May 2017 Power Point Presentation - Interim Report- May 2017		
<b>RECOMMENDATION:</b> That Council receives the information as presented.		

### BACKGROUND:

Clearwater County contributes to various recreation related endeavors throughout the community. Specific agreements with the Town of Rocky Mountain House provide the framework and funding to provide specific recreation programs and infrastructure for use by Clearwater County tax payers and their families.

The Town of Rocky Mountain House is undertaking a Recreation Master Plan. The process includes providing information to and seeking input from Clearwater County Council.

Mr. Roger Smolnicky, Director of Recreation for the Town of Rocky Mountain House has requested an opportunity to make a presentation to Council. He will provide an interim report and update as to responses and the trends that have been identified to date.

The report will continue to be developed over the next several months that includes public open houses, continued dialogue with Clearwater County and Town of Rocky Mountain House Councils. This is to ensure good communications and ensure opportunities for input from both Councils and communities.

The completed Town of Rocky Mountain House Recreation Master Plan is to assist in identifying and prioritizing a 10-year capital projects list for annual review during the municipal budget process and for review and consideration of Clearwater County and Town of Rocky

Mountain House Councils in their review in establishing their priorities of the entire annual budget.

Administration anticipates that it will include analysis on the impact of the 10 year capital plan when the final Recreation Master Plan report is presented in latter 2017. Subject to adoption of the Recreation Master Plan report by the Councils, the proposed changes to programming and the subsequent operational funding implications will be presented in December in the 2018 – 2021 operational and 2018 – 2022 capital budgets.

# Rocky Mountain House Region Recreation Master Plan



## The Rocky Mountain House Region

Over the past 125 years, the Rocky Mountain House Region has transformed from a fur trading post to an energy hub for oil and gas drilling, and a key aspect of the community's evolution has been the Town's proximity to nature. Today, Rocky Mountain House's spacious parks, sprawling trails and special events, programs and recreation centre is a key contributor to Rocky Mountain House's quality of life.

### Location

With a population of 6,635 (Stats Can 2016) residents, Rocky Mountain House is the largest municipality within Clearwater County. Located in central Alberta, Rocky Mountain House covers over 13.3 square kilometers.

Ideally located at the base of the Rocky Mountains within the plains of Alberta, the Rocky Mountain House region is surrounded by multiple provincial parks, including Crimson Lake Provincial Park, which are popular tourist destinations for camping, fishing and watersports.

With the Town of Rocky Mountain House being located within Clearwater County, it serves as the major municipality for the region. The closest major municipalities are City of Red Deer (85 km) and Town of Sundre (80 km), which are at least an hour driving distance away. This distance and regional services in the Town establishes a relationship between the Town and the County's 11,947 residents (2016, Stats Can) and creates a regional trading base of over 19,000 people. The Town can be easily accessed through many different routes, including several major highways and a regional airport.

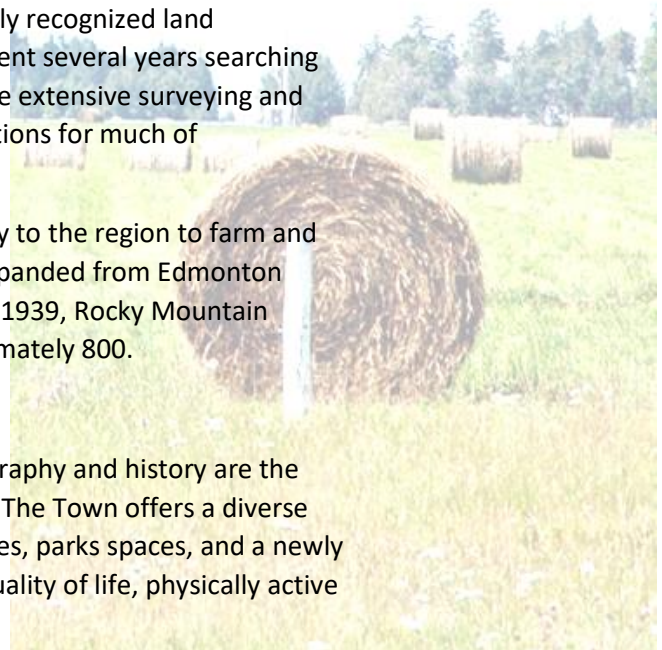
### History

The Rocky Mountain House region was originally home to the Blackfoot Aboriginal Tribe and was used as a trading post due to the convergence of the Clearwater and North Saskatchewan Rivers. In 1806, David Thompson, a historically recognized land geographer, settled in Rocky Mountain House, where he spent several years searching for a passage west to the Pacific Ocean. His search led to the extensive surveying and mapping of western Canada, providing many of the foundations for much of geographical material in existence today.

In the early 20th Century, pioneers started making their way to the region to farm and work in the coal mines west of the Town. As the railroad expanded from Edmonton towards the West, the Town attracted new settlers, and by 1939, Rocky Mountain House incorporated as a town with a population of approximately 800.

### Today

The Rocky Mountain House region's varied landscape, geography and history are the reasons it is known as the place "where adventure begins." The Town offers a diverse mix of special events, indoor and outdoor recreation facilities, parks spaces, and a newly renovated main street, creating a community with a high quality of life, physically active citizens, and numerous regional tourism opportunities.



The beauty of the town's natural environment fosters various relaxing and meditative recreational opportunities as well. There are over 17 km of walking trails within the Town as well as a unique trail outside of town that connects residents to Twin Lakes provincial park.

Within the Town of Rocky Mountain House, there are 27 named parks, of which, 26 contain playgrounds for families to enjoy. The Town has one of the first concrete skateboard parks built in Alberta. The local region provides mountain biking, canoeing, fishing, and both equestrian trail and indoor riding centres. Other, more thrill-seeking residents, often involve themselves in embarking on helicopter tours, quadding through the mud, or snowmobiling in the mountains.

Rocky Mountain House Region has several indoor recreation opportunities that attract residents throughout Clearwater County. In 2015, Christenson Sports & Wellness Centre was built, which houses two large ice surfaces with bleachers, curling rink, meeting rooms, arts/pottery guild and a fitness facility. This Centre draws regional hockey and figure skating teams, curling competitions, and community members.

The Credit Union & Co-op Aquatic Centre offers an indoor hall and community meeting room, a 25 metre swimming pool with zero-depth entry, a 170-foot waterslide and hot tub, attracting local organizations, families and competitive swim teams.

Lastly, the Lou Soppit Community Centre brings the community together as it is home to meetings and social gatherings.

The Region supports economic growth by investing in its future: the children. Family and Community Support Services (FCSS) is a priority in the town, providing support and funding for community-based preventative programs. FCSS's mandate is to promote and exemplify the wellbeing of individuals, which enhances families while positively impacting the community. They accomplish these goals through programs such as parent-child development activities, support services for school-age children, parenting education and development, youth development, senior home support services, and many volunteer efforts. The strength of these programs is successfully maintained with the help and support from the neighboring municipalities of Clearwater County and the Village of Caroline.

These programs exist for all children in the area, who attend one of four public schools, including one high school and one with a French Immersion program. There are also two Catholic Schools (grades k-8 and 9-12), a Christian school (grades k-9), and a multitude of nurseries and daycare facilities. Students can continue their education at four nearby post-secondary education sites: Campus Alberta, Rocky Community Learning Council, Pembina Educational Consortium, and Red Deer College.

A full annual calendar of events creates excitement in the region through festivities such as the Rocky & District Canada Day festival, Marketplace on Main during the summer, the Rotary Club Festival of Culture, the Rocky Pro Rodeo and the Battle of the Rockies Chuckwagon Races.



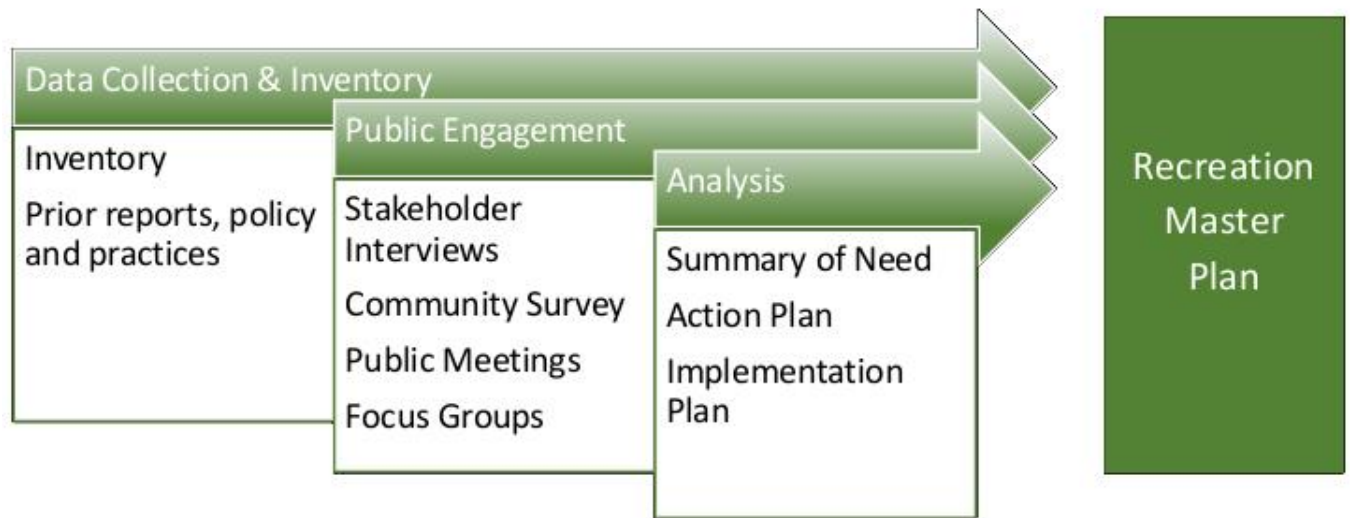


2017 marks Canada’s 150<sup>th</sup> birthday and Rocky Mountain House is hosting one of the only federally funded events in Western Canada. This will provide not only the residents of Rocky Mountain House a unique recreation opportunity, but is expected to attract tourists from all over to the region.

**Methodology**

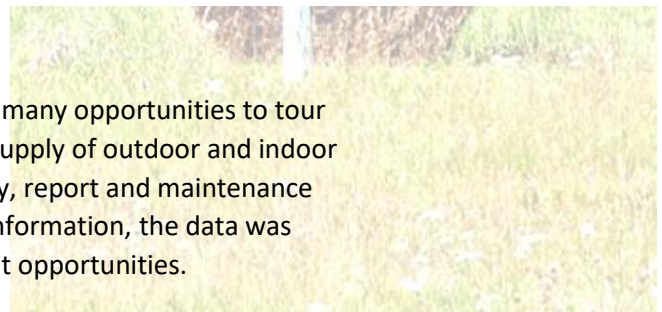
The Rocky Mountain House Region Recreation Master Plan provides recommendations for standards for the parks, recreation services and facilities within the Town. It also includes development priorities, a capital plan and implementation strategy. This Master Plan will help the Rocky Mountain House Region to more equitably allocate services and overcome challenges identified by the community in the parks and recreation system for the next ten years.

The Master Plan is an integral element in the planning and delivery of parks and recreation. It has been developed through a systematic approach, comprised of interconnected tasks to determine public needs and preferences. This approach was built through public engagement, due diligence and a compilation of internal and external qualitative and quantitative data.



**Data Collection and Inventory**

In producing the Master Plan, the consulting team attained many opportunities to tour the municipality during which, an inventory of the current supply of outdoor and indoor recreation amenities was completed. As part of this, a policy, report and maintenance standards and practices review was conducted. Using this information, the data was synthesized and tested through the community engagement opportunities.



**Community Engagement**

A critical and ongoing part of the Master Plan is the community engagement process, which is necessary to effectively deliver a community-oriented park and recreation system. A balanced, open and collaborative engagement process, based on the International Association for Public Participation (IAP2) principles, builds community-wide trust in the plan and the process. Engaging the community ensures key stakeholders are included in the creation of the Master Plan, ensuring it will be supported by city council, administration, stakeholder groups, and the diverse users.

**Council Workshop**

As part of the project launch, Rocky Mountain Town Council and Clearwater County Council was requested to participate in a workshop to discuss how they viewed Rocky Mountain House’s recreation and parks future in relation to the National Recreation Framework Goal Areas. As part of this workshop, Council created a comprehensive list of ideas which will be synthesised with the same activity completed by administration with the Recreation, Parks and Community Services Board.

**Rocky Mountain House Council Workshop- April 4, 2017**

Active Living	Inclusion and Access	Connecting People to Nature	Supportive Environments	Recreation Capacity
Provide incentives to people and groups to get involved (passport to west country)	Promote Activities that appeal to all ages using facilities that are primarily fee	Have a community gathering before or after a sport event		Increase the non-traditional types of recreational infrastructure available
Mountain bike trail park	Provide transportation to different sporting areas	Educate and communicate opportunities within the area	Walking trail enhancements	Make it affordable
Use the when they are there	Encourage business to subsidize recreation for employees	Challenge individuals to exceed their goals	Nature education classes then trips and tours	Spray park
Showing online all the different recreation options for the community to choose from	Lights on walking paths	Facilities that allow for year-round participation in sports	Water sport tournaments	Walking competitions



Promote community sports heroes	Open social media access at community locations	Market on main good to share rec events and opportunities	Running hiking trails	Organizing events
Lighting on the trails	Celebrate successes and or accomplishments	Central information system	Community walk-a-thons	Bring together youth and seniors
New recreation opportunities (Field House, Lighting on trails, spray park)	Increase awareness of what is available	Next phases of rec centre	Show them an activity is closer than they think	Remove barriers to town facilities (affordability)
More places for citizens to make suggestions	Medical prescriptions to get fit	Create/enhance an environment that makes you think of rocky first over other areas ie sylvan lake or red deer	Community gardens	Recognize people/businesses that promote active living
	More multipurpose type facilities		Create and keep updated guide to local hikes, bike paths, and other trails in area	Quality of services and programs
			Promote local hiking trails, walking paths, online	
			Awareness of clubs and groups that do already exist within the community (Hiking, biking)	



Clearwater County Council Workshop- May 9, 2017

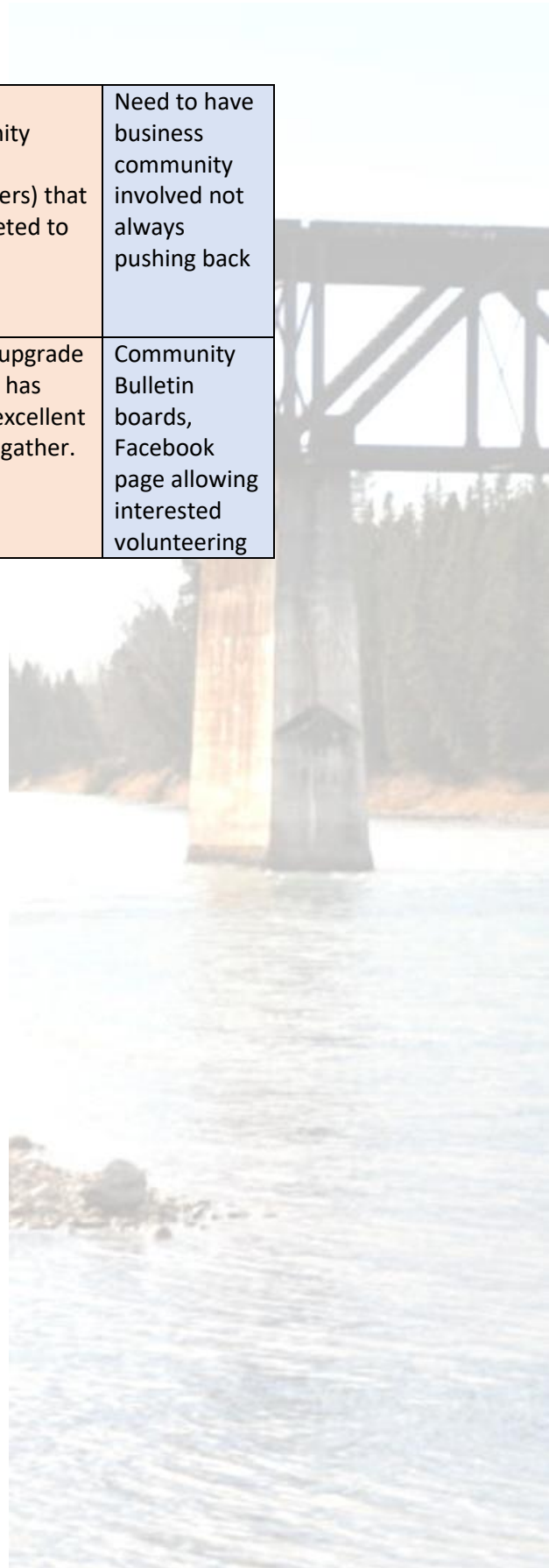
Active Living	Inclusion and Access	Connecting People to Nature	Supportive Environments	Recreation Capacity
Education around health and lifestyle benefits	Lower Club fees for facility use	Pasture walks	Community Builds	Promote community oriented activities
Pasture walks	Transportation and cost/find a balance between recovering operating costs and not pricing services beyond people's ability to pay	Economical for a variety of users.	Outdoor Play activities centre for families Eg-Splash Park Trampoline Park Pump Tracks	Support lobby efforts for tourism node developments and rail trail to Nordegg
Ag Building	Recreation in hamlets, community halls to reduce drive times ie seniors carpet bowling. Organized play sports for kids/youth. Realize the recreation needs to be community wide not Rocky centric and allow funding to groups outside of Town.	Take a walk down a scenic County road.	Examples: Caroline Hub, Community hall Playgrounds, Skating Rings Sometimes the solution is right in front of your area.	Allow/facilitate individuals to make shorter volunteer commitments . -1 day -3-6 weeks - 6-12 months -1-2 years



Paved Trails	Facilities must be accessible by all and a reasonable price not just for elite	Good trail systems. Hiking/Biking	Provide training opportunities for coaches/teachers for recreation	Tourism committee with coordination provided by Town and County.
Turn off TV/Computer get outside walk, garden, feed cows	Transportation – mini transit	More Trails in west country.	Take park in prescription to get active	Community Needs to drive the demand and assist in the framework. Sometimes the best recreation is free in the west country. We just need to ban together and promote it.
Connect trails from Town to County	Cost a barrier to formal rec programs (hockey, ball) however limited capacity to Town/County support through increased taxation. Create app to allow individuals to organization spontaneous activities online.	Partner/promote with National Historic Site and Crimson Lake Provincial park on programs/services Get tourism operators together to provide packages for visitors.	Community Builds supported by grants for the related materials.	Create opportunities for tourism. Involve community groups.



Complex trail system throughout the County	Equal access for all. CWC residents regardless of age, physical restriction, income levels etc.	Trails starting from Town and extending into the County.	You and community leaders (volunteers) that are targeted to lead.	Need to have business community involved not always pushing back
Types of recreation		App to allow hiking, canoeing, mtn biking to create informal relationships.	Current upgrade to arena has proved excellent place to gather.	Community Bulletin boards, Facebook page allowing interested volunteering



### Student Online Survey

A web-based survey was created and administered through the high schools, junior high schools and boys and girls club. The survey was open from April 12-30<sup>th</sup>, 2017 and a total of 30 responded. The survey provided valuable information on the goals of the community's future.

### Community Online Survey

A survey was created and administered online from April 12-30<sup>th</sup>, 2017. During this time there was over 330 respondents. This was advertised through Facebook, the weekly Mountaineer newspaper and the B93 fm radio station. The survey requested respondents to provide important insight on the how the current recreation and park system operates and what they would like to see in the future.

### Stakeholder Online Survey

A stakeholder survey was emailed out to a list of community groups, which was created by Community Services staff. Over the period of 15 days there were 17 respondents from the total of 73 emailed. The stakeholders were asked about the projections of their recreation services and what they require to improve it in the future.

### Telephone interviews

Due to the number of key stakeholders missing from the online survey, follow up phone calls were conducted. The information requested mirrored that of the stakeholder online survey.

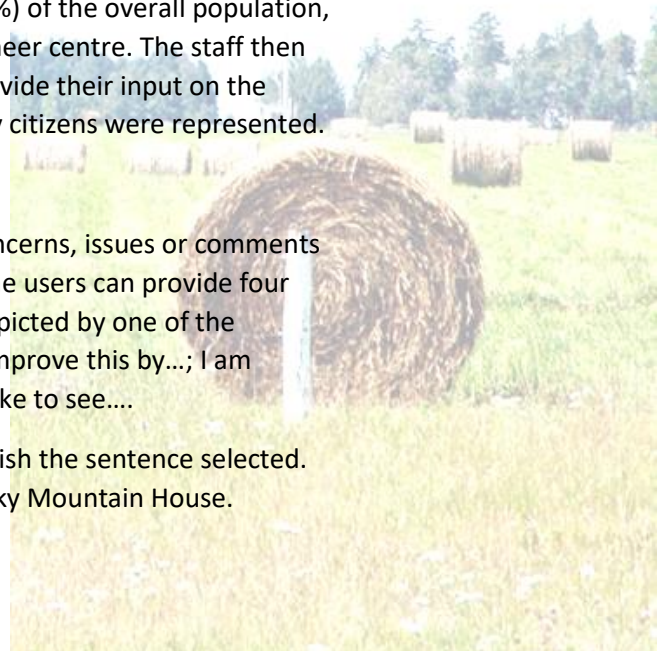
### Seniors Outreach

In an effort to connect with the seniors, who represent (14%) of the overall population, Community Services staff provided paper copies to the pioneer centre. The staff then filled in their responses online to allow for this group to provide their input on the Master Plan, ensuring the needs of the Town's more elderly citizens were represented.

### Online Crowdsourcing -Vertisee

Vertisee is a way for the community to provide pinpoint concerns, issues or comments in real-time using Geographic Information Systems (GIS). The users can provide four different options by placing pins on a map. Each pin was depicted by one of the following statements: I like this because...; I think we can improve this by...; I am concerned about this because...; and In the future I would like to see....

After placing a pin on an area on the map the user could finish the sentence selected. There were over 60 comments provided on the map of Rocky Mountain House.



## Public Open Houses

In May and June, RPCSB, administration and council hosted open houses focused on the Master Plan. The first set of open houses ensured the key findings represented the community and potential outcomes, with the second set of open houses used to present the draft plan and test implementation strategy for feedback and buy-in.

## Recreation, Parks and Community Services Board (RPCSB)

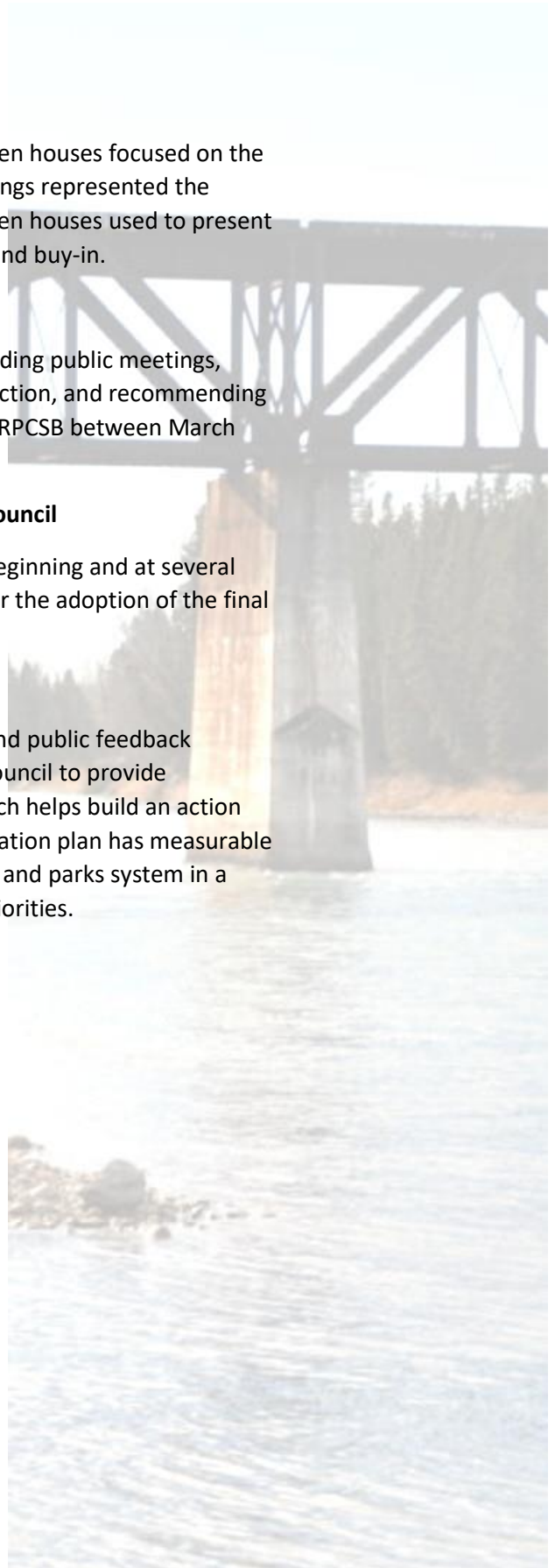
The RPCSB played a significant role in the master plan by attending public meetings, reviewing background research, advising on Master Plan's direction, and recommending the Plan to the Town Council. Four meetings were held by the RPCSB between March and July of 2017.

## Rocky Mountain House Town Council & Clearwater County Council

Town and County Council has been engaged since the plan's beginning and at several project junctions like, the start of the plan, key findings, and for the adoption of the final master plan.

## Analysis

The final process will be the synthesis of information, trends and public feedback gathered. Using the steering committee, administration and council to provide background, the analysis showcases the summary of need which helps build an action plan and ultimately, the implementation plan. The implementation plan has measurable goals that help the community act and invest in the recreation and parks system in a rational, system-wide approach that aligns with community priorities.





**NATIONAL RECREATION FRAMEWORK**

*Pathways to Wellbeing: A Framework for Recreation in Canada 2015* has been jointly developed by the Canadian Parks and Recreation Association and the Interprovincial Sport and Recreation Council. The document is seen by recreation professionals as the leading recreation document in Canada. It was developed through a series of forums between recreation professionals between 2011 and 2014, collaboration with provincial governments, and consultations across the nation. Resulting are five main priority areas, which have been shaped by research and trends in the recreation field. The information presented in the Framework also helps shape and rationalize many of the best practices utilized by the profession.

Presented within the document is a renewed definition and vision for recreation. Together, the vision and definition promote values of inclusion, wellbeing and respect of the environment.

**A Renewed Definition of Recreation:**



*“Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.”*




**A Vision for Recreation in Canada:**

*“We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:*

- *Individual wellbeing*
- *Community wellbeing*
- *The wellbeing of our natural and built environments”*

Highlighted below are the five goal areas of the Framework for recreation and their corresponding influences on the Recreation Master Plan.

	<b>NATIONAL RECREATION FRAMEWORK GOAL AREAS</b>	<b>MASTER PLAN RESPONSE</b>
	<b>Goal 1: Active Living</b> <i>Foster active living through recreation</i>	<ul style="list-style-type: none"> <li>• Promote active and healthy communities</li> <li>• Increase public health through recreation</li> <li>• Provide opportunities for all demographics to get active</li> </ul>
	<b>Goal 2: Inclusion and Access</b> <i>Increase inclusion and access to recreation for populations that face constraints to participation</i>	<ul style="list-style-type: none"> <li>• Require all recreation facilities to be universally accessible</li> <li>• Promote accessible and affordable recreation services</li> <li>• Include local indigenousness populations in recreation planning</li> </ul>

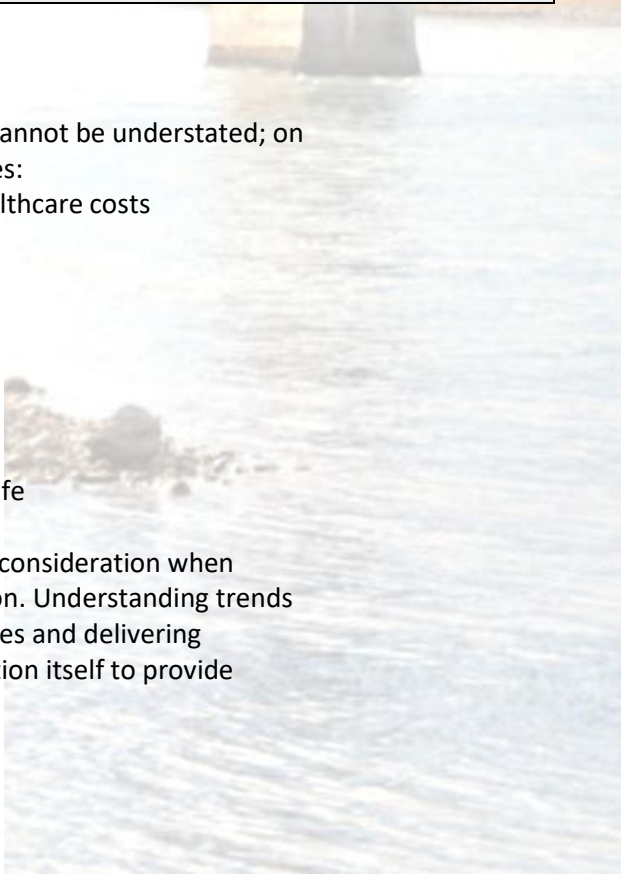
	<p><b>Goal 3: Connecting People to Nature</b>  <i>Help people connect to nature through recreation</i></p>	<ul style="list-style-type: none"> <li>• Create opportunities for people to enjoy the outdoors close to home</li> <li>• Provide recreation opportunities that allow and promote environmental stewardship</li> <li>• Increase awareness and appreciation of local ecology</li> </ul>
	<p><b>Goal 4: Supportive Environments</b> <i>Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities</i></p>	<ul style="list-style-type: none"> <li>• Use recreation facilities as community hubs and gathering points</li> <li>• Utilize recreation facilities and programs to foster environments that encourage participation in recreation</li> </ul>
	<p><b>Goal 5: Recreation Capacity</b>  <i>Ensure the continued growth and sustainability of the recreation field</i></p>	<ul style="list-style-type: none"> <li>• Encourage community programs and events</li> <li>• Ensure that recreation facilities meet the current and future recreation demands</li> <li>• As tourism is promoted, ensure that there is enough capacity to meet the needs of both residents and visitors</li> </ul>

**Key Trends in Recreation & Leisure**

The benefits of participating in parks and recreation activities cannot be understated; on an individual level, involvement in leisure programs and services:

- improves personal health and reduction of healthcare costs
- promotes community social cohesion
- increases community spirit and pride
- improves quality of life
- reduces anti-social behaviours
- strengthens families and neighbourhoods
- improves work performance and productivity
- prolongs independent living
- reduces stress and better achieves balance in life

There are many local, provincial and national trends worthy of consideration when developing facilities and services specific to parks and recreation. Understanding trends pertaining to participation in certain activities, designing facilities and delivering programs and services will allow the Town to strategically position itself to provide needed leisure opportunities.



### Key Lifestyle Trends

- High levels of physical inactivity and obesity are being observed across the country, largely due to a lack of time and participation in sedentary forms of leisure (i.e. watching television, online activities, etc.).
- To facilitate healthy lifestyles, all levels of government are examining ways to increase physical activity and participation levels through the introduction of programs, funding and other initiatives.

### General Trends in the Leisure System

- Income can be a significant barrier to participation in leisure pursuits if costs to participate are high – as such, a person’s ability to pay needs to be considered by municipalities and community organizations alike when delivering leisure services.
- Demand for unorganized and drop-in activities is on the rise, at the expense of most organized and structured programs which are inflexible to people with limited free time.
- The “multi-use” facility and park concept is being increasingly viewed as the preferred development model since it consolidates several leisure activities at a single location, thereby providing a “one-stop shopping” venue for time-pressed individuals, offering cross-programming opportunities for a wide range of ages, and reducing municipal operational costs.
- Municipalities are often entering into partnerships with community and private-sector organizations to maximize efficiencies associated with capital and operational costs, so long as the municipality and the community benefit.
- Volunteerism is declining across the country, therefore, supporting local volunteers is critical to ensuring that these dedicated individuals continue to participate in civic life and that new volunteers can be recruited.

### Key Trends in Sports & Recreation

- Adults and older adults are embracing the “active living” or “wellness” philosophy, thus municipalities are orienting their programming to respond to these demands.
- Trails (both nature and paved) continue to be one of the most demanded “facilities” as walking for leisure, cycling, inline skating, etc. are all popular forms of leisure and active transportation activities.
- Fewer children and youth are participating in most organized sports (though soccer and female hockey are notable exceptions) in favour of casual activities that fit into their own schedule.
- Arena sports (i.e. hockey, ringette, figure skating, etc.) continue to be in demand, particularly for prime-time hours, although forecasted declines in child/youth age groups may result in additional ice time becoming available particularly for adults and older adults.
- Sport and nature-based tourism represents a growing market, thus necessitating a focus on family recreation and “destination” facilities, as



well as passive outdoor sports and activities such as golf, hiking, bird watching, marine and waterfront activities, etc.

### Key Trends in the Parks System

- People want to live near parks and open spaces as they are associated with a higher quality of life.
- Parks are increasingly viewed as an opportunity for non-programmed recreation and cultural activities, and can accommodate facilities targeted for all ages.
- Demands have been observed for gathering areas such as public picnicking areas, outdoor barbeques, etc., particularly in communities with diverse ethnic populations.
- As people become increasingly aware of benefits related to environmental protection, the integration of environmental features into active parks is becoming more apparent. Education and public awareness of environmental and park-specific issues are forming components of resource management strategies.

### Comprehensive Planning

The Master Plan is a key implementation strategy under the 2010 Rocky Mountain Community Sustainability Plan (RMCSPP). Within the context of the RMCSPP, recreation and parks are supported by three of the five sustainability pillars: Environmental, Social and Cultural.

The Master Plan reflects that Rocky Mountain House is continuously evolving with ongoing changes to economic, political, social and environmental processes. Community members, stakeholders, and council are collaborating to produce plans that inform and guide the evolution and create the best possible future.

### Rocky Mountain Community Sustainability Plan, May 2010

The Community Sustainability Plan provides direction to all other municipality plans. The RMCSPP outlines five strategic pillars to achieve sustainability; urban development, provision of services and other initiatives. The sustainability plan is particularly important to the Recreation Master Plan as it focuses on the social, environmental and cultural pillars. Within the context of the pillars, there are descriptions of successes for recreation.

#### *Sustainability Pillar: Environment*

There are many green spaces within Rocky Mountain House, however they would like to take a more natural and environmental approach to landscaping and designing of public spaces. Green infrastructure is an interconnected system of green spaces and conserves natural ecosystem values and functions. These green spaces cool and clean the area and provide wide array of benefits to people and wildlife.



### *Sustainability Pillar: Social*

Rocky Mountain House has a strong sense of community pride. Recreation and parks provides one of the most effective ways to build a sense of community and improve quality of life. The community can participate in activities that strengthen the mind, spirit, and body. In turn, Recreation and Parks programs build social capital—the backbone of a strong and engaged community.

### *Sustainability Pillar: Cultural*

The town serves as a gathering point for adventure-filled activities in the surrounding region and for local citizens' artistic endeavours, ranging from performing arts to the fine arts. These spaces are created under the recreation and parks framework.

### **Open Space Plan, 1999**

The Open Space Plan set priorities and created a basic classification system for the open spaces located throughout the municipality. Since the plans inception, most of the issues have been resolved.

### **Statutory Plans**

#### **Alberta Land Use Framework**

It was developed for a sustainable growth model that balances economics with the environment. The Framework established a land use information monitoring system. This provides a strategy for conservation on public and private lands.

#### **Alberta Land Stewardship Act**

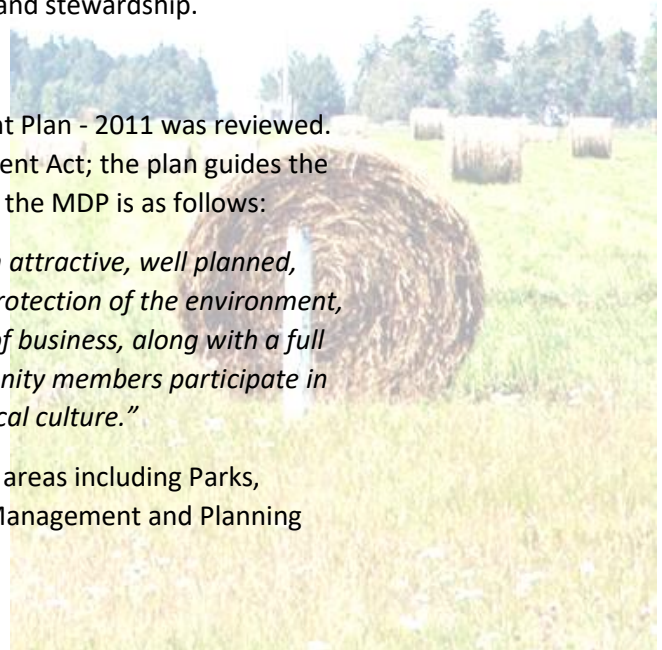
The Alberta Land Stewardship Act developed seven regional plans for Alberta. It created new market based instruments to promote land stewardships. One of the key programs that came out of the plan was a pilot program to promote land stewardship.

#### **2011 Municipal Development Plan**

The Town of Rocky Mountain House Municipal Development Plan - 2011 was reviewed. A legislative requirement identified the Municipal Government Act; the plan guides the future development of the Town. The Mission statement of the MDP is as follows:

*“The Rocky Mountain House community has become an attractive, well planned, progressive, and sustainable community that encourages protection of the environment, promotes quality of lifestyle, and provides for a diversity of business, along with a full range of services. The community is a place where community members participate in decision making and choices reflect our local culture.”*

The plan identifies goals and policies for numerous services areas including Parks, Recreation and Culture and Environmental and Ecological Management and Planning and Development.



## 9.0 Environmental and Ecological Management

### Goal:

To preserve significant natural areas and create and maintain attractive, clean and ecologically responsible natural and built environments.

### 14.0 Parks, Recreation and Culture

### Goal:

*“To create an integrated, high-quality, and cost-effective open space and parks system that encourages active living and supports a broad range of recreation and cultural opportunities that cater to diverse age groups, income levels and skill levels.”*

### Objectives:

1. Provide open spaces and park areas that are function, combine with and protect natural areas and are effective in satisfying the needs of residents and visitors to Rocky Mountain House.
2. Develop a continuous system of pathways with linkages to parks and natural areas as Rocky Mountain House grows
3. Encourage sharing and multiple-use of parks and open space areas among a variety of user groups and activities and to maintain a joint use agreement for facilities with the school boards.
4. To provide a variety of recreational opportunities in the Town ranging from passive, non-facility pursuits to intensive, facility-oriented activities.
5. To ensure that environmentally sensitive natural areas are dedicated as environmental reserve in accordance with the provisions of the Municipal Government Act
6. To ensure where possible that the design and development of community sites and facilities are accessible to everyone.
7. To maximize year-round use of recreation developments and Facilities.

### 2017 Rocky Mountain House Budget

The Town of Rocky Mountain House spends over \$1.6 million annually on Recreation, Parks and Community Services. This provides services to the residents such as, maintenance on park space and sport fields, Soft Opening of the Christenson Sports & Wellness Centre, Credit Union & Co-op Aquatic Centre, Lou Soppit Community Centre and recreation programming.

### 2013 The Town of Rocky Mountain House Recreation, Parks and Community Services Operations and Levels of Service Review

In 2013, a service review was conducted for Recreation, Parks and Community Services that provided recommendations for improving the quality of services that the Town delivers to its residents. The report identified several key leadership, corporate and organizational issues and actions that must be addressed.



The key result out of the review was a Parks Recreation and Community Services Organization realignment. Which moved Parks operations and redevelopment into Engineering & Operations department.

**Community Services and Community Facilities Needs Study, 2009**

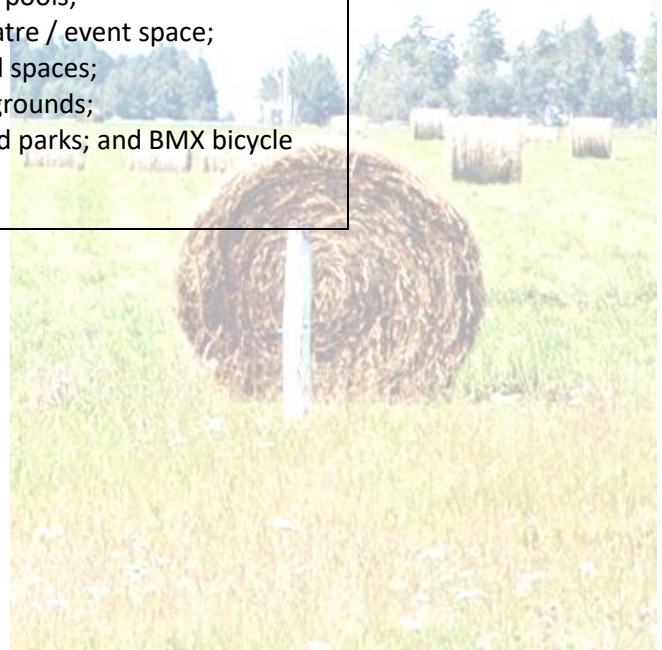
A needs assessment was completed in 2009, which investigated the needs for future community services and facilities provided by Rocky Mountain House, Clearwater County and other stakeholders. The study focused on community services and facilities.

**Proposed Next Steps 2010-2012**

- Detailed feasibility/options analysis for the Voyageur Arena;
- North Saskatchewan River Park Business Plan development/update;
- Design/planning for an outdoor spray park; and
- Begin land acquisition/banking for a major outdoor sports park
- An additional staff person or re-allocation of staff resources, to accommodate a volunteer coordination and communications function as well as other elements of Study implementation.
- Voyageur Arena upgrade/replacement;
- Spray park construction and operation; and
- Begin planning for a major outdoor sports park.
- Begin construction/phasing of a new outdoor sports park.

The needs assessment outlined the following priorities:

<p><b>Indoor priorities</b></p> <ol style="list-style-type: none"> <li>1. fitness / wellness space;</li> <li>2. walking track;</li> <li>3. field facilities;</li> <li>4. leisure swimming pool;</li> <li>5. climbing wall;</li> <li>6. gymnasium type space;</li> <li>7. community meeting rooms;</li> <li>8. ice arena facilities</li> <li>9. dance / program rooms; and</li> <li>10. community gathering spaces.</li> </ol>	<p><b>Outdoor priorities</b></p> <ol style="list-style-type: none"> <li>1. water spray park;</li> <li>2. skating rink;</li> <li>3. trails (non-motorized);</li> <li>4. sports fields;</li> <li>5. campgrounds;</li> <li>6. swimming pools;</li> <li>7. amphitheatre / event space;</li> <li>8. green field spaces;</li> <li>9. child playgrounds;</li> <li>10. skateboard parks; and BMX bicycle parks.</li> </ol>
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### Program Priorities

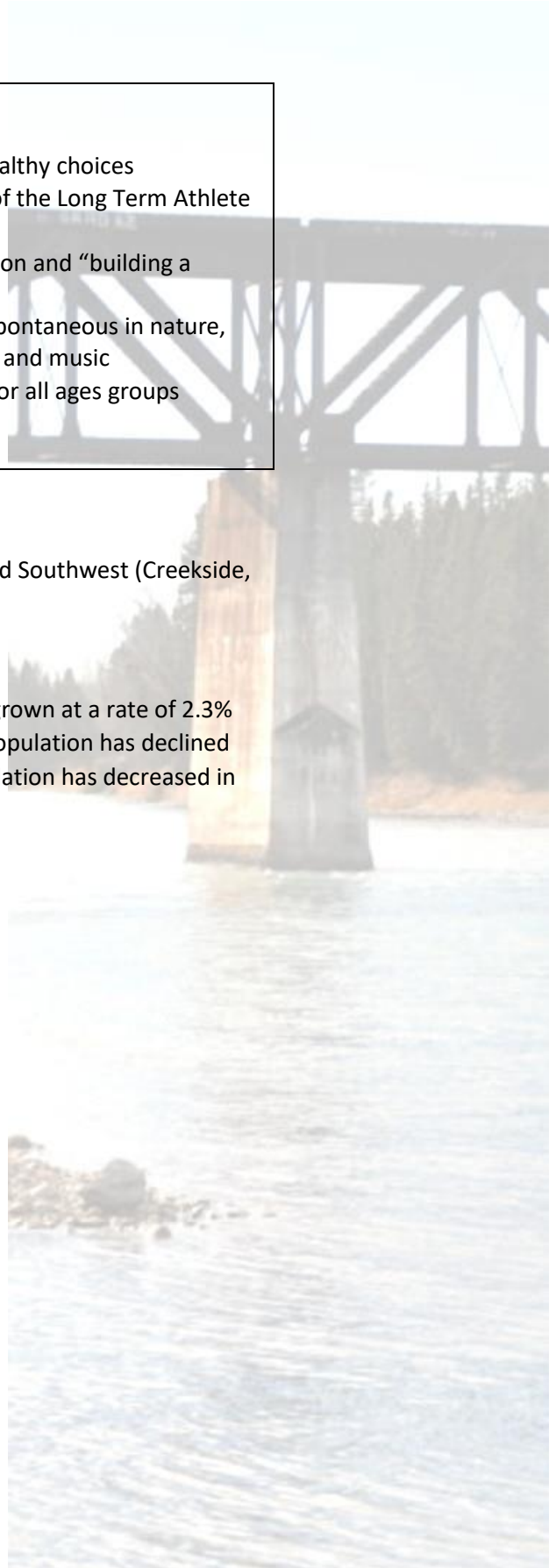
- Broader public programs focused on fitness/wellness
- Broader public programs focused on nutrition and healthy choices
- The integration, where possible, of pertinent stages of the Long Term Athlete Development Plan
- Outdoor programming for youth, promotion interaction and “building a relationship” between youth and the outdoors
- Arts and culture programming, both scheduled and spontaneous in nature, including arts and crafts, performance and visual arts and music
- The continuation of traditional team sports offering for all ages groups

### Other Municipal Documents

A review of existing area structure plans, in the North, East, and Southwest (Creekside, Riverview, Falcon Ridge, and LeCerf) was completed.

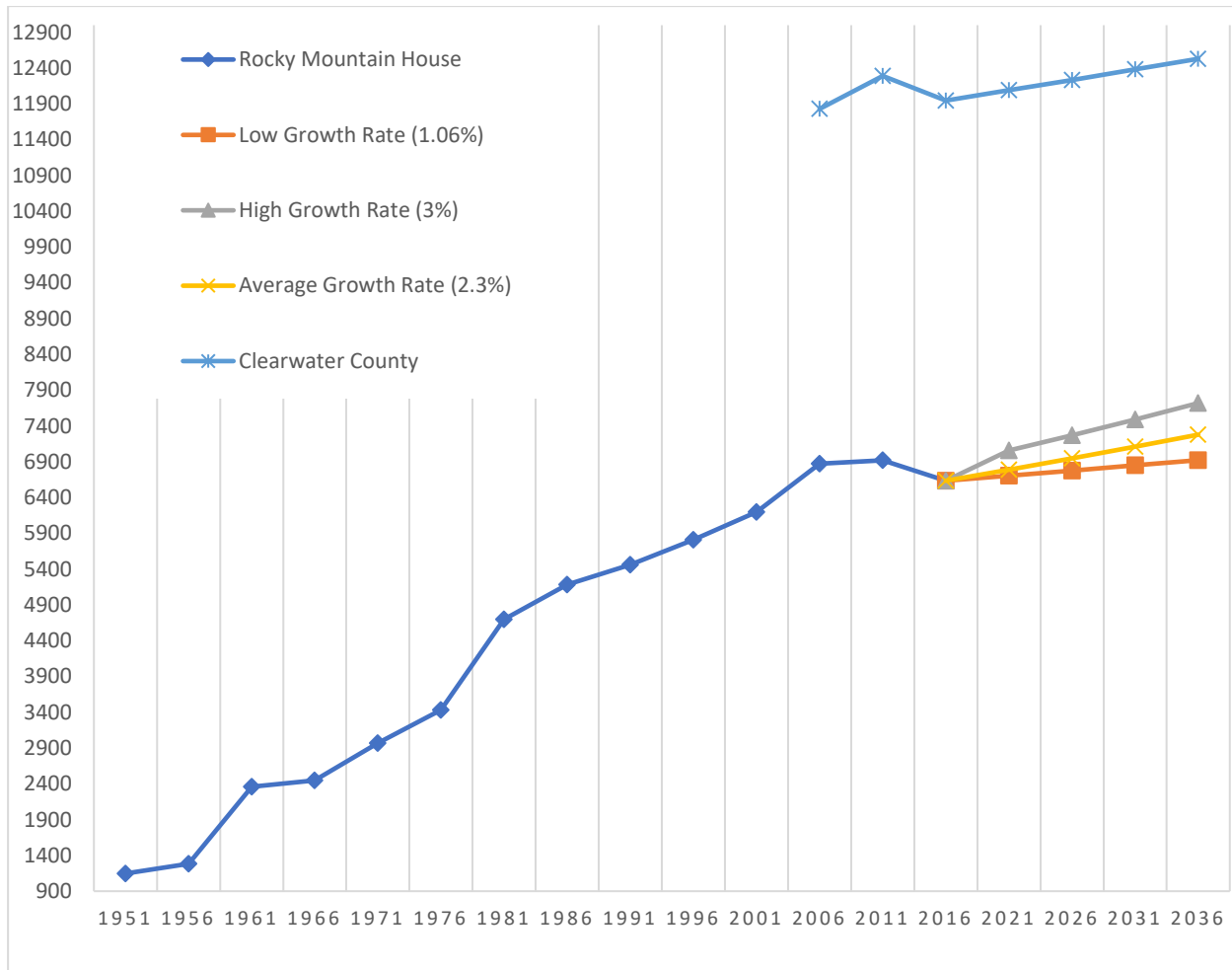
### Community Context

In the past 55 years, Rocky Mountain House’s population has grown at a rate of 2.3% annually, from 1,147 in 1951 to 6,635 residents in 2016. The population has declined 4.3%, from 6,920 in 2011, representing the first time the population has decreased in history.





### Rocky Mountain House's Population



Year	1951	1956	1961	1966	1971	1976	1981	1986	1991	1996	2001	2006	2011	2016
Rocky Mountain House	1,147	1,285	2,360	2,446	2,968	3,432	4,698	5,182	5,461	5,809	6,200	6,875	6,920	6,635

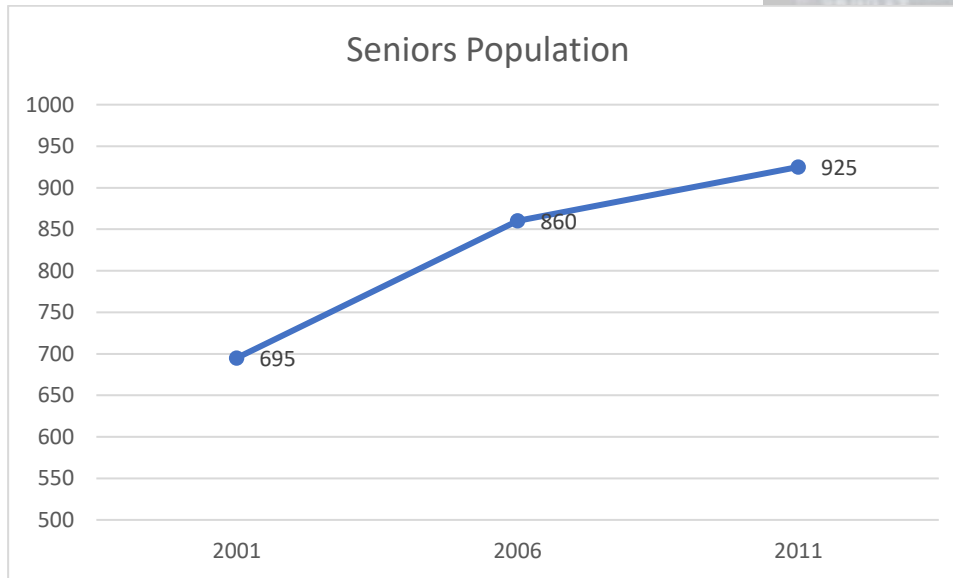
### Town of Rocky Mountain House Growth Rates

	2016	2021	2026	2031	2036
<b>Low Growth Rate (1.06%)</b>	6635	6706	6777	6849	6922
<b>High Growth Rate (3%)</b>	6635	7057	7271	7492	7720
<b>Average Growth Rate (2.3%)</b>	6635	6790	6949	7112	7279



**Seniors**

When you look at population of seniors (65+), you will find an increase of 2.6% per year or 13.1% over the past 10 years.



**Children**

From 2006 - 2011, Rocky Mountain House had a decline in the population of children (0-19 years). However, during the same period Rocky Mountain House saw a 7% and Clearwater County a 10% increase in preschool children (0-4 years).

	2001	2006	2011	2016	2021	2026	2031	2036
Children 0-19	1920	1990	1895					
<b>Low Growth Rate (1.06%)</b>				1922	1949	1976	2004	2032
<b>High Growth Rate (3%)</b>				1947	2000	2054	2111	2168
<b>Average Growth Rate (2.3%)</b>				1881	1867	1853	1839	1825

**Recreation Services**

Two departments administer the delivery of recreation and parks in Rocky Mountain House. The Engineering & Operations Department handles park and trail maintenance and development. While the service delivery of recreation, facility development and maintenance is managed by the Recreation & Community Services Department.

**Recreation Facilities**

Rocky Mountain House operates \$1.6 million for both parks and recreation services, of which \$1.1 million is managed by Community Services and the remaining \$500,000 is managed by Engineering & Operations. In coordination, the departments deliver the



recreation. These facilities support both general informal use by the public as well as specialized scheduled use for athletic competitions, recreation programs, or other events.

### Outdoor Facilities

Outdoor	Quantity
Ball Diamonds	11
Campgrounds	1
Skate Park	1
Trails	17 km
Football Field	2
Playgrounds	22
Basket Ball Courts (Outdoor)	6
Rectangle Fields	10
Tennis Courts	3

### Centennial Park

A campground featuring 15 sites, 10 are un-serviced and 5 are serviced.

### Curtis Field

Curtis Field was redeveloped in 2013. The work consisted of a creation of a premier sport field and fence around the perimeter of the field. There was an existing shale track. The shale track is flooded in the winter for skating. This field is for soccer, rugby and football use.

### CO-OP & Credit Union Field

In 2013, Co-op & Credit Union Field was constructed. This field is for soccer and football use.

### Skate Park

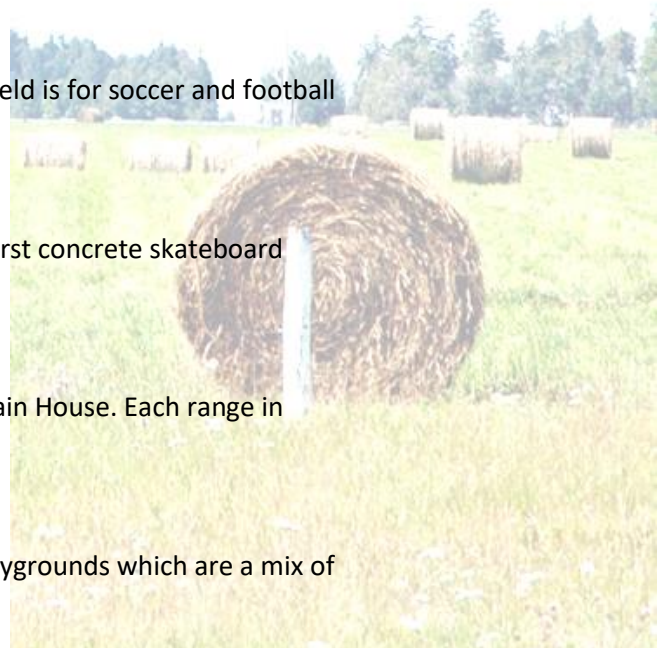
The skateboard park was built in 2000 and was one of the first concrete skateboard parks in Alberta.

### Soccer Pitches

There are eight soccer pitches in the Town of Rocky Mountain House. Each range in different sizes and quality.

### Playgrounds

Within the Town of Rocky Mountain House there are 22 playgrounds which are a mix of tot lots and 5-12 age group structures.



### Basketball Courts

There are six asphalt basketball courts within the Town. That offer year-round use as they are flooded in the winter for skating.

### Tennis Courts

There are three tennis courts which are utilized both by Tennis and Pickleball.

### Trails

There are over 17 km of liner trails within the Town of Rocky Mountain House. The Town also maintains a trail to Twin Lakes provincial and another section west of the Town towards the National Historic Site. These sections of trail are outside of the municipal boundaries however are used primarily by residents and is of value for the residents of Rocky Mountain House.

### Indoor Recreation Facilities

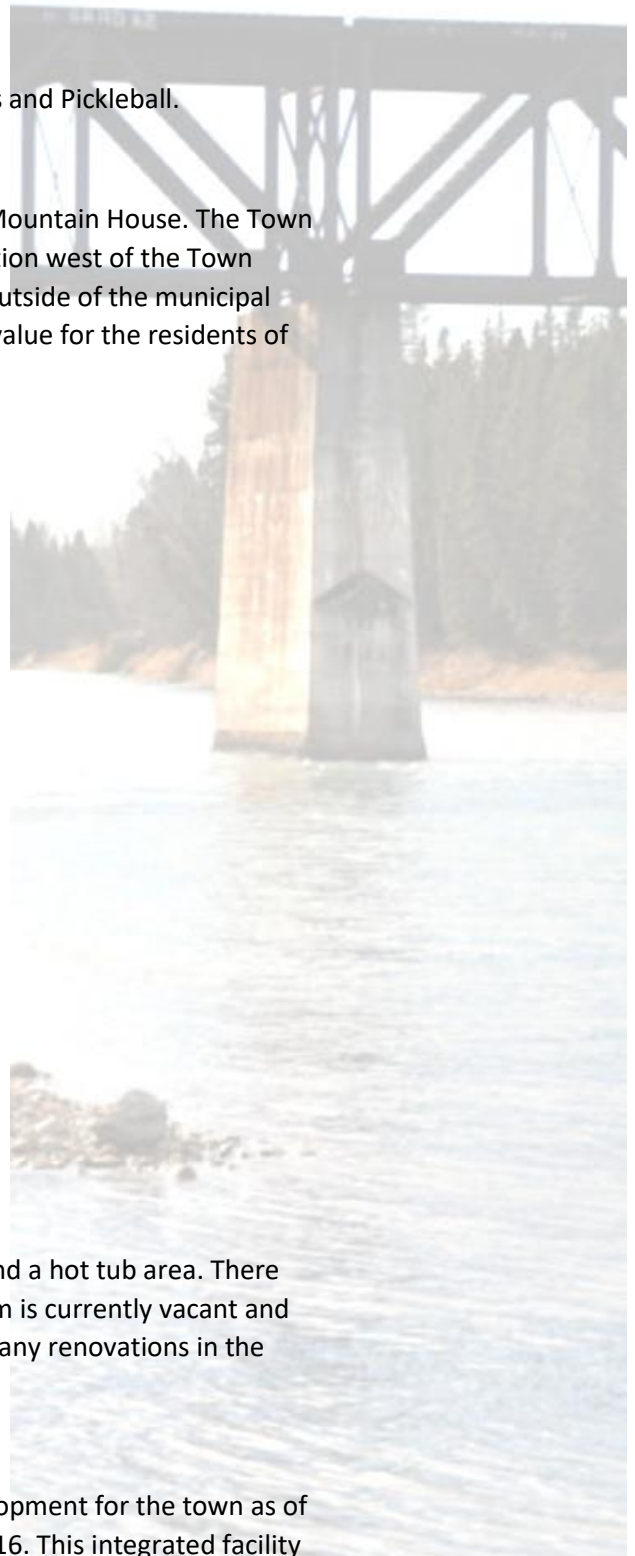
Indoor Facilities	Quantity
Indoor Arenas	2
Curling Ice Sheets	5
Library	1
Aquatic Centre	1
Community Hall	1
Fitness Facility	1
Meeting Rooms	5
Studios	2
Arts Space	1
Basket Ball Courts (Indoor)	0

### Credit Union & Co-op Aquatic Centre

The pool is a six-lane leisure pool that contains a water slide and a hot tub area. There are also storage areas and two program rooms. One large room is currently vacant and looking for redevelopment. The pool is an aging facility with many renovations in the past.

### Christenson Sports & Wellness Centre

The Christenson Sports & Wellness Centre is the newest development for the town as of 2016. The facility was constructed and soft opened in early 2016. This integrated facility



contains: two ice surfaces, arts studio, fitness facility, meeting rooms, administration offices, child minding area and a curling rink. The curling rink is operated by the Rocky Curling Club Association.

### **Lou Soppit Community Centre**

The community centre is primarily used for rental and performing arts space in Rocky Mountain House. The space includes a stage, and a room that is dividable into two rooms, meeting room and a commercial kitchen.

### **Rocky Mountain House Library**

Rocky Mountain House has a library that includes two program rooms. This space has been used for programming and community meetings.

### **Recreation Programming**

Rocky Mountain House is a major provider of recreation services for the region. It offers over 56 recreation programs each year to the region.

Most programs are held at the new Christenson Sports & Wellness Centre.

<b>Title</b>	<b>Program</b>	<b>Audience (Preschool/Child/Youth/ Adult/Family/ Senior)</b>
Dance Fitness & Toning	Recreation	Adult
Gentle Exercise	Recreation	Adult
Mom's Synergy Circuit	Recreation	Adult
Rocky knights soccer association	Sport	Child
Spin	Recreation	Adult
Synergy Circuit	Recreation	Adult
Yoga Beginner's	Recreation	Adult
Yoga Chair	Recreation	Adult
Yoga Full Bodied	Recreation	Adult
Yoga Hatha Chair 50 +	Recreation	Senior
Yoga Kundalini	Recreation	Adult
Yoga Mom & Baby	Recreation	Adult
Adult Slo-Pitch League	Sport	Adult
Aquafit	Recreation	Youth
Aquatic Centre	Recreation	Family
Armchair Traveller	Recreation	Adult
Bits 'n Spurs 4-H Club	Recreation	All
British Soccer Camp	Sport	Child
Canada Day	Culture	Family

Charity Golf Tournament	Recreation	Adult
Clear Water Idol	Culture	Youth
David Thompson Playschool	Recreation	Child
Doodle Bugs	Recreation	Youth
Games Night	Recreation	Adult
GED Course	Recreation	Youth/Adult
Genealogy club	Recreation	Adult
Guys Unleashed	Recreation	Youth
Health Care Aide & Heavy Equip. Operator Cert.	Culture	Adult
Ice Dogs Hockey Team	Sport	Adult
JKL-Trail Rides	Recreation	Adult
Market Place on Main	Culture	Family
Mountain Adventure School	Recreation	Youth
Movie Night	Recreation	Family
Over 30 Hockey League	Recreation	Adult
Paint by Nite with Nic	Culture	Adult
Pickleball	Recreation	Seniors
PINTEREST CLUB	Recreation	Adult
Prentice Creek Equestrian Centre	Recreation	All
Rapids Basketball	Sport	Child/Youth
Rocky Canoe Club	Recreation	Adult
Rocky Curling Club	Sport	All
Rocky Dream Dance School	Recreation	Child
Rocky Flips	Sport	Child
Rocky Jr. Rebels Football	Sport	Youth
Rocky knights Soccer Club	Sport	Adult
Rocky Lanes	Sport	Adult
Rocky Mountain House Speed Skating Club	Sport	All
Shaka Surf School	Recreation	Child/Youth
Slo-Pitch League	Sport	All



Spring Community Clean-up	Recreation	Family
Spruce Valley Summer Camp	Sport	Child
Step into the Past	Culture	Family
story time	Recreation	Preschool
Summer Day Camps	Recreation	Child
TD Summer Reading Club	Recreation	Child
The Rocky Arts & Crafts Guild	Culture	All
time 4 twos	Recreation	Preschool
Tiny Tykes T-ball	Sport	Child
Vacation Bible School	Culture	Child
WOW Day	Culture	Adult
Yoga Kula	Recreation	Adult
Adult Volley Ball	Recreation	Adult
Youth volleyball	Sport	Youth
Adult baseball	Recreation	Adult
Youth Baseball	Sport	Youth
Cross country skiing	Recreation	All
Rocky Mountain District 4-H	Recreation	Children/Youth
Junior Forest Wardens	Recreation	Children/Youth
Girl Guides of Canada	Recreation	Children/Youth



## Other providers

The Town of Rocky Mountain House is not the only provider of recreation in the region. Both private and non-profit sectors also play a role in offering programs and facilities related to recreation.

## Indoor Recreation

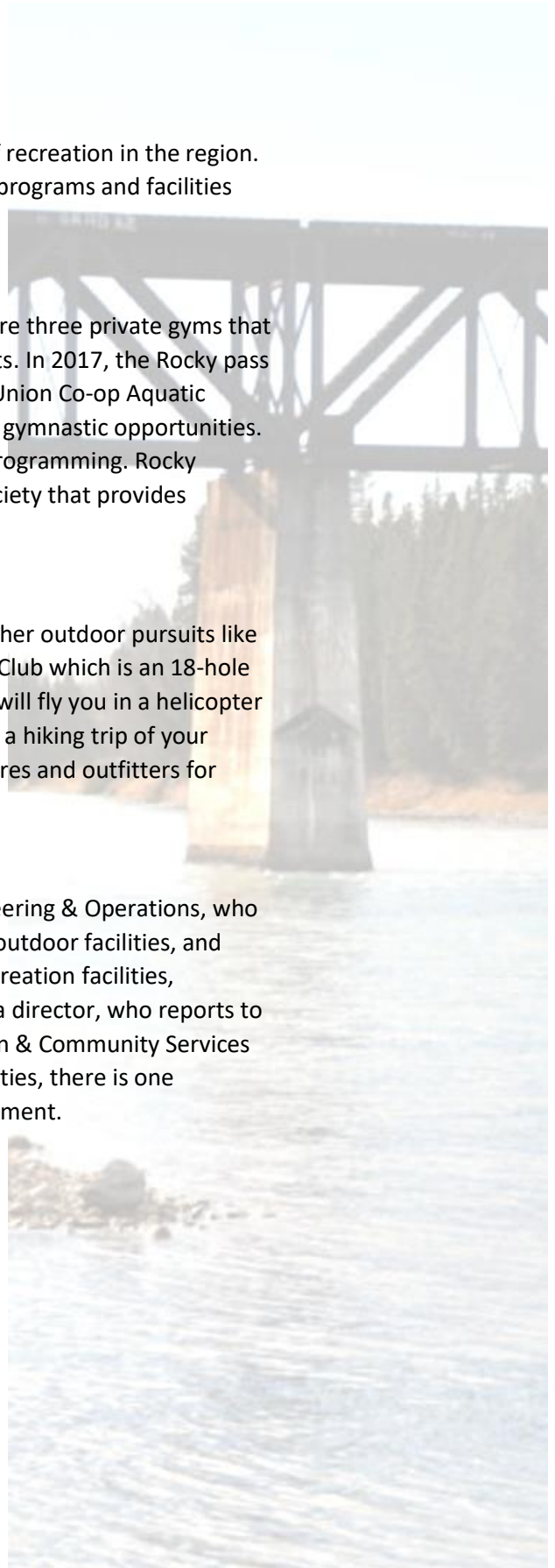
In addition to providing fitness equipment and training there are three private gyms that provide specialized services to Rocky Mountain House residents. In 2017, the Rocky pass was introduced, which gave pass holders access to the Credit Union Co-op Aquatic Centre. There are two gymnastics facilities that offer residents gymnastic opportunities. The Clearwater Boys and Girls Club provides child and youth programming. Rocky Mountain House also has a Rocky Native Friendship Centre Society that provides programming for all ages for the area.

## Outdoor Recreation

Within Clearwater County there are horse riding arenas and other outdoor pursuits like climbing and water sports at Crimson Lake. The Pine Hills Golf Club which is an 18-hole championship golf course. Heli Adventures is an outfitter that will fly you in a helicopter to give you a bird's eye view of the region, or provide you with a hiking trip of your dreams. There are also opportunities to dog sled, trail adventures and outfitters for hunting and fishing.

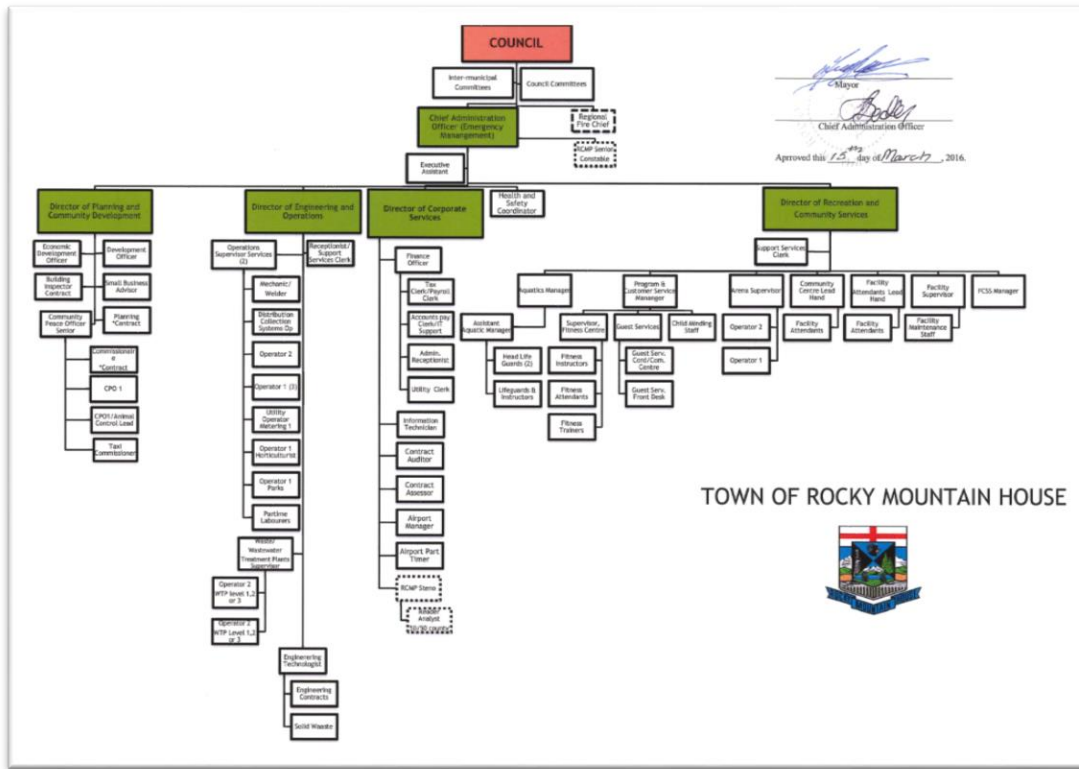
## Organizational Structure

Parks and recreation is split between two departments: Engineering & Operations, who is responsible for the maintenance and the redevelopment of outdoor facilities, and Recreation & Community Services, who handles the indoor recreation facilities, programming, and facility booking. Each department is led by a director, who reports to the Town manager. There are seven divisions within Recreation & Community Services to accomplish the goals of indoor recreation. For outdoor facilities, there is one integrated division under the Engineering & Operations department.

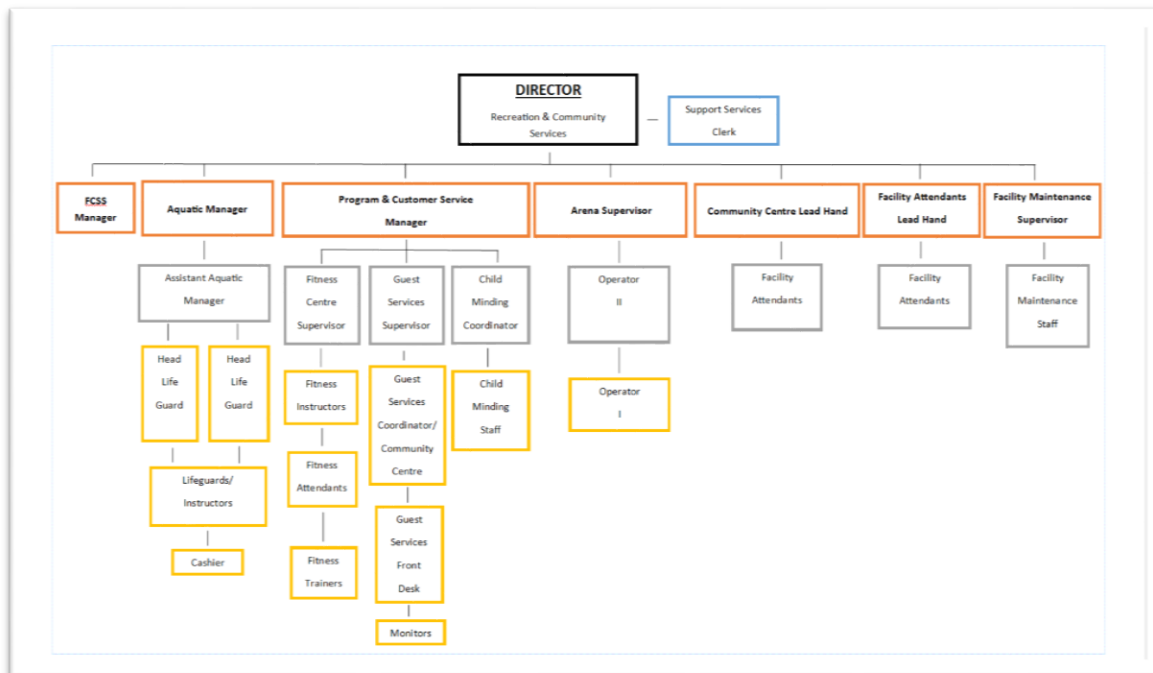




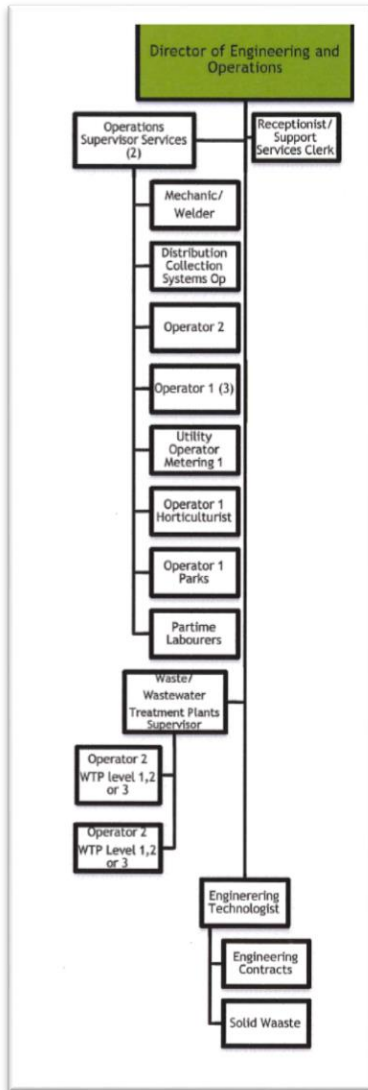
Town of Rocky Mountain House Organization Chart



Recreation & Community Services Organizational Chart



Engineering & Operations Organizational Chart



**Standards**

Standards are created and used to evaluate indoor and outdoor facilities for the present and future development. The most common standards used to evaluate needs are by using population, distance or a combination of both.

**Distance Standards**

Distance standards refers to the amount of time, either by car or walking, a user will have to travel to partake in the activity. The distance that users are prepared to travel varies between urban and rural populations and from one municipality to the next. Rural population will travel between 40-50 kilometers for recreation facilities. As opposed to rural setting that indicated 20-30 minutes of driving time.

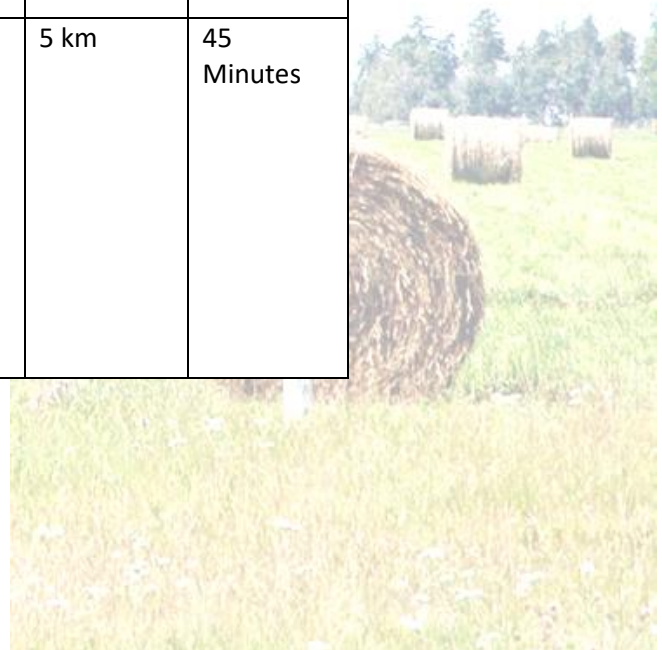


Population Standards

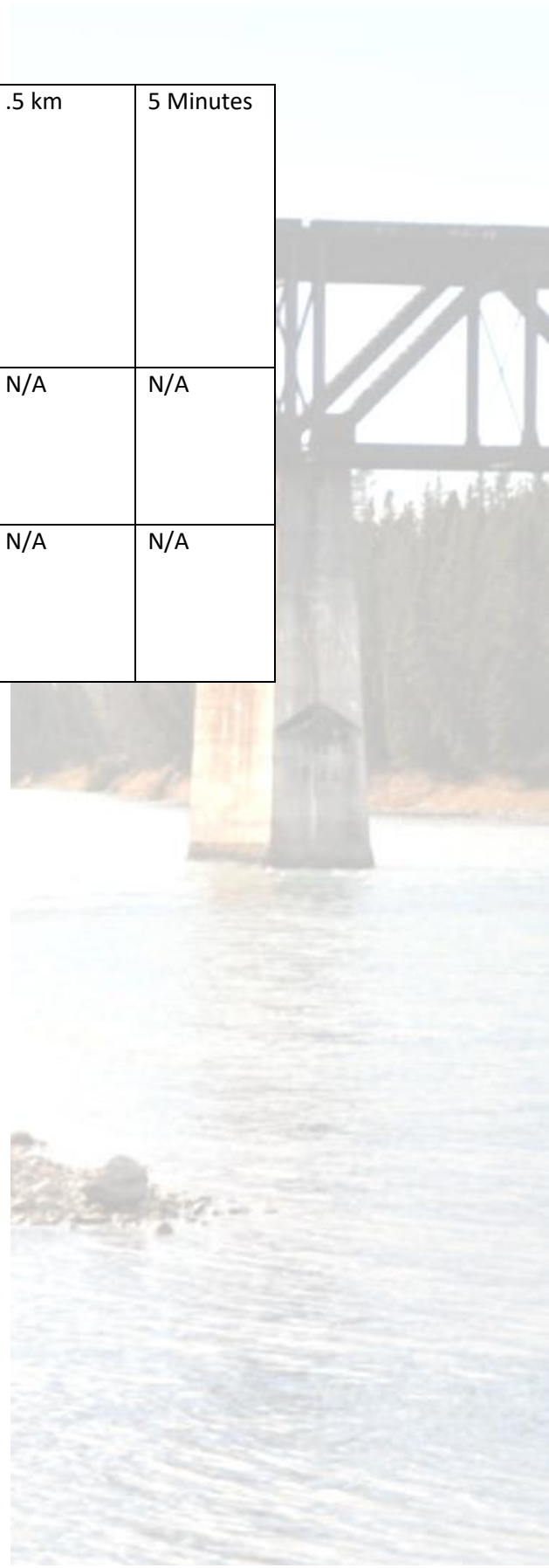
Population standards refer to the amount of population that a facility can serve adequately. If the population is too high, per a facility, could result in excess demand for the facility. However, the opposite would be true if there were a lack of population per a facility could result in underutilization or revenue shortfalls.

The Town of Rocky Mountain House Recreation, Parks and Community Services Parks Standards (2009) were developed and uses a distance approach:

Facility Type	Description	Land	Distance	Walking Time
Indoor Facilities				
Major Destination Nodes	Facilities or facilities clusters that serve a Town wide or Regional market.	16- 30 hectares	5 km	45 Minutes
Neighborhood Nodes	Facilities that serve neighborhood populations. Primarily school programming.	0.5-1.5 hectares	N/A	N/A
Special Purpose of Themed Leisure Facilities	Facilities that serve a regional population that are centred around a core theme or activity. (Museum/Art Galleries/Interpretive Displays)	4-80 acres	5 km	45 Minutes
Parks and Open Space				
Community Parks & Facilities	Facilities that serve all Rocky Mountain House and surrounding rural areas. Designed for intense recreation activities such as structure sports as well as unstructured sports.	N/a	5 km	45 Minutes



Neighborhood Parks	Facilities that serve a neighborhood within 5-minute walking distance. Designed to support activities such as relaxation, socialization, active play and children’s play.	Minimum size 0.3 hectares	.5 km	5 Minutes
Linear Parks & Open Space	Facilities that are trails, right-of-ways, buffers, boulevards and public utility lots (P.U.L.’s).		N/A	N/A
Natural Areas	Areas identified in the Town to be protected and incorporated in future subdivision developments.	Environmental Reserve Lands at time of subdivision.	N/A	N/A





ROCKY MOUNTAIN HOUSE REGION  
TOP LINE SURVEY REPORT

COMMUNITY SURVEY

MAY-2017



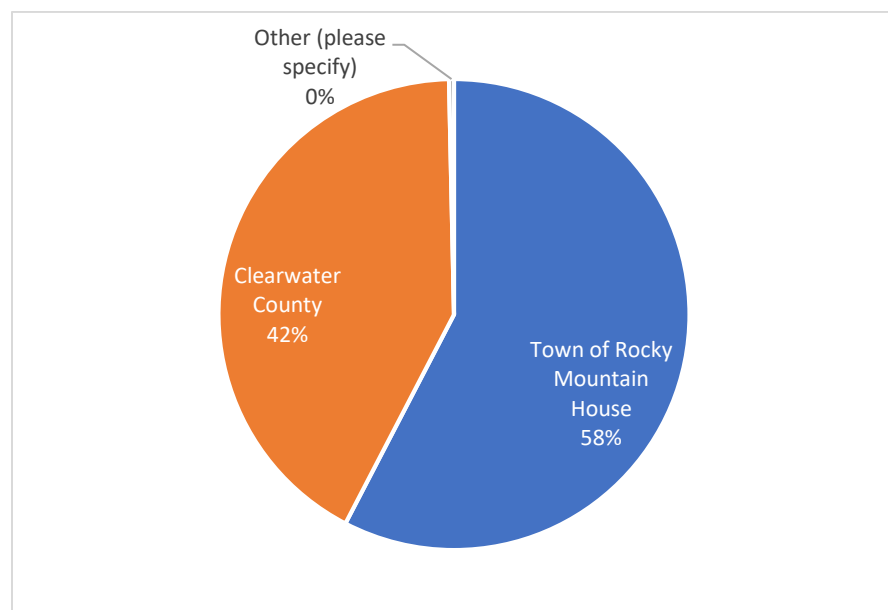
As part of the first phase of the 2017 Rocky Mountain House Region Recreation Master Plan community engagement strategy, an online survey was created. The survey was distributed via social media (Facebook Advertising and updates on the Town’s Facebook Page) and word of mouth advertising. The survey received over 300 household responses which was a mix of residents who lived in the Town and surrounding County.

The over 300 online household surveys were conducted, between April 10-30, which produced an overview for the Town of Rocky Mountain House. The goals of the survey were:

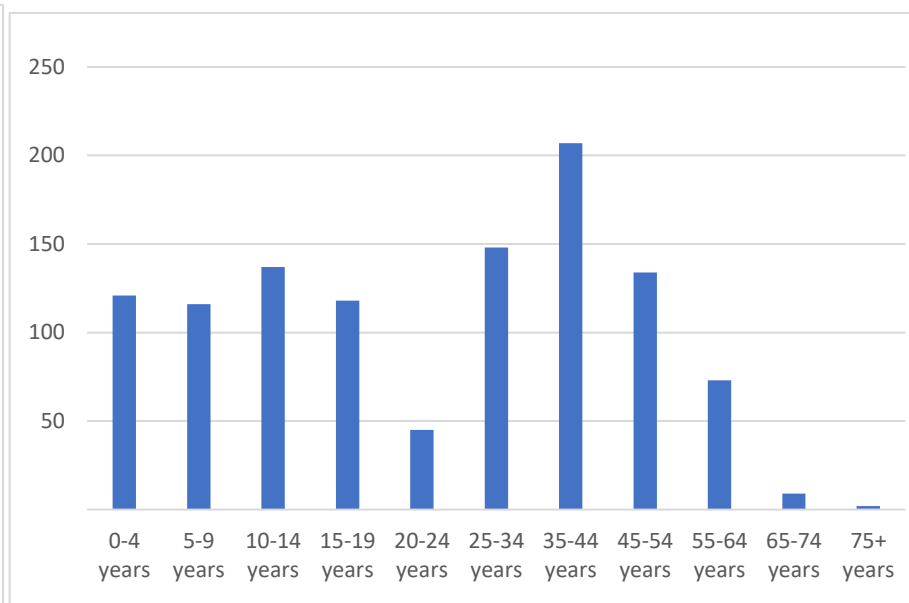
1. Gather information regarding the profile of survey respondents;
2. Develop an understanding of how the households participate in recreation within the context of the framework for recreation in Canada; and
3. Provide an overview of satisfaction of the town’s recreation programs and services.

**PROFILE OF SURVEY RESPONDENTS**

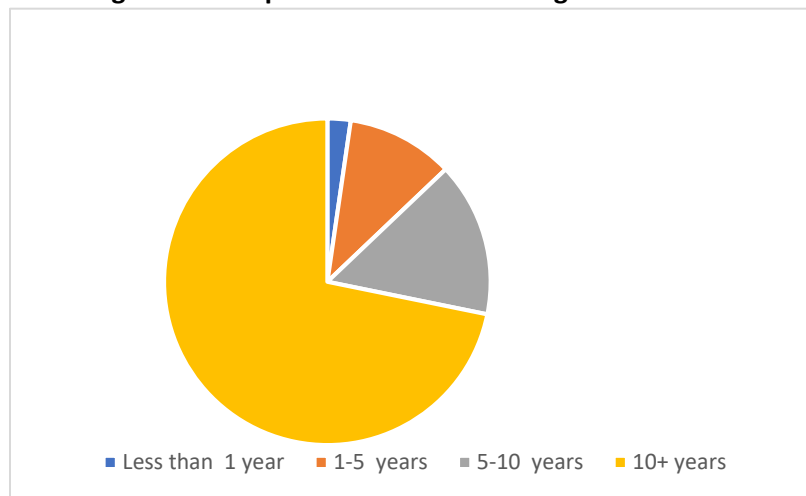
**Residency:**



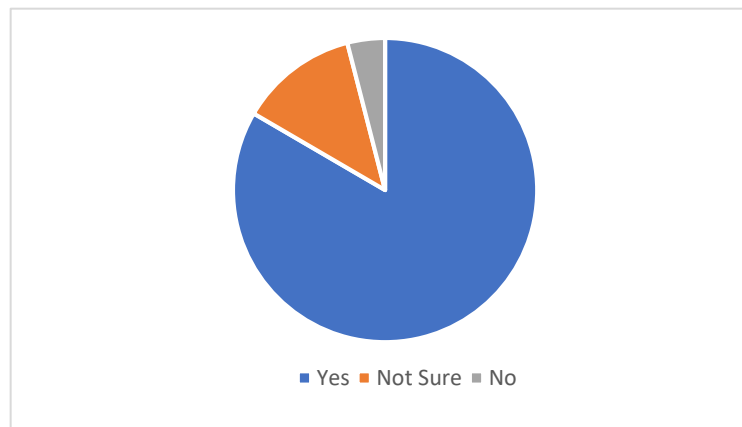
**Age of members in Household:**



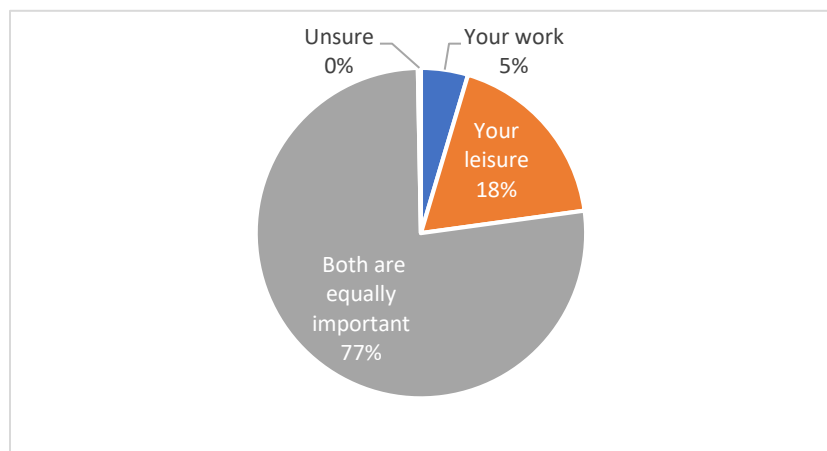
**How long has the respondents lived in the region:**



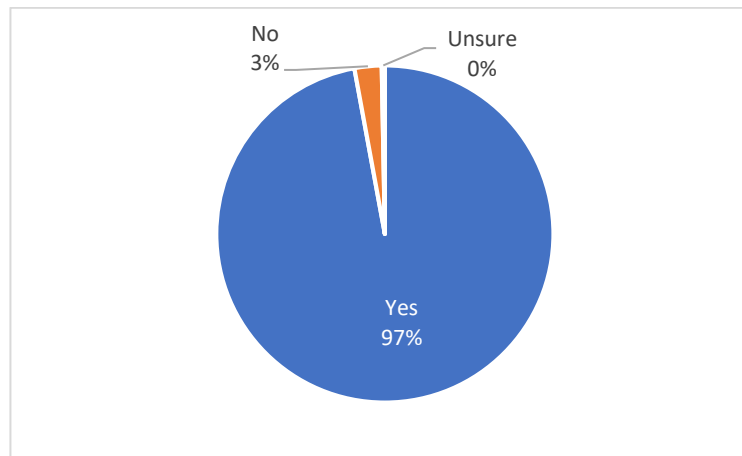
**Do you expect to live in the region for the next 5 years:**



**What is important to you:**



**Are recreation and leisure activities important to your quality of life and wellness:**



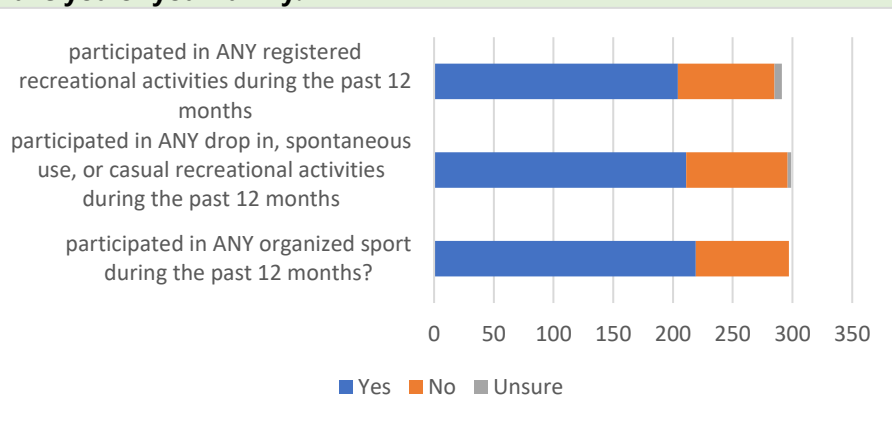
***The respondents from the survey, are a mix of County and Town who have and expect to live here for a long time. They also feel that a balance between work and recreation is important.***

Survey Results



**GOAL 1: ACTIVE LIVING**  
**FOSTER ACTIVE LIVING THROUGH RECREATION**

**Have you or your family:**



**What activities have you or your family participated in the past 12 months:**

1	Swimming	190
2	Walk	137
3	Fitness	119
4	Hockey	82
5	Skating	50
6	Bicycling	36
7	Basket ball	31
8	Yoga	31
9	Soccer	30
10	Curling	27

**Which three PHYSICAL activities (through sports, programs, drop-in activities or personal time) have you PERSONALLY participated in MOST OFTEN over the past 12 months?**

1	Swimming	89
2	Walk	87
3	Fitness	85
4	Yoga	31
5	Hockey	26
6	Curling	27
7	Hiking	23
8	Skating	21
9	Bicycling	22
10	Golf	16

**Which three PHYSICAL activities (through sports, programs, drop-in activities or personal time) have other members of your household participated in MOST OFTEN over the past 12 months?**

1	Swimming	101
2	Hockey	56
3	Walking	50
4	Fitness	34
5	Basket ball	31
6	Gymnastics	27
7	Skating	29
8	Baseball	22
9	Soccer	30
10	Bicycling	14

*The respondents believe in active living and foster it in many diverse ways.*





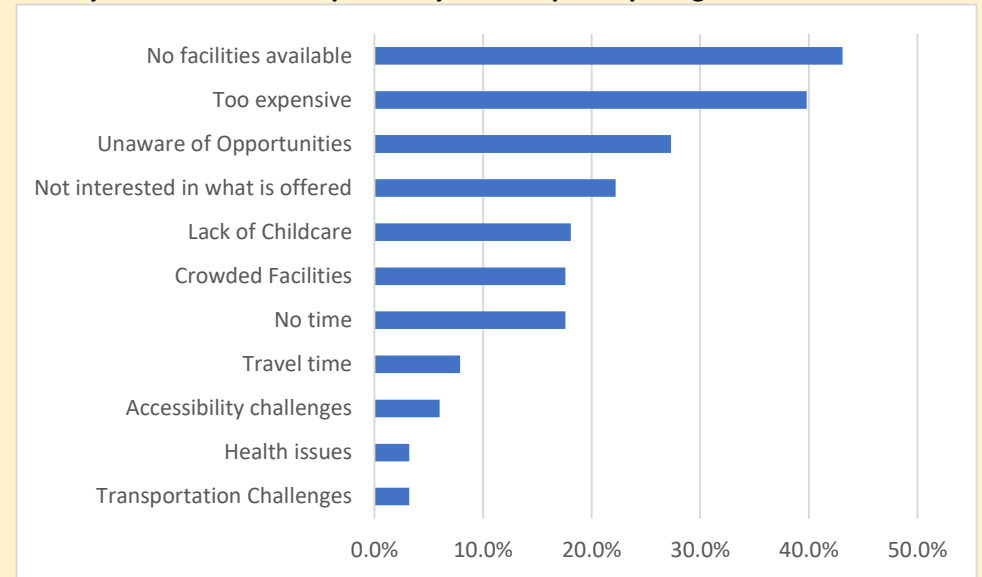
**GOAL 2: INCLUSION AND ACCESS**  
**INCREASE INCLUSION AND ACCESS TO RECREATION FOR POPULATIONS THAT FACE CONSTRAINTS TO PARTICIPATION**

Do you know who to call to rent or book a facility or Park Space?

Yes	62.3%
No	27.8%
Unsure	9.9%

*There is a sense that there is a lack of facilities within the community and the costs of the current facilities are high.*

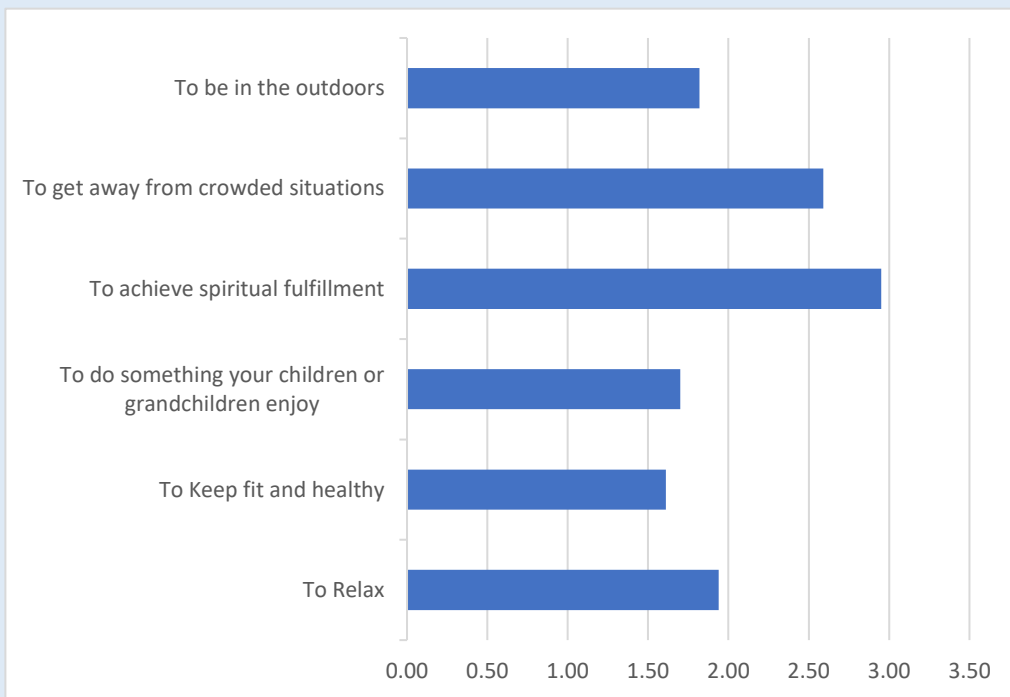
Do any barriers exist that prevent you from participating in recreation?



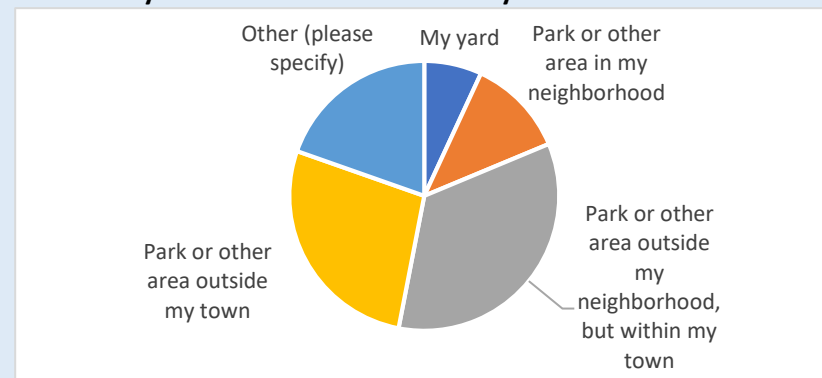


**GOAL 3: CONNECTING PEOPLE TO NATURE**  
**HELP PEOPLE CONNECT TO NATURE THROUGH RECREATION**

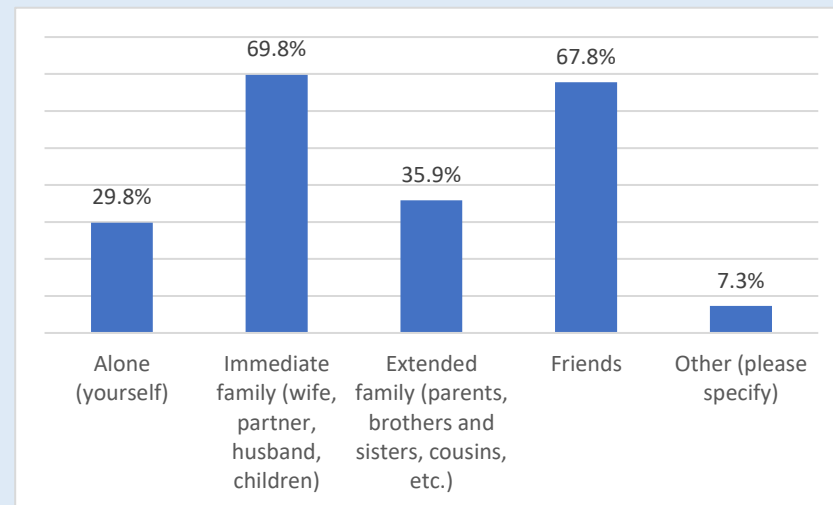
People do outdoor recreation activities for a number of reasons. For your favorite activity, how important are the following reasons to you?



**Where do you most often do this activity?**

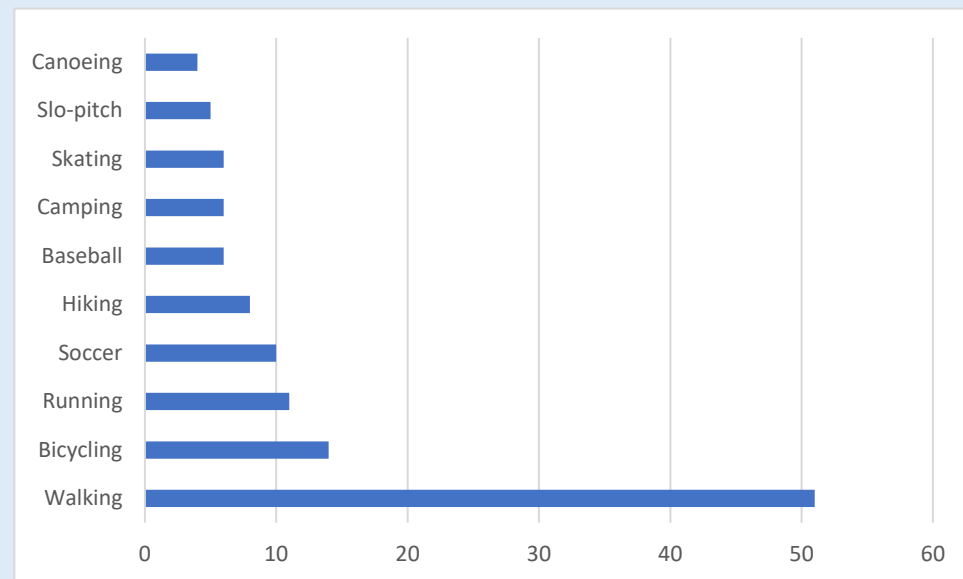


**Who do you like to do this activity with?**



**What is your favorite outdoor recreation activity?**

*Respondents enjoy passive outdoors activities, within a social setting, which allows them to connect with nature and achieve spiritual fulfillment.*





**GOAL 4: SUPPORTIVE ENVIRONMENTS**

**ENSURE THE PROVISION OF SUPPORTIVE PHYSICAL AND SOCIAL ENVIRONMENTS THAT ENCOURAGE PARTICIPATION IN RECREATION AND BUILD STRONG, CARING COMMUNITIES**

What do you feel is the most important benefit your community as a whole gains from having local recreation services?

1	Economic	138
2	Healthy Community	137
3	General Health	107
4	Youth Captivation	53
5	Diverse Programs	22

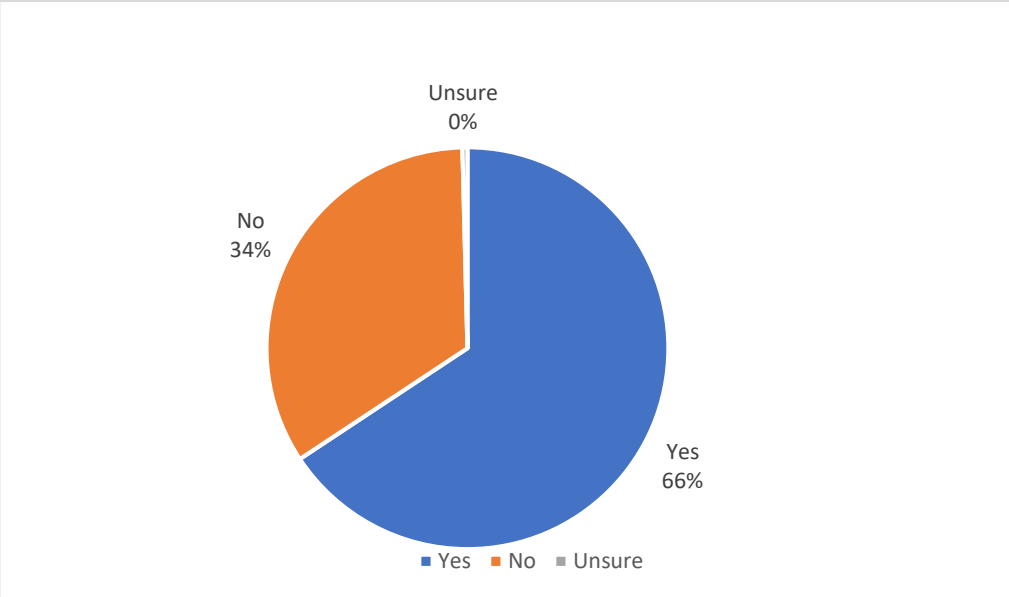
*Based on the themes from the comments, it is felt that the benefit of recreation is to stimulate economic growth and create a healthy community. The respondents had comments like, attracting families, spending money in Rocky Mountain House, and bringing tourism to town.*



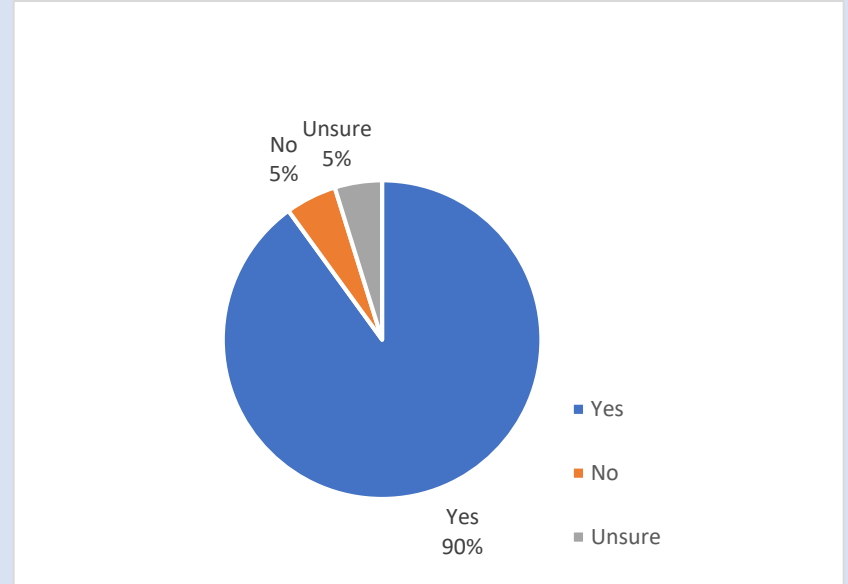


**GOAL 5: RECREATION CAPACITY**  
**ENSURE THE CONTINUED GROWTH AND SUSTAINABILITY OF THE RECREATION FIELD**

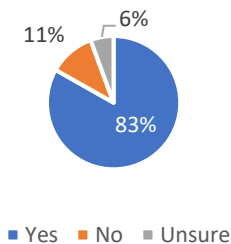
**Have you or your family ever traveled away for a provincial or national sporting event or tournament?**



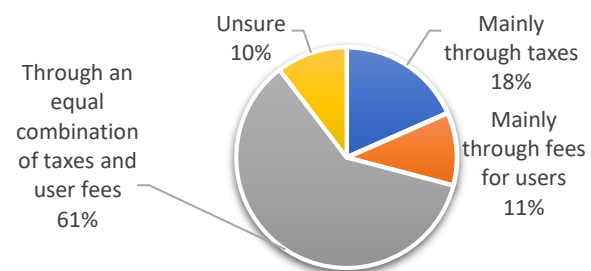
**Do you feel it would be valuable for Rocky Mountain House to attract provincial and national events to the community?**



**Do you feel the Town of Rocky Mountain House requires additional recreation, park, sport and cultural facilities?**



**In your opinion, how should public parks and recreation services be supported:**



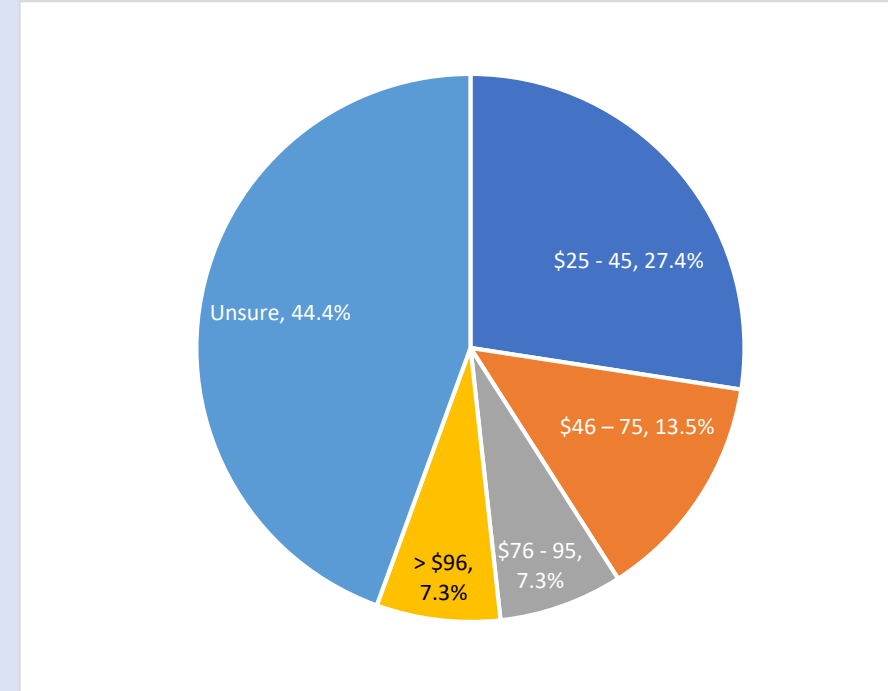
**Top 10 facilities to be developed:**

1.	Walking Track	68
2.	Field House	54
3.	Splash Park	49
4.	Upgraded Pool	45
5.	Climbing Wall	44
6.	Concert Hall/Theater	44
7.	Trails	37
8.	Multiplex	31
9.	Parks	23
10.	Gymnasium	19

*The respondents feel that sport tourism is important for the town as many respondents leave town to go to events/sporting competitions. There were many requests for facilities to be developed however the way in which to pay for them is unclear.*

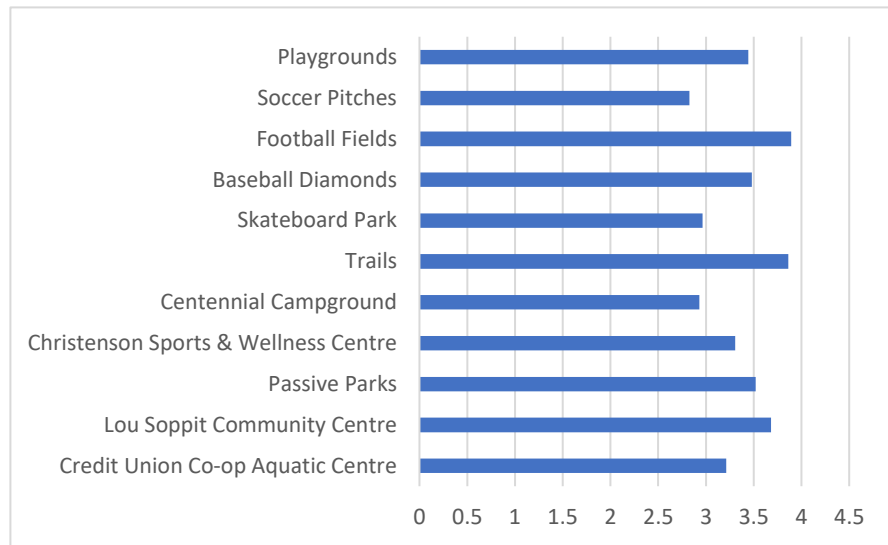
Kids Golf Ball Diamonds Baseball  
 Climbing Wall Racquet Ball Outdoor  
 Change Rooms Facility School Park Trails  
 Indoor Rink Pool Sports Centre  
 Green Space Field House Lazy River Gym Arcade  
 Arenas Family Performing Arts  
 Community Picnic Children Friendly Field House  
 New Arena Centre Year Round Ball Affordable  
 Climbing Soccer Pitches Park Trail  
 Indoor Drop Pool Theatre Courts  
 Football Fields Space Course Facilities Ice  
 Soccer Fields Walking Path

The Town of Rocky Mountain House and County of Clearwater share the capital and operating costs of recreation 50/50. On average, people in Rocky Mountain House pay approximately \$173.87 per capita per year in municipal taxes for Recreation and Parks Services. The amount you pay may be more or less, but \$173.87 is the average. How much additional would you be willing to pay through municipal taxation for Recreation & Community Services per person per year in the future?

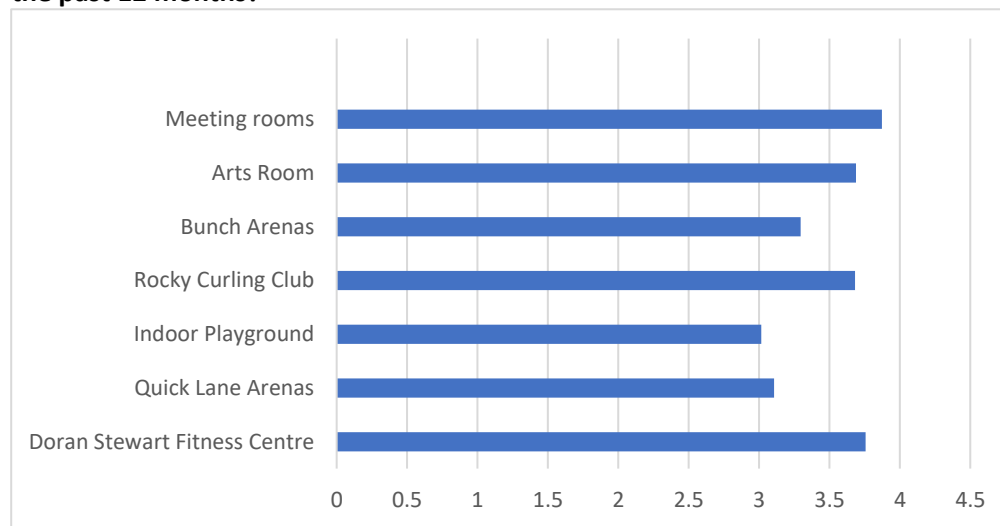


**SATISFACTION OF FACILITIES**

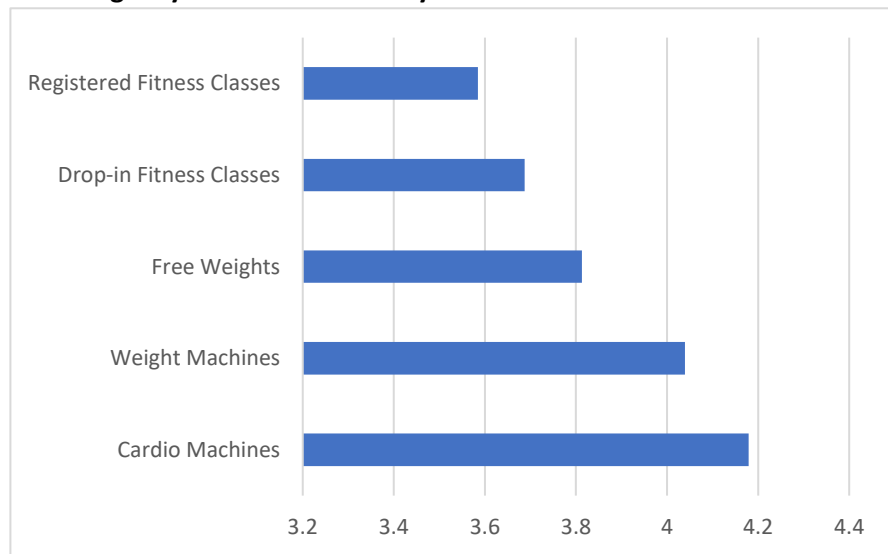
**What is your overall satisfaction with the following facilities:**



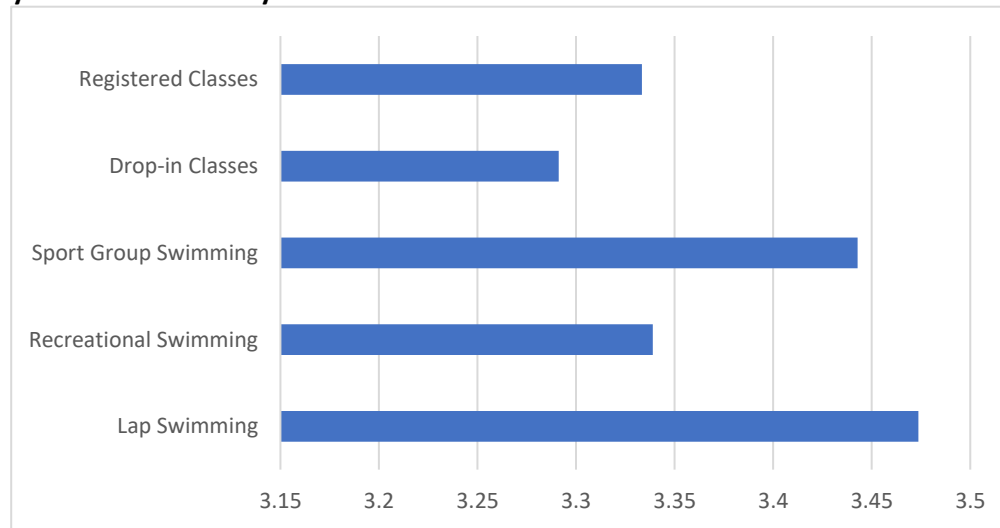
**Have you or your household used the Christenson Sports & Wellness Centre in the past 12 months?**



**When you go to the Doran Stewart Fitness Centre which of the following do you use and what is your satisfaction:**

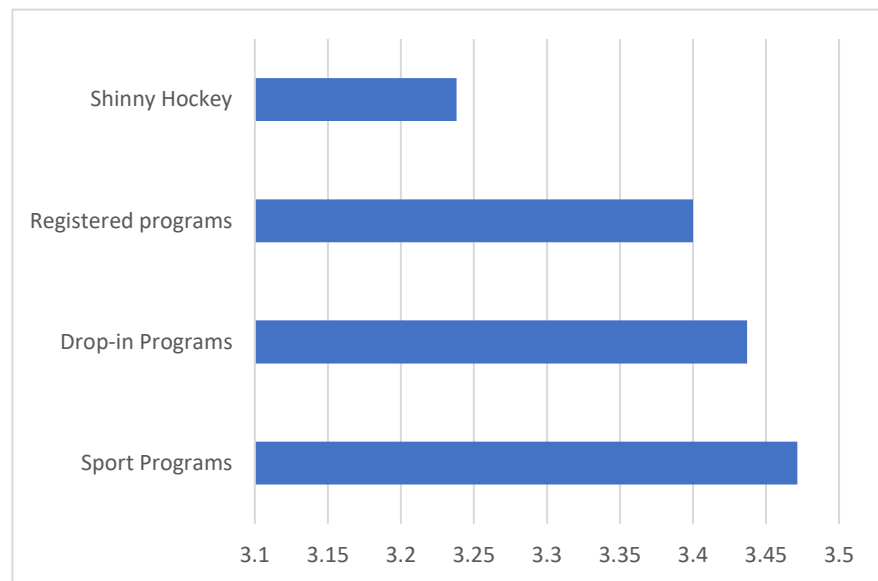


**When you go to the Credit Union Co-op Aquatic Centre which of the following do you use and what is your satisfaction:**

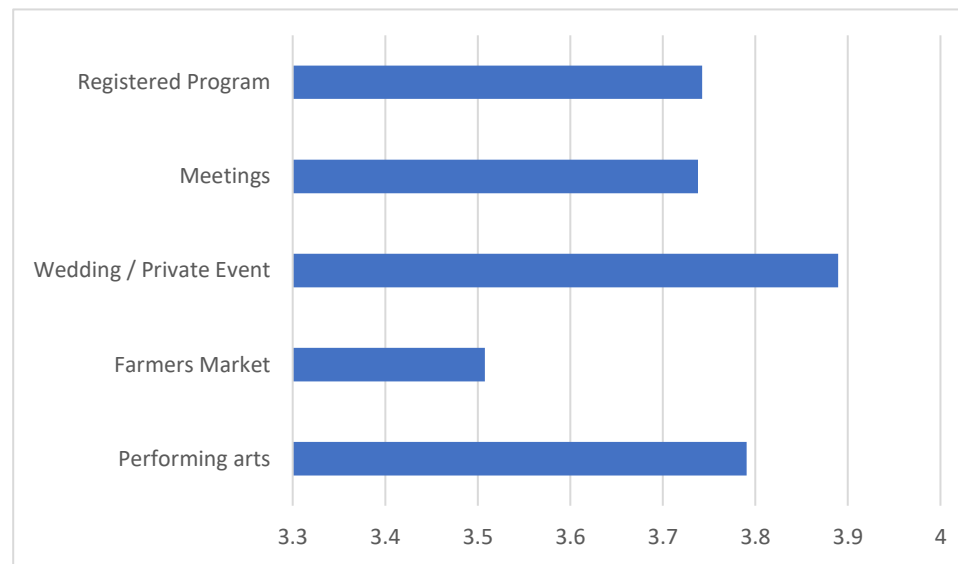




**When you go to the Bunch and Quick Lane Arenas which of the following do you use and what is your satisfaction:**



**When you go to the Lou Soppit Community Centre which of the following do you use and what is your satisfaction:**



***The overall satisfaction of facilities, when utilized, is fair to good. It appears outdoor facilities have a higher satisfaction rating than indoor.***



STAKEHOLDER SURVEY

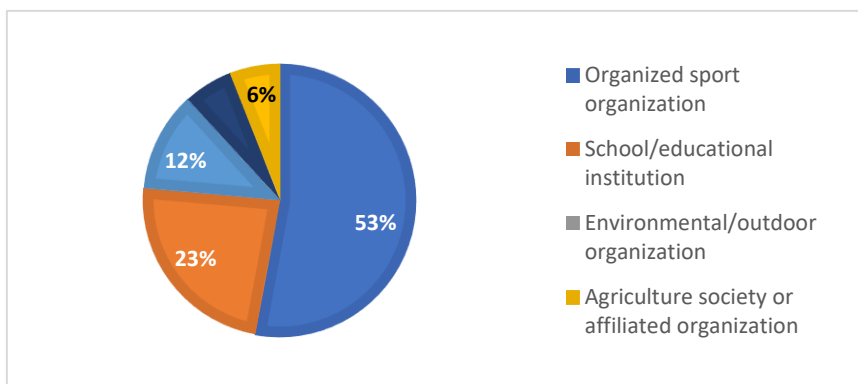
As part of the first phase of the 2017 Rocky Mountain House Region Recreation Master Plan community engagement strategy, an online stakeholder survey was created. A total of 73 recreation stakeholders were requested, by email, to participate in the survey. The survey received over 20 responses mostly from organized sport organization.

The over 20 online surveys were collected, between April 10-30, which produced an overview for the Town of Rocky Mountain House. The goals of the survey were:

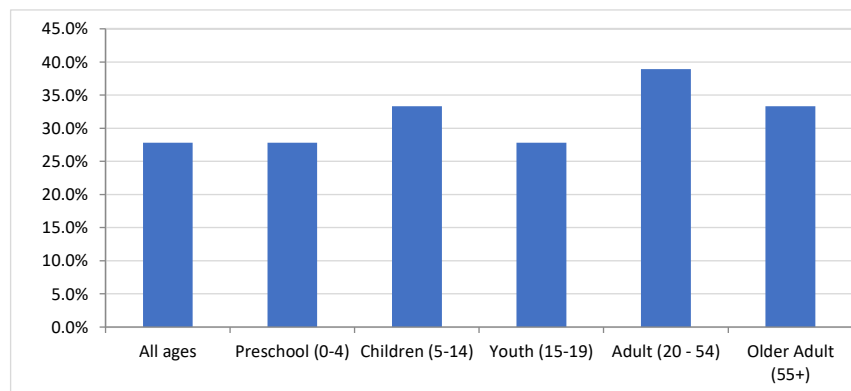
1. Gather information regarding the profile of the recreation stakeholder;
2. Understand the trends and needs of the stakeholder; and
3. Provide an overview of satisfaction of the town's recreation facilities.

## Profile of Stakeholder Respondents

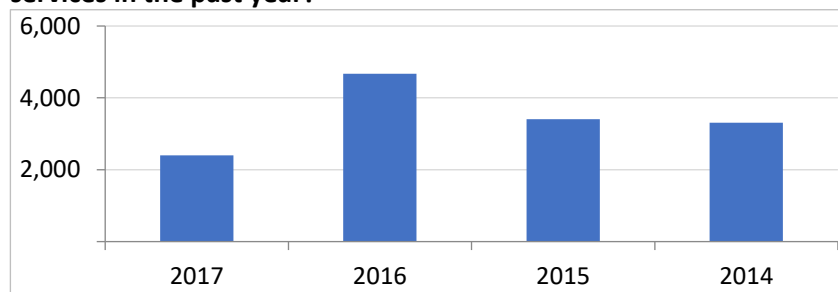
Organization type:



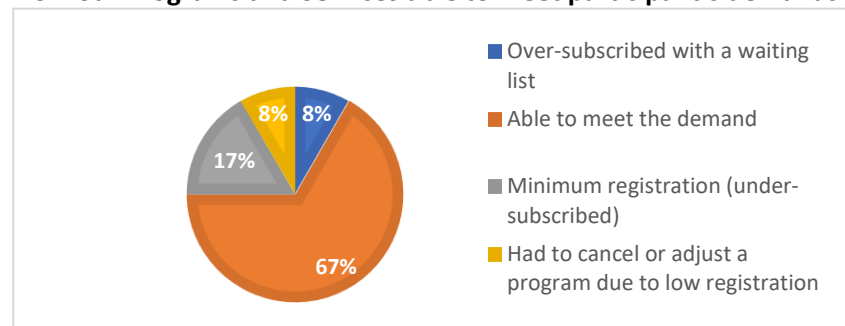
Age of groups that Organization serves:



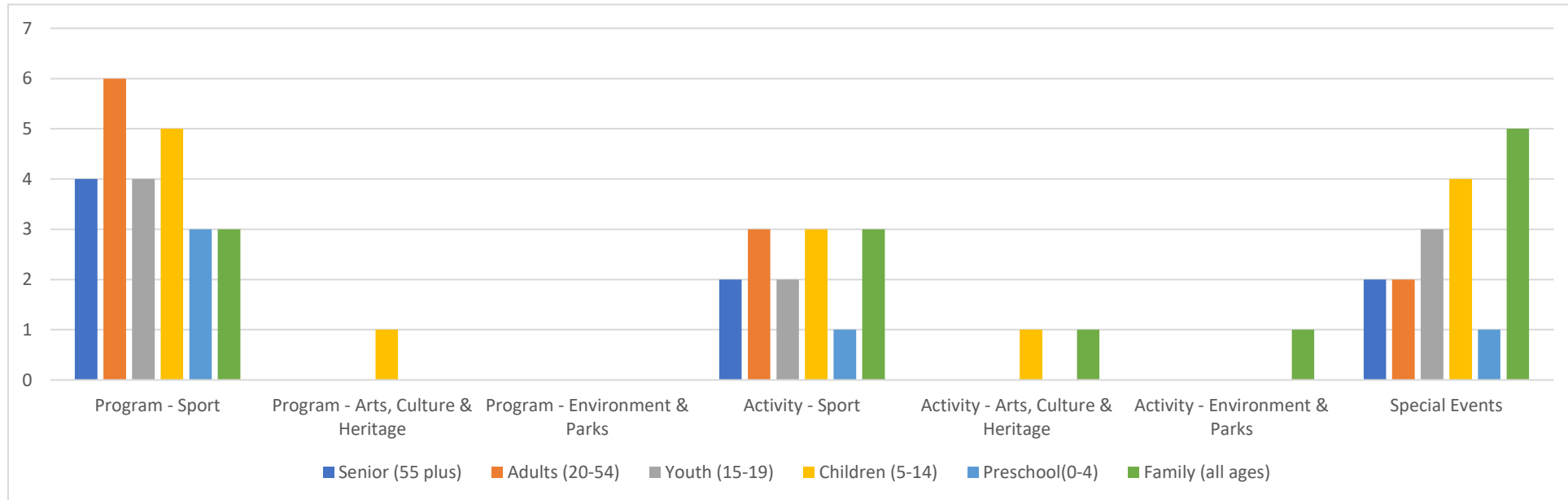
How many people participated in your organization's programs and services in the past year?



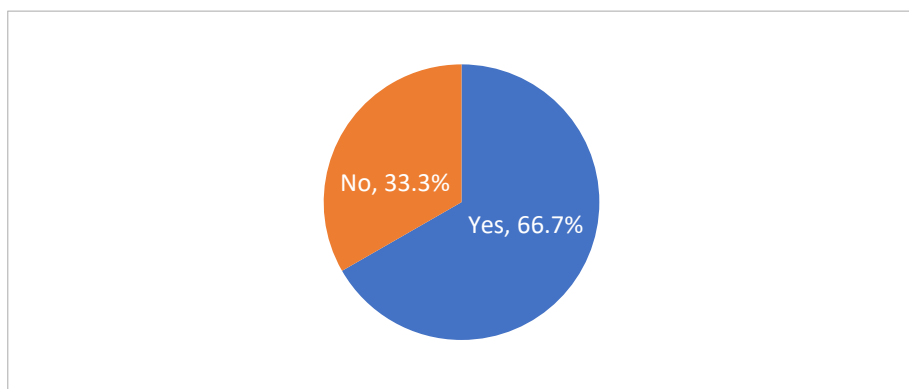
How our Programs and Services able to meet participant's demands:



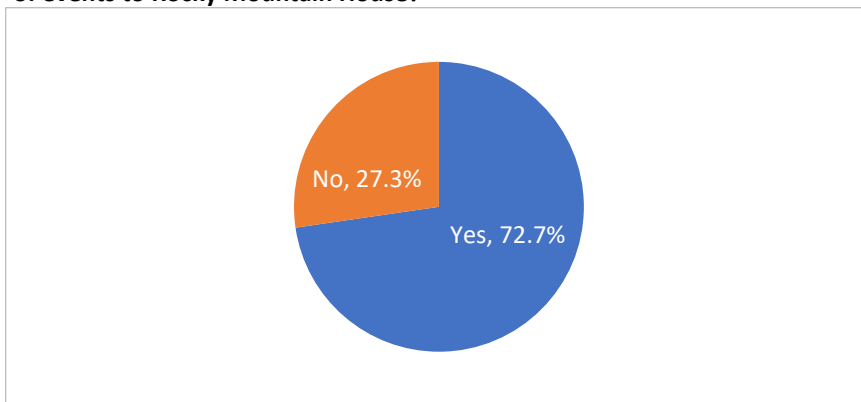
**Types of programs organization offers:**



**Does your organization travel outside of the Town of Rocky Mountain House to attend larger events, tournaments, conferences?**



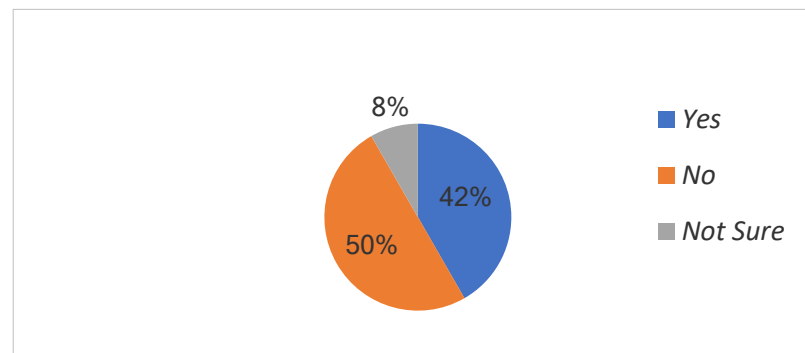
**Do you think there would be value in investing in bringing in more of these types of events to Rocky Mountain House?**



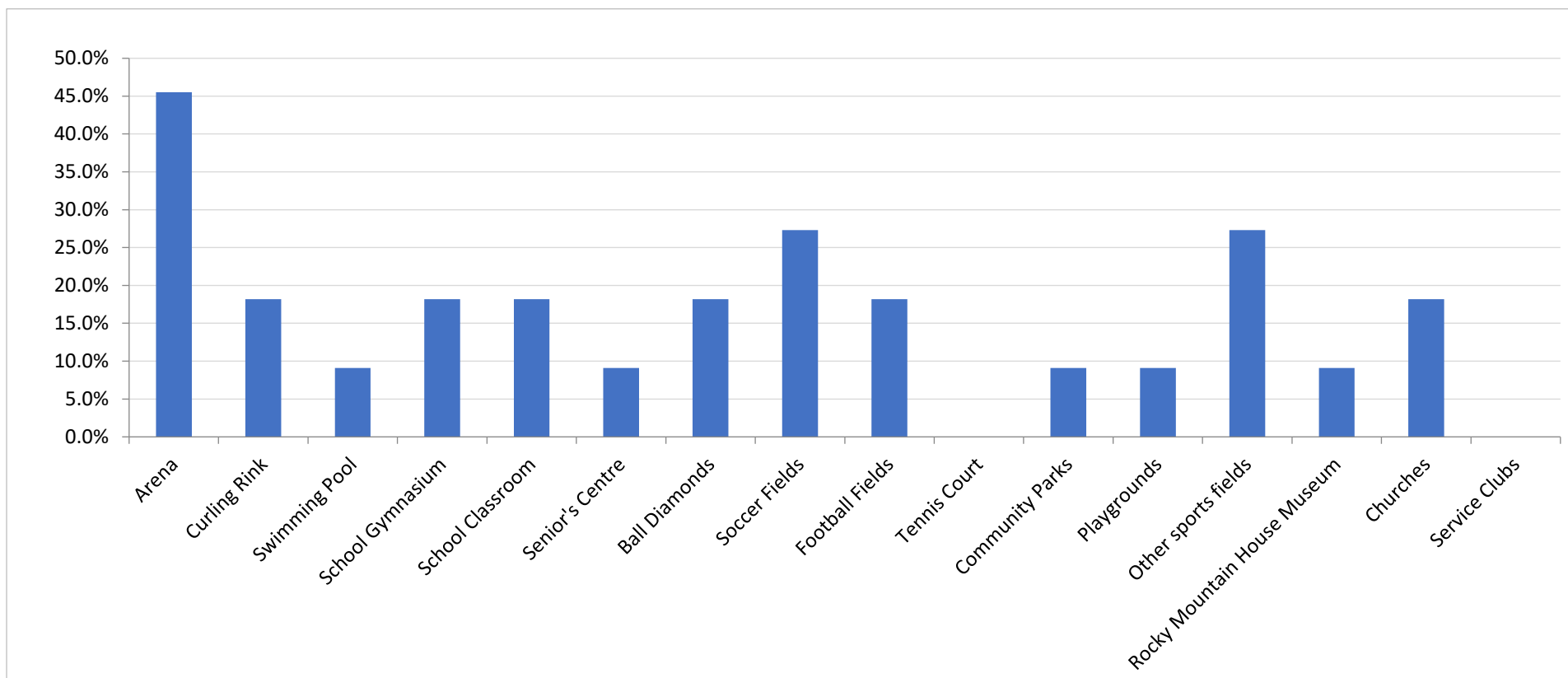
**Facilities used for programs or services:**



**Does your organization make use of facilities outside of Rocky Mountain House?**



What facilities does your organization use to run programs, activities or events:







STUDENT SURVEY



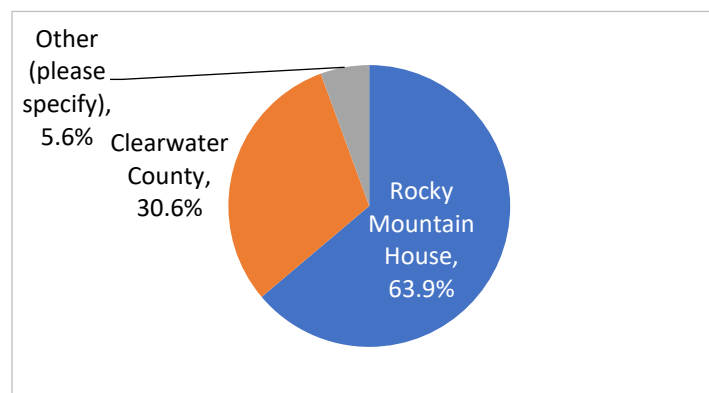
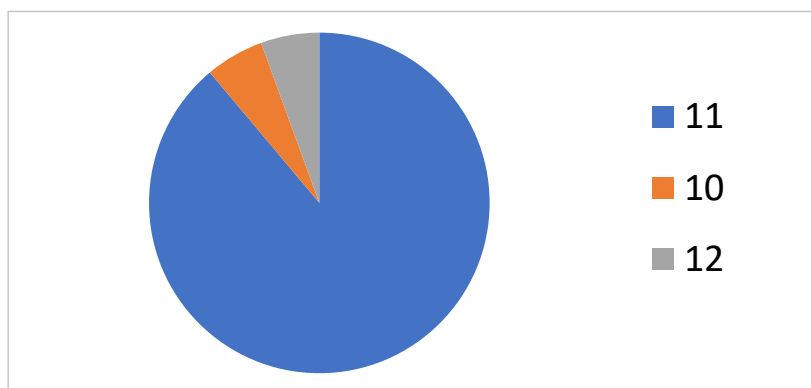
Rocky Mountain House Region Top Line Survey Report- Student Survey

As part of the first phase of the 2017 Rocky Mountain House Region Recreation Master Plan community engagement strategy, an online student survey was created. Four schools were requested to participate in the survey. The goal was to get a cross section of public and separate school children in junior high and high school. The survey received over 30 responses from mostly grade 11 students.

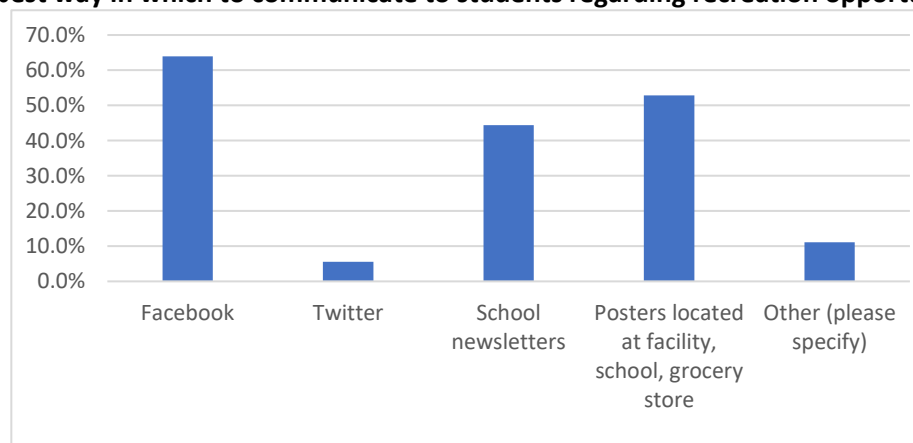
The over 30 online surveys were collected, between April 10-30, which produced an overview for the Town of Rocky Mountain House. The goals of the survey were:

4. Gather information regarding the profile of survey respondents;
5. Develop an understanding of how students perceive recreation and how they recreate; and
6. Provide an overview of satisfaction of the town’s recreation programs and services.

Student Survey Respondents:

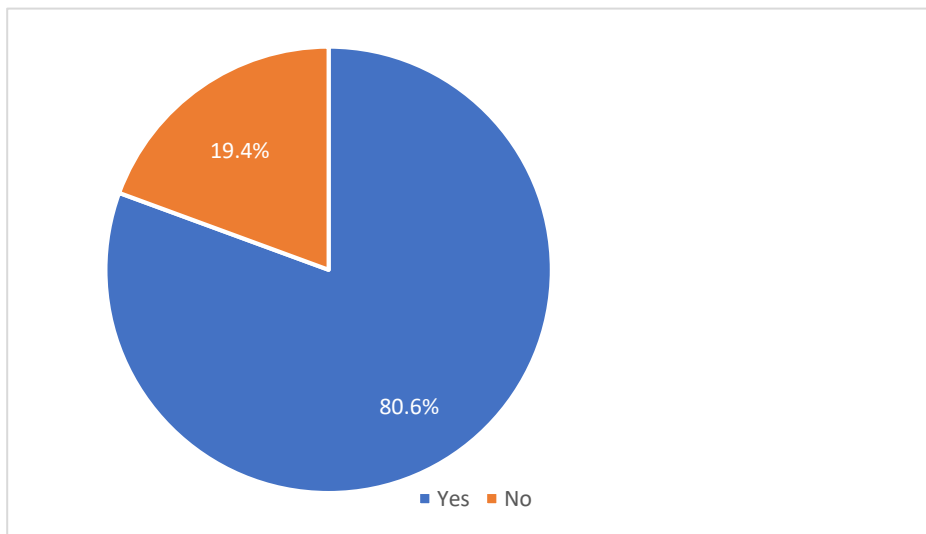


The best way in which to communicate to students regarding recreation opportunities:

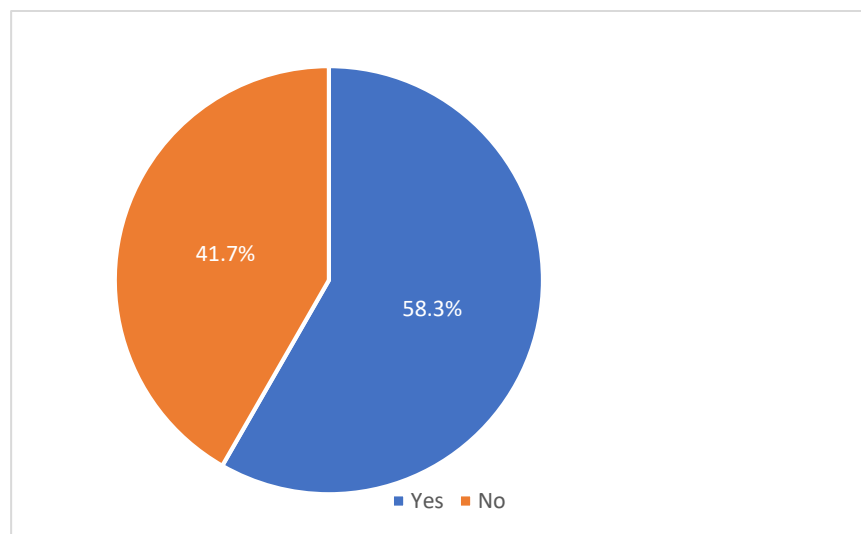


What recreation facilities students have visited:

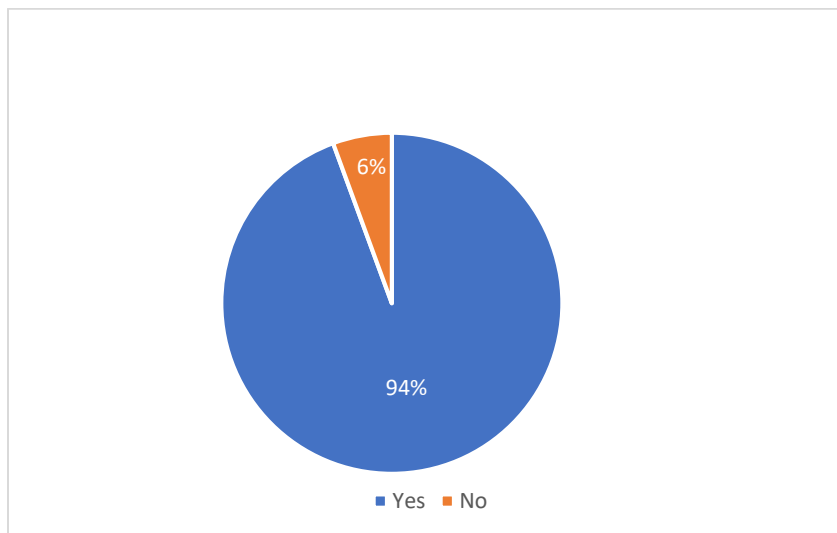
Visited Lou Soppit Community Centre:



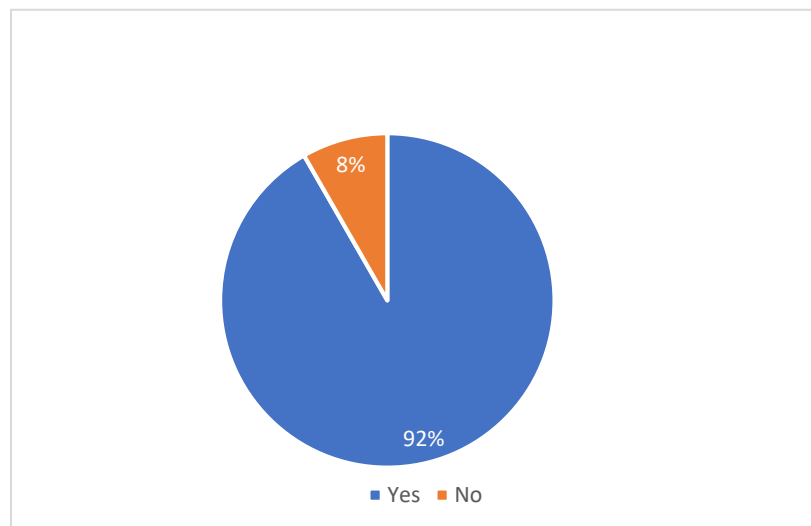
Visited Skateboard Park:



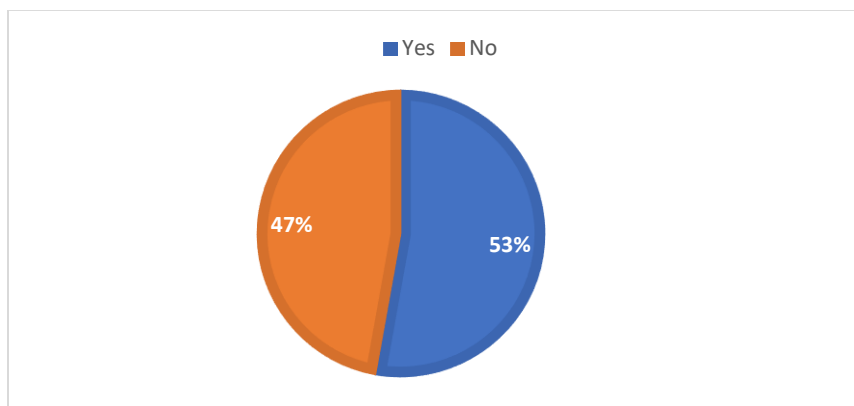
**Do you like being outside:**



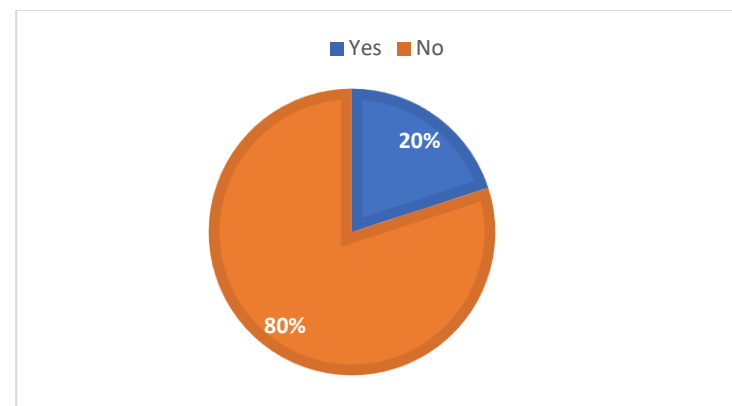
**Importance of outdoor spaces:**



**Do you play a registered sport:**

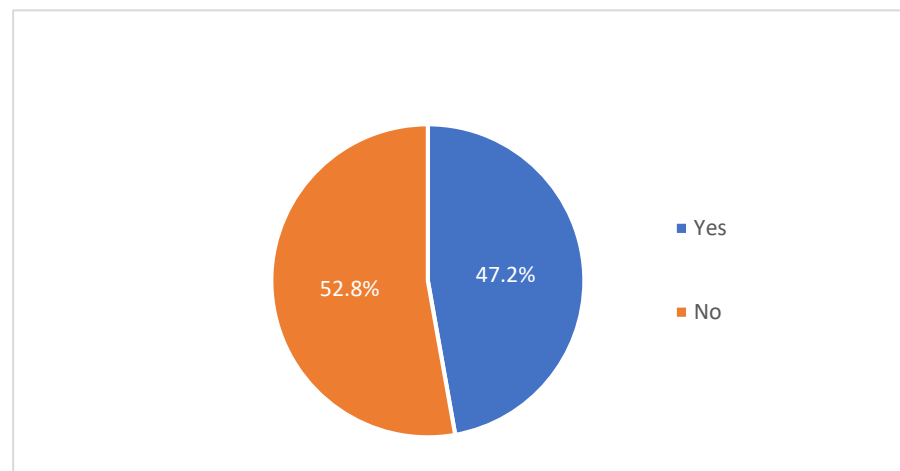
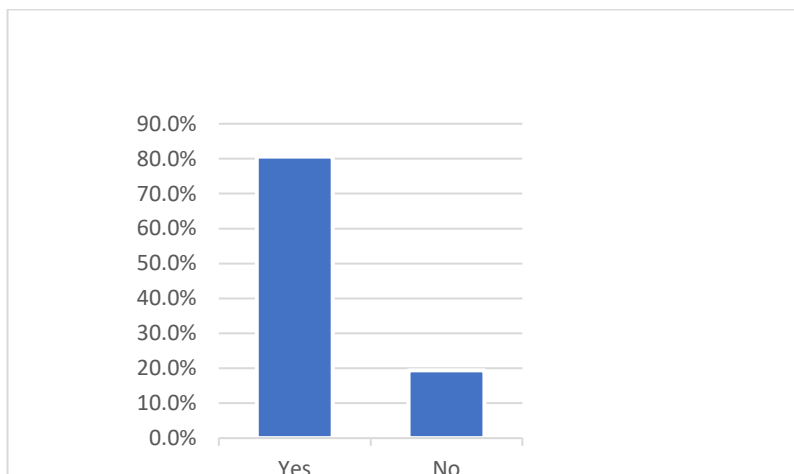


**Do you want to play professionally:**

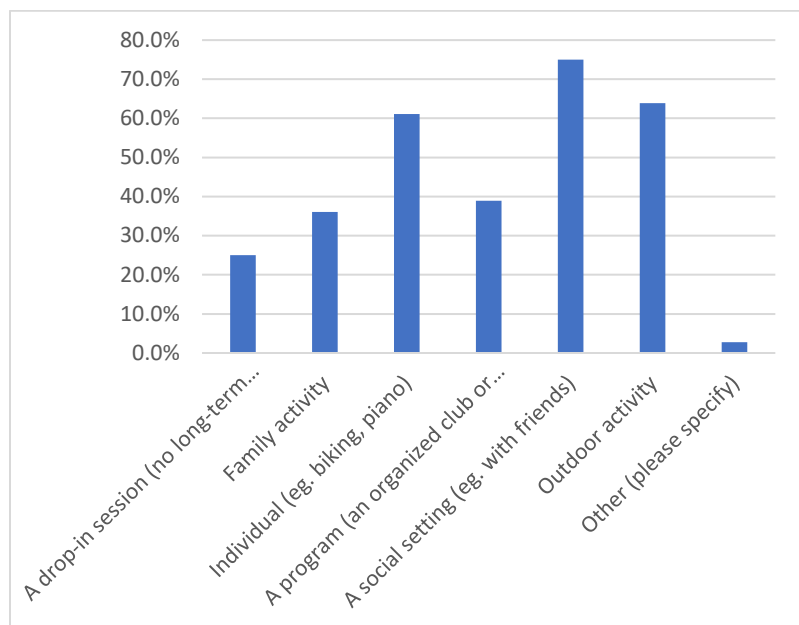


Have you ever attended another sporting event or travelled outside of Rocky Mountain House for sporting events?

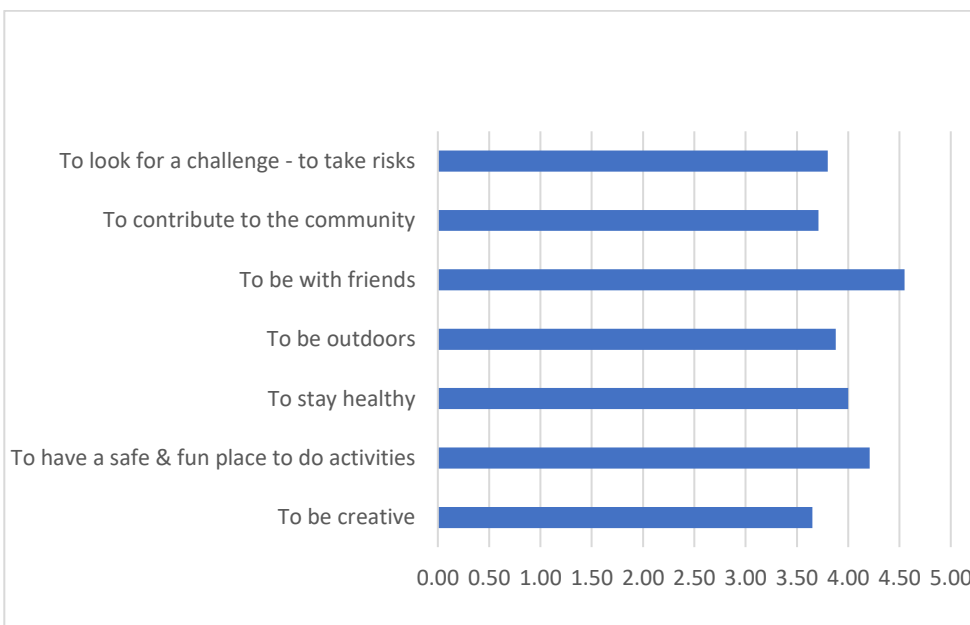
Do you participate in any after school or weekend activities other than sports?

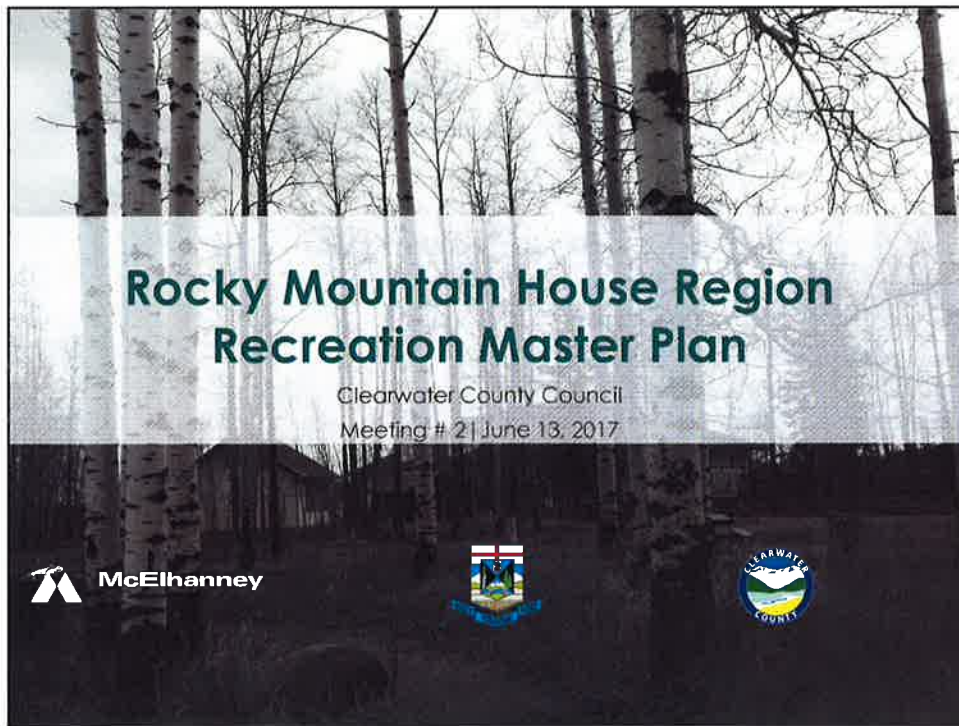


**What are your favorite recreational activities:**





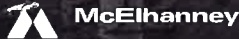
**What are your the goals of when you participate in recreation:**





# Rocky Mountain House Region Recreation Master Plan

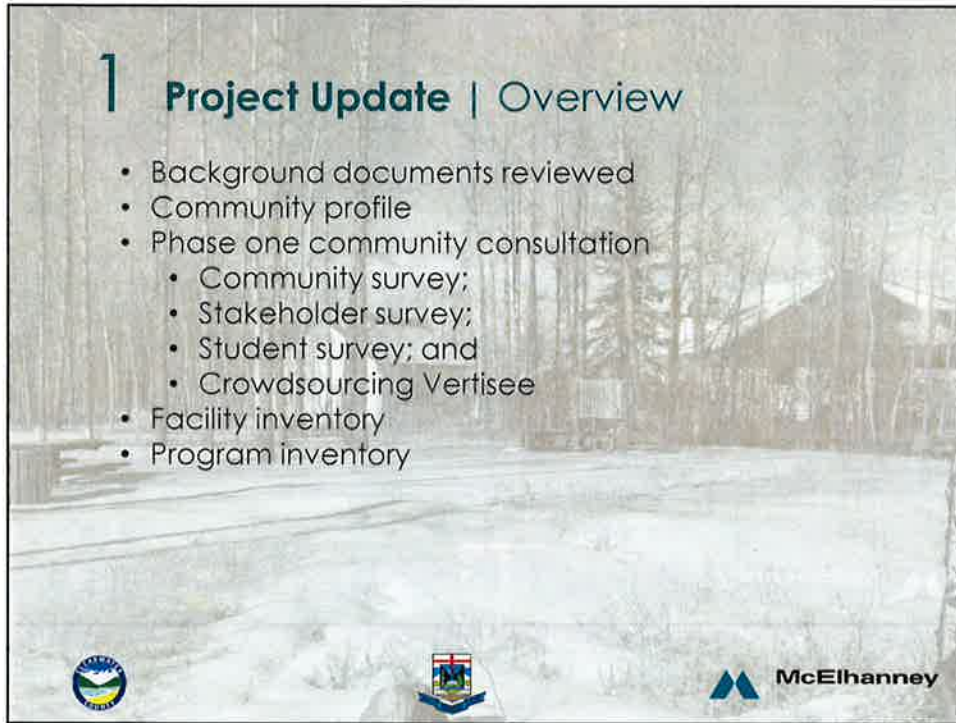
Clearwater County Council  
Meeting # 2 | June 13, 2017



## Agenda

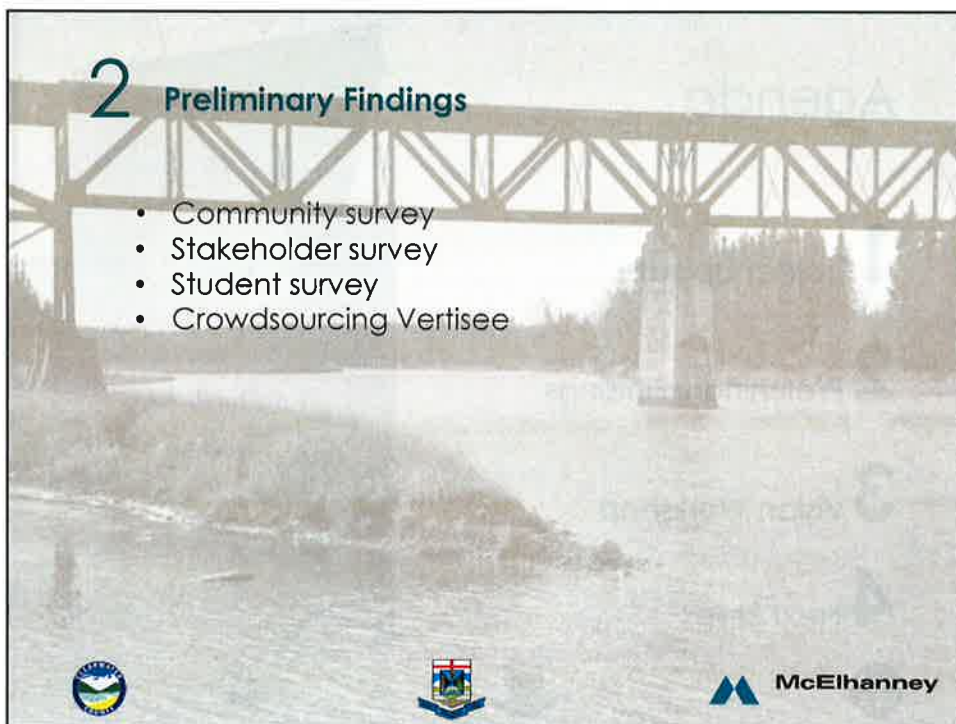



- 1 Project Update
- 2 Preliminary Findings
- 3 Vision Workshop
- 4 Next Steps








# 1 Project Update | Overview

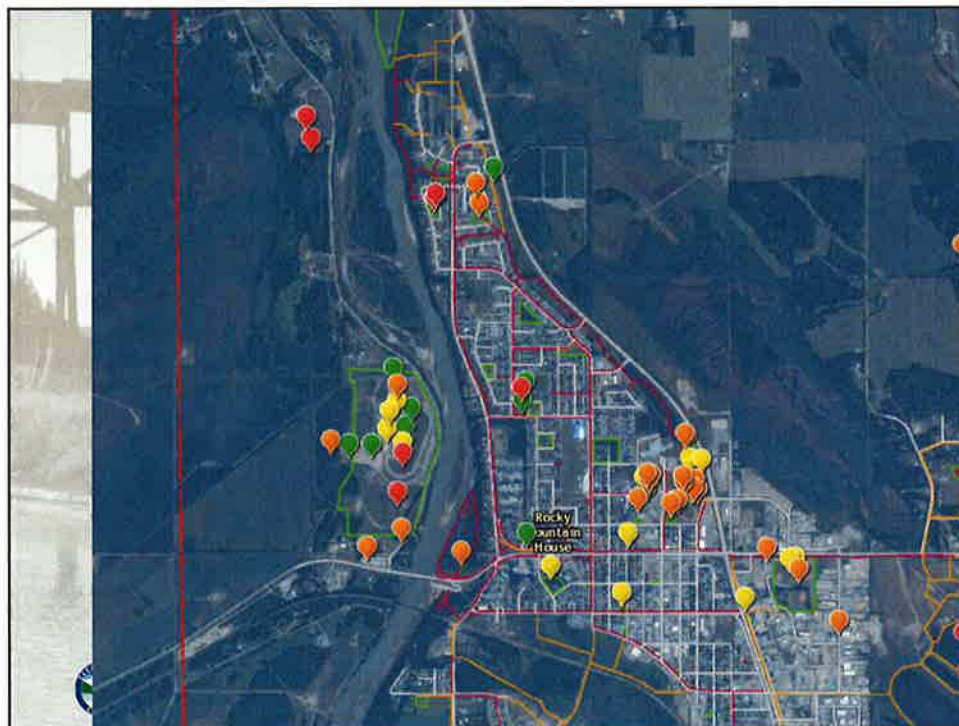
- Background documents reviewed
- Community profile
- Phase one community consultation
  - Community survey;
  - Stakeholder survey;
  - Student survey; and
  - Crowdsourcing Vertisee
- Facility inventory
- Program inventory



# 2 Preliminary Findings

- Community survey
- Stakeholder survey
- Student survey
- Crowdsourcing Vertisee





### 3 Vision

- Definition of Recreation and Parks
  - Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.
- Vision for Recreation in Canada
  - We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:
    - Individual wellbeing
    - Community wellbeing
    - The wellbeing of our natural and built environments

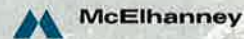
-Source: A Framework for Recreation in Canada





### 3 Vision

- Rocky Mountain House and Clearwater County Vision 2027/37
  - *The Rocky Mountain House/Clearwater County Recreation Area has some of the highest participation rates in the province. Our accessible indoor and outdoor facilities, remove barriers to participation that allows everyone to get involved. Over the years, the area grew to become a destination for outdoor recreation, sport tourism and special events that are recognized at the National and Provincial level in Canada supported by our amazing facilities. Our volunteer base grew to exceed national standards, with Millennials becoming the backbone of the volunteer system through an award-winning mentoring program. Our multi-model (walking/hiking, biking, ATV, equestrian) trail system is a provincial destination attraction featuring an integrated system within the Town and reaching out into Clearwater County and beyond. Residents strongly support the investment in Recreation as they understand the social, economic and health benefits of doing so.*



### 4 Next Steps

- June 20, 2017 – Town Council Presentation of Preliminary Report
- June 20, 2017 – Open House May 16, 2017
  - 5:30pm – 8:30pm
  - Subway room-Christenson Sports & Wellness Centre
- June 27, 2017 – County Council Presentation of Preliminary Report
- July 5, 2017 – Final Presentation Recreation, Parks and Community Services Board Draft Report
- August/Early September– Final Council Meeting





## AGENDA ITEM

<b>PROJECT:</b> Nordegg Community Association Lease Agreement		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> Community and Protective Services	<b>WRITTEN BY:</b> Whitney Wedman	<b>REVIEWED BY:</b> Ted Hickey/Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> Managing Our Growth	<b>PRIORITY AREA:</b> 1.2 Build a sense of community through an engaging range of facilities and shared open spaces.	<b>STRATEGIES:</b> 1.2.4 Support community hall and community outdoor areas' sustainability with administrative assistance for grant applications and provision of capital grants for community halls, as a funder of last resort.
<b>ATTACHMENT(S):</b> 1) Initial email request from the Nordegg Community Association 2) Lease Agreement		
<b>RECOMMENDATION:</b> That Council approves the 20-year Lease Agreement between the Nordegg Community Association and Clearwater County.		

### BACKGROUND:

The Nordegg Community Hall has been established in Clearwater County since 1986. The land is currently owned/titled to Clearwater County. The Nordegg Community Association has forwarded a request to have a lease created between the County and the Community Hall Association. The Community Hall Association requires this documentation in order to explore new fundraising avenues. It is recommended by staff that Council approve a twenty year lease between Clearwater County and the Nordegg Community Association.

Hi Amanda,

I am the Treasurer of the Nordegg Community Association, and am in the process of applying for a *Community Event Liquor Licence* for Nordegg Days which we are holding August 5 and 6. Last year we just went with a simple private resale liquor licence, so needed to ensure only "invited members and guests" attended. This year we are trying to reach more people, including campers and folks coming out from Rocky Mountain House.

One of the items that the AGLC requires is a **Lease, Rental Agreement or Certificate of Title** for the event site, which will be held at the Community Hall. The information I have is that the hall is on County land, and the plan and lot is in the County name. I have nothing to show we rent, or are grandfathered, or own the building etc etc.

Is there a document you can send to me that will confirm that we have the use of the hall and surrounding area for the event? No one seems to know details of ownership here. I have blueprints from 1984 and documents showing the build of the hall back then, but no title documents, long term lease etc etc.

Any help you can give is greatly appreciated. I need to have the application in to AGLC within the next two weeks.

Thanks again,

Florrie Huckle  
[ Treasurer  
Nordegg Community Association ]

## LEASE AGREEMENT

THIS LEASE AGREEMENT made effective the \_\_\_\_ day of \_\_\_\_\_, 2017.

**BETWEEN:**

**CLEARWATER COUNTY**

Box 550  
4340 47 Avenue  
Rocky Mountain House, Alberta T4T 1A4  
(hereinafter referred to as the "Lessor")

OF THE FIRST PART

-and-

**NORDEGG COMMUNITY ASSOCIATION**

Box 98  
Nordegg, Alberta T0M 2H0  
(hereinafter referred to as the "Lessee")

OF THE SECOND PART

**WHEREAS:**

A. The Lessor is the registered owner of the following lands legally described as:

PLAN 9525023

LOT 1

CONTAINING 742.00 HECTARES (1834.51 ACRES) MORE OR LESS

EXCEPTING THEREOUT:                      HECTARES                      (ACRES) MORE OR LESS

A) PLAN 3222PX - ROAD	20.80	51.40
B) PLAN 8322622 - ROAD	2.546	6.29
C) PLAN 9022545 - SUBDIVISION	2.380	5.88
D) PLAN 9620915 - SUBDIVISION	3.76	9.29
E) PLAN 9720915 - SUBDIVISION	26.467	65.40
F) PLAN 9720317 - ROAD	1.96	4.84
G) PLAN 9722811 - SUBDIVISION	21.17	52.31
H) PLAN 9824119 - SUBDIVISION	1.11	2.74
I) PLAN 9824705 - SUBDIVISION	22.38	55.30

J) PLAN 9920108 – SUBDIVISION	0.182	0.45
K) PLAN 0320614 – SUBDIVISION	11.51	28.44
L) PLAN 0424693 – SUBDIVISION	21.56	53.28
M) PLAN 0623817 – SUBDIVISION	57.37	141.76
N) PLAN 0627988 – SUBDIVISION	11.69	28.89
O) PLAN 1123092 – SUBDIVISION	44.36	109.62
P) PLAN 1124526 – SUBDIVISION	1.59	3.93
Q) PLAN 1320476 – SUBDIVISION	3.76	9.29
R) PLAN 1323535 – SUBDIVISION	4.10	10.13

EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME  
(the “Lands”)

- B. The Lessee has constructed a community hall, a 36’ x 18.6’ shed, a multipurpose concrete area, and a stage.
- C. The Lessee wishes to lease the Lands in accordance with the terms and conditions contained herein.

**NOW THEREFORE IN CONSIDERATION** of the sum of TEN (\$10.00) DOLLARS paid per annum by the Lessee to the Lessor, the receipt of which sum is hereby acknowledged by the Lessor, and the covenants and agreements herein contained, the parties agree as follows:

### DEFINITIONS

- 1.0 In this Lease, the following words shall be defined as follows:
- (a) “Commencement Date” means the \_\_\_\_\_ day of \_\_\_\_\_, 2017, unless otherwise agreed to in writing by the parties;
- (b) “Goods and Services Tax” means the Goods and Services Tax payable by the Lessee to the Lessor pursuant to the Excise Tax Act, subject to Section 2.0 of this Lease;
- (c) “Lands” means all that portion of the Leased Premises containing 1.842 hectares (4.55 acres) more or less, located at SW 34-40-15 W5 and SE 34-40-15 W5 as shown in red on Schedule “B”, attached to this Lease;
- (d) “Hazardous Substances” means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, without restricting the generality of the foregoing, urea formaldehyde, asbestos, hydrocarbons, petroleum products, PCB transformers and those elements, materials, substances or compounds which are

regulated by federal, provincial or local statute, law, ordinance, code, rule, regulation, order or decree including, but not limited to, the Environmental Protection and Enhancement Act (Alberta), as amended from time to time, regulating, relating to or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous or potentially dangerous waste, substance or material of any kind or nature whatsoever;

- (e) “Lease” means this Lease Agreement, as amended from time to time in writing by Agreement between the Lessor and the Lessee;
- (f) “Permitted Use” means:
  - i) The operation and management of a community hall;
  - ii) Any required storage for the community hall;
  - iii) Play structures.
- (g) “Rent” means the rent payable by the Lessee pursuant to Section 1.7 of this Lease, together with any other sums, amounts, costs or charges as may be required to be paid by the Lessee to the Lessor pursuant to the terms of this Lease;
- (h) “Term” means the term of this Lease as set forth in Section 1.2 of this Lease.

### **Grant of Lease**

- 1.1 The Lessor hereby demises and leases to the Lessee, and the Lessee hereby leases from the Lessor, the Lands, subject to the terms and conditions of this Lease.

### **Term**

- 1.2 The Term of this Lease shall be for Twenty (20) years commencing on the Commencement Date, and expiring on the 31<sup>st</sup> day of January, 2037, subject always to the earlier termination or renewal of this Lease as provided in this Lease.

### **Renewal**

- 1.3 Provided the Lessee is not in default at the expiration of the Term and has never been in default of any of the terms of this Lease, the Lessee shall have the option to renew this Lease for an additional term agreed upon the time of renewal, upon the same terms and conditions as contained within this Lease.

- 1.4 The Lessee shall notify the Lessor of its intention to renew the Lease in writing no later than Sixty (60) Days prior to the expiration of the Term.

### **Use**

- 1.5 The Lessee may use the Lands for the Permitted Use in accordance with the applicable land use bylaw, as amended from time to time, and for no other purposes whatsoever unless expressly authorized in writing by the Lessor, which authorization may be unreasonably withheld. The Lessee agrees that the Lessee will not use or occupy the Lands or permit the Lands to be used or occupied for any illegal or unlawful purpose nor do or omit or permit to be done or omitted upon the Lands anything which may be or result in a nuisance.
- 1.6 The Lessee shall provide reasonable access to Clearwater County departments, employees, agent, contractor or business working on behalf of or as directed by Clearwater County to the Lands at any time during the term hereof.

### **Rent**

- 1.7 The Rent payable by the Lessee to the Lessor for the initial Term of this Lease shall be the sum of Ten (\$10.00) Dollars per year, payable on or before the annual anniversary of the Commencement Date in each and every year of the Term starting with the Commencement Date.
- 1.8 The Lessor and the Lessee hereby covenant and agree that for all purposes that this Lease shall be a net lease for the Lessor, and that save and except for as specifically set forth within this Lease, the Lessor shall not be responsible for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the Lands or any impositions, costs and expenses of every nature and kind relating to the Lands whether or not specifically provided for within this Lease. All such costs shall be the responsibility of the Lessee to pay promptly when due. To the extent that any such costs are paid by the Lessor, the Lessee shall reimburse the Lessor immediately upon demand, such sums being collectable in the same manner as rent.

### **Utilities, Expenses, Operating Costs**

- 1.9 The Lessee shall operate, maintain and manage the Lands and the Buildings in a manner consistent with the Permitted Use, in a safe, efficient, and good and workmanlike manner, in substantially the same manner as a prudent owner would operate, maintain and manage the Lands and Buildings, and shall take such action as appropriate to ensure that the Lands and Buildings are properly and adequately supervised including, without limiting the generality of the foregoing, the Lessee shall:
  - a) Undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Buildings as a prudent owner would in similar circumstances;

- b) Promptly pay when due (subject to a bona fide contesting of the validity of the said costs) any and all charges, impositions, costs and expenses of every nature and kind relating to the Buildings and the maintenance, operation, cleaning, and repair of the Buildings including, without restriction, all costs relating to cleaning the interior and exterior portion of the Buildings, window cleaning, garbage disposal, and repairing damaged components of the Buildings;
- c) Not cause or suffer or permit any Hazardous Substances to be improperly stored or released in or upon the Buildings, or discharged into the Buildings or into any driveways, ditches, water courses, culverts, drains or sewers in or adjacent to the Buildings (specifically excluding any Hazardous Substances which may exist within or upon the Lands as of the Commencement Date);
- d) Not do, omit to do, permit to be done, or omit to permit to be done, any act or thing which may render void or voidable or conflict with the requirements of any policy or policies of insurance, including any regulations of fire insurance underwriters applicable to such policy or policies, under which the Buildings or the contents of the Buildings are insured;
- e) Promptly perform all snow removal, dust abatement, erosion protection, seeding, grassing, weed control and routine yard maintenance required upon the Lands, unless otherwise agreed/arranged with Clearwater County; and
- f) Maintain (including, without limitation, the performance of regular and periodic servicing, maintenance and inspections) in good operating condition and to the reasonable satisfaction of the Lessor, all structural components and roofs comprising the Buildings in accordance with the standards established from time to time by applicable land use bylaws and safety codes requirements.



**Alterations, Additions and Improvements**

- 2.0 The Lessee is not entitled to make alterations, additions or improvements to the Lands whether structural or non-structural without prior written approval from the Lessor and a development permit.
- 2.1 The existing improvements, identified as:
- (a) Community Hall;
  - (b) Multipurpose Concrete Area;
  - (c) 36' x 18.6' shed; and
  - (c) Stage

which are located on and/or encroach upon the Lands may remain on the Lands during the term of this Lease.

**Insurance**

- 2.3 The Lessee, at its sole cost and expense, take out and keep in full force and effect, or cause its agent to take out and keep in full force and effect, the following insurance:
- a. comprehensive general liability insurance with inclusive limits of not less than \$2,000,000.00; and
  - b. any other form of insurance as the Lessor may reasonably require from time to time.
- 2.4 On the comprehensive general liability policy of insurance listed above, the Lessor shall be named as an additional insured and such insurance shall include coverage for participant liability.
- 2.5 The Lessee shall forthwith provide a copy of the certificates of insurance per annum for the aforementioned policies to the Lessor.
- 2.6 All insurance policies shall include a provision whereby the insurance provider will notify both parties hereto thirty (30) days in advance of any material change to, cancellation or termination of the insurance policies listed above.
- 2.7 Each of the parties hereto shall indemnify and save harmless the other party hereto for any damages, losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their

respective employees, servants or agents which may occur in the performance, purported performance, or non-performance of their respective obligations under this Lease, provided that such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants or agents are at fault or otherwise held responsible in law. This indemnification shall survive the termination of this Lease.

## Termination

- 2.8 Each party has the right to terminate this Lease of the Term upon Sixty (60) days' written notice to the other party or upon mutual Lease hereto.
- 2.9 Upon the expiration or earlier termination of this Lease, the Lessee shall immediately quit and surrender possession of the Lands in substantially the condition in which the Lessee is required to maintain the Lands excepting only reasonable wear and tear. Upon such surrender, all right, title, interest and obligations of the Lessee in the Lands shall cease.
- 3.0 i. Upon the termination of the rights and privileges granted to the Lessee pursuant to the terms of this Lease, the Lessee shall:
- (a) Remove the Buildings from the Lands; and
  - (b) Attend to the repair and reclamation of the Lands to the reasonable satisfaction of the Lessor.
- ii. The Lessee's obligations under Section 3.1 shall survive the termination of this Lease for any reason whatsoever, and shall remain binding upon the Lessee until all such obligations are satisfied in full.
- 3.1 i. Should the Lessee be in default of any term, covenant or condition herein contained, the Lessor shall have the option to terminate this Lease on Thirty (30) Days' prior written notice to the Lessee, provided such default has not been rectified by the Lessee within said 30 day notice period.
- ii. In addition to the rights and remedies afforded to the Lessor hereunder, should the Lessee be in default of any term, covenant or condition herein contained, the Lessor shall have the right (but not the obligation), without notice, to rectify such default on behalf of the Lessee, and all cost, expenses and outlays whatsoever incurred by the Lessor in rectifying such default shall be payable by the Lessee on demand. The obligation of the Lessee under this Section shall survive the termination of this Lease for any reason whatsoever, and shall

remain binding upon the Lessee until all such obligations are satisfied in full.

### **Dispute**

- 3.2 If any dispute arises between the parties hereto with respect to any of the provisions of this Lease which cannot be resolved by mutual agreement between the parties hereto, the parties shall submit to Alberta Dispute Resolution Services, which if unsuccessful through mediation both parties shall submit to Judicial Dispute Resolution through arbitration in Alberta Provincial Court. Each party shall bear its own costs related to mediation and or arbitration.

### **Notices**

- 3.3 All notices to be given in relation to this Lease, as well as all requests for prior written consent required under this Lease, may be hand delivered or sent by prepaid courier or registered mail addressed to the parties as follows:
- a) To the Lessor at the address for service as described on the certificate of title to the Lands from time-to-time;
  - b) To the Lessee at the address for service as described on the certificate of title to the Adjacent Lands from time-to-time;
- Or at such other address, in either case, as the Lessor or the Lessee respectively may from time-to-time appoint in writing. Any notice sent in accordance with this Section shall be deemed to be given to and received by the addressee Seven (7) Days after the mailing thereof, postage prepaid, save and except for periods of postal interruption, in which case all notices required herein shall be sent by pre-paid courier or hand delivered and shall be deemed to have been received upon delivery thereof.

### **Other**

- 3.4 This Lease is not assignable by either party hereto without the prior written consent of the other party hereto.
- 3.5 This Lease may be amended by mutual written consent of the parties hereto.
- 3.6 This Lease is binding and shall enure to the benefit of the parties hereto and their successors and permitted assigns.
- 3.7 The parties hereto acknowledge and agree that this Lease does not create and shall not be construed as creating any relationship of agency, partnership or joint venture between the parties hereto. The parties hereto enter this Lease as, and shall remain, independent parties.

- 3.8 If any term, covenant or condition of this Lease, or the application thereof to any person or circumstance, is to any extent held or rendered invalid, unenforceable or illegal, then that term, covenant or condition: (i) is deemed to be independent of the remainder of this Lease and to severable and divisible therefrom, and its invalidity, unenforceability or illegality does not affect, impair or invalidate the remainder to the Lease or any part thereof; and (ii) continues to be applicable to and enforceable to the fullest extent permitted by law against any person and circumstances other than those as to which it has been held or rendered invalid, unenforceable or illegal.
- 3.9 This Lease sets forth all covenants, promises, representations, agreement, conditions and understanding between the Lessor and the Lessee concerning the lands and there are no other covenants, promises, representations, agreements, conditions, or understandings, either oral or written, between them. No alteration or amendment to this Lease will be binding upon the Lessor or the Lessee unless in writing and signed by the Lessor and the Lessee.
- 4.0 This Lease shall be construed in accordance with and governed by the laws of the Province of Alberta.
- 4.1 The Lessee's obligations contained within this Lease shall survive the expiration or termination of this Lease for any reason whatsoever until satisfied in full, and shall not be merged upon the execution of any other documentation by the parties.
- 4.2 Notwithstanding anything contained herein, time shall in every respect be of the essence.
- 4.3 The parties hereby acknowledge and confirm that each was advised by the other to obtain independent legal or other professional advice, and that each has had an opportunity to read, review and understand the nature and effect of the provisions of this Lease prior by executing this Lease. Each hereby confirms that it has had the opportunity to seek independent legal or professional advice prior to executing this Lease and has either:
- (a) Obtained such legal or other professional advice; or

(b) Waived the right to obtain such independent legal or other professional advice.

IN WITNESS WHEREOF the parties have executed this Lease under their hands and seals, or under the hands of its duly authorized signing officers and under its corporate seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CLEARWATER COUNTY**

\_\_\_\_\_  
Ron Leaf, CAO

\_\_\_\_\_  
Patrick Alexander, Reeve

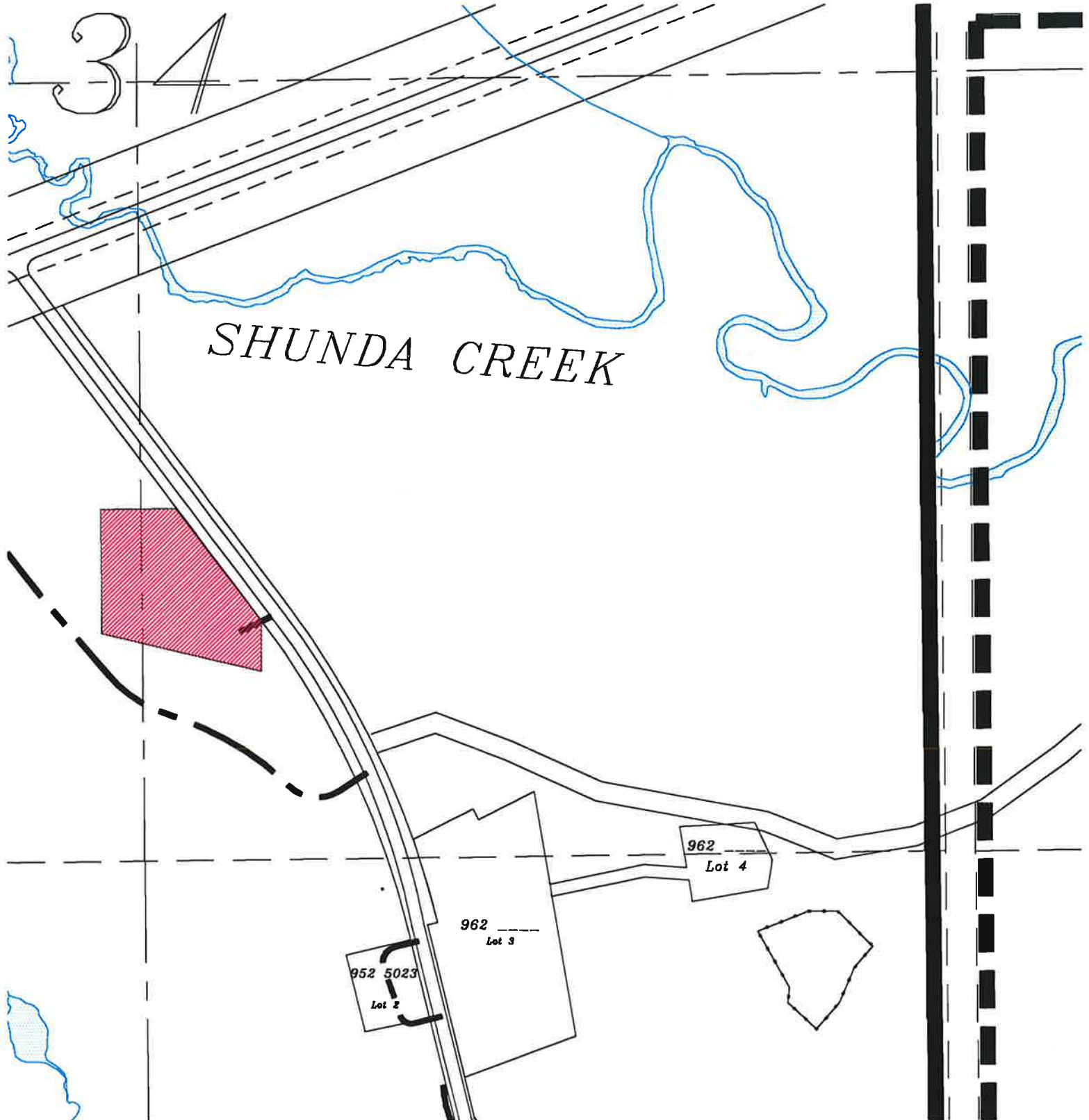
**NORDEGG COMMUNITY ASSOCIATION**

\_\_\_\_\_  
Wayne Carpenter  
For and on behalf of  
Nordegg Community Association

\_\_\_\_\_  
Witness

# Schedule B

(S 1/2 34-40-15-W5)





## AGENDA ITEM

<b>PROJECT: 2017 High School Graduation Ceremonies</b>		
<b>PRESENTATION DATE: June 13, 2017</b>		
<b>DEPARTMENT:</b> Community and Protective Services	<b>WRITTEN BY:</b> Whitney Wedman	<b>REVIEWED BY:</b> Ted Hickey/Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>RECOMMENDATION:</b> That Council indicates to staff which Council members will attend each graduation ceremony.		

### BACKGROUND:

On June 29<sup>th</sup> and 30<sup>th</sup>, all four high schools within Clearwater County are scheduled to have their 2017 graduation ceremonies

- Caroline School: June 29 at 10:00 A.M. at the school – a speech is required
- David Thompson High School: June 30<sup>th</sup> at 2:00 P.M. at the school – a speech is required and dinner is provided at 5:00 P.M.
- St. Dominic's High School: June 30<sup>th</sup> at 5:00 P.M. at the Lou Soppit Community Hall
- West Central High School: June 30<sup>th</sup> at 1:00 P.M. at the Christenson Sports and Wellness Centre Arena

In order for staff to confirm attendance with each school, staff is requesting that Council determine Councilor attendance at each of the ceremonies.



## AGENDA ITEM

<b>PROJECT: Clearwater County Chicken Bylaw 1020/17</b>		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Dustin Bisson	<b>REVIEWED BY:</b> Keith McCrae / Rick Emmons/ Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw:		
<b>STRATEGIC PLAN THEME:</b> #1 - Managing our Growth	<b>PRIORITY AREA:</b> 1.1 Plan for a well designed and built community.	<b>STRATEGIES:</b> 1.1.1 Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
<b>ATTACHMENT(S): Proposed Clearwater County Chicken Bylaw and Schedule A</b>		
<b>RECOMMENDATION: Pending the results of the public hearing, it is recommended Council grant 2<sup>nd</sup> and 3<sup>rd</sup> readings to Bylaw 1020/17</b>		

### BACKGROUND:

As previously discussed during Council’s March 14<sup>th</sup> and April 25<sup>th</sup> regular Council Meetings, Clearwater County received a request to allow chickens on hamlet residential properties within the County. Administration completed and presented research to Council on what other municipalities have done when it comes to allowing chickens on residential properties.

In consultation with Clearwater County’s Ag Services Department, Planning and Development put together a proposed bylaw for the keeping of chickens on hamlet residential properties within four (4) of Clearwater County’s hamlets; Alhambra, Condor, Leslieville & Withrow.

Subsequently, Council tabled Bylaw 1020/17 at their March 14<sup>th</sup> meeting pending Administration’s review of the bylaw. As per Council’s direction, Administration amended the proposed bylaw to allow a maximum of six (6) chickens on Country Residence “CR”



properties along with Hamlet Residential “HR” properties in Clearwater County. However, Administration has excluded any multi lot residential subdivisions with restrictive covenants that do not allow for the raising of fowl or livestock. Also, due to predatory concerns, Administration has also excluded any multi lot residential subdivisions located in or west of range 9.

The proposed bylaw would require landowners who wish to have chickens on their property to obtain a bi-annual chicken license. It would limit the number of chickens to a maximum of six (6) at any given time. The proposed bylaw would not allow for roosters to be raised. The proposal would also set provisions on the placement and confinement of the chickens while restricting the size of the chicken coops and runs. The proposal does not allow for the slaughter of a chicken or disposal of a deceased chicken on a residential property.

The proposed bylaw allows for a Bylaw Enforcement Officer to enter on to a property within Clearwater County to inspect for compliance with the provisions of this bylaw. A Bylaw Enforcement Officer may seize and impound chickens on a residential property. A Bylaw Enforcement Officer has the right to determine that the chickens are not causing any nuisances for adjacent landowners.

The proposed bylaw also includes Schedule “A”. Schedule “A” lists the proposed cost of a bi-annual license as well as the proposed cost of fines associated with the infractions that are listed in the bylaw. Administration believes that this proposed bylaw would control some of the nuisances associated with the raising of chickens. Applicants can apply for a license through the County’s Ag Services Department. The proposed bylaw also provides Ag Services an opportunity to educate landowners about current practices and issues when it comes to raising chickens.

## **First Reading:**

At the regular Council meeting held on April 25<sup>th</sup>, 2017, Council reviewed and gave first reading to Bylaw 1020/17. It was noted at that meeting that the MGA does not require a public hearing to be held for this type of bylaw. However, due to the nature of the bylaw and the number of land owners throughout the County that this bylaw may affect, Council supported Administrations recommendation that a Public Hearing be held in this case as it would provide opportunity for Council to receive input from the public prior to considering the adoption of the bylaw. Upon consideration of the representations made at the Public Hearing, Council may consider whether to grant second and third readings to the bylaw.

**BYLAW NO. 1020/17**

**A BYLAW** for the purpose of licensing and regulating chicken(s) on identified residential parcels in Clearwater County.

**WHEREAS** pursuant to section 7 of the Municipal Government Act the Council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws; and

**WHEREAS** pursuant to section 8 of the Municipal Government Act the Council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals.

**NOW, THEREFORE**, the Council of Clearwater County in the Province of Alberta duly assembled enacts as follows:

**1.1 Title**

This Bylaw may be cited as “Clearwater County Chicken Bylaw” and will be referred to herein as “this Bylaw”.

**1.2 Definitions**

In this Bylaw, unless the context otherwise requires, the term:

“**BYLAW ENFORCEMENT OFFICER**” although primarily the Agricultural Services Department Staff of Clearwater County, it shall also include anyone else employed by or contracted through Clearwater County.

“**CHICKEN**” means one female chicken of any age.

“**CHICKENS**” means more than one female chicken of any age.

“**CHICKEN LICENCE**” means a license issued by Clearwater County pursuant to this bylaw authorizing the license holder to keep a minimum of one (1) chicken and up to a maximum of six (6) chickens on a residential property.

“**COOP**” means a fully enclosed weather proof structure and attached outdoor enclosure used for the keeping of chicken(s).

“**COUNCIL**” means the Municipal Council of Clearwater County.

**“COUNTRY RESIDENCE” or “CR”** Land Use District specifically for residential use, found within several of Clearwater County’s multi lot residential subdivisions.

**“HAMLET RESIDENTIAL” or “HR”** Land Use District specifically for residential use, found within the following Clearwater County Hamlets: Alhambra, Condor, Leslieville & Withrow.

**“JUDGE”** has the meaning as defined in the *Provincial Offences Procedures Act (RSA 2000)* and amendments thereto.

**“MUNICIPALITY”** means Clearwater County.

**“OWNER”** means a natural person or body corporate that has legal title to the chicken(s), and includes any person who has possession or custody of the chicken(s), either temporarily or permanently, or harbours the chicken(s), or allows the chicken(s) to remain on his premises.

**“PROVINCIAL COURT”** means the Provincial Court of the Province of Alberta.

**“RESIDENTIAL PROPERTY”** means a private property that is located in the Hamlet Residential “HR” & Country Residence “CR”, Land Use Districts of Clearwater County.

**“ROOSTER”** means a male chicken(s).

**“RUN”** means an area attached to a coop that chicken(s) range in and that is fully enclosed with chicken wire.

**“UNCONFINED”** means any chicken(s) on the property of the owner that is not confined to the coop or Bylaw Enforcement portion of the property set out in the regulation of the municipality.

**“VIOLATION TICKET”** has the same meaning as in the Provincial Offences Procedure Act.

### **1.3 Purpose**

The purpose of this bylaw is to regulate and control the keeping of up to six (6) chicken(s) on a residential property in four (4) of Clearwater County’s hamlets; namely (those being) Alhambra, Condor, Leslieville, Withrow and multi lot residential subdivisions excepting:

- Multi-lot residential subdivisions that have a restrictive covenant, restricting chickens or livestock from being raised on a property.
- Any multi-lot residential subdivision located within Range 9 and west.

## **2.0 Prohibitions**

On a residential property, no person shall:

- a) Keep a rooster;
- b) Keep one or more chickens, unless a valid chicken license has been issued.
- c) Allow chickens outside a coop on the license owners property.
- d) Keep any chicken(s) if the residential property is located in or west of Range 9.
- e) Keep any chicken(s) if there is a restrictive covenant in place that restricts a property owner from having chicken(s) or livestock on a property.

## **3.0 Residential Chicken(s) Provisions**

- 3.1 A person is guilty of an offence if that person keeps or harbours chicken(s) on any residential property located within Clearwater County, except as provided for in this bylaw.
- 3.2 Any Bylaw Enforcement Officer may seize and impound any chicken(s) within any portion of a residential property located within Clearwater County, if the chicken(s) are being kept without a license.
- 3.3 A Bylaw Enforcement Officer is hereby authorized to enter any land or premises (excluding dwelling houses) at any reasonable time within a residential property located in Clearwater County to inspect for compliance with the provisions of this bylaw.
- 3.4 Any person is guilty of an offence, if they;
  - a. Interfere with, or attempt to obstruct, a Bylaw Enforcement Officer who is attempting to capture, or who has captured, any chicken(s).
  - b. Remove, or attempt to remove, any chicken(s) from the possession of a Bylaw Enforcement Officer.

- c. Refuse to provide identification (name, address, and date of birth) and proof thereof to a Bylaw Enforcement Officer upon request.
- d. Provide false or misleading information to a Bylaw Enforcement Officer.
- e. Fail to renew their license on or before the last day in the month that their license expires, shall be guilty of an offence and subject to the penalties provided for in this bylaw.
- f. Harbour rooster(s) on a residential property within Clearwater County.
- g. Slaughter any chicken(s) on a residential property.
- h. Harbour more than six (6) chickens per residential property, as defined by the Land Use Bylaw.
- i. Bury dead chicken(s) on a residential property. Dead chicken(s) shall be disposed by delivery to a farm, abattoir, veterinarian, mobile slaughter unit, or other facility that has the ability to dispose of chicken(s) lawfully.
- j. Fail to locate a coop in accordance to the ancillary building regulations of the Land Use Bylaw (6.3).
- k. At the discretion of a Bylaw Enforcement Officer, fail to keep a coop in good repair, maintained in a clean and sanitary condition, free of vermin, obnoxious smells and substances limited so as not to create a nuisance or disturbance to neighboring residents due to noise, odor, damage or threats to public health.
- l. At the discretion of a Bylaw Enforcement Officer their, chicken waste (manure) is not stored in a fully enclosed structure or container. A Bylaw Enforcement Officer is hereby authorized to enter onto private property to remove chicken waste at the expense of the landowner. The chicken waste should be disposed of in an environmentally friendly manner.
- m. Have unconfined chicken(s).
- n. Have a coop, not including the run, that is larger then 4.6 square meters (50 square feet). Or if they have a coop that

is smaller than what is provincially required for a maximum of six (6) chickens. The coop shall be no more than 2.0 m (6.56 feet) in height and must be a fully enclosed structure with securable access to the outside run area.

- o. Have a run area not including the coop that is larger than 9.2 square meters (100 square feet). Or if they have a run that is smaller than what is provincially required for a maximum of six (6) chickens. The run shall be fully enclosed by chicken wire with access into the chicken coop.
- 3.5 A Bylaw Enforcement Officer is hereby authorized to use live traps, nets or any other similar means to effect capture of chicken(s). A Bylaw Enforcement Officer shall not be held liable for the death or injury of any chicken(s).

#### **4.0 Keeping of Chicken(s)**

- 4.1 Every owner who wishes to participate in the “keeping of chicken(s)” on a residential property shall submit a license application and pay to Clearwater County a license fee as set out in Schedule “A”.
- 4.2 Clearwater County has the right, at its sole and unfettered discretion, to rescind a license if offences continue to be committed by the owner.
- 4.3 Upon receiving any chicken(s) for impound, a Bylaw Enforcement Officer shall make reasonable efforts to identify and contact the owner of the chicken(s).
- 4.4 The Bylaw Enforcement Officer shall not immediately euthanize chicken(s) unless on a vet recommendation. Chicken(s) may be euthanized or otherwise dispose of any impounded chicken(s) after the chicken(s) are kept in the Bylaw Enforcement impound facility for 72 hours, not including the day of impounding, Sundays or Statutory Holidays. The chicken(s) may be retained for a longer period if in the opinion of a bylaw enforcement officer circumstances warrant the expense.
- 4.5 Any healthy chicken(s) may be returned to the owner during the 72-hour period of impoundment upon payment of a fine set out in Schedule A as well as any costs associated with the impoundment, care or euthanizing of the chicken(s).

- 4.6 Any person claiming impounded chicken(s) shall present government issued identification to the Bylaw Enforcement Officer.

### **5.0 Violation Tickets and Continuing Offences**

- 5.1 Where a Bylaw Enforcement officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw;
- a. The Bylaw Enforcement Officer may serve upon the person a municipal ticket allowing payment of the specified fine as set out in Schedule "A" of this bylaw, in accordance with the Provincial Offences Procedure Act, RSA 2000 cP-34 s27;2009 c52 s7 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
- 5.2 A municipal ticket shall be deemed to be sufficiently served if:
- a. Served personally on the owner of any chicken(s), or left at the owner of the parcel upon which the chicken(s) reside; or
  - b. Mailed to the address of the owner of any chicken(s).
  - c. Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first or most recent offence.
  - d. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in the amount not less than that established by this bylaw for each such day.

**GENERAL**

Nothing in this Bylaw relieves any person from compliance with any other Bylaw or applicable federal or provincial law, regulation, or enactment.

**SEVERABILITY**

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall be deemed valid.

**EFFECTIVE DATE**

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

READ A FIRST TIME this      day of      A.D., 2017.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

PUBLIC HEARING held this      day of \_\_\_\_\_ A.D., 2017.

READ A SECOND TIME this      day of      A.D., 2017.

READ A THIRD AND FINAL TIME this      day of March      2017.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



<b>SCHEDULE "A"</b>				
<b>License Fees</b>		<b>Amount</b>		
1. Bi annual chicken license fee		\$25.00		
<b>Section</b>	<b>Offence</b>	<b>First</b>	<b>Second</b>	<b>Third &amp; Subsequent</b>
s.3.1	Harbouring chicken(s)	\$200.00	\$400.00	\$800.00
s.3.4(a)	Interfere with a Bylaw Enforcement Officer	\$500.00	\$1000.00	\$1500.00
s.3. 4(b)	Remove/attempt to remove chicken(s) from a Bylaw Enforcement Officer	\$500.00	\$1000.00	\$1500.00
s.3.4(c)	Refuse to provide identification to Bylaw Enforcement officer	\$500.00	\$1000.00	\$1500.00
s.3.4(d)	Providing false or misleading information to Bylaw Enforcement Officer	\$500.00	\$1000.00	\$1500.00
s.3.4(e)	Fail to license chicken(s)	\$200.00	\$400.00	\$800.00
s.3.4(f)	Harbouring rooster(s) on a residential property	\$100.00	\$200.00	\$300.00
s.3.4(g)	Slaughter of chicken(s) on a residential property	\$100.00	\$200.00	\$300.00
s.3.4(h)	Harbouring more than six (6) chickens on a residential property	\$100.00	\$200.00	\$300.00
s.3.4(i)	Unlawful disposal of dead chicken(s)	\$100.00	\$200.00	\$300.00
s.3.4(j)	Coop not located properly	\$100.00	\$200.00	\$300.00
s.3.4(k)	Fail to maintain a coop in a sanitary condition/good repair	\$100.00	\$200.00	\$300.00

s.3.4(l)	Waste not stored in an enclosed structure or container	\$100.00	\$200.00	\$300.00
s.3.4(m)	Chicken(s) running at large	\$100.00	\$200.00	\$300.00
s.3.4(n)	Coop fails to meet size requirements	\$100.00	\$200.00	\$300.00
s.3.4(o)	Run fails to meet size requirements	\$100.00	\$200.00	\$300.00

DRAFT



**AGENDA ITEM**

<b>PROJECT:</b> Parkland Community Planning Services Consulting Agreement Bylaw 1026/17		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Rick Emmons	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____ IDP & MDP _____		
<b>Planning Objective 1.1</b> - Plan for a well designed and built community.	<b>1.3.1</b> Collaborate with the Town of Rocky Mountain House to identify growth areas adjacent to the Town with the intent of addressing the lack of serviced residential, commercial and industrial properties.	<b>Strategic Area 1.1.2:</b> Prepare statutory plans and design guidelines that supports the creation of sustainable residential, commercial and industrial development while balancing the need for protection of agricultural lands and environmentally significant areas.
<b>ATTACHMENT(S):</b> Draft Bylaw Master Agreement		
<b>RECOMMENDATION:</b> For Council to grant 3 readings to the attached draft bylaw and approve the accompanying three-year agreement for \$40,000 annually.		

**BACKGROUND:**

Clearwater County has had the privilege of a long-standing working relationship with BPS Consulting. BPS has let us know that it is his intent to downsize and possibly retire in the near future. Therefore, Clearwater County has been looking for another consultant to assist us in our future needs. Administration has been discussing the possibility of PCPS assisting us when we experience maternity leaves, Intermunicipal Development Plan amendments, meeting the requirements in the recently amended Municipal Government Act, etc.

PCPS has offered Clearwater County a three-year membership and this membership entitles the County to the PCPS membership rate (equating to a ± 15% reduction in their hourly rate). Whenever we use PCPS’s service, the amount of hours used comes off the annual fee at the reduced rate. This would involve a three-year commitment with PCPS.

With the new requirements identified in the Modernized Municipal Government Act, Administration foresees an elevated planning need in the future and therefore is not concerned with the three-year commitment.

**BYLAW NO. 1026/17**

**A BYLAW** to authorize the execution of a Master Agreement between Clearwater County and all other municipalities which have also executed the Master Agreement for participation in Parkland Community Planning Services ("PCPS").

**WHEREAS** Section 625 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended (the "Act") allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal service agency to which the municipality may delegate any of its subdivision authority or development authority powers, duties or functions; and,

**WHEREAS** the Council of Clearwater County considers it beneficial to enter into an agreement with certain other municipalities for the provision of land use planning, subdivision processing, and associated services;

**NOW, THEREFORE**, the Council of Clearwater County in the Province of Alberta duly assembled enacts as follows:

1. The Master Agreement which allows for participation in PCPS, a copy of which is attached hereto as Schedule "A", is hereby ratified and approved, and the Reeve and the Chief Administrative Officer are hereby authorized to execute the Master Agreement for and on behalf of Clearwater County.
2. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ A FIRST TIME this      day of      A.D., 2017.

READ A SECOND TIME this      day of      A.D., 2017.

READ A THIRD AND FINAL TIME this      day of March      2017.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

MASTER AGREEMENT FOR THE ESTABLISHMENT OF THE PARKLAND COMMUNITY PLANNING SERVICES ENTERED EFFECTIVE THE 1st DAY OF MARCH, 1995.

BETWEEN:

**EACH OF THE MUNICIPALITIES WHICH  
HAS EXECUTED THIS AGREEMENT  
IN COUNTERPART**

**Authority**

WHEREAS the *Municipal Government Act*, R.S.A, 1980 (Bill 31-1994) (the "Act") allows a municipality to enter into an agreement with other municipalities for the performance of any matter or thing judged to be of benefit to them;

AND WHEREAS the municipalities executing this agreement wish to set up an Intermunicipal organization to provide them with land use planning, subdivision processing, and associated services previously provided by the Red Deer Regional Planning Commission under the provisions of the *Planning Act*,

THEREFORE the municipalities (the "members") agree as follows:

**PART 1**

**1. Establishment of Agency**

- 1.1 There is hereby established a joint municipal committee to be known as the Parkland Community Planning Services (the "Agency");

**PART 2**

**2. Relationship to the former Red Deer Regional Planning Commission**

- 2.1 Subject to all approvals under the Transitional Guidelines established by Alberta Municipal Affairs, the Agency will take over and absorb the net assets of the Red Deer Regional Planning Commission (the "Commission"), which is expected to be abolished by Ministerial Order, or changes to the *Planning Act* after April 1, 1995.

- 2.2 All outstanding liabilities of the Commission, including, but not limited to any claims by staff of the former Commission concerning pay and benefits, will be discharged in full or suitable arrangements made prior to its dissolution, and the agency will not be responsible for any of these liabilities.

## PART 3

### **3. Operations and Sources of Funds**

- 3.1 The Agency will provide its members with planning services as a benefit of membership, the amount and form of these services to be in accordance with the service agreement between the member and the Agency.
- 3.2 The Agency will be financed in part by payment of the sums specified in a municipal planning advisory services agreement between the Agency and each municipality, payable as provided in such agreements.
- 3.3 Where requested by a member, the Agency will process subdivision applications for that municipality and will finance this work through fees to be paid to the Agency by the applicant for subdivision as provided through a subdivision processing advisory services agreement.
- 3.4 The Agency may sell goods and services to municipalities which are not members of the Agency, other governments, and the private sector, at fees or within a range of fees to be established by the Board from time to time.
- 3.5 The Agency may pursue other sources of income as authorized by the Board, but the Board may not levy any increased amount on members other than as provided in a service agreement with such member.
- 3.6 The Agency shall maintain a cash reserve equivalent to one-quarter (25%) of the budgeted annual expenditures.

## **PART 4**

### **4. Administration**

- 4.1 In order to provide the services under this agreement, the Agency may:
- a) Enter into “Municipal Planning Advisory Services” agreements and “Subdivision Processing Advisory” agreements (herein called “Service Agreements”) with municipalities;
  - b) enter into agreements with the Local Authorities Pension Plan and other staff insurance and benefit packages as authorized by the Board;
  - c) enter into leases for office space and equipment; and
  - d) purchase and dispose of assets such as office equipment, maps, plans, survey equipment, computer hardware and software, and other things necessary to undertake planning work for the members.

## **PART 5**

### **5. Fiscal Year and Inspection of Books and Records**

- 5.1 The Agency's Fiscal Year shall be April 1<sup>st</sup> to March 31<sup>st</sup>.
- 5.2 The financial books and records shall be maintained in such manner as may be designated by the Board from time to time.
- 5.3 The books and records of the Agency shall be opened to the inspection of the authorized representatives of the parties hereto at all times.

### **6. Annual Meetings**

- 6.1 The Annual Meeting of the Agency shall be held in November of each year.
- 6.2 Each member has the opportunity to be represented by:
- a) a person appointed by resolution of its Council; or

- b) where such person is unable to attend, by an alternate representative appointed by its Council.
- 6.3 Each member is entitled to attend the Annual Meeting and to vote on all matters.
- 6.4 Each member shall have one vote.
- 6.5 At the Annual Meeting, the Director shall present a review, report, or audit report and related financial statements and shall report on the activities of the past year. [amended November 21, 2014 AGM]
- 6.6 At the Annual Meeting, the Chairman shall present the budget for the Fiscal Year for adoption by the members.
- 6.7 At the Annual Meeting, the members shall:
  - a) elect the Board of Directors in accordance with section 8.1.1; and
  - b) from the Board of Directors so elected, elect a Chairman and Vice-Chairman.
- 6.8 Representatives of members attending the Annual Meeting shall not be paid any honorarium or travel expenses by the Agency.

## PART 7

### **7. Initial Organizational Meeting**

- 7.1 As soon as possible after sufficient municipalities have by bylaw agreed to join the Agency, the Agency shall hold an Initial Organizational meeting at which the first Board of Directors shall be elected and from which shall be elected an Interim Chairman and an Interim Vice Chairman, to hold office until the first Annual Meeting in November of 1995.



**PART 8****8. Board of Directors**

8.1.1 The Agency shall be governed by a Board of Directors (the "Board"), which shall consist of:

- a) one representative of the City of Red Deer for so long as the City is a member;
- b) two representatives of towns, elected from such members at the Annual Meeting;
- c) two representatives of Villages and Summer Villages, elected from such members at the Annual Meeting;
- d) one rural representative, elected from such members at the Annual Meeting.
- e) one representative from a Town with a population of over 6,000 [amended November 19,2010]

8.1.2 Where there are insufficient numbers of members of each form of municipality to form the Board of Directors as set out in 8.1.1, a lesser number of representatives from each form of municipality, in accordance with their representation, shall form the Board of Directors.

8.2 Unless the Board decides otherwise, it shall meet at the call of the Chair.

8.3 A quorum for members of the Board shall be a majority of the members.

8.4 The Board's duties shall be to oversee the operations of the Agency, including, but not necessarily limited to, the following:

- a) to employ the Director to act as the Chief Administrative Officer of the organization and, if necessary, to dismiss any such Director;
- b) to set a budget for the forthcoming year and is authorized, upon recommendation of the Director, to approve extraordinary expenditures not covered in the budget where such expenditures are deemed necessary by the Director for the reasonable continuance of services to members and other clients, with such expenditures not to exceed \$25,000.00 and to be reported to the members at the earliest opportunity; [amended November 30, 1995 AGM]
- c) to appoint signing authorities for cheques, contracts, and other documents;

- d) to appoint an accountant or auditor; [amended November 21, 2014 AGM]
- e) to set standards of employment for staff;
- f) to ensure that the Agency is fully insured against claims that may be made for negligence or other liability;
- g) to ensure that any surplus funds are returned to members in a fair manner;
- h) if a vacancy occurs in the membership of the Board, to appoint a representative to fill the vacancy from the same group of municipalities that elected the previous representative to serve until the next Annual Meeting of the Agency.
- i) to establish the rate of travel expenses for staff;
- j) to establish committees and appoint members thereto as the need may arise;
- k) to prepare, carry out and review, from time to time, a business strategy for the agency.

## **PART 9**

### **9. The Director**

9.1 The Director shall:

- a) be the Chief Administrative Officer and Financial Officer of the Agency;
- b) engage and dismiss staff accordingly to the budget and any policy directions received from the Board;
- c) oversee the work of the office and allocate responsibilities to employees;
- d) have subdivision approving authority in accordance with direction established by the Board.

9.2 The Director may delegate his powers in accordance with direction established by the Board.

**PART 10****10. Membership**

- 10.1 Membership in the Agency by a municipality is automatic when a Municipality by Bylaw enters this agreement and signs a service agreement with the Agency in the form approved by the Board.
- 10.2 Membership of the Agency is ongoing and does not require re-affirmation by members and continues for so long as a municipality is a party to a subsisting service agreement.
- 10.3 A member may terminate its membership in the Agency upon six months' notice being given prior to the end of the term of all its service agreements and upon payment in full of any money owing to the Agency.
- 10.4 Upon termination of membership by failure to renew a service agreement or by termination under clause 10.3, a member:
- a) shall not be entitled to any distribution or share of any assets of the Agency;
  - b) shall be entitled to all files, records and documents respecting the planning services which have been provided by the Agency to such a member;
  - c) shall continue to be liable to pay to the Agency any money payable under a subsisting service agreement.

**PART 11****11. Committees**

- 11.1 The Agency may establish:
- a) a subdivision committee to consider applications for subdivisions on behalf of municipalities which have subdivision processing advisory service agreements; and
  - b) such other committees, as any be required from time to time, to fulfill the roles and perform the duties of the Agency; and
  - c) confer decision making authority on the committee, other than policy, finance, and other matters otherwise specifically provided for elsewhere in this agreement.

- 11.2 Members of a committee, including the Board of Directors, may receive an honorarium for their attendance at committee meetings and travel expenses thereto at the same rate as staff, provided that this be approved by a majority vote at an Annual, Special, or Initial Organizational Meeting.
- 11.3 The quorum for members of a committee meeting shall be a majority of the members.

## **PART 12**

### **12. Date of Commencement**

- 12.1 The Agency shall come into existence when at least three municipalities have enacted the necessary bylaw and signed this agreement and a service agreement. The Agency shall commence operations on the 1<sup>st</sup> day of April, 1995.

## **PART 13**

### **13. Termination**

- 13.1 This agreement may be terminated and the Agency may be wound up by resolution passed, at the Annual Meeting or at a Special Meeting called by not less than 5 members upon 30 days' prior written notice to all other members, by a two-thirds majority of the members present and voting.
- 13.2 Such termination of the Agency shall provide for at least 90 days notice to all members or such shorter notice if there is unanimous agreement by the members.
- 13.3 If it is determined that the Agency be wound up, the net assets after payment of all liabilities, including all liabilities under any subsisting service agreements, shall be distributed to the members at that time in proportion to their population as established by the most recent Official Population List of the Province, pursuant to Section 27 of the *Property Tax Reduction Act*, RSA, Chapter P-19.

**PART 14**

**14. Amendment of this Agreement**

14.1 This agreement may be amended at the Annual Meeting or at a Special Meeting called by not less than 5 members upon 30 days' prior written notice to all other members, by resolution passed by a two-thirds majority of the members present and voting.

**PART 15**

**15. Execution In Counterpart**

15.1 This agreement may be executed in counterpart by each municipality and shall be binding upon and be enforceable by all of the municipalities so executing the same.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Name of Municipality)

Per: \_\_\_\_\_

Per: \_\_\_\_\_  
(c/s)

DATED:

\*\*\*\*\*

MASTER AGREEMENT FOR THE ESTABLISHMENT  
OF THE PARKLAND COMMUNITY PLANNING SERVICES  
ENTERED EFFECTIVE THE 1<sup>ST</sup> DAY OF MARCH 1995.

BETWEEN:

EACH OF THE MUNICIPALITIES WHICH HAS EXECUTED  
THIS AGREEMENT IN COUNTERPART

\*\*\*\*\*

CHAPMAN REIBEEK  
Barristers & Solicitors  
404, 4808 Ross Street  
Red Deer, Alberta  
T4N 1X5

**THOMAS H. CHAPMAN, Q.C**  
(403) 346-6603

File No. 21, 598 THC



**AGENDA ITEM**

<b>PROJECT:</b> Revised Draft 'Clearwater – North Rocky Major Area Structure Plan (MASP)'		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Rick Emmons	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ MGA _____ Policy: _____ IDP & MDP _____		
<b>Planning Objective 1.1</b> - Plan for a well designed and built community.	<b>1.3.1</b> Collaborate with the Town of Rocky Mountain House to identify growth areas adjacent to the Town with the intent of addressing the lack of serviced residential, commercial and industrial properties.	<b>Strategic Area 1.1.2:</b> Prepare statutory plans and design guidelines that supports the creation of sustainable residential, commercial and industrial development while balancing the need for protection of agricultural lands and environmentally significant areas.
<b>ATTACHMENT(S):</b> Draft MASP and Land Use Districts		
<b>RECOMMENDATION:</b> For Council to review the information and provide Administration with any recommended amendment(s).		

**BACKGROUND:**

On May 31/17, Clearwater County did a media release, stating the following:

**Major Area Structure Plan Update**

(Rocky Mountain House, AB) – As the County’s Rocky north Major Area Structure Plan (MASP) concept develops, the next step in the process is finalizing the preliminary draft plan. Through the Intermunicipal Development Plan (IDP) committee’s work, the Town of Rocky Mountain House, as a partner in the Joint Development Area, has been given the opportunity to review and provide comments on the MASP, prior to the draft plan’s preparation.

Following Town and County Councils’ review of the County’s MASP in the coming weeks, the County will then finalize the draft MASP for public review and input at one or more public meetings. Thereafter, the next phase in the process for MASP adoption includes sending the plan information out to all stakeholders for additional comments, and an additional public hearing meeting date will be set.

Additional Background:

Clearwater County hosted an open house meeting on February 16, 2017 as a starting point for community dialogue on the Rocky north area MASP.

Next followed the County's review of public input and the development of a preliminary draft of the MASP, which has now been vetted by the IDP Committee.

The MASP draft will be reviewed by County and Town Councils, prior to the finalization of the preliminary draft plan and the County's statutory ASP adoption processes.

IDP amendments and the Joint Development Area (JDA) and associated Servicing Agreement discussions continue to occur concurrently with the ASP development.

Attached is the revised draft Major Area Structure Plan and proposed Land Use District use lists and definitions attached for Council's review, comments and discussion.



**REVISED DRAFT  
JUNE 1, 2017**

**CLEARWATER – NORTH ROCKY  
MAJOR AREA STRUCTURE PLAN**

**JUNE 2017**

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN***READING THE MAJOR AREA STRUCTURE PLAN*

*Sections 1 to 4 of the Clearwater – Rocky North Major Area Structure Plan (MASP) provide relevant background information regarding the preparation of the MASP.*

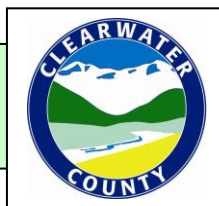
*Section 5 presents the vision for the plan area. The framework for how that vision is to be pursued is expressed through plan principles and planning objectives.*

*Sections 6 through 13 contain the planning directions and policies for the plan area. These sections and policies are intended to be read and used in a comprehensive manner. Because the sections and policies are often interrelated they should not be read in isolation but in context of the entire plan.*

*SOME APPLICABLE THOUGHTS:*

- *"To fail to plan, is to plan to fail" (Benjamin Franklin)*
- *"Planning is bringing the future into the present so you can do something about it."  
Alan Kakein*

*Note: this page is not adopted as part of the Major Area Structure Plan*



**TABLE OF CONTENTS****Page****1. INTRODUCTION**

- 1.1 Location
- 1.2 Plan Purpose
- 1.3 Authority
- 1.4 Interpretations

**2. PLAN FRAMEWORK**

- 2.1 Modernized Municipal Government Act
- 2.2 Stronger Together Intermunicipal Collaborative Framework
- 2.3 Intermunicipal Development Plan
- 2.4 Joint Development Agreement and Servicing Agreement
- 2.5 Clearwater County Municipal Development Plan

**3. PLAN PROCESS**

- 3.1 Collaborative Preparation
- 3.2 Background Reports
- 3.3 Town of Rocky Mountain House and Stakeholder Engagement

**4. PLAN AREA DETAILS**

- 4.1 Plan Area
- 4.2 Land Ownership
- 4.3 Topography and Drainage
- 4.4 Current Land Uses
- 4.5 Natural Features
- 4.6 Current Road Network
- 4.7 Existing Utilities

**5. VISION AND PLAN FOUNDATIONS**

- 5.1 Vision
- 5.2 Planning Principles
- 5.3 Plan Objectives

**6. PLANNING FOR DEVELOPMENT AND CONSERVATION**

- 6.1 Introduction: Economic Hub Sub-Areas
- 6.2 Land Uses and Area Structure Plans
- 6.3 Core Area
- 6.4 East Area
- 6.5 North Area
- 6.6 Conservation Area

**7. CORE AREA LAND USE PLAN**

- 7.1 Introduction
- 7.2 Core Area Land Use Plan
- 7.3 Core Area Development Districts



**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN****8. LAND USE POLICIES**

- 8.1 Introduction
- 8.2 Agriculture
- 8.3 Residential
- 8.4 Energy Facilities
- 8.5 Industrial - Light and Medium
- 8.6 Commercial – Highway and Nodal
- 8.7 Community Services
- 8.8 Conservation

**9. SIGNIFICANT NATURAL FEATURES**

- 9.1 Introduction
- 9.2 Chicken Creek
- 9.3 Wetlands
- 9.4 Woodlands

**10. ROADS AND TRAILS**

- 10.1 Introduction
- 10.2 Main Roads
- 10.3 Internal Roads
- 10.4 Trails

**11. SERVICES**

- 11.1 Introduction
- 11.2 Water and Wastewater
- 11.3 Stormwater
- 11.4 Shallow Utilities
- 11.5 Emergency Services

**12. DEVELOPMENT MANAGEMENT**

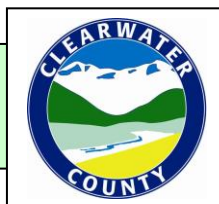
- 12.1 Land Use Bylaw Requirements
- 12.2 General Development Provisions
- 12.3 Design Guidelines

**13. RESERVES**

- 13.1 Environment Reserves
- 13.2 Municipal Reserves
- 13.3 Conservation Reserves

**14. IMPLEMENTATION**

- 14.1 Adoption
- 14.2 Area Structure Plans
- 14.3 Plan Review
- 14.4 Plan Amendments
- 14.5 Problem Resolution

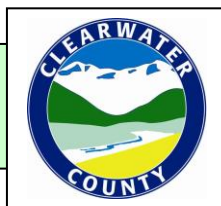


**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

**MAPS**

1. Plan Location and Area
2. Regional Linkages
3. Topography and Drainage
4. Current Land Uses
5. Natural Features
6. Current Road Network
7. Economic Hub Sub-Areas
8. Land Use Concept
9. Conservation Features
10. Main Roads and Utility Concept
11. Storm Water Management

Draft



## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

### 1. INTRODUCTION

#### 1.1 Location

The Clearwater – Rocky North Major Area Structure Plan (MASP) lies just north of the Town of Rocky Mountain House. Covering eleven quarter sections, it is bounded by Highway 22 on the west, Airport Road (Township Road 40-0) on the south and on the east by the Rocky Mountain House Airport (see Map 1).

#### 1.2 Plan Purpose

The purpose of the Clearwater-North Rocky Major Area Structure Plan (MASP) is to provide a framework for the effective, efficient and orderly development of a major development hub, which focuses on commercial, industrial and related development, in order to broaden the economic base of the region while complementing development within the Town of Rocky Mountain House.

The economic hub will serve more than Rocky Mountain House area and a broad area of Clearwater County. Since the economic hub is strategically located at the junction of two major highways which form part of the Province's heavy/long haul north-south highway route and western corridor to the mountain parks, business activities within the hub will link to communities to the north, east, south and west (see Map 2).

Although the plan is to foster economic development, it does so while being mindful of natural features of the plan area and to further the social well-being of present and future residents and visitors.

#### 1.3 Authority

The *Modernized Municipal Government Act* provides authority to municipalities to adopt area structure plans. The Act states:

Section 633(1) "For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan."

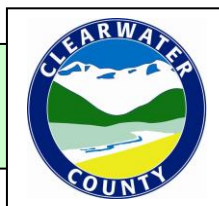
#### 1.4 Interpretations

Policies in the MASP most often have the following verbs: may, should and shall.

"May" policies leave discretion to the applicable authority (i.e. council, municipal planning commission, subdivision authority, development authority) to apply the policy if it chooses to do so based upon the particular circumstances of the matter, including but not limited to the nature, location and impacts of the matter being addressed.

"Should" policies are a directive to the applicable authority to strive to achieve compliance with the intentions of the policy, but the applicable authority has discretion based on the circumstances of the specific case.

"Shall" policies are a directive which must be complied with by the applicable authority without discretion.



## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

### 2. PLAN FRAMEWORK

#### 2.1 Modernized Municipal Government Act

The *Modernized Municipal Government Act* received Royal Assent on December 9, 2016. The Act requires consistency among statutory plans. With regard to area structure plans, the Act states:

633 (3) An area structure plan must be consistent with (a) any intermunicipal development plan in respect of land that is identified in both the area structure plan and the intermunicipal development plan, and (b) any municipal development plan.

Section 633(2) provides direction for the contents of area structure plans, these being: it must describe the sequence of proposed development, the proposed land uses either generally or with respect to specific parts of the plan area, the proposed density of population either generally or with respect to specific parts of the plan area and the general location of major transportation routes and public utilities. The section also indicates an area structure plan may contain other matters a council considers necessary.

New provisions within Section 708 require all municipalities outside of growth management areas (i.e. Edmonton and Calgary metropolitan areas) to adopt an Intermunicipal Collaboration Framework. Each framework is to provide a forum for neighboring municipalities to work more closely together to better manage growth, coordinate service delivery, and optimize resources for citizens. The frameworks will need to address intermunicipal land-use planning and how servicing will support development, as well as regional service delivery and funding. The updated Rocky-Clearwater Intermunicipal Development Plan (see Section 2.3 below) with its associated joint development agreement and Servicing Agreement, goes a long way in fulfilling the new provisions in the Act. A framework is not complete for the purposes of section 708.29 unless the councils of the municipalities that are parties to the framework have also adopted an intermunicipal development plan under section 631 or an intermunicipal development plan is included as an appendix to the framework.

#### 2.2 Stronger Together Intermunicipal Collaborative Framework

Clearwater County, the Town of Rocky Mountain House and the Village of Caroline have identified matters where joint benefits can be realized through formal, rigorous processes of cooperation. This includes planning and economic development to promote a complete region that is attractive for people to live, work and recreate in. To this end in September 2014 the three communities have signed a *Stronger Together Intermunicipal Collaborative Framework* agreement.

Through *Stronger Together*, Clearwater County and the Town of Rocky Mountain House are continuing to build upon their positive cooperative intermunicipal relationship to improve the economic and social outlook of both communities, while being mindful of conserving the environmental features enjoyed by locals and visitors to the area.

The County and Town have agreed that a key aspect of growing stronger together is the development of a strategically located and highly accessible regional economic development hub that will benefit both communities far into the future. The preparation of the Clearwater-North Rocky Area Structure Plan is one of the fruits of these initiatives.



**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN****2.3 Intermunicipal Development Plan**

An Intermunicipal Development Plan (IDP) is a broad-based policy document that is designed to ensure that development, usually in and around an urban municipality, takes place in a sustainable and environmentally responsible manner to address expectant growth pressures in a way that is mutually beneficial. An IDP is expected to provide both municipalities with a comprehensive long range land use plan that reduces potential development conflicts, addresses community concerns and provides a framework for ongoing consultation and cooperation in areas of mutual interest.

The initial Rocky-Clearwater Intermunicipal Development Plan (IDP) was adopted by the County and Town in 2007. This plan established policy directions to accommodate commercial and industrial development on most of the lands contained in the MASP area.

Stronger Together identified the need for the County and Town to collaboratively and more proactively pursue economic development. In the Spring of 2015 the communities commenced discussions to amend the IDP to establish lands north of Airport Road as a joint development area for industrial, commercial and other non-residential uses.

The updated Rocky-Clearwater IDP was jointly adopted on **xxxxx nn**, 2017. The IDP identifies a joint development area (shown on Map 1) and requires Clearwater County to prepare an area structure plan for the joint development area. A number of IDP policies are of particular relevance to the Clearwater-Rocky North Major Area Structure Plan. As numbered in the IDP, these are:

- 3.1 The Town and County shall work together to ensure a strong and stable local economy within the broader regional economy. This includes cooperating, together with the Village of Caroline, in an economic development program.
- 3.4 The Town and County shall ensure that their combined land use patterns within the plan area provide a suitable inventory of lands for commercial and industrial development which includes a range of choice in terms of lot sizes, available municipal services and levels of servicing.
- 4.2 Joint development initiatives should focus on major developments or uses which have the potential to have a significant positive impact on the overall attractiveness and economic well-being of the Plan Area.
- 4.4 A Joint Development Area has been identified within the County near the north boundary of the Town . . . . The Joint Development Area will represent an area where the Town and County will cooperate to encourage commercial, industrial and other non-residential development. The County will prepare a major area structure plan prior to the commencement of development or extension of water and sanitary services, with the exception of public and institutional uses.
- 5.3.3 Clearwater County shall endeavor to direct appropriate commercial and industrial development to the Joint Development Area, wherein development shall be in accordance with a Major Area Structure Plan and shall be subject to the Joint Development Agreement between the Town and County.
- 7.3 Town water and sanitary sewer services shall not be extended beyond the Town boundaries unless these extensions form part of a joint development initiative based on the joint development policies section of this Plan.



## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

### 2.4 Joint Development Agreement and Servicing Agreement

Pursuant to IDP policy 7.3, the Town and County signed a Joint Development Agreement in **MMMM** 2017. This agreement establishes the Joint Development Area shown on Map 1 for the purpose of the Town and County encouraging commercial and industrial development within this area to the benefit of both the Town and County. It further agrees that the extension of the Town's municipal water and wastewater systems would enhance the attractiveness of the area for economic development. All development in the joint development area will be required to connect to the water and wastewater systems.

An associated Servicing Agreement was signed by the County and Town in **Mmmm**, 2017. In supporting the Joint Development Agreement, it provides the details of the cost sharing of service extensions into the area, means of capital cost recovery and utility rates, among many other matters.

### 2.5 Clearwater County Municipal Development Plan

Clearwater County's Municipal Development Plan (MDP), adopted in 2010, has two policies which address the contents of area structure plans. As numbered in the MDP, these are:

- 11.2.4 To consider a proposed redesignation, subdivision or development for a large multi-lot subdivision, major development or other form of land use change as determined by the County, Clearwater County may require the applicant to prepare for consideration of approval by the County an area structure plan or outline plan.
- 11.2.5 Clearwater County may require an area structure plan or outline plan to address any or all of the following:
  - (a) site suitability;
  - (b) design and density;
  - (c) impacts on natural capital and the environment;
  - (d) effects on land uses in the vicinity;
  - (e) provision of roads and utilities;
  - (f) traffic impacts;
  - (g) provision of open space;
  - (h) protective and emergency services;
  - (i) access to and impacts on education and health services;
  - (j) FireSmart provisions;
  - (k) measures to mitigate effects; and
  - (l) any other matters required by the County to be addressed.

There are numerous other policies in the Municipal Development Plan which an area structure plan must be cognizant and address where necessary or appropriate. These policies deal with: conserving sensitive lands and features, economic development, the provision of utilities and roads, and municipal and environmental reserves.

## 3. PLAN PROCESS

### 3.1 Collaborative Preparation

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

The start of background research, including field investigations, began in April 2015. The preparation of this major area structure plan was highly related to a review of and amendments to the Rocky-Clearwater Intermunicipal Development Plan since development in the plan area will be dependent on the extension of Town of Rocky Mountain House water and wastewater services into the plan area. This would take considerable municipal collaboration between the County and Town, including the preparation of a joint development agreement and a Servicing Agreement, both made more challenging by the economic downturn.

The planning timeline for the preparation of the major area structure plan was significantly lengthened since adoption of the major area structure plan needed to await the signing of the joint development agreement and Servicing Agreement, as well as the adoption of amendments to the Rocky-Clearwater Intermunicipal Development Plan. The amended Rocky-Clearwater Intermunicipal Development Plan was adopted by both councils on **Mmmm dd, 2017**.

### 3.2 Background Reports

The preparation of the Clearwater-Rocky North Major Area Structure Plan was assisted by a series of background reports and studies. These were:

- May 2015: Highway 11/22 Intersection Capacity Assessment -- WSP Canada Inc.
- June 2015: Opportunities and Constraints Assessment (re: direct road alignment options to the Town) - WSP Canada Inc.
- November 2015: Planning Level Assessment of Future Road Network Options - WSP Canada Inc.
- March 2016: Wetland Delineation Final Report - WSP Canada Inc.
- June 2016: Master Stormwater Management Plan - WSP Canada Inc.
- August 2016: Water/Wastewater Servicing Study - WSP Canada Inc.
- May 2017: Transportation Infrastructure Phasing Report - WSP Canada Inc.

### 3.3 Town of Rocky Mountain House and Stakeholder Engagement

As the Town of Rocky Mountain House is a partner in the development of the economic hub, numerous and often frequent consultations occurred with Town representatives. These included:

1. a number of joint council meetings
2. numerous Intermunicipal Development Plan Committee meetings
3. numerous joint Town and County administration meetings

As well, a series of stakeholder engagement activities occurred throughout the planning process. These included:

1. Meeting with Alberta Transportation - December 2015
2. Meeting with IDP area landowners, including landowners in the major area structure plan area - June 2016
3. Public Open house and meeting - June 2016
4. Meeting with landowners in the major area structure plan area - November 2016
5. Meeting with Alberta Transportation - February 2017
6. Public open house and meeting - February 2017
7. Meeting with plan area landowners - **Mmmm 2017**
8. Public open house and meeting - **month ???? 2017**
9. Public hearing - **date**

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

For each landowner meeting, invitation letters were sent to all landowners in the plan area. For public meetings, notices were published in two local newspapers and letters sent to the landowners in the plan area. The Town of Rocky Mountain House was also invited to these.

The draft major area structure plan was referred to government departments, utility providers, school districts and the Town of Rocky Mountain House.

### 4. PLAN AREA DETAILS

#### 4.1 Plan Area

The Clearwater – Rocky North Major Area Structure Plan (MASP) lies just north of the Town of Rocky Mountain House. As shown on Map 1 it is bounded on the west by Highway 22, on the south by Airport Road (Township Road 40-0) and on the east by the Rocky Mountain House Airport. Covering eleven quarter sections, the plan area contains approximately 728 hectares (1,800 acres). Two of the quarter sections (the NE and NW of 2, 40-7-W5) in the Major Area Structure Plan area are not included in the joint development area.

#### 4.2 Land Ownership

All land within the plan area is privately owned with the exception of one quarter section, being the NE 3, 40-7-W5, is owned by Clearwater County. When the Metaldog subdivision in the NW 2, 40-7-W5 is registered it will include three municipal reserve lots that will be titled to Clearwater County (note: throughout this plan usually only the quarter section is named since the entire plan area is within township 40-7-W5).

#### 4.3 Topography and Drainage

The topography of the plan area has an interesting combination of undulating, sloped and flat lands. Map 3 shows the contours of the plan area, together with surface drainage areas and sub-areas. A height of land traverses diagonally across the plan areas from southeast to northwest over the SE 3, NE 3 and the SW 10. East of this crest of land water drains eastward across generally flat lands and associated wetlands to Chicken Creek. West of the height of land, surface water drains west toward Highway 22.

In the plan area the most dominant continuous gradient is in the SW 3 where a southwest slope changes the elevation within one-half km (one-third of a mile) from around 990 m (3,248 ft) to 975 m (3,198 ft) at the southwest corner of the quarter section. This is the lowest point in the plan area. The highest is just over 995 m (3,265 ft) in the SW 10.

#### 4.4 Current Land Uses

Current land use in the plan area is dominated by agriculture, as shown on Map 4. It shows crop and grazing lands, as well as the wetlands. The map also locates the seventeen farm and non-farm residences within the plan area. The southwestern two-thirds of the NW 2, 40-7-W5 is zoned as Light Industrial District to be developed by Metaldog Industries as a light industrial park. The majority of the remainder of the plan area is zoned Agricultural District, except six lots zoned country residential or country residential agricultural. One

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

pipeline traverses the southwest corner of the plan area, but it has been decommissioned. There are two abandoned wells, one in the NW 2 and one in the NE 3.

The Rocky Mountain House Airport is situated on the lands which border the northeast corner of the plan area. With the exception of a small number of country residential lots, all other lands bordering the plan area are farmlands.

### 4.5 Natural Features

As shown on Map 5, the most dominant natural feature in the plan area is a continuous area of permanent and semi-permanent wetlands along the eastern and northeastern portions of the plan area. Covering large parts of four quarter sections (the NE2, NW 2, SE 10 and NE 10), the wetlands embrace about 140 ha (345 acres). When the Metaldog subdivision is registered, the portion of the wetland in the NW 2 will be dedicated as environmental reserve easement, thus serving to conserve that segment of the wetland. In addition, Ducks Unlimited has an interest on the land titles of the NE 2 as well as the NW 2. Within the wetlands are two ponds, the larger being in the north half of the Section 2. Large portions of the wetland are wooded with small trees and shrubs.

Map 5 is a map of permanent and temporary/seasonal wetlands in the plan area. The Province's wetland policy requires these to be significant considerations in land use planning. In the development of the area, the Province (Crown) likely will claim the permanent wetlands and may in some cases claim seasonal wetland. Another major natural feature is Chicken Creek. The creek flows northwesterly from the southeast corner of the plan area to the large pond in the north half of Section 2, and then across Airport land as it makes its way to the North Saskatchewan River. Along Chicken Creek only scattered riparian vegetation remains, usually low bushes and willows.

While there are wooded areas scattered throughout the plan area, three are sizeable and thus considered as significant natural features. On the SW 10 is a low hill which has interesting contours, but more importantly is covered by a mixture of deciduous and coniferous trees. This is a distinguishing landform in the plan area. Another large woodland is in the northwest corner of the SW 3, being a mature coniferous woodland. These two woodlands are highly noticeable from Highway 22. The third large woodland, on the southwest corner of the NE 2, is largely deciduous.

### 4.6 Current Road Network

Map 6 displays the road infrastructure currently serving the plan area. Paved Highway 22 forms the west boundary of the plan area. There are four accesses into the plan area from Highway 22. One is in the NW10 to a farmstead, another in the SW 10 to a country residence and two in the NW 3, one for a farmstead cluster and one for a country residential agricultural parcel.

The paved County Airport Road (Township Road 40-0) forms the south boundary of the plan area. Each of the four quarters on the north side of the road has a farmstead, each with an access from Airport Road. Range Road 7-2 provides a paved route to the airport. From Range Road 7-2 there are four accesses into country residences, one into the new County public works yard on the NE 3 and two into the Metaldog Industries development.

Range Road 7-1, which forms the southeast boundary of the plan area, currently is graveled for only one-half mile north of Airport Road. It provides access to a country residence and

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

farmstead east of Chicken Creek. The Township Road 40-2 allowance on the north side of Section 10 is undeveloped as is the one half mile of Range Road 7-1 adjacent to the east side of the NE 2.

### 4.7 Existing Utilities

The plan area is currently served by power, natural gas and telephone, a well as cellular coverage.

## 5. VISION AND PLAN FOUNDATIONS

### 5.1 Vision

The founding of a major commercial-industrial economic hub adjacent to the Rocky Mountain House Airport on the north side of the Town is the culmination of a joint vision of the councils of Clearwater County and the Town of Rocky Mountain House. To facilitate economic expansion, the communities have collaborated to extend water and wastewater services into the plan area to facilitate the development of the economic hub. In every sense, the two councils, on behalf of the communities' present and future residents, have expressed faith in the region's future, including the communities' roles therein, and in doing so are undertaking strategic investments to bring future possibilities into the present.

#### Vision Statement

The vision for this plan area is:

*A functional and dynamic economic hub to serve the local area, nearby communities and areas beyond, and in doing so continue to attract economic development, employees, new residents and visitors to the area.*

### 5.2 Planning Principles

The following planning principles state major aims of the plan:

#### 5.2.1 Further Advance Intermunicipal Cooperation:

As an integral part of sustained intermunicipal cooperation, the County and Town will collaborate with the private sector and Provincial departments to promote and enhance being 'Stronger Together'.

#### 5.2.2 Encourage the Diversification and Growth of the Local Economy:

The design of a major, diverse economic hub for commercial, industrial and related development will encourage the diversification of the economy of the County and Town, and in turn to serve, and be served, by a growing population.

#### 5.2.3 Land Use Compatibility:

Policies for the economic hub will serve to promote compatible development through appropriate site, scale and design directions, so development will be compatible with the capacity of the land and services, and with adjacent land uses.

#### 5.2.4 Coordinate Infrastructure Expansion:

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

Connecting to the Town's water and wastewater systems will enhance site development efficiencies to assist the promotion of land use expansion for economic development.

- 5.2.5 Maintain Vibrant Agricultural Land Uses as Long as Possible:  
Development will be phased in order to maintain farmland to remain productive for agriculture as long as possible.
- 5.2.6 Conserve Sensitive and Aesthetic Natural Features:  
The conservation of sensitive and aesthetic features will serve to enhance the attractiveness, diversity and vitality of the economic hub.
- 5.2.7 Consider Appropriate Tourism Opportunities  
The potential of the north portion of the economic hub for tourism related land uses may be considered as part of a tourism strategy to take advantage of the inspiring landscapes and history, around Rocky Mountain House, including the David Thompson Corridor and the West County.

### 5.3 Plan Objectives

More specific achievements desired from the Clearwater-Rocky North Major Area Structure Plan are provided in the following planning objectives:

- 5.3.1 To facilitate the development of an orderly, efficient and effective economic hub, while avoiding the premature loss of agricultural land.
- 5.3.2 To direct a development pattern such that land uses are compatible with one another and the environment.
- 5.3.3 To require most development to be served by community water and wastewater services, and other services.
- 5.3.4 To provide a network of roads which facilitates safe and effective vehicle movement into, through and out of the plan area.
- 5.3.5 To protect and conserve the significant natural features within the plan area.
- 5.3.6 To propose new design standards to be applied within the plan area, which may be applied to future developments elsewhere in the County.
- 5.3.7 To implement the Rocky – Clearwater Intermunicipal Development Plan and the Clearwater County Municipal Development Plan.
- 5.3.8 To continue multifaceted cooperation between Clearwater County and the Town of Rocky Mountain House to achieve lasting economic and social benefits for the residents and businesses of the communities.

## 6. PLANNING FOR DEVELOPMENT AND CONSERVATION

### 6.1 Introduction: Economic Hub Sub-Areas

The communities' vision for a major economic development hub is a large one, such that it may take over 40 years for the complete build out of the economic hub. Development will occur in a series of phases as developers tie into key water and wastewater services to facilitate sequential development.

Because of the very long-range nature of this Major Area Structure Plan (MASP), the Economic Hub plan area is divided into four sub-areas as shown on Map 7. Forming four components of a development concept for the MASP area, these four sub-areas are:

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

1. Core Area, being the area where development will commence and sequentially spread through the provision of community water and wastewater services .
2. East Area, being the land east of Chicken Creek where development will not require community water and wastewater services.
3. North Area, being an expansion area where the future land uses will be determined through subsequent studies and plans.
4. Conservation Area, being comprised of Chicken Creek, wetlands and their riparian lands.

### 6.2 Land Uses and Area Structure Plans

While the Core Area is introduced in Section 6.3, land use allocations for the Core Area are presented in Section 7 with the related land use policies presented in Sections 8 through 13. General provisions for land uses for the East Area, North Area and Conservation Area are presented in Sections 6.4 to 6.6.

In implementing the policies of the Intermunicipal Development Plan, it is intended that the MASP area provide for the following major classes of land uses, which may include related land uses:

- Commercial, including highway and nodal commercial
- Industrial, including light and medium industrial
- Community services
- Conservation
- Open Space
- Agriculture (Limited).

#### Policies

- 6.2.1 The Major Area Structure Plan area is intended to become a major, diverse economic hub for commercial, industrial, community services and related land uses.
- 6.2.2 Residential uses, other than those provided for in Section 8.3 shall not be permitted in the Major Area Structure Plan area.
- 6.2.3 Heavy industrial land uses, being those developments which in the opinion of the County will have a significant detrimental effect on the safety, use, amenity or enjoyment of adjacent or nearby sites due to noise, odour, emission of contaminants, fire or explosive hazards, or dangerous good, shall not be permitted in the Major Area Structure Plan area.
- 6.2.4 The Major Area Structure Plan is the area structure plan for the entire plan area. However, since the Metaldog subdivision in the NW 2 was approved earlier by the County as an outline plan, the provisions and policies in the Metaldog Outline Plan supersede those in the Major Area Structure Plan. However, any changes to the Metaldog Outline Plan may be required to conform to the policies of the Major Area Structure Plan.
- 6.2.5 In addition to the Major Area Structure Plan, the County shall require a local area structure plan to be prepared to guide land use development on lands within the major area structure plan area as follows:

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

- (a) for the Core Area, if a development proposal for land is determined by the County to be inconsistent with the Major Area Structure Plan or requires more specific planning direction;
- (b) for the East Area, if a development proposal for industrial development in the East Area requires more specific direction than generally provided in the Major Area Structure Plan; and
- (c) for the North Area, for the development of any land use which is not included in land uses that will apply to this area through a new Agriculture Limited District.

6.2.6 If the Local Area Structure Plan is adopted by the County, for the area covered by the local area structure plan the provisions and policies in Local Area Structure Plan supersede the applicable policies and provisions in the Major Area Structure Plan.

6.2.7 Clearwater County shall adopt a series of new land use districts to be applied to the Major Area Structure Plan area. In managing land use development within the plan area, these new districts shall serve to implement the policies of this Major Area Structure Plan.

### 6.3 Core Area

The Core Area includes five complete quarter sections (SW 2, SE 3, SW 3, NW 3, NE 3) and the portions of the SE 2 and NW 2 west of Chicken Creek and the wetlands (Map 7). Until developed for a variety of industrial, commercial and community service land uses, agricultural land uses will continue, although the range of agricultural land uses will be limited. Section 7 provides much more detailed planning direction for the Core Area.

### 6.4 East Area

The East Area contains parts of the SE 2 and NE 2 in the southeast corner of the plan area. It is accessed via Range Road 7-1. Because the district is separated from the remainder of the plan area by Chicken Creek and contains a relatively small land area, this is only one of two land areas within the plan area not required to connect to municipal water and wastewater services. The East Area should be attractive for lower density (larger lot) industrial land uses which may require sizeable outdoor storage areas.

#### Policies

- 6.4.1 The future use of the East Area shall be for industrial land uses. Until then, limited agricultural and related land uses may continue.
- 6.4.2 Development in the East Area is not required to be served by community water and wastewater.
- 6.4.3 The County shall not approve a use of land on any lot in the East Area for outdoor storage only, thus requiring a principal building as the major use of the lot.
- 6.4.4 Any land use approved by the County shall be subject to conditions to ensure the land use does not compromise the safe operation of the Rocky Mountain House Airport.
- 6.4.5 An existing residence shall be buffered from other future uses if it is apparent that the owner of the residence desires that the residential use continue. Suitable buffering may include setbacks, shelterbelts, berming, fencing or other appropriate means of screening.



**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

- 6.4.6 A residence may be developed on the NE 2 in accordance with the policies of the Municipal Development Plan.
- 6.4.7 The County may approve direct access to future industrial lots from Range Road 7-1.
- 6.4.8 All development on land along Chicken Creek approved by the County shall have conditions which minimize impacts on the creek, including riparian vegetation.
- 6.4.9 When land containing Chicken Creek is subdivided, the County shall require the dedication of environment reserve no less than 10 m wide along each side of the stream.
- 6.4.10 Clearwater County will encourage Clear Water Landcare to work with the agricultural producers and landowners along the Chicken Creek and the wetlands to promote beneficial practices which will maintain the health of the stream by conserving and reintroducing riparian habitat along the stream.

**6.5 North Area**

The North Area is located on parts of the SE, SW and NW of Section 10-40-7-W5. It is bordered on the north and northeast by wetlands and on the west by Highway 22. Most of the area is in crop production, except for significant woodland in the SW 10. Currently there is a farmstead on the NE 10 and a country residential parcel on the SW 10. The eastern quarter is accessed from Range Road 7-2 and the western portion from Highway 22. Because of the amount of land available for development in the Core Area, the North Area does not have non-agricultural land uses allocated to it at this time. Agricultural land uses will continue, although the range of agricultural land uses will be limited, until the area is desired for the development of land uses. Future land uses may include industrial, commercial or other non-agricultural land uses, and possibly tourism land uses.

Policies

- 6.5.1 Future development directions for the North Area will be determined in one or more local area structure plans, which shall be required to guide any approval of future non-agricultural uses in the area. Until the development of non-agricultural uses, limited agricultural and related land uses may continue pursuant to the new Agriculture Limited District.
- 6.5.2 Any future local area structure plan shall be guided by the provisions of this Major Area Structure Plan.
- 6.5.3 Recognizing the vital role of the owners of land that contain the woodland identified as a conservation feature on Map 9, Clearwater County will dialogue with the owners, and any subsequent developers of these lands, such discussions to relate to the long term conservation of the identified woodlands. Clearwater County will encourage Clear Water Landcare to work with the agricultural producers and landowners to promote beneficial practices which will conserve the woodland.
- 6.5.4 A residence may be developed on the SW 10 in accordance with the policies of the Municipal Development Plan. If approved, the access shall be a joint access with the existing country residence from Highway 22.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN****6.6 Conservation Area**

The Conservation Area shown on Map 7 consists of an interconnected series of wetlands and Chicken Creek. The area covers parts of five quarter sections. An extensive area around the pond near the south portion of the airport runway and Chicken Creek is licensed to Ducks Unlimited as a wetland conservation area. Unless site studies indicate otherwise, most if not all of the district is undevelopable. In keeping with the policies in the Intermunicipal Development Plan and Municipal Development Plan, these lands are to be protected from development.

Policies

- 6.6.1 The Conservation Area shall serve to protect Chicken Creek, the wetlands and the riparian lands along Chicken Creek and the wetlands.
- 6.6.2 No development, other than access trails, viewing platforms and, if appropriate, small parking areas, shall be permitted.
- 6.6.3 Clearwater County will dialogue with the owners and agricultural operators of land containing the conservation features identified on Map 9. Clearwater County will encourage Clear Water Landcare to work with the agricultural producers and landowners to promote beneficial practices which will conserve the wetlands, Chicken Creek and their riparian lands.
- 6.6.4 The potential of a linear trail within the Conservation Area should be explored.
- 6.6.5 Environmental reserve shall be dedicated if the land on which a conservation feature identified in Map 9 is subdivided. In place of environmental reserve, the County may require the dedication of environmental reserve easement.
- 6.6.6 The policies in Section 9 also apply to the Conservation Area.

**7. CORE AREA LAND USE PLAN****7.1 Introduction**

The Core Area includes five complete quarter sections (SW 2, SE 3, SW 3, NW 3, NE 3 and the portions of the SE 2 and NW 2 west of Chicken Creek and the wetlands (Map 7).

The provision of community water and wastewater trunk lines from the Town will provide initial access to the four quarter sections west of Range Road 7-2. The SW 2 will have initial access to water services but will require the wastewater trunk line to be extended for one-half mile. The Metaldog industrial development on the NW 2 was previously approved with private water and wastewater servicing.

Until developed for a variety of industrial, commercial, community service and related land uses, agricultural land uses will continue, although the range of agricultural land uses will be limited.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

For planning purposes, the Core Area has been divided into six districts as shown on Map 7. The land use concept for the Core Area is shown on Map 8. While each of the districts has specific policies applicable to them, the following general policies apply to the entire Core Area.

**General Core Area Policies**

- 7.1.1 As a major economic hub, a variety of commercial and industrial land uses will be the primary land uses within the Core Area and may be supported by a variety of related land uses.
- 7.1.2 Community services and open space may be developed within the Core Area.
- 7.1.3 The conservation of sensitive lands and special features within and adjacent to the Core Area shall serve to enhance the variety of amenities and landscapes within the hub.
- 7.1.4 Until the development of non-agricultural uses on land within the Core Area, a limited range of agricultural uses may continue on that land.
- 7.1.5 Development shall be implemented in accordance with the policies in Sections 8 to 13.
- 7.1.6 All development within the Core Area shall be connected to municipal water and wastewater services, except:
  - (a) development within the previously approved MetalDog industrial subdivision,
  - (b) residences that existed prior to the adoption of this plan,
  - (c) a new use of an existing residence if exempted by the County, and
  - (d) open space land uses determined by the County to not require one or both of these services.
- 7.1.7 An existing residence shall be buffered from other future uses if it is apparent that the owner of the residence desires that the residential use continue. Suitable buffering may include setbacks, shelterbelts, berming, fencing or other appropriate means of screening. The size of the remnant residential lot shall meet the standards of the County Land Use Bylaw.
- 7.1.8 Within the Core Area, access to lots shall be via internal roads, except for accesses that existed prior to the adoption of this plan.
- 7.1.9 The County shall not approve a use of land on any lot in the Core Area for outdoor storage only, thus requiring a principal building as the major use of the lot.

**7.2 Land Use Concept**

- 7.2.1 Map 8 shall guide the development of land uses in the Core Area. While the map depicts the future land use pattern, variances such as, but not limited to, the location of boundaries between major land use categories, road locations and special features may be accepted by the County. As well, if the County is satisfied that an alternate location for a land use is compatible with the land use concept plan for the Core Area, the County may approve the land use on the alternate site.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

- 7.2.2 If a development proposal for land in the Core Area is determined by the County to be inconsistent with the Major Area Structure Plan, the County may:
- (a) advise the preparation of a Local Area Structure Plan for consideration by the County, or
  - (b) consider one or more amendments to the Major Area Structure Plan.

7.2.3 The policies in Section 6 apply to the Core Area.

7.2.4 The policies in Sections 8 to 13 apply to the land use concept for the Core Area.

**7.3 Core Area Development****7.3.1 Core Area District 1**

District 1, shown on Map 7, includes lands in the SW 2 and a portion of the SE 2. The eastern boundary is the conservation land along Chicken Creek and the wetland corridor. The district is adjacent to Airport Road and Range Road 7-2. Two farm residences and one country residence are located within the district. The district is allocated for a mixture of light and medium industrial uses.

Policies

- 7.3.1.1 District 1 is allocated for industrial and related land uses. All development shall be connected to municipal water and wastewater services. However, a new use of an existing residence may be excluded from this requirement.
- 7.3.1.2 No development shall have direct access from Airport Road and Range Road 7-2, except such direct access that was in place prior to the adoption of this plan. Wherever practical, development plans for this area should eliminate direct access in favor of access from an internal road, as will be required for all other lots.
- 7.3.1.3 Only light industrial and related land uses shall be located adjacent to Airport Road and the Range Road 7-2.
- 7.3.1.4 Medium industrial land uses shall be directed to the interior portions of the district, which may also contain light industrial and related land uses.
- 7.3.1.5 If land which contains Chicken Creek or the wetlands recognized in the Conservation Area are approved for subdivision or development, such approval will be required to conserve these features in accordance with the provisions of this plan.

**7.3.2 Core Area District 2**

District 2, shown on Map 7, consists of two quarter sections, being the SE and SW 3 in the southwest corner of the plan area. The district is allocated for a mixture of industrial and commercial land uses. Access is available from Airport Road and the Range Road 7-2, and potentially from Highway 22. The future development pattern will be influenced by decisions on the future alignment of Airport Road, which may remain as currently located or realigned to the north to meet Highway 22. Two farm residences are located within the district, both with an access directly from Airport Road. Wetlands and a high water table may be a challenge for future development.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**Policies

- 7.3.2.1 District 2 is allocated for a combination of industrial, commercial and related land uses. All development shall be connected to municipal water and wastewater services. However, a new use of an existing residence may be excluded from this requirement.
- 7.3.2.2 No development shall have direct access from Highway 22, Airport Road or the Range Road 7-2, except such direct access that was in place prior to the adoption of this plan. Wherever practical, development plans for this area should eliminate an existing direct access in favor of access from an internal road, as will be required for all other lots.
- 7.3.2.3 Only light industrial and commercial land uses shall be located along Airport Road, Range Road 7-2 and Highway 22.
- 7.3.2.4 Should there be a proposal for a commercial node development, it shall be directed to locate only at or very near the intersection of Highway 22 and an approved realignment of Airport Road.
- 7.3.2.5 Medium industrial land uses shall be directed to the interior portions of the district, which may also contain light industrial and related land uses.
- 7.3.2.6 The County will consult the operator of the pipeline to endeavor to establish a trail along the pipeline right-of-way.

**7.3.3 Core Area District 3**

District 3, shown on Map 7, is a highway commercial land use district within the NW 3 along the east side of Highway 22. Access to the district will be via a new main road that connects Highway 22 with Range Road 7-2. One farm residence lies within the district.

Policies

- 7.3.3.1 District 3 is allocated for highway commercial, nodal commercial and related land uses. All development shall be connected to municipal water and wastewater services. However, a new use of an existing residence may be excluded from this requirement.
- 7.3.3.2 Should there be a proposal for a commercial node development, it shall be directed to locate at or very near the intersection of Highway 22 and the new main road.
- 7.3.3.3 Access to lots shall be via internal roads, other than a direct access from Highway 22 that was in place prior to the adoption of this plan. Any pre-existing direct access shall be eliminated as part of the development of the district.
- 7.3.3.4 A main road that serves the highway commercial area shall be provided parallel to Highway 22. Preferably, development along this main road should share accesses.
- 7.3.3.5 The County shall adopt Design Standards to guide development within District 3 to be highly aesthetically pleasing.

**7.3.4 Core Area District 4**

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

District 4, shown on Map 7, consists of the remainder of the NW 3 east of the Highway 22 commercial corridor in District 3. It may accommodate a combination of compatible commercial, light industrial and related land uses. One farm residence and one country residence are situated within the district. Access to the area will be via a new main road.

Policies

- 7.3.4.1 District 4 is allocated for a combination of compatible commercial, light industrial and related land uses. All development shall be connected to municipal water and wastewater services. However, a new use of an existing residence may be excluded from this requirement.
- 7.3.4.2 Access to lots shall be from an internal road, other than a direct access from Highway 22 that was in place prior to the adoption of this plan. Any pre-existing direct access shall be eliminated as part of the development of the district.
- 7.3.4.3 The County will consult the operator of the pipeline to endeavor to establish a trail along the pipeline right-of-way.
- 7.3.4.4 The approval of land uses adjacent to the conservation feature, in the southwest corner of the NE 3, which is planned to become a municipal park, shall include conditions that screen the buildings and storage area, if any, from the park.

**7.3.5 Core Area District 5**

District 5, shown on Map 7, contains the NE 3, which is owned by Clearwater County, including the former residential parcel. Range Road 7-2 forms the eastern border of the district. A wooded area accentuates the southwest corner of the quarter section. The County has plans to develop a municipal services complex on the northern portion of the parcel for administration, public works and agricultural field services. The balance of the land is available for other community service land uses, and possibly as well small areas of light industrial development.

Policies

- 7.3.5.1 District 5 is allocated for a variety of community service land uses, potentially including but not restricted to municipal service buildings and yards, agricultural society facilities and public recreation land uses. The district may also provide for small light industrial areas.
- 7.3.5.2 All development shall be connected to municipal water and wastewater services, except those of an open space nature which may not require services. As well, the re-use of the existing residence may be exempted from this requirement.
- 7.3.5.3 Access to the existing residence may continue directly from Range Road 7-2, but if possible site development plans should eliminate this direct access in favor of access from an internal collector or local road.
- 7.3.5.4 Access to the County administrative complex shall be from an internal collector or local road.

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

- 7.3.5.5 The County shall prepare a concept development plan for the quarter section. A feature of this plan shall serve to minimize access points from Range Road 7-2.
- 7.3.5.6 The wooded area in the southwest corner shall be conserved as a community park which would serve as well as a leisure area at the centre of the economic hub. Site plans for land uses adjacent to the community park shall serve to complement the park.

### 7.3.6 Core Area District 6

District 6 contains the previously approved Metaldog development, which is zoned as a Light Industrial District. The adjacent wetlands have been designated Environmental Reserve Easement while Range Road 7-2 forms the western boundary. The district contains two country residences.

- 7.3.6.1 The specific developments to be approved in the Metaldog subdivision shall be in accordance with the Light Industrial Land Use District and any amendments thereto.
- 7.3.6.2 The industrial parcels do not require to be served by municipal water and wastewater services.
- 7.3.6.3 A new use of an existing residence may be excluded from being required to connect to municipal water and wastewater services.

## 8. LAND USE POLICIES

### 8.1 Introduction

Section 8 provides land use policies for existing land uses in the plan area and the major classes of land uses anticipated to be developed in the future. Existing land uses are agriculture, residences and energy facilities. Future major classes of land uses are industrial, commercial, community services, conservation, limited agriculture and related uses. The land use policies apply to the entire major area structure plan area, unless superseded by policies in a subsequent local area structure plan adopted by the County in accordance with Section 6.2.

#### Land Use Objectives

- 8.1.1 To endorse a land use plan and policy framework that promotes the development of a major economic hub comprised of a compatible mix development and conservation land uses.
- 8.1.2 To encourage the farming use of agricultural for as long as possible.
- 8.1.3 To effectively buffer home sites from industrial uses.
- 8.1.4 To provide an adequate supply of serviced industrial land with various lot sizes to meet the diverse needs of prospective industries.
- 8.1.5 To provide suitable, attractive locations and lots for a variety of commercial uses that are compatible with the vision for the area.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

- 8.1.6 To accommodate community service land uses, especially on the NE 3, 40-7-W5.
- 8.1.7 To promote the provision of a linked trail system within the plan area.
- 8.1.8 To conserve sensitive features and landscapes.

**8.2 Agriculture**

While the plan area ultimately is to be entirely developed for non-agricultural land uses, farming suitable lands within the plan area remains a very appropriate use. Current farming uses in existence at the time of the adoption of the Major Area Structure Plan will be allowed to continue.

Future development will be phased, wherever possible, in order for farmland to remain productive for agriculture as long as possible. A new Agricultural Limited land use district will be adopted and applied to the entire plan area. This district shall list the agricultural and related land uses that are deemed to be compatible with the vision, principles and future major land uses envisioned for the plan area.

Policies

- 8.2.1 In the plan area, the agriculture use of land suitable and appropriate for farming may continue.
- 8.2.2 Within the plan area, lands considered not suitable or appropriate for farming are the lands designated as conservation lands on Map 9. The specific boundaries of these lands, when the need arises, will be determined by the County in consultation with the landowner.
- 8.2.3 In order to minimize land uses which are not compatible with the vision, principles and future major land uses envisioned for the plan area, the County shall adopt within the Land Use Bylaw a new Agricultural Limited district that applies to the Major Area Structure Plan Area. This district shall list the agricultural and related land uses that are deemed to be compatible with the future major land uses of the plan area.
- 8.2.4 The County shall encourage the phasing of development so farming operations can remain viable as long as possible.
- 8.2.5 Pursuant to Municipal Development Plan Policy 8.2.6, Clearwater County hereby identifies the Major Area Structure Plan area to be an exclusionary zones for the development of a confined feeding operation.

**8.3 Residential**

Because the plan area is primarily for future industrial, commercial and related uses, as directed by the Rocky-Clearwater Intermunicipal Development Plan, additional residential uses are not to be accommodated, with minor exceptions. Regarding farmsteads and country residences existing at the time of the adoption of the Major Area Structure Plan, when land around these residences is to be subdivided and developed, the site development plan will address buffers and screening if the residence is to remain.

Policies



## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

- 8.3.1 If a quarter section does not have a first parcel out at the time of adoption of the Major Area Structure Plan, the approval of a subdivision of a first parcel out from that quarter section to accommodate a residence shall be based on the policies in the County's Municipal Development Plan and Land Use Bylaw.
- 8.3.2 An existing residence shall be buffered from future uses if it is apparent that the owner of the residence desires that the residential use continue. Suitable buffering may include setbacks, shelterbelts, berming, fencing or other appropriate means of screening. The size of the remnant residential lot shall meet the standards of the County Land Use Bylaw.
- 8.3.3 A security or caretaker residence, whether part of a building or as a separate building may be approved in the plan area where it is an integral part of the primary use of the lot.

### 8.4 Energy Facilities

There is a decommissioned pipeline that traverses the southwest corner of the plan area and two abandoned wells. A desire of this plan is to use the pipeline corridor for a linear trail. Any future development on sites containing the abandoned wells will need to be cognizant of their past existence. There are no active or suspended wells in the plan area.

#### Policies

- 8.4.1 The County will consult the operator of the pipeline to endeavor to establish a multi-modal trail along the pipeline right-of-way.
- 8.4.2 Development around an abandoned well will require a setback in accordance with ERCB requirements.
- 8.4.3 The County shall oppose any new energy facilities being located in the plan area unless a facility is required to support an approved business or other land use within the area.

### 8.5 Industrial – Light and Medium

A considerable portion of the plan area is allocated for light and medium industrial land uses as these are key to future economic development.

Within the plan area, light industry areas generally provide for warehousing/storage (indoor), contractor building services, manufacturing (limited to indoors), automotive services and repairs, gas bars, equipment sales and services and small animal care services. Other related uses may be included such that the range of uses in the light industrial district is compatible with the uses provided for by the Town. Light industrial uses are usually only allowed within buildings and create no or very minimal nuisance factors. Light industries are typically directed to locations along main roads, but may be in the internal portions of an industrial area.

Medium industry areas are to be directed to the internal portions of industrial subdivisions. These areas generally provide for a variety of uses which may use outdoor space as part of their operation, including manufacturing, processing and assembly of goods, warehousing and storage, equipment sales and services, automotive sales and services, general contractor services and industrial servicing (some of which require extensive outdoor

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

storage and layout areas). Other related uses may be included such that the range of uses in the medium industrial district is compatible with the uses provided for by the Town.

General Policies

- 8.5.1 The development of industrial land uses and their locations shall be in accordance with the Major Area Structure Plan, any the applicable Local Area Structure Plan, and the Land Use Bylaw.
- 8.5.2 Outdoor storage shall only be approved as a secondary use to the use of the principle building on the same parcel.
- 8.5.3 Setbacks from Highway 22, Airport Road, Range Road 7-2 and future main road linking Highway 22 and Range Road 7-2 shall be implemented by the County (see Section 10).
- 8.5.4 Concept development plans should consider parking places for large trucks in an industrial area near Highway 22 and in proximity to related services.
- 8.5.5 The County's Design Standards for the Major Area Structure Plan area shall apply to all industrial development.
- 8.5.6 Pursuant to Policy 6.2.3, a heavy industrial uses shall not be permitted in the Major Area Structure Plan area.

Light Industry Policies

- 8.5.7 The County shall adopt a new Light Industrial Limited district to guide the development of the uses listed in the district at locations suitable for the land use.
- 8.5.8 Light industrial uses may be located in medium industrial areas.
- 8.5.9 Access to lots shall be via an internal road, except such direct access from a main road that was in place prior to the adoption of this plan. Wherever practical, development plans should eliminate direct access in favor of access from an internal road.
- 8.5.10 Any nuisance factor associated with a light industry should not extend outside an enclosed building.
- 8.5.11 Development on a light industrial lot must contain a principal building.
- 8.5.12 Outdoor storage shall be secondary to the use of the principle building on the same parcel and shall not be located in the front yard.
- 8.5.13 Outdoor storage areas shall be screened from roadways and existing residences by the location of the principle building and extensions thereto, other buildings, landscaping, fencing, berming and other means accepted by the County.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

8.5.14 For any light industrial lots backing on a main road, the County should set height limits for any sign, outdoor storage and items for sale in the rear yard.

Medium Industry Policies

8.5.15 The County shall adopt a new Medium Industrial district to guide the development of the uses listed in the district at locations suitable for the land use.

8.5.16 Medium industrial land uses shall be directed to the interior portions of areas allocated for industrial uses.

8.5.17 Access to lots shall be via an internal road.

8.5.18 Any nuisance factor associated with a medium industrial use should not extend beyond the site.

8.5.19 A development on a medium industrial lot must contain a principal building.

8.5.20 Outdoor storage shall be secondary to the use of the principle building on the same parcel and shall not be located in the front yard.

8.5.21 Outdoor storage areas shall be screened from roadways and existing residences by the location of the principle building and extensions thereto, other buildings, landscaping, fencing, berming and other means accepted by the County.

8.5.22 On wider lots, outdoor storage may be permitted in the front yard, but the requirements of Policy 8.5.20 shall be applied by the County such that the screening is much more aesthetically pleasing.

**8.6 Commercial – Highway and Nodal**

In accordance with the provisions of the Intermunicipal Development Plan, commercial land uses are considered appropriate for location in the plan area. Lands adjacent to or in near proximity to Highway 22 have high visibility, making them attractive for commercial development. The major area structure plan focuses commercial development on the NW 3, although some may be included on the SW 3 while others may be scattered throughout the plan area.

In the plan area, highway commercial areas provide for facilities and services to the traveling public and local residents. The uses generally include hotels, motels, restaurants (including drive in services), service stations, gas bars, retail and convenience stores, financial services and personal services. Other related uses may be included such that the range of uses in the highway commercial district is compatible with the uses provided for by the Town.

Nodal commercial areas are identified in the plan area. These accommodate shopping centres, strip malls, box stores, restaurants, personal health care and financial services and a variety of discretionary uses. Sizeable parking areas are associated with nodal commercial land uses. Other related uses may be included such that the range of uses in the nodal commercial district is compatible with the uses provided for by the Town.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**General Policies

- 8.6.1 The development of commercial land uses and their locations shall be in accordance with the Major Area Structure, any applicable Local Area Structure Plan, and the Land Use Bylaw.
- 8.6.2 Outdoor storage shall be secondary to the use of the principle building and shall be located and designed to not detract from the aesthetics of the principle building and area.
- 8.6.3 Setbacks from Highway 22, Airport Road, the Range Road 7-2 and the future northern link between the Range Road 7-2 and Highway 22 shall be implemented by the County.
- 8.6.4 Highway and nodal commercial development shall conform to the County's Design Standards.

Nodal Commercial Policies

- 8.6.5 Nodal commercial development is directed to the locations shown on Map 8. Should an alternate location be preferred by a developer, the County may approve the alternate location without requiring a local area structure plan to be adopted or an amendment to the Major Area Structure Plan.
- 8.6.6 A nodal commercial development should evolve to comprise a mix of retail and service land uses.
- 8.6.7 A nodal commercial development shall have a detailed site design that integrates building placement, building form (appearance), landscaping, signage and parking so development has a high quality visual appearance.
- 8.6.8 Landscaping shall include a minimum 9 m (29.5 ft) wide landscaped area adjacent to Highway 22 on which no development, outdoor storage or displays of new or used merchandise shall be permitted. The site design shall provide safe and convenient vehicle access and for the internal movement of vehicles that promotes pedestrian safety and reduces potential vehicular conflicts.

Highway Commercial Policies

- 8.6.9 The highway commercial corridor should evolve to comprise a mix of retail and related land uses.
- 8.6.10 The highway commercial corridor shall be pedestrian friendly.
- 8.6.11 Wherever possible, there should be common entrances to adjoining businesses to minimize vehicle access/egress points.
- 8.6.12 For lots backing onto Highway 22 there shall be a minimum 9 m (29.5 ft) wide landscaped area adjacent to Highway 22 on which no development, outdoor storage or displays of new or used merchandise shall be permitted.
- 8.6.13 For any highway commercial lots backing on a main road, the County should set height limits for any sign, outdoor storage and items for sale in the rear yard.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN****8.7 Community Services**

Community services may be located on public and private land. Community services include, but not limited to, municipal building and facilities, cultural facilities, parks, paths, education facilities and indoor and outdoor sport facilities.

Policies

- 8.7.1 The development of community service land uses and their locations shall be in accordance with the Major Area Structure Plan, any the applicable Local Area Structure Plan and the Land Use Bylaw.
- 8.7.2 Outdoor storage shall be secondary to the use of the principle building and shall be located and designed to not detract from the aesthetics of the principle building and area.
- 8.7.3 The County's Design Standards for the Major Area Structure Plan area shall apply to all cultural, educational and municipal buildings that are the principal building on the lot. The County may relax design standards for secondary or auxiliary structures.
- 8.7.4 The County shall prepare a conceptual development plan for the NE 3-40-7-W5.
- 8.7.5 Local Area Structure Plans and subsequent conceptual development plans shall identify greenways and open spaces, coordinating these wherever practical with utility easements and rights-of-way, stormwater facilities and pipelines. Municipal, Environmental and Conservation Reserve provisions should be applied to augment the system of greenways and open spaces where there are gaps in the system and where natural features should be conserved.

**8.8 Conservation**

Conservation areas include lands and features, both public and private, recognized for their environmental and aesthetic values. Land uses generally include all environmental reserve and conservation reserve lands, some municipal reserve lands, parks, greenway corridors and other lands that are not suitable for development.

Policies

- 8.8.1 As shown on Map 9, the following shall be considered as conservation lands and features within the plan area:
  - (a) all permanent and semi-permanent wetlands,
  - (b) riparian lands along Chicken Creek, and
  - (c) other lands identified as conservation features.
- 8.8.2 A local area structure plan may identify other lands or features as conservation lands or conservation features.
- 8.8.3 Environmental reserve shall be dedicated when the land on which a permanent wetland, a semi-permanent wetland and Chicken Creek is approved for subdivision. In place of environmental reserve, the County may require the dedication of environmental reserve easement. Within these lands, only paths, viewing structures, rest furniture and interpretative signs may be developed and only in a manner determined by a person qualified to do so.

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

- 8.8.4 Municipal reserve shall be dedicated when the land on which a feature identified in Policy 8.8.1 is subdivided. Should municipal reserve provisions be insufficient to dedicate all of the land, the County shall endeavor to apply conservation reserve provisions as outlined in Section 9 of this plan. These features are to be used as parks, possibly together with coterminous lands. Paths are a compatible feature within these features. Any facilities to be developed within these parks shall be determined by a site development plan for a community park.

## 9. SIGNIFICANT NATURAL FEATURES

### 9.1 Introduction

The plan area contains significant natural features, these being Chicken Creek, an extensive variety wetlands and dispersed woodlands, some of which have high amenity values (Map 9). Both the Intermunicipal Development Plan and County Municipal Development Plan require that these features be protected from adverse negative impacts. Conserving these features will contribute significantly to the visual appeal and functionality of the economic hub, as well as serve as a carbon absorption reserve.

#### Significant Natural Features Objectives

- 9.1.1 To protect the riparian lands along Chicken Creek.
- 9.1.2 To protect permanent and semi-permanent wetlands.
- 9.1.3 To conserve pockets of woodlands to add to the amenity values of the plan area.

### 9.2 Chicken Creek

Chicken Creek is a permanent stream that flows from southeast to northwest through the eastern portion of the plan area. The most southerly portion is framed by farmland which has resulted in minimal riparian vegetation remaining. As the creek continues to the north, it flows through wetlands.

#### Policies

- 9.2.1 Clearwater County will encourage Clear Water Landcare to work with the agricultural producers and landowners along the Chicken Creek to promote beneficial practices which will maintain the health of the stream by conserving and reintroducing riparian habitat along the stream.
- 9.2.2 When land containing Chicken Creek is subdivided, the County shall require the dedication of environment reserve no less than 10 m wide along each side of the stream.
- 9.2.3 All development on land along Chicken Creek approved by the County shall have conditions which minimize impacts on the creek, including riparian vegetation.

### 9.3 Wetlands

As shown on Map 5, a wetland study of the plan area prepared for Clearwater County identified a plethora of wetlands, including 121 ha of temporary/seasonal wetlands, 58 ha of shallow waterbody wetlands, 92 ha of peatlands and 119 ha of potential ephemeral

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

wetlands. The study recommended the extended series of permanent and semi-permanent wetlands along the eastern margin of the plan area be excluded from development in accordance with the Provinces Wetland Policy.

To be noted is that the Wetland Study is an overview and does not completely satisfy the requirements of the Wetland Policy which requires detailed field investigations and assessments, whereby the province will determine if a wetland has permanence and, if so, the level of compensation to be provided, which may include the creation of another wetland elsewhere.

There may be other wetlands, including one centered in Section 3, that may be identified through field investigations required by the 2015 Alberta Wetland Policy.

Policies

- 9.3.1 Clearwater County will encourage Clear Water Landcare to work with the agricultural producers and landowners in the plan area to protect the environmental integrity of the permanent wetlands identified on Map 5 and to mindful of the impacts of farming on non-permanent wetlands.
- 9.3.2 The County shall require the proponent of a proposed local area structure plan, subdivision or development to comply with the Alberta's Wetland Restoration - Compensation Policy, including field investigations and reporting required to determine the amount of compensation, if any, that would be required should a wetland or portion thereof be developed. Wetland compensation placement should be located in Clearwater County.
- 9.3.3 When land along a permanent wetland is subdivided, the County shall require the dedication of environment reserve no less than 10 m wide adjacent to the wetland.
- 9.3.4 All development on lands adjacent to the permanent wetlands approved by the County shall have conditions which minimize impacts on the wetland.
- 9.3.5 With the proximity to the Rocky Mountain House Airport of wetlands, including shallow ponds, the County will dialogue as needed with Ducks Unlimited to help ensure waterfowl are not an undue hazard to the operation of the airport.
- 9.3.6 Clearwater County may consider the use of a wetland, or a portion thereof, as a stormwater management facility subject to meeting design standards.

**9.4 Woodlands**

The conservation of woodlands will add considerable amenity and social values as the plan area evolves what is to become a major economic hub. The woodlands will provide scenic focal points and places of respite, as well as habitat areas for local wildlife and birds. All or portions of three major woodlands in the plan area offer these potentials. The conservation of such woodlands is a policy of Clearwater County's Municipal Development Plan.

Policies

- 9.2.1 Clearwater County shall conserve the woodland on the NE 3, 40-7-W5, which will form part of a community park.

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

- 9.2.2 Clearwater County shall seek to conserve the woodland on the SW 10, 40-7-W5 and a portion of the woodland on the SW 3, 40-7-W5 through:
- dialogue with the landowner pursuant to Policy 9.2.4;
  - the dedication of municipal reserve at the time of subdivision; and
  - applying the conservation reserve provisions within the Modernized Municipal Government Act.
- 9.2.3 Clearwater County shall encourage developers to conserve other woodlands as part of a local area structure plan and site development plan.
- 9.2.4 Recognizing the vital role of the owners of land that contain the woodlands identified as conservation features on Map 9, Clearwater County will dialogue with the owners and any subsequent developers of these lands, such discussions to relate to the long term conservation of the identified woodlands. Clearwater County will encourage Clear Water Landcare to work with the agricultural producers and landowners to promote beneficial practices which will conserve the woodland.

## 10. ROADS AND TRAILS

### 10.1 Introduction

An effective and safe roadway system is vital to the efficient functioning of a major economic development hub. For the plan area, a key roadway need is to improve the intersection of Highway 22 and Airport Road. Access from Highway 22 into the plan area will need to be minimized and strategically located. A hierarchical road pattern that accommodates the intended flow and separation of traffic is important to the development of a contiguous, compatible pattern of land uses throughout the economic hub. Increasingly, trails are becoming more significant as functional for use by employees and visitors within the area.

#### Objectives

- 10.1.1 To strategically locate a minimum number of accesses from Highway 22 and Airport Road into the plan area.
- 10.1.2 To promote traffic safety at all intersections, but especially along with Highway 22 and Airport Road.
- 10.1.3 To develop an effective internal road network that provides safe and efficient service to development throughout the plan area.
- 10.1.4 To provide a trail network within the plan area that links to the Town's trail system.

### 10.2 Main Roads

#### Policies

- 10.2.1 For the purposes of this plan main roads shall be those identified on Map 10, being Airport Road, Range Road 7-2, the main road in Core Area District 3 and other potential main roads.
- 10.2.2 The County shall seek approval from Alberta Transportation to:
  - close the existing Highway 22–Airport Road intersection, and
  - realign the western portion of Airport Road to link with Highway 22 400 – 500 m north of the existing intersection (see Map 10).



**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

- 10.2.3 The main roads should generally align with the design provided in Map 10. Alignment modifications may be approved by the County due to approved lotting patterns for land uses and site constraints. Any alignment which the County considers to be major may require an amendment to the Major Area Structure Plan.
- 10.2.4 The minimal standard of main roads shall be in accordance with the engineering standards of Clearwater County and accesses from main roads shall be minimized.
- 10.2.5 Notwithstanding Policy 10.2.4, the main road that parallels Highway 22 in Core Area District 3 shall be developed to an Urban Local Roadway standard, or a higher standard as determined at the time of development. This road shall have a walkway/path on the east side of the road to form an integral part of the trail system. Any extension of this road into the SW3 or the North Area should be considered to be built to the same standards.
- 10.2.6 The location and design standard of all intersections along Highway 22 shall be determined by Alberta Transportation.
- 10.2.7 For intersections along main roads, the design standard shall be determined by the County through an intersection analysis by a qualified engineer.
- 10.2.8 Alberta Transportation may require in the future a road or roads to link with Highway 11 at either or both the 59<sup>th</sup> Avenue and 71<sup>st</sup> Avenue intersections.
- 10.2.9 The County should encourage the Province to upgrade the Highway 22 - 11 intersection in the near future.
- 10.2.10 Through the subdivision and development approval processes, Clearwater County shall require the provision of land to meet County road rights-of-way standards and for intersections.
- 10.2.11 In addition to yard setbacks, the following landscaping setbacks shall be provided:
- (a) a landscape area of a minimum of 9 m (29.5 ft) wide for lots backing onto Highway 22
  - (b) a landscape area of a minimum of 4 m (13.1 ft) wide for lots backing onto Airport Road and the Range Road 7-2.
- 10.2.11 Landscaping standards shall be developed by Clearwater County as an integral part of the Design Standards.

**10.3 Internal Roads**Policies

- 10.3.1 The minimal standard of main roads and internal roads shall be in accordance with the engineering standards of Clearwater County.

**10.4 Trails**Policies

- 10.4.1 A trail system shall be developed as shown on Map 8. Alignment modifications may be approved by the County due to site constraints, approved lotting patterns for land

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

uses and the inability to come to a satisfactory arrangement with a landowner or an effected registered interest on a title of land.

10.4.2 Extensions to the trail system within the plan area should be considered by the County as the plan area develops.

10.4.3 Trail Standards shall be adopted by the County.

### 11.0 SERVICES

#### 11.1 Introduction

The development of the plan area for industrial, commercial, community service and related land uses will be the result of collaboration by Clearwater County and the Town of Rocky Mountain House to invest in the future of the area. Through a joint development agreement and a Servicing Agreement, the Town has agreed that the Town's potable water and wastewater infrastructure can be extended to service the joint development area.

Map 10 indicates the general alignment for the extension of water and wastewater mains into the plan area (note: alignments may change). Within the Core Area, all of the lands west of Range Road 7-2 will have immediate access to the main lines. East of Range Road 7-2, the water main will be available but the sewer main will need to be extended.

In the Core Area a range of other utility services will be available, including stormwater, power, natural gas and telecommunications. Adequate police, fire, emergency and medical services currently exist to service the area, but likely will require additions as development occurs and the resultant population increases.

#### Objectives

11.1.1 To provide an effective and reliable network of utility services within the plan area.

11.1.2 To ensure the plan area continues to be provided with adequate police, fire and ambulance services.

#### 11.2 Water and Wastewater

With only a few exceptions, as presented in the policies below, development in the plan area is to be connected to community water and wastewater systems that will be extended to the plan area.

#### Policies

11.2.1 All new development within the plan area shall be serviced with the community water and wastewater systems, except:

- (a) development in the North Area, until services are extended to that area,
- (b) development in the previously approved Metaldog industrial subdivision in the NW 2-4-7-W5,
- (c) development east of Chicken Creek, and
- (d) a new use of an existing residence if exempted by the County, and
- (e) facilities that may not require water and/or sewer services, such as parks, if exempted by the County.

11.2.2 The County and Town shall agree on the sequence and timing of extensions to the water and wastewater infrastructure.

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

- 11.2.3 On site community water and wastewater services shall be in accordance with the design standards of the Town of Rocky Mountain House.
- 11.2.4 For developments requiring private water and wastewater systems, these services shall meet Provincial standards and regulations.
- 11.2.5 Utility rights-of-way and easements may be used for trails.

### 11.3 Stormwater

In many places in the plan area, the water table is high while the contours and soils yield poor drainage, as evidenced by the many wetlands in the plan area. As shown on Map 11, the plan area contains five drainage basins and numerous sub-basins making the integrated management of stormwater very important. A Master Stormwater Management Plan, prepared for Clearwater County by WSP Canada Inc, includes proposed locations for stormwater facilities (Map 11).

#### Policies

- 11.3.1 The Master Stormwater Management Plan shall guide the provision of local stormwater management plans that will be required as a part of all development approvals.
- 11.3.2 The specific siting of stormwater management ponds and drainage channel alignments shall be determined in a detailed development concept approved by the County. The design of the ponds and channels shall conform to provincial standards and regulations.
- 11.3.3 The County may seek to combine the stormwater facility required for the NE 3 with part of the stormwater facility requirements for the SE 3 to create a larger, attractive facility.
- 11.3.4 The County may require a stormwater management facility to incorporate a path, landscaping and benches to enhance these facilities to serve as functional open space places within the plan area.
- 11.3.5 The County should encourage the application of Low Impact Development techniques to reduce the volume and rate of stormwater exiting properties.

### 11.4 Shallow Utilities

A number of companies serving the Rocky Mountain House area provide natural gas, power and telecommunication services to the plan area. With the magnitude and extension of development over time, the utility providers will need to monitor growing needs for services and make adjustments in their facilities and systems to service these needs.

#### Policies

- 11.4.1 All shallow utilities, including natural gas, power and telecommunications shall be underground.
- 11.4.2 Shallow utilities shall be extended concurrently with the extension of roads.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

11.4.3 Clearwater County shall encourage the provision of high speed fibre in the plan area.

**11.5 Emergency Services**

Emergency services include police, fire and ambulance. All of these are reasonably available to the plan area. The hospital in Rocky Mountain House provides a range of medical services, including emergency treatment, and may refer cases to hospitals in Red Deer, Calgary or Edmonton as the need arises.

Policies

11.5.1 The preparation of local area structure plans and major development concepts covering large areas of land shall consider input from the emergency service departments.

11.5.2 To enhance fire fighting capacity, the County shall require any area served with community water to have fire hydrants and other areas to have fire pond.

**12. DEVELOPMENT MANAGEMENT**

While the development of the plan area will take many years, it is important that the foundation for sound, functional and attractive development is ready to be implemented from the start. As such, additions and changes to the County Land Use Bylaw are required, including new land use districts that relate to the policies in Sections 6 through 8.

To guide development that meets community expectations, new development standards are needed to address building and site standards, including landscaping. Because the plan area is adjacent to two miles of Highway 22, being the major corridor for north-south traffic, these new standards will be especially relevant to the gateway corridor.

**12.1 Land Use Bylaw Amendments**Policies

12.3.1 Clearwater County shall adopt new land use districts to manage development in the Major Area Structure Plan area. The adoption of these districts shall proceed simultaneously with the adoption of the Major Area Structure Plan. These new districts include:

- (a) Agriculture Limited
- (b) Light Industrial Limited
- (c) Medium Industrial
- (d) Highway Commercial
- (e) Nodal Commercial
- (f) Community Services
- (g) Open Space.

12.3.2 Clearwater County shall review the land use definitions in the Land Use Bylaw and shall adopt as many new and amended definitions required to describe the land uses provided for in the new land use districts.

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

12.3.3 The County shall amend the Land Use Bylaw to adopt Design Guidelines that apply to the Major Area Structure Plan area. Key aspects of the design guidelines may be incorporated into the land use districts.

**12.4 General Development Provisions**Policies

12.4.1 The County may require the submission of a Phase 1 Environmental Site Assessment with an application for redesignation or development. Based on the findings of the Phase 1 Environmental Site Assessment, the County may require a Phase 2 Environmental Site Assessment to be submitted.

12.4.2 The County may require a geotechnical report to be submitted as part of a proposed subdivision or development.

12.4.3 Notwithstanding 12.2.2, the County shall require a geotechnical report to be submitted as part of a proposed subdivision or development where fill may be required to confirm suitable building envelopes. The report shall provide recommended site engineering requirements, as well as actions to mitigate impacts.

12.4.4 The County should promote the application of Leadership in Energy Environmental Design (LEED) and Low Impact Development (LID) principles in all applicable developments.

12.4.5 Accessory storage, which includes but is not limited to recycling bins, garbage containers and small sheds, are permitted uses that shall be located and designed not to detract from the appearance of the principle building and parcel landscaping.

**12.5 Design Guidelines**

The Rocky-Clearwater Intermunicipal Development Plan requires that commercial and industrial development shall provide a high standard of building and overall site appearance on all lots adjacent to highways. This includes orienting buildings to face the highway, creating attractive architectural appearances on building elevations visible from the highway and planting landscaping materials to break up and soften views of commercial and industrial properties. This Major Area Structure Plan concurs with these directions for lots along Highway 22, but also requires the County to adopt design guidelines for development throughout the Major Area Structure Plan area.

Policies

12.5.1 The County shall adopt Design Guidelines to be applied to development in the Major Area Structure Plan to ensure that all aspects of development addressed in Policy 12.3.2 are compliant with the requirements of the Land Use Bylaw.

12.5.2 The guidelines shall address:

- (a) site planning,
- (b) site landscaping and fencing,
- (c) building design, and
- (d) any other aspects required by the County.

## CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN

12.5.3 The design guidelines for lots along Highway 22 and the main road in Core Area District 3 shall include design guidelines which are of a higher standard than the design guidelines for other areas in the Major Area Structure Plan area.

12.5.4 The County shall adopt Trail Standards, which may be part of the Design guidelines.

### 13. RESERVES

The reserve provisions within the Modernized Municipal Government Act shall be used in the plan area to provide a variety of open spaces to conserve sensitive features, make available landscaped buffers and land for parks and trails. These will greatly assist in enhancing the amenity value of the plan area and potentially promote, or at least, complement future development.

The parks and other open spaces, linked by trails, will be a functional attraction for the many employees who will work in the area, for travelers stopping and staying in the area and for local residents out for longer walks and biking on the extended trail system that links to the Town system. To accommodate these facilities, both the County's Municipal Development Plan and the Rocky-Clearwater Intermunicipal Development Plan require the dedication of environmental and municipal reserves.

#### 13.1 Environment Reserve

##### Policies

13.1.1 The County shall apply the environment reserve provisions in Section 9.

13.1.2 In place of environmental reserve the County may require the dedication of environmental reserve easement.

#### 13.2 Municipal Reserve

The Rocky-Clearwater Intermunicipal Development Plan requires area structure plans to address the connection of the Town's trail system to points of interest within the plan area, and even to use, if need be, municipal reserve to provide extra width of land adjacent to environmental reserve for the provision of a trail. The County's Municipal Development Plan requires the full dedication of municipal reserve.

##### Policies

13.2.1 As a condition of subdivision approval, Clearwater County shall require that 10 percent of developable lands be dedicated as municipal reserve in the form of land, cash-in-lieu or a combination of land and cash-in-lieu in accordance with policies 13.2.2 to 13.2.10.

13.2.2 In keeping with the policies of Section 9.4, Clearwater County shall dedicate municipal reserve to conserve the woodlands on the NE 3, 40-7-W5, which will form part of a community park.

13.2.3 In keeping with the policies of Section 9.4, if the woodlands remain on the SW 10, 40-7-W5 when land is approved for subdivision, the full dedication of municipal

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

reserve shall be taken as land to set aside these lands as a park. Should the land dedicated as municipal reserve be insufficient to entirely include the woodlands and a buffer around the woodlands, the conservation reserve provisions in Section 13.3 shall be applied.

- 13.2.4 In keeping with the policies of Section 9.4, if a conceptual development plan for the SW 3, 40-7-W5 maintain some of the large woodland, when land is approved for subdivision the County shall require a portion of the woodlands to be dedicated as municipal reserve.
- 13.2.5 Clearwater County may require land to be dedicated as municipal reserve adjacent to environmental reserve along Chicken Creek and permanent wetlands to better accommodate a trail.
- 13.2.6 Clearwater County may require land to be dedicated as municipal reserve to provide alternate access to an environmental reserve parcel.
- 13.2.7 Clearwater County may dedicate land as a municipal reserve where required to extend, connect and enhance the trail system.
- 13.2.8 Clearwater County may require land to be dedicated as municipal reserve to serve as a buffer between:
- (a) land dedicated as industrial and an existing residential site which a local area structure plan or detailed development concept indicates is to remain, and
  - (b) other forms of land use felt to be incompatible.
- 13.2.9 Clearwater County may require the dedication of land up to 3 m (9.84 ft) wide land as municipal reserve adjacent to Highway 22, Airport Road and the Range Road 7-2.
- 13.2.10 For all quarter sections, including those affected by policies 13.2.3 to 13.2.9, Clearwater County may minimize the portion of municipal reserve taken as land and require the balance of municipal reserves owing to be taken as cash-in-lieu. The funds shall be retained in the County's Municipal Reserve Fund to be applied to the purchase of land and the development of open spaces within the Major Area Structure Plan area.
- 13.2.11 Public utility lands, including stormwater facilities, shall not be dedicated in whole or in part as municipal reserve.

**13.3 Conservation Reserve**

The Modernized Municipal Government Act presents municipalities the opportunity to dedicate land as a conservation reserve if, in the opinion of the municipality, the land has an environmentally significant feature that cannot be dedicated as environmental reserve, yet the municipality desires to protect and conserve the land. The land that is to be taken as conservation reserve must be purchased by the municipality at market value.

Policies

**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

- 13.3.1 Pursuant to Section 9.2 of this plan, Clearwater County shall endeavor to utilize conservation reserve provisions to protect in whole or in part the woodlands, and a buffer around, on the SW 10, 40-7-W5.
- 13.3.2 Should the County be successful in gaining agreement with a landowner to dedicate a conservation reserve pursuant to Section 664.2(1) of the Modernized Municipal Government Act, funds within the Municipal Reserve Fund shall be used to purchase, in whole or in part, conservation reserve land.
- 13.3.3 Future local area structure plans may identify other lands that should be considered for dedication a conservation reserve.

**14. IMPLEMENTATION****14.1 Adoption**Policies

- 14.2.1 The Major Area Structure Plan and any amendments thereto shall be adopted by bylaw by the Council of Clearwater County.

**14.2 Area Structure Plans**Policies

- 14.2.1 The policies of the Major Area Structure Plan shall be implemented through the application of the Land Use Bylaw and the applicable local area structure plans adopted pursuant to the provisions of this plan.
- 14.2.2 Local area structure plans may be adopted by the County for specific areas of land within the Major Area Structure Plan area as guided by Section 6.2.
- 14.2.3 If the Local Area Structure Plan is adopted by the County, for the land covered by the area specific local area structure plan, the provisions and policies in the Local Area Structure Plan supersede the applicable policies and provisions in the Major Area Structure Plan.
- 14.2.4 The policies in this Major Area Structure Plan are to be used by the County to guide the preparation and adoption of subsequent local area structure plans. As such, the County is to encourage a Local Area Structure Plan to be consistent with the principles, objectives and policies of the Major Area Structure Plan.

**14.3 Plan Review**Policies



**CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN**

- 14.3.1 Clearwater County shall monitor the ongoing effectiveness of the Major Area Structure Plan and at such times determined by Council may require a thorough review of the Major Area Structure Plan.
- 14.3.2 Notwithstanding policy 14.3.1, the Major Area Structure Plan:
- (a) shall be reviewed concurrently with any review of the Rocky-Clearwater Intermunicipal Development Plan, and
  - (b) shall be reviewed thoroughly at least every six years from the date of adoption of the Major Area Structure Plan.

**14.4 Plan Amendments**Policies

- 14.4.1 The Council of Clearwater County may initiate an amendment to this Major Area Structure Plan.
- 14.4.2 An amendment to the Rocky-Clearwater Intermunicipal Development Plan may trigger one or more amendments to the Major Area Structure Plan.
- 14.4.3 A person or persons having an interest in land within the Major Area Structure Plan area may initiate an amendment to the Major Area Structure Plan.
- 14.4.4 When an amendment is initiated by someone other than Council, Clearwater County may require the initiator of the amendment to provide a report and any other relevant information to support the amendment.
- 14.4.5 When considering an amendment to the Major Area Structure Plan, Clearwater County shall refer the amending bylaw to the Town of Rocky Mountain House, any provincial department and agency and any other persons or agencies the County feels the amendment affects.

**14.5 Problem Resolution**

As this Major Area Structure Plan is related to the Rocky-Clearwater Intermunicipal Development Plan and associated joint development and Servicing Agreements, should a misunderstanding or disagreement between Clearwater County and the Town of Rocky Mountain House arise it is the desire of both municipalities to jointly address and resolve the issue or issues.

Policies

- 14.5.1 Clearwater County shall seek the resolution of problem jointly with the Town of Rocky Mountain House in accordance with the procedures in Stronger Together – Building Opportunities for Our Future: An Intermunicipal Collaboration Framework and the Rocky-Clearwater Intermunicipal Development Plan.

CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN



**Legend**  
 [ ] Plan Area Boundary  
 [ ] Airport Development Plan Boundary

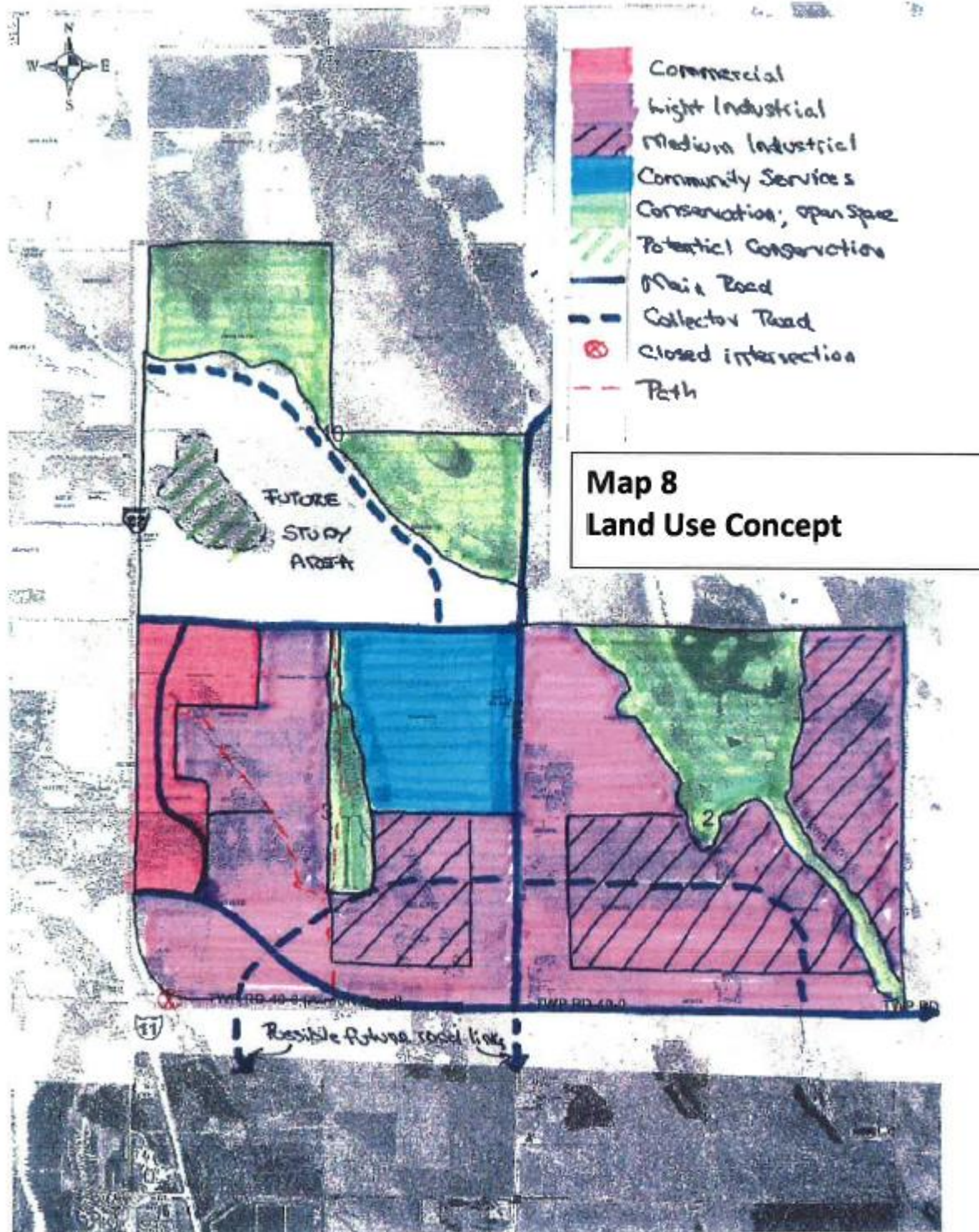
Clearwater - North Rocky  
 Area Structure Plan  
 PLAN AREA PHOTO

**Map 7**  
**Economic Hub Sub-Areas**



CORE  
 EAST  
 NORTH  
 CONSER

CLEARWATER - NORTH ROCKY MAJOR AREA STRUCTURE PLAN



Map 8  
Land Use Concept

**Legend**  
Plan Area Boundary  
Airport Development Plan Boundary

Clearwater - North Rocky  
Area Structure Plan

## Definitions

“Abattoir” means a lot or building where animals are slaughtered and butchered and may include the packing, treating, storing and sale of the products.

“Accessory building” means a building or use which is subordinate, incidental and directly related to the principal use of the premises, building or site and which does not substantially add to the patronage, volume of traffic, or intensity of the use of the premises, building or site. An accessory building or use must be located on the same site as the principal use and shall not precede the development of the principal building.

“Accessory Storage” means storage that is incidental and subordinate to a principle use located on the same parcel. This includes recycling bins, garbage bins, small garden sheds and other similar facilities.

“Adult Entertainment” means the provision of live performances, motion pictures, videos, books, or other reproductions for the amusement of patrons, the central feature of which is generally deemed to be unsuitable for minors.

“Alcohol sales” means the retail sale of alcoholic beverages including distilled spirits, wine and beer to the public. This use is for high volume sales with quick customer turnover. This principal use may include as a subordinate use the retail sale of related products.

“Animal hospital” means a facility for the medical care and treatment of animals and includes provision for their accommodation and confinement.

“Animal services” means a commercial establishment for the medical treatment, examination, training, care or grooming, and/or sales of domestic animals and the retail sales of associated animal supplies conducted entirely within a building.

“Auctioneering Service, Livestock” means development specifically intended for the auctioneering of livestock, goods, equipment including temporary storage of such goods and may include the temporary holding of the livestock. This use class does not include onsite slaughtering such as an abattoir or one time on-site estate auction sales.

“Auctioneering Service, No Livestock” means those developments specifically intended for the auctioning of goods and equipment, including temporary storage of such goods and equipment. This use class does not include livestock auction marts or one time on-site estate auction sales.

“Automotive Sales and Service” means the retail sale, rental of new or used automobiles, trucks, and motorcycles, together with incidental maintenance services and sales of parts, but does not included heavy equipment sales and service. This also includes a facility for the servicing and mechanical repair of automobile, trucks, motor homes and similar vehicles; the sale, installation, or servicing of related accessories and parts.

“Automotive and Equipment Body Repair” means a facility where automobiles, trucks, other vehicles and equipment undergo body repair, sandblasting and/or painting.

“Bulk fuel Sales and Storage” means development for handling petroleum products in bulk quantities, and includes retail fuel sales.

“Business Office” means a building or part of a building used primarily for clerical, managerial or administrative functions and may include secretarial services; professional, scientific, and technical services; information services; office maintenance or custodial services; office security; and the sale, rental, repair, or servicing of office equipment.

“Caretaker suite” means a portion of the main land use district building not including a manufactured unit attached to the said building, used to provide accommodation for one individual that is employed by the business located on the property to provide janitorial and/or security functions for the same said property. Only one caretaker’s suite per property location shall be permitted. A caretaker’s suite may consist of an office, sleeping, kitchen and bathroom facilities, and for the purposes of this Land Use Bylaw shall not be considered a dwelling unit, and cannot be a business unto itself.”

“Car wash” means a facility used for the purposes of washing motor vehicles.

“Child Care Facility” means buildings and lands used for the provision of care, instruction, maintenance or supervision of children by a person other than one related by blood or marriage, for periods not exceeding 24 consecutive hours and includes all day-care centres, early childhood services, nurseries and after-school or baby-sitting programs which meet this definition.

“Commercial Greenhouse” – means a facility used to raise, display and sell plants within an enclosed structure and may include sales of related gardening or plant-care products as a minor component.

“Commercial School” means a building or structure or part thereof, where specialized instruction is provided for the financial gain of the individual or company owning the school, and includes, but is not limited to, a business school, a trade school, a driving school, a dance school, a music school, a fine arts school, a martial arts school, language/cultural school, or a tutoring school.

“Commercial Storage” means a building or group of buildings in which rentable space is provided for the storage of goods of a non-hazardous nature.

“Contractor and Industrial Support Services” means a service of a major construction and industrial nature that requires outdoor storage and warehouse space. Any sales, display, office or technical support service areas shall be accessory to the principal general contractor service use only.

“Contractor Service, Indoor” means a construction related service such as electrical, plumbing, heating, painting and landscaping primarily to individual landowners but may also service other businesses, and may include the limited sale of goods normally accessory to the service. Outdoor storage of equipment is not permitted and commercial vehicles kept on the premises shall be of a maximum of 1 Ton or smaller.

“Convenience Retail Service” means the retail sale of goods to area residents and employees on a day to day basis, from buildings not exceeding 275 sq. m. (2,960 sq. ft.) in total gross floor area. Typical uses include small food stores, drug stores and convenience store. Liquor sales and gas bars are not included within this definition.

“Craft brewery and distillery” means an establishment where beer, wine, or alcoholic spirits are produced on-site and are for retail sale. The facility must be appropriately licensed by the Alberta Liquor and Gaming Commission.

“Crematorium” means an establishment with one or more cremation chambers used only for the reduction of the human body to ashes by heat and where funeral services will not be permitted to be conducted.

“District shopping centre” means a group of commercial establishments as either permitted or discretionary uses, planned, owned, developed and managed as a unit with off-street parking established on the same site and shall serve the needs of the urban centre and surrounding municipalities. Each establishment within a District Shopping Centre shall require their own, separately approved development permit.

“Drinking Establishment” means a commercial facility, licensed by the Alberta Gaming and Liquor Commission, in which alcoholic beverages are served for consumption on the premises, and includes a licensed lounge that is ancillary to a restaurant.

“Drive-in business” means an establishment with facilities for onsite service to customers who generally remain in their motor vehicles, but does not include a drive-in theatre.

“Essential public service” means a development that is necessary for the continued health, safety or welfare of residents and members of the public. This includes fire stations, ambulance services, police stations and similar facilities.

“Exhibition grounds” means a site containing buildings and/or grounds designed as a venue for trade fairs, exhibitions, sporting events, cultural events, entertainment shows and other similar activities.”

“Financial Service” means a service related to money management and investment typically provided by a bank, trust company, investment dealer, credit union, mortgage broker or related business, and may include rapid customer service such as a drive-through.

“Freight and transportation depot” means a facility for the storage and distribution of freight shipped by air, rail or road transportation and includes a facility for the parking, storage and servicing of vehicles used in the transportation of freight or passengers for commercial purposes.

“Funeral Service” means a facility used for the preparation of the dead for burial, the purification and reduction of the human body by heat and the keeping of bodies other than in a cemetery and the holding of associated services. Typical uses include funeral homes, crematoriums and mausoleums.

“Gas Bar” means a facility used for the sale of motor fuel, lubricating oils, automotive fluids, and associated convenience store products. The gas bar may be self-service, full service, key lock, card lock, or other similar operations and may include a vehicle washing facility as an ancillary use but does not provide auto repair or servicing.

“Heavy Equipment Sales and Service” means a facility used for the sale, rental, service, or repair of heavy vehicles, machinery or mechanical equipment typically used in building, roadway, pipeline, oil field and mining construction, manufacturing, assembling and processing operations, and agricultural production.

“Hotel/ Motel” means a commercial development that provides rooms or suites for temporary sleeping accommodation with or without kitchen facilities where each room or suite has its own sanitary facilities and may include accessory food services, licensed drinking establishments, entertainment facilities, meeting rooms, personal service establishments and commercial retail services.

“Landscaping sales and service” means the use of lands, buildings or structures, or part thereof, for the purpose of selling soft landscaping materials such as seeds, plants trees and shrubs, as well as hard landscaping materials such as rocks, pavers, ornaments, shale, crushed rock or other similar materials associated with landscaping.

“Licensed premises” means a commercial establishment which is licensed to serve alcohol.

“Light equipment sales and service” means the sales, rental and service of any light vehicle or equipment, including small implements such as snow blowers, boats, snow machines, quads, or motorcycles.

“Livestock Auction Market” means an enclosed area of land, with or without ancillary buildings or structures, upon which livestock are collected and marketed usually by public auction.

“Manufactured Home Sales and Service” means development used for the display, sale or rental of new or used manufactured homes and includes the provision of maintenance services and sale of parts and accessories.

“Manufacturing Industries, Indoor” means the fabrication, processing or assembly of materials, goods, and articles to produce items of enhanced value. An indoor industrial or manufacturing activity which, in the opinion of the Development Authority, cannot be detected (noise, glare, vibration, or airborne emissions) from outside of the building. It may include the temporary storage of onsite motor vehicle, commercial for freight handling including pick-up, delivery and transitory storage of goods incidental to motor freight shipment directly related to the permitted use. In certain districts, manufacturing industries may include small areas of outdoor storage, when approved.

“Manufacturing Industries, Outdoor” means the fabrication, processing or assembly of materials, goods, and articles to produce items of enhanced value. An outdoor industrial or manufacturing activity which, in the opinion of the Development Authority, cannot be detected (noise, glare, vibration, or airborne emissions) from outside of the site. It may include the temporary storage of onsite motor vehicle, commercial for freight handling including pick-up, delivery and transitory storage of goods incidental to motor freight shipment directly related to the permitted use.

“Medical marijuana facility” means a building where medical marijuana is grown, processed, tested, destroyed, stored or loaded for shipping, and for which a license provided by Health Canada has been issued for all onsite activities. This does not include the retail sales of marijuana for recreational purposes. (Bylaw XXXXXX)

“Outdoor storage” means storage of goods and materials in the open air that is secondary to the use of the principal building located on the same parcel and does not involve the use of temporary or permanent structures. Outdoor storage excludes the display of motor vehicles, equipment and landscaping and gardening supplies for sale.

“Outdoor retail display and sales” means an open area for uses secondary to the use of the principal building located on the same parcel, including motor vehicles, equipment, landscaping and gardening supplies, and other items deemed by the County to be similar and appropriate.

“Park” means an area of public land that is developed for active and/or passive outdoor recreation use;

“Personal and Health Care Services” means the provision of a service to individuals which is related to the care or well-being of the individual, personal aesthetic or grooming service, physical or mental health service of a preventative, diagnostic or therapeutic nature. Typical facilities would include hair salons, barbershops, dry cleaners, photographers, travel agents, medical and dental offices, health clinics, counseling services, fitness centres and chiropractic offices.

“Principal Building” means a building which:

- (a) occupies the major or central portion of a site,
- (b) is the chief or main building among one or more buildings on site, or
- (c) constitutes by reason of its use the primary purpose of the site.

“Private club or lodge” means a facility used for the meeting, social or recreational activities of members of non-profit, charitable, social service, athletic, business or fraternal organizations.

“Public Use” means a development which is publicly owned, supported or subsidized involving public assembly or use. Public uses typically include such uses as municipal, provincial and federal administration and services, publicly funded schools, parks, libraries, arenas, museums, art galleries, hospitals, tennis courts, swimming pools and other indoor and outdoor recreational facilities.

“Public utility building” means a building in which the proprietor of a public utility

- (a) maintains its offices, or
- (b) maintains or houses equipment used in connection within the public utility;

“Recycling Depot” means a facility used for sorting, storage and distribution of bottles, cans, tetra-packs, newspapers, cardboard, plastics and similar household goods for reuse.

“Recreation, Indoor” means a facility where patrons participate in sports events and other recreational activities in an enclosed building that may include restaurants and commercial retail services. Typical uses include but are not limited to, arenas, athletic clubs, health and fitness clubs, gymnasiums, swimming pools, rifle and pistol ranges, bowling alleys, and racquet clubs.

“Recreation, Outdoor” means a facility where patrons participate in sports and other outdoor recreational activities and may include on-site restaurants and commercial retail services. Typical uses include but are not limited to, golf courses, driving ranges, tennis courts, swimming pools, waterslides, sports fields, equestrian trails, boating facilities and recreational trails.

“Recreation, Passive” Outdoor recreational activities, such as nature observation, hiking, biking and canoeing or kayaking, that require a minimum of facilities or development and that have minimal environmental impact on the recreational site.



“Recreational Vehicle Sales and Service” means a development used for the display, sale or rental of new or used recreational vehicles and includes the provision of maintenance services and sale of parts and accessories.

“Recreation vehicle storage” means a structure or an area providing for the long term storage of recreation vehicles, trailers or motor homes that are not being used for overnight accommodation.

“Religious Assembly” means a facility operated by a recognized religious organization for worship and related religious, philanthropic or social activities and includes accessory rectories, manses, meeting rooms, classrooms, dormitories and other buildings. Typical facilities include churches, chapels, mosques, temples, synagogues, parish halls, convents and monasteries.

“Restaurant” means a facility primarily intended for the preparation and sale of foods and beverages to the public for consumption on or off the site. This use typically has a varied menu, with a fully equipped kitchen and preparation area. Typical uses include, but are not limited to, cafes, coffee shops, fast food, and sit down restaurants.

“Retail sales establishment” means a facility used for the retail sale of a wide variety of consumer goods including such things as groceries and beverages, electronic goods, furniture and appliances, hardware and home improvement supplies, household goods, printed matter, confectionary, pharmaceutical and personal care items, office supplies, stationery, etc.

“Service Station” means a facility used for the routine repair, servicing or washing of vehicles within a building; and for the sale of gasoline, petroleum products, and a limited range of automotive parts and accessories. A service station may include a restaurant and convenience retail services.

“Theatre” means a building, part of a building, or outdoor area for housing dramatic presentations, stage entertainments, or motion-picture shows.

“Truck stop” means a large roadside service station, usually on the side of a major highway, where truck drivers stop for fuel, and often include a restaurant and shower facilities and have ample parking space for tractor/trailer units.

“Utility” means the components of any sewage, stormwater, or solid waste disposal system, potable water system, electrical, telecommunications or gas distribution system and may be publicly, privately or communally owned and operated.

“Warehousing” means a facility for the indoor storage of goods and merchandise.

“Wholesaling Facility” means a buildings or part thereof where the purpose of the business is buying goods for resale to other employment, commercial, institutional, or agricultural business users including other wholesalers.

“Wrecking Yard” means land an associated buildings used to store, dismantle, salvage, and recycle components from discarded vehicles, industrial equipment, demolished buildings and other large items.

**NODAL COMMERCIAL DISTRICT "NC"**

THE GENERAL PURPOSE FOR THIS DISTRICT IS TO ACCOMMODATE THE PUBLIC THROUGH PROVISION OF RETAIL AND COMMERCIAL USES, THAT MAY REQUIRE LARGE PARKING AREAS, IN CLOSE PROXIMITY TO OTHER COMMERCIAL AND INDUSTRIAL USES, SPECIFICALLY WITHIN THE CLEARWATER NORTH – ROCKY MASP.

**Permitted Uses**

Accessory Building  
Accessory Storage  
Animal Services  
Commercial School  
Convenience Retail Store  
District Shopping Centre  
Existing residence prior to the adoption of this district  
Farming  
Gas Bar  
Hotel/ Motel  
Park  
Private Club or Lodge  
Restaurant  
Retail Sales Establishments

**Discretionary Uses**

Adult Entertainment  
Alcohol Sales  
Business Office  
Car Wash  
Childcare Facility  
Craft Brewery and Distillery  
Drinking Establishment  
Drive-in Business  
Financial Service  
Funeral Service without a Crematorium  
Light equipment sales and service  
Outdoor Retail Display and Sales  
Personal Health Care Service  
Public Use  
Public Utility Building  
Recreation, Indoor  
Religious Assembly  
Service Station  
Theatre

**HIGHWAY COMMERCIAL DISTRICT "CH"**

THE GENERAL PURPOSE FOR THIS DISTRICT IS TO ACCOMMODATE THE TRAVELING PUBLIC THROUGH PROVISION OF RETAIL, COMMERCIAL, RECREATION, AND TOURIST USES ALONG HIGHWAYS AND IN CLOSE PROXIMITY TO OTHER COMMERCIAL AND INDUSTRIAL USES.

**Permitted Uses**

Accessory Building  
Accessory Storage  
Agriculture uses existing prior to designation of this district  
Automotive Sales and Service  
Car wash  
Convenience Retail Store  
Drive-in Business  
Existing residence prior to the adoption of this district  
Gas Bar  
Hotel/ Motel  
Light Equipment Sales and Service  
Outdoor Retail Display and Sales  
Park  
Restaurant  
Retail Sales Establishments  
Service Station  
Truck Stop

**Discretionary Uses**

Alcohol Sales  
Animal Services  
Bulk Fuel Sales and Storage  
Business Office  
Commercial Greenhouse  
Commercial School  
Contractor and Industrial Support Services  
Craft Brewery and Distillery  
Drinking Establishment  
Heavy Equipment Sales and Service  
Essential Public Services  
Funeral Service without a Crematorium  
Landscaping Sales and Service  
Outdoor Storage  
Parking Facility  
Personal and Health Care Service  
Private Club or Lodge  
Public Use  
Recreation, Indoor  
Recreational Vehicle Sales and Service  
Religious Assembly  
Theatre

**LIGHT INDUSTRIAL LIMITED DISTRICT "LIL"**

THE GENERAL PURPOSE FOR THIS DISTRICT IS TO ACCOMMODATE A RANGE OF COMPATIBLE INDUSTRIAL AND COMMERCIAL USES, THE LOCATION OF WHICH IS TYPICALLY GUIDED BY AN AREA STRUCTURE PLAN. THIS DISTRICT WILL BE SUBJECT TO HIGH STANDARDS OF ARCHITECTURAL DESIGN AND LANDSCAPING IN ORDER TO MAINTAIN THE AESTHETIC ENVIRONMENT AND CONTAIN THE GREAT MAJORITY OF THE NUISANCES CREATED WITHIN THE BUILDING AND/OR SITE.

**Permitted Uses**

Accessory Buildings  
Accessory Storage  
Agriculture uses existing prior to designation of this district  
Animal Service  
Auctioneering Service, No Livestock  
Automotive/ Equipment Body Repair  
Automotive Sales and Service  
Contractor Services, Indoor  
Heavy Equipment Sales and Service  
Essential Public Services  
Existing residence prior to the adoption of this district  
Gas Bar  
Landscaping Sales and Service  
Light equipment sales and service  
Manufacturing Industries, Indoor  
Outdoor Retail Display and Sales  
Outdoor Storage  
Park  
Public Use  
Public Utility Building  
Service Station  
Truck Stop  
Warehousing  
Wholesaling Facility

**Discretionary Uses**

Animal Hospital  
Auctioneering Service, Livestock  
Bulk Fuel Sales and Storage  
Caretaker Suite  
Commercial Greenhouse  
Commercial School  
Contractor and Industrial Support Services  
Convenience Retail Service  
Commercial Storage  
Craft Brewery and Distillery  
Freight and Transportation Depot  
Funeral Service  
Kennel  
Manufactured Home Sales and Service  
Medical Marijuana Facility

Private Club or Lodge  
Recreational Vehicle Sales and Service  
Recreation Vehicle Storage  
Recreation, Indoor  
Recycling Depot  
Retail sales accessory to principal use on lot

DRAFT

**MEDIUM INDUSTRIAL DISTRICT "MI"**

THE GENERAL PURPOSE FOR THIS DISTRICT IS TO ACCOMMODATE A RANGE OF COMPATIBLE INDUSTRIAL AND COMMERCIAL USES, THE LOCATION OF WHICH IS TYPICALLY GUIDED BY AN AREA STRUCTURE PLAN. SUCH USES SHOULD HAVE A LOW TO MODERATE IMPACT ON ADJACENT LAND USES.

**Permitted Uses**

Accessory Buildings  
Accessory Storage  
Agriculture uses existing prior to designation of this district  
Auctioneering Service, No Livestock  
Automotive/ Equipment Body Repair  
Automotive and Equipment Service  
Bulk Fuel Sales & storage  
Commercial Storage  
Contractor and Industrial Support Services  
Contractor Service, Indoor  
Heavy Equipment Sales and Service  
Essential Public Services  
Existing residence prior to the adoption of this district  
Freight and Transportation Depot  
Landscaping Sales and Service  
Manufactured Home Sales and Service  
Manufacturing Industries, Indoor  
Manufacturing Industries, Outdoor  
Outdoor Retail Display and Sales  
Outdoor Storage  
Park  
Public Utility Building  
Public Use  
Recycling Depot  
Service Station  
Tannery or Taxidermy  
Warehousing

**Discretionary Uses**

Abattoir  
Animal Hospital  
Auctioneering Service, Livestock  
Caretaker Suite  
Commercial Greenhouse  
Fertilizer and/or chemical manufacture, storage and sales  
Kennel  
Medical Marijuana Facility  
Retail sales accessory to principal use on lot  
Recreation Vehicle Storage  
Temporary Asphalt Plant (or Use-could leave it very wide open for things we may not want)  
Wrecking Yard

## **COMMUNITY SERVICES DISTRICT "CS"**

THE GENERAL PURPOSE FOR THIS DISTRICT IS TO PROVIDE FOR SUITABLE SITES FOR PUBLIC ADMINISTRATION (MUNICIPAL, PROVINCIAL AND FEDERAL), EDUCATIONAL, SOCIAL, CULTURAL, RECREATIONAL AND PROTECTIVE SERVICES FOR THE COMMUNITY AT LARGE.

### **Permitted Uses**

Accessory building  
Accessory storage  
Essential Public Services  
Existing residence prior to the adoption of this district  
Outdoor storage  
Public utility building  
Park  
Playground  
Public Use

### **Discretionary Uses**

Agriculture uses existing prior to designation of this district  
Exhibition Grounds  
Recreation, Indoor  
Recreation, Outdoor  
Caretaker Suite

**AGRICULTURE LIMITED DISTRICT "AL"**

THE GENERAL PURPOSE FOR THIS DISTRICT IS TO MAINTAIN FARMLAND IN AN AREA PLANNED FOR NON-AGRICULTURAL DEVELOPMENT TO REMAIN PRODUCTIVE FOR AGRICULTURE AS LONG AS POSSIBLE AND TO MINIMIZE LAND USES THAT WOULD BE INCOMPATIBLE WITH THE FORMS OF DEVELOPMENT PLANNED FOR THE AREA.

**Permitted Uses**

Accessory Storage  
First Residence  
Farming and non-residential farm buildings  
Market gardening

**Discretionary Uses**

Accessory building  
Contractor Services, Indoor  
Farm subsidiary occupation  
Greenhouse with a floor area of less than 100 square metres (1,100 sq.ft.)  
Home Occupation  
Kennel  
Public Use  
Public Utility Building  
Second residence (existing on the date of adoption of the Agricultural Limited District)  
Sod farm or tree farm  
Third residence for farm help (existing on the date of adoption of the Agricultural Limited District)  
Top Soil stripping and sales



**OPEN SPACE DISTRICT "OS"**

THE GENERAL PURPOSE FOR THIS DISTRICT IS TO DISTINGUISH LANDS, BOTH PUBLIC AND PRIVATE, THAT DEMONSTRATE CAPABILITY FOR RECREATION, CONSERVATION AND/OR EDUCATION.

**Permitted Uses**

- Accessory Storage
- Park
- Private amenity space
- Public amenity space
- Recreation, Passive

**Discretionary Uses**

- Accessory building
- Farming

DRAFT



## AGENDA ITEM

<b>PROJECT: 2017 First Quarter Financial Report</b>		
<b>PRESENTATION DATE: June 13, 2017</b>		
<b>DEPARTMENT:</b> Corporate Services	<b>WRITTEN BY:</b> Rhonda Serhan	<b>REVIEWED BY:</b> Rodney Boyko/Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy MGA 208(k)		
<b>STRATEGIC PLAN THEME:</b>	<b>PRIORITY AREA:</b>	<b>STRATEGIES:</b>
<b>ATTACHMENT(S): Statement of Operations, Statement of Financial Position and Schedule of Segmented Disclosure for March 31</b>		
<b>RECOMMENDATION: That Council receives the 2017 Q1 Financial report as information</b>		

### BACKGROUND:

Attached as part of this agenda item is the financial statement for the first quarter of 2017. Administration has updated the format of the financial statements to match with what Council would normally see at year end in the audit process. This format was created in 2009 by the Public Sector Accounting Board and is recommended by municipal affairs. A guide has been prepared by municipal affairs<sup>1</sup>, however additional explanations are included below for your information.

The statements have been prepared in a comparative format that shows the same time period in the previous year column to make comparisons between the periods simpler.

The **Statement of Operations** is the statement that reports the revenues and expenses over a period. The statement attached is for the January through March period and some items to note are:

1. Taxes are levied in May, for the entire year, the next reporting period will report the entire levy. The negative amount reported in this line for the Q1 statement is a result of the provincial school tax requisition recorded before the municipal tax is completed.
2. User fees and sales of goods are as expected for the first quarter, we expect a bit of a jump in the next quarter with dust control, pesticide sales and additional lot sales in Nordegg.
3. Well Drilling Equipment tax appears to be up slightly over 2016 at this time last year. This is very unpredictable revenue though, so a bit early to gauge the rest of the year yet.

<sup>1</sup> [http://www.municipalaffairs.alberta.ca/documents/ms/A\\_Quick\\_Guide\\_to\\_Municipal\\_Financial\\_Statements.pdf](http://www.municipalaffairs.alberta.ca/documents/ms/A_Quick_Guide_to_Municipal_Financial_Statements.pdf)

4. Some of our expenses are annual, for example the contribution to the town and village's recreation programming and Clearwater County's portion of the Airport expenses. You can expect to see those expenses on the 4<sup>th</sup> quarter statements.
5. Waste management was typically being billed annually in the fall, once tax levies were in place, however the Waste Authority has changed their billing to quarterly, to better manage their cash flow requirements.

Everything else is where we would expect it to be at this time of year, and of course as we get into our summer construction season, you will see the expenses for 2017 increase.

The **Statement of Financial Position** is where Clearwater County is at a certain point in time as far as assets and liabilities are concerned. This gives the user information about what is owned and owed by the County, as well as investment amounts. Items of note are:

1. Cash is up over last year, due to the carryover of some projects in 2016 to 2017.
2. Taxes receivable is a number that will increase significantly in the next quarter with taxes being levied in May, but not due until September 15.
3. Land held for resale is decreasing with each lot sale.
4. Accounts payable and accrued liabilities are up slightly due to the increase in the school tax requisition from the province.
5. Deferred revenue is higher because of the MSI grant that was deferred until the north quarter development project progresses.
6. The Tangible Capital Asset or TCA item is the largest item on this statement. This shows the net book value of the assets owned by the county, including, but not limited to roads, bridges, water and waste water infrastructure, facilities and equipment. The TCA value went down due to the amortization amount, or the estimated useful life of the assets spent, in 2016 was higher than the amount spent on replacement or additional assets.

The last document is called the **Schedule of Segmented Disclosure**. This document breaks down the revenue and expenses into different categories, as well as by department. This statement is again for a specific period of time and includes the January through March period. Some items to note here are:

1. General government includes administration as well as legislative services and shows a net loss in the municipal taxes currently due to the requisition of school taxes by the province
2. Protective Services includes Regional Fire, the CPO officers as well as emergency management, and animal control.
3. Transportation services includes all the expenses to maintain our infrastructure, and will typically be the largest department.

Currently Clearwater County is in a very stable position financially and there are no surprises in the numbers at this time.

**Clearwater County**  
**Unaudited Consolidated Statement of Operations**  
**For the 3 Months Ended, March 31**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>2017</b>	To March 31 <b>2017</b>	To March 31 <b>2016</b>
	<u>2017</u>	<u>2017</u>	<u>2016</u>
<b>REVENUE</b>			
Net municipal property taxes (Schedule 3)	43,050,000	(18,681,276)	(17,799,689)
User fees and sales of goods	994,275	207,090	96,609
Government transfers for operating (Schedule 4)	227,000	20,000	18,270
Investment income	810,000	305,118	118,810
Penalties and costs of taxes	100,000	1,025	178
Municipal Reserve contribution	20,000	0	0
Licenses and permits	47,000	11,700	16,970
Well drilling taxes	1,500,000	328,907	253,695
Fines	275,000	98,642	82,385
Rentals	232,100	111,921	103,630
Other	556,750	49,139	97,541
<b>Total Revenue</b>	<b><u>47,812,125</u></b>	<b><u>(17,547,734)</u></b>	<b><u>(17,011,601)</u></b>
<b>EXPENSES</b>			
Legislative	626,750	59,561	77,326
Administration	3,707,600	1,081,159	1,138,456
Assessment	809,705	134,865	131,918
Fire, ambulance and protective services	3,030,537	604,284	593,755
Public works - general	2,354,943	334,623	369,567
Roads, streets, walks and lighting	10,351,884	1,961,589	1,818,241
Facilities	1,044,270	130,311	146,832
Water supply and distribution	121,900	31,276	36,624
Wastewater treatment and disposal	244,800	32,360	12,697
Waste management	2,314,387	0	0
Airport	64,000	0	0
Community Programming (SRO, FCSS, Senior Funding etc)	862,424	99,792	97,912
Agricultural services	2,366,077	294,897	410,862
Land use planning, zoning and development	3,683,991	327,524	272,754
Parks and recreation	2,335,222	26,700	0
Culture	527,887	230,871	178,644
Contingency	680,600	0	0
<b>Total Expenses</b>	<b><u>35,126,977</u></b>	<b><u>5,349,813</u></b>	<b><u>5,285,587</u></b>
<b>Annual Operating Surplus before Other</b>	<b><u>12,685,148</u></b>	<b><u>(22,897,547)</u></b>	<b><u>(22,297,188)</u></b>

**Clearwater County**  
**Unaudited Consolidated Statement of Financial Position**  
**As At March 31, 2017**

	2017 \$	2016 \$
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments	64,830,198	55,598,574
Receivables		
Taxes and grants in place of taxes	70,044	100,601
Trade and other receivables	642,529	666,841
Land held for resale inventory	2,278,818	2,409,046
Investments	247,239	210,979
	<u>68,068,828</u>	<u>58,986,041</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	14,139,213	13,905,795
Deposits	24,700	25,800
Deferrred revenue	5,846,692	820,463
Employee Wage & Benefit Liabilities	828,161	608,475
Long-term debt	3,254,994	3,570,700
	<u>24,093,760</u>	<u>18,931,233</u>
<b>NET FINANCIAL ASSETS</b>	<b><u>43,975,068</u></b>	<b><u>40,054,808</u></b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	352,106,669	357,224,177
Inventory for consumption	3,669,909	3,698,599
	<u>355,776,578</u>	<u>360,922,776</u>
<b>ACCUMULATED SURPLUS</b>	<b><u>399,751,646</u></b>	<b><u>400,977,584</u></b>

**Clearwater County**  
**Unaudited Schedule of Segmented Disclosure**  
**For the Three Months ending March 31, 2017**

	General Government \$	Community Services \$	Protective Services \$	Transportation Services \$	Planning & Development \$	Recreation & Culture \$	Environmental Services \$	Agricultural Services \$	Total \$
<b>REVENUE</b>									
Net municipal taxes	(18,681,276)								(18,681,276)
User fees and sales of goods	2,180			65,673	85,160		37,533	16,389	206,934
Government transfers for operating			20,000						20,000
Investment income	305,118								305,118
Well drilling taxes	328,907								328,907
Other revenue	76,866		121,230	22,710	46,619		1,200	3,959	272,584
	<b>(17,968,206)</b>		<b>141,230</b>	<b>88,383</b>	<b>131,779</b>		<b>38,733</b>	<b>20,347</b>	<b>(17,547,734)</b>
<b>EXPENSES</b>									
Salaries, wages and benefits	669,738	20,562	393,986	835,928	206,400	22,679	23,644	240,835	2,413,771
Contracted and general services	531,591	449	84,253	877,095	55,888	588	26,264	18,902	1,595,030
Materials, goods and utilities	95,986	171	126,046	713,123	4,857	858	13,728	35,161	989,930
Transfers to individuals and organizations	35,967	78,611				233,446			348,024
Other expenses	2,809				250				3,059
	<b>1,336,091</b>	<b>99,792</b>	<b>604,284</b>	<b>2,426,147</b>	<b>267,395</b>	<b>257,571</b>	<b>63,636</b>	<b>294,897</b>	<b>5,349,813</b>
<b>NET REVENUE (EXPENSE) BEFORE AMORTIZATION</b>	<b>(19,304,297)</b>	<b>(99,792)</b>	<b>(463,054)</b>	<b>(2,337,764)</b>	<b>(135,616)</b>	<b>(257,571)</b>	<b>(24,902)</b>	<b>(274,550)</b>	<b>(22,897,547)</b>



## AGENDA ITEM

<b>PROJECT:</b> Draft Bylaw 1022/17 - <i>Council Committees Bylaw</i>		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> COUNCIL	<b>WRITTEN BY:</b> Christine Heggart	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA): County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.6	<b>STRATEGIES:</b> 2.6.1
<b>ATTACHMENT(S):</b> Draft Bylaw 1022/17		
<b>RECOMMENDATION:</b> 1. That Council reviews, revises as required and grants second and third reading of Bylaw 1022/17 – <i>Council Committees Bylaw</i>		

### BACKGROUND:

At their May 9, 2017 regular meeting, Council reviewed and provided first reading of a draft *Council Committees Bylaw*, recommended by the Agenda and Priorities Committee.

Subsequently, advertisements indicating the intent of the draft bylaw were placed for two weeks in the Mountaineer and Western Star (May 23 & 30), and information and draft copies of the bylaws were included on the County’s website and social media pages.

**BYLAW NO. 1022/17**

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING COUNCIL COMMITTEES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000 C.M.- 26 as amended, provides that a Council may by bylaw establish standing and special committees of Council and delegate powers and duties.

AND WHEREAS the Council of Clearwater County recognizes the value of Committees to support and facilitate the achievement of Clearwater County's strategic plan, vision and goals and to advise Council on matters relevant to Committee mandates.

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

**1. TITLE**

1.1. This Bylaw may be referred to as the "Council Committees Bylaw".

**2. PURPOSE OF THE BYLAW**

2.1 The purpose of this Bylaw is to govern the establishment and regulation of Council Committees and define the Committee's purpose and function.

**3. DEFINITIONS**

In this Bylaw:

3.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26

3.2 "Administration" means the Chief Administrative Officer (CAO) or any municipal employee under the CAO's authority as designate.

3.3 "Chair" means a person authorized to preside over a meeting.

3.4 "CAO" means the Chief Administrative Officer of Clearwater County or designate.

3.5 "Committee" means a Committee, Board or Commission or other body established by Council under the Act.

3.6 "Council" means the municipal Council of Clearwater County.

3.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.

3.8 "Ex-Officio" means membership by virtue of one's office. Ex-officio members form part of the quorum only when present at Committee meetings and, when present, shall vote.

3.9 "Member" is a Member of a Committee duly appointed by Council, under the Act, to that Committee.

3.10 "Member-at-Large" means a member of the public appointed by Council to a Committee of Council.

3.11 "Minutes" are the record of proceedings of a Meeting recorded in the English language without note or comment.

3.12 "Quorum" is a majority of those Members appointed and serving on Committee.

3.13 "Reeve" means the Chief Elected Official of the County.



#### 4. ESTABLISHMENT

4.1 Council hereby establishes the following committees:

##### a. Agenda and Priorities (A&P) Committee

- i. The Committee may review, evaluate and make recommendations regarding: setting of priorities; bylaw development; policy development; business planning; financial planning and budget; legal services and agreements; land sale or purchase, and negotiations; personnel matters; or economic development and tourism activities.
- ii. The Committee is intended as a forum for discussion of key Issues facing the municipality, and as a Committee of Council only has the authority to recommend action to Council.
- iii. The A&P Committee shall consist of all members of Council.
  1. Annual Committee appointment.

##### b. Agricultural Services Board (ASB)

- i. Acknowledged within *Agricultural Service Board Act*.
- ii. Duties defined in section 2 of the *Agricultural Services Board Act* to include:
  1. Act as an advisory body to assist in matters of mutual concern;
  2. Advise on weed and pest control and soil and water conservation programs;
  3. Assist in control of animal disease;
  4. To promote, enhance and protect viable sustainable agriculture with a view to improving the economic viability of the agricultural producer; and,
  5. To promote and develop agricultural and landcare policies and programs to meet the needs of the municipality.
- iii. The ASB shall consist of two members of Council and five Members-at-Large.

##### c. CAO Performance Evaluation Committee

- i. Acknowledged within the *Act*, section 205.1.
- ii. Oversee the process for the establishment of annual objectives and annual appraisal of performance of the CAO, including an annual written performance evaluation and recommendation to Council regarding compensation.
- iii. The CAO Evaluation Committee shall consist of all members of Council.
  1. Annual Committee appointment.

##### d. Clearwater County Heritage Board

- i. Advises Council on matters relating to the Brazeau Collieries Mine Site, the Nordegg Heritage Centre Museum and Visitor Information Services and the Municipal Heritage Program, including municipally significant buildings.
- ii. The Clearwater County Heritage Board shall consist of two members of Council and five Members-at-Large.

##### e. Pest and Weed Control Appeal Board

- i. Acknowledged within the *Agricultural Pest Act*, section 14 (5) or authority delegated under the *Weed Control Act*, section 19.
- ii. To hear appeals of inspector's notices, local authority notices or debt recovery notices.
- iii. The appeal board may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.
- iv. The Pest and Weed Control Appeal Board shall consist of five Councillors not appointed to the ASB.

1. Annual Committee appointment.

## **5. MEMBERSHIP**

- a. Committees shall be comprised of a number of participants, both Councillors and Members-at-Large, as indicated in the Committee Term of Reference and approved by resolution of Council.
- b. All Members of a Committee shall be appointed by Council, and unless otherwise provided in the Committees Terms of Reference, shall be a resident of Clearwater County.
- c. Members-at-Large shall be appointed by Council to a Committee for a term specified in the Committee Terms of Reference, that becomes effective as of the Organizational Meeting in each year, or as otherwise designated by Council.
- d. It shall be the duty of Administration to give notice of all meetings to all Members of each committee, to attend, and ensure accurate minutes are kept.
  - i. Administration may provide advice, research, information and additional support staff as required by the Committee.
- e. Administration shall not be a member of a Committee and may not vote on any matter.

## **6. TERM**

- a. Members-at-Large shall be appointed by Council for a two-year term, unless otherwise provided in the Committee Terms of Reference.
  - i. In order to ensure the continuity of membership, appointments may be filled on a rotational basis.
- b. Councillors shall be appointed to Committees annually at the organizational meeting.
- c. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.

## **7. POWERS OF COMMITTEES**

- a. A Committee shall not have the power to pledge the credit of the County, to pass bylaws, or to enter into any contractual agreements.
- b. The Committee shall provide a forum for examining timely issues relevant to its mandate, by considering topics from the following sources:
  - ii. Receipt of requests or suggestions from Council,
  - iii. Requests or enquiries from the public, and
  - iv. Initiation from within the Committee.
- c. A Committee shall have the authority to form Ad Hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.
  - i. Ad Hoc Committees and Task Forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- d. The Committee may prepare letters, recommendations resolutions, discussion papers and other documents as appropriate to Council.
- e. The powers of Committees established by this Bylaw are restricted to providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

## **8. REPORTING TO COUNCIL**

- a. Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to the Committee activities.
  - ii. Reports of all Committees shall be made to the Council prior to the same being given to the public.

- iii. Minutes of Committee meetings, established by section 4.1 of this bylaw, shall be forwarded to Council as information.
- b. Verbal Committee reports made to Council shall be made by a Member of the Committee.

**9. GENERAL PROVISIONS**

- a. Each Committee hereby established is deemed to be a Committee of Council and shall be responsible and accountable to Council.
- b. The Clearwater County Code of Conduct Bylaw shall govern Committees and shall be binding upon all Committee members, whether Councillors or Members-at-Large.
- c. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council.
  - i. The Terms of Reference must be approved by Council and will include, at a minimum, the requirements for quorum and voting, number and composition of membership, desired skills of membership, roles of members, process for preparation and circulation of an agenda and minutes, and the role and appointment of the Chair of the Committee.
  - ii. The Terms of Reference may also provide guidance to roles, methods and frequency of communication between Council and Committees.
- d. Nothing included in this Bylaw shall restrict or prevent Council from creating or constituting further other Committees not referenced in this Bylaw.

**10. EFFECTIVE DATE**

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

READ A FIRST TIME this 9 day of May A.D., 2017.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this 13 day of June A.D., 2017.

READ A THIRD AND FINAL TIME this day 13 of June A.D., 2017.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## AGENDA ITEM

<b>PROJECT:</b> Draft Bylaw 1025/17 - <i>Code of Conduct Bylaw</i>		
<b>PRESENTATION DATE:</b> June 13, 2017		
<b>DEPARTMENT:</b> COUNCIL	<b>WRITTEN BY:</b> Christine Heggart	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (Bill 20 and MMGA) <input type="checkbox"/> County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.6	<b>STRATEGIES:</b> 2.6.1
<b>ATTACHMENT(S):</b> Relationships Policy		
<b>RECOMMENDATION:</b>		
<ol style="list-style-type: none"> <li>1. That Council reviews, revises as required and grants second and third reading of Bylaw 1025/17 <i>Code of Conduct Bylaw</i>.</li> <li>2. That Council motions to rescind the <i>Relationships Policy</i>.</li> </ol>		

### BACKGROUND:

At their May 9, 2017 regular meeting, Council reviewed the requirements of the *Modernized Municipal Government Act* (MMGA) for Councils to develop a code of conduct bylaw and granted first reading of Bylaw 1025/17.

Subsequently, advertisements indicating the intent of the draft bylaw were placed for two weeks in the Mountaineer and Western Star (May 23 & 30), and information and draft copies of the bylaws were included on the County's website and social media pages.

The Province has now indicated fall 2017 for the release of draft regulations for code of conduct bylaws. Due to the timing of the upcoming election, Administration recommends Council adopt the code of conduct bylaw now, so that it may be included in prospective Councillors packages for July distribution. As noted in the bylaw, new Councils shall review and may amend the code of conduct bylaw as appropriate, and Administration will at the time of regulation release review against the MMGA's regulations.

Administration also recommends rescinding Council's existing *Relationships Policy* as with adoption of Bylaw 1025/17, the policy becomes obsolete.

**BYLAW NO. 1025/17**

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A CODE OF CONDUCT FOR COUNCIL, AND OTHER BODIES ESTABLISHED BY COUNCIL, THE CONDUCT OF COUNCILLORS AND THE CONDUCT OF MEMBERS OF OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS Section 146.1(1) of the *Municipal Government Act*, as amended, a Council must, by Bylaw, establish a code of conduct governing the conduct of Councillors;

AND WHEREAS Section 146.1(3) of the *Municipal Government Act*, as amended, a Council may, by Bylaw, establish a code of conduct governing the conduct of members of Council committees and other bodies established by the Council who are not Councillors;

AND WHEREAS Section 3 of the *Municipal Government Act* establishes Municipal Purposes;

AND WHEREAS Section 153 of the *Municipal Government Act* establishes General Duties of Councillors;

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

**1. TITLE**

1.1. This Bylaw may be referred to as the "Code of Conduct Bylaw".

**2. DEFINITIONS**

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A .2000, Chapter M-26
- 2.2 "Administration" means the Chief Administrative Officer (CAO) and all municipal employees under the CAO's authority.
- 2.3 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.4 "CAO" means the Chief Administrative Officer of Clearwater County or designate.
- 2.5 "Conflict of Interest" means a pecuniary interest as described by s.170 of *Municipal Government Act* or a situation in which a member is in a position to derive personal benefit from actions or decisions made in their official capacity.
- 2.6 "Council" means the municipal Council of Clearwater County.
- 2.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.8 "Council Committee" means any committee, board or other body established by Council by Bylaw under the Act.
- 2.9 "In-Camera" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10 "Member" includes a Councillor or a non-elected individual appointee of a Council Committee w.
- 2.11 "Pecuniary Interest" means a pecuniary interest as defined within the *Municipal Government Act*.
- 2.12 "Reeve" means the Chief Elected Official of the County.

**3. APPLICATION AND INTERPRETATION**

- 3.1 The Code of Conduct attached as Schedule "A" to this Bylaw represents the Code of Conduct that is applicable to Councillors for Clearwater County, Member(s) of Council committees, or members of other Boards or bodies on which Clearwater County is represented.
- 3.2 The Code of Conduct attached as Schedule "A" to this Bylaw shall be observed in all proceedings of Council and Council Committees.
- 3.3 If there are any inconsistencies between this Bylaw and policies or procedures previously established by Clearwater County, this Bylaw shall take precedence.
- 3.4 Councillors shall use this Bylaw as a guide to conduct themselves in a manner that reflects the spirit and intent of the position of public trust that they hold.
- 3.5 This Bylaw shall be presented as part of Council's orientation at the beginning of each term of Council.
- 3.6 This Bylaw may be reviewed at any time to meet legislative requirements, or as required.
- 3.7 References to provisions of statutes, rules or regulations shall be deemed to include all references to such provisions as amended, modified or re-enacted from time to time.
- 3.8 Nothing in this Bylaw relieves any person from compliance with any other Bylaw or applicable federal or provincial law, regulation, or enactment.

**4. SEVERABILITY**

- 4.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall be deemed valid.

**5. EFFECTIVE DATE**

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

READ A FIRST TIME this 9 day of May A.D., 2017.

\_\_\_\_\_  
 REEVE  
 CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this 13 day of June A.D., 2017.

READ A THIRD AND FINAL TIME this day 13 of June A.D., 2017.

\_\_\_\_\_  
 REEVE  
 CHIEF ADMINISTRATIVE OFFICER

## Schedule A - Bylaw 1025/17 CODE OF CONDUCT

### GOVERNING PRINCIPLES

The Public expects the highest standards of personal and professional conduct from Members elected to Clearwater County Council or appointed to Council Committees.

This Code of Conduct sets out guidelines for the ethical and interpersonal conduct of Members.

Clearwater County requires that Councillors and Committee Members conduct themselves so as to maintain the honour and respect of their position and to not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public.

Councillors and Committee Members must always seek to advance the good of Clearwater County as a whole, for which they serve, and shall truly, faithfully and impartially exercise the duties and responsibilities of their position to the best of their knowledge and ability.

Councillors and Committee Members must adhere to all Council policies, respecting the Municipality and its Bylaws.

### CODE OF CONDUCT

Members will:

#### **Foster Respect for Decision-making Process**

1. Maintain the highest standards in public office and faithfully discharge the duties of their office in accordance with the requirements and obligations set out in the legislation of the Province of Alberta;
2. Accurately and adequately communicate the attitudes and decisions of the Council, or the Committee, even if the Member disagrees with the decision, such that respect for Council's decision-making processes is fostered; and
3. Communicate concerns amongst the presence of the entire Council or Committee body and when publicly expressing personal opinions, doing so in a manner that maintains respect for other Members and any decisions made by Council or Committee.

#### **Release of Confidential Information**

4. Use confidential information only in their role as a Member of Council or Council Committee, and not for the personal profit of themselves or any other person;
5. Communicate confidential information only when authorized to do so;
6. Hold in strict confidence all information concerning matters dealt with during in-camera meetings;
  - a. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the in-camera deliberations to anyone, unless expressly authorized by Council or required by law to do so.
7. Inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act*;
8. Not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so; and,
9. Not release, disclose, publish, comment on or misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or third parties such that it may cause detriment to Clearwater County, Council, Committees or others, or benefit or detriment to themselves or others.

### Release of Information to Public and Media

10. Acknowledge that official information related to decisions and resolutions made by Council or Committee will normally be communicated to the public and the media by the Reeve, or Chair of the Committee, or by the CAO or by other administrative staff as delegated by the CAO.
  - a. Members must keep in mind they are always a representative of the Clearwater County, and Members are encouraged to identify when views expressed are theirs alone and not official Clearwater County communication.

### Avoid Conflict of Interest\*

11. Use their position for the good of the community and not to secure special privileges, favours or exemptions for themselves or any other person;
12. Not use any influence of office for any purpose other than official duties;
13. Not solicit, demand or accept the services of any municipal employee, or individual providing services on a contract for service, for re-election or re-appointment purposes, or to gain employment with the County for themselves, family members or close associates;
14. Not use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
15. Not engage in any activity, pecuniary or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest;
16. Not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
17. Not give preferential treatment to any person or organization in which a Councillor has a pecuniary interest;
18. Not influence any administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a member has a pecuniary interest; and,
19. Not use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

*\*Members who have a Conflict of Interest in a matter before Council shall disclose the general nature of their interest and follow the procedure set out in s.172 of the MGA.*

### Acceptance of Gifts Prohibited

20. Not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

The following are recognized as exceptions:

- i. Token or minor gifts valued at less than \$100 (such as corporate logoed items or commemorative gifts), or gifts involving tickets for event attendance of no more than \$300; cash or prizes from "luck of the draw" events (e.g. raffles, door prizes) or other advantages from any person or organization not connected directly or indirectly with the performance or duties of office.
  - ii. Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
  - iii. Food and beverages at banquets, receptions, ceremonies or similar events;
  - iv. Services provided without compensation by persons volunteering their time;
  - v. Food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
  - vi. A reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with Clearwater County's *Council and Board Reimbursement* policy or *Travel and Subsistence for Staff and Council* policy;
- Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.



21. Any gifts with an estimated value of \$100 or more will be reported on Elected Official Expense Report, noting the approximate value and the person or organization providing the gift, event ticket, etc.

#### **Avoidance of Waste**

22. Avoid waste, abuse and extravagance in the provision or use of public resources, and shall identify and discuss any misuse of which the Member is aware with the Reeve, Council, Council Committee Chair or the CAO.

#### **Treat Every Person with Dignity, Understanding and Respect**

23. Abide by the provisions of the Human Rights Code and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment, discrimination and disrespect;
24. Not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, record of offences, marital status, same sex partnership status, family status, or disability;
25. Not to engage in harassment or vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome; and,
26. Maintain a high level of respectful dialog with other Members of Council, the CAO, Council Committee members, Administration, and stakeholders.

#### **Leadership and Governance**

27. Commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as a Member;
28. Participate actively, openly, and transparently in the democratic process;
29. Preserve the integrity and impartiality of Council, or the Council Committee, when working with other levels of government;
30. Provide leadership, through the governance process and not take on responsibilities delegated to Administration;
31. Limit interactions with municipal staff to direction provided through the CAO;
32. Attend Councillor orientation, or Council Committee orientation, and other training sessions offered by the municipality;
33. Protect the reputation of the Council, the Council Committee and Administration;
34. Uphold the intent of this Bylaw and govern their actions accordingly; and,
35. For a period of 12 months after leaving office or Council Committee, abide by the guidelines listed above, except those related to confidential information, which shall apply in perpetuity.

#### **COMPLIANCE / COMPLAINTS**

##### **Responsibilities**

All Members shall cooperate in any investigation made pursuant to this Bylaw.

If any Member becomes aware of breach of this Code of Conduct by, or an allegation of breach of this Code of Conduct against, any other Member, it is the Member's responsibility to report the breach of this Code of Conduct or the allegation to the Reeve or CAO.

It is the responsibility of the CAO to forward all complaints in accordance with the Complaint Process detailed below.

Members shall not assume that any unethical activity or activity that is not in the best interest of the County, not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

### **Complaint Process - Councillors**

All complaints must be submitted in writing to the CAO and may be made by:

- a) Councillor(s);
- b) Committee member(s)
- c) the CAO;
- c) municipal employee(s); or
- d) a member of the public.

The CAO shall forward all complaints to Council “in confidence” and shall include the Councillor(s) about whom the complaint is made. The Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the CAO or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be “in camera”.

If, after receipt of investigation report, Council believes that the Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Member(s) concerned shall be advised by Council of their conclusion and decision.

### **Sanctions - Councillors**

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Member:

- A written warning from Reeve, Deputy Reeve and/or Council;
- Require a verbal, written or public apology;
- Require additional training on ethical and/or respectful conduct;
- Restrict how confidential documents are provided;
- Limit travel/representation on behalf of Council;
- Require the return of municipal property;
- Restrict access to municipal facilities;
- Revoke some or all of the Councillor’s appointments;
- Reporting of misconduct to Alberta Municipal Affairs, agency/commission or authority of jurisdiction (i.e. RCMP)
- Other consequences as deemed appropriate and necessary, but not including the disqualification of a Councillor.

Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct.

### **Complaint Process – Council Committee Members**

All complaints must be submitted in writing to the Committee Chair and may be made by:

- a) Committee member(s);
- b) Councillor(s);
- c) municipal employee(s); or
- d) a member of the public.

Should the complaint be against the Committee Chair, then the complaint should be submitted, in writing, to the CAO.

The Committee Chair shall forward all complaints to the Reeve and CAO “in confidence” and shall include the Committee Member(s) about whom the

complaint is made. The Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the CAO or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be “in camera”.

If, after receipt of investigation report, Council believes that the Committee Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Committee Member(s) concerned shall be advised by Council of their conclusion and decision.

**Sanctions – Council Committee Members**

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Committee Member:

- A written warning from Reeve, Deputy Reeve and/or Council.
- Require a verbal, written or public apology.
- Require additional training on ethical and/or respectful conduct.
- Restrict how confidential documents are provided.
- Revoke appointment of the Committee member.
- Reporting of misconduct to Alberta Municipal Affairs or agency or authority of jurisdiction (i.e. RCMP)

Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct

**Acknowledgement**

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct Bylaw. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

**Member's Name**

\_\_\_\_\_

**Member's Signature**

\_\_\_\_\_

(please print)

**Witness Name**

\_\_\_\_\_

**Witness Signature**

\_\_\_\_\_

(please print)

**Dated:**

\_\_\_\_\_

# Clearwater County

## Relationships

**EFFECTIVE DATE: May 2004**

**SECTION: Administration**

### **POLICY STATEMENT:**

Council recognizes that positive relationships are critical if the Clearwater County is to function as an effective and efficient local government. Relationship categories are therefore established which identify the desired characteristics of each category.

### **PROCEDURE:**

The following three categories are established:

1. Councillor-----Councillor
2. Councillor-----Reeve
3. Councillor-----Administration

#### **1. Councillor --- Councillor**

- Each councillor represents his electoral division and seeks constituents' views.
- Each councillor formulates his opinions considering constituents' views and represents these opinions at Council.
- Each councillor always considers the Municipality as unit when casting a vote at Council.
- Each councillor represents Council's view to his constituents as best that he can. This does not necessarily mean that the Councillor may not express his own personal view but rather that the Council perspective should be given priority above the personal perspective.
- Each councillor must keep items discussed in private (i.e. those items discussed in camera) confidential. The Municipal Government Act provides more detail with respect to these obligations.
- At Council meetings, each councillor respects and expects alternate views from fellow councillors.
- Each councillor maintains a high regard for the democratic process and the decisions made by Council.
- Councillors avoid the use of trade-offs to achieve individual objectives (i.e. you scratch my back on this one and I'll scratch yours on the next issue).
- Each councillor respects fellow councillors as people, with strengths and weaknesses, building on each others strengths and avoiding taking advantage of each others weaknesses.
- Councillors should avoid becoming involved in issues within another councillor's division, to the extent that the councillor is dealing directly with another councillor's electors. If however a councillor chooses to become directly involved within another division, he must advise the affected area councillor and the Reeve.
- Councillors should regularly update Council of their activities on various committees.

- Councillors should not argue or disagree with each other in public regarding municipal business. When disagreements arise in public, debate should stop and the issues should be discussed privately, or with Council as a whole if necessary.
- Councillors need to be equally prepared to participate at Council meetings. To the extent that is practicable, all Council agenda items must be evaluated by the Administration and included in an agenda package with a written report. This report will provide necessary background and detail to assist all councillors in understanding the issue and Administration's view on an appropriate (or optional) course(s) of action.

## **2. Councillor --- Reeve**

- The Reeve represents council at public functions.
- The Reeve is an appointed signing authority on behalf of council.
- The Reeve presides over meetings of Council:
  - he does not approve the agenda but has input into the agenda like any councillor has;
  - he may represent his own views but his primary function is to find consensus when possible. Each councillor's role is to assist the Reeve in this regard;
  - the Reeve encourages participation from all councillors and ensures no single councillor dominates the debate on any single issue. The Reeve keeps the meeting moving from one item to the next and ensures, to the greatest extent possible that the meeting environment is as positive as possible. The Reeve tries to maintain a role of mediator on contentious issues and may stop debate when emotions are running unnecessarily high and may try different approaches to assist Council in reaching a decision or finding resolution on specific issues.
- The Reeve maintains regular communication with councillors on important municipal or division specific issues that arise between meetings.
- As the Reeve normally acts as spokesman for the Council, he represents the views of Council only. He therefore must establish a high degree of confidence as to where Council, as a whole, stands on issues.
- Councillors should not publicly disagree with the Reeve. Councillors should discuss areas of disagreement in private with the Reeve, and if necessary with all of Council present.
- Councillors need to support the Reeve and maintain communications with him to ensure the Reeve is aware of issues and concerns of individual councillors.

## **3. Council --- Administration**

- Council decisions, policy and legislation are the primary tools for directing Administration in their day to day activities.
- The Reeve is the primary communication link between the Chief Administrative Officer (CAO) and Council between Council meetings.
- Councillors and all staff are encouraged to maintain good communications with each other with the following limitations:
  - Councillors will not direct or supervise staff (or appear to direct or supervise staff);
  - Councillors will not consult with junior staff regarding prospective Council policy discussions or project approvals; Primary consultation regarding project approvals and policy should be with senior managers only. Councillor

discussions with junior staff should be restricted to project or program progress and directly associated issues.

- Councillors will not discuss the actions or opinions of other councillors with any staff other than the CAO.
- When councillors observe problems in the field they should immediately communicate those problems to senior managers (e.g. Director of Public Works). If the issues are not addressed satisfactorily the matter should be brought to the attention of the CAO and potentially the Reeve.
- Staff is expected to be open and frank with councillors regarding matters within their areas of responsibility.
- The County CAO is responsible for sorting and directing mail at his discretion.
  - It is understood that in most situations correspondence whether addressed to the Reeve, an individual councilor, or the administration is intended for the corporation as a whole unless the correspondence is identified as “private and confidential”. Such correspondence (i.e. private and confidential) will be directed to the addressee unopened.
  - Unless common sense directs otherwise, correspondence that is shared with one councilor should be shared with all.
  - It is expected that the CAO will carefully exercise his discretion in this matter and manage the information flow with a view to not inundate council with correspondence. Important and significant correspondence however must be shared with council while correspondence that is purely administrative or considered less significant is not expected to be shared.
  - Correspondence from the municipal office to the public, external bodies or agencies, that is considered by the CAO to be of significance or importance to the Council should be copied to each councillor.



## AGENDA ITEM

<b>PROJECT: Alberta Electoral Boundaries Commission – Interim Report</b>		
<b>PRESENTATION DATE: June 13, 2017</b>		
<b>DEPARTMENT:</b> MUNICIPAL	<b>WRITTEN BY:</b> Christine Heggart	<b>REVIEWED BY:</b> Ron Leaf
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation: County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.5 Advocacy, in the best interest of community & region	<b>STRATEGIES:</b> 2.5.5/2.5.7
<b>ATTACHMENT(S):</b> Link to <a href="#">AEBC Interim Report</a> ; Proposed new provincial map; proposed new <i>Drayton Valley/RMH</i> riding map; current <i>Rimbey-Rocky Mountain House-Sundre</i> map		
<b>RECOMMENDATION:</b> 1. That Council advises Administration if they'd like to attend and make a presentation at the second round of public hearings for the electoral boundaries commission review.		

### BACKGROUND:

At the end of May the Alberta Electoral Boundaries Commission (AEBC)'s released their Interim Report regarding proposed realignment of electoral ridings. The following is Administration's summary of the key points of that report.

- The AEBC Interim Report recommends that both Calgary and Edmonton get one new riding, and that a new riding be created northwest of Calgary to accommodate population growth in Airdrie and Cochrane.
- To maintain the 87 seats within the Legislature, the AEBC recommends consolidating constituencies in less populated parts of the province, reducing rural ridings by three.
- To account for population growth rates below provincial averages, the AEBC proposed one less riding in the central northeast area, one in central west area and one in the eastern side of the province. The existing *Rimbey-Rocky Mountain House-Sundre* provincial district includes the towns of Bentley, Eckville, Rimbey, Rocky Mountain House and Sundre as well as the Village of Caroline (population 40,205). The proposed new *Drayton Valley - Rocky Mountain House* division (population 54,609) would stay much the same as the current riding, with the addition in the north of the Town of Drayton Valley (population 7,235) and a few surrounding communities.

- This change increases the riding population by 14,404, which is a +17% variance – the largest variance **above** the provincial average (46,697) and the highest population of all 87 ridings.
- Achieving “voter parity” was noted as a priority in the AEBC’s Interim Report. The focus on voter parity ignores the other factors allowed within the *Electoral Boundaries Commission Act* which are: sparsity of population, common community interests and geographic size should also be part of the equation, as consolidating rural constituencies may make them too large for MLAs to provide effective representation. To address issues related to geographic size, the report suggests rural MLAs might be given larger constituency budgets to accommodate more satellite offices/staff in different parts of their ridings.
- There is a dissenting view by AEBC member Gwen Day (Appendix A) which identifies other considerations allowed to the Committee in its decision of the new boundaries.
- Another significant shift noted in the AEBC’s report is the recognition of the differences in rural and urban Alberta, which are no longer deemed a needed consideration for setting electoral boundaries. The report indicates that “the majority accepts that the time has come to stop treating differences between rural and urban Albertans as a main driver in setting the boundaries of electoral divisions,” and that based on population shifts “Alberta is no longer rural.” (more than 73% of AB population considered urban)

The government is scheduled to receive the Commission's final report by Oct. 31.

#### Recommendations:

Another series of public hearings will be held across the province in July and August 2017 (dates and locations to be announced). Administration recommends Council register to present to the Commission and that key messages focus should be on the failure of the AEBC to include the other variables in its decision to amend the *Rimbey-Rocky Mountain House-Sundre* riding, being: common community interests, trade and travel corridors and communications challenges resulting from the geographic size and location of the constituency.

Additionally, Council should support Ms. Day’s arguments being that effective representation is comprised of many factors, of which voter equality is but one. Additionally, Ms. Day’s proposal that that the “correct response to growth in urban population should have been increased variances in the cities and not an increase in the number of ridings in the two major cities.”

Council may wish to reiterate to the following to the Commission:

#### **1. Geographically large constituencies pose big challenges.**

- Travel time already puts a strain on MLAs’ workloads, takes time away from their family commitments and the additional “windshield time” means a disproportionate amount of time travelling is required – carrying with it its own inherent risks.
- The *Rimbey-Rocky Mountain House-Sundre* district as it stands currently is geographically very large and includes a population that fits within the variance allowed by the *Act*.
- Additional money in budget won’t necessarily solve the challenge of effectively representing a significantly larger number of constituents in an even larger



geographic area, as with the proposed *Drayton Valley - Rocky Mountain House* riding.

- Driving distance from Sundre to Drayton Valley is almost 200km, adding nearly 100km additional one-way drive time to the farthest end of the proposed new consistency.

## **2. Importance of rural representation.**

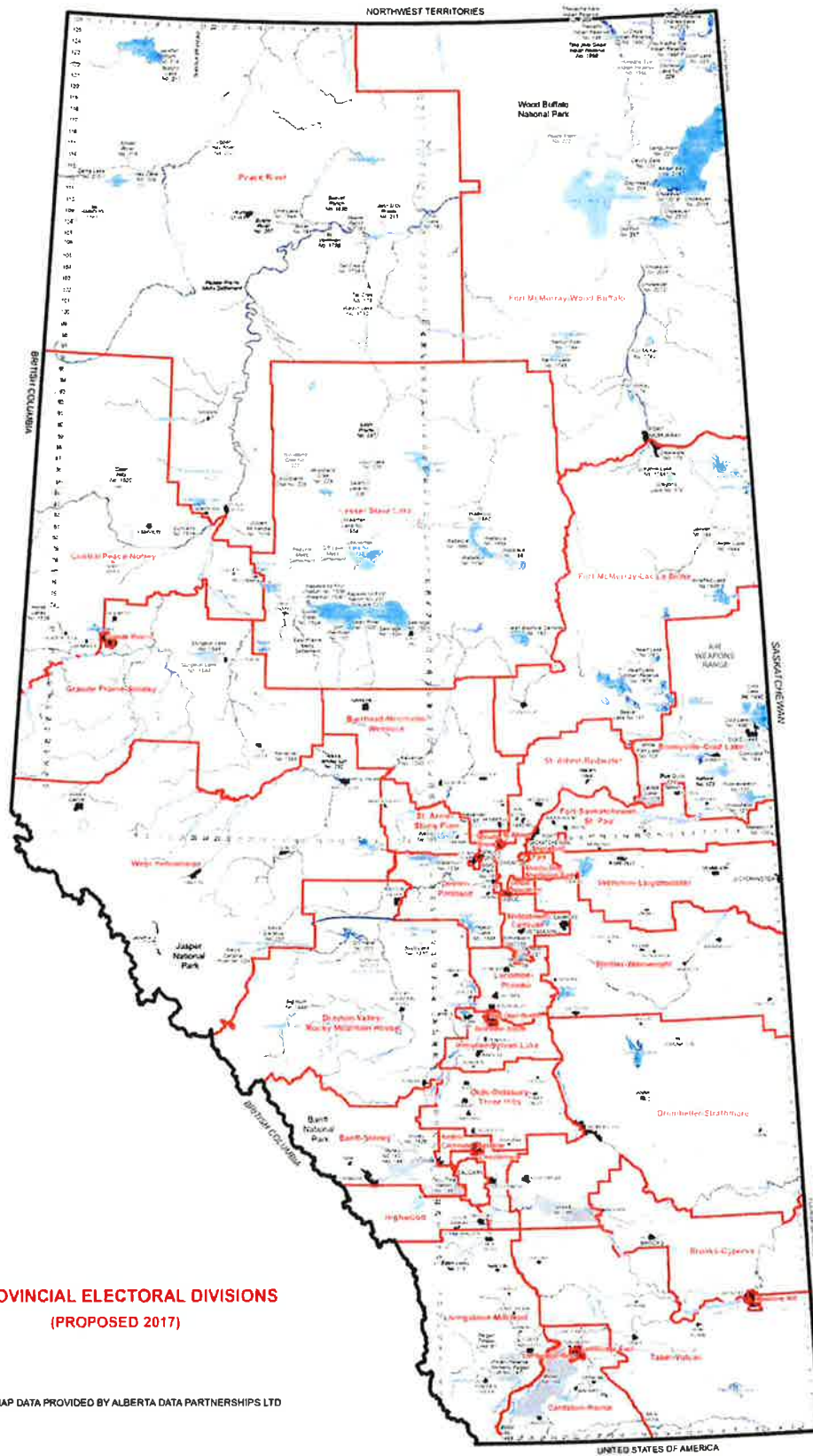
- Redrawing boundaries to reflect Alberta's urban-heavy population decreases representation in rural Alberta, and strict representation by population isn't practical.
- A balanced approach is needed to ensure rural Alberta's interests are not marginalized and population should not be the sole determinant in amending electoral boundaries.

## **3. Community interests/trade/travel are important considerations.**

- The current *Rimbey-Rocky Mountain House-Sundre* constituency reflects regional affiliations as well as trade and travel patterns relating to our local industries – including oil and gas, agriculture, forestry and tourism.
  - Trade/travel corridors in region include highways 53, 12, 11 and 54.
- The proposed boundary adjustments did not fracture municipal boundaries and Clearwater County, the Town of Rocky Mountain House and Village of Caroline remain within a single constituency – which is extremely important to regional partnerships.

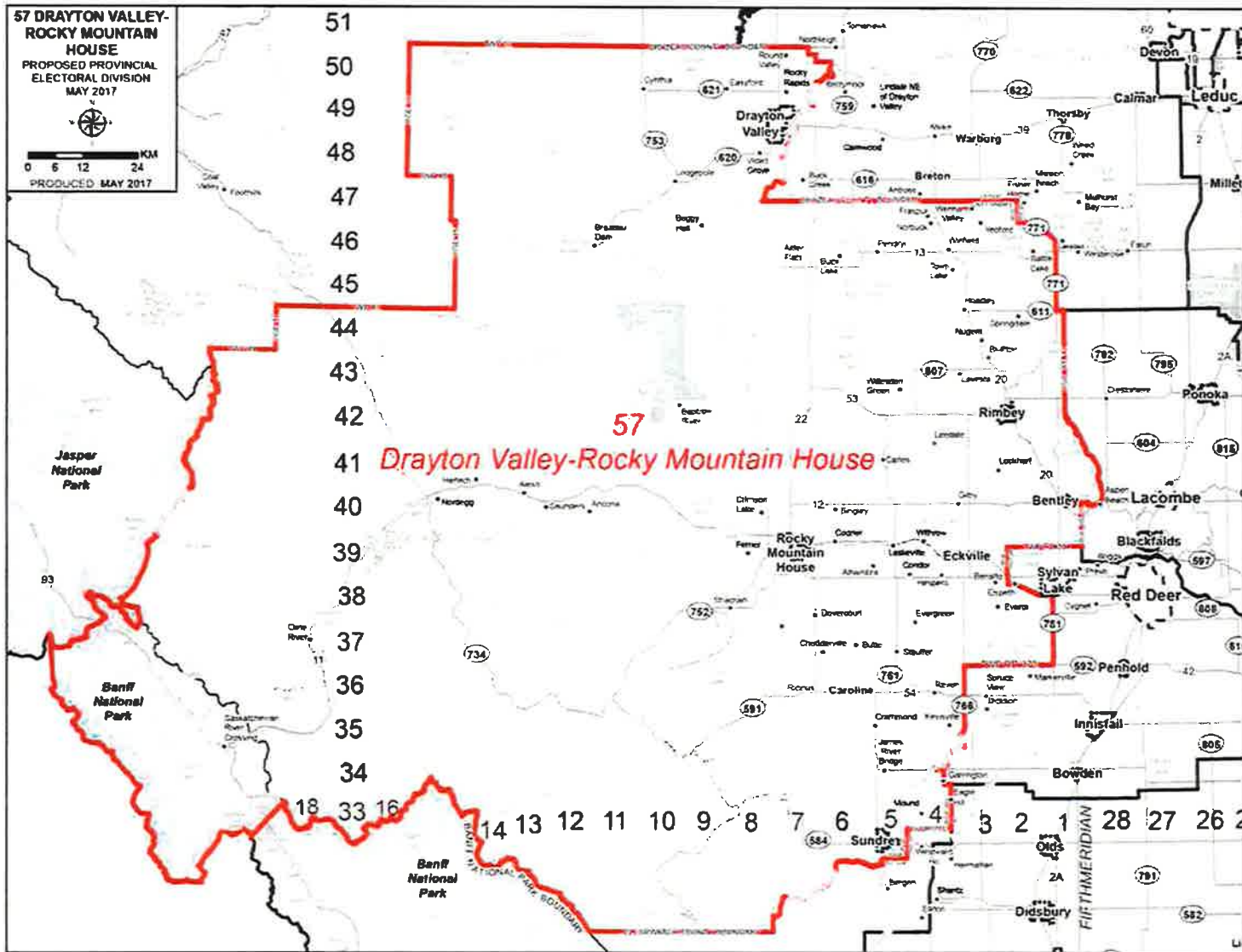
## **4. The Interim Report's proposed boundary adjustments recognize parity only in numbers of voters per constituency.**

- Effective representation matters to rural Alberta and considerations must include community commonalities and existing municipal and natural boundaries, along with balanced urban-rural population distribution.
- Should electoral boundaries for *Rimbey-Rocky Mountain House-Sundre* be amended, it is important to a balance in the number of urban and rural residents within the district, as well as consider extending boundaries eastward to maintain Central Alberta relationships, using Highways 54, 12, 11 and 27.
- Alternately, the proposed *Devon-Parkland* riding includes a -2% variance, and could include the population of Drayton Valley, stay within the allowable variance and not grow geographically as significantly.



**PROVINCIAL ELECTORAL DIVISIONS  
(PROPOSED 2017)**

BASE MAP DATA PROVIDED BY ALBERTA DATA PARTNERSHIPS LTD



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

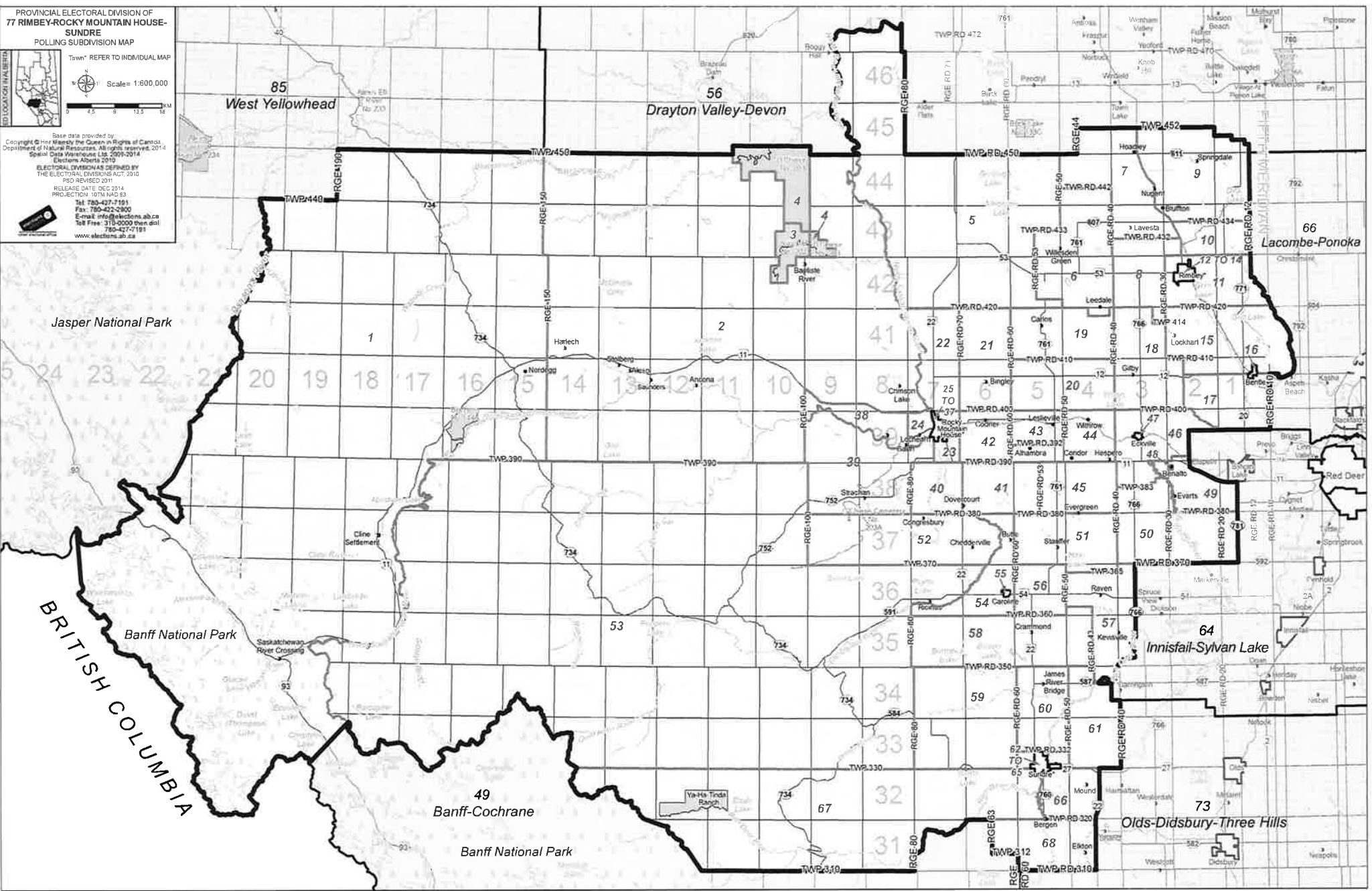
Town REFER TO INDIVIDUAL MAP  
Scale= 1:600,000

Base data provided by:  
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ELECTORAL DIVISIONS AS DEFINED BY  
THE ELECTORAL DIVISIONS ACT, 2010  
PSD REVISED 2011

RELEASE DATE: DEC 2014  
PROJECTION: 10TM NAD 83

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# Clearwater County

## Councilor and Board Member Remuneration Statement

For the Year of ...2017.....

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

### Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Apr. 3	Rocky Physician R&R	X					30
Apr. 8	Ag Society Banquet						
Apr. 11	CWC- Council				X		30
Apr. 12*	RSHC*	X*					30*
Apr. 12	CCPAC		X				30
Apr. 13	Farmers Advocate- Wind Power						
Apr. 13	CCTA						
Apr. 18	CWC- A&P	X	X				30
Apr. 19	West Country Family Services- Volunteer Appreciation	X					30
Apr. 21	ASB	X					30
Apr. 24	CWC- Council				X		30
Apr. 26	Rocky Library	X					30

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### Remuneration Calculation

1	meeting @ 79.00 =	79.00 (westview)			
5	Meetings @ \$159.00=	795.00	270	Kms @ \$0.54=	145.80
2	Meetings @ \$126.00=	252.00	8	Lunch @ \$16.00=	0
2	Meetings @ \$288.00=	576.00			
	Supervision=	550.00			
	<b>TOTAL=</b>	<u>2252.00</u>		<b>TOTAL=</b>	<u>145.80</u>

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

