

CLEARWATER COUNTY COUNCIL AGENDA
October 13, 2015
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House AB

10:30 A.M. Delegation: Clearwater Trails Initiative and Burnstick Lake Campground Day Area Improvement – Caroline and District Chamber of Commerce 2015 Joint Funding Proposal

11:00 A.M. Delegation: Clearwater Housing Steering Committee

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. September 22, 2015 Regular Meeting Minutes
2. October 5, 2015 Special Council Meeting Minutes

D. PUBLIC WORKS

1. BF77533 Rehabilitation

E. AG SERVICES & LANDCARE

1. Draft Policy: Grass Mowing Within Public Right-of-Way

F. CORPORATE SERVICES

1. Response To Clearwater County Taxpayers' Association Correspondence
2. Funding of Rocky Mountain House Arena

G. COMMUNITY & PROTECTIVE SERVICES

1. Parkland Regional Library 2016 Funding Request
2. 10:30 A.M. Clearwater Trails Initiative and Burnstick Lake Campground Day Area Improvement – Caroline and District Chamber of Commerce 2015 Joint Funding Proposal
3. 11:00 A.M. Clearwater Housing Steering Committee

H. INFORMATION

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

I. IN CAMERA*

1. Land
2. Administrative Report – Land
3. Land
4. Intergovernmental Relations
5. Labour

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

J. ADJOURNMENT

TABLED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
02/24/15	073/15 Invitation from Mayor's Office, Drayton Valley STATUS: Pending Information, Municipal
09/22/15	352/15 Red Deer College Request for Support STATUS: Pending Information from Campus Alberta - Central



AGENDA ITEM

PROJECT: BF77533 Rehabilitation		
PRESENTATION DATE: October 13, 2015		
DEPARTMENT: Public Works	WRITTEN BY: Kate Reglin	REVIEWED BY: Marshall Morton/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Support a transportation network that connects and moves residents and industry	STRATEGIES: Bridge repair or replacement scheduled at an average of 2-3 bridges per year (50-60 year cycle).
RECOMMENDATION: That Council approves the Budget Reallocation from Bridge Reserves		

BACKGROUND:

During construction of the road realignment on the east bank on bridge file 77533, located at SE 3-39-7-W5M, there was a rotational slide which has caused delay in construction. After working closely with the Geotechnical Engineer Consultant, Administration have been provided with a solution.

A Geotechnical investigation was performed and, it has been determined that there are two failures within the bank. The piezometers, that were installed to monitor the failure, have indicated that pore pressure is a causing factor for the bank slide. To mitigate the pore pressure, it is recommended to install a dewatering system. The system would consist of wellpoints being installed from the ground level to a depth of approximately 5.5 meters and on a 1.5 m spacing. The wellpoints will be installed in four rows, each of which is 25 meters in length, along the embankment slope. It is also recommended to install an additional two rows of 25 meters, across the top and bottom on the embankment slope of Prairie Creek. Water within the wellpoints will be pumped out. This would remove additional moisture within the material underneath the road construction backfill and allow the material to compact down towards the bedrock.

The present slope failure cannot be corrected without physically restraining the slide mass. The physical restraint is required to be strong enough to resist the maximum expected shear force and bending moment acting on the pile. The recommendation is to install a single row wall of vertical tangent piles. The tangent pile wall will be 34 meters in length, and 4 meters inside of the new bridge abutment. The tangent pile wall will not be located within the high water mark.

The tangent pile wall will consist of a single row of 914mm diameter pipe pile casing, embedded into the top of bedrock 6 meters. The steel pipe piles will be filled with 30 MPa concrete. The bottom 7 meters of the pipe pile will have an additional pipe pile sleeve to help with shear force from the slope mass.

The total cost to for the Engineering, wellpoints and the tangent pile wall will be \$850,000. Administration recommends the reallocation of \$850,000 from bridge reserves.



AGENDA ITEM

PROJECT: Draft Policy – <i>Grass Mowing Within Public Right-of-Way</i>		
PRESENTATION DATE: October 13, 2015		
DEPARTMENT: Ag. Services and Landcare	WRITTEN BY: Matt Martinson	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: <u>Roadside Grass Mowing Policy</u>		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Transportation	STRATEGIES: Objective – 1.5. Support a transportation network that connects and moves residents and industry.
ATTACHMENT(S): Draft Roadside Mowing Policy		
RECOMMENDATION: That Council accepts the Grass Mowing Policy.		

BACKGROUND:

With the addition of a new piece of equipment and the lack of any detailed policy administration has drafted a roadside mowing policy for Councils consideration. This spring Ag Services consulted with the Public Works department to establish a set of criteria for the selection of roads as well as identifying treatment options to best support our road network and traveling public. From the information gathered during this consultation we have drafted a policy that the ASB has recommended to Council.

During the 2015 growing season Ag Services and Landcare completed 311 kms of paved road shoulder pass, 128 kms of paved road complete mows, and 915 kms of gravel road shoulder pass.



**CLEARWATER COUNTY
GRASS MOWING WITHIN PUBLIC RIGHT-OF-WAY**

POLICY

EFFECTIVE DATE: REVISED DATE:	October 13, 2015
SECTION:	Agricultural Services and Landcare
POLICY STATEMENT:	<p>The purpose of the roadside grass mowing program is to maintain the function and integrity of Clearwater County roads and supporting infrastructure while maintaining or improving the safety of our roads for the traveling public.</p>
DEFINITIONS:	<p>Shoulder Pass – mowing treatment that cuts vegetation 10 to 15 feet from the edge of the roads surface towards the ditch along the “shoulder” of the road.</p> <p>Complete Mow – mowing treatment that cuts vegetation from the edge of the roads surface to the property line or fence line whichever is closer.</p>
PROCEDURE:	<p>Section 1. DIRECTIVE:</p> <ol style="list-style-type: none"> 1. Clearwater County reserves the right to remove all vegetation along or within the municipal road allowance. 2. Provisions of this policy apply only to roadside mowing, and do not apply to the mowing of cemeteries, county owned yards/land, or any other grass mowing activities that the County undertakes. 3. No provision or directive within this policy may supersede and/or contradict the safety policies or safe work practices of Clearwater County relating to staff, the travelling public, or best management practices related to the maintenance or construction of a road or its supporting infrastructure. <p>Section 2. ROAD SELECTION CRITERIA</p> <p>The following criteria will be used to select and prioritize roads for the purpose of roadside mowing. This criteria will apply to all types of roads (paved and gravel), and all types of treatments.</p> <ol style="list-style-type: none"> 1. Number of residents adjacent 2. Density/height of vegetation 3. Sightlines and visibility 4. Wildlife vehicle encounters



CLEARWATER COUNTY GRASS MOWING WITHIN PUBLIC RIGHT-OF-WAY

Section 3. TREATMENT OPTIONS:

The following will be the generally accepted treatment options for roadside mowing:

1. Shoulder pass yearly (10 or 15 foot cutting width)
2. Complete mow yearly
3. Complete mow every second year
4. Complete mow every third year

Section 3. SERVICE LEVEL

Variable weather conditions from year to year often create a challenge in achieving consistent levels of service. The following is the minimum service levels the Agricultural Services department will achieve. The list is in prioritized order, top service levels must be met in any given season before moving to lower service levels set out in this list.

1. The entire paved road network treated with a shoulder pass
2. 900 kilometers of gravel roads treated with a shoulder pass
3. 155 kilometers of surfaced roads treated with a complete mow every second year
4. 200 kilometers of gravel roads treated with a complete mow every third year.

Council shall be advised by the Agricultural Services Director in September of each year if service levels 1, 2 and 3 are not achieved.

Section 4. Variations to service levels

1. The Director of Agricultural Services may alter from the treatment options or service level standards set out in this policy, if in their opinion grass mowing is the best way to manage a weed or brush problem on a county road.
2. The Director of Public Works, or their designate, may request roadside mowing as a treatment for any construction or maintenance purpose that may not meet the criteria and intent of this policy.



AGENDA ITEM

PROJECT: Response To Clearwater County Taxpayers Association (CCTA) Correspondence		
PRESENTATION DATE: October 13, 2015		
DEPARTMENT: Corporate Services	WRITTEN BY: Rudy Huisman	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed Leading Org.	PRIORITY AREA: Facilitate Community Engagement	STRATEGIES: Inform and educate
ATTACHMENT(S): September 15, 2015 Letter of concerns from the CCTA		
RECOMMENDATION:		

BACKGROUND:

Members of Council received a letter from the Clearwater County Taxpayers' Association outlining a couple of concerns (see copy attached). I have been asked to respond to these concerns.

1. CAO Salary and Benefits:
 - a. There is a strong inference expressed by CCTA president, Ms. Cole in this most recent letter that the County did not respond on a timely basis to the February request for information about the CAO's salary. That is wrong. In response to the February written request for information a lengthy meeting was held and my notes indicate¹ that a response was conveyed. The most recent letter from CCTA goes on to say that we did not respond to the February request until June 19, 2015. In fact, the June 19th response was to an FOI request filed by Ms. Cole on June 12, 2015.

¹ *Section 1 (1) (b) of the Supplementary Accounting Principles and Standards Regulation for the Municipal Government Act states that the annual financial statements of a municipality must contain notes that set out the salary and benefits received by the chief administrative officer. Clearwater County is in compliance with this regulation and the most recent, audited financial statements are posted on the Clearwater County website.*

- b. The CAO's 2015 salary was approved as part of the 2015 operating budget along with salaries for all county staff². Council's deliberations leading up to the salary determination involved extensive research and process. The 65th percentile of salaries paid amongst comparable municipalities was discussed at length with Council and was endorsed as a reasonable benchmark for the attraction and retention of staff. Some staff members received increases starting in 2015 to achieve this benchmark, other staff members who were already at or above the benchmark had their salaries frozen. The CAO's salary in 2014 was at step 7 of his grade which was \$208,257, well below the benchmark for that position. In its deliberations, based on the incumbent's history of performance and past merit increases awarded for this position, Council felt it was appropriate to maintain the step 7 and the associated salary of \$226,924. As mentioned by Ms. Cole, Council also approved a 2.5% market increase to the 2014 salary scale which increase was also built into the 2015 salary budgets for eligible staff, including the CAO.
 - c. Mr. Leaf's continued participation in MuniSERP is under review. He is the only Clearwater County staff member participating in that plan.
2. With respect to the CCTA's inquiry relating to recent land purchases. As the Minister of Municipal Affairs, Deron Bilous, outlines in his August 27, 2015 response to the CCTA (copy attached) "**Council must conduct its business in meetings that are open to the public. The only exception is limited council discussions in private, or in-camera, as permitted under the Freedom of Information and Protection of Privacy Act (FOIPP). If a decision is required as a result of that private discussion, the decision must still be made in an open public meeting.**"

In accordance with the Municipal Government Act, Council authorized the purchase of the land in the Village of Caroline in resolution 024/15 passed in open session and recorded in the minutes for the meeting of January 13, 2015. Council authority to purchase land north of the Town of Rocky Mountain House was given in Resolution 088/15 passed in open session and recorded in the minutes for the meeting of March 10, 2015.

Council is very much aware of the provisions in the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. Every effort is made by Council and County Administration to uphold the provisions of all Provincial and Federal Legislation and in relation to the CCTA's queries in particular, it is my opinion that Council has acted in accordance with the MGA and FOIPP.

² Resolution 015/15 That Council adopts the proposed 2015 Operating and Capital Budgets for the calendar year 2015. **Carried**

Marianne Cole, President
Clearwater County Taxpayers' Association
RR #1
Rocky Mountain House, AB T4T 2A1
September 15, 2015.



Clearwater County Council
Box 550
Rocky Mtn. House, AB T4T 1A4

Dear Pat:

I am writing on behalf of the Clearwater County Taxpayers' Association with some concerns we have about the transparency of operations/decisions by Clearwater County Council. At our monthly meeting on Thursday, September 10, 2015 a motion was made to write a letter to council asking for an explanation regarding matters involving the CAO salary and benefits as well as recent land purchases.

1. **CAO Salary and Benefits** This has been an on-going area of concern and some questions still remain. Written communication began on February 23, 2015 and, following a FOIP request, we finally received information on this matter via letter dated June 19, 2015. In that letter it stated,
 - "2015 approved salary rate for Clearwater County's CAO: \$232, 597
 - Projected employer cost of benefits for 2015 for CAO: \$35, 698"

Resulting questions from this information are as follows:

- This salary for 2015 is an increase of 11.69% or \$24, 340. This seems like an exorbitant increase in today's economy and we would appreciate hearing Council's justification for that.
- According to conversation with Municipal Affairs on February 2, 2015 regarding salary disclosure I was told that **discussion** on such could be done in camera, but any **decisions** had to be made via motion in public. The only record we have found regarding 2015 salaries was in the December 9, 2014 minutes where the 2.5% increase was noted. Consequently we are asking for **confirmation of the motion regarding the CAO's salary and where it appears in the minutes.**
- In the June 19th letter we received it was noted that the "projected" cost of benefits would be \$35, 698. This is a significant drop from the benefits of \$55, 261 reported in the 2014 audited financial statements. We are wondering **what might affect the final figure?** As the drop is closely related to last year's MiniSERP contribution **was there a recorded decision about the County's contribution to that pension fund for 2015?** We are also wondering **how many people and/or what positions are included in the MuniSERP contributions?**

2. **Recent land deals** As a result of the recent land deals where the county purchased more land than actually required and at very high prices, a letter was written to the Minister of Municipal Affairs questioning the County's involvement as a land developer, using taxpayer money for risky ventures.

A reply was received on August 27, 2015 (a copy attached) indicating that while council may make decisions in this regard without public consultation, "the decision must still be made in an open public meeting". Again we are asking for **where the motions to purchase each of the parcels of land (the one at Caroline and the one north of Rocky) are recorded in the minutes.**

We strongly believe transparency is a vital aspect of the democratic process of responsible government. Support of this ideal is indicated in the Municipal Government Act which clearly states that **decisions**, like those on the issues we have raised, are to be made in public.

In conclusion we ask for your response to the above concerns and reiterate our request for documentation where these decisions are recorded in the minutes.

If you have any questions you may contact me at (403)729-2493 or via e-mail at mcmajic@telus.net.

We thank you for your time and look forward to your reply.

Yours truly,

A handwritten signature in cursive script that reads "Marianne Cole".

Marianne Cole



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR80710

August 27, 2015

Ms. Marianne Cole
President, Clearwater County Taxpayers' Association
RR 1
Rocky Mountain House AB T4T 2A1

Dear Ms. Cole,

Thank you for your letter of July 20, 2015 regarding Clearwater County council's land purchases and development decisions. I appreciate the interest the Clearwater County Taxpayers' Association has in the county.

The *Municipal Government Act (MGA)* provides the framework for municipalities to operate within and does not prohibit council from making decisions as described in your letter. Councils are provided with significant autonomy to make decisions that, in their opinion, are in the best interest of their citizens and the community. As such, there are municipalities throughout the province directly involved in land development for a variety of economic or strategic planning reasons. I encourage your association to express your concerns to and work with county officials.

Councils are elected to make important decisions that affect the future of the municipality based on available information and thoughtful consideration. Except where specifically required by legislation, the municipality has no obligation to carry out a formal process to obtain public input. However, many municipalities provide information and use informal processes to gauge community support for upcoming decisions. I suggest that you consult with the municipal administration regarding opportunities to provide input.

Council must conduct their business in meetings that are open to the public. The only exception is limited council discussions in private, or in-camera, as permitted under the *Freedom of Information and Protection of Privacy Act (FOIPP)*. If a decision is required as a result of that private discussion, the decision must still be made in an open public meeting.

In response to your inquiries about opportunities for intervention from the province, electors may petition me, as Minister of Municipal Affairs, for an inquiry into the operations of a municipality or actions of council. A petition that meets the legislated requirement provides evidence that the matter is a significant public concern. For a petition to be sufficient, it must be signed by electors making up 20 per cent of the population of the municipality asking for an inquiry. If a petition meets the legislated requirements, the Minister may order an inspection if there is sufficient indication that the municipality is being managed in an irregular, improper, or improvident manner.

.../2



AGENDA ITEM

PROJECT: Funding of Rocky Mountain House Arena		
PRESENTATION DATE: October 13, 2015		
DEPARTMENT: Corporate Services	WRITTEN BY: Rudy Huisman	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Strategic Management	STRATEGIES: Fiscal Management
ATTACHMENT(S):		
RECOMMENDATIONS: <ol style="list-style-type: none"> 1. That Council directs staff to advise the Town of Rocky Mountain House that Clearwater County acknowledges and is prepared to participate at the rate of 50% in the cost of the scope changes and budget overages on the arena project totaling approximately \$3,000,000; 2. That Council directs staff to fund the County share of approximately \$1,500,000 from 2015 operations to the extent possible and report back to Council if additional funds are required; and 3. That Council tentatively approve the Tax Rate Stabilization Reserve as the funding source for any additional funds required after applying any available surplus in 2015 operations. 		

BACKGROUND:

Staff was asked to provide funding solutions regarding the Rocky Mountain House Arena project.

Rocky Mountain House Arena Project:

Council was advised by staff from the Town of Rocky Mountain House that a series of scope changes and unexpected additional expenditures have been incurred on the project. The total impact is approximately \$3,000,000. Council recently toured the facility and subsequently met

with the Town Council to discuss the nature of the funding request. Staff recommends that Council approves the change of scope of the project and acceptance of 50% of the additional costs or, approximately \$1,500,000.

Staff further recommends that the amount of approximately \$1,500,000 be charged to the operating accounts for recreation and covered to the extent possible by 2015 operations. If this accounting treatment results in an overall operating deficit in 2015, staff would report back to Council and Council would be asked to approve any additional funds to be withdrawn from the Tax Rate Stabilization Reserve.



AGENDA ITEM

PROJECT: Parkland Regional Library 2016 Funding Request		
PRESENTATION DATE: October 13, 2015		
DEPARTMENT: Community and Protective Services	WRITTEN BY: Ted Hickey	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.2 Facilitate active life styles through provision of range of services. Continue to evaluate, plan and support the recreation, cultural and leisure needs within the Rocky/Caroline/ Clearwater community.
ATTACHMENT(S): Parkland Regional Library Budget 2016		
RECOMMENDATION: Clearwater County Council approve the PRL 2016 funding request..		

BACKGROUND:

Parkland Regional Library (PRL) has forwarded their proposed budget for 2016.

The proposed budget outlines an increase in per capita rates.

2015 Budget	2015 Per Capita	2016 Budget	2016 Per Capita	Annual Per Capita % Increase	Net \$ Increase 2015 - 2016
\$ 2,971,967.00	\$ 7.73	\$ 3,069,182.00	\$ 7.88	2%	\$ 97,215.00

PRL has requested that Council provide a written decision regarding the approval of the budget before November 1, 2015 in order that any concerns may be addressed at the PRL Board meeting that is scheduled for November 5, 2015.



5404 - 56 Avenue
Lacombe, AB T4L 1G1

Ph. (403) 782-3850
Fax. (403) 782-4650

Parkland Regional Library

Cooperation ■ Innovation ■ Service

September 11, 2015

Attention: Ted

Mr. Ron Leaf, Manager
Clearwater County #99
Box 550
Rocky MtnHouse, AB T0M 1T0



Dear Mr. Leaf:

Please find attached a print copy of the 2016 budget for Parkland Regional Library. You are also being sent an electronic copy in case that is more useful to you.

Particular attention should be paid to the first few pages of the *Notes for the Parkland Regional Library Budget 2016*. This section of the document provides important information on PRL's budgeting process and future plans relating to the budget.

The Parkland Regional Library Board requests that your council approve the 2016 budget and notifies PRL before November 1st. That way any budget revisions can be addressed at the PRL Board meeting on November 5th.

I am available to speak to your council regarding PRL's budget. If you have any questions, please contact me.

Sincerely,

Ronald J. Sheppard, Director

RS:aa

Attachs.



Proposed Budget 2016

Proposed 2016 Budget
PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2015	2016
INCOME		
1 Provincial Grant	916,888	963,195
2 Membership Fees	1,584,127	1,637,910
3 Rural Library Services Grant	425,952	428,077
4 Interest Income	45,000	40,000
TOTAL INCOME	2,971,967	3,069,182
LIBRARY MATERIALS		
1 Book Allotment PRL	266,416	271,260
2 Rural Library Services Grant	425,952	428,077
3 Cataloguing Tools	4,000	3,700
4 Large Print Books	13,000	13,000
Econtent		
5 eContent materials Allotment	0	38,500
6 eContent Platform fees, Subscriptions	46,500	27,000
7 Periodicals	2,000	1,800
8 Audio Book Materials	5,500	5,500
9 Reference Materials	6,000	6,000
10 Programming Boxes	500	750
11 Library Computers	61,481	68,648
TOTAL LIBRARY MATERIALS	831,349	864,235
COST OF SERVICES		
1 Audit	16,500	15,000
2 Bank expenses	500	500
3 Bank Investment Fees	4,500	4,500
4 Building-Repairs/Maintenance	26,000	28,000
5 Communications/Marketing/Advocacy	5,000	5,000
6 Computer Maint.Agree. Software licenses	127,875	149,560
7 Continuing Education	20,000	20,000
8 Dues/Fees/Memberships	10,500	11,000
9 Equipment - Lease/Rental/Maint.	6,100	0
10 Freight	7,500	7,500
11 Insurance	15,500	15,500
12 Internet Connection Fees	16,800	20,160
13 Janitorial expense	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000
15 Outlets - Contribution to Operating	800	800
16 Photocopy	6,500	9,000
17 Postage	5,000	5,000
18 Postage Reimbursement	3,000	3,500
19 Promotion/Trade Shows/Publicity	5,500	6,500
20 Recruitment/Advertising	1,500	1,500
21 Salaries	1,372,931	1,392,944
22 Salaries - Employee Benefits	281,451	299,483
23 Supplies/Stationery/Processing/Recon	40,000	40,000
24 Telephone	14,000	13,000
25 Travel	13,000	13,000
26 Trustee expense	21,000	21,000
27 Utilities	37,661	37,000
28 Vehicle expense	41,000	41,000
29 Workshop/Training expense	11,000	15,000
TOTAL COST OF SERVICES	2,140,618	2,204,947
TOTAL Expenses (library materials & cost of service)	2,971,967	3,069,182
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUIRED	7.73	7.88
		2%

Notes for the Parkland Regional Library Budget 2016

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.

PRL's budget projections for 2016 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For this year, we project that the provincial operating grant to regional systems will have an increase of \$.10 per capita to \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2014 population statistics.

The budget for 2016 is a very conservative budget with respect to operations. Despite the increased software licensing costs, projected savings in other areas of operations mean the budget for 2016 reflects an increase of only 2% (down from last year's projected increase of approximately 4.5%).

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2014 population statistics and a \$.10 increase to \$4.70 per capita (line 1).

Under Library Materials:

- The eContent Materials Allotment line has been created to track eContent purchases such as ebooks and eAudiobooks (see line 5).
- The eContent Platform Fees, Subscriptions line has been created to pay for items such as databases or platform fees necessary to access resources such as Zinio (see line 6).
- Library Computers (line 11) has increased slightly to pay for computers for member libraries.

Under Cost of Service

Most lines in this section experienced only modest growth relating to inflationary costs.

- Line 6, Computer Maint. Agree. Software licenses has increases to account for the rising costs associated with the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks, computer desktops for member libraries, and costs associated with maintaining the new websites for both PRL and member libraries.
- Line 9, Equipment – Lease/Rental/Maint is for our mailing scale and postage meter which is being eliminated after our current contract in late 2015. Use of regular letter post has been declining and staff will use online options for calculating costs for mailing packages.
- Line 12, Internet Connection Fees, is being increased with planned internet bandwidth increases based on projected demand.
- Line 16, Photocopy, has been increased due to our communications plan and efforts. Budget increases reflect current actual costs plus some estimations for increased printing in 2016.
- The lines for staff salaries and benefits have been increased in 2016. See lines 21 and 22. Line 21 supports the wage and salary grid with its incremental increases.

In section 1 of the Budget Supplement document, you will see there is no vehicles being purchased in 2016. In the same section, there are two transfers from the Technology reserve of \$47,550 to pay for routine, planned PRL computer hardware purchases, and another \$86,000 to pay for computers for member libraries.

In section 3 of the Budget Supplement is the amount that will be transferred into the Technology Reserve (\$68,648).

Section 5 of the Budget Supplement shows no transfers from operating to build reserves. Given our current reserve levels, we have temporarily suspended budgeting for the Vehicle and Technology Reserves.

Section 6 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Due to the current level of work in Technical Services, one cataloguing position has been eliminated from the budget permanently.

Last year a librarian position was eliminated.

It may become difficult in the long term to support the 2.5% or 5% incremental increases in our salary grid even though wages are not outside of industry standards. Some staff have expressed concern about low wages.

It is also worth noting that in the expense portion of our budget (Library Materials and Cost of Services) staff have been able to reduce costs in six budget lines and hold costs at previous year levels in a further eighteen lines.

Brief Notes – September 2015**INCOME**

1. Estimate, based on the announcement from Public Library Services Branch (PLSB)
2. Estimated requisition to municipalities to balance budget
3. Estimate, based on the announcement from PLSB
4. Reduced to reflect the anticipated returns on investments

LIBRARY MATERIALS

1. Reflects allotment rate of \$1.30 per capita for 2016
2. Estimate, based on the announcement from PLSB
3. Based on actual with a slight decrease in 2016
4. Held at the 2015 amount
5. New line created to reflect materials allotment for the purchase of eContent
6. New line to pay for licenses and subscriptions for, but not limited to, databases and platform fees
7. Reduced slightly in 2016
8. Held at the 2015 amount
9. Held at the 2015 amount
10. Increased slightly in 2016
11. Line increased slightly – used as balancing line for the budget

COST OF SERVICES

1. The fee for 2016 is estimated as the service will be tendered in May 2016 for period of 2016-2018
2. Held to \$500 to cover the cost of cheques – the direct deposit payroll services are now paid due to our tendering process
3. Held at \$4,500
4. Increased in 2016 - based on four-year averages
5. Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – held at 2015 level
6. For software maintenance agreements and subscriptions - line increases to account for the rising costs associated with Horizon maintenance fees due to purchasing additional enhancements, the new maintenance fee for our website, the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks and computer desktops for member libraries
7. Held at \$20,000
8. Increased slightly to \$11,000 – to cover PRL's cost to belong to member organizations
9. Eliminated – postage expenses have been declining and staff will use online options for preparing items for mailing
10. Held at \$7,500
11. Held at \$15,500 based on estimates
12. Based on a contract with Platinum – increased to cover expended demand for additional internet bandwidth
13. Held at \$27,500 – includes snow removal and yard maintenance
14. Line used to pay for external consultants and cover legal fees – held at 2015 level
15. Held at \$800
16. Increased due to account for new initiatives for communications, marketing, and advocacy
17. Based on actual – held at 2014 level
18. Increased by \$500 due to an increase in use of the ship to patron service
19. Increased by \$1,000 to cover increased costs
20. Held at \$1,500
21. Increased to reflect predicted staff salary costs based on current staff levels
22. Increased to reflect predicted staff benefits costs based on current staff levels
23. Based on a six year review and using an average with an increase for non-asset technology purchases required, held at 2015 level of \$40,000
24. Reduced slightly by \$1000 to reflect actual costs as some savings were found
25. Held at \$13,000
26. Held at \$21,000
27. Based on five-year averages – reduced slightly
28. Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices – held at 2015 level of \$41,000
29. Increased to \$15,000 due to estimated costs mostly associated with projects for training library managers and staff, and increased conference expenses

Complete Notes to the 2016 Budget

Proposed 2016 Budget

PARKLAND REGIONAL LIBRARY

	Present Budget	
	2015	2016
INCOME		
1 Provincial Grant	916,888	963,195
2 Membership Fees	1,584,127	1,637,910
3 Rural Library Services Grant	425,952	428,077
4 Interest Income	45,000	40,000
TOTAL INCOME	2,971,967	3,069,182

Income – line details

1. *Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on the announcement from the Public Library Services Branch (PLSB) that the grant for regional systems will be calculated using 2014 population statistics and a \$.10 increase to \$4.70 per capita - this rate is subject to change annually.
2. *Membership Fees:* \$7.88 per capita – requisition to municipalities to balance budget.
3. *Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board – grant passed directly to libraries, as directed by these municipalities; based on the announcement from the Public Library Services Branch (PLSB) that the grant will be calculated using 2014 population statistics and a \$.10 increase to \$5.55 per capita – see line 2 under Library Materials.
4. *Interest Income:* estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – reduced to reflect the anticipated returns on investments.

LIBRARY MATERIALS		2015	2016
1	Book Allotment PRL	266,416	271,260
2	Rural Library Services Grant	425,952	428,077
3	Cataloguing Tools	4,000	3,700
4	Large Print Books	13,000	13,000
Econtent			
5	eContent materials Allotment	0	38,500
6	eContent Platform fees, Subscriptions	46,500	27,000
7	Periodicals	2,000	1,800
8	Audio Book Materials	5,500	5,500
9	Reference Materials	6,000	6,000
10	Programming Boxes	500	750
11	Library Computers	61,481	68,648
TOTAL LIBRARY MATERIALS		831,349	864,235

Library Materials Expenditures - line details

1. *Book Allotment PRL:* reflects allotment rate of \$1.30 per capita.
2. *Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 3 under income.
3. *Cataloguing tools:* based on actual with a slight decrease – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries.
4. *Large Print Books:* held steady at 2015 level.

- 5. eContent Materials Allotment:* to allocate funds to allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and a small top up amount for Hoopla.
- 6. eContent Platform fees and Subscription fees:* platform fee for 3M ebooks, Novelist, Novelist Select and the TAL core databases.
- 7. Periodicals:* held at 2015 level; includes public performance rights licensing fee.
- 8. Audiobook Materials* held at 2015 level – to support the physical audio collection.
- 9. Reference Materials:* held at 2015 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.
- 10. Programming Boxes:* increased to refresh and build new boxes such as Maker Space kits to use for programming in member libraries.
- 11. Member Library Computers (New):* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected.

	2015	2016
COST OF SERVICES		
1 Audit	16,500	15,000
2 Bank expenses	500	500
3 Bank Investment Fees	4,500	4,500
4 Building-Repairs/Maintenance	26,000	28,000
5 Communications/Marketing/Advocacy	5,000	5,000
6 Computer Maint. Agree. Software licenses	127,875	149,560
7 Continuing Education	20,000	20,000
8 Dues/Fees/Memberships	10,500	11,000
9 Equipment - Lease/Rental/Maint.	6,100	0
10 Freight	7,500	7,500
11 Insurance	15,500	15,500
12 Internet Connection Fees	16,800	20,160
13 Janitorial expense	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000
15 Outlets - Contribution to Operating	800	800
16 Photocopy	6,500	9,000
17 Postage	5,000	5,000
18 Postage Reimbursement	3,000	3,500
19 Promotion/Trade Shows/Publicity	5,500	6,500
20 Recruitment/Advertising	1,500	1,500
21 Salaries	1,372,931	1,392,944
22 Salaries - Employee Benefits	281,451	299,483
23 Supplies/Stationery/Processing/Recon	40,000	40,000
24 Telephone	14,000	13,000
25 Travel	13,000	13,000
26 Trustee expense	21,000	21,000
27 Utilities	37,661	37,000
28 Vehicle expense	41,000	41,000
29 Workshop/Training expense	11,000	15,000
TOTAL COST OF SERVICES	2,140,618	2,204,947

Cost of Services – line details

1. *Audit:* 2016 based on actual then estimated.
2. *Bank Expenses:* held at \$500 to cover the cost of cheques.
3. *Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2015 level.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – increased slightly in 2016 based on four-year averages.
5. *Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – held at 2015 level.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line increased to account for the rising costs associated with, but not limited to, the Microsoft suite for PRL and member library computer software, website software, PRL’s management of wireless networks and desktop computers for member libraries, and new licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
8. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – based on actual, with a modest increase in 2016 to cover higher costs then held.
9. *Equipment –Lease/Rental/Maint.:* reflects elimination of line – outgoing postage has been declining and staff will be cancelling the lease agreement for PRL’s postage machine and using other online options.
10. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts held at 2015 level.
11. *Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – held using an average of actual costs.

12. *Internet Connection Fees:* for internet service provision to Parkland HQ and member libraries – based on a contract with Platinum – increased to meet anticipated demands for additional bandwidth.
13. *Janitorial Expense:* held at 2015 level – also includes snow removal and yard maintenance.
14. *Legal/Consulting/Advocacy:* line used to pay for external consultants and cover legal fees – held at 2015 level.
15. *Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.
16. *Photocopy:* has been increased due to our communications plan – reflects actual costs plus some estimations.
17. *Postage:* based on actual held at 2015 level.
18. *Postage Reimbursement:* increased slightly, based on actual – reflects increased use of the “ship to patron” service.
19. *Promotion/Trade Shows/Publicity:* increased, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA, AAMD&C, and LGAA conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
20. *Recruitment/Advertising:* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed – line held at \$1,500.
21. *Salaries:* increased on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.
22. *Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

23. *Supplies/Stationery Processing/Recon:* includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners – based on a six year review and held at 2015 level.
24. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – reduced slightly to \$13,000 based on saving found in contract and reduction of staff cell phones.
25. *Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL passenger staff vehicle) – based on estimates, held at \$13,000.
26. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – held at \$21,000.
27. *Utilities:* based on five-year averages – held at \$37,000.
28. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a vehicle for staff use – based on 2015 level \$41,000.
29. *Workshop/Training:* increased to \$15,000 – includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations; increased due to meet anticipated costs, especially the rental of facilities for events not held at Parkland.

**Proposed 2016 Budget
PARKLAND REGIONAL LIBRARY**

Present
Budget

	2015	2016
INCOME		
TOTAL INCOME	2,971,967	3,069,182
TOTAL LIBRARY MATERIALS	831,349	864,235
TOTAL COST OF SERVICES	2,140,618	2,204,947
TOTAL EXPENSES	2,971,967	3,069,182
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUIRED	7.73	7.88
		2%

Budget Supplement

Explanation points to the 2016 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

Historically when PRL prepared its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There are no planned vehicle purchases in 2016.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library

Budget Supplement - Movement of Funds

Explanation points to the 2016 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will now be purchases from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2016	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward)	65,291.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	0.00	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required to purchase PRL computer hardware	47,550.00	B
Anticipated funds required to purchase member library computers	86,000.00	E
Anticipated funds required to purchase member libraries Wireless equipment	0.00	E
Anticipated funds required to purchase member libraries SuperNet CED units	0.00	E
<i>(actual amount will be based on exact purchase price in the year)</i>		
	198,841.00	
<hr/>		
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	0.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	0.00	
<hr/>		
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - Vehicle purchases	0.00	B
Residual Amortization anticipated - Technology purchases	33,285.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	0.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
Technology Reserve		
Budgeted for member library computers	68,648.00	E
	101,933.00	

4 CAPITAL ASSET EXPENSE ALLOCATION		
Current Amortization estimated – Vehicle purchases	0.00	B
Current Amortization estimated – Technology purchases <i>(actual amounts will be based on exact purchase amounts in the year)</i>	14,265.00	B
Amortization - Capital asset expense		
Amortization expense anticipated from prior years (Jan 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	65,291.00	A
	79,556.00	
5 Budgeted expense to build reserves and use for current and ongoing capital purchases		
Vehicle Reserve		
Policy budget item – movement of \$5,000 per vehicle to the Vehicle Reserve	0.00	D
Technology Reserve		
Policy budget item – to fund Technology purchases	0.00	D
	0.00	
6 Unrestricted Operating Fund - as needed to balance at year end		
Current Amortization expense anticipated – purchases from years previous to Dec 31, 2008 <i>(actual amounts will be based on exact disposals amounts in the year)</i>	21,008.00	F



AGENDA ITEM

PROJECT: Clearwater Trails Initiative and Burnstick Lake Campground Day Area Improvement – Caroline and District Chamber of Commerce 2015 Joint Funding Proposal		
PRESENTATION DATE: October 13, 2015		
DEPARTMENT: Community and Protective Services	WRITTEN BY: Ted Hickey	REVIEWED BY: Rick Emmons
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.2 Facilitate active life styles through provision of range of services. Continue to evaluate, plan and support the recreation, cultural and leisure needs within the Rocky/Caroline/ Clearwater community.
ATTACHMENT(S): 1. Caroline Chamber of Commerce Funding Request Letters – September 2015 2. Memorandum Agreement Between the Municipal District of Clearwater No. 99 and the Caroline Chamber of Commerce		
RECOMMENDATION: Clearwater County Council approve the Caroline Chamber of Commerce 2015 joint funding proposal of matching \$ 12,500 contributions from Clearwater County and the Caroline and District Chamber of Commerce upon condition of the Clearwater Trails Initiative's confirmation of a need for matching contributions to meet the \$ 25,000 available funding NTC Grant.		

BACKGROUND:

Clearwater County is the lease holder of Recreational Lease No. REC 780029 N ½ and SW 18-35-6-W5M that is the Burnstick Lake Campground. The Caroline and District Chamber of Commerce (CDCC) is Clearwater County's agreed upon recreation lease manager (the Committee) of the Burnstick Lake Campground as indicated in a Memorandum of Agreement dated July 8, 1994.

The campground is complete with 63 campsites, playground, 5 outhouses, lake access, and a boat launch. The campground is open to the public seasonally from May to October of each year with all areas available for use by the general public.

The Clearwater Trails Initiative has currently received grant funding from the National Trails Coalition (NTC) to upgrade trails and staging areas within the CTI project area. The CDCC is proposing a 25% CDCC (\$12,500) / 25% Clearwater County (\$12,500) to ensure the full utilization of available 50% NTC funding (\$25,000) to complete areas of the CTI project with benefits to improving efforts towards goals towards designated trail use. This focus of dedicated trail use contributes to limiting and/or preventing environmental and industrial areas risks of damage and protecting the public using trails. Additionally, this would enhance the Burnstick Lake Campground day use area. CDCC proposes that this combined effort will have a synergistic effect on various facets when considering the area and current public's access and utilization of the West Country.

The CDCC has indicated that this proposal is time sensitive as the CTI project areas must be completed prior to December 31, 2015 to meet the NTC grant funding deadlines.

Options for Council's Consideration:

1. Clearwater County Council approve the Caroline Chamber of Commerce 2015 funding proposal of a matching \$ 12,500 contributions from Clearwater County and the Caroline and District Chamber of Commerce upon condition of the Clearwater Trails Initiative's confirmation of a need for matching contributions of \$25,000 to meet the NTC Grant funding. The result being a total \$ 50,000 input to enhance area infrastructure.

Upon Council approval of the request, funding from Clearwater County would be through appropriate contingencies or reserves to be identified by Corporate Services.

2. Clearwater County Council deny the proposed collaborative opportunity but encourage the CDCC to seek securing the full 50% contribution funding through its Chamber and/or the community to match the CTI potential grant funding available.



September 8, 2015

Clearwater County Council
Box 550
Rocky Mountain House, AB
T4T 1A4

Dear Clearwater County Council,

The Burnstick Lake Campground which is owned by the County and operated by the Caroline & District Chamber of Commerce is a very busy campground. Over the past years we have managed the campground, we have made capital improvements every year. Last year as part of our operating agreement with the contract manager, a sani-dump station was installed. Over the years we have also established additional sites, put in a new boat launch, installed new out houses, built new picnic tables, enhanced the playground and done necessary general maintenance.

Last year, when the sani-dump was installed, the configuration of the entrance to the campground and the day use area was changed. As a result the day use area was enlarged and is seeing considerable use. This has created a little bit of a problem because with more use and more boats, we now need more parking.

At this time we are also considering a proposal to add more camping sites to Burnstick Lake. This was first looked at over 10 years ago. One of the drivers for this is our desire to accommodate the increased use of OHV's. This is in cooperation with other regional initiatives such as the Clearwater Trails Initiative (CTI) on Rig Street. One of their trails comes within 2 km of the campground and is already in use as a designated snowmobile trail. The CTI group is willing to look at extending the scope of the Rig Street proposal to upgrade the 2 km so they reach Burnstick Lake. We feel this would be a perfect fit as we are striving to provide alternatives to random camping and we are encouraging more OHV's onto designated trails. With this in mind it would also give the OHV users another staging area if we were to expand our day use parking lot.

As we all know - this all takes money. Up until recently we had access to a capital grant from the Province - but this is now gone.

The money that the Chamber makes from the campground is basically the only source of funds for the Caroline Chamber of Commerce, and the funds are stretched to their limit - maintaining the campground, undergoing capital expansion in the campground, managing the Caroline Community Health and Wellness Center, and putting on major community events such as Election Forums, Christmas Light-Up and the Caroline Bighorn Rodeo Parade

Of the two projects (campground expansion versus parking lot expansion) we feel that the parking is needed the most urgently. The day use area is used most frequently by Clearwater County ratepayers. It is becoming a safety issue with the number of users, the cramped space and the proximity to beach (lots of kids running around) – we feel it is a high hazard area.

At this time we are inquiring to see if Clearwater County would be willing to contribute to either one of these projects. We have access to considerable labour and equipment at a reduced cost (or donated). West Fraser may also consider surveying, mapping and layout of the campground expansion.

Thank you in advance for considering our proposal. We look forward to further discussion.

Sincerely,



Reg Dean
Vice President



September 22, 2015

Clearwater County Council
Box 550
Rocky Mountain House, AB
T4T 1A4

Re: Burnstick Lake Parking Lot

Dear Clearwater County Council,

In our recent correspondence with you (September 8, 2015) the Caroline Chamber of Commerce brought to your attention our desire to expand the Burnstick Lake Campground parking lot. Since that time, we have been in contact with the Clearwater Trails Initiative (CTI) about potential synergies that may exist with the Burnstick Lake campground and day use facility.

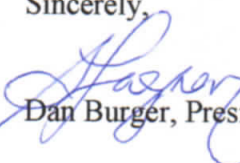
It is our understanding that the CTI has received funding from the National Trails Coalition (NTC) to upgrade trails and staging areas within their project area. The funds they receive are matching funds which need to be spent by December 31, 2015. The CTI has identified that they may consider using this funding for an expansion to the Burnstick Lake parking lot / staging area. This would benefit them as we may be able to help them raise part of the \$25,000 they need to access the last of the matching \$25,000. This project would also fit within their deadline of December 31, 2015. Using the Burnstick Lake expanded parking lot would assist the CTI to disperse some traffic away from Rig Street and with the installation of one bridge across the Raven River, it would provide an eastern staging area to access the rest of the trail network.

The Chamber sees this as a great collaborative opportunity for the County, the CTI and the Chamber of Commerce. If Clearwater County and the Caroline Chamber were to contribute \$12,500 each, the CTI could then access \$25,000 from the NTC and we would end up with \$50,000 worth of infrastructure. We are not optimistic that this funding will be available in the future, especially considering the current state of the economy.

The area we propose for the parking lot expansion is the treed area between the Burnstick Lake road - west to the day use area. The funds would also improve 3 km of trail and a bridge installation over the Raven River that would connect the parking lot to the CTI network. This project could be completed before December 31, 2015.

Please do not hesitate to contact Dan Burger or Reg Dean if you have further questions or comments. Thank you in advance for your consideration.

Sincerely,


For Dan Burger, President

02/000016
002/21

Keep

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Caroline Chamber
R.A.

MEMORANDUM OF AGREEMENT made this 20th day of July, A.D., 1914

BETWEEN

THE MUNICIPAL DISTRICT OF CLEARWATER NO. 99
(hereinafter referred to as the "Municipality")

OF THE FIRST PART

AND

CAROLINE CHAMBER OF COMMERCE
(hereinafter referred to as the "Committee")

OF THE SECOND PART

WHEREAS the Municipality operates a municipal park on land described as Section Seven (7), Township Thirty Five (35), Range Six (6), West of the Fifth (5th) Meridian, known as the Burnstick Lake Campground (hereinafter referred to as the "Park"), and


WHEREAS the Committee wishes to assist in the development and operation of the Park.

NOW, THEREFORE, THE PARTIES in consideration of the mutual promises, terms, covenants and conditions set out herein agree as follows:

1. The Committee will be responsible for the following:
 - A. Provide care and maintenance of equipment, facilities and grounds to ensure that facilities are presentable, clean and safe;
 - B. Develop current and future plans for the operation and development of the Park and submit these plans for approval to the Municipality;
 - C. Advertise and tender for the following contracts for the Park and will award the tenders subject to the Municipality's approval:
 1. Caretaker Maintenance Contract
 2. Wood Supply Contract
 3. Concession Booth Contract
 - D. Develop a yearly budget and submit this budget to the Municipality for approval;
 - E. Complete all accounting functions and submit a yearly financial statement to the Municipality;
 - F. Obtain approval from the Municipality's Council prior to changing campground fees.

2. The Municipality will be responsible for the following:
 - A. Applying for and distributing the Municipal Recreation and Tourism Area grant to the Committee for the operation of the Park.
 - B. Provide Liability Insurance Coverage.
3. This agreement shall not be assignable by the Committee without the written approval of the Municipality.


IN WITNESS WHEREOF the parties hereunto affixed their signatures, on the date and year first above written.



Russell King, Reeve
Municipal District of Clearwater No. 99



Brian Irmen, Manager
Municipal District of Clearwater No. 99



Witness



Caroline Chamber of Commerce



AGENDA ITEM

PROJECT: Clearwater Housing Steering Committee Delegation		
PRESENTATION DATE: October 13, 2015		
DEPARTMENT: Community and Protective Services	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): Clearwater Housing Steering Committee, CHSC Terms of Reference, Committee Participants		
RECOMMENDATION: Clearwater County Council approve its municipal representation to the Clearwater Housing Steering Committee consisting of One (1) Councilor as determined by Council and up to Two (2) Administration staff as determined by the Chief Administrative Officer.		

BACKGROUND:

In the fall of 2014 the Mountain Rose Women's Shelter Association obtained 5 years of federal grant funding through the Alberta Rural Development Network to address housing issues in the community. The Clearwater Housing Steering Committee was established and has evolved from community consultations with the following goals;

- Develop Terms of Reference for CHSC
- Complete Community Needs Assessment
- Develop communication plan
- Develop operational plan
- Raise awareness and get community buy in
- Broad consultation with community annually (public forum)

To date, a draft Terms of Reference (attached) has been completed and a Community Housing Needs Assessment is in progress (completed report will be shared with public).

The Clearwater Housing Steering Committee is requesting Clearwater County Council to consider and approve a commitment to provide municipal representation to complete The Clearwater Housing Steering Committee composition.

Clearwater Housing Steering Committee

Background Information:

- (Fall 2014) Mountain Rose Women's Shelter Association obtained 5 years of federal grant funding through the Alberta Rural Development Network to address housing issues in the community
 - MRWSA has hired a "Housing Support Coordinator" (October 2014)
 - assists clients (referred and self-referred) in acquiring sustainable - affordable housing
 - liaison with landlords and clients to ensure success in maintaining housing expectations
 - Host Community Consultations to discuss Housing concerns and successes with a variety of community stakeholders
 - November 2014 and March 2015 (participant attendance list attached)
 - Planning for next consultation November 2015

- Clearwater Housing Steering Committee has evolved from community consultations with the following goals;
 - Develop Terms of Reference for CHSC
 - Complete Community Needs Assessment
 - Develop communication plan
 - Develop operational plan
 - Raise awareness and get community buy in
 - Broad consultation with community annually (public forum)

To Date:

- Draft Terms of Reference (attached)
- Community Housing Needs Assessment is in progress (completed report will be shared with public)

As per the drafted Terms of Reference for the Clearwater Housing Steering Committee. We are requesting commitment from your council to provide municipal representation to complete our committee composition.

Clearwater Housing Steering Committee (CHSC) Terms of Reference

- ❖ **Committee Name and Type**
 - Clearwater Housing Steering Committee
 - A Standing Committee with progression towards a housing foundation or board (anticipated name change and function in the future)

- ❖ **What is the purpose/mandate for the committee**
 - Strategically identify housing needs in the area and take action to address those needs
 - Raise awareness in the community regarding housing needs
 - Take action in finding projects
 - Research grants and funding options
 - Ensure working groups are integrated

- ❖ **What are the Key responsibilities and Duties**
 - Complete community needs assessment
 - Develop communication plan (for community, councils & administration)
 - Use existing resources as a baseline
 - Develop operational plan (supportive questions to be asked)
 - Establish funding sources (grants & local dollars)

- ❖ **Appointment and Committee Composition**
 - Informal organization at present with the option to proceed as a stand-alone organization
 - 5 -10 persons (establish council representatives (3 – one from each council) - Stakeholders representatives from; Mountain Rose Women's Shelter Association, Rocky Native Friendship Centre, Senior Housing Authority, Rocky Support Services, McMan Youth, Family & Community Association – (Resource persons: Family Community & Support Services, Municipal Planning Departments, Municipal Community Services Departments, Alberta Health Services and Primary Care Network, Others as required)
 - 3 year commitment (establish succession plan to ensure continuity of committee)

- ❖ **Meetings**
 - Monthly – time/date/location to be determined in advance

- ❖ **Resources**
 - Needs Assessment funding
 - Existing staff and budget funding
 - In Kind provided by stakeholder
 - MRWS host financial agent for Clearwater Housing Steering Committee

- ❖ **Specific Annual Objectives (2015-2016)**
 - Complete Needs Assessment
 - Develop communication plan
 - Develop operational plan
 - Raise awareness and get community buy in
 - Broad consultation with community annually (public forum)

❖ Reports and Target Dates

- MRWS to project funders (ARDN)
- Employers of organizations represented
- Councils
- Report to stakeholder groups/community at large/respective boards
- Committee will provide written reports of agendas/minutes/financials
- Committee will ratify what needs to be done
- Committee has accountability with each other
- Committee will have authority over hired staff by the committee
- Each seat member will be accountable to their organizations, to each other on the committee, and to the community

❖ Review and Evaluation

- Annual strategic planning review – prearranged date
- Review of goals annually

❖ Approval and Review

- Terms of Reference will be reviewed annually (part of strategic plan)

Community Consultation November 13th, 2014

Sheila Mizera (Town of RMH - Council)
Brian Pebbles (Red Deer & RMH Rural Branch Supervisor) – Metis Urban Housing Corp.
Kathie Wallace (Re-Connecting Wholesome Counselling)
Bonnie Zuberbier (Mountain Rose Women’s Shelter Association)
Gerry Laslo (Rocky Native Friendship Centre)
Shane Strongman (RNFC – Aboriginal Community Building Initiatives)
George Imbery (Alberta Works Government)
Sheila Scrutton (Community Member – Rotary)
Marilyn Hunt (Community Member and landlord)
Todd Becker (Town of RMH)
Brad Dollevoet (Town of RMH)
Patricia Ferguson (Rocky Support Services former COPE)
Amanda Allen (Mountain Rose Women’s Shelter Association)
Denise Thulin (Mountain Rose Women’s Shelter Association)
Paulette Leer (Mountain Rose Women’s Shelter Association)
An Thomson (Mountain Rose Women’s Shelter Association)
Kailey Duffin (McMann Youth, Family and Community Services Association)
Chris Chabot (Central Alberta AIDS Network Society)
Jerome Morgan (Alberta Health Services)
Anneleen deBruyn (McMann Youth, Family and Community Services Association)
Michelle Narang (West Country Family Services Association)
Jessica Seitz (Rocky Community Volunteer Hub / POST House Affordable Housing group)
Jim Duncan (Clearwater County – Council)
Theresa Laing (Clearwater County – Council)
Melissa Tubbs (McMann Youth, Family & Community Services Association)
Anil Walji (LeCerf Communities)
Lynn McDonald (Rocky Support Services)
Fred Nash (Town of RMH – Council)

Community Consultation March 25, 2015

Tracy King (Clearwater Regional FCSS)
Sheila Scrutton (Community Member)
Barb Kerr (Rocky Support Services)
Cindy Easton (Mountain Rose Women’s Shelter Association)
Shelley Little (Mountain Rose Women’s Shelter Association)
Monica Little (McMann Youth, Family & Community Services Association)
Todd Becker (Town of RMH)
Rodger Smolnicky (Town of RMH)
Glenda Hokett (Mountain Rose Women’s Shelter Association)
Amanda Allen (Mountain Rose Women’s Shelter Association)
Shane Strongman (Rocky Native Friendship Centre)
Kim Gilham (Clearwater County)
Paulette Leer (Mountain Rose Women’s Shelter Association)
Jeannette Sandstra (Rocky Primary Care Network)
Outi Kite (Red Deer Housing Authority)

Clearwater Housing Steering Committee (Compilation of participants at meetings to date)

Cindy Easton (Mountain Rose Women's Shelter Association)
Brad Dollevoet (Town of RMH – staff)
Kim Gilham (Clearwater County - staff)
Jeannette Sandstra (Primary Care Network)
Chris Chabot (Central Alberta Aids Network Society)
Shane Strongman (Rocky Native Friendship Centre)
Roger Smolnicky (Town of RMH - staff)
Shelley Little (Mountain Rose Women's Shelter – Housing Support Coordinator)
Pat Ferguson (Rocky Support Services)
Jerome Morgan (Alberta Health Services)
Jim Duncan (Clearwater Regional FCSS)
Barb Kerr (Rocky Support Services)
Sheila Scrutton (Community Member)
Monica Little (McMann Youth, Family & Community Services Association)
Todd Becker (Town of RMH)
Tracy King (Clearwater Regional FCSS)
Gerry Laslo (Rocky Native Friendship Centre)
Patricia Rauch-Erickson (Mountain Rose Women's Shelter Association – Facilitator)

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of2015.....

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
08/04/15	Meet Tailsman	X					74
08/05/15	Meet with MLA	X					74
08/06/15	Bentley 100 th anniversary	X					158
08/09/15	West Frazer Anniversary	X					74
08/10/15	Ag Building	X					74
08/11/15	Council				X		74
08/11/15	Drive to Vermillion NSWA					X	388
08/12/15	Vermillion Form NSWA	X	X	X		X	388
08/14/15	Zone 2 Directors 3-Hills	X	X				396
08/24/15	NSWA Conference Call	X					
08/25/15	Council				X		74
08/31/15	IDP	X					74

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Remuneration Calculation

<u>9</u>	Meetings @ \$156.00=	<u>1404.00</u>	<u>1848</u>	Kms @ \$0.55=	<u>1016.40</u>
<u>3</u>	Meetings @ \$124.00=	<u>372.00</u>	<u>2</u>	Lunch @ \$16.00=	<u>32.00</u>
<u>2</u>	Meetings @ \$283.00=	<u>566.00</u>	<u>Hotel Room</u>	} no receipt.	
	Supervision=	<u>850.00</u>	<u>August 11th</u>		
	TOTAL=	<u>3192.00</u>	<u>Vermillion</u>	TOTAL=	<u>1048.40</u>

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of 2015

Name of Councilor / Board Member PAT ALEXANDER

Payment Periods

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

Supervision Rate – \$550.00 Monthly

Reeve Supervision Rate - \$850.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
07/01/15	Canada Day	X					88
07/10/15	ICC	X					74
07/13/15	RD College Tour	X	X			X	213
07/14/15	Council				X		74
07/15/15	NSWA	X	X	X		X	398
07/16/15	Reg Fire	X					37
07/22/15	CREMA	X					74
07/22/15	Air Show		X				
07/23/15	Enviro.+Parks	X	X	X			124
07/28/15	Council				X		74
07/29/15	Hospital Com.	X					74

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Remuneration Calculation

<u>8</u>	Meetings @ \$156.00=	<u>1248.00</u>	<u>1230</u>	Kms @ \$0.55=	<u>676.50</u>
<u>6</u>	Meetings @ \$124.00=	<u>744.00</u>	<u>2</u>	Lunch @ \$16.00=	<u>32.00</u>
<u>2</u>	Meetings @ \$283.00=	<u>566.00</u>			
	Supervision=	<u>850.00</u>			
	TOTAL=	<u>3408.00</u>		TOTAL=	<u>708.50</u>

Signature {Councilor / Board Member}

Clearwater County

Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board MemberJim Duncan.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
Aug 5	Central Zone ASB conf. call	X					40
Aug 6	Bentley Parade	X					162
Aug 10	Ag Rec Building Committee	X					40A40
Aug 11	Regular Council				X		40
Aug 14	CAAMDC at Three Hills	X	X				40
Aug 20	ClearweaterTrails Initiative	X					40
Aug 20	CN Rail Community Advisory	X					60
Aug 25	Regular Council				X		40
Aug 31	IDP	X					40
Aug 31	Clearwater Trails Site Visits	X					138

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Remuneration Calculation

8	Meetings @ \$156.00=	1248.00		640	Kms @ \$0.55=	352.00
1	Meetings @ \$124.00=	124.00		0	Lunch @ \$16.00=	0
2	Meetings @ \$283.00=	566.00				
	Supervision=	550.00				
	TOTAL=	<u>2488.00</u>			TOTAL=	<u>352.00</u>

Signature {Councilor / Board Member}

Jim Duncan

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of2015.....

Name of Councilor / Board Member Theresa Laine

Payment Periods

January	February	May	June
March	April	July	<u>August</u> 2015
September	October	November	December

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

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
Aug 8/15	Board of Historical Assess	✓	✓				195
Aug 11/15	Council				✓		14
Aug 12	Board of Com Ass	✓					195
Aug 13	MPL	✓	✓				14
Aug 25	Council				✓		14

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Remuneration Calculation

<u>3</u>	Meetings @ \$156.00=	<u>468.00</u>	<u>432</u>	Kms @ \$0.55=	<u>237.60</u>
<u>2</u>	Meetings @ \$124.00=	<u>248.00</u>	<u>0</u>	Lunch @ \$16.00=	<u>0</u>
<u>2</u>	Meetings @ \$283.00=	<u>566.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>1832.00</u>		TOTAL=	<u>237.60</u>

Signature {Councilor / Board Member} Theresa Laine

Clearwater County Councilor and Board Member Remuneration Statement

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

Name of Councilor / Board Member

EARL GRAHAM

Payment Periods

January

February

May

June

March

April

July

August

September

October

November

December

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

Date	Type of Meeting Attended	First 4 Hours \$156.00	Next 4 Hours \$124.00	Next 4 Hours \$124.00	Regular Council Meeting \$283.00	Lunch \$16.00	Mileage @ \$0.55 / km
Sept 5/15	Council				✓		92
Sept 10/15	MPC.	✓	✓				92
Sept 11/15	Neighbours Day	✓	—				90
* Sept 14/15	Westview						
Sept 17/15	SPOG	✓	✓				40
Sept 18/15	MTR Low			✓			0
Sept 21/15	ANP.	✓	✓				92
Sept 22/15	Council				✓		92
Sept 29/15	Fire Comm / Row	✓					0

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Remuneration Calculation

1	Westview @ \$72.00					
5	Meetings @ \$156.00=	780.00		498		Kms @ \$0.55= 273.90
5	Meetings @ \$124.00=	620.00		0		Lunch @ \$16.00= 0
2	Meetings @ \$283.00=	566.00				
	Supervision=	550.00				
	TOTAL=	2588.00				TOTAL= 273.90

Signature {Councilor / Board Member}