

CLEARWATER COUNTY COUNCIL AGENDA

April 26, 2016

9:00 A.M.

Council Chambers

4340 – 47 Avenue, Rocky Mountain House, AB

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. April 12, 2016 Regular Meeting Minutes

D. CORPORATE SERVICES

1. Tax Rate Considerations
2. 2016 Tax Rate Bylaw – Bylaw to follow Tuesday

E. PUBLIC WORKS

1. Gravel Road Rehabilitation Review
2. Fire Ban Signs
3. Grader Maintenance Tender Award – Grader Beat # 506 and # 509

F. COMMUNITY & PROTECTIVE SERVICES

1. Grant Funding for Community Halls, Associations & Non-profit Groups
2. Automated Sani-Dump System Loan - RMH Visitor Information Centre

G. MUNICIPAL

1. Federal and Provincial Budget Summary
2. AAMDC Survey – Local Authorities Election Act

H. INFORMATION

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

I. ADJOURNMENT

POSTPONED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
03/08/16	087/16 Condor Community Centre Grant Request STATUS: Pending Information, Community & Protective Services/Public Works
03/08/16	091/16 Taimi Hall Grant Request STATUS: Pending Information, Community & Protective Services
03/08/16	099/16 Letter of Support Request – Rural Physician Action Plan STATUS: Pending Information, Rocky-Caroline-Clearwater Physician Recruitment and Retention Committee, Community & Protective Services
03/22/16	108/16 Royal Canadian Legion Caroline Branch #177 Request STATUS: Pending Review of the Clearwater County Community Hall/Association Capital Grant Funding Policy, Community & Protective Services



AGENDA ITEM

PROJECT: 2016 Tax Rates		
PRESENTATION DATE: April 26, 2016		
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 Organization	PRIORITY AREA: Strategic Management	STRATEGIES: Build community trust through socially responsible governance for long term sustainability
ATTACHMENT(S):		
RECOMMENDATION: THAT Council considers the 2016 tax rates and provides direction to staff.		

BACKGROUND:

The approved 2016 Operating Budget is based on total assessment on the books as at December 31, 2015 and includes estimated net municipal taxes totaling \$43,384,735 applying 2015 tax rates. Between the date the budget was prepared and the date the tax roll was closed, the value of leased land for oil and gas wells plus several large increases to industrial properties were added to the tax roll which resulted in an increase to the assessment base of over \$100 million. The result of applying 2015 rates to the revised assessment base is net municipal taxes totaling \$44,720,343, an increase of \$1,335,608.

As Council considers the 2016 tax rates staff wishes to identify some additional factors:

- There is a case before the Alberta Court of Queen's Bench challenging the interpretation of legislation which permits the assessment of certain lands. If the court finds for the plaintiff, similar actions in Clearwater County would result in an estimated loss of \$750,000 in municipal tax revenue.

- Additionally, because of market conditions there may be a general increase in non-residential assessment appeals that could also affect total taxes collected. Staff does not have an estimate of potential tax implications.
- There is a reduction in MSI revenues for 2016. The amount included in the approved budget was based on amounts received in prior years. The recent Provincial budget announcement discloses a reduction of about \$400,000 in the allotment to Clearwater County.
- While the 2016 Clearwater County budget is balanced, the 2018 preliminary budget currently shows a deficit of \$2.6 million.
- The most recent consumer price index for Alberta (March 2015 to March 2016) shows an all items increase of 1.5%.

As in previous years, staff has prepared a table reflecting the impact on tax revenue of various percentage increases. Each of these scenarios maintains the 3:1 ratio between residential and non-residential rates and includes a provision for at risk revenue.

Assessment Class	Revenue Impact					
	Status Quo	.5% increase	1% Increase	1.5% Increase	2% increase	2.5% increase
Residential	4,520,889	4,543,494	4,566,098	4,588,702	4,611,307	4,633,911
Farmland	237,446	238,633	239,821	241,008	242,195	243,382
M & E	12,245,926	12,307,155	12,368,385	12,429,615	12,490,844	12,552,074
Non Res	27,715,031	27,853,606	27,992,181	28,130,756	28,269,332	28,407,907
	44,719,292	44,942,888	45,166,485	45,390,081	45,613,678	45,837,274
Approved Budget	43,384,735	43,384,735	43,384,735	43,384,735	43,384,735	43,384,735
Additional Tax Revenue	1,334,557	1,558,153	1,781,750	2,005,346	2,228,943	2,452,539
Less: At Risk Revenues						
- Certain Land Values	750,000	750,000	750,000	750,000	750,000	750,000
- MSI Reduction	400,000	400,000	400,000	400,000	400,000	400,000
Total At Risk Revenue*	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000
Net Revenue Impact	184,557	408,153	631,750	855,346	1,078,943	1,302,539

* This does not include an estimate for the anticipated increase in 2016 of non-residential assessment appeals .

Finally, while not a tax under Council's control, staff wishes to identify the impact on the total tax bill of the Provincial education tax. Preliminary numbers indicate a slight decrease of approximately 1% in the education tax rate on residential and farmland assessment and an increase of approximately 5% on non-residential assessment. The slight decrease in the rate on residential is driven by the growth in residential assessment which will generate additional revenue that exceeds the increase in the education requisition. Conversely, the decline in non-residential assessment combined with the increase in the education requisition resulted in a significant increase to the education tax rate for non-residential.

Because the education tax requisitions have only just been released, no comparator municipalities have announced tax rate changes yet.



Agenda Item

Project: Gravel Road Rehabilitation Review	
Presentation Date: April 26, 2016	
Department: Public Works	Author: Erik Hansen/ Marshall Morton
Budget Implication: <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
Strategic Area: Infrastructure	Goal: To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
Legislative Direction: <input checked="" type="checkbox"/> None Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
Recommendation: Staff is recommending that Council reaffirm their philosophy of proactively rebuilding roads to meet our current standard, giving priority to through roads, while progressively rebuilding no exit roads that are at risk.	
Attachments: 4 Photos	

Background:

Staff would like to discuss Council’s philosophy regarding the County’s Gravel Road Rehabilitation Program. Most of the rural roads in Clearwater County were constructed fifty plus years ago. A common construction practice of the day was to elevate the road grade utilizing local material which included, a large amount of organics (top soil). Given the traffic volumes and axle weights of that time period, many of these roads functioned well with a large amount of these roads still in use today. Unfortunately, topsoil elevated roads are highly susceptible to damage particularly during the spring thaw. Evidence of this type of damage has become very prevalent on many of our roads this spring.

See Attached

The gravel road re-habilitation program includes the re-construction of approximately 20 miles of road per year combined with a shoulder pull program. The average cost to re-



build a road ranges from \$220,000 to 250,000/ mile. A shoulder pull averages \$25,000/ mile. Simplistically, the re-construction method includes salvaging the existing gravel, removing the unsuitable material from the sub-grade, replacing it with a more suitable construction material then re- gravelling the road while maintaining public access. The road profile is upgraded to meet our current standard where practical. A shoulder pull is typically utilized to re-contour a roadway that has been flattened out over time and to salvage gravel lost over the years and reestablish the proper profile.

Priorities for the gravel road rehabilitation program are established partly through an evaluation criteria. All gravel roads are assessed in the spring of each year then scored on its condition. The evaluation criteria includes, evidence of topsoil, road width, drainage, brush, side slopes, profile, etc. Priority has also been given to “through roads” which in turn has left a large inventory of no exit roads that are highly susceptible to damage and are typically below standard.

Council’s philosophy of the rehabilitation program has been a proactive approach. This includes rebuilding roads that are at risk or below standard as well as having the flexibility to shift priorities if another road has failed. This flexibility is achieved by utilizing day labour crews combined with staff project management. In addition staff will contract out certain roads due to their complexity or to take advantage of the competitive nature of the market. (North Fork Road- 4.8Km).

No exit roads tend to be borne with additional political pressures. Residents on no exit roads typically are not in favour of road re-construction until their ability to travel the road is jeopardized. Given that a no exit has only one way in, one way out, the urgency to repair a failure is paramount. Range Road 5-5 south of Hwy 54 (no exit) is an example of a road that was not on our priority list but requires a re-build this year due to extensive damage.

There are also times when residents who live on a no exit roadways do not want to see the road reconstructed as it may affect the amount of trees that have grown up and created a lane like atmosphere that they enjoy. On the other hand when any type of development occurs on these types of roadways extensive damage is not uncommon. Clearwater County has always tried to balance the wishes of local residence with the need to provide all weather public access for all users.

In light of some resent concerns raised in regards to our gravel road rehabilitation of no exit roadways, staff are looking for Council’s confirmation of their current philosophy relating to the gravel road rehabilitation program.











AGENDA ITEM

PROJECT: Clearwater County Fire Ban Signs		
PRESENTATION DATE: April 26 th , 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kurt Magnus/Kate Reglin	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: Create a safer community through building a sense of belonging and community pride	STRATEGIES: Evaluate and plan the current public safety and emergency serviced needs within the broader Rocky/Caroline/Clearwater community
ATTACHMENT(S): Existing Location of County's Fire Ban Signs map, Albertafirebans.ca website page		
RECOMMENDATION: That Council review the current location of fire ban signs and approves of Administration's request to decrease the number of fire ban signs, and there locations, to only those surfaced roads entering the County.		

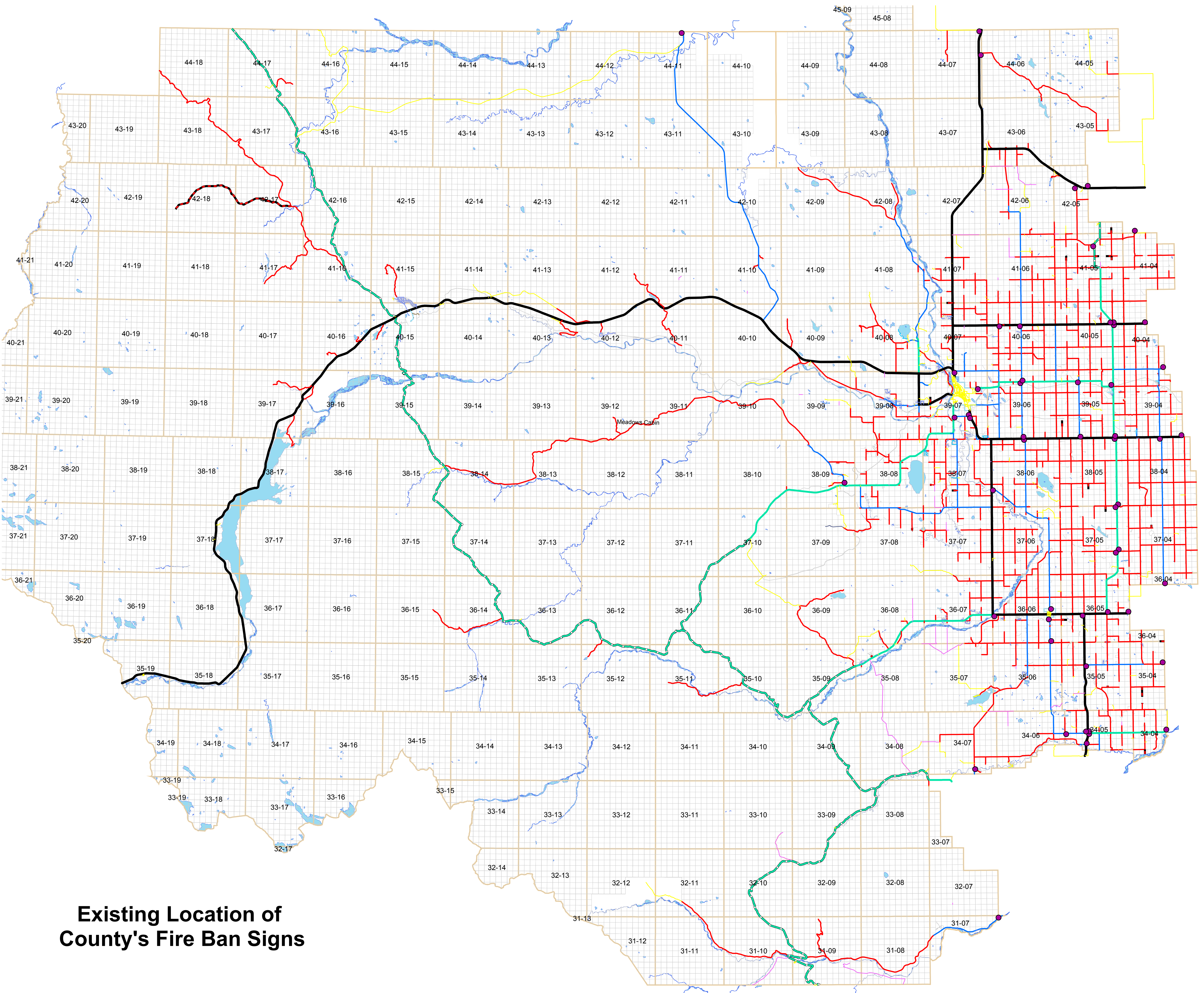
BACKGROUND:

Administration is currently in the process of reviewing the placement of Clearwater County's 54 signs associated with informing the general public of a fire ban being in place within the County. Presently, as can be seen on the attached "Existing Location of County's Fire Ban Signs" map, fire ban signs are situated throughout the County, with most signs, predominantly, located on all major highways and surfaced roads. Due to the large number of signs, and their current locations, it requires Public Works personnel a great deal of time and effort to coordinate the task of notifying the general public when a fire ban is in place.

Therefore, Administration would like to revise the locations to better notify the public, when entering the County, of when there is a fire ban in place. As such, Administration recommends reducing the number of signs, and their respective locations, to only those surfaced roads entering the County. Administration feels this will still properly notify the

public and be an efficient use of time when Public Works personnel are placing the signs.

Finally, with the present-day communication capabilities associated with the internet, Clearwater County presently posts, onto the website www.albertafirebans.ca (see attached website page), if there is a “Fire Advisory”, “Fire Restriction” or “Fire Ban” within the County. This, along with our own website and social media, have been additional means by which Clearwater County has conveyed information to both our residents and residents outside of the County.



**Existing Location of
County's Fire Ban Signs**



Alberta
FIRE BANS
For more information: 1-866-FYI-FIRE

SUBSCRIBE
AREA UPDATES

Location Search

Location Search **GO**

EXAMPLE Edmonton, Calgary

We are currently experiencing technical difficulties with the Alberta Fire Bans map. Please refer to Fire Advisory, Restriction and Ban windows on the left hand side of the website, for a full list of notifications.

For more information, call 1-866-394-3473.

Rating

FIRE ADVISORY

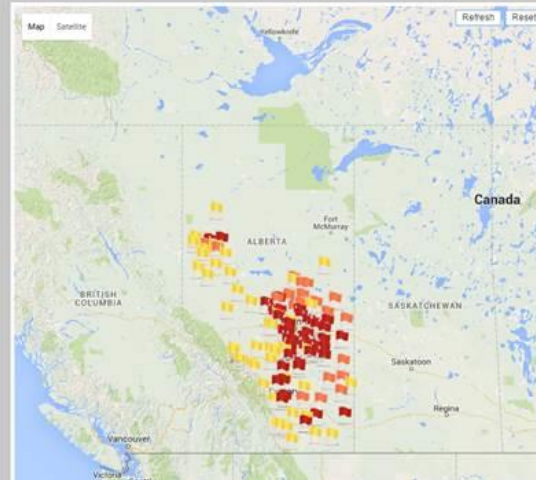
- Burnstick Lake
- Calgary Forest Area
- Clearwater County
- County of Forty Mile No. 8
- County of Grande Prairie No. 1

FIRE RESTRICTION

- Athabasca County
- Birch Hills County
- County of Banhead No. 11
- County of Newell No. 4

FIRE BAN

- Alberta Beach
- Argentia Beach
- Banhead
- Bashaw



Location Search **GO**

EXAMPLE Edmonton, Calgary

We are currently experiencing technical difficulties with the Alberta Fire Bans map. Please refer to Fire Advisory, Restriction and Ban windows on the left hand side of the website, for a full list of notifications.

For more information, call 1-866-394-3473.

Rating

FIRE ADVISORY

- Burnstick Lake
- Calgary Forest Area
- Clearwater County
- County of Forty Mile No. 8
- County of Grande Prairie No. 1

FIRE RESTRICTION

- Athabasca County
- Birch Hills County
- County of Banhead No. 11
- County of Newell No. 4

FIRE BAN

- Alberta Beach
- Argentia Beach
- Banhead
- Bashaw

Map controls: Map, Satellite, Maroon, North Star, Refresh, Reset

Fire Advisory Notice:
Rocky Mountain House Forest Area

Description:
Due to warm, dry conditions and current and forecasted winds, areas of exposed, cured grass pose a significant wildfire risk. As a result, a Fire Advisory is now in effect for the Rocky Mountain House Forest Area section of the Forest Protection Area (FPA). Effective immediately:

- Existing fire permits are cancelled with the exception of seasonal burn barrel permits.
- No new fire permits will be issued.
- Safe campfires are allowed.

The Advisory will remain in effect until conditions improve.

Albertans are asked to use caution when recreating within the FPA:

- Clear debris from hot spots on your Off-Highway Vehicle
- Ensure your campfire is out - Soak it, Stir it, Soak it Again.

Effective Date:
April 7, 2016.

Expiry Date:
N/A.

Contact Number:
(866) 394-3473

Jurisdiction(s):
N/A

Link(s):
N/A

Google Maps | Map data © 2016 Google | Terms of Use | Report a problem

Last Updated: Apr 20, 2016

Fire bans within:  Fire bans within:  Wildfire status: 



AGENDA ITEM

PROJECT: Grader Maintenance Tender Award – Grader Beat # 506 and # 509		
PRESENTATION DATE: April 26 th , 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kurt Magnus	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Support a transportation network that connects and moves residents and industry.	STRATEGIES: Gravel road maintenance program
ATTACHMENT(S): N/A		
RECOMMENDATION: 1.) That Council reviews the information and approves awarding the Grader Beat # 506 contract to East of 22 Ltd. 2.) That Council reviews the information and approves awarding the Grader Beat # 509 contract to Double M Grader Service.		

BACKGROUND:

Administration has tendered the proposed maintenance of Grader Beat # 506 and Grader Beat # 509. Both programs are to begin on May 1st, 2016, (five year contracts).

Grader Beat # 506 entails the maintenance of approximately 173 km of gravel road (south of Highway 54). Grader Beat # 509 entails the maintenance of approximately 160 km of gravel road (north of Highway 54 and east of Caroline).

A tender(s) opening was held on Tuesday April 19th, 2016, at 2:01 p.m. for the work outlined above.

The following is a summary of the tenders received for each of the two grader beats.

1.) Beat # 506

Ten bids were received for **Grader Beat # 506** with **East of 22 Ltd.** being the low valid bidder.

<u>Contractor</u>	<u>Cost per hour</u>
East of 22 Ltd.	\$79.00
Jomad Industries Ltd.	\$79.75
Double M Grader Service	\$86.00
John Gaydos	\$94.00
Andrew Pohl	\$97.00
ProGrade Services Ltd.	\$100.00
Pidherney's Inc.	\$125.00
Shamrock Valley Ent. Ltd.	\$130.00
Diamond J Industries Ltd.	\$138.00
Earth & Iron Inc.	\$139.00

2.) Beat # 509

Ten bids were received for **Grader Beat # 509** with **East of 22 Ltd.** being the low valid bidder.

<u>Contractor</u>	<u>Cost per hour</u>
East of 22 Ltd.	\$82.00
Double M Grader Service	\$86.00
Spirit Rider Trucking Ltd.	\$90.75
John Gaydos	\$91.00
Dan Harder	\$91.00
Andrew Pohl	\$97.00
ProGrade Services Ltd.	\$100.00
Pidherney's Inc.	\$125.00
Shamrock Valley Ent. Ltd.	\$130.00
Earth & Iron Inc.	\$139.00

Upon further communication with the owner of East of 22 Ltd., Mr. Shane Nafziger, he chose Grader Beat # 506 as his preference.

Hence, administration recommends awarding the Grader Beat # 506 contract to **East of 22 Ltd.** In addition, administration recommends awarding the Grader Beat # 509 contract to **Double M Grader Service.**



AGENDA ITEM

PROJECT: Grant Funding for Community Halls, Associations & Non-profit Groups		
PRESENTATION DATE: April 26, 2016		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey
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: Grant Funding for Community Halls, Associations & Non-profit Groups		
STRATEGIC PLAN THEME: 3. Community Well Being	PRIORITY AREA: 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.2
ATTACHMENT(S): Community Halls, Associations & Non-profit Groups		
Request for Direction: Does Council wish to proceed with its consideration of the 2016 community hall grant applications or does Council wish to postpone its decisions regarding these applications pending the policy review process outlined below?		

BACKGROUND:

At the March 22, 2016, Council Meeting Council requested a review of the Policy: Grant Funding for Community Halls, Associations & Non-profit Groups. As Administration considered the policy staff have identified the following:

- The County has 20 community halls listed as “Additional Named Insureds” on its insurance policy
- Many of these halls are over 40 years old. Given the age of these facilities, staff anticipates that significant capital investment will be needed over the next 10 years to keep many of these buildings usable.
- Provincial grant funding as well as community and corporate support has diminished over the past 10 – 15 years. As a result the County’s role as “funder of last resort” has increased as have the amounts requested.
- Evaluation of the functionality and condition of these structures has been left to the individual boards. As such there is no comprehensive plan to guide administration or Council in terms of funding or investment in community halls.

- Hall Boards have completed “disincorporation” due to lack of volunteers resulting in the County being asked to assume ownership of the property which then requires responsibility for the cost of demolition and disposal of structures and reclamation of the property.

Considering the above factors, Administration recommends that the Community Halls, Associations and Non-for Profit Groups policy be amended.

Should Council support this recommendation Administration requires direction regarding the following:

1. Does Council wish to postpone its consideration of the current community hall grant applications or does Council wish to postpone its decision pending the outcome of the policy review?
 - a. Should Council chose to consider the 2016 applications received to date, Administration wishes to advise that applications have been received from the:
 - Arbutus Hall in the amount of \$8,000.
 - Condor Hall in the amount of \$4,000. (Structural & Site Review Needed)
 - Royal Canadian Legion Caroline Branch #177 in the amount of \$ 15,000.00 maximum grant (\$24,209.90 actual project funding needed)
 - Taimi Hall – demolition & reclamation (costs still being determined)
 - b. Should Council chose to proceed with consideration of the 2016 grant applications, Administration will, at the May 10 Council meeting, provide a summary of applications received to date with recommendations.
2. Should Council chose to postpone its decision on the 2016 applications, staff will present a terms of reference and timelines as well as budget estimates associated with the policy review. Some of the actions anticipated in the policy review include:
 - a. Third party assessments of the physical condition of community halls within the county.
 - b. A determination of the nature and frequency of usage of each community hall.
 - c. Consultation with the community hall boards regarding business plans and 5 – 10 year capital plans.
 - d. Develop a report with policy options and budgetary impact(s).

Clearwater County

GRANT FUNDING FOR COMMUNITY HALLS, ASSOCIATIONS & NON-PROFIT GROUPS

EFFECTIVE DATE: August 14, 2012

AMENDED DATE: March 25, 2014

SECTION: Administration

POLICY STATEMENT:

To outline the requirements of and manner by which Clearwater County will provide funding to Community Halls, Associations *and Non-Profit Groups*.

PROCEDURE:

1. County staff are hereby directed to include an annual budget of thirty-five thousand dollars (\$35,000), which may be made available to community groups for capital projects, subject to Council's approval.
2. To the greatest extent possible, community groups should be proactive in their funding requests and submit their requests for consideration prior to October 15 for inclusion in the County's budget process.
3. Funding under this policy will be used for capital projects as defined within this Policy. Requests for program funding should be made to the respective recreation board.
4. For the purposes of this Policy, a project shall be deemed to be a capital project if it is a:
 - a. structural upgrade or expansion of the hall building;
 - b. major equipment essential to the operation of the hall (e.g. stoves, coolers, furnace) where the cost of the equipment exceeds \$2000 and has a life expectancy of more than 5 years; or,
 - c. major equipment or improvements that enhance the level of service available through the hall (e.g. playground equipment, sidewalks, parking lot paving, etc.) where the cost of the project exceeds \$2,000.00.
5. Applications for funding must be in writing, and should be on the application attached hereto as "Appendix A". Application forms must be fully completed and must include:
 - a. a description of the project;
 - b. the purpose of the project and the benefit the project will have to the Hall;

- c. a project budget outlining revenues, expenses and the sources thereof;
 - d. the amount of funding being requested from the County;
 - e. a schedule of when the work will be completed;
 - f. hall/group financial statements;
 - g. a demonstration of hall activity (i.e. – bookings list, etc);
 - h. a five year sustainability plan; and,
 - i. multiple quotations regarding the project.
6. Other than the cost of insurance (as described in the County's Community Hall and Community Groups Insurance policy) the County will not provide funding for operating costs including regular maintenance (painting, janitorial, etc).
 7. The County should be viewed as a "funder of last resort". When applying for grant funding from Clearwater County, Community Hall Associations shall demonstrate that they have raised, or attempted to raise funds from other sources. Examples of funding sources that groups should consider using or applying for are, but not limited to:
 - a. funds from Hall revenues;
 - b. funds from provincial grants (e.g. Community Lottery Boards, Wildrose Foundation, Community Facility Enhancement Program (CFEP), etc.);
 - c. corporate donations, and;
 - d. donations from the community at large (donations may be either cash or gifts in kind, such as donated equipment, donated labour or services such as plumbers, carpenters, architects, etc.).
 8. On approved projects the County will generally provide funding on a 50/50 cost share basis. Community Halls are expected to match County funds with cash, materials, labour, donated equipment, or other "gifts-in-kind". County funding will generally not exceed \$15,000.00 per project.
 9. Donations in kind of labour and equipment will be ascribed a value based on current Provincial standards used for the Community Facility Enhancement Program.
 10. Funding preference will be given to applicants that have not recently been granted funding under this policy.
 11. Grant funds provided by Council should be accounted for within 60 days of the completion of the project. Failure by a community hall/association to account for the funds may result in the group being ineligible for future grants, until such time as the accounting is complete.

TAX REIMBURSEMENT:

1. County staff are directed to annually reimburse the Leslieville Elks, and any other non-profit group as authorized by Council, for the Alberta Education component of their tax bill.



APPENDIX "A"
CLEARWATER COUNTY CAPITAL GRANT FOR COMMUNITY HALLS / ASSOCIATIONS

SECTION 1 - APPLICANT INFORMATION:

Group name: _____

Contact name: _____

Mailing address: _____

Contact number: _____ **Contact e-mail:** _____

SECTION 2 - PROJECT DESCRIPTION:

Proposed project:

(Please describe the planned capital project in detail, including the work that will be completed and how it will be of benefit to your group/the community. Refer to section 4 of the capital grant policy for information on what is considered an eligible capital project.)

Project Timeline:

(Please include the estimated start and finish dates for the proposed project)

Estimated start date: _____

Estimated date of completion: _____

SECTION 3 – FINANCIAL INFORMATION

Project Expenses:

(Please include an itemized accounting of all estimated project costs, including materials and labour. Attach quotes wherever possible.)

ITEM	COST
TOTAL ESTIMATED PROJECT COST:	\$

Available Funding:

(Please include an itemized accounting of all estimated sources of funding for the project, and how much funding each source is providing. This includes items such as monetary donations, donated labour/materials. **Do not** include the funding that you are requesting through this grant.)

ITEM	COST
TOTAL AVAILABLE FUNDING:	\$

(please use the following valuations for volunteers and donations: unskilled labour – up to \$15/hour, skilled labour – up to \$30/hour, donated materials – fair market value, donated heavy equipment (including operator costs) – up to \$60/hour)

Grant Funding Requested:
 (The amount you are requesting through this grant should equal the difference between the estimated project expenses and the funding that you currently have available, which is noted above. As noted in Clearwater County’s capital grant policy, this grant does not generally fund more than 50% of the total project expenses, nor does grant funding typically exceed more than \$15,000.00 per project)

_____ - _____ = _____
 Total estimated project cost (minus) Total available funding (equals) **GRANT FUNDING REQUESTED**

SECTION 4 – BACKGROUND INFORMATION

Previous Grant Funding:

Have you previously received capital grant funding from Clearwater County?
 Yes No
 (if you answered “yes”, please provide the details below)

PROJECT	FUNDING RECEIVED	DATE

Other Funders Approached:
 (Clearwater County is to be considered a “funder of last resort”. Please provide information around other potential sources of funding approached prior to this application being submitted.)

FUNDER APPROACHED	OUTCOME

Other Information:
 (Please be sure to also include the information on the following checklist. Please note that your funding application may not be reviewed until you have submitted **all** of the requested information)

- Financial statements, including annual operating costs and annual revenues, for the past three years
- Record of hall/group activity (such as booking information) for the past three years
- A five year plan outlining the group’s plan to ensure ongoing sustainability in the coming years
- Quotes for any project expenses

SECTION 5 - SIGNATURE

(Please ensure that this section is signed by an authorized representative for your organization)

On behalf of _____ I agree that, should Clearwater County provide capital grant funding:

- 1) The funds will only be used for the project outlined in this application
- 2) An accounting of the funding will be provided to Clearwater County within 60 days of project completion.

Name Signature Date



AGENDA ITEM

PROJECT: Automated Sani-Dump System Loan- RMH Visitor Information Centre		
PRESENTATION DATE: April 26, 2016		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. A clear vision to develop a sustainable and connected community 2. Operating with innovation, transparency, accountability and sustainability	PRIORITY AREA: 1.2 Build a sense of community through an engaging range of facilities and shared open spaces. 2.2 Operating with innovation, transparency, accountability and sustainability.	STRATEGIES: 1.2.3 2.2.3
ATTACHMENT(S): Picture from the City of Airdrie		
RECOMMENDATION: That Council approves providing a loan to the Rocky Mountain House Visitor Information Centre to install a new sani-dump system. This loan being to a maximum of \$11,215.00 that is to be repaid within a two year period.		

BACKGROUND:

The Sani-dump at the Visitor Information Centre in Rocky Mountain House currently uses an honor system to collect fees from users. Two main issues arise from the current set up:

1. The honor system is probably not collecting as much as it should.
2. The drop box for cash has had consistent thefts and vandalism for years. The VIC has tried several different types of drop boxes, but none have proven successful to prevent dedicated thieves.

As a result the VIC administration has been looking at ways to increase the collection of fees for this service protect the collection of fees and seeking out options to decrease the financial demands of any solution found in maintaining this supporting tourism related service. The Town of Rocky Mountain House Administration has researched systems capable of resolving the

issues previously detailed and identified a company out of Oregon called Sani-Star. They were not able to locate any Canadian companies that deal with these systems.

Visitor Information Centre Operation Board meeting held on March 24, 2016 passed an amended motion:

*Motioned by (Councilor T. Laing), seconded and carried that Option #1 be considered, and that **both Councils** contribute to the capital cost, including signage, lighting and video camera, with repayment made by Visitor Information Centre within a two year maximum time frame.*

Option #1:

*Visitor Information Centre (amendment - **both Councils** contribute to the capital cost, including signage, lighting and video camera, with repayment made by Visitor Information Centre within a two year maximum time frame.)*

- *Pays for the initial product and installation costs*
- *Pays the yearly service fees to Sani Star*
- *In charge of all maintenance of the system*
- *Collect all fees to be used towards offsetting costs of the system, installation and yearly service fees.*

The Town of Rocky Mountain House accepted and approved the VIC Boards recommendation as amended Option #1 at their April 19th meeting. The Town will be providing a loan to the Rocky Mountain house Visitor Information Centre to a maximum of \$11,215.00 to be repaid within a two year period.

Options for Council's consideration:

1. Approve providing a loan to the Rocky Mountain house Visitor Information Centre to a maximum of \$11,215.00 to be repaid within a two year period.
2. Approve providing one time funding a loan to the Rocky Mountain house Visitor Information Centre to a maximum of \$11,215.00.
3. Deny providing any funding whether it be a loan to the Rocky Mountain house Visitor Information Centre to a maximum of \$11,215.00 to be repaid within a two year period or one time funding to a maximum of \$11,215.00.

Visitor Information Centre Operation Board meeting, March 24, 2016

The Board was presented with the following information on a potential new sani-dump pay system for the Visitor Information Centre.

Sani-Star Automated Pay System

Seasonal Service Agreement May-October

- One Time Set-Up fee...\$2500 per system x 2 = \$5000(\$6385.00)
- Actual Freight costs to our location (estimated at between \$300 and \$400 US Dollars) (\$480.00)
- Installation: customer is responsible for installation...Sani-Star will provide instructions and most materials for install. In addition, Sani-Star will provide phone support for the installers
- 60 month terms (Sani-Star can provide a 6 month trial)
- Installation cost \$6000.00 – install power, installation of pay system, light pole and lighting. \$1000.00 light fixtures to be provided by Town of Rocky Mountain House.
- Town Operations to remove debris for light pole by hydro-vacbackfill, asphalt and concrete work if needed. Also, water meter installation and meter protection \$1500.00
- Video Surveillance \$6040.00
- Signage \$1025.00

Total Cost for Setup \$22,430.00(CDN)

6 months yearly service fee- \$2875.00(CDN) – VIC will make payment from revenue collected.

Currently, electronic pay sani-dump systems from Sani-Star are located in twelve Alberta Provincial Campgrounds; as well as in Crimson Lake, the City of Airdrie and some Flying J Truck stops in Alberta. The City of Airdrie reports they were very impressed with the product over the last three years. They have two systems within their community.

2 Options presented to the VIC Operations Board

Option #1:

Visitor Information Centre (*amendment - **both Councils** contribute to the capital cost, including signage, lighting and video camera, with repayment made by Visitor Information Centre within a two year maximum time frame.*)

- Pays for the initial product and installation costs
- Pays the yearly service fees to Sani Star
- In charge of all maintenance of the system
- Collect all fees to be used towards offsetting costs of the system, installation and yearly service fees.

Option #2:

Town of Rocky Mountain House

- Pays for the initial product and installation costs

- Pays the yearly service fees to Sani Star
- In charge of all maintenance of the system
- Collect all fees to be used towards offsetting costs of the system, installation and yearly service fees.

At that March 24, 2016 meeting the following motion was made to the VIC Board:

Motioned by (Councilor T. Laing), seconded and carried that Option #1 be considered, and that **both Councils** contribute to the capital cost, including signage, lighting and video camera, with repayment made by Visitor Information Centre within a two year maximum time frame. Dumping fee was set at \$8.00/dump and includes free water.

SANI STAR

LIGHT ON - CAP OPEN

INSTRUCTIONS

- HAVE HOSE READY TO DUMP
- SWIPE CREDIT/DEBIT CARD
- LIGHT ON - CAP OPEN
- INSERT HOSE WITHIN 1 MINUTE

CREDIT/DEBIT
MINOR FEE FOR CARD CHARGE
 NO RECEIPT

TOKEN
TOKENS ONLY

VISIT SANISTARDUMP.COM FOR MORE LOCATIONS

TOKENS AVAILABLE AT CITY HALL

 **DANGER**
 Water Not To Be Used For Drinking Or Domestic Purposes

1. Secure drain hose to your holding tank.
2. Place drain end of hose into sewer opening.
3. Open trailer tank drain valve.
4. Wash any soilage into sewer.





AGENDA ITEM

PROJECT: Federal and Provincial Budget Summary		
PRESENTATION DATE: April 26, 2016		
DEPARTMENT: Council	WRITTEN BY: Christine Heggart/Ron Leaf	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: 2.5 - Advocate in the best interests of our community and region.	STRATEGIES: 2.5.8
ATTACHMENT(S):		
RECOMMENDATION: That Council accepts the federal and provincial budgets as information.		

BACKGROUND:

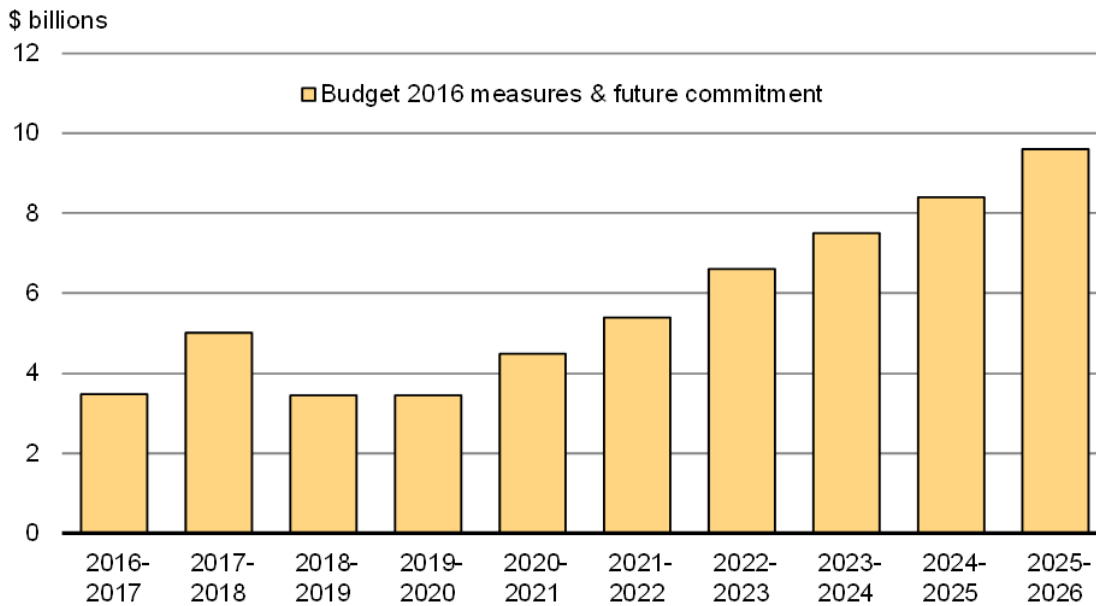
FEDERAL BUDGET 2016

The Government of Canada announced their 2016 budget on March 22. The federal budget demonstrates a heavy focus on urban programs and services, such as public transit and affordable housing, along with the need for economic growth, job creation and climate change initiatives.

There were also several announcements impacting rural municipalities, specifically those with “shovel-ready” projects. Of particular note is the federal government’s infrastructure management and measurement emphasis, with a \$50 million fund to be delivered through FCM to support municipal asset management capacity building. Also noteworthy was a \$500 million commitment to enhance broadband service in rural and remote communities; the green infrastructure funding of the new Clean Water and Wastewater Fund; and, the funding to support climate resilient infrastructure. Many infrastructure programs have projects already identified, but there is a commitment to accelerate spending for infrastructure projects under new and existing programs.

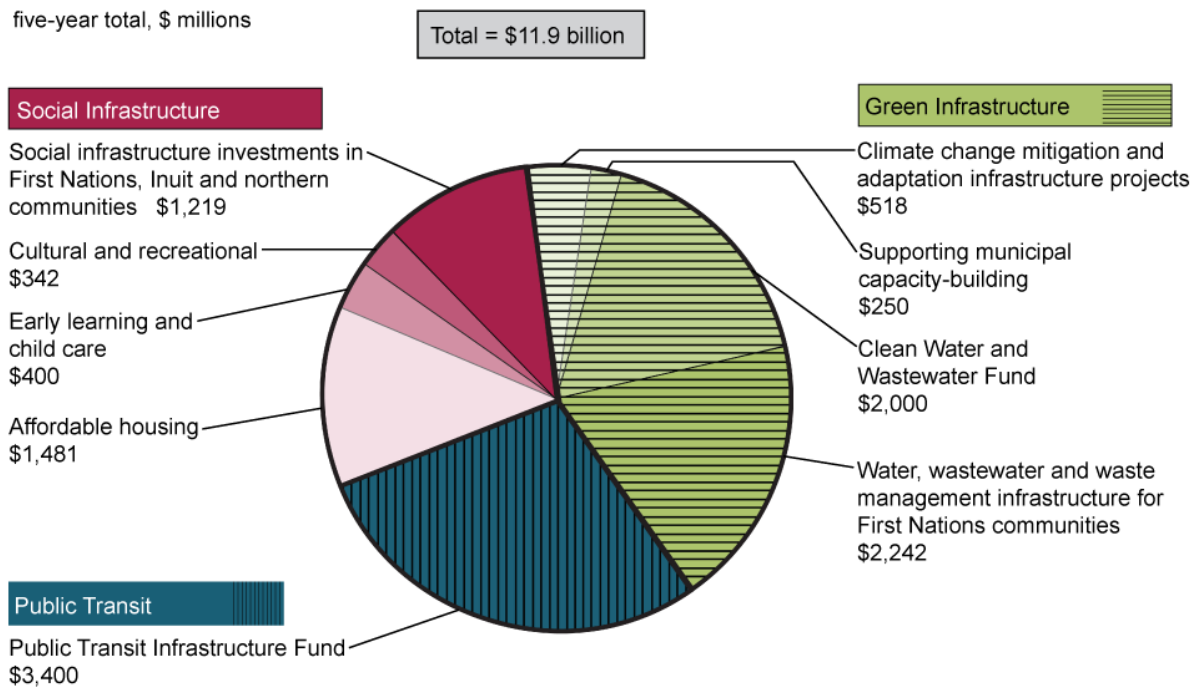
The following charts detail new federal infrastructure spending and Phase 1 Infrastructure Plan priorities, which are categorized by social infrastructure, green infrastructure and public transit.

Chart: New Infrastructure Spending¹



¹ Public transit, green infrastructure and social infrastructure.

Chart: Budget 2016 Announces Phase 1 of Infrastructure Plan



Below is the Federation of Canadian Municipalities (FCM) highlights from the budget.

Federal Budget 2016 Highlights:

Modernizing Federal Investments in Local Infrastructure

- Budget 2016 increases the federal contribution to a maximum of 50 percent of total eligible costs for projects funded under the new Public Transit Infrastructure Fund and Clean Water and Wastewater Fund
- Eligible costs expanded to include design, engineering, and other planning costs not currently eligible for federal funding
- Maintains removal of mandatory P3 screen, allowing municipalities to determine the best procurement model for their local realities

Public Transit

- \$3.4B in new dedicated funding over three years, as part of a first phase to upgrade and improve transit systems – the first phase of a 10-year plan to invest in cost-effective, sustainable, integrated transportation networks
- Phase one funding will be allocated to municipalities based on ridership
- The federal government will fund up to 50 per cent of eligible costs including repair and refurbishment of existing systems and planning for expansion projects

Rural Broadband

- Budget 2016 increases dedicated funding for investments in high-speed broadband in rural and small communities by investing \$500 million over five years

Affordable Housing

- \$1.278 billion over the next two years for capital repair and new construction through the existing Investments in Affordable Housing program (\$504 million over two years), increasing affordable housing for seniors (\$200 million over two years), energy and water efficiency retrofits of existing social housing units (\$574 million)
- Increased funding for the Homelessness Partnering Strategy (\$111.8 million over two years) and new funding for the construction and renovation of shelters and transition houses for victims of family violence (\$89.9 million over two years)
- \$208 million over five years for rental incentives through a new Affordable Rental Housing Innovation Fund (\$85 million over first two years)
- Reallocates \$30 million over two years, starting in 2016-17, to maintain rent-geared-to-income for low-income households living in federally-administered social housing affected by the expiry of social housing operating agreements
- Commitment to engage housing stakeholders in a long-term National Housing Strategy

Green Infrastructure

- \$2 billion over four years in a dedicated Clean Water and Wastewater Fund for immediate improvements to water distribution and treatment, including upgrades required to meet federal wastewater regulations
- The federal government will fund up to 50 per cent eligible costs for projects under the Clean Water and Wastewater Fund
- An investment of \$125 million over the next two years toward the Green Municipal Fund administered by FCM, to provide grants and loans to communities to improve community sustainability and environmental performance
- \$75 million to FCM to deliver climate change mitigation and adaptation programming for municipalities, building resilient, sustainable communities

Recreation and Cultural Infrastructure

- \$168.2 million over two years for the *Canada Cultural Spaces Fund* for renovation and construction of arts and heritage facilities
- \$150 million to the Regional Development Agencies over two years, cost-shared with municipalities, community organizations, and non-profits to support improvements to existing community and cultural infrastructure

Asset Management Capacity Building

- \$50 million fund to be delivered through FCM to support municipal asset management capacity building

Public Safety

- Provide \$143 million over three years to sustain existing rail safety measures and support new investments in oversight, enforcement, better risk management, and additional support for first responders to provide better tools and information required to better protect communities.
- \$15.5 million over five years to restore funding to heavy urban search and rescue task forces in Vancouver, Toronto, Calgary, and Manitoba

PROVINCIAL BUDGET 2016

The Alberta Government announced their *2016 Budget, Alberta Jobs Plan* on April 14. The Province noted that Alberta cannot control the price of oil, but that it can shape the response to market volatility, using the four pillars of: Supporting families and communities; Investing in infrastructure; Diversifying our energy and our energy markets; and, Supporting Alberta businesses.

Infrastructure

While the Province's commitment to providing stable funding for health care, education, and social services is positive, there is no indication in their capital plan or unfunded capital plan of the need for a new hospital in Rocky Mountain House area.

The infrastructure funding in Budget 2016 invests nearly \$4.6 billion in transportation infrastructure over the next five years, much of which is allocated to provincial highways and bridges. Of that, \$595 million is allocated for water grants. Municipal bridge funding and resource road funding under the Strategic Transportation Infrastructure Program (STIP) have been zero funded in 2016, with indication that funding will resume in 2017-2018 budgets.

Again, with the Province's budget there is a focus on green infrastructure projects and diversification of the economy. "Shovel-ready" projects will likely be considered first.

Areas of Council's Strategic Plan relating to regional partnerships (e.g. Caroline lands, Rocky Rec Centre, Caroline HUB), economic development, inter-municipal land use planning, environmental stewardship (e.g. Sasquatch program) and the current geothermal research project are in line with the Province's budget initiatives.

Grants and Taxes

The addition of carbon tax will increase operating costs for municipalities (effects being assessed for impact on 2017 forward budgets). Residents may receive carbon rebates, based on income thresholds.

Municipal Sustainability Initiative (MSI): The province combined the MSI grants with the Basic Municipal Transportation Grant (BMTG), and there is uncertainty as to whether the combining of the total amount of BMTG and the \$11 billion MSI, promised to municipalities over the life of the MSI program, will in fact result in a decrease of funding.

Grants in lieu of taxes (GILT): The Province is no longer paying municipal tax on the assessed value of crown properties for which municipalities receive a GILT. The County is not directly impacted by this program change however, the Town has been impacted in relation to the GILT previously paid in relation to the Westview Lodge. I anticipate that this financial impact will be discussed by the Westview Lodge Board and/or the Intermunicipal Collaboration Committee (ICC).

The Alberta Association of Municipal Districts and Counties (AAMDC) provided the following analysis relating to key provincial budget items:

- \$300 million in funding through the old Building Canada Fund (BCF) provincial/regional envelop that still needs to be negotiated for municipal use.
 - The 2016 federal budget indicated that the federal share of key cost-shared infrastructure programs will increase from the current level of 33% to a possible maximum of 50%, with the provincial and municipal share for the remainder of the funding to be negotiated between provincial and municipal governments. Again, the “roll out” of the program details will be monitored.
- Municipal Sustainability Initiative (MSI) received \$1.23 billion in the 2016-17 budget of which \$846 million is for capital funding while \$30 million is for operating. This is a \$50 million dollar reduction in MSI capital funding from the previous budget.
- Government of Alberta budget documents indicate MSI will be extended for an additional year in order to fulfill spending commitments.
- Funding for municipal water infrastructure programs, which includes Water for Life and the Alberta Municipal Water/Wastewater Program (AMWWP), increased from a combined \$55 million in 2015/16 to a combined \$130 million in the 2016/17 budget. This \$75 million increase is promising and will assist municipalities in addressing needed water/wastewater infrastructure. Staff intend on submitting the Condor Sewer Lagoon upgrade for consideration under this grant.
- Despite the Government of Alberta identifying that Alberta’s agriculture and forestry industries are important contributors to the province’s economic growth, the total Ministry budget has decreased from \$1.9 billion in the 2015-16 budget to \$1.2 billion this year.
- Funding for a number of support programs for agriculture have been reduced, which will impact the agriculture industry. Decreases are noted in Agriculture Income Support and Agri-Insurance, livestock and hail insurance, which now reflects similar budget levels as experienced in 2014-15.
- A significant decrease in wildfire management funding will drastically impact the forestry industry and municipalities where forestry is located. The 2016-17 budget saw a decrease in this area by 82.4% to \$86.4 million.
- Outside of the carbon tax, budget 2016-17 includes no new taxes.
- As part of Agencies, Boards and Commissions Review, the Government will amalgamate or dissolve 26 boards or agencies out of the 136 boards reviewed, saving \$33 million over three years. The AAMDC has been involved in some of the impacted boards and agencies, including the Utilities Consumers Advocate Advisory Board and the Agricultural Operation Practices Act Policy Advisory Group. The AAMDC supports board efficiencies, subject to outcomes being met, and looks forward to working with the Government of Alberta regarding future engagement and advisory opportunities.



AGENDA ITEM

PROJECT: AAMDC Survey – Local Authorities Election Act		
PRESENTATION DATE: April 26, 2016		
DEPARTMENT: Communications	WRITTEN BY: Christine Heggart	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: Advocacy 2.5 - Advocate in the best interests of our community and region.	STRATEGIES: 2.5.3
ATTACHMENT(S):		
RECOMMENDATION: That Council directs staff in terms of desired response to the AAMDC's Local Authorities Election Act Survey.		

BACKGROUND:

The Government of Alberta is expected to complete a review of the Local Authorities Election Act (LAEA) prior to the 2017 municipal elections. The LAEA governs municipal elections and ensures the democratic process at the local level is fair, accountable, and transparent.

AAMDC is conducting a survey of its members to ensure the interests of Alberta's rural municipalities are accurately reflected in the review of the LAEA. Staff wish to know if Council would like to complete the survey as a group or respond individually.

With respect to the survey questions, Administration provides the following perspectives:

- Compared to elections held in the larger urban centres, the County's elections are simple. Candidates fund their own campaigns, so issues of fund raising, disclosure of donors, etc. are not a factor affecting the municipal election. As such, staff have no recommendation regarding these questions.
- Concerning the appointment of returning officers and municipal officials, Staff's view is the challenges the County faces with respect to this aspect of municipal elections are not a legislative in nature rather they are logistical. Basically, the

Returning Officer is having difficulty recruiting and training the required number of individuals necessary to staff the large number of polling stations that have been established by Council. Put another way, the individuals who have previously been involved as Clearwater County election officials have retired, moved away or are not interested in serving in this capacity again.



AAMDC Local Authorities Election Act Survey 2016

The Government of Alberta is expected to complete a review of the Local Authorities Election Act (LAEA) prior to the 2017 municipal elections. The LAEA is the legislation that governs municipal elections and ensures the democratic process at the local level is fair, accountable, and transparent. For a complete version of the LAEA, click [here](#).

To ensure the interests of Alberta's rural municipalities are accurately reflected in the review of the LAEA, the AAMDC is conducting a short survey of its members. This survey includes both multiple choice and short-written responses.

Please complete the following questions to the best of your ability and provide any supporting information that you think is relevant. If you have any questions regarding the survey, please contact AAMDC Policy Analyst Matt Dow at matt.dow@aamdc.com.

1. Please identify your municipality:

 Other (please specify)

2. This response is intended as input from which of the following?

- Administration
- Individual Councillor
- Council as a whole
- Other (please specify)

3. As a whole, what types of changes to municipal elections and the Local Authorities Election Act are required in Alberta?

- Major Changes
- Minor Changes
- No Changes

Other (please specify)

4. What problems and/or solutions have you identified with the nomination process for municipal elections?



5. What problems and/or solutions have you identified with the appointment of returning officers or other municipal election officials?



6. What problems and/or solutions have you identified with the appointment of returning officers or other municipal election officials?



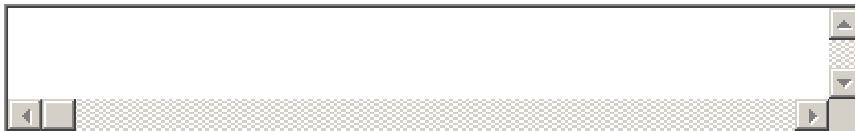
7. Do you support a ban on corporate and union donations in municipal elections?

- Yes
- No
- Unsure


Other (please specify)



8. What problems and/or solutions have you identified with voting day or the voting process for municipal elections?



9. If you have any additional comments regarding the LAEA or this survey, please include them in the area below.



The AAMDC greatly appreciates your contributions in this survey and we look forward to communicating the results to members when they are available.