

CLEARWATER COUNTY COUNCIL AGENDA
December 11, 2018
1:00 pm
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

CLOSED SESSION DELEGATION:
2:30 pm Dori Westin, Spur West Event Centre

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. November 27, 2018 Regular Meeting Minutes

D. PLANNING & DEVELOPMENT

1. Bylaw 1055/18 – LUA First Reading Lot A Plan 1992 NY
2. Bylaw 1056/18 – LUA First Reading Pt. SW 05 39 04 W5M

E. PUBLIC WORKS

1. Township Road 39-2 Grading Project

F. AGRICULTURE & COMMUNITY SERVICES

1. Agriculture Recreation Facility Feasibility Study Review
2. Rocky Mountain House Museum Operations Agreement
3. Request for Letter of Support - Federal Funding for Mountain Pine Beetle Surveillance and Control

G. CORPORATE SERVICES

1. 2019 Budget Communication Strategy

H. MUNICIPAL

1. Government of Alberta's Bighorn Country Proposal
2. Spring 2019 Central Rural Municipalities of Alberta (CRMA) Meeting

I. INFORMATION

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

J. CLOSED SESSION*

1. 2:30 pm Delegation – Dori Westin, Spur West Event Centre – Third Party Interest; *FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party*

* 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






K. ADJOURNMENT

TABLED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
06/13/17	213/17 identification of a three-year budget line for funding charitable/non-profit organizations' operational costs pending review of Charitable Donations and Solicitations policy amendments.
09/11/18	356/18 Signage Request for Nordegg North Subdivision pending information from Nordegg Community Association
10/23/18	434/18 Appointment of Alternate Citizens at Large to the Subdivision and Development Appeal Board



REQUEST FOR DECISION

SUBJECT: 1 st Reading of Bylaw 1055/18 for Application 07/18 to amend the Land Use Bylaw		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Planning & Development	WRITTEN BY: Eleanor Pengelly, Development Officer and Jose Reyes, Senior Planner	REVIEWED BY: Keith McCrae, Director, Planning and Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input 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 Municipal Development Plan (2010), Land Use Bylaw 714/01 and Rocky- Clearwater Intermunicipal Development Plan (IDP)		
COMMUNITY BUILDING PILLAR (check all that apply): <input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
ATTACHMENTS: Site Photos, Application to Amend the Land Use Bylaw, Supporting Documentation from Applicants (which includes the Light Industrial District "LI" and Future Land Use Map 1 from the IDP), Bylaw 1055/18 with Schedule "A", Aerial Photo and Maps, Letter re: Agreement in Principle from Town of RMH		

STAFF RECOMMENDATION:

That Council consider granting 1st reading of Bylaw 1055/18, and proceeding to a public hearing

BACKGROUND:

Jim and Ina Verhesen (Western Ice Co. Ltd.) hold title to Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M), containing 6.08 acres. The subject land is located near the south boundary of the Town of Rocky Mountain House, just east of Highway 11. Rosemarie Verhesen and Darrell Mytton, the daughter and son-in-law of the landowners, have made application to redistrict the land from the Country Residence Agricultural District "CRA" to the Light Industrial District "LI." This redistricting application is combined with Subdivision Application 21/3503 for the purpose of creating two separate titles.

The subject land contains two residences and various outbuildings. Each residence has its own well and septic system. The proposal is to rezone the land to Light Industrial and subdivide it so that each parcel has its own title for estate planning purposes. Both parcels would then potentially be used for Light Industrial purposes (one for a storage facility for antique vehicles and the other for a breeding kennel for dogs.)

If the Land Use Amendment is successful, the applicants intend to subdivide the rezoned land into one 2.5-acre parcel and one 3.5-acre parcel.

Legal and physical access to the subject land is via a single approach from Range Road 7-1A, adjacent to the west property boundary. If the land is subdivided, each parcel will need to have separate access, either by upgrading the existing approach to a joint standard or by constructing a new approach from 7-1A. The Planning Department will require referral comments regarding access from the Public Works Department prior to subdivision. Because of its proximity to provincial highway right of way, referrals will also be sent to Alberta Transportation.

The subject land is in the Rocky-Clearwater Intermunicipal Development Plan area and is within the Long Term Town Boundary. The land is identified in the Plan as future Industrial use. The Planning Department has received a letter from the Town of Rocky Mountain House, agreeing in principle with the proposal. We will receive official referral comments from the Town upon circulation of the proposal.

Surrounding land uses are residential, agricultural and industrial in nature.

Therefore, this application is to rezone the subject land to a Light Industrial District "LI" parcel as shown on Schedule "A" of the Bylaw.

PLANNING DIRECTION

Rocky – Clearwater Intermunicipal Development Plan

Section 5.3 Commercial and Industrial Uses

Goal: To promote well-planned commercial and industrial development that serves local residents and contributes to regional and local economic development.

Objectives:

- 1) To ensure there is an adequate supply of commercial and industrial land available and capable of meeting a variety of needs
- 2) To identify areas where commercial and industrial activities can prosper and maximize their contribution to the local area economy
- 3) To reduce the potential for conflict between commercial uses, industrial uses and other uses
- 4) To ensure that other uses do not place restrictions on the development of commercial and industrial areas

Policy Directions:

5.3.2 Industrial areas identified on Map 1 shall be used for a variety of industrial activities over the long term which includes business agriculture type uses

5.3.5 On lands within the Long Term Town Boundary, subdivision of commercial and industrial lands shall be limited to first parcel out subdivisions for residential purposes and no commercial or industrial development shall be allowed until the quarter section has been annexed into the Town or the Town has otherwise agreed in writing.

5.3.10 Subdivision and development for commercial or industrial purposes in the Commercial Area, Industrial Area or Rural Policy Area on Map 1 shall be preceded by the preparation and adoption of an area structure plan and/or outline plan as required under the respective municipality's Municipal Development Plan.

Clearwater County's Municipal Development Plan (2010)

Section 8 Economic Development

Goals:

8.1.2 Promote locally appropriate economic development activities that enhance and diversify the local economy.

Policy Directions:

8.2.1 Clearwater County encourages the retention and expansion of existing business and industry, and the attraction of new business and industry, as a means to diversify the County's economic base.

8.2.9 Through the Land Use Bylaw, Clearwater County shall provide for a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

8.2.16 While Clearwater County prefers that industrial and commercial uses that are appropriate for business park locations be located in a business park, Clearwater County may approve a proposal for an isolated commercial or industrial use outside a planned business park provided the following criteria are met to the satisfaction of the County:

- (a) the proposal adequately demonstrates that an isolated location is required;
- (b) the site characteristics are suitable for the proposed land use;
- (c) the type, scale, size, and site design of the proposed land use are appropriate for the area and compatible with adjacent land uses;
- (d) the development can be serviced on-site in accordance with Provincial regulations;
- (e) the traffic generated by the proposed land use would not adversely impact the municipal road network; and
- (f) any other safety or environmental issues identified by the County and any other applicable provisions of this Plan.

Section 11 Intermunicipal Planning, Local Planning and Liaison

11.2.21 To consider a proposed redesignation, subdivision or development for a large multi-lot subdivision, major development or other form of land use change as determined by the County, Clearwater County may require the applicant to prepare for consideration of approval by the County an area structure plan or outline plan.

Section 12 Putting the Plan into Effect**Goals:**

12.1.1 To apply the policies of the Municipal Development Plan (2010) in the processes to approve the subdivision, development and use of land.

Policy Directions:

12.2.4 Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;
- (l) measures to mitigate effects;
- (m) County responsibilities that may result from the development or subdivision; and
- (n) any other matters the County considers relevant.

Clearwater County's Land Use Bylaw 714/01**Section 13.4(6) Light Industrial District "LI"**

The general purpose of this district is to accommodate and to regulate small to medium scale industrial operations.

Discretionary uses include:

- 5. Consignment, rental, sales and storage of industrial/agricultural equipment, vessels, structures, vehicles, tanks and pipe;
- 9. Kennels for boarding and breeding;
- 13. Security suite as part of the main building

RECOMMENDATION:

That Council consider granting first reading to Bylaw 1055/18, and proceeding to a public hearing.

Site Inspection Photos – November 27, 2018



Principal residence (north portion of land) occupied by Jim & Ina Verhesen



Second residence (south portion of land) occupied by Rosemarie Verhesen & Darrell Mytton



Barn/storage building (north portion of land) for proposed vehicle storage business



South portion of land (proposed site for kennel business)



Existing approach into subject land (from Range Road 7-1A)



Shared driveway on subject land



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 07/18

I / We hereby make application to amend the Land Use Bylaw.

APPLICANT: Rosemarie Verhesen / Darrell Mytton

ADDRESS & PHONE: [REDACTED]

REGISTERED OWNER: Western Ice Co. Ltd. (Tim & Ina Verhesen)

ADDRESS & PHONE: [REDACTED]

AMENDMENT REQUESTED:

- 1. CHANGE OF LAND USE DISTRICT FROM: CRA TO: LIGHT INDUSTRIAL
 LEGAL DESCRIPTION OF PROPERTY: NE 1/4 Sec. 14 Twp. 39 Rge. 7 W5M
 OR: LOT: A BLOCK _____ REGISTERED PLAN NO.: 1992 NY
 OR: CERTIFICATE OF TITLE NO.: _____ (Site Plan is attached)
 SIZE OF AREA TO BE REDESIGNATED: 6.08 (Hectares / Acres)

2. REVISION TO THE WORDING OF THE LAND USE BYLAW AS FOLLOWS:

That Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M) be redesignated from the Country Residence Agricultural District "CRA" to the Light Industrial District "LI."

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

To allow for the creation of two separate titles for the operation of two light industrial businesses.

DATE: Sept. 10, 20 18 APPLICANT'S SIGNATURE [Signature]

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB T4T 1A4.

APPLICATION FEE OF 712.80 DATE PAID: November 5, 2018 RECEIPT NO. 142264

[Signature]
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

Planning and Development Department
Clearwater County
Box 550
4340-47 Avenue
Rocky Mountain House, AB
T4T 1A4

September 10, 2018

Subject Property: NE 14-39-7 W5th
Municipal Address: 392047 Range Road 7-1A
Rocky Mountain House, Alberta

Re: Application for Amendment to the Land Use Bylaw, Application for Subdivision Approval and Proposed Development.

Dear Sir/Madam

My name is Rosemarie Verhesen and my husband is Darrell Mytton. My parents are Jim and Ina Verhesen. Jim and Ina Verhesen (Western Ice Co. Ltd.) are the owner/residents of the above property.

Currently Rosemarie Verhesen and Darrell Mytton have a development permit for a temporary placement of a secondary residence for a Bona Fide Need. This permit was issued on July 9, 2015. As of the current date this bona fide need still exists and continues to meet the requirements set out in the original development permit.

The existing property contains 6.08 acres, more or less and is currently zoned Country Residence Agricultural District "CRA". **(See Appendix 1)**

Our proposal encompasses the following steps:

Step 1: We would be applying for an amendment to the Land Use Bylaw.

The land use currently is designated "CRA" and we are applying to have this changed to Light Industrial District "LI". The proposed future land use as per Map 1 "Future Land Uses" Town of Rocky Mountain House & Clearwater County Intermunicipal Development Plan is designated for future industrial use. **(See Appendix 2)**

Step 2: We would be applying for the land to be subdivided.

The land would be subdivided in such a way that there would be one parcel containing 2.5 acres and the other parcel 3.5 acres; more or less. Both parcels would be then Light industrial District "LI"

containing the minimum lot size of 1 hectare (2.5 acres) according to the Land Use Bylaw, Bylaw No.714/01. **(See Appendix 3)**

Subdivided Parcels:

Parcel "A" consists of 2.5 acres and is owned by Western Ice Co. Ltd. (Jim and Ina Verhesen). They would apply for a development permit to have the existing barn remodeled into a covered storage space for antique cars and collectibles. The residence in which Jim and Ina Verhesen occupy would become the surveillance suite for this business. Drawings of the proposed storage unit is attached. **(See Appendix 4)**

Parcel "B" consists of 3.5 acres and is owned by Western Ice Co. Ltd. (Jim and Ina Verhesen). Rosemarie Verhesen and Darrell Mytton would apply for a development permit for the construction of a 240 square foot building. This building would include dog kennels for boarding and breeding. The proposal will also include large outdoor runs for the dogs.

Parcel "B" currently has a residence in which Rosemarie Verhesen and Darrell Mytton reside. This residence is a bona fide need residence. We are proposing that this residence remain on the property after subdivision approval and become the surveillance suite. This suite is necessary to monitor the dogs for their safety. The floor area of the surveillance suite is 1,050.0 sq.ft. and includes an office for the boarding and breeding facility.

(See Appendix 5)

Other information:

The Bona Fide Need residence (Proposed Parcel "B") has its own water well, septic tank and field and propane for heat. It shares the driveway and the power with the current land owner. Power can be brought into the parcel from the power pole via Range Road 7-1A and a separate approach could also be built to service this parcel. These two services would need to be addressed if the proposal is approved.

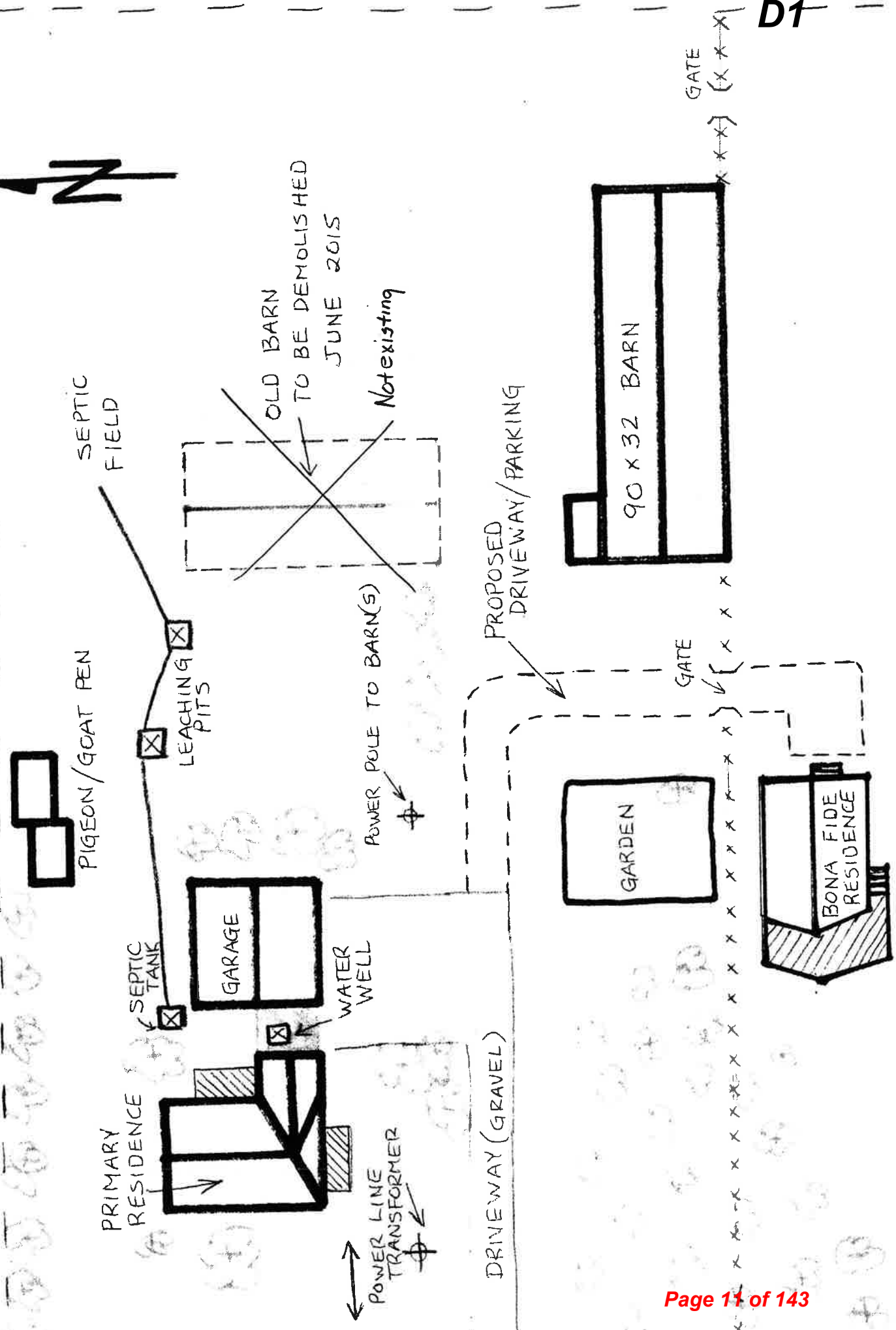
Please find attached the following:

1. Clearwater County Application for Amendment to the Land Use Bylaw.
2. Clearwater County Application for Subdivision Approval
3. Aerial Map of the Subject Property
4. Current Drawing of Subject Property including Existing Bona Fide Need Residence
5. Land Use District 13.4 (6) Light Industrial District "LI"
6. Appendix 1 to 5

Thank you

Rosemarie Verhesen/Darrell Mytton

Jim & Ina Verhesen



13.4 (6) LIGHT INDUSTRIAL DISTRICT "LI"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND TO REGULATE SMALL TO MEDIUM SCALE INDUSTRIAL OPERATIONS.

A. PERMITTED USES

1. Farming

B. DISCRETIONARY USES

1. Ancillary buildings and uses
2. Auction mart
3. Auto-wrecking and salvage yard
4. Bulk fuel, oil, fertilizer, feed and chemical storage and sales
5. Consignment, rental, sales and storage of industrial/agricultural equipment, vessels, structures, vehicles, tanks and pipe
6. Farm implement dealership
7. Industrial/agricultural fabrication and machining operations
8. Industrial/agricultural trucking and related facilities, including but not limited to storage, warehousing and maintenance and repair
9. Kennels for boarding and breeding
10. Maintenance and repair of industrial/agricultural equipment
11. Recycling depot
12. Redi-mix concrete plant
13. Security suite as part of the main building
14. Temporary work camp
15. Veterinary clinic and animal shelter

C. MINIMUM LOT SIZE

1 hectare (2.5 acres) unless otherwise approved by the Development Officer.

D. MINIMUM TOTAL FLOOR AREA

Ancillary buildings - Suitable and appropriate for the intended use.
All other development - At the discretion of the Development Officer

E. MAXIMUM TOTAL FLOOR AREA

As determined by the Development Officer.

F. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

Where there is a service road next to a primary highway, the minimum front yard depth shall be determined by the Development Officer.

- G. MINIMUM WIDTH OF SIDE YARD
3 metres (10 feet), except for a corner parcel, where the minimum side yard adjacent to a public road shall be determined as though it were a front yard, although Section 6.4 applies.
- H. MINIMUM DEPTH OF REAR YARD
7.5 metres (25 feet) unless otherwise approved by the Development Officer.
- I. MAXIMUM HEIGHT OF BUILDINGS
As determined by the Development Officer.
- J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.
- K. LANDSCAPING & SCREENING
In addition to any other provisions of this Bylaw, any approved use may be subject to screening of a visually pleasing nature as required by the Development Officer

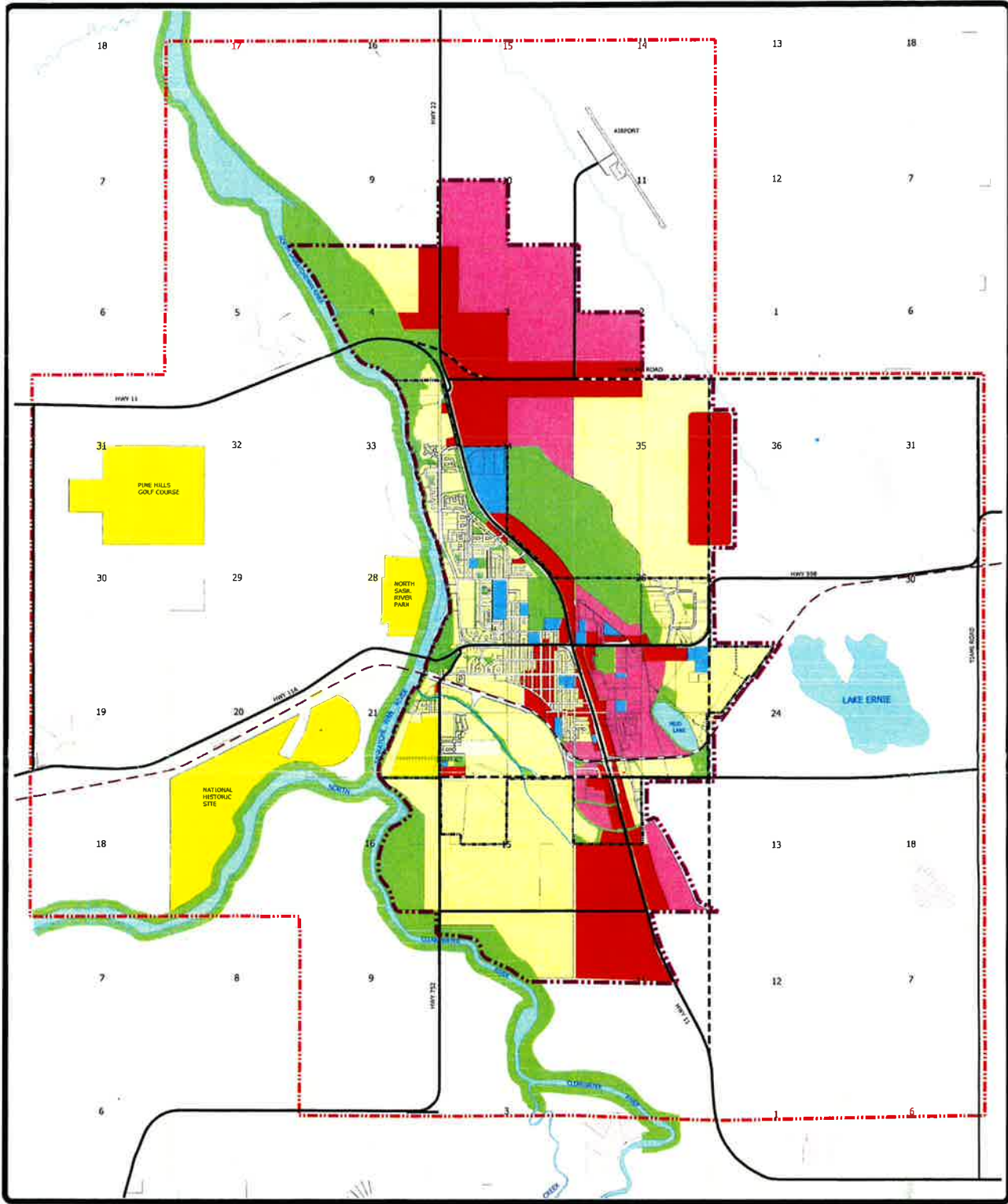
Town of Rocky Mountain House

Subject Property



Development Permit Application 106/15
Placement of a Temporary 2nd Residence for a Bona Fide Need
Lot A, Plan 1992NY (Pt. NE 14-39-07 W5M)
Rosemarie Verhesen & Darrell Mytton





LEGEND

PLAN AREA BOUNDARY	HIGHWAY AND ARTERIAL ROAD
EXISTING TOWN BOUNDARY	HIGHWAY AND ARTERIAL ROAD (PROPOSED)
LONG TERM TOWN BOUNDARY	RAILWAY LINE

LAND USES AND POLICY AREAS

RESIDENTIAL	MAJOR OPEN SPACES & UNDEVELOPED AREAS
COMMERCIAL	RECREATIONAL
INDUSTRIAL	RURAL POLICY AREA
PUBLIC & INSTITUTIONAL SERVICES	

Notes:

- This map shows the generalized indications of land uses and major roads. It is not intended for scaling or detailed design.
- The land use patterns and concepts must be interpreted with the text of this plan. More detailed and precise boundaries between land uses will be established through area structure plans, outline plans and land use designations.

MAP 1

FUTURE LAND USES

TOWN OF ROCKY MOUNTAIN HOUSE & CLEARWATER COUNTY

Intermunicipal Development Plan

Appendix A

0 0.2 0.5 1.0 1.5 2.0 2.5 3.0 km
0 0.2 0.5 1.0 1.5 2.0 2.5 miles

PARKLAND COMMUNITY PLANNING SERVICES

CIRCLE A OILFIELD RENTAL LTD.

Parcel "A"

WESTERN ICE CO LTD

Existing Barn to be Used
for Residence

Parcel "B"

PLAINS MIDSTREAM CANADA ULC

GARRETT, GARRY & SHIRLEY

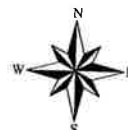
42 ST

RR7-1A



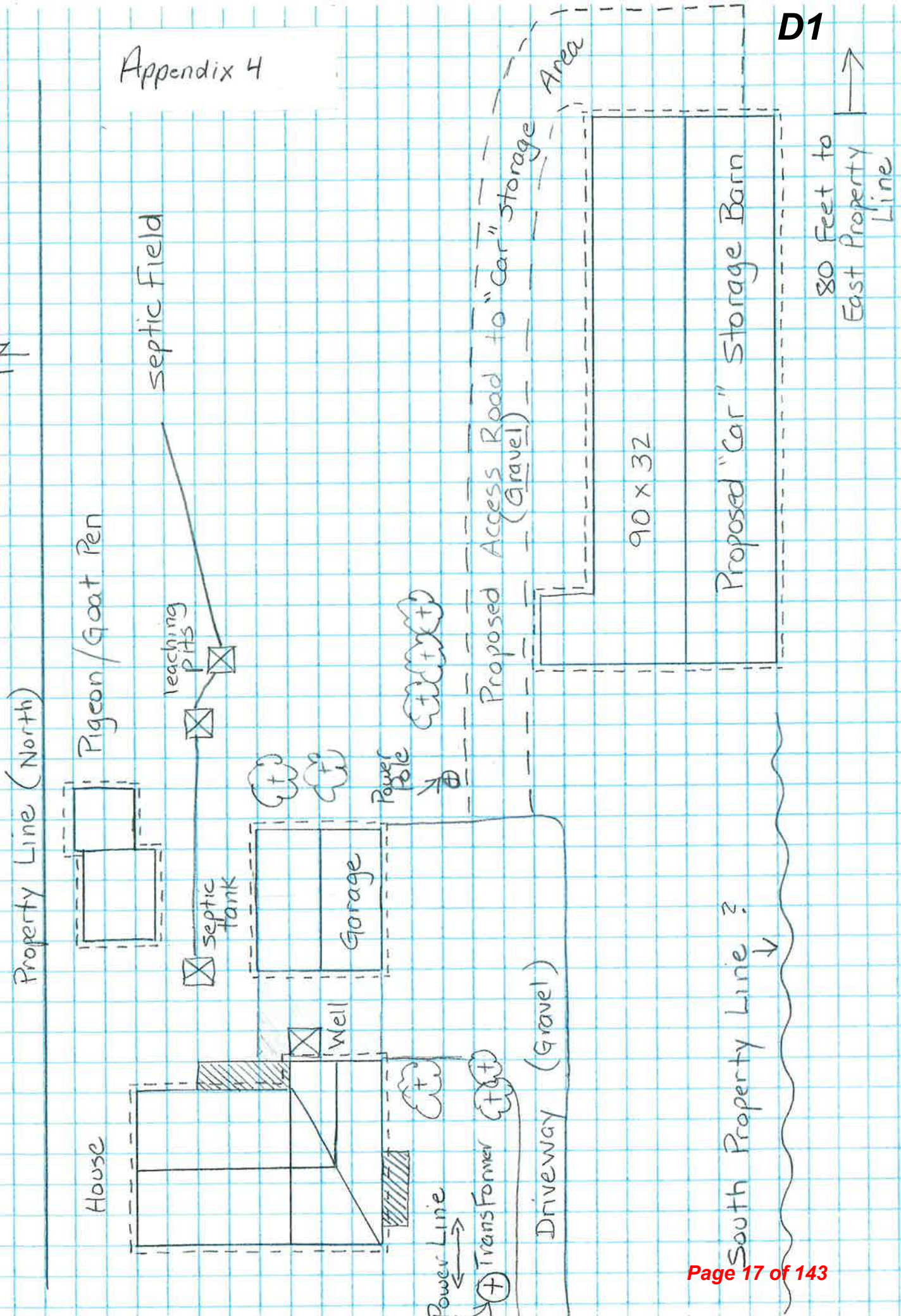
Plan 1992, Lot A
(Pt. NE 14-39-07 W5M)

Aerial Photo 2014
1:1,000



Appendix 4

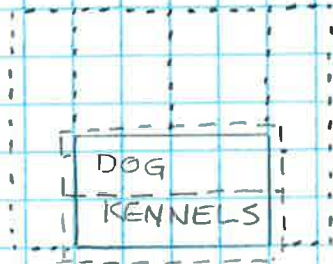
D1



Appendix 5

D1

1 square = 5 Feet

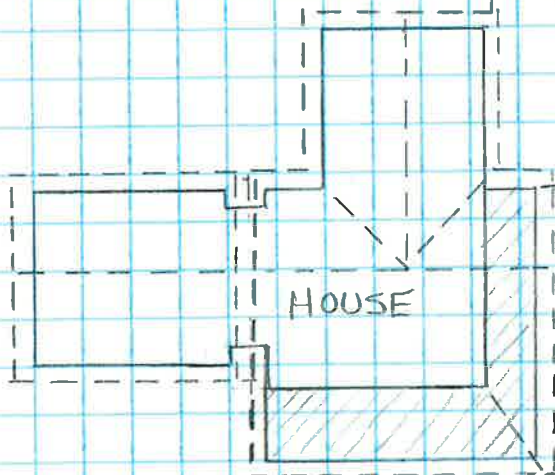


PROPANE TANK



SHED

Driveway

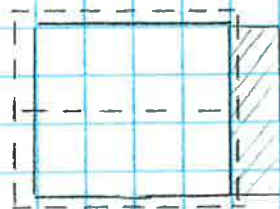


HOUSE

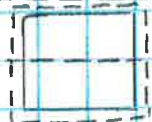
Septic Tank



Field



WORKSHOP



SHED

? North Property Line

BYLAW NO. 1055/18

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

WHEREAS, the general purpose of the Light Industrial District "LI" is to accommodate and to regulate small to medium scale industrial operations.

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

That Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M) as outlined in red on the attached Schedule "A" be redesignated from the Country Residence Agricultural District "CRA" to the Light Industrial District "LI".

READ A FIRST TIME this ____ day of _____ A.D., 2018.

REEVE

MUNICIPAL MANAGER

PUBLIC HEARING held this ____ day of _____ A.D., 2019.

READ A SECOND TIME this ____ day of _____ A.D., 2019.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2019.

REEVE

MUNICIPAL MANAGER

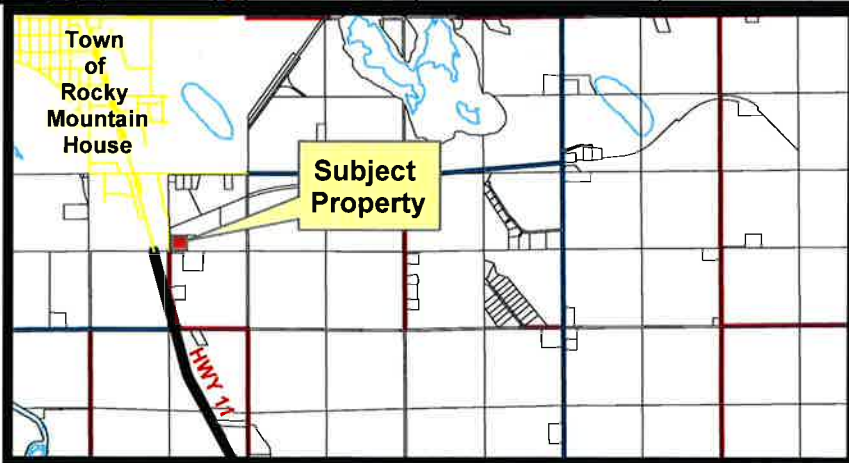
Town of Rocky Mountain House

NE 14-39-07 W5

RGE RD 7-1A

Lot A
Plan 1992 NY

Redistrict 6.08 acres
from "CRA" to "LI"

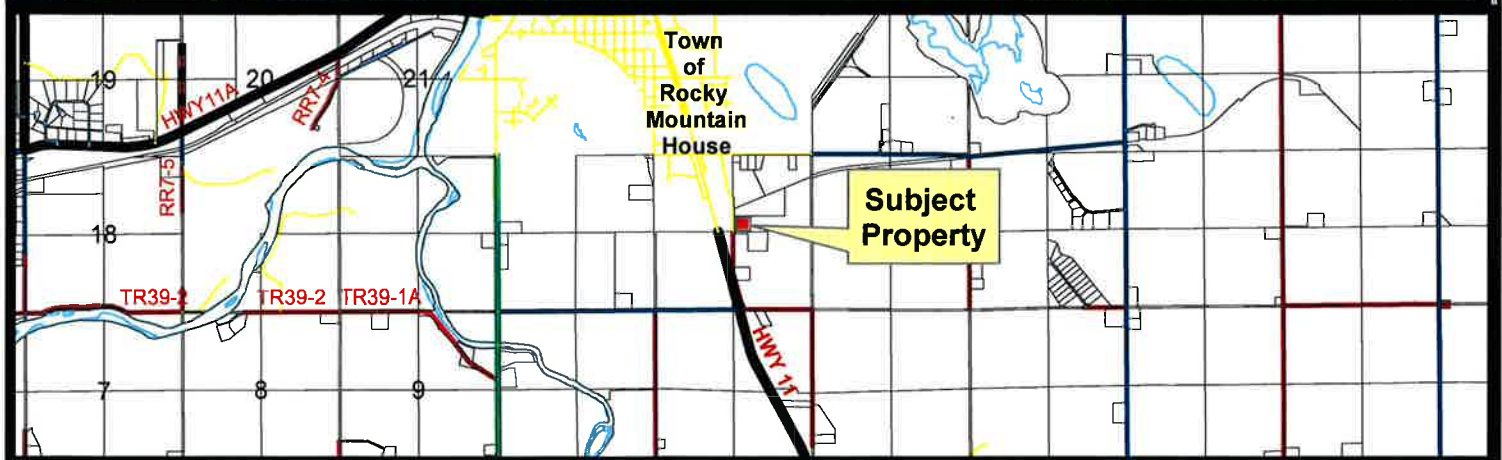


**Bylaw 1055/18
Schedule "A"**

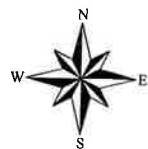


Application No. 07/18 to Amend the Land Use Bylaw
 Redistrict all 6.08 acres from Country Residence Agricultural "CRA"
 to Light Industrial "LI"
 Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M)
 Western Ice Co. Ltd.

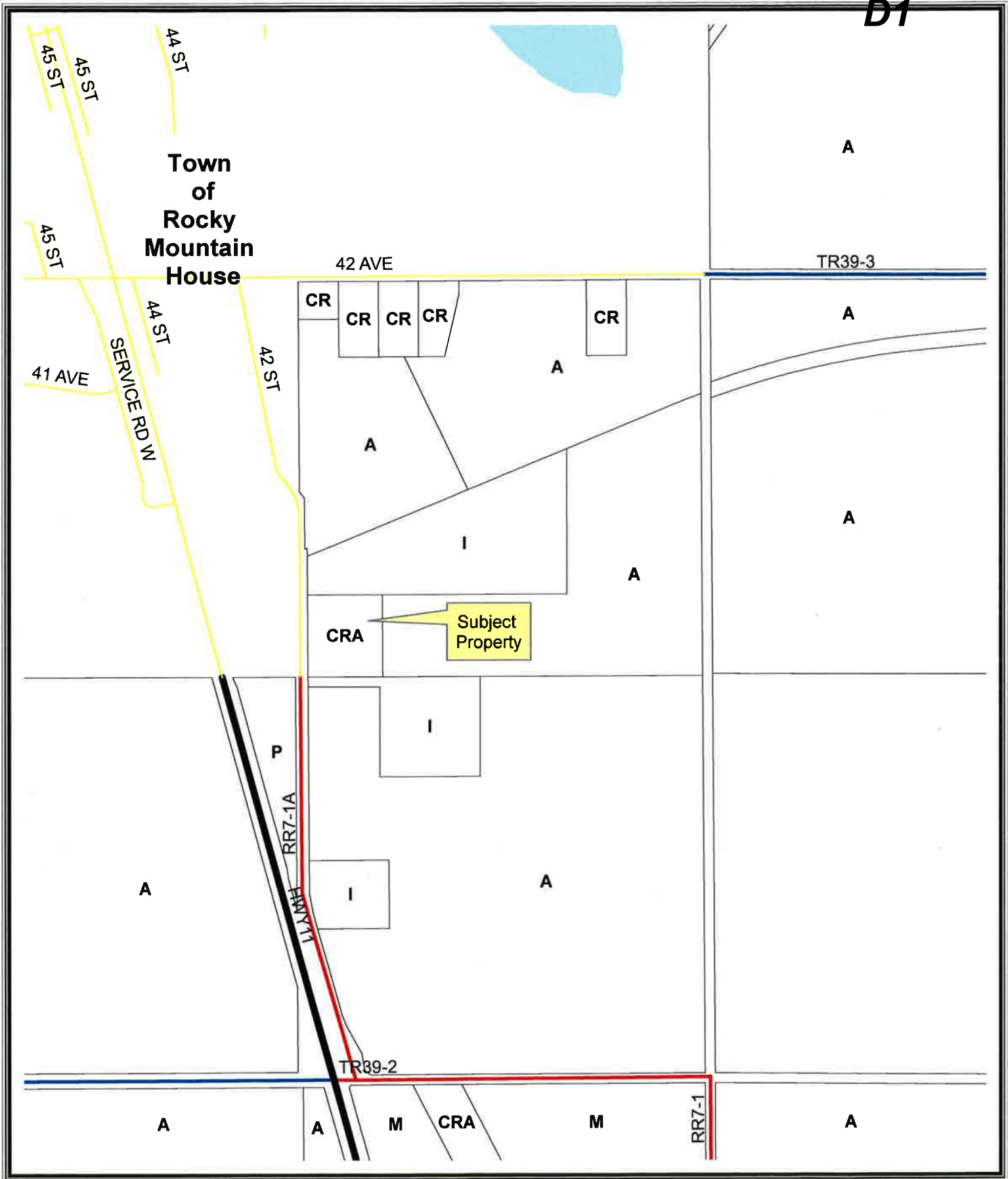




**Application No. 07/18 to Amend the Land Use Bylaw
 Redistrict all 6.08 acres from Country Residence Agricultural "CRA"
 to Light Industrial "LI"
 Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M)
 Western Ice Co. Ltd.**



Aerial Photo
2017



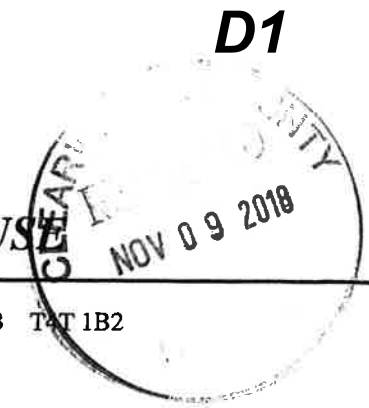
Application 07/18 to amend the Land Use Bylaw
 Western Ice Co. Ltd.
 Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M)
 and surrounding land uses





TOWN OF ROCKY MOUNTAIN HOUSE

P.O. BOX 1509 5116 50 AVENUE ROCKY MOUNTAIN HOUSE AB T4T 1B2



October 26, 2018

Jose Reyes
Clearwater County
P.O. Box 550
Rocky Mountain House, AB
T4T 1A4

Attention: Jose Reyes & Clearwater County

RE: Subject Property: Plan 1992 NY, Lot A

Thank you for the opportunity to provide comments on this proposed development.

At this time the Town of Rocky Mountain House sees no conflict with this proposed development after reviewing the Light Industrial regulations in your current Land Use Bylaw and it being in the long-term Town boundary which is zoned Light Industrial. As per section 5.3.5 of the Rocky-Clearwater Intermunicipal Development Plan, the Town agrees in allowing this development. There is no concern or objections to this proposal.

Should you require further clarification or wish to discuss this matter further, please contact myself at 403-847-5260.

Sincerely,

Dean Schweder
Director of Planning & Development





REQUEST FOR DECISION

SUBJECT: 1st Reading of Bylaw 1056/18 for Application No. 08/18 to amend the Land Use Bylaw		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Planning & Development	WRITTEN BY: Jose Reyes, Senior Planner Holly Bily, Development Officer	REVIEWED BY: Keith McCrae, Director, Planning Rick Emmons, Chief Administrative Officer
BUDGET CONSIDERATIONS: <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) Clearwater County Land Use Bylaw No. 714/01 and Municipal Development Plan (2010)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth		
ATTACHMENT(S): Application to Amend Land Use Bylaw, Bylaw 1056/18 with Schedule "A", Institutional District "P", Site Photos and Aerial Photos.		

STAFF RECOMMENDATION:
That Council That Council consider granting 1st reading of Bylaw 1056/18 and proceeding to a public hearing.

BACKGROUND:

Elsie Sofia Ziola currently holds title to Pt. SW 05-39-04-W5M, containing 148.51 acres of land. The subject land is located north of the Highway 11/RR 4-5 intersection within the Hamlet of Condor. Erik Hansen, Director public Works Infrastructure has made application, on behalf of Clearwater County, to redesignate +/- 8.0 acres from the Agriculture District "A" to the Institutional District "P" within the subject quarter section. The land proposed to be rezoned and subdivided is located in the west central portion of the quarter section.

Clearwater County has entered into a purchase agreement with the current property owner to acquire the land. The County's ultimate intention is to construct a public building to house the Condor fire hall on the subject lands. If the Land Use Amendment is successful, the County will intend to subdivide the 8.0 acres of rezoned land from the remainder of the quarter section. If the subdivision application is approved, the County will

then submit a development permit application to the Planning Department for review and potential approval.

Legal and physical access to the proposal is by way of RR 4-5, adjacent to the west property boundary. The remainder of the quarter section has existing access off of Highway 11, adjacent to the south property boundary. There is an existing farmstead located in the south-easterly portion of the quarter section as well as a well site in the south central portion. This well site is held by Prairie Storm Energy Corp., containing crude oil, which has been deemed suspended. There are also 5 pipelines crossing the subject land, held by either NAL Resources Ltd. or Prairie Storm Energy Corp. None of these pipelines contain sour gas.

The Planning Department will require comments from Alberta Transportation prior to proceeding with the subdivision application due to the site access/egress requirements. Surrounding land uses within the area are residential and agricultural in nature.

Therefore, this application is to rezone the subject land to a Institutional District “P” parcel as shown on Schedule “A” of the Bylaw.

**PLANNING DIRECTION:
Clearwater County’s Land Use Bylaw**

Section 1.7 Definitions

“PUBLIC OR QUASI-PUBLIC USE “ means the use of land or a building or both for purposes of public administration and service and shall also include a building for the purpose of assembly, instruction, culture, recreation or other community activity.

Section 13.4(9) Institutional District “P”

The general purpose of this district is to permit and regulate the development of private or public facilities intended to provide cultural social, religious, educational or rehabilitative services.

Section 13.4(9) B 15

Discretionary Uses

Public or quasi-public building in character with one or more of the approved uses

Clearwater County’s Municipal Development Plan

Section 7.2.2 states:

Clearwater County encourages infill and redevelopment within hamlets for uses that strengthen the social and economic fabric of the hamlet as a community centre for the surrounding areas.

Section 10.2.9 states:

For areas in which it has development control, Clearwater County:

- (a) shall monitor the ability of fire suppression and fire fighting services and facilities; and
- (b) from time to time may replace and add to fire equipment and infrastructure.

Section 12.2.3 states:

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional engineer any or all of the following:

- (a) a geotechnical study;
- (b) a traffic impact study;
- (c) a water supply study;
- (d) a utility servicing study;
- (e) a stormwater management plan;
- (f) an environmental assessment; and
- (g) any other study or plan required by the County.

Section 12.2.4 states:

Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;
- (l) measures to mitigate effects;
- (m) County responsibilities that may result from the development or subdivision; and
- (n) any other matters the County considers relevant.

RECOMMENDATION:

That Council consider granting first reading to Bylaw 1056/18 and proceed to a public hearing.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 08/18

We hereby make application to amend the Land Use Bylaw.

APPLICANT: Clearwater County (Erik Hansen)

ADDRESS: 4340 - 47 Ave RMH, AB

PHONE: (403) 843-4444 EMAIL: ehansen@clearwatercounty.ca

REGISTERED OWNER: Elsie Sofia Ziola

ADDRESS: RR#1, Condor, AB T0M0P0

PHONE: _____ EMAIL: _____

AMENDMENT REQUESTED:

CHANGE OF LAND USE DISTRICT FROM: "Ag" TO: "P"

LEGAL DESCRIPTION OF PROPERTY: SW 1/4 Sec. 05 Twp. 39 Rge. 04 W5M

OR: LOT: BLOCK: REGISTERED PLAN NO.:

OR: CERTIFICATE OF TITLE NO.: (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 8.0 (Hectares / Acres)

REVISION TO THE WORDING OF THE LAND USE BYLAW AS FOLLOWS:

Agriculture District "A" to
institutional District "P"

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

The proposal allows for
future subdivision on an 8.0 acre
parcel to house the Condor
fire hall, being a public or
quasi public building.

DATE: NOV. 27, 2018 APPLICANT'S SIGNATURE _____

Personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB, T4T 1A4.

APPLICATION FEE OF \$ DATE PAID: RECEIPT NO.

SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

BYLAW NO. 1056/18

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

WHEREAS, the general purpose of the Institutional District "P" is to permit and regulate the development of private or public facilities intended to provide cultural social, religious, educational or rehabilitative services.

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

That +/- 8.0 acres of Pt. SW 05-39-04 W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Institutional District "P".

READ A FIRST TIME this ____ day of _____ A.D., 2018.

REEVE

MUNICIPAL MANAGER

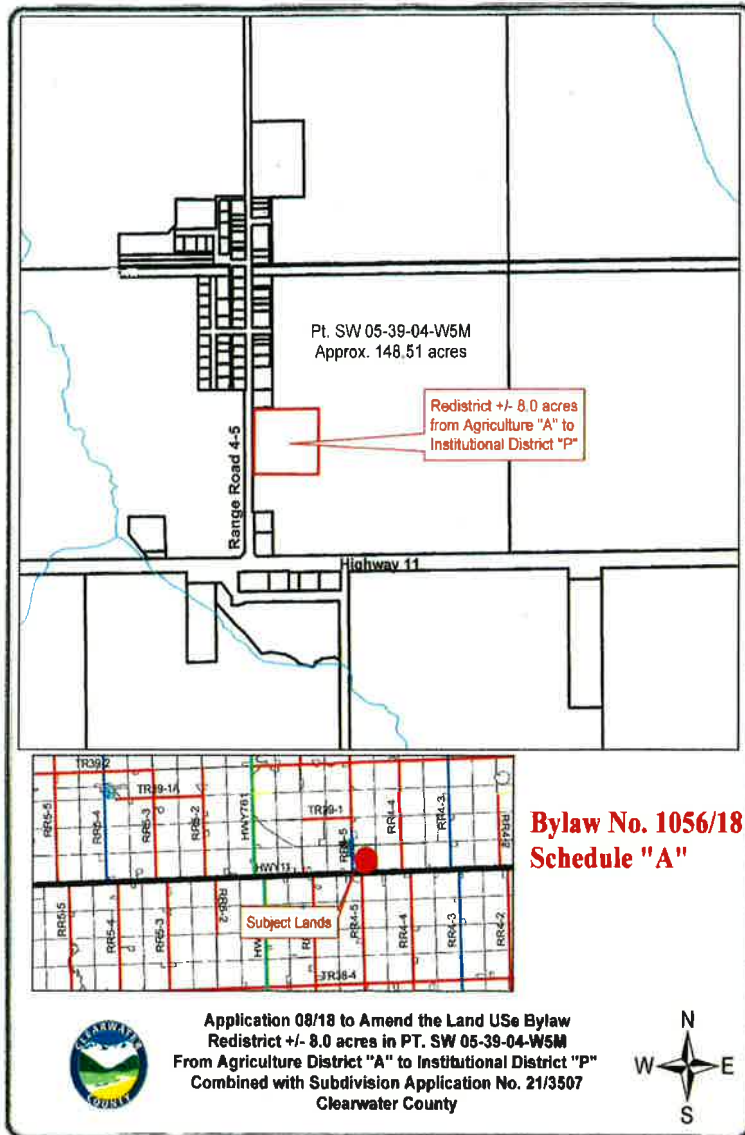
PUBLIC HEARING held this ____ day of _____ A.D., 2018.

READ A SECOND TIME this ____ day of _____ A.D., 2019.

READ A THIRD AND FINAL TIME this ____ day of _____ A.D., 2019.

REEVE

MUNICIPAL MANAGER



13.4 (9) INSTITUTIONAL DISTRICT "P"

THE PURPOSE OF THIS DISTRICT IS TO PERMIT AND REGULATE THE DEVELOPMENT OF PRIVATE OR PUBLIC FACILITIES INTENDED TO PROVIDE CULTURAL, SOCIAL, RELIGIOUS, EDUCATIONAL OR REHABILITATIVE SERVICES.

A. PERMITTED USES

1. Farming, except intensive agriculture

B. DISCRETIONARY USES

1. Arts or culture centre
2. Buildings for cooking, dining, assembly, crafts and recreation
3. Church, without manse within hamlets
4. Church, with or without one attached manse outside of hamlets
5. Cemetery
6. Correction, detention or remand facilities
7. Detached manse associated with a church on the same lot
8. Social care facility
9. Guest and patron lodge or cabins associated with a permitted use
10. Institutional, religious or private youth camp, retreat or outdoor education facility
11. Keeping of livestock for use in association with a permitted use including shelters and enclosures for the same
12. Museum
13. Private campground facilities for parking holiday trailers/recreation vehicles occupied by guests or temporary staff involved with a permitted use for periods of 30 days or less
14. Public or private open space
15. Public or quasi-public building in character with one or more of the approved uses
16. School or college whether public or private
17. Single family residence if ancillary to the principal use
18. Other ancillary buildings or uses

C. ALLOWABLE LOT AREA

1 to 4 hectares (2.5 to 10 acres), unless otherwise approved by the Development Officer except in hamlets where lots shall be at least 300 square metres (3,500 sq. ft.) and have a frontage width of at least 10 metres (35 feet).

D. MINIMUM TOTAL FLOOR AREA

As required by the Development Officer.

E. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

NOTE: Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect shall meet setback requirements as determined by the Development Officer.

F. MINIMUM WIDTH OF SIDE YARD

3 metres (10 feet) except in the case of a corner site where the side yard adjacent to a public road may be determined pursuant to Section 6.4.

G. MINIMUM DEPTH OF REAR YARD

7.5 metres (25 feet) unless otherwise approved by the Development Officer.

H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall, where reasonable, complement the natural features of the site to the satisfaction of the Development Officer.
3. Ancillary structures and additions shall be designed to complement the main building.

I. MAXIMUM ALLOWABLE DENSITY

As approved by the Development Officer.

J. OFF-STREET PARKING

As stated in this Bylaw unless otherwise approved by the Development Officer.

K. LANDSCAPING

1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation of distances between them may be at the discretion of the Development Officer.

5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 65% of the total lot, unless otherwise approved by the Development Officer.





Pt. SW 05-39-04-W5M
Approx. 148.51 acres

Redistrict +/- 8.0 acres
from Agriculture "A" to
Institutional District "P"

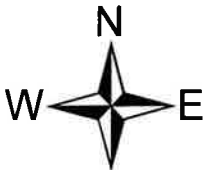
Range Road 4-5

Highway 11

1:10,000



**Application 08/18 to Amend the Land Use Bylaw
Redistrict +/- 8.0 Acres in PT. SW 05-39-04-W5M
From Agriculture "A" to Institutional "P"
Combined Subdivision Application No. 21/3507
Clearwater County**



D2

Pt. SW 05-39-04-W5M
Approx. 148.51 acres

Redistrict 8.0 acres
from Agriculture "A" to
Institutional District "P"

Range Road 4-3

Highway 11

1:5000








**Application 08/18 to Amend the Land Use Bylaw
Redistrict +/- 8.0 acres in PT. SW 05-39-04-W5M
From Agriculture "A" to Institutional District "P"
Combined Subdivision Application No. 21/3507
Clearwater County**





REQUEST FOR DECISION

SUBJECT: Township Road 39-2 Grading Project		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Public Works	WRITTEN BY: Erik Hansen, Director, Public Works, Infrastructure	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <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)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): Air Photo, Benda Kossowan Letter, TWP RD 39-2 Road Design		
STAFF RECOMMENDATION: That Council reviews the information provided and consider these options in the context of the entire Capital Budget which will be presented over the next few days.		

BACKGROUND:

During the 2018 budget deliberations, Council approved preliminary engineering for the reconstruction of Twp. Rd 39-2 from Hwy 761 east to Range Road 4-5. (3.2Km). This project is estimated at approximately \$5,000,000 which includes the replacement of two weight restricted bridges combined with a new alignment to mitigate the topographical challenges on this road. Through the consultation process, an agreement was not reached to purchase land to facilitate the new alignment.

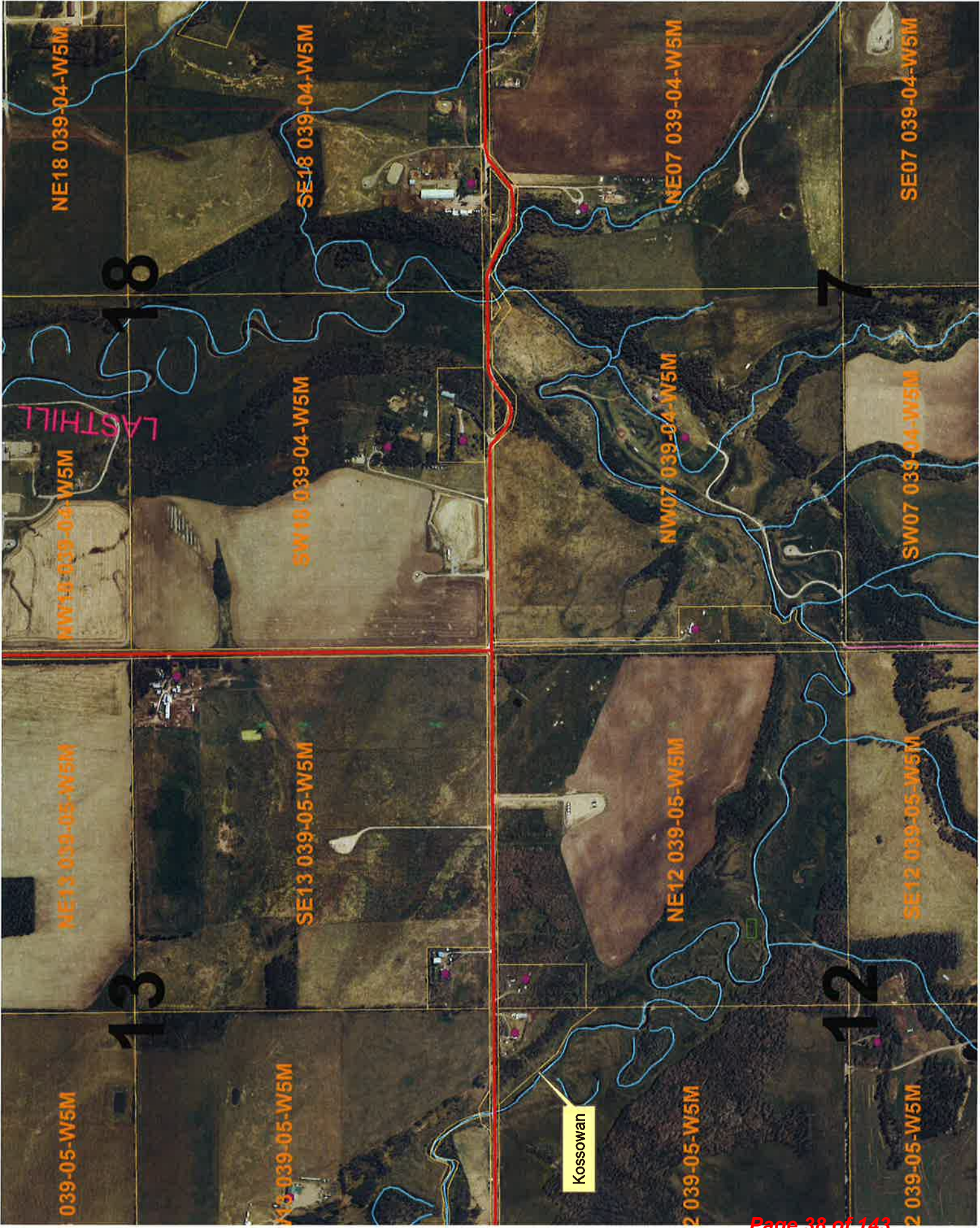
Staff has since communicated with the adjacent landowners in this regard and recently received a letter of concern from one of the landowners.

See Attached

Another option includes reconstructing the west mile including one bridge. This project could be completed in 2019/ 2020 pending landowner negotiations and permitting with a cost of approximately \$2,400,000.00.

Option 1) Defer the entire Twp. Rd 39-2 road grading and bridge replacement project until the bridge replacement becomes imminent or the receptivity of land negotiation changes. With this option, review appropriate signage.

Option 2) Move forward with the road grading and reconstruction of the west mile of Twp. Rd 39-2 and defer the east mile until the bridge replacement becomes imminent or the receptivity of land negotiation changes.



Brenda L. Kossowan



November 26, 2018

Daryl Lougheed, Councillor
Clearwater County
Box 550
Rocky Mountain House, AB T4T 1A4

Dear Councillor Lougheed:

Thankyou for taking the time to speak with me on Friday. To follow up with our conversation, I am writing to express my concern about the county's decision to shelve an improvement project on Township Road 39-2, from Highway 761 to Range Road 45.

I understand and appreciate the objections from some of the landowners alongside the project, however I wish to encourage the county to consider the public safety and access issues that will arise if the road and bridges are left in their current condition. For clarity, the bridges are defined as Bridge 1 and Bridge 2, Bridge 1 being at the west side of the project and Bridge 2 at the east.

Public safety:

- Both bridges have deteriorated to the point where a failure is imminent.
- Bridge 2 is extremely narrow, creating a risk during slippery conditions for larger vehicles meeting at the bottom of a steep hill.
- Poor sight lines at three different locations, creating the risk of a collision.
- Steep grades which have caused drivers to lose control and leave the road at three locations.
- Tight corners with inadequate sloping, which have also caused drivers to lose control and leave the road.

Access:

- Emergency access for fire trucks and ambulances will be lost if the bridges are not repaired or replaced.
- Bridge 2 is too narrow for larger farm vehicles, which are consequently forced to use Hwy 11.
- Alternate routing in the event of a blockage on Hwy 11 will be lost.
- Loss of the bridges will force local landowners to drive at least seven miles to reach adjacent property that is now accessible via Twp. Rd. 29-2.

Possible solutions for landowners' issues:

- Berms and windrows installed at the county's expense could resolve visibility issues for landowners concerned about privacy.
- Restore natural windbreaks damaged during the construction phase at the county's expense.
- As much as possible, create sloping and grading to restore the natural beauty of the area, particularly east of Bridge 2.
- Replace existing fences that are damaged during construction or that have been broken in the past by vehicles leaving the road.

Brenda L. Kossowan



As stated above, I certainly understand the concerns of neighbours who have raised objection to this project. However, I believe issues of public safety and access are paramount. Who among us is prepared to answer the questions to be raised if someone's daughter is killed by a speeding vehicle while riding her horse up the hill from Bridge 2? Who will be ready for that foggy morning when a teacher driving to school is forced off the road by an oilfield truck that has lost control? Who is prepared for additional hazards on Hwy 11 as farmers attempt to move equipment during heavy traffic?

In closing, I am prepared to address council in person if that is your wish. I will also circulate a copy of this letter later this week to all neighbours in the area for their information and in hope that they will provide council with an accurate picture of how this project – or the loss of it – is being received.

In my opinion, upgrading this two-mile section of Township Road 39-2 is years overdue. I encourage County Council to revisit the project, with an eye to starting work as soon as possible in 2019.

Sincerely yours

A handwritten signature in blue ink, appearing to read 'Brenda L. Kossowan', written over a printed name and a redacted address.

Brenda L. Kossowan



DRAWING RD-12837-01

HIGHWAY

CONTRACT

DESCRIPTION TOWNSHIP ROAD 39-2 - PLAN / PROFILE

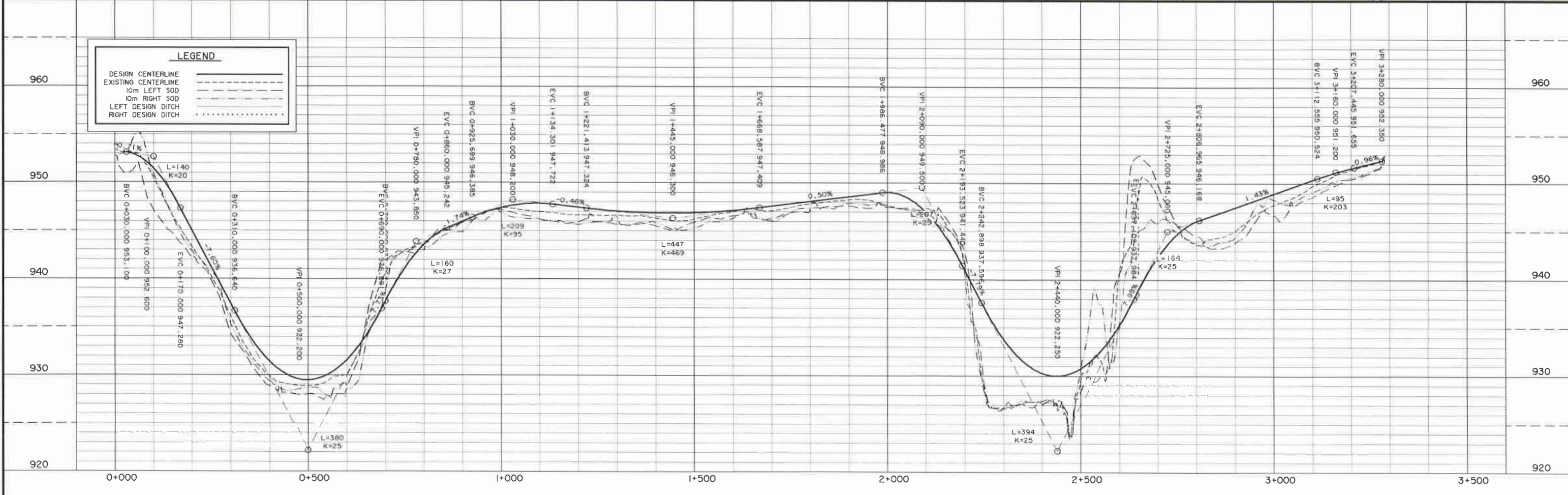
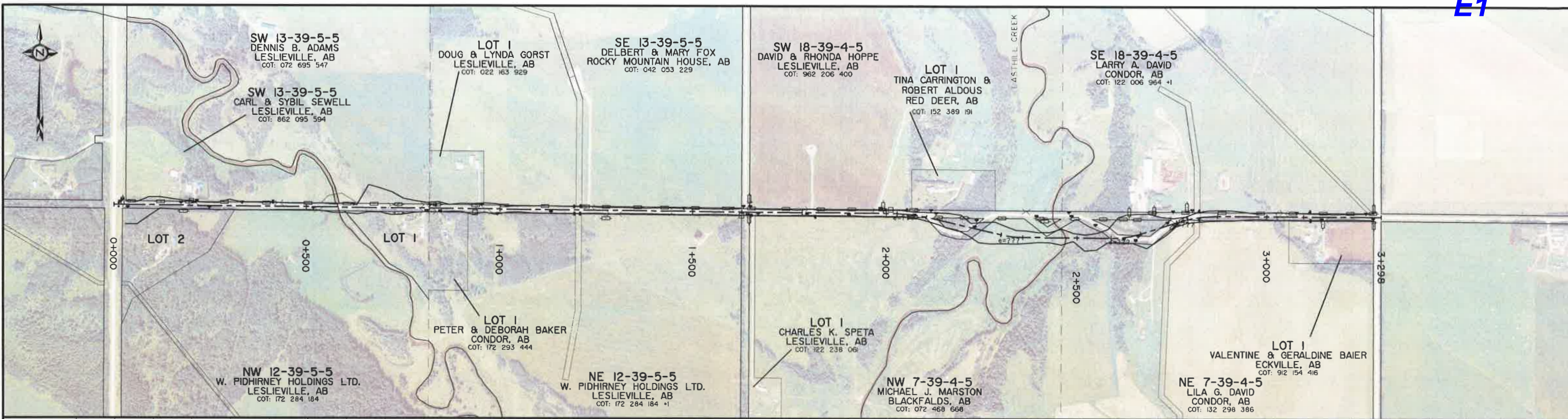
PHOTO

DATE II-2017

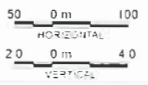
BY BT

SURVEYED

DEPARTMENT BAR CODE



LEGAL LOCATION TABLE				
LEGAL DESCRIPTION	PLAN NUMBER	LAND OWNERS	CERTIFICATE OF TITLE	LAND OWNER ADDRESS
NW 12-39-5-5	9721290	BRENDA L. KOSSOWAN	972 162 750	LESLIEVILLE, AB
LOT 1, BLOCK 1	9920978	ALEXA L. SPITZKE	072 272 809	LESLIEVILLE, AB



PRELIMINARY
 NOT FOR CONSTRUCTION

REV	DATE	REVISION	BY

CLEARWATER COUNTY
 TOWNSHIP ROAD 39-2
 FROM: SEC. HWY. 761
 TO: RGE. RD. 4-5
 PLAN AND PROFILE
 Page 41 of 143

JOB No. 171-12837-00

DATE

2018-09-17

OFFICE RMH

CONTRACT

SHEET 1 of 2

DRAWING RD-12837-01



REQUEST FOR DECISION

SUBJECT: Agriculture Recreation Facility Feasibility Study Review.		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input 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)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth		
ATTACHMENT(S): 1) 2015 Ag. Rec. facility feasibility study.		

STAFF RECOMMENDATION:
 That Council receives the Agriculture Recreation Facility Feasibility Study Review for information as presented.

BACKGROUND:

In 2013 The Rocky Agriculture Society approached Council requesting support for completing a feasibility study assessing an Ag Recreation Facility.

At that time Council directed staff to hire a consultant to complete the study and appointed a steering committee made up of Ag. Society members and Council members to oversee the process.

After a year and a half of analysis and consultation the Steering Committee completed the Study in 2015.

Administration will present an overview of the study specifically focusing on the consultation process and the facility amenity portion of the study.



Agricultural Recreation Facility Feasibility Study

March 11, 2015 / FINAL DRAFT

Executive Summary

Rocky Mountain House and Clearwater County are part of a growing and economically vibrant region with a strong agricultural history and culture. Based on perceived community demand and previous planning exercises, the Agricultural Recreation Facility Feasibility Study was initiated in order to further assess the need, market potential, viability and financial implications of facility development. The project was conducted by RC Strategies with guidance from a steering committee consisting of individuals from a cross-section of community stakeholders and organizations.

Public and stakeholder consultation for the feasibility study demonstrated that strong support exists within the agricultural and business community for facility development. A stakeholder group questionnaire was fielded to a variety of organizations in the region, with 18 groups providing a completed response. The majority of groups (61%) indicated that current facilities in the region are not adequate to meet their organization's needs; with 79% indicating that they believed there was a need for a new agricultural recreation facility in Rocky Mountain House. The component / amenity most desired by the groups was an indoor riding arena. In-person interviews with a number of stakeholders also revealed strong support for a facility. Stakeholders expressed that a new facility could enhance the capacity of groups in the region and provide the broader community and region with numerous benefits.

Market and trends research further reflects the potential and benefits of developing a new agricultural recreation facility in the Rocky Mountain House area. While a number of facilities exist or are being developed in central Alberta, the majority are in closer proximity to the Queen Elizabeth II (QE2) Highway Corridor than Rocky Mountain House. The continued growth and economic prosperity of the region further provides the potential to capitalize on both existing and future program and event demand.

A facility program (components and amenities) was developed for a potential facility based on the research and consultation that was conducted. In order to most efficiently meet community need while planning for future growth, a phased approach was adopted which can be explained as follows:

Phase 1: Development of a new indoor agricultural recreation facility (indoor riding arena) to meet basic community program and event need.

Phase 2: Addition of a banquet / exhibition facility in order to increase the event hosting capacity of the site and better meet community need. Existing indoor riding arena (Phase 1 development) also enhanced with additional amenities (e.g. increased spectator seating, box stalls).

Capital cost estimates indicate that the cost of developing the facility is expected to be in the order of \$12.031 million for Phase 1 and \$10.071 for Phase 2. It should however be noted that these facilities often have the potential to be developed with, or adjacent to, other community infrastructure. Should this approach be undertaken in Clearwater County, efficiencies may be possible through the sharing of certain amenities and spaces (e.g. parking, camping) and thus lowering the overall capital cost. Preliminary operating cost estimates have also been developed based on projected usage levels. These projections anticipate that an operating subsidy and/or partnerships will be required.

Should the key stakeholders move forward with the project, the capital funding and operating model will need to be clarified and finalized. A site for the potential facility will also need to be acquired. Provided in the feasibility study is a site selection criteria model which may be helpful in adjudicating future sites. Once these steps have been completed; detailed design, business planning and construction can occur.

Table of Contents

Section 1:	Project Background	1
Section 2:	Community Context	3
	A. Population & Demographics	5
	B. Population Growth Projections	7
Section 3:	Market Research	9
	A. Indoor Agri-Recreation Facilities	10
	B. Other Facilities	12
Section 4:	Trends	13
	A. Trends in Agriculture	14
	B. Participation Levels	15
	C. Economic Benefits	16
	D. Service Delivery & Programming Trends	17
	E. Trends in Infrastructure	19
Section 5:	Stakeholder Consultation	20
	A. Stakeholder Group Questionnaire	21
	B. Interviews	29
Section 6:	Facility Program & Site Selection Criteria	31
	A. Facility Program	32
	B. Site Selection Criteria	35
Section 7:	Concept Plans	36
Section 8:	Financial Implications	41
	A. Capital Cost Estimates	42
	B. Operating Cost Estimates	45
	C. Potential Funding Model	49
	D. Risk Analysis	50
Section 9:	Conclusions	51
	Appendices	
	Appendix A: Stakeholder Questionnaire	56
	Appendix B: Stakeholder Group Questionnaire Respondents	62
	Appendix C: Interview Session Participating Groups & Organizations	64

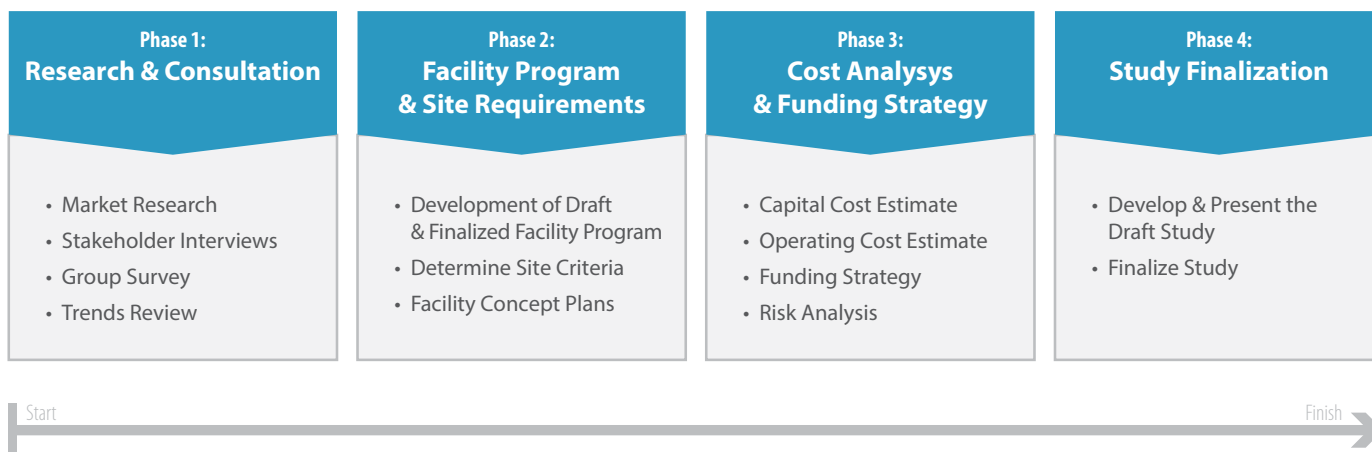


Project Background

The desire for a public multi-purpose agricultural recreation facility in the Rocky Mountain House and Clearwater County region is long standing. The need for such a facility has been identified by various community groups and residents and a number of previous initiatives have explored the possibility of constructing. However despite these past initiatives facility development has not come to fruition. Presented in this section is an overview of the project background and the process used to develop the study.

In February 2014 RC Strategies, an Alberta based community and wellness infrastructure planning company, was retained to develop a feasibility study on a multi-purpose agricultural recreation facility in the Rocky Mountain House and Clearwater County area. The project was guided by the Rocky Mountain House Agricultural Society with support from Clearwater County. The objective of the project was to further explore the community need for, and feasibility of, developing a new multi-purpose agricultural recreation facility. Ultimately the study will provide the County and community stakeholders with the necessary information to make future decisions on the potential development of a multi-purpose agricultural recreation facility.

Identified early in the project was the need to base the study in sound stakeholder engagement and research, leading to the development of a draft facility program (outline of facility components and amenities). The draft facility program can then be used to develop capital and operating cost estimates for the potential facility. The process used to develop the study is explained in the following graphic.





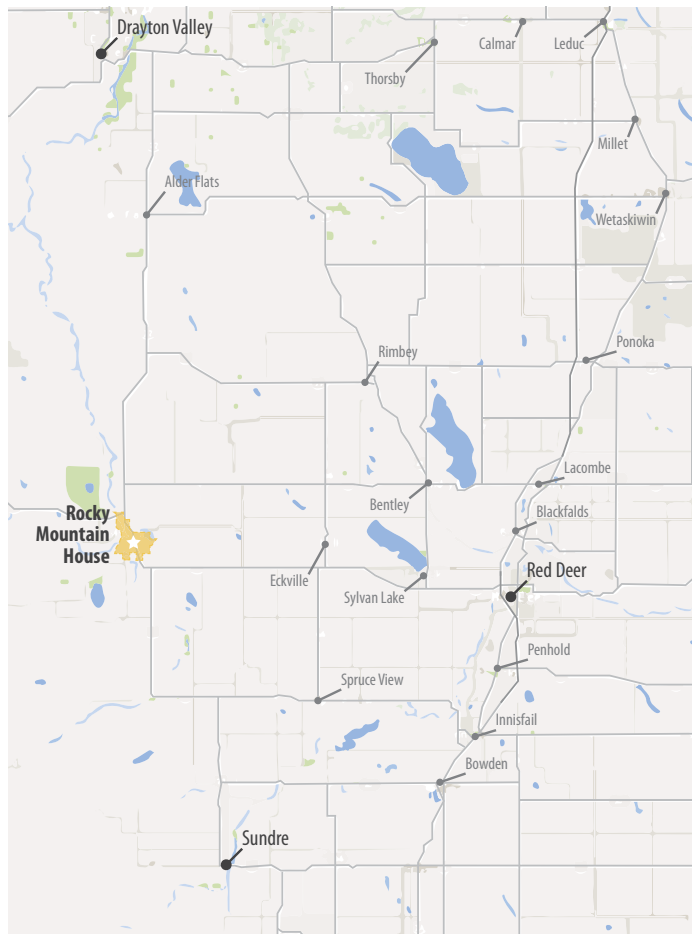
Community Context

Rocky Mountain House is located in west-central Alberta near the confluence of the Clearwater and North Saskatchewan rivers. With an estimated trading area of 21,000¹, the area remains an important service hub for the region as well as a staging area for a multitude of recreational activities that take place in Alberta's "West Country". Presented in this following section is a further overview of the community including population and demographics.

Economic activity in the region continues to be largely driven by the natural resource sector which includes a number of oil and gas, forestry and agricultural operations. Area residents and visitors have access to a variety of recreational and leisure opportunities. Crimson Lake Provincial Park and Cow Lake Natural Area are located within minutes of Rocky Mountain House and remain popular spots for a variety of recreational activities. The region's location also provides quick and convenient access to an abundance of trails and natural areas to the west of Rocky Mountain House.

Located within Rocky Mountain House are a variety of sport, recreation and cultural facilities which include a twin arena complex, swimming pool, sports fields, curling rink and the Community Centre. Outdoor agricultural facilities in Rocky Mountain House are available at the North Saskatchewan River Park. The grounds at the North Saskatchewan River Park host the Rocky Rodeo (June) and the Battle of the Rockies WPCA Chuckwagon event (August). During the summer months the arena surfaces in Rocky Mountain House are converted to a dirt floor to provide agricultural based groups with a space to offer programs. The Kurt Browning Arena in Caroline is also used for agricultural activities.

The ongoing popularity of "agri-recreation" activities and pursuits is further reflected by the abundance of organizations in the area that offer events and programs. The region is home to a number of 4-H clubs, equine groups and breed associations that use a variety of public and private spaces in the region for their programs and events. Many of these organizations receive support from the Rocky Mountain House Agricultural Society. The Society is one the oldest in the province and continues to play an important advocacy role in the community.



1 Town of Rocky Mountain House website, <http://www.rockymtnhouse.com/index.aspx?NID=135>

A. Population & Demographics ²

Summarized in the adjacent chart is an overview of the population characteristics of the Town of Rocky Mountain House, Clearwater County and the Province of Alberta. As reflected in the chart, Rocky Mountain House and Clearwater County experienced modest growth from 2006 to 2011. From 2001 to 2006 the Town of Rocky Mountain House experienced more rapid growth consistent with the overall average of the province. The median age of Rocky Mountain House (35.0) is slightly younger than the provincial average (36.5), while Clearwater County's median age is older (42.4).

The positive growth rate experienced in Clearwater County, while modest, is contrasting from the population changes being experienced in surrounding rural municipalities. From 2006 to 2011 Lacombe County (-0.8%) and Red Deer County (-1.6%) experienced population decreases, while Mountain View County (0.4%) experienced only a fractional population increase.



	CLEARWATER COUNTY	TOWN OF ROCKY MOUNTAIN HOUSE	PROVINCE OF ALBERTA
POPULATION (2011)	12,278	6,935	3,645,257
GROWTH 2006 – 2011 (%)	3.8%	0.9%	10.8%
GROWTH 2001 – 2006 (%)	2.8%	10.7%	10.6%
MEDIAN AGE	42.4	35.0	36.5
% POPULATION AGED <19	26.4%	27.4%	25.3%
% POPULATION AGED 20 – 59	53.5%	54.8%	58.5%
% POPULATION AGED 60+	20.1%	17.7%	16.1%

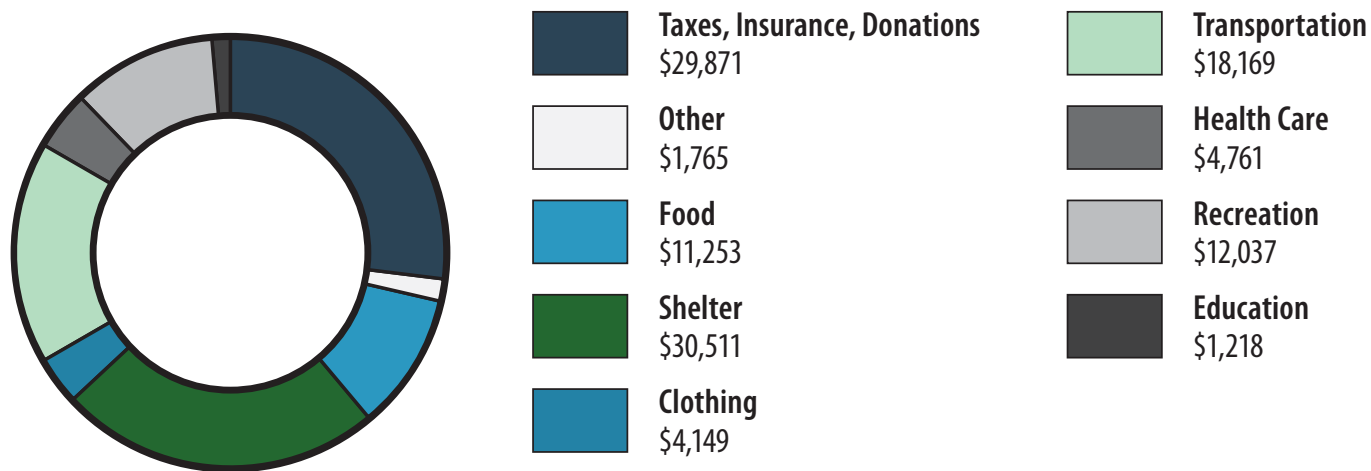
² Data from Statistics Canada, 2011 Census of the Population unless otherwise specified.

Available household income data from the 2006 Census (last available) reflects that earnings are consistent in Clearwater County and Rocky Mountain House when compared to provincial figures. In 2006 the median household income was \$72,449 in the Town and \$66,819 in the County (provincial average- \$73,823).

A 2013 Economic Indicators report completed for Rocky Mountain House further identified a number of pertinent household income and spending characteristics. The following graph provides an overview of current household spending characteristics of residents in Rocky Mountain House. As reflected in the graph households are spending an average of \$12,037 per year on recreation related expenses.



Average Household Expenditures

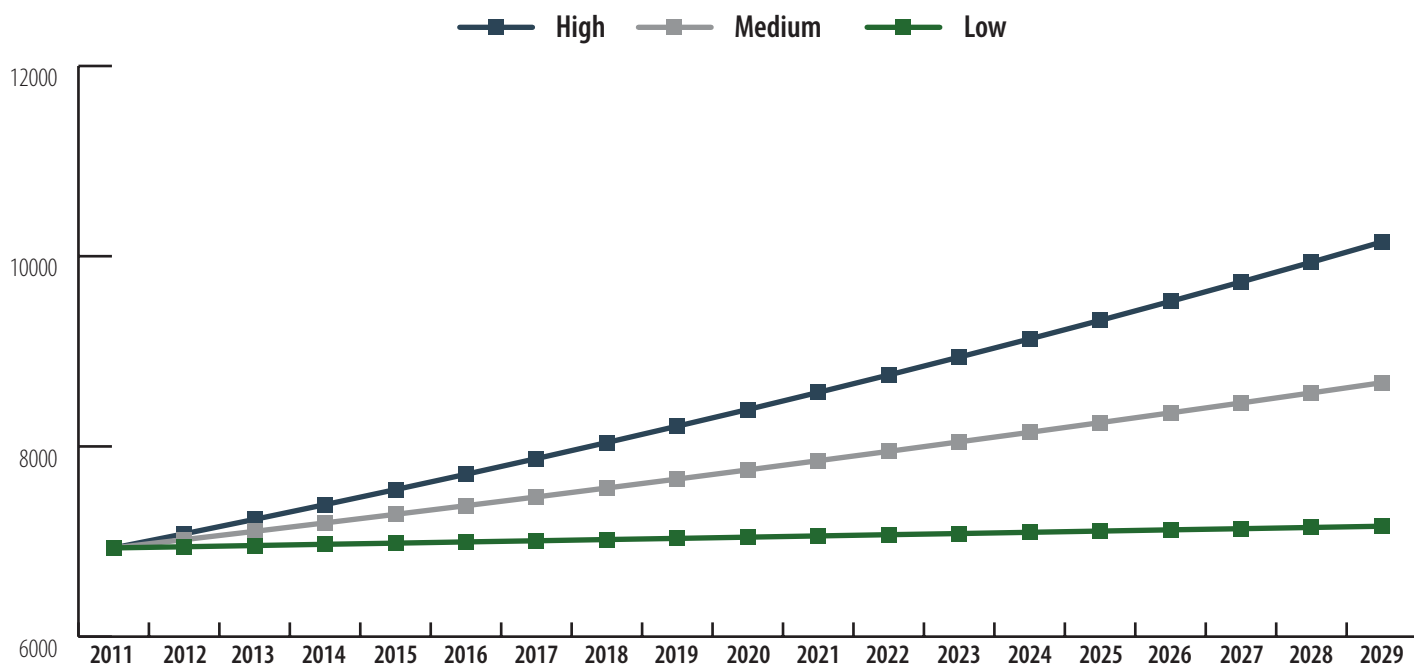


Rocky Mountain House Economic Indicators Report 2012 (completed by the Central Alberta Economic Partnership).

B. Population Growth Projections

Fifteen year population growth projections were developed for the Town of Rocky Mountain House and Clearwater County and are presented in the following graphs. The growth projections anticipate that the combined population of the Town of Rocky Mountain House and Clearwater County could be between 20,736 and 24,221 in 2029.

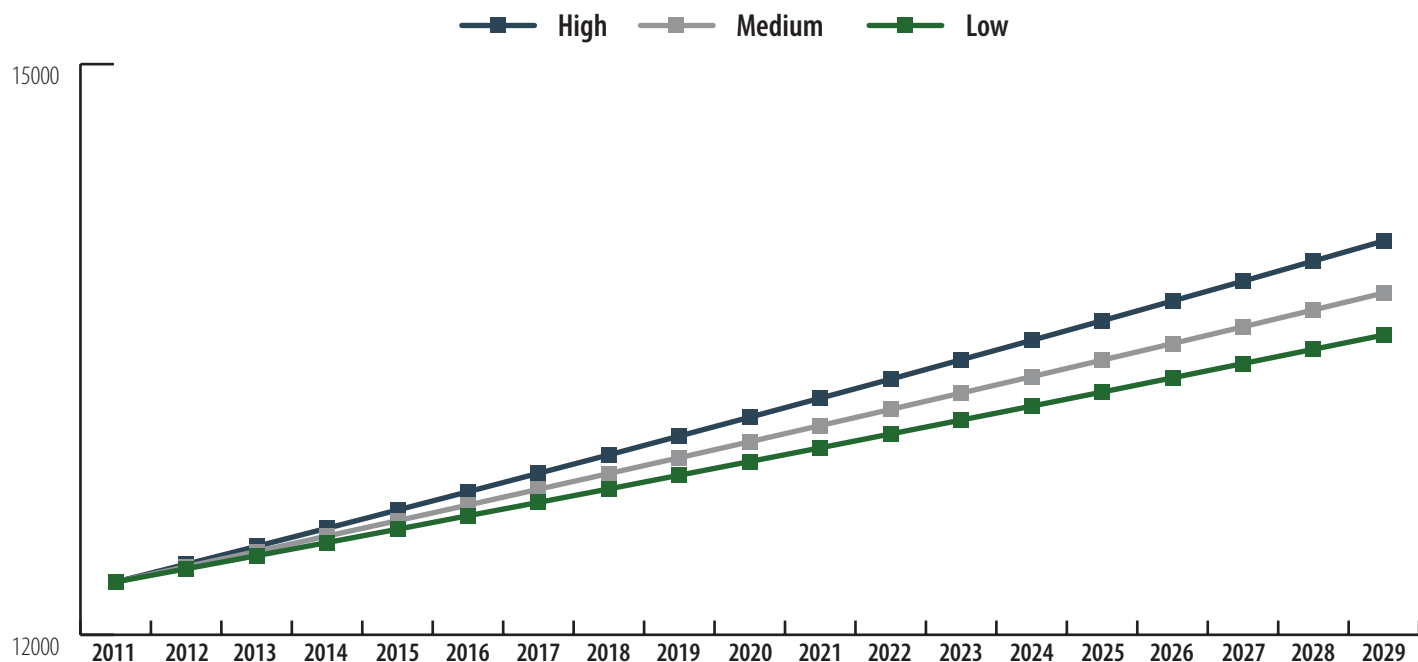
Town of Rocky Mountain House Growth Projections



The low growth scenario (0.18% annual growth) for Rocky Mountain House is based on the annual growth rate as recorded by Census data from 2006 to 2011. This scenario would result in a 2029 population of 7,161 in the town. The high growth scenario (2.14% annual growth) was developed using the annual growth recorded in the town from 2001 to 2006. This scenario would see the population of Rocky Mountain House increase to 10,150 in 2029.

The medium growth scenario (1.25% annual growth) was developed to reflect a mid-point between the high and low scenarios and would result in a population of 8,670 in 2029.

Clearwater County Growth Projections



The low growth scenario (0.56% annual growth) for Clearwater County anticipates that the 2029 population could be 13,676. This scenario was developed using the average growth rate experienced in the County between 2001 and 2006. The high growth scenario (0.76% annual growth) reflects the growth experienced in the County from 2006 to 2011 and would result in a 2029 population of 14,071.

The medium growth scenario (0.65% annual growth) reflects a mid-point between the high and low growth scenarios. This scenario would result in a 2029 population of 13,797 residents in the County.





Market Research

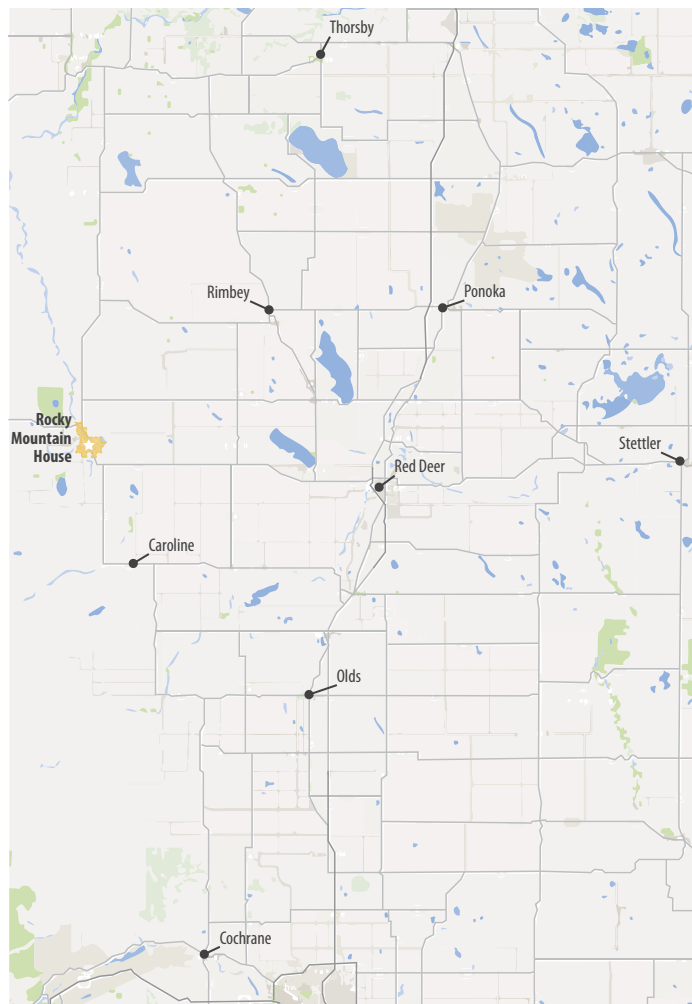
The following section presents market research information that may be pertinent to the development of a new multi-purpose agricultural recreation facility in Clearwater County. Included is an overview of the current provision of indoor agri-recreation facilities. A brief synopsis is also provided on private and public facility types that are being utilized across the region by groups and individuals for agri-recreation activities.

A. Indoor Agri-Recreation Facilities

As illustrated in the following map, there are 8 “public” indoor agri-recreation facilities within approximately 150 km of Rocky Mountain House. These facilities are primarily operated by not for profit organizations with support from local municipalities. The Cal-Nash Trucking Ag Event Centre in Ponoka is operated by an entity which includes representation from both municipalities (Town of Ponoka and Ponoka County), the Ponoka Agricultural Society and the Ponoka Sport and Stampede Association.

A new facility is currently being developed in Rimbey and one other is also being contemplated in Drayton Valley. These facilities will add to the regional supply of indoor agri-recreation facilities and are likely to further increase the level of competition among facilities for events. Located within Clearwater County are a handful of public and private arenas that serve agricultural groups and events. These include the Rocky Mountain House and Kurt Browning Arenas, which are used during the non-ce season. The Eckville Arena, located just outside the County boundaries, is also utilized.

Facilities in the region vary from major event hosting facilities, such as Westerner Park (Red Deer) and the Cal-Nash Trucking Ag Event Centre (Ponoka), to smaller, more community-based facilities. The target market and mandate of each facility directly correlates to the amenities and operations of each. Major event facilities are often equipped with support amenities such as animal tabling (box stalls), banquet facilities, and loafing areas. These facilities are usually located along major roadways in close proximity to accommodations.



The following chart provides an overview of the commercial rates being charged at five indoor agri-recreation facilities in the region. Many of these facilities offer reduced rates to community groups for programs and / or events.

FACILITY	DAY RATE	HOURLY RATE	DROP-IN RIDING	STABLING (PER DAY)
CALNASH TRUCKING AG EVENT CENTRE (PONOKA)	\$1,200	\$120	\$20	\$35
THORSBY HAYMAKER CENTRE	\$550	\$55	N / A	\$20
OLDS (COW PALACE)	\$900	\$100	N / A	\$40
COCHRANE	\$525	\$65	\$20	\$35
STETTLER	\$400	\$60	N / A	\$20
AVERAGE	\$715	\$80	\$20	\$30



B. Other Facilities

Agriculturally focused groups and organizations currently utilize a variety of other facilities and spaces across the region for their activities. While these facilities are valued and appreciated, they often have limiting factors which impact the ability of agri-recreation groups to deliver programs and events in these spaces. Identified as follows is an overview of these facility types as well as summary statements that characterize the current utilization of these facilities.

- Private indoor riding arenas
 - » Numerous facilities of varying sizes and amenities in the region.
 - » Often offered to not for profit groups at a reduced rate.
 - » Limitations include a lack of support amenities (e.g. parking, meeting space) and availability.
 - » Liability issues are increasingly preventing many private operators from offering their facilities to groups.
- Community halls
 - » Used by groups for meetings, social functions and educational purposes.
 - » Over 20 community halls in the region, majority with capacities <200.
 - » Existing halls in the region have varying levels of support amenities.
 - » Many community halls in rural areas are in declining condition.
- Indoor ice arenas
 - » The Town of Rocky Mountain House currently puts a dirt floor in the ice arenas during the summer months to accommodate agri-recreation programs and events.
 - » The Kurt Browning Arena in Caroline is used during the non-ice season for agricultural activities.
 - » Other local communities (e.g. Eckville*, Kootenay) also use indoor ice arenas for agri-recreation events and programs during non-ice seasons.
 - * Eckville is located outside the County boundaries.
 - » The installation of footing in an indoor ice arena can be accompanied by a number of maintenance and user challenges.





Trends

The following section provides an overview of trends in agriculture and “agri-recreation”. These trends are based on available data from a number of sources as well as best practices observed at a regional, provincial and national level. A thorough understanding and consideration of these trends can help ensure that future infrastructure and programming is efficient, focused and relevant in order to best meets community needs.

A. Trends in Agriculture

Data available from the 2011 Statistics Canada Census of Agriculture suggests that there is a continued trend towards fewer, but larger and more profitable, farming operations. From 2006 to 2011, Alberta experienced a 12.5% decrease in the total number of farms, however farms with \$500,000 or more in total gross farm receipts increased by 18%. In total, 10.3% of farms in Alberta accounted for 70.6% of all gross farm receipts. The average farm size in Alberta also increased by approximately 10% (1,055 acres to 1,168 acres) between 2006 and 2011.

Identified below are a number of additional findings from the 2011 Statistics Canada Census of Agriculture:

- Alberta accounts for 21% of all farms in Canada, and 31.5% of total farm area
- Alberta continues to report the largest cattle herd in the country in 2011 (39.9% of national inventory)
- However Alberta experienced a 19.9% decrease in total cattle inventories, declining from 6.3 million head in 2006 to 5.1 million head in 2011 (national decrease was 18.9% from 2006 to 2011)
- The number of persons involved in farm operations (62,050) decreased by 13.4% in Alberta from 2006 to 2011
- The average age of farm operators in Alberta is 54.5 years of age, up from 52.2 years of age in 2006
- 52% of farm operators have an off-farm job or business
- Farm operators aged 35 and under were more likely to have a full-time job off the farm than older operators (32.8% under 35 years of age, 27.9% between 35-54 years of age, 12.8% aged 55 and over)
- Cropland on Alberta farms increased from 45.6% to 47.7% between 2006 and 2011
- Over one-quarter (29.6%) of Alberta farms employed paid labour in 2010



B. Participation Levels

EQUINE ACTIVITIES

The 2008 Alberta Recreation Survey found that horseback riding / trail riding was among the top ten most frequently participated in outdoor activities among Albertans, with 7.9% of respondents having participated at least once in the previous year. If this figure is extrapolated to the combined population of the Town of Rocky Mountain House and Clearwater County it can be estimated that 1,518 regional residents participated in horseback riding in the previous year.

Membership information from the Alberta Equine Federation (AEF), the governing body for sanctioned equine activities in Alberta, further reflects the popularity of recreation based equine events and competitions. From 2002 to 2012, the membership of the AEF doubled from 7,000 to over 15,000 members. The majority (84%) of the AEF membership are classified as 'recreational' participants, with 16% classified as 'sport' participants. Participation levels are also highest among females and youth. In 2012, 69% of the AEF membership was comprised of female members and 67% of members were junior aged.

A survey undertaken for a 2003 study commissioned by the Horse Industry of Alberta³ found that 76% of respondents identified that their primary focus of interest was sport/recreational in nature, while 24% identified "business" as their primary focus of interest. The top three primary interests identified by respondents were sport/recreational riding (68.2%), breeding (46.5%) and trail riding (43.6%).

Another growing sector in recreational equine is the popularity of pony clubs. The Canadian Pony Club includes approximately 4,500 individual members and 175 branch clubs. Many Pony Clubs operate with a strong mandate geared towards attracting new members, especially youth, to riding and equestrian disciplines.

EVENTS

For many individuals, participation in agri-recreation and related activities occurs through events. This participation can be as a spectator or attendee, active participant or volunteer. In 2011, Agricultural Societies in Alberta reported that they hosted a total of 991 events, with 141 of 289 registered Societies hosting at least one event in the previous year. It was reported that over 1.5 million people attended these events, an increase of 43% from previous data collected in 1992. Volunteers played a significant role in the planning and execution of these events. Societies reported that 154,226 volunteer hours (24% of total hours) were dedicated to community and rural events and 127,446 volunteer hours (19% of total hour) were dedicated to sport and rodeo events.⁴

Survey findings from the Horse Industry of Alberta's 2003 study also identified involvement levels in a number of event related agri-recreation disciplines and activities.

- Breed competitions/horse shows (24.3% identified as a primary sport/recreation interest)
- Dressage (13.0% identified as a primary sport/recreation interest)
- Hunter/Jumper (12.6% identified as a primary sport/recreation interest)
- Barrel racing (12.2% identified as a primary sport/recreation interest)
- Reining (10.6% identified as a primary sport/recreation interest)
- Rodeo (9.7% identified as a primary sport/recreation interest)
- Roping/team roping (5.8% identified as a primary sport/recreation interest)



4-H PARTICIPATION

4-H Canada, a youth development organization with a focus on rural skill development, provided programs to over 24,000 Canadian youth in 2012/13. Alberta remains the most active 4-H province, accounting for nearly a quarter (24.9%) of all 4-H participation in Canada. While participation remains strong in many communities, overall participation in 4-H has decreased since 2008/09 by approximately 9% at both the national and provincial level. The number of active clubs in Alberta also decreased from 399 in 2008/09 to 369 in 2012/13.

The highest proportion (41%) of 4-H projects undertaken by Alberta participants in 2012/13 involved Beef, followed by Horse (24%) and Dog (6%). In total, Alberta youth participated in 28 different types of 4-H projects which included food sciences, outdoor living, sheep / lamb raising, crafts and veterinary studies. Females continue to represent the majority (60% provincially, 61% nationally) of participants. The average age of participants is 14 years of age in Alberta and 15 years of age nationally.



C. Economic Benefits

Agri-recreation events and activities contribute to local, regional and national economies by generating both local and tourism related spending. The Pro Rodeo Association of Canada estimates that the Canadian Finals Rodeo, held annually in Edmonton, generates an economic impact of more than \$50 million dollars for the local economy. It is also estimated that professional rodeos in North America contribute over \$30 million annually to charitable organizations.⁵

Community groups and organizations benefit their local and regional economies by hosting events, providing employment for residents and operating or renting facilities. Using methodology and prior research conducted by Travel Alberta, it is estimated that over \$200 million dollars is spent annually in Alberta by attendees at events staged by Agricultural Societies and their facility tenants. Societies across the province also reported that over \$36 million dollars (90% of their total annual expenditures) were spent locally or regionally.⁶



⁵ Pro Rodeo Canada website, <http://www.rodeocanada.com/>

⁶ Alberta Association of Agricultural Societies, Community Benefits, Economic Stimulation and Sustainability (2012).

D. Service Delivery & Programming Trends

RURAL EDUCATION

Changing demographics and a continuing population shift from rural to urban areas has forced many agri-recreation focused organizations and facilities to adapt in order to continue attracting program participants, event spectators and to maintain overall interest in rural living and recreational pursuits. Municipalities and not for profit organizations are placing an increased priority on offering programs and events with a rural education component. Doing so can help connect residents, especially youth, to rural activities. In addition, many program providers and facilities in rural communities located in close proximity to larger urban centres have found that there exists a market amongst 'urbanites' that are looking to escape the city and participate in agri-recreation programs and events.

Educational displays, food to fork shows, and the creation of introductory competitions are examples of rural education strategies that many agri-recreation facilities and organizations have found to be successful. Rural municipalities and not for profit program providers such as 4-H have also had to diversify their program and event offerings in order to continue attracting youth. Many annual events organized by rural municipalities or not for profit group now encompass activity booths and hands-on opportunities for youth to interact with animals or learn about food production.

There also exists a growing number of organizations with a specific focus on rural education and sustainability. One such example is Green Hectares, a Strathcona County based organization which offers a number of resources and supports to entrepreneurs within the agricultural industry. Through these offerings, Green Hectares strives to attract young people to agriculture and create vibrant and sustainable rural communities.

PROVIDING STRUCTURE & UNSTRUCTURED OPPORTUNITIES

A trend observed broadly across recreation and leisure is the increasing demand for unstructured or "spontaneous use" opportunities. People are seeking individualized, informal pursuits that can be done alone or in small groups and at flexible times. This trend appears to be especially relevant to Albertan's who average the lowest amount of average leisure time per day nationally.⁷

Examples of unstructured opportunities could include providing open times for riding at an indoor facility or publically accessible equine trails adjacent to a facility. However this does not eliminate the need for venues that accommodate structured activities and the stakeholder groups that utilize them. Instead, this trend suggests that both types of users are important to consider in order to most adequately meet community needs.



7 Statistics Canada (2005).

PARTNERSHIPS

Important and often crucial to the provision of agri-recreation opportunities in most communities are partnerships. These partnerships can take shape in a variety of forms and include municipalities, not profit organizations and the private sector. Partnerships between municipalities and not for profit organizations often involve monetary contributions such as grants. By providing grants to not for profit organizations, municipal and provincial levels of government can ensure that programs, events and facilities are available to residents in an efficient and often lower cost manner than if government were to directly offer the service. In 2011, Agricultural Societies in Alberta received over 33% (\$14,252,081) of their revenues from government grants.⁸

Many municipalities also provide community groups with no or low cost access to facilities, meetings rooms and human resources. Offering groups these resources can help build good will, and ensure that community groups have the proper support and capacity to plan and coordinate events and programs that can be enjoyed by residents and attract visitors.

Recognizing the economic impact that agri-recreation events and activities can have on a community, the private sector is also an important partner for many not for profit groups and municipalities. These partnerships can involve sponsorships, donations and collaboration on promotions and marketing. In 2011, Agricultural Societies in Alberta procured 11% of total revenues (\$4,655,897) from donations, sponsorship and other fundraising activities; a significant proportion of which can be attributed to the private sector.



⁸ Alberta Association of Agricultural Societies, Community Benefits, Economic Stimulation and Sustainability (2012).

E. Trends in Infrastructure

MULTI-PURPOSE SPACES

Increasingly, community recreation and leisure community facilities are being designed to accommodate multiple activities and to encompass a host of different components. The benefits of designing multi-functional spaces include the opportunity to create operational efficiencies, attract a wide spectrum of users, and procure multiple sources of revenue. This trend is especially pertinent in the development and operations of public agri-recreation facilities such as indoor riding arenas. In order to justify public investment, these facilities are being required to serve a variety of different user groups and agricultural disciplines.

A number of design considerations can help agri-recreation facilities achieve the mandate of multi-functionality. Ensuring that adequate load in/out access and proper (preferably covered) storage exists for multiple types of footings can help a facility attract and retain a wide spectrum of programs and events. Providing on-site amenities such as program/meeting rooms, wash bays, parking, practice areas, storage, temporary event stabling, camping and social gathering spaces can further help ensure that a facility is multi-purpose in nature.

While many multi-purpose agricultural facilities are initially conceived to primarily service traditional agricultural activities such as equine riding, livestock shows and indoor rodeos; the long term viability of many facilities is largely dependent on attracting additional user groups and events. Trade shows, tractor pulls, dog agility programs and events, archery and a host of other activities are held at many multi-purpose agri-recreation facilities. Designing spaces that are easily re-configured and have multiple layout options can help attract and accommodate a multitude of activities.



INTEGRATING INDOOR & OUTDOOR ENVIRONMENTS

A new concept observed broadly across community recreation infrastructure planning is to ensure that the indoor environment interacts seamlessly with the outdoor environment. Although there are a number of operational issues that need to be considered when combining indoor and outdoor environments (e.g. cleanliness, controlled access), this concept can result in a number of operational and user benefits. These benefits can include creating community hubs, maximizing usage of available land and encouraging full season usage of a site. Operational efficiencies can also be obtained through this approach as support amenities (e.g. storage and mechanical) and staff can often be shared.

Within agri-recreation, it is common for indoor riding arena's to be located adjacent to outdoor facilities such as rodeo grounds, practice areas and camping facilities. In some cases, agri-recreation sites encompass or are linked to equine nature trails and other natural areas. Creating these linkages and synergies can help ensure that a site is used by a multitude of agricultural enthusiasts.

PLANNING FOR FUTURE EXPANDABILITY

As communities grow and interests evolve, it may be necessary to expand or re-purpose recreation infrastructure. Planning and designing recreation infrastructure in such a manner that it can accommodate future expansion has the potential to result in long term cost savings and the most efficient use of land resources. When initially constructing facilities, it is important to ensure that adequate amounts of adjacent land are available for expansion and that the facilities themselves are designed in such a manner that they can be easily added on to.

While ideally all desired facilities and amenities would be developed simultaneously, financial realities often dictate that infrastructure is developed through a phased approach over a period of time. This approach often requires project developers and stakeholders to prioritize community needs and weigh the costs/benefits of developing specific facilities or amenities. When developing infrastructure through a phased approach, it is important to ensure that the design and site layout provides flexibility as community needs and circumstances may change over time.



Stakeholder Consultation

Engaging community and regional stakeholders was identified as a critical component to the development of the Agricultural Recreation Facility Feasibility Study. Feedback from these stakeholders provided the consulting team with the opportunity to clarify community needs for facility development and identify required facility program components and amenities. To ensure a wide spectrum of groups and individuals were engaged a stakeholder group questionnaire and one on one interviews were both utilized. The findings from this consultation are presented in the following section.

A. Stakeholder Group Questionnaire

A stakeholder group questionnaire was distributed to over 75 organizations in Rocky Mountain House and Clearwater County. Groups were provided with a web link to an online version of the survey as well as the option of completing a PDF version and returning it by mail, fax or email (see Appendix A for the survey tool). In total 23 responses were provided by organizations representing a variety of different agricultural and community interests (see Appendix B for a complete list of participating groups).

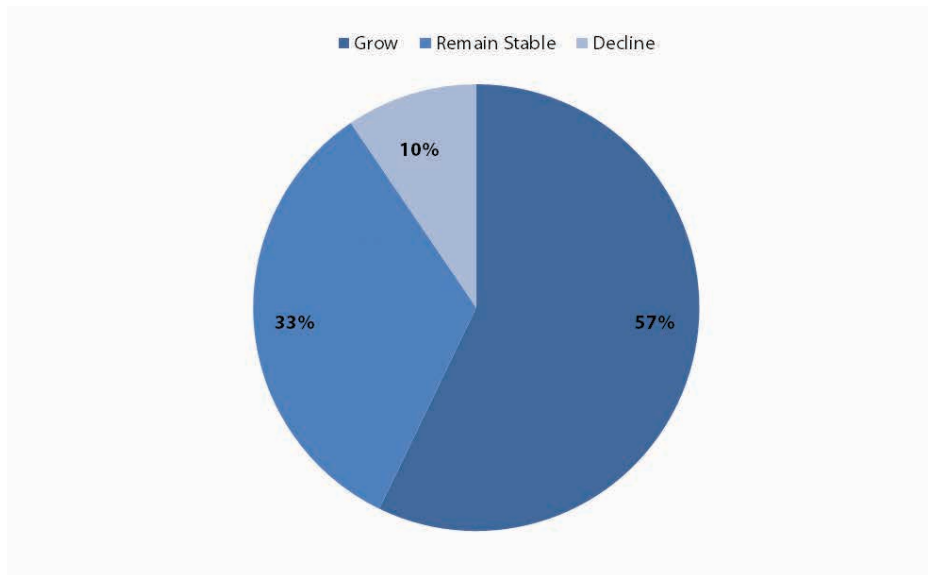
To start the survey respondents were asked a number of questions pertaining to the activities and current membership and participant base of their organization. When asked about the age composition of their organizations the following was reported:

- 6 groups indicated that they have members / participants / clients that are preschool (age 0 - 5) aged.
- 16 groups indicated that they have members / participants / clients that are youth (aged 6 -12).
- 16 groups indicated that they have members / participants / clients that are teens (aged 13 – 17).
- 21 groups indicated that they have members / participants / clients that are adults (aged 19 – 59).
- 11 groups indicated that they have members / participants / clients that are seniors (aged 60+).



Over the next couple years, what are your expectations for participant / member / client numbers?

Next, respondents were asked about their future expectations for members / participate / client numbers. As illustrated in the following graph, the majority (57%) of group respondents indicated that they expect to grow in the coming years.



Group survey respondents were asked to estimate of the residency of their members / participants / clients.

- 22 groups reported that they have members/participants/clients that live in Clearwater County.
- 13 groups reported that they have members/participants/clients that live in the Town of Rocky Mountain House.
- 15 groups reported that they have members/participants/clients that live in "other" municipalities.

To get a sense of the facilities currently being utilized by groups, respondents were next asked to identify up to five facilities that these organizations use the most. In total 25 different facilities were cited. The three facilities with the most mentions were:

- Private facilities in the region (8 mentions)
- Town of Rocky Mountain House Twin Arenas (7 mentions)
- North Saskatchewan River Park Rodeo Grounds (6 mentions)

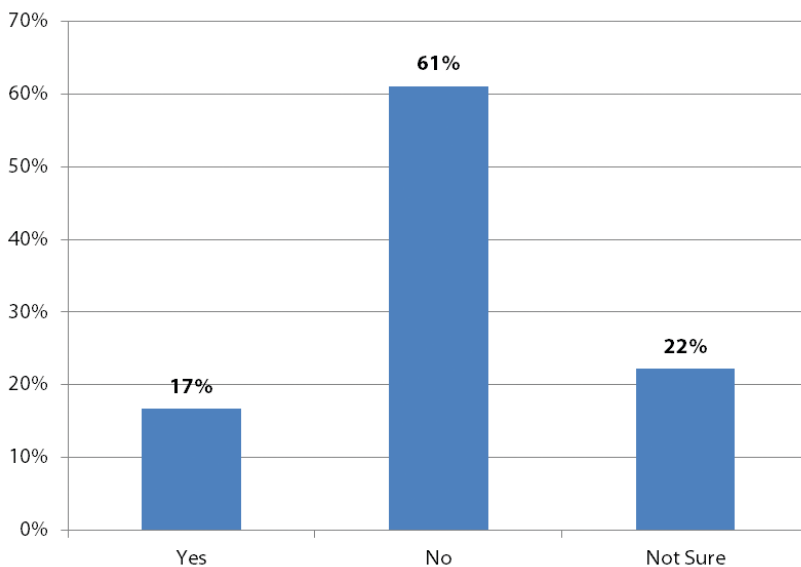


Are the current facilities in the region adequate to meet your organization's needs?
(18 Responses)

Group questionnaire respondents were next asked if the current facilities in the region were adequate to meet their organization's needs. As reflected in the following graph the majority (61%) of respondents indicated that the current facilities did not meet their organization's needs.

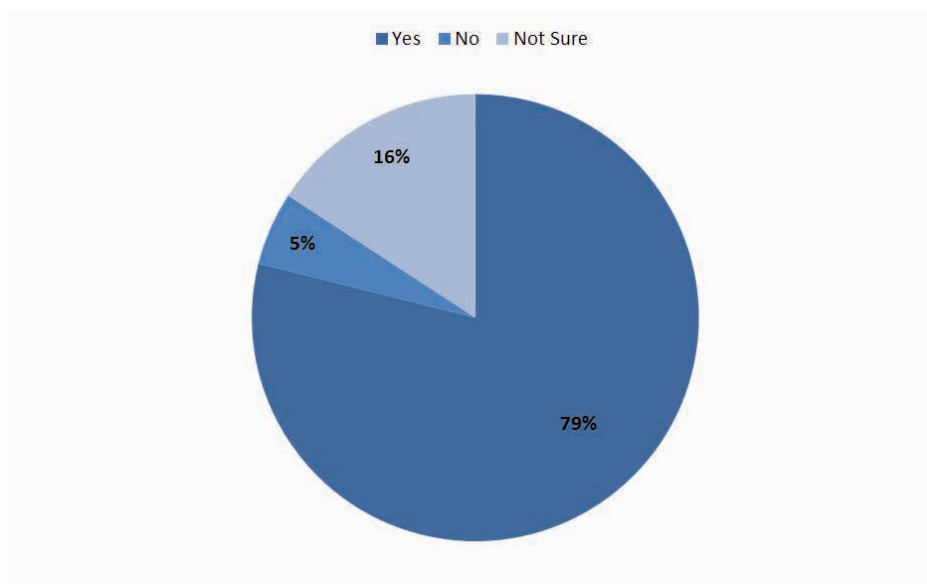
Respondents were next provided with space to further explain why the current facilities did not meet their organization's needs. In total fifteen comments were provided. Common themes from the comments are as follows:

- Lack of space and support amenities.
- Deteriorating conditions at existing facilities that they use.
- Ice arenas only available during the summer months.



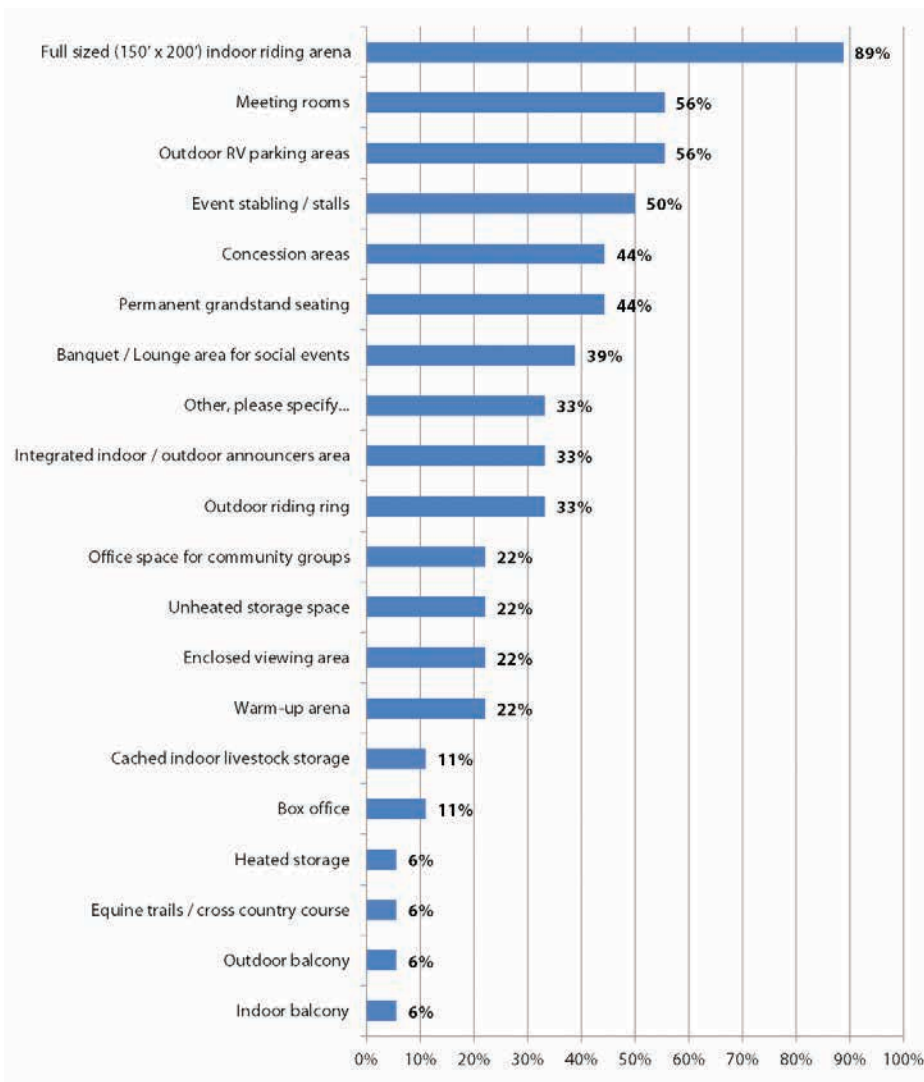
Do you think there is a need for a new agricultural recreation facility in Rocky Mountain House?
(19 Responses)

Group survey respondents were asked if their organization thinks there is a need for a new agricultural recreation facility to be developed in the Rocky Mountain House area. As illustrated in the following graph over three-quarters (79%) of respondents thought that new development was needed.



What components / amenities should be included in a new agricultural recreational facility?

Group representatives that were supportive or unsure about the development of a new agricultural recreation facility were next provided with a list of potential components and amenities. From the list, respondents were asked to select up to 5 components / amenities that should be included in a new agricultural recreation facility. As illustrated in the following graph, 89% of group respondents indicated that a full sized indoor riding arena was needed. Over half of respondents also indicated that meeting rooms, outdoor RV parking areas and event stabling / stalls were needed.



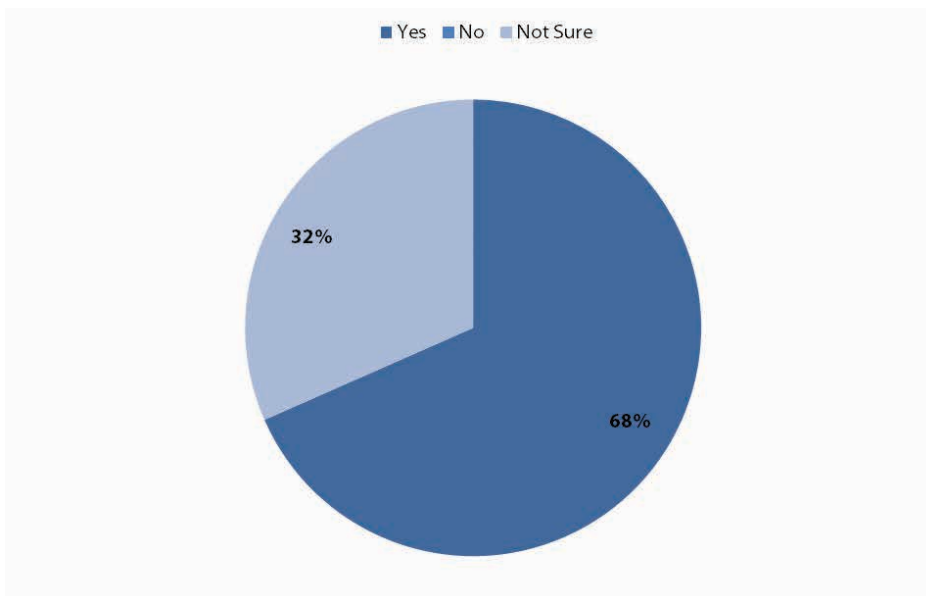
Would your organization use a new agricultural recreation facility should one be built in the Rocky Mountain House?

Respondents were asked if their organization would use a new agricultural recreation facility should one be built in the Rocky Mountain House area. As reflected in the following graph, 68% of respondents indicated that their organization would use a new facility if available.

When asked how often their organization would use a new agricultural recreation facility if one were developed, the following was reported:

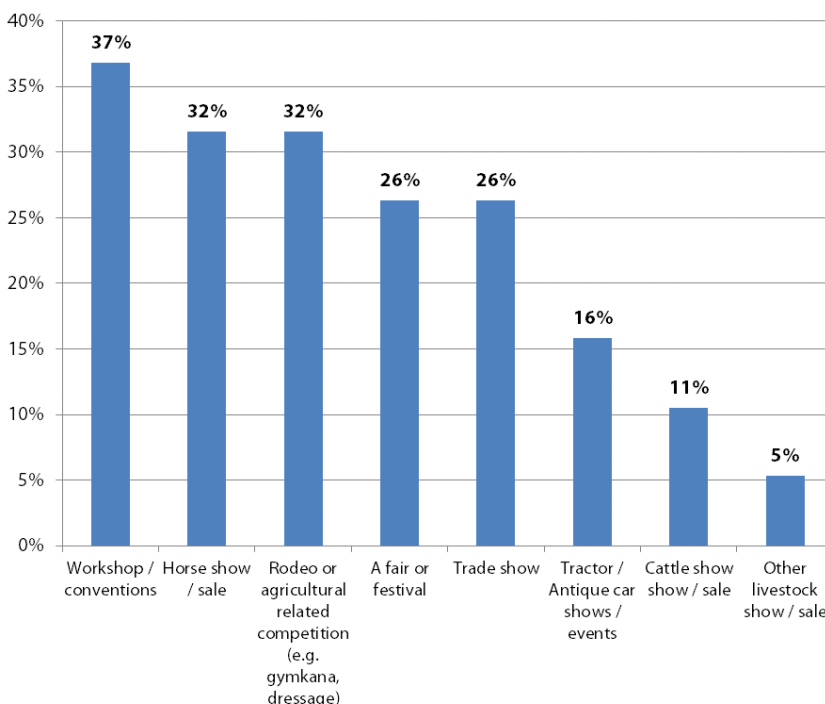
- 3 groups (19%) indicated that they would use it once per year.
- 4 groups (25%) indicated that they would use it 2-3 times per year.
- 9 groups (56%) indicated that they would use it 10+ times per year.

Note: No groups indicated usage levels of 4-6 times per year or 7-9 times per year.



What types of activities, events, and functions would your group use a new agricultural recreation facility for?

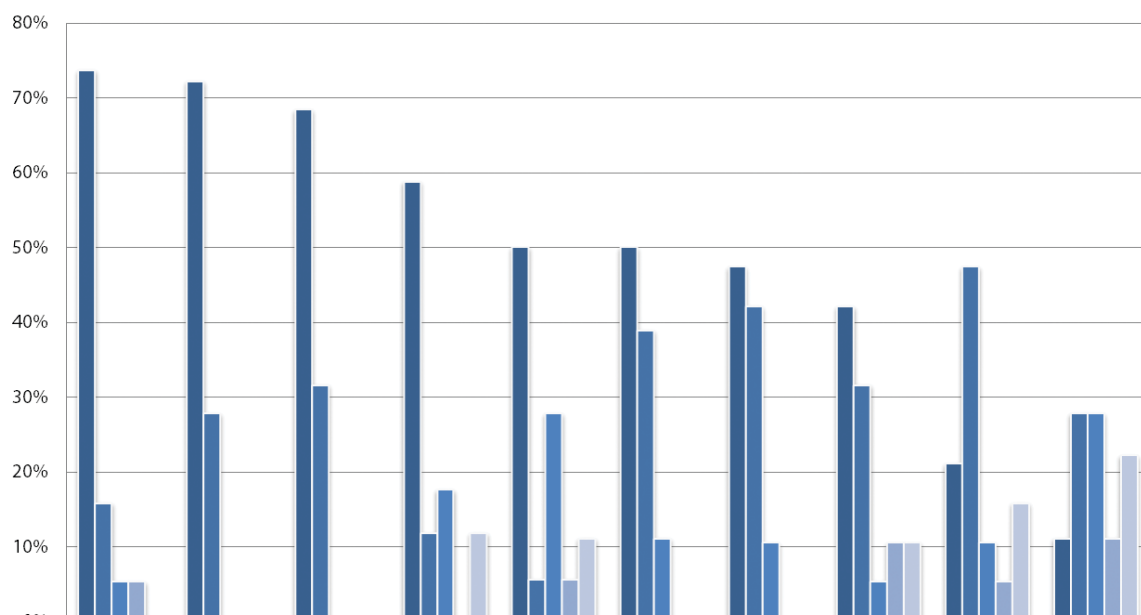
Group representatives were next provided with a list of various agri-recreation related activities, and asked to select those for which they would use a new agricultural recreation facility for if available. As illustrated in the accompanying graph, approximately one-third of respondents indicated that they would use the facility for workshops/conventions (37%), horse show/sales (32%) and rodeo or agricultural related competitions (32%).



Group questionnaire respondents were next provided with a list and asked to identify how important each would be when determining if their organization would use a new facility. The top three factors identified by the groups were sufficient parking (74% identified as very important), relationship with facility staff and volunteers (72% identified as very important), and the overall cost to use the facility (68% identified as very important). See the accompany graph for a complete overview of the findings.



How important are the following factors when determining how often your organization would use a new agricultural recreation facility?

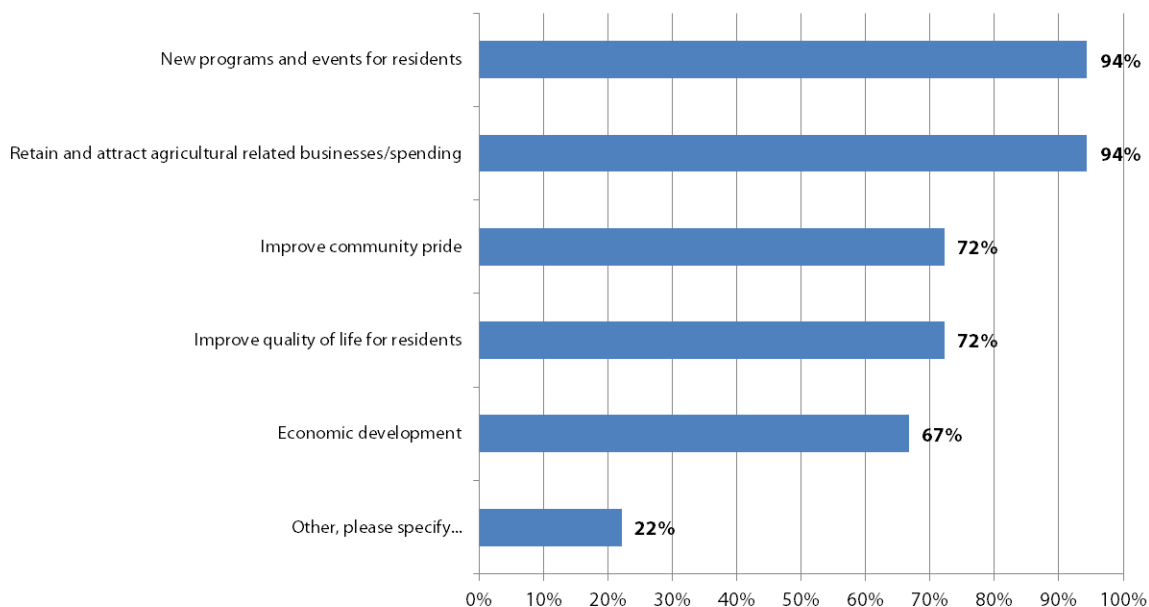


	Sufficient parking spaces (RV and Trailer)	Relationship with facility staff and volunteers	Cost (rental rates)	Quality of the riding arena	Availability of on-site agricultural amenities (e.g. stabling)	Sufficient spectator viewing areas	Quality of public address system for events	Adequate concessions	Availability of meeting room and banquet spaces	Ability to access on-site office and administrative space
■ Very Important	74%	72%	68%	59%	50%	50%	47%	42%	21%	11%
■ Somewhat Important	16%	28%	32%	12%	6%	39%	42%	32%	47%	28%
■ Neither Important nor Unimportant	5%	0%	0%	18%	28%	11%	11%	5%	11%	28%
■ Somewhat Unimportant	5%	0%	0%	0%	6%	0%	0%	11%	5%	11%
■ Very Unimportant	0%	0%	0%	12%	11%	0%	0%	11%	16%	22%

Group representatives were asked to select from a list the ways in which a new agricultural recreation facility could enhance the region. As illustrated in the following graph, the availability of new programs and events for residents (94%) and the ability to better retain and attract agricultural related businesses/spending (94%) were identified as the top reasons that group representatives thought a new facility could enhance the region.

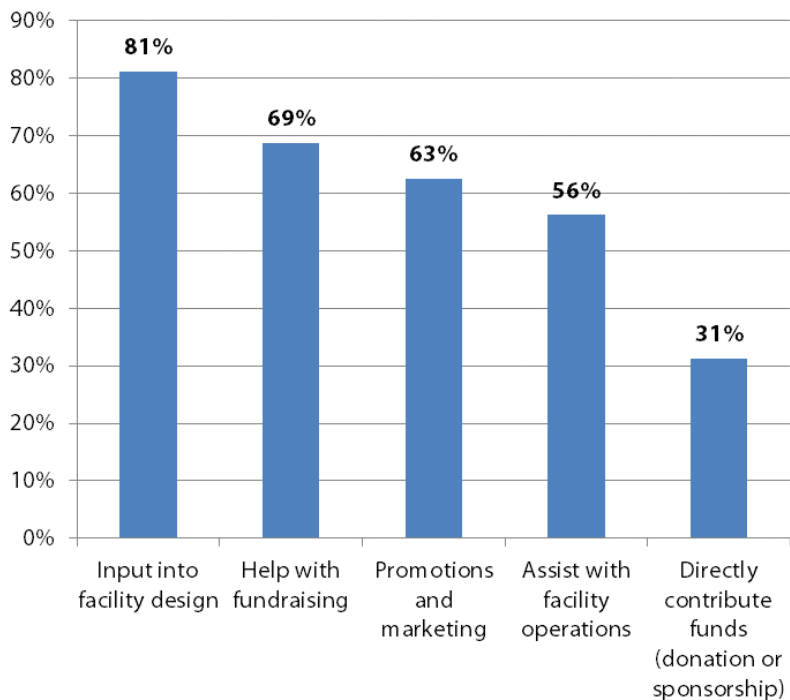


In what ways would a new agricultural recreation facility enhance the region?
(18 Respondents)



In what ways would your group be willing to partner with the County and the Agricultural Society?
(16 Responses)

Respondents were next provided asked about potential ways that their organizations could partner with the County and Agricultural Society in the development of a new agricultural recreation facility in the Rocky Mountain House area. As further illustrated in the accompanying graph, group representatives selected a number of potential ways that they would be interested in partnering. The top three selected were providing input into facility design (81%), helping with fundraising (69%) and promotions and marketing (63%).



Groups were also provided with space in the survey to indicate the approximate hourly rates that their organization would be willing to pay to use the facility.

- On an hourly basis, the majority of groups indicated amounts in the \$15 - \$20 hour range.
- For a half-day, 1/3 indicated amounts <\$100, 1/3 were willing to pay approximately \$100, 1/3 groups were willing to pay \$300-400.
- For a full-day, 9/10 responding groups indicated amounts less than \$650.



B. Interviews

Fourteen in-person group interviews were scheduled and conducted with individuals representing a variety of potential facility users, agricultural enthusiasts and community stakeholders. In total over 40 individuals participated in the interview sessions (in some cases individuals participated in two sessions). Interview groups were categorized and scheduled as follows. A listing of participating groups and organizations is provided in Appendix C.

- Horse 4-H Clubs
- Ranch Horse
- Town of Rocky Mountain House
- Beef 4-H Clubs
- Chamber of Commerce
- Purebreed Breeders
- Dog Groups
- Gymkhaha
- Stampede and Chuckwagon
- West Country Stakeholders
- Rodeo Groups
- ATV/RV
- Dirt Activities
- Other (non-affiliated)

A variety of perspectives were provided during the interview sessions. While the majority of participants were generally in favour of developing a new agricultural recreation facility, a number of important factors and considerations were shared with regards to operational models, facility components and amenities and the need for continued stakeholder engagement and involvement. Outlined as follows are key themes from the interview sessions.

SUPPORT FOR A FACILITY

- The majority of those interviewed were in favour of a new agricultural recreation facility being developed.
- Interviewees strongly indicated that current facilities / spaces do not meet the needs of many community groups.
- A number of those interviewed mentioned issues with dirt being put in the Town's arena (both from a user and Town perspective).
- The region has a strong agricultural background and lifestyle but no facility exists to support these activities.
- Many events cannot currently take place in RMH as a suitable facility does not exist.

IMPORTANT CONSIDERATIONS IF A NEW FACILITY IS DEVELOPED

- Needs to be multi-purpose and suitable for many different activities (even if not ideal for specific ones).
- Facility manager position is key- this person must be experienced and able to work with many different groups and organizations.
- A new facility needs to be accessible and affordable for community groups.
- A phased approach might be best to meet immediate needs and accommodate future growth and opportunities. facility does not exist.



AMENITIES & COMPONENTS THAT ARE NEEDED

- Indoor riding arena should be the 'core' component of any facility.
- Seating capacity of 300-600 was identified as the ideal number by most groups.
- Wash bays, box stalls, loading areas, sound system and parking were commonly identified as important amenities.
- A number of individuals indicated that there is a lack of large hall / exhibition spaces (>500) in the area, and wondered if this should be included in any new facility.

CONCERNS

- A number of past initiatives have failed and some groups / individuals are skeptical.
- Community users have limited ability to pay but facility can't be feasible unless they do.
- Horse and cow people don't get along- might have an impact on how a new facility is operated.
- A number of concerns were expressed over who might operate the facility.
 - » Issues might arise if only one not for profit group operates the facility.
 - » The County was commonly mentioned as needing to have a major role in the ownership and operations of a facility.
 - » Some interviewees expressed that a model similar to Ponoka might be best.

OWNERSHIP & OPERATIONS

- The majority of those interviewed expressed that a facility should be close to Rocky Mountain House.
 - » However a few individuals also suggested that if the County is owning and/or operating the facility it should be more centrally located.
 - » The majority of those interviewed expressed that the County should play a leading role in the project with support from community groups and businesses.
- Success of the facility will be dependent on strong management and cooperation between groups and stakeholders.





Facility Program & Site Selection Criteria

The following section outlines a facility program (components and amenities) along with a site selection criteria model that can be used in the future when evaluating potential sites for a potential facility

A. Facility Program

The facility program (components and amenities) was developed considering the research and consultation presented in earlier sections, feedback from the project steering committee and expertise of the consulting team. Architectural expertise was also engaged to identify the required spatial needs of each facility component.

The facility program reflects a phased approach to development and can be explained as follows:

PHASE 1

Development of new indoor agricultural recreation facility (riding arena) to meet basic community program and event needs.

PHASE 2

Addition of a banquet / exhibition facility in order to increase the event hosting capacity of the site and better meet community need. Existing indoor riding arena facility (Phase 1 development) is also enhanced with additional amenities (e.g. increased spectator seating, box stalls).



FACILITY PROGRAM: PHASE 1

FACILITY COMPONENT / AMENITY	DESCRIPTION	UNITS
INDOOR		
Indoor Riding Arena	Dirt floor, 150 x 250ft program area (including arena and warm-up area), 400 person seating capacity.	41,550 ft ²
Press Box & Announcer's Booth	Production area for events.	750 ft ²
Footing Storage	Covered area to store footing materials for arena.	5,000 ft ²
Lobby Space	To meet expected usage and spectator capacity.	4,200 ft ²
Multipurpose Program / Meeting Room	~50 person capacity.	1,200 ft ²
Wash Racks	10 wash racks .	2,200 ft ²
Temporary Indoor Stabling (Box Stalls)	For up to 100 animals, event use only, non-fixed structure.	22,400 ft ²
Administration Areas / Office Space	4 offices and small common area for facility staff and user groups as required / permitted.	1,200 ft ²
Storage	Storage areas for facility based equipment and supplies.	300 ft ²
Concession	Basic concession space to meet expected usage and spectator capacity.	600 ft ²
OUTDOOR		
Parking	To meet expected usage / capacity, to include adequate trailer parking.	Vehicle: 115 stalls Trailer: 60 stalls
Camping	Unserviced, up to 50 units.	65,250 ft ²
Outdoor Show Ring / Practice Area	150 x 250ft, additional practice and program space, no seating.	37,500 ft ²



FACILITY PROGRAM: PHASE 2

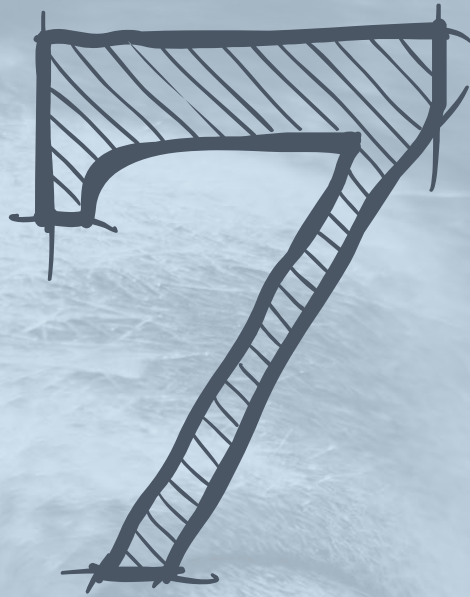
FACILITY COMPONENT / AMENITY	DESCRIPTION	UNITS
INDOOR		
Spectator seating	Addition of 400 seats to indoor riding arena (total capacity to 800 seats)	400 seats
Temporary stabling (box stalls)	Addition of non-fixed structure to accommodate another 100 animals (total capacity to 200 animals)	22,400 ft ²
Box office	Addition of box office to meet expanded event hosting needs	250 ft ²
Banquet / exhibition hall	1,000 person capacity, ~50 display booths	15,500 ft ²
Commercial kitchen	To service banquet / exhibition facility	3,000 ft ²
Multipurpose program / meeting rooms	2 rooms with a capacity of ~30 to service banquet / exhibition hall	1,200 ft ²
Storage	Storage to site meet expected usage / capacity of new exhibition facility.	2,000 ft ²
Administration areas / office space	4 offices to site meet expected usage and staffing needs	600 ft ²
OUTDOOR		
Parking	Additional parking to meet expanded usage / capacity of facility.	Vehicle: 430 stalls Trailer: 60 stalls
Camping	Addition of 25 unserviced stalls to accommodate expanded usage.	32,500 ft ²



B. Site Selection Criteria

While specific sites were not analyzed as part of the study, a site selection criteria model was developed to adjudicate the suitability of future sites should development of a facility proceed.

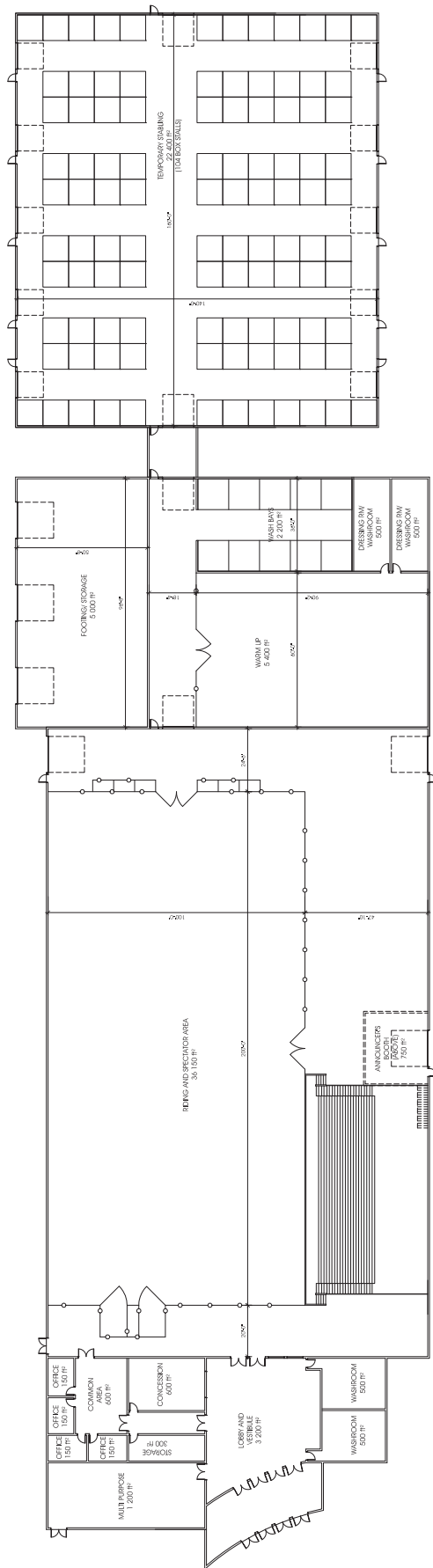
CRITERIA	SCORING	WEIGHTING
PROXIMITY TO POPULATION CENTRE	<p>1 point = The site is conveniently and appropriately located in close proximity to Rocky Mountain House.</p> <p>0 points = The site is not conveniently and appropriately located in close proximity to Rocky Mountain House.</p>	1
ABILITY TO ACCOMMODATE FUTURE EXPANSION	<p>1 point = The site has the available land and service elements to accommodate future expansion.</p> <p>0 points = The site does not have the available land and service elements to accommodate future expansion.</p>	1
PROXIMITY TO MAJOR ROADWAYS	<p>1 point = The site is directly adjacent to major roadways (within 1.5 km or visible from major roadway).</p> <p>0 points = The site is not directly adjacent to major roadways (more than 1.5 km or not visible from major roadway).</p>	1
PROXIMITY TO CONVENIENCE AMENITIES	<p>1 point = The site is located in close proximity to accommodations and other retail services</p> <p>0 points = The site is not located in close proximity to accommodations and other retail services.</p>	1
THAT THE SITE (LAND) IS PUBLICALLY OWNED	<p>1 point = The site is owned (or available for purchase) by a public entity (e.g. government or not for profit)</p> <p>0 points = The site is to remain privately owned</p>	1
AVAILABLE COST EFFICIENCIES	<p>1 point = The site provides the potential for cost efficiencies during construction (e.g. existing site servicing, land suitability)</p> <p>0 points = The site is not currently serviced and/or will require other significant enhancements before facility construction can proceed.</p>	1



Concept Plans

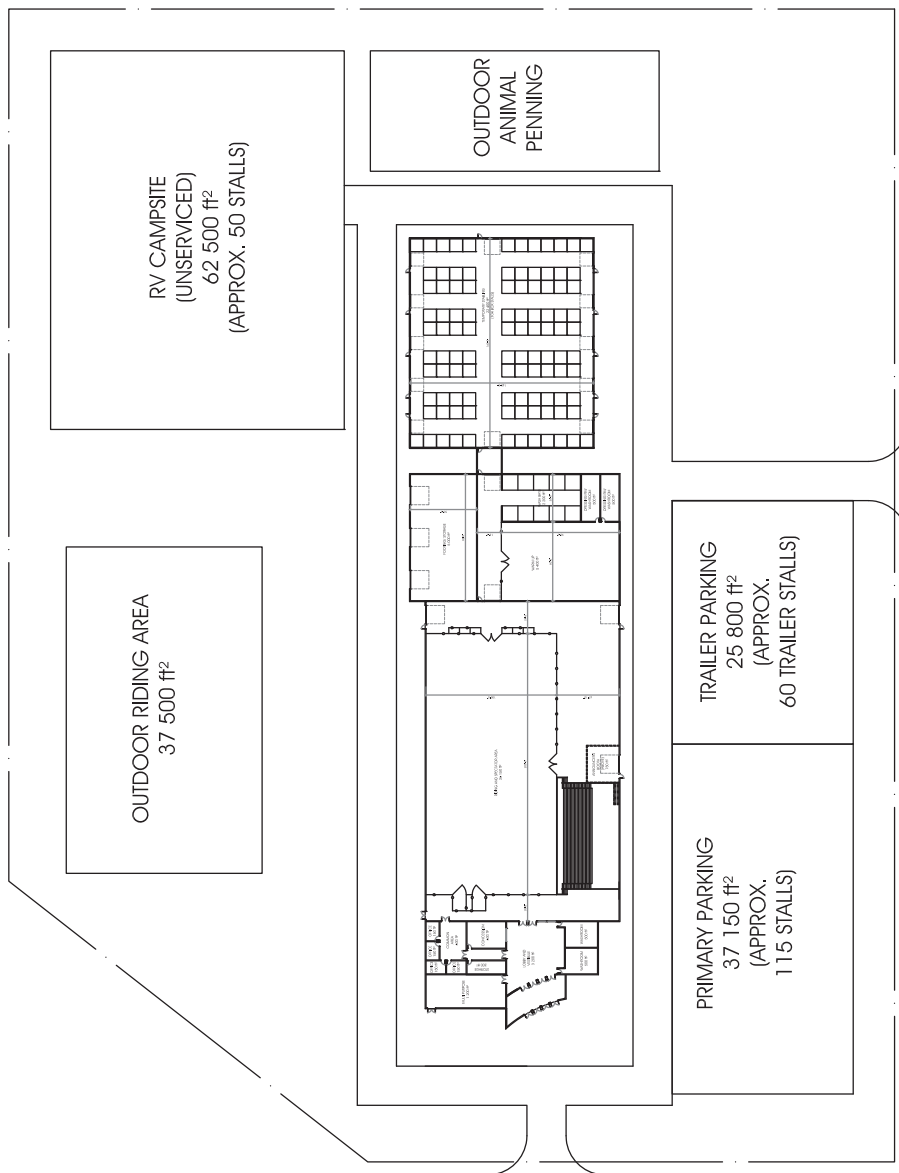
Presented as follows are concept and site plans for Phases 1 and 2.

FLOOR PLAN: PHASE 1



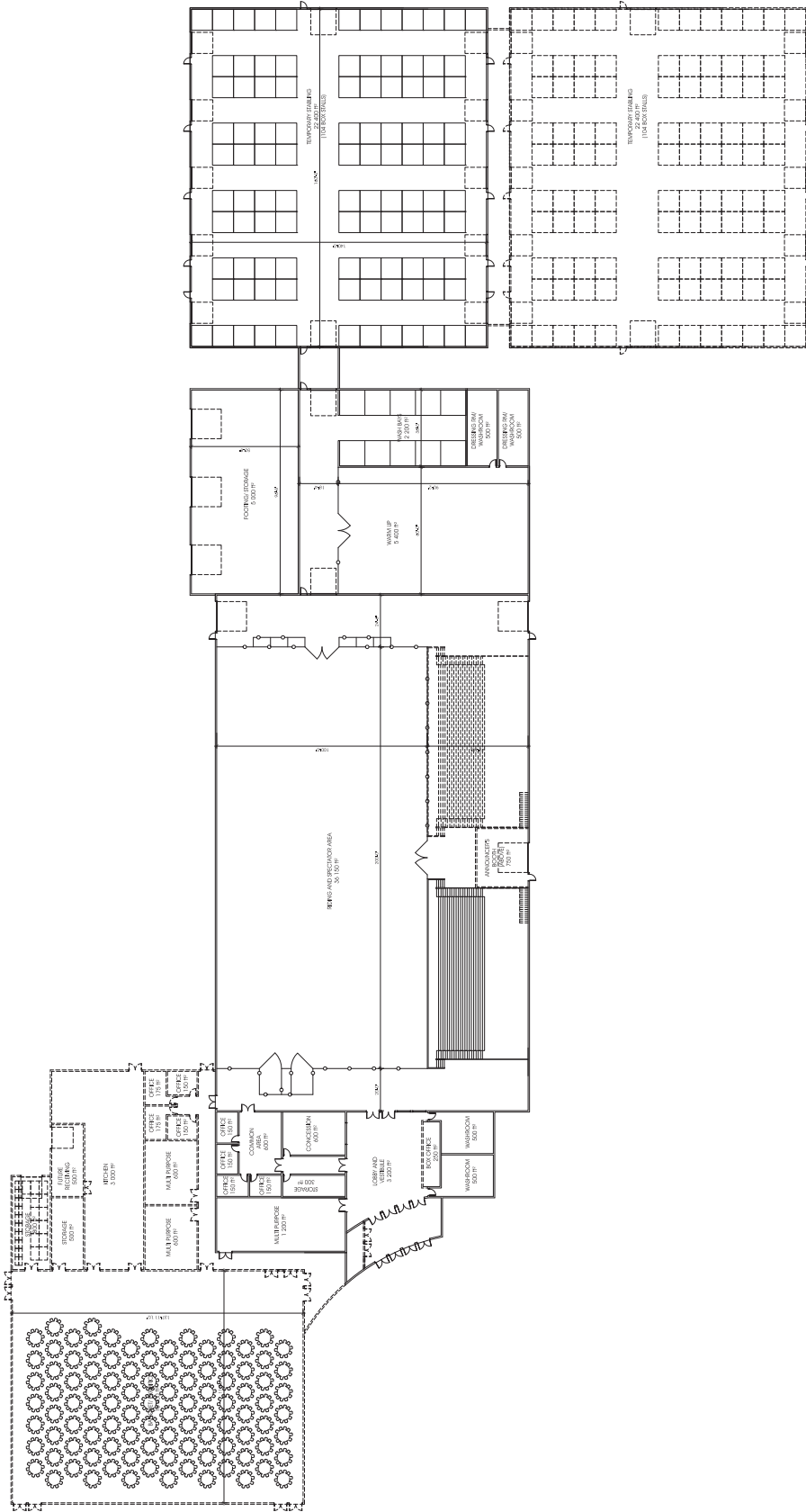
Note: The building reflected in the Phase 1 concept plan has been sized to accommodate expansion behind the Phase 2 additions.

SITE PLAN: PHASE 1

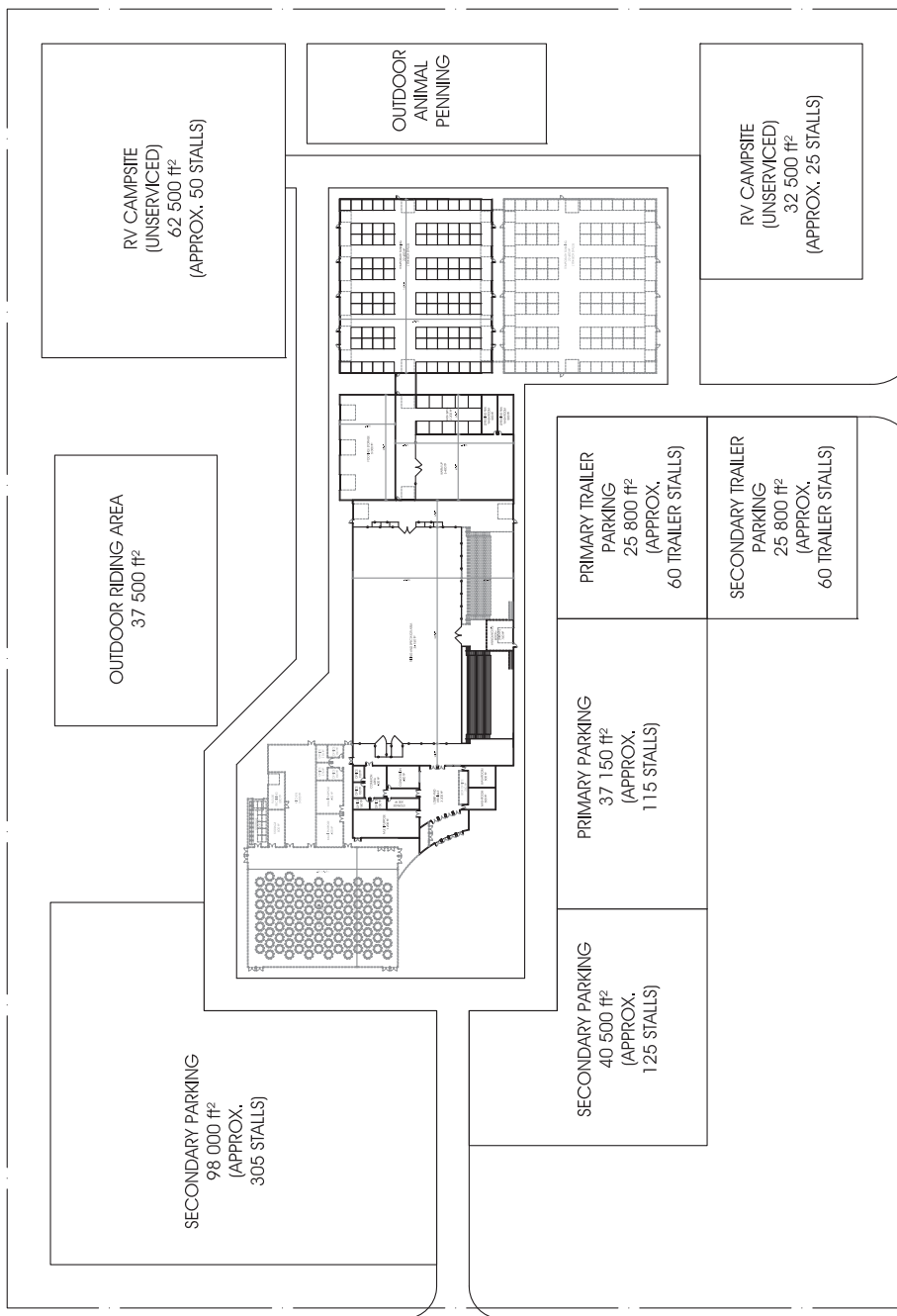


	m ²	ft ²	acres	Ha
TOTAL SITE AREA	51,856	538,171	12.81	5.19

FLOOR PLAN: PHASE 2



SITE PLAN: PHASE 2



	m ²	ft ²	acres	Ha
TOTAL SITE AREA	92,317	993,689	22.81	9.23



Financial Implications

The following section outlines the projected financial implications associated with developing the multi-purpose agricultural recreation facility as outlined in Section 6. Presented is a capital cost estimate (construction costs), operating cost estimate, potential funding framework and a risk analysis.

A capital cost estimate has been developed based on the facility program elements outlined in Section 6. All indoor spaces are reflected on a per unit basis for each potential space in the facility and do not include the cost of acquiring land. The numbers reflected are accurate +/- 20% and are based on current construction costs.

A. Capital Cost Estimates

The following chart summarizes the estimated capital costs for the three phases of the project. A detailed breakdown of the capital costs for each potential phase is outlined on the following pages. As the opportunity may exist to share outdoor components and amenities (e.g. parking, camping) with other future developments or facilities that are included on, or adjacent to, a potential site; the capital costs for the project have been broken down by indoor and outdoor spaces.

Note: The sub total cost reflected for each phase excludes potential fees, contingency and FFE allocations. The total cost for each phase has been calculated to include all potential fees, contingency and FFE allocations. See the following pages for additional detail on how each figure has been calculated.

PHASE	INDOOR (\$)	OUTDOOR (\$)	TOTAL
PHASE 1 (SUB TOTAL)	\$9,283,750	\$742,500	\$10,026,250
PHASE 1 (TOTAL)	\$11,140,500	\$891,000	\$12,031,500
PHASE 2 (SUB TOTAL)	\$7,527,500	\$865,000	\$8,392,500
PHASE 2 (TOTAL)	\$9,033,000	\$1,038,000	\$10,071,000



PHASE 1

FACILITY COMPONENT / AMENITY	UNITS	COST	OVERALL COST
INDOOR			
Indoor riding arena (400 seat capacity)	41,550 ft ²	\$125	\$5,193,750
Press box and announces booth	750 ft ²	\$300	\$225,000
Footing storage	5,000 ft ²	\$75	\$375,000
Lobby space	4,200 ft ²	\$250	\$1,050,000
Multipurpose program / meeting room	1,200 ft ²	\$250	\$300,000
Wash racks	2,200 ft ²	\$225	\$495,000
Temporary indoor stabling (box stalls)	22,400 ft ²	\$50	\$1,120,000
Administration areas / office space	1200 ft ²	\$250	\$300,000
Storage	300 ft ²	\$250	\$75,000
Concession	600 ft ²	\$250	\$150,000
Sub Total INDOOR SPACES	79,400 ft²		\$9,283,750
OUTDOOR			
Parking: Vehicles	115 stalls	\$1,500	\$172,500
Parking: Trailers	60 stalls	\$2,000	\$120,000
Camping / RV Parking	50 spots	\$4,000	\$200,000
Outdoor ring		\$250,000	\$250,000
Sub Total OUTDOOR SPACES			\$742,500
Sub Total PHASE 1			\$10,026,250
Fees (10%)			\$1,002,625
Contingency (5%)			\$501,313
Furniture, Fixtures and Equipment (5%)			\$501,353
Total Phase 1			\$12,031,500

PHASE 2

FACILITY COMPONENT / AMENITY	UNITS	COST	OVERALL COST
INDOOR			
Spectator seating—Addition to existing facility.	400 seats	\$50	\$20,000
Temporary stabling (box stalls)—Addition to existing facility.	22,400 ft ²	\$50	\$1,120,000
Box office—Addition to existing facility.	250 ft ²	\$250	\$62,500
Banquet / exhibition hall	15,500 ft ²	\$250	\$3,875,000
Commercial kitchen	3,000 ft ²	\$500	\$1,500,000
Multipurpose program / meeting rooms	1,200 ft ²	\$250	\$300,000
Storage	2,000 ft ²	\$250	\$500,000
Administration areas / office space	600 ft ²	\$250	\$150,000
Sub Total INDOOR SPACES			\$7,527,500
OUTDOOR			
Parking: Vehicles	430 stalls	\$1,500	\$645,000
Parking: Trailers	60 stalls	\$2,000	\$120,000
Camping	32,500 ft ²	\$4,000	\$100,000
Sub Total OUTDOOR SPACES			\$865,000
Sub Total PHASE 2			\$8,392,500
Fees (10%)			\$839,250
Contingency (5%)			\$419,625
Furniture, Fixtures and Equipment (5%)			\$419,625
Total Phase 2			\$10,071,000

B. Operating Cost Estimates

Operating cost estimates have been developed for Phases 1 and 2 of the potential project. As potential capital and operating partnerships have not yet been determined, the budgets presented are estimates based primarily on expected use and do not include potential debt servicing or revenues that may result from partnerships of public sector support.

PHASE 1

FACILITY COMPONENT / AMENITY	COST	ASSUMPTION
REVENUE		
Main Event		
<i>Riding Arena Bookings</i>	\$40,000	40 events days / year (20 weekends), \$1000 / day.
<i>Box Stall Rentals</i>	\$60,000	10 events requiring stabling, 2 nights / events, average 75 animals / event, \$40 / day.
Community Use		
<i>Riding Arena Weekend (Community Event) Bookings</i>	\$20,000	40 event days / year (20 weekends), \$500 / day.
<i>Riding Arena Hourly (Community Program) Bookings</i>	\$31,200	20 hours / week (1040 / year), \$30 / hour.
<i>Open Riding Annual Memberships</i>	\$15,000	100 members, \$150 annual membership.
<i>Open Riding Drop-In Passes</i>	\$20,800	20 drop-in riders / week (1040 visits / year), \$20 / ride.
Multipurpose Program / Meeting Room		
<i>Room Rentals (~50 Capacity)</i>	\$15,600	10 hours / week (520 / year), \$30 / hour.
Leases		
<i>Concession / Food Service</i>	\$0	Assumed net zero.
<i>Office Space</i>	\$0	Internal use and assumed to be provided to community as required at no cost.
Outdoor Spaces		
<i>Outdoor Ring</i>	\$0	Assumed to be complimentary to building events / programs.
<i>Camping</i>	\$10,000	10 events with camping requirements, 50 unserviced stalls, \$20 / night.
Other		
<i>Facility Naming</i>	\$0	Assumed to capital costs.
<i>Facility Signage</i>	\$10,000	20 spots, \$500 / spot (average).
<i>Operating Grants</i>	\$0	Operating structure not currently defined.
Total REVENUES	\$222,600	

FACILITY COMPONENT / AMENITY	COST	ASSUMPTION
EXPENSES		
Salaries and wages		
<i>Manager</i>	\$75,000	1.0 FTE @ \$75,000 / year.
<i>Scheduling & Administration</i>	\$0	Assumed responsibility of Manager.
<i>Janitorial</i>	\$45,000	1.5 FTE @ \$30,000 / year.
<i>Maintenance & Operations</i>	\$45,000	1.5 FTE @ \$30,000 / year.
<i>Benefits</i>	\$16,500	10% of staffing costs.
<i>Training</i>	\$1,000	Estimated.
<i>Event Staffing / Security</i>	\$20,000	Estimated.
Operations		
<i>Utilities: Arena</i>	\$39,400	39,400 ft ² @ \$1.00 ft ² .
<i>Utilities: Other Indoor Spaces</i>	\$18,000	7,200 ft ² @ \$2.50 ft ² .
<i>Camping</i>	\$10,000	Estimated based on 50 unserviced stalls.
<i>Waste Removal</i>	\$10,000	Estimated.
<i>Janitorial Supplies</i>	\$10,000	Estimated.
<i>Site Maintenance</i>	\$7,500	Estimated.
<i>Fuel</i>	\$5,000	Estimated.
<i>Insurance</i>	\$10,000	Estimated.
<i>Equipment (Lease, Repair, Maintenance)</i>	\$20,000	Estimated.
<i>Office Supplies, Internet, Phone</i>	\$7,500	Estimated.
<i>Marketing & Advertising</i>	\$10,000	Estimated.
<i>Other / Miscellaneous</i>	\$2,500	Estimated.
Total EXPENSES	\$352,400	
Net Operations (Amount of Additional Funding Required)	-\$129,800	

PHASE 2

FACILITY COMPONENT / AMENITY	COST	ASSUMPTION
REVENUE		
Major Event		
<i>Riding Arena Bookings</i>	\$40,000	40 event days / year (20 weekend), \$1000 / day.
<i>Exhibition / Banquet Facility Bookings</i>	\$75,000	50 event days / year, \$1,500 / day including kitchen.
<i>Box Stall Rentals</i>	\$120,000	15 events requiring stabling, 2 nights / events, average 100 animals / event, \$40 / day.
Community Use		
<i>Riding Arena Weekend (Community Event) Bookings</i>	\$20,000	40 event days / year (20 weekend), \$500 / day.
<i>Riding Arena Hourly (Community Program) Bookings</i>	\$31,200	20 hours / week (1040 hours per year), \$30 / hour.
<i>Open Riding Annual Memberships</i>	\$15,000	100 members, \$150 annual membership
<i>Open Riding Drop-In Passes</i>	\$20,800	20 drop-in riders / week (1040 visits / year), \$20 / ride.
<i>Exhibition / Banquet Facility Bookings</i>	\$37,500	50 event days / year, \$750 / day including kitchen.
Multipurpose Program / Meeting Room		
<i>Phase 1 Room Rentals (~50 capacity)</i>	\$15,600	10 hours / week (520 / year), \$30 / hour.
<i>Phase 2 Room Rentals (~30 capacity x 2 rooms)</i>	\$10,400	5 hours / week per room (520), \$20 / hour.
Leases		
<i>Concession / Food Service</i>	\$20,000	Estimated based on expected usage.
<i>Office Space</i>	\$0	Internal use and assumed to be provided to community as required at no cost.
Outdoor Spaces		
<i>Outdoor Ring</i>	\$0	Assumed to be complimentary to building events / programs.
<i>Camping</i>	\$22,500	15 events with camping requirements, 75 unserviced stalls, \$15 / night.
Other		
<i>Facility Naming</i>	\$0	Assumed to capital costs.
<i>Facility Signage</i>	\$15,000	30 spots, \$500 / spot (average)
<i>Operating Grants</i>	\$0	Operating structure not currently defined.
Total REVENUES	\$443,000	

FACILITY COMPONENT / AMENITY	COST	ASSUMPTION
EXPENSES		
Salaries and wages		
<i>Manager</i>	\$75,000	1.0 FTE @ \$75,000 / year.
<i>Scheduling & Administration</i>	\$20,000	0.5 FTE @ 40,000 / year.
<i>Janitorial</i>	\$60,000	2.0 FTE @ \$30,000 / year.
<i>Maintenance & Operations</i>	\$60,000	2.0 FTE @ \$30,000 / year.
<i>Benefits</i>	\$21,500	10% of staffing costs.
<i>Training</i>	\$1,500	Estimated.
<i>Event Staffing / Security</i>	\$20,000	Estimated.
Operations		
<i>Utilities: Arena</i>	\$39,400	39,400 ft ² @ \$1.00 ft ² .
<i>Utilities: Exhibition / Banquet Facilities</i>	\$38,750	15,500 ft ² @ \$2.50 ft ² .
<i>Utilities: Other Indoor Spaces</i>	\$30,000	12,000 ft ² @ 2.50 ft ² .
<i>Camping</i>	\$15,000	Estimated based on 75 unserviced stalls.
<i>Waste Removal</i>	\$10,000	Estimated based on expected usage.
<i>Janitorial Supplies</i>	\$20,000	Estimated based on expected usage.
<i>Site Maintenance</i>	\$10,000	Estimated based on expected usage.
<i>Fuel</i>	\$7,500	Estimated based on expected usage.
<i>Insurance</i>	\$20,000	Estimated.
<i>Equipment (Lease, Repair, Maintenance)</i>	\$30,000	Estimated based on expected usage.
<i>Office Supplies, Internet, Phone</i>	\$10,000	Estimated.
<i>Marketing & Advertising</i>	\$15,000	Estimated.
<i>Other / Miscellaneous</i>	\$2,500	Estimated.
Total EXPENSES	\$506,150	
Net Operations (Amount of Additional Funding Required)	-\$63,150	

C. Potential Funding Model

To cover the capital costs associated with the project it is likely that funding will need to be procured from a variety of sources which may include local and provincial levels of government, community fundraising and the private sectors. In order for fundraising to proceed the project partners will first need to determine responsibilities as they pertain to facility operations and ownership.

Outlined below is a potential funding model for the capital cost of the project based on similar projects across the province. The contributions reflected are a preliminary model only, and are likely to evolve should the project come to fruition.

FUNDING SOURCE	CONTRIBUTION (%)
LOCAL GOVERNMENT SOURCES	50%
OTHER GOVERNMENT OR PUBLIC SOURCES	25%
FUNDRAISING (DONATION AND SPONSORSHIPS)	25%



D. Risk Analysis

The majority of large facility development projects come with inherent risks to stakeholders. The identification of these risks and development of mitigation strategies can help ensure these factors are properly managed or avoided. Identified in the chart below are potential risks associated with the project along with mitigation strategies that should be implemented if development of the proposed facility proceeds.

RISK	PROBABILITY	PROJECT IMPACT	MITIGATION STRATEGIES
INABILITY TO RAISE THE CAPITAL FUNDS REQUIRED.	Unknown	High	<ul style="list-style-type: none"> Ongoing and productive discussions between all internal project stakeholders. Development of a comprehensive fundraising strategy.
LACK OF PUBLIC AND "BUY-IN".	Medium	High	<ul style="list-style-type: none"> Ongoing consultation and communication with public. Involvement in facility planning and fundraising (directly or via committee).
INABILITY TO COVER OPERATING COSTS ASSOCIATED WITH THE FACILITY.	Unknown	High	<ul style="list-style-type: none"> Ongoing and productive discussions between all internal project stakeholders. Further identification of revenues and expenses as project evolves. Detailed business planning if facility is developed.
INCREASING COMPETITION IN THE "AGRI-RECREATION" MARKET.	Medium	Medium	<ul style="list-style-type: none"> Continued analysis of fees being charged by market are facilities. Recruitment of a Facility Manager with strong understanding of the regional marketplace.
POTENTIAL STAKEHOLDER AND USER GROUP CONFLICTS .	Low	Medium	<ul style="list-style-type: none"> Ensure that all aspects of the facility project are well communicated. Equitable treatment of potential user groups.
COMPETING PROJECTS (PUBLIC OR PRIVATE SECTOR)	Unknown	Medium	<ul style="list-style-type: none"> Continued analysis of regional landscape. Communication between municipalities and private sector.



Conclusions

Outlined as follows is a summary of the Agricultural Recreation Facility Feasibility Study.

This study has been compiled to help decision makers better understand market needs for, and the financial consequences associated with, the development of an agricultural recreation facility in Clearwater County. The study has been based on research and consultation with a wide range of stakeholder groups and individuals.

The facility program (components and amenities) and capital cost estimates have been developed using a phased approach which can be explained as follows:

PHASE 1

Development of new indoor agricultural recreation facility (riding arena) to meet basic community program and event needs.

PHASE 2

Addition of a banquet / exhibition facility in order to increase the event hosting capacity of the site and better meet community need. Existing indoor riding arena facility (Phase 1 development) is also enhanced with additional amenities (e.g. increased spectator seating, box stalls).



The expected capital cost impacts of facility development are expected to be in the order of \$12.031 million for Phase 1 and \$10.071 million for Phase 2. These estimates reflect 2014 dollars.

Operating cost projections developed and outlined in the study indicate that some level of additional funding or subsidy will be required.

It is important to note that although the capital and operating costs estimates contained herein could be reduced via different approaches to construction (design-build, etc.) or through operating partnerships between local municipalities and not for profit organizations.

Based on the information contained in the study, decision makers now have sufficient information to decide whether or not it is viable to move forward with the project. Should the development of a new indoor agricultural recreation facility proceed, the following sequence of next steps are suggested.

1. Further clarify / finalize the capital and operating model.
2. Acquire a site.
3. Determine the construction method.
4. Develop a detailed business plan.
5. Construct the facility.
6. Operate the facility.



Appper

Indices



Stakeholder Group Questionnaire



Stakeholder Group Questionnaire

The Rocky Mountain House Agricultural Society, with support from Clearwater County, is developing a feasibility study to explore the potential development of an agricultural recreation facility. RC Strategies, an Alberta based recreation and community infrastructure planning company, has been retained by the Society and County to develop the Study.

Conceptually, a multi-purpose agricultural recreation facility could be used for a variety of events and programs such as equine and rodeo competitions, livestock shows, trade shows, youth agricultural and educational programs and social gatherings. The Feasibility Study will determine the need, viability and costs of developing the facility and help identify the types of components and amenities that are required.

Your organization is invited to provide feedback which will be used to help determine the current and future needs for such as facility in the Rocky Mountain House area. **Please complete the questionnaire on behalf of your organization by April 18, 2014 (only one questionnaire per group please).** The questionnaire can be returned by fax to 780.426.2734, emailed to slawuta@rcstrategies.ca or mailed to the address below:

RC Strategies
10315 109 Street NW
Edmonton, Alberta
Canada T5J 1N3

If your organization has any additional comments or questions regarding this questionnaire or the Study, please contact **Stephen Slawuta** (RC Strategies) at **780.441.4267**.

SECTION I: ORGANIZATION PROFILE

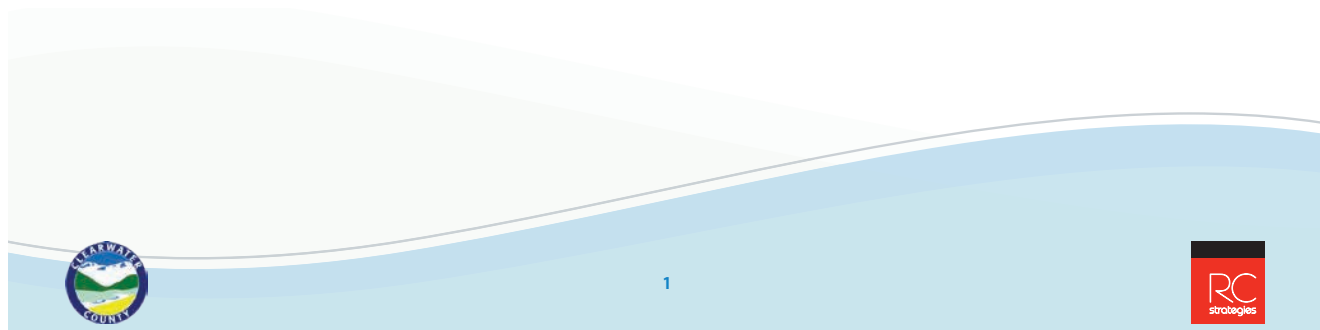
1. Please fill out the information below.

Organization Name: _____
Contact Name & Position with Organization: _____
Contact Phone Number & Email Address: _____

2. Briefly explain the purpose of your organization and its major activities.

3. What age group(s) best describe(s) your organization's members / participants or clients? Please check (✓) all that apply.

- Preschool (age 0 – 5) Youth (6 – 12) Teens (13 – 17)
 Adult (18 – 59) Senior (65+)



4. How many participants / members or clients belong to your organization? If available, please provide historical data.

	2012	2013	2014
Participants / members / clients:			

5. Over the next couple of years, what are your expectations for participant / membership or client numbers?

- Grow
- Remain Stable
- Decline

6. Please provide an estimate of the residency for your organization’s members / participants or clients. (Note—numbers should add up to 100%)

_____	% Clearwater County
_____	% Town of Rocky Mountain House
_____	% Other
_____	100%

SECTION II: CURRENT FACILITY USAGE

7. Please list below up to five facilities in the region that your group uses most frequently. For each facility please check (✓) how many times in the previous 12 months your organization used it.

FACILITY	1 – 9 USES	10 – 20 USES	21 OR MORE USES
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Are the current facilities in the region adequate to meet your organization’s needs?

- Yes
- No
- Not Sure

8a. Please explain your answer.

SECTION III: NEW FACILITY NEEDS & USAGE

9. Answering on behalf of your organization, do you think that there is a need for a new agricultural recreation facility to be developed in the Rocky Mountain House area?

- Yes
- No (If "No", please go to Question 11.)
- Not Sure

10. Answering on behalf of your organization, please check (✓) up to five components / amenities that should be included in a new agricultural recreation facility.

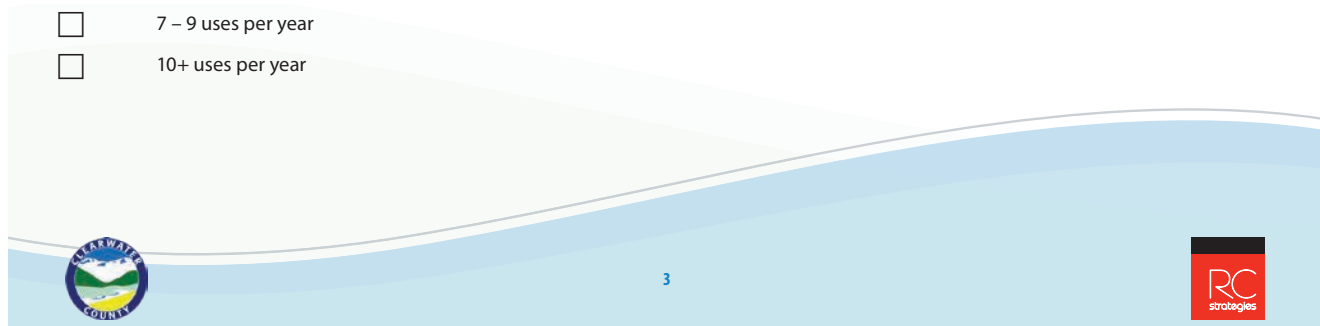
- | | |
|--|---|
| <input type="checkbox"/> Full sized indoor riding arena | <input type="checkbox"/> Permanent grandstand seating |
| <input type="checkbox"/> Outdoor riding ring | <input type="checkbox"/> Equine trails / cross country course |
| <input type="checkbox"/> Warm-up arena | <input type="checkbox"/> Stabling |
| <input type="checkbox"/> Enclosed viewing area | <input type="checkbox"/> Unheated storage space |
| <input type="checkbox"/> Indoor balcony | <input type="checkbox"/> Heated storage space |
| <input type="checkbox"/> Outdoor balcony | <input type="checkbox"/> Meeting rooms |
| <input type="checkbox"/> Outdoor RV parking areas | <input type="checkbox"/> Office space for community groups |
| <input type="checkbox"/> Banquet / Lounge area for social events | <input type="checkbox"/> Box office |
| <input type="checkbox"/> Museum and interpretive spaces | <input type="checkbox"/> Cached indoor livestock storage |
| <input type="checkbox"/> Integrated indoor / outdoor announcers area | <input type="checkbox"/> Concession areas |
| <input type="checkbox"/> Other (please specify): _____ | |

11. Would your organization use a new agricultural recreation facility should one be built in the Rocky Mountain House area?

- Yes
- No
- Not Sure

12. If a new agricultural recreation facility was developed in the Rocky Mountain House area, how often would your organization use the facility each year?

- Not at all
- Once per year
- 2 – 3 uses per year
- 4 – 6 uses per year
- 7 – 9 uses per year
- 10+ uses per year



13. Please indicate below the types of activities, events, and functions for which your group would use a new agricultural recreation facility in the Rocky Mountain House area. You may check (✓) multiple items.

- | | |
|---|---|
| <input type="checkbox"/> Horse show / sale | <input type="checkbox"/> Cattle show / sale |
| <input type="checkbox"/> Other livestock show / sale | <input type="checkbox"/> Tractor / Antique car shows / events |
| <input type="checkbox"/> A fair or festival | <input type="checkbox"/> A farmers' market |
| <input type="checkbox"/> Trade show | <input type="checkbox"/> Workshops / conventions |
| <input type="checkbox"/> Rodeo or agricultural related competition (e.g. gymkana, dressage) | <input type="checkbox"/> Other (please specify): _____ |

14. Answering on behalf of your organization, please indicate how important each of the following factors would be when determining how often your organization would use a new agricultural recreation facility in the Rocky Mountain House area. Please check (✓) one rating per row.

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NEITHER IMPORTANT NOR UNIMPORTANT	VERY UNIMPORTANT	SOMEWHAT UNIMPORTANT
Quality of the riding arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of on-site agricultural amenities (e.g. stabling areas, livestock storage, wash bays)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost (rental rates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of meeting room and banquet spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to access on-site office and administrative space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate concessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient parking space (RV and Trailer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient spectator viewing areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of public address system for events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with facility staff and volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. In what ways do you think a new agricultural recreation facility could enhance the region? Please select all the apply.

- | | |
|--|--|
| <input type="checkbox"/> Improved quality of life | <input type="checkbox"/> New programs and events for residents |
| <input type="checkbox"/> Economic development | <input type="checkbox"/> Improved community pride |
| <input type="checkbox"/> Retain agricultural related business / spending | <input type="checkbox"/> Other (please specify): _____ |

SECTION IV: PARTNERSHIPS & CONTRIBUTIONS

16. From the list below, please check (✓) any ways that your organization might be able to partner with or assist the Agricultural Society and County in developing a new agricultural recreation facility in the Rocky Mountain House area.

- Help with fundraising
- Directly contribute funds (donation or sponsorship)
- Input into facility design
- Promotions and marketing
- Assist with facility operations
- Other (please specify): _____

17. If a new agricultural recreation facility were developed in the Rocky Mountain House area, what is the approximate hourly rental rate that your group would be willing to pay for use of the facility?

\$ _____ / hour

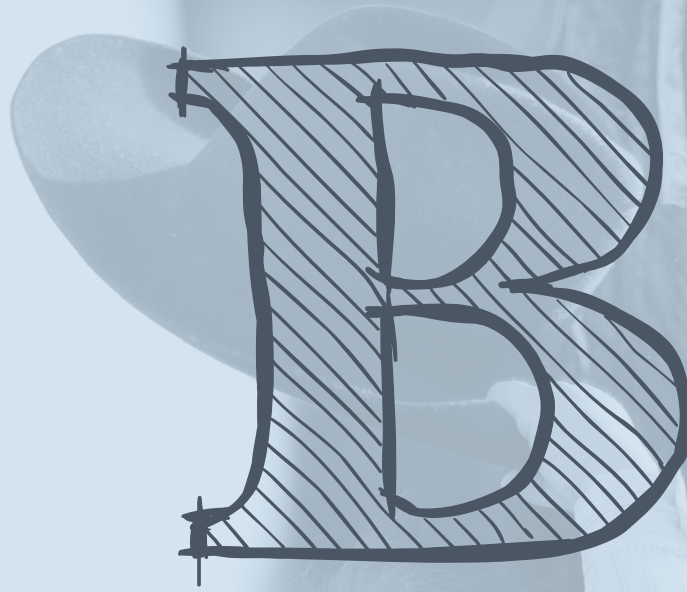
\$ _____ / half-day

\$ _____ / per full-day

SECTION V: GENERAL COMMENTS

Do you have any additional comments to make concerning a potential new agricultural recreation facility in the Rocky Mountain House area?

Thank you for your input!



Stakeholder Group Questionnaire Respondents

1	Leslieville Antique and Model Club
2	Pentagon Farm Centre
3	Pentagon Farm Centre
4	Willow Mist Farm
5	Gilby 4H Beef Club
6	Miniatures In Motion Horse club
7	Rocky logger sports
8	Rocky Wag N Train
9	Cromdale Farm
10	Rocky Youth Rodeo
11	Bits 'n spurs 4-H Club
12	West Country Harness Club
13	Black Orchid Gypsy Cobs & Drum Horses
14	Caroline School
15	Rocky Mountain House & District Chamber of Commerce
16	Rocky North 4-H Multi club
17	Condor School
18	Quarter Horse Association of Alberta
19	Rocky Mountain Gymkhana Club
20	Rocky Mountain House Agricultural Society
21	Clearwater Farmers Market
22	Leslieville Trail Trotters 4-H Club
23	Rocky Mountain Chuckwagon Association (RMCA)



Interview Sessions Participating Groups & Organizations

Horse 4-H

- Bits & Spurs Equine Youth 4-H
- Leslieville Trail Trotters

Ranch Horse

- Cutting / Team Penning
- Team Ropers
- Ranch Horse Versatility
- Sorting

Town of Rocky Mountain House

- Recreation Department Staff
- Elected Officials
- Economic Development
- Planning

Beef 4-H Clubs

- Gilby 4-H Beef
- Rocky North 4-H Beef
- Rocky South 4-H Beef
- Hazeldell 4-H Beef
- Show & Sale Committee

**Rocky Mountain House
Chamber of Commerce****Purebred Breeders**

- Lucky Springs Farms
- Crooked Post Shorthorns
- Coles Auction Mart

Dog and Canine Programs

- Agility
- Obedience
- Alberta Stock Dog Association

Gymkhana Representatives**Stampede Groups**

- Rocky Wranglers
- Rocky Stampede Association
- Pony Chucks

West Central Stakeholders Group**Rodeo Groups**

- Barrel Racing
- High School Rodeo
- Bullarama

ATV / RV

- Local retailers and exhibitors

Other Dirt Users

- Rocky Lumberjack Association

Image Attributions

Andreas Kristensson: Page 4 (right), Page 11 (right), Page 17.

<https://www.flickr.com/photos/andreaskristensson/>

Baker County Tourism: Page 49 (top).

<https://www.flickr.com/photos/basecampbaker/>

Bill Dubreuil: Page 49 (bottom).

<https://www.flickr.com/photos/billdubreuil/>

carterse: Page 12, Page 18 (top), Page 52.

<https://www.flickr.com/photos/australianshepherds/>

Emilio Labrador: Page 16 (bottom).

<https://www.flickr.com/photos/3059349393/>

Envios: Page 6, Page 14.

<https://www.flickr.com/photos/envios/>

Joe Duty: Page 8.

<https://www.flickr.com/photos/jduty/>

K8tilyn: Page 30.

<https://www.flickr.com/photos/k8tilyn/>

Larry Johnson: Page 18 (bottom), Page 21 (bottom), Page 27,

Page 42, Page 53.

<https://www.flickr.com/photos/drljohnson/>

Loel Garza: Page 3, Page 15 (left), Page 21, Page 21 (top), Page 26,
Page 28/29 (spread).

<https://www.flickr.com/photos/loelgarza/>

Matteo: Page 16 (top), Page 19.

<https://www.flickr.com/photos/matish/>

micadew: Page 24.

<https://www.flickr.com/photos/micadew/>

Pruitt Allen: Page 15 (right).

<https://www.flickr.com/photos/pruittallen/>

Serge Melki: Page 5 (top).

<https://www.flickr.com/photos/sergemelki/>



RMH Agricultural Society





REQUEST FOR DECISION

SUBJECT: Rocky Mountain House Museum Operations Agreement		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input 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)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth		
ATTACHMENT(S): 1) Proposed Rocky Museum Agreement		

STAFF RECOMMENDATION:
That Council approves the Rocky Mountain House Museum Operations Agreement

BACKGROUND:

Administration has recently met with Town and Museum representatives to review the museum agreement which will expire at the end of this year. Attached is the proposed agreement for Council’s consideration.

ROCKY MOUNTAIN HOUSE MUSEUM OPERATIONS BOARD

This agreement made in triplicate this ____ day of _____ A.D. ____.

Between

The Rocky Mountain House Reunion Historical Society

In the Province of Alberta

(Hereinafter referred to as “the Museum”)

-and-

The Clearwater County

In the Province of Alberta

(Hereinafter referred to as “the County”)

-and-

The Town of Rocky Mountain House

In the Province of Alberta

(Hereinafter referred to as “the Town”)

WHEREAS the Town is the owner of the property described as follows:

Part of the SW1/4 27 – 39 – 7 W5TH

All that Portion of the South East Quarter of Section Twenty-seven (27)

Township Thirty-nine (39)

Range Seven (7)

West of the Fifth Meridian

Which lies East of a Line Described as Follows:

Commencing at a Point on the South Boundary of the said Quarter Section Three Hundred and Forty (340) Feet.

Easterly from the South East Corner of Block F as Show on Subdivision Plan 5273 C.L.;

Thence Northerly and Parallel to the East Boundary of the said Quarter Section Five Hundred and Sixty-two (562) Feet Thence Northerly and Parallel to the West Boundary of the Said Quarter Section to Intersection with North Boundary of the said Quarter Section, containing 44.1 Hectares (109.09) Acres, More or Less.

(which land is hereinafter called “the Property”)

AND WHEREAS the Museum has constructed upon the said lands certain improvements, including a Museum Building (hereinafter called the “Museum Building”);

AND WHEREAS the parties wish to enter into an agreement for the operation of the Museum Building and Pioneer Park;

NOW THEREFORE, in consideration of the foregoing, it is understood and agreed between the parties as follows.

1. Museum Operations Board

- a)** The Operations Board will be advisory to the Rocky Mountain House Reunion Historical Society regarding the overall operation of the Museum building.

The present Operations Board will not be involved in programming or displays for the Museum.

2. Board Membership

- a) The Board shall be comprised of seven (7) voting members appointed as follows:
- (i) 2 Board members will be appointed by the Museum
 - (ii) 2 Board members will be appointed by the County
 - (iii) 2 Board members will be appointed by the Town
 - (iv) 1 Board member-at-large will be appointed by the Operations Board yearly, this member may not be affiliated with the Museum, County or Town, the **Town and County will advertise for the member at large annually.**
- b) Councilor appointments will be specified at the organizational meetings of the Town and the County. The County and the Town will be allowed to appoint alternate Members who will have voting privileges in the absence of their respective Board Members.
- c) The Museum shall appoint members annually at their Executive Organizational meeting held each year. The Museum will be allowed to appoint alternate members who will have voting privileges in the absence of their respective Board Members.
- d) The Museum, Town and County shall each appoint one non-voting staff member to the Museum Operations Board. This member may be the municipal manager, executive director or designate.
- e) The County and Town appointments will be made at their annual organizational meetings held in October of each year.
- f) All vacancies on the Operations Board shall be filled as soon as reasonably possible by any of the respective participating parties as the case may be, and each person appointed to fill a vacancy shall hold office for the remainder of the term of the vacated Board Member.
- g) Staff members of the above parties shall not hold office or vote on any issues relating to this Board.

3. Administrative Support

- a) Administrative Support & Orientation for this Board is to be provided by the Town, or County or Museum. Resource staff may be provided as needed by any of the parties to this agreement as required by the Board.

4. Conduct of Meetings

The Board and each member shall be governed and subject to the following:

- (a) Any member of the Operations Board who is absent from three (3) consecutive meetings (unless such absence is through illness or is authorized by resolution of the Board, entered upon its Minutes) shall forfeit their office, and the vacancy shall be filled by the respective party.
- (b) A Chairperson and a Vice-Chairperson shall be chosen by the membership attending the first meetings of the Board following the organizational meeting of the County and the Town. The Chairperson shall preside over all meetings of the Board and the Vice-Chairperson shall act as Chairperson only in the absence of the Chairperson.
- (c) The Recording Secretary shall be resource staff from the Town or County and shall be responsible for attending all regular and special meetings of the Board. Further the Recording Secretary's duties shall include the distribution of all proceedings as directed by the Board.
- (d) Regular meetings of the Operations Board shall be held at least quarterly. Meetings shall not be scheduled during the months of July and August. The time and the place of such meetings are to be determined by the Board at its first meeting each year following the organizational meeting. This meeting may be changed by the Board from time to time, as the Board deems necessary.
- (e) Special meetings may be called on twenty-four (24) hours notice by the Chairperson or at the request of any three (3) Members of the Board.

- (f) A Minute Book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with the Museum, County and the Town.
- (g) A majority of the Operations Board is necessary to form a quorum. This majority must include, minimally, one representative each from the Museum, Town and County.
- (h) The Chairperson must vote on any questions. In the event of a tie, a motion shall be declared defeated.

5. Power and Duties

- (a) The Operations Board will be advisory to the Museum regarding the overall operations and maintenance of the Museum building.
- (b) The Operations Board is not to be involved in the programs or displays of the Museum.
- (c) Neither the Operations Board nor any member shall have the power to pledge credit of the Museum, County or the Town in connection with any matter whatsoever; nor shall the Operations Board nor any member have any authority to act for or to incur any obligation on behalf of the Museum, County or the Town; nor shall the Board or any member have the power to authorize any expenditure to be charged against the Museum, County or the Town.
- (d) Supply the Town and County a financial statement in a manner and form as agreed to by the County and Town.

6. Budget and Finances – Museum

- (a) This agreement will direct the County and the Town to contribute funding to the Museum as outlined in Schedule A as reviewed annually to the Museum for the operating and maintenance costs. The Museum agrees to conduct all necessary repairs of the four side-walls, roof, foundation, floors and bearing structures of the premises with the funds received.

- (b) The amount depicted in Schedule A is to be paid in the amount of 40% on or before February 1st and the remaining 60% will be paid after the Museum's financial statements are provided to the Town and County.
- (c) In the event of a surplus the Museum will be allowed to put this into a reserve account. This account must be shown on the financial statement with a definition.
- (d) It is understood that the Museum will continue to develop the facility and rent space and undertake other activities for the purpose of reducing the annual operating funds necessary from the County and the Town.
- (e) The Museum shall supply in March of each year to the County and Town a financial statement as provided by the accountants to the museum.

7. **Insurance**

- a) The Museum will obtain and maintain for the benefit of the Museum, Town and County, at the Museum's expense, commercial general liability insurance in an amount of not less than \$5,000,000 in respect of claims arising out of the death of or injury to any person, and in an amount of not less than \$5,000,000 in respect of property damage, in relation to any one occurrence. All insurance shall be effected upon terms and conditions satisfactory to the Town and County. The Museum shall produce evidence of the existence of such insurance from time to time as requested by the Town or County.

8. **Dissolution of the Rocky Mountain Historical Society**

- a) If the term of the Land and Building Agreement between the Town of Rocky Mountain House and the Rocky Mountain House Historical Reunion Society is at any time seized or taken in execution or in attachment by any failure of the Museum, or if the Museum makes any assignment for the benefit of creditors, or, becomes bankrupt or insolvent and takes the benefit of any such act that may be enforced against bankrupt or insolvent to the solvent debtors, or, should the Museum cease to carry on the normal conduct of the Museum, or should the

society dissolve or become defunct or should the lease between the Town and the Rocky Mountain House Historical Society otherwise be terminated by the Town, the Town, shall, pursuant to the lease, have full possession of and title to the improvements placed upon the property. In the event that the Town takes possession of the property, the Town will endeavor to operate the Museum.

- b) In the event the Town takes possession of and title to the lands and Museum building, the Town agrees to consult with the County concerning the use to which the facility will be put. If the Town decides, in its sole discretion, to sell the leasehold premises, the County shall be entitled to receive 1/5 of the proceeds of the sale of the building. Said share of the County of the proceeds of sale shall be compensation in full to the County for its contribution to the initial capital budget of the Museum.

9. Janitorial

- a) The Museum will provide cleaning services for the Visitor's Information Centre. Through their agreement with the Chamber of Commerce, the Town and County requires the Chamber will be responsible to maintain the Visitor's Information Centre area of the building in a neat and clean condition daily over and above the janitorial service provided by the Museum. The Chamber will be responsible to check washrooms when visitor load is heavy.

10. Visitors Information Centre Area

- a) Insofar as the Museum has received significant capital contribution from the County and the Town, the Museum shall contribute at no cost 923 square feet of space annually (Schedule "A") to the County and the Town for use as Visitor Information Centre. In the event that and for so long as the Town and the County continue their contribution to the Museum annually in accordance with Clause 6 (a) & (d), the Museum shall continue to contribute the 923 square feet of space

referred to in Clause 10 at no cost. If the Town and the County do not, in a given year, continue their contribution in accordance with Clauses 6 (a) & (d) the Museum shall have the discretion to charge a yearly rental for the 923 feet of space, provided that the Town and County continue to occupy the space, for a sum equivalent to the Museum's cost of operations per square foot multiplied by 923 square feet.

- b)** The Museum's cost of operations per square foot shall be determined yearly by the Museum's accountants. In the event that the Town and the County do not agree with the Museum's accountants with respect to the Museum's cost of operations per square foot, the rental shall be determined by arbitration to be conducted in the following manner:
- c)** The Museum may appoint one arbitrator and shall thereupon serve written notice upon the Town & County advising of the fact that it has appointed an arbitrator and giving the name and address of such arbitrator and the Town & County, upon receiving such notice shall within 15 days of the date of service of such notice, appoint the same arbitrator, or, if they so desire, one further arbitrator and serve notice upon the Museum setting forth the name and address of such arbitrator. In the event that the Town & County selects a different arbitrator than that chosen by the Museum, the two arbitrators so appointed shall select a third arbitrator. The third arbitrator so appointed and selected (or in the event of the failure on the part of the Town & County to appoint an Arbitrator, then the first appointed arbitrator alone) shall obtain such information, make such investigations and hear such representations as he may deem necessary and shall thereupon determine and fix a rental payable by the Town & County for the duration of the lease and the said rental so fixed shall be binding upon the Town & County and upon the Museum. The costs incurred in this arbitration proceeding shall be borne equally by the (Town & County) and the Museum.

11. Utilities

- a) The Museum is responsible to pay all charges for utilities and maintenance including but not limited to heat, water, electrical, air conditioning, garbage collection and entrance snow removal as well as any property taxes on the building.
- b) The Museum further agrees to ensure that the plumbing, sewage and electrical systems are maintained, in good repair and operating condition, including those within the 923 square feet provided to the Visitor Information Centre.

12. Regulations

- a) Through their agreement with the Chamber of Commerce, the Town and County requires that the Chamber will strictly comply with all municipal, provincial and federal laws, by-laws and regulations as well as any directives from its insurers for the operation of the Visitors Information Centre.

13. Improvements

- a) Through their agreement with the Chamber of Commerce, the Town and County requires that the Chamber is responsible to maintain at its own expense, the interior of the Visiting Centre area and every part thereof in good order and condition and to make promptly all needed repairs and replacements except repairs and replacements of the four side-walls, roof, foundation, floors and bearing structure of the premises.
- b) Through their agreement with the Chamber of Commerce, the Town and County requires that the Chamber may make any changes, alterations and improvements to the premises that it may deem necessary, without being obliged to restore the premises to their original condition at the expiration or termination of the term, provided that no structural changes, alterations or improvements shall be made without the consent in writing of the Museum, and provided that no changes,

alterations or improvements of any kind shall be made which will diminish the value of the premises.

14. Indemnity

- a) That without limiting the Museum's liability the Museum shall at all times indemnify the Town and the County against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings, including claims, actions and awards for compensation under the Workers' Compensation Act or any similar act (whatsoever) made or brought against, suffered by, or imposed upon the Town and County or their property in respect of any loss, damage or injury (including injury resulting in death) to any person or property (including, without limiting the generality of the foregoing, servants, agents and property of the Town, County and the Museum) directly or indirectly arising out of, resulting from or sustained by reason of the Museum's occupancy or use of or any operation connected with the land and building or any buildings, fixtures or chattels thereon and in respect of any loss, damage or injury (including injury resulting in death) sustained by any person while on other lands or buildings of the Town in the course of ingress to or egress from the land and building for the purpose of doing business with the Museum.

15. Term of Agreement

- a) This agreement shall be in effect from January 1, 2019 and shall expire December 31st, 2023.

16. Termination of Agreement

- a) Notice of Termination may be given in writing by either party to the other party not later than January 30th in any year. Termination will be effective on December 31st of that year.
- b) This agreement may be amended upon the joint written agreement of the Museum, the County and the Town.

IN WITNESS WHEREOF, the authorized officers of the County and the Town and of the other parties hereto have hereunto affixed their signatures and corporate seals on the day and the year first above written.

Rocky Mountain House Historical Reunion Society

_____ Dated this ____ day of _____, 2018
Rocky Mountain House Historical Reunion Society

The County of Clearwater

_____ Dated this ____ day of _____, 2018
The County of Clearwater

The Town of Rocky Mountain House






_____ Dated this ____ day of _____, 2018
The Town of Rocky Mountain House

Museum Operations Board
Schedule A
2019

The Town of Rocky Mountain House and Clearwater County will contribute \$30,000.00 each to the Museum for 2019 as per the attached budget provided by the Museum. Schedule A will be reviewed annually.



REQUEST FOR DECISION

SUBJECT: Request for Letter of Support - Federal Funding for Mountain Pine Beetle Surveillance and Control		
PRESENTATION DATE: December 11 th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <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)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities		
<input checked="" type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): 1) Email from Alberta Forest Products Association		

STAFF RECOMMENDATION: That Council send the Minister for Natural Resources Canada a letter requesting funding for Mountain Pine Beetle surveillance and control.

BACKGROUND:

Attached is an email from the Alberta Forest Products Association requesting our support for funding from the Federal Government to our Provincial Government to assist with Mountain Pine Beetle (MPB) surveillance and control programs.

Recently Administration was informed that MBP is now present within the County and its likely to also be found on private lands adjacent to infested Crown Land.

From: Brock Mulligan <bmulligan@albertaforestproducts.ca>
Sent: Monday, November 26, 2018 2:41 PM
To: Jim Duncan - Division One <jduncan@clearwatercounty.ca>; Rick Emmons <REmmons@clearwatercounty.ca>
Cc: 'Tom Daniels' <tom.daniels@westfraser.com>
Subject: Request for Support of Federal Funding to Control the Mountain Pine Beetle

Dear Reeve Patrick and Council,

The mountain pine beetle has killed over half of the merchantable pine in British Columbia and populations in Alberta are rapidly expanding. Without immediate intervention, there is a very real risk that the beetle could decimate pine forests coast to coast, increasing the risk of wildfires, damaging watersheds, and leading to lost jobs in the forest sector.

I am writing to request that you write your MP and the Honourable Amarjeet Sohi, Minister of Natural Resources Canada, to support federal funding to contain the beetle.

The Government of Alberta has expended over \$500 million on pine beetle in the past decade. Funding is used for important survey work and control measures like felling and burning of affected trees. The forest industry has also expended considerable resources to amend harvesting plans so that older, susceptible pine is harvested first. This funding has greatly helped to slow the beetle's spread, buying precious time for communities and provinces further east to update firefighting plans, harvest susceptible pine stands, and take action to protect watersheds. Still, it is very expensive.

The pine beetle has and will continue to cross provincial boundaries. It is an issue of national interest. The Government of Alberta has requested \$95 million from the Government of Canada over the next 5 years. In turn, Alberta would spend \$100 million of its own money.

We believe that this request should be honoured, given that Alberta's important work is benefitting the entire country. There is a precedent of federal funding for these types of issues. Last year, New Brunswick received \$74 million for spruce budworm control work.

The Canadian Chamber of Commerce recognizes the national importance of this issue and [has written Minister Sohi](#). We encourage you to lend your support by writing the Minister. Letters can be sent to:

Honourable Amarjeet Sohi
Minister of Natural Resources Canada

amarjeet.sohi@parl.gc.ca

House of Commons
Ottawa, Ontario

K1A 0A6

More information can be found [on our website](#) or by reading [my recent editorial](#). If you have any questions, please feel free to contact Brock Mulligan, Director of Communications, at 780-239-6890.

Thank you for your support!

Sincerely,





Paul Whittaker
President and CEO
Alberta Forest Products Association



The Alberta Forest Products Association is the voice of Alberta's forest industry. We represent companies that manufacture lumber, pulp & paper, panel, and secondary wood products. Our members are heavily involved in sustainable land management and work to enhance our forests for future generations. Learn more about us at www.albertaforestproducts.ca.



REQUEST FOR DECISION

SUBJECT: 2019 Budget Communication Strategy		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Municipal	WRITTEN BY: Murray Hagan, Director, Corporate Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <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) Public Participation Policy		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/>  Economic Prosperity <input checked="" type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): Draft Public Participation Plan - Budget 2019 Public Participation Policy		

STAFF RECOMMENDATION:

That Council reviews, amends and approves the draft Public Participation Plan for Budget 2019.

BACKGROUND:

Following Council's capital and operating planning meetings (i.e. Agenda & Priorities Committee meetings and budget planning workshops) held throughout the year, Administration prepares a draft operating and capital budget for Council's review, further amendments and approval.

As per sections 242 and 245 of the Municipal Government Act (MGA), Councils must pass both an operating and capital budget for each calendar year. The budget is an integral tool for meeting Council's service delivery standards as well as Council's desired strategic outcomes.

Council set December 12, 13 and 14, 2018 as the dates for its public budget deliberations on the draft 2019 -2021 Budget.

As per Council's *Public Participation Policy*, Administration prepared the attached draft public participation plan for Council's review, amendments and approval.



<p>Project Name/Description:</p> <ul style="list-style-type: none"> • Budget 2019-2021 <ul style="list-style-type: none"> ○ As per sections 242 and 245 of the Municipal Government Act (MGA), Councils must pass both an operating and capital budget for each calendar year.
<p>Municipal Stakeholders and Impact:</p> <ul style="list-style-type: none"> • Identify demographics of municipal stakeholders who are involved in or impacted by a decision or action and are invited to participate. <ul style="list-style-type: none"> ○ Residents, Industry & Businesses – medium impact – inform & consult ○ Neighboring Municipalities – low impact – inform
<p>Engagement purpose/objectives:</p> <ul style="list-style-type: none"> • Have promises been made to stakeholders about their involvement? Yes, no, not sure. If yes, identify. <ul style="list-style-type: none"> ○ Yes, through <i>Public Participation Policy</i> (adopted May 22, 2018). Public Participation Opportunities section, item 1(a)i. • Identify objectives of engagement program. <ul style="list-style-type: none"> ○ Inform stakeholders of Council's Draft 2019-2021 Budget – through provision of draft operating and capital budget summaries via website. ○ Consult with the public by requesting written budget feedback online and through hard copy forms during Council's budget deliberation period.
<p>Scope of Public Participation:</p> <ul style="list-style-type: none"> • Clarify the scale and level of engagement anticipated (i.e. inform, consult, involve, collaborate or empower) at the various stages of the consultation process. <p>1) Inform and Consult</p> <ol style="list-style-type: none"> a. For all stakeholder groups - a digital copy of Draft 2019-2021 Operating and Capital Budget summary available via the County website. <ol style="list-style-type: none"> i. Budget deliberation meeting dates advertised through the website, social media and newsletter. ii. Online feedback form and hard copy form available during the three-day budget deliberations.
<p>Timeframe/Budget:</p> <ul style="list-style-type: none"> • Describe the overall timeframe and milestones. <ul style="list-style-type: none"> ○ no additional budget required. <ul style="list-style-type: none"> ▪ Online/Hard Copy feedback forms – available week of December 12, 2018. ▪ Council review feedback/amend as required/approve budget – December 17, 2018
<p>Evaluation: Measurements of success:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with policy principles <input type="checkbox"/> Completed within approved budget and timeframe <input type="checkbox"/> Results used by decision-makers and stakeholders understand how input used <input type="checkbox"/> Level of stakeholder satisfaction with process and outcomes



CLEARWATER COUNTY Public Participation Policy

EFFECTIVE DATE:	May 22, 2018
SECTION:	Governance/Administration
PURPOSE:	In accordance with section 216.1 of the <i>Municipal Government Act</i> , this Public Participation Policy has been developed to recognize the value of public engagement and to create opportunities for people affected by a decision to be involved, in an effort to help inform the overall decision-making process, while also considering the need to govern in an efficient manner.
POLICY STATEMENT:	<p>Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:</p> <ol style="list-style-type: none"> 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision; 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests; 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and, 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.
DEFINITIONS:	<p>“CAO” means the Chief Administrative Officer of the Municipality or their delegate.</p> <p>“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.</p> <p>“Municipality” means Clearwater County.</p> <p>“Public Participation” or public engagement includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.</p>

**This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.



CLEARWATER COUNTY Public Participation Policy

DEFINITIONS:	<p>“Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.</p> <p>“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:</p> <ol style="list-style-type: none"> i. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops; ii. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys; iii. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and, iv. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.
PRINCIPLES:	<p>(1) Authentic Intent: A primary purpose of public engagement is to generate perspectives to help shape municipal action or policy.</p> <p>(2) Shared Responsibility: Public participation allows for informed decision-making and is a shared responsibility of Council/Administration (to provide opportunities) and Municipal Stakeholders (to educate themselves and contribute).</p> <p>(3) Transparent and Accountable: The County communicates how Municipal Stakeholder input affects the decision-making process and provides updates as to outcomes/decisions.</p> <p>(4) Inclusive and Accessible: Provides Municipal Stakeholders with the information they need to participate in safe and deliberate exchanges, demonstrating respect for and encouraging discussion about others’ opinions and beliefs.</p> <p>(5) Continual Improvement: Public participation is dynamic and requires ongoing evaluation and adjustment to continuously improve and address the changing needs of the Municipal Stakeholders.</p>

**This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.



CLEARWATER COUNTY Public Participation Policy

<p>RESPONSIBILITIES:</p>	<p>(1) Council Responsibilities</p> <p>(a) Council shall:</p> <ul style="list-style-type: none"> i. Review this Policy at least once every four years to ensure compliance with all relevant legislation, municipal policies and the spirit and intent of Public Participation; ii. Promote and support Public Participation and consider input obtained through Public Participation; and, iii. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy. <p>(2) Administration Responsibilities</p> <p>(a) CAO shall:</p> <ul style="list-style-type: none"> i. In accordance with this Policy or as directed by Council, develop Public Participation Plans; ii. Assess this Policy and make recommendations to Council about Public Participation Plans and resourcing; iii. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used; iv. Report the findings of the Public Participation to Council; and, v. Evaluate effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance.
<p>PUBLIC PARTICIPATION OPPORTUNITIES:</p>	<p>(1) When to Implement</p> <p>a) The CAO shall develop and implement a Public Participation Plan (see Appendix A plan template) under the following circumstances:</p> <ul style="list-style-type: none"> i. When gathering input or formulating recommendations with respect to the Municipality’s budget and/or capital plans; ii. When gathering input or formulating recommendations with respect to the Municipality’s strategic plans or business plans; iii. As otherwise directed by Council.

**This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.



CLEARWATER COUNTY Public Participation Policy

<p>POLICY EXPECTATIONS:</p>	<p>1) Legislative and Policy Implications</p> <p>(a) All Public Participation will be undertaken in accordance with the <i>Municipal Government Act</i>, the <i>Freedom of Information and Protection of Privacy Act</i> and any other applicable legislation.</p> <p>(b) All Public Participation will be undertaken in accordance with all existing municipal policies.</p> <p>(c) This Policy shall be available for public inspection and may be posted to the Municipality’s website.</p> <p>(d) This Policy will be reviewed by Council at least once every four years.</p> <p>2) Public Participation Standards</p> <p>(a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.</p> <p>(b) Public Participation activities will be conducted in a professional and respectful manner.</p> <p>(c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.</p> <p>(d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.</p> <p>(e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.</p>
<p>PUBLIC PARTICIPATION PLANS:</p>	<p>1) Plan Development</p> <p>(a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan (see Appendix A plan template) which shall consider the following:</p> <ul style="list-style-type: none"> i. The nature of the matter for which Public Participation is being sought; ii. The impact of the matter on Municipal Stakeholders; iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;

**This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.








CLEARWATER COUNTY Public Participation Policy

<p>PUBLIC PARTICIPATION PLANS:</p>	<ul style="list-style-type: none">iv. The timing of the decision and time required to gather input;v. What information is required, if any, to participate; andvi. Available resources and reasonable costs. <p>(b) Public Participation Plans will, at minimum, include the following:</p> <ul style="list-style-type: none">i. A communication plan to inform the public about the Public Participation plan and opportunities to provide input;ii. Identification of which Public Participation Tools will be utilized;iii. Timelines for participation;iv. Information about how input will be used;v. The location of information required, if any, to inform the specific Public Participation. <p>2) Reporting and Evaluation</p> <p>a. Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.</p> <ul style="list-style-type: none">i. Digital copies of original submitted feedback forms will be provided to Council as a whole, in confidence, as requested. <p>b. The report shall include, at minimum, the following:</p> <ul style="list-style-type: none">i. An overview of the Public Participation Plan and how it was developed;ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;iii. A summary of the input obtained; and,iv. May include recommendations for future Public Participation Plans.
---	--

**This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act* and is subject to any specific provision of the *MGA* or other relevant legislation.



REQUEST FOR DECISION

SUBJECT: Government of Alberta's Bighorn Country Proposal		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart, Manager Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <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)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input checked="" type="checkbox"/>  Economic Prosperity <input checked="" type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): Bighorn Country Complete Proposal link		
Bighorn Country Proposal Excerpt – Current State Map Bighorn Country Proposal Excerpt – Proposed State Map Bighorn Country Proposal Excerpt – What do the designations mean for me? Bighorn Country Proposal within Clearwater County Map (overlay)		

STAFF RECOMMENDATION:

That Council authorizes Councillors' attendance at any of the Government of Alberta's Bighorn Country Proposal consultation opportunities from November 28, 2018 through to January 31, 2019.

BACKGROUND:

On Friday, November 23, 2018, Alberta Premier Rachel Notley and Alberta Environment and Parks Minister Shannon Phillips announced the *Bighorn Country Proposal* and draft Management Plan to Clearwater County and the public. The Government of Alberta's proposed plan for Bighorn Country includes one new wildland park, three new provincial parks and four new provincial recreation areas.

Information on the draft *Bighorn Country Proposal* and public consultation survey are available at the following link: <https://talkaep.alberta.ca/bighorn-country> The plan includes additional Public Land Use Zone (PLUZ) boundary adjustments west of Nordegg and the creation of a large new PLUZ east of Nordegg, with four planning

areas within. The Province's announcement comes with a \$40 million funding commitment, which they've indicated will be \$5-8 million per year over five years, to support infrastructure upgrades such as washrooms, highway pullouts, campground development, as well as to support safety and enforcement.

As Council is aware, Clearwater County received notification from Alberta Environment and Parks of the proposal shortly before the announcement was made by the Province. Since that time, Council and Administration have been busy gathering information on the proposal, reviewing against the County's current map and municipal operations, in order to assess potential impacts on the municipality.

At the time this Council item was prepared, members of Council and Administration had already participated in numerous stakeholder consultation sessions on November 28, 29, 30 and December 3. Council also met with Brazeau County Council to discuss the proposal and its potential impacts on their respective municipalities. In addition, County Councillors have met with Councillors from the Town of Rocky and the Village of Caroline to collaborate and discuss both possible positive and negative impacts to our area.

Council as a whole is also scheduled to attend a stakeholder session scheduled for the morning of December 11, 2018.

The Government of Alberta announced on [December 1](#) that along with the public opinion survey they are holding public information sessions to ensure more Albertans can provide feedback on the proposal for Bighorn Country. Public information session dates and locations are as follows:

Monday, Dec. 17, 2018

Rocky Mountain House
Lou Soppit Community Centre, Shunda
Room
5404 48 Street
4 to 9 p.m.

Wednesday, Jan. 9, 2019

Red Deer
German-Canadian Club of Red Deer
38167 Range Road 280
6 to 9 p.m.

Monday, Jan. 7, 2019

Drayton Valley
MacKenzie Conference Centre
5745 45 Avenue
6 to 9 p.m.

Monday, Jan. 14, 2019

Sundre
Sundre Community Centre
3, 96-2 Avenue NW
6 to 9 p.m.

As noted earlier, the Province has already hosted or scheduled various stakeholder sessions, but those meetings have been by invitation only and not open to members of the general public to attend.

Staff requested *Bighorn Country Proposal* map files from the Province and attached for Council's information is an overlay of the Bighorn Proposal onto the Clearwater County map.

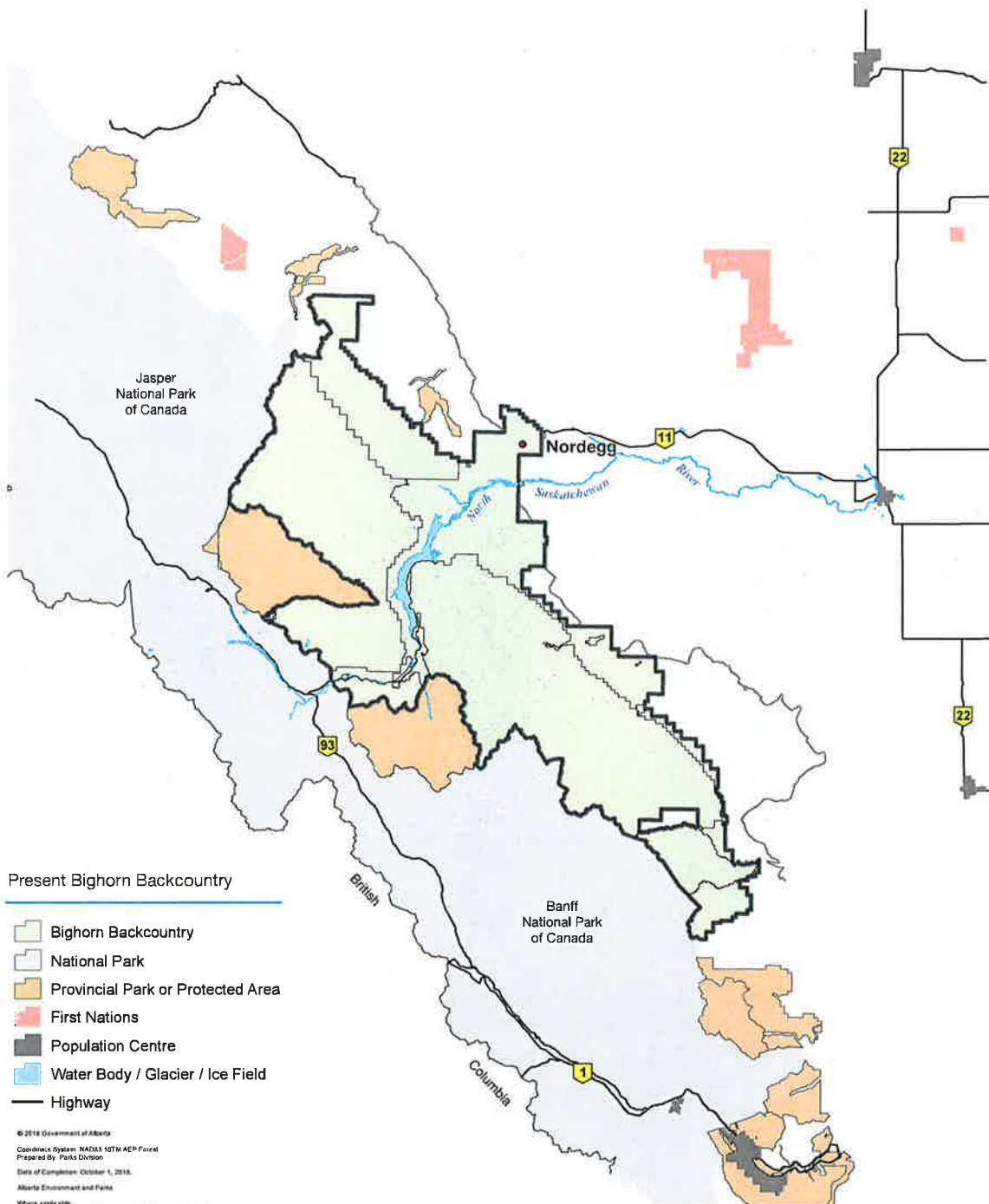
Once the *Bighorn Country Proposal* information is fully analyzed administratively and local public information sessions take place in December and January, Council will review a more detailed municipal impact assessment. It is expected that Council will provide the Province the municipality's feedback on the plan in writing, by the end of January. The Bighorn Country Proposal is open to public comment until January 31, 2019.

The Province has indicated that it expects Cabinet to review the feedback from the *Bighorn Country Proposal* public consultation and that a decision is likely to come in February at the earliest, and as late as April. If the legislative level approval is received at that time, the Province noted that management planning and additional public consultation on Management Plan development will be slated to begin in summer 2019 and take several years to complete.

As Council intends to continue to attend the Province's stakeholder sessions and public information sessions, Administration recommends Council endorse by resolution Councillor attendance at any provincial meeting scheduled from the date of the announcement to the end of the province's consultation period.

Bighorn Country: Current State

- Six public land use zones, and several existing parks and public lands.
- Managed by government and volunteer groups.
- Mix of unique management intents with different land uses permitted.



Present Bighorn Backcountry

- Bighorn Backcountry
- National Park
- Provincial Park or Protected Area
- First Nations
- Population Centre
- Water Body / Glacier / Ice Field
- Highway

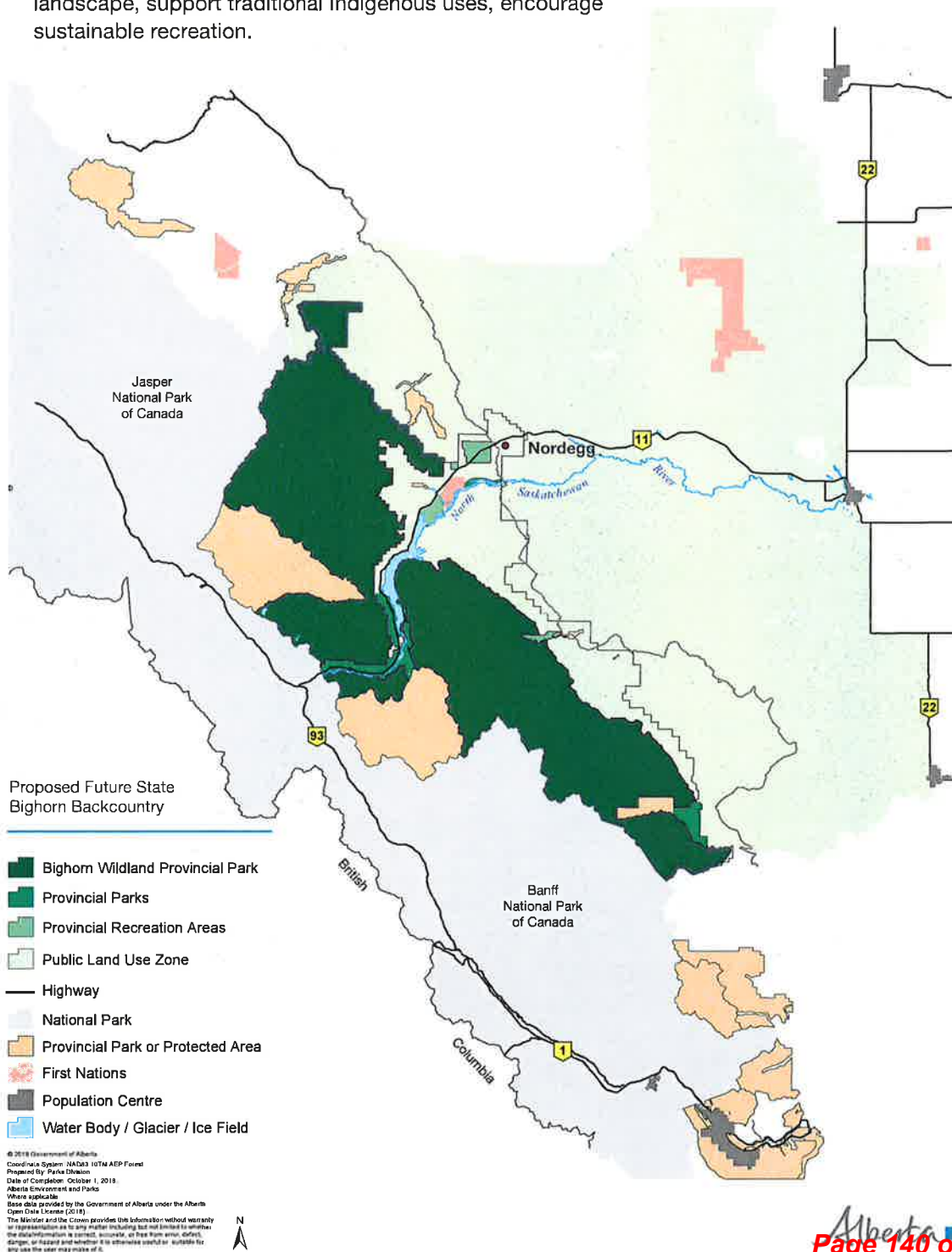
© 2018 Government of Alberta
 Coordinate System: NAD83 10TM AEP Forest
 Prepared By: Parks Division
 Date of Completion: October 4, 2018.
 Alberta Environment and Parks

Where applicable:
 Data provided by the Government of Alberta under the Alberta
 Open Data License (2018).
 The Ministry and the Crown provide this information without warranty
 or representation as to any matter (including but not limited to whether
 the data/information is current, accurate, or free from error, defect,
 damage, or hazard) and whether it is otherwise useful or suitable for
 any use the user may make of it.



Bighorn Country: Proposed Future State

- One new wildland provincial park, 3 new provincial parks, 4 new provincial recreation areas.
- One new public land use zone, change to the existing Kiska/Willson Public Land Use Zone.
- Managed by government, volunteer groups and Indigenous Peoples.
- Proposed changes strengthen management, enable economic opportunities, protect the landscape, support traditional Indigenous uses, encourage sustainable recreation.



What do the designations mean for me?

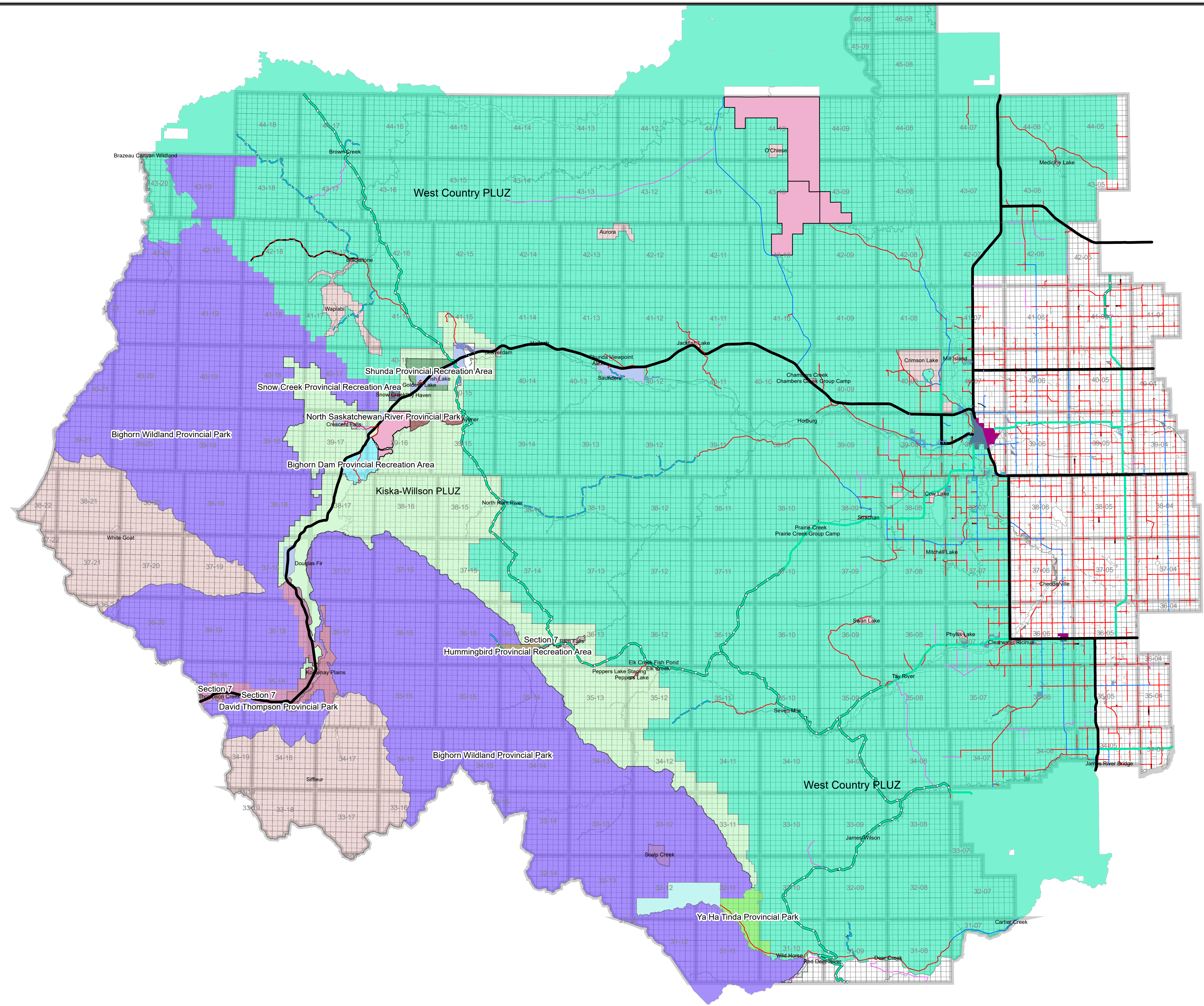
	Provincial Parks	Wildland Provincial Park	Provincial Recreation Areas	Public Land Use Zone (PLUZ)	Public Land Recreation Area (PLRA)
Visitor Experience	Protected areas where the primary purpose is the conservation of nature. Offers wide range of nature-based recreational opportunities.	Protected areas where the primary purpose is the conservation of nature on large, healthy landscapes with opportunities for backcountry/wilderness recreation and experiencing nature in a relatively undisturbed state.	Primary purpose is the provision or support for nature-based outdoor recreation opportunities with some potential for local tourism and education opportunities.	Designated areas of public land established under the Public Lands Administration Regulation (PLAR) to assist in the management of natural resources and recreational land uses.	Designated areas of public land established under the Public Lands Administration Regulation (PLAR) to assist in the management of high intensity recreational use.
Permitted Uses					
Hunting	Limited to a minority of sites where clearly permitted – check regulations	Yes	Limited to a minority of sites where clearly permitted – check regulations	Yes	Yes
Recreational Off-highway Vehicles	Yes, on designated trails	Yes, on designated trails	Yes, on designated trails	Yes, on designated trails	Yes, on designated trails
Auto Access Camping	Yes, in designated areas	No	Yes, in designated areas	Yes, must camp at least 1km away from PRAs and PLRAs	Yes
Backcountry Camping	Yes, in designated areas only	Yes, undesignated only permitted if no closer than 1 km from designated area	Yes, in designated areas only	Yes, must camp at least 1km away from PRAs and PLRAs	Yes
Commercial Trail Riding	Yes, via permits	Yes, via permits	Yes, via permits	Yes, via permits	Yes, via permits
Equestrian Use	Yes, on designated trails	Yes, on designated trails	Yes, on designated trails	Yes	Yes
Fishing	Yes	Yes	Yes	Yes	Yes
Hiking	Yes	Yes	Yes	Yes	Yes
Climbing/Caving	Yes	Yes	Yes	Yes	Yes
Snowmobiling	Yes, on designated trails and areas	Yes, on designated trails and areas	Yes, on designated trails and areas	Yes, on designated trails and areas	Yes, on designated trails and areas
Mountain Biking	Yes, on designated trails	Yes, on designated trails	Yes, on designated trails	Yes	Yes
Water Based Recreation	Yes	Yes	Yes	Yes	Yes
Commercial Forestry	No	No	No	Yes	Yes
Coal, Metallic and Industrial Minerals (Crown Owned)	No	No	No	Yes	Yes
Existing Petroleum and Natural Gas (Crown Owned)	Yes	Yes	Yes	Yes	Yes
New Petroleum and Natural Gas (Crown Owned)	Yes, but with no surface access	Yes, but with no surface access	Yes, but with no surface access	Yes	Yes
Freehold Minerals	Yes	Yes	Yes	Yes	Yes
Existing Sand and Gravel	Yes	Yes	Yes	Yes	Yes
New Sand and Gravel	No	No	No	Yes	Yes
Existing grazing	Yes via permits	Yes via permits	Yes, via permits	Yes	No
New grazing	Subject to grazing suitability assessment	No	Subject to grazing suitability assessment	Yes	No

This information is intended as a general guide to some of the regulations under the *Provincial Parks Act*, *Public Lands Act* and a variety of other provincial and federal legislation that applies to land use activities in Alberta.

The GOA is committed to respecting the constitutionally protected rights of Indigenous Peoples.

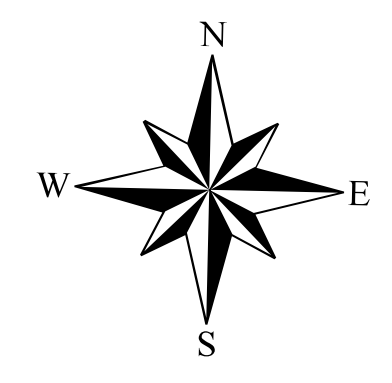


Bighorn Country Proposal Within Clearwater County borders



Bighorn_Proposed_Protected_Areas_2018

NAME	
	Bighorn Dam Provincial Recreation Area
	Bighorn Wildland Provincial Park
	David Thompson Provincial Park
	Hummingbird Provincial Recreation Area
	North Saskatchewan River Provincial Park
	Section 7
	Shunda Provincial Recreation Area
	Snow Creek Provincial Recreation Area
	Ya Ha Tinda Provincial Park
NAME	
	Kiska-Wilson PLUZ
	West Country PLUZ
	Development_Nodes
	YHTR
	Protected_Areas



Document Path: W:\Bighorn Proposed Protected Development\Bighorn Country Proposal in Clearwater County.mxd



REQUEST FOR DECISION

SUBJECT: Spring 2019 Central Rural Municipalities of Alberta (CRMA) Meeting		
PRESENTATION DATE: December 11, 2018		
DEPARTMENT: Municipal	WRITTEN BY: Christine Heggart, Manager Intergovernmental & Legislative Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <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)		
COMMUNITY BUILDING PILLAR (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
ATTACHMENT(S): n/a		

STAFF RECOMMENDATION:
That Council directs Administration regarding their wishes for Spring CRMA 2019 resolution(s).

BACKGROUND:

The 2019 Spring Rural Municipalities of Alberta (RMA) convention takes place March 18-20 in Edmonton. Prior to convention, the Central (District 2) CRMA meeting takes place on February 1 in Stettler County, where central zone member municipalities may submit municipal advocacy resolutions relating to government practices and policies.

As Council is aware, RMA’s resolution process includes members taking resolutions to their respective zone meeting to be voted on, before they are forwarded on to the membership at large for the spring convention. The deadline for resolution submission to CRMA is January 8, 2019.

Administration requests Council provide direction in terms of any specific resolution Council wishes to be researched and drafted, if any, for Spring RMA convention.