

**CLEARWATER COUNTY COUNCIL AGENDA**  
**February 12, 2019**  
**9:00 am**  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House, AB

**PUBLIC HEARINGS**

9:00 am Bylaw 1055/18 Land Use Amendment

9:30 am Bylaw 1056/18 Land Use Amendment

**DELEGATIONS**

10:00 am Sgt. J.M. (Jay) Penner, Rocky Mountain House RCMP Detachment

10:30 am Dale Thomas, Wildfire Management Specialist, Alberta Ag & Forestry

11:00 am Roger Smolnicky, Director Recreation & Community Services, Town of Rocky Mountain House

**PUBLIC WORKS**

11:30 am Sgt. Terri Miller, Clearwater County Highway Patrol

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. January 22, 2019 Regular Meeting of Council Minutes

**D. PLANNING & DEVELOPMENT**

*9:00 am Public Hearing Bylaw 1055/18 Land Use Amendment*

1. Bylaw 1055/18 Land Use Amendment Consideration of Second and Third Readings

*9:30 am Public Hearing Bylaw 1056/18 Land Use Amendment*

2. Bylaw 1056/18 Land Use Amendment Consideration of Second and Third Readings
3. Bylaw 1057/18 Land Use Amendment Consideration of First Reading

**E. DELEGATION**

1. Rocky Mountain House RCMP Detachment Report
2. Alberta Agriculture & Forestry Wildfire Management Plan and Mountain Pine Beetle Update
3. Town of Rocky Mountain House 2019 Recreation Capital Projects

**F. PUBLIC WORKS**

1. 11:30 am 2018 Highway Patrol Annual and Level of Service Reports
2. Rocky Mountain Regional Solid Waste Authority Board 2019 Budget Update and Clearwater County 2019 Operating and Capital Budget Adjustments
3. *TABLED ITEM* Signage Request for Nordegg North Subdivision

## **G. CORPORATE SERVICES**

1. Fiscal 2018 Audit Planning Letter

## **H. AGRICULTURE & COMMUNITY SERVICES**

1. Rocky Nordegg Rail Trail

## **I. MUNICIPAL**

1. Letter to Minister Phillips, Alberta Environment and Parks – Bighorn Country Proposal
2. *TABLED ITEM* Appointment of Alternate Citizens at Large to the Subdivision and Development Appeal Board
3. Clearwater County Heritage Grant Advisory Committee Member Appointments

## **J. INFORMATION**

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

## **K. ADJOURNMENT**

### ***TABLED ITEMS***

<b><u>Date</u></b>	<b><u>Item, Reason and Status</u></b>
06/13/17	<b>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.</b>
09/11/18	<b>356/18 Signage Request for Nordegg North Subdivision pending information from Nordegg Community Association</b>
10/23/18	<b>434/18 Appointment of Alternate Citizens at Large to the Subdivision and Development Appeal Board</b>



## REQUEST FOR DECISION

<b>SUBJECT:</b> Application No. 07/18 to amend the Land Use Bylaw – Public Hearing 9:00 a.m. for Bylaw 1055/18		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Eleanor Pengelly, Development Officer and Jose Reyes, Senior Planner	<b>REVIEWED BY:</b> Keith McCrae, Director, Planning and Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy Rocky – Clearwater Intermunicipal Development Plan; Municipal Development Plan (2010) and Land Use Bylaw 714/01		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>ATTACHMENTS:</b> Application 07/18 including supporting documentation from applicants, Bylaw 1055/18 & Schedule “A”, Light Industrial District ‘LI’, Intermunicipal Development Plan Map 1, Map of Subject Property with Surrounding Land Uses, Aerial Photo		

**STAFF RECOMMENDATION:**

Pending the results of the Public Hearing, it is recommended that Council grant 2<sup>nd</sup> and 3<sup>rd</sup> readings of Bylaw 1055/18

**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, 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 property contains two single family dwellings and various outbuildings. Each residence has its own well and septic system. These residences would become non-

conforming buildings with the new zoning designation. The proposal is to rezone the land to Light Industrial and subdivide it so that two parcels are created, each with 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, Subdivision Application 21/3503 will be presented to the Municipal Planning Commission for a decision on subdividing 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. The north portion of this roadway is 42<sup>nd</sup> Street, which is under the Town of Rocky Mountain House’s authority. 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 Range Road 7-1A. Any construction or upgrading of roadway will be required to meet the appropriate road authority’s standards for construction.

The subject land is in the Rocky-Clearwater Intermunicipal Development Plan (IDP) area and is within the Long Term Town Boundary. The land is identified in the IDP as future Industrial use. The Planning Department received a letter on January 10, 2018 from the Town of Rocky Mountain House stating that they have no concerns or objections to the proposal and are in agreement that the proposed redesignation and subdivision should proceed.

Surrounding land uses are residential, agricultural and industrial.

Therefore, Application 07/18 is to rezone the subject land to the Light Industrial District “LI” 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

**REFERRALS**

In accordance with the MGA, notice of today's Public Hearing was advertised in the local newspapers and Bylaw 1055/18 was circulated to adjacent landowners and referral agencies. The following comments were received:

Town of Rocky Mountain House

No concerns or objections to this proposal. As per Section 5.3.5 in the IDP, the Town agrees to allow this development.

Alberta Health Services

No concerns. Standard comments regarding setbacks for septic systems.

Alberta Transportation

No objections in principle to the proposed reclassification. Standard comments regarding no direct access to highway right of way.

Public Works Department

That portion of the road is under the Town of Rocky Mountain House's control. Standard comments regarding approach specifications.

Municipal Planning Commission

Recommend that Council favourably consider granting second and third readings to Bylaw 1055/18.

**RECOMMENDATION**

At the regular Council meeting held on December 11, 2018, Council reviewed and gave first reading to Bylaw 1055/18. Upon consideration of the representations made at today's Public Hearing, Council will decide whether or not to grant second and third readings to Bylaw 1055/18.



# 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 Verheesen / Darrell Mytton

ADDRESS & PHONE: [REDACTED]

REGISTERED OWNER: Western Ice Co Ltd (Tina & Ina Verheesen)

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

**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



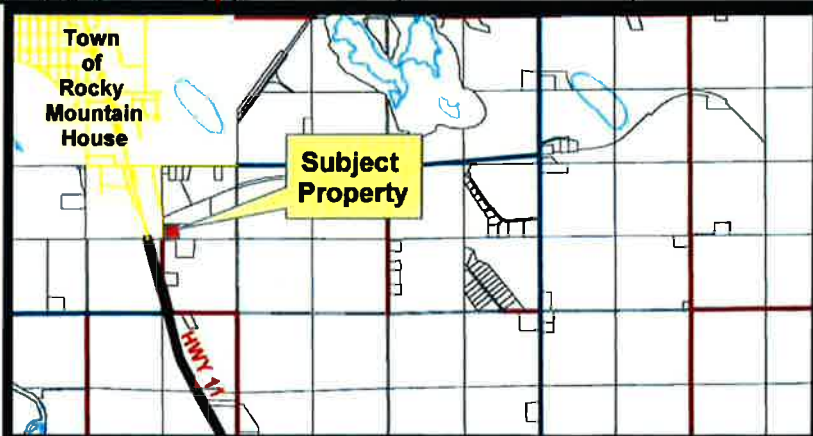
Town of Rocky Mountain House

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 6.08 acres from  
 Country Residence Agricultural District "CRA"  
 to Light Industrial District "LI"  
 Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M)  
 Rosemarie Verhesen & Darrell Mytton and  
 Jim & Ina Verhesen on behalf of Western Ice Co. Ltd.





**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
16. Cannabis Production Facility

**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

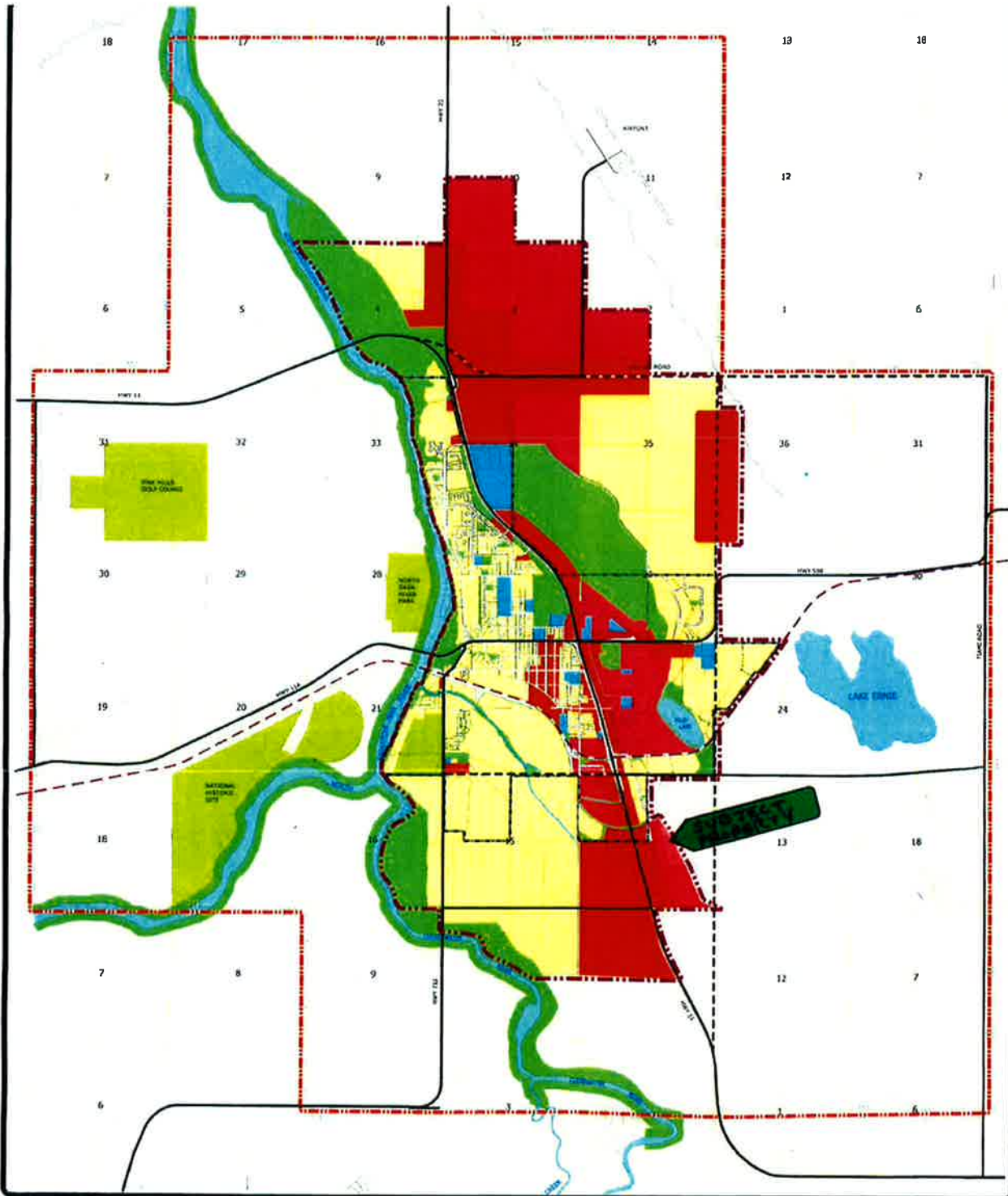
As determined by the Development Officer.

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



LEGEND

- PLAN AREA BOUNDARY
- EXISTING TOWN BOUNDARY
- LONG TERM TOWN BOUNDARY
- HIGHWAY AND ARTERIAL ROAD
- HIGHWAY AND ARTERIAL ROAD (PROPOSED)
- RAIL WAY LINE

LAND USES AND POLICY AREAS

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

Notes:

1. This map shows the generalized indications of land uses and major roads. It is not intended for scaling or detailed design.
2. 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 bylaw designations.

MAP 1

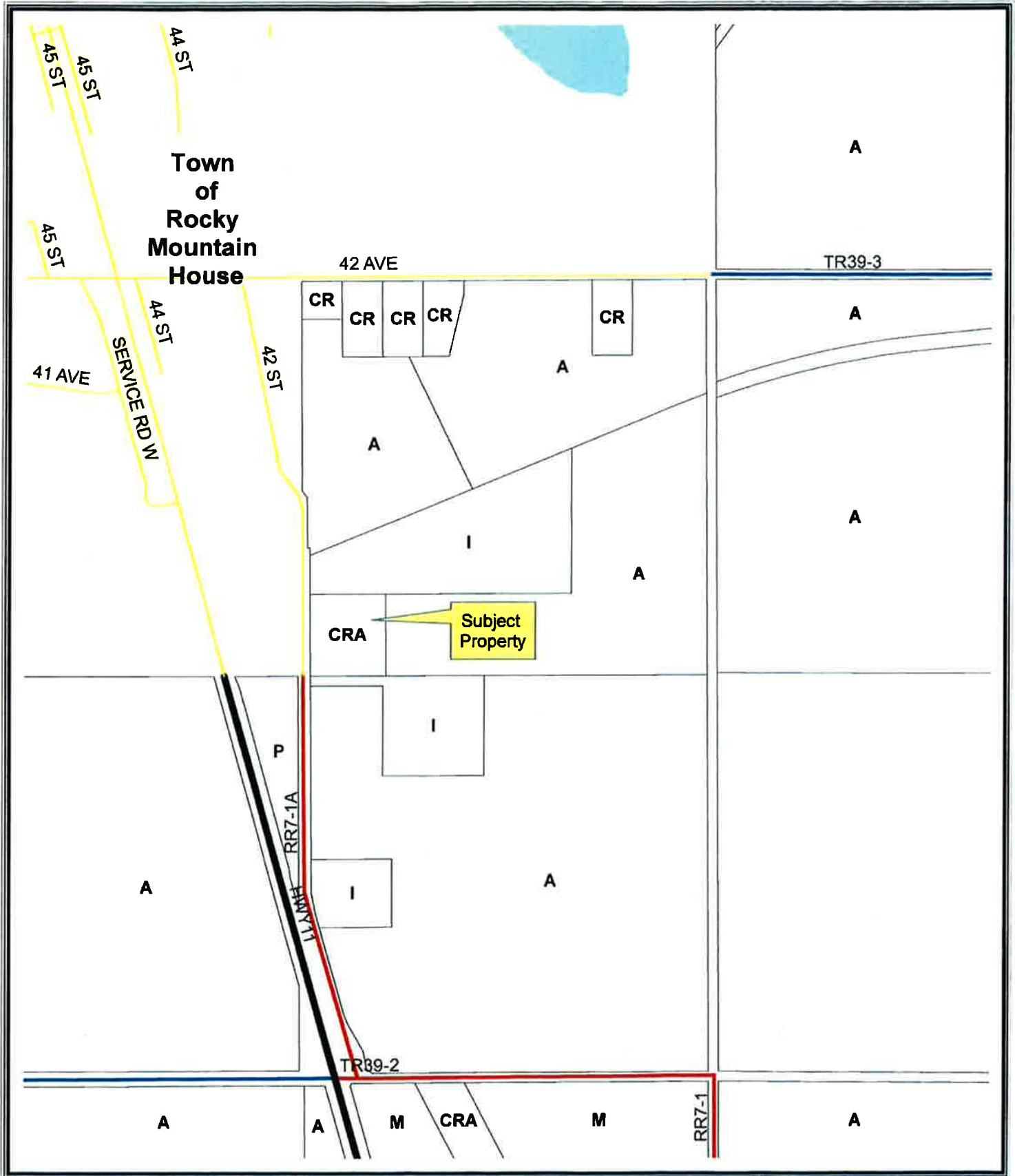
FUTURE LAND USES

TOWN OF ROCKY MOUNTAIN HOUSE & CLEARWATER COUNTY  
 Intermunicipal Development Plan



PARKLAND COMMUNITY PLANNING SERVICES

JULY 2007

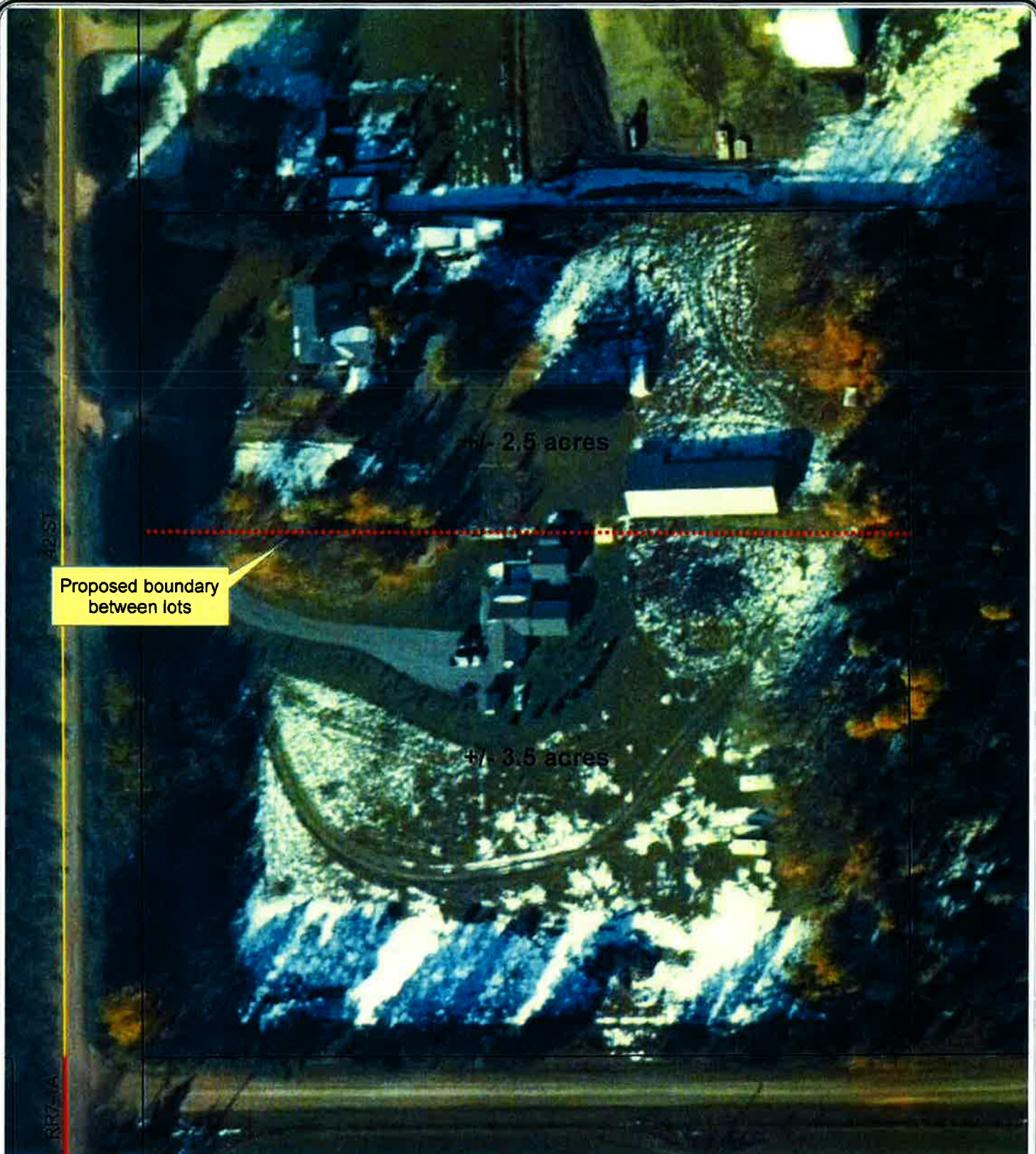


Application 07/18 to amend the Land Use Bylaw  
 Western Ice Co. Ltd.  
 Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M)  
 and surrounding land uses



1:10,000





Application 07/18 to Amend the Land Use Bylaw  
 Combined with Application for Subdivision 21/3503  
 For the Redesignation of +/-6.08 acres from  
 Country Residence Agricultural District "CRA"  
 to Light Industrial District "LI"  
 Lot A, Plan 1992 NY (Pt. NE 14-39-07 W5M)  
 Rosemarie Verhesen & Darrell Mytton and  
 Jim & Ina Verhesen on behalf of Western Ice Co. Ltd.



Aerial Photo 2017  
 1:1,000



## REQUEST FOR DECISION

<b>SUBJECT:</b> Application No. 08/18 to amend the Land Use Bylaw – Public Hearing 9:30 am - Bylaw 1056/18		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Jose Reyes, Senior Planner Holly Bily, Development Officer	<b>REVIEWED BY:</b> Keith McCrae, Director, Planning Rick Emmons, Chief Administrative Officer
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Clearwater County Land Use Bylaw No. 714/01 and Municipal Development Plan (2010)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>ATTACHMENT(S):</b> Application to Amend Land Use Bylaw, Bylaw 1056/18 with Schedule “A”, Institutional District “P”, Site Photos and Aerial Photos.		
<b>STAFF RECOMMENDATION:</b> Pending the results of the public hearing, it is recommended Council grant 2 <sup>nd</sup> and 3 <sup>rd</sup> readings to Bylaw 1056/18		

### 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 Clearwater Regional Fire Rescue Services (Condor Station) and to accommodate the needs of Public Works and Agriculture and Community Services departments. 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.

Surrounding land uses within the area are residential and agricultural in nature.

Therefore, this application is to rezone the subject land to an 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.

**REFERRALS/CIRCULATION:**

Bylaw 1056/18 was referred to the Municipal Planning Commission who recommended that Council favorably consider granting second and third reading.

The bylaw was also circulated to all parties in accordance with the *MGA*. Responses indicating no concerns or standard comments regarding the proposal were received from Alberta Transportation and the County's Public Works Department.

**RECOMMENDATION:**

At the regular Council meeting held on December 11, 2018, Council reviewed and gave first reading to Bylaw 1056/18. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1056/18.





# 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 (Enk Hansen)

ADDRESS: 4340 - 47 Ave RMH, AB

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

REGISTERED OWNER: Elsie Sofia Ziola

ADDRESS: [REDACTED]

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 Candor  
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]  
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

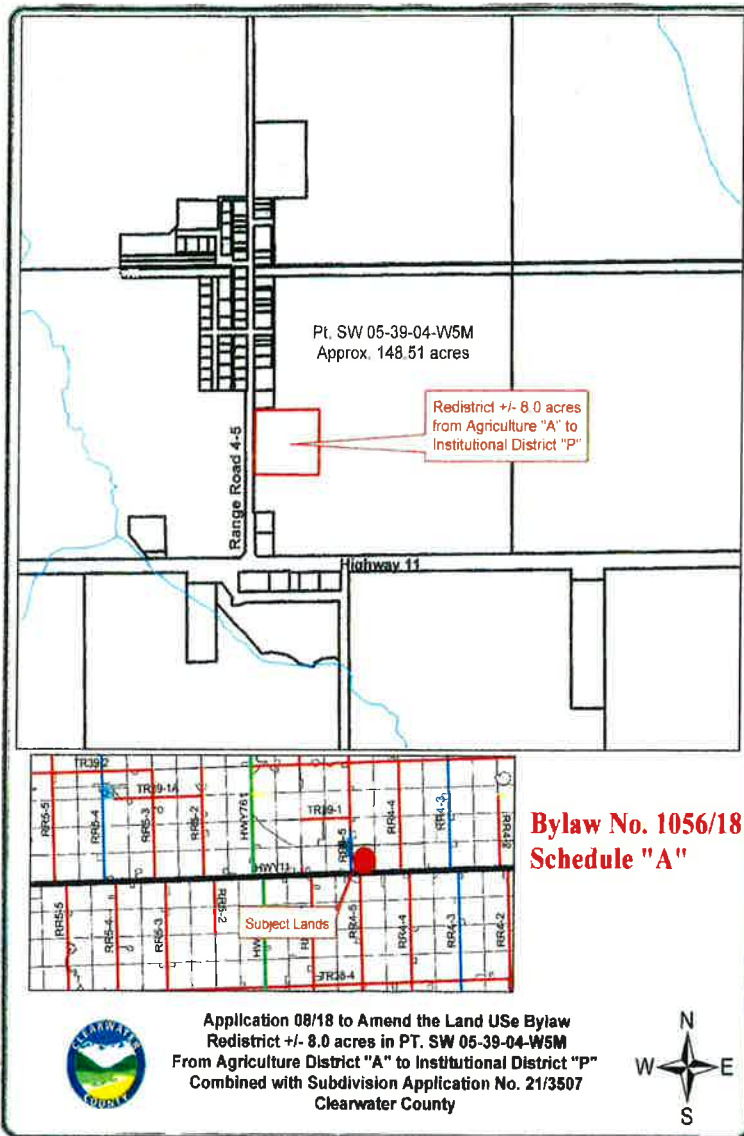
PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2018.

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.







D2



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

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

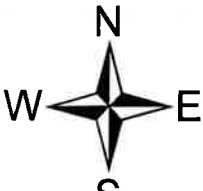
Range Road 4-5

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



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

1:5000





## REQUEST FOR DECISION

<b>SUBJECT:</b> 1st Reading of Bylaw 1057/19 for Application No. 01/19 to amend the Land Use Bylaw		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Dustin Bisson, Planner	<b>REVIEWED BY:</b> Keith McCrae, Director Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: <u>714/01 Land Use Bylaw &amp; Bylaw 923/10 Municipal Development Plan</u>		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>ATTACHMENT(S):</b> Application to Amend Land Use Bylaw, Supplemental Information Provided by the Applicant, Bylaw 1057/19 with Schedule "A", Intensive Agricultural District "IA", Aerial Photos.		

**STAFF RECOMMENDATION:**  
**That Council Consider granting 1st reading of Bylaw 1057/19 and proceed to a public hearing.**

### BACKGROUND:

Donald & Beatrice McNutt currently hold title to the NW 19-36-06-W5M, containing approximately 152.84 acres of land. The subject land is located approximately 4.5 miles west of the Village of Caroline. Vic Maxwell on behalf of Donald & Beatrice McNutt has made application, to redesignate +/- 30 acres from the Agriculture District "A" to the Intensive Agriculture District "IA". Pending the outcome of the Land Use Amendment, the applicant will continue the process and proceed with a subdivision application.

Donald and Beatrice are in the process of downsizing the family farm. Their intent is to rezone 30 acres of the property to Intensive Agriculture "IA" so that they can subdivide and continue to live on the property while continuing to raise and train quarter horses.

Within the proposed parcel, the property contains the landowner's residence, a barn, various outbuildings as well as an outdoor riding arena, which is where the McNutt's train the horses. The first residential parcel has been subdivided out of the northeast corner of



the quarter section. The south west portion of the quarter is heavily treed, while the east half of the quarter is cleared pasture land. -There is an existing gravel pit, which is believed to be nearing it's life expectancy, located in the northcentral portion of the quarter section, located between the proposed parcel and the existing residential parcel.

Legal and physical access to the subject land is by way of Highway 22, adjacent to the west property boundary of the quarter section. Surrounding land uses within the area are agricultural with some residential uses.

Therefore, this application is to rezone the subject land to an Intensive Agriculture District "IA" parcel as shown on Schedule "A" of the Bylaw.

**PLANNING DIRECTION:**

**Clearwater County's Land Use Bylaw**

*Section 13.4(2) Intensive Agriculture District "IA"*

The general purpose of this district is to accommodate intensive agricultural land uses on parcels of land less than 32 hectares (80 acres).

Section 1.7 Definitions

*"Intensive Agriculture"* means agricultural production generally characterized by high inputs of capital, labour and/or technologies, usually on smaller parcels of land, but does not include confined feeding operations or cannabis production facilities.

**Clearwater County's Municipal Development Plan**

*Section 4.2.3 states:*

An application to create a parcel of land for Intensive agricultural purposes shall be evaluated by Clearwater County based on the consideration in Policy 4.2.4 and the following criteria:

- a) The minimum parcel size is 8.1 hecatres (20 acres);
- b) Applicant demonstrates to the satisfaction of the County that the proposed operation will result in lands being intensively used for commercial agricultural pursuits;
- c) The applicant demonstrates the long-term viability of the proposed operation to the satisfaction of the County;
- d) The applicant demonstrates to the satisfaction of the County that existing farming operations around the proposed parcel will not be restricted; and
- e) Legal and physical access is available.

*Section 4.2.4 states:*

In evaluating subdivision and development proposals that effect agricultural land, the agricultural quality of the land is one of a number of factors that Clearwater County shall consider. These factors are as follows:

- a) The nature and extent of farming activities in the local area, with a focus on the immediate area;

- b) The location, number and type of the existing and planned non-farm land uses located and proposed to be located in the local area;
- c) The predicted impact on sustainable agricultural production in the local area resulting from the proposal;
- d) The Farmland Assessment Rating of the land within the title to be subdivided or developed;
- e) The Farmland Assessment Rating of adjacent lands;
- f) The proposed use of the land; and
- g) The reasonable availability of the optional locations for the proposed subdivision or development.

*Section 8.2.2 states:*

In making decisions on proposed land redesignations, subdivisions and developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the Municipal Development Plan (2010).

*Section 8.2.3 states:*

Clearwater County encourages the development of agri-business within the County where the following criteria are met to the satisfaction of the County:

- a) Legal and year-round physical access is available and can be developed to meet the County's road standards;
- b) The proposed subdivision or development can be serviced onsite in accordance with provincial regulations;
- c) The proposed subdivision or development is located in a manner that minimizes any potential impacts on natural capital lands and agricultural operations; and
- d) All other applicable provisions of this plan.

*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 any other matters the County considers relevant.

**Subdivision and Development Regulations**

Section 7 states:

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

- a) Its topography,
- b) Its soil characteristics,
- c) Storm water collection and disposal,
- d) Any potential for the flooding, subsidence or erosion of the land,
- e) Its accessibility to a road,
- f) The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
- g) In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the *Private Sewage Disposal Systems Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
- h) The use of the land in the vicinity of the land is the subject of the application, and
- i) Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

**RECOMMENDATION:**

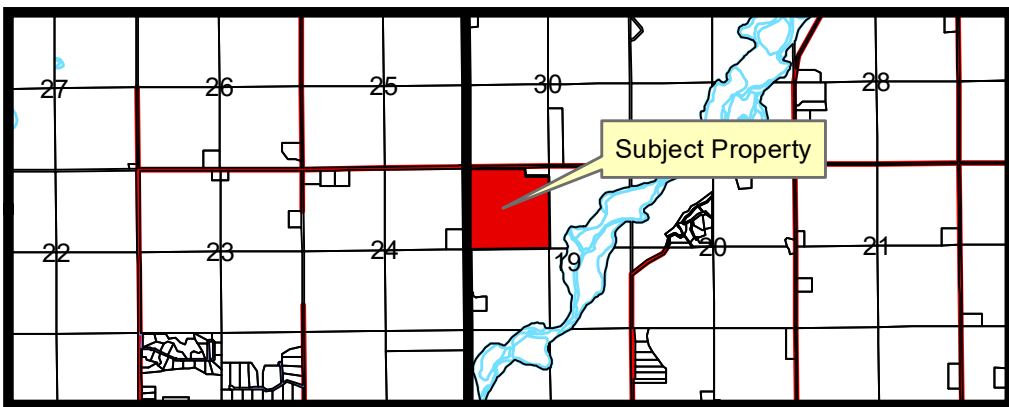
That Council consider granting first reading to Bylaw 1057/19 and proceed to a public hearing.

TR86-4

Redistrict +/- 30 acres from "A" to "IA"

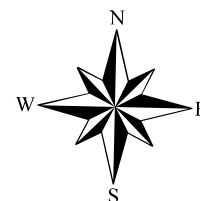
NW19 036-06-W5M

HWY22



**Bylaw No. 1057/19  
Schedule "A"**

1:5,000



**Application #01/19 to Amend the Land Use Bylaw  
Redistrict +/-30 Acres of Pt. NW 19-36-06 W5M  
From Agricultural "A" to Intensive Agricultural "IA"  
Vic Maxwell on behalf of Donald & Beatrice McNutt**



# CLEARWATER COUNTY

## Application for Amendment to the Land Use Bylaw

Application No. 01/19

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

APPLICANT: Vic Maxwell

ADDRESS & PHONE: [REDACTED]

REGISTERED OWNER: Donald W. McNutt and Beatrice E. McNutt

ADDRESS & PHONE: [REDACTED]

### AMENDMENT REQUESTED:

- CHANGE OF LAND USE DISTRICT FROM: Agriculture TO: (1A) Intensive agriculture  
 LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 19 Twp. 36 Rge. 6 W5M  
 OR: LOT: — BLOCK: — REGISTERED PLAN NO.: —  
 OR: CERTIFICATE OF TITLE NO.: 962-298-959 (Site Plan is attached)  
 SIZE OF AREA TO BE REDESIGNATED: 30 ac. m/1 (Hectares / Acres)

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

Change 30 acres more or less (see attached sketch) from Agriculture zoning to Intensive agriculture zoning (1A).

- REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT: Mr. & Mrs. McNutt have sold their cow herd and other lands in the area, and wish to remain on the 1A parcel, raising and training quarter horses with family members, as in past years.

DATE: January 23, 2019 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.

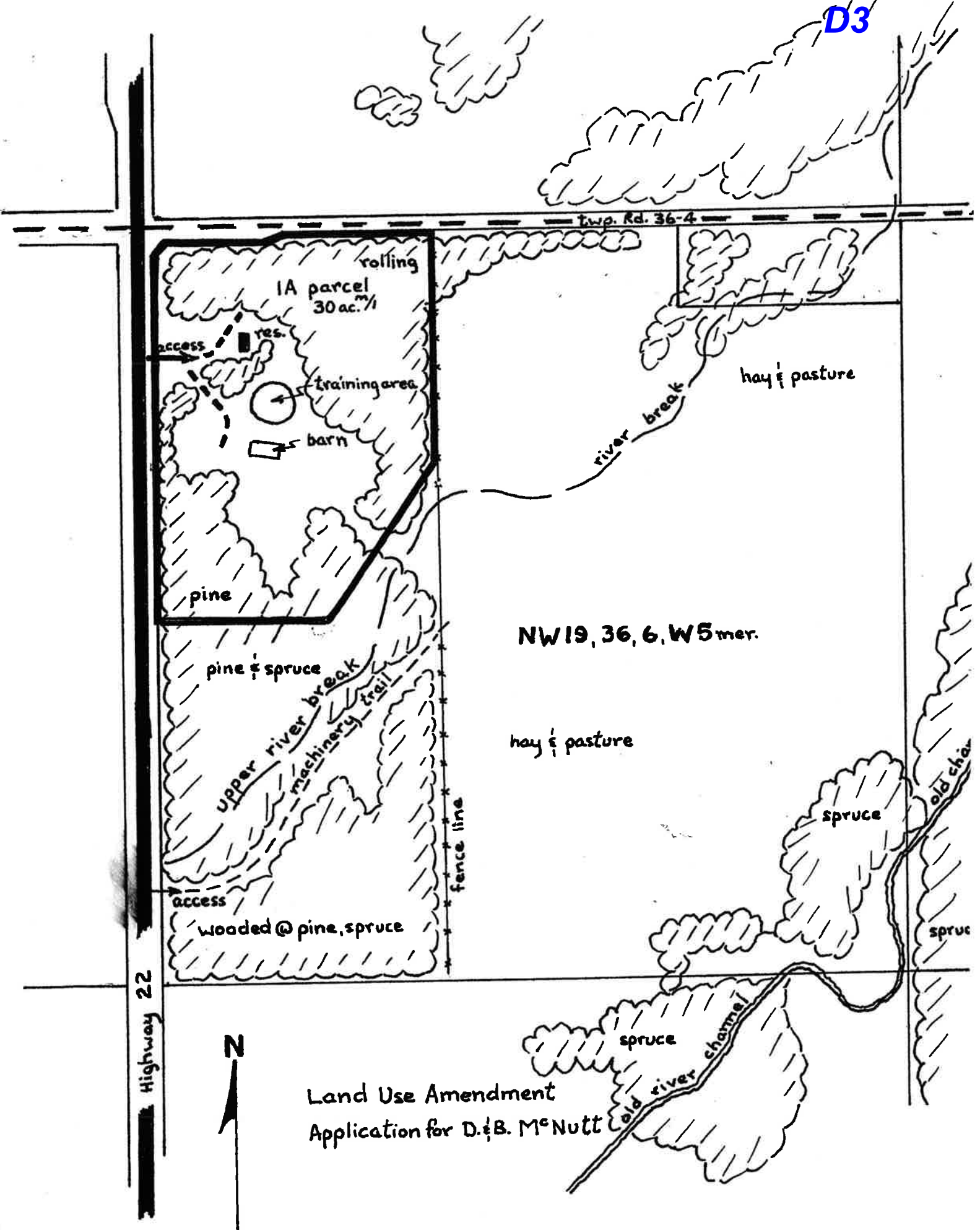
APPLICATION FEE OF 1550 DATE PAID: Jan 28, 2019 RECEIPT NO. 143338

[Signature]  
SIGNATURE OF DEVELOPMENT OFFICER  
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE



D3



Land Use Amendment  
 Application for D. & B. McNutt



D3

NE25 036-07-W5M

NW30 036-06-W5M

NE30 036-06-W5M

SE25 036-07-W5M

SW30 036-06-W5M

SE30 036-06-W5M

NE24 036-07-W5M

NE19 036-06-W5M

NW19 036-06-W5M

SE24 036-07-W5M

SW19 036-06-W5M

NE13 036-07-W5M

NE18 036-06-W5M

Redistrict +/- 30 acres from "A" to "IA"

TR36-4

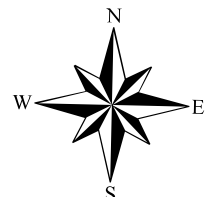
Hwy 22

RR6-5

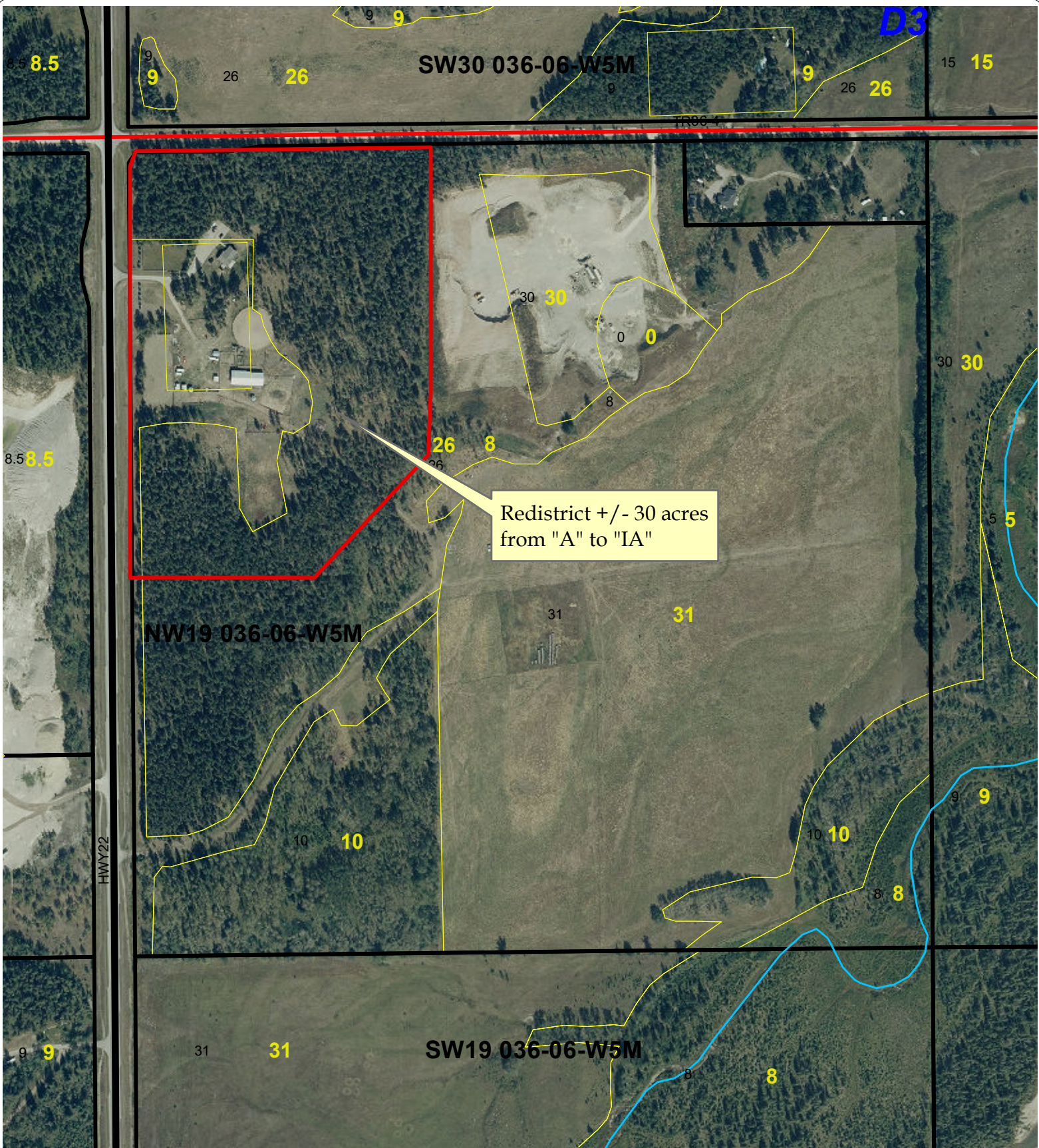


Adjacent Lands  
NW 19-36-06 W5M  
Donald & Beatrice McNutt

1:5,000





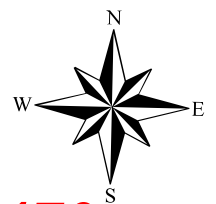


Redistrict +/- 30 acres from "A" to "IA"



**Farmland Assessment Rating**  
**NW 19-36-06 W5M**  
**Donald & Beatrice McNutt**

1:5,000





**BYLAW NO. 1057/19**

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 Intensive Agriculture District "IA" is to accommodate agricultural uses on parcel of land less than 32 hectares (80 acres).

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 +/- 30 acres of PT NW 19-36-06 W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Intensive Agriculture District "IA".***

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER

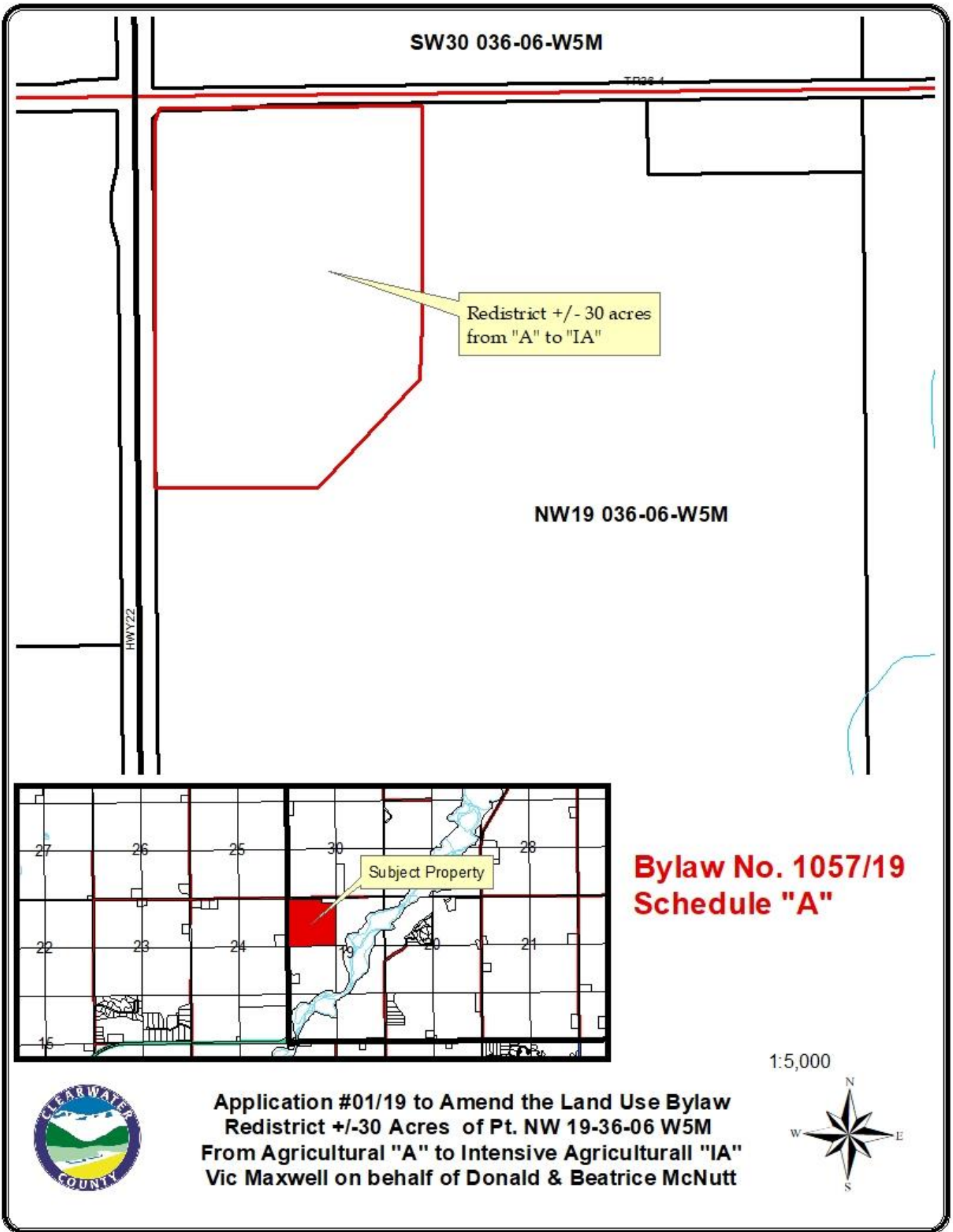
PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

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





**13.4 (2) INTENSIVE AGRICULTURE DISTRICT "IA"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE INTENSIVE AGRICULTURAL USES ON PARCELS OF LESS THAN 32 HECTARES (80 ACRES).

**A. PERMITTED USES**

1. Farming and non-residential farm buildings
2. First residence

NOTE: In any "IA" District farming and non-residential farm buildings are "deemed approved".

**B. DISCRETIONARY USES**

1. Ancillary building or use
2. Market gardening
3. Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building
4. Sod farming
5. Tree farming or nursery
6. Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
7. Riding or roping and livestock showing stable or arena
8. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer
9. Guest house

**C. DISCRETIONARY USES allowed in this District ONLY where incidental or subordinate to the principal use of the lands contained in the current CERTIFICATE OF TITLE**

1. Second residence and additional on that lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Dude ranch or vacation farm
4. Farm subsidiary occupation
5. Home occupation
6. Kennel
7. Off parcel drainage works
8. Sawmill or postmill with an annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
9. Topsoil stripping for sale

10. Tradesperson's business including contractors for plumbing, heating, electrical, carpentry, masonry, mechanical, autobody, excavation, construction, trucking and the like
11. Unoccupied and unserviced manufactured home storage (one only)
12. Veterinary clinic

D. MINIMUM LOT AREA

All of the land contained in an existing lot on which the development exists or is proposed unless otherwise approved by the Development Officer, subject to:

1. The new lot being used exclusively for the approved development; and the new lot having a minimum size of 8.1 hectares (20 acres), and
2. The developer entering into an agreement and/or a Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sand pit, sawmill or other land surface disturbing operation.



## DELEGATION

<b>SUBJECT:</b> Rocky Mountain House RCMP Detachment Report – Sgt. J.M. (Jay) Penner		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Delegation	<b>WRITTEN BY:</b> Tracy Haight, Executive Assistant	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		






**STAFF RECOMMENDATION:**  
That Council receives the RCMP Rocky Mountain House Detachment Report for information as presented.

### BACKGROUND:

Sgt. Jay Penner, Operations NCO, Rocky Mountain House RCMP Detachment will provide updates and policing reports.



## DELEGATION

<b>SUBJECT:</b> Alberta Agriculture and Forestry Wildfire Management Plan and Mountain Pine Beetle Update – Dale Thomas, Wildfire Management Specialist		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Delegation	<b>WRITTEN BY:</b> Tracy Haight, Executive Assistant	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
<b>ATTACHMENT:</b> PowerPoints - 'Rocky Mountain House Wildfire Risk Management Plan' and Mountain Pine Beetle Management Summary'		

### STAFF RECOMMENDATION:

That Council receives the Alberta Agriculture and Forestry Wildfire Management Plan and Mountain Pine Beetle Summary for information as presented.

### BACKGROUND:

Dale Thomas, Wildfire Management Specialist, Rocky Mountain House Forest Area, will present information on Alberta Agriculture and Forestry's 'Rocky Mountain House Wildfire Risk Management Plan' and provide an update on Mountain Pine Beetle management and control.



# Rocky Mountain House Wildfire Risk Management Plan

February 12, 2019

**Dale Thomas**

Wildfire Management Specialist

Rocky Mountain House Wildfire Management Area

Agriculture and Forestry



1

## Outline

- What is the Rocky Mountain House Wildfire Risk Management Plan (RWRMP)?
- RWRMP Objectives
- The Plan Area
- Summary of the Approach
- Values
- Burn Probability Analysis
- Outputs
- Management Strategies



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## What is the RWRMP?

### Project Background

- Several recent events emphasize the potential for wildfire to impact multiple land-use objectives (2011 Flat Top Complex, 2011 Richardson Fire, 2015 Fire Season, 2016 Horse River Fire, 2017 Kenow Fire, etc.).
- Need for landscape fire risk assessments to inform regional and sub-regional land-use planning initiatives.
- CAN/CSA – ISO 31000-10 Risk Management – Principles and Guidelines



3

## What is the RWRMP?

### If a fire starts...

- Where is it?
- What Values are at risk?

### Decision Support

- Suppression
- Prevention (FireSmart, Prescribed Fire)
- Managed Fire



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## RWRMP Objectives

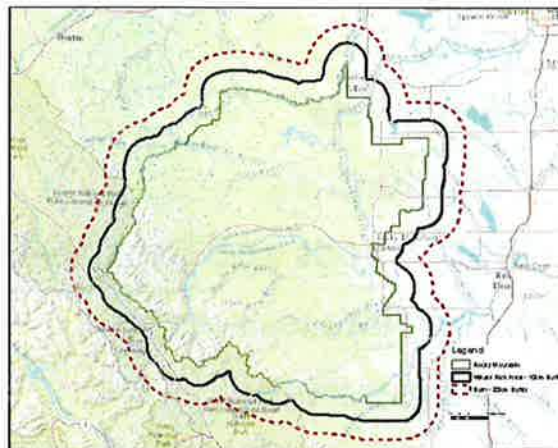
1. Define priority strategies for *wildfire prevention and mitigation activities*
2. Support informed *wildfire response* (e.g. suppression) decisions.
3. Identify opportunities for the *use of fire* in response to identified risks.
4. Support open and transparent understanding of *wildfire risks and response* with stakeholders and Indigenous Peoples.



5

## Plan Area

- Plan Area = 2,100,000 ha (Forest Area)
- Project Area = 2,900,000 ha (Values)
- Burn Probability Area = 3,600,000 ha



6

**Planning Approach – Alberta Wildfire Management Planning Standard**

- **Context**  
Identify the internal and external environment in which the organization operates.
- **Risk Identification**



- **Risk Analysis and Evaluation**
- **Management Strategies**
- **Monitor and Review**



7

**Value Components**

- **Human Life**
- **Communities**
- **Watersheds and Sensitive Soils**
- **Natural Resources**
- **Infrastructure**



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## Burn Probability

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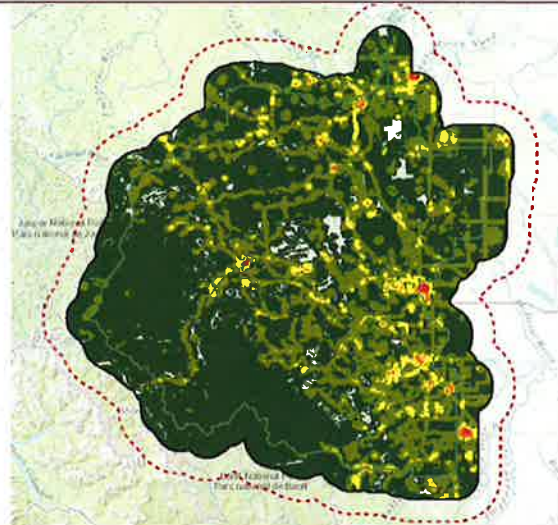
- “Relative Likelihood of Fire”
- BurnP3 (Probability, Prediction, Planning)  
Ignition, spread, weather – probability based on fire history (1961-2004) fire growth model
- 100,000 fire years were run



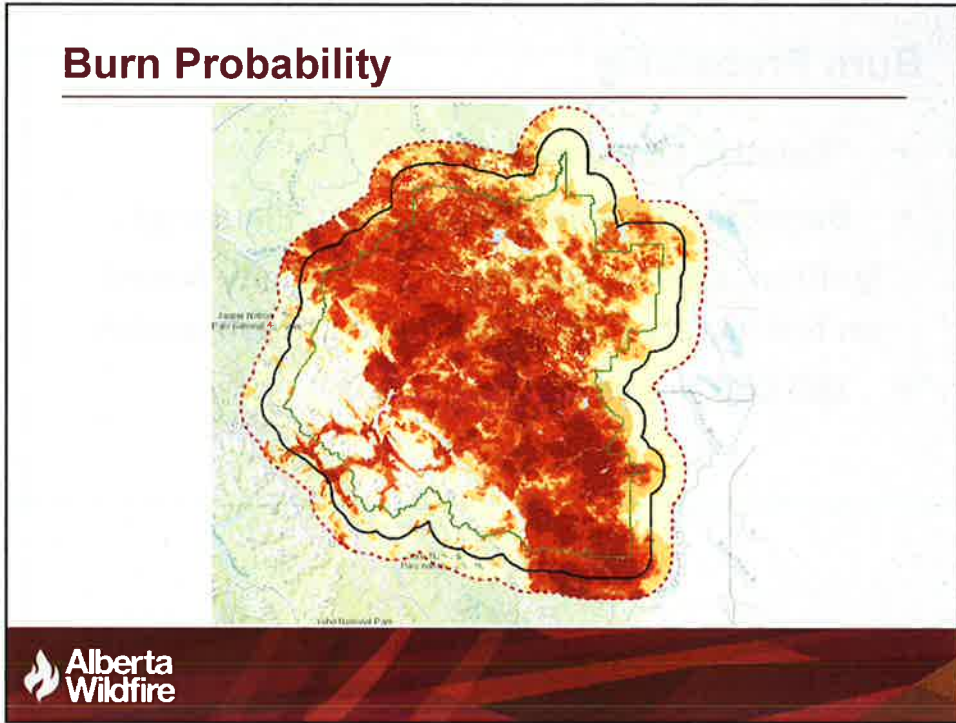
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## Values

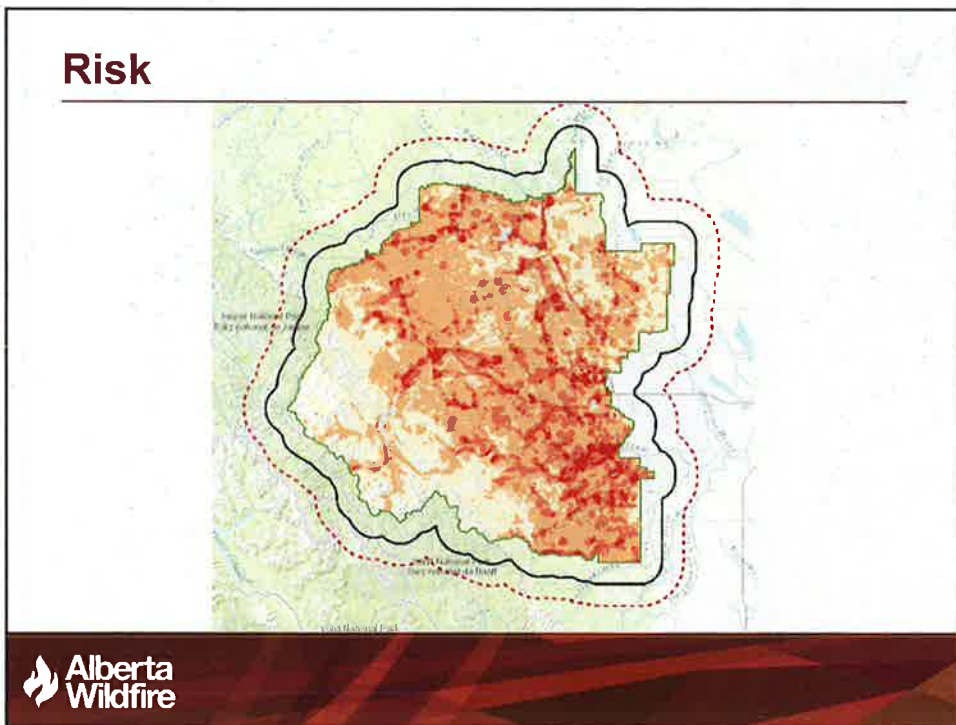
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## Respond to the Risk

- Remove the source of the risk
- Change the likelihood or impact
- Share the risk
- Retain the risk by choice



## Examples of Management Strategies

- **Develop Landscape Level or Community Plans**
- **Coordinated Planning for Managed Fire**
- **Fuel Hazard Reduction Priorities**
- **Evacuation Planning**
- **Collaborate with Partners to Reduce Risks and coordinate response (Mutual Aide Agreements)**
- **Others – depending on risks identified**



## Next Steps

- As the WRMP is “Operationalized” with site specific activities
- Mutual Aide Partners (Share results, communicate risks)
- Management Strategies
  - Fire Smart Initiatives
  - Prescribed Fire
  - Others



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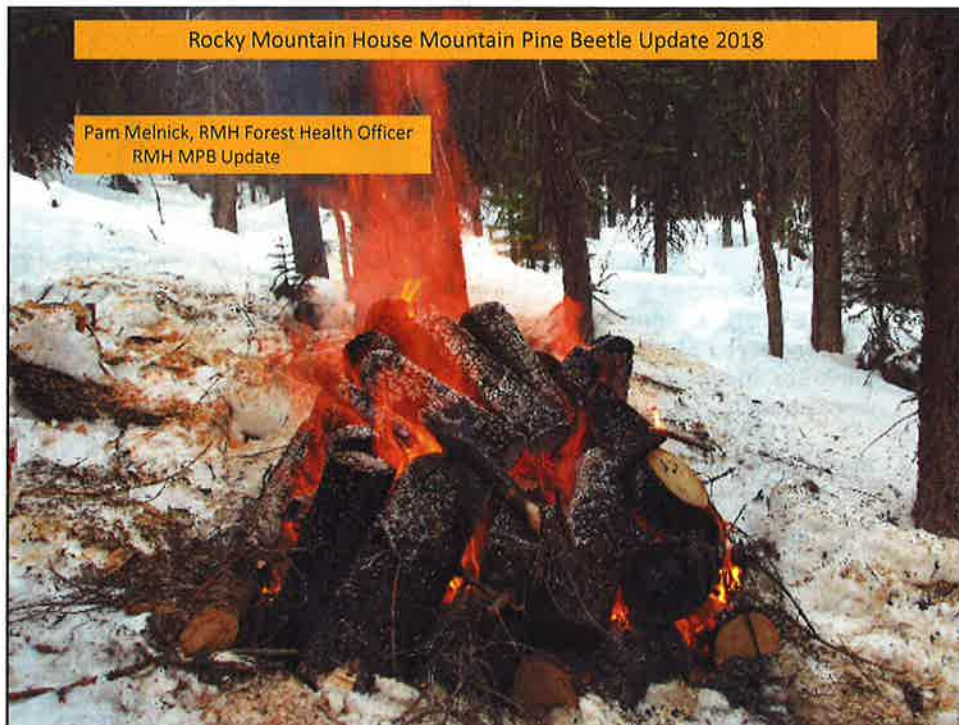
## Questions?

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## MPB Management Summary

1. Since 2006, Alberta has spent more than \$500 million controlling MPB populations.
2. Over 1.6 million trees controlled (2006-2017).
3. Forest industry continues to focus on reducing the amount of susceptible pine, and harvest infested stands when possible.
4. Recent outbreak in Jasper National Park is spilling onto Provincial land and threatening values at risk.

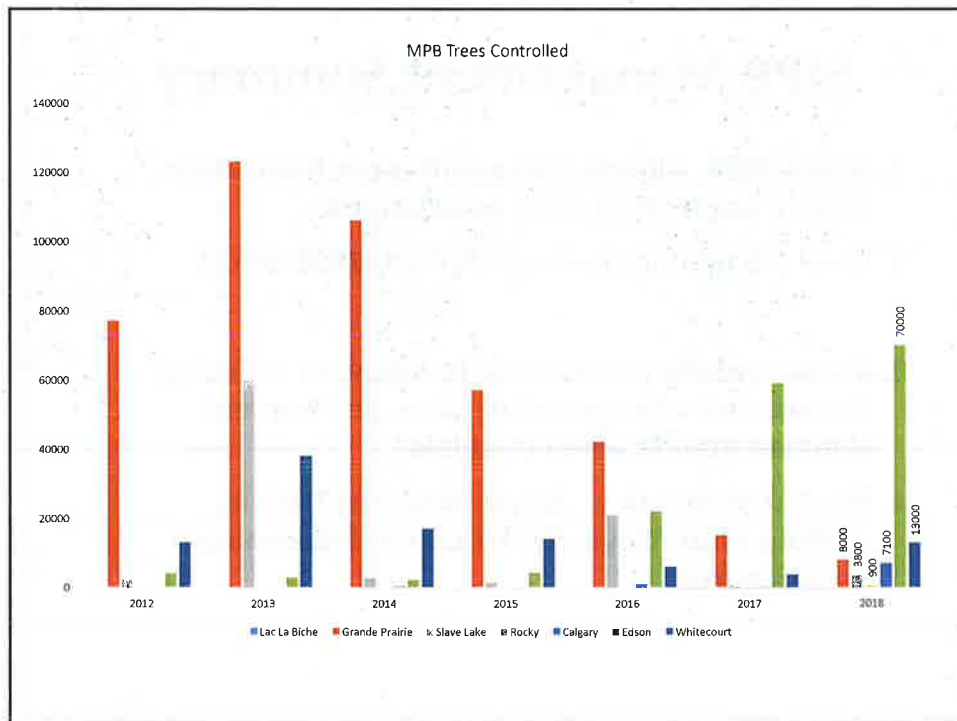
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## MPB Objectives

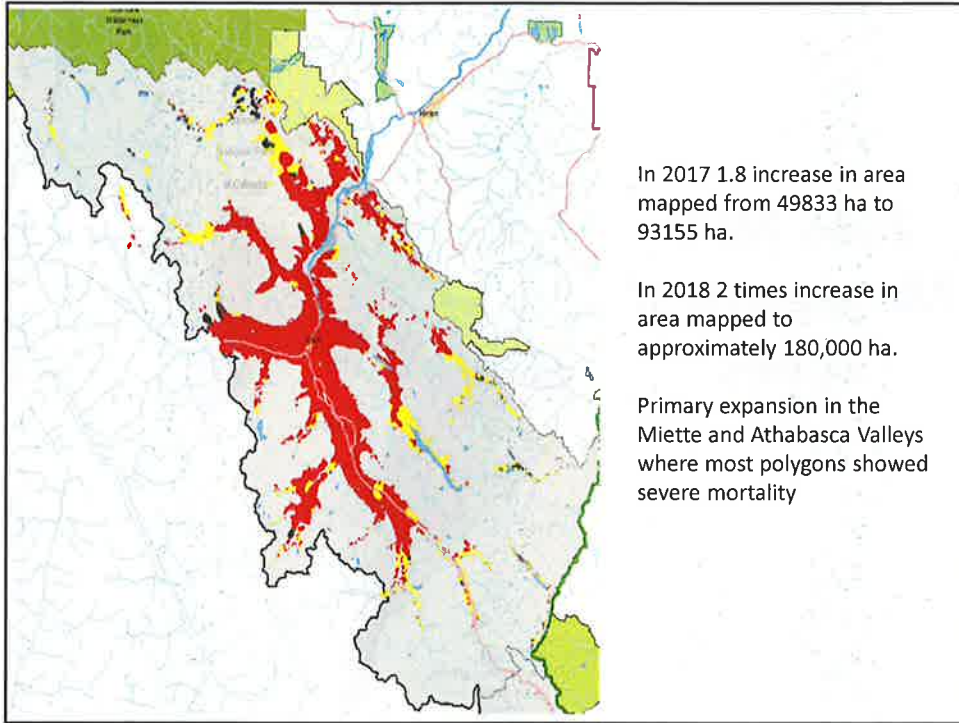
1. Minimize spread of MPB north and south along the eastern slopes of Alberta to minimize impacts to key watersheds;
2. Slow further eastward spread, and minimize impact of MPB in the boreal forest's lodgepole-jack pine hybrid and jack pine ecosystems;



3



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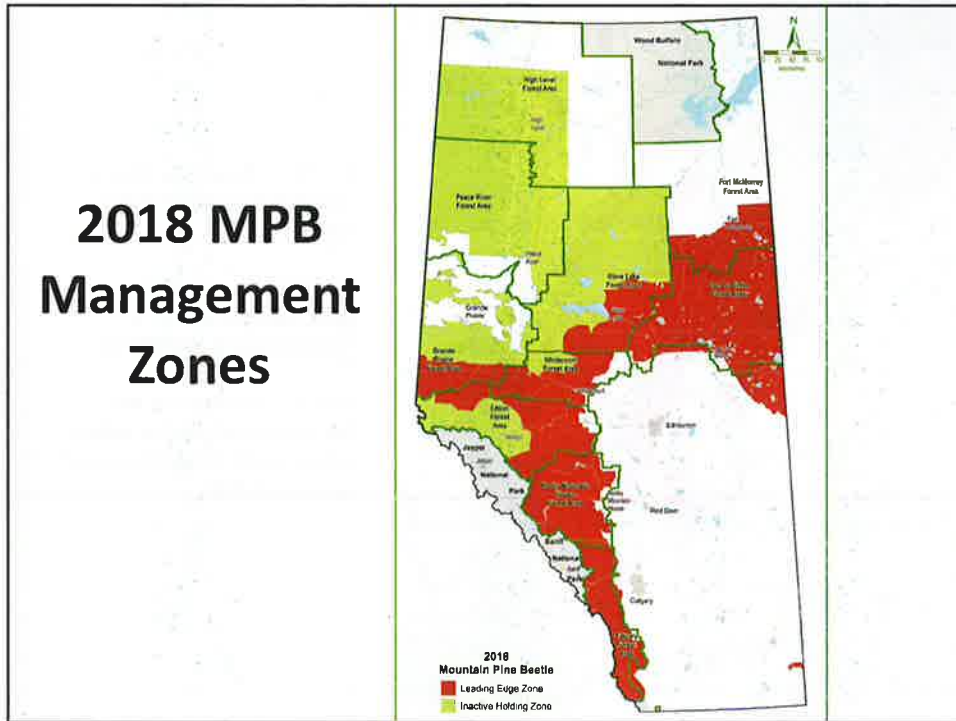
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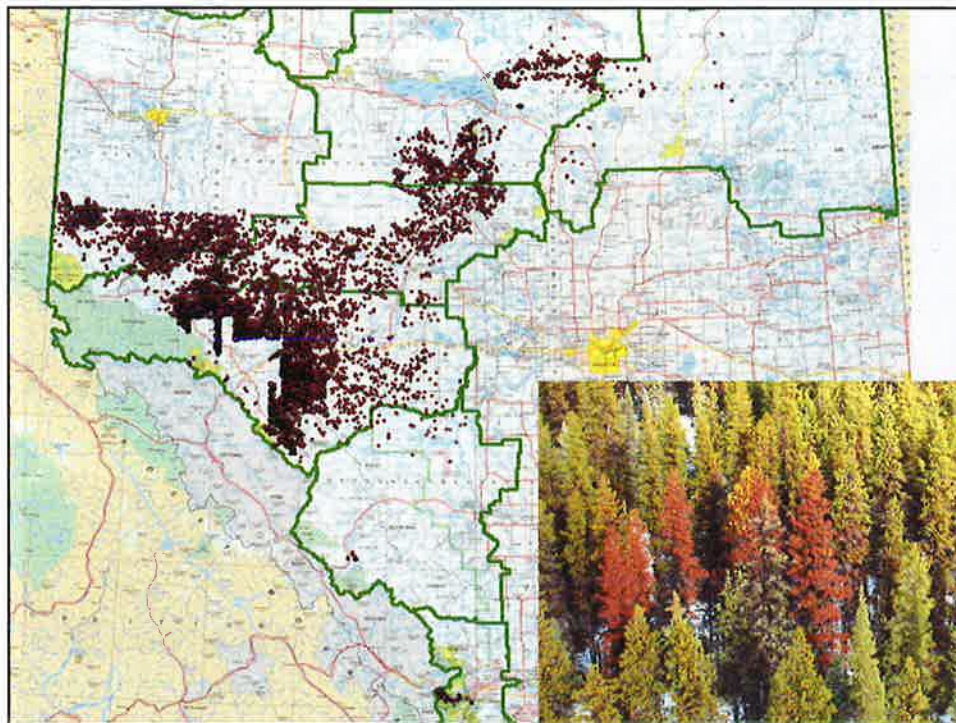
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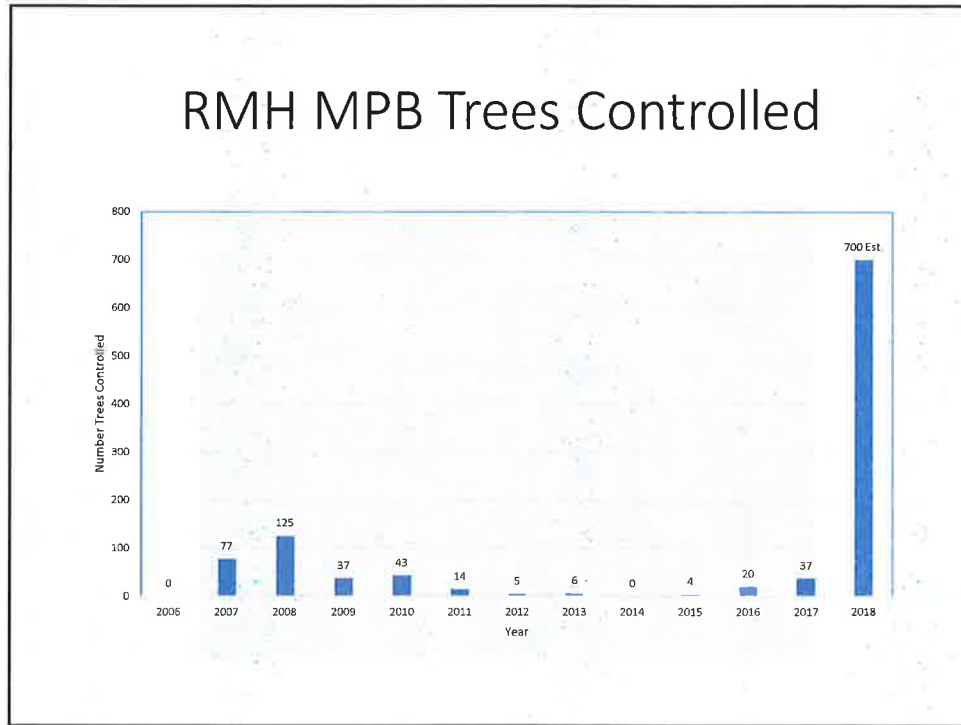
# 2018 MPB Management Zones



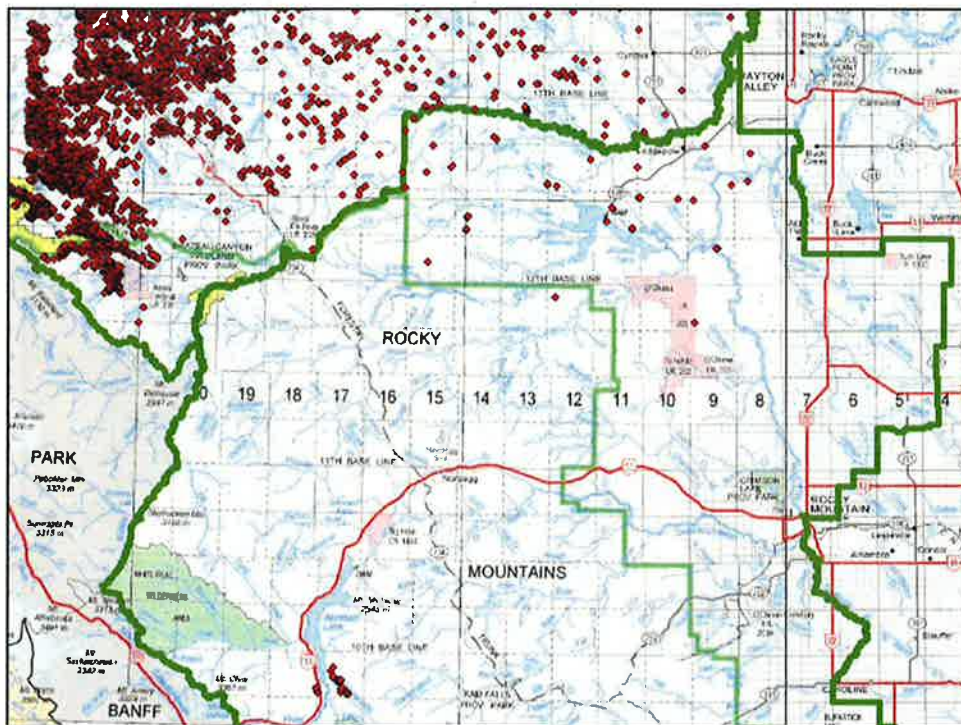
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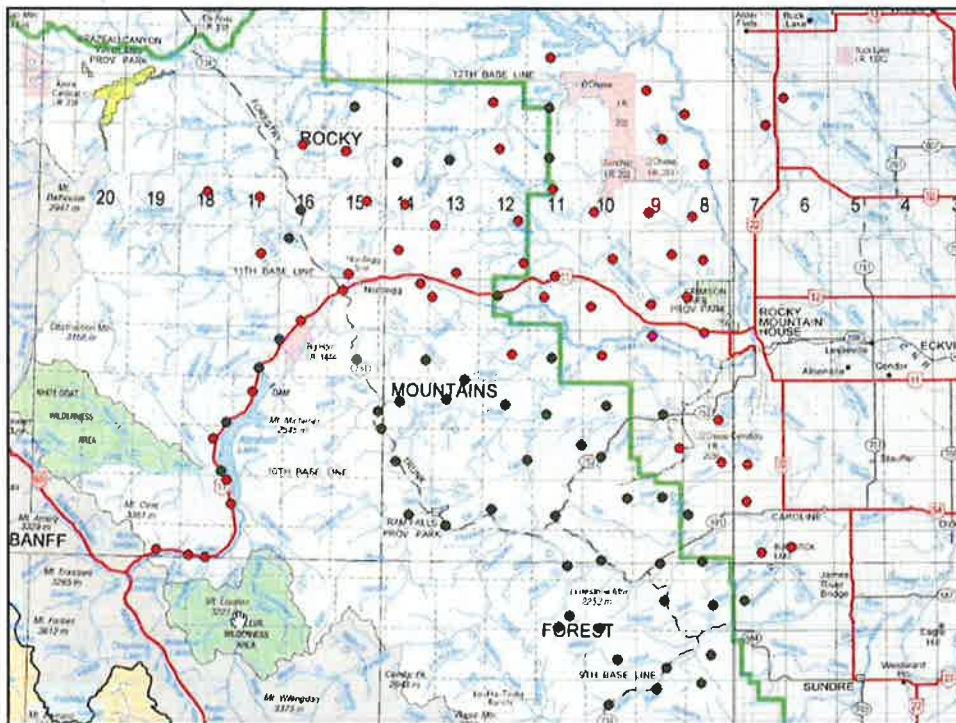
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# MPB Dispersal Bait



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## **MPB ReLeaf Program (Tree Canada)**

- Open to Alberta residents, private landowners, Indigenous communities and municipalities who want to replace — or who already have replaced — trees affected by MPB.
- The minimum grant application amount is \$300 per tree.
- For any grant application over \$3000, the applicant must demonstrate the following:
  - That trees and other planting materials comprise at least 50% of your requested funding.
  - That you are covering at least 25% of the total project costs. This includes in-kind contributions (time, labour, etc.)

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## **Alberta MPB Municipal Grant Program**

- This grant is available to municipalities that are pre-identified by AF as having pine beetle infestations with a high risk of spread.
- AF contacts these municipalities and notifies them of the problem and the assistance available from the Province.
- Multiple municipalities may co-ordinate their programs and apply for one grant for the entire program.






14



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## DELEGATION

<b>SUBJECT: Town of Rocky Mountain House 2019 Recreation Capital Projects – Roger Smolnicky, Recreational and Community Services Director</b>		
<b>PRESENTATION DATE: February 12, 2019</b>		
<b>DEPARTMENT:</b> Delegation	<b>WRITTEN BY:</b> Tracy Haight, Executive Assistant	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
<b>ATTACHMENT: Town of Rocky Mountain House Proposed 2019 Recreation Capital Projects Summaries -</b>		
<ol style="list-style-type: none"> <li>1. Aquatic Centre Boiler Replacement</li> <li>2. Football and Track Sports Field Lighting</li> <li>3. North Saskatchewan River Park</li> <li>4. Splash Pad/Activity Park</li> </ol>		

### STAFF RECOMMENDATION:

**That Council receives the Town of Rocky Mountain House Proposed 2019 Recreation Capital Project Summaries for information as presented.**

### BACKGROUND:

Roger Smolnicky, Recreational and Community Services Director, Town of Rocky Mountain House, will present information on the Town's proposed 2019 Recreation Capital Projects for the following: Aquatic Centre Boiler Replacement; Football and Track Sports Field Lighting; North Saskatchewan River Park; and, Splash Pad/Activity Park.

Administration intends to provide Council with an overview on the budgetary implications of these projects at the March 12 regular meeting.





**Proposed 2019 Recreation Capital Project - Boiler Replacement at the Aquatic Centre (CHP unit)**

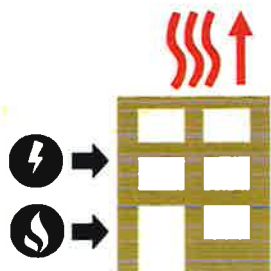
	There are two options; one is the replace the existing 17 year old boiler with another high efficiency boiler or two consider a CHP unit that will also assist in offsetting electrical for the Aquatic Centre.			The Aquatic Centre’s secondary boiler (age not known) is no longer functional. If the main boiler fails we would need to close the Aquatic Centre until repairs are done.
<b>Revenue</b>				
Town	\$ 375,000		2019 budget	
County	\$ 375,000		In reserve at this point	
Grant eligible	\$ 35,000			Application made by ATCO on our behalf to energy efficacy grant program.
<b>Total Revenue</b>	<b>\$ 785,000</b>			
<b>Expenses</b>				
Combined Heat and Power unit and installation		\$ 635,000		
Power		\$ 50,000		
Facility renovations to mechanical room		\$ 100,000		Includes removal of old boiler.
<b>Total Expenses</b>		<b>\$ 785,000</b>		

Boiler cost is estimated at \$400,000 plus the power and facility renovation. Estimated full cost is \$550,000

## Why Use Combined Heat & Power

**Combined Heat and Power (CHP)** technology uses natural gas to generate heat and electricity on-site, capturing and reusing excess thermal energy to produce heat.

### CONVENTIONAL



- ✓ Reduce use of costly electricity
- ✓ Replace with clean burning natural gas
- ✓ Reuse excess heat produced

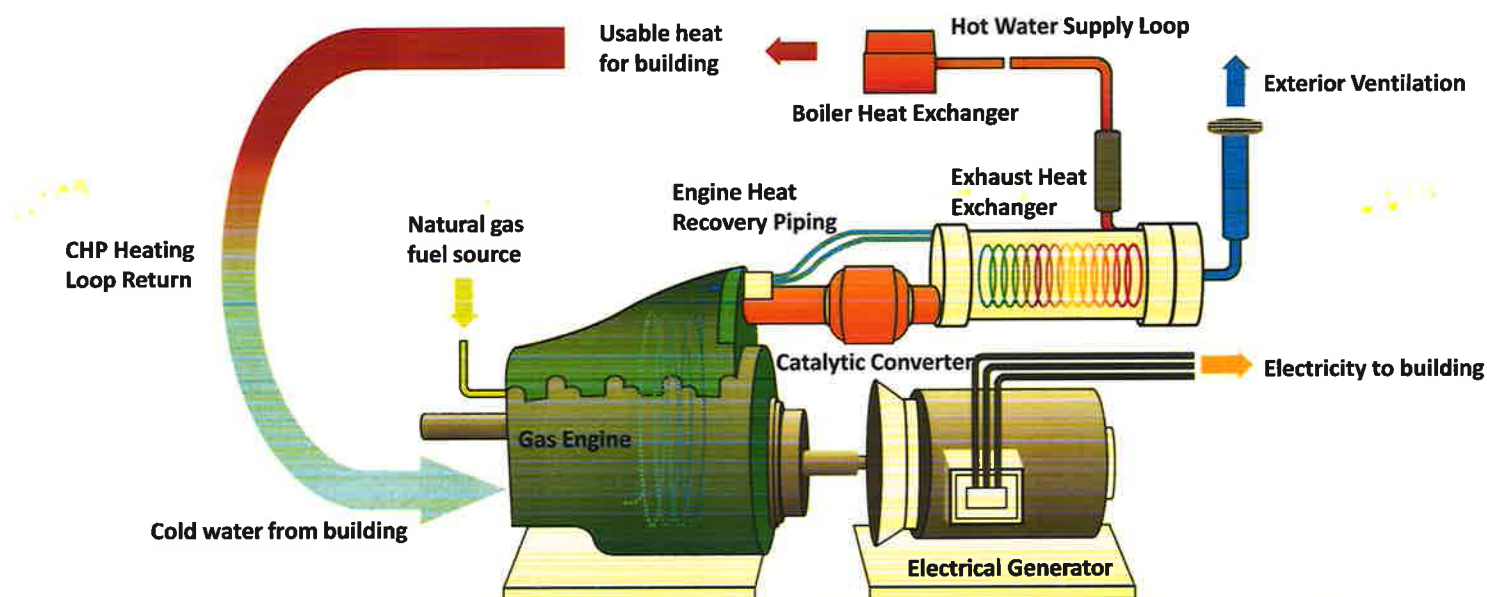
### COMBINED HEAT & POWER



- ✓ Reduce operating costs
- ✓ Increase energy efficiency
- ✓ Reduce GHG emissions

## Combined Heat & Power Operations

Concurrent production of electricity & useful thermal energy from a single source of energy.









# VIABILITY SUMMARY

## ROCKY MOUNTAIN HOUSE CHP

ATCO has sized a 60 kW Combined Heat & Power unit, based on preliminary facility data, to support the energy requirements for the 24,000 ft<sup>2</sup> Aquatic Centre. This is proposed as an alternative to a replacement High Efficiency Boiler for boiler currently inoperable.

The CHP will reduce the Aquatics Centre's expensive electrical consumption, replace with clean burning natural gas and reuse excess heat produced in the process. The result will be reduced operating costs and reduced GHG emissions.

	 <b>ELECTRICITY</b>	 <b>NATURAL GAS</b>	 <b>GHG EMISSIONS</b>
<b>FACILITY ENERGY MIX</b>	(kW/yr)	(GJ/yr)	(tCO <sub>2</sub> /yr)
Actual 2017 Purchased	563,874	6,429	691
Produced by CHP	411,713		
With CHP – Purchase	152,161	8,183	517
<b>GHG EMISSIONS REDUCTION</b>			<b>174</b>

	 <b>ELECTRICITY</b>	 <b>NATURAL GAS</b>	 <b>TOTAL</b>
<b>ENERGY MIX VARIABLE COST *</b>	(\$/yr)	(\$/yr)	(\$/yr)
Actual 2017 Purchased	\$33,832	\$27,002	\$60,834
With CHP	\$9,130	\$34,369	\$43,499
<b>ENERGY COST SAVINGS PER YEAR</b>	<b>\$24,702</b>	<b>(\$7,367)</b>	<b>\$17,335</b>

\* Based on \$0.06/kWh electricity and \$4.20/GJ.

### FUNDING

Energy Efficiency Alberta has funding available through their Custom Energy Solutions for businesses to offset the capital cost. Funding available for Rocky Mountain House is based on \$192.50/tonne of GHG emissions reduced.

### ECONOMICS

60 kW CHP Capital Cost (Estimated)	\$600,000
EEA Funding (\$192.50 * 174 tCO <sub>2</sub> /yr)	<u>\$33,495</u>
Net Capital Cost CHP (Estimated)	\$566,505
High Efficiency Boiler Capital Cost (Estimated)	<u>\$400,000</u>
<b>Net Capital Cost CHP</b>	<b>\$166,505</b>

**SIMPLE PAYBACK 8.6 YEARS**



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**JANUARY 2019**

**ROCKY MOUNTAIN HOUSE**

**BOILER REPLACEMENT ALTERNATIVES - CASHFLOW ANALYSIS**

The **ASSUMPTIONS TAB** is used to capture inputs used in the cashflow model.

On the **CASHFLOW ANALYSIS TAB**, any cells with data in **BLUE** indicates input provided on **ASSUMPTIONS TAB** used.

Any questions regarding model can be sent to [carolyn.best@atco.com](mailto:carolyn.best@atco.com).

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**ASSUMPTIONS****Capital Costs**

Replacement High Efficiency Boiler	\$400,000
60 kW CHP	\$600,000
EEA Rebate for CHP Purchase	\$33,495

**Energy Consumption - High Efficiency Boiler**

Natural Gas (GJ/year)	6,429
Electricity (kWh/year)	564,000

**Energy Consumption - Combined Heat & Power**

Natural Gas (GJ/year)	8,183
Electricity (kWh/year)	152,161

**Energy Costs**

Natural Gas (\$/GJ)	\$4.20
Electricity (\$/kWh)	\$0.060

**Annual Escalation Rate**

Natural Gas Rate (%/yr)	0.00%
Electricity Rate (%/yr)	2.00%

**Cashflow Calculation Factors**

Mid-period Discounting	
Discount Rate	10%

Option 1 - High Efficiency Boiler:		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Gas Charges:</b>												
Gas Consumption	(GJ)	6,429	6,429	6,429	6,429	6,429	6,429	6,429	6,429	6,429	6,429	6,429
All-In Gas Rate	(\$/GJ)	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20
<b>Total Gas Charges</b>	<b>(\$)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>	<b>(\$27,002)</b>
<b>Electricity Charges:</b>												
Electricity Consumption	(kWh)	564,000	564,000	564,000	564,000	564,000	564,000	564,000	564,000	564,000	564,000	564,000
All-In Electricity Rate	(\$/kWh)	\$0.060	\$0.061	\$0.062	\$0.064	\$0.065	\$0.066	\$0.068	\$0.069	\$0.070	\$0.072	\$0.073
<b>Total Electricity Charges</b>	<b>(\$)</b>	<b>(\$33,840)</b>	<b>(\$34,517)</b>	<b>(\$35,207)</b>	<b>(\$35,911)</b>	<b>(\$36,630)</b>	<b>(\$37,362)</b>	<b>(\$38,109)</b>	<b>(\$38,872)</b>	<b>(\$39,649)</b>	<b>(\$40,442)</b>	<b>(\$41,251)</b>

Option 2 - Combined Heat & Power Unit:		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Gas Charges:</b>												
Gas Consumption	(GJ)	8,183	8,183	8,183	8,183	8,183	8,183	8,183	8,183	8,183	8,183	8,183
All-In Gas Rate	(\$/GJ)	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20	\$4.20
<b>Total Gas Charges</b>	<b>(\$)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>	<b>(\$34,369)</b>
<b>Electricity Charges:</b>												
Electricity Consumption	(kWh)	152,161	152,161	152,161	152,161	152,161	152,161	152,161	152,161	152,161	152,161	152,161
All-In Electricity Rate	(\$/kWh)	\$0.060	\$0.061	\$0.062	\$0.064	\$0.065	\$0.066	\$0.068	\$0.069	\$0.070	\$0.072	\$0.073
<b>Total Electricity Charges</b>	<b>(\$)</b>	<b>(\$9,130)</b>	<b>(\$9,312)</b>	<b>(\$9,498)</b>	<b>(\$9,688)</b>	<b>(\$9,882)</b>	<b>(\$10,080)</b>	<b>(\$10,281)</b>	<b>(\$10,487)</b>	<b>(\$10,697)</b>	<b>(\$10,911)</b>	<b>(\$11,129)</b>

CHP vs HE Boiler Summary:		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Capital</b>													
HE Boiler Capital Cost	(\$)		(\$400,000)										
CHP Capital Cost Less Rebate	(\$)		(\$566,505)										
<b>CHP Incremental CAPEX</b>	<b>(\$)</b>		<b>(\$166,505)</b>										
<b>Gas Charges</b>													
HE Boiler Gas Charges	(\$)		(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)	(\$27,002)
CHP Gas Charges	(\$)		(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)	(\$34,369)
<b>CHP Incremental Gas Savings/(Cost)</b>	<b>(\$)</b>		<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>	<b>(\$7,367)</b>
<b>Electricity Charges</b>													
HE Boiler Electricity Charges	(\$)		(\$33,840)	(\$34,517)	(\$35,207)	(\$35,911)	(\$36,630)	(\$37,362)	(\$38,109)	(\$38,872)	(\$39,649)	(\$40,442)	(\$41,251)
CHP Electricity Charges	(\$)		(\$9,130)	(\$9,312)	(\$9,498)	(\$9,688)	(\$9,882)	(\$10,080)	(\$10,281)	(\$10,487)	(\$10,697)	(\$10,911)	(\$11,129)
<b>CHP Incremental Elec. Savings/(Cost)</b>	<b>(\$)</b>		<b>\$24,710</b>	<b>\$25,205</b>	<b>\$25,709</b>	<b>\$26,223</b>	<b>\$26,747</b>	<b>\$27,282</b>	<b>\$27,828</b>	<b>\$28,384</b>	<b>\$28,952</b>	<b>\$29,531</b>	<b>\$30,122</b>

CHP Option - DCF Summary		(Year)	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
		(Dates)	31-Dec	31-Jul	31-Jul	31-Jul	31-Jul	31-Jul	31-Jul	31-Jul	31-Jul	31-Jul	31-Jul	31-Jul
Incremental Capital Cost	(\$)		(\$166,505)											
Incremental Gas Savings/(Cost)	(\$)			(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)	(\$7,367)
Incremental Elec. Savings/(Cost)	(\$)			\$24,710	\$25,205	\$25,709	\$26,223	\$26,747	\$27,282	\$27,828	\$28,384	\$28,952	\$29,531	\$30,122
<b>Total</b>	<b>(\$)</b>		<b>(\$166,505)</b>	<b>\$17,344</b>	<b>\$17,838</b>	<b>\$18,342</b>	<b>\$18,856</b>	<b>\$19,380</b>	<b>\$19,915</b>	<b>\$20,461</b>	<b>\$21,018</b>	<b>\$21,585</b>	<b>\$22,164</b>	<b>\$22,755</b>
Period	(Year)		0.0	0.5	1.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5
Discount Rate	(%)		10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Discount Factor	(#)		1.0000	0.9535	0.8668	0.7880	0.7164	0.6512	0.5920	0.5382	0.4893	0.4448	0.4044	0.3676
<b>PV of Cash Flows</b>	<b>(\$)</b>		<b>(\$166,505)</b>	<b>\$16,536</b>	<b>\$15,461</b>	<b>\$14,453</b>	<b>\$13,508</b>	<b>\$12,621</b>	<b>\$11,790</b>	<b>\$11,012</b>	<b>\$10,283</b>	<b>\$9,601</b>	<b>\$8,962</b>	<b>\$8,365</b>
<b>Net Present Value*</b>	<b>(\$)</b>		<b>(\$33,911)</b>											

\* Note: If the NPV is positive, the benefit of the electricity savings outweighs the incremental capital cost of the CHP units.

**Simple Payback Period Analysis:**

Cash Flows	(\$)		(\$166,505)	\$17,344	\$17,838	\$18,342	\$18,856	\$19,380	\$19,915	\$20,461	\$21,018	\$21,585	\$22,164	\$22,755
<b>Cumulative Cashflows</b>	<b>(\$)</b>		<b>(\$166,505)</b>	<b>(\$149,161)</b>	<b>(\$131,324)</b>	<b>(\$112,982)</b>	<b>(\$94,126)</b>	<b>(\$74,745)</b>	<b>(\$54,830)</b>	<b>(\$34,369)</b>	<b>(\$13,351)</b>	<b>\$8,234</b>	<b>\$30,398</b>	<b>\$53,153</b>
Payback Periods	(#)			1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.0	0.0
<b>Payback Period</b>	<b>(Years)</b>													<b>8.6</b>

**Confidentiality Statement and Disclaimer**

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## Energy Efficiency Alberta Funding

Funding available for Custom Energy Solutions that improve productivity, save energy and save money by upgrading inefficient equipment and other energy improvements such as:

- CHP
- Process Improvements
- Boiler Controls Boiler Systems
- Building Controls
- Insulation
- VFD's & More





## Program

### Timing:

- 3 year program, announced May 2018
- Funding program as is in place until March 31<sup>st</sup>, 2019
- April 1<sup>st</sup>, 2019, program review

### Application Process:

- Funding & approval process facilitated by Program Ally
- ATCO is an approved Program Ally
- Staged application process - begin with Scoping Audit &/ or Engineering Study
- Available on first-come, first served basis



## Investigation Incentives

Investigation Project	Facility Annual GHG Emissions	
	< 10,000 tonnes	> 10,000 tonnes
Scoping Audit	Up to \$4,000	Up to \$8,000
Engineering Study	Up to \$20,000	Up to \$40,000
Retro / Re-Commissioning Study	Up to \$30,000	Up to \$60,000
On-Site Energy Manager	90% of Salary Yr 1, 50% Yr 2	90% of Salary Yr 1, 50% Yr 2
Strategic Energy Mgmt Mentor	Up to \$50,000	Up to \$50,000



## Project Implementation Incentives

CHP Project Implementation	Facility Annual GHG Emissions			
	< 10,000 Tonnes		> 10,000 Tonnes	
	Per Facility	Per Parent	Per Facility	Per Parent
<b>Incentive Value</b>	Up to \$250,000	Up to \$500,000	Up to \$1M	Up to \$2M
<b>Base Rate</b> (\$ / tonne GHG reduced / year)	\$175.00	\$175.00	\$175.00	\$175.00
<b>Effective Useful Life Adder</b> (\$ / tonne GHG reduced / year)	\$17.50	\$17.50	\$17.50	\$17.50

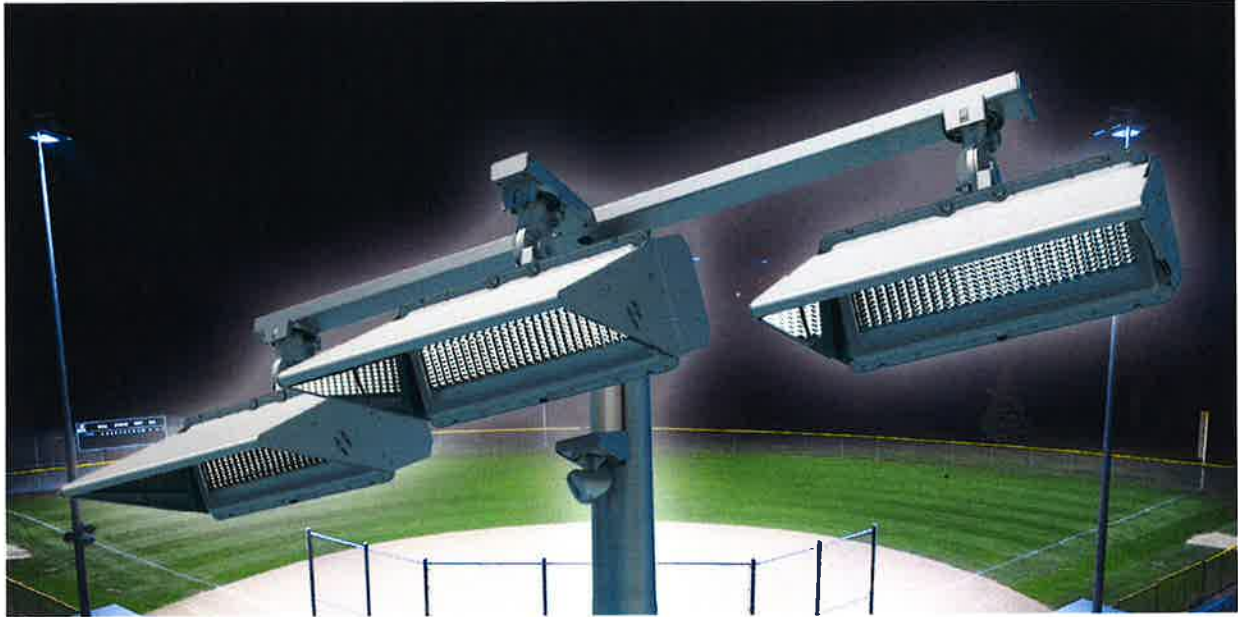


**Proposed 2019 Recreation Capital - Football Field and Track Lighting**

<b>Revenue</b>				
CFEP				Community Facility Enhancement grant to be applied for from Rocky Football Association.
	\$ 125,000			
Town	\$ 62,500			2019 capital
County	\$ 62,500			In reserve at this point.
Rocky Football Association	\$ 22,750			Sponsorship and fundraising.
<b>Total Revenues</b>	<b>\$ 272,750</b>			
<b>Expenses</b>				
LED lighting and poles				Possible cost savings and LED lighting technology has reduced costs.
		\$ 272,750		
<b>Total Expenses</b>		<b>\$ 272,750</b>		CFEP would need to be approved to proceed with this project.



## TLC for LED® - Total Light Control



For nearly a decade, Musco has been testing the Light Emitting Diode (LED) light source and applying it in projects in which it was the best option. While LED saved energy, for a typical recreational facility the hours of operation weren't great enough to offset the higher cost.

With our Total Light Control—TLC for LED® technology, we've paired our expertise in light control with the advancing output of LED to the point where it's a cost-effective option for recreational facilities.

The result is a system that makes Musco's great lighting even better.

**Better for Players...** who want to perform their best and be able to track the entire flight of the ball.

**Better for Neighbors...** who don't want glare in or around their homes or lights left on when not in use.

**Better for the Night Sky...** with bright, uniform light directed onto the field and not spilling above it.

**Better for Your Budget...** an affordable system that's built to last and control operating costs.

And with Musco's long-term parts and labor warranty, you can mark maintenance costs off your list for 25 years.

**Control**  
from foundation to poletop...  
from the light source to the field,  
preserving the night sky...  
assuring the results you expect,  
day 1... year 1... and for 25 years.

[Click here](#) to learn more about Musco's Light-Structure System™



Request Information

More stories from musco.com



LoConte Family Field – Clemson University

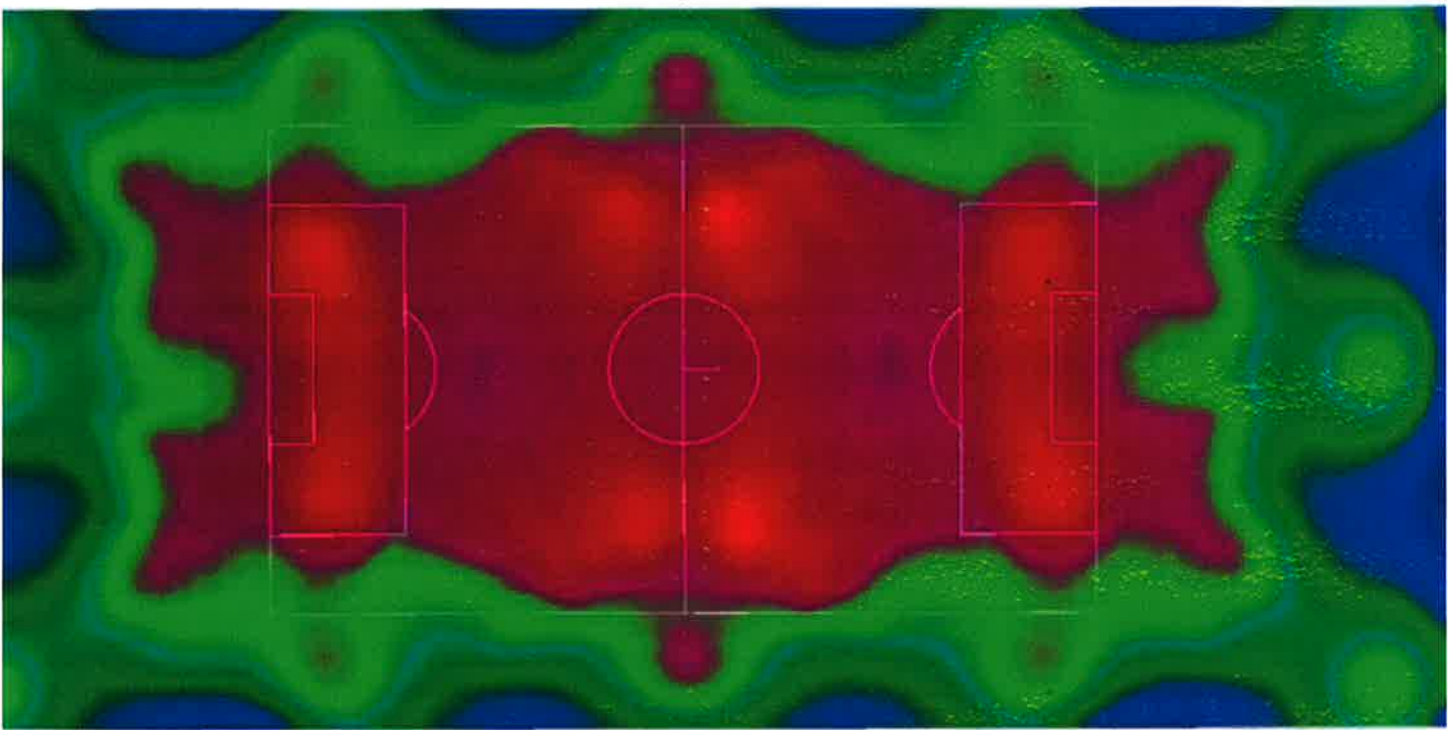


Motspur Park – Fulham Football Club

Trojan Park – 2016 NRPA Parks Build Community



Football, Rise, False Coll







# HIGH MAST LIGHTING

Ordering Information / Photometric Report

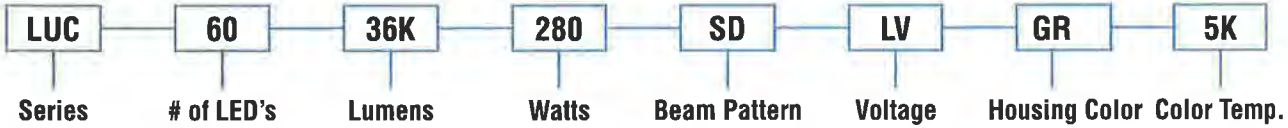
Project Name:

Date:

Type:

## ORDERING NUMBER LOGIC

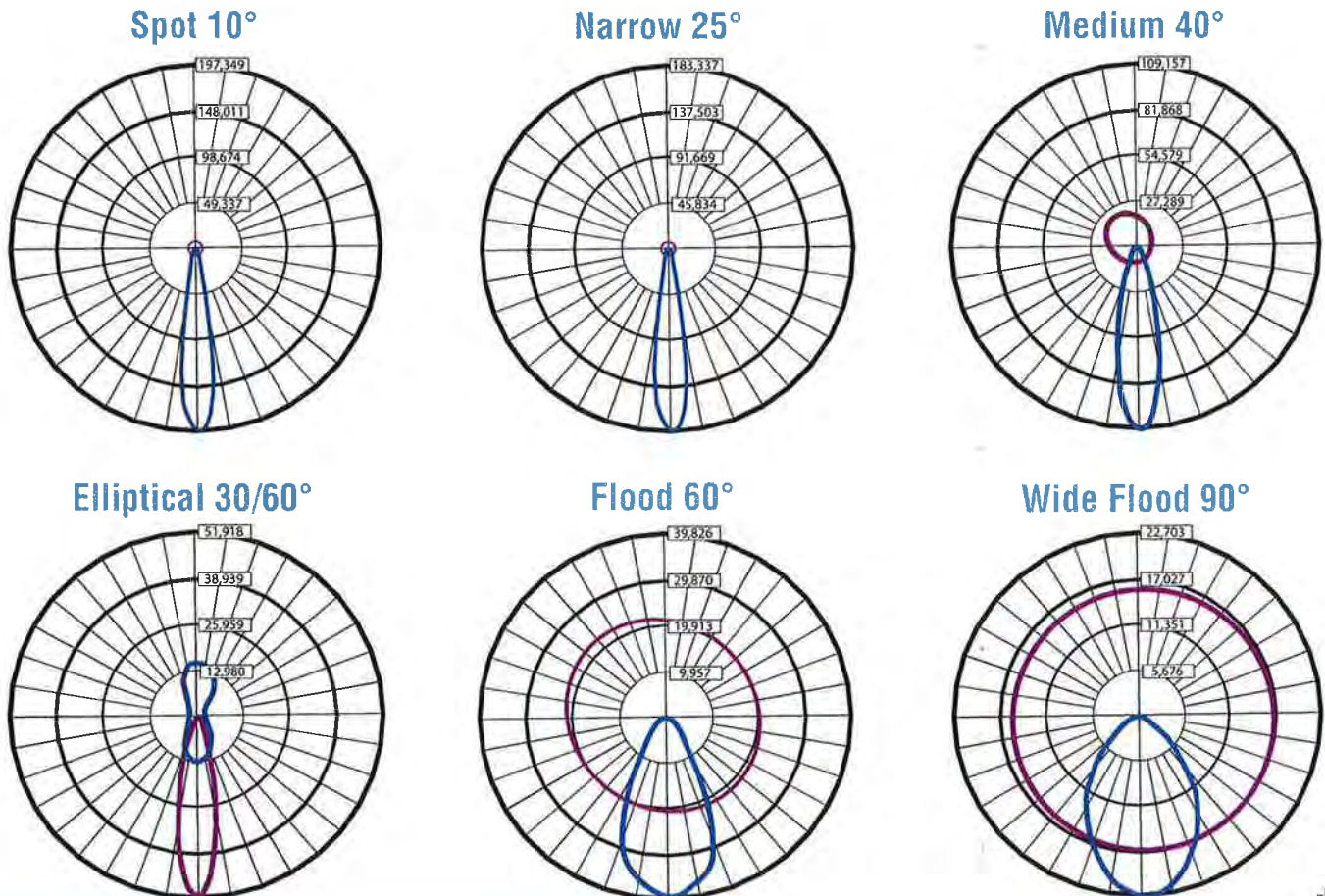
Ordering Example: LUC-60-18K-300-SD-LV-GR-5K



SERIES		Lumens		Beam Pattern		Housing Color	
LUC	Lucent Engineering	36K	36,000 Lumens	SD	Spot 10°	GR	Grey Housing
<b>NUMBER OF LEDS</b>		Watts		ND	Narrow 25°	<b>Color Temperature</b>	
60	60 High Output LED's	280	Total Fixture Watts	MD	Medium 40°	5k	5,000° Kelvin
				FD	Flood 60°		
				WD	Wide Flood 90°		
				Voltage			
				LV	Low Voltage 90-277vAC		
				HV	High Voltage 480vAC		

## PHOTOMETRIC DATA:

Maximum Intensity (cd)





# HIGH MAST LIGHTING

## Product Information

Project Name:

Date:

Type:

### Application

Designed to outshine and outlast the competition, the High Mast fixture features advanced electronic technology like Pulse Width Modulation, Electronic Thermal Management, and a Redundant Circuit Design (60 LED) that allow the fixture to function even if half of the light should fail for unknown reasons. This is part of the effort by Vision X to ensure that the High Mast fixture is the most dependable LED fixture in the workplace.

## SPECIFICATIONS

### Mechanical Information:

<b>Fixture Weight:</b>	37.05 lbs (16.81kg)
<b>Shipping Weight:</b>	40.05 lbs (18.17kg)
<b>Mounting/ Entries: (See Accessories)</b>	(1) 3/4" NPT - TOP (2) 3/4" NPT 90° - SIDES (2) 3/4" NPT 45° - SIDES

### Electric Specifications:

<b>Operating Voltage:</b>	90 - 305V AC 127-431V DC
<b>Wattage:</b>	280W
<b>Operating Temp:</b>	-40°C ~ 40°C
<b>THD:</b>	<20% (@load≥50% / 115VAC,230VAC) (@load≥75% / 277VAC)
<b>Power Factor:</b>	≥ 0.98/115V AC ≥ 0.95/230V AC ≥ 0.92/277V AC
<b>Short Circuit:</b>	Constant Current Limiting, Recovers Automatically After Fault Condition is Removed
<b>Frequency:</b>	47-63Hz
<b>Vibration:</b>	15.6Grms

### Construction:

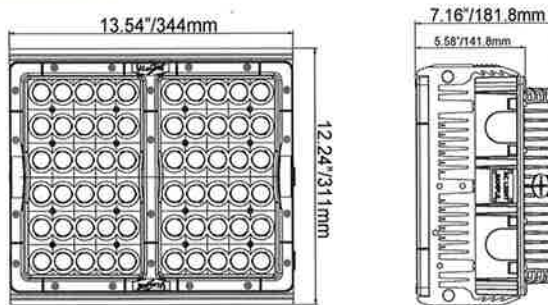
<b>Housing:</b>	Die-Cast 6061 Aluminum
<b>Finish:</b>	Gloss Grey
<b>Lens:</b>	Polycarbonate Lens

### LED Light Engine / Driver

<b>LED:</b>	XP-LHD(CREE)
<b>Amp Draw:</b>	2.43A @ 115VAC 1.22A @ 230VAC 1.01A @ 277VAC
<b>Lifespan:</b>	50,000 hr



### 2D DRAWING:



### RATINGS:

<b>EMC Emission:</b>	Compliance to EN55015, EN55022 (CISPR22) Class B, EN61000-3-2 Class C (@Load ≥ 50%); EN61000-3-3
<b>EMC Immunity:</b>	Compliance to EN61000-4-2,3,4,5,6,8,11, EN61547, EN55024, Light Industry Level (surge immunity Line-Earth 4KV, Line-Line 2KV)
<b>Ingress Protection:</b>	IP-68, IP69k





### Proposed 2019 Recreation Capital Project - North Saskatchewan River Park

<b><u>NSRP</u></b>				
<b>Revenue</b>				
Town	\$	200,000		Confirmed in 2018
County	\$	200,000		Conditional on grant submission
Rocky Mountain Chuckwagon Association	\$	110,000		To be used towards the roof over bleachers
Rocky Agricultural and Stampede Association	\$	30,000		Towards all projects and roof
Rocky Lions Club	\$	15,000		Towards the portable bleachers
Volunteer labor and machinery	\$	23,880		Assembly of bleachers and additional landscaping
CFEP Grant	\$	578,880		will know in January
<b>Total Revenue</b>	\$	<b>1,157,760</b>		
<b>Expenses</b>				
				Road costs were excluded from CFEP as matching dollars thus for all projects we are short \$150,000 and would have to find the monies or reduce the amount of projects.
Covered Bleachers		\$	546,100	Quote supplied
Water		\$	40,000	Quote supplied
Washroom facilities		\$	420,000	Designed to meet occupancy load of the bar area
Infield Box Upgrades		\$	22,334	Quote supplied
BMX track (pre-Olympic qualifying design)		\$	278,233	Consultant and quote supplied
Fencing of NSRP		\$	55,566	Quote supplied
Portable bleachers for Demolition derby site		\$	78,872	Quote supplied
Power		\$	7,896	Quote supplied
<b>Total eligible expenses that could be matched</b>		\$	<b>1,449,000</b>	

NOTE: If Town and County contributed the \$145,620 it is eligible to be matched thus \$291,240. If not the BMX track and another project would not proceed. Also all projects do not have to be built in 2019. They can be built over 2 years.



## Eligible Budget

Reference Submissions	
Step	Score / Approval
Submit Application	N/A
Eligibility Review	N/A

**Note:**

Maximum Alberta Government funding including grant request cannot exceed 50% of total project costs.

Cash contributions & Donated In-Kind represent your matching amount which must equal or exceed grant request. Attach a detailed breakdown of donated labour/services, donated material/equipment and source of cash amounts.

Attach a detailed list of other Alberta Government funding which has been applied for or approved for this project.

### Eligible Revenue

Eligible Grant Amount	\$734,439.00
Cash Contributions	\$710,560.83
Donated In-Kind	\$23,880.00
Other Alberta Government Funding	
<b>Total Revenue</b>	<b>\$1,468,879.83</b>

### Eligible Total Project Expenses and Donated Components Breakdown

Item Description	Cash Cost (A)	Quote/Source of Estimate	Donated In-Kind Unskilled (B)	Donated In-Kind Skilled (C)	Donated In-Kind Equipment (D)	Donated In-Kind Materials (E)
Grandstand Roofing	\$546,100.00	Morskate Manufacturing				
Water	\$40,000.00	IMC Construction				
Washroom Facilities	\$420,000.00	IMC Construction				
Infield Box Upgrades	\$22,333.50	EDGO Contracting				
BMX Track (Consultant Fees \$67,500)	\$278,233.00	Tom Ritz Designs				
Fencing 2400' Chain Link Fence 6' High along road of rodeo grounds	\$55,566.00	Midwest Fencing				
Outdoor Portable Bleachers - additional seating	\$74,872.00	Omnisport				
Power	\$7,895.33	Rocky Rea				



**Applicant:** Rocky Agricultural & Stampede Association

APP-11474895

**Project:** 18-77-LG-North Saskatchewan River Park

CFEP-070794

Assemble 14 portable bleachers on-site		30 volunteers 1166 hrs \$20/hr	\$23,320.00			
Forklift offloading of trucks 14 portable bleachers		8 hours \$70/hr			\$560.00	
<b>Sub-Totals</b>	\$1,444,999.83		\$23,320.00	\$0.00	\$560.00	\$0.00

**Eligible Total Project Costs (Sum of A+B+C+D+E):** \$1,468,879.83

This figure must equal Total Revenue above.

**Comments Regarding Eligible Budget:**

# NORTH SASKATCHEWAN RIVER PARK (NSRP) MULTI-USE FACILITY UPGRADES

*Business Case*



***Application for***

*Large Funding Stream, Community Facility Enhancement Program*

**Submitted September 28, 2018**

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## CAPITAL PROJECT NAME

### North Saskatchewan River Park (NSRP) Multi-Use Facility Upgrades

## EXECUTIVE SUMMARY

### Historical Overview

In 2002 the Town of Rocky Mountain House purchased the land on the North Saskatchewan River (149 acres) to relocate existing facilities being displaced by the building of a new high school. The displaced facilities included a race track, rodeo grounds, BMX park and campground. The North Saskatchewan River Park (NSRP) was intended to create a multi-faceted park.

The NSRP is now home to basic rodeo grounds and includes racetrack with temporary bleachers, rodeo facilities and some corrals. It also serves as a random/contestant camping area with a northeast road and parking areas. Parking areas accommodate approximately 1,110 vehicles and remain in a natural grassed state.

Rocky Agricultural and Stampede Association (RASA) has been leasing the NSRP from the Town since November 2002 for \$1 payable January in each year term. They are responsible for operations, all maintenance and upkeep on the premises as well as paying all utilities, business tax and insurance. Bookings are done by the Town Administration and revenues associated with the bookings less a 10% administration fee are forwarded to RASA. They have constructed further improvements to the horse racing track, grandstand, concession buildings and fencing.

NSRP is important to both municipalities in providing economic benefit to the region and enhancing the quality of life of the citizens through recreational entertainment events. The Park will be developed, operated and maintained to serve the recreational, cultural and social needs of the residents of the Town and the County. The NSRP is ready to expand its event offerings and much needed updates are required to do so.

### Location

The NSRP site is located within the municipality of Clearwater County immediately west of Town and north of Highway 11A in the scenic North Saskatchewan River Valley. One mile downriver from the Rocky Mountain House National Historic Park.

There are several recreation facilities and scenic amenities in the area. In addition to the National Historic Park, two miles to the northwest is the Pine Hills Golf Course. The children's fish pond and a natural area are located down River Road as well as Riverview Campground. Two Provincial parks are located just north of Highway 11; Twin Lakes and Crimson Lake Provincial Park.



## NSRP Current Events

- Rocky Pro Rodeo 5-day (46<sup>th</sup> Annual Event) held in June with midway, nightly music entertainment and camping [www.rockyrodeo.com](http://www.rockyrodeo.com)
- Battle of the Rockies World Finals 4-day Rocky Mountain World Professional Chuckwagon Races (9<sup>th</sup> Annual Event) held in August with nightly music entertainment and camping [www.battleoftherockies.com](http://www.battleoftherockies.com)
- Rocky Mountain House Lion's Demolition Derby (37<sup>th</sup> Annual Event) – largest fundraiser for the Rocky Mountain House Lion's Club
- Rental to community horse enthusiasts (4-H clubs, drill teams, high school rodeo, gymkhana)
- Private Weddings and Cabarets

## PROJECT SCOPE – Facility Upgrades

The NSRP is ideal to host recreation activities, however the facility requires updates. This has become highest priority for the community as the Town of Rocky Mountain House is set to host the 2019 Master Games and this facility will be primary site for activities.

### Road Improvement

A long-standing issue with the park is having an appropriate entrance from Highway 11A into the NSRP that meets the requirements of Alberta Transportation. The upgrades aim to ensure proper traffic flow and safe turning lanes during events with large attendance. The absence of a proper intersection has resulted in difficulties in allowing additional events at the NSRP. The Town and County are working cooperatively in the design and upgrading of the intersection, with anticipated completion in 2019.

### Grandstand Roofing (Quote Attached)

Roofing for grandstand bleacher and announcer booth to shelter spectators from Alberta weather. This will greatly increase spectator comfort and the ability to attend events no matter what the weather.

### Water (Quote Attached)

Having running water at the site will greatly improve the NSRP facility, currently water is hauled during events and portable washrooms are used to provide sanitary services. Costs for drilling a well for water will be dependent on the depth required and the amount of piping to the washroom location.

### Washroom Facilities (Quote Attached)

Permanent washrooms facilities with running water and power are required. Currently portable washroom facilities are brought to the site for events. The ability to have running water for toilets and washing hands for workers, weddings, campers and spectators will greatly advance the site amenities and increase the number of users who would use and rent the facility. The lack of this service greatly impacts wedding rentals.

### Power (Quote Attached)

Power is also lacking at the site and a new single phase overhead service is required with a primary line built as well as a transformer and meter installed. This will be a cost-effective solution for operations as the current power needs are provided by portable generators.

### Infield Box Upgrades (Quote Attached)

The infield box has sustained some water damage and needs to be repaired. As these items are replaced and reinforced items will also be brought up to code if required.

### BMX Track (Quote Attached)

Our intent is to develop a Pre-Olympic certified BMX Track for competitions to be built as an additional event attraction at the site. Local expert, Loyal Mah (local volunteer and Olympic judge) is heading the partnership with the BMX community. The portable bleachers can be moved and used at this location.

### Fencing (Quote Attached)

Security fencing along road of rodeo grounds is needed, currently temporary perimeter fencing has been installed along portions of the north and south boundaries of the property.

## Portable Bleachers (Quote Attached)

Outdoor portable bleachers for additional seating and to accommodate a variety of events throughout the NSRP including the Lion's Demolition Derby and new BMX track. Volunteers will be supplying the man hours to offload and assemble the portable bleachers.

## GOALS

- Complete road Improvements for proper traffic flow and safe turning lanes to meet the requirements of Alberta Transportation
- Develop the NSRP to better service existing events
- Develop the NSRP to allow and attract additional events
- Further utilize the grounds at NSRP
- Stimulate Economic Development and Sports Tourism for the Community
- Create an Outdoor Event Centre for the Community to enjoy
- Host a successful 2019 Master Games

## 2019 Alberta Masters Games

The Town of Rocky Mountain House and Clearwater County has been successful in its bid to host the inaugural Alberta Masters Games in August 2019. The Games provide an opportunity for masters-aged athletes to compete in a province-wide sports competition. Approximately 1,200 participants, along with their families and spectators are expected to attend the Games. Rocky Mountain House is a small rural community and as such does not have unlimited resources to host an event of this size. The Community will need to be creative and fully utilize the venues that it has. To host this number of people having accommodations will be a main concern and the NSRP will be required as the main campground site.

The Master Games will bring many people to the region and will be a great advertising platform for the region. It will be the perfect opportunity to showcase our new outdoor event centre. The Masters Games will utilize the NSRP for:

- Main campground site
- Opening and closing ceremonies site
- Medal presentation site
- Hospitality site
- Nightly entertainment venue
- Indigenous games venue
- Archery venue

## Outdoor Event Centre

The Town of Rocky Mountain House has been approached by several potential users of the NSRP. However, currently the road access does not permit us to expand the event offerings. New opportunities include:

- Folk festivals and music festivals
- Jeep "rodeo" events
- Drone flying camps and competitions
- BMX events
- Sea cadet campout
- Sports tournament campsite

## OBJECTIVES OF THE PROJECT

- Awarded CFEP large funding stream of \$1 million and complete formal grant agreement
- Spring 2019 begin road construction
- Access 2019 conditional funds from Clearwater County and Town of Rocky Mountain House
- Access RASA and RMCA matching contributions
- Engage third-party contractors to begin work as per quotes provided
- Engage RASA and RMCA for equipment and volunteer labour contribution
- Complete renovation over a 30-month timeframe
- Project scope and financial report to CFEP staff

### Timeframes

With the 2019 Master Games approaching in August timing is paramount. Ideally the project would begin as soon as budget and weather conditions allow.

**Start Spring 2019** to begin with Road construction to be completed prior to August 2019

Grandstand Roof, water and washrooms, portable bleachers, fencing would ideally be completed by August 2019.

**Completion Spring 2020** with the completion of the BMX track.

## DEMONSTRATED NEED FOR THE PROJECT

### Letters of Support

2019 Alberta Master Games Society (Attached)

The Town of Rocky Mountain House (Attached)

Clearwater County (Attached)



## PROJECT BUDGET

### Revenue

Town – Road Reserve	\$ 500,000
County – Road Reserve	\$ 500,000
Town – Park Development	\$ 200,000
County – Park Development	\$ 200,000
RASA Cash Contribution	\$ 30,000
RASA Equipment and Labour	\$ 25,000
Rocky Lion’s Club	\$ 15,000
CFEP Major Grant	\$1,000,000
<b>TOTAL REVENUE</b>	<b>\$2,470,000</b>

### Fundraising plans

The County and the Town will work cooperatively in the design and upgrading of the intersection and have both set aside \$500,000 in matching capital funding support for the Town’s highway access improvements, which are required as part of the NSRP development plan and subject to Alberta Transportation approvals. It is anticipated that this will be completed in 2019 prior to the Master Games.

The Rocky Agricultural and Stampede Association (RASA) has fundraised towards the project and have further committed equipment and volunteer labour. Their volunteers will offload with donated forklift and assemble the new outdoor portable bleachers as well as any levelling and digging that maybe required.

The Town and County have also conditionally approved 2019 funding of \$200,000 each for the NSRP enhancement project – to go towards upgrades such as covered bleachers, permanent washroom facilities and a water well, as well as a new BMX track.

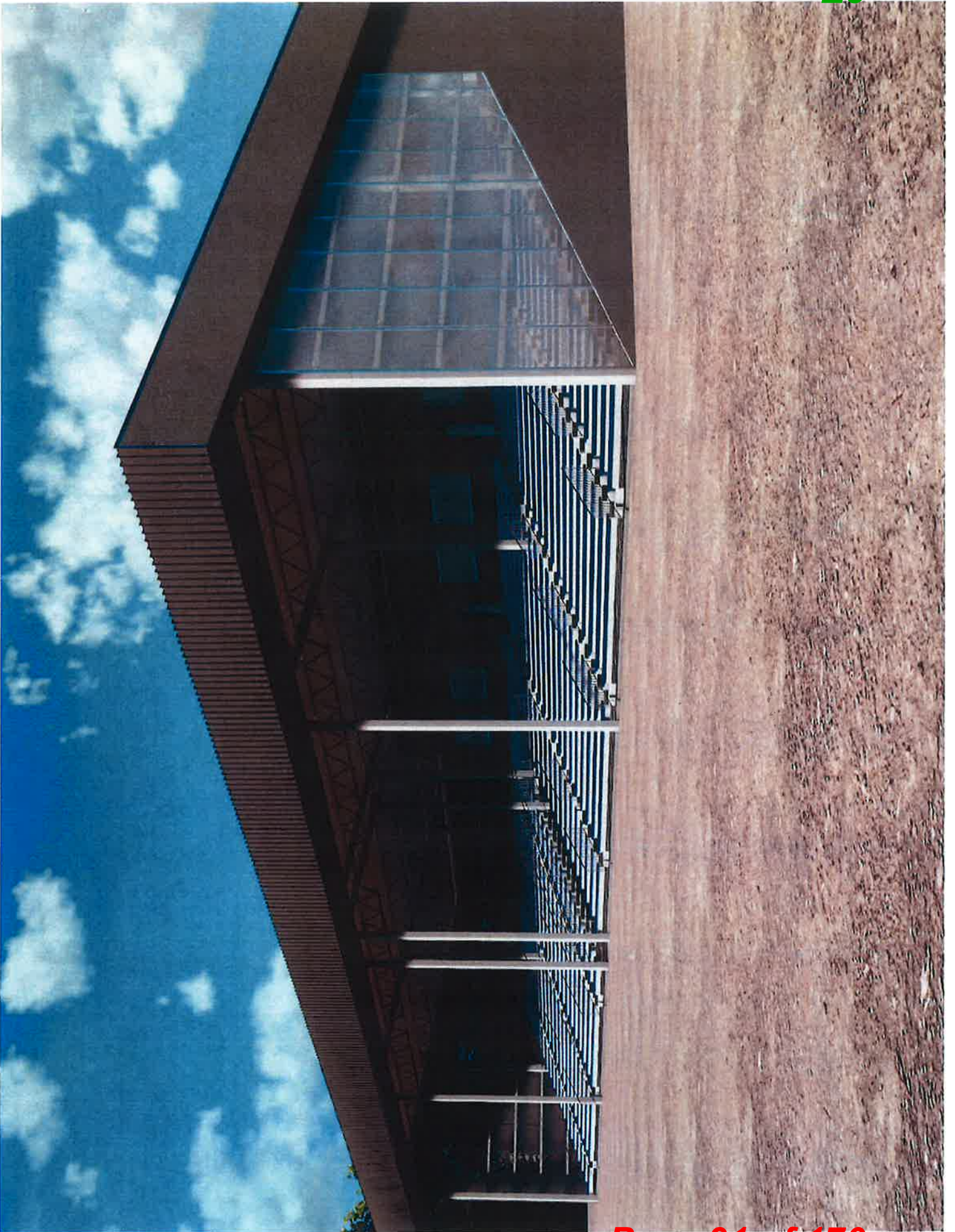
## FINANCIAL PLAN

The Town will administer the project and facility and cover any operating shortfalls. The operations and maintenance requirements will be met through rental revenue and spectator surcharges. There will be numerous new opportunities that will be created with the road upgrade the addition of washroom facilities. Bookings will continue to be done by the Town Administration and revenues associated with the bookings less a 10% administration fee will continue to be forwarded to RASA.

Minimal risk as the site is already established and has major events annually supporting the site. The upgrades will assist in attracting new events to the NSRP. There have been several inquiries over the years for events. that can be capitalized on that will generate additional rental revenue once upgrades are complete.

**LEASED FACILITIES** (Lease Agreement Attached)

The NSRP property is owned by the Town of Rocky Mountain House. The land has been leased to the Rocky Agricultural and Stampede Association (RASA). They are responsible for operations, all maintenance and upkeep on the premises as well as paying all utilities, business tax and insurance. RASA has been leasing the NSRP from the Town since November 2002 for \$1 payable January in each year term. The current 5-year term ends October 31, 2020.







July 17, 2018

Roger Smolnicky  
**Town of Rocky Mountain House**  
 5116 50 Ave  
 Rocky Mountain House, AB T4T 1B2

### OUTDOOR PORTABLE BLEACHERS

OMNI Sport is pleased to offer you the following revised quotation for your requirements at the Town of Rocky Mountain House. Your quotation is as follows:



To supply only, for assembly by others, portable outdoor bleachers including

- 14 ea – 5 tier x 15' long angle framed bleachers
- Each unit with dimensions of 252" L x 106" D x 45½" H
- Double wide mill finish aluminum footboards
- Anodized aluminum seat planks
- Aluminum riser system from rows 2 to 5
- Hot-dip galvanized steel understructure
- 2X6 recycled HDPE sleepers to distribute weight of bleacher as recommended for use when no concrete is present (See inset photo)
- Seating capacity of 70 people per unit (Total of 980 people with 14 units)

14 Boulder Blvd. | Stony Plain, AB T7Z 1V7  
 780-968-2344 Tel 780-968-2217 Fax

[www.omnisport.ca](http://www.omnisport.ca)





December 11, 2018

Town of Rocky Mountain House  
C/O Roger Smolicky  
Box 1509  
Rocky Mountain House, AB  
T4T 1B2

Service Location: SE-28-39-07-W5  
Request Number: 1586

Dear Mr. Smolnicky,

RE: New Service Installation at Rocky Rodeo Grounds

Thank you for contacting the Rocky REA with your new Distribution Service needs. As a locally owned and locally controlled Electric Distribution Cooperative, our members are central to everything we do.

This letter contains the quotes for your new service. The details of this service are:

- Option 1: East side, 3-Phase overhead to underground service with a 150 kVA pad mounted transformer; demand meter.
- Option 2: West side, 3-Phase overhead to underground service with a 150 kVA pad mounted transformer; demand meter.

Please note these quotes were generated with a Service Entrance of 200A and secondary voltage of 208Y/120V. These details must be confirmed by the member prior to construction and may change the project cost.

Member Responsibilities:

- **A qualified professional must be consulted to confirm the service entrance size and secondary voltage requirements.**

**The Rocky REA's standard 3-phase transformer sizes**

75 kVA
150 kVA
300 kVA

**The Rocky REA's standard 3-phase secondary voltages**

208Y/120V
480Y/277V
600Y/347V

- Ensure your service meets Rocky REA's metering standards per the Metering Guide
- You are also responsible for costs incurred to install facilities not included in the above scope, including secondary lines.

- No metal structures, such as fencing or buildings, are to be placed within 3.1 meters from the pad-mount transformer without written prior consent.
- Vegetation removal is required to construct this service, but this scope and cost are not included in this quote. Separate quotes will be provided for Vegetation Removal.

## PROJECT COSTS

### Option 1 - East Side

	Payment Option 1 Cooperative Assistance	Payment Option 2 Payment in Full
Total Project Cost (excluding GST)	\$87,711.60	\$87,711.60
Sub-Total	\$87,711.60	\$87,711.60
Association Credits	-\$32,233.32	-\$32,233.32
Cooperative Assistance	-\$55,478.28	\$0.00
Total Customer Project Costs	\$0.00	\$55,478.28
GST (5%)	\$0.00	\$2,773.91
Total Customer Contribution	\$0.00	\$58,252.19
Cooperative Assistance Tariff	\$342.75	\$0.00

### Option 2 - West Side

	Payment Option 1 Cooperative Assistance	Payment Option 2 Payment in Full
Total Project Cost (excluding GST)	\$77,826.64	\$77,826.64
Sub-Total	\$77,826.64	\$77,826.64
Association Credits	-\$30,256.33	-\$30,256.33
Cooperative Assistance	-\$47,570.31	\$0.00
Total Customer Project Costs	\$0.00	\$47,570.31
GST (5%)	\$0.00	\$2,378.52
Total Customer Contribution	\$0.00	\$49,948.83
Cooperative Assistance Tariff	\$293.89	\$0.00

These quotes are contingent on obtaining all of the necessary land permissions required to build the service. Additionally, the Association Credits are calculated using a minimum service life of 15 years. If the service is salvaged prior to the end of the 15 years, any unrecovered investment will be charged to the member as part of the salvage fee.

For more information about your electrical service, electrical upgrade and/or your quotation package, please give us a call at 403-845-4600.

We look forward to being of service to you.

Sincerely,

Jerry Reglin *CRA, CMA*  
General Manager, Rocky REA

P.O. BOX 1538 ROCKY MOUNTAIN HOUSE, ALBERTA T4T 1B2

Telephone: 310-POWR (7697) Fax: (403) 845-2751

Email: rockyrea@rockyrea.com





# CONSTRUCTION PLAN

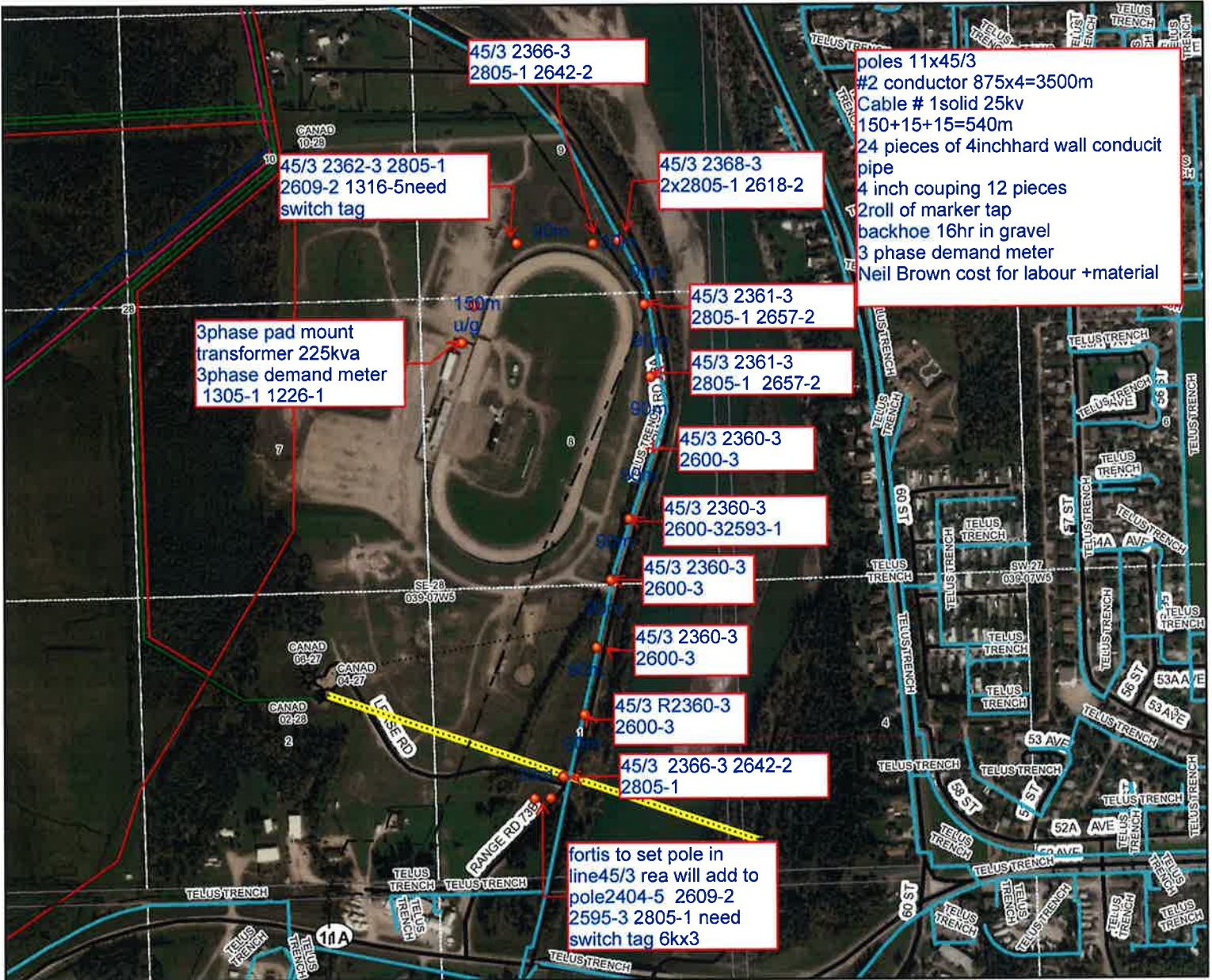
**E3**

Service Type 3 phase line O/H+U/G Design Date Nov 19-20 18

Customer Roger Smolinsky(rocky rodeo ground) Design By DALE

Land Location SE 28-39-7-w5 REQ-1586

Civic Address \_\_\_\_\_ WO# \_\_\_\_\_



Directions From Rocky go W on hwy 11A to Rge rd 7-3B N for about 130m to work site starts then north about 800m

Outage Needed  Riser  Switch # \_\_\_\_\_  PPO  REA

Vegetation Removal  Yes  No Comments: trees will have to be cut  FORTIS

Transformer Size: 150 pad mount KVA Site Staked  Yes  No Date: \_\_\_\_\_

Voltage Type: \_\_\_\_\_ KV Tap # \_\_\_\_\_

Breaker Size: \_\_\_\_\_ WR/EHD Switch # \_\_\_\_\_





# CONSTRUCTION PLAN

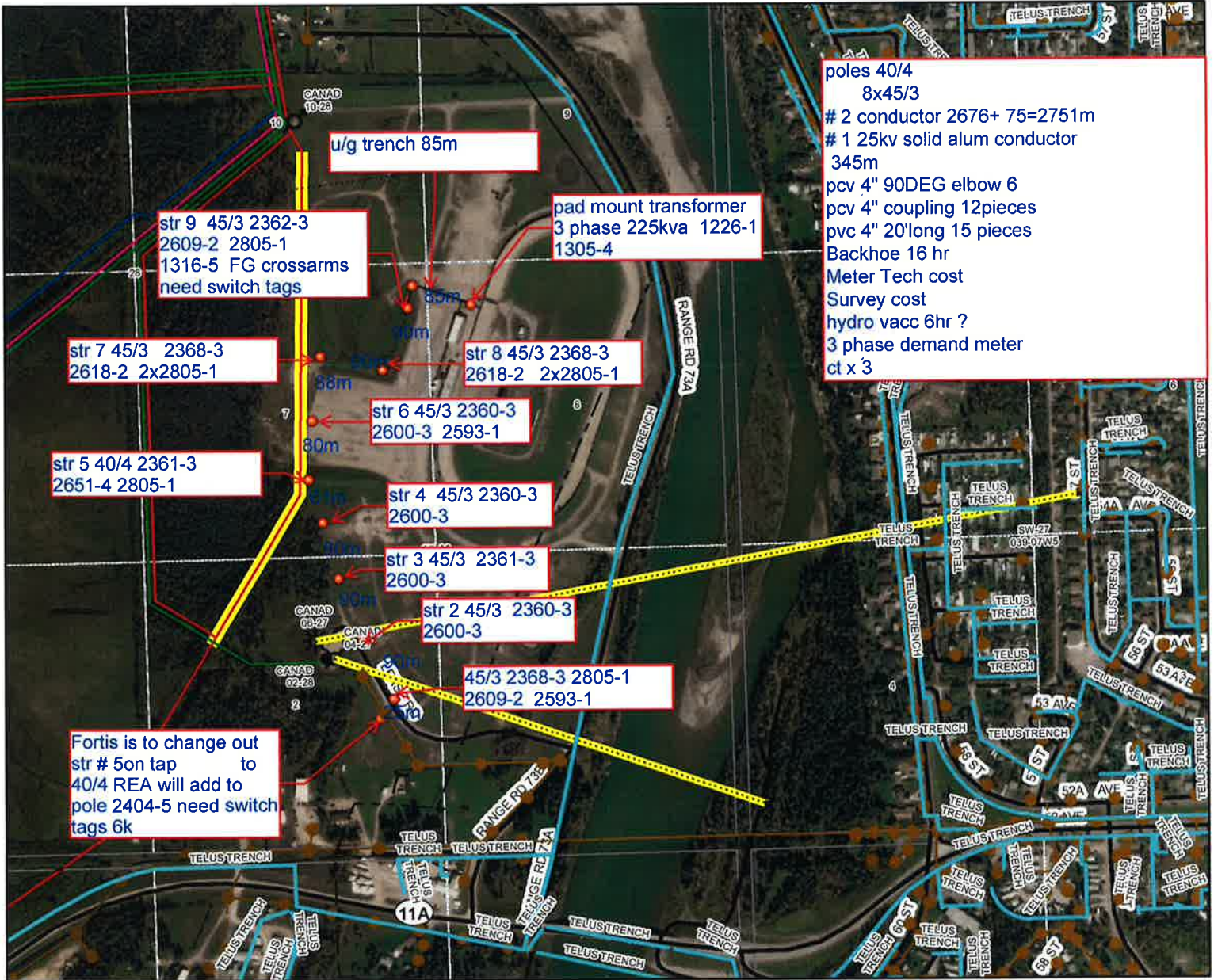
E3

Service Type O/H + U/G service Rodeo Grounds Design Date Nov 27 2018

Customer Roger Smolnick (Town of Rocky Mountain House) Design By DALE

Land Location Lsd 2-7-8 SE 28-39-7-w5 REQ 1586 OPT -2

Civic Address \_\_\_\_\_ WO# \_\_\_\_\_



Directions From Rocky go W on HWY 11A to Rge rd 7-3B N to Rodeo grounds

Outage Needed  Riser  Switch # \_\_\_\_\_  PPO  REA

Vegetation Removal  Yes  No Comments: \_\_\_\_\_  FORTIS

Transformer Size: \_\_\_\_\_ KVA Site Staked  Yes  No Date: \_\_\_\_\_

Voltage Type: \_\_\_\_\_ KV Tap # \_\_\_\_\_

Breaker Size: \_\_\_\_\_ WR/EHD Switch # \_\_\_\_\_





## TOWN OF ROCKY MOUNTAIN HOUSE

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

June 5, 2018

To whom it may concern;

**Re : Letter of Support for North Saskatchewan River Park – Community Facility Enhancement Project Grant**

On behalf of the Town of Rocky Mountain House, this letter confirms Town Council's support for the Community Facility Enhancement Program (CFEP) grant application related to the North Saskatchewan River Park (NSRP) multi-use facility.

At our April 17, 2018 regular Council meeting, Council approved the 2018 Capital Budget with our Town contributing \$200,000 towards the North Saskatchewan River Park for upgrades including; bleachers, permanent washroom facilities, BMX track and a water well and an additional \$500,000 has been agreed by the Town for access improvement off of this highway to access the North Saskatchewan River Park, which is required by the development plan and Alberta Transportation. Clearwater County has also agreed to commit \$200,000 for park improvements and an additional \$500,000 for highway access improvements to the North Saskatchewan River Park for a total of \$700,000 upon approval of CFEP grant funding.

This brings the total committed funds from the Town of Rocky Mountain House to \$700,000

Upgrades at the North Saskatchewan River Park will enhance quality of life and provide a wide variety of recreational opportunities to the broader Rocky/Clearwater community. Town Council feels that this grant application is very worthwhile and we encourage CFEP to provide additional funding support for the proposed NSRP enhancements.

Sincerely,

**Mayor Tammy Burke,  
Town of Rocky Mountain House**

cc: Clearwater County Council  
Town of Rocky Mountain House Council





June 19, 2018

To whom it may concern;

**RE: Letter of Support for North Saskatchewan River Park – Community Facility Enhancement Project Grant Application**

On behalf of Clearwater County Council, this letter confirms Council's support for the Community Facility Enhancement Program (CFEP) grant application related to the Town of Rocky Mountain House's North Saskatchewan River Park (NSRP) multi-use facility.

At their May 8, 2018 regular meeting, Council approved the County's funding a portion of the NSRP enhancement project - which includes covered bleachers, permanent washroom facilities and a water well, as well as a new BMX track. The County's capital funding commitment for budget 2019 is \$200,000.00, conditional upon CFEP grant funding approval.

The County has also set aside an additional \$500,000.00 in matching capital funding support for the Town's highway access improvements, which are required as part of the NSRP development plan and subject to Alberta Transportation approvals. In total, Clearwater County has committed \$700,000.00 towards the Town of Rocky Mountain House's enhancements at or related to the NSRP.

Upgrades at the Town's NSRP enhance quality of life and recreational opportunities available for the broader Rocky/Clearwater community and as such Council feels this grant application is very worthwhile. I encourage CFEP to provide additional funding support for the proposed NSRP enhancements.

Sincerely,

A handwritten signature in blue ink that reads 'John Vandermeer'. The signature is fluid and cursive, with a large initial 'J'.

John Vandermeer, Reeve  
Clearwater County

cc: Clearwater County Council  
Town of Rocky Mountain House Council



September 21, 2018

To whom it may concern:

**RE: CFEP Grant North Saskatchewan River Park Multi-Use Facility Upgrades**

On behalf of the 2019 Alberta Masters Games Committee, this letter confirms our support for the Community Facility Enhancement Program (CFEP) grant application in regard to the upgrades required for the North Saskatchewan River Park (NSRP) multi-use facility.

Rocky Mountain House will be hosting the inaugural Alberta Masters Games in August 2019. The NSRP is booked as the main site for the Games events and activities. The NSRP is ideal to host activities however the facility requires updates. An appropriate entrance from Highway 11A into the NSRP to ensure proper traffic flow and safe turning lanes as required by Alberta Transportation. Roofing for grandstand bleacher for shelter will greatly increase spectator comfort and attendance in poor weather conditions. Permanent washrooms facilities with running water and power will greatly advance the site amenities and assist with the ease of coordinating amenities for the Games.

As Rocky mountain House is a small rural community with limited facilities, these upgrades will greatly impact the success of the 2019 Alberta Masters Games. The Committee feels that this grant application is very worthwhile, and we encourage CFEP to choose to support funding for this project.

Sincerely,

Gora McCrindle, Chair

2019 Alberta Masters Games Committee



**Rocky Mountain House Lions Club  
P.O. Box 641  
Rocky Mountain House, Ab.  
T4T 1A5**



Town of Rocky Mountain House  
Box 1509  
Rocky Mountain House, AB.  
T4T 1B2

Sept 28, 2018

Attention: Roger with the Parks and Rec. Department

On behalf of the Rocky Mountain House Lions Club we are pleased to inform the Town that the Rocky Mountain House Lions Club is committing to contribute \$15,000.00 to go towards purchase of bleachers for the North Saskatchewan River Park.

Should you have any questions or concerns please feel free to contact the Club Treasurer-Clem Swainson @ 403-845-9924.

Sincerely,

Rocky Lions Club Members



# Rocky RODEO

Pro's  
OUT WEST



Town of Rocky Mountain House

Box 1509

Rocky Mountain House, Alberta

T4T 1B2

Attention: Roger Smolnick

This is the commitment from the Rocky Agriculture & Stampede Association for the funds for the CFEP Application pending approval of the CFEP grant and the financial commitment from the Town of Rocky Mountain House and Clearwater County.

- \$30,000.00 in cash
- \$25,000.00 in donated equipment and volunteer labour.

Rocky Agriculture & Stampede Association

A handwritten signature in blue ink that reads "Gary Duft".

Gary Duft (President)

Sept 24/2018



### Proposed 2019 Recreation Capital Project - Splash Pad/Activity Park

<b><u>Splash Pad/Activity Park</u></b>	Includes splash pad, washroom and change facility for field users, all utilities to site, 3 phase power for lighting of football field, design, Geotech and consultant fees.		Once power for lights is in, football field lighting and install is a separate capital proposal.	
<b>Revenue</b>				
Spray Park committee			CFEP grant, contributions from Town and County (\$50k each) and the rest raised locally.	
	\$ 320,000			
Town	\$ 300,000		Confirmed	
County	\$ 300,000		In reserve at this point.	
Coop/Credit union Sponsorship	\$ 150,000		To be used as contingency and will be accessed, \$15k per year over 10 years.	According to Town policy funds raised for a project can only be spent in that area.
Rocky Football	\$ 25,000		Confirmed to be paid over 10 years.	
	\$ 1,095,000			
<b>Expenses</b>				
Splash Pad		\$ 375,000	Could be reduced to stay within budget.	Other Grants were applied for to enhance the pad
Consultant, geotech and design fees		\$ 27,000		
Power		\$ 36,000	Estimated and this may be low as the 3 phase power for the football lighting could be higher.	
Utilities		\$ 144,300	Water and sewer, includes \$18,800 contingency in quote.	
Pump house, washrooms, change room and storage		\$ 500,000	If change room for user groups is not funded this will be reduced to approximately \$250,000 as the second level will not be built.	
Contingency		\$ 12,700		
		\$ 1,095,000		
Not included is the expanding of the parking lot on this side of the Lou Soppit Centre				

# Rocky Mountain House Splash Park

## Equipment proposal - Option 4



We bring **play** to life

**P:** 780.453.6903  
**F:** 780.454.5645  
**TF:** 1.800.667.4264

12824 - 141 Street Edmonton AB  
T5L 4N8





 waterplay

ROCKY MOUNTAIN HOUSE SPRAY PARK, AB\_AT

COLOUR  
  
COPYRIGHT 2012 WATERPLAY SOLUTIONS CO

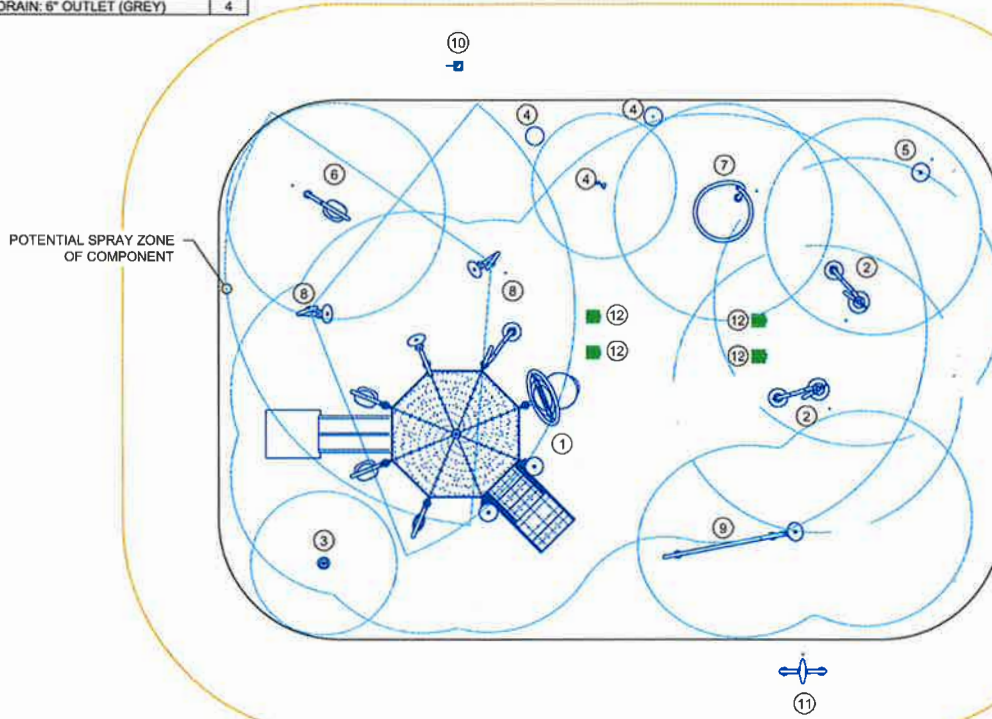
All graphics and visual representations are the artist's impressions of the design and cannot be regarded as representation of fact. Local regulations may require the use of impact attenuating surfaces for some installations—check local codes prior to final design and installation.



ITEM	SKU	COMPONENT NAME	QTY
1	EST-08990	AT4-CIR-1-8	1
2	0010-1466	AQUA-KNOT	2
3	0010-1423	BATON	1
4	0010-2400	BOINGO 2 W/ GROUND SPRAY	1
5	0010-1427	DJEMBE	1
6	0010-1428	ENCORE	1
7	0010-1429	PARASOL	1
8	0010-1431	RINGLING	2
9	0010-1433	ROUE CYR	1
10	0010-1983	ACTIVATOR: ACTION PLATE	1
11	0010-1432	ACTIVATOR: RINGMASTER	1
12	DRA-00007	DRAIN: 6" OUTLET (GREY)	4

LOCAL REGULATIONS MAY REQUIRE THE USE OF IMPACT ATTENUATING SURFACES FOR SOME INSTALLATIONS - CHECK LOCAL CODES PRIOR TO FINAL DESIGN AND INSTALLATION.

**NOT FOR CONSTRUCTION PURPOSES**

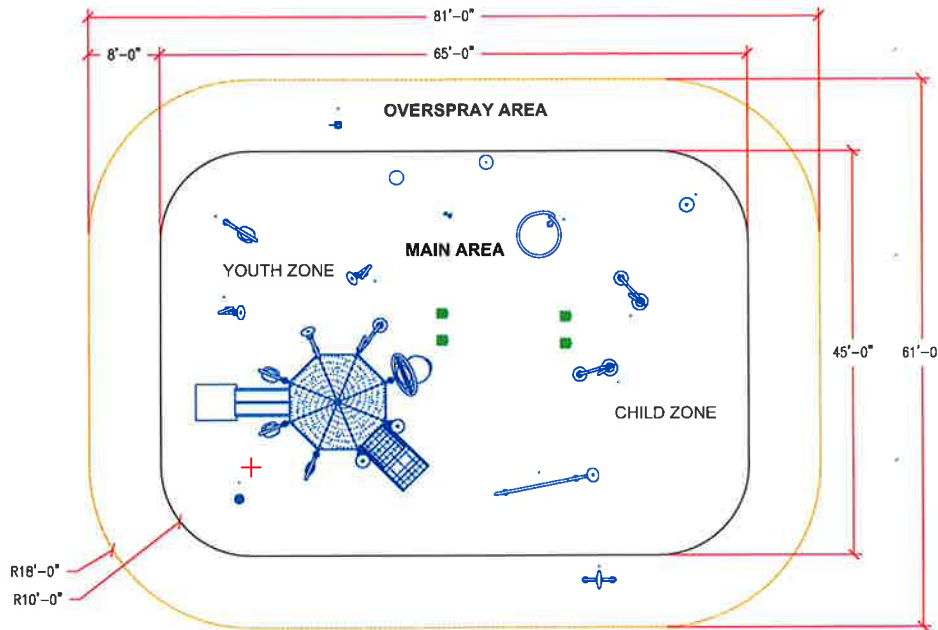


11 x 17 plot			
FOR INFORMATION PURPOSES ONLY. LOCAL LANDSCAPE ARCHITECT, ENGINEER &/OR APPROPRIATE AUTHORITIES HAVING JURISDICTION MUST COMPLETE ALL PARK LAYOUT, MECHANICAL & ELECTRICAL DESIGN PRIOR TO CONSTRUCTION.			
DESIGNED BY: WATERPLAY SOLUTIONS CORP			
DWG NAME: WATERPLAY CONCEPTUAL LAYOUT			SHEET 1/2
SCALE: 1/8" = 1'-0"	DRAWN BY: SN	DATE MAY 03/17	REV # 0
PATH ISALES\PROJECTS\2017\			
FOLDER: GRAVETTE CITY PARK, GRAVETTE, AR			
Rocky Mountain House Spray Park, AB_Activity Tower		DESCRIPTION _____ _____ _____	REV/DAT _____ _____ _____
14516 ELLIS STREET, KELOWNA BC, CANADA V1Y 2A3 TEL: (250) 712-3380 FAX: (250) 861-4814 EMAIL: info@waterplay.com			

2/2/2017 11:22:31 AM  
 C:\projects\2017\112231.dwg  
 © waterplay solutions Corp.

**NOT FOR CONSTRUCTION PURPOSES**

- NOTES:**
1. MAIN AQUATIC PLAY PAD AREA: 2839 SQ. FT.  
TOTAL AREA, INCLUDING OVERSPRAY ZONE: 4663 SQ. FT.
  2. TO AVOID POTENTIAL DAMAGE TO SURROUNDING SOFTSCAPE AND TO KEEP PEDESTRIAN TRAFFIC FROM GETTING WET, WATERPLAY RECOMMENDS A MINIMUM OVERSPRAY OF 2.44 METRES (8'). FOR AREAS WITH HIGH WINDS, A LARGER OVERSPRAY ZONE MAY BE REQUIRED.
  3. GRADE SURROUNDING OUTSIDE PERIMETER LANDSCAPE TO PROVIDE ADDITIONAL DRAINAGE AWAY FROM OVERSPRAY PAD.
  4. SLOPES (INCLUDING MAIN AND OVERSPRAY AREAS) TO PROVIDE POSITIVE DRAINAGE TO DRAINS. IF CODE REQUIRES THAT THERE BE A ZONE SLOPING AWAY FROM THE MAIN AREA, WATERPLAY RECOMMENDS AN ADDITIONAL DRY ZONE TO MEET THAT REQUIREMENT.
  5. SLAB GRADES SUBJECT TO ENGINEER APPROVAL (NOTE ADA MAX CROSS SLOPE GRADE IS 2%).



**NOTE:**  
ACTIVITY TOWER REQUIRES:  
- A COMPLETELY FLAT STRUCTURALLY ENGINEERED SLAB (BY OTHERS).  
- REFER TO AT INSTALLATION GUIDE FOR ADDITIONAL DETAILS.

11 x 17 plot

FOR INFORMATION PURPOSES ONLY. LOCAL LANDSCAPE ARCHITECT, ENGINEER &/OR APPROPRIATE AUTHORITIES HAVING JURISDICTION MUST COMPLETE ALL PARK LAYOUT, MECHANICAL & ELECTRICAL DESIGN PRIOR TO CONSTRUCTION.

DESIGNED BY:  
WATERPLAY SOLUTIONS CORP

DWG NAME: WATERPLAY PAD CONCEPT LAYOUT SHEET: 2/2

SCALE: 3/32" = 1'-0" DRAWN BY: SN DATE: MAY 03/17 REV #: 0

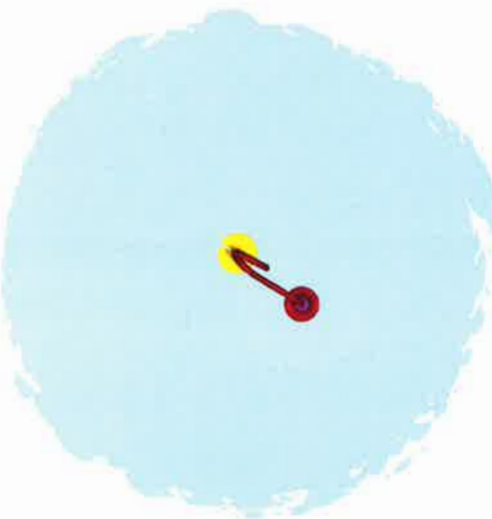
PATH: ISALES\PROJECTS\2017\

FOLDER: GRAVETTE CITY PARK, GRAVETTE, AR

Rocky Mountain House Spray Park,  
AB\_Activity Tower

**waterplay**  
Solutions Corp  
1451B ELLIS STREET, KELOWNA BC, CANADA V1Y 2A3  
TEL: (250) 712-3393 FAX: (250) 861-4814  
EMAIL: info@waterplay.com

3/12/2017 11:34:22 AM C:\waterplay\Solutions Corp\...



# AQUA-KNOT

## PLAY ZONES




- 0-4
- 5-8
- 9+

## HIGHLIGHTS

Spin the Aquat-Knot's handle to rotate its shower 360° and onto nearby waterplayers! The fun and whimsical design of the Aqua-Knot is sure to create lots of excitement!

### WATER DISPLAY

.....  
 spray effect

-  high action
-  interactive
-  360° rotation & spray

### PRODUCT COLLECTION

Cirque

### COLOURS

See Waterplay Colour Collections

For full product specifications, please refer to component written specification document. Due to our continuing product improvement program, Waterplay® Solutions Corp. reserves the right to change specifications without notice. All plans & designs at all times remain the property of Waterplay® or are used under license and cannot be used or reproduced without written permission.



# BATON

## PLAY ZONES

0-4

5-8

9+

## HIGHLIGHTS

Run your fingers through or huddle under the Baton's flowing water curtain. The Baton features a unique laminar spray effect that encourages inventive play.

### WATER DISPLAY

laminar effect



gentle water effect



collaboration



discovery play

### PRODUCT COLLECTION

Cirque

### COLOURS

See Waterplay Colour Collections





GROUND  
SPRAY \*

\* Use with the Geyser ground spray.



*PUSH DOWN  
AND WATCH  
THE NEAREST  
GROUND SPRAY  
SHOOT HIGHER!*



## BOINGO

### PLAY ZONES

0-4

5-8

9+

### HIGHLIGHTS

Push down on the Boingo to send the nearest ground spray soaring into the air. Cause and effect play outcome. Combine one or two Boingos with the Geyser ground spray.

#### WATER DISPLAY

pair with Geyser ground spray for interactive spray effect



cause & effect



interactive



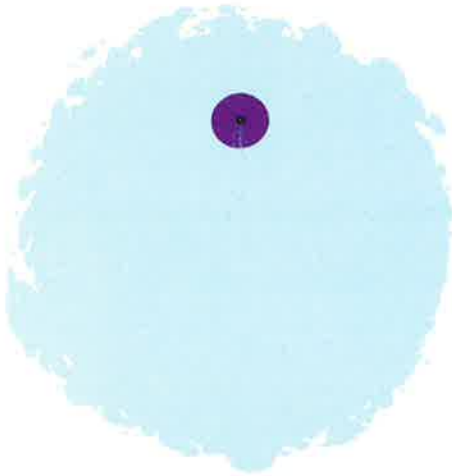
collaboration

#### PRODUCT COLLECTION

Cirque

#### COLOURS

See Waterplay Colour Collections



# DJEMBE

## PLAY ZONES

- 0 - 4
- 5 - 8
- 9 +

## HIGHLIGHTS

Small but mighty, the Djembe invites users to engage with the arching spray as it splashes down onto the play pad surface.

### WATER DISPLAY

spray effect



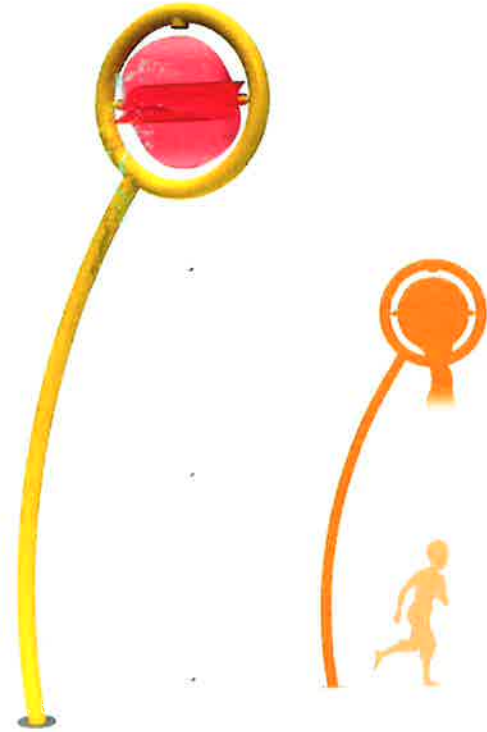
gentle water effect

### PRODUCT COLLECTION

Cirque

### COLOURS

See Waterplay Colour Collections



# ENCORE

## PLAY ZONES



## HIGHLIGHTS

Water creates a gentle clapping sound as it spins the Encore's flipping plate and splashes onto the play pad below. A stunning play feature, the translucent flipper plate creates an eye catching spectacle in the sunlight.

### WATER DISPLAY

shower effect



gentle water effect



AquaLume™

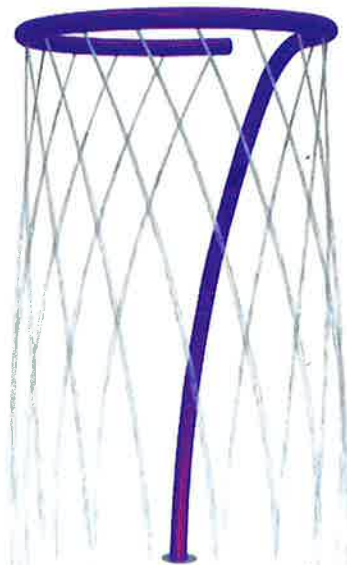
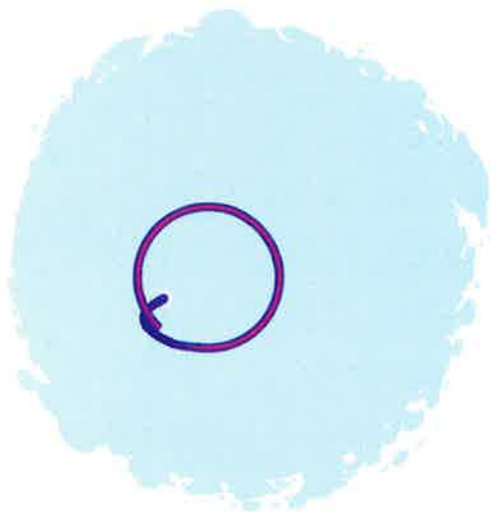
## PRODUCT COLLECTION

Cirque

## COLOURS

See Waterplay Colour Collections





# PARASOL

## PLAY ZONES



## HIGHLIGHTS

Hide within the Parasol's flowing water curtain for a playful illusion. Gentle water effects invite a relaxed exploratory play experience.

### WATER DISPLAY

directional rain curtain



gentle water effect



discovery play

### PRODUCT COLLECTION

Cirque

### COLOURS

See Waterplay Colour Collections





# RINGLING

## PLAY ZONES

- 0 - 4
- 5 - 8
- 9 +

## HIGHLIGHTS

Aim the Ringling water cannon to soak the nearest waterplayer. The feature rotates 360° and sprays 120°. Pair with multiple cannons for a high action play experience.

### WATER DISPLAY

.....  
 spray effect



high action



interactive



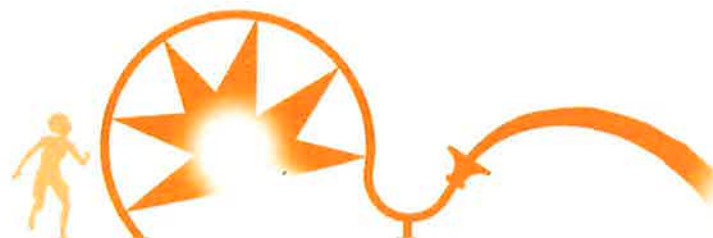
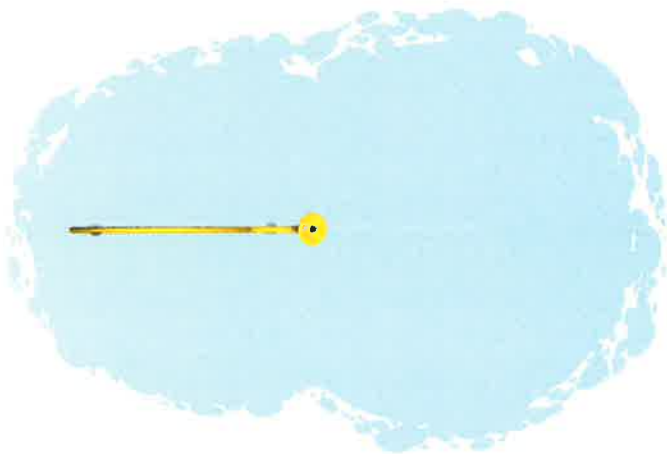
360° rotation

### PRODUCT COLLECTION

Cirque

### COLOURS

See Waterplay Colour Collections



# ROUE CYR

## PLAY ZONES



## HIGHLIGHTS

Run through the ring-of-water then cover the nozzles of the Roue Cyr to increase the flow of water—the Roue Cyr is full of surprises sure to delight every waterplayer.

### WATER DISPLAY

spray effect



cause & effect



interactive



collaboration

### PRODUCT COLLECTION

Cirque

### COLOURS

See Waterplay Colour Collections

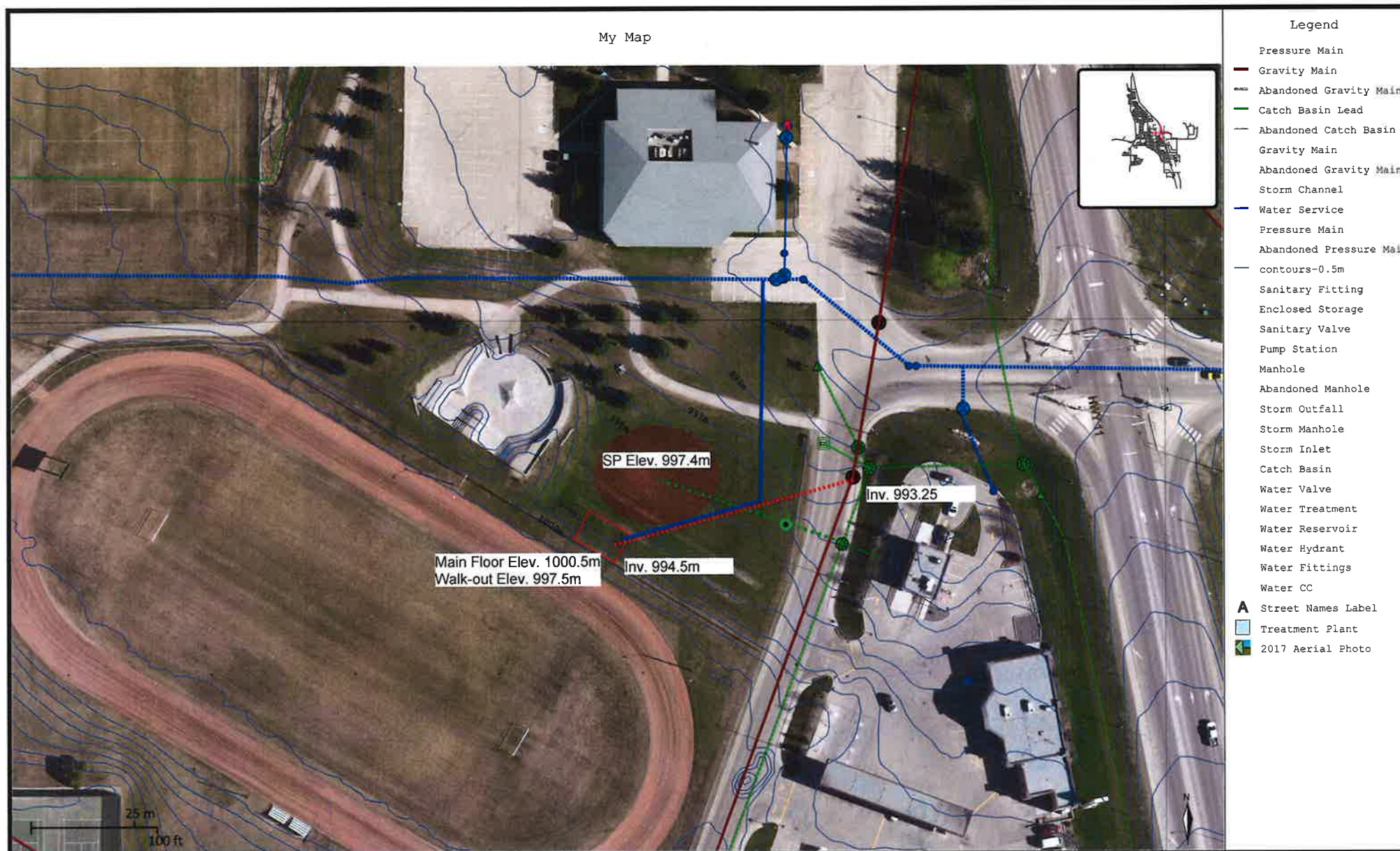
<b>Scope Change #1 Summary - Class B Estimate</b>		
<b>Services for Spray Park 48th Street from 53rd Avenue</b>		
1. Design and Change Order under 52nd Street Infra Rehab - Urban Systems Ltd.	6.2%	\$ 9,000.00
3. Construction - Netook Construction Ltd.	77.0%	\$ 92,200.00
4. Contract Administration & Site Inspection Services - Urban Systems Ltd.	16.8%	\$ 24,242.00
	Sub-Total	\$ 125,442.00
	15% Contingency	\$ 18,816.30
	Sub-Total	\$ 144,258.30
	G.S.T.	\$ 7,212.92
<b>TOTAL PROJECT COST</b>		<b>\$ 151,471.22</b>

TOWN OF ROCKY MOUNTAIN HOUSE  
2018 INFRASTRUCTURE REHABILITATION -  
52nd STREET (50th TO 51st AVENUE)

SCHEDULE OF QUANTITIES  
Class B - Cost Estimate

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
<b>SCHEDULE "A" SITE PREPARATION</b>					
A.1	Mobilization and De-mobilization	LS	1	\$ 12,000.00	\$ 12,000.00
	<b>TOTAL SCHEDULE "A" SITE PREPARATION</b>				<b>\$ 12,000.00</b>
<b>SCHEDULE "B" ROAD WORKS</b>					
B.1	Saw Cutting, Removal & Disposal of Asphalt Pavement	s.m.	80	\$ 4.53	\$ 362.40
B.2	Base Gravel Removals	s.m.	80	\$ 4.13	\$ 330.40
B.3	Unsuitable Fill Export (Optional Work)	c.m.	3	\$ 15.95	\$ 47.85
B.4	Suitable Fill Import (Optional Work)	c.m.	3	\$ 61.78	\$ 185.34
B.5	150mm Sub-grade Preparation	s.m.	80	\$ 1.62	\$ 129.60
B.6	Cement Stabilized Subgrade (Optional Work)	s.m.	80	\$ 9.87	\$ 789.60
B.7	Woven Geotextile Fabric (Optional Work)	s.m.	80	\$ 1.66	\$ 132.80
B.8	Granular Material				
a)	20mm Designation 4(b) Granular Base (210mm)	s.m.	80	\$ 22.82	\$ 1,825.60
B.9	Prime Coat	s.m.	80	\$ 1.70	\$ 136.00
B.10	Tack Coat (Optional Work)	s.m.	80	\$ 0.95	\$ 76.00
B.11	Asphaltic Concrete Pavement - Mix 5(b)				
a)	60mm Depth	s.m.	80	\$ 29.32	\$ 2,345.60
b)	40mm Depth (2018)	s.m.	80	\$ 23.56	\$ 1,884.80
	<b>TOTAL SCHEDULE "B" ROAD WORKS</b>				<b>\$ 8,300.00</b>
<b>SCHEDULE "C" SURFACE WORKS - CONCRETE AND RESTORATION</b>					
C.2	Remove and Replace 150mm Curb and Gutter	l.m.	8	\$ 175.67	\$ 1,405.36
C.8	Landscaping Restoration - Sod Replacement (Optional)	s.m.	804	\$ 17.06	\$ 13,716.24
	<b>TOTAL SCHEDULE "C" SURFACE WORKS - CONCRETE AND RESTORATION</b>				<b>\$ 15,200.00</b>
<b>SCHEDULE "D" UTILITIES - WATER</b>					
D.2	Water Main c/w Fittings				
a)	150mm PVC Type CIOD DR18	l.m.	100	\$ 272.98	\$ 27,298.00
D.4	150mm Water Valve	ea.	1	\$ 2,510.62	\$ 2,510.62
D.8	Water Main Tie-in	ea.	1	\$ 3,387.83	\$ 3,387.83
D.10	Washed Rock (Optional)	tonne	10	\$ 49.58	\$ 495.80
	<b>TOTAL SCHEDULE "D" UTILITIES - WATER</b>				<b>\$ 33,700.00</b>
<b>SCHEDULE "E" UTILITIES - SANITARY SEWER</b>					
E.1	Sanitary Sewer Main Replacement				
a)	200mm PVC DR 35 Sanitary Main	l.m.	65	\$ 221.28	\$ 14,383.20
E.5	Sanitary Sewer Main Tie-in	LS	1	\$ 2,870.27	\$ 2,870.27
E.7	Washed Rock (Optional)	tonne	10	\$ 49.58	\$ 495.80
	<b>TOTAL SCHEDULE "E" UTILITIES - SANITARY SEWER</b>				<b>\$ 17,800.00</b>
<b>SCHEDULE "G" UTILITIES - MISCELLANEOUS</b>					
G.1	Initial Flushing and Video Inspection	l.m.	65	\$ 40.00	\$ 2,600.00
G.2	Final Flushing and Video Inspection (FAC)	l.m.	65	\$ 40.00	\$ 2,600.00
	<b>TOTAL SCHEDULE "G" UTILITIES - MISCELLANEOUS</b>				<b>\$5,200.00</b>
<b>SUMMARY</b>					
	<b>TOTAL SCHEDULE "A" SITE PREPARATION</b>				<b>\$12,000.00</b>
	<b>TOTAL SCHEDULE "B" ROAD WORKS</b>				<b>\$8,300.00</b>
	<b>TOTAL SCHEDULE "C" SURFACE WORKS - CONCRETE AND RESTORATION</b>				<b>\$15,200.00</b>
	<b>TOTAL SCHEDULE "D" UTILITIES - WATER</b>				<b>\$33,700.00</b>
	<b>TOTAL SCHEDULE "E" UTILITIES - SANITARY SEWER</b>				<b>\$17,800.00</b>
	<b>TOTAL SCHEDULE "F" UTILITIES - STORM SEWER</b>				<b>\$0.00</b>
	<b>TOTAL SCHEDULE "G" UTILITIES - MISCELLANEOUS</b>				<b>\$5,200.00</b>
	<b>Subtotal</b>				<b>\$92,200.00</b>





Roger Smolnicky and Matt Martinson joined the meeting.

**AGRICULTURE &  
COMMUNITY  
SERVICES:**

**1. Town of Rocky Mountain House Recreational Report – Spray Park**

R. Smolnicky, Director Recreational and Community Services, Town of Rocky Mountain House, reported that the Rocky Spray Park Association has raised approximately \$320,000 for the development of a spray park. The Town committed an additional \$300,000 for the project to include on-site facilities for a washroom/pump house and change rooms for community sports clubs' use and, outdoor lights. With these additions, the estimated total project cost is \$920,000, plus a \$150,000 sponsored contingency. The Town is asking that Clearwater County Council consider matching the Town's contribution (\$300,000) in the County's 2019 budget.

R. Smolnicky responded to question and confirmed the \$50,000 contributed by the County last year is included in funds raised by the Association. He also confirmed that the park's operational and maintenance costs are included in the Town's annual operating budget.

Discussion took place on the Town's policies for allocating capital recreation reserves and sponsorship funds and it was suggested that Council review the Town's policies.

**COUNCILLOR SWANSON:**

That Council receives the Town of Rocky Mountain House Recreational Report – Spray Park for information, as presented; and, considers the Town's request for \$300,000 in funding for the Spray Park project during 2019 budget deliberations.

**340/18**

**CARRIED 7/0**

Djurdjica Tutic joined the meeting.

**MUNICIPAL:**

**4. Communications Update January 1 – June 30, 2018**

D. Tutic provided statistical analysis and data, from January 1 to June 30, 2018, on the public's use of the County's communication tools (County website, cell phone apps, County Highlights newsletter, Facebook and Twitter) to receive information and messaging on corporate and Council's priorities. The Communications Department will continue to: analyze and monitor demographic trends; create interactive posts; and simplify complex information for sharing on social media.



## REQUEST FOR DECISION

<b>SUBJECT:</b> 2018 Highway Patrol Annual Report and 2018 Highway Patrol Level of Service Report		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Public Works – Highway Patrol	<b>WRITTEN BY:</b> Sgt. Terri. Miller, Community Peace Officer	<b>REVIEWED BY:</b> Erik Hansen, Director, Infrastructure Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>ATTACHMENT(S):</b> 2018 Highway Patrol Annual Report 2018 Level of Service Report		

<b>STAFF RECOMMENDATION:</b> That Council 1. Accept the 2018 Highway Patrol Annual Report for information 2. Support the service levels as presented or direct staff to draft recommended changes to the current service levels.
---

**BACKGROUND:**

**2018 ANNUAL REPORT**

- 1) Noted increase in the volume of Commercial Traffic within Clearwater County.
- 2) Officers conducted patrols to ensure the protection of infrastructure and public safety in the County
- 3) Educational sessions to public, industry and farm stakeholders were completed
- 4) Officers participated in Community events and meetings
- 5) Worked with other enforcement partners to ensure continued public safety in County.
- 6) Fulfilled required mandates for training.
- 7) Met requirements of County traffic safety plan through enforcement and education.
- 8) Ensured compliance with Provincial Legislation as per Solicitor General appointments.



- 9) Actively promoted and encouraged safe and respectful use of OHV's in County through education programs and patrols
- 10) Conducted safety checks on commercial, passenger and farm vehicles.

### **LEVEL OF SERVICE REPORTS**

During the 2019 budget deliberations Council requested a level of service report showing officer time allocations for tasks. Two reports are attached:

- Combined officer time
- Sgt. time allocations.

Staff's 2019 objective is to continue providing the same level of service (LOS), historically determined by Council and Legislation, and are not anticipating much change in the activities compared to 2018.

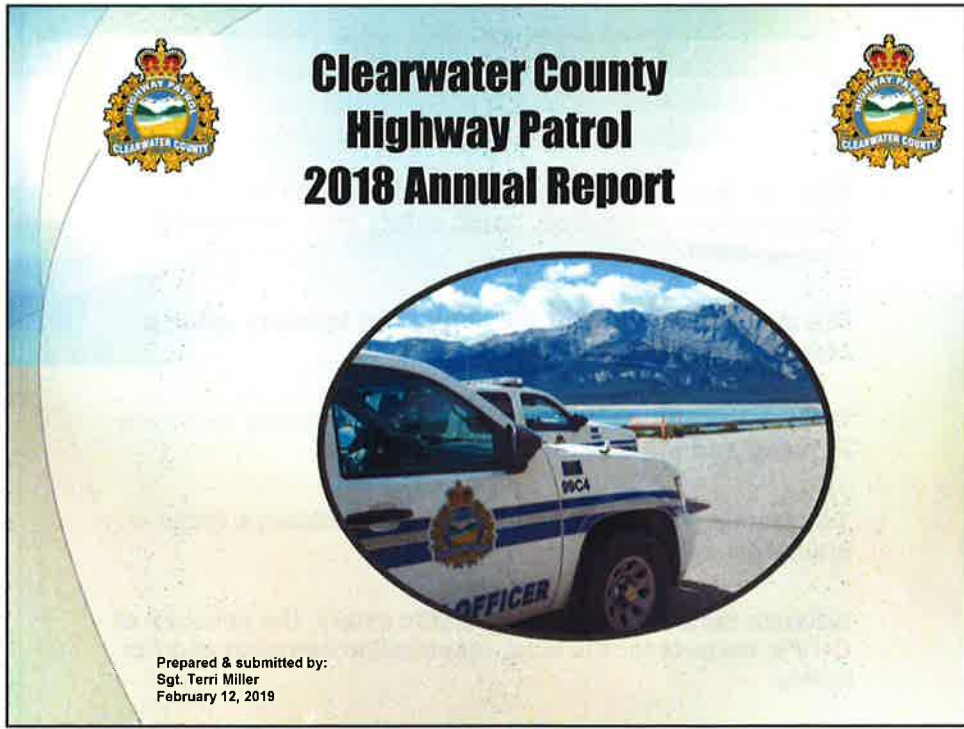
It should be noted that with the officer compliment reduced from 5 to 4, and Council's desire to have more emphasis on Infrastructure Protection, there will likely be a reduction in the number of long weekend task force checks and joint RCMP checks.

The Sgt LOS shows a high percentage of time spent on administrative duties in 2018, this was due to the hiring of a new officer and admin. Support person. We are anticipating a reduction in the amount of administrative time which will allow for more patrol time and on road supervision of officers.

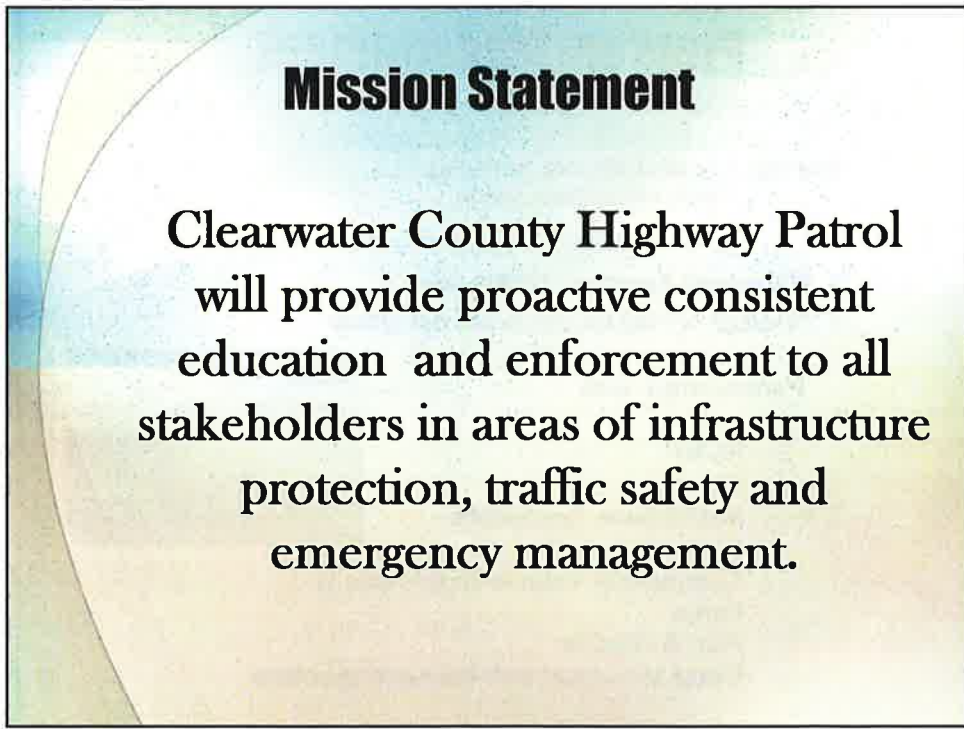
It is anticipated that the Sgt. position will be able to conduct more patrols with the completion of the training for the new officer and admin staff management is looking at an increase in the amount of patrol time for the Sgt.

As per Council direction Staff has completed the demobilization and transfer of CPO vehicle #305 to Clearwater Regional Fire.





1



2

## Program Goals

- Educate the public and industry with regards to infrastructure protection, traffic safety and, emergency management.
- Regulate the conduct of the public and industry using a proactive enforcement model.
- To foster positive relationships with community members, industry and other enforcement agencies.
- To create a positive public image and maintain a focus on creating a safe community.
- Educate the public regarding traffic safety, the safe use of OHV's, respect for the land, responsible camping and fire safety.

3


## Program Management

Staffing: 3 patrol officers and 1 Sgt.  
New officer/New admin

- Kilometers Patrolled 170518 km
- Average of 3552 km per month per officer

Partnerships with

- RCMP
- Sheriffs
- Sustainable Resources
- Forestry
- Commercial Vehicle Enforcement
- Parks
- Fish & Wildlife
- Other Municipal enforcement agencies



4

## Program Management con't

Community Peace Officers are employed by Municipalities and receive their Provincial Authorities from the Alberta Justice & Solicitor General Department.

County Bylaws, Provincial statutes and limited Criminal Code as defined in Clearwater County's Authorization to Employ Peace Officers.

- Traffic Safety Act
- Public Lands Act
- Highways Development & Protection Act
- Environmental Protection & Enhancement Act
- Dangerous Dogs Act
- Animal Protection Act
- Forest & Prairie Protection Act
- Forests Act
- Cannabis, Gaming & Liquor Act
- Petty Trespass Act
- Stray Animals Act

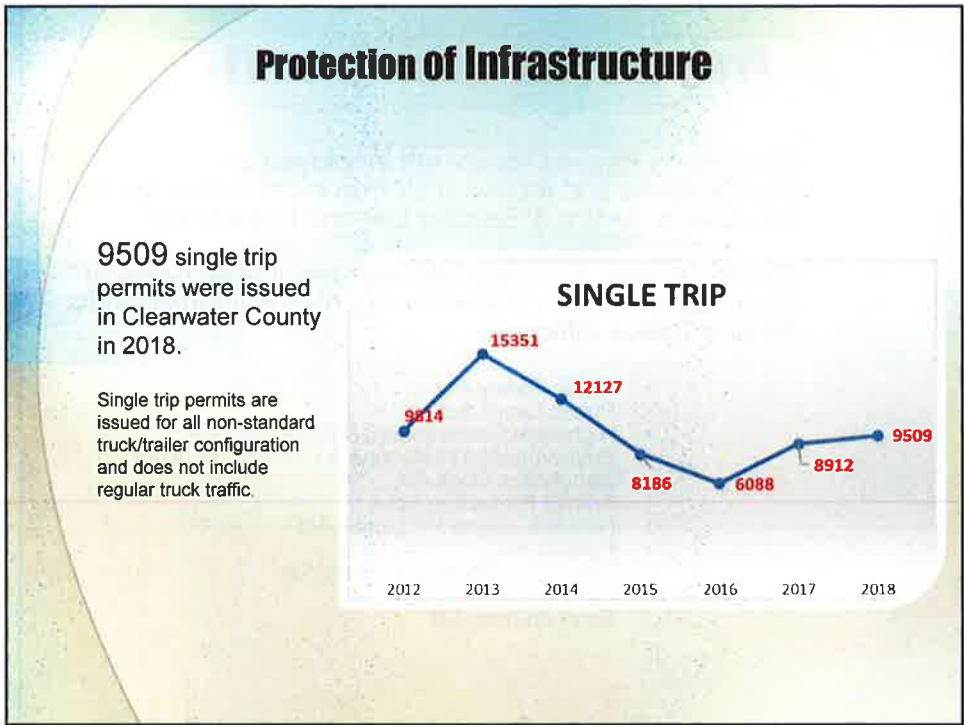
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## INFRASTRUCTURE

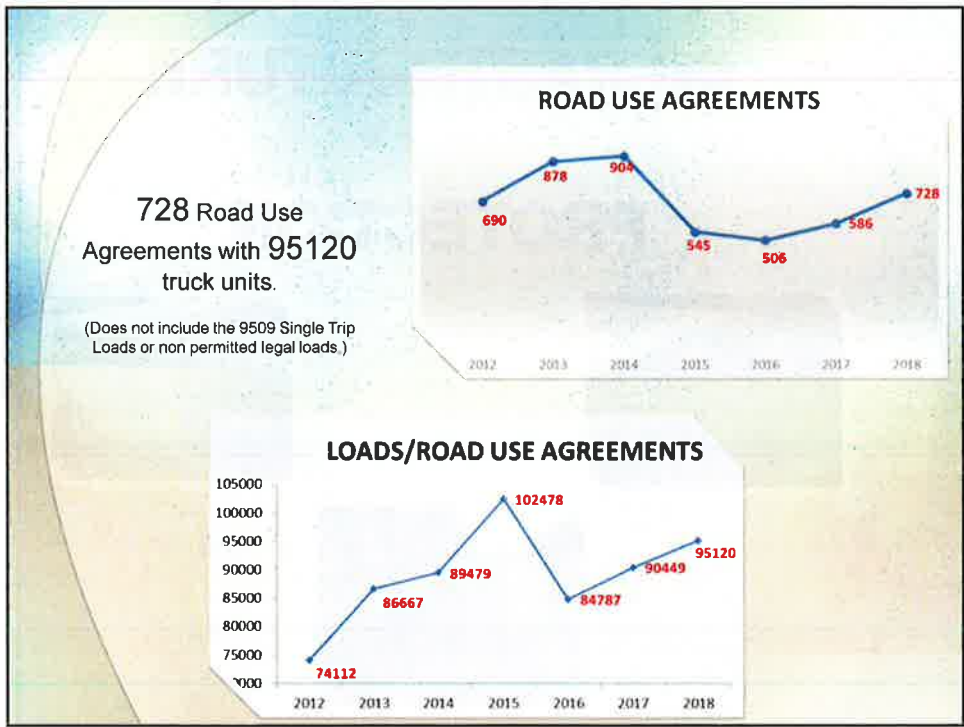
## PROTECTION



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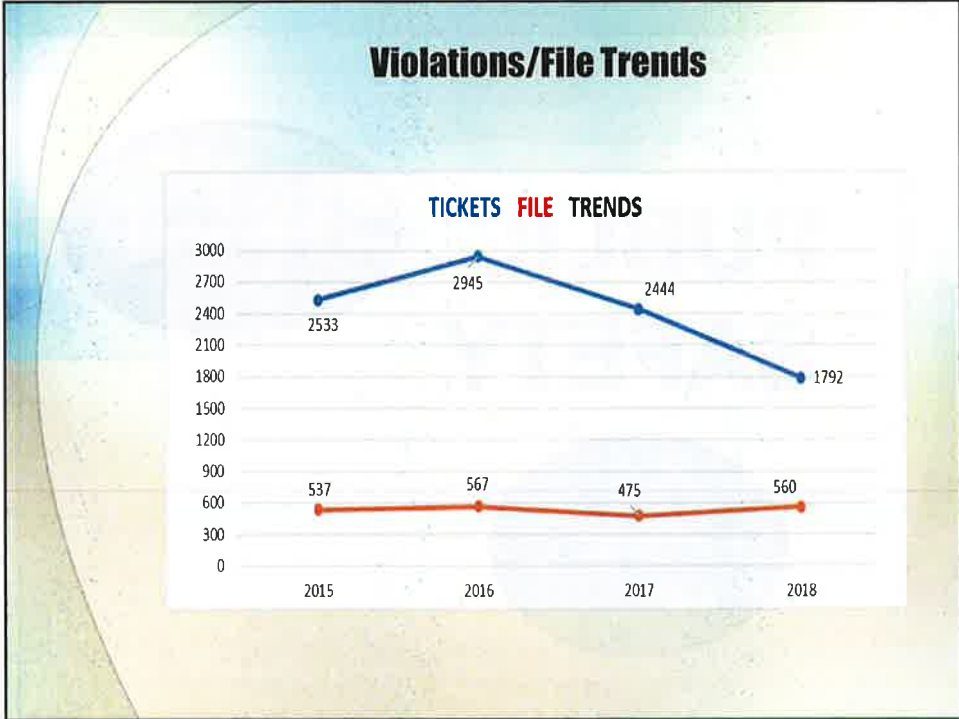


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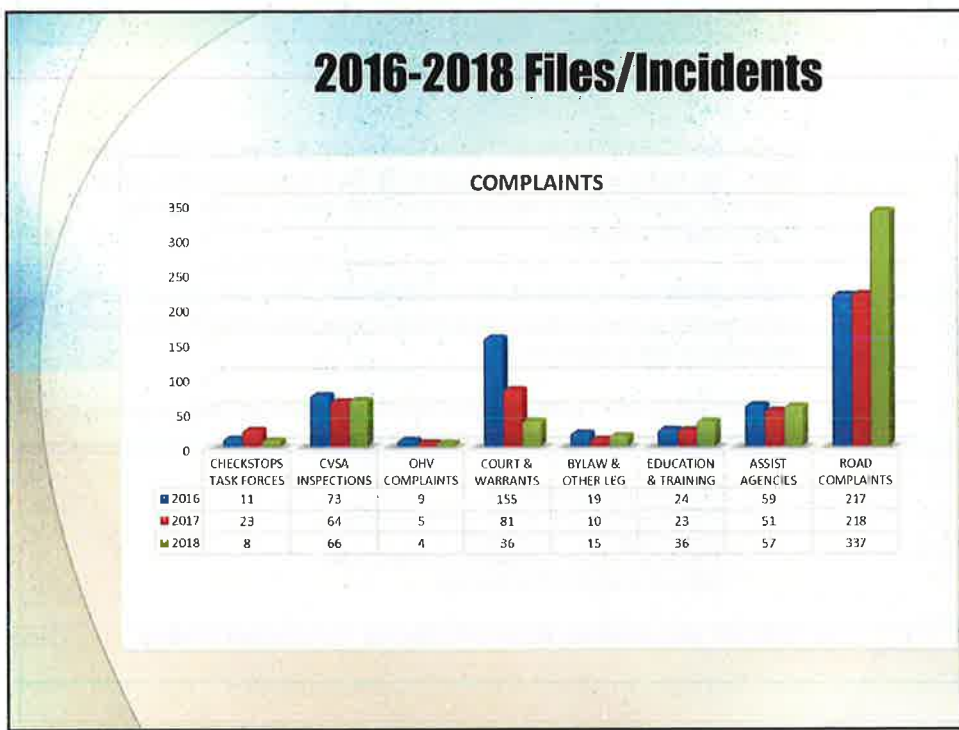
### Traffic Safety Plan

- Clearwater County Highway Patrol works with a 3 year Traffic Safety Plan. This traffic safety plan is based on the Provincial traffic safety plan with adjustments to focus on the traffic safety trends for the Clearwater County area.
- Public safety and infrastructure protection priorities are set out in this traffic safety plan to ensure consistent messaging through education, awareness and enforcement.
- Officers will monitor traffic on road ways to ensure weight compliance and traffic safety compliance within the County.
  - Protect county infrastructure
  - Reduce fatalities and serious injuries on roads
  - Monitor large commercial hauls
  - Ensure safe movement of traffic on county roads
  - Safe and respectful OHV operation
- 3 RCMP detachments, Rocky Mtn House, Sundre and Rimbey.

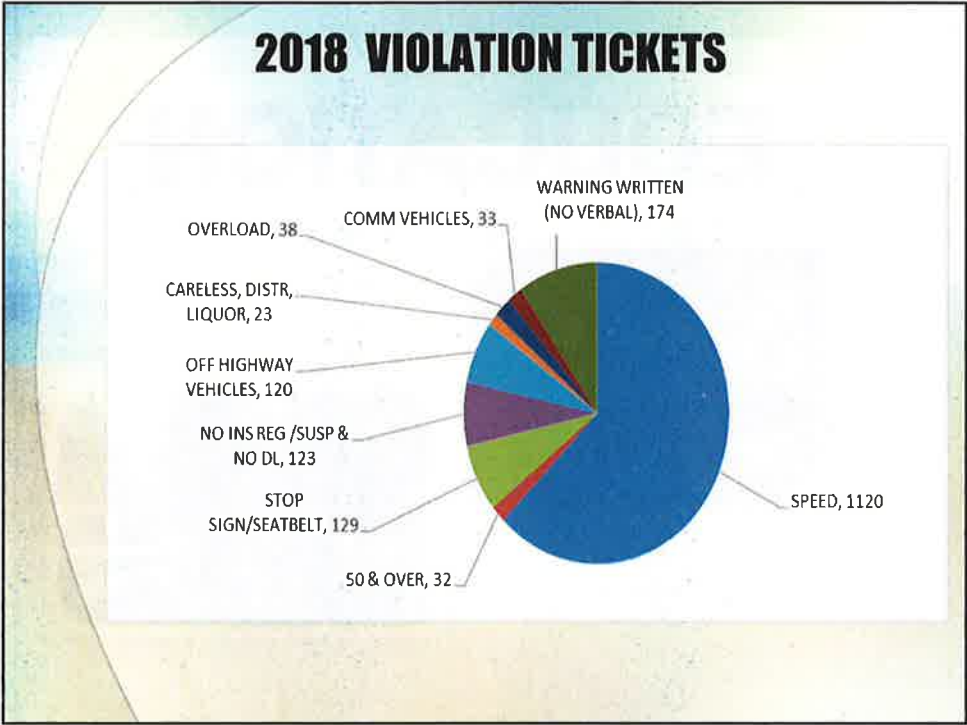
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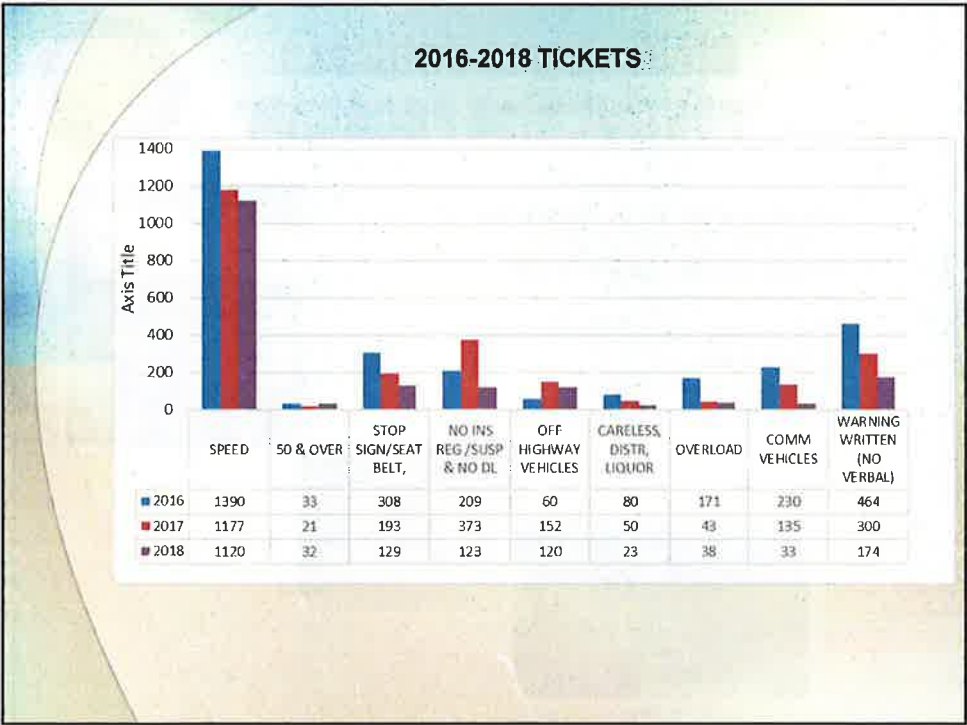
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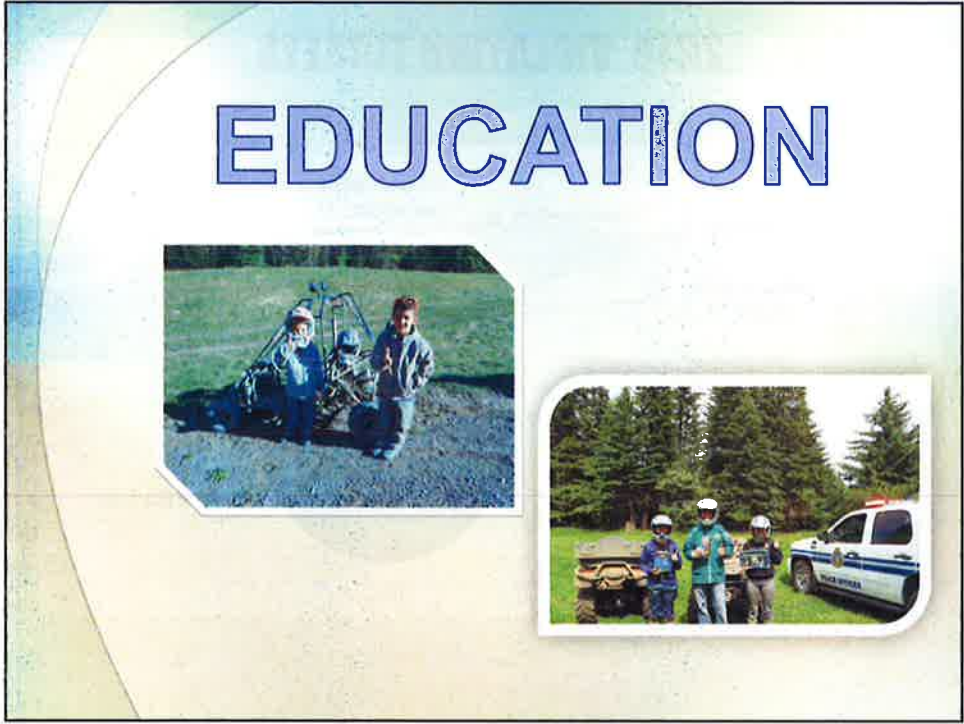
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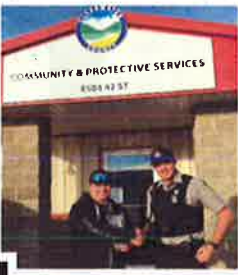
14



15

## Off Highway Vehicles \*POSTIVE RIDE PROGRAM\*

- Educates riders on the importance of the safe operation of OHV's through positive interaction with enforcement teams.
- 2018 Winner - Devon Sawkiewicz of Wetaskiwin
- 4<sup>th</sup> Year – very successful
- Adopted by other municipalities

16




## Education Sessions

**Commercial and Farm vehicle training is offered by Highway Patrol officers.**

**Topics included:**

- Load Securement
- Trip Inspections
- Distracted Driving
- Weights & Dimensions
- Equipment
- Provincial Legislation



**11 EDUCATION TRAINING SESSIONS CONDUCTED IN 2018**

17

## Commercial Vehicle & Farm Safety



- 2 - Commercial Vehicle inspectors (CVSA)
- 4 - Dangerous Goods on Highway Inspectors
- Farm safety brochures completed

18

## Community Engagement

- Community Police Advisory Committee
- Rural Crime Watch Committee (5 Communities)
- Long Weekend Task Forces
- Rocky Safety Day
- Clearwater Rural Crime Trade show
- Provincial Traffic Safety Committee
- Ab. Traffic Safety Council
- Sasquatch Program
- Vision "0"
- Positive Ride Program
- SOS Program (Schools)
- Peace Officer Memorial Day
- Mock Collisions
- Charity Check Stop
- CVSA
- Nordegg Days/ATV Rally
- Nordegg Integrated Traffic JFO
- Provincial OHV Steering Committee
- Great Neighbors Program (FCSS)




19

## CONCLUSION

**2019 objectives:**

- Continue to monitor and assist industry to ensure compliance and consistency within our program.
- Continue to work with individuals and community groups to address local concerns through training and information sharing.
- Conduct more proactive patrols and checks.
- Ensure that the officer training meets or exceed the expectations of the Solicitor General and the County.
- Continue to keep the County administration informed of officer duties and functions to ensure transparency within the program and adjust program to meet the ever changing needs within the community.
- Work with the RCMP and other enforcement agencies on joint ventures to facilitate a consistent enforcement program within the County.

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**CLEARWATER COUNTY HIGHWAY PATROL LEVEL OF SERVICE - 2018**

<b>Enforcement Activity</b>	<b>Priority</b>	<b>Proactive or Reactive Enforcement  P or R</b>	<b>Activities</b>	<b>% of time 2018</b>
Protection of infrastructure	1	P	<ul style="list-style-type: none"> <li>Road Use Agreement checks</li> <li>Safety Compliance checks</li> <li>Overloads-Road Ban/Bridges</li> <li>Vehicle safety</li> <li>Monitor CV movement on County roads</li> <li>Respond to complaints</li> <li>Infrastructure Protection patrols</li> </ul>	44%
Patrols/Traffic Enforcement & Public Safety	1	P	<ul style="list-style-type: none"> <li>Ensure compliance within Acts/Regs as per Appointment from SG.</li> <li>Monitor aggressive driving</li> <li>Monitoring playgrounds, schools, subdivisions and hamlets</li> <li>Highway Cleanup patrols</li> <li>Road Construction Safety Patrols</li> <li>Respond to emergencies</li> <li>Investigate complaints/concerns</li> <li>Bylaw enforcement</li> </ul>	
Off Highway Vehicles	4	R	<ul style="list-style-type: none"> <li>Misuse on municipal reserves &amp; creeks</li> <li>Positive Ride Program</li> <li>Travelling on county roads</li> <li>OHV compliance monitoring</li> </ul>	1%
West Country Patrols	4	P	<ul style="list-style-type: none"> <li>OHV Patrols</li> <li>Subdivision patrols</li> <li>Hamlet patrols – Nordegg</li> <li>Road monitoring-RD Access etc</li> </ul>	
Multi Agency cooperation (JFO, task forces etc)	3	P	<ul style="list-style-type: none"> <li>Long weekend JFO's</li> <li>Nordegg Integrated JFO Checks</li> <li>RCMP checks</li> <li>Other agency checks</li> <li>Rural Crime Prevention patrols</li> </ul>	2%
CVSA	3	Mandatory	<ul style="list-style-type: none"> <li>Commercial vehicle safety inspections (CVSA)</li> <li>32 inspections/officer</li> </ul>	



Education & Safety Programs industry and Public	5	R	<ul style="list-style-type: none"> <li>• Safety Days</li> <li>• Trade shows</li> <li>• Special Events</li> <li>• Special events- Frogfest, Tour of Alberta etc</li> <li>• Nordegg Days</li> <li>• Parades</li> <li>• OHV rallies</li> <li>• Meet your Neighbor</li> </ul>	1%
County safety programs	4	P	<ul style="list-style-type: none"> <li>• Positive Ride</li> <li>• Sasquatch</li> <li>• Pre-commencement training</li> </ul>	
Community meetings (CPAC, RCW etc)	4	P	<ul style="list-style-type: none"> <li>• CPAC</li> <li>• Industry annual safety meeting</li> <li>• Rural Crime watch Meetings</li> <li>Clearwater</li> <li>Everdell</li> <li>Dovercourt</li> <li>Caroline</li> <li>Gwendale</li> </ul>	
Assist - County Depts	2	P	<ul style="list-style-type: none"> <li>• Planning/Development property checks</li> <li>• Assist with stop orders/enforcement actions</li> <li>• County public meetings</li> <li>• Record road conditions, pictures, measurements and diagrams for possible future legal action on MVC's and other incidents</li> </ul>	1%
Assist Police/Fire	2	R	<ul style="list-style-type: none"> <li>• Assist with Collision scene preservation</li> <li>• Assist with traffic/crowd control</li> <li>• Emergency Response – closest to incident</li> </ul>	
Disaster Response	2	R	<ul style="list-style-type: none"> <li>• EOC/IC management/assistance</li> <li>• Incident management</li> <li>• Tasks Assigned by IC</li> </ul>	
Training recertification	1	Mandatory	<ul style="list-style-type: none"> <li>• Mandatory recertification training courses (PPCT, CTSS, EVOC, DG, CVSA etc)</li> </ul>	5%
Admin Court Investigations Vacation/Sick/ Personal	1	Required	<ul style="list-style-type: none"> <li>• File management,</li> <li>• Tickets/warnings tracking</li> <li>• CESI reporting, etc.</li> <li>• Attend Court</li> <li>• Trials and court appearances and preparation</li> <li>• Investigate &amp; Follow-up on complaints</li> <li>• Vacation/Pers/sick time</li> </ul>	47%

Speed and aggressive driving formed the largest amount of complaints in 2018  
 Officers hours of work 2080 hours/year. 40 hours/week 06:00 – 20:00 hours  
 Shifts to be determined by Manager based on operational needs in accordance with New AB Labor Standards Leg.

**SGT TIME 2018**

Enforcement Activity	Priority	Proactive or Reactive Enforcement  P or R	Activities	% of time 2018
Admin Court Investigations Vacation/Sick/ Personal	1	Required	<ul style="list-style-type: none"> <li>• Training of two new staff members (officer &amp; admin)</li> <li>• Officer file review/scoring</li> <li>• Court preparation &amp; attendance</li> <li>• Investigations &amp; follow up</li> <li>• Officer assessments</li> <li>• CESI reporting</li> <li>• Scheduling</li> <li>• SG Audit tracking</li> <li>• SG reporting</li> <li>• Traffic safety plans and follow ups</li> <li>• Policy and SOG's</li> <li>• Hazard assessments</li> <li>• Reports to Administration and Council</li> </ul>	60%
Patrol	1	P	<ul style="list-style-type: none"> <li>• General Patrols</li> <li>• Supervision of officers</li> </ul>	29%
JFO/Checks/CVSA	3	P Mandatory	<ul style="list-style-type: none"> <li>• May/July/Sept long weekends</li> <li>• 33 Inspections CVSA</li> </ul>	2%
Training & Recertifications		Mandatory	<ul style="list-style-type: none"> <li>• CVSA, DG, PPCT, EVOC Officer Safety, 1<sup>st</sup> aid etc.</li> </ul>	6%
Assist Agencies/County	2	R	<ul style="list-style-type: none"> <li>• Emergency Response to assist CPO's, RCMP and Fire</li> </ul>	1%
Education/special Events/Comm Meetings	4	P	<ul style="list-style-type: none"> <li>• Council meetings</li> <li>• RCMP Liaison</li> <li>• SG Liaison</li> <li>• RCW as requested</li> <li>• CPAC as requested</li> </ul>	2%

**2019 Objectives**

To decrease admin time and increase patrol time. With the new staff online this should be easily accomplished in 2019.



## REQUEST FOR DECISION

<b>SUBJECT:</b> Rocky Mountain Regional Solid Waste Authority Board 2019 Budget Update and Clearwater County 2019 Operating and Capital Budget Adjustments.		
<b>PRESENTATION DATE:</b> February 12 <sup>th</sup> , 2019		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> K. Magnus, Director, Public Works Operations; R. Serhan, Manager, Financial Services	<b>REVIEWED BY:</b> M. Hagan, Director, Corporate Services; R. Emmons, CAO.
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
<b>ATTACHMENT(S):</b> N/A		

**STAFF RECOMMENDATION:**

That Council approves adjustments to Clearwater County’s 2019 Public Works Operating and Capital Waste Budgets, as follows:

- decrease operating expenses by \$185,976;
- increase contingency by \$185,976;
- decrease capital expenditures by \$1,906,939;
- decrease grant funding by \$1,343,128; and,
- decrease transfers from reserves by \$563,811.

**BACKGROUND:**

On Monday January 15<sup>th</sup>, 2019, the three-year financial plan and five-year capital plan, including operating and capital budgets for 2019, was presented to the Rocky Mountain Regional Solid Waste Authority (RMRSA) Board.

Upon review and discussion, the Board recommended, to the respective councils of Caroline, Rocky Mountain House and Clearwater County, the following motion:

***“Moved by Jim Duncan that the respective board members of Caroline, Rocky Mountain House and Clearwater County to review, discuss and adopt the three-year financial plan and five-year capital plan, including operating and capital budgets for 2019, with the following amendments;***

***As the Village of Caroline is unable to accept their entire portion of the 2019 requisition amount of \$122,100.00, Clearwater County will subsidize the Village of Caroline by absorbing \$52,886.00, which represents the Village of Caroline’s proportionate share of the 2019 budgeted transfer station costs, thereby reducing the Village of Caroline’s 2019 requisition amount to \$69,214.00 and increasing Clearwater County’s 2019 requisition amount to \$1,924,497.00.”***

As such, Clearwater County Administration will adjust the 2019 Clearwater County Operating and Capital budget to reflect the following:

The **2019 Operating Budget** for Clearwater County Waste to consist of:

- a.) Cartier Creek Waste disposal contract of: \$9,400 per year,
- b.) Regional Waste operating requisition and reserve funding requisition of:  
\$1,924,497

**For a total of: \$1,933,897**

As a result, this is a decrease in the Clearwater County 2019 Operating Waste budget by \$185,976, which, in turn, will be allocated into contingency and, thereby, increasing the contingency budget by \$185,976.

The **2019 Capital Budget** for Clearwater County’s portion of the Regional Waste assets changes as follows:

- a.) Decrease in capital expenditures budget from \$2,014,692 to \$107,753 which is Clearwater County’s portion of the \$150,000 capital expenditure that was left in the RMRSWA 2019 capital budget (replace 53 ft. Walking Floor Trailer).
- b.) Remove Clearwater County’s portion of the grant funding of \$1,343,128 and the balance of the reserve transfer of \$563,811, leaving the transfer from reserves at \$107,753.





## REQUEST FOR DECISION

<b>SUBJECT:</b> <i>TABLED ITEM 356/18 Signage Request for Nordegg North Subdivision</i>		
<b>PRESENTATION DATE:</b> February 12 <sup>th</sup> , 2019		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> Kurt Magnus, Director, Public Works Operations	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Informational Signs Policy		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>ATTACHMENT(S):</b> Clearwater County Informational Sign Policy, Map of Nordegg North Subdivision with location of signs,		

**STAFF RECOMMENDATION:**

1. That Council lifts Tabled Item 356/18 ‘Signage Request for Nordegg North Subdivision’ from the table.
2. That Council considers approving the installation of two ‘Caution Children Playing’ signs at Shunda Creek Drive and Pine Martin Drive, respectively, within the Nordegg North Subdivision.
3. That Council provides direction on who shall bear installation costs of a ‘Caution Children Playing’ sign(s) within the Nordegg North Subdivision.

**BACKGROUND:**

In early September 2018, The Nordegg Community Association contacted their area Councilor requesting ‘*Children Playing Signs*’ within the Nordegg North Subdivision. Upon deliberation, by Council, on September 11<sup>th</sup>, 2018, Council requested further clarification, from the Nordegg Community Association, as to the type of sign, there intent and purpose, how many, and, the exact location of their placement.

Hence, Administration, along with Councilor Laing, met with the Nordegg Community Association, on the evening of January 23<sup>rd</sup>, 2019, and was able to, at that time, have the Association provide administration answers to the aforementioned questions. As such, the Association has asked for two of the following (see below).



As there are several residences, within the Nordegg North Subdivision, which have children, the association felt it would most benefit the community, as a whole, if the signs were placed at the entry of (see attached map),

- 1.) Shunda Creek Drive and,
- 2.) Pine Martin Drive.

Each sign would be placed north from the intersection of Highway 11. Exact location dependent on terrain and existing signage.

The sign is 60 cm by 60 cm and would cost **\$49.53**. The cost of the post is dependent on length (i.e.: 8' Post: **\$29.48**, 10' Post: **\$36.47**, 12' Post: **\$43.46**). Assuming a 12' post, total cost would be **\$185.98**.

As per the Informational Signs Policy (see attached), **“If a sign is considered to be to the benefit of the entire community (such as a “Children Playing” sign at a ball diamond), no cost will be borne by the applicant”**.

# *Clearwater County*

## **INFORMATIONAL SIGNS**

**EFFECTIVE DATE:** August 14, 2007

**SECTION:** Public Works

### **POLICY STATEMENT:**

To provide direction on the installation of informational signs.

### **PROCEDURE:**

1. Requests for installation of different types of informational signs can require either the approval of the Public Works Department or the Council as shown below. Responsibility for the installation costs is also outlined:

<i>Type</i>	<i>Installation Cost</i>	<i>Approval Required</i>
Children Playing	Applicant	Council
Deaf/Blind Children	County	Public Works
Hidden Approach	County	Public Works
Deer Crossing	County	Council
Stock Crossing	Applicant	Council
Stock at Large	Applicant/County	Council
Engine Brakes	Applicant	Council

2. If a sign is considered to be to the benefit of the entire community (such as a "Children Playing" sign at a ball diamond), no costs will be borne by the applicant.
3. Requests for signs will only be considered on municipal public roads.
4. The County will encourage any new requests for stock crossing signs to use a portable sign instead.
5. All maintenance costs for public signs are to be covered by the County.
6. Any existing signs, which are no longer required, need approval from Council before their removal.
7. The cost of the 'Stock at Large' signage will be the responsibility of whoever installs the cattle guard.






8. Council may approve the installation of Engine Brake Signs. These signs will read “Please use discretion utilizing engine brakes between the hours of 10:00pm – 6:00 am”. Criteria utilized for evaluating if a sign will be installed will include but not be limited to the following:
  - a) Large Truck Volumes
  - b) Number of Residences in Proximity to Intersection
  - c) Proximity of Residence to Roadway
  - d) Characteristic changes of the road/intersection
  - e) Historical information on Road/intersection – If the road historically had high truck volumes and a residence was constructed beside this road a sign may not be approved for installation.







## REQUEST FOR DECISION

<b>SUBJECT:</b> Fiscal 2018 Audit Planning Letter		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Corporate Services	<b>WRITTEN BY:</b> Murray Hagan, Director	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) MGA Section 280		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/>  Economic Prosperity	<input type="checkbox"/>  Governance Leadership	<input checked="" type="checkbox"/>  Fiscal Responsibilities
<input type="checkbox"/>  Environmental Stewardship	<input type="checkbox"/>  Community Social Growth	
<b>ATTACHMENT(S):</b> Fiscal 2018 Audit Planning Letter		

### STAFF RECOMMENDATION:

**That Council receives the Fiscal 2018 Audit Planning Letter for information**

### BACKGROUND:

At the September 12, 2017 regular meeting of Council, a motion was passed appointing Hawkings Epp Dumont LLP as municipal auditors for fiscal years ending December 31, 2017 and 2018.

The attached letter outlines the timing and extent of audit procedures to be performed.

If Council has any specific items it wishes to discuss with the auditors, Administration can organize a meeting.



January 29, 2019

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

Sent via e-mail: MHagan@clearwater.ca

**Attention: Clearwater County Council Members**

Dear County Council Members:

**Re: 2018 AUDIT PLANNING**

**A. INTRODUCTION**

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance is an integral part of every audit. After reviewing this letter please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

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**B. SERVICES TO BE PROVIDED**

We have been engaged by the County to perform the following services:

**a) Audit services**

- Audit of the Clearwater County consolidated financial statements;
- Audit of the Clearwater County *Financial Information Return*.

**b) Non-audit services**

- We have not been engaged to provide any non-audit services.

**C. AUDITOR INDEPENDENCE**

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards (CAS) recommends that we communicate to Council, at least annually, all relationships between our firm and the County that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the County and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our auditors' report at the conclusion of the audit.

**D. AUDITOR RESPONSIBILITIES**

It is important for Council to understand the responsibilities that rest with the County and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the County's financial statements will be performed in accordance with CAS. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the County in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

CAS does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

**E. MANAGEMENT RESPONSIBILITIES**

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



**F. PLANNED SCOPE AND TIMING OF THE AUDIT**

In gathering our audit evidence, we will utilize an approach to the audit of the County that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the County's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff. We welcome any insights Council would like to provide to us on what Council perceives to be risky.

**Audit Strategy**

Based on our knowledge of the County operations, we anticipate utilizing a combination of tests of relevant internal controls and substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

**Materiality**

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found (if any) and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

We establish an overall materiality for the financial statements as a whole. The planned overall materiality is based on 2% (\$660,000) of estimated total expenses for the year ending December 31, 2018.

We may update our materiality if actual amounts differ significantly from the estimates or circumstances suggest particular balances, results or disclosures may impact users' decisions.

### **Management Representations**

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

### **Audit Team**

The County needs skilled professionals who have experience working on local government audits. We will provide the following team:

Phil Dirks, CPA, CA	Engagement Partner
Curtis Friesen, CPA, CA	Concurring Partner
Chris Pan, CPA, CA	Manager
Richard Zhao, CPA, CA	Senior
Ashlee Melnyk, CPA Student	Junior

### **Timing of the Audit**

Audit planning and on-site interim audit work was performed in January 2019.

The year-end audit fieldwork is currently scheduled to take place during the week of March 18, 2019.

We anticipate presenting the audited financial statements to Council at either the April 9 or 23, 2019 meeting.

### **G. AUDIT FEES**

We understand that the County demands value and we strive to provide the highest quality services while working with the County to control costs.

We previously provided County administration with an estimate of our audit fees for the 2018 fiscal year in the amount of \$29,500. This fee estimate, which does not include GST or out-of-pocket expenses, is based on the assumption our responsibilities will be limited to the expression of an opinion on the County's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

### **H. REQUESTS OF COUNCIL**

During the course of your duties as Council, you may become aware of additional areas of concern from an audit perspective that you would like us to address. We welcome discussion on any areas of audit concern that you may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the County.

## I. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the County's accounting staff to review these to determine the potential impact to the County.

### **Effective Fiscal Years Beginning on or After April 1, 2018**

#### *PS 3430 - Restructuring Transactions (new)*

- Establishes standards for recognizing and measuring the assets and liabilities transferred in a restructuring transaction.
- The transfer of assets and liabilities in a restructuring transaction will be accounted for at their carrying amounts at the transaction date.
- Earlier adoption is permitted.

### **Effective Fiscal Years Beginning on or After April 1, 2021**

#### *PS 3280 – Asset Retirement Obligations (new)*

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

### **Effective Fiscal Years Beginning on or After April 1, 2022**

#### *PS 3400 – Revenue (new)*

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

**J. COMMUNICATION OF THE RESULTS**

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under CAS including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the County's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession, as well as clarify our responsibility and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to the County.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

PJD/law

cc: Rick Emmons, Chief Administrative Officer  
Murray Hagen, Director, Corporate Services





## REQUEST FOR DECISION

<b>SUBJECT:</b> Nordegg to Rocky Rail Trail		
<b>PRESENTATION DATE:</b> January 22, 2019		
<b>DEPARTMENT:</b> Ag and Community Services	<b>WRITTEN BY:</b> Matt Martinson, Director Ag and Community Services	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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	

**STAFF RECOMMENDATION:**

- 1) That Council continues to seek provincial funding partnerships for the Nordegg to Rocky Rail Trail construction.
- 2) That Council approves funding a maximum 50% of construction costs, up to \$500,000, as per the approved 2019 Capital Budget for the Nordegg to Rocky Rail Trail.

**BACKGROUND:**

During Councils 2019 budget process \$500,000 was allocated for the Rocky to Nordegg trail. At the time Council discussed using the funds to partner with Alberta Environment and Parks (AEP) and continue the trail development.

Administration has recently met with representatives from (AEP) who have shared with us that it is very likely to see significant funding from the Provincial Government allocating grant dollars to the project this year.

Depending on Councils direction, it is possible that within a few weeks potential grant funding may be available to start brushing and clearing the next section of trail in preparation for the upcoming construction season.

During the 2018 construction season the trail was advanced from approximately Beaver Dam to Harlech. For the 2019 construction season it is reasonable to estimate that we could advance the trail from Harlech to Saunders and possibly further.



## REQUEST FOR DECISION

<b>SUBJECT:</b> Letter to Minister Phillips, Alberta Environment and Parks – Bighorn Country Proposal		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Municipal	<b>WRITTEN BY:</b> Christine Heggart, Manager Intergovernmental & Legislative Services/ Djurdjica Tutic, Communications Coordinator	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>ATTACHMENT(S):</b> <a href="#">Bighorn Country Complete Proposal link</a>		

**STAFF RECOMMENDATION:**  
**That Council reviews and approves a draft letter of opposition related to the Government of Alberta’s Bighorn Country proposal.**

### BACKGROUND:

Council motioned at their January 22, 2019 regular meeting to defer revising and sending a letter to Minister of Environment and Parks, Shannon Philips regarding Clearwater County’s opposition to the Bighorn Country Proposal until February 12, to allow time for the Government of Alberta’s additional public consultations to conclude.






At the same time Council directed Administration to bring back a public communications plan for Council’s position of opposition to the Bighorn Proposal

Administration recommends the approved letter of opposition be posted on the County’s website and shared on the County’s official social media channels.

The draft letter will be presented to Council of February 12, 2019.



## REQUEST FOR DECISION

<b>SUBJECT:</b> <i>Tabled Item</i> - Appointment of Alternate Citizens at Large to the Subdivision and Development Appeal Board		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Municipal	<b>WRITTEN BY:</b> Tracy Haight Executive Assistant	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Municipal Government Act Sect 627 and Clearwater County Bylaw 1036/18		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>STAFF RECOMMENDATION:</b>		
<ol style="list-style-type: none"> <li>That Council lifts Item 434/18 'Appointment of Alternate Citizens at Large to the Subdivision and Development Appeal Board' from the table.</li> <li>That Council appoints three alternate citizens at large to the Subdivision and Development Appeal Board for a term effective February 12, 2019 to November 1, 2019.</li> </ol>		

### BACKGROUND:

Following Council's organizational meeting on October 23, 2018, there were three alternate citizens at large vacancies on the Subdivision Development Appeal Board (SDAB). The board position vacancies were advertised in the local papers as well as the County's website and social media sites in January.






To date, the County received applications from the following individuals:

- Ray Borley
- Pat Butler
- Marianne Cole
- Randy Hill
- Ernie Sandstra

Administration recommends Council review the applications and appoint alternate SDAB members.



## REQUEST FOR DECISION

<b>SUBJECT:</b> Clearwater County Heritage Grant Advisory Committee Member Appointments		
<b>PRESENTATION DATE:</b> February 12, 2019		
<b>DEPARTMENT:</b> Municipal	<b>WRITTEN BY:</b> Tracy Haight Executive Assistant	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<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		
<b>ATTACHMENT(S):</b> Clearwater County Heritage Grant Advisory Committee Terms of Reference		
<b>STAFF RECOMMENDATION:</b>		
<p><b>1. That Council appoints one Councillor and an alternate to the Clearwater County Heritage Grant Advisory Committee effective February 12, 2019 to October 22, 2019.</b></p> <p><b>2. That Council appoints one public at large member, effective February 12, 2019 to November 1, 2019; one public at large member effective February 12, 2019 to November 1, 2020; and, one alternate public at large member effective February 12, 2019 to November 1, 2020 to the Clearwater County Heritage Grant Advisory Committee</b></p>		

### BACKGROUND:

On November 27, 2018, Council approved Terms of Reference (see attached) for the new Clearwater County Heritage Grant Advisory Committee, which replaces the Clearwater County Heritage Board that Council dissolved on October 23, 2018. This Committee will annually award \$5000 in grant funds to residents and/or organizations for eligible projects that 'interpret, recognize and celebrate' Clearwater County's heritage.

The public at large position vacancies were advertised in the local papers as well as the County's website and social media sites in January. To date, the County received applications from the following individuals:

- John Brandon
- Rick Cuerrier
- Gennifer Mehlhaff

Administration recommends Council review the applications and appoint the County's Heritage Grant Advisory Committee members.



**Clearwater County Heritage Grant Advisory Committee (CCHGAC)**  
**Terms of Reference**

**MANDATE:**

The Clearwater County Heritage Grant Advisory Committee (CCHGAC) shall review and approve heritage interpretation, recognition and celebration related project grant applications (see Appendix A for grant guidelines, Appendix B for application form and Appendix C for the scoring matrix).

**AUTHORITY:**

CCHGAC was established to facilitate and streamline the heritage grant application process.

Outside of the annual grant allocation for heritage grant funding as set in Clearwater County Council's annual budget, CCHGAC does not have the power to pledge or commit anything on behalf of Clearwater County (MGA s.249(1)), unless approved by resolution of Council.

**CCHGAC MEMBERSHIP:**

Members of the CCHGAC will be appointed by Clearwater County Council at their annual Organizational Meeting in October.

**CCHGAC Members must be:**

- A resident of Clearwater County; and,
- Have an interest in heritage/historic resource preservation and interpretation.

**Voting CCHGAC Members:**

- One (1) Clearwater County Councillor.
- One (1) Clearwater County Councillor alternate.
- Two (2) public-at-large member, appointed for a two-year term.
- One (1) public-at-large member alternate, appointed for a two-year term.

\* In the inaugural year one of the public-at-large members will be appointed for a (1) one-year term. This is to provide an overlap of an experienced member with a new member, as well as continuity in the process and an understanding of the deliberation of the grant for the committee.

Quorum for the CCHGAC shall be three voting members.

*At the conclusion of each member's term, CCHGAC members must reapply if they wish to sit for an additional term. Members may be reappointed for successive terms totaling not more than eight (8) years.*

Advisory/Non-voting CCHGAC members:

- Municipal staff, organizational representatives and/or representatives who act as resource support on matters under consideration by the CCHGAC. These members include, but are not limited to:
  - Clearwater County Heritage Coordinator
  - Clearwater County Director of Planning & Development

CCHGAC will select from within its Chair and Vice Chair on an annual basis. The Secretary function will be fulfilled by Clearwater County's Heritage Coordinator.

Chair's Responsibilities:

- Coordinates meeting agenda;
- Oversees the meetings of CCHGAC;
- Acts as the communications lead for CCHGAC grant applications and response letters;
- Clearwater County staff shall not serve as Chair in the absence of the Board Chair.

Vice Chairs Responsibilities:

- Perform all functions of the Chair in their absence.

Secretary Responsibilities:

- Prepare and distribute meeting agendas in consultation with the Chair;
- Record and maintain meeting minutes and ensure that they are distributed to members;
- Prepare response letters for heritage grant applications, for Chair's signature.

CCHGAC members will be compensated for meetings in accordance with Clearwater County's *Council, Board and Committee Remuneration Policy*.

CCHGAC MEETINGS:

CCHGAC meetings shall take place at least once/year and as needed thereafter, to review applications and select grant recipients. (i.e. review January and June grant application intakes, dependent on available funds following first intake period.)

CCHGAC meeting are to be held at the Clearwater County offices, during regular business hours.

CCHGAC Meeting packages will be distributed to members two weeks prior to the scheduled meeting by the Heritage Coordinator, package shall include meeting agenda, grant applications and minutes of the previous meeting.

**CCHGAC REPONSIBILITIES:**

- Understand and represent heritage grant interests for the municipality as a whole;
- Act on opportunities to communicate positively about the CCHGAC;
- Support open discussion/debate and encourage fellow CCHGAC members to voice their insights when deliberating grant applications;
- Advise the Chairperson or Secretary if unable to attend meeting, at least twenty-four (24) hours in advance to ensure meeting quorum;
- Disclose any conflict of interest, if conflict is identified the Member shall abstain from decision-making in relation to the identified subject matter.

**APPENDIX "A"****Clearwater County Heritage Grant Guidelines****Purpose:**

The Clearwater County Heritage Grant (CCHG) aims to support community efforts to interpret, recognize and celebrate our local heritage.

**Eligibility:**

Residents and organizations based in Clearwater County are eligible to apply for the CCHG for a project in Clearwater County. Projects may not result in financial gain for an individual or an organization.

Clearwater County Council has allocated \$5,000.00 annually for their Heritage Grant. The distribution of these funds will be decided by the CCHGAC.

The focus of the grant is on projects that interpret, recognize or celebrate Clearwater County heritage.

Examples under each category include:

- I. Interpretation
  - Interpretive signage, publications, talks and maps.
- II. Recognize
  - Historic markers, plaques, public art and memorials.
- III. Celebrate
  - Reenactments, festivals, gatherings, plays, and concerts.

The annual amount of the grant fund shall be \$5,000.00. If all grant funds are not awarded in the first round, there shall be a second round of intake. If at the end of a fiscal year, or in the event of remittance, the funds remaining will be carried forward to the next annual grant intake.

**Criteria:**

The following general criteria will be used to evaluate project funding requests:

- Projects must address a community-identified need and demonstrate community involvement.
- Projects that demonstrate limited public access or benefit will be given a lower priority.
- Organizations that do not have a sufficient amount of matching resources in place will be given a lower priority.
- Due to limited funds, not all requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their projects.
- Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants must address the criteria below when completing their applications.



### Organization's Capacity

The organization must demonstrate the ability to execute the project by:

- providing background history (e.g., mission/purpose, organization size/representation, length of time organization has been in operation, prior experience);
- demonstrating the organization's sustainability through financial stability, operational history, and community support; and
- demonstrating the organization has capacity to complete the entire project (e.g., project leadership, board and management).

### Project Viability and Financial Feasibility

To be considered a viable project, the organization must:

- demonstrate sufficient matching resources for requested grant;
- have access to additional funding required to complete the project;
- have provided a detailed budget and explanation of costs within the application; and
- demonstrate long-term financial viability and self-sufficiency, including the ability to meet long term needs such as the maintenance requirements of permanent installations.

### Project Benefits

The organization must demonstrate that the project outcomes will have:

- a high level of community impact;
- direct and indirect community economic benefit;

### Accessibility

The organization must demonstrate how the project will provide:

- broad public access beyond the organization's direct membership;
- service to one or more demographics (e.g. children, youth, men, women, seniors, ethno-cultural, Indigenous, vulnerable/disadvantaged, new immigrant/refugees); and
- improved public heritage appreciation, knowledge and understanding;

### Funding Considerations

In evaluating the project, considerations will be given to:

- project readiness, including availability of resources (human and financial) to carry out the project;
- prior CCHG allocation;
- demonstration of the organization's need for financial assistance;
- availability of grant funding; and
- ability to complete project with partial CCHG funding.

Preference will be given to:

- Projects that have a wide reach and benefit the larger community as a whole.
- One-time projects that are unique; separate from ongoing activities of the organization.
- Projects that relate to anniversaries (mile stones) of local significance.

**Matching Requirements:**

The CCHG is a matching grant, meaning that funding approval is based on proof of the applicants' ability to match the requested amount with an equal or greater contribution.

Matching contributions may include contributions in kind at the County prescribed rates as outlined in the budget form. (see Appendix B)

**Application Procedures:**

In order to be considered for the CCHG, applicants must fill out an application form, which along with the supporting documents make up an application package. Only completed application packages will be considered for funding during the deliberation process. A hard copy of the application package is required.

Completed application packages are to be addressed to the attention of Clearwater County at the below address:

Clearwater County  
ATTN: Heritage Grant Application  
PO Box 550  
4340 – 47<sup>th</sup> Avenue  
Rocky Mountain House, AB  
T4T 1A4

The deadline for application is January 7<sup>th</sup> yearly, unless this date falls on a weekend, then it is the following business day. All packages must be received by the deadline, any postdated applications will not be processed.

If any funds remain after the first grant run the second grant run deadline for application will be June 1, unless this date falls on a weekend, then it is the following business day. If funds remain the second grant run will be advertised.

All qualifying application packages will then be reviewed, deliberated and grant funds allocated by the Clearwater County Heritage Grant Advisory Committee.

Final decisions will be announced by the CCHGAC in writing and mailed to all applicants along with further instructions for successful applicants.

Successful applicants must submit a final report once the project is complete.

**Clearwater County Heritage Grant Advisory Committee Deliberation Procedures:**

Once all application packages have been received the committee secretary will make copies for all committee members. Packages with copies of all the applications and scoring matrixes will then be distributed to the committee members.

Committee members are required to individually review and score each application.

At the following confidential committee meeting members will compare, deliberate and decided on how the funds will be allocated. Clearwater County Council has allocated \$5,000.00 annually for their Heritage Grant. The distribution of these funds will be decided by the CCHGAC in this meeting.

The secretary will draw up official notifications which will be signed by the Chairperson then mailed to all applicants from the grant run. Notifications will be announced no later than February 28 for the first grant run and July 31 for the second grant run.

Successful applicants' notification packages will include; the official notification, acknowledgement evidence requirements along with the final reporting requirements for completion reporting.

**Final Reporting Requirements:**

If you are awarded a grant, please submit the following documentation to Clearwater County:

1. Written notification of successful completion of the project within one month of its completion.
2. Submission of a financial report documenting how the grant funds were used for the project within six months of completion.
3. Submission of evidence of meeting the acknowledgment requirement within six months of completion.

If the project is not successfully completed within one year of grant dispersal you will be required to remit the grant funds to Clearwater County.

**Acknowledgement Requirements:**

In recognition of the funds received acknowledgement will be made in all publications, advertisements and communications regarding the funded project. Instructions on appropriate acknowledgement along with logo use will be included in the grant notification packages.

**Criteria for remittance of grant funding:**

You will be required to remit any and all grant funding if:

- i. You cannot prove the grant funds were used for the project for which they were awarded;
- ii. You do not meet the Final Reporting requirements;
- iii. You did not meet the Acknowledgement requirements; or
- iv. The project was not completed within one year of the grant having been awarded.











**Financial Totals and Grant Funds Requested:**

The amount you are requesting through this grant should be equal to or less than the total available funds.

Your grant request may not exceed \$5,000.00.

<b>Funding Totals</b>			
Total Available Funds	Total Estimated Costs	Difference	Amount Requested
\$	\$	\$	\$

<b>Supporting Documentation Checklist (Please send these in with your application.)</b>	
	Budget: Quotes for any contracted work as part of estimated costs.
	Letters of support for the project to showing community collaboration, significance, scope, reach, availability of resources (volunteers), and community impact.
	If installing a permanent monument, sign, marker (etc.); proof of the land owners permission and a map denoting the location of the installation are required.

***Please ensure that any supporting documents have the name of the project noted on them at the top of the page.***



<b>Signature</b>		
Please ensure that this section is signed by <u>an authorized representative</u> for your organization.		
On behalf of _____ I agree that, should Clearwater County provide heritage grant funding:		
<ol style="list-style-type: none"> <li>1. The funds will only be used for the project outlined in this application; and</li> <li>2. <b>Upon grant approval, an account of the funds use will be provided to Clearwater County within 60 days of the project completion.</b></li> </ol>		
<p>I certify that the above information is a <b>complete and accurate</b> and that any <b>funds received are to be expended on the project</b> described in the application submitted for the grant.</p> <p><b>I am a duly authorized representative having legal and/or financial signing authority.</b></p>		
SIGNATURE	NAME (please print)	DATE
POSITION / TITLE		DAYTIME TELEPHONE
REGISTERED MAILING ADDRESS		EMAIL ADDRESS

**Equipment and Machinery Rates:**

Donated heavy equipment (including operator costs) at up to \$60.00 / hour.

**Labour Rates:** (Valuation of volunteerism)

Unskilled Labour – up to \$20.00 / hour

Skilled Labour – up to \$30.00 / hour (Qualified Trades or Professionals)

**Donated Materials:**

Fair Market Value.

Donated labour/services/material/equipment MUST be directly related to the project. This excludes time spent in planning meetings or on fund raising activities for the project.

*\*\* The Alberta Roadbuilders and Heavy Construction Association (ARHCA) Equipment Rental Rates Guide and Membership Roster has been the benchmark for equipment rental rates for the heavy construction sector in Alberta for more than 15 years.*

*Current information, including interim Tier 4 emissions, is compiled from manufacturers, equipment dealers, and contractors each year. Using mathematical formulas and historical records, as well as the cooperation of representatives from all segments of the industry, these rental rates are produced annually.*

*This Guide is the accepted authority for:*

- *Alberta Transportation*
- *Alberta Environment and Sustainable Resource Development*
- *Parks Canada*
- *Canadian Forest Service*
- *City of Calgary force account rates*
- *City of Edmonton force account rates for contracted roadway construction*
- *It is also used frequently by irrigation districts, municipalities, counties, towns, villages and consulting engineers. This guide is the standard for equipment rental rates for roadbuilding and heavy construction in Alberta under average conditions in the province of Alberta.*

**APPENDIX "C"****CCHG Scoring Matrix**

Based on the information provided in the application package and using this matrix score each project individually.

<b>Project Name:</b>	
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Points are to be awarded based on the submitted project package and your determination of how likely the project will be completed. The percentages can be used as a guide for you to use in this determining where you think this project is based on the package you are reviewing.

<b>Category</b>	<b>4 Points (100% - 76%)</b>	<b>3 Points (75% - 51%)</b>	<b>2 Points (50% - 26%)</b>	<b>1 Point (25% - 1%)</b>	<b>Score</b>
<b>Project Benefit/Impact</b>	This project will be accessible to our community members and the public.	This project will be accessible to most of our community members and most of the public.	This project will be accessible to some of our community members and some the public.	This project will be accessible to few community members and few public.	
<b>Community Involvement</b>	There is a strong community involvement and backing for this project. It will be a great contribution to our community.	There is support and the impact is relatively high.	There is some support and there will be some impact.	There is little support and it will have a small impact.	

<b>Financial Feasibility</b>	All funds to support this projects completion are secured. The budget is clear, has been well researched (including quotes) and appears viable.	Most of the funds required are accessible. There are a few questions regarding the budget.	They are at the half way mark with fund accessibility. The budget has a lot of questions to be answered.	Funding is not secured. The budget is questionable.	
<b>Organizational Capacity</b>	The organization has the capacity and resources including volunteers, contractors and funds to see this project to completion.	They are lacking some of the capacity and resources they need, but it is likely that they will be able to get them to complete the project.	They have half the capacity and resources they need to complete the project and still require half the capacity and resources to complete it.	It is unlikely that they will be able to complete this project within the timeframe because they do not have the required capacity or resources.	
<b>Local Relevance</b>	Relevant to all of Clearwater county.	Relevant to a region within the County.	Relevant to a small area or specific group.	Relevant to a family or individual.	
Total Score					



**Grant Allocation Recommendation:**

Amount Raised	Total Project Cost	Amount Requested	Recommended Grant
\$	\$	\$	\$

The total amount the CCHGAC has annually is \$5,000.00 to disperse. During your review please insure that your recommendations do not exceed this amount. Examples:

<p>You may recommend all funds are allocated to one project.                  Project A \$5000                  Total: <b>\$5000</b></p>	<p>You could recommend allocation of the funds in varying amounts:                  Project A \$2,000                  Project B \$1,000                  Project C \$1000                  Project D \$1000                  Total: <b>\$5000</b></p>
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**Project Comparison Matrix**

YEAR	
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Once you have scored all the applicants plot them in the chart below. Rank the applicants from 1 to 5 with 1 being the project you feel is has met the objectives of the grant the best, and so on.

Project comparison chart			
Rank	Project Name	Matrix Score	Proposed Fund Allocation
1			
2			
3			
4			
5			
6			
7			