

CLEARWATER COUNTY COUNCIL AGENDA
March 08, 2016
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House AB

9:30 A.M. Delegation: Parkland Community Planning Services
10:30 A.M. Delegation: Rocky Mountain House and Rimbey RCMP Detachment Commanders
11:00 A.M. Delegation: Canadian Parks and Wilderness Society

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. February 23, 2016 Regular Meeting Minutes

D. PUBLIC WORKS

1. Policy Review – Hiring of Equipment
2. DRAFT Policy – Grader Maintenance Contracts

E. PLANNING

1. 9:30 A.M. Delegation: Parkland Community Planning, Tina McCallum – Rocky Mountain House Development Plan
2. First Reading: Bylaw 1014/16 Land Use Amendment

F. COMMUNITY & PROTECTIVE SERVICES

1. 10:30 A.M. Delegation: Rocky Mountain House & Rimbey RCMP Detachment Commanders
2. Administrative Review of Vacant Community Peace Officer Position and Amended Highway Patrol Vehicle Replacement Schedule
3. Condor Community Centre Grant Request
4. Taimi Hall Grant Request
5. Clearwater Regional Tourism Update

G. AG SERVICES & LANDCARE

1. 11:00 A.M. Delegation: Canadian Parks and Wilderness Society – Alison Ronson

H. MUNICIPAL

1. Strategic Transportation Infrastructure Program Consultation Session
2. Rural Physician Action Plan – Letter of Support Request
3. Council Internet and Succession Planning Workshop
4. AAMDC 2016 Resolutions – *VERBAL REPORT*

I. INFORMATION

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

J. ADJOURNMENT



AGENDA ITEM

PROJECT: Policy Review - Hiring of Equipment Guidelines		
PRESENTATION DATE: March 08, 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kate Reglin/Kurt Magnus	REVIEWED BY: Marshall Morton/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Hiring of Equipment Policy		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Build community trust through socially responsible governance for long term sustainability.	STRATEGIES: Proactive policy development and evaluation of municipal programs and services.
ATTACHMENT(S): Hiring of Equipment Policy		
RECOMMENDATION: That Council reviews the amended policy, recommends any changes, and, approves the draft policy changes as presented.		

BACKGROUND:

As per the direction of Council, staff are currently in the process of reviewing policies that are dated ten (10) years or older. As a result, staff have made changes to the “**Hiring of Equipment**” Guidelines Policy.

The present policy will be removing the grader maintenance contract information. As such, an individual policy will be written pertaining to Grader Maintenance Contracts.

Additions to the policy have been identified in **Red Bold**. Items intended to be removed have been **struck through**. Once Council approves the draft revisions, the policy will be brought back to the next scheduled meeting for final approval.

See attached policy.



**CLEARWATER COUNTY
HIRING OF EQUIPMENT**

POLICY

EFFECTIVE DATE:	June 26, 2001
REVISED DATE:	March 08, 2016
SECTION:	Public Works
POLICY STATEMENT:	Clearwater County is committed, to the greatest extent possible, to use private equipment and personnel (i.e. contractors) located within the boundaries of the County (this includes the Town of Rocky Mountain House and the Village of Caroline), in the delivery of its construction and maintenance services. In addition, the County will endeavour to distribute County work among contractors as fairly as Clearwater County deems possible.
DEFINITIONS:	
PROCEDURE:	<p>Hiring of Equipment:</p> <ol style="list-style-type: none"> 1. Staff is authorized to hire equipment. 2. Unless otherwise directed by Council, all equipment will be paid in accordance with rates established by Council. The Public Works Director is authorized to set rates for equipment that is not covered in the current rate book. Rates may be set considering the Alberta Roadbuilders Current Rate book and the County's current rates. 3. Staff may only hire equipment that is identified on the Public Works Contractors List, and is in good working condition with qualified and capable operators. Contractors must maintain adequate insurance (\$2,000,000.00 min.) and be in good standing with the Workers Compensation Board. 4. The Public Works Department will keep a Contractors List of contractors willing to work for the County. This will include the equipment each registered contractor has available for work. In this regard only contractors with a base of operation or property owners within the County may have their names on the list. Contractors may add or delete equipment from the list, in accordance with this policy, at any time. If a contractor refuses to work due to County rates the Public Works Director may remove the contractor from the County's Contractors List. 5. If a required piece of equipment is not available in the County, the Public Works Director is authorized to hire outside equipment and shall report such hiring to Council at the next regular meeting. 6. The Public Works Director is responsible to ensure that work is distributed among contractors as fairly as



CLEARWATER COUNTY HIRING OF EQUIPMENT

possible. The following considerations will be applied when hiring equipment:

- past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
- the experience of the operator, and, the suitability and condition of the equipment;
- the amount of hourly work the contractor or contracting company has received or is expected to receive from the County;
- the location of the equipment in relation to the work site;
- normally, for contractors with a fleet of trucks or equipment, the County will have no more than two trucks or pieces of equipment from one contractor working at one time.

Each supervisor will report, **the equipment they have working**, to the Public Works Director, on a regular basis. ~~the equipment he has working~~. These reports (and others such as financial) will be used by the Public Works Director to assess the degree to which work is being distributed and to direct staff on hiring.

SAFETY AND QUALITY OF WORK:

1. All operators must be qualified and equipment shall be operated in a safe and effective manner.
2. Truckers, while working for the County, are to travel at recommended speed limits. Truckers are to use the roads courteously, considering such factors as privacy, noise levels and dust conditions. A County employee may issue a warning to a non-complying operator. Repeat offenders may be suspended from further hauling.
3. All operators must follow the directions of the County's supervisor.
4. County supervisors are responsible to provide clear directions to operators and are to ensure that all operations are conducted in a safe and effective manner.
5. Supervisors are to document improper conduct of performance of an operator. In the case where someone operates the equipment, other than the owner, the supervisor will communicate his/her concerns to the equipment owner in addition to the operator. The supervisor will identify the inappropriate action and the supervisor's expectations for improvement. Supervisors will terminate any contractor for continued improper conduct or performance.



CLEARWATER COUNTY HIRING OF EQUIPMENT

6. Upon termination, the operator/contractor will be asked to remove his/her piece of equipment from the work site. The County may not rehire a terminated operator nor may he/she operate a piece of equipment hired by the County.
7. The terminated equipment will be removed from the Contractor's List of available equipment and will only be replaced at the discretion of the Public Works Director. For guidance purposes, equipment removed from the contractor's list may be replaced on the list when the Public Works Director is satisfied that the County's directions will be adhered to. In the event that a piece of equipment is removed from the Contractor's List on a second occasion, it will not be eligible for replacement.
8. Contractors may appeal to Council, a supervisor's decision for dismissal or the Public Works Director decision to not replace the equipment on the Contractor's List.
8. Only Council may re-instate a contractor terminated by Council.

General:

1. ~~Water trucks equipped with pressurized spray bars on their discharge systems are preferred. Water trucks utilizing splash pans may be hired by the County only if no trucks with a spray bar (on the Contractor's List) are available.~~
2. The County will pay for equipment moves both to and from the job site if the project is considered to be a small job (i.e.: less than three days in duration). If the job exceeds three days, the County will normally pay for the move to the site only. The Public Works Director is, however, authorized to use his discretion regarding the payment for equipment moves when special circumstances warrant.
3. The County may pay travel time to remote parts of the County as approved by the Public Works Director.
4. All trucks **equipment** must be in good working order and properly certified. A copy of the valid certification will be supplied to the County, upon initial registration, to be eligible for the Contractor's List. A copy of the valid certification will be required annually after initial registration.
5. ~~The County will tender all but one of its grader beats. Each tendered beat will be tendered for a three-year period and contracts will be staggered so that all contracts will not terminate in the same year. If deemed appropriate, the County may extend Grader~~



**CLEARWATER COUNTY
HIRING OF EQUIPMENT**

	<p>Contracts for 1, 2 or 3 year period upon Council's approval and the Contractors agreement.</p> <p>6. As per Working Alone Legislation, completed hazard assessment forms will have to be filed with the County prior to equipment being hired in working alone situations.</p>
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DRAFT



AGENDA ITEM

PROJECT: Draft Policy – Grader Maintenance Contracts		
PRESENTATION DATE: March 8 th , 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kurt Magnus	REVIEWED BY: Marshall Morton/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Grader Maintenance Contracts Policy		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Build community trust through socially responsible governance for long term sustainability.	STRATEGIES: Proactive policy development and evaluation of municipal programs and services.
ATTACHMENT(S): Draft Grader Maintenance Contracts Policy		
RECOMMENDATION: That Council reviews the draft policy, recommends any changes, and, approves the draft policy changes as presented.		

BACKGROUND:

As per Council's direction, Administration has drafted a "Grader Maintenance Contracts" Policy for Council's consideration. This policy establishes Council's requirements and expectations relating to the fair distribution and award of grader maintenance contracts to eligible grader contractors.

Currently, within Clearwater County, grader beat # 507 and # 508 are maintained by the same contractor. As of April 30th, 2016, the contracts to maintain Grader Beat # 506 and # 509 will expire. So as to promote and endeavor to distribute grader maintenance work among contractors, prior to the expiration of the aforementioned contracts, administration requests that Council reviews the draft policy, recommends any changes, and, approves the draft policy changes as presented.

Once Council approves the draft revisions, the policy will be brought back to the next scheduled meeting for final approval.



CLEARWATER COUNTY
Grader Maintenance Contracts

EFFECTIVE DATE:	March 8 th , 2016
SECTION:	Public Works
POLICY STATEMENT:	This policy establishes Council's requirements and expectations relating to the fair distribution and award of Grader Maintenance Contracts to eligible Grader Contractors.
DEFINITIONS:	<p>"Bidder" means any individual or corporate entity, however constituted, that submits a bid in response to a request for tenders for grader services by the County.</p> <p>"County" means Clearwater County.</p> <p>"Grader Beat" means the roads each Grader Contractor is required to maintain in the assigned Maintenance Area.</p> <p>"Grader Beat Map" means the map as maintained by Clearwater County identifying the roads in each Maintenance Area</p> <p>"Grader Contractor" means a successful Bidder that is awarded a Grader Maintenance Contract to provide grader services to the County.</p> <p>"Grader Maintenance Contract" means the agreement entered into by Clearwater County and a Grader Contractor for the provision of grader services upon a successful tender.</p> <p>"Grader Operator" means a qualified individual that operates equipment and performs grader services on behalf of a Grader Contractor pursuant to a Grader Maintenance Contract.</p> <p>"Maintenance Area" means the area assigned to each Grader Contractor for which the Grader Contractor is responsible for grading pursuant to a Grader Maintenance Contract.</p> <p>"Related Entity" includes any personal or corporate entity, however constituted, that is owned or operated by the Grader Contractor and/or the Grader Contractor's spouse or a member of the Grader Contractor's immediate family.</p>

CLEARWATER COUNTY
Grader Maintenance Contracts



POLICY

PROCEDURE:

1. The County will publicly advertise requests for tenders for Grader Maintenance Contracts in a manner that meets the requirements associated with provincially signed trade agreements. Tendering procedures and associated thresholds must be in compliance with the New West Partnership Trade Agreement (NWPTA) and Agreement on Internal Trade (AIT).
2. County staff will request tenders for Grader Maintenance Contracts in a manner that will allow for staggered expiration of Grader Maintenance Contracts so as to minimize the number of Grader Maintenance Contracts expiring in one calendar year.
3. Grader Maintenance Contracts will be tendered for a fixed term of five (5) years. This requirement may be amended only to allow for the staggering of expiration dates as set out in Section 2.
4. Grader Maintenance Contracts are not subject to automatic renewal after the expiry of the five (5) year term. Upon the expiry of the five (5) year term, the Grader Maintenance Contract will be re-advertised for tender.
5. At no time shall any Grader Contractor or Related Entity hold Grader Maintenance Contracts for more than two (2) Grader Beats in any calendar year.
6. Once a Grader Contractor is assigned a Grader Beat, the assigned Grader Beat will remain the same for the duration of the five (5) year term of the Grader Maintenance Contract. A Grader Contractor or Related Entity may not bid on another Grader Maintenance Contract in a calendar year in which it already holds or has held two (2) Grader Maintenance Contracts.
7. Once a Grader Contractor is assigned a Grader Beat, the Contractor cannot, at any time, transfer the contract to a Related Entity, or otherwise, without the written consent of the Director of Public Works or his/her designate.
8. All Grader Operators must hold a valid driver's license and operate equipment in a safe and effective manner in accordance with relevant Provincial legislation, including but not limited to the *Traffic Safety Act*, RSA 2000, c T-6 and *Occupational Health and Safety Act*, RSA 2000, c. O-2 and all applicable County bylaws, policies and procedures. The County will require a copy of the driver's abstract of all Grader Operators, prior to



CLEARWATER COUNTY
Grader Maintenance Contracts

	<p>the awarding of a Grader Maintenance Contract and at any other time deemed necessary throughout the term of the Grader Maintenance Contract.</p> <p>9. Contractors must be aware of the Alberta occupational health and safety legislation, and, the requirements of the Clearwater County Safety Manual. The Contractor will be the designated Prime Contractor as defined under the Occupational Health and Safety Act and Code.</p> <p>10. The Bidder understands that the County reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The County reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the County to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the County deems appropriate. Without limiting the generality of the foregoing, the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to:</p> <ul style="list-style-type: none">a. Any past experience with the Bidder, or lack thereof;b. The results of any reference check completed by the County on the Bidder ;c. Information relating to the financial state of the Bidder, however obtained;d. Equipment specification and age of equipment to be used by the Bidder; ande. The Bidder's knowledge of the Grader Beat for which the tender is requested.
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AGENDA ITEM

PROJECT: Rocky Mountain House CYRM Airport Development Plan		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Planning & Development	WRITTEN BY: Keith McCrae	REVIEWED BY: Rick Emmons/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our Growth (1.)	PRIORITY AREA: Planning a Well Designed Community (1.1)	STRATEGIES: Ensure Sound Planning and Collaboration (1.1.1, and 1.1.2)
ATTACHMENT(S): 1. Report - Parkland Community Planning Services 2. Rocky Mountain House CYRM Airport Development Plan		
RECOMMENDATION: That Council adopts the Rocky Mountain House CYRM Airport Development plan dated February 2016.		

BACKGROUND:

Preparation of the Rocky Mountain House Airport (CYRM) Development Plan (the Plan) has been undertaken by Parkland Community Planning Services (PCPS) on behalf of the Rocky Mountain House Airport Commission, the Town of Rocky Mountain House, and Clearwater County. Tina McCallum, a Planner with PCPS, will be in attendance to present the Plan to Council for their consideration and adoption. A copy of Tina's report as well as a copy of the Plan is attached.

As a point of information, the Town of Rocky Mountain House Council adopted the Plan at their meeting held on February 16, 2016, following a presentation by PCPS.



REPORT

TO: Council, Clearwater County

DATE: March 8, 2016

FROM: Tina McCallum, Planner (PCPS)

SUBJECT: Rocky Mountain House CYRM Airport Development Plan

BACKGROUND:

The Rocky Mountain House CYRM Airport Development Plan:

The plan area is comprised of lands jointly owned by Clearwater County and the Town of Rocky Mountain House, as well as private and Crown-owned lands that have been identified for long term growth and operation of the airport.

The intent of the Airport Development Plan is to direct growth in a manner that will support continued expansion and efficient use of infrastructure. It will provide support by:

- Understanding existing conditions, opportunities, and constraints facing the Airport.
- Providing a clear vision for the Airport's future that ensures it is an asset and economic driver for both Clearwater County and the Town of Rocky Mountain House.
- Creating a permitting process and development guidelines for projects undertaken in the airport area.

Planning Framework:

Airports and all things pertaining to aeronautics, air navigation, airports, and aerodromes are under Federal authority. Development activities in and around airports cannot impair the ability of an airport to exercise its core competencies and requirements. The federal legislation and policies currently applicable to the airport include: the *Aeronautics Act*, *Canadian Aviation Regulations*, and *Aerodrome Standards and Recommended Practices*.

The Development Plan is consistent with all relevant Town policies outlined in the:

- Clearwater County Municipal Development Plan, and
- The Town of Rocky Mountain House and Clearwater County Intermunicipal Development Plan.

Land use Bylaw:

The Land Use Bylaw designates the current airport boundary as 'Public Airport District'. As the airport boundary will expand in the southwest corner to include SW ¼ Sec 11, Twp 10, Rge 7, W5, the LUB will need to be amended to re-district this quarter section from Agriculture to Public Airport District.

It is proposed that the Public Airport District also be amended to better reflect the current and anticipated aviation based land uses. This includes permitted and discretionary land uses that support aviation activities, ancillary definitions, and provisions such as parking, approval procedure, and setbacks.



Airport and airfield support services are dictated by Transport Canada regulations. This includes the regulated obstacle free zone which limits height of structures and obstacles. An Airport Vicinity Overlay District (*Figure 8: Proposed Land Use & Overlay District*) to limit the height of structures on adjacent lands to 15 meters will be included in the Clearwater County LUB amendments.

DISCUSSION:

Airport Development Concept:

As illustrated in *Figure 6: Airport Development Concept*, the Plan includes both potential land use areas and site specific development projects:

- Future land use areas – Permitted and discretionary land uses that support aviation activities are listed under *Airside Commercial* or *Groundside Commercial*. *General Commercial* identifies lands that will accommodate services that support passenger airport operations.
- Long Term Expansion along northeast boundary.
- Airport & airfield support - future crosswind runway and runway extension, elimination of pond in east side of airstrip to reduce bird strikes, relocation of fuel infrastructure.
- Indication of the location of the conditionally approved airport restaurant development.
- Relocation of facility entrance feature.
- Primary and secondary highway access options because the Airport can only be accessed via RR 72. One access is a constraint as it limits traffic flow and volume and creates a safety issue for emergency and disaster response services.

Application and Permit Processing:

The application and permitting process has been clarified to ensure compliance with federal, provincial, and County bylaws. The Permit Approval Process includes:

- Prior to submitting a development permit application, the lessee/applicant must contact the Airport Manager regarding available lots and make leasing arrangements.
- A Development Permit application is then made to Clearwater County (the development authority for all building and land use development at the Airport). The Application will be reviewed for completeness and appropriate fees will be collected. The complete Application package will be forwarded to the Airport Commission. The Town will receive notification that an application has been submitted.
- The Airport Commission reviews the application and issues a recommendation. *If the Commission cannot negotiate an acceptable development proposal with the applicant the application will be cancelled.*
- Clearwater County Planning & Development Department will issue a permit based on the Commission's recommendation. The Town will be notified of the issuance of the Permit. *No permit application for the Public Airport district will be issued without Airport Commission consent.*

**Public and Stakeholder Input:**

- Throughout the process Ken Fowler, Airport Manager, along with the Airport Commission provided input and direction on behalf of the leases and airport users.
- An Open House was held on October 29, 2015 at the Airport. It was advertised in the Mountaineer on October 20th and October 27th. Additionally, adjacent landowners, airport lessees and stakeholder groups were sent letters providing information on the Airport Development Plan and the Open House.
- Approximately 70 people attended; there were representatives from various airport stakeholder groups, the County, the Town, airport lessees, and adjacent landowners.
- The Airport Development Plan was well received by all attendees. The majority of the concerns was regarding height restrictions in the Overlay District and permitted land uses on their property. However, all concerns were positively addressed as the Plan does not impose greater height restrictions than what already exists and the permitted and discretionary land uses in the Agricultural District (Clearwater County LUB) will not change.
- The proposed improvements to the airport and surrounding transportation systems were positively received by both the adjacent land owners and airport stakeholders.

RECOMMENDATION:

It is respectfully recommended that Council:

1. Approve the Rocky Mountain House CYRM Airport Development Plan by passing the following motion:
“That Council adopts the Rocky Mountain House CYRM Airport Development Plan dated February 2016”.

Rocky Mountain House CYRM Airport Development Plan



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1.0 Introduction

The Rocky Mountain House Airport (CYRM) Development Plan (the Plan) has been undertaken by Parkland Community Planning Services on behalf of and in collaboration with the Rocky Mountain House Airport Commission, the Town of Rocky Mountain House, and Clearwater County.

Established in 1978, the Rocky Mountain House Airport provides a critical service to the region as a whole. Having developed into an important regional asset, the Airport now faces development pressures, the response to which will lay the foundation for future development and expansion. The Plan has been developed to assess the pressures facing the Airport, provide a strategy for the orderly and logical expansion of facilities, and to outline processes for development approvals and permitting that minimizes the Airport's reliance on the Town and County.



1.1 Purpose

The Rocky Mountain House Airport (CYRM) Development Plan is designed to support the CYRM Airport Commission in addressing development pressures in a comprehensive and cohesive manner. The Plan will provide support by:

- Understanding existing conditions, opportunities, and constraints facing the Airport.
- Providing a clear vision for the Airport's future.
- Creating a permitting process and development guidelines for projects undertaken in the airport area.

1.2 Plan Area

The Rocky Mountain House Airport (the Airport) is located in Clearwater County, approximately 5.6 km northeast of the Town of Rocky Mountain House. The plan area is comprised of lands jointly owned by Clearwater County and the Town of Rocky Mountain House, as well as private and publicly owned lands that have been identified for long term growth and operation of the airport. The airport lands comprise approximately 260 ha (642 acres), plus an additional 65 ha (160 acres) of private property and 65 ha (160 acres) of Crown owned lands. *Figures 1 & 2* displays the plan boundary area, the airport controlled lands and its immediate context within Clearwater County.

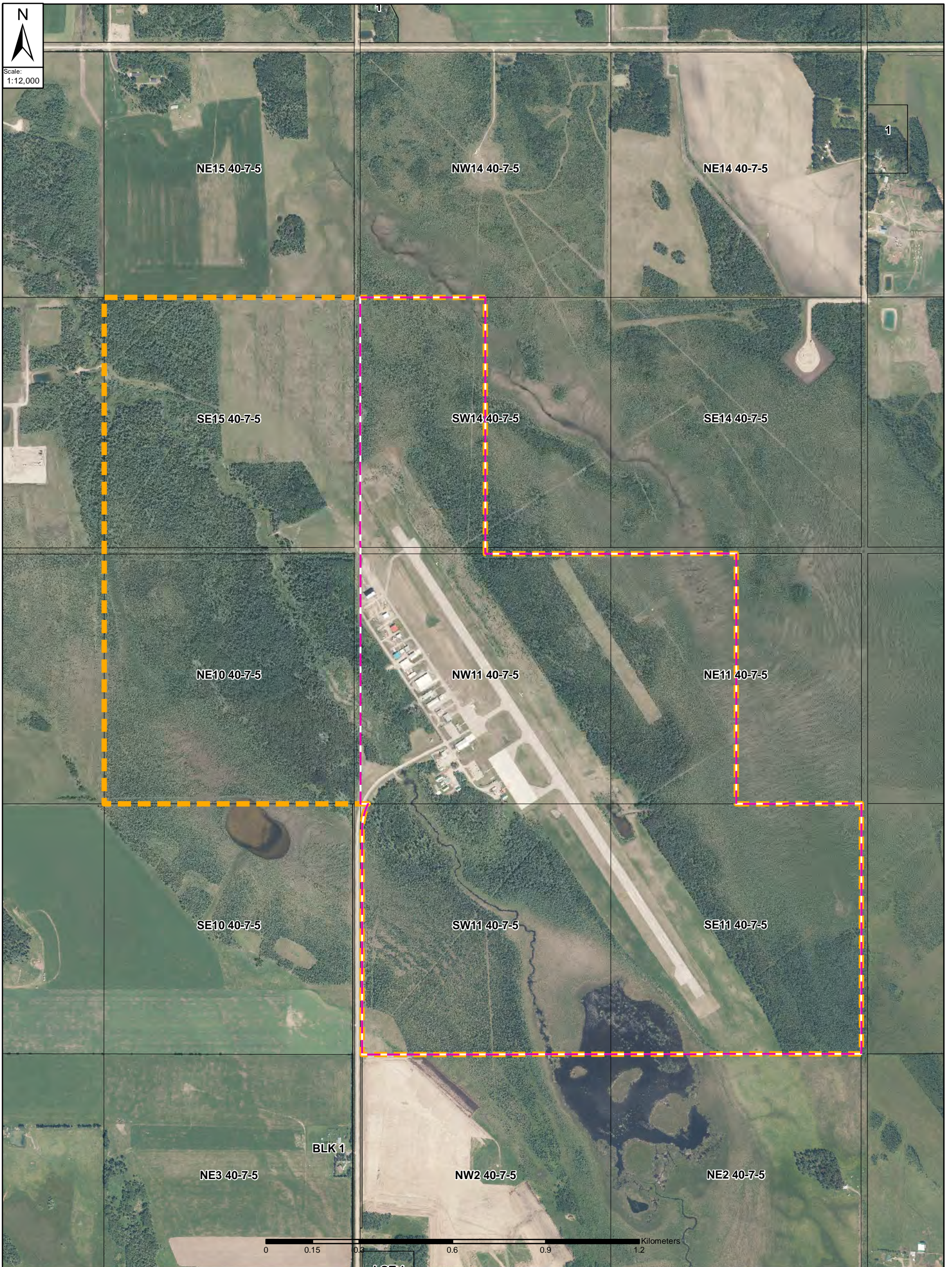





Figure 1:

Plan Area

LEGEND:

-  Plan Boundary
-  Current Airport Boundary
-  Parcel Boundary

CYRM AIRPORT DEVELOPMENT PLAN



Date:
2015-July-02



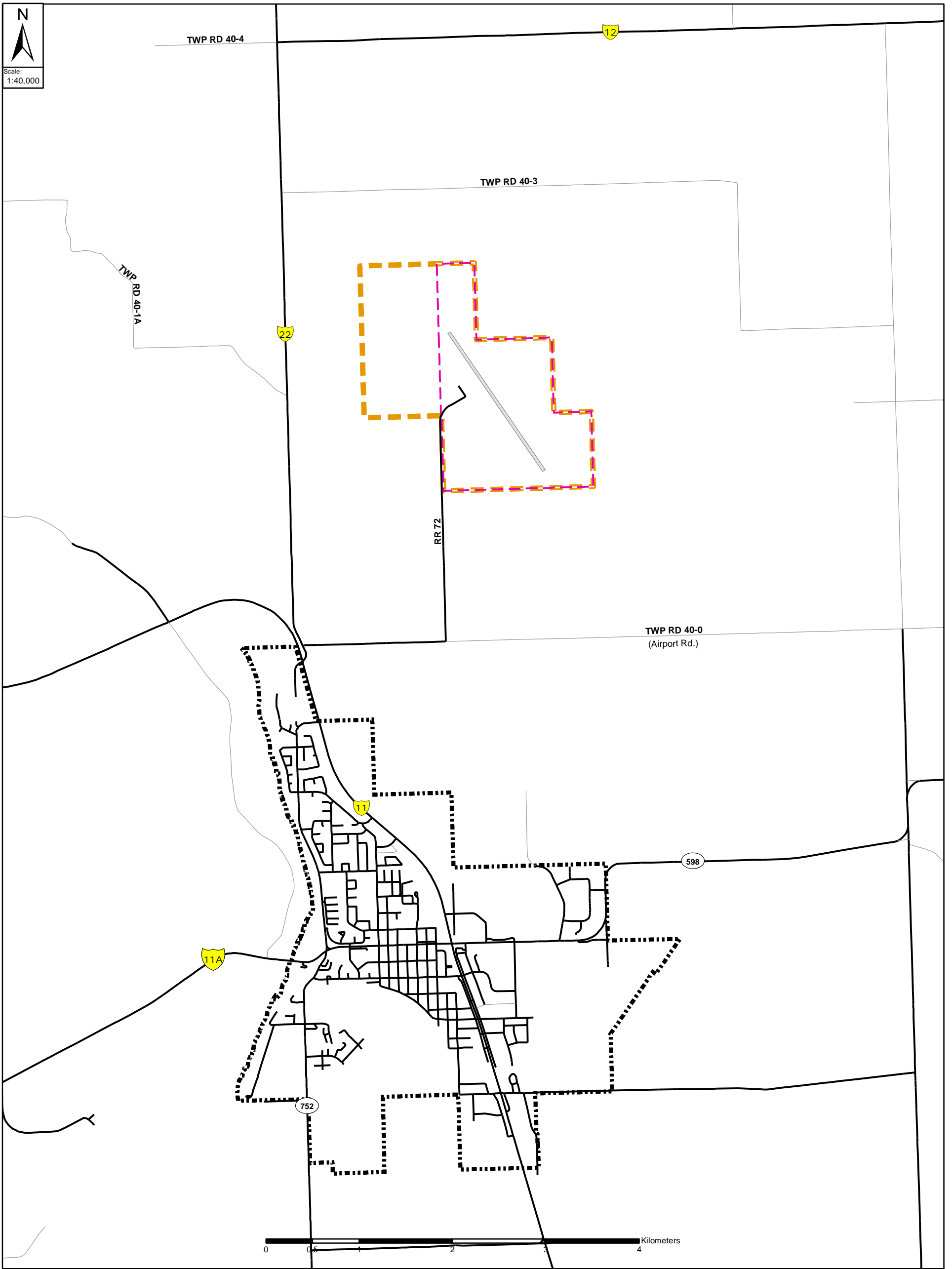


Figure 2:
Contextual Map

LEGEND:

- Primary Road
- Secondary Road
- - - Current Airport Boundary
- - - Plan Boundary
- Airport Runway
- - - Town of Rocky Mountain House Boundary

CYRM AIRPORT DEVELOPMENT PLAN



Date:
2015-June-22



1.3 Plan Structure

The Rocky Mountain House Airport Development Plan is divided into four chapters.

Chapter 1 – Introduction

The first chapter introduces the Plan's purpose and the planning framework within which it has been developed.

Chapter 2 – Existing Conditions

Chapter 2 describes and provides analysis concerning the current condition of the Airport and its surrounding area. Topics include: the Airport site and topography; existing policy; businesses; transportation and utility infrastructure; and opportunities and constraints.

Chapter 3 – Strategy

The third chapter defines and explores short and long-term goals of the airport and provides a strategy and land use development concept to support the Airport Commission in achieving its goals.

Chapter 4 – Implementation

The fourth and final chapter provides the tools to realize the development concept including a new permitting process, and general development guidelines.

1.4 Planning Framework

Airports in Canada are areas of significant jurisdictional overlap, which can make understanding where development authority lies difficult. Recent court decisions have reinforced federal authority over all matters pertaining to aeronautics, air navigation, airports, and aerodromes. However, there is an expectation for local authorities to direct orderly development so long as such activities do not impair the ability of an airport to exercise its core competencies and requirements, as defined by the Aeronautics Act and the Canadian Aviation Regulations.

With this in mind, the following legislation and policies are currently applicable to the Airport:

The Aeronautics Act – An act of Parliament that provides the basis for the regulation of aeronautics in Canada. The Act empowers the Governor in Council to make regulations in order to carry out Ministerial mandate.

The Canadian Aviation Regulations – Regulations are rules of conduct made by the Cabinet on the advice of the Minister of Transport, or singularly by the Minister. The Rocky Mountain House Airport is particularly guided by Part III of the Canadian Aviation Regulations concerning aerodromes and airports.

Various standards such as the Aerodrome Standards and Recommended Practices (TP312E) – Standards are guidelines designed to support the implementation of the Canadian Aviation Regulations and the Aeronautics Act. Standards change over time and may be updated on a relatively regular basis.

Clearwater County Municipal Development Plan – The Clearwater County MDP identifies the importance of the airport for providing emergency services in the West County. The plan set a goal of *promoting public safety near the airport*, and identifies the following policies:

9.2.1 Clearwater County shall restrict development in the vicinity of the Rocky Mountain House Airport that may compromise the safe operation of the airport in accordance with Transport Canada regulations.

9.2.2 Clearwater County may consider the adoption of an Airport Vicinity Protection Area for the Rocky Mountain House Airport in consultation with the Town of Rocky Mountain House.

Town of Rocky Mountain House Municipal Development Plan – The Town’s MDP states that *the Town shall work with the County of Clearwater to ensure that the effective and economic operations of the airport, at its present location, are protected and that the land uses around the airport are protected regarding noise and safety hazards.*

The Town of Rocky Mountain House and Clearwater County Intermunicipal Development Plan – The Rocky Mountain House Airport lies within the “Rural Policy Area” of the Intermunicipal Development Plan and is adjacent to the Town's future growth area as defined by the long term growth boundary.

Clearwater County Land Use Bylaw – The Land Use Bylaw has designated the airport as a “Public Airport District” to provide an area for the safe movement and storage of aircraft.

2.0 Present Conditions

2.1 Geographic Context

The Rocky Mountain House Airport (NW ¼ sec 11, TWP 40, RGE 7, W5M) is located in Clearwater County, 5.6 km northeast of Rocky Mountain House. In relation to larger urban centers and airports, it is approximately 200 km northwest of the Calgary International Airport, 195 km southwest of the Edmonton International Airport, and 103 km west of the Red Deer Regional Airport.



2.2 CYRM Airport Commission & Land Ownership

The airport authority for Rocky Mountain House is the CYRM Airport Commission, which comprises of six (6) members, including two (2) members of the Town of Rocky Mountain House council, two (2) members of Clearwater County council, one (1) member from Alberta Environment and Sustainable Resource Development, and one (1) independent member. The Commission is responsible for the overall management of the airport and the review and approval of development applications on airport lands.

The airport lands are owned jointly by the Town of Rocky Mountain House and Clearwater County, and are leased to the CYRM Airport Commission. The surrounding lands are mainly privately owned with crown land to the north and northeast.

2.3 Existing Natural Features

The topography of the immediate airport site is cleared, landscaped, and relatively flat. Beyond the cleared area, the airport is flanked to the east and west by a majority of dense tree stands. To the north are grazing leases and to the south is a mix of tree stands and muskeg. Chicken Creek meanders in a south to north direction through the western portion of the plan area.

There are two types of environmentally significant features in the vicinity of the airport, waterbodies and wetlands. *Figure 3: Natural Features* identifies these existing conditions which encompass the Plan Area. The airport site is fixed between sizable wetlands to the east and west. These wetlands are approximately 126 ha (311 acres) in area and span the length of much of the airport property.

A small pond, which becomes home to migratory birds in the warmer months, is located directly along the easterly boundary of the runway. This pond has been identified as a concern as it generates increased bird strikes as birds move across the runway. There is also a Ducks Unlimited Wetland Conservation Project located to the southwest of the airport subject to a long term lease. Ducks Unlimited Canada constructed a dam and water control structure on the outlet of the wetland in 1989. The wetland is 51.3 ha (127 acres) in size and is located within the airport boundary. Ducks Unlimited holds a water license from the province for the project and a license of occupation indicating the wetland is considered Crown land. The area around the wetland is muskeg and remains wet throughout the seasons.

2.4 Current Land Use

The airport area is zoned as Public Airport District (PA) in the Clearwater County Land Use Bylaw (*Appendix B*). The primary purpose of the district is to provide an area that allows safe movement, operation and storage of aircrafts. Current land use within the developed airport site is largely privately owned hangers with a few corporate and commercial aviation-based businesses. *Figure 4: Existing Development* provides a general overview of existing development within and surrounding the airport boundary.



The airport has a licensed 5000 ft (1524 m), with the existing runway surface extending 6000 ft (1828 m) over a 6400 ft (1950 m) gravel base.

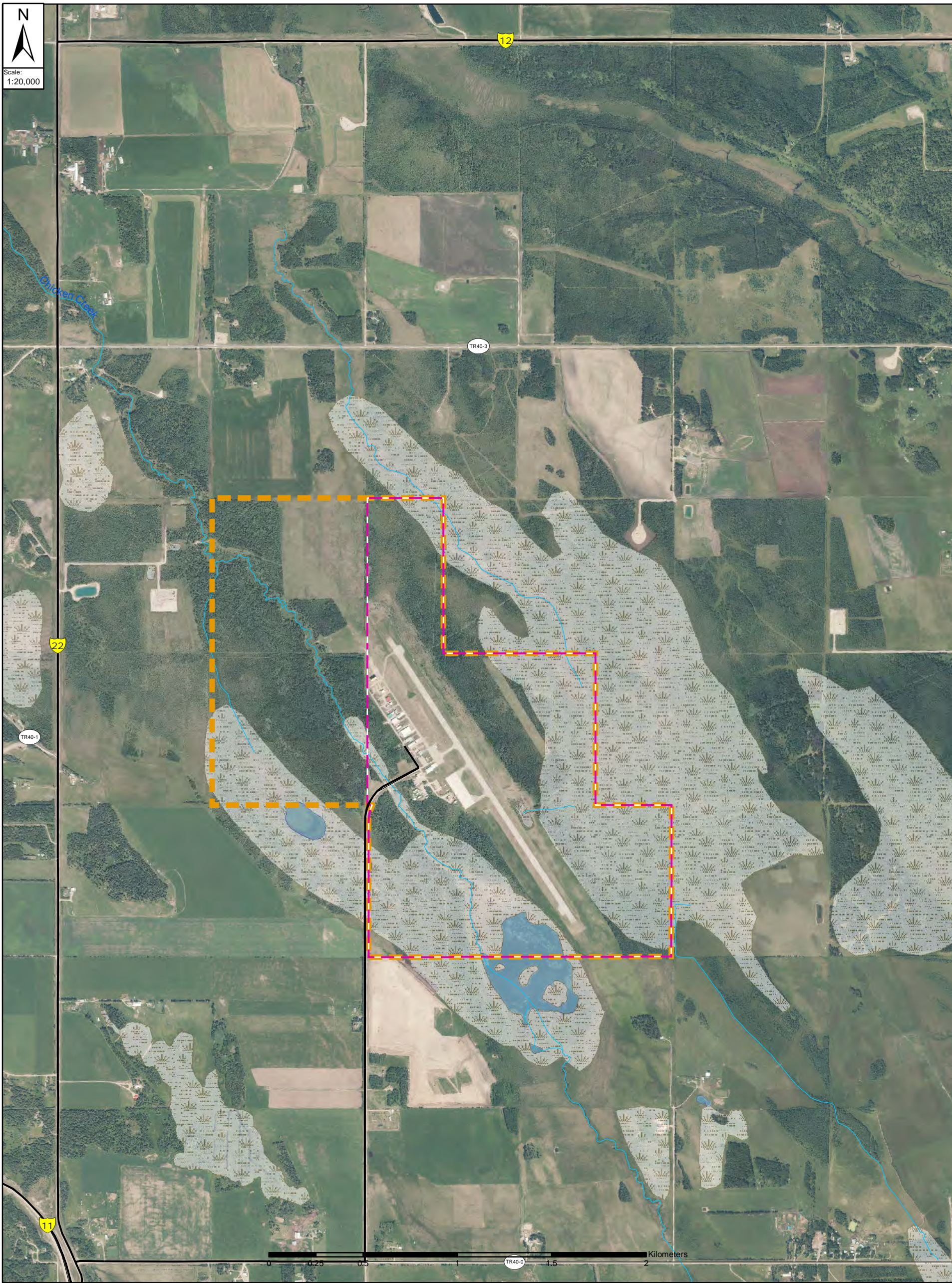


Figure 3:

Natural Features

- LEGEND:**
- Primary Road
 - Secondary Road
 - Stream
 - Lake/Pond
 - Wetland
 - Current Airport Boundary
 - Plan Boundary

CYRM AIRPORT DEVELOPMENT PLAN



Date: 2015-June-23



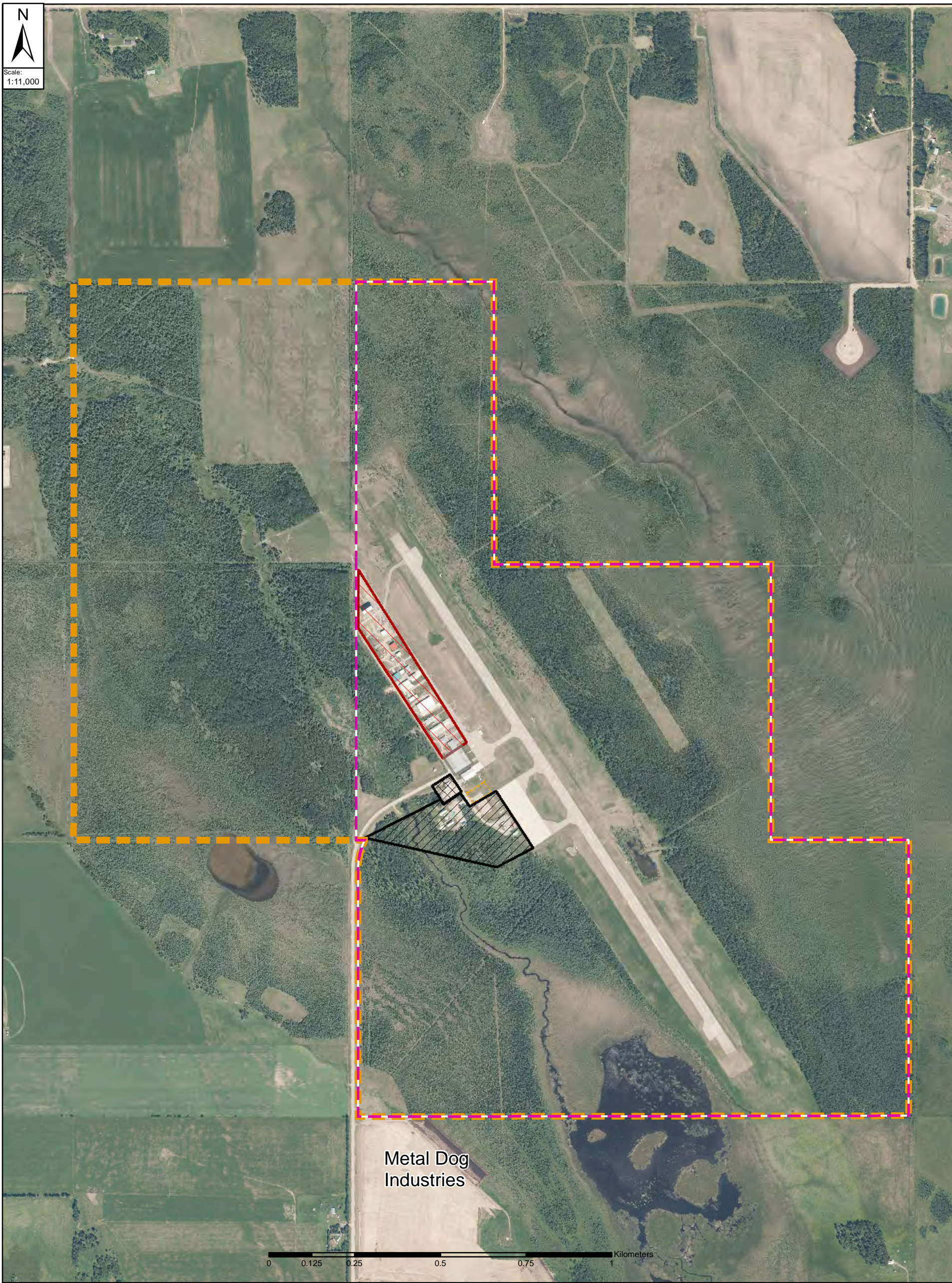


Figure 4:
Existing Development

- LEGEND:**
- Current Airport Boundary
 - Plan Boundary
 - Terminal & Parking
 - Proposed Restaurant
 - Hanger Development
 - Airport Operations & Maintenance
 - Provincial Air Tanker Base (ATB)

CYRM AIRPORT DEVELOPMENT PLAN

WELCOME TO THE TOWN OF ROCKY MOUNTAIN HOUSE AND CLEMMONT COUNTY

Airport hangar development is controlled through the leasing of lots. *Figure 5: Existing Hangar Information* shows the division of leased lots. The Airport Commission typically provides 5 year leases with the option to renew to a maximum of 20 years. The Commission has negotiated 35-40 year leases to accommodate long term mortgages by client. Included in *Figure 5* is a table listing each hangar, the lease designation and its current use. The majority of the hangars are for private and seasonal use. The Province's Wildfire Management Branch occupies a large leased area to accommodate its forestry and Air Tanker Base (ATB) operations.

There is an existing crown grazing lease immediately to the northwest on the SE ¼ sec 15, while the quarter section immediately to the west (NE ¼ sec 10) is privately owned and largely in a natural state with Chicken Creek traversing the quarter. Both these quarters are primarily treed, with no development. See *Figure 1: Plan Area* for quarter section layout.

The remaining lands surrounding the Plan Area are also a mix of provincial grazing leases and privately owned. The majority of the quarter sections are undeveloped farmland and tree stands, which are zoned Agricultural District (A) in the Clearwater County LUB (*Appendix B*). Beyond the adjacent lands to the south, there are a few Country Residential Agricultural developments in the NW ¼ sec 2 and NE ¼ sec 3.

The largest planned development is the Metaldog Industrial Park plan area which borders the airport lands in the NW ¼ sec 2, TWP 40, RGE 7, W5M (see *Figure 4: Existing Development*). The site is comprised of approximately 61.5 ha (152.06 acres) and is zoned Light Industrial District (LI) (*Appendix B*). The purpose of the industrial park is to provide large, privately serviced light industrial lots for businesses related to the trucking, oil field, storage, and construction related industries.

2.5 Transportation Systems

The existing transportation networks affecting the Rocky Mountain House Airport area are the Hwy 11/Hwy 22 interchange situated 4 km southwest of the airport site, Twp. Rd 40-0 which is situated 2.5 km south, and Range Road 72 (RR 72) which is situated directly to the west. The Rocky Mountain House Airport can only be accessed via RR 72. The existing transportation networks are identified on *Figure 2: Contextual Map*.

The Metaldog Industrial Park Area Structure Plan (ASP) references a seasonal road ban placed on RR 72 from Twp. Rd 40-0 of 90% due to the existing structure of the roadway. Clearwater County has stated that it requires RR 72 be upgraded to a ban-free structure for the purposes of the Metaldog development. A road ban means it would be restricted to reduced-axle-weights due to seasonal conditions such as the spring thaw. Alberta Transportation has stated that potential traffic volumes associated with the development of the Metaldog Industrial Park may require the intersection of Hwy 22 and Twp. Rd 40-0 to be upgraded.

It should also be noted, that the Province's lease within the airport can generate significant heavy traffic during the summer fire season.



Figure 5:
Existing Hanger Information
September 2015

Lease Lot Designation	Hangar #	Type of Use	Lease Lot Designation	Hangar #	Type of Use
B-1	1	Private/Commercial	P-9	19	Commercial
C-1	2	Commercial	P-10		Private
C-2	3	Private/Commercial	P-11		VACANT
C-3	4,5,6	Private/Commercial	P-12		VACANT
C-4	8	Commercial	P-13	14	Commercial
C-5		Commercial	P-14	15	Commercial
C-6		Private/Commercial	P-15	16	Commercial
C-7		Commercial	P-16		Private
P-1	13	Private/Commercial	P-17	17	Private
P-2	11	Commercial	P-18	18	Private
P-3	9	Private	P-19		VACANT
P-4	10	Private	P-22		Private
P-5	12	Private	Terminal	Terminal	Terminal
P-6		VACANT			
P-7		Commercial			
P-8		VACANT			

CYRM AIRPORT DEVELOPMENT PLAN

WELCOME TO THE TOWN OF ROCKY MOUNTAIN HOUSE AND CLEARWATER COUNTY

Where Adventure Begins!

2.6 Utilities and Services

Water and sanitary sewage are provided individually through private water wells and on-site sewage disposal systems and holding tanks. Only the airport terminal, the ATB, and four (4) leased lots have an on-site sewage septic disposal system and private well. One (1) leased lot has a private well and a septic holding tank. The majority of the leased lots are seasonal hangers and do not require services.

2.7 Shallow Utilities

The airport lands have access to natural gas, telephone, internet, and power. Natural gas service lines were recently updated to a 3" line in anticipation of future development. Rocky REA provides power to the area. Telus currently provides telephone connections to the site from existing infrastructure along RR 72. In addition, a new telecommunications tower was installed on the airport lands (see *Figure 6: Airport Development Concept*), providing excellent reception. High speed internet connection can be obtained through a broadband satellite provider.

2.8 Emergency Response System

The Clearwater Regional Emergency Management Association (CREMA) provides emergency and disaster response services to the airport. Emergency vehicles currently access the airport by RR 72 (Airport Road). If this road were restricted i.e., an accident or flooding, the airport could not be accessed by emergency response vehicles as RR 72 is the only access.

2.9 Opportunities and Constraints

The following analysis outlines the opportunities and constraints associated with future development of the Rocky Mountain House Airport.

2.9.1 Transportation

Currently, a potential constraint to the growth and development of airport lands is the single access point to the airport. This not only limits traffic flow and volume but creates a safety issue for emergency and disaster response services if RR 72 were restricted.

Opportunity for development and growth lies with the provision of a secondary access to the airport. This can be achieved by extending the Twp. Rd 40-2 road allowance and connecting Hwy 22 and the northwest corner of the airport (Option A, *Figure 6: Airport Development Concept*). Additional options for secondary access are discussed in greater detail in Section 3.3.2.

Although a road allowance already exists for RR 72 which would allow for its continuation, developing RR 72 to connect the north boundary of the airport limits future expansion of airport lands. It would divide developable land and not allow for logical or efficient lot design. However, there is opportunity to develop RR 72 approximately 200 metres to open up developable area along the northwest border of the airport (NE ¼ sec 10).

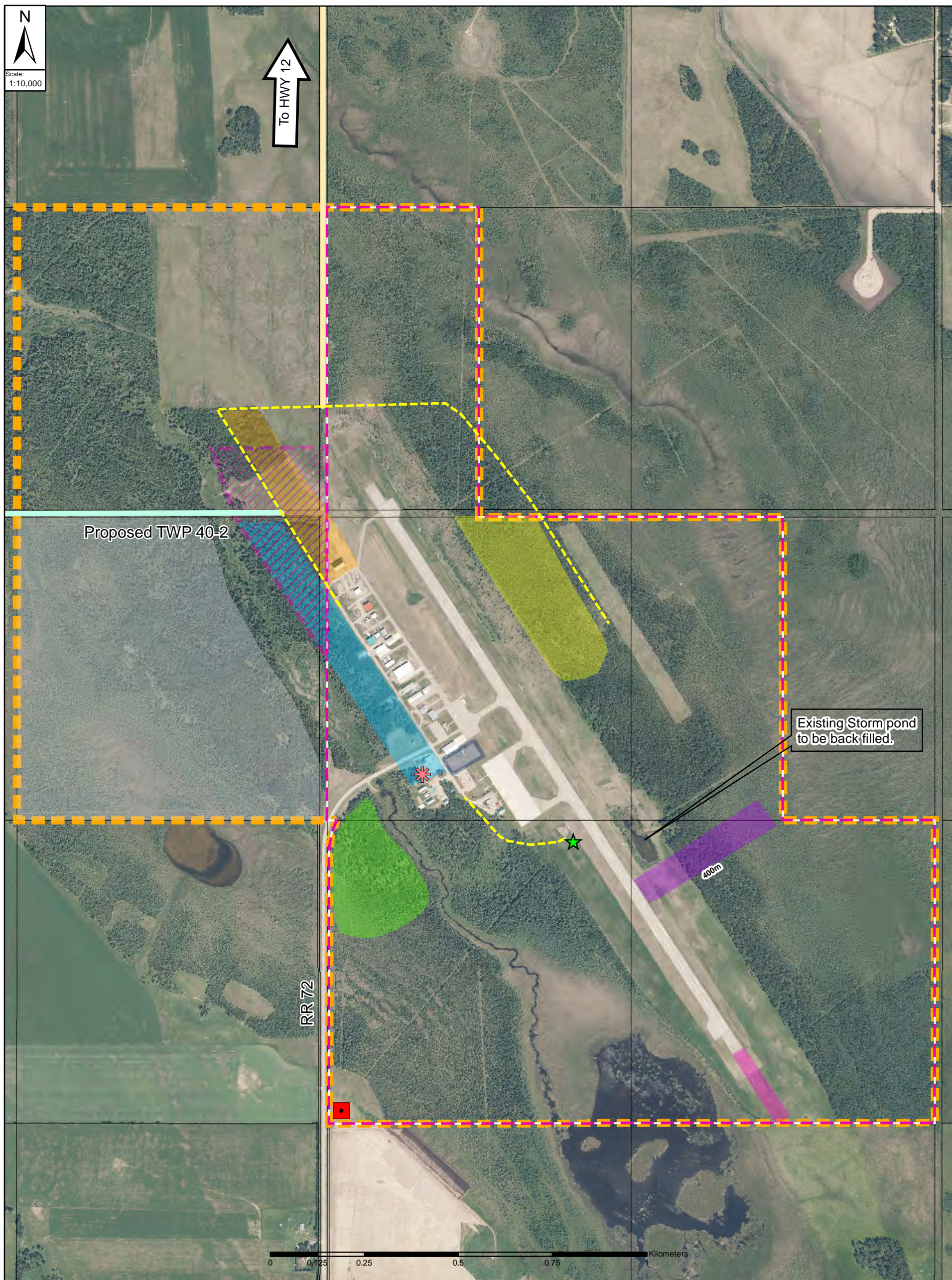


Figure 6:
**Airport
Development
Concept**

LEGEND:

- Crosswind Runway
- Airside Commercial
- Groundside Commercial
- General Commercial
- South Runway Extension
- Long Term Airside Commercial
- Long Term Expansion
- Proposed Restaurant Development
- Boundary Change, Subject to Acquisition
- Current Airport Boundary
- Plan Area
- ✱ Existing Tower
- ★ Relocated Maintenance Shed
- Relocated Airport Entrance Feature
- Highway Access Option A
- Highway Access Option B
- Proposed Road Extensions
- Parcel Boundary

Date:
2015-July-13



**CYRM
AIRPORT
DEVELOPMENT
PLAN**



As stated in the Transportation Systems section above, the Metaldog Industrial Park ASP outlines required upgrades to RR 72 and the intersection of Hwy 22 and Twp. Rd 40-0. As the Metaldog Industrial Park is developed, upgrades to the local transportation network will support the airport's future industrial and commercial development.

2.9.2 Environmental

An appreciable constraint to the airport's growth and development are the significant wetland areas to the east and west. The Province defines wetlands as land saturated with water long enough to promote formation of water altered soils, growth of water tolerant vegetation, and various kinds of biological activity that are adapted to the wet environment. With the location of the Ducks Unlimited wetland to the southeast, a land owner agreement and caveat agreement has been put in place to ensure the protection of the wetland. Ducks Unlimited Canada recommends a



minimum 30 meter setback from the wetland edge and at least above the 1:100 flood levels for any development. The muskeg area around the project and above the 1:100 levels may also pose limitations for development. The estimated 1:100 flood level is 983.5 meters.

These areas surrounding the airport site provide ideal habitat for birds and other wildlife. Uncontrolled, birds and wildlife can potentially create unsafe conditions at an airport. Collisions can cause significant damage to the aircraft, injure animals and can result in human fatality. Resident and migratory birds can potentially impact safe airport operations particularly during the spring and fall migration periods.

2.9.3 Developable Land

As stated above, the location and size of wetlands surrounding the airport lands seriously hinder development of aviation and commercial lots. The developable lands within the airport boundary are located to the northwest and the northeast.

The CYRM Airport Commission is actively trying to obtain a 4.9 ha (12 acre) parcel just northwest of the end of the runway (shown as Boundary Change, *Figure 6: Airport Development Concept*). Preliminary discussions have taken place with the landowner of the NE $\frac{1}{4}$ sec 10, TWP 40, RGE 7, W5M, with the intent of securing those lands for long-term airport expansion.

2.9.4 Serviceability

Currently, there is no municipal service infrastructure available to the airport. Any new development would be required to have a private water well and on-site sewage disposal system or holding tank. The future development of commercial and airport support services to the west of the airport site (*Figure 6: Airport Development Concept*) may benefit from a communal sewage and sanitary facility or from the expansion of Town services as such an endeavour becomes financially feasible.

2.9.5 Metaldog Industrial Park

There is opportunity for airport support industries and businesses located in the Metaldog Industrial Park to benefit from the proximity of the airport.

2.9.6 Site Specific Constraints

As the airport continues to grow both naturally to service its aviation needs and commercially to provide support services consideration must be given to the following:

- Cost of developing roads and access because of marshy areas, creeks, and distance/length of infrastructure.
- Amount of asphalt needed to create taxiways, internal roads, and parking lots.
- There can be no driving across taxiways; they must remain free of unnecessary traffic and debris.
- It is not preferable to allow for private lot ownership (separate title lots); lots leased from CYRM Airport Commission are preferred.

Existing developable land is limited; therefore design must maximize use of land. Approximately 48% of the airport lands (within the boundary area) are considered wetland and appear to be of varying classifications including, fen, wooded bog, marsh, and shallow open water marsh (Alberta Wetland Classification System 2014 Draft).

The Province's wetland management policy regarding development activities is avoidance and minimization. However, where impacts cannot be avoided, wetland replacement is required. Wetland replacement refers to restoration, enhancement, construction of another wetland, or in-lieu payment, and can be an onerous and costly approach.



3.0 Strategy

3.1 Airport Vision

The Airport will be a highly functional airfield, supporting private and commercial uses that are an asset and economic driver for both the Town of Rocky Mountain House and Clearwater County.

Goals:

1. To create a functional plan to direct development in a logical manner while ensuring that all land uses complement the safe operations of the airport in accordance with Transport Canada standards.
2. To seek new opportunities for the airport to attract a wide range of aviation-related operations that make optimal use of airport lands and airfield access.
3. To support the events such as the Rocky Mountain House Airshow, and develop ways to better accommodate spectators and vendors during the event.
4. To ensure that infrastructure and utilities are developed in a sustainable and practical manner that will not hinder future development.

3.2 Airport Strategy

To ensure that the airport is able to develop to its full potential in the future, it is imperative that sufficient land be identified and secured for aviation dependent uses. The intent of this plan is to direct short term growth in a manner that will support continued expansion and efficient use of infrastructure.

3.3 Airport Concept

The development area has been divided into various future land use areas as illustrated in *Figure 6: Airport Development Concept*. The concept plan includes potential land use indication as well as site development projects including:

- A future crosswind runway and runway extension.
- Elimination of pond in east side of airstrip to reduce bird strikes.
- Relocation of fuel infrastructure.
- Indication of the location of the conditionally approved airport restaurant development.
- Relocation of facility entrance feature.

These have been included to assist in the decision-making process for the identification and implementation of potential future airport capital plans.



3.3.1 Land Use

AIRSIDE COMMERCIAL

Purpose: To provide opportunities for small scale commercial and government operations requiring airfield access.

Policies:

- Provide for and reserve lands for operations requiring airfield access.
- Group similar uses for efficient use of infrastructure including roadways, taxiways and water and septic servicing.

Uses: The Airside Commercial area is envisioned to accommodate uses including, but not limited to: private hangars, small aviation businesses (charter operators, tours, flight training), and repair and maintenance operations for aircraft. Access to the airfield must be a primary requirement of these operations to ensure lands with airfield access are used in the most efficient and effective manner possible. These lands will extend along the west side of the airfield and will include existing hangars, terminal building and parts of the Province's lease.



The Plan identifies lands along the northeast boundary that can accommodate Long Term Airside Commercial expansion (see *Figure 6: Airport Development Concept*). Any future development of this area is intended to be controlled and provide for operations requiring airfield access only. Access to this area should be limited to airside operations and closed to public travel.

GROUNDSIDE COMMERCIAL

Purpose: To provide opportunities for small scale commercial operations that supports the aviation activities that do not require airfield access.

Policies:

- Provide for commercial uses that will contribute to the viability of the airport.

Uses: All airport development is intended to be aviation related and to support the activities of the airfield. These uses are anticipated to include restaurant/café, flight school training rooms, parts and maintenance, or tour operators.

GENERAL COMMERCIAL

Purpose: To provide lands to accommodate services that support airport operations, particularly if passenger service becomes a reality.

Policies:

- To provide opportunities both within and outside the current airport boundary for commercial operations that may support the uses and users of the airport.

Uses: Although not aviation related, these may be ancillary to passenger service airports and may include hotels, retail sales, restaurant, and rental businesses. Based on the current development concept these uses would occur primarily outside of the CYRM boundary.

LONG TERM AIRPORT EXPANSION

Purpose: To identify lands that will provide for the long term growth and expansion of the airport.

Policies:

- To protect the long term ability of the airport to consider development west of Chicken Creek. This may include the consideration of a land purchase.
- As airport expansion continues, more detailed planning and consideration of these lands will be undertaken.

Uses: Until such time as detailed planning and consideration is conducted on these lands, preservation in their current state shall be encouraged. Any development proposals for these lands would require the preparation of detailed Outline Plan for consideration by the Airport Commission and Clearwater County. Possible uses may include groundside commercial, or airside commercial and residential uses.

3.3.2 Transportation

ACCESS

Efficient access and transportation are of vital importance for the long term functionality of the airport. Access is currently limited to Airport Road (RR 72) from the south. Airport growth will continue to increase traffic into the site, particularly as more service-based commercial businesses develop. In addition, events such as the Airshow result in large numbers of people on site. The identification of an additional access was an important component of the Airport Plan. It identifies a primary and a secondary option, Option A and Option B respectively, on *Figure 6: Airport Development Concept*.

Option A has been identified as an emergency and private access to be developed through the local road allowance (Twp. Rd 40-2) from Hwy 22. It will lead into the site along the northern boundary of NE ¼ sec 10, TWP 40, RGE 7, W5M. This access road will require approximate 1600 metres of road



construction and the crossing of Chicken Creek. The access will provide hangar and emergency access and may be closed to public travel, allowing for a reduced road construction standard.

Option B will require more extensive road construction and as such has been identified as a secondary option. It will be developed running south off of Hwy 12 and continue along the RR 72 grid road allowance. This north-south access point will serve two purposes. It will provide an additional road network for the Airside Commercial expansion along the northwest boundary, as well as a private access to the Long Term Airside Commercial expansion along the northeast boundary.

AIRPORT ROAD NETWORK

The northward expansion of Airside Commercial will require the extension of the existing service road. The plan has identified the proposed road extensions on *Figure 6: Airport Development Concept*. This will require the acquisition of land from the private owner of the NE ¼ sec 10, TWP 40, RGE 7, W5M. However, as lands to the north are more readily available it is envisioned that a temporary road will bypass this area until such time as a purchase agreement can be reached. The continuation of a logical arrangement of the hangar lots will greatly improve future connectivity and serviceability.

3.3.3 Airport Infrastructure

AIRPORT & AIRFIELD SUPPORT

The purpose of airport and airfield support is to ensure the safe and efficient movement of aircrafts and to ensure there are adequate lands for vital support services. Airport and airfield support services are dictated by Transport Canada regulations. Of specific consequence to these support services is the regulated obstacle free zone. This zone limits the height of obstacles located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight. For the specific area affected by height restrictions, as regulated by Transport Canada, see *Figure 7: Building Height Restriction Zones*.



Airfield support includes such uses as the runway (including potential expansion), crosswind runway, taxiways and navigational installations plus the required setback distance from these features to ensure airport operation is never compromised by development. Lands associated with airfield support will only be utilized for aircraft movements and necessary support equipment with all surrounding areas left in their natural state. If tree growth encroaches into the area they will be trimmed or removed as necessary.



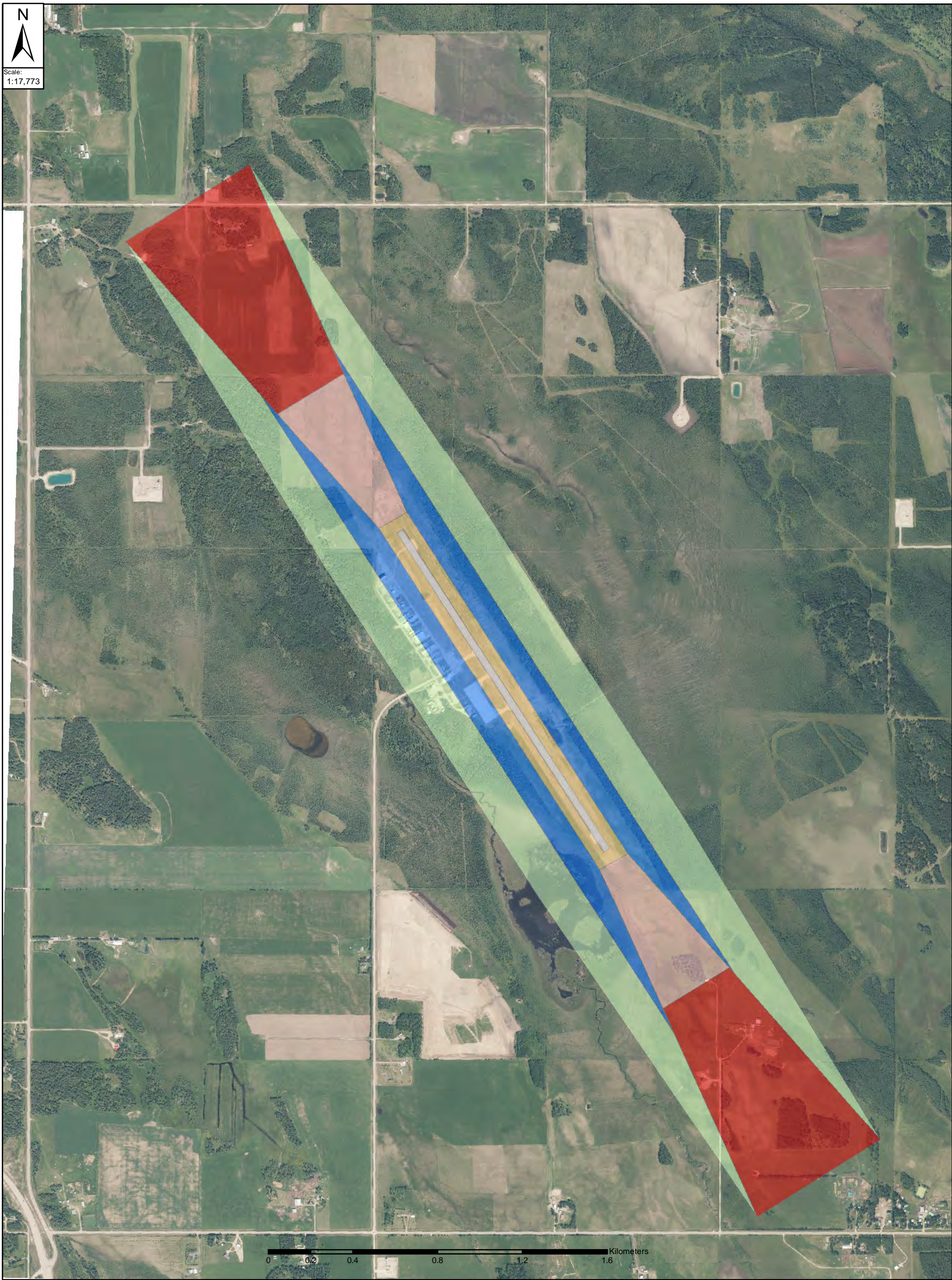


Figure 7:
**Building
 Height
 Restriction
 Zone**

- LEGEND:**
- Physical Runway
 - Basic Runway
 - Approach/Takeoff, 0m - 18m
 - Approach/Takeoff, 18m - 45m
 - Transitional Surface, 0m - 18m
 - Transitional Surface, 18m - 45m

**CYRM
 AIRPORT
 DEVELOPMENT
 PLAN**

WELCOME TO THE
TOWN OF ROCKY MOUNTAIN HOUSE
 AND CLEMMONT COUNTY



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 Adventure
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Airport support uses include, but are not limited to, aircraft refuelling, airfield maintenance, support and operations, airport terminal, communications, navigation and surveillance systems, utilities and emergency services.

The following policies are put forth to guide future development of airport and airfield support services:

- Preserve lands adjacent to runways and taxiways to ensure development does not impact sight lines for aircraft movements and navigational equipment.
- Uphold standards of Transport Canada.
- Operation of the airport shall remain the primary focus on the site above any aviation related use in the district.

The Plan identifies three main airport and airfield support services for future development - a crosswind runway, a south runway extension, and the relocation of maintenance sheds (*Figure 6: Airport Development Concept*).



4.0 Implementation

4.1 Phasing

Current development pressure is primarily for private and small commercial hangar space. This development will continue along the west side of the main airstrip. Land negotiations with the owner of the NE ¼ sec 10, TWP 40, RGE 7, W5M and the Crown owned parcel to the north should be initiated in the near term to ensure that this development area is secured prior to existing lots being developed. These negotiations may be tasked to the Airport Commission with support from both municipalities. Preliminary investigations into the feasibility of a new access road extending along the northerly border of NE ¼ sec 10, TWP 40, RGE 7, W5M to Hwy 22 should be initiated well in advance of development pressures.

As development proceeds, consideration of the construction of road infrastructure will need to be considered. Cost estimates for these projects as well as a review of current lease rates and CYRM budget will help to develop a timeline for municipally funded projects.

4.2 Development Approvals

Clearwater County is the development authority for all building and land use development at CYRM, with the exception of development directly related to the functioning of the aerodrome which falls under federal jurisdiction. As development of airport uses is of a specialized nature, all Development Permit applications will be reviewed and approved by the Airport Commission prior to issuing of the permit by Clearwater County.

As the CYRM airport is owned by the Town of Rocky Mountain House and Clearwater County all permit applications must be consented to by the property owners. Consent will be provided through the Airport Commission as they are representatives acting on behalf of the Town of Rocky Mountain House and Clearwater County. This level of authorization results in a high degree of control over the development activity contemplated on airport lands.

4.3 Permit Processing

Objectives:

1. To create a simple and efficient means of considering and processing development permit applications that is consistent with the requirements of the federal and provincial legislation.
2. To create regulations that support the vision for future airport development in a manner that is clear and easily communicated to applicants.

Airport lands are designated under the Clearwater County Land Use Bylaw as Public Airport District (AP) (*Appendix B*). The district does not accurately reflect the current and anticipated uses at the airport, and proposed amendments have been included to better direct decision making (*Appendix C*).



For additional protection of the future ability of the airport to operate and potentially expand, an Airport Vicinity Overlay District (*Figure 8: Proposed Land Use & Overlay District*) is included to limit the height of structures constructed on adjacent lands to 15 meters.

It is proposed that to ensure compliance with federal and provincial statutes and County bylaws, while still providing the Airport Commission a degree of autonomy, the **Permit Approval Process** be administered as follows:

1. Prior to submitting a Development Permit application, potential lessee/applicant contacts airport manager regarding available lots and leasing arrangements.
2. Once lease agreement is reached with applicant, applicant is directed to submit a Development Permit application to Clearwater County. Application is reviewed for completeness and appropriate fees collected by Clearwater County. It should be noted that information regarding application requirements will be created for the airport to provide to the applicant. *The applicant should have a development concept prepared when approaching the Airport Commission regarding a lease.* The complete application is then forwarded to the Airport Commission. The Town of Rocky Mountain House will receive notification that an application has been submitted.
3. The Airport Commission reviews the application to ensure the proposed structure and use conforms to Clearwater County Land Use Bylaw and the Airport Development Plan. It is anticipated that Town staff may assist in this review.
4. The Airport Commission issues a recommendation, including any requested conditions of approval (*Appendix D*). *If the Commission cannot negotiate an acceptable development proposal with the applicant the application will be cancelled.*
5. The application and Commission recommendation are submitted to Clearwater County Planning & Development Department for processing.
6. The permit will be processed and issued as required, including the identified conditions. The Town of Rocky Mountain House will be notified of the issuance of the Permit. *No permit application for the Public Airport district will be issued without Airport Commission consent.*

Conditions of Approval:

It is suggested that upon consideration of permit applications the Airport Commission require the applicant to meet certain requirements with respect to site development, building construction and safety, conduct during construction, and other issues of general protocol as required ensuring that developments proceed as approved. Compliance with development permit conditions should be included in the terms of the lease agreements.



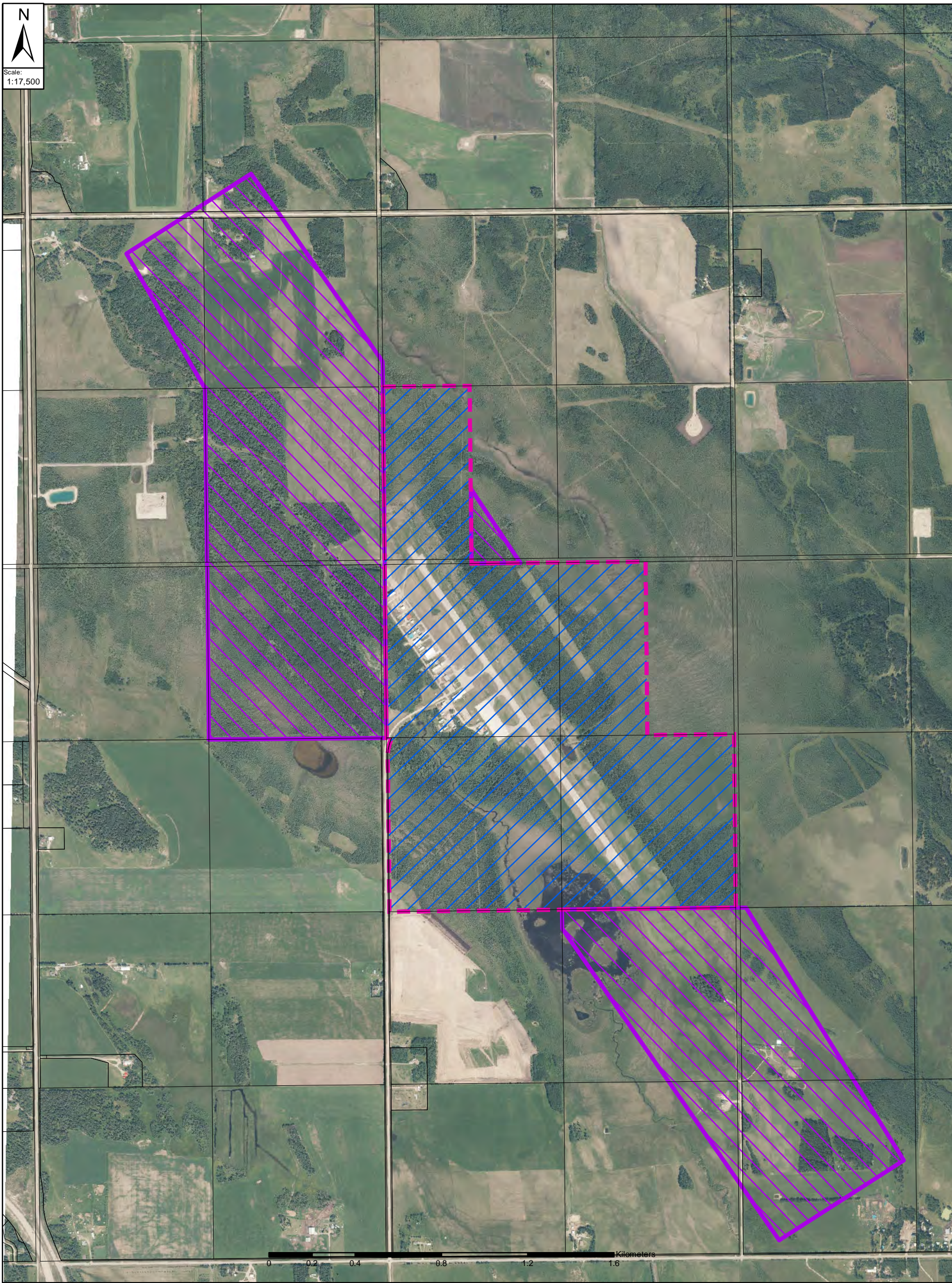





Figure 8:

Proposed Land Use & Overlay District

LEGEND:

-  Airport Vacinity Overlay District
-  Public Airport District
-  Parcel Boundary

CYRM AIRPORT DEVELOPMENT PLAN



Date: 2015-July-02



APPENDIX A Glossary

Aerodrome means any area of land, water (including frozen surface thereof) or other supporting surface used, designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure movement or servicing of aircraft and includes any building, installations and equipment in connection or associated therewith.

Airport means an aerodrome for which, under Part III of the Air Regulations, an airport certificate is in force as issued by the Minister of Transport.

Airside means the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Airside Commercial means commercial operations, including but not limited to charter flight services and flight schools, that require access to the airport runway and taxiways.

Airport Commission means the Airport Commission, established jointly by the Town of Rocky Mountain House and Clearwater County.

Crosswind Runway means an additional runway that compensates for primary runways that provide less wind coverage than desired.

Groundside Commercial means commercial operations, including but not limited to retail, recreational, rental, service, repair and light fabrication operations in support of the airport and its users, that do not require access to airport runways and taxiways.

Hangar means a private storage structure intended to house an airplane(s) and associated equipment. A hangar may include an accessory dwelling unit not intended for long term occupancy.

Runway means a defined surface area within an aerodrome intended to be used by aircrafts as an approach for landing coming from the air and preparation for take-off from the surface.

Taxiway means a defined path on a surface of the aerodrome established for the unassisted surface movement of aircraft intended to provide a link between one part of the aerodrome and another.



APPENDIX B

Clearwater County Land Use Bylaw 931-11

13.4 (1) AGRICULTURE DISTRICT “A”

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AGRICULTURAL LAND USES AND TO CONSERVE GOOD AGRICULTURAL LAND.

A. PERMITTED USES

1. First residence
2. Farming and non-residential farm buildings
3. Second residence on a lot that is 32 hectares (80 acres) or larger

NOTE:

1. In the Agriculture District “A”, farming and non-residential farm buildings, are “deemed approved” uses.
2. On a residential parcel in the Agriculture District “A”, a minor agricultural pursuit for the exclusive enjoyment of the occupants is “deemed approved”.

B. DISCRETIONARY USES

1. Ancillary building or use
2. Cemetery
3. Community hall/centre
4. Drive-in theatre
5. Gravel and sand pit
6. Highway maintenance yard
7. Petroleum refining, gas processing or related installations with a total enclosed or developed building or plant space of less than 930 square metres (10,000 sq. ft.)
8. Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building
9. Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
10. Recreation facility: publicly owned
11. Recreation facility or use for a local and/or private clientele or club only and not occupying more than 1 hectare (2.5 acres)
12. Sod farm or tree farm
13. 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.
14. 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 and additional residences on a lot on which all of the requirements of Section 6.7 are satisfied
2. Abattoir
3. Airport or heliport occupying 2 hectares (5 acres) or less
4. Agricultural equipment service and sales
5. Auto-wreckers providing proper screening is employed
6. Dude ranch or vacation farm
7. Farm subsidiary occupation

APPENDIX B

Clearwater County Land Use Bylaw 931-11

8. Game farming or game ranching for viewing, tourism or recreational purposes
9. Home occupation
10. Kennel
11. Market gardening
12. Off-parcel drainage works
13. Riding or roping and livestock showing stable or arena
14. Sawmill or postmill with annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
15. Sod farm
16. Top soil stripping and sales
17. Tradesperson's business, including contractors for plumbing, heating, electrical carpentry, auto-body, mechanical, masonry, excavation, construction, trucking and the like.
18. Unoccupied and unserviced manufactured home storage (one only)
19. Veterinary clinic
20. Zoo

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



APPENDIX B
Clearwater County Land Use Bylaw 931-11

13.4 (29) PUBLIC AIRPORT DISTRICT “PA”

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PROVIDE AN AREA THAT ALLOWS SAFE MOVEMENT AND STORAGE OF AIRCRAFT, THE LOCATION AND OPERATION OF FACILITIES THAT PROVIDE FOR THE SAFE MOVEMENT AND STORAGE OF AIRCRAFT, AND FACILITIES AND USE RELATED, ACCESSORY AND COMPATIBLE WITH AIRCRAFT AND AIRCRAFT OPERATIONS.

A. PERMITTED USES

1. Uses listed as permitted uses in the “A” Agriculture District

B. DISCRETIONARY USES

1. Ancillary uses and ancillary buildings
2. Intensive agriculture
3. Industrial – related to aircraft and aviation uses
4. Cemetery
5. Maintenance yard
6. Warehousing
7. Home occupation
8. Recreation facility
9. Public use



APPENDIX C

Clearwater County Land Use Bylaw Amendment Options

Amendments to Section 6.7 Number of Dwelling Units Allowed per Parcel. An additional section will be required to address dwelling units in the PA district.

1. PUBLIC AIRPORT DISTRICT “PA” [Section 13.4 (29)]

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PROVIDE AN AREA THAT PROVIDES FOR THE SAFE AND EFFECTIVE OPERATION OF A SMALL SCALE PUBLIC AIRPORT.

PERMITTED USES

- Ancillary uses and ancillary buildings
- Airport
- Airside commercial
- Groundside commercial
- Hangar
- Public use
- Temporary camp dwellings for use by seasonal staff on Alberta Environment Sustainable Resources Development lease
- Signs, for onsite establishments only

DISCRETIONARY USES

- Accessory dwelling unit
- Restaurant, coffee shop or café – *currently used in LUB but not defined, inclusion as a discretionary use will give the opportunity to require approval from AB Health, etc.*
- Security/Operator residential unit - *current LUB has surveillance suite*

ADDITIONAL REGULATIONS:

The Development Authority will not accept or process any development permit application occurring at the CYRM Airport unless the application has been authorized by the CYRM Airport Commission.

Signage shall be limited to flush mounted signs affixed to a building face with a maximum area of 2m² advertising only on site operations. Signage shall be limited to 1 sign per lease, and shall not be lit, unless express permission has been granted by the Airport Commission.

Parking & Development setbacks:

Parking requirements will be determined at the discretion of the CYRM Airport Authority at time of development permit application, based on the requirements stated in Section 6.17.

All development shall be setback 10m from any exterior property boundary of the CYRM site.

APPENDIX C

Clearwater County Land Use Bylaw Amendment Options

2. AIRPORT VICINITY OVERLAY DISTRICT

The area included in this district will be limited to the area identified in the attached map outlining the areas that may potentially impact the safe movement of aircraft. This map was developed in reference to the Transport Canada Guide – Land Use in the vicinity of Aerodromes – TP1247E

THE GENERAL PURPOSE OF THE DISTRICT IS TO PROTECT LANDS ADJACENT TO THE YRM AIRPORT FROM USES INCOMPATIBLE WITH THE OPERATION AND FUTURE DEVELOPMENT OF THE AIRPORT.

PERMITTED USES

- All uses listed as permitted in the underlying district

DISCRETIONARY

- All uses listed as discretionary in the underlying district

ADDITIONAL REGULATIONS

No building or structure shall be erected, on any lands described within this district that exceed 15 m in height, or as determined by the Airport Commission.

3. ADDITIONAL DEFINITIONS:

'accessory dwelling units' means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit that is separate and subordinate to the primary use of the building or site.

'airside commercial' means commercial operations, including but not limited to charter flight services and flight schools, that require access to the airport runway and taxiways.

'Airport Commission' means the Airport Commission, established jointly by the Town of Rocky Mountain House and Clearwater County for the Rocky Mountain House (CYRM) Airport.

'groundside commercial' means commercial operations, including but not limited to retail, recreational, rental, service, repair and light fabrication operations in support of the airport and its users, that do not require access to airport runways and taxiways.

'hangar' means a private storage structure intended to house an airplane(s) and associated equipment. A hangar may include an accessory dwelling unit not intended for long term occupancy.

'security/operator dwelling unit' means a detached or accessory dwelling unit intended for usage by a facility operator or for security purposes.

'temporary camp dwellings' means temporary dwelling units intended to house temporary or seasonal workers on or near a worksite.



APPENDIX D

CYRM Development Permit Standard Conditions

Clearwater County Permit Application # _____

The CYRM Airport Commission has considered the above noted application for the development of _____ at _____ within the Airport, and recommends the application be approved by the Development Authority subject to the listed conditions:

1. The provisions of the Land Use Bylaw No. _____.
2. Approval by the approving authority does not exclude the need and/or requirements of the applicant to obtain any and all other permits as may be required by this or any other legislation, bylaws, or regulations.
3. The Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.

Additional Conditions (check all that apply)

- An Alberta Land Surveyor is to locate / post the location of the building(s) / structure(s) prior to construction as per the approved sketch. The County shall not be responsible or liable for non-compliance with this condition.
- Prior to issuance of a (Development or Building) permit, the applicant will obtain documentation from a Registered Land Surveyor or Registered Engineer to confirm that the first floor level of the proposed new building will be at least 0.5m above the 1:100 year flood level.
- A rural address is required to be posted on the property. The landowner shall contact YRM Airport Commission to obtain a rural address and the requirements for posting it on the property
- If the development authorized by a development permit is not commenced and diligently pursued within twelve (12) months from the effective date of the permit, such permit approval ceases and the permit itself is deemed void, expired and without effect, unless an extension to this period has been previously granted.
- Applicants are advised that they are subject to standards of the Safety Codes Act of Alberta and are responsible to meet the requirements of the Act in regards to building, electrical, gas, plumbing, and private sewage disposal systems. Prior to construction, required permits must be obtained from an accredited Safety Codes Officer. Clearwater County, the Town of Rocky Mountain House and the YRM Airport Commission shall not be responsible or liable in any manner whatsoever for any structural failures, defects or deficiencies whether or not the said development has complied with the Safety Codes Act of Alberta.
- Applicant to provide landscaping as indicated in the approved plan dated _____.
- Applicant to provide _____ gravel / hard surfaced (circle one) parking stalls as indicated in the approved plan.





AGENDA ITEM

PROJECT: 1 st Reading of Bylaw 1014/16 to amend the Land Use Bylaw		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Planning and Development	WRITTEN BY: Keith McCrae	REVIEWED BY: Rick Emmons/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our Growth (1.)	PRIORITY AREA: Planning a Well Designed Community (1.1)	STRATEGIES: Ensure Sound Planning and Collaboration (1.1.1, and 1.1.2)
ATTACHMENT(S): Application to Amend the Land Use Bylaw, Bylaw 1014/16 with Schedule "A",		
RECOMMENDATION: That Council grant 1 st reading to bylaw 1014/16 and proceed to a public hearing.		

BACKGROUND:

The Rocky Mountain House Airport (CYRM) Development Plan has been adopted by the Town of Rocky Mountain House Council, and will be considered for adoption by Clearwater County Council today. This application by the County to amend the Land Use Bylaw represents changes necessary to bring consistency with the new Rocky Mountain House Airport (CYRM) Development Plan.

It is proposed that the Land Use Bylaw be amended as follows:

1. Part Six: General Parcel and Development Regulations

6.7 Number of Dwelling Units Allowed Per Parcel

Add the following subsection:

(13) In a Public Airport District "PA", the construction or location of additional accessory dwelling units or security/operator dwelling units on a parcel of land may be approved at the discretion of the Rocky Mountain House Airport Commission and to the satisfaction of the Development Authority.

2. Part Thirteen: Land Use Districts

13.4 (29) PUBLIC AIRPORT DISTRICT "PA"

Remove and replace with the following:

13.4 (29) PUBLIC AIRPORT DISTRICT “PA”

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PROVIDE AN AREA THAT PROVIDES FOR THE SAFE AND EFFECTIVE OPERATION OF A SMALL SCALE PUBLIC AIRPORT.

A. PERMITTED USES

1. Ancillary uses and ancillary buildings
2. Airport
3. Airside commercial
4. Groundside commercial
5. Hangar
6. Public use
7. Temporary camp dwellings for use by seasonal staff on the Province’s (Air Tanker Base Operations) lease
8. Signs, for onsite establishments only

B. DISCRETIONARY USES

1. Accessory dwelling unit
2. Eating establishment
3. Security/operator dwelling unit

C. DEFINITIONS

For the purpose of this District:

1. “ACCESSORY DWELLING UNIT” means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit that is separate and subordinate to the primary use of the building or site.
2. “AIRSIDE COMMERCIAL” means commercial operations, including but not limited to charter flight services and flight schools, that require access to the airport runway and taxiways.

3. "AIRPORT COMMISSION" means the Airport Commission, established jointly by the Town of Rocky Mountain House and Clearwater County for the Rocky Mountain House (CYRM) Airport.
4. "EATING ESTABLISHMENT" means a building or part of a building where food is offered for sale or sold to the public for immediate consumption and may include such uses as a restaurant, café, cafeteria, coffee shop, or snack bar.
5. "GROUNDSIDE COMMERCIAL" means commercial operations, including but not limited to retail, recreational, rental, service, repair and light fabrication operations in support of the airport and its users that do not require access to airport runways and taxiways.
6. "HANGAR" means a private storage structure intended to house an airplane(s) and associated equipment. A hangar may include an accessory dwelling unit not intended for long term occupancy.
7. "SECURITY/OPERATOR DWELLING UNIT" means a detached or accessory dwelling unit intended for usage by a facility operator or for security purposes.
8. "TEMPORARY CAMP DWELLINGS" means temporary dwelling units intended to house temporary or seasonal workers on or near a worksite.

D. PARKING

1. Parking requirements will be determined at the discretion of the Rocky Mountain House Airport Commission at time of development permit application, based on the requirements stated in Section 6.17.

E. DEVELOPMENT REGULATIONS

1. Signage shall be limited to flush mounted signs affixed to a building face with a maximum area of 2 square metres (6.6 sq. ft.) advertising only on site operations. Signage shall be limited to 1 sign per lease, and shall not be lit, unless express permission has been granted by the Rocky Mountain House Airport Commission.
2. All development shall be setback 10 metres (32.8 feet) from any exterior property boundary of the CYRM site.
3. Setbacks on individual lease lots will be determined at the discretion of the Rocky Mountain House Airport Commission at time of development permit application.

F. ACCESSORY DWELLING UNITS

For the purposes of this District,

1. Approval of accessory dwelling units is at the discretion of the Rocky Mountain House Airport Commission.

2. Accessory dwelling units are subject to the Safety Codes Act.

G. PROCEDURE

1. The Development Authority will not accept or process any development permit application occurring at the CYRM Airport unless the application has been authorized by the Rocky Mountain House Airport Commission. No permit for development in the Public Airport District will be issued without Airport Commission consent.
2. The Development Officer shall send notification of any development permit application and notice of decision occurring at the CYRM Airport to the Town of Rocky Mountain House.

3. Add the following section, subsections and map:

PART SIXTEEN: OVERLAY DISTRICTS

16.1 Purpose and Application

1. The purpose of Part Sixteen of the Land Use Bylaw is to facilitate the implantation of specific goals and objectives of adopted statutory plans or any other policy plan adopted by Council.
2. Generally Overlay Districts are put in place to protect, preserve and enhance either natural or man- made environments having development, historic or environmental significance or existing developed areas subject to infill or redevelopment proposals.
3. All of the Overlays contained within this Part are applied and interpreted in the same manner that the underlying District; its purpose, regulations and standards are read in conjunction with the Overlay, but that the underlying District is considered subordinate where there is a discrepancy between the two Districts.

16.2 Airport Vicinity Overlay District

THE GENERAL PURPOSE OF THE DISTRICT IS TO PROTECT LANDS ADJACENT TO THE YRM AIRPORT FROM USES INCOMPATIBLE WITH THE OPERATION AND FUTURE DEVELOPMENT OF THE AIRPORT.

A. PERMITTED USES

1. All uses listed as permitted in the underlying District

B. DISCRETIONARY USES

1. All uses listed as discretionary in the underlying District

C. AREA

The area included in this Overlay District will be limited to the area identified in the attached map outlining the areas that may potentially impact the safe movement of aircraft. This map was developed in reference to the Transport Canada Guide – Land Use in the vicinity of Aerodromes – TP1247E. (See *Airport Vicinity Overlay District Map*)

D. MAXIMUM HEIGHT OF BUILDINGS

No building or structure shall be erected, on any lands described within this Overlay District that exceed 15 metres (49.2 feet) in height, or as determined by the Rocky Mountain House Airport Commission.

Presently, only the built up portions of the airport are designated Public Airport District “PA”. This application proposes to redesignate all of the land within the current airport boundary as shown on the attached sketch to the Public Airport District “PA” District. These lands are described as follows: SE, SW, NW, and west half of NE 11 40-07-W5 and the west half of SW 14 40-07-W5.

Also, the proposal is to apply the Airport Vicinity Overlay District to the areas shown on the Airport Vicinity Overlay District Map. These lands are described as follows:

Portion of NW 15 40-07-W5

Portion of SE 22 40-07-W5

Portion of NE 15 40-07-W5

SE 15 40-07-W5

NE 10 40-07-W5

Portion of NE 2 40-07-W5

Portion of NW 1 40-07-W5

Portion of SE 2 40-07-W5

Portion of SW 1 40-07-W5

Even though the overlay district would be applied to these lands they would remain zoned Agriculture District “A” under the Land Use Bylaw. The general purpose of this overlay district is to protect lands adjacent to the airport from uses incompatible with the operation and future development of the airport. This includes limiting the height of structures on adjacent lands consistent with Transport Canada Regulations. No building or structure shall exceed 15 metres (49.2 feet) in height, or as determined by the Rocky Mountain House Airport Commission.



CLEARWATER COUNTY

Application for Amendment to the Land Use Bylaw

Application No. 02/16

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

APPLICANT: CLEARWATER COUNTY, RICK EMMONS, DIRECTOR, PLANNING & DEV.

ADDRESS & PHONE: P.O. BOX 550 ROCKY MOUNTAIN HOUSE AB T4T1A4

REGISTERED OWNER: AIRPORT LANDS OWNED JOINTLY BY ^{TOWN OF ROCKY Mtn. HOUSE} CLEARWATER COUNTY

ADDRESS & PHONE: _____

AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: "A" TO: "PA"

LEGAL DESCRIPTION OF PROPERTY: _____ 1/4 Sec. _____ Twp. _____ Rge. _____ W5M

OR: LOT: _____ BLOCK _____ REGISTERED PLAN NO.: _____ SEE SCHEDULE "A"

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

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

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

- AMEND LAND USE BYLAW AS SHOWN ON THE ATTACHED BYLAW.
- REDESIGNATE ALL LANDS WITHIN THE AIRPORT BOUNDARY TO THE PUBLIC AIRPORT DISTRICT "PA" AS SHOWN ON THE ATTACHED BYLAW.
- APPLY THE AIRPORT VICINITY OVERLAY DISTRICT TO LANDS ADJACENT TO THE AIRPORT AS SHOWN ON ATTACHED BYLAW (AFFECTED LAND WILL REMAIN ZONED AGRICULTURE DISTRICT "A")

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

TO BE CONSISTENT WITH THE "ROCKY MOUNTAIN HOUSE CYRM AIRPORT - DEVELOPMENT PLAN"

DATE: MARCH 3, 20 16 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 N/A DATE PAID: N/A RECEIPT NO. N/A

[Signature]
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

BYLAW NO. 1014/16

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, Statutes of Alberta, 2000, Chapter M-26.1 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;

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 that the Land Use Bylaw be amended as follows:

1. Part Six: General Parcel and Development Regulations**6.7 Number of Dwelling Units Allowed Per Parcel**

Add the following subsection:

(13) In a Public Airport District "PA", the construction or location of additional accessory dwelling units or security/operator dwelling units on a parcel of land may be approved at the discretion of the Rocky Mountain House Airport Commission and to the satisfaction of the Development Authority.

2. Part Thirteen: Land Use Districts**13.4 (29) PUBLIC AIRPORT DISTRICT "PA"**

Remove and replace with the following:

13.4 (29) PUBLIC AIRPORT DISTRICT "PA"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PROVIDE AN AREA THAT PROVIDES FOR THE SAFE AND EFFECTIVE OPERATION OF A SMALL SCALE PUBLIC AIRPORT.

A. PERMITTED USES

1. Ancillary uses and ancillary buildings
2. Airport
3. Airside commercial
4. Groundside commercial
5. Hangar
6. Public use
7. Temporary camp dwellings for use by seasonal staff on the Province's (Air Tanker Base Operations) lease
8. Signs, for onsite establishments only

B. DISCRETIONARY USES

1. Accessory dwelling unit
2. Eating establishment
3. Security/operator dwelling unit

C. DEFINITIONS

For the purpose of this District:

1. "ACCESSORY DWELLING UNIT" means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit that is separate and subordinate to the primary use of the building or site.
2. "AIRSIDE COMMERCIAL" means commercial operations, including but not limited to charter flight services and flight schools, that require access to the airport runway and taxiways.
3. "AIRPORT COMMISSION" means the Airport Commission, established jointly by the Town of Rocky Mountain House and Clearwater County for the Rocky Mountain House (CYRM) Airport.
4. "EATING ESTABLISHMENT" means a building or part of a building where food is offered for sale or sold to the public for immediate consumption and may include such uses as a restaurant, café, cafeteria, coffee shop, or snack bar.
5. "GROUNDSIDE COMMERCIAL" means commercial operations, including but not limited to retail, recreational, rental, service, repair and light fabrication operations in support of the airport and its users that do not require access to airport runways and taxiways.
6. "HANGAR" means a private storage structure intended to house an airplane(s) and associated equipment. A hangar may include an accessory dwelling unit not intended for long term occupancy.
7. "SECURITY/OPERATOR DWELLING UNIT" means a detached or accessory dwelling unit intended for usage by a facility operator or for security purposes.
8. "TEMPORARY CAMP DWELLINGS" means temporary dwelling units intended to house temporary or seasonal workers on or near a worksite.

D. PARKING

1. Parking requirements will be determined at the discretion of the Rocky Mountain House Airport Commission at time of development permit application, based on the requirements stated in Section 6.17.

E. DEVELOPMENT REGULATIONS

1. Signage shall be limited to flush mounted signs affixed to a building face with a maximum area of 2 square metres (6.6 sq. ft.) advertising only on site operations. Signage shall be limited to 1 sign per lease, and shall not be lit, unless express permission has been granted by the Rocky Mountain House Airport Commission.
2. All development shall be setback 10 metres (32.8 feet) from any exterior property boundary of the CYRM site.
3. Setbacks on individual lease lots will be determined at the discretion of the Rocky Mountain House Airport Commission at time of development permit application.

F. ACCESSORY DWELLING UNITS

For the purposes of this District,

1. Approval of accessory dwelling units is at the discretion of the Rocky Mountain House Airport Commission.
2. Accessory dwelling units are subject to the Safety Codes Act.

G. PROCEDURE

1. The Development Authority will not accept or process any development permit application occurring at the CYRM Airport unless the application has been authorized by the Rocky Mountain House

Airport Commission. No permit for development in the Public Airport District will be issued without Airport Commission consent.

2. The Development Officer shall send notification of any development permit application and notice of decision occurring at the CYRM Airport to the Town of Rocky Mountain House.
3. Add the following section, subsections and map:

PART SIXTEEN: OVERLAY DISTRICTS

16.1 Purpose and Application

1. The purpose of Part Sixteen of the Land Use Bylaw is to facilitate the implantation of specific goals and objectives of adopted statutory plans or any other policy plan adopted by Council.
2. Generally Overlay Districts are put in place to protect, preserve and enhance either natural or man- made environments having development, historic or environmental significance or existing developed areas subject to infill or redevelopment proposals.
3. All of the Overlays contained within this Part are applied and interpreted in the same manner that the underlying District; its purpose, regulations and standards are read in conjunction with the Overlay, but that the underlying District is considered subordinate where there is a discrepancy between the two Districts.

16.2 Airport Vicinity Overlay District

THE GENERAL PURPOSE OF THE DISTRICT IS TO PROTECT LANDS ADJACENT TO THE YRM AIRPORT FROM USES INCOMPATIBLE WITH THE OPERATION AND FUTURE DEVELOPMENT OF THE AIRPORT.

A. PERMITTED USES

1. All uses listed as permitted in the underlying District

B. DISCRETIONARY USES

1. All uses listed as discretionary in the underlying District

C. AREA

The area included in this Overlay District will be limited to the area identified in the attached map outlining the areas that may potentially impact the safe movement of aircraft. This map was developed in reference to the Transport Canada Guide – Land Use in the vicinity of Aerodromes – TP1247E. (See *Airport Vicinity Overlay District Map*)

D. MAXIMUM HEIGHT OF BUILDINGS

No building or structure shall be erected, on any lands described within this Overlay District that exceed 15 metres (49.2 feet) in height, or as determined by the Rocky Mountain House Airport Commission.

4. That the Public Airport District “PA” be applied to all of the land within the current airport boundary as outlined in red on attached Schedule “A” hereby redesignating the subject lands from the Agriculture District “A”. These lands are described as follows: SE, SW, NW, and west half of NE 40-07-W5, and the west half of 14 40-07-W5.
5. That the Public Airport Overlay District be applied to a portion of lands in close proximity to the airport as outlined in purple on attached Schedule “A”. Even though the overlay district would be applied these lands would remain zoned Agriculture District “A” under the Land Use Bylaw. Said lands affected are described as follows:

A portion of NW 15 40-07-W5

A portion of SE 22 40-07-W5

A portion of NE 15 40-07-W5

SE 15 40-07-W5
 NE 10 40-07-W5
 A portion of NE 2 40-07-W5
 A portion of NW 1 40-07-W5
 A portion of SE 2 40-07-W5
 A portion of SW 1 40-07-W5

READ A FIRST TIME this _____ day of _____ A.D., 2016.

 REEVE

 MUNICIPAL MANAGER

PUBLIC HEARING held this _____ day of _____ A.D., 2016.

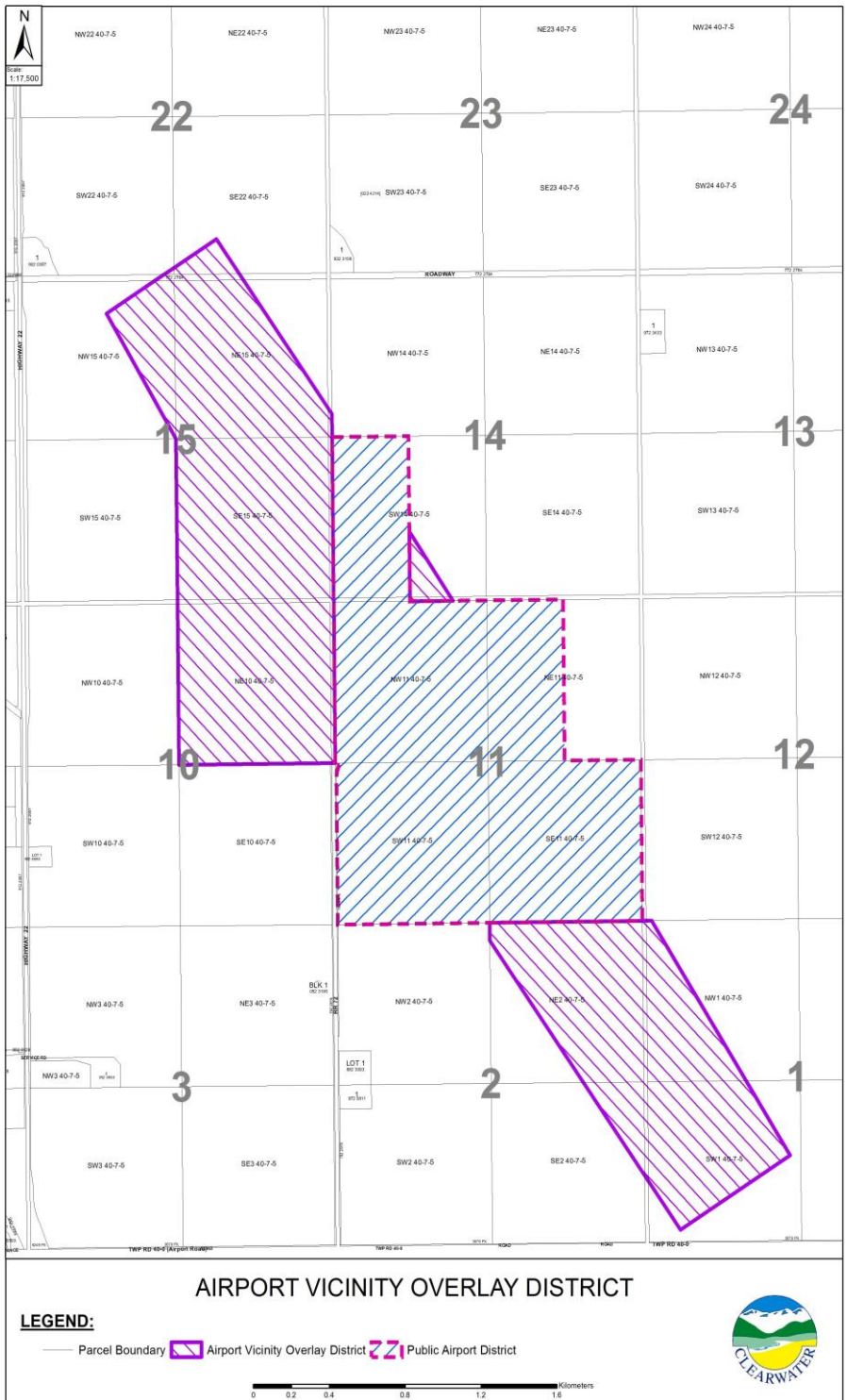
READ A SECOND TIME this _____ day of _____ A.D., 2016.

READ A THIRD AND FINAL TIME this ___ day of _____ A.D., 2016.

 REEVE

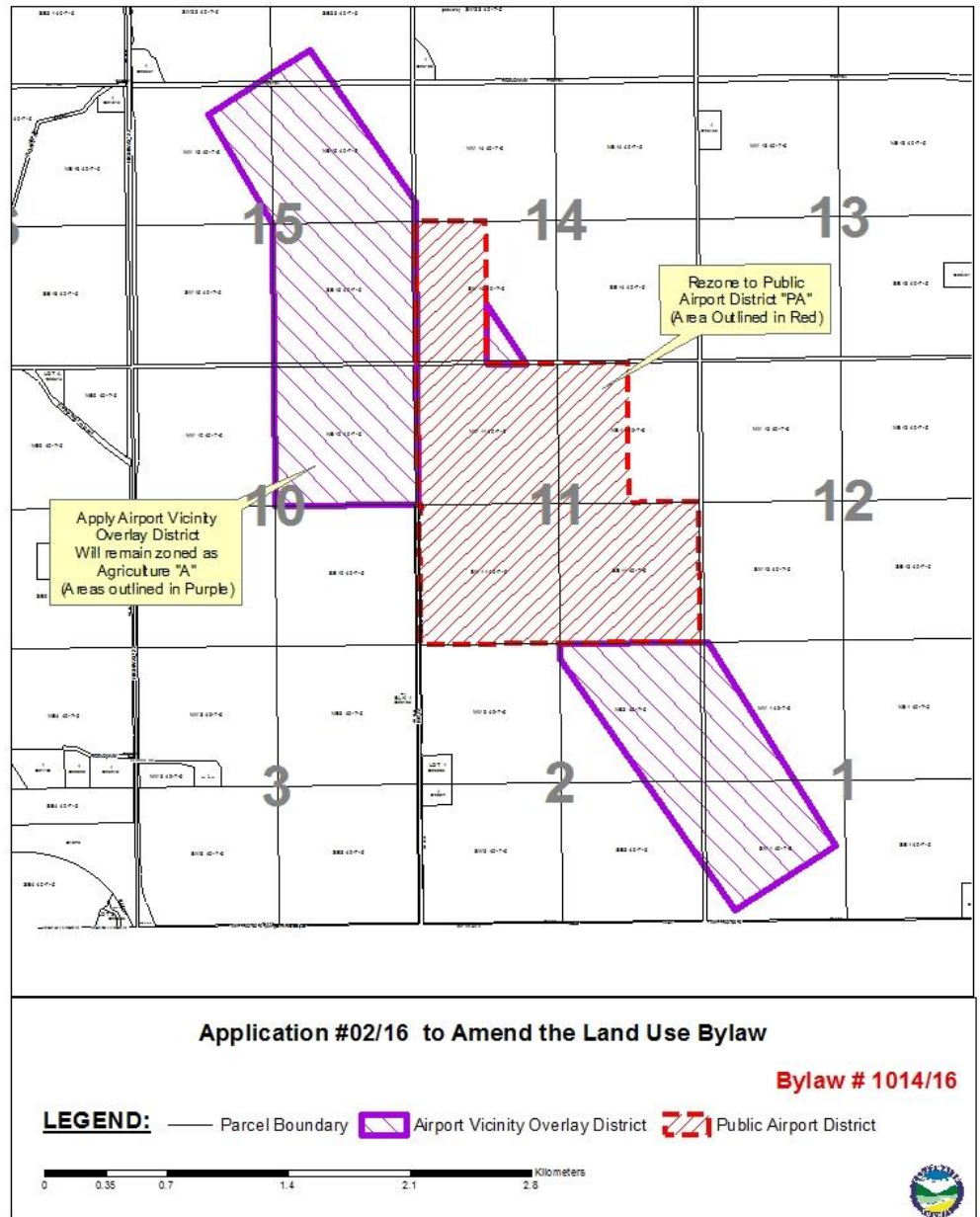
 MUNICIPAL MANAGER

Airport Vicinity Overlay District Map



Schedule "A"

SCHEDULE "A"





AGENDA ITEM

PROJECT: RCMP Delegation - Detachment Commanders (Rocky Mountain House and Rimbey) – Information Item		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Economic Development / CPS Division	WRITTEN BY: SGT T. Miller/Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 3: Community Well-Being	PRIORITY AREA: 3.2.	STRATEGIES: 3.2.1, 3.2.5,
ATTACHMENTS		
RECOMMENDATION: That Council receives this report as information.		

BACKGROUND:

RCMP Detachment Commanders SSGT Mark Groves and Cst. Carman Dutz will present RCMP Policing information (Quarterly Statistics).



AGENDA ITEM

PROJECT: Report to Council – Administrative Review of Vacant Community Peace Officer Position and Amended Highway Patrol Vehicle Replacement Schedule		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Economic Development / CPS Division	WRITTEN BY: Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1: Managing Growth 2. Well Governed and Leading Organization 3: Community Well-Being	PRIORITY AREA: 1.4, 2.2, 2.3, 2.4, 2.6, 3.2	STRATEGIES: 1.4.3, 1.4.7, 1.4.8, 2.2.1, 2.3.3, 2.4.1, 2.4.3, 2.6.5, 3.2.3, 3.2.4, 3.2.5
ATTACHMENTS: 1. Administration Review - Vacant CPO Position Power Point Presentation March 8, 2016, 2. Amended Highway Patrol Vehicle Replacement Schedule.		
RECOMMENDATION: That Council: Approve the Administration’s recommendation.		

BACKGROUND:

During 2016 budget discussions, Council requested that the administration provide information to Council regarding the CPO program and the organizational need/benefit related to the current vacant position. The following report provides the findings following Sgt. Terri Miller’s and my review of the anticipated workload within the Highway Patrol program as well as within the broader Community and Protective Services department.

The review consisted of a review of the following:

- Clearwater County Strategic Plan 2015 – 2018,
- Industrial road use and continued level of protection of infrastructure by the 2013 – 2015 and projected 2016 reporting of the activity and volume (PW Road Use Permits and estimated Non Permitted road use),
- Provincial legislation,
- Public safety programs,
- the 2013 Highway Patrol Service Level Review recommendations,
- Clearwater County policies, and,
- Community stakeholders feedback regarding Education and Prevention Programs

Findings:

While oil exploration and associated activities have diminished, other industrial related activities remain unchanged (Number of Loads Within Road Use Agreements 2013 / 2014 / 2015 - 86667 / 89479 / 91195) and/or have increased. It is Administration's view that these statistics support current staffing levels for protection of infrastructure.

With respect to other CPO activities associated with Officer appointments by the Solicitor General (e.g. traffic violations & speeding, public safety, etc.) activities and behaviors within the County emphasize the continued need for public safety programs resources (traffic enforcement, prevention education programs, West Country enforcement). Coordination with other law enforcement agencies (e.g. RCMP, Sheriffs, Motor Vehicle) continues. Support of West Country enforcement remains a priority of Council and Administration

As outlined during the budget, it is anticipated that SGT. Miller's will also be involved in the review and formalization of emergency management areas (e.g. evacuation management) and assisting in the development of emergency management programs and the training of Town/County/Village staff as well as staff from support agencies. Sgt. Miller's involvement in the regional emergency management program is an expansion of her duties, which also supports filling the vacant position.

In closing, Administration recommended that Council support filling the vacant CPO position. Included with this recommendation is the replacement of one Highway Patrol vehicle.

CLEARWATER COUNTY HIGHWAY
PATROL – COUNCIL REQUESTED
VACANT OFFICER POSITION REVIEW

COUNCIL'S REQUEST FOR REVIEW
OF
THE 5TH CPO POSITION

- During this review the following items were considered by Administration.

Council's
Strategic
Plan 2015-
2018

Provincial
Legislative
Requirements
& Obligations

Highway Patrol
Program
Services
Delivered
(Annual
reports)

Highway
Patrol
Service
Level
Review
2013

STRATEGIC PLAN 2015 - 2018

Themes and Strategies – Impacting CPO Program

Theme	Sub-Strategies
1. Managing Our Growth	1.4.3 1.4.7 1.4.8
2. Well Governed & Leading Organization	2.2.1 2.3.3 2.4.3 2.6.5
3. Community Well Being	3.2.3 3.2.4 3.2.5

APPLICABLE LEGISLATED REQUIREMENTS – PROVINCIAL

- Authorities are issued and governed by the Justice & Solicitor General Department
- CPO'S Must uphold and enforce all Provincial Acts & Regulations accordingly
 - Traffic Safety Act
 - Public Lands Act
 - Forests Act
 - Fuel Tax Act
 - Gaming and Liquor Act
 - Highways Development Acct
 - Petty Trespass Act
 - Provincial Offences Procedure Act
 - Others

CLEARWATER COUNTY HIGHWAY PATROL PROGRAMS DELIVERED

(CORE AND ADDITIONAL)

- Highway Patrol Programs Delivered (Core and Additional Programs)

INFRASTRUCTURE
PROTECTION
(CORE)

PUBLIC SAFETY
(CORE)

EDUCATION &
PREVENTION

PROTECTION OF INFRASTRUCTURE - CORE

Geographic area

- 18691 square kilometers
- 2240 km of County Roads
- (industry and other stakeholder owned)
- Bridges within County (restricted or limited)

Number of Permitted moves - Traveling on County Roads

- 2015 permitted loads: 98694
- Estimated that ratio of non permitted to permitted is 5:1
(Clearwater County residents, non permitted commercial traffic and Recreation and Tourism traffic)

Continuous road Evaluation and Visual Inspection while on patrol

- Weights
- Road Use Agreements/Single Trip Inspections
- Log Hauls
- Log Boats
- Commercial Vehicles Safety Inspections
- On Highways Dangerous Goods Inspections/monitoring
- Assistance to County Public Works/CVEB

PUBLIC SAFETY

Geographic area

- 18691 square kilometers
- 2240 KM of County Roads
- (industry and other stakeholder owned)
- Bridges within County (restricted or limited)

Related activities

- TRAFFIC VIOLATIONS/WARNINGS
- HIGH RISK DRIVING
- PUBLIC VEHICLE SAFETY
- OCCUPANT RESTRAINT/GAR SEAT INSPECTIONS
- COMMERCIAL VEHICLE SAFETY
- HOUR CONTROL
- OFF HIGHWAY VEHICLE SAFETY/COMPLIANCE
- TASK FORCES - LONG WEEKEND AND OFF HIGHWAY VEHICLES
- JOINT FORCE CHECKS - NORDEGG
- COUNTY BYLAWS - EXTENDED DANCE, NOISE ETC
- ASSIST RCMP/FIRE/EWS
- Emergency Management

EDUCATION AND PREVENTION

- POSITIVE RIDE
- POSITIVE TICKET PROGRAM
- SASQUATCH PROGRAM
- BIKE RODEOS/BIKE RODEOS
- SCHOOL PRESENTATIONS -
 - PORTFOLIO INTERVIEWS, MOCK COLLISIONS, GRAD SAFETY
- BIKE RODEOS/BIKE RODEOS
- TRADE SHOWS/SAFETY DAYS
- INDUSTRY PREVENTION SEMINARS
- CHILD CAR SEAT EDUCATION/INSPECTIONS
- COMMERCIAL VEHICLES SAFETY
- CPPAC
- RURAL CRIME WATCH

SERVICE LEVEL:

1. Requirements are driven by both predictable and emergency (unpredictable) demands
 - a. Expected and Required level of public safety and infrastructure protection.
 - b. Geographic coverage area and population density
 - c. Commercial Activity (permitted and non permitted)
 - d. Recreational and tourism related Impact
2. Are affected by the amount of approved resources to the extent that we are meeting key strategic needs or the consequences from activities because of lack of resources.
3. Are affected by efficiency, how much activity the front line resources can deliver per unit of resource
4. Requirements must be driven by strategic priorities.

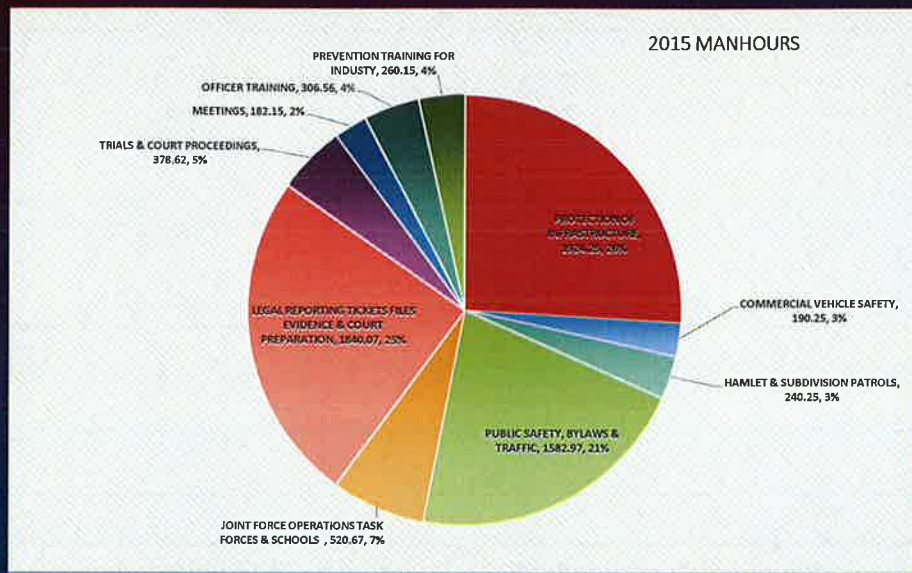
SERVICE LEVEL REVIEW 2013 RECOMMENDATIONS

OF THE 8 KEY DIMENSIONS IN THE 2013 SERVICE LEVEL REVIEW RECOMMENDATIONS FOR RESOURCES – 7 RECOMMENDED CONSIDERING INCREASING OFFICER CAPACITY

Specified Dimensions included:

- The physical size & characteristics of the County
- Officer Safety
- Scope of Work
- Resources

OPERATIONAL DELIVERABLES



PROTECTION OF INFRASTRUCTURE OUTCOMES TO PW ROADS PERMITS AND TRAFFIC ENFORCEMENT (PUBLIC SAFETY) ACTIVITY OUTCOMES

	2013	2014	2015	2016 Forecast (3 YR Average)
Estimated Average \$ Road Repair Costs PW Reported **	N/A	N/A	\$ 135,000	\$ 135,000
Road Use Agreement (RUA) PW Reported	878	904	545	776
# Loads Within RUA PW Reported	86667	89479	91195	89114
Single Trips PW Reported	15351	12127	7489	11656
Total Violations Issued by CPOs	1574	2289	2592	2132
# CPO	4.75	5.0	4.50	4.75

** (NB: Does not include Sunchild, Buster Creek and North Fork Rds Repair Costs.)

2016 Vehicle Changeover Schedule										
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
301 (CW1)			XR				XR			
302 (CW2)	XR				XR				XR	
303 (CW3)				XR				XR		
306 (CW4)		XR				XR				XR
307 (CW5)			XR				XR			
305 Trailer				XR						
304 ATV				XR						

Units will be replaced on a 4 year
cycle/180,000 km

Units will be serviced or Police Package

Spec

Units will be 4 wheel drive SUV or
equivalent



AGENDA ITEM

PROJECT: Condor Community Centre Grant Request		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Community and Protective Services	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: Grant Funding for Community Halls, Associations & Non-profit Groups		
STRATEGIC PLAN THEME: 3. Community Well Being	PRIORITY AREA: 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.2
ATTACHMENT(S): 1. Grant Funding for Community Halls, Associations & Non-profit Groups 2. Request Letter 3. 2013 & 2014 Financial Statements 4. 2015 Treasurer's Report 5. 5 Year Sustainability Plan 6. Calendar of Usage of the Community Centre 7. Quote for Drainage Repair		
RECOMMENDATION: That Council tables a decision on this request until all current requests have been heard. All current requests under this policy should be heard by March 22, 2016.		

BACKGROUND:

Condor Community Centre is requesting \$4,000 through Council's 2016 Community Halls/Association Capital Grant.

The Condor Community Centre is repairing doors, fence, eaves trough, & parking lot drainage (quote provided for drainage repair). The Centre is also replacing countertops, lighting, stucco and trim, and plans to re-tile the main entrance & washrooms.

Current project expenses are estimated at \$9,180 with estimates for lighting and stucco repairs not yet returned.

The Community Centre has raised \$5,750 in donations for the project from private sector contributions, and has some volunteer time contributed to the project worth \$150.

Condor Community Centre received \$25,000 in 2011 to replace the heating system.

The Centre has provided 2013 & 2014 financial statements, 2015 Treasurer's report, 5 Year Sustainability Plan, and 12 months of calendars showing hall activity, and a quote for drainage repairs.

This request meets the guidelines set out by the Policy for Grant Funding for Community Halls, Associations & Non-profit Groups. There are other requests that will be heard by Council in the next Council Meeting, so Administration recommends that a decision be tabled until all requests have been heard. The final grant request should be heard by March 22, 2016.

Clearwater County

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

EFFECTIVE DATE: August 14, 2012

AMENDED DATE: March 25, 2014

SECTION: Administration

POLICY STATEMENT:

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

PROCEDURE:

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

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

TAX REIMBURSEMENT:

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

To whom it may concern:

We have identified a number of issues which affect the quality of services we are able to provide to the community. Some of these also impact the long term life of the building. Up until now the hall has had next to no upgrading with the exception of the furnace room. It is now imperative that we address many exterior issues such as worn and broken doors, rotting wood trim, damaged eavestrough and down spouts. The stucco is cracking in places and in some cases the wood trim catches water which then penetrates the stucco. Interior issues include new counter tops and kitchen lighting in order to maintain our commercial kitchen licence. At the very least the central island top must be repaired.

Our washrooms need to be refurbished replacing old fixtures with more energy efficient ones. Stall dividers which are damaged and unattractive need to be replaced and the floor retiled.

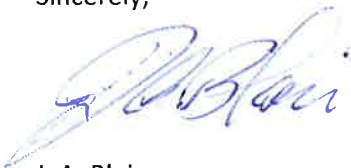
We have been advised that most of our lighting which is provided by 8' fluorescents is difficult and expensive to maintain. We were told it would be prudent to begin replacing these with more modern and efficient fixtures.

I believe that the Condor Community Centre has and will continue to play an important role in our community. Many of our services do not generate income however they are very important. The close liason with both the Condor Elementary School, the David Thompson High School and the David Thompson Recreation Board has provided many opportunities for our youth over the years. At present a play school operates one day a week in our building.

As you can well appreciate the financial restraints of our current recession have hampered our fund raising efforts. It is because of the large number of pressing needs we have identified that we have to ask for any financial assistance you can provide.

After a recent break in we were forced to put new doors at the top of our list. These have been ordered. We await the results of exploratory work on the stucco and trim to determine how soon they have to be dealt with and what kind of expenses we will be faced with.

Sincerely,



J. A. Blair

FINANCIAL STATEMENTS

CONDOR COMMUNITY CENTRE

OCTOBER 31, 2013

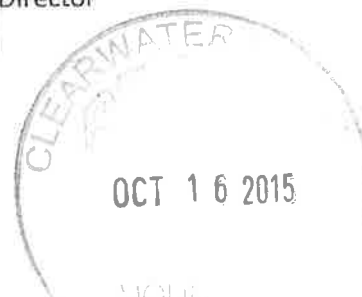
We audited the enclosed Financial Statements



Penni Loughheed – President



Dianne Tink - Director



CONDOR COMMUNITY CENTRE
INCOME STATEMENT –November 1, 2012 to October 31, 2013

REVENUE

Revenue	
Hall Rental	\$ 4,244.45
Rental House	\$ 7,200.00
Mother's Day Brunch	\$ 2,460.00
Father's Day Barbecue	\$ 578.05
30 th Anniversary	\$ 6,226.98
Donations	\$ 4,550.00
Pancake Breakfast-Jamboree	\$ 325.80
Co-op Rebate	\$ 12.24
Total Revenue	<u>\$25,579.52</u>

TOTAL REVENUE **\$25,579.52**

EXPENSES

Operating Expenses

Advertising	\$ 486.68
Donations	\$ 125.00
Garbage Collection	\$ 769.81
Hall Supplies	\$ 1,150.40
Hall Repairs & Maintenance	\$ 7,346.48
Insurance	\$ 3,767.74
Interest and Bank Charges	\$ 415.00
Janitorial & Cleaning Supplies	\$ 318.85
Kitchen Supplies	\$ 1,140.11
Licenses	\$ 68.90
Property Taxes	\$ 1,932.54
Rental House Repairs & Maintenance	\$ 100.00
Utilities	\$ 5,817.37
Supplies for: 30 th Anniversary	\$ 3,955.93
Mother's Day	\$ 769.57
Father's Day	\$ 586.13
Summer Camp	\$ 1,400.00
Juke Box	\$ 1,050.00
Kids Play Centre	\$ 1,154.99
Total Operating Expenses	<u>\$ 32,355.50</u>

TOTAL EXPENSES **\$ 32,355.50**

NET LOSS **\$ (6,757.98)**

Penni Longhead

[Handwritten signature]

CONDOR COMMUNITY CENTRE
BALANCE SHEET as at October 31, 2013

ASSETS

CURRENT ASSETS

Bank-General Account	8,699.12	
Bank-Lottery Account	474.18	
Bank-Lottery Savings Account	3,831.54	
Bank-Building Fund	234.80	
Bank-Handbells Account	2,331.89	
Bank Sports Council Account	<u>3,263.95</u>	
Total Cash		18,835.48
Total Receivables		<u>.00</u>
TOTAL CURRENT ASSETS		18,835.48

Capital Assets

Land	50,020.00	
Buildings	304,878.23	
Office Furniture & Equipment	100,299.16	
Machinery & Equipment	13,128.13	
Computer Hardware & Software	9,499.00	
Handbells	<u>10,000.00</u>	
Total Capital Assets		<u>487,824.52</u>

TOTAL ASSETS

506,660.00

LIABILITIES

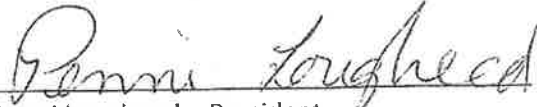
Current Liabilities	.00	
Total Current Liabilities	<u>.00</u>	

EQUITY

Society Equity		
Retained Earnings-Previous Year	503,417.98	
Current Loss	<u>(6,757.98)</u>	
TOTAL EQUITY		<u>506,660.00</u>

LIABILITIES AND EQUITY

506,660.00

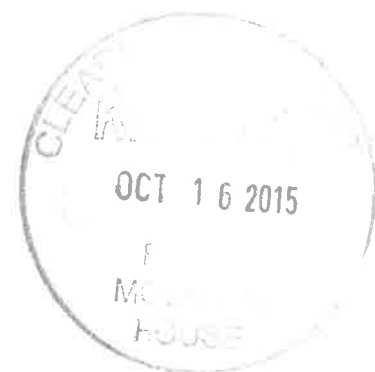

Penni Loughheed – President


Dianne Tink - Director

FINANCIAL STATEMENTS

CONDOR COMMUNITY CENTRE

OCTOBER 31, 2014



CONDOR COMMUNITY CENTRE
INCOME STATEMENT –November 1, 2013 to October 31, 2014

REVENUE

Hall Rental	\$ 5,848.25
Rental House	\$ 7,300.00
Donations	\$ 1,650.00
Juke Box Rental	\$ 50.00
Summer Camp Grant	\$ 1,400.00
Mother's Day Brunch	\$ 3,805.03
Father's Day Barbecue	\$ 1,875.30
Harvest Supper	\$ 1,636.00
Damage Deposit for Rental House	\$ 700.00
Closed Lottery Acct. to General	\$ 578.83
Co-op Rebate	<u>\$ 16.11</u>

TOTAL REVENUE **\$24,859.52**

EXPENSES

Operating Expenses

Advertising	\$ 294.00
Donations	\$ 301.13
Garbage Collection	\$ 645.52
Hall Supplies	\$ 938.02
Hall Repairs & Maintenance	\$ 4,044.58
Interest and Bank Charges	\$ 239.82
Janitorial & Cleaning Supplies	\$ 28.22
Office	\$ 35.37
Rental House Repairs & Maintenance	\$ 2,544.22
Rental House Taxes	\$ 676.64
Rental House Damage Deposit paid out	\$ 604.81
Rental House Damage Deposit put in Savings	\$ 700.00
Utilities	\$ 6,822.08
Supplies for: Mother's Day	\$ 1,282.83
Father's Day	\$ 1,218.32
Summer Camp	\$ 1,400.00
Harvest Supper	<u>\$ 550.08</u>

TOTAL EXPENSES **\$ 22,325.64**

NET PROFIT OR (LOSS) **\$ 2,533.88**

**CONDOR COMMUNITY CENTRE
BALANCE SHEET as at October 31, 2014**

ASSETS

CURRENT ASSETS

Bank-General Account	\$ 15,575.59	
Bank-Building Fund	\$ 231.80	
Bank-Handbells Account	\$ 2,320.39	
Bank Sports Council Account	<u>\$ 3,241.58</u>	
Total Cash		\$ 21,369.36
Total Receivables		<u>.00</u>

TOTAL CURRENT ASSETS \$ 21,369.36

Capital Assets

Land	50,020.00
Buildings	304,878.23
Office Furniture & Equipment	100,299.16
Machinery & Equipment	13,128.13
Computer Hardware & Software	9,499.00
Handbells	<u>10,000.00</u>

Total Capital Assets 487,824.52

TOTAL ASSETS 509,193.88

LIABILITIES

Current Liabilities	.00
Total Current Liabilities	<u>.00</u>

EQUITY

Society Equity	
Retained Earnings-Previous Year	506,660.00
Current Profit	<u>2,533.88</u>

TOTAL EQUITY 509,193.88

LIABILITIES AND EQUITY 509,193.88

CONDOR COMMUNITY CENTRE

April 30, 2015

Treasurer Report

Balance Forward October 31, 2014

\$ 15,575.59

Deposits

House Rent	\$ 7,700.00
Hall Rent	\$ 4,350.00
Christmas w/santa	\$ 1,057.25
Rec Board Donation to Playgroup	\$ 500.00
Rec Board Donation to Summer Camp	\$ 1,200.00
Market	\$ 5,060.25
Mother's Day	\$ 3,814.50
Father's Day	\$ 1,687.75
Kitchen supplies sold	\$ 5.00
Donations	\$ 1,260.00
Sports Ball-Play Group	\$ 2,560.00
Wooden Tables Sold	\$ 260.00
Total Deposit	\$29,454.75

Withdrawals

Advertising	\$ 841.68
Bank Charges	\$ 211.85
Courses	\$ 294.00
Electricity	\$ 2,464.18
Heating	\$ 1,773.11
Sewer	\$ 981.40
Garbage Pickup	\$ 555.45
Hall Repairs & Maintenance	\$ 1,640.89
Insurance	\$ 2,072.36
Kitchen & Hall Supplies	\$ 1,909.59
Maintenance/Janitor supplies	\$ 476.36
Office	\$ 50.69
Property Taxes on Rental House	\$ 722.43
Donation for Christmas Family	\$ 200.00
Christmas with Santa	\$ 466.91
Chair Covers/Sashes/Tablecloths	\$ 350.00



Sports Ball	\$ 2,142.00	
Mother's Day-Groceries	\$ 868.52	
Playschool year end Party	\$ 223.43	
Father's Day Groceries & Raffle Lic.	\$ 1,526.12	
Summer Camp	\$ 1,250.45	
Total withdrawals	\$21,021.42	
Balance May 31, 2015		\$ 24,008.92
Less Lottery Account	\$ 4,884.55	\$ 19,124.37

Five Year Sustainability Plan

For the next five years we anticipate that our hall activity and expenses to be similar to those of the last three. We expect small inflationary increases to the rental rates and these will be offset by a similar increase in costs. We expect facility rentals will remain somewhat constant. Christmas parties and oil company rentals for meetings and training sessions provide extra funds. A large screen has been installed to improve our facility for these purposes.

The annual Mother's Day and Father's Day dinners have and are expected to continue to be very successful. A fall supper attracts a good crowd bringing many outsiders to the hall.

This year regular markets have been very successful and we hope to build on this in the future.

Drainage issues saw us remove our horse shoe pits which has cost us a major weekend summer rental. If the drainage can be resolved we will replace the pits.

A campground is a good drawing card for summer functions. If we can develop our grass area to accommodate large vehicles we may be able to attract more business. This is currently being costed.

The Community Centre provides a number of services to the community at no charge. These include the play school, funerals, seniors club, summer playground program; fire dept. training sessions, school grads and special functions. As well the facility has been used to raise money for various charities and the Community Centre has directly made donations to various needy persons. Additional funds might be raised by changing our policies regarding these activities.



Sun

27

Mon

28

Tue

29

Wed

30

Thu

May 1

Fri

2

Sat

3

4

5

6

7

8

9

10

Condor Homecoming 2 /

9 Zumba Call Sylvia 403-3

Zumba Call Sylvia 403-3

Thelma's Memorial

Private Function

11

12

13

14

15

16

17

Mother's Day Brunch

9 Zumba Call Sylvia 403-3

Zumba Call Sylvia 403-3

18

19

20

21

22

23

24

Conoco Phillips

Private Event noon

Zumba Call Sylvia 403-3

9 Zumba Call Sylvia 403-3

25

26

27

28

29

30

31

9 Zumba Call Sylvia 403-3

Private Function

13 Carrie Serran's



Today



April 2014

Day

Week

Month

4 Days

Agenda

More ▾



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Apr 1	2	3	4	5

3	7	8	9	10	11	12
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9 Zumba Call Sylvia 403-3

Conoco Phillips

Zumba Call Sylvia 403-3

6 Family Fun Play Condor

Private Event

13	14	15	16	17	18	19
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9 Zumba Call Sylvia 403-3

Conoco

Zumba Call Sylvia 403-3

Private Event

20	21	22	23	24	25	26
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9 Zumba Call Sylvia 403-3

Zumba Call Sylvia 403-3

6 Family Fun Play Condor

27	28	29	30	May 1	2	3
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9 Zumba Call Sylvia 403-3

Zumba Call Sylvia 403-3

6 Family Fun Play Condor

F3

Today



March 2014

Day

Week

Month

4 Days

Agenda

More



Mon

Tue

Wed

Thu

Fri

Sat

23

24

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27

28

Mar 1

9 Zumba 9 - 10 a.m Call S

Zumba 7-8 Call Sylvia 4C

2

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7

8

2p Homecoming Meeting

9 Zumba 9 - 10 a.m Call S

Zumba Call Sylvia 403-3

Private Function K

Private Function K

9

10

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12

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14

15

9 Zumba 9 - 10 a.m Call S

Conoco Phillips

Zumba Call Sylvia 403-3

Private Event

16

17

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9 Zumba 9 - 10 a.m Call S

Zumba Call Sylvia 403-3

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9 Zumba 9 - 10 a.m Call S

Zumba Call Sylvia 403-3

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April

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Sun

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31

Feb 1

Kivchen Isabelle
Private K

Kivchen Isabelle
Private K

2

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4

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7

8

Homecoming Meeting All
9 Zumba 9 - 10 a.m. Call S

Conoco Phillips
Private Event

Zumba 7 - 8 Call Sylvia 4

10

11

12

13

14

15

9 Zumba 9 - 10 a.m Call S

Conoco Phillips - Glenn
Private Event
Zumba 7-8 Call Sylvia 4C

17

18

19

20

21

22

9 Zumba 9 - 10 a.m. Call S

Zumba 7- 8 Call Sylvia 4

Playschool Function
9 playschool Melissa

Miller Anne 403729-378
Private Event

23

24

25

26

27

28

Mar 1

9 Zumba 9 - 10 a.m Call S

Zumba 7-8 Call Sylvia 4C

Sun

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Mon

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Wed

Jan 1

Thu

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Coneco Phillips Meeting
Private Function

Coneco Phillips - retirement
Private event

19

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21

22

23

24

25

7:30 Hall Meeting - Annua
7:30 Annual Hall Meeting
Bonita Clearwater Couni
Private Function

26

27

28

29

30

31

Kitvchen Isabelle
Private K
Feb 1
Kitvchen Isabelle
Private K

Today



December 2013

Day

Week

Month

4 Days

Agenda

More



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dec 1	2	3	4	5	6	7

Charlene Phillips Drop In
Private Event

Diane Bacon 403-345-5*
Private function

8	9	10	11	12	13	14
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Private function
8:30 Carreco Phillips

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Hall Meeting 7 p.m.
7:30 Hall meeting

Jeanette Kitchen
Private K

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Dallas 403-598-5417
Private Event Drop In

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12p Halloween Party

Tops

Vos through Judy

Melissa 403-895-0444 sl

Private Event - Drop In C

Private Function

Private function

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Alberta Energy Jade Rye Function

Alberta Energy Jade Rye Function

Alberta Energy Jade Rye Function

Alberta Energy Jade Rye Function

Baby Shower Shannon V

Function

Function

Function

Function

Jason ZIK 403 844 4065

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Function

Function

Function

Baby Shower - Karen Bu

Function

Function

Function

Function

Private Function

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7 Hall Meeting

Private function

Private function

Private function

Private function

7:30p Hall Meeting

8:30 Consejo Phillips

Private function

Private function

Private function

Private function

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7 Hall Meeting

Private function

Private function

Private function

Private function

Brandi 403-746-6199

Function

Function

Function

Function

Private Function

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
Kitchen Rental Isabelle	Roy Hoven	Private function	9:30 Playgroup			
Kitchen Rental	Condor Home Coming N	8:30 Condor Phillips				

13	14	15	16	17	18	19
Miller Drop in			9:30 Playgroup			
Private Function						

20	21	22	23	24	25	26
	Municipal Elections		9:30 Playgroup			
	7p Hall Meeting					

27	28	29	30	31	NOV 1	2
12p Halloween Party			Tops		Vos through Judy	Melissa 403-895-0444 si
			Private Event - Drop in C		Private Function	Private function



Today



September 2013

Day

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Month

4 Days

Agenda

More ▾



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Nicky Haney wedding at

Private Function

Nicole 403-844-4253

Nicole 403-844-4253

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Nicole 403-844-4253

Private function

8:30 Consona Phillips

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TheIna Bday

TheIna's Birthday Party

7p Hall Meeting

7p Hall Meeting

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Cheryl 403-418-6746 Wk
Private Function

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Cheryl 403-418-6746 Wk
Private Function

Private function
8:30 Cornelia Phillips

14	15	16	17	18	19	20
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Camps
Private Function

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summer camp
Summer Camp

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horseshoe tournament W
Private Function

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Hall Meeting
7 p Hall Meeting

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Christa 403-846-9583
Private Function K and C

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Jans Shower
Private Function

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Firemen dinner Park
Private function am
+2 more

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Charlene 403 357 7854
Private Function

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Rodnoc Father's Day Ba
Rodnoc Father's Day Ba

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Grade 7 Grad Condor
Private Function

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Kitchen Rental 403-845-
Private Function K

Kitchen Rental
Private Function K

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Cheryl 403-418-6746 Wk
Private Function

Cheryl 403-418-6746 Wk
Private Function

Fri

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Kitchen 403 8447114
Private Function K

Sat

Jun 1

Kitchen 403 8447114
Private Function K
1p Playschool

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7p Hall Meeting

Condor School Teacher

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Mother's Day brunch

Mother's Day Brunch

Coneco Phillips
Private Function

horseshoe tournament IV
Private Function

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Hall Meeting

Coneco Phillips
Private Function

horseshoe tournament IV
Private Function

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horseshoe tournament IV
Private Function

Hall Meeting
7p Hall Meeting

Private Function

Kitchen 403 8447114
Private Function K

Kitchen 403 8447114
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1p playschool

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Theilma Easter

Private Function

Klassen Funeral

Private Function

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7p Monthly Hall Meeting

Private function

8:30 Conesco Philippe

play school drop in

Playschool Fundraiser - I

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Erin Fillingier Wedding 4k

Private Function

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Erin Fillingier Wedding 4k

Private Function

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7p Hall Meeting

Condor School Teacher

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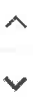
Thelma Eastar
Private Function

Private Function
8:30 Corrado Phillips

Klassen Funeral
Private Function

F3

Today



February 2013

Day

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Month

4 Days

Agenda

More



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Private function
8:30 Cornejo Phillips

Watershed Joey 403-340
Private Function





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4 Days

Agenda

More



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Private function
8:30 Corrado Phillips

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Zp Private K

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Event K

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Today



December 2012

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Christmas Party

Condor Christmas Party

Conoco Phillips

Private Function

Isabelle - Kitchen

Function K

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Sundsten Family!

Private Function

Thibedeau Memorial

Private Function

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Jan 1

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Sun 25 Halloween Celebration
Halloween Party

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Thu Nov 1

Fri 2

Sat 3

Merrowitch luncheon
Private Function

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30th Anniversary Celebr
30th Anniversary Celebr

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Conoco Phillips
Private Function

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Memorial for Fred Miller
Private Function

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Isabelle -Kitchen
Function K

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Isabelle - Kitchen
Function K

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16 11 Genosa Phillips 11 Private Function	17	18	19	20 Small Business Christme Small Business Christme
21	22	23	24	25	26	27
28 Halloween Celebration Halloween Party	29	30	31	Nov 1	2	3 Meronowich Luncheon Private Function



Today



September 2012

Day

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Agenda

More



Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8 Hildebrand John Opden Private Function
Private Function						
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Private Function						
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23	24	25	26	27	28	29
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Condor Backhoe Services

Prepared for **Condor Community Centre** Sept. 30 2015

Re: improving drainage of the parking lot

Drainage is impeded by three factors:

- 1. Sump is approximately 6 cm. higher than the level of the swale feeding it.
- 2. Drain pipe is plugged and has insufficient grade to accomplish its objective, and
- 3. The ditch into which the water is supposed to drain is not open nor is it deep enough.

Recommendations:

- 1. Dig out and replace the sump with one at the correct depth.
- 2. Install new drainage tile to grade on a compacted sand base.

This project will require the removal of the north fence of the playground and its replacement. A new top rail and post caps will be necessary.

Estimated costs:

1. New top rail and caps	\$50.00
2. 50 m of 4" drain pipe	340.00
3. Load of sand and trucking	500.00
4. Rentals	200.00
5. 6 h for backhoe and truck	600.00
6. 6 h labour	120.00
7. Sump with lid	200.00
 Total incl. gst	 2110.50





AGENDA ITEM

PROJECT: Taimi Hall Grant Request		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: Grant Funding for Community Halls, Associations & Non-profit Groups		
STRATEGIC PLAN THEME: 3. Community Well Being	PRIORITY AREA:	STRATEGIES: 3.1.2
ATTACHMENT(S): 1. Quotes for Demolition (3 pages)		
RECOMMENDATION: Administration is seeking direction from Council regarding this request.		

BACKGROUND:

Taimi Community Hall is applying to Council for \$21,500 grant to cover the cost of the demolition of Taimi Hall and reclamation of the leased land site from Mr. James Marland where the Hall is located.

The Hall building is/was owned by the Taimi Community Hall Association and has been vacant for 7 years. It has been determined that the Hall building is structurally unsafe. An adjacent land parcel is owned by the Taimi Community Hall Association.

The Taimi Community Hall Association is in the process of (or believes it has completed) dissolving and has no money available to pay for the demolition.

In review of County Policies, specific to Community Halls and Associations, the Taimi Hall Grant request does not fall under the Policy for Grant Funding to Community Halls, Associations & Non-profit Groups which specifies that:

3. *Funding under this policy will be used for capital projects as defined within this Policy. Requests for program funding should be made to the respective recreation board.*

4. *For the purposes of this Policy, a project shall be deemed to be a capital project if it is a:*
 - a. *structural upgrade or expansion of the hall building;*
 - b. *major equipment essential to the operation of the hall (e.g. stoves, coolers, furnace) where the cost of the equipment exceeds \$2000 and has a life expectancy of more than 5 years; or,*
 - c. *major equipment or improvements that enhance the level of service available through the hall (e.g. playground equipment, sidewalks, parking lot paving, etc.) where the cost of the project exceeds \$2,000.00.*

No other policy has been identified to assist the Administration in how to proceed with this request.

Administration is seeking direction from Council regarding this request.

If Council approves funding the demolition of the Hall building, costs are outside of the 2016 approved budget. An approved allocation from contingencies would be needed.

Shane Muyres Trucking

908750 Alberta Ltd.

Box 2254

Rocky Mtn. House, AB

T4T 1B7

Phone: 403-845-2070 Cell: 403-844-1467 Fax: 403-845-3062

Feb 8, 2016

Tiami Community / Clearwater County

ATTENTION: Jim Marland

Cell: 403-844-4090

Email: jim@deepreflections.ca

Quote to remove Tiami hall Est 3600 sq. feet, to land disposal and reclaim existing ground to original grass land.

Mobilize JD270 Excavator	4 hrs. @ \$216.00 =	\$ 864.00
JD 270 Excavator w Thumb	15 hrs. @ \$146.00 =	\$2190.00
Truck and end dumps	54 hrs. @ \$127.00 =	\$6858.00
Est 20 loads @ 5 tonne	100 tonne @ \$65.00 =	\$6500.00
Est 2 loads (footing)	2 loads @ \$75.00 =	\$ 150.00

Mobilize JD 650 dozer	4 hrs. @ \$185.00 =	\$ 740.00
JD 650 Dozer	3 hrs. @ \$113.00 =	\$ 339.00
Mobilize Case 140 w/ cultitiller	2 hrs.@ \$115.00 =	\$ 230.00
Subsoil from Kwantes	40yds @ \$ 17.00 =	\$ 680.00
Topsoil (Tested) from Kwantes	60 yds. @ \$35.00 =	\$2100.00
Seed (1 Acre)	\$100.00 =	\$ 100.00
Labour	15 hrs. @ \$55.00 =	\$ 825.00

If customer should go with having the footings buried on site the cost would be down 4 hours with endump, \$150 for disposal with a total reduction of \$658.00.

Hall removal will come to \$ 16562.00
Reclamation \$ 5014.00

All prices are based on 100% axle weights, dust control and grader maintenance if required will be supplied by customer.

Thank You
Shane Muyres



Pidherney's
DRIVEN TO EXCEL FROM START TO FINISH

QUOTATION

DATE: February 5th, 2016 CLIENT: Clearwater County

ATTENTION: Jim Marland LOCATION: Taimi Hall Hwy 12

PROJECT: Demolish and Haul Taimi Hall to Rocky Mountain Regional Waste Authority

DETAILS:

PRICING:

Provide grader to blade snow from parking area to allow trucks to come in and turn around.	
Supply and Deliver PC290 Excavator to location to demolish, load and haul debris to Landfill, place backfill and topsoils and track pack excavation once backfilled. Includes Mobilization/Demobilization and permits as required	
Dig up and haul away septic system to Landfill Dig up and haul away cement building foundation **Pidherney's will wave dumping fees for cement if sucessful bidder (\$2475.00)	
Provide and deliver 400 yards of backfill material Provide and deliver 200 yards of topsoil material	
Subtotal:	\$19,500.00

ADDITIONAL:

NOTES:

****Pidherney's** assumes no responsibility for hazardous wastes associated with this demolition.
****For more information regarding tipping fees, please contact Rocky Mountain Regional Waste Authority at (403)845-4121 - Curran L. Chronik, Authority Manager** ****Pidherney's** estimates Tipping fees to be around \$8000.00 at Rocky Mountain Regional Waste Authority.

****Client** is responsible for removal of appliances containing freon or equivalent prior to demolition. ****Client** is responsible for tipping fees at Rocky Mountain Regional Waste Authority.
****Client** is responsible for disconnection of all utilities prior to demolition date. ****Client** to determine if septic system and cement foundation are to be buried on site.

*Quotation Valid for 30 days
 *GST additional to quotation

For further information, please contact:
Jamie Adair 403-846-8480



AGENDA ITEM

PROJECT: Clearwater Regional Tourism		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Local Economy	STRATEGIES: 1.3.4 & 1.3.6
ATTACHMENT(S): 1. Summary of Input from the Tourism Business Forum 2. Update from the Regional Tourism Group, Feb 29, 2016 3. Travel Alberta – Partnerships and Packages Information Session		
RECOMMENDATION: Council Receives Item as Information		

BACKGROUND:

County staff hosted a Tourism Business Forum on January 28, 2016. The purpose of the forum was help Tourism Business Operators network across the County, share information about current Regional Activities being undertaken by the Municipalities and the Chambers, and to seek input as to the barriers and opportunities for tourism.

Over 80 registered and attended the Tourism Business Forum, with over 60 businesses represented.

Feedback was excellent with a desire by most participants for similar events to be held throughout the year. Feedback from the survey is on the attachment.

A major topic was crown land leases and crown land development. There were many different ideas about what is possible, so the Regional Tourism Group (consisting of administration staff for the 3 municipalities and representatives from the 3 Chambers of Commerce) invited and met with representatives from Alberta Culture and Tourism and from Alberta Environment and Parks. The results of that meeting are in the Update from the Regional Tourism Group, Feb 29, 2016.

Also, in response to input at the Tourism Business Forum, the Regional Tourism Group invited Travel Alberta to do a presentation on tourism partnerships and making tourism packages on March 7, 2016.

Chamber of Commerce

*Serving Clearwater County &
Town of Rocky Mountain House*

TOURISM BUSINESS FORUM
JANUARY 28, 2016 – PINE HILLS GOLF CLUB

CHALLENGES AND OBSTACLES TO PROMOTING TOURISM

- Public transportation lacking - no bus service from Red Deer to our area
- Require more safety measures along hiway 11 west – more of a government presence in regards to sustainable resources, fish and wildlife, safety officers – too many govt. cutbacks
- High speed internet lacking – cell service sporadic – raises concerns about safety issues and emergencies that arise in West Country
- Google not bringing up Clearwater County – better internet presence for area on line
- No bus tour service from central point to attractions throughout the county
- Crown land issues – current regulations – fact or fiction
 - Government public lands – departments difficult to deal with
 - Tenure on David Thompson corridor – need more than 25 years
 - Costly for private operators
 - Change process to help promote/sustain tourism – all levels of government
 - How invested is government in tourism
- Improvement of West Country management
 - Water management
 - Wildlife management plan
- Understanding first nations protocols
- AB gov't infringing on first nations lands
- Lack of a vision – what do we want to be?
 - What made this area what it is today
 - David Thompson & Charlotte Small– very historical figures – bring history to light
 - More understanding of our area focusing on diversity as an overall theme
- Tourists heading to back country vs staying in Rocky Mountain House
- Commitment from provincial government to provide funding - **possible advocacy work**
- Signage – visitor centre not visible from hi-way
- Hiway signage a monopoly
- Local in town campground not user friendly (centennial campground- across from Lochearn/Pioneer school)
- Main street – can anything be done to put pressure on owners and hold them accountable
 - Possibility of rent incentive program
 - Entrepreneurs need to put time and money into enterprises that people want to visit
 - Rents on main street could be reduced – work with owners
- Visitor guide – reconsider publication date of guide. RV shows begin in Jan, Feb, and March. Guides needed to promote area
- Customer service programs for community – we want people to come back
- More businesses to promote each other – business buy in to vision important

Box 1374, 5406–48th Street (Highway 11) Rocky Mountain House, AB T4T 1B1

Telephone (403) 845-5450 Fax (403) 845-7764

Website: rmhcofc@rockychamber.org – Email: rmhcofc@rockychamber.org

Chamber of Commerce

*Serving Clearwater County &
Town of Rocky Mountain House*

- No public washrooms available (main street)
- Businesses need to honor publicized hours
- Trail systems need to be developed, mapped and published
 - Funding to develop system
 - Funding to develop mapping of all of area
- O'Chiese first nation
 - Opportunity for first nations to improve themselves through tourism collaboration
 - Fast technology can be a challenge
 - Tourism is being talked about but not fully defined
-

Other comments

- Compliments to Town of Rocky Mountain House on success of "Marketplace on Main"

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Town of Rocky Mountain House*

TOURISM BUSINESS FORUM
JANUARY 28, 2016 – PINE HILLS GOLF CLUB

OPPORTUNITIES

- Packages/partnerships with each other
 - Brochures
 - Events
 - Overnight stay and play
- Tours
 - Guided quad tours
 - Guided river tours
 - Fishing trips
 - Eco tourism tour
 - Cemetery tours
 - Trail rides and cowboy history tours
 - Hiking tours - guided
- Food tourism
 - Food trucks
 - Garden tours
- Agricultural tourism
 - Farms tours – bison, yak, elk farms
 - Lily farm
 - U pick farms
- Opportunity to attract a new camping tourist by offering facilities in campgrounds that have kitchen/bbq facilities and kitchen equipment available for use
- Aboriginal cultural events
 - Aboriginal evenings – understanding our history and culture
- Value added programs for tourists – possibility thru visitor centres
 - Yoga
 - How to cook 'smores'
- Pow wows – open to the public
- Ziplining
- Ski hill
- Opportunity for partnerships with Canada; 150th birthday celebrations
- Connecting tourism operators to possible investors
 - Local as well as provincial, national, international
 - AB community co-operators association – investing in community with co-ops and credit unions
- Trail systems used to maximum benefits

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Town of Rocky Mountain House*

TOURISM BUSINESS FORUM
JANUARY 28, 2016 – PINE HILLS GOLF CLUB

ANALYSIS OF EVALUATION FORM

- Average response of value of session was 7 out of 10
- The “afternoon open discussion session” was most popular
- Majority of attendees would be interested in future workshops
Workshop topics: (listed in order of popularity)
 1. Collaborating with business to build itineraries and packages
 2. Long term vision/strategy/branding
 3. Focused communication, one central place for information
 4. Networking workshops for more time with each other & keep group engaged
 5. How to pull people from other areas to ours
 6. Marketing our community
 7. Grants that could be available
- Majority of people wanted to have the forum held regularly with the following topics
 - Share events, update group with past year information/networking
 - Introduce new operators/business connections reinforced
 - Promotional aspects – use existing services and give feedback on them
 - Themed packages, what are we missing?
 - Identifying targets/needs and places to promote
 - Government programs
 - Advocacy topics
 - History of trails
 - Aboriginal history
 - Organizing and distributing tourism events and operator information
 - Developing more co-operation between operators
 - Changes made as a result of the forum
 - Vision, engagement at government levels to make this corridor more attractive
 - Guide development – trails, river, quads
 - One body to get information out, backed by all key sponsors present at forum
 - Visitor opportunities
 -
- 24 attendees interested in participating in Regional Tourism Group

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Telephone (403) 845-5450 Fax (403) 845-7764

Website: rmhcofc@rockychamber.org – Email: rmhcofc@rockychamber.org

TRAVEL ALBERTA LEARNING SESSION

BUILDING PACKAGES AND PARTNERSHIPS FOR BUSINESS

- *Learn to identify how and when partnering with other tourism industry operators will help you achieve marketing objectives*
- *Learn how to build more effective packages yourself or with other tourism partners*
- *Learn about partnership funding through the Travel Alberta Cooperative Funding Program.*

MARCH 07, 2016

1:00 PM – 4:00 PM

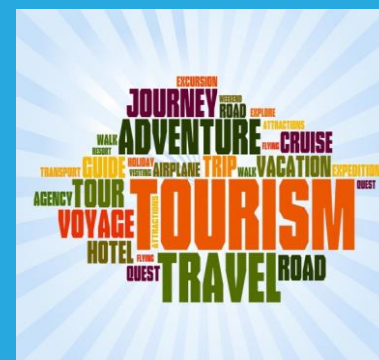
ROCKY COMMUNITY LEARNING
COUNCIL BUILDING

4934-50 STREET

Please email or call to reserve your spot!

HOSTED BY

CLEARWATER COUNTY
ROCKY MOUNTAIN HOUSE CHAMBER OF
COMMERCE
TOWN OF ROCKY MOUNTAIN HOUSE
VILLAGE OF CAROLINE
NORDEGG CHAMBER OF COMMERCE
CAROLINE CHAMBER OF COMMERCE



Additional Session Topic

-Learn how to connect with travellers in the new digital landscape through the upcoming newly enhanced Alberta Tourism Information Services known as ATIS 2.0.

ROCKY MOUNTAIN
HOUSE & DISTRICT
CHAMBER OF
COMMERCE

403-845-5450

vic@rockychamber.org

admin@rockychamber.org

UPDATE FROM REGIONAL TOURISM WORKING GROUP
FEB. 29, 2016

ACTIONS FROM THE TOURISM BUSINESS FORUM

- **ACTION:** Contact distribution list was sent to the attendees of the Tourism business forum.
- **ACTION:** An information document was drafted outlining the information gleaned from the Tourism Business Forum and circulated to the group.
ACTION: Regional working group met with Alberta Culture and Tourism as well as AB Environment and Parks. The information was invaluable in separating fact from fiction. We learned that current leases are for 20 years, and that land development is possible, but in addition to a well-developed business plan, development of provincially owned land has to meet many different regulations which can be daunting. Alberta Culture & Tourism can help in this process once a business plan has been thoroughly developed.
- Below are 3 contacts to help with the process of beginning a tourism business as well as help with the process of building a business on leased/Crown land. They will identify the steps for business and be sure that all the regulations and steps are addressed.

KRISTEN HOUSE Kristen.House@gov.ab.ca
Senior Policy Analyst
Tourism Policy and Strategy Unit
AB Culture and Tourism

Cody Verbeek cody.verbeek@gov.ab.ca
Tourism and Business Development Officer
Business development and Investment Attraction Unit
AB Culture and Tourism

Don Livingston Don.Livingston@gov.ab.ca
Approvals Manager
Regional Approvals
AB Environment and Parks

- **ACTION:** TRAVEL ALBERTA LEARNING SESSION. MARCH 7. Information attached.

NEXT STEPS

- Meeting with Travel Alberta to identify the steps and resources needed to begin the process of creating a vision/strategy/brand as well a communication strategy for operators that can meet the needs of our tourism industry.
- Continue updates of the regional Working Groups Process.



AGENDA ITEM

PROJECT: Canadian Parks and Wilderness Society Delegation		
PRESENTATION DATE: March 08, 2016		
DEPARTMENT: Ag. Services and Landcare	WRITTEN BY: Matt Martinson	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our growth	PRIORITY AREA: Natural environment	STRATEGIES: 1.4 Value and protect the natural environment for future generations
ATTACHMENT(S):		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

The Canadian Parks and Wilderness Society (CPAWS) will be providing Council with information regarding its activities.

The presentation will focus specifically on

- Introducing CPAWS Northern Alberta
- Discussing the Conservation Blueprint for Northern Alberta document and the need for protected areas.
- Protection of the Bighorn Back Country and headwaters areas.

The *Conservation Blueprint* and Headwaters: Protected Areas and Clearwater County

Presentation to Council

Alison Ronson

Executive Director, CPAWS Northern Alberta

March 8, 2016



Overview

- Introduction to CPAWS Northern Alberta
- *Conservation Blueprint of Northern Alberta* and Need for Protected Areas
- The Bighorn backcountry and headwaters protection

CPAWS

- A nation-wide non-profit conservation organization
- The only charity in Canada focused solely on protecting *public* lands and waters
- 90% of land is publicly owned in Canada (41% by the federal government, 48% by provinces)
- 60% of land in Alberta is provincially owned



Protect Alberta's Headwaters

Ensure clean, secure drinking water for Northern Alberta

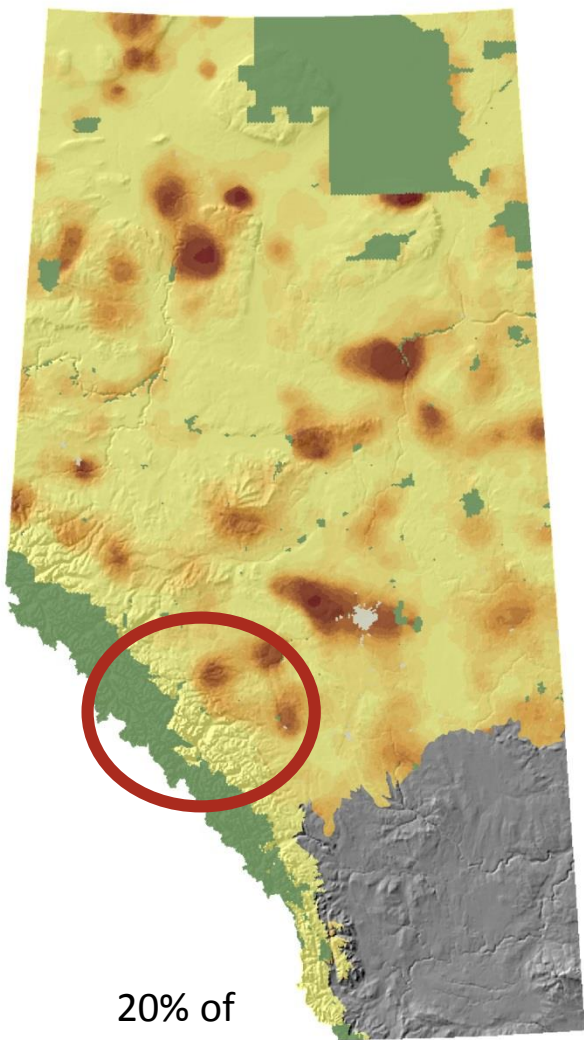
Protected Areas

- Only solution to long-term protection of endangered species
- At current level of protection in Alberta, we will lose 50% of our species
- Science shows we need *at least* 50% conservation of landscapes – protection on 50%, conservation on the rest!
- Protect against climate change, provide ecosystem services
- But where are priority areas for conservation in Alberta?

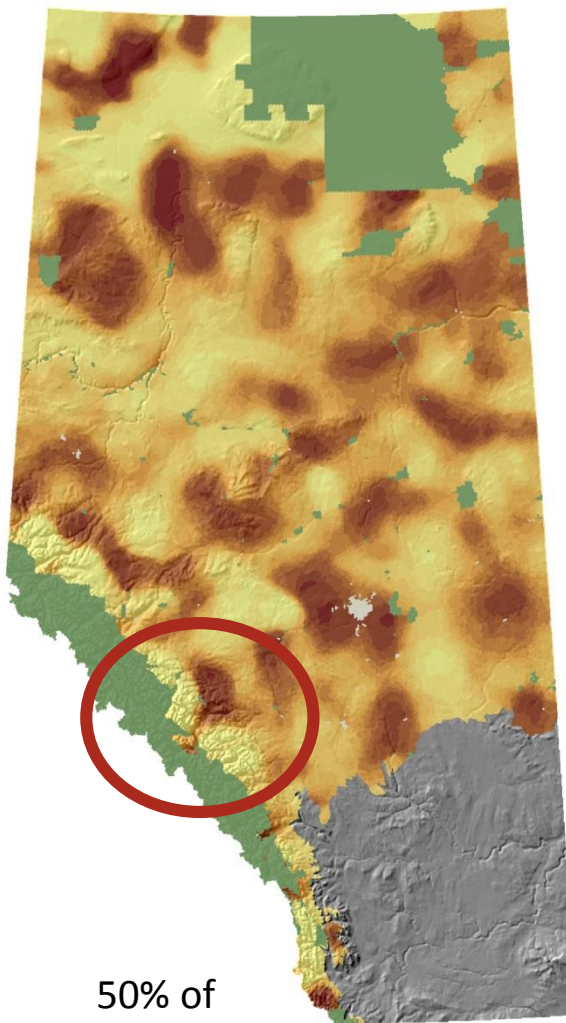
- **What:** a mapping analysis with 300 “conservation values” to illustrate areas of high conservation value
- **Result:** Scientifically sound illustration of priority areas for protection and conservation in Alberta
- **Why Care?** Shows that headwaters regions of Alberta are critical!
- The region’s drinking water comes from the **Bighorn Backcountry**, the source of 90% of the water in the North Saskatchewan River watershed

Conservation Blueprint of Northern Alberta: Prioritizing areas for protected areas planning

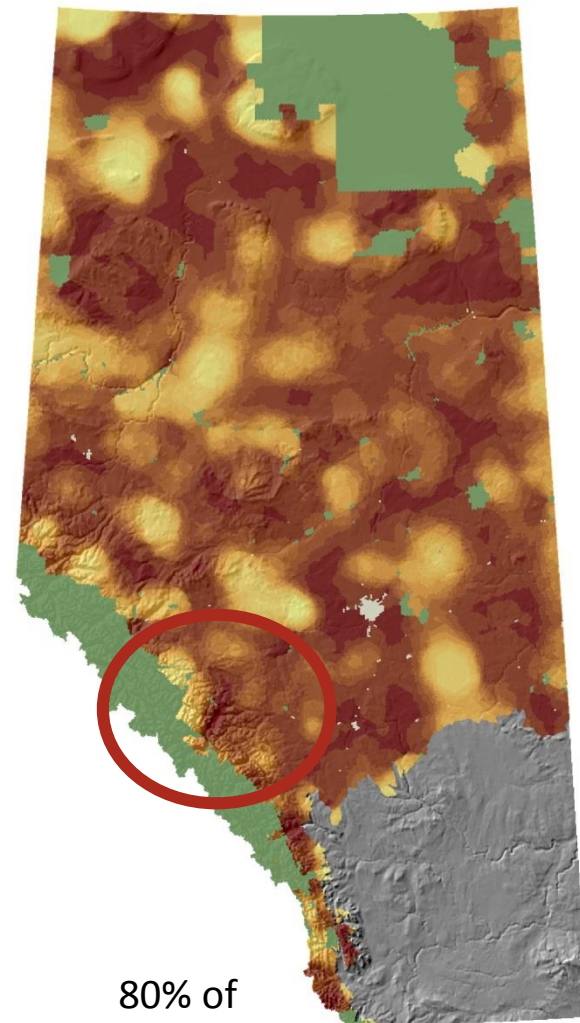




20% of conservation features protected



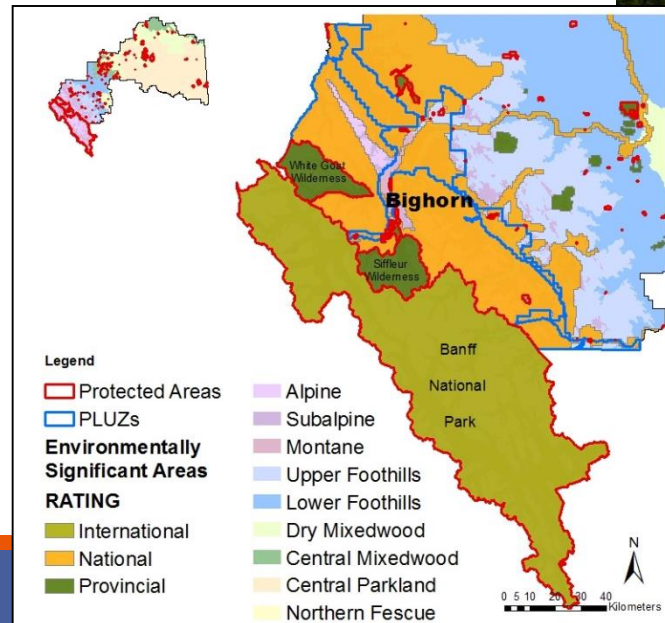
50% of conservation features protected



80% of conservation features protected

The Bighorn Backcountry

- Designated as Public Land Use Zones
- Alberta's **last** intact forest and the source of drinking water for every community in the North Saskatchewan Region
- Provides habitat for Grizzly Bear, Mountain Goats, Bighorn Sheep and Peregrine Falcons, and for endangered Lake Sturgeon and Whitebark Pine
- Great recreational opportunities



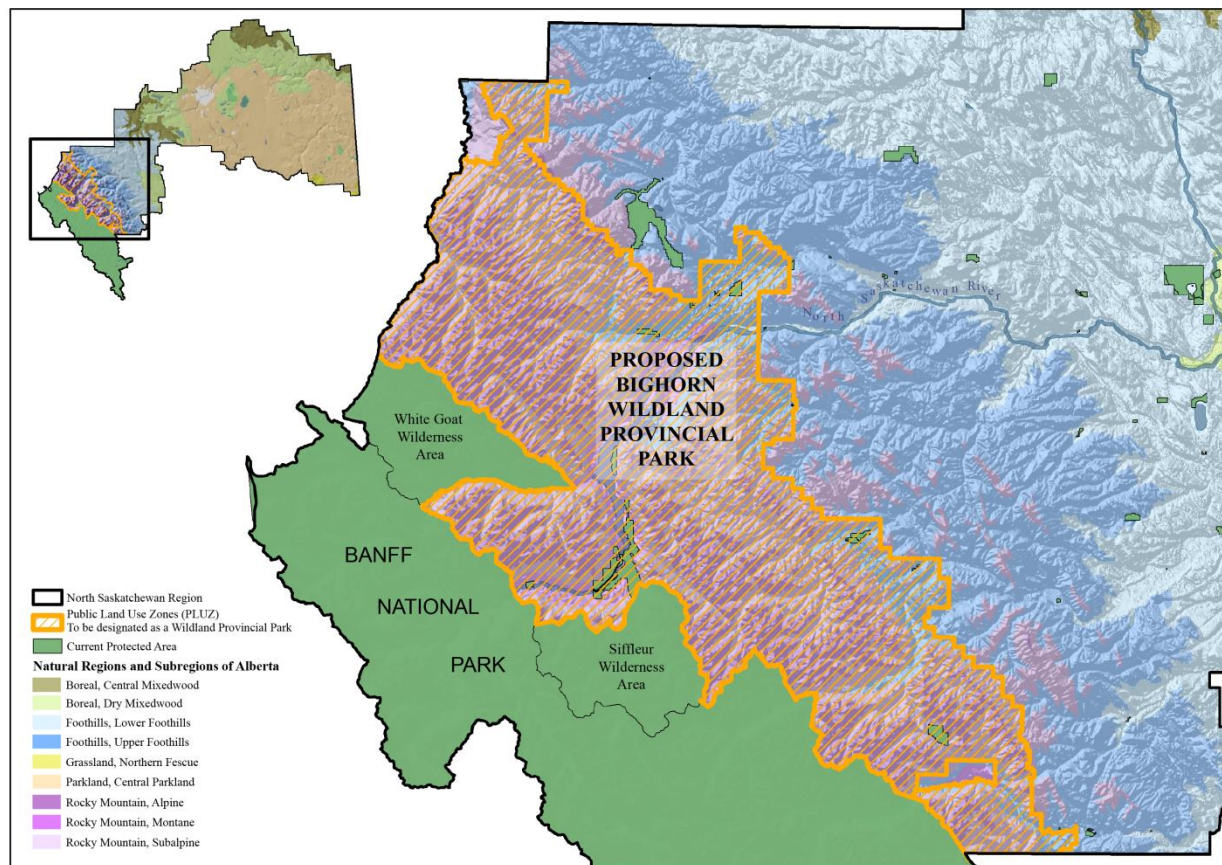
Land Use Planning in Alberta

- 7 planning regions in Alberta
- Lower Athabasca and South Saskatchewan regional plans already completed
- North Saskatchewan regional plan underway



An Important Opportunity for Headwaters Protection and Public Engagement on Conservation Issues

The Bighorn Wildland Provincial Park



The Bighorn Wildland Provincial Park

- Members of CPAWS Northern Alberta and the Yellowstone to Yukon Initiative (Y2Y) would like to see the Bighorn as a Wildland Provincial Park
- Locals want to see the Bighorn as a Wildland Provincial Park

WHY? It's a WIN-WIN-WIN situation

Wildland Provincial Parks:

- Allow recreational use such as camping, hiking, hunting
- Provide many opportunities for eco-tourism and business opportunities for gateway communities
- Are managed for protection of the ecological integrity of the region

Fears about Protected Areas

Fear: They force people off the land

Fear: They cannot be properly managed by Alberta Parks

Fear: They “sterilize” the land from future business opportunities

Fear: We don't need parks

How can we work together?

- What are your fears? Let's start talking
- Engage CPAWS with current PLUZ management initiatives to open a dialogue about protected areas
- Submit a joint letter with CPAWS asking for the government of Alberta to engage local individuals and groups in drafting management plans for any protected areas
- Have CPAWS deliver a workshop to residents and groups to dispel myths about protected areas and to educate about the importance of headwaters protection



Protect Alberta's Headwaters

Ensure clean, secure drinking water for Northern Alberta



Thank You
Alison Ronson
aronson@cpaws.org





AGENDA ITEM

PROJECT: Strategic Transportation Infrastructure Program (STIP) Consultation Session		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Municipal	WRITTEN BY: Tracy Haight	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: 2.5 Advocate in the interests of our community and region.	STRATEGIES: 2.5.8 Actively pursue opportunities to discuss issues concerning provincial legislation, programs, or initiatives.
ATTACHMENT(S): N/A		
RECOMMENDATION: That Council nominates two convention delegates to attend the STIP workshop.		

BACKGROUND:

The Alberta Association of Municipal Districts and Counties (AAMDC) and Alberta Transportation will hold a consultation session during the AAMDC Convention on March 15. The session will provide attendees with an opportunity to provide feedback on how they would like the STIP to be structured when it returns in the 2017-18 budget year.

Attendance is limited to two AAMDC Convention delegates from each municipality and pre-registration is required. Staff requests direction on councillor(s) and/or administration attendance so that registrations can be completed by the March 8 deadline.



AGENDA ITEM

PROJECT: Rural Physician Action Plan (RPAP) – Letter of Support Request		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Communications	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Community Well Being	PRIORITY AREA: Objective 3.4 Advocate for a dependable, modern and accessible health services.	STRATEGIES: 3.4.1 Support and lobby for the future healthcare needs of community and aging population.
ATTACHMENT(S): RPAP Initiatives		
RECOMMENDATION: That Council endorses a letter of support for Rural Physician Action Plan (RPAP).		

BACKGROUND:

Council received a letter from David Kay, Executive Director of RPAP Health Workforce for Alberta, requesting a letter of support for the group's contribution to the community. He noted that Alberta Health is currently conducting a review of RPAP and there is a possibility of RPAP's funding being reduced, or of RPAP's closure all together.

As Council is aware through its participation on the Rocky – Caroline – Clearwater Physician Recruitment and Retention Society, RPAP supports Alberta's rural practitioners, their families and communities in improving the quality of rural health care by offering comprehensive, integrated initiatives to enhance rural medical services, education, attraction, recruitment, and retention.

The Physician Recruitment and Retention Society utilized RPAP's resources in its inception, and with the ongoing management of the society. RPAP's community resource offerings include: toolkits to start and maintain a committee and how to run a 'site visit' for prospective doctor; education sessions; community awards recognizing a rural Alberta community that has best developed innovative and collaborative approaches to rural physician attraction and retention; and, community grants application support.

RPAP Initiatives

Source: RPAP website <http://www.rpap.ab.ca/> as of January 2016

Support for Practising Physicians

Physician Skills Enrichment Programs	
Peter K. Lindsay Enrichment Training Program	Program assists physicians in rural or regional communities to upgrade existing skills or gain new skills in order to meet the medical needs of the community or surrounding areas.
General Emergency Medicine Skills Program (GEMS)	<p>GEMS is an online, multimedia emergency-skills training experience with a hands-on simulation component via a STARS Human Patient Simulation session that enables rural physicians to upgrade emergency medical skills at work or at home.</p> <ul style="list-style-type: none"> • Meets accreditation criteria of the College of Family Physicians of Canada • Learning modules include: <ul style="list-style-type: none"> o Preparation for transport o C-spine X-ray and ST head o Central venous access and intraosseous infusion o Advanced airway management and rapid sequence intubation o Emergency thoracostomy o Injured child o Shock
Rural Medical Staff Professional Development (RMSPD)	<p>RMSPD provides up to two weeks of financial support for practising rural Alberta physicians acquiring skills important to their community.</p> <p>Rural medical staff may qualify for up to \$3500 from RPAP to provide honoraria for local physicians seeking training, honoraria for preceptors or presenters, and for appropriate travel expenses.</p>
Emergency Medicine Enrichment (EME)	<p>EME provides:</p> <ul style="list-style-type: none"> • formal emergency medicine training to rural physicians, enabling them to competently and confidently deal with rural emergency patients, from assessment and management through to appropriate referral and transport. • rural physicians with the opportunity to acquire between 1 - 6 months of emergency medicine training in Edmonton area hospitals. One-month traineeships will occur in either the Royal Alexandra Hospital or the University of Alberta Hospital. Longer traineeships will also include one-month experiences in the other emergency departments within the Edmonton area. • In addition to the 14-16 shifts per month in an emergency department, the trainee will have the opportunity to participate in STARS ride-a-longs and to follow the Trauma Team Leader at

	<p>the Royal Alexandria Hospital or the University of Alberta Hospital. Furthermore, the trainee is to attend weekly emergency academic rounds, monthly trauma rounds, journal club and will have training/evaluation opportunities with the human patient simulator.</p>
<p>Continuing Medical Education Aided by RPAP funding, the Continuing Medical Education (CME)/Continuous Professional Learning (CPL) office at the University of Calgary works with rural physicians to provide high quality CME/CPL to meet the needs of rural Alberta.</p>	<p>Providing Alberta’s rural physicians with access to CME can be a challenge. The decision to attend a CME activity can have an impact on a smaller rural practice, placing strain on the physician’s remaining colleagues, and imposing significant financial costs on the physician attending. To help offset or negate these burdens, RPAP provides the province’s rural physicians with access to CME initiatives:</p> <ul style="list-style-type: none"> • MDcme.ca - RPAP partnered with Memorial University, University of Calgary, University of Alberta and others to offer a national web portal, MDcme.ca, formerly RuralMDcme.ca. The aim of MDcme.ca is to provide greater access to distributed programming for the professional development needs of Canada's physicians. • CME & Professional Development - Details on the University of Calgary rural CME/CPL programming is available from the U of C CME office. • Video - Teleconferencing Program - is offered to physicians and other health-care professionals through the University of Calgary.
<p>Physician Locum Programs</p> <ul style="list-style-type: none"> • Weekend Locum Program • Senior’s Weekend Locum Program • Both programs receive funding from RPAP and administered by the Alberta Medical Association on behalf of the funder. 	<p><u>Weekend Locum Program</u> Weekend relief for so rural physicians to work emergency department shifts of a frequency no greater than one-in-four weekends.</p> <p><u>Seniors' Weekend Locum Program</u> Gives senior rural physicians the option to decrease or eliminate weekend hospital call. Local physicians have the first option to pick up the extra call or the Weekend Rural Locum Program provides weekend coverage. This option is available for physicians who:</p> <ul style="list-style-type: none"> • Are older than 54 years of age; • Have practiced in rural Alberta more than nine years • Practice in communities with fewer than 16 physicians
<p>Preceptors Support</p>	
<p>Rural Rotation Payments and Support</p>	<p>RPAP provides payments to preceptors who undertake Rural Rotations with Medical Learners (Medical Student, PGY1 or PGY2 Family Medicine Resident). The preceptors in each of the training sites have a direct link to their affiliated academic department and support by the respective faculty of medicine through periodic on-site visits by faculty and preceptor development initiatives.</p>
<p>Preceptor Development</p>	<p>Through RPAP funding and support, preceptor development courses are offered each year the University of Calgary (UofC) and the University of Alberta (UofA). These include Cabin Fever; led by the UofC distributed learning and rural initiatives office, and Fall Harvest led by the UofA office of rural and regional health. Both events provide an opportunity to increase the preceptor’s skill set and network with other rural and regional preceptors and their families.</p>

<p>Concise Online Teaching Tools</p>	<p>Preceptors love to teach, but most are expert clinicians, not educators. PracticalDoc.ca provides practicing rural physicians with a place where they can access online skills, resources, and support. More than a clearinghouse for content, Practical Doc merges the needs of a physician who may be looking for information with the support that can be sometimes hard to find when working in a rural community</p>
<p>PracticalDoc.ca Teaching support section, Practical Prof, provides a handy guide to clinical teaching, together with extra educational tools, resources and downloads to help rural physicians train the next generation of practical docs.</p>	<p>Practical Doc’s Virtual Library provides rapid access to key online Clinical Resources.</p> <ul style="list-style-type: none"> • Virtual Library: Read up on clinical skills or bookmark a procedural video. • Teaching tools to help rural preceptors develop the next generation of rural doctors. • The PDQ Blog and CURIOS (Curated Ubiquitous Rural Informed Online Services - funded by RPAP and offered in collaboration with the UofC CME/CPD office) offer filtered feeds, rural webinars, and PocketSnips.
<p>Recruitment Support Program - Clinical Privileges</p>	<p>The Program provides an honorarium to candidates undergoing an assessment for additional skills, such as C-Sections and FP-Anaesthesia, necessary to determine a grant of clinical privileges, and to their preceptor. (\$500.00/week to a maximum of \$6,000.00 for the candidate; up to \$5,000.00/month for the preceptor).</p>
<p>Resident/Medical Student Support</p>	
<p>Pipeline to Practise Comprehensive series of initiatives implemented using an “education pipeline” strategy:</p> <ul style="list-style-type: none"> • Starting in high school, and continuing on to undergraduate studies, RPAP provides educational resources and school outreach programming to encourage students from rural Alberta to consider a career in rural medicine. • Medical students considering rural practice as a Family Physician or other general specialist can access a variety of RPAP initiatives, including funding and support to raise their awareness and to increase their exposure to rural medicine. To encourage medical students and residents to consider rural practice, RPAP also provides a variety of initiatives, funding and support for resident physicians; raising awareness and increasing exposure to rural medicine; as well improving their preparedness as they move into careers as practising rural physicians. 	
<p>Rural Rotations – Medical Students and Resident Physicians</p> <p>In order to encourage rural practice and to provide a positive experience in rural Alberta, RPAP supports medical students and resident physician training in a rural Alberta community. RPAP provides preceptor payments, and accommodation and travel funding for medical students and residents (Family Medicine and Royal College) who take party in mandatory and elective rotations with rural and regional preceptors, facilitated by either the University of Calgary or Alberta.</p> <p>With RPAP funding and support both the University of Calgary and the University of Alberta facilitate and organize medical students and residents (Family Medicine and Royal College) to do mandatory and elective rotations with rural and regional preceptors.</p> <p>By participating in a rural or regional rotation, Alberta medical students and residents enjoy a great learning opportunity with lots of opportunities to improve on practical and procedural skills, and they get to experience the rural or regional lifestyle, local culture, and outdoor activities. As importantly, they experience the diverse roles enjoyed by rural and regional physicians in their community and health care facilities as part of the local health care team.</p>	

<p>RPAP Rural Rotations program does NOT cover rural rotations in Edmonton, St. Albert, Sherwood Park, Fort Saskatchewan, Spruce Grove, Stony Plain, Devon, Leduc, Calgary, Cochrane, and Airdrie.</p>	
<p>Medical students Medical students can access a variety of RPAP initiatives, including funding and support to raise their awareness and to increase their exposure to rural medicine. Through the Medical Students' Initiative Coordinator, RPAP offers the following initiatives for rural medical students:</p>	
<p>Rural Medical Interest Groups (RMIGS)</p>	<p>RPAP supports RMIGs at the universities of Calgary and Alberta, which help to facilitate rural outings for medical students who are interested in exploring rural medicine upon graduation. For most medical students, exposure is only to those fields that exist in urban hospitals. Through Rural Medical Interest Groups, take part in RPAP-sponsored activities to learn what rural medicine has to offer.</p>
<p>Medical Skills Weekend</p>	<p>RPAP Medical Skills Weekend events provide first and second-year medical students, and students from other disciplines (nursing, physiotherapy, respiratory therapy, etc.), with the opportunity to visit rural Alberta communities and experience what rural medicine is all about. Participants learn basic medical skills taught by rural physicians and other health care professionals; and discover practice sites in rural Alberta that they may wish to consider in the future.</p>
<p>RPAP Weekend Shadowing</p>	<p>This one-on-one learning experience connects 1st and 2nd year medical students with Alberta rural physicians. Follow a rural physician for all or part of a weekend on call to see the diverse and unique range of skills involved.</p>
<p>Rural Rotations (see above Rural Rotations – Medical Students and Resident Physicians)</p>	<p>In order to encourage rural practice and to provide a positive experience in rural Alberta, the RPAP promotes and supports the concept of Alberta medical students taking part of their training in a rural or regional community.</p>
<p>Awards And Bursaries</p>	<p><u>Rural Medical School Award</u> \$5,000 for each year of medical studies to assist with the student's tuition, accommodation, living, and/or travel expenses.</p> <p><u>John N. Hnatuik Rural Medical Student Bursary</u> Full tuition including differential fees for each year of medical studies to reduce the financial burden faced by rural medical students and their families.</p>
<p>Additional Skills Training</p>	<p>Eighteen <i>Additional Skills Training</i> PGY3 positions are available through RPAP between both universities in areas such as anaesthesia, surgery, obstetrics, GI Medicine, and palliative care. The type of training depends on the resident's interests and the needs of the rural community where he/she will be practicing.</p>
<p>Alberta High School Outreach</p>	
<p>RPAP supports Alberta high school students, counsellors, and educators who are interested in learning about careers in medicine. High school students</p>	

thinking about options for university and beyond, or university students considering medical school, are directed to visit RPAP's BeADoctor.ca.

Supporting Rural Alberta –Community Support

Attract

RPAP directly supports the attraction of physicians to rural Alberta communities. The RPAP's Community Physician Recruitment Consultants work in tandem with provincial physician recruiters to act as case managers for practice-eligible candidates; while offering continued support to rural communities to assist their efforts to attract and retain rural physicians.

Other attraction and recruitment supports include:

- Sponsoring and attending resident recruitment events and transition to practice support
- Managing cases of practice eligible candidates with AHS/Covenant Health physician recruiters through the community physician recruitment consultants
- Attendance at several major recruitment events, both in Canada and abroad
- Advertising campaigns in key strategic markets including Canada, the United Kingdom, Ireland, and the United States
- Tracking and following up on inquiries to the physician recruitment website, Alberta Physician Link, from J-1 visa returnees and Alberta trainees.

Retain

RPAP offers a variety of resources to help people start and manage rural community physician attraction and retention committees. The following resources are available to rural community physician attraction and retention committees:

Toolkits

Several toolkits are available through RPAP's Community Physician Attraction and Retention website.

Toolkits cover a variety of topics; how to start and maintain a committee; how to manage committee meetings; physician appreciation and recognition; and how to run a 'site visit' for prospective physicians.

Workshops

RPAP Community Physician Recruitment Consultants conduct workshops to help community residents understand and gain awareness of challenges for both the new physician and the community.

Topics include starting committees, running committees, and ongoing issues with doctor recruitment.

Community Physician Attraction & Retention Grants

The aim of the grant program is to foster the development of projects at the local community level, in rural communities. The projects facilitate the attraction and recruitment of physicians into the local community or region. Grant funding provides one-time funding for a rural physician attraction and retention project, or seed funding for a long-term project, carried out by an active attraction and retention committee.

RPAP Community Physician Recruitment Consultants can facilitate a committee in the development of an application for the grant.

Examples of potential projects include:

- development of a formal Community Physician Attraction and Recruitment Plan,
- development and production of physician attraction and retention marketing materials,
- administrative supports for an attraction and retention committee, or
- support for an attraction or retention event.

<p>E-newsletter Archives and sign-up</p>	<p>AlbertaRuralHealth.ab.ca offers rural community attraction and retention committees an accessible, online platform to obtain the RPAP resources, network and share best practices. A quarterly eNewsletter, Community Connection, is also available free by subscription.</p>
<p>Rural Alberta Community Physician Attraction and Retention Conference Co-hosted by RPAP and the Northern Alberta Development Council (NADC)</p>	<p>An event where community representatives of attraction and retention committees as well as interested community members from across the province gather to share experiences and learn about new initiatives related to physician attraction, retention, and recruitment.</p>
<p>RPAP Awards Recipients are selected by RPAP</p>	<p><u>The Alberta Rural Physician Award of Distinction</u> The award created in 2002, recognizes the contributions of all rural physicians, especially those ‘unsung heroes’ who provide Alberta rural communities with outstanding medical services and who make huge contributions to medical practice and their communities.</p> <p><u>The Alberta Rural Community Physician Attraction and Retention Award</u> Created in 2007, the Award recognizes a rural Alberta community that has best developed innovative and collaborative approaches and solutions resulting in successful physician attraction and retention in their area.</p>



AGENDA ITEM

PROJECT: Council Internet & Succession Planning Workshop		
PRESENTATION DATE: March 8, 2016		
DEPARTMENT: Governance	WRITTEN BY: Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or policy		
STRATEGIC PLAN THEME: 1: Well Governed and Leading Organization	PRIORITY AREA: 1.2, 1.3	STRATEGIES: 1.2.1, 1.2.2, 1.3.4, 1.3.1,
RECOMMENDATION: That Council: 1. Establishes a workshop date(s) to meet to discuss broadband internet and CAO succession planning.		

BACKGROUND:

I request that Council set a date(s) to meet and discuss broadband internet as well as CAO succession planning.

Given Council's acceptance of the recommendations of the Rural Communications Committee regarding the County taking a lead role in advancing access to rural broadband service, it is my recommendation that Council have an "educational workshop" to discuss the various technologies (e.g. fibre optic, wireless, satellite, etc.) that may facilitate improved broadband service as well as discuss other opportunities and challenges that are occurring within a very dynamic and rapidly developing industry such as "take rates", changes in "triple play service" (internet/VOIP telephone/entertainment), etc.

I have tentatively arranged for Mr. Brian Olafson to meet with Council and share his perspectives and experience with respect to the development and operations of broadband networks as well as highlight some of the technical and operational shifts

affecting Internet Service Providers (ISPs) and internet based services and content (e.g. entertainment packaging, communications, etc.).

Brian is one of the consultants to the Alberta Rural Communications Alliance (ARCA), of which the County is a member, and is assisting ARCA in its lobby of the Provincial Government regarding changes to improve rural community access to the SuperNet. Brian is a former VP with Bell Canada and was directly involved in the construction of Alberta's SuperNet.

I anticipate the broadband session will be approximately 2 – 2 ½ hours in length.

As discussed with Council, while I have no specific date set to retire, I believe it is prudent for Council to begin discussing its views and expectations regarding how it wishes to plan for a new CAO. To this end, I have arranged for James Davies of DCG Consulting to meet with Council to facilitate this conversation. James anticipates that the session will be approximately 4 hours in length.

I am curious if Council wishes to combine the two sessions into one day or whether it wishes to spread the sessions over two days. Both consultants are available March 29 and April 5.

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member**Pat Alexander**.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
01/06/16	Linear Tax Discussion	X					74
01/07/16	Physician Recruitment	X					74
01/12/16	Council				X		74
01/13/16	Meet at O'Chiese	X	X				74
01/18/16	A+P				X		74
01/19/16	Meet with WRSD	X					74
01/21/16	Reg Fire	X	X				74
01/22/16	Tri-council	X					74
01/25/16	IDP	X					74
01/26/16	Council				X		74
01/28/16	Tourism Form	X	X				92
01/29/16	NSWA Conf. Call	X					

{more Space on Back of Page}

Remuneration Calculation

<u>9</u> <u>3</u> <u>3</u>	Meetings @ \$159.00= <u>1431.00</u> Meetings @ \$126.00= <u>378.00</u> Meetings @ \$288.00= <u>864.00</u> Supervision= <u>850.00</u>	<u>832</u> <u>0</u>	Kms @ \$0.54= <u>449.28</u> Lunch @ \$16.00= <u>0</u> Less Christmas Ad - <u>125.85</u>
	TOTAL= <u>3523.00</u>		TOTAL= <u>323.43</u>