

CLEARWATER COUNTY COUNCIL AGENDA
December 13, 2016
9:00 AM
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

9:45 A.M. Delegation: Residents of Cartier Creek Subdivision – Glenn and Joanne Allen

10:00 A.M. Delegation: Weyerhaeuser – Bob Winship, Forest Resources Manager, Pembina Timberlands

10:15 A.M. Delegation: Clearwater Broadband Foundation – Michelle Swanson, Chair

11:45 A.M. Clearwater Regional Fire Rescue Services Response in Clearwater County South

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. November 22, 2016 Regular Meeting Minutes

D. PUBLIC WORKS

1. Administration Building and Operations Facility Close Out Report

E. DELEGATIONS

1. 9:45 A.M. Residents of Cartier Creek Subdivision
2. 10:00 A.M. Weyerhaeuser
3. 10:15 A.M. Clearwater Broadband Foundation

F. AGRICULTURE SERVICES & LANDCARE

1. West Country Management

G. PLANNING

1. Cartier Creek Subdivision

H. MUNICIPAL

1. AAMDC Carbon Levy and Industrial Assessment Survey

I. CORPORATE SERVICES

1. Service Level Feedback Summary Report
2. RMH Curling Rink Expenditure of Funds

J. COMMUNITY & PROTECTIVE SERVICES

1. Update: Condor Community Centre Grant Request
2. Federation of Canadian Municipalities Canada 150 Community Leaders Network
3. ***TABLED ITEM*** Broadband Request for Proposal – Focused Study Area
4. 11:45 A.M. Sundre Fire Services Agreement

K. INFORMATION

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

L. IN CAMERA*

1. Labour

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197(2) and b) the Freedom of Information and Protection of Privacy Act, Section 17(1)

M. ADJOURNMENT

POSTPONED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
--------------------	---------------------------------------

03/08/16	087/16 Condor Community Centre Grant Request
----------	---

STATUS: Pending Information, Community & Protective Services/Public Works

TABLED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
--------------------	---------------------------------------

11/22/16	387/16 Broadband Request for Proposal – Focused Study Area
----------	---

STATUS: Pending December 13 presentation by Clearwater Broadband Foundation



Agenda Item

PROJECT: Administration Building and Operations Facility Close Out Report		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Public Works	WRITTEN BY: Erik Hansen	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 checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Local Economy Objective – 1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training.	STRATEGY: 1.3.5 Monitor current and projected growth of businesses and population, and, to respond to the various trends, impacts and demands affecting land development or the economy within Clearwater County.
ATTACHMENT(S): Close Out Report, Appendix		
RECOMMENDATION: That Council review the information provided and receive as information.		

As per Council's direction, Administration has completed the design and preliminary earth work for the County's new Administration Building and Operations Facility. Since October 2015, Administration and Council has been working with the County's project manager, design consultant, engineers and contractors to bring this project to the end of this milestone. The design includes architectural, mechanical, electrical and civil design drawings for the project as well as bid and contract documents. The preliminary earth work includes rough grading the site, access road construction, salt/ sand storage facility construction, cold storage construction and perimeter fencing.

As a wrap up to this milestone, the County's project manager (Pivotal Projects) has prepared a close out report for Council's consideration. The aim of the report is to

summarize the current status of the project, outline the accomplishments, identify outstanding items and provide a guideline for project re-start.

While Administration understands that Council wishes to conclude the Joint Services Agreement negotiations and IDP amendment process with the Town, the close out report includes a forecasted cost summary and anticipated timelines for construction once Council approves the project moving forward.

D1



CLEARWATER COUNTY
New Administration Building & Operations Facility

DESIGN PHASE CLOSE-OUT REPORT
November 1, 2016





TABLE OF CONTENT

1.0 EXECUTIVE SUMMARY	1
2.0 INTRODUCTION	2
3.0 TEAM INFORMATION	3
3.1 Project Team	3
3.2 Contact Information	4
4.0 BUILDING & FACILITY OVERVIEW	5
4.1 Administrative Building	7
4.2 Service Shop	8
4.3 Heated Storage	8
4.4 Chemical Storage	9
4.5 Gatehouse	10
4.6 Yard	10
4.7 Parking	10
5.0 DESIGN PROCESS	10
5.1 Stakeholder Engagement	10
5.2 Future Growth	11
5.3 Building Construction Type	12
5.4 Site Servicing	13
5.5 Sustainability Consideration	13
5.6 Furniture	14
5.7 Finishes	14
6.0 CONSTRUCTION PROCESS	14
6.1 Current Site Conditions	14
6.2 Contractor Procurement	18
7.0 FINANCIAL	18
7.1 Budget	18
8.0 SCHEDULE	21
9.0 PROJECT RESTART SCHEDULE	21
10.0 OWNER VENDORS	22
APPENDICIES	
A. Concept Plans	
B. Exterior & Interior Renders	
C. Exterior & Interior Finishes	



1. EXECUTIVE SUMMARY

On October 16, 2015 Pivotal Projects was contracted to assist in bringing Clearwater County's vision for an Administration Building and Operations Facility to life by guiding the project from inception to completion.

The aim of this report is to summarize the current status of the project and outline the accomplishments and outstanding items to this date and provide a guideline for project re-start. This report will provide a brief history as well as an overview of progress from October, 2015 to November 1, 2016.

This project involved the design and eventually the construction of a New Administration Building and Operations Facility for Clearwater County. The proposed new complex was designed to accommodate five County Departments and a variety of support facilities. The project was designed as a phased concept for budget management purposes. Phase 1 was conditionally approved in principal with Phase 2 subject to approval by Clearwater County's Council.

As of early November, both Phase 1 and Phase 2 drawings for the New Administration and Operations Facility are at the Issued for Tender (IFT) stage. The project is currently on hold pending approval by Council.



2. INTRODUCTION

Clearwater County has acquired 160 Acres of land as a location for a New Administration Facility. The area of land is approximately 2km North of Rocky Mountain House. Two phases are being proposed to house the five County departments. Phase 1 will house the Public Works and Agricultural Services. If approval is received, Phase 2 will further incorporate Community and Protective Services, Planning and Development and Corporate Services. Council Chambers will also be part of Phase 2. The scope of the project includes the following:

- Administration Building
- Operations Facility
- Heated Storage
- Cold Storage
- Chemical Storage and Pesticides Storage
- Gate House
- Yard
 - Design of the yard will be integrated with the salt and sand storage facility.
- Parking

Location

- Civic Address: 400072 RGE RD 7-2
- Land Location: N.E 3-40-7 W5

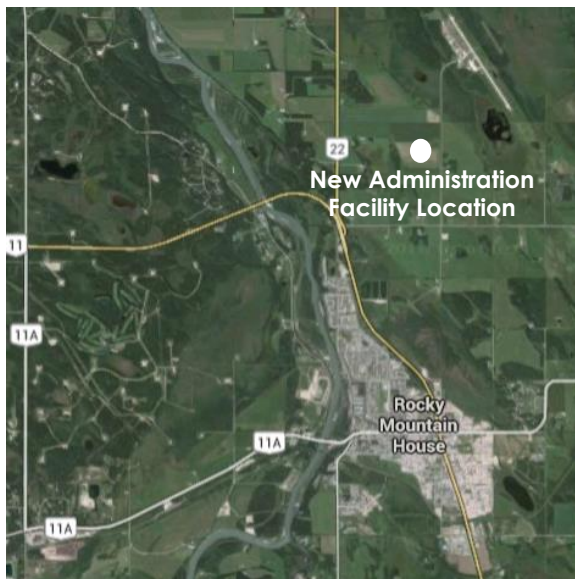


Figure 1
Facility Location Relative to Rocky Mountain House



Figure 2
Acquired Land for New Facility



3. TEAM INFORMATION

3.1 Project Team

Clearwater County

- Ron Leaf, Chief Administrative Officer
- Ted Hickey, Director, Community and Protective Services
- Matt Martinson, Director, Agriculture Services
- Rudy Huisman/Rodney Boyko, Director, Corporate Services
- Rick Emmons, Director, Planning and Development
- Marshall Morton, Director, Public Works
- Erik Hansen, Manager, Infrastructure (PROJECT LEAD)

Clearwater County Council

- Patrick Alexander, Reeve (Division 7)
- Earl Graham, Councillor (Division 6)
- Theresa Laing, Councillor (Division 5)
- John Vandermeer, Councillor (Division 4)
- Curt Maki, Councillor (Division 3)
- Kyle Greenwood, Councillor (Division 2)
- Jim Duncan, Councillor (Division 1)

Project Management: Pivotal Projects (hired by Clearwater County)

- Tony Nunes, Senior Project Manager
- Joe Ebeid, Project Coordinator

Prime Consultant: BR2 Architecture (hired by Clearwater County)

- Jim Carey, Senior Partner
- Steven Bushnell, Senior Partner
- Jason McConaghie, Architectural Designer/Technologist

Structural Engineering: Walters Chambers & Associates (hired by BR2)

- Richard Walters, Principal

Mechanical Engineering: Concept Engineering Ltd. (hired by BR2)

- Evan McCoy, Senior Mechanical Engineer



Electrical Engineering: Concept Engineering Ltd. (hired by BR2)

- Jason Geisler, Principal

Civil Engineering: Arrow Engineering Inc. (hired by BR2)

- Mike Shankaruk, Vice President/Senior Project Manager

Landscape: Douglas Walters Landscape Architect Ltd. (hired by BR2)

- Douglas Walters, Principal

Quantity Surveyor/Cost Consultant: Cuthbert Smith Group Inc. (hired by BR2)

- Chris Holden, Principal

Geotechnical Engineer/Master Planner/Site Preparation Engineer - WSP Canada Inc. (hired by Clearwater County)

- Kelly Brouwer, Area Manager

3.2 Contact Information

Clearwater County

- Marshall Morton, Director, Public Works
T: 403.845.4444
E: mmorton@clearwatercounty.ca
- Erik Hansen, Manager, Infrastructure
T: 403.845.4444
E: ehansen@clearwatercoutu.ca

Pivotal Projects Incorporated

- Tony Nunes, Senior Project Manager
Tel: 780.401.1371
E: tnunes@PivotalProjects.com

**BR2 Architecture**

- Jim Carey, Senior Partner
T: 780.423.6606
E: jacarey@BR2Architecture.com

WSP Canada Inc.

- Kelly Brouwer, Area Manager
T: 403.845.5662
E: kelly.brouwer@wspgroup.com

4. BUILDING & FACILITY OVERVIEW**History**

In 2009, the Clearwater County Strategic Plan identified the need to address the County's accommodation deficit. Mitigation measures in 2010 included the purchase of the PEAK Energy building to accommodate the additional needs of C.C.C.P.S and Public Works. In addition, the administration building was renovated in 2010 to maximize all available space for staff. Although not ideal, these interim solutions were intended to provide the County time to find a suitable site and construct a building that would meet the growing needs of the organization.

The 2013 budget reflected the allocation of funds for the purchase of land and the development of a Salt / Sand Storage facility in the Rocky area. The land was to be sized to accommodate the future administration building. Throughout 2013 and 2014 the County explored many options including a joint development with other public organizations. It was determined that the County would move forward with an independent development while providing opportunity for future public partnerships. The 2015 budget included the purchase of land and the funding to begin the preliminary design for a new facility. A thorough land investigation process led to the purchase of the NE 3- 40-7 W5M in July, 2015 with a condition that limited occupancy until December 2015. The selection of this property met the objectives as a suitable site for the County's facilities and the promotion of future opportunities with its size and location. (Located In the heart of the I.D.P.)

In January, 2016 a request for proposal (RFP) for the salt / sand storage buildings in Rocky and Caroline was awarded to Vertical Building Solutions. The cost for the building located in the NE 3- 40-7 W5M came in \$47,398.00 under the budgeted amount of \$550,000.00. During the June 28, 2016 Council Meeting, Council awarded the grading and other work tender scheduled for the County's North Development. This tender included the construction of a storm water management pond, gravel access road, lot grading and the construction of the salt / sand storage facility base. The County received seven bids, with Pidherney's Inc. being the low valid bidder. The cost for this portion of the project came in \$732,940.00 under the budgeted amount of \$1,646,500.00. In addition, a chain link security fence and a 40'x70' cold storage building has been constructed with power scheduled to be installed to the site late November 2016.



Development Philosophy

Along with addressing the current accommodation deficit that the County is facing, the new County Facility is intended to improve the delivery of services to the public. Combining all current County functions on a common site and within connected structures is a sound example of maximizing efficiency. The quality of the design will be experienced and measured by the public, Council and staff. Addressing the public's expectations of service from staff in the new facility is a key component of the success of this project. The design of the new facility must also provide the staff and Council with an effective and functional environment to conduct County services. A well designed and constructed facility will provide an opportunity to continue to attract high caliber employees to the County and contribute to staff retention.

This new facility will be designed to serve the County for a 50 year life span. In addition, the design of the facility will be adaptable to allow for changes in service delivery not yet envisioned and expansion of the facility as the County continues to grow. With an ever evolving provincial government and the list of down loading of services continuing to increase, it is prudent to plan in a manner that will allow for the evolution of municipal services. A 50 year municipal building must be durable, be constructed from materials that require little or no maintenance, and be energy efficient. These objectives must extend to all facets of the design including the structure, mechanical systems and electrical components. The long term success of a building is dependent upon the appropriate selection of mechanical and electrical equipment that can be serviced and maintained locally where practical.

The current economic conditions present an opportunity for significant cost savings. Projects of this nature were typically priced at an average of over \$300/ ft² two years ago, whereas our consultant has projected mid to low \$200/ ft² for this project. In addition, the availability of quality contractors is higher.

This project is proposed in two distinct phases. Phase 1 includes the design of the administration building, in its entirety, combined with the construction of a portion of the building. This phase supports the Public Works and the Agricultural Services departments combined with IT support from Corporate Services. Phase 2 includes the construction of the balance of the Administration Building that supports the needs of Corporate Services, Planning and Development, Community and Protective Services and Council.

The scope of the project includes office, Service Shop, Chemical Storage, Gatehouse, heated storage area, parking lot and yard as well as integration into the master plan for the site. The office building will consist of a steel framed structure with a concrete foundation. The Heated Storage area and the Service Shop will be a pre-engineered structures. Phase 1 will include an Administration Building, staff parking, Service Shop, Chemical Storage, Gatehouse and Heated Storage. The Service Shop will be connected to the Phase 1 Administration Building via a two storey corridor. Phase 2 will encompass an Administrative Building, connected to the Phase 1 Administration Building off the main lobby. The Administration Building staff and visitor parking will also be constructed in a two phased approach. The decision to construct Phase Two will be made post tender; as such Phase 2 will be priced as an optional component.

Details of each building are shown below.



4.1 Administrative Building

The facility is a 2-storey conventional steel structure. The building is to generally face west to maximize the mountainous views. The exterior façade to be modern material appropriate for facility use, budget, low maintenance, and area. The goal of the design of the space was to maintain a collaborative, inviting atmosphere and incorporating various elements of the Clearwater County community. The Administration building is linked to the Service Shop. The building was designed with a Phased construction approach in mind. Phase 1 is to house Public Work and Agriculture Services. Phase 2 is to house Planning and Development Offices and Workstations, Corporate Services Offices, Community & Protective Services, and Council Chambers

Phase One (21,505 SQFT), will include:

- Entry and Lobby
- Reception Counter
- Public Work Offices and Workstations
- Agriculture Services Offices and Workstations
- IT Offices & Workroom
- Storage Rooms
- Meeting Rooms
- Copy Rooms
- Filing Room
- Vault
- Washrooms
- Janitor Closet
- Lunch Room
- Mechanical and Electrical rooms

Phase Two (22,238 SQFT), will include:

- Planning and Development Offices and Workstations
- Corporate Services Offices and Workstations
- Community & Protective Services
- Council Chambers
- IT Offices & Workroom
- Storage Rooms
- Meeting Rooms
- Interview Room
- Evidence Room
- Copy Rooms
- Filing Room
- Washrooms
- Janitor Closet
- Lunch Room
- Mechanical and Electrical rooms



4.2 Service Shop

The shop is considered part of the Phase 1 scope. It is attached to Phase 1 of the administration building via a 2 storey link. The shop section of the building is a pre-engineered structure containing service bay, facility bay, fabrication bay, a sign bay and wash bays. Overhead doors are located at each end of the bay such that the bays are a drive through format.

Additionally the shop contains a Hotsy, fluid drainage, truck lift, overhead crane and an existing compressor which will be relocated from the existing facility and installed in the new facility by the contractor. The shop was designed with future expansion in mind. To accommodate future needs, extra bays can be cost effectively constructed at the end.

Phase One (28,008 SQFT), will include:

- Public Works Service Bays
- Agricultural Services Bays
- Parts/Receiving and Storage
- Fabrication Bay
- Facilities Bay
- Wash Bays
- Janitor Closet
- Multipurpose Area
- Washrooms
- Offices
- Lunch Room
- Mechanical and Electrical Room

4.3 Heated Storage

The heated storage building is located northwest of the Administration Building and Operations Facility. The heated storage area is to be utilized for storing equipment as well as thawing trucks overnight.

The heated storage as part of the Administration Building and Operations Facility was considered, but ultimately it was determined that the Heated Storage building as its own separate entity would better serve the needs of the County. The Design team opted for a pre-engineered structure. Phase 1 of the building will include ten 20' x 100' wide bays. The design will also allow for the addition of two more bays 20' x 100'. Appropriate ventilation and drainage was considered and incorporated into the final design.

Summary of final design:

Phase 1

- 10 bays
- 16,000 SQFT

Phase 2

- 2 bays
- 4,000 SQFT



4.4 Chemical Storage

The Agriculture Services Department requires storage of their chemicals and pesticides that meet the standards of 'Agrichemical Warehousing Standards Association'. Several location options were considered. The area in which this is required must be accessible to the public as the County sells pesticides to various farmers, businesses, etc. The public will have limited access to the yard area; therefore the placement of the facility had to be strategic. The Chemical Storage as a standalone structure, part of the service shop or as part of the heated storage were all considered. It was deemed that a standalone structure would best meet the needs of the Agriculture Services Department.

A traditional built system was considered and was to be incorporated into the design of the administration building and operations facility. However, the pre-fabricated alternative proved to be a more economically viable.

Makloc Buildings Inc. and Paramount Structures Inc. were contacted and a proposal was requested from each Proponent. Makloc's proposal proved to be more economical while better aligning with the county's vision and design requirements. Summarized below is Makloc's proposal:

Makloc Buildings proposed one 14'x75' structure at a turnkey cost of \$164,626.00.

Proposal Includes:

- All walls, roof and floor to be insulated
- 5 large overhead doors and 2 steel frame man doors
- Serrated grating on the floor
- Spill pan built into floor including nipple for truck out capabilities
- Metal cladding on all walls and roof, including gutters and downspouts
- All material and labour to complete electrical scope
- HVAC

Not Included:

- Electrical Hook-up

Makloc Contact Information

- Mark LaFrance, Business Development Manager
T: 780.886.0677
E: mlafrance@makloc.com



4.5 Gatehouse

Various options were considered for the Gatehouse, including: as part of the Chemical Storage and as a pre-fabricated structure. Ultimately, a traditional built structure as part of the Phase 1 scope and separate from the Chemical Storage structure, was deemed to be the most practical and economical option.

4.6 Yard

The yard area will be fully graveled useable space with plans on growth for future additional gravel yard space. The design of the yard is integrated with the salt and sand storage facility that the County constructed separate from the scope of this Project.

4.7 Parking

As is with the rest of the project, the Parking area construction will also be carried out in a two phased approach. Phase 1 will be paved with asphalt and will provide parking stalls in front of the Administration Building for 58 vehicles, 5 of which are designated as accessible parking stalls. Phase 2 will be paved with asphalt and will provide parking stalls for 72 vehicles. Additionally, there are 31 fleet parking stalls located within the fenced off area and in close proximity to the Shop and Phase 1. There is also graveled parking to the east of the Phase 2 parking lot to accommodate overflow parking and if required, can be paved in the future to accommodate growth.

Snow removal was taken into consideration during the design of the parking space. The current design minimizes right angle sidewalk edges and eliminates concrete in the central parking stalls. This will help reduce damage resulting from snow removal activities and reduce associated maintenance and upkeep costs.

5. DESIGN PROCESS

5.1 Stakeholder Engagement

It was made clear early in the project that the facility would have to meet current and future short term needs of Clearwater County while allowing for cost effective expansion in the long term. In order to properly identify and meet both present and future needs of the various stakeholders, exhaustive and constant analysis of the needs had to be performed.

In the early stages Pivotal Projects worked hand in hand with Clearwater County to develop a "Design Brief" to capture the overall needs of the County. In addition to the Design Brief a Prime Consultant Request for Proposal (PCRP) was developed. Seventeen proponents submitted proposals and three were interviewed. BR2 Architecture was selected as the Prime Consultant for the project.

BR2 Architecture's role included better refining the requirements established in the Design Brief and PCRP. Early in the design process an interactive workshop process was carried out with each department and comments were incorporated into the design. In addition to workshops, interviews with numerous stakeholders, department heads, staff etc. at several milestones allowed for various



needs, sizing, adjacencies, functions, etc. of each department, as well as various building placements and servicing to be refined. Newly constructed operation buildings and service facilities in Lacombe County, Kneehill County and Red Deer County were visited by Clearwater County, Clearwater Council, Pivotal Projects and BR2 Architecture for inspiration and lessons learnt were incorporated into Clearwater County's Design. As various concepts were developed, departments were given the opportunity to comment and feedback was incorporated.

Clearwater County's Council was constantly updated and informed through presentations and other means of communication. Feedback was constantly incorporated to better capture the County's vision. A Public Open House in Clearwater County was held on May 30, 2016. Boards with elevations, site plans and floor plans were made available to the Public. Schedule and budget information was included as part of the presentation to the public. A handout with Frequently Asked Questions (FAQ) was prepared by Clearwater County and was handed out during the Public Open House.

The feedback collected from design meetings, workshops, facility tours, interviews and the open house have helped refine the design, define spatial relationships, and yielded a site and building concept that reflects the current and future needs of Clearwater County.

5.2 Future Growth

Early in the process, Clearwater County emphasised the importance of preparing and planning for the accommodation of future growth. One of the County's main goals was to deliver a new facility that allows for future expansion with minimum disturbance to operations and at a minimal cost.

During the design process, the design team divided growth into two categories; short term growth years and future long term. Short term growth was incorporated into the design with the addition of empty office space. Long term growth was accommodated by designing the building to allow for efficient expansion. No structures are located close to any of the building ends. This allows for the Administration buildings, Service Shop and Heated Storage to all be extended without disturbance to existing structures. All building ends are also structurally designed to accommodate addition of space without major structural changes to the existing buildings. Additionally, the roof of the Phase 2 Main floor of the Administration building was designed as a floor and took into consideration all live and dead loads associated with an operational office space. This will allow for the extension of the Second Floor in Phase 2 without having to alter the roof of the existing structure or major disturbances to the day-to-day operations of County departments occupying the main floor. This will allow for efficient, both in terms of time and cost, extension of the second story.

Summarized below are the number of office and workstations in the Administration Building that have been included to allow for growth. On average, there is a 20% growth factor within the two phases as of 2016.



Phase 1

Phase	Floor	Offices		Workstations	
		Current Needs	Future Needs	Current Needs	Future Needs
1	1	7	8	12	1
1	2	16	2	11	2
Total Phase 1		23	10	23	3

Phase 2

Phase	Floor	Offices		Workstations	
		Current Needs	Future Needs	Current Needs	Future Needs
2	1	25	0	10	4
2	2	9	1	9	3
Total Phase 2		34	1	19	7

Note: Current Needs include growth within the next 2-5 years

Summary

Phase 1: 33 Offices, 26 Workstations

Phase 2: 35 Offices, 26 Workstations

Total: 68 Offices, 52 Workstations

Total Current: 99

Total Future: 21

Future Growth: 21%

5.3 Building Construction Type

Wood vs. Steel construction types were considered early in the design process. Ultimately, the design team determined that a steel structure would prove to be the best option. Council was briefed on the options and endorsed the decision of a steel structure.

A steel structure provided the design team with flexibility during the design stage. A steel structure allowed for longer spans of beams and fewer concentrated columns as opposed to load bearing walls for wood construction. Steel floor and roof systems are engineered as open web structures permitting the passage of electrical and mechanical within the depth of the joist. The Administration Building with a steel super-structure will have partitions constructed from non-load bearing steel stud walls which can be relocated or removed for future renovations. Removing or relocating wood load bearing walls would have been difficult and in some cases impractical. Steel structures are less prone



to movement and are not subject to the shrinkage experienced with wood structures and therefore exhibit less cracking of finishes. Steel framed buildings with a steel stud and exterior insulated wall assembly offer superior building envelope performance over conventional wood frame wall construction. Second floor steel structures when constructed as concrete poured in place to a metal deck typically provide better sound isolation than wood structures. Sound isolation of mechanical rooms on second floors can be enhanced by specifying thicker concrete floor assemblies. Sound transfer through ceilings is typically less in steel structures due to the wider spacing of support members and that all ceilings are suspended rather than fastened to the underside of wood joists. Large wood frame structures are typically specified for multi-storey residential buildings where the available framing sub-trades are familiar with residential standards of wood frame construction. The engineering for residential type framing is similar for both apartment/ condominium and hotel/motel type construction and provided conventional polyethylene/ insulated stud cavity method are specified these projects are regularly constructed without issue. The Administration Building would have required variances to framing details from standard apartment construction and will require a framing crew experienced with institutional type construction. Framing sub-trade availability would have been limited. For a general contractor a wood frame building would have resulted in additional site waste, clean up and will have an impact on the contractor's course of construction insurance and COR insurance.

Clearwater County reviewed the premium costs of insurance for a wood and steel structure. Insurance for a wood structure was found to be double the cost of a steel structure.

5.4 Site Servicing

Three site servicing options were considered during the design stage;

1. Municipal water and wastewater,
2. Private system (ie. water treatment plant) and sewage treatment
3. Holding tank system

Cost and technical comparisons as well as recommendations were provided to Clearwater County by the Design Team. The County opted to design for a municipal connection for servicing the facility, which better aligned with the County's future development plans for the area. Although not ideal, private water and sanitary systems could be constructed to service the development.

5.5 Sustainability Consideration

Although the design is not aiming for LEED certification, the design team has considered and incorporated sustainable concepts into the design, including:

- High Quality Building Envelopes
- Efficient Heating and Cooling Systems
- Water Reducing Opportunities
- Building Management Systems
- Energy Efficient Systems



- Energy Efficient Fixtures
- An Increased Level Of Daylight where appropriate
- Drought Resistant Landscaping
- Durability and Reduced Maintenance Options
- Solar
 - Solar power was considered as part of the scope of this project. A Return on investment analysis was performed by the design team but results did not align with Clearwater County's expectations. Clearwater County opted to not include Solar panels as part of this scope. However, the Roof of the Heated Storage was chosen as a possible location for future Solar Panels. Structural loads and Electrical rough-ins were accounted for to allow for the addition of panels in the future cost effectively and with minimum disruption to the existing facility.

5.6 Furniture

As is with other aspects of the project, Clearwater County stressed the importance of all furniture being ergonomic, practical, durable and not ostentatious. BR2 Architecture conducted interviews with various departments to discuss existing furniture and help identify concerns and ways to improve function in the new facility. All furniture and millwork designs and specifications were coordinated with Mechanical and Electrical.

For offices and workstations BR2 Architecture developed furniture layouts, plans and specifications based on new components. Pivotal Projects and BR2 Architecture shall create a Request for Proposal and manage the procurement process for all furniture manufacturers. BR2 Architecture will provide advice during the furniture ordering period, review supplier shop drawings/installation drawings, work with the County and supplier to select furniture finishes and colour schemes, conduct site reviews during furniture Installation and conduct final furniture Inspection upon completion.

Specialty rooms such as Council Chambers, Copy Rooms, Reception, Meeting Rooms, and Lunch Rooms etc. required custom millwork. BR2 Architecture developed millwork for all the specialty rooms.

5.7 Finishes

As a Municipal Building, it was essential for the new facility to reflect permanence and durability. Finishes both internally and externally had to be resilient and not ostentatious. Through various, tours, interviews and discussions BR2 Architecture provided the County with a few options for both inside and outside the Facility. After feedback was incorporated BR2 Architecture provided the County with Renders and a board showing various Finishes. A copy of the Finishes Board can be located in **Appendix C**.

6. CONSTRUCTION PROCESS

6.1 Current Site Conditions

As of November 1, 2016 the site conditions were as follows:



- Top soil stripped
- Site rough grade was complete
- Storm management pond complete
- Access road complete
- Sand and Salt storage facility complete
- 1- cold storage structure complete
- Chain link perimeter fence complete
- Power installed to site (End of November)









6.2 Contractor Procurement

In May 2016 Pivotal Projects Inc. (Pivotal), on behalf of its client, Clearwater County, invited contractors to submit proposals on their qualification to provide Prime Contractor Services for the construction of the New Administrative Building and Operations Facility. The intent of the Prime Contractor Pre-Qualification (PCPQ) was to short-list up to seven highest scoring Proponents.

Proponents were required to prepare and submit a response in compliance with the requirements of the PCPQ Documents and follow the process administered in accordance with the PCPQ Documents. A rigorous, fair and non-discriminatory 'qualifications based' selection process was employed for evaluation of the PCPQ Submissions. The intent of the PCPQ was to solicit responses, in accordance with the requirements described in this document.

Eighteen responses to the PCPQ were received. After evaluation by Clearwater County, Pivotal Projects and the BR2 Architecture, seven proponents were shortlisted. The seven pre-qualified proponents in no particular order are as follow:

1. Synergy Projects Ltd.
2. Clark Builders
3. Jen-Col Construction Ltd.
4. Ledcor Construction Limited



5. Scott Builders
6. Chandos Construction Ltd.
7. Carlson Construction Ltd.

The seven successful Proponents were required to provide a statement indicating that they will be participating in the Request for Tender (RFT). Successful Proponents were expected to provide bids when invitation to tender is made. Only the Proponents who were notified of being short-listed are to be invited to submit a Proposal to the RFT.

Note, the delivery system for a contractor will be Stipulated Sum using a CCDC2 document complete with Supplemental Conditions prepared by BR2 with additional clauses incorporated by Pivotal.

7. FINANCIAL

7.1 Budget

Shown below are 2 tables indicating the costs to the end of 2016 as well as the Phased costs moving forward.

Costs to the End of 2016

Item	Phase 1	Phase 2	Subtotal	Logic
Prime Consultant Design- Complete	\$ 700,000		\$ 700,000	Design Tender Ready
Project Manager Design- Complete	\$ 110,000		\$ 110,000	Design Tender Ready
Geotechnical - Complete	\$ 24,000		\$ 24,000	Required for design
Site Grading/ Fencing/ Utilities- Complete	\$ 1,218,000		\$ 1,218,000	Required for Salt/ Sand Facility
Salt /Sand Storage Facility- Complete	\$ 490,000		\$ 490,000	Required for Environmental Compliance
1-Cold Storage- Complete	\$ 62,000		\$ 62,000	Required for loader storage, security, future storage
Complete 2016	\$ 2,604,000		\$ 2,604,000	

Forecasted Costs

Item	Phase 1	Phase 2	Subtotal	Logic
Building & Facility Construction	\$ 14,687,000	\$ 4,956,000	\$ 19,643,000	BR2's Cost Estimate based on 90% drawings. Includes 4.69% contingency
Chemical Storage	\$ 170,000	\$ -	\$ 170,000	Per MakLoc's quote
Prime Consultant	\$ 207,500	\$ 60,000	\$ 267,500	Construction Supervision
Project Manager	\$ 276,290	\$ -	\$ 276,290	Construction Management
Geotechnical	\$ 17,000		\$17,000	Access Road Paving
Commissioning Agent	\$ 30,000	\$ 10,000	\$ 40,000	Limited scope
A/V (See AV Sheet)	\$ 52,000	\$ 185,000	\$ 237,000	Simple AV in meeting rooms, robust in Council Chambers
Furniture (See Furniture Sheet)	\$ 408,000	\$ 364,000	\$ 772,000	Simple furniture, all new, assumes empty offices furnished
Equipment	\$ 150,000	\$ 50,000	\$ 200,000	Plug number, see sheet for potential items
Inspections	\$ 75,000	\$ 35,000	\$ 110,000	See Inspection Sheet
Move	\$ 35,000	\$ 20,000	\$ 55,000	Dependent on services
Contingency	\$ 1,100,000	\$ 285,000	\$ 1,385,000	Assumed at 5% of \$22M (Phase 1) and \$5.7M (Phase 2)
Internal Road Paving	\$ 560,000	\$ -	\$ 560,000	Paving Access Road Only
Deep Utility Servicing (Private System)	\$ 2,000,000	\$ -	\$ 2,000,000	Can be deferred to Municipal system
Internet Servicing	\$ 350,000	\$ -	\$ 350,000	Per AXIA quote
Cold Storage Building	\$ 62,000	\$ -	\$ 62,000	Similar to existing 40 x 70 fabric shelter
Total	\$ 20,179,790	\$ 5,965,000	\$ 26,144,790	



8. SCHEDULE

Below is the original schedule in which the project was to be executed.

Milestone Item	Original Date	Actual Date
Pivotal Projects Retained	October 16, 2015	October 16, 2015
BR2 Architecture Retained	January 28, 2016	January 26, 2016
Design Start	January 28, 2016	January 27, 2016
Contractor Prequalification Selection	NA	June 30, 2016
Design Close-Out	July 4, 2016	November 1, 2016
Award Contractor	August 24, 2016	TBD
Substantial Completion	November 2, 2017	TBD
Owner Move In	November 21, 2017	TBD

9. PROJECT RESTART SCHEDULE

Below is a projected schedule that illustrates the timeline once a commencement date has been selected. 395 days will be required from project re-start to project completion.

#	Milestone Item	Date	Duration (Working Days)
1	Project Re-Start	TBD	1 Day
2	Pivotal Projects Re-engaged	TBD	2 Days
3	Re-Engage BR2 and WSP	TBD	5 Days
4	Contact Pre-Qualified Proponents	TBD	1 Days
5	Reconfirm Drawings and Code Requirements <ul style="list-style-type: none"> BR2 to ensure current codes are still met and update drawings accordingly. 	TBD	15 Days
6	Site As-Builts - Check & Update Drawings <ul style="list-style-type: none"> WSP to send BR2 any changes in as-built conditions. BR2 to update drawings. Items to look for: <ul style="list-style-type: none"> Additional Buildings <ul style="list-style-type: none"> Fencing Servicing Roads Change in elevations Stock piles 	TBD	15 Days (Concurrent with # 5)
7	Status of Site Servicing - Check & Update Drawings	TBD	15 Days (Concurrent with # 5)
8	Tender for Contractor	TBD	20 Days
9	Award Contractor/Start Construction	TBD	1 Day
10	Project Substantial Completion	TBD	320 Days
11	Clearwater Move-In	TBD	30 Days



10. OWNER VENDORS

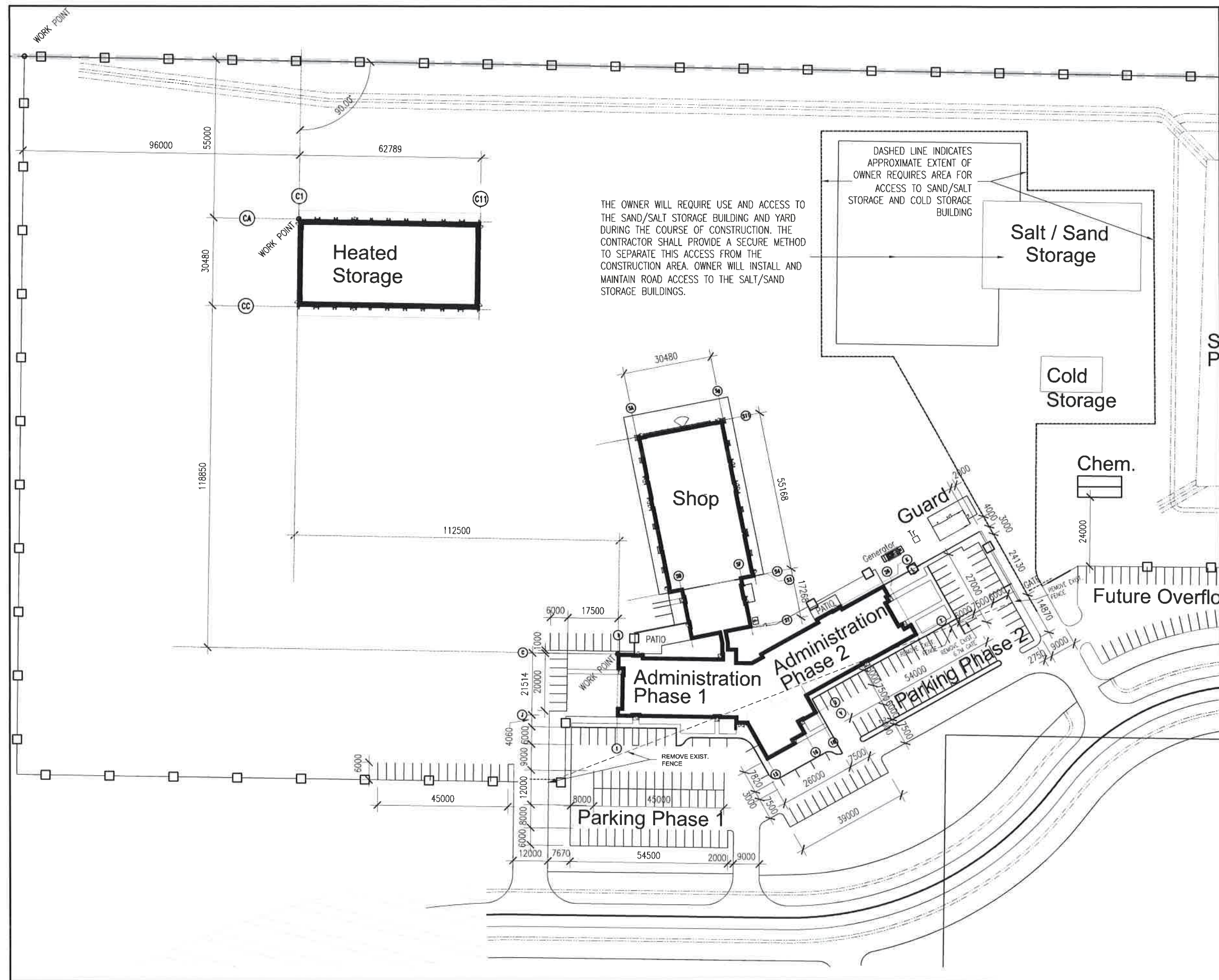
The following are vendors that the County will need to engage once the project is re-started:

- Chemical Storage Vendor (Makloc)
 - Pricing will need to be reconfirmed with Makloc. Ideally, Makloc to be engaged within the first 2 months of construction.
- A/V Vendor
 - An RFP for an A/V vendor will need to be conducted. Team to work with IT department closely to get any special requirements. Infrastructure for A/V is shown on the drawings. A/V vendor to be awarded by 2nd month of construction
- Steel Inspector
 - An RFP for a structural steel inspector will need to be conducted. Inspector needed by 2nd month of construction.
- Furniture Vendor
 - An RFP for a furniture vendor will need to be conducted. Ideally, furniture vendor to be awarded by 3rd month of construction.
- Commissioning Agent
 - An RFP for a commissioning agent will need to be conducted. Ideally, commissioning agent to be awarded by 3rd month of construction.
- Roof Inspector
 - An RFP for a roofing inspector will need to be conducted. Inspector needed by 4th month of construction.

APPENDIX A
CONCEPT PLANS

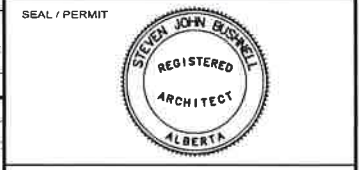


201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N8
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	08/11/2016	ISSUED FOR 95% REVIEW
1	07/04/2016	ISSUED FOR 60% REVIEW

REVISIONS



PROJECT
 Clearwater County
 Administration Building and
 Operations Facility

Rocky Mountain House, Alberta

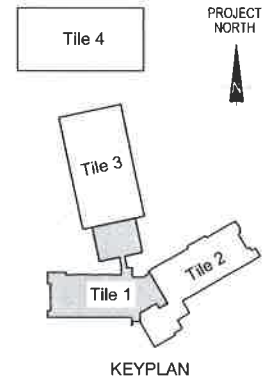
SHEET TITLE
SITE PLAN

Drawn BR2	Checked JC
Project No. 216301	Date: August 11, 2016
Scale 1:500	Sheet No.

A100



201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N8
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	08/11/2016	ISSUED FOR 95% REVIEW
1	07/04/2016	ISSUED FOR 60% REVIEW

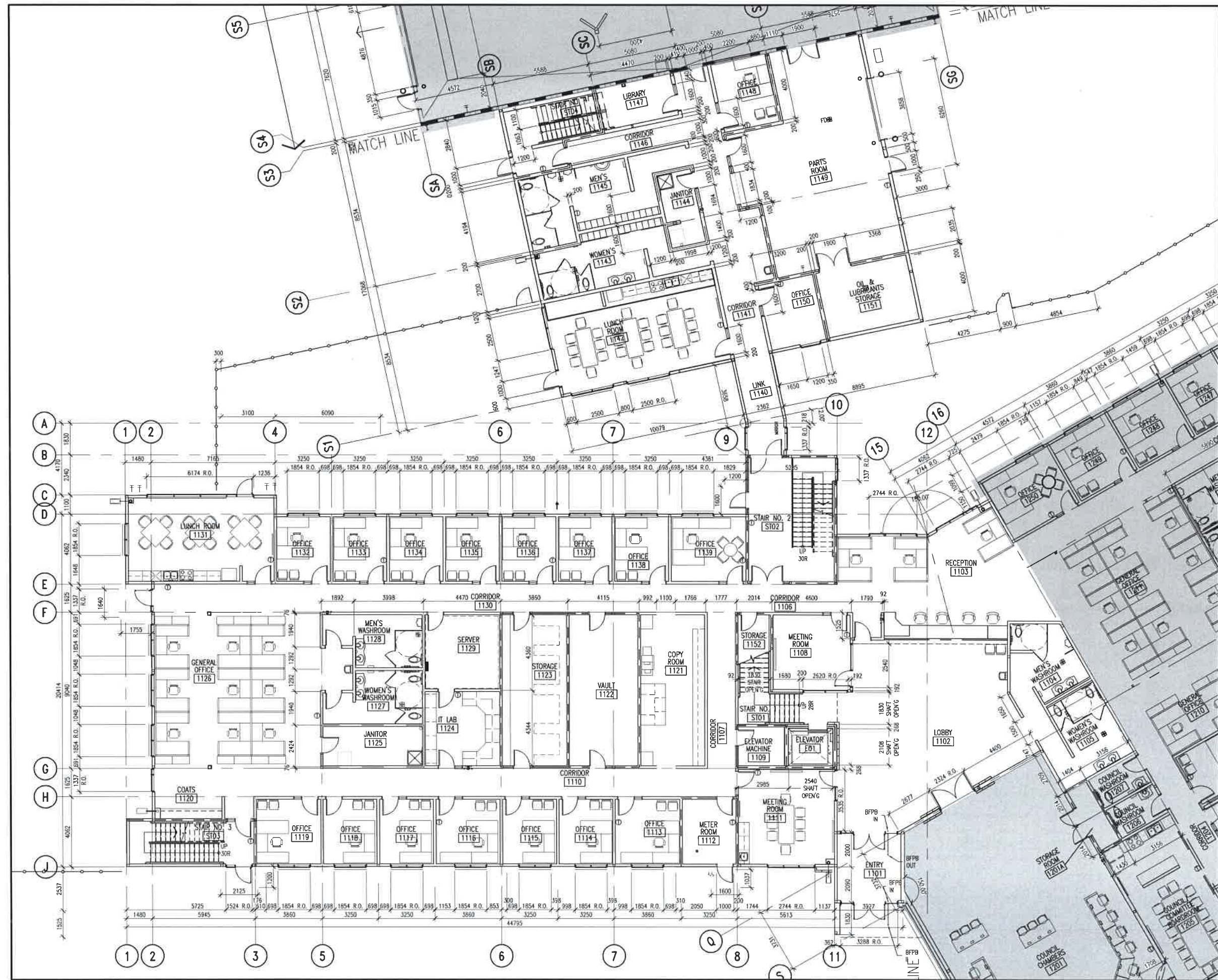
REVISIONS

SEAL / PERMIT

PROJECT
 Clearwater County
 Administration Building and
 Operations Facility
 Rocky Mountain House, Alberta

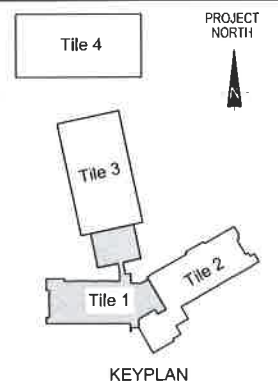
SHEET TITLE
 MAIN FLOOR FURNITURE
 PLAN - TILE 1

Drawn BR2	Checked JC
Project No. 216301	Date August 11, 2016
Scale 1:100	Sheet No. A931





201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N8
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	06/11/2016	ISSUED FOR 95% REVIEW
1	07/04/2016	ISSUED FOR 60% REVIEW

REVISIONS

SEAL / PERMIT

PROJECT
 Clearwater County
 Administration Building and
 Operations Facility

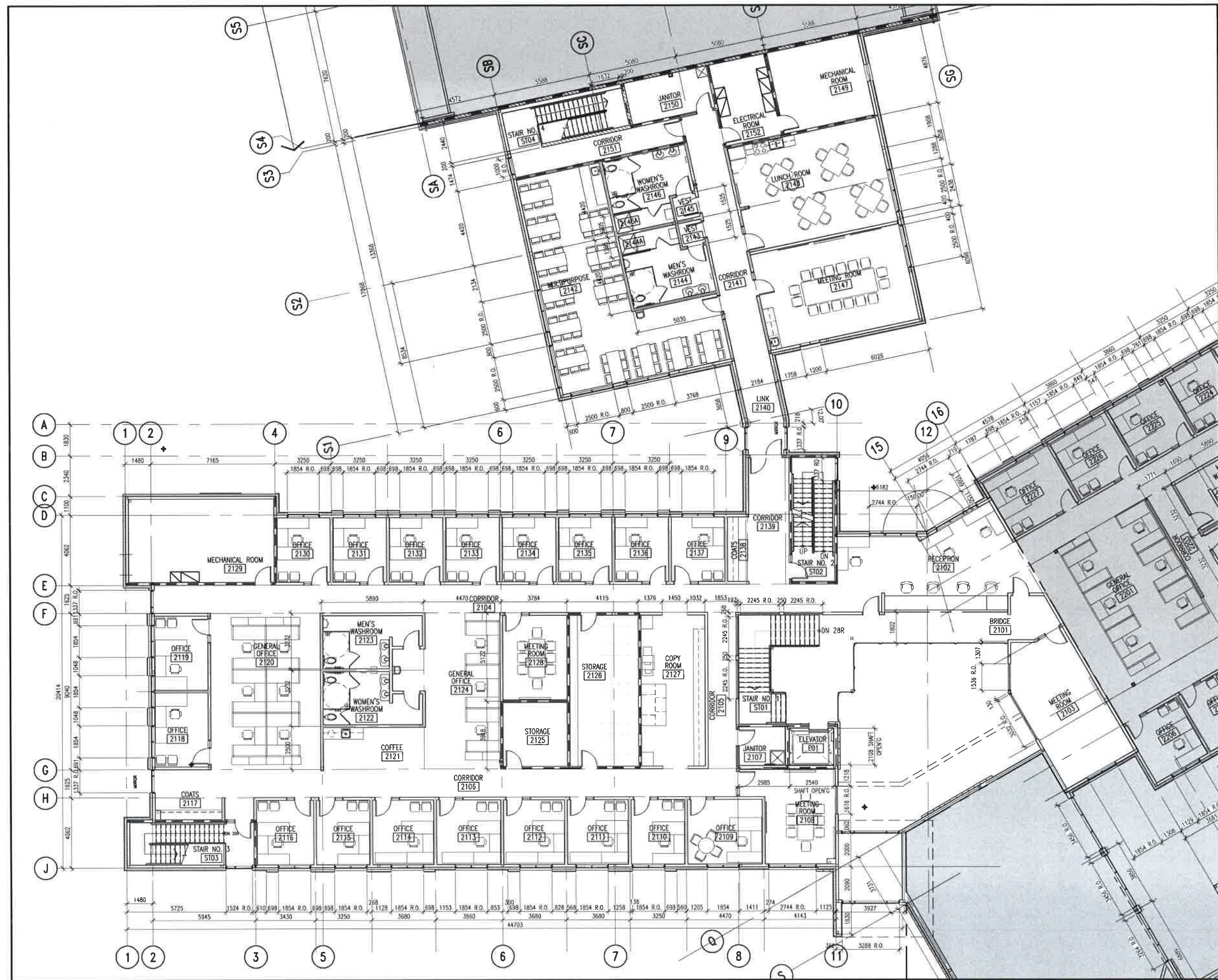
Rocky Mountain House, Alberta

SHEET TITLE
**SECOND FLOOR
 FURNITURE PLAN - TILE 1**

Drawn: BR2
 Checked: JC

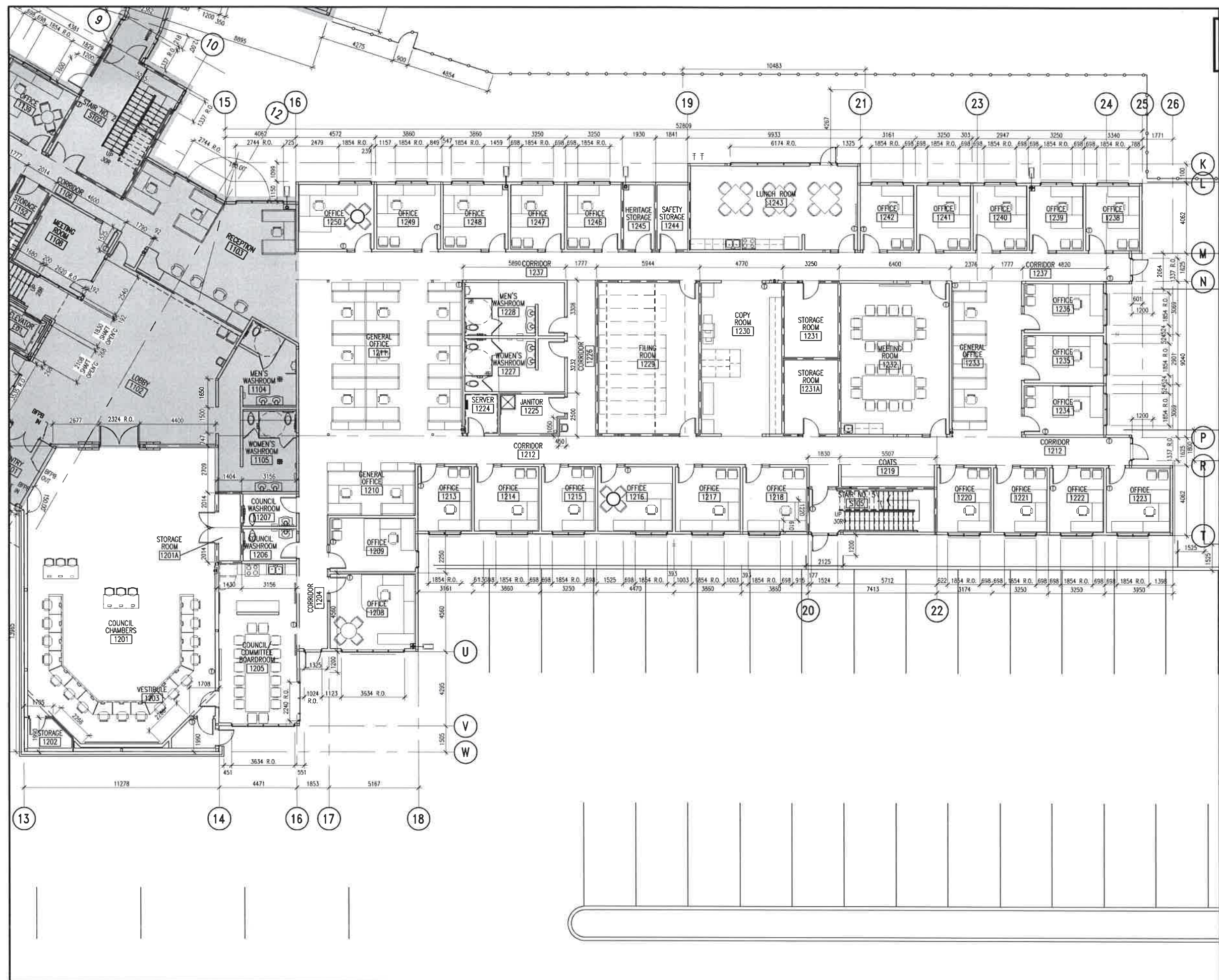
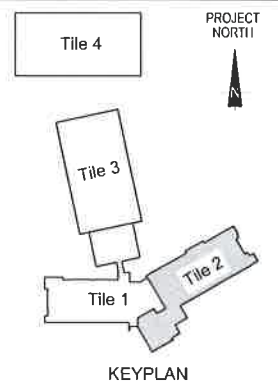
Project No.: 216301
 Date: August 11, 2016

Scale: 1:100
 Sheet No.: **A941**





201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N8
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	08/11/2016	ISSUED FOR 95% REVIEW
1	07/04/2016	ISSUED FOR 60% REVIEW

REVISIONS

SEAL / PERMIT

PROJECT
 Clearwater County
 Administration Building and
 Operations Facility

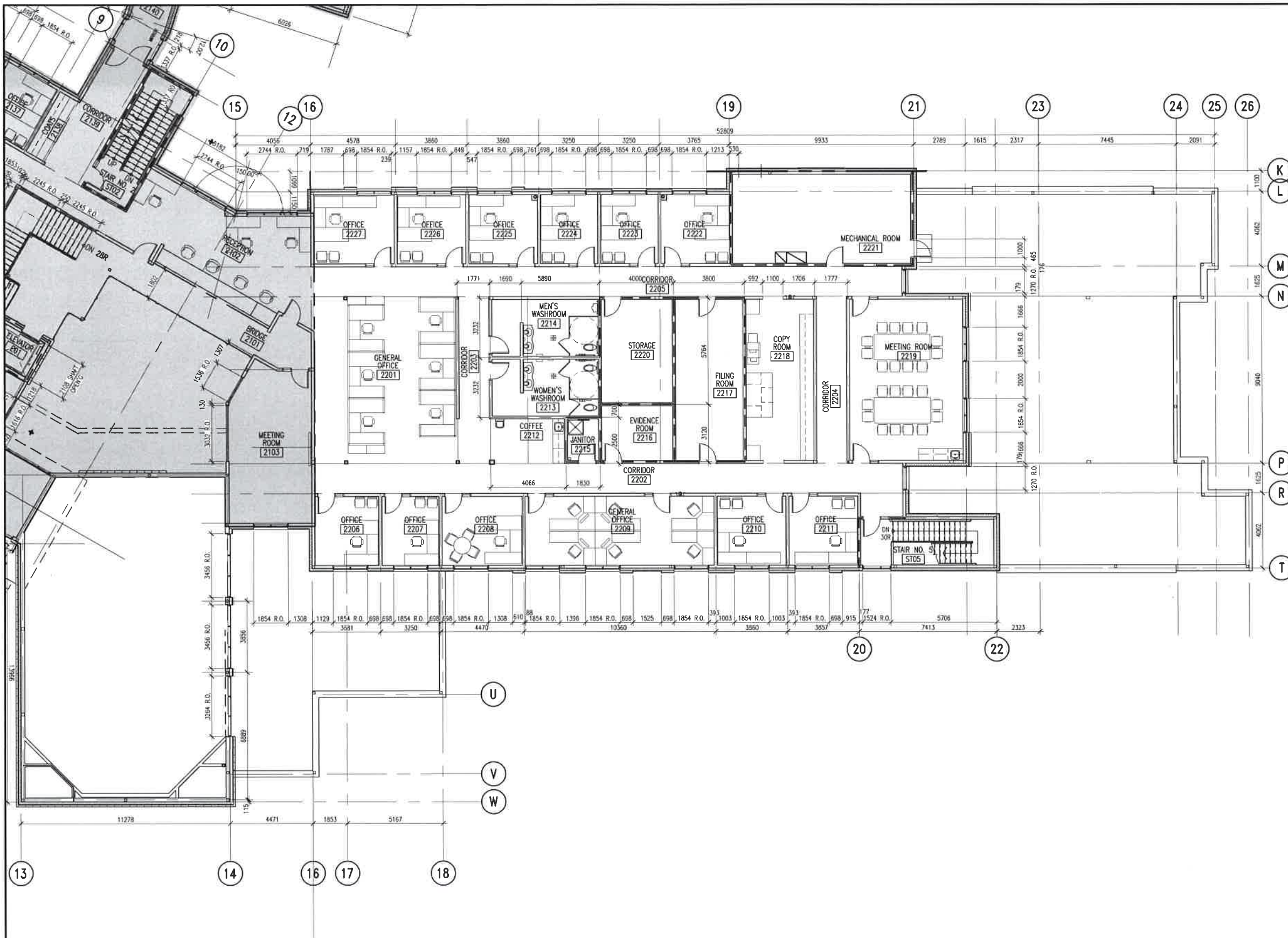
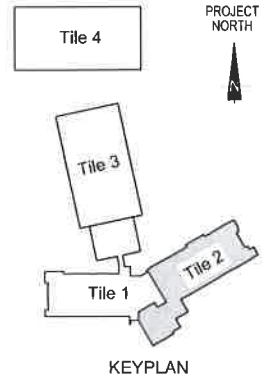
Rocky Mountain House, Alberta

SHEET TITLE
**MAIN FLOOR FURNITURE
 PLAN - TILE 2**

Drawn BR2	Checked JC
Project No. 216301	Date August 11, 2016
Scale 1:100	Sheet No. A932



201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N6
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	08/11/2016	ISSUED FOR 95% REVIEW
1	07/04/2016	ISSUED FOR 60% REVIEW

REVISIONS

SEAL / PERMIT

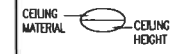
PROJECT
 Clearwater County
 Administration Building and
 Operations Facility

Rocky Mountain House, Alberta

SHEET TITLE
**SECOND FLOOR
 FURNITURE PLAN - TILE 2**

Drawn BR2	Checked JC
Project No. 216301	Date August 11, 2016
Scale 1:100	Sheet No. A942

REFLECTED CEILING PLAN LEGEND:



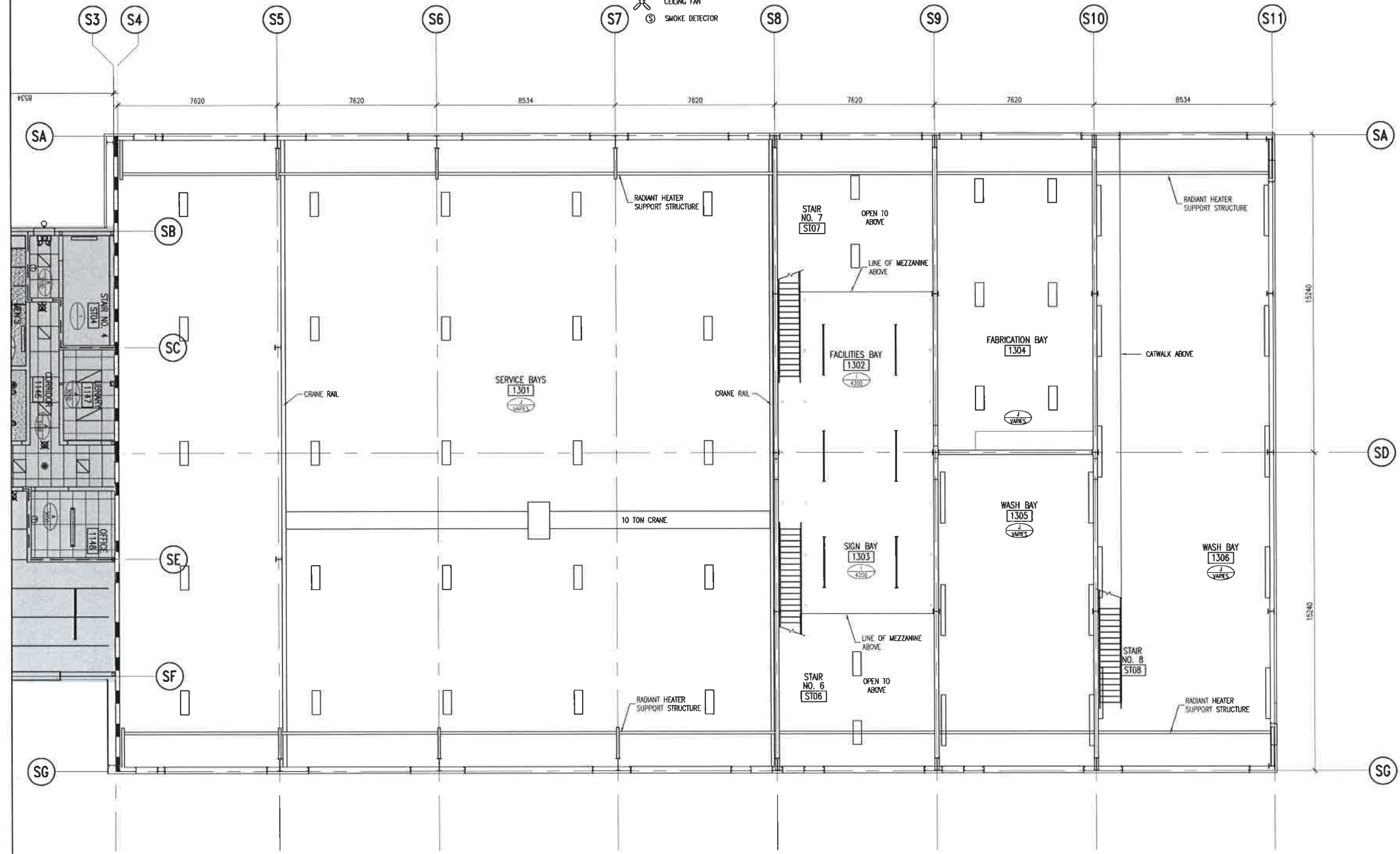
CEILING MATERIAL

- A SUSPENDED ACOUSTIC CEILING SYSTEM (610mm x 1220mm)
- B SUSPENDED ACOUSTIC CEILING SYSTEM (610mm x 610mm)
- C SUSPENDED GYPSUM BOARD CEILING
- D SUSPENDED GYPSUM BOARD CEILING - FIRE RATED
- E SUSPENDED GYPSUM BOARD CEILING - MOISTURE RESISTANT PAINTED
- F CERAMIC TILE FINISH TO SUSPENDED MOISTURE RESISTANT GYPSUM BOARD
- G GYPSUM BOARD BULKHEAD
- H FIRE RATED GYPSUM BOARD DIRECT APPLIED TO STRUCTURE
- I PAINTED METAL DECK & STRUCTURE
- J PRE-FINISHED METAL LINER & PRIMED PRE-ENGINEERED BUILDING STRUCTURE
- K SOFFIT MATERIAL- PRE-FINISHED METAL - VENTED
- L SPRAY APPLIED FIRE PROTECTION
- M RADANT PANEL

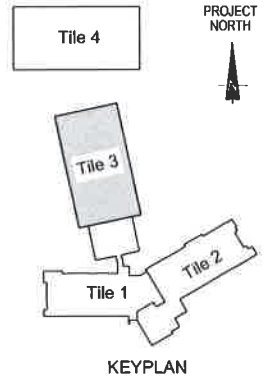
- NOTE:
1. GYPSUM BOARD CEILING TYPES TO BE SUPPORTED BY USING 22mm METAL FURRING @ 400 O.C. ON 64mm METAL CHANNELS @ 1200 O.C. SUSPENDED FROM STRUCTURE ABOVE TYPICAL UNLESS NOTED OTHERWISE.
 2. SUSPENDED FIRE RATED CEILING TYPE TO CONSIST OF 2 LAYERS OF 16mm FIRE RATED GYPSUM BOARD ON 22mm METAL FURRING @ 400 O.C. ON 64mm METAL CHANNELS @ 1200 O.C. SUSPENDED FROM STRUCTURE TO PROVIDE A 1 HOUR FIRE SEPARATION
 3. REFER TO ELEVATIONS FOR LOCATIONS AND MOUNTING HEIGHTS OF WALL MOUNTED LIGHTS

SYMBOL LEGEND

- ☐ EXHAUST AIR DIFFUSER
- ☐ RETURN AIR DIFFUSER
- ☐ SUPPLY AIR DIFFUSER
- SPRINKLER HEAD
- FLUORESCENT STRIP LIGHT (SUSPENDED)
- ☐ FLUORESCENT LIGHT PENDANT OR SURFACE
- ☐ FLUORESCENT LIGHT RECESSED
- ☐ FLUORESCENT LIGHT RECESSED
- ☐ FLUORESCENT POT LIGHT RECESSED
- SUSPENDED LIGHT FIXTURE
- ▨ RADANT PANEL
- ☐ FORCE FLOW HEATER
- ☐ CEILING FAN
- ⊙ SMOKE DETECTOR



201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N8
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	08/11/2016	ISSUED FOR 55% REVIEW
1	07/04/2016	ISSUED FOR 60% REVIEW

REVISIONS

SEAL / PERMIT



PROJECT
 Clearwater County
 Administration Building and
 Operations Facility

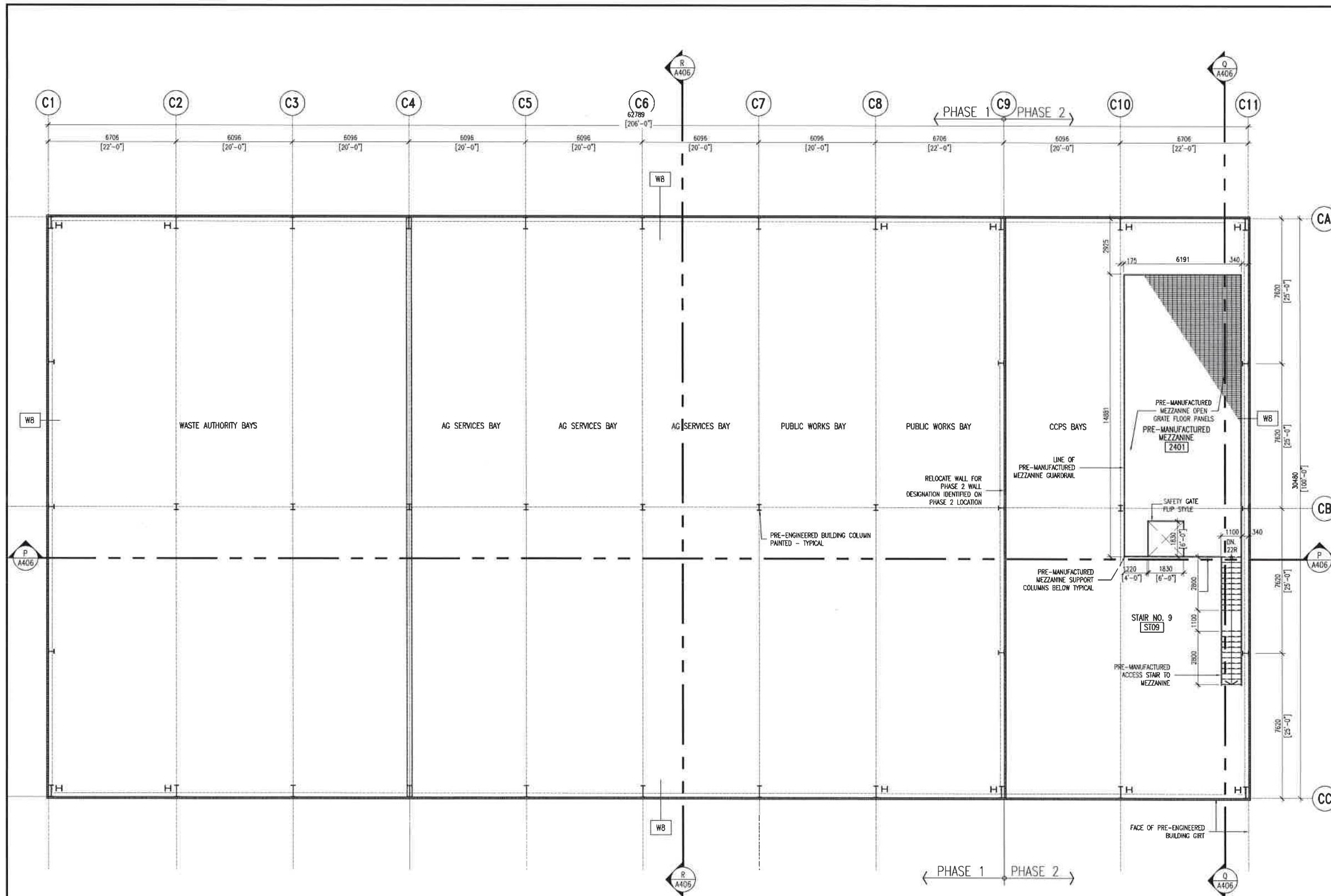
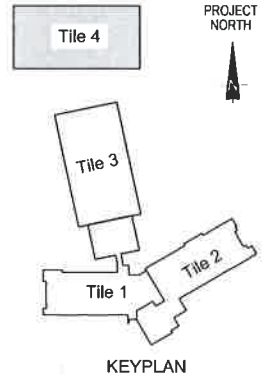
Rocky Mountain House, Alberta

SHEET TITLE
**MAIN FLOOR
 REFLECTED CEILING
 PLAN - TILE 3**

Drawn BR2	Checked JC
Project No. 216301	Date August 11, 2016
Scale 1:100	Sheet No. A243

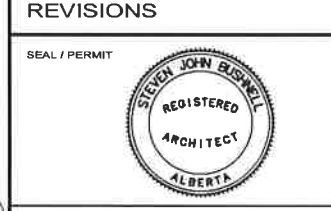


201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N8
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	08/11/2016	ISSUED FOR 95% REVIEW
1	07/04/2016	ISSUED FOR 60% REVIEW

REVISIONS



PROJECT
 Clearwater County
 Administration Building and
 Operations Facility
 Rocky Mountain House, Alberta

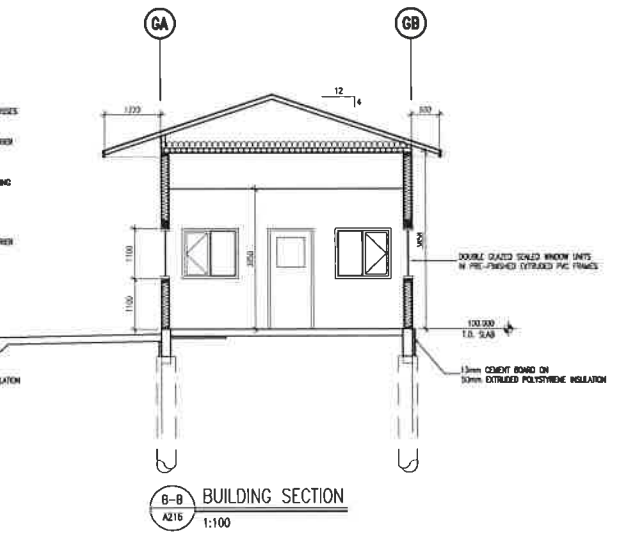
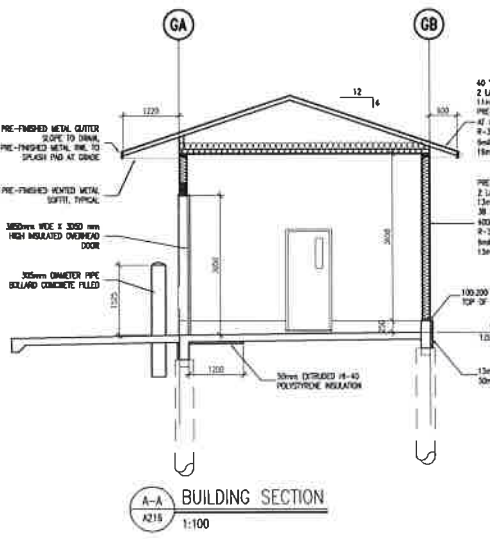
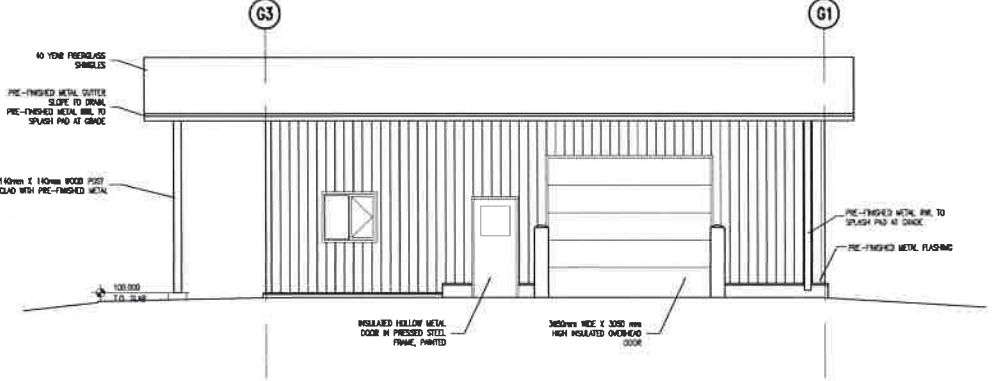
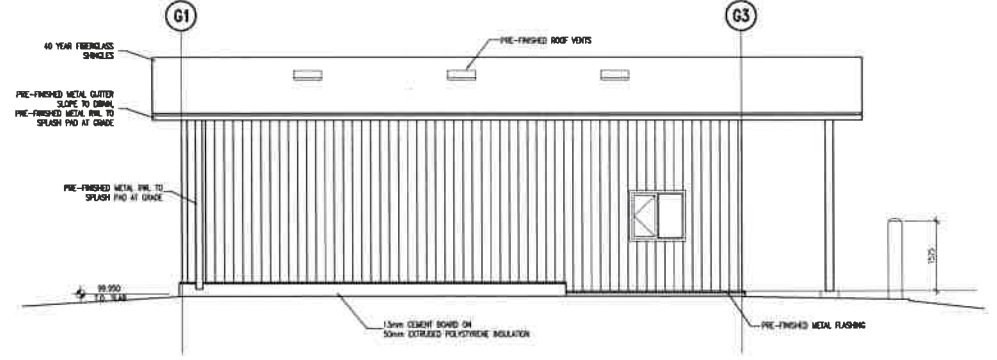
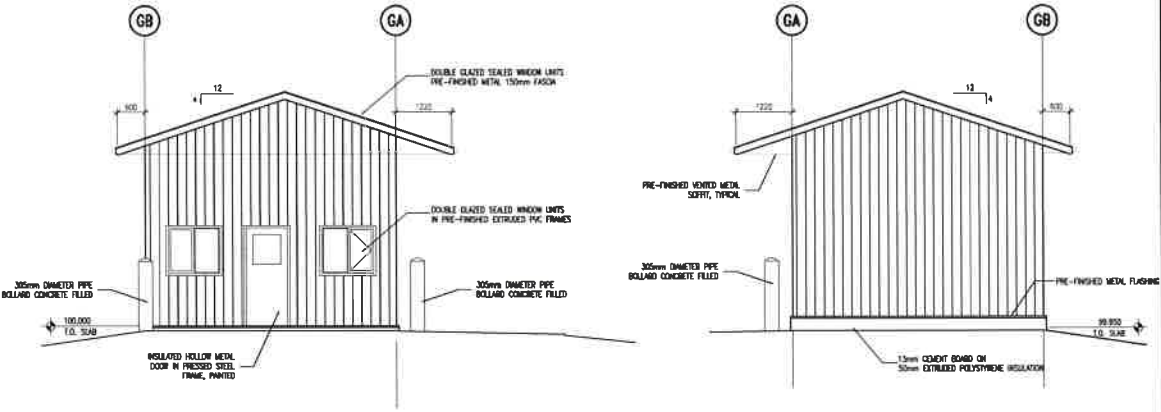
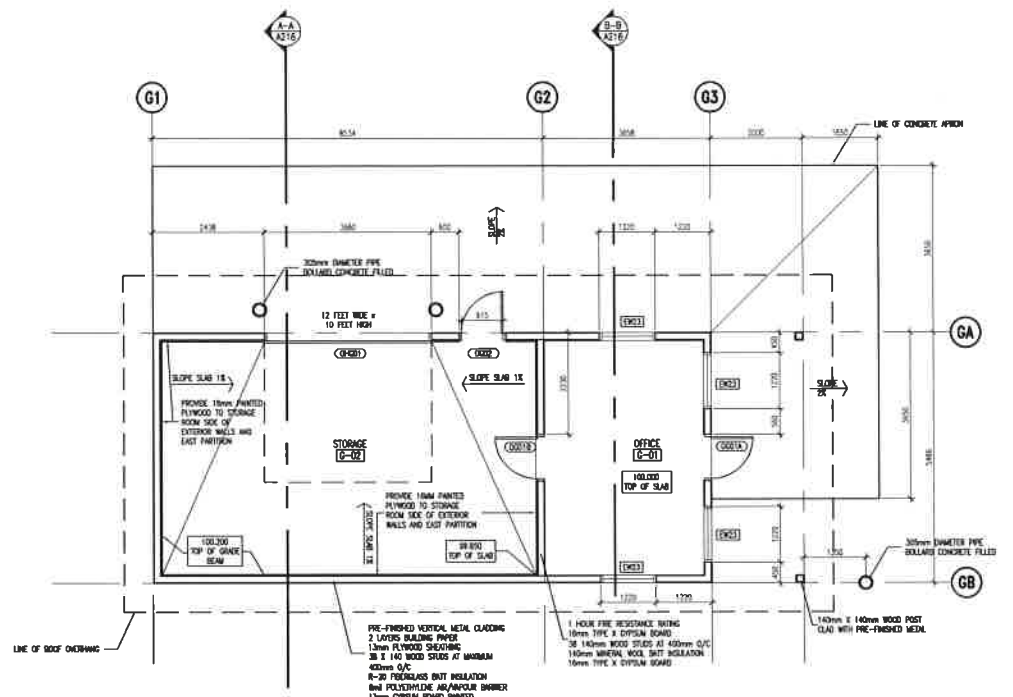
SHEET TITLE
**HEATED STORAGE
 BUILDING - MEZZANINE
 PLAN - TILE 4**

Drawn BR2	Checked JC
Project No. 216301	Date August 11, 2016
Scale 1:100	Sheet No. A215



201, 10441 - 123 St. Edmonton, AB
 Canada T5N 1N8
 Tel: (780) 423-6606 Fax: (780) 429-3962
 www.BR2Architecture.com
 BR2Architecture@caisnet.com

PROJECT NORTH



NO	DATE	DESCRIPTION
3	10/15/2016	ISSUED FOR TENDER
2	08/11/2016	ISSUED FOR 95% REVIEW
1	07/04/2016	ISSUED FOR 50% REVIEW
NO	DATE	DESCRIPTION

REVISIONS

SEAL / PERMIT

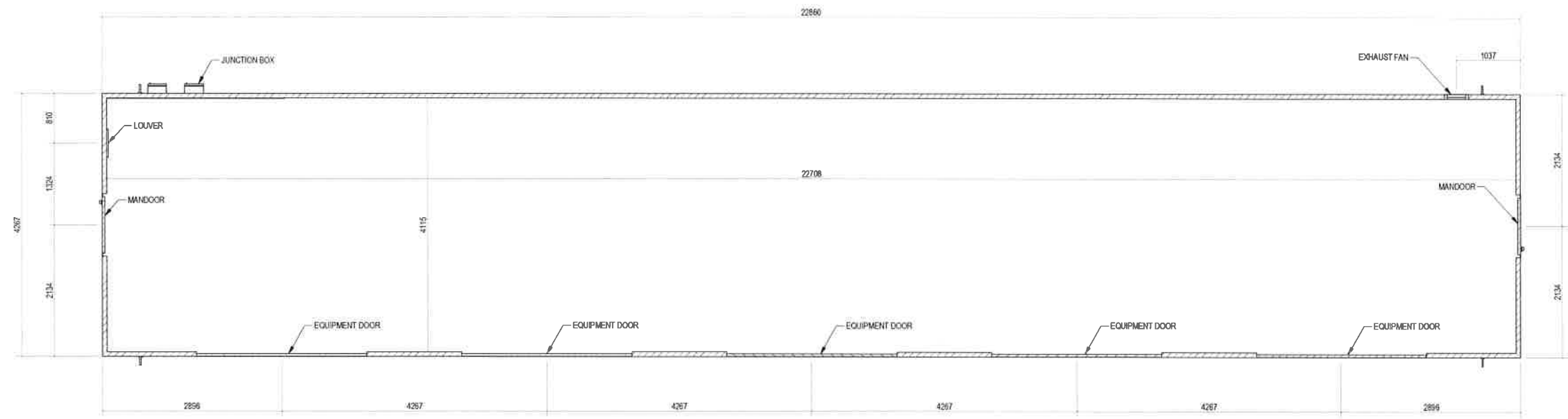


PROJECT
 Cleanwater County
 Administration Building and
 Operations Facility

Rocky Mountain House, Alberta

SHEET TITLE
 GUARD HOUSE

Drawn BR2	Checked JC
Project No. 216301	Date August 11, 2016
Scale 1:75	Sheet No. A216



PLAN LAYOUT
SCALE 1:50

CONSTRUCTION NOTES:	P. ENG. STAMP	REV	DATE	DESCRIPTION	DWN	CHK	ENG



DWN: ND		CHK:	
DATE: 9/2/2016			
CLEARWATER COUNTY CUSTOM CHEMLOC 14x75 PLAN LAYOUT			
SCALE	JOB NO.	P.O.	DWG NO.
			REV.

C:\MakLoc\Working Folder\ChemLoc\Proposals 2016\Ryan Tomlin\16-0218\14x75\16-0218-0218 Plan Layout.dwg SHEET SIZE: 18 x 24 (arch) 9/2/2016 14:11

APPENDIX B
EXTERIOR & INTERIOR RENDERS



CLEARWATER COUNTY
 ADMINISTRATION BUILDING AND OPERATIONS FACILITY



PHASE 1 & 2: EXTERIOR RENDERING #2
 MAY 30th 2016





















CLEARWATER COUNTY

ADMINISTRATION BUILDING AND OPERATIONS FACILITY



COUNCIL CHAMBERS - INTERIOR RENDERING

OCTOBER 24th 2019



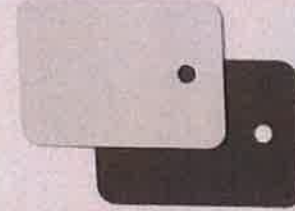


APPENDIX C
EXTERIOR & INTERIOR FINISHES

CLEARWATER COUNTY ADMINISTRATION BUILDING AND OPERATIONS FACILITY



CMP - COMPOSITE INSULATED METAL PANEL
BUILDING EXTERIOR
CIC 1400 BRIGHT WHITE



PMF - PREFINISHED METAL FLASHING
BUILDING EXTERIOR
QC 1672 CHARCOAL



ACP - ALUMINUM COMPOSITE PANEL
BUILDING EXTERIOR
ALPOLC
MTC BSK SILV - SILVER



ALUMINUM DOORS, DOOR FRAMES AND WINDOW FRAMES
CLEAR ANODIZED



SPANDELS
BUILDING EXTERIOR
K32 HIGH PERFORMANCE COLOURED
K3407 BLACK GRAY



WDW1 - WOOD WALL PANELS
COUNCIL CHAMBERS
GEOMETRIK - GEOPANEL GORLE AND GEO PERO'S
DARK CHERRY - COLOUR REFERENCE ONLY



MV1 - MASONRY VENEER
BUILDING EXTERIOR AND LOBBY
EXPOCRETE - TERRAZZO
CIRGIO NATURALE



MV2 - MASONRY VENEER
BUILDING EXTERIOR AND LOBBY
EXPOCRETE - SPILT FACE
#240 PUFF



SPANDELS
BUILDING EXTERIOR AND LOBBY
EXPOCRETE - SPILT FACE
K201 CHARCOAL



AP1 - ACOUSTIC WALL PANELS
COUNCIL CHAMBERS & LOBBY
GULFOOD OF ALPINE - ANCHORAGE
2025 MICHIGIT

VCT1 - VINYL COMPOSITE TILE
STORAGE ROOMS
MANIPULATION - PROGRESSIONS
55131 CRYSTAL WHITE

CARPET INSTALLATION PHOTOGRAPH



OPT1 - CARPET TILE
COUNCIL CHAMBERS, RECEPTION & OFFICES
PATCRAFT - MID CENTURY POP - 10362 COLOR BLOCK
00530 SATELLITE



SDT1 - STATIC DISSIPATIVE TILE
SERVER ROOMS
AUS SDCVAC - 1501
51001 PEARL WHITE



BB1 - BLOTTER BASE
COUNCIL CHAMBERS & LOBBY
400 ANYSKY



PT3 - DOOR & FRAME
COLORLIFE
CL3175A
LEAD



PT1 - CEILING PAINT
COLORLIFE
CIV1035W
STATION FLAT



PT2 - FIELD PAINT
COLORLIFE
CL2681W
PACKING HUT



PT4 - ACCENT PAINT
LUNCH ROOM &
COPY ROOMS
COLORLIFE
CL3235D
ROCK BOTTOM



PT5 - ACCENT PAINT
MEETING ROOMS
OPEN OFFICES
RECEPTION
COLORLIFE
CL3156D
CASERTA



PT6 - ACCENT PAINT
LOBBY
COLORLIFE
CL3117A
CRAYWHITE



PT7 - ACCENT
OFFICES
COLORLIFE
CL2674D
HAZEL HURDLE



VWC1 - WALL COVERING
COUNCIL CHAMBERS & LOBBY
ODYSSEY - VITROSA
ODV1408 ASH WHITE



WINDOW COVERINGS & FASCIA
PAPER - SHEERWEAVE 270J
P14 OYSTER/PEARL GREY
FASCIA - CLEAR ANODIZED



PL1 - PLASTIC LAMINATE
CABINETS & SHELVING
FORMICA
9266-58 AUBURN MAPLE



PL2 - PLASTIC LAMINATE
BOARDROOM COUNTER
FORMICA
7735-58 PORTICO MARBLE



PL4 - PLASTIC LAMINATE
CHAMBERS DESK COLUMN
FORMICA
902-58 PLATINUM



PL5 - PLASTIC LAMINATE
STAFF AREA COUNTER
FORMICA
8830-58
ELEMENTAL CONCRETE



SSB1 - SOLID SURFACE
RECEPTION DECK COUNTER
WILSONART
9700CE DUSK ICE



LVT2 - LUXURY VINYL TILE
LUNCH ROOMS
BOLIVU - ALL THAT JAZZ
BLVDC - 011 SOMETHING COOL



LVT1 - LUXURY VINYL PLANK
BOME OFFICES / CORRIDORS, STAIR ENTRANCES / LANDINGS AND COUNCIL BOARDROOM KITCHEN
POLYFLO - EXPONA COMMERCIAL WOOD
4020 GREY ASH



L1 - METAL LOCKERS
SHOP WASHROOM
HACKMAN
T004 - SAS CHARCOAL
DOOR - 639 BLUE



CWT2 - CERAMIC WALL TILE KITCHEN & COFFEE BACKSPLASH
ALUMATEL - GENESIS CERAMIC TENDORA (7.5" X 5.25")



WP1 - WASHROOM PARTITION
WASHROOMS
HACKMAN
SAS CHARCOAL



SSWS1 - SOLID SURFACE WASH STATION
WASHROOMS
BROCKLEY - EVERO-GITO SERIES
SERVA MARBLE



CAT1 & CAT2 - CERAMIC ACCENT WALL TILE
WASHROOM ACCENT TILES (4" X 8")
DANTE - ANCORON DIMENSIONI & LERIAN CANNALS
CAT1 - XT89 NAVY
CAT2 - 0029 MATTE SHOCKY QUARTZ



PFT1 - PORCELAIN FLOOR TILE
LOBBY ACCENT TILE &
STAFF WASHROOM FLOOR
CELESTRA TILE - GLOVE WHITE
SAPRI (12" X 24" X 20")



PFT2 - PORCELAIN FLOOR TILE
LOBBY ACCENT TILE &
STAFF WASHROOM FLOOR
CELESTRA TILE - GLOVE WHITE
SAPRI (12" X 24" X 20")



PFT3 - PORCELAIN FLOOR TILE
LOBBY ACCENT TILE &
STAFF WASHROOM FLOOR
CELESTRA TILE - GLOVE WHITE
SAPRI (12" X 24" X 20")



CWT1 - CERAMIC WALL TILE
WASHROOM WALL TILE
DANTE - ANCORON DIMENSIONI & LERIAN CANNALS
CAT1 - XT89 NAVY
CAT2 - 0029 MATTE SHOCKY QUARTZ

EXTERIOR FINISHES

INTERIOR FINISHES

**AGENDA ITEM**

PROJECT: Delegation – Residents of Cartier Creek Subdivision		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Planning & Development	WRITTEN BY: Rick Emmons	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 checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: <u> Municipal Reserve </u> Policy: _____		
Theme #1 – Managing our Growth	Planning Objective 1.1 - Plan for a well designed and built community.	Strategic Area 1.1.1: Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
ATTACHMENT(S): 1. Correspondence from Landowners – Attachment “A” &”B” 2. Allen Presentation “ENCROACHMENT ON MUNICIPAL RESERVE In the Cartier Creek Subdivision		
RECOMMENDATION: For Council to receive the information as presented by the delegation.		

BACKGROUND:

Over the past 20 to 30 years, some residents of the Cartier Creek Subdivision have migrated out into the Municipal Reserve (MR); placing decks, fire pits, playground sets, picnic tables, etc. on the County’s property. Glenn and Joanne Allen are before Council today to describe the current status of encroachments and illustrate the impact from their perspective.

Attachment "A"

4299 - 46A Ave

Red Deer, AB T4N 6T7

14 November, 2016

sanallen@telusplanet.net

Rick Emmons
Planning Department
Clearwater County
P.O. Box 550
Rocky Mountain House
T4T 1A4

Copy: Earl Graham Deputy Reeve

Dear Mr. Emmons:

File: Plan 0179IX

PTS NW 23 AND SW 36-31-07-W5M

Re: Cartier Creek Subdivision

Use of Lot R - Community Reserve Land

We wish to inform you that we take strong exception to the precedent-setting decision that you have made, with six cabin owners, that as long as they do not inhibit access across Community Reserve land they will be allowed to continue encroachment on said land. In our opinion, this option contravenes the intent of the Municipal Government Act as well as previous decisions made by Clearwater County Council. This decision most likely will be interpreted by other property owners that they may encroach on the community reserve as long as they do not restrict access to the general public and community residents.

Former Development Officer, M. Saunders, in a letter sent to all cabin owners on July 16th, 2010 stated, "Should the Cartier Creek Community wish to develop anything, including walking trails, benches, etc. on the County owned lands a proposal from the community should be submitted for Council's consideration. Access across and through the Community Reserve shall not be restricted in any way." In our opinion the word "restriction" can be interpreted in several ways, for example, fire pits, play equipment, a row of trees, a fence, a pile of firewood, a sign or a verbal or demonstrative exchange. No resident or member of the public should feel intimidated or apologetic for walking on the Community Reserve.

We appreciate that upon your initiative every cabin owner is aware of where their property pegs are located and the boundary of the reserve. The rule of the Municipal Government Act is clear; whether it pertains to a county, town or city, one must adhere to the bounds of his/her legally owned property, as recorded under the Land Titles Act. Hundreds of precedents exist in our province where violations have occurred, and the response is nearly universal - move it or it will be removed at your expense.

Further, in a previous letter from Ms. Saunders on October 22, 2009, it is stated, "... in the Municipal Government Act, Section 671 (2) states that municipal reserve may be used by a municipality for a public park or public recreation area. Therefore it is conceivable that such use as a public bench, public walking trails, public trail access to the river are all considered to be uses acceptable on this lot. Uses that would be unacceptable are sheds, private shelters, private picnic areas/patios and encroachment of any buildings or similar structures or uses." All cabin owners have been informed eight years ago with the process of developing the reserve. Squatter's rights, good intentions, expenses incurred or grand fathering do not constitute an appropriate approval process. For a written promise, given to you by a cabin owner under duress, to protect the integrity of the community stating that they will comply does not conform to or constitute law.

We have been residents at Cartier Creek for nearly half a century. Until 2008 we had lived in harmony and mutual respect, restricting our development according to County regulation. That year for the first time it became apparent that one owner had chosen to expand his boundary into the reserve. After several years of frustration, confrontation, and appeal the County demanded compliance on January 25th, 2011 for the property owner of cabin #22. Although partial compliance was achieved the situation today is much as it was in 2010. This year you have now found six cabins where encroachment has occurred - the contagion is spreading.

From our telephone conversation of October 6th, we understood that you were going to approach each offender as to why they felt they had the right to use Reserve land for their private purpose. With a written reply it would clarify their responsibility for the violation. Public access to the Reserve is already guaranteed by the Alberta Municipal Act in which it also states: Use of reserve land 671(1) Subject to section 676(1), environmental reserve must be left in its natural state or be used as a public park.

It is our contention that an error has been made and request that Council should review and reverse your decision. Specifically, we are requesting that all six property owners currently encroaching on community reserve be given notice that upon further consideration Clearwater Council has reversed the recent decision granting permission for the infrastructure to remain on the Municipal Reserve. Therefore they must remove "all" infrastructure from the community reserve within an appropriate time or County will remove said items at the expense of the property owner.

Further, that the County informs once more by written notice to all property owners of the Cartier Creek Subdivision stating clearly that there is to be no personal encroachment on community reserve land without due process between the County and community as a whole.

Thank you for your kind consideration.

Joanne and Glenn Allen

Attachment "B"

4299 - 46A Ave
Red Deer, AB T4N 6T7
16 November, 2016
sanallen@telusplanet.net

Rick Emmons
Planning Department
Clearwater County
P.O. Box 550
Rocky Mountain House
T4T 1A4

Copy: Earl Graham Deputy Reeve

Dear Mr. Emmons :

File: Plan 0179IX
PTS NW 23 AND SW 36-31-07-W5M
Re: Cartier Creek Subdivision
Use of Lot R - Community Reserve Land

Following our telephone conversation of November 10th, 2016 we went to Cartier Creek and had opportunity to consult with three other neighbors. The consensus of opinion was that the decision you have made allowing six parties to continue with encroachment on Community Reserve land is a violation of the Provincial Municipalities Act. In our opinion this is not an issue that requires canvass or debate for residents as the Act and precedent set on January 25th, 2011 by Clearwater County with regard to property #22 clearly make your decision an error.

Our emails of November 13th and 14th both clarify our position. We are still awaiting response to our request for access to correspondence between your office and those people you found encroaching on the public reserve. In addition we are hoping you can offer us the pathway toward making an appeal of your decision.

It would be our wish to be in attendance at the Council meeting where this is to be discussed.

Joanne & Glenn Allen

**ENCROACHMENT ON MUNICIPAL RESERVE
In the Cartier Creek Subdivision**

**Presentation from Joanne and Glenn Allen to
County Council of Clearwater County**

December 13, 2016

AGENDA

SPEAKER - GLENN ALLEN

INTRODUCTIONS

THANK YOU

THE CARTIER CREEK COMMUNITY

THE ISSUE

ENCROACHMENT
DEFINITION
VISUAL PRESENTATION

CONCLUDING REMARKS

COMMENTS FROM STEPHEN KENNY

QUESTIONS FOR COUNCIL

ENCROACHMENT ON MUNICIPAL RESERVE

Thank you to Clearwater Council for allowing us to be here today. My name is Glenn Allen and I would like to introduce my wife Joanne and our neighbor at Cartier Creek, Stephen Kenny.

Cartier Creek Subdivision is a collection of 25 cabins located 25 km SW of Sundre. Our community is one of good friends, co-operative and helpful neighbors, with a unique and caring culture.

A community walkway leads us to the Municipal Reserve land which surrounds the perimeter of the subdivision. This allows residents to move freely around the area without having to trespass on private lots and to have access to the river. In 2005 and 2013 flooding of the Red Deer River swept away huge portions of river bank and much of the trail, making this area even more sacred to everyone at Cartier Creek.

First slide - map

The issue that brings us here today is that Jo and myself believe the County rule as stated by Development Officer Marilyn Saunders "Access across and through the Community Reserve shall not be restricted in any way" has been violated. Restriction should neither be by physical means or verbal exchange.

From the dictionary - "**Encroachment** is to trespass upon the **property, domain, or rights of another**, especially stealthily or by gradual advances".

In 2009 cabin owners of #22 began encroaching on MR land. This caused much conflict between these persons and the community. On the letter of January 25, 2011, Council instructed the owners of #22 to remove a fence and a play structure off the MR.

This is what that encroachment actually looked like in 2010.

Slide

In June and July 2016, we began to experience escalating encroachment and restriction, both in verbal and physical form. On August 7th Jo filed a complaint to Rick Emmons in this regard.

In August, Clearwater County paid a legal land surveyor to mark and stake every property pin adjacent the municipal reserve, followed by a site inspection, which identified six offenders. We felt that this would be the answer- no one could dispute the boundaries of private and reserve land. Unfortunately, almost immediately, both the private property stakes and the County Reserve sign by #22 disappeared before most of us, including Rick, had an opportunity to see them.

Because Rick was unable to disclose the cabin numbers of the six offenders, in our next slides we are only assuming that this is some of the reserve land encroached upon.

Slides

Following the survey, letters were sent to the six offenders. Why at that point was the order to remove infrastructure from the reserve not given? The rules are clear and known by all and the County decision of 2011 set the precedent. The decision to allow current encroachment to remain with a promise from offenders not to inhibit passage simply does not cut it.

We believe if the present decision is supported by Council then much if not all of what you saw will remain. In our opinion access to community reserve will not only be restricted but effectively stopped. Therefore, we ask that **the present position of allowing existing encroachments to remain**, be rescinded.

Conclusion

Have some people lost sight of the importance, purpose and public ownership of reserve land. Do some feel so entitled that they move their living space beyond their property, thus restricting the use of MR and changing the environmental footprint of the area. No resident or member of the public should feel like a trespasser, be intimidated or need to apologise for being on community reserve.

Encroachment allowed will eventually destroy the very fabric of our community. It is nothing more than theft, disrespect for others and prohibited by the Municipal Act.

I would now like to invite Stephen Kenny to add his thoughts to this issue.

Eight Questions for Council if time allows.

Questions for Council

Clearwater County Meeting 13 December, 2016

CLEARWATER COUNTY “MEANINGS” on your website

“MINOR PERSONAL RECREATIONAL INTERESTS” means a use of land for recreational purposes that is unobtrusive and does not unduly disturb or affect the use and enjoyment by neighboring land owners of their property.

When you give permission for one neighbor to encroach, have you consulted their two immediate neighbors to find how they feel about the view, appearance, noise etc. this brings with it? What about the entire community as well?

LIABILITY

- If the County allows picnic tables/fire pits on reserve land, but will not accept the liability for such infrastructure, who is responsible for the liability? How is it legally possible for the County to void themselves of responsibility on land that under the law belongs to them and they have given permission to encroach on?

POLICING

- You have stated that encroachers will be allowed to maintain items currently on reserve land. Was there an inventory or photos taken? Who will monitor and police new additions as they appear?

ACCESS

- Although you have stated the our neighbors have been told that they cannot deny access, suppose that a verbal exchange occurs. We report the incident to you, but he/she totally denies the occurrence, then we are simply into an impossible, “He said, She said”, situation.
- As our presentation showed, barriers can take all kinds of different forms. Although we have been informed, how would the public or other cabin owners know of this arrangement?

ENVIRONMENTAL

- The more infrastructure placed on the MR, the more destruction of the natural environment. Should we not be looking ahead to maintain and enhance as healthy and natural environment as possible?

OFFENDERS

- Does the County have record of any requests by encroachers made before August of this year, when we submitted our document, asking for permission to use County land as their own?
- What date were the six given permission to continue to encroach?
- If we come to the Clearwater County office, are the records available for us to see so we can have an understanding of what has transpired with the encroachers?

DOMINO AFFECT

- In 2011 we were aware of one case of encroachment. In 2016 we are told there are now six. Does this not give an indication that the contagion is spreading?
- It is without question that others will approach you - what will you tell them?

SELLING OF PROPERTY

- When it comes to selling property, if encroachment has taken place, how do you make sure the next landowners won't assume they have the same privilege?




AGENDA ITEM

PROJECT: Delegation – Bob Winship, Forest Resources Manager, Weyerhaeuser Pembina Timberlands		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Delegations	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: Facilitate community engagement in planning and decision making.	STRATEGIES: Participate on industry stakeholder groups to remain aware of industry issues and concerns.
ATTACHMENT(S): PowerPoint Presentation – “Weyerhaeuser-Pembina Timberlands Forest Management Plan		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:


At the October 25 Organizational Meeting Council requested information regarding Council participation on Weyerhaeuser’s Forestry Advisory Committee. Since then Council was informed of the committee’s dissolution by Weyerhaeuser as a result of changes to its stakeholder engagement process. As part of the new process, Bob Winship, Forest Resources Manager, is here today to present Weyerhaeuser’s forest management plan for areas within Clearwater County, gather feedback and answer questions.



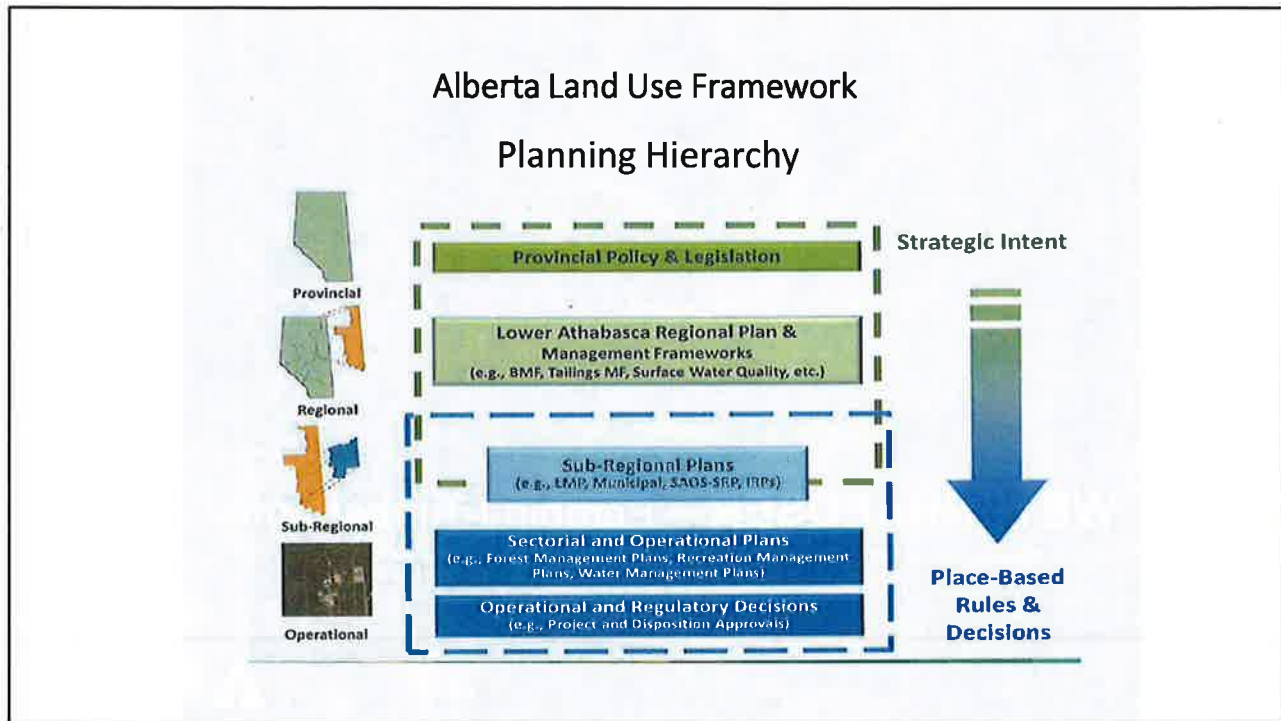
Weyerhaeuser Pembina Timberlands 

Alberta's Green Area

- 35.1 million ha
- Shared management responsibility.
 - Land Manager (Environment and parks)
 - Forest Manager (Agriculture and Forestry)



2



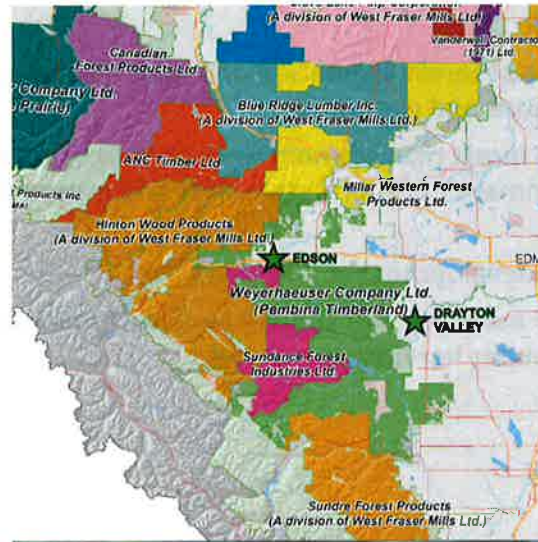
Weyerhaeuser Pembina Timberlands



Land Use Framework - Regional Plans

- Main strategy under the Land-use Framework Policy
- Define economic, environmental, and social outcomes for a region in relation to land-use
- Align provincial policies related to land/ environment at a regional level
- Environmental Frameworks for each Region (Air, Surface Water, Groundwater, Biodiversity)
- *Addresses cumulative effects, and binds Government to act to thresholds*

Forest Management Agreement (FMA) Areas



5

Weyerhaeuser Pembina Timberlands



Forest Tenure

Forest Management Agreement:

- Area based, surface rights agreement between Government and Weyerhaeuser (Order-In-Council)
- Rights to establish, grow and harvest forests
- 20 Year renewable agreement subject to terms and conditions
- Minimize impacts of forest management on other resource values and users
- Forecasts future development of the forest over 200+ years
- Indigenous communities, stakeholder and public engagement

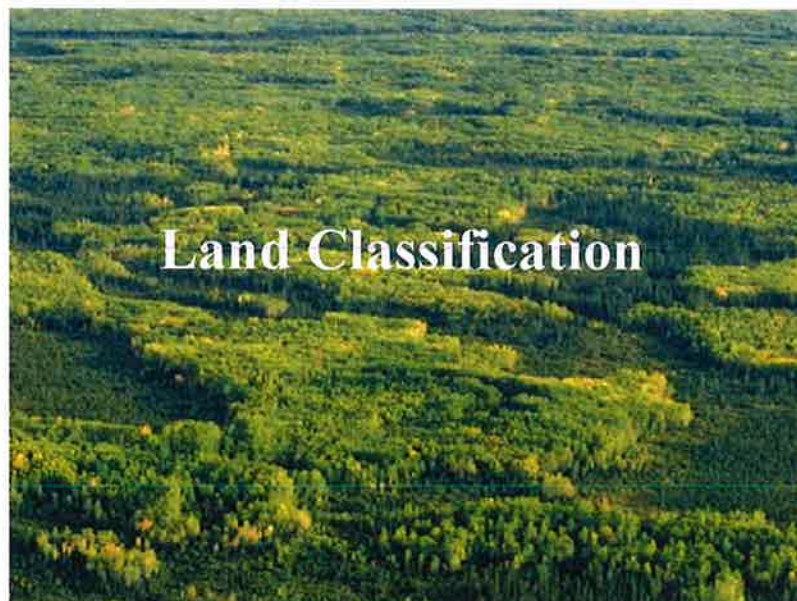
6

Weyerhaeuser Pembina Timberlands

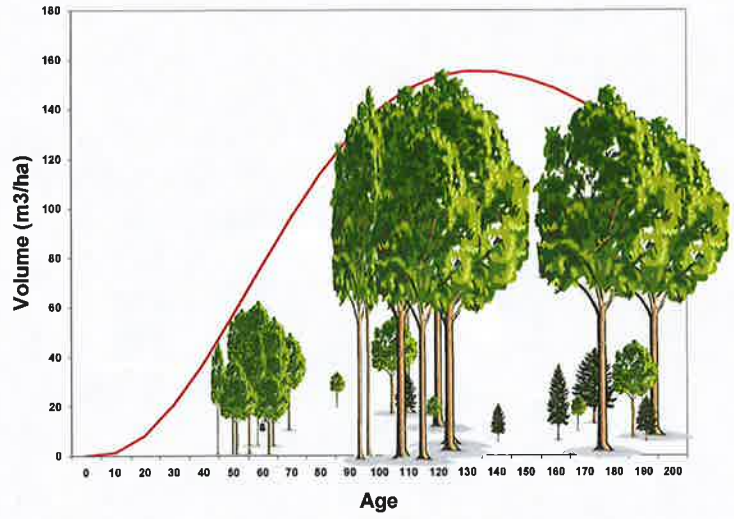
**Forest Management Plan:**

- Long term management of forest vegetation and minimizes impacts of forestry operations on other values and users
- Establishes sustainable forest management, including long term sustained timber yields, based on Government of Alberta standards and international environmental certifications
- Forecasts future forest development at 200 years
- *Sets sustainable timber harvest levels* subject to Government approvals, and 20 year sequencing of where timber harvesting will occur
- Revised every 10 years

7



Yield Stand Level





Weyerhaeuser Pembina Timberlands



Guide to High Risk Species on the Weyerhaeuser Pembina FMA

Endangered and Sensitive Species
 - American Bald Eagle
 - American Woodcock
 - Canada Jay
 - Golden-crowned Kinglet
 - Golden-winged Woodpecker
 - Hairy Woodpecker
 - Kinglet
 - Marbled Murrelet
 - Northern Parula
 - Pileated Woodpecker
 - Red-breasted Nuthatch
 - Red-eyed Vireo
 - Striped Gophers
 - White-bellied Nuthatch
 - White-throated Sparrow
 - Yellow Warbler

Prepared by: Wendy Grooms - Weyerhaeuser, Pembina, December 13, 2011

Wildlife Conservation & Protection

Block Green Tree & Small Chamae Retention

Block Green Tree Retention
 - Retain 1% of the area in the block as green trees
 - Green retention areas are better retained than
 - Higher retention for riparian and lowland riparian areas
 - Patches and clumps are preferred
 - After logging, the ground, large standing dead trees, snags, and
 - should be a mixture of retention and snags

Small Chamae Retention
 - Retain 1% of the block of small chamae, 10% of the block
 - Retain 1% of the block of small chamae, 10% of the block
 - Retain 1% of the block of small chamae, 10% of the block

Raptor and Scissorbird Nests

- Avoid harvest of active raptor and scissorbird nests
 - Avoid harvesting of active raptor and scissorbird nests
 - Avoid harvesting of active raptor and scissorbird nests
 - Avoid harvesting of active raptor and scissorbird nests

**in Block Green Tree
 Visual Standards of
 6 - 10%**

Weyerhaeuser Pembina Timberlands



Integrated Land Management



13

Reforestation



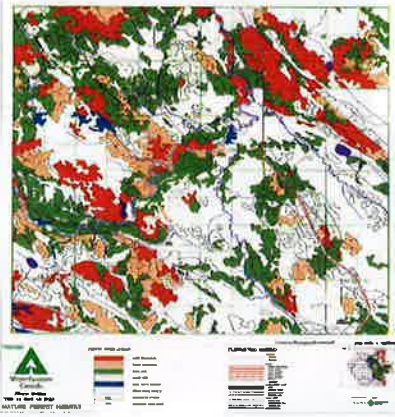
- ✓ All harvested areas are reforested to regulated standards
- ✓ We reforest to the same forest types that are there today
- ✓ Reforestation is monitored for up to 15 years to ensure success
- ✓ We plant over 4 million seedlings annually

Harvest Design - Criteria

Wildlife

Watershed

Timber



Aesthetics

Logistics

Ecological

Reforestation



Getting input & involvement from stakeholders, public and Indigenous communities



Key Issues Overview

From the perspective of those seeing what others do in the forest:

Cause	Effect
Logging	<ul style="list-style-type: none"> ➤ Change from old forest to young/new forest ➤ Change forest over the landscape ➤ Is it reforested, is it sustainable? ➤ Wood fibre "waste"
Roads, pipelines, wells, etc.	<ul style="list-style-type: none"> ➤ Removes forest cover / soil, fragments habitat ➤ Brings people (hunting, disturbance) ➤ Crosses watercourses / watersources
Motorized recreational vehicle use	<ul style="list-style-type: none"> ➤ Brings people (hunting, disturbance) ➤ Crosses watercourses / watersources
Herbicide	<ul style="list-style-type: none"> ➤ Enviro hazard
Grazing	<ul style="list-style-type: none"> ➤ Forest cover change ➤ Domestic animals ➤ Brings people

Key Issues Overview

From the perspective of regulators:

Legislation / Regulation / Policy	Focus
Traditional Use by Aboriginal Peoples	<ul style="list-style-type: none"> ➤ Fishing, hunting, trapping, special uses
Public Lands, Forests, Minerals, PNG, Water, Fish & Wildlife	<ul style="list-style-type: none"> ➤ Use of Crown land (commercial & recreational) ➤ Use & conservation of natural resources ➤ Renewable, sustainable forest resource ➤ Forest protection (fire)
Environmental protection	<ul style="list-style-type: none"> ➤ Soil ➤ Water, watersheds ➤ Pollution, contamination, hazardous waste
Endangered, threatened species	<ul style="list-style-type: none"> ➤ Adequate habitat ➤ Protection from people ➤ Terrestrial & aquatic
Migratory birds	<ul style="list-style-type: none"> ➤ Nest protection
Historical resources	<ul style="list-style-type: none"> ➤ Protection (temporary & permanent)

Key Issues Overview

From the perspective of resource managers, scientists:

Topic	Focus
Biodiversity	<ul style="list-style-type: none"> ➤ How do you measure it? ➤ How do you influence / manage for it? ➤ Habitat – fragmentation, patch size, age/type of forest
Conservation, natural range of variability	<ul style="list-style-type: none"> ➤ What can be “managed” vs. what needs to be protected? How much is enough? ➤ What’s “natural”? How do we compare?
Watersheds	<ul style="list-style-type: none"> ➤ What impacts do disturbances have? ➤ How much is reasonable? ➤ What are the best protection requirements?
Cumulative effects	<ul style="list-style-type: none"> ➤ What are the effects of human developments? ➤ How much is too much? ➤ How do we manage for multiple users impacts?
Climate change	<ul style="list-style-type: none"> ➤ What’s going to change, how do we adapt?

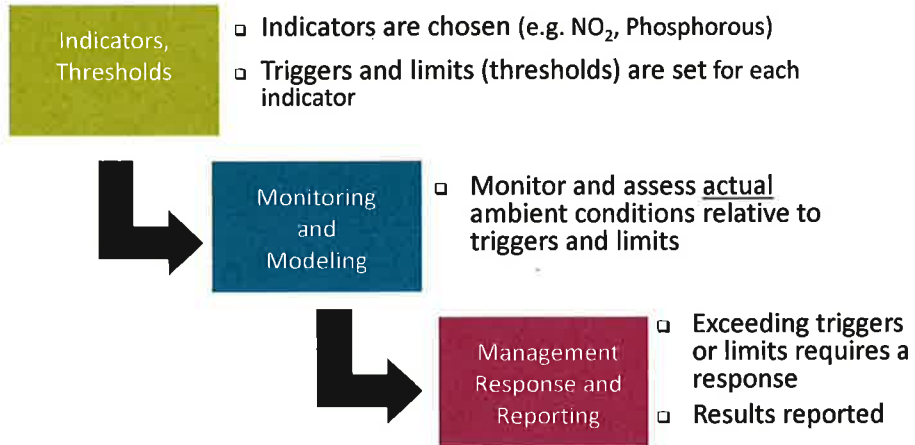
Weyerhaeuser Pembina Timberlands



Forest Management:

- **What further information would you like to know?**
- **What concerns, issues or questions do you have that can be addressed in forest management?**
- **Would you like to be kept informed over time, and if so, how?**

Environmental Management Frameworks – Regional Approach to Cumulative Effects





AGENDA ITEM

PROJECT: Clearwater Broadband Foundation - Delegation		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Economic Development / Community & Protective Services Division	WRITTEN BY: Ted Hickey	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): Society Certificate of Incorporation Letter of Delegation Request December 5, 2016		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

As per Council's discussions during the November 22, 2016 regularly scheduled Clearwater County Council Meeting, the Clearwater Broadband Foundation has requested an opportunity to address Clearwater County Council to present a lead program to lay out a network for a fibre based infrastructure to enhance the digital connectivity of businesses and residences throughout the region.

The delegation is led by Michelle Swanson.

CORPORATE ACCESS NUMBER:

**Government
of Alberta ■**

SOCIETIES ACT

**CERTIFICATE
OF
INCORPORATION**

**CLEARWATER BROADBAND FOUNDATION
WAS INCORPORATED IN ALBERTA ON 2016/11/04.**





Society Bylaws

Clearwater Broadband Foundation

1. MEMBERSHIP

1.1 Any person and being of the full age of 18 years, residing in Clearwater County, the Town of Rocky Mountain House or the Village of Caroline, or representative of a business located in Clearwater County, the Town of Rocky Mountain House or the Village of Caroline may become a member upon payment of the membership fee.

1.2 Membership fee in the society shall be determined, from time to time, by the members at a general meeting.

1.3 Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

2. COMPOSITION and ELECTION of BOARD

2.1. The Board is to consist of an odd number of Directors, not being fewer than 5 elected from the Membership.

2.2 Any member in good standing or the representative of a corporation that is a member in good standing is eligible to be elected as a Director.

2.3 Composition of the Board will allow for 1 (one) member from Caroline and 2 (two) members from Rocky Mountain House and 5 (Five) from rural Clearwater County. In addition to the directors elected by the membership, another director may be appointed from each of the Councils of Clearwater County, the Town of Rocky Mountain House, the Village of Caroline and a representative from First Nations.

2.4 The term of office of an elected director is 3 (three) years. Initially, the two elected Directors from Rocky Mountain House will serve terms of office of 2(two) years and 3 (three) years, the Director from Caroline 3 (three) years. The remaining 6 (six) Directors from rural Clearwater County will have terms of 1 (one), 2 (two), and 3 (three) years (two directors serving each of the initial terms with plurality dictating the terms).

2.5 Elected Directors are eligible for re-election for three consecutive terms and thereafter must not run for re-election for one year. Thereafter, such retiring Director is eligible for re-election as provided for in this By-law.

2.6 At the first Board meeting after the AGM the Board will select the Chairmen, Vice-Chairman, Secretary, Treasurer, or Secretary/ Treasurer from the members of the Board.

2.7 The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the Chairman. A special meeting may be called on the instructions of any two members provided they request the Chairman in

writing to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice. The majority of the Directors present at any Board Meeting shall constitute a quorum.

2.8 A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

2.9 Any director or officer, upon a majority vote of all members in good standing, may be removed from office or any cause which the society may deem reasonable.

3. CHAIRMAN

3.1 The Chairman shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-Chairman shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

3.2 A Chairman may only serve 2 (two) consecutive years.

4. SECRETARY

4.1 It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

4.2 The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

5. TREASURER

5.1 The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

6. AUDITING

6.1 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year end of the society in each year shall be December 31.

6.2 The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

7. MEETINGS

7.1 This society shall hold an annual meeting on or before April 1 in each year, of which notice in writing to the last known address of each member shall be delivered at least 21 days prior to the date of the meeting. The directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.

7.2 General meetings of the society may be called at any time by the Secretary upon the instructions of the Chairman or Board by notice in writing to the last known address of each member, delivered at least 21 days prior to the date of such meeting. A special meeting shall be called by the Chairman or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, of which, notice in writing to the last known address of each member shall be delivered at least 21 days prior to the date of the meeting.

7.3 General meetings are open to members and each member is limited to one guest.

7.4 10% of members in good standing shall constitute a quorum at any meeting.

8. VOTING

8.1 Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.

9. REMUNERATION

9.1 Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her services.

10. BORROWING POWERS

10.1 For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

11 AFFILIATED NOT-FOR-PROFIT COMPANY

11.1 The Clearwater Broadband Foundation will provide governance for a not-for-profit company incorporated under the Companies or Business Corporations Act.

11.2 Infrastructure installed by the not-for-profit company will remain the property of the Clearwater Broadband Foundation.

11.3 The only shareholder of the not-for-profit company will be the Clearwater Broadband Foundation.

12. SEAL

12.1 This society does not have nor wish to use a society seal.

13. BYLAWS

13.1 The Bylaws may be rescinded, altered or added to by a "Special Resolution".



WWW.CLEARWATER-BROADBAND.ORG

December 5, 2016

Clearwater County
Ron Leaf, CAO

Mr. Leaf,

The Clearwater Broadband Foundation requests a presentation to Council regarding the next steps necessary for the implementation of a broadband infrastructure within the Clearwater region at the next Council Meeting on December 13th. CBF recognizes the urgency to find solutions and direction regarding this matter.

Before Council deliberates the upcoming budget, CBF will present a lead program to lay out a network for a fibre based infrastructure to enhance the digital connectivity of businesses and residences throughout the region.

Regards,
Michelle Swanson,
Chair
Clearwater Broadband Foundation



AGENDA ITEM

PROJECT: West Country Management		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Planning & Ag	WRITTEN BY: Rick Emmons & 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 checked="" type="checkbox"/> County Bylaw or Policy (cite)		
Bylaw: _____ Policy: <u>David Thompson Recreation Nodes</u>		
5.2.5 <i>In recognizing the David Thompson Development Nodes as special areas for recreation and tourism development, Clearwater County shall:</i>		
(a) <i>undertake concept plans for the use and conservation of lands and resources in each of the nodes in accordance with the David Thompson Corridor Local Integrated Resource Plan; and</i>		
(b) <i>prepare more detailed plans for portions or all of each node to further define land use development to accommodate recreation and tourism activities, as well as other compatible land uses in accordance with the David Thompson Corridor Local Integrated Resource Plan</i>		
8.2.1 <i>Clearwater County encourages tourism land uses to locate in the County and may facilitate appropriate tourism land uses in suitable locations. These locations include, but are not limited to:</i>		
(a) <i>tourism development nodes along the David Thompson Highway;</i>		
(b) <i>Growth Hamlets; (this includes Nordegg)</i>		
(c) <i>provincial parks and recreation areas;</i>		
(d) <i>areas having other amenity values for tourism land uses and appropriate accessibility.</i>		
11.2.20 <i>While not limited to the following, Clearwater County's interests in the management of lands and resources in the West Country include: managing for multiple uses; maintaining high quality watershed conditions; conserving natural beauty; conserving ecosystems; encouraging and managing responsible public access; and providing a diversity of recreation areas for a variety of recreation experiences.</i>		

<p>STRATEGIC PLAN THEME: #1: Managing our Growth #2: Well Governed and Leading Organization</p>	<p>PRIORITY AREA: Objective 1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training. Objective – 2.7 Development Of a regional economic development plan.</p>	<p>STRATEGIES: 1.4.8 Continue to encourage Alberta Environment and Parks and Alberta Agriculture and Forestry to develop trail and recreation areas to reduce the levels of random recreation and environmental damage occurring within the West Country. 2.7.3 Work with Alberta Economic Development Authority (AEDA) and Alberta Environment and Sustainable Resource Development (AESRD) to encourage development in the David Thompson Nodes.</p>
<p>RECOMMENDATION: That Council:</p> <ol style="list-style-type: none"> 1. Lobby the Provincial Government to release the findings and recommendations relating to the North Saskatchewan Regional Plan; 2. That Council lobby the Provincial Government to approve the David Thompson Business Plan including support for the David Thompson Recreation Nodes. 		

BACKGROUND:

Over the past year, Clearwater County has been emailed directly and “cc”ed from members of the general public voicing their perspective(s) on designating the Bighorn area as a provincial park rather than the current designation of a Public Land Use Zone (PLUZ).

Visitors and residents alike enjoy going into the Bighorn Backcountry for their recreational activities; such as hiking, fishing, camping, hunting, etc. At this time, in order to organize a trip one must refer to the PLUZ map and website to check for trail use restrictions. Public perception is that with an increased usage, there is an increased misuse of the area as well. PLUZ signage does exist around some trail heads which tends to be ignored by most users, as they don’t know what a PLUZ is. Some users feel the PLUZ designation is a deterrent to encouraging tourism and sustainable growth of Nordegg as a gateway community to the Bighorn Backcountry while others feel the PLUZ designation doesn’t mean anything and therefore has no consequence.

As part of the North Saskatchewan Regional Plan, some land use decisions may be made and as such, Clearwater County has received some emails in support of the

Bighorn Backcountry being designated as a Wildland Park managed by Alberta Parks. The County has heard from individuals that this designation may be in the best interests of environmental protection, quality of life and sustainable, nature-based tourism for the region and a Wildland Park designation would support the existing network of motorized and non-motorized trails and recreation but provide more resources for proper management. I.e.: outhouses at popular trailheads, campgrounds on the river etc.

Users/stakeholders have pointed out that the Central Alberta Tourism Management Plan for this region identified *“a general lack of awareness and understanding about the tourism opportunities in our region”* and perhaps because of this lack of awareness is the failure to designate our region as a formal park and recreation area. Some view that the lack of awareness to be followed by a lack of respect for the environment.

The associated risk to a park designation is the fear of the unknown. How would a park designation affect Clearwater County’s plans for the DT Node Development? Would gravel pit exploration and mining be continue to be permitted? These questions may be premature at this stage, but at some time will be important ones to be answered.

The Alberta provincial government completed the David Thompson Corridor Integrated Resource Plan (IRP) in 1992. The IRP provides guidance for resource management and development opportunities along the highway. The Plan identified five (5) Tourism Development Nodes along the corridor, each with a potential for a range of tourism / recreational pursuits, along with associated services and activities. These Nodes are Saunders/Alexo, Shunda/Goldeye, Bighorn Canyon, Whitegoat Lakes, and the historic town site of Nordegg. Nordegg was always intended to be the service hub that supported the remaining four nodes and surrounding area. The Rocky-Nordegg trail also plays a significant role in this concept plan.

Nordegg is viewed as having significant potential for recreation, tourism, and residential development. With the various scenic resources of the surrounding mountain region and the continued interest for residential lots and acreages in the town site, Clearwater County and the Province of Alberta negotiated an agreement whereby the Nordegg town site was transferred to the municipality. It is the intention of the County, in conjunction with the David Thompson Corridor IRP that Nordegg will serve as the central service hub for the other development nodes and the West Country in general.

Clearwater County has been fully committed to its role in the implementation of the IRP as it relates to Nordegg, the Nodes, and the West Country in general. The County recognizes the great potential of these areas for recreational and tourism development opportunities and is dedicated to accomplish this. One of the eight *“Guiding Principles”* established in the County’s current Municipal Development Plan (MDP) is to *“promote locally appropriate tourism opportunities”* recognizing that *“tourism is a vital part of the County’s economy, while allowing residents opportunities to enjoy the abundant natural and built recreation resources throughout the County.”* One of the *“Anticipated Outcomes”* of the plan is a *“greatly expanded tourism sector.”* The MDP contains a number of policy statements that support this strong commitment, such as; 5.2.6 (c)(d), 8.2.2, & 11.2.20.

The Province and County have partnered in several projects over the last dozen years or so in relation to developing the nodes. In 1998, Alberta Economic Development, Clearwater County, and Alberta Environment formed a committee to undertake an Area Structure Plan (ASP) for the Whitegoat Development Node. The committee hired Urban Systems to develop the Whitegoat Lakes Concept Plan, which identified where certain development should be placed and to give direction for the nodes' site and architectural character. In addition, the plan dealt with wildfire protection, and wildlife concerns along with other site- specific issues.

More recently, the County and Alberta Economic Development undertook a project jointly to complete ortho-photo mapping of the Saunders/Alexo Development Node. These contoured photos were then used in the creation of three planning documents for that node, those being the Saunders / Alexo Concept Plan, the Central Highlands Area Plan and the Saunders Campground Outline Plan. These documents will be instrumental in guiding future development for that node. All three of these plans were done through contribution of personnel and financing by both the Province and the County. The development of the David Thompson Nodes could be the alternative to random camping. It is difficult for the general public to be told they can't do the very thing they have done for years, especially when no other options are provided; the nodes could be an integral part of that solution.

Although Clearwater County is prepared to continue playing a key role in attracting commercial/tourist/recreational development to occur in the David Thompson Development Nodes – is the province willing to facilitate? Clearwater County has put in countless administration hours over the past 23+ years and had no positive progress from the province.

The subject of creating (or not) a provincial park is a divisive topic for citizens, particularly area residents. For Clearwater County, a lot of time and resources have been spent on the Nodes without seeing any progress from the province. Local stakeholders have expressed concerns that the push from some groups to make the Bighorn into some form of "Park" has been moving outside the process of regional planning; which would include stakeholder consultation, and into the realm of direct lobbying of the Environment & Parks Minister for the creation of a large wildland park as opposed to the current PLUZ designation. The potential of this could affect current recreation and industry activities and their future management as well as Clearwater County's efforts in Nordegg.

The question before Council today is whether or not Council would like to provide any support towards the efforts in bringing these concerns to the attention of the Minister? And whether Council is in support of the Nodes or the designation of a provincial park?

Councillor Duncan has submitted the following questions to assist Council in its discussion:

1. Is the Minister committed to the Regional Planning process and if so why the significant delays releasing the Regional Advisory Council recommendations and further consultation?
2. Much work has and is being done by the Government of Alberta and stakeholders to protect the Bighorn through the existing PLUZ designation and regulation. Changing the designation to a Wildland Park makes it unclear if this work would or can continue as significant regulation/policy changes can occur without legislative changes or consultation once the “park” designation is in place. This is a concern to many stakeholders.
3. Is the Minister aware of all the positive work being done in the Bighorn and headwaters region in general through efforts by the Bighorn Backcountry Standing and Steering Committees, the Headwaters Alliance (supported by the North Saskatchewan Watershed Alliance), Clearwater Trails Initiative, Clearwater Landcare, Bighorn Heritage ATV Society, prescribed burning operations conducted by Ag and Forestry and land use planning and development done by Clearwater County (F1 (or F2?) region and Nordegg) and Alberta Environment and Parks (F2 (or F1?)). This would include sub-basins as well as the main stem river. Present water quality from the headwaters to Edmonton is very good.
4. Recreational pressures are not going away, or even decreasing, particularly with random camping and off highway vehicle activities. Significant reductions in the Bighorn will only increase pressures in other areas.
5. Surveys/data being presented by advocates for a “Park” designation while possibly “statistically” valid may not truly represent the voice of those actually using the Bighorn.
6. Planning and management efforts are being done by other municipalities. Clearwater County residents are divided on moving to a “Park” designation, particularly in Nordegg.

**AGENDA ITEM**

PROJECT: Cartier Creek Subdivision		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Planning & Development	WRITTEN BY: Rick Emmons	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 checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: <u> Municipal Reserve </u> Policy: _____		
Theme #1 – Managing our Growth	Planning Objective 1.1 - Plan for a well designed and built community.	Strategic Area 1.1.1: Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
ATTACHMENT(S): Appendix - photos		
RECOMMENDATION: For Council to receive the information as presented by the delegation and support the current encroachment agreement.		

BACKGROUND:

As Council heard earlier, some residents of the Cartier Creek Subdivision have migrated out into the Municipal Reserve (MR), placing decks, fire pits, playground sets, picnic tables, etc. over the past 20 to 30 years. The Planning Department has sent a number of letters to the violators notifying them of the infraction over the past couple of decades. Things changed very little to not at all over that period when this summer I received an email from local residents who described the encroachments and stated they were being denied access on the MR when going for walks down to the river.

With reviewing the land file, I found the predominant rationale used by the people who are infringing on the Municipal Reserve was they didn't know where their property stopped and MR began. I felt the best approach was for Clearwater County to hire a surveyor and identify clearly our MR (thereby also identifying the area resident's property boundary as well). The MR was surveyed, staked with ribbons, and signs were placed stating "Municipal Reserve".

Legal counsel was also contacted regarding whether it would be possible to allow the items on the MR to remain but have the adjacent owners recognize that the "amenities are located on public property – not theirs. This approach was preferred by Clearwater County Administration as opposed to an enforcement approach requiring the removal of all private property located within the MR lands. Staff are of the view that the approach outlined above would be less

disruptive to the community if they were to enter into an encroachment agreement that would address issues such as right of access to the MR property, insurance, etc. This proposal failed to meet some resident expectations, so this issue is now before Council.

Since the time Administration chose to take this approach, I have been informed that some of the violators have placed even more infrastructure on the MR.

Council does not have policy governing municipal reserve; therefore the discussion before Council today is to either:

- a) For Council to support the current encroachment agreement, or
- b) For Council to support full enforcement.

I would like to share a portion of an email I received on November 18/16 stating:

“That makes sense now and the reason for the new survey stakes and community reserve signs. Unfortunately a few property owners have taken liberties with the interpretation of the counties actions. All of the new survey stakes along the river front properties have been removed including one of the community reserve sign's. Additional personal property has also been moved in to the reserve. Human nature, it's a funny thing at time's.

In my opinion the county will have to ask all property owners that are encroaching on the CR to remove all personal property from the reserve, things have gotten too far out of hand and I feel there won't be a reserve on the river front in the near future. I think my sentiments are shared by the majority of the community” (email received from a second resident).

Appendix



Wood pile and picnic table on MR



Gravel hauled in



Rocks. An attempt to guide people away or make them feel unwelcome?





AGENDA ITEM

PROJECT: AAMDC Carbon Levy and Industrial Assessment Survey		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Municipal	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 type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Bill 21) <input type="checkbox"/> County Bylaw/Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Advocacy	STRATEGIES: 2.5 Advocate in the best interest of community and region.
ATTACHMENT(S): AAMDC Carbon Levy and Industrial Assessment Survey with Draft Responses		
RECOMMENDATION: That Council reviews, amends and approves the draft carbon levy and industrial assessment survey responses for submission to the AAMDC.		

BACKGROUND:

With the recently announced Alberta carbon levy set to begin in 2017 at \$20/tonne (progressing to \$50/tonne by 2022), and the changes in industrial assessments as a result of declining commodity prices and phasing out of coal fired power generation, AAMDC has issued a survey for its member municipalities.

In order to better understand the cumulative impacts of the carbon levy and industrial assessment changes on rural municipalities, AAMDC requests that member municipalities complete the attached survey by December 30, 2016.

As AAMDC's survey requires total fuel purchase amounts and detailed assessment information, Administration reviewed and provided a draft of the survey responses, for Council's review, amendments, additions and approval for submission on behalf of Council as a whole.

AAMDC CARBON LEVY SURVEY

INTRODUCTION

The purpose of this survey is to gather information to better understand the cumulative impacts of the current economic environment on municipalities including the anticipated impacts of the Alberta carbon levy. The survey is broken into three components. First, Part A contains questions specific to the Alberta carbon levy and second, Part B contains questions that relate more broadly to the impacts on rural municipal industrial assessment values as a result of the downturn in Alberta's economy. Part C relates to the phase out of coal fired electricity generation.

The AAMDC wants to ensure that it is capturing a holistic view of the impacts faced by rural municipalities as a result of these three forces.

Recognizing that this is a high level survey, the information gathered will be used by the AAMDC Advocacy and Communications department to develop positions and incorporate data into existing advocacy efforts.

Please answer the following questions to the best of your ability.

1. Name of Municipality

Clearwater County

2. Is this response from Council, Admin, Councillor, etc.?

Council as a whole

PART A – CARBON LEVY

In November 2015, the Government of Alberta announced the Alberta Climate Leadership Plan which was followed by the *Climate Leadership Implementation Act* which outlines the details of Alberta's carbon levy and carbon levy rebate. Alberta's carbon levy imposes an additional cost on fuels including diesel, gasoline, natural gas, and propane at the prices outlined below:

Type of Fuel	2017 Carbon Levy Rate	2018 and onward Carbon Levy Rate
Diesel	5.35 ¢/L	8.03 ¢/L
Gasoline	4.49 ¢/L	6.73 ¢/L
Natural gas	1.011 \$/GJ	1.517 \$/GJ
Propane	3.08 ¢/L	4.62 ¢/L

3. Currently, what is the annual average fuel usage (L) for municipal operations?

- | | |
|----------------|----------------|
| a. Diesel | 853,675 litres |
| b. Gasoline | 224,010 litres |
| c. Natural Gas | 6988 GJ |
| d. Propane | 86,000 litres |

4. Currently, what percentage of your total annual operating budget is spent on gasoline and diesel fuel?

1.5%

5. Currently, what percentage of your total annual operating budget is spent on natural gas?

Less than one tenth of 1%

6. As a dollar value, how much of an increase do you anticipate to pay in 2017 for your gas and diesel fuel costs due to the carbon levy?

\$84,000.00

6.a What percentage increase does this represent?

Less than 1% (0.2 %)

7. As a dollar value, how much of an increase do you anticipate to pay in 2017 for your natural gas costs due the carbon levy?

\$7000

7.a What percentage increase does this represent?

Less than one tenth of 1%

8. What are the direct impacts to your municipality that you foresee as a result of the carbon levy?

Increases in the property tax mill rates

Reduction in services to residents and businesses

Reduction in fuel consumption by the municipality

More efficient transportation choices

Greater adoption of energy efficiency technologies

Greater adoption of renewable energy.

Other

The cost of capital investments and operations will both increase as a direct result of carbon levy, along with increased costs associated with any investment in energy efficient technologies and infrastructure.

9. What indirect impacts do residents and business do you foresee within your municipality as a result of the carbon levy? [select as many as apply]

YES - Reduced economic development and activity.

YES - Reduction of employment opportunities or jobs.

More efficient transportation choices

Greater adoption of renewable energy

Other

Higher costs will either equate to higher taxes or decreased services, and are likely to impact the region's economic development potential.

10. If possible, please quantify the anticipated indirect costs to your municipality as a result of the carbon levy. (costs not incurred directly by the municipality through payment of the carbon levy)

Unable to quantify at this point.

Higher agricultural, forestry, non-renewable resource extraction costs with associated increased transportation costs may combine to reduce production with increased end purchase costs.

11. The province has committed to spending the revenue generated by the carbon levy on 'green projects'. What 'green projects' would your municipality use if funding were received for that purpose? (e.g. solar panel retrofit to municipal structures, energy efficiency improvements, etc.)

Exploration of potentials involving geothermal, wind, solar opportunities may exist.

12. What 'green projects' is your municipality currently undertaking?

Clearwater County has partnered with a University of Alberta study exploring the geothermal electricity generation potential in and around Clearwater County.

Clearwater County has also undertaken the design of new municipal building and concept designs include construction materials and technologies that would provide for higher efficiencies, including gathering data to potentially include solar power options.

PART B – DECLINING INDUSTRIAL ASSESSMENT IN RURAL ALBERTA

Given the recent downturn in Alberta's economy, many municipalities have noted a drop in assessments and in particular, assessments of industrial properties. The first decrease was in 2015 (for the 2016 taxation year), the assessment year modifiers (AYM) for wells dropped 4% and 11% for pipelines. In 2016, what was the change in total industrial assessment (Linear and Machinery and Equipment) in your municipality from the previous year? (Please provide the dollar value and indicate whether it is an increase or a decrease)

13. Please indicate the change in total taxation revenue that this change represents in dollar value?

\$183,294.00

14. Please indicate the change in total taxation revenue that this change represents as a percentage?

Less than on tenth of a percent (.0004%)

The next AYM decreases for the 2017 taxation year are unofficial but are projected to represent a 15% drop for wells and 9% on pipelines. Based on the above information, please answer the following questions to the best of your ability.

15. Given the anticipated decrease in the Assessment Year Modifier (AYM) for **2017** (15% for wells and 9% for pipelines), what is the anticipated change in your total industrial assessment (Linear and Machinery and Equipment) in dollar values?

\$363,415,566.00

16. Please indicate the projected change in total taxation revenue that this change represents in dollar values?

\$2,713,624.00

17. Please indicate the projected change in total taxation revenue that this change represents as a percentage?

6.3%

PART C: COAL FIRED ELECTRICITY GENERATION

In November 2015, the Government of Alberta announced the Climate Leadership Plan and the goal for zero emissions from coal-fired electricity generation by 2030. In achieving this, companies with coal-fired generation units will have to comply with provincial policy. This will have an impact on rural municipalities that host these coal-fired generation facilities.

18. If your municipality has coal fired electricity generating properties within your boundaries, what percentage of your municipality's assessment is associated with these facilities?

There are currently no coal fired electricity generating properties within Clearwater County boundaries.

19. What is the assessed dollar value of these properties?

\$0

20. If possible, what is the assessed dollar value that the municipality could expect lose as coal fired electricity generating facilities are phased out?

Unable to estimate.

There are several coals deposits within the County, and the County may be negatively affected by the loss of economic development, loss of potential jobs and abandonment of resources.

21. Please provide any additional comments in the box below:

Changes in provincial energy policy have affected Alberta's competitive advantage. A recent report by the Fraser Institute suggests that Alberta has plunged to 43rd place in its attractiveness to global oil and gas investors (from 15th in 2014), while Saskatchewan jumped to 4th (from 7th in 2015).

As well, the phasing out of coal may result in lost opportunity to diversify resources and lost future revenues and economic development opportunities.



AGENDA ITEM

PROJECT: Service Level Feedback – Summary Report		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Communications	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf/Rodney Boyko
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: 2.3 Facilitate Community Engagement	STRATEGIES: 2.3.2 Review input received from various committees and boards, from industry and business stakeholders, and from County residents.
ATTACHMENT(S): Service Level Feedback Survey		
RECOMMENDATION: That Council accepts the Service Level feedback summary report as information.		

BACKGROUND:

At their September 27, 2016 meeting, Council directed staff to conduct public engagement in the development of the 2017-2018 operational and capital budgets – requesting feedback on the County's service levels.

A *Service Level Feedback Survey*, along with service level and budget information support materials, was placed on the County's website on October 11, 2016. The deadline to submit service level feedback forms was November 18, 2016.

The Survey was advertised in various mediums, including: three local newspapers for two weeks each over the course of the five weeks; the County's social media pages on multiple occasions; and in the October/November issue of the County Highlights newsletter, which was mailed to residential landowners the first week of November. The Survey advertisements success was measured with immediate online responses following posting to social media and local papers. Hard copies of the Survey were also made available at the County office, with more than 500 copies leaving the office in large batches.

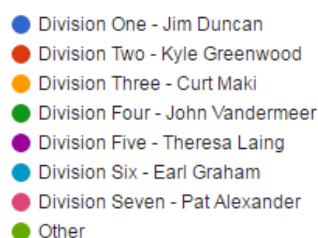
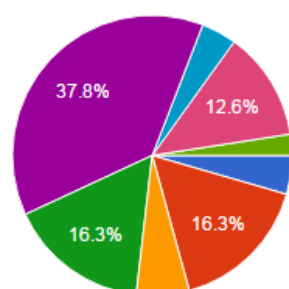
Council received the complete survey data set in confidence by email.

There were a total of 247 responses to the Survey, including both online (118), email (5) and hard copies (116) – with 8 surveys excluded as duplicate responses. Nearly 2% of the population (12,278) responded.

This survey was completed in a “Non-Probability Sampling” method, which has the advantages of convenience and lower costs. With any “Voluntary Sample” there is likely to be a degree of self-selection bias. For example, the decision to participate in the study may reflect some inherent bias in the characteristics/traits of the participants and this can either lead to the sample not being representative of the population being studied, or exaggerating some particular finding from the study.¹ This survey method was selected to provide a general direction for Council in their next discussions, and was not meant to “steer the ship” per say.

Of the 239 valid Survey responses, there was varied levels of response from each division, with Division 5 seeing the highest number of responses at 93 and Division 6 seeing the lowest number of responses at 10.

County Division (246 responses)



Division 1 - 11
 Division 2 - 40
 Division 3 - 15
 Division 4 - 40
 Division 5 - 93
 Division 6 - 10
 Division 7 – 31
 Unknown - 7

The Survey asked respondents three main questions:

- *What enhancements would you like to see in services over the next 3 years?*
- *What reductions would you like to see in services over the next 3 years?*
- *What additional capital priorities would you like addressed over the next 3 years?*

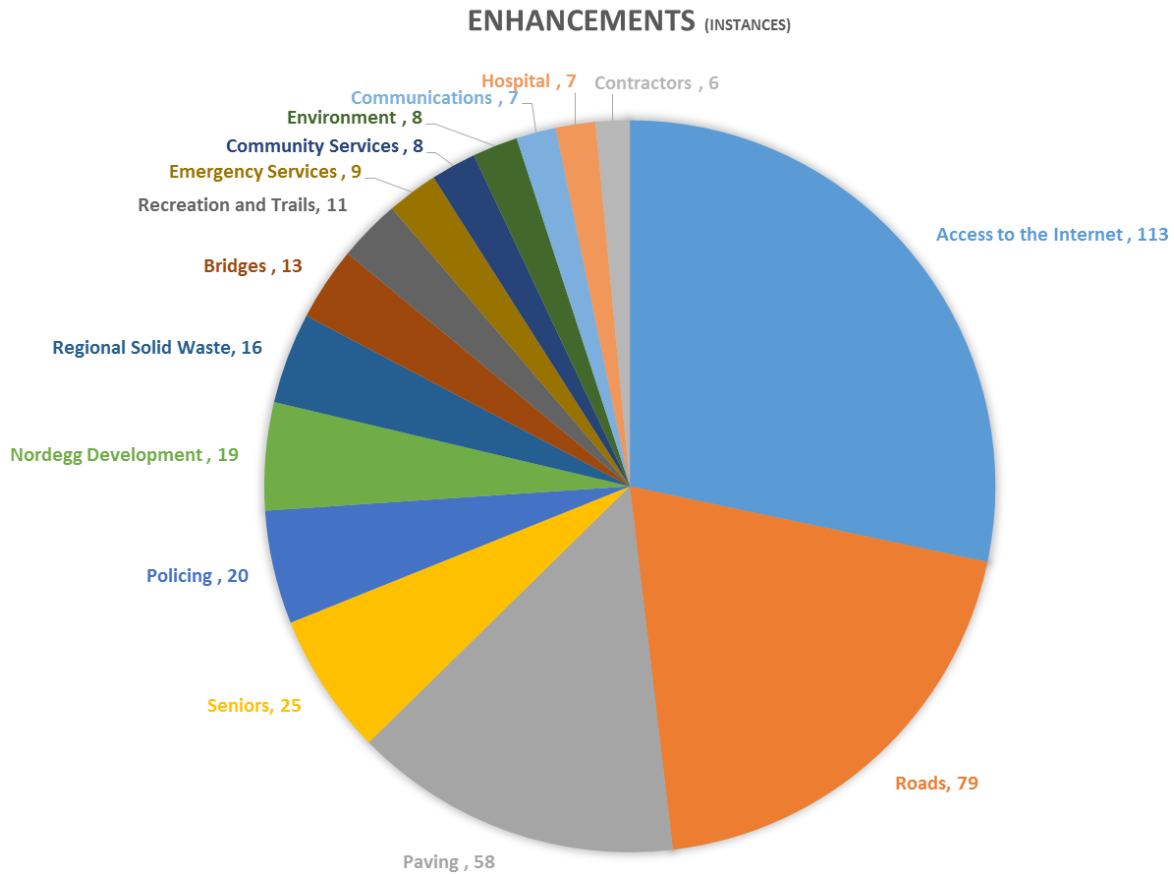
Please note that responses to the question regarding capital priorities were merged/combined with the data for service enhancements and reductions into broader “enhancements” and “reductions” categories, as many responses didn’t correspond to the respective operating or capital categories.

Under the category of enhancements, the predominate themes were:

1. **Internet /Mobility** – with cellular, wireless, Wi-Fi, mobility and fibre noted in **113 instances**.
 - Internet was the highest rated enhancement, however, the survey responses varied in the location/access types. Many respondents noted the need to enhance mobile internet access via cellular networks or towers, while others indicated the need for internet in physical locations.

¹ <http://dissertation.laerd.com/self-selection-sampling.php>

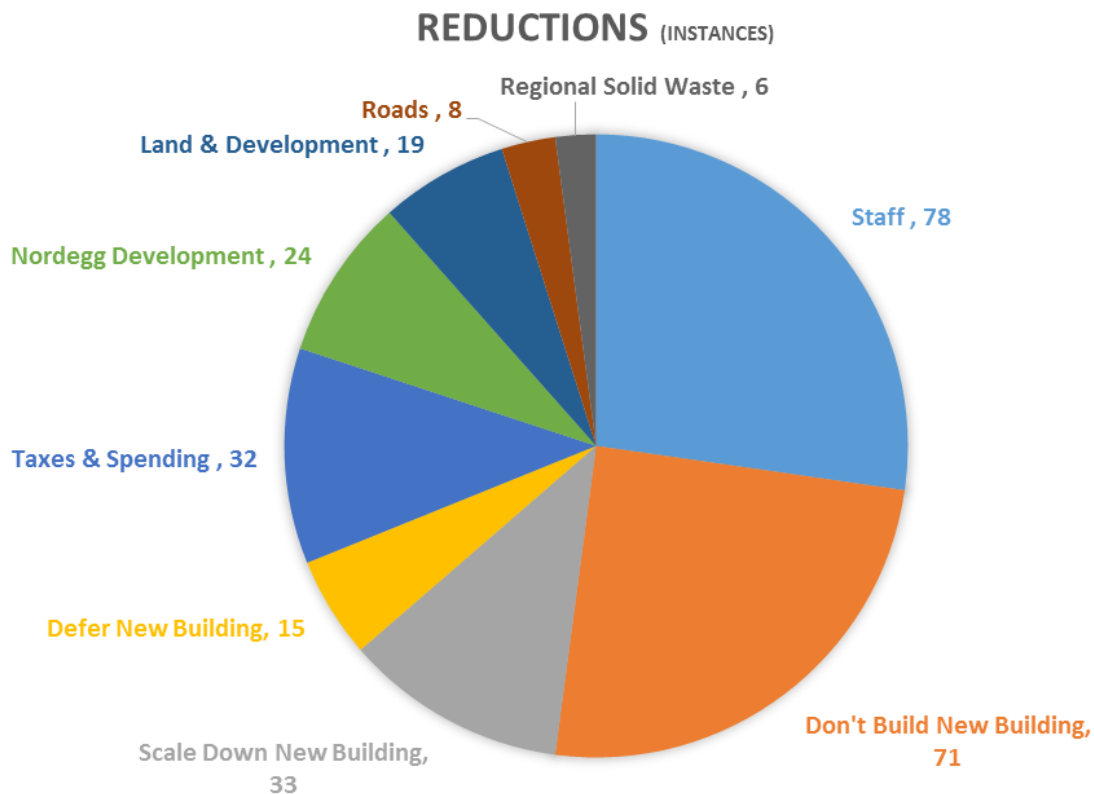
2. **Roads** – with maintenance, reconstruction, snow removal, grading, ditching, dust control noted in **79 instances**.
 - General road maintenance, gravelling and grading were mentioned most frequently among respondents in this category.
3. **Paving** – with asphalt or paving noted in **58 instances**.
 - 16 of the respondents indicated paving specific to one road, and included: Taimi North (16); TWP 39-4 (5); Gimlet (5); Rodeo Grounds (3); Shunda Creek (3); Nordegg North (2); Beaver Flats (1); Airport Internal Roads (1); Prairie Creek (1); O’Chiese (1); Everdell Hall (1); Horburg (1); Burnstick Lake (1) and secondary highways (1).
4. **Seniors**– with housing, programming and services noted in **25 instances**.
5. **Policing** – respondents mentioned the need for increased policing and enforcement in rural, West Country, Nordegg, hamlets and the increase of rural crime in **20 instances**.
6. **Nordegg Development** – with Nordegg infrastructure, development, commercial development, light industrial and completion of the Nordegg Development Plan mentioned in **19 instances**.
 - In 3 additional instances mine and historic enhancements were noted and 1 for library funding.
7. **Regional Solid Waste**– with increased hours of operations for dump or transfer stations and additional recycling, composting or garbage pickup mentioned in **16 instances**.
8. **Bridges** – with bridge repair or maintenance mentioned in **13 instances**.
9. **Recreation and Trails**– with recreation or trail funding mentioned in **11 instances**. There were 4 responses supporting reductions.
10. **Emergency Services** – with emergency services, fire or ambulance mentioned in **9 instances**.
11. **Community Services** – with community hall, community centre, library or playground funding in **8 instances**.
12. **Environment** – with Landcare, environmental initiatives, or headwaters protection mentioned in **8 instances**.
13. **Communications** – with transparency, communications or financial reporting mentioned in **7 instances**.
14. **Hospital** – with new hospital, enhanced hospital or hospital parking in **7 instances**.
15. **Contractors** – with hire local equipment, contractors or operators and privatizing services mentioned in **6 instances**.



Under the category of reductions, the predominate themes were:

1. **Staff** – with wages, staff cuts, finding efficiencies and Council salaries noted in **78 instances**.
 - 30 respondents suggested eliminating or reducing the Community Peace Officer Program (CPO). 20 responses reflected an alternate perspective, to support enhancements.
2. **New building** – with don't build or use existing facilities noted in **71 instances**; with defer new building in **33 instances** and scale down new building in **15 instances**. There was support for the County's building in 6 instances.
3. **Taxes & Spending** – with reduce taxes or no tax increases and reduction in spending noted in **32 instances**.
4. **Nordegg Development** – with reduce infrastructure, spending or services and reduce funding for museum, library, mine or heritage mentioned in **24 instances**. 22 responses reflected an alternate perspective, to support enhancements.
5. **Land & Development** – with County should not be developer or purchase land or shouldn't have purchased land noted in **19 instances**.

6. **Roads** – reduce maintenance, grading, construction projects or construction on no exit roads was mentioned in **8 instances**. This perspective is alternate to the 79 instances respondents supporting enhancements.
7. **Regional Solid Waste** – reduce costs, reduce services or hours mentioned in **6 instances**. This perspective is alternate to the 16 responses indicating a wish for enhanced services.



Cumulatively, there were far fewer responses indicating service reductions are required (286) as compared to requests for service enhancements (399).

There were many other “one-off” suggestions for enhancements and reductions – and responses with 5 or fewer responses were not included in the above charts. Those topics included:

Enhancements

- Community group/event funding (5)
- Funding for agriculture/ riding arena (5)
- Affordable housing in Nordegg (5)
- Hamlet growth (4)
- Economic development (4)
- Residential plowing/grading (4)
- School funding/upgrades (3)
- Roadside spraying (3)
- Planning staffing (3)
- Tourism user fees (2)
- Roadside mowing (2)
- Road signage (2)
- Spray park (1)
- Gravel pit reclamation (1)
- Airport funding/upgrades (1)
- OHV access (1)
- Arts Building (1)
- Review stagnant plans (1)

Reductions

- Vehicles/use of company vehicles (5)
- Emergency services (4)
- Roadside spraying (4)
- Outsource planning functions/staff reductions (4)
- GIS (4)
- Recreation/trail funding (4)
- Roadside mowing (3)
- OHV access (2)
- Council committees (2)
- Economic development (2)
- Assessment staff (1)
- Hamlet subsidies (1)
- Internet (1)
- Paving (1)
- Speed limit in Nordegg (1)
- County publications (1)
- Remove rural address signs (1)
- Caroline recreation user fees (1)
- Nordegg trailer park (1)

To conclude, the results of the *Service Level Feedback Survey* are intended for Council's information, as they consider feedback from all channels of their community engagement strategy, including: surveys, community boards, community meetings, open house meetings, industry meetings and discussions with individuals.

The Survey responses demonstrated that many participants were unfamiliar with the mandate of the County and its various departments and the associated services provided. Administration will amend communications strategies to provide education or engage members of the public to provide clarity regarding the County's municipal programs and service offerings and to address misconceptions of what services fall within municipal jurisdiction (i.e. hospitals; schools; ambulances; West Country policing; public lands trails development/user fees; OHV access to public lands; wildland parks; and, primary and secondary highways and intersections, which all fall under provincial jurisdiction).



SERVICE LEVEL FEEDBACK FORM **11**

Thank you for providing Service Level feedback to Clearwater County.

The information provided will be sent to Council and may be included in public communications/ Council agenda package (with exception of email/phone).

Deadline to submit feedback - November 18, 2016

First Name

Last Name

Email

Phone

County Division

- Division One Jim Duncan
- Division Two Kyle Greenwood
- Division Three Curt Maki
- Division Four John Vandermeer
- Division Five Theresa Laing
- Division Six Earl Graham
- Division Seven Pat Alexander

Clearwater County Council would like to hear from residents, businesses and industry with regards to current service levels, in order to assist Council in their governance decisions, including the upcoming budget season.

What enhancements would you like to see in services over the next 3 years?

What reductions would you like to see in services over the next 3 years?

What additional capital priorities would you like addressed over the next 3 years?

Any questions? Please call 403-845-4444 to have your inquiry directed to the appropriate department.

SERVICE LEVEL FEEDBACK

AGENDA ITEM

PROJECT: Curling Rink Expenditure of Funds		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan	REVIEWED BY: Rodney Boyko \ 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 checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) MGA 245 – Capital Budgets		
STRATEGIC PLAN THEME: Community Well Being	PRIORITY AREA: Sustain the recreational, Cultural, and Quality of Life	STRATEGIES:
RECOMMENDATION: That Council approves the payment of \$750,000 to the Town for the Curling Rink project from the budgeted surplus.		

BACKGROUND:

Clearwater County and the Town of Rocky Mountain House agreed, prior to the adoption of the 2016 budget, to cost share the construction of the arena project. The original amount presented to council for budget deliberations was \$12.8 million.

After the County budget was formally approved, the Curling Club agreed to an additional cost shared project of \$3 million. Council agreed that this project was shared 50/50 between the Town and the Club. As the recreation projects are funded 50/50 between the County and the Town the portion that belongs to the County is \$750,000.

Council agreed to the cost sharing in principle, but did not identify the funding sources for the project.

The budget for 2016 was approved with a surplus of \$1.5 million. Part of the reason for the surplus was tax revenue of approximately \$1 million was at risk due to a large number of appeals. The appeal process is complete and the ruling is in the County's favor, therefore the revenue is no longer at risk.

Administration recommends that the funding for this unbudgeted expenditure be funded from this budgeted surplus.



AGENDA ITEM

PROJECT: Condor Community Centre Grant Request Update		
PRESENTATION DATE: December 13, 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 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
RECOMMENDATION: That Council receives as information.		

BACKGROUND:

In March the Condor Community Centre submitted a grant request to help fund the renovation of the Centre's kitchen. When the delegation attended Council, they informed Council that there is a higher priority concerning flooding and moisture in the building. Council tabled the grant request until more information and costs regarding the building's flooding could be ascertained.

Shortly after the presentation County Staff cleared the ditch behind the Condor Community Centre, improving drainage for the lot. The Centre has done some work on the lot and the parking lot to help water drain away from the building as well.

The Centre hired an engineer to do a building inspection. He has made recommendations to the Centre and they are prioritizing the work that needs to be done and pricing out the costs of that work. Once they have they have a plan and its estimated costs in place the Centre will return to Council in 2017 to request funds. The original grant request has been withdrawn as it does not reflect the priorities or circumstances of the Condor Community Centre.

Recommendation

Council receives the update as information and removes the tabled grant request from the agenda.



AGENDA ITEM

PROJECT: Federation of Canadian Municipalities (FCM) Canada 150 Community Leaders		
PRESENTATION DATE: December 13, 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 type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 2. Well Governed and Leading Organization	PRIORITY AREA: 2.5	STRATEGIES: 2.5.1
ATTACHMENT(S): Letter from FCM requesting the designation of a Community Leader		
RECOMMENDATION: That Council designates an individual(s) to act as the FCM Canada 150 Community Leader.		

BACKGROUND:

The Federation of Canadian Municipalities (FCM) are forming a Community Leaders network to help promote and inform the public about activities for the Canada 150 celebration.

The FCM is asking Councils to designate a Community Leader to join this network. The original deadline was October 15 but they are accepting names until December 15.

Options:

1. Council designate an individual within the Administration to act as the Clearwater County's Community Leader.
2. Council designate a member of Council to act as the Clearwater County's Community Leader.
3. Council designate a member of the community to act as the Clearwater County's Community Leader.

August 31, 2016

President

Président

Clark Somerville
Councillor
Regional Municipality of
Halton, ON

Dear Mayor and Members of Council,

First Vice-President

Première vice-présidente

Jenny Gerbasi
Councillor
City of Winnipeg, MB

The Federation of Canadian Municipalities (FCM) is creating the official network of Canada 150 Community Leaders which represents a unique opportunity for local leaders across the country to get involved in the 150th anniversary of Confederation.

Second Vice-President

Deuxième vice-présidente

Sylvie Goneau
Conseillère
Ville de Gatineau, QC

We are launching the Canada 150 Community Leaders network with an invitation to designate one or more leaders from your municipality. These individuals will act as your municipal leaders to inspire civic action towards Canada 150 events in your community, serve as a touchpoint to share Canada 150 information and inspiration, and be members of a network that could extend well beyond 2017.

Third Vice-President

Troisième vice-président

Bill Karsten
Councillor
Halifax Regional
Municipality, NS

A member of council can become a Community Leader or a prominent community representative can be identified. You can also choose more than one individual, ensuring a strong representation from your municipality.

Past President

Président sortant

Raymond Louie
Acting Mayor
City of Vancouver, BC

To help you identify a Community Leader we have developed the Canada 150 Community Leader web page at www.fcm.ca/Canada150. There you will find additional information and a form to submit your Community Leader's name.

Chief Executive Officer

Chef de la direction

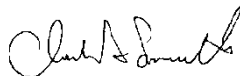
Brock Carleton
Ottawa, ON

I encourage you to review the information and to submit the name of your Community Leader in one of the following ways:

- Use the online form available at www.fcm.ca/Canada150,
- Send us an email at CommunityLeadersCommunautaires@fcm.ca with the name of your Community Leader and their contact information.

Please send us the name (s) of your Community Leader(s) before October 15 or earlier. We hope you will join us in bringing the municipal voices to the forefront for the year-long celebrations, and for years to come.

Sincerely,



Clark Somerville
FCM President and Regional Councillor, Halton Hills

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca





AGENDA ITEM

PROJECT: *TABLED ITEM* Broadband Request for Proposal – Focused Study Area		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Community & Protective Services	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)		
STRATEGIC PLAN THEME: 1: Managing our Growth 2: Well Governed and Leading Organization 3: Community Well-Being	PRIORITY AREA: 1.1, 1.3, 2.1, 2.2, 3.3	STRATEGIES: 1.2.1, 1.1.3, 1.3.4, 2.1.1, 2.2.1, 2.2.3, 3.3.1
ATTACHMENTS: November 22, 2016 Council Agenda Item		
RECOMMENDATION: That Council discuss the tabled agenda item Internet Broadband Consultant Request for Quotation for Conceptual Design – Focused Study Area from November 22, 2016 Council Meeting and provide direction to the Administration regarding whether to proceed.		

BACKGROUND:

Refer to attached.



AGENDA ITEM

PROJECT: Broadband - Request for Proposal - Focused Study Area		
PRESENTATION DATE: November 8, 2016		
DEPARTMENT: Community Services / CPS Division	WRITTEN BY: Ted Hickey	REVIEWED BY: R. 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 type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: 1: Managing our Growth 2: Well Governed and Leading Organization 3: Community Well-Being	PRIORITY AREA: 1.1, 1.3, 2.1, 2.2, 3.3	STRATEGIES: 1.2.1, 1.1.3, 1.3.4, 2.1.1, 2.2.1, 2.2.3, 3.3.1
RECOMMENDATION: That Council: 1) Approves the four phase study concept; and, 2) Authorizes Administration to proceed with a Request for Quotation for Phase 1 of Council's broadband study.		

BACKGROUND:

Over the past 18 months Council has undertaken various studies and discussions relating to the role the County might play in relation to enhancing broadband service. Options such as augmenting communication tower space within the County or the County constructing a fibre optic cable network have been explored.

During their July 27, 2016 meeting Council directed:

That Administration proceed with the development of a Request for Proposal for the development a conceptual design, budget and business viability model relating to the construction or installation of communication towers and fibre optic cable to enhance high speed internet access within Clearwater County.

In relation to this motion, staff recommend a four phased approach to studying, assessing and developing the business case and design criteria for a County led broadband initiative. Specifically, the study would involve a Request for Proposal (RFP) relating to the following work:

- Phase 1 – Business viability study – focused study area
- Phase 2 – Business viability study – populated area of County
- Phase 3 – Define service area(s) and scope of project

- Phase 4 – Final Engineering, Budget, Tender document, Contract award

It is staff's view that the RFP process allows the County to identify the desired outcomes associated with each Phase while allowing the technical experts/firms to identify the best means for achieving study outcomes. Staff intend that, while the RFP will be for all four phases of the study, the contract will be structured to allow the County to cancel the contract at the conclusion of any phase of study should Council choose to amend or cancel the study project.

With respect to the Phase 1 component, staff recommends that the initial study area be the area between Highway 11 & Highway 12 from Range 8 (Ferrier Acres, Brower Subdivision, Woodlands Estates, etc.) east to the Clearwater County boundary. Deliverables to be achieved through the study are:

- Statistically valid survey of resident and business to determine current and anticipated broadband needs and level of financial support for service;
- Business case analysis for wireless, fibre optic or combined fibre/wireless service based on:
 - population densities,
 - topography and geographic features (e.g. wetlands, pipelines, approaches, etc.)
 - anticipated uptake rates based on survey data and industry trends
 - forecast capital costs related to fibre optic network development based on aerial or plowed installation
 - forecast revenue and operational costs based on 3, 5 and 10 year modeling
- Public information meeting
- Final report and presentation to Council

Phase 2 would expand the Phase 1 study criteria into a larger area of the County. Staff currently envision the Phase 2 study area being the deeded land areas of the County east of Range 9 to the Clearwater County boundary and Nordegg.

Following its review of the Phase 1 & 2 data and community input, Council would then decide if it wishes to proceed with Phase 3 of the study. It is in Phase 3 that staff anticipates Council deciding on the type of network to be developed (tower, fibre, combination) as well as the area(s) to be serviced, capital financing (e.g. debenture vs reserve financing), construction timelines, corporate structure (e.g. P3, municipal corporation, municipal utility), etc. Phase 3 would also include preliminary engineering design, detailed routing of fibre network or tower location, and capital and operational budget forecasts.

Council's decision to move to Phase 4 would result in preparation of detailed engineering plans, tender documents and decision on project management (e.g. design build, project manager, county build). Upon Council approval the project would proceed through NWT tendering and contract award processes.

Staff is requesting Council's confirmation of the four phase study concept and authorization to proceed with a Request for Proposal for Phase 1 of the broadband concept study.



AGENDA ITEM

PROJECT: Sundre Fire Services Agreement		
PRESENTATION DATE: December 13, 2016		
DEPARTMENT: Regional Fire	WRITTEN BY: Ivan Dijkstra	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:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): Sundre Fire Area within Clearwater County		
RECOMMENDATION: That Council accepts the Regional Fire Committee's recommendation to transfer Sundre First Due area to Clearwater Regional Fire & Rescue Service (CRFRS) – Caroline station		

BACKGROUND:

Sundre Fire currently is contracted to provide fire suppression and rescues in the southern portion of Clearwater County (see attached map). Sundre Fire has provided this service to Clearwater County for many years. The James River area serviced by Sundre Fire used be easier accessed from Sundre by using the James River Bridge. Since the bridge was weight restricted this is no longer applicable, and Sundre Fire has to access this area from Highway 22. The Clearwater County section west of Mountain View County continues to have better access from Sundre.

Clearwater County entered into a formal agreement with the Town of Sundre in early 2015 to provide this service, including setting out specific billing rates. During the past year-and-a-half invoices have ranged from \$400 to \$10,888 per incident, with an average of \$2,635 per incident. For 2014 4 incidents occurred, in 2015 12 incidents occurred, and in 2016, so far, 4 incidents have been invoiced.

To meet the Regional Fire Committee's goal of a 0% cost increase for the 2017 budget Regional Fire staff have identified the Sundre Fire Service agreement as a potential cost reduction. Staff believes that the James River area can be serviced from the CRFRS – Caroline station without significant impact to the rate payers of Clearwater

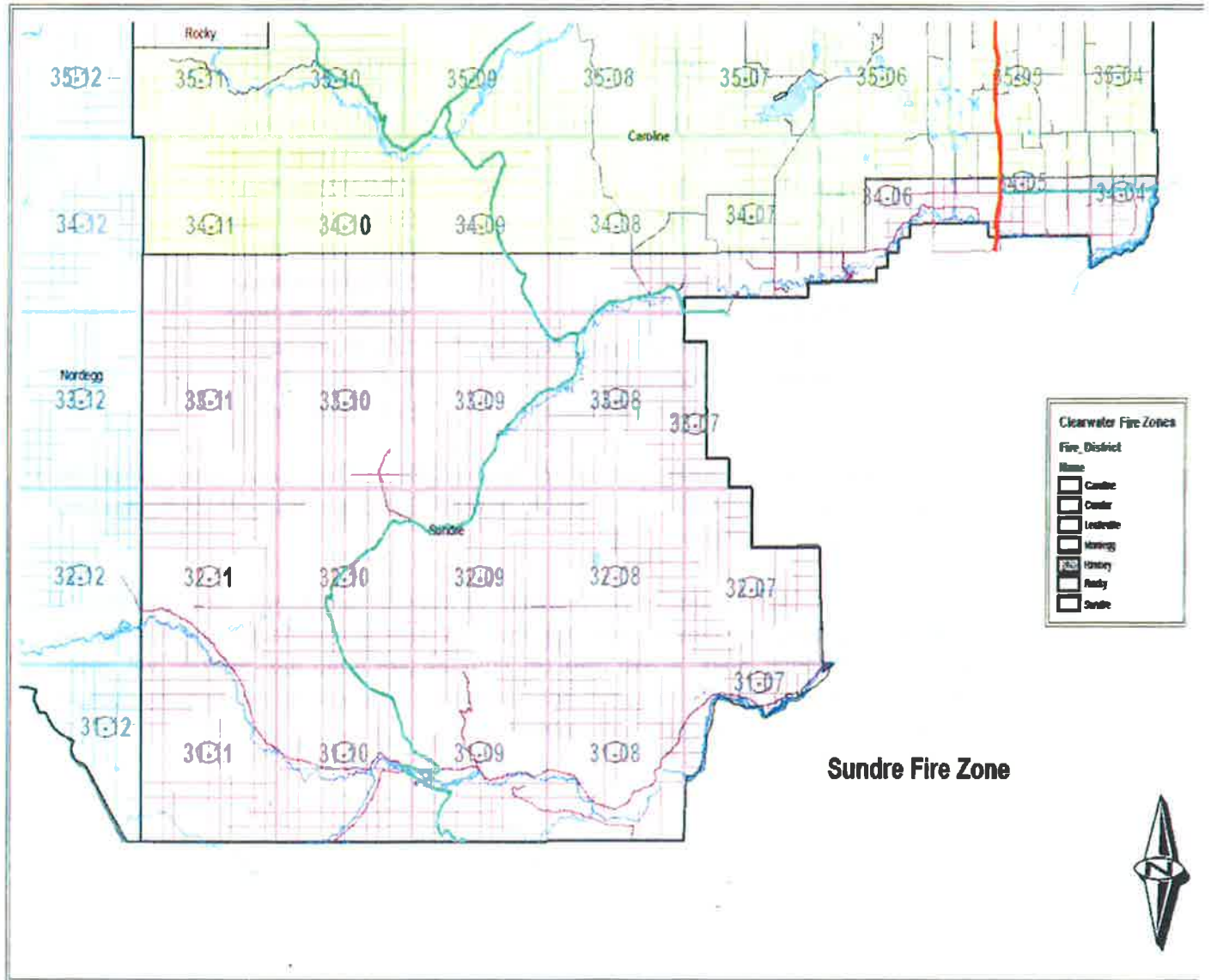
County as the distance to the highway 22 & 587 intersection from Caroline is 2 miles longer than from Sundre.

The Clearwater County area west of Mountain View County will see an increased response time when serviced from CRFRS – Caroline station, however the outcome of such incidents in the area is not significantly impacted. Given the extended travel time from either Sundre or Caroline the outcome of a suppression incident would be practically equal; for a MVC/rescue incident the wait time for service would be longer, but not significantly affect the outcome.

Staff is recommending that the first due area currently serviced by Sundre Fire for Clearwater County be transferred to CRFRS – Caroline station, resulting in a \$25,000 budget reduction. The increased response costs, mainly honorarium, from CRFRS – Caroline station can be absorbed through the existing budget.

Should Council agree to change response departments Staff recommends that a transition period of 3-4 months be anticipated to allow for public education, notification of 911 and Red Deer dispatch and coordination with Sundre.

SCHEDULE A



**Clearwater County
Councilor and Board Member Remuneration Statement**

For the Year of ...2016..

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

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Oct 3	Hospital	X				X	74
Oct 3	IDP		X				
Oct 4	Water Supply Demands	X	X	X		X	415
Oct 7	West Central Awards	X					74
Oct 11	Council				X		74
Oct 13	Reg Fire+ Travel to Drum.	X	X				74
Oct 14	Zone 2 Acadia Valley	X	X	X			
Oct 15	Curling Club Grand Open	X					74
Oct 17	Tri-Council	X	X				74
Oct 21	AAMDC Resolutions	X					
Oct 24	Meet Health Minister	X					74
Oct 25	Council				X		74
Oct 26	WPAC Calgary	X					232
Oct 28	WPAC Summit	X	X				232
Oct 31	NSWA Spruce Grove	X	X	X			425

{more Space on Back of Page}
Remuneration Calculation

12	Meetings @ \$159.00=	1908.00	1896	Kms @ \$0.54=	1023.84
10	Meetings @ \$126.00=	1260.00	2	Lunch @ \$16.00=	32.00
2	Meetings @ \$288.00=	576.00	2 nights	Receipts on File=	605.86
	Supervision=	850.00	Hotel		1661.70
		850.00 4594.00			

PAT
EARL

K5

The Sherlock Hospitality Pub
10012 Avenue NW #101A
Sherlock Hospitality
Downtown

FILE

ies

Edmonton AB
Phone: 780 421 7784
Fax: 780 421 8072
GST#R100013519
1-11-14 046
Server: MELISSA U
M

POP \$5.00
STEAK SANDWICH \$35.00

Net Total: \$40.50
GST \$2.03

TOTAL: \$42.53
Amount Due: \$42.53

Food: \$35.00

Beverage: \$5.50

Visit us at sherlockshospitality.com

Follow us on Twitter @sherlocksdowntown

Please don't drink and drive

14 XX/X

GST Tax # 84283 6934 RT0001

GST Tax 5% Total: \$ 16.40

Thank you :
3779 Grey Eagle Drive SW



Doorstep of the Rockies

Room Number :404
Arrival :10-26-16
Departure :10-28-16
Confirmation :130633

Wick Alexander

Canada

Bow River Basin Council
Bow River Basin Council

User ID : LBAKING

Date	Description	Charges	Credits
10-26-16	Room Charge	149.00	
10-26-16	Resort/DMF Fee	14.90	
10-26-16	GST Tax 5%	8.20	
10-26-16	Tourism Levy 4%	6.56	
10-27-16	Room Charge	149.00	
10-27-16	Resort/DMF Fee	14.90	
10-27-16	GST Tax 5%	8.20	
10-27-16	Tourism Levy 4%	6.56	
10-28-16	Visa XXXXXXXXXXXX3314 XX/XX		357.32
		\$357.32	\$357.32

Balance \$0.00

GST Tax # 84283 6934 RT0001

GST Tax 5% Total: \$ 16.40

emailed in

Hampton Inn by Hilton Sherwood Park
 950 Emerald Drive • Sherwood Park, AB T8H 0W6
 Phone (780) 449-1609 • Fax (780) 400-0260



If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

Mr, Patrick
 0
 MOUNTAIN HOUSE AB T4T 1A4
 DA

room number: 307/NQRU
 arrival date: 4/27/2016 6:37:00 PM
 departure date: 4/28/2016
 adult/child: 1/0
 room rate: 189.00
 Rate Plan: LV1
 HH #
 AL:
 Car:

Confirmation Number: 88024214
 4/28/2016

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. A fee of up to 250 USD will be assessed for smoking in a non-smoking room. Please ask the Front Desk for locations of designated outdoor smoking areas.

date	reference	description	amount
4/27/2016	71606	GUEST ROOM	\$189.00
4/27/2016	71606	RM - GS TAX	\$9.45
4/27/2016	71606	RM - OCCUPANCY TAX	\$7.56
4/28/2016	71683	VS *3314	(\$206.01)
		BALANCE	\$0.00
Total Invoice Amount		\$189.00	\$17.01

for reservations call **1.800.hampton** or visit us online at **hampton.com**

thanks.

account no. VS *3314	date of charge 4/28/2016	folio/check no. 42718 A
card member name Alexander, Patrick	authorization 010201	initial
establishment no. and location establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-206.01



Clearwater County Councilor and Board Member Remuneration Statement

For the Year of ...2016...

Name of Councilor / Board Member ...Jim Duncan.....

Payment Periods

January	February	May	June
March	April	July	August
September	<u>October</u>	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
Oct 3	Canada 150	X					30 ✓
Oct 4	NSWA Forum (Headwaters)	X	X	X			512 ✓
Oct 5	Landcare-Celebrating Our Success	X	X				40 ✓
Oct 5	Rec Board	X					40 ✓
Oct 6	Bighorn Backcountry	X					40 ✓
Oct 7	ASB Provincial Committee	X					0
Oct 11	Regular Council				X		40 ✓
Oct 12	FCSS Board	X					40 ✓
Oct 13	CAAMDC travel, meet Kneehill	X					20 ✓
Oct 14	CAAMDC Acadia Valley	X	X	X			20 ✓
Oct 17	Tri Council	X					40 ✓
Oct 18	Municipal Affairs Interview Sasquatch and Partners/Landcare	X					40 ✓
Oct 20	Central Zone ASB Conference	X	X				40 ✓
Oct 24	Canada 150	X					50
Oct 25	Regular Council				X		40

{more Space on Back of Page}

Remuneration Calculation

14	Meetings @ \$159.00=	2226.00	1032	Kms @ \$0.54=	557.28
6	Meetings @ \$126.00=	756.00	-	Lunch @ \$16.00=	-
2	Meetings @ \$288.00=	576.00			
	Supervision=	550.00			
	TOTAL=	4108.00		TOTAL=	557.28

Signature {Councilor / Board Member} Jim Duncan