

CLEARWATER COUNTY COUNCIL AGENDA
October 10, 2017
9:00 AM
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

10:00 am Delegation: Colleen Dwyer, President and Prab Lasher, Executive Director, Rocky Mountain House & District Chamber of Commerce

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. September 26, 2017 Regular Meeting Minutes

D. PLANNING

1. **** TABLED ITEM **** Bylaw 1031/17 to Amend the Land Use Bylaw for Application #02/17
2. Historic *Shanks Garage* / Nordegg

E. MUNICIPAL

1. Preparation for October 24, 2017 Organizational Meeting

F. DELEGATION

1. 10:00 am Rocky Mountain House & District Chamber of Commerce

G. COMMUNITY & PROTECTIVE SERVICES

1. Rocky Mountain House & District Chamber of Commerce Loan Request
2. Parkland Regional Library 2018 Proposed Budget
3. West Country Family Services Association Board Member Request

H. INFORMATION

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

I. IN CAMERA*

1. Legal – Verbal Report
2. 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, Sections 17(1), 24(1)(a), 39(1)(a) and 40.

J. ADJOURNMENT

TABLED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
06/13/17	213/17 identification of a three-year budget line for funding charitable/non-profit organizations' operational costs pending review of Charitable Donations and Solicitations policy amendments.
06/13/17	227/17 commenting and/or recommending amendments on the revised preliminary draft Clearwater – North Rocky Major Area Structure Plan pending Councillors individual review.
08/22/17	321/17 first reading of Bylaw 1031/17 to amend the Land Use Bylaw for Application #02/17, pending further information from the Development Officer and/or Applicant, as per Land Use Bylaw #931/11, Section 12.2 'Amending Bylaw Process', Item 2(d).



AGENDA ITEM

PROJECT: 1st Reading of Bylaw 1031/17 for Application No. 02/17 to amend the Land Use Bylaw		
PRESENTATION DATE: Tabled August 22, 2017, October 10, 2017		
DEPARTMENT: Planning & Development	WRITTEN BY: Kim Gilham	REVIEWED BY: Keith McCrae/ Rick Emmons / Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: <u>Land Use Bylaw</u> Policy: <u>Municipal Development Plan, PW Road Design Standards Policy</u>		
STRATEGIC PLAN THEME: #1 – Managing Our Growth	PRIORITY AREA: # 1.1 Plan for a well designed and built community.	STRATEGIES: 1.1.1 Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
ATTACHMENT(S): Application to Amend Land Use Bylaw, Applicant Provided Documentation, Site Plan, Bylaw 1031/17 with Schedule "A", Recreation Facility District "RF", Aerial Photos.		
RECOMMENDATION: That Council consider either: a) refusing the application; or b) defeating first reading of Bylaw 1031/17.		

BACKGROUND:

David and Patricia Higgins currently hold title to Plan 892 2155, Lot 1 (PT SE 19-35-08-W5M), containing 94.22 acres. The property is located about 19 miles (30.5 km) southwest of the Village of Caroline in the Boundary area. Craig McMorran has made application to redistrict 34 acres of the 94.22 acre parcel from Agriculture District "A" to the Recreation Facility District "RF".

Mr. McMorran is proposing to develop a Recreation Vehicle Park and Commercial Cabin Facility with long term leases to provide a destination area for recreationists. The total developable area with the proposed 34 acres in addition to the existing 6 acres that have been rezoned, is 40 acres. The proposal as provided by the applicant is as follows:

- Private campground and cabin facility offering long term leases and will focus on a variety of outdoor recreation and education activities.
- Density – 3 to 4 units per acre, being 100 to 160 RV sites in total.
- Lot size – 40 to 50 feet wide and 90 feet deep.

The property is a stand-alone parcel on the south side of the Clearwater River surrounded by Crown land. Current access into the property is provided by 3.75km of private road from Highway 591 or other private roads that exit to the east or south when this access is closed. Paramount Resources Ltd. and Taqa North Ltd. hold the License of Occupation and Mineral Surfaces Leases for the roads leading to this property. This property does not have legal public access to a County maintained road at this time.

The applicant has provided documentation regarding Council's request for more information on the private access roads and the viability of these access roads for this development. I have attached these documents for your referral. They include a letter from Paramount Resources Ltd., a Road Use Agreement with Taqa North Ltd., a draft Statutory Declaration and a letter from Mr. McMorran's lawyer. The applicant also provided an updated map of the development for Council's review.

Clearwater County obtained legal counsel to review Mr. McMorran's application and subsequent documentation regarding the private access road. The following are some points of concern for Clearwater County, as per legal counsel:

- *“There is potential liability for the County respecting the proposed redistricting and future development, for several reasons, including the proposed reliance on Rig Street Road. We strongly encourage the County to not defer its understanding of those risks. Now is the time, not at a later planning stage, to address proper planning for the proposal.*
- *If the use is approved without reasonably feasible, reliable and safe long-term road access, then the County can anticipate that the users and investors of the development will turn to (or against) the County for practical, legal and economic solutions. The County may be found liable, under the common law of negligence, for operational decisions made without reasonable care or attention. Existing case law suggests that a future reviewing court may take a relatively strict approach toward the County's review of the redistricting and development proposed. In future, when considering how the County approached the Clearwater Cottages redistricting application, we would anticipate that a reviewing court would be sympathetic to affected landowners and future Clearwater Cottages users and investors. Accordingly, the County should be prepared for future liability exposure if it fails to reasonably review the proposed land use bylaw amendment (redistricting) application.*
- *We recommend that the County does not yet have sufficient information from the Applicant to assess whether necessary or reasonable and secure/enforceable rights to use Rig Street Road can be obtained by the Applicant or future intended users of the development, to ensure feasible and on-going, continuous practical and legal access to the development. Aside from other concerns (e.g. safety), the documents provided to the County to date (for example, the TAQA North Ltd. Road Use 'Agreement' of September 1st) do not prove a long-term or reliable legal access over Rig Street Road for the proposed development.*
- *The Applicant is not proposing upgrades to the standard of Rig Street Road. Further, there is no evidence that the Applicant or future users or representatives of Clearwater Cottages could carry-out work on Rig Street Road if and when needed, or would even have the right or ability to ensure that road upgrades or long-term maintenance are carried out by any other*

party.”

Clearwater County’s legal counsel’s response to the Statutory Declaration provided by the applicant in regard to the use of private road for access is that they *“recommend that caveats or contractual solutions like obtaining users’ “acknowledgment” of the private road and its substandard conditions (as suggested by the Applicant’s legal counsel) should not be expected to protect the County from future liability exposure or requests from future users that the County upgrade, take-over, or pay for improvements respecting Rig Street Road. The County has an opportunity and responsibility now to use its statutory tools reasonably (e.g. its statutory plans and land use bylaw controls respecting redistricting, and its policies and processes), to limit its future liability and to take reasonable steps to protect future users and owners from the risks of unsuitable development.”*

The Road Use Agreement with Taqa North Ltd. states that Clearwater Cottages Ltd. has the nonexclusive right to use the specified portion of road, insofar as it has the right to do so. The agreement also states that Taqa, as the Grantor, holds no liability and also does not commit to any level of maintenance of the road. There is no guarantee of access, and in fact states there could be limits, bans or restrictions. Clearwater County’s lawyers have stated that *“none of the available rights from the Crown typically allows for a grantee (e.g. TAQA) to simply permit or agree to third parties’ use (e.g. ‘third parties’ such as the Applicant or future ‘Clearwater Cottages’ tenants). Generally, these rights respecting Crown lands have a definitive, not permanent, term and the rights are generally not capable of being shared, or assigned, or sub-let without formal process through the Province.”* Depending on the contents of Taqa’s Mineral Surface Lease with the Province, they may very well not be able to provide or permit Clearwater Cottages to use the property as a third-party user.

In response to the letter provided by Mr. McMorran from his lawyer, Tim Bardsley, Dentons Canada LLP, Clearwater County’s lawyer states: *“If the Applicant’s current particular application for redistricting or development is not approved, that does not constitute a “development freeze”, as suggested by the Applicant’s legal counsel. Reasonably reviewing each proposed redistricting or development permit in accordance with municipal policies and bylaws and the objectives of Part 17 of the MGA to reasonably determine whether the proposal is suitable or is not suitable (for example, due to material physical and/or legal access limitations or environmental limitations, etc.) is the County’s responsibility.”*

Planning Direction:

The application is subject to the provisions of the Municipal Development Plan (2010) and Land Use Bylaw.

MDP Definitions

Shall is a directive that the action or actions within the policy are mandatory and therefore must be complied with. Where the policy applies to a plan or study to be undertaken by Clearwater County, the County shall undertake the action as resources are available.

MDP Guiding Principle 3.2(3) Land Use Compatibility

The location, intensity, scale and design of new development should be compatible with the capacity of the site and adjacent lands.

The legal opinion also states, *“We concur with administration that the reliance and use of Rig Street Road as proposed with the current redistricting application, and as anticipated for subsequent development permit application(s) to follow, appears inconsistent with County policies and bylaws including the following:”*

MDP Policy 9.2.10

Through the subdivision and development approval process, Clearwater County:

- (a) **shall require the provision of a road right-of-way, including road widening for adjacent public roads;**
- (b) **shall require the construction of roads and access to County standards, and where the development is private the cost is to be the responsibility of the developer;**
- (c) shall limit the number and proximity of access points;
- (d) shall require adequate setbacks to protect roads from encroachment;
- (e) shall require adequate site lines to be maintained at intersections of roads; and
- (f) may require the upgrading of County roads that provide access to the site being subdivided or developed.

Legal opinion: *“In the planning context, it would be sensible/reasonable at redistricting to determine whether suitable or ‘to standards’ road construction necessary for the anticipated/planned subsequent development will be possible or feasible for the future development, or not.”* Also, *“In all cases, the **Road Design Standards** policy would require, at minimum, that the developer be able to show a road standard that meets, “generally accepted design standards and construction practices of the transportation and road building industry” subject to Council recognition that, “site specific design criteria may be required to suit the road design requirements for commercial, industrial and public traffic needs in site specific areas of the County.”*

MDP Policy 9.2.15

Clearwater County shall require all development to meet provincial standards and regulations respecting the provision of water and wastewater services.

MDP Policy 11.2.21

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

MDP Policy 11.2.22

Clearwater County may require an area structure plan or outline plan to address any or all of the following:

- (a) site suitability;
- (b) design and density;

- (c) impacts on natural capital and the environment;
- (d) effects on land uses in the vicinity;
- (e) provision of roads and utilities;
- (f) traffic impacts;
- (g) provision of open space;
- (h) protective and emergency services;
- (i) access to and impacts on education and health services;
- (j) FireSmart provisions;
- (k) measures to mitigate effects; and
- (l) any other matters required by the County to be addressed.

MDP Policy 12.2.2 Redesignation, subdivision, and development

Clearwater County **shall** implement the policies of this Plan when making decisions on any proposed redesignation, subdivision, or development application and any proposed statutory plan, outline plan or concept plan.

MDP Policy 12.2.3

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

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

MDP Policy 12.2.4

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

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) **road requirements and traffic impacts, including access and egress considerations**, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;
- (l) measures to mitigate effects;

- (m) **County responsibilities that may result from the development or subdivision;** and
- (n) any other matters the County considers relevant.

LUB 12.2 Amending Bylaw Process

- (2) Council may, after due consideration of an application for amendment:
 - (a) refuse the application;
 - (b) pass first reading of a bylaw to amend this Bylaw, with or without amendments;
 - (c) defeat first reading of a bylaw to amend this Bylaw; or
 - (d) refer the application to the Development Officer or any other persons for further information, and when the information is received proceed with one of the actions outlined in sub-clauses (a) through (c).

The Clearwater County Land Use Bylaw addresses the uses allowed in Section 13.4 (10) Recreation Facility District "RF". The purpose of the Recreation Facility District "RF" is to accommodate and regulate the development of major or intensive recreational buildings or uses.

Permitted uses include:

- Playground
- Sports field

Discretionary uses include:

- Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
- Commercial guest cabins either with attached or detached bathroom and kitchen facilities
- Integrated recreation/tourist resort
- Other recreation structures, facilities and uses similar in type or function to a names permitted or discretionary use in this district and appropriate in a rural area.

The allowable lot area in this district is as required by the Development Officer, but not less than 1 hectare (2.5 acres). *This applicant is proposing to redistrict 34.0 acres, due to the developable land on the property.*

Legal Summary of Concerns:

"We have considerable concern that the County would materially increase its liability exposure, its on-going administrative responsibilities, and its legal and other costs if it were to approve the proposed redistricting upon the information available to date; and, we have considerable concern that the proposed use and reliance upon Rig Street Road, as proposed, is not reasonably suitable for the proposed development, particularly considering the following (as gleaned from the information provided by the County for our review):

- *Rig Street Road is not developed to municipal standards and no person or entity is proposing upgrades to the standard of Rig Street Road, or is even committing to a 'useable' condition (see for example 3.1 of the TAQA 'Agreement');*
- *Rig Street Road is not a guaranteed long-term access road for the Applicant or even for current oil and gas users;*

- *The Applicant has provided no evidence that he would have the right to carry-out work on Rig Street Road, or even the right or ability to ensure that road upgrades or any long-term maintenance are carried out by any other party;*
- *The TAQA 'Agreement' provided by the Applicant, for example, shows that industry intends sole and exclusive control of the road and will not guarantee any useful road condition and could, at industries' discretion, shut out other road users (see for example 1.3 powers to "ban" or "restrict" in the TAQA 'Agreement');*
- *There is uncertainty respecting TAQA's ability to permit access and respecting the 'Agreement' itself; accordingly, we cannot confirm at this time that the Applicant has any enforceable rights respecting Rig Street Road and respecting the 'agreements' or 'consents' or 'letters' he has provided to the County;*
- *The documents provided to us, to date, fail to evidence permanent, long term or sufficient rights of use of Rig Street Road for the proposed development, tenants, and/or tenants' association and service providers, the County, emergency services or other likely necessary service providers (e.g. potable water trucks, sanitary trucks, fuel trucks, etc.) for the proposed development;*
- *Rig Street Road is a sub-standard road constructed for the benefits of users that do not appear to share legal or economic interests or authority with the Applicant and future users of the subject lands; and, who may have conflicting interests, rights or needs.*
- *The transfer of fee simple rights will not be possible respecting any non-patented lands applicable to Rig Street Road. Further, the Applicant has provided little or no evidence that potential leasehold, LOC, or smaller rights necessary to continue road use are rights which could be or would be transferable to the Applicant or to current or future landowners or tenants of the subject lands and Clearwater Cottages;*
- *There is no evidence that the Applicant or users of Clearwater Cottages could fund long term maintenance and upgrades even if available legal rights in Rig Street Road were transferred to them. Given the complexity of interests involved and the length of the road, even potential future transfer processes and transfer costs could be extensive;*
- *Even if the Applicant was able to obtain some long-term rights to use Rig Street Road for the proposed development, the County is without authority (e.g. under Section 650 of the MGA) to impose a long-term road maintenance obligation under a development agreement, for example, and may have no ability, particularly though potential future development permit conditions or other available statutory planning tools – particularly if reliant upon only a conventional land use district like the RF District -- to ensure: ongoing useful road access for the developer or Clearwater Cottage users, minimum standards for Rig Street Road, or that the developer/users will fund or otherwise ensure even minimal road maintenance;*
- *The County has not been provided evidence that Alberta Environment would support the proposed additional and different uses associated with the Clearwater Cottages proposal as regards the three existing river and creek crossings on Rig Street Road;*
- *A potential opportunity to obtain from future users of the development some form(s) of acknowledgments respecting the road risks or costs is not reliable, is likely to be non-binding, and is insufficient to address the various legal and practical risks raised by the proposed*

access through Rig Street Road. If in future the recreational and quasi-residential users of Clearwater Cottages were dissatisfied with Rig Street Road, it is more than possible that those users would at least seek to have the County assume costs and maintenance obligations respecting Rig Street Road or to have the County purchase Rig Street Road.”

Recommendation:

That Council consider either refusing the application or defeating first reading of Bylaw 1031/17 as presented, due to the lack of a County maintained public access road.



CLEARWATER COUNTY

D1

Application for Amendment to the Land Use Bylaw

Application No. 02/17

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

APPLICANT: Craig McMoran 403-606-4577

ADDRESS & PHONE: 247 East Chestermere Av. Chestermere Ab.

REGISTERED OWNER: Dave & Patty Higgins T1X 1A2

ADDRESS & PHONE: Site 3, Compartment 59, RR 3, Rocky Mountain House AB T4T 2A

AMENDMENT REQUESTED: phone (587-436-4668)

1. CHANGE OF LAND USE DISTRICT FROM: Agriculture TO: Recreational Facility

LEGAL DESCRIPTION OF PROPERTY: SE 1/4 Sec. 19 Twp. 35 Rge. 8 W5M

OR: LOT: 1 BLOCK _____ REGISTERED PLAN NO.: 8922155

OR: CERTIFICATE OF TITLE NO.: 902154097 (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 34 Acres (Hectares / Acres)

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

Agriculture "A" to Recreation Facility "RF"

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

As Attached
Applicant requesting relaxation to road requirements

DATE: July 28, 2017 APPLICANT'S SIGNATURE [Signature]

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

APPLICATION FEE OF 2190⁰⁰ DATE PAID: July 28, 2017 RECEIPT NO. 128785

Bylaw # 1031/17

K Gilham
SIGNATURE OF DEVELOPMENT OFFICER
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

Entrance Road

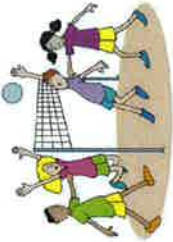
COTTAGE LOTS - PHASE 2



Sports Field



Play Area



Volleyball



COTTAGE LOTS - PHASE 1

Hot & Cold Pools



Creek

Creek

Camping Guests



Skate Park



BMX



Mini Riding Park



Pond



Beach

Beach Area



Clearwater River

D1

CLEARWATER COTTAGES

Statutory Declaration

CANADA)
Province of Alberta)

In the matter of Clearwater Cottages LTD, the access to the property

To Wit:)
_____)

I, _____

of _____

in the _____

do solemnly declare that:

I understand that access to my leased property located on the land described as SE 19-35-08-WS is by crown lease roads and that there is no existing access by County road. I will not contact the County of Clearwater to create such an access now or anytime in the future and will not hold the County of Clearwater liable for any access issues to the above mentioned property

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at _____

in the _____

this ____ day of _____

(Signature of Declarant)

(Print or Stamp Name of Commissioner)

(Expiry Date of Commission or Office)

ROAD USE AGREEMENT

THIS AGREEMENT made this 1st day of September, 2017.

BETWEEN:

TAQA NORTH LTD.
(hereinafter referred to as "Grantor")

-and-

CLEARWATER COTTAGES LTD.
(hereinafter referred to as "Grantee")

The Grantor, insofar as it has the right to do so, grants to the Grantee, the nonexclusive right to use that portion of the Grantor's road, operated or held by the Grantor, as indicated on Schedule "B" (hereinafter referred to as the "Road") for the purpose described in Schedule "A".

Therefore, in consideration of the mutual covenants and conditions contained in this Agreement, the parties agree as follows:

1.0 Road Restrictions

- 1.1 The Grantor reserves to itself the exclusive control and operation of the Road.
- 1.2 The Grantor shall endeavour to notify the Grantee when anticipated restrictions are to be imposed.
- 1.3 The Grantor shall not be liable for any loss or damage occurring to the Grantee as a result of the imposition of the said limits, bans, and restrictions or of the failure to give reasonable notice thereof to the Grantee.

2.0 Consideration

- 2.1 The Grantee agrees to pay the Grantor any initial sum as set forth under the heading "Consideration" in Schedule "A". Fees shall be calculated effective from the date specified in each Addendum.
- 2.2 Rates may be amended by the Grantor, with 60 days written notice to the Grantee.

3.0 Maintenance

- 3.1 Notwithstanding anything herein contained the Grantor does not make any representation or warranty as to the suitability or fitness of the Road for Grantee's intended use nor does the Grantor give any undertaking to maintain the Road in useable condition.
- 3.2 For Permanent, Developed, High Grade Roads

The Grantor shall perform and effect such maintenance and repairs to the Road as it deems necessary to maintain it in a condition acceptable for Grantor's use. The Grantor shall have the right to enter upon the Road at its discretion to affect such maintenance and repairs, and the Grantor shall not be responsible or liable to compensate the Grantee for any loss, injury, damage, inconvenience or annoyance suffered therefrom.

4.0 Liability and Indemnity

- 4.1 The Grantee shall use the Road entirely at its own risk and shall be liable for any and all loss, damage or expense suffered, paid or incurred by the Grantor as a direct result of the use of the Road by the Grantee, its employees, agents, servants, contractors or subcontractors, unless such loss, damage or expense is a direct result of the negligence or misconduct of the Grantor, its employees, agents, servants, contractors or subcontractors.
- 4.2 The Grantee shall indemnify and save the Grantor harmless from and against any and all actions, proceedings, claims, demands and costs suffered, paid or incurred by the Grantor directly resulting from the use of the Road by the Grantee, its employees, agents, servants, contractors or subcontractors, unless such action, proceeding, claim, demand or cost is a direct result of the negligence or misconduct of the Grantor, its employees, agents, servants, contractors or subcontractors.
- 4.3 Neither the Grantor nor the Grantee shall have any liability to the other for any loss of profit or consequential or indirect damages suffered by the other.

5.0 Assignment

- 5.1 This Agreement is only assignable if the assignor has sold, transferred or otherwise conveyed its entire interest in the subject matter of this Agreement to the assignee.


6.0 Miscellaneous

- 6.1 No waiver of any breach of a covenant or provision of this Agreement shall take effect or be binding upon a party unless it is in writing. A waiver by a party of any breach shall not limit or affect that party's rights with respect to any other or future breach.
- 6.2 This Agreement and the relationship of the parties shall for all purposes be governed by construed and interpreted according to the laws of the Province of Alberta. Each party irrevocably attorns, for all purposes hereunder, to the jurisdiction of the courts of the Province of Alberta and all courts of appeal therefrom.
- 6.3 This Agreement, as amended from time to time by agreement in writing of the parties, shall be the entire agreement between the Grantor and the Grantee as to the matters herein and all previous promises, representations or agreements between the parties, whether oral or written, shall be deemed to have been replaced by this Agreement.

The parties have executed this Agreement as of the day and year first above written:

TAGA NORTH LTD.

 Peter Elliott
 Supervisor, Surface Land Administration


Landowner
 Per: 
 Per: _____

SCHEDULE "A"

Attached to and forming part of a Road Use Agreement dated 1st day of September, 2017 between
TAQA NORTH LTD., as Grantor and **CLEARWATER COTTAGES LTD.**
, as Grantee.

Consideration

1. No consideration is payable by the Grantee to Grantor for the Grantee's use of the subject Road unless through the Grantee's use of the Road significant damage is done to the Road such that it impedes and or restricts the Grantor's use.
2. Costs associated with normal maintenance associated with the Road shall be the responsibility of the Grantor

SCHEDULE "B"

Attached to and forming part of a Road Use Agreement dated 1st day of September, 2017 between
TAQA NORTH LTD., as Grantor and **CLEARWATER COTTAGES LTD.**,
as Grantee.

MSL 6140 (2.2km)

- S/2 20-35-8-W5
- SW 21-35-8-W5

LOC 880170 (8.2km)

- S/2 21-35-8-W5
- S/2 22-35-8-W5
- S/2 23-35-8-W5
- W/2 & NE 24-35-8-W5
- SE 25-35-8-W5
- S/2 30-35-7-W5

LOC 5767 (5.1km)

- E/2 30-35-7-W5
- N/2 29-35-8-W5
- SE 32-35-7-W5
- W/2 & NE 33-35-7-W5
- NW 34-35-7-W5
- S/2 3-36-7-W5





Suite 2800, 421-7th Ave SW Calgary, Alberta, Canada T2P 4K9 www.paramountres.com
 tel 403 261 4200 toll free 800 421 9771 fax 403 266 5967

September 13, 2017
 Via Email

Clearwater Cottages
 5007 50 Avenue
 Caroline, Alberta
 T0M 0M0

webcraig@me.com

Attention: Craig McMorran

Dear Sir:

Re: Rig Street Road access for the proposed Clearwater Cottages Development
 35-8 W5M.; NW and S ½ of Sec. 29; E ½ of Sec. 20; SW of Sec. 21; W ½ of Sec. 16;
 W ½ of Sec. 9; NW of Sec. 4
 LOC770462 (the "LOC")

Further to ongoing discussions in regard to your request as principal of Clearwater Cottages to use those portions of the Rig Street Road ("Road") set out above, Paramount Resources (ACL) Ltd. ("Paramount ACL") sets out the following points and our concerns.

We are well aware of the endorsement by the Caroline District Chamber of Commerce of your project dated August 21, 2017. While we believe it has merit, the use of the Road remains vital to the existing and long term oilfield traffic which also creates and maintains jobs in the community.

The Road is heavily used by Paramount ACL and many other oil and gas producers for their operations during the year. This includes among other items, the hauling of large equipment, drilling and service rigs back and forth. We currently have to maintain the Road to an acceptable commercial oilfield standard that is both safe and efficient for all users, including environmental risks.

In adding recreational traffic by way of your proposed development, there will be even more vehicles competing for use and raises concerns about liability and risk. In addition to the volume of traffic there are the costs. All told, we spend around \$100,000.00 yearly on maintenance associated with this LOC. Note this is maintenance. Add to that, the lay of the land currently is that three bridges are in place for various river and creek crossings that periodically shift. Be aware that expenditures for bridges alone may be as much as maintenance, perhaps more. Paramount ACL is not willing at this time to pay for any Road upgrades that may be separate and apart from that maintenance.

As a consequence of the foregoing complexities of maintaining the Road, Paramount ACL is not prepared to transfer the Road to Clearwater Cottages. We may consider the offering of a



preferential right of first refusal to Clearwater Cottages once oilfield traffic ceases along the Road, but the timing of that preferential offer is unknown. Also be advised that should you take the Road, you would be responsible for all manner of restoration associated with it.

In the alternative, we are of the understanding that Clearwater County may consider taking over the Road, but in such case the Road would then have to be built and maintained to the County's standards (per MDP Policy 9.2.10). You may want to petition the County to do so and Paramount ACL would be prepared to participate in a discussion in that regard – but mindful of the oilfield traffic that must continue along the Road.

So in sum:

- 1) We will not assign the Road over to you;
- 2) A ROFR might be made available to you but is a long lead item;
- 3) Willing to participate in a discussion with the County to take over the Road.

We do want to work with you to find a suitable and sustainable solution for all concerned parties and hope this letter is a first step towards that business relationship by setting out our base points and concerns.

Thank you,

PARAMOUNT RESOURCES (ACL) LTD.



Justin Wickson
Surface Landman
D: (403) 817-5112 | C: (403) 991-5950
Justin.Wickson@paramountres.com

cc: Andrea Janska, Chuck Faulkner, Paramount
Kim Gilham, Clearwater County

大成 DENTONS

Tim Bardsley
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Dentons Canada LLP
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大成 Salans FMC SNR Denton McKenna Long
dentons.com

September 15, 2017

SENT VIA E-MAIL (WEBCRAIG@ME.COM)

Clearwater Cottages Ltd.
247 East Chestermere Drive
Chestermere AB T1X 1A2

Attention: Craig McMorran

Dear Sir:

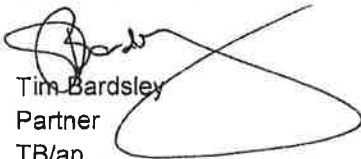
Re: Land Use Application Clearwater County

Thank you for providing us with the comments which the County has given to you in relation to this matter. In reviewing those comments, we thought it appropriate to share our thoughts with you on the access concerns.

While we appreciate that the County wants to ensure that the access to the site is permanent, the facts historically and presently are that access can only be gained through the use of private lease roads. That use, as evidenced by your agreement with the entity that controls one of them, will only be granted in a form where the lessee retains control of the road for its own purposes. That access condition has been satisfactory to the County in the past for land use and development permit purposes, and to change that acceptance now would mean that no development could occur on the lands in future. That approach would freeze any development anywhere in that area, not just on these lands. Incidentally, the fact that this is a private lease road means that the County is not responsible for its condition or maintenance.

The subset issue arising out of this is the County's concern that anyone who leases these lands acknowledges that these access roads are not County roads, i.e. not bother the County about their condition and use. We understand that at a practical level, this is a Development Permit matter rather than a land use issue. While it probably is not strictly a legal request by the County, you could effect it by advising Council (by letter) that you have been advised of this concern by the County and your intention would be to ensure through language on the leases to the lands you may grant that any leaseholder is aware of that fact. That may not stop anyone from ever complaining, but it will give the County something else point to, apart from the fact it is not a County road, if they did. This should not become a condition of approval but is offered for assurance if needed.

Yours truly,
Dentons Canada LLP


Tim Bardsley
Partner
TB/ap

BYLAW NO. 1031/17

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

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

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

WHEREAS, the general purpose of the Recreation Facility District "RF" is to accommodate and regulate the development of major or intensive recreational buildings and uses.

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

That +/- 34.0 acres of Plan 892 2155, Lot 1 (PT SE 19-35-08 W5M) as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Recreation Facility District "RF".

READ A FIRST TIME this _____ day of _____ A.D., 2017.

REEVE

MUNICIPAL MANAGER

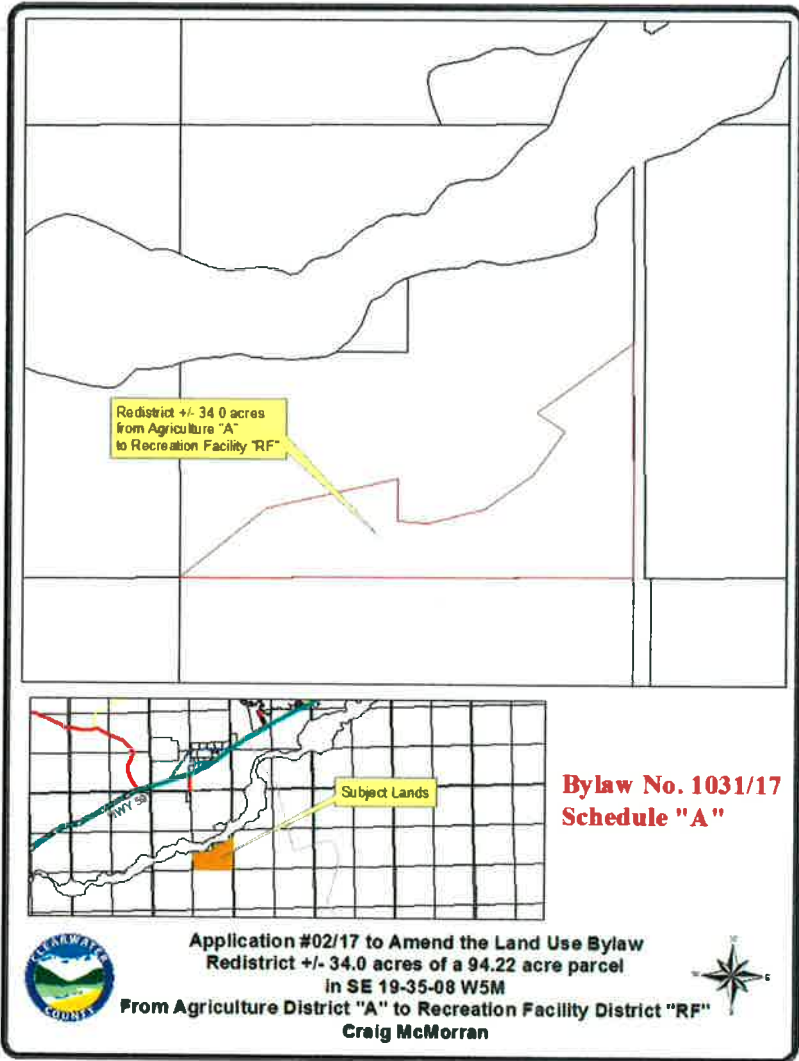
PUBLIC HEARING held this _____ day of _____ A.D., 2017.

READ A SECOND TIME this _____ day of _____ A.D., 2017.

READ A THIRD AND FINAL TIME this ___ day of _____ A.D., 2017.

REEVE

MUNICIPAL MANAGER



13.4 (10) RECREATION FACILITY DISTRICT "RF"

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF MAJOR OR INTENSIVE RECREATIONAL BUILDINGS AND USES

A. PERMITTED USES

1. Equestrian and other riding facilities, including trails, stables and enclosures for horses and tack
2. Farming, except intensive agriculture
3. Picnic grounds
4. Playground
5. Natural or landscaped open space
6. Skiing (cross-country) development
7. Sports field

B. DISCRETIONARY USES

1. Amusement park
2. Ancillary buildings and uses
3. Arts and crafts centre
4. Clubhouse
5. Commercial guest cabins either with attached or detached bathroom and kitchen facilities
6. Commercial guest lodge having one or more buildings either with attached or detached bathroom and kitchen facilities
7. Convenience or confection store to serve the principal use
8. Downhill ski facility
9. Dude ranch or vacation farm
10. Exhibition grounds
11. Food concession
12. Game or wild animal park for viewing and tourism purposes only
13. Golf course and/or driving range
14. Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
15. Hostel having one or more buildings either with attached or detached bathroom and kitchen facilities
16. Integrated recreation/tourist resort
17. Intensive recreation facility and/or use appropriate in a rural area
18. Marina and associated facilities
19. Miniature golf and/or go-cart track
20. Motor-cross, BMG and stockcar tracks
21. Off-road vehicle area and trails development

22. Open air skating rink
23. Outdoor theatre
24. Pro-shop if ancillary to a principal use of land or buildings
25. Public utility building to serve this district
26. Public washrooms to serve this district
27. Recreation equipment rental and sales associated with principal use
28. Recreation equipment storage facilities
29. Residence for manager or custodian, if ancillary to the principal use or building
30. Residence of a temporary and portable type ancillary to an approved concession and not to exceed 30 square metres (300 sq. ft.)
31. Restaurant and/or beverage lounge ancillary to a principal use
32. Riding and equestrian facility
33. Rifle range
34. Sewage lagoon and treatment to serve this district
35. Shower and laundry facility
36. Skeet and trap facility
37. Swimming pool if ancillary to a principal use
38. Tennis court if ancillary to a principal use
39. Waterslide
40. Zoo
41. Other recreation structures, facilities and uses similar in type or function to a named permitted or discretionary use in this district and appropriate in a rural area

C. MINIMUM LOT AREA

As required by the Development Officer, but not less than 1 hectare (2.5 acres).

D. MINIMUM TOTAL FLOOR AREA

1. 35 square metres (350 sq. ft.) for a detached guest cabin without kitchenette.
2. 40 square metres (430 sq. ft.) for a detached guest cabin with kitchenette and otherwise as required by the Development Officer.

E. MAXIMUM TOTAL FLOOR AREA

For public utility building: as required by the Development Officer, but not in excess of 75 square metres (800 sq. ft.). For a detached guest cabins: as required by the Development Officer, but not in excess of 85 square metres (900 sq. ft.).

F. MINIMUM DEPTH OF FRONT YARD

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

G. MINIMUM WIDTH OF SIDE YARD

3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard.

H. MINIMUM DEPTH OF REAR YARD

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

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

I. MAXIMUM HEIGHT OF BUILDINGS

Two storeys or 8 metres (26 feet) unless otherwise approved by the Development Officer.

J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All permanent buildings and structures added to a lot shall be of new construction unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
3. Ancillary structures and additions shall be designed to complement the main building.
4. No basements are permitted for detached guest cabin.
5. Common sewage and water systems may be required for commercial and guest cabins and lodges at the discretion of the Development Officer.

K. LANDSCAPING

1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer.
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise approved by the Development Officer.

L. MAXIMUM ALLOWABLE DENSITY

1. The maximum number of public campsites that may be provided for tents, holiday trailers and recreation vehicles in a holiday trailer/recreation vehicle park shall be 20 sites per hectare (8 sites per acre). If more than 4 hectares (10 acres) are developed as a holiday trailer park, the maximum density shall be reduced to 17 sites per hectare (7 sites per acre). If a holiday trailer park has communal utility services, the density may be increased at the discretion of the Development Officer except 60% of the immediate site area shall remain in vegetated cover.
2. Each site intended to accommodate a single tent, holiday trailer or recreation vehicle shall be a minimum of 300 square metres (3,200 sq. ft.) and have a minimum width of 10 metres (33 feet). Where 2 or more tents, holiday trailers and/or recreation vehicles are intended to be accommodated together, the size of the site shall be increased by at least 50 square metres (500 sq. ft.) per additional unit.
3. Detached cabins for the accommodation of guests and clients shall not exceed 15 per hectare (6 per acre) unless otherwise approved by the Development Officer, but the site for each cabin shall be at least 300 square metres (3,200 sq. ft.) and a minimum width of 12 metres (40 feet). Where a detached guest cabin development is served by a piped sewer collection and/or water distribution system, the density will be as approved by the Development Officer although subsection K (5) above applies.

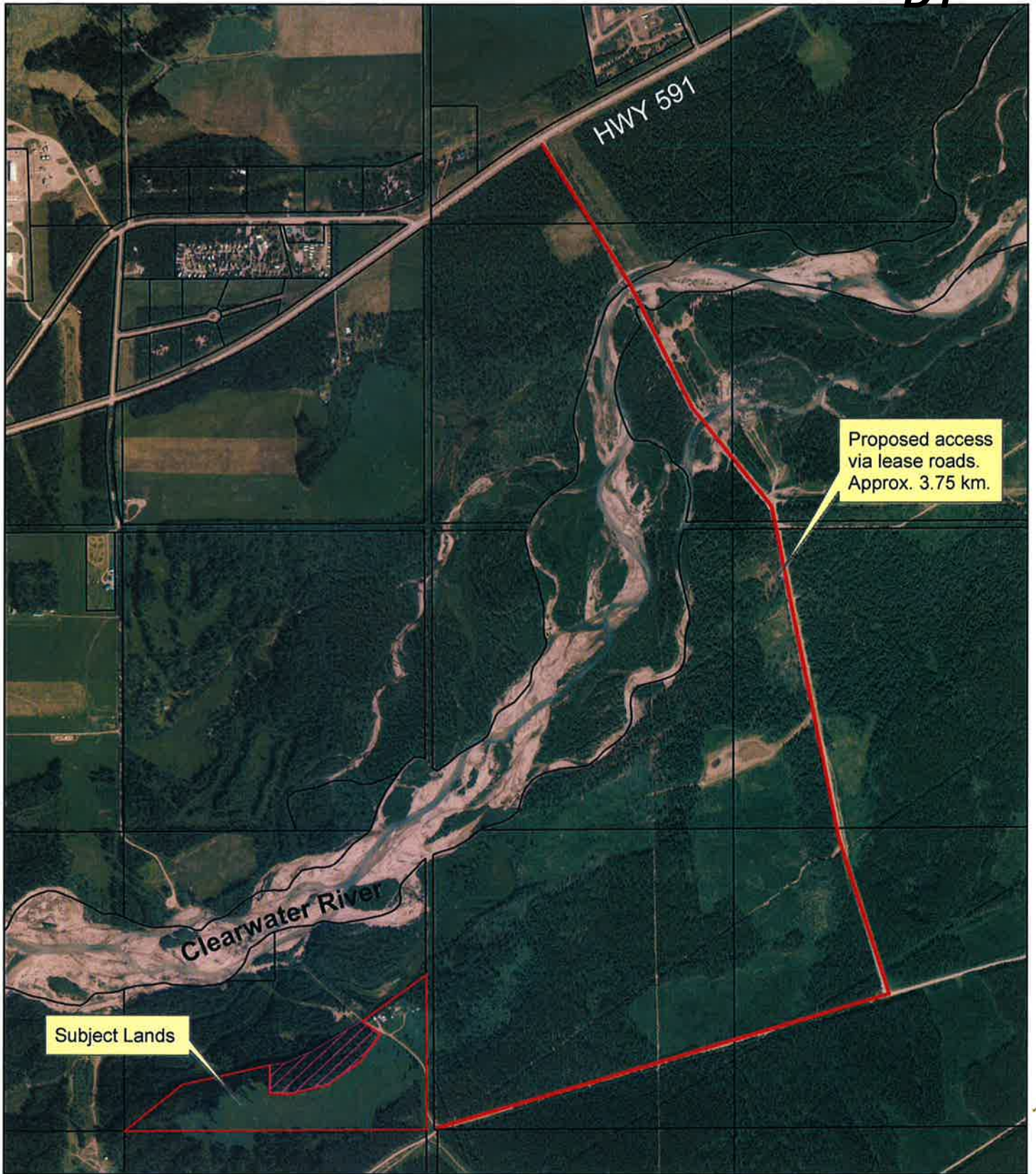
M. OFF STREET PARKING

As stated in this Bylaw except:

1. for any sports facility, one space for each pair of potential participants and one space for each four spectator seats;
2. for any multi-unit facility used for the overnight accommodation of guests or clients, one space for each bedroom or one space for each two potential overnight guests or clients, whichever is greater.

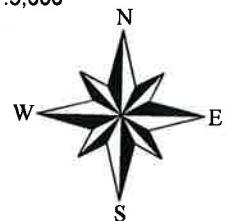
N. PERIOD OF OCCUPANCY

1. For a hostel, guest lodge, cabin or holiday trailer/recreation vehicle park the maximum period of occupancy shall be 21 consecutive days for vacation/recreation use only.



**Application #02/17 to Amend the Land Use Bylaw
Redistrict +/- 34.0 acres of a 94.22 acre parcel
in SE 19-35-08 W5M
Proposed Access**

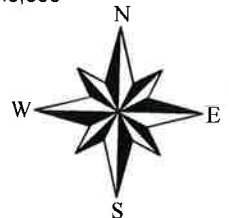
1:5,000





**Application #02/17 to Amend the Land Use Bylaw
Redistrict +/- 34.0 acres of a 94.22 acre parcel
in SE 19-35-08 W5M
From Agriculture District "A"
to Recreation Facility District "RF"
Craig McMorran**

1:5,000





AGENDA ITEM

PROJECT: Historic Shanks Garage / Nordegg		
PRESENTATION DATE: October 10 th , 2017		
DEPARTMENT: Planning & Development	WRITTEN BY: Rick Emmons	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: <u>Nordegg Community Outline Plan, Nordegg Development Plan, Nordegg Development Design Guidelines, MDP, AB Gov't Land Use Policy, & Integrated Resource Plan</u>		
Strategic Area: #1: Managing Our Growth	Priority Area: Objective – 1.1 Plan for a well designed and built community.	STRATEGY #1.1.1: Ensure appropriate land use planning for public infrastructure, rural subdivisions, hamlets and commercial and industrial lands.
RECOMMENDATION: That Council approve the preservation of Shanks Garage.		

BACKGROUND:

Previously Council directed Administration to de-construct selected buildings in Nordegg that were deemed beyond salvaging, one of those buildings being the old Shanks Garage with funds being allocated in 2017 to complete the project.

Tdb Construction (Ted Deboer) previously made the offer to preserve the CIBC for the same cost as de-constructing it and now Ted Deboer has made the same offer with Shanks Garage and the Bighorn Store.

Tdb Construction and Clearwater County have received a lot of positive feedback from the preservation of the CIBC Bank. So much so, that Tdb is excited to make the same offer with Shanks Garage and the Bighorn Store as he did for the CIBC Bank; which is to restore it for the budgeted cost of de-constructing it. Tdb is now nearing completion of the bank; with a new foundation, roof, an entire new back wall and paint.



BEFORE



AFTER

With this generous offer from one of our local contractors, Administration is recommending Council reconsider the de-constructing of Shanks Garage in 2017 and the Bighorn Store in 2018 approve Tdb Construction to restore the structures thereby preserving the buildings.



AGENDA ITEM

PROJECT: Preparation for October 24 th Organizational Meeting		
PRESENTATION DATE: October 10, 2017		
DEPARTMENT: MUNICIPAL	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> MGA		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Compliance with statutory legislation.	STRATEGIES:
RECOMMENDATION:		
1. That Council reviews, provide feedback and endorses the organizational meeting agenda and organizational meeting voting procedures.		

BACKGROUND:

During the legislative review of Council's committees, Administration recommended at Council's May 9, 2017 regular meeting that the 2017 Organizational Meeting Agenda package be restructured to better reflect the significance of the many board and committees to which Council appoints a member.

Following up to Council's discussion on committees, Administration recommends the following draft agenda for the 2017 Organizational Meeting:

- A. Call to Order – Chief Administrative Officer
- B. Official Oath of Councillors
- C. Signing Code of Conduct Commitment
- D. Elections
 - i. Election of Reeve and Official Oath
 - ii. Election of Deputy Reeve and Official Oath
- E. Signing Authority
- F. Regular Council Meeting Dates
- G. Appointment to Boards and Committees
 - i. Council/Municipal
 - ii. Planning Authorities
 - iii. Intermunicipal/Regional

- iv. Community
- v. Industry
- vi. Stewardship
- H. Other Appointments
- I. Adjournment

Changes included in the revised organizational meeting agenda include:

- ITEM B – addition of the Councillor Code of Conduct, adopted by bylaw on June 13, 2017. Administration wishes to confirm Council's intent to have the Code of Conduct signed following Councillor's Official Oath.
- ITEM F – include regular Council meeting dates, including the amended November 7 meeting date, cancelled December 26 meeting (Council motion at March 28, 2017 meeting).
- ITEM G – includes reorganization of boards/committees by purpose as follows:
 - **Council/Municipal** – established by municipal bylaw to fulfill legislative requirements or serve in advisory role to Council.
 - **Planning Authorities** – established by municipal bylaw to fulfill legislative requirements related to land use and development.
 - **Intermunicipal** – established by agreements, municipal bylaws or provincial legislation to facilitate regional collaboration.
 - **Community** – established by external stakeholders to facilitate community service and/or program functions.
 - **Industry** – established by external stakeholders to facilitate communication and foster relationships.
 - **Stewardship** – established by external stakeholders to promote and foster environmental stewardship.
- As well for ITEM G, Administration has prepared a list of committees that the mandates have been fulfilled or are not required for re-appointment at the Organizational Meeting:
 - Ag Recreation Centre Committee
 - Common Ground Pow Wow Committee
 - Development Node Planning Committee

- Land Conservation and Reclamation Council
- Southern East Slopes Municipal/Provincial Task Force
- Weyerhaeuser Forestry Advisory Committee

Council may wish to review other committee appointments, at their discretion.

Voting Procedures:

- ITEM D: The CAO will conduct the election of Reeve, using the following process:
 - The CAO calls for nominations three times for the position of Reeve. Seconders aren't necessary for nominations.
 - A motion will be required for nominations to cease.
 - If there is more than one nomination, voting will be done by secret ballot*. The Municipal Government Act Section 185.1(2) requires Council to pass a resolution to confirm vote taken by secret ballot.
 - The ballots will be counted by the CAO and one other staff and CAO will announce the person elected as Reeve, but will not disclose the vote count.
 - In the event of a tie vote, the CAO will place the names in a "hat" and draw one name that shall be declared the winner of the election. Again, the CAO will not disclose there was a tie vote.
 - Council provides motion to reflect outcome of the secret ballot.
 - After the declaration of the Reeve, the Chair will be turned over to the Reeve.
 - At the conclusion of the meeting a motion will be required to destroy all of the ballots.



AGENDA ITEM

PROJECT: Rocky Mountain House & District Chamber of Commerce - Delegation		
PRESENTATION DATE: October 10, 2017		
DEPARTMENT: Delegation	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 3. Community Well-Being	PRIORITY AREA: Objective 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.6 Continue to rely on volunteers, profit and not-for-profit organizations for the provision of recreation, culture or leisure programs not organized or offered by the local Recreation Boards.
ATTACHMENT(S): 'Chamber of Commerce RMH & District 2017 Overview: financial stability of the RMH & District Chamber'		
RECOMMENDATION: That Council receives the Rocky Mountain House & District Chamber of Commerce Delegation's information as presented.		

BACKGROUND:

The Chamber of Commerce was incorporated in 1972. Since then it has been the voice of businesses in the community and with varying levels of government. The Chamber is over 300 members strong, ranging in size from sole proprietorships to large corporations. The Chamber of Commerce continues to work hand in hand with its members, elected officials and citizens to grow this community.

In addition, the Chamber also runs the Visitor Information Centre (VIC) for the Town and County. From tourism to economic development, the Chamber has been a valuable partner to the community and the government. This membership and the VIC adds value to Clearwater County on many levels. Thousands of people walk into the VIC each year and have been greeted with a smile and helpful information.

Colleen Dwyer is the President of the Chamber of Commerce and Prab Lashar is the Executive Director.

The Chamber of Commerce is requesting \$30,000 in the form of a loan from Clearwater County. The Chamber has made the same request to the Town of Rocky Mountain House.

CHAMBER OF COMMERCE ROCKY MOUNTAIN HOUSE & DISTRICT 2017

ISSUE

Overview: Financial stability of the RMH & District Chamber

Chamber lost money due to two years of construction at the Christenson Recreation Centre during Trade Show dates. Therefore, the Chamber needs to recoup losses suffered due to closure of the venue in order to balance the budget.

Recommendation:

- 1) That the Chamber Board accepts as information the Exec. Director's administrative plans as information.
- 2) That the Chamber Board authorize the recommendations on how to reduce costs and increase revenue.

ACCOUNTING

- ✓ John's Rocky Agencies has been engaged to review accounting records and confirm accounting records are up to date.
- ✓ Bookkeeping practices are in place to ensure that all transactions are recorded in a timely manner and with accuracy.
- ✓ Financials for 2015, 2016, 2017 have been prepared
- ✓ SAGE Accounting has been updated to the most current version with new line items
- ✓ Exec. Dir. Recommendation: Financial reporting September 2017

EVENTS

- Chamber has been asked to partner in an event where they will share costs and profits so the burden will be greatly minimized. In the past, chamber was not profiting from all events. However, now chamber will mitigate risk via sponsorships and strategic partnerships as a focus before events.
- The Chamber is hosting events where it is fully sponsored in advance. Attendees include Government officials, representatives from the oil and gas industry, local businesses and banking community.
- Chamber already hosted a round table to discuss NAFTA and this was a strategic priority to raise awareness of the chambers strength in the community. The attendees were thankful for this event and felt that they were able to learn about the negotiations as well as inform MP's about their concerns. There were two MP's who presented during this round table.
- Recommendation: Events operate on a cost neutral basis unless addressed through Chamber budget.

CHAMBER MEMBERSHIP

1. **New Members** – increased by 30% in August
2. **Renewal Membership** – on track for renewal of Chamber memberships
3. **New Advertising** – increased by 15%
4. **Renewal Advertising** – on track with previous year with new additions

MISCELLANEOUS COST SAVINGS

- We have reduced graphics costs substantially which equates to a savings of 85% yearly
- We have reduced the cost of equipment leases saving 33% per year.
- Currently looking at further reductions with new vendors and reducing lease costs to save an additional \$4,500.00 per year
- Increasing yearly membership fees to offset costs is next on the board agenda

REQUEST

We are asking for a total of 60k with 30k from the Town and 30k from the County

The amount requested would be partial loan and partial grant.

We will pay this back in the form of services rendered, which can include:

- Loan repayments
- Social media and multimedia products
- Promotion of town and county
- Partnerships in event planning
- Outreach activities for the town and county
- Administrative tasks



AGENDA ITEM

PROJECT: Rocky Mountain House & District Chamber of Commerce Loan Request		
PRESENTATION DATE: October 10, 2017		
DEPARTMENT: Community & Protective Services	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 3. Community Well-Being	PRIORITY AREA: Objective 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES: 3.1.6 Continue to rely on volunteers, profit and not-for-profit organizations for the provision of recreation, culture or leisure programs not organized or offered by the local Recreation Boards.
RECOMMENDATION: That Council approves a 2-year loan for \$ 30,000.		

BACKGROUND:

The Chamber of Commerce is requesting \$30,000 in the form of a combination loan and grant from the County, and the same amount from the Town of Rocky Mountain House.

If a loan is approved, Administration will explore opportunities to work with the Chamber, identifying if and what value-added services can be provided to Clearwater County as part of the repayment. Administration will complete the necessary legal documentation to complete this approval.

For Consideration of Council:

1. That Council approves a 2-year loan for \$ 30,000.
2. That Council not approve a 2-year loan for \$ 30,000.

Recommendation:

That Council approves a 2-year loan for \$ 30,000.



AGENDA ITEM

PROJECT: Parkland Regional Library (PRL) 2018 Proposed Budget – Requested Approval		
PRESENTATION DATE: October 10, 2017		
DEPARTMENT: Community and 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) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 2: Well Governed and Leading Organization	PRIORITY AREA: 2.1, 2.2, 2.3, 2.5, 2.5	STRATEGIES: 2.1.1, 2.2.1, 2.2.3, 2.3.1, 2.3.2, 2.5.1, 2.5.4
ATTACHMENTS Parkland Regional Library Proposed Budget 2018		
RECOMMENDATION: Council approve the Parkland Regional Library 2018 budget		

BACKGROUND:

Parkland was the first regional library in Alberta, created in 1959 that now has a network of 49 public libraries across central Alberta. It serves over 200,000 residents. Parkland Regional Library is governed by a board of 64 municipalities. Clearwater County and the Parkland Regional Library maintain an agreement for services and funding.

Parkland Regional Library has requested Clearwater County Council approve its request of a 1% increase to the 2018 annual funding request and provide confirmation of Council's decision by November 1, 2017. Outcomes of Council's approval will be an approximate \$ 8.12/capita funding commitment. A finalized financial amount will be based upon the cost per capita X Clearwater County Official Population Census.

	2016	2017	2018	
Cost per Capita	\$ 7.88	\$ 8.04	\$ 8.12	(Estimated at 1% Increase)
PRL Budget	\$ 96,752	\$ 98,687	\$ 99,697	(Estimated at 2016 Census)

The estimated increase is between 2017 and 2018 requisition is \$982.24. Administration will review and update the 2019 and 2020 requisitions, which will be included for council's information during budget review.

Options for Council's Consideration:

1. Council not approve the Parkland Regional Library 2018 budget.
2. Council approve the Parkland Regional Library 2018 budget and direct Administration to confirm and reflect the financial amount in the 2018 - 2020 Culture Operating Budget.



Proposed BUDGET 2018

Proposed 2018 Budget
PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2017	2018
Income		
1.1 Provincial Grants	1,088,682	1,100,455
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
TOTAL Income	3,241,510	3,267,987
Support Materials & Services Directly to Libraries		
2.1 Alberta Rural Library Services Grant	428,737	428,738
2.2 Allotment Funds issued to Libraries	237,404	239,125
2.3 Cataloguing Tools	4,000	4,000
2.4 Computer Maint. Agree. Software licenses	145,000	164,081
2.5 eContent Platform fees, Subscriptions	17,750	18,250
2.6 FN Provincial Grant expenses	20,000	
2.7 Freight	7,500	7,500
2.8 Internet Connection Fees	23,500	10,800
2.9 Member Library Computers	63,027	63,245
2.10 Outlets - Contribution to Operating	800	800
2.11 Periodicals	1,975	1,975
2.12 Postage Reimbursement	8,000	7,000
2.13 Supply purchased Cataloguing/Mylar	0	25,000
2.14 Vehicle expense	41,000	37,000
2.15 Workshop/Training expense	15,000	15,000
PRL Circulating Collections		
2.16 Audio Book	5,500	5,000
2.17 eContent	92,000	80,600
2.18 Large Print	13,000	13,000
2.19 Programming Box	750	750
2.20 Reference	6,000	6,000
TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,864
Cost of Services		
3.1 Audit	14,000	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	28,000
3.5 Communications/Marketing/Advocacy	7,000	5,000
3.6 Continuing Education	20,000	20,000
3.7 Dues/Fees/Memberships	11,000	11,500
3.8 Insurance	15,500	13,750
3.9 Janitorial expense	29,000	29,500
3.10 Legal/Consulting/Advocacy	2,000	0
3.11 Photocopy/Printing	9,000	9,000
3.12 Postage	6,000	5,000
3.13 Promotion/Trade Shows/Publicity	6,500	6,500
3.14 Recruitment/Advertising	1,500	0
3.15 Salaries	1,498,321	1,537,027
3.16 Salaries - Employee Benefits	325,885	338,146
3.17 Supplies/Stationery/Building	40,861	30,000
3.18 Telephone	13,000	12,500
3.19 Travel	15,000	15,000
3.20 Trustee expense	25,000	22,000
3.21 Utilities	37,000	35,000
TOTAL Cost of Services	2,110,567	2,140,123
TOTAL Expenses (library materials & cost of service)	3,241,510	3,267,987
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12

Notes for the Parkland Regional Library Budget 2018

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. The increase to the municipal per capita requisition is eight cents or 1%. Based on estimates, this means for 2018, PRL is only asking its member municipalities for \$16,890.88 above the 2017 requisition.

In the budget, nine expense lines of the budget experienced increases, twelve lines had decreases, and sixteen lines remained at the 2017 level. One new budget line was added and three were eliminated altogether.

PRL's budget projections for 2018 uses the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2018, we project that the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics. For 2018 it is estimated that approximately 42% of Parkland's income will come from the Government of Alberta.

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2016 population statistics and \$4.70 per capita. First Nations (FN) Provincial Grant income is calculated at \$10.25 per capita and is based on a total reserve residence population of 10,695. This grant is supposed to be ongoing (line 1.1).

Under Library Materials:

- Allotment funds issued to libraries (Line 2.2) is set to remain at the 2017 rate of \$1.13 per capita.
- Computer Maintenance Agreements. Software Licences (Line 2.4) has increased due to escalating software costs.
- Line 2.6, First Nations (FN) Provincial Grant expense line was eliminated due to other budgeting priorities.
- Internet Connection Fees (Line 2.8) has been reduced significantly by switching PRL's internet service provider.
- Line 2.17, eContent Materials Allotment has been reduced primarily because PRL has had to decrease its support of the hoopla digital media streaming service.

Under Cost of Service

- Line 3.10, Legal/Consulting/Advocacy has been eliminated.
- Line 3.14, Recruitment/Advertising has been eliminated.

The 2018 budget also supports a new, entirely revised salary grid. Individual steps on the grid have been reduced from 5% to 2.5%. The grid, beginning in 2019, will also have a cost of living allowance (COLA) added to it in order to keep the grid up to date. It is hoped this new grid will be both fair to employees and acceptable to Parkland's funders.

In section 1 of the Budget Supplement document that follows the budget notes, you will see there are two vehicles being purchased in 2018. In the same section, there is one transfer from the Technology reserve. This will pay for routine planned computer hardware purchases and computers for both PRL and member libraries.

In section 3 of the Budget Supplement is the amount of \$63,245 that will be transferred into the Technology Reserve (matching line 2.9 in the Budget under Support Materials & Services Directly to Libraries).

Section 5 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Also of note, at the end of May 2018, the Summer Village of White Sands completes its four year locked in rate as a new member of regional system. According to the PRL master agreement, when municipalities join the regional systems, they do not receive a rate increase within the first four years of joining.

Brief Notes – September 2018

INCOME

- 1.1 The Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita. The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.2 Estimated requisition to municipalities to balance budget
- 1.3 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.4 Reduced to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB – see 1.3 above
 - 2.2 Reflects allotment rate of \$1.13 per capita
 - 2.3 Based on actual costs and held at 2017 rate
 - 2.4 Line increased to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. In addition, the US dollar has increased some of our licensing costs upon renewal. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
 - 2.5 Line to pay for platform fees/subscriptions for eContent
 - 2.6 This line eliminated due to other budget priorities, was used in 2017 to spearhead outreach activities and services to First Nations (FN)
 - 2.7 Held at \$7,500
 - 2.8 Reduced additional internet bandwidth was necessary - savings were found due to obtaining a new internet service provider
 - 2.9 Based on current population at \$0.30 per capita
 - 2.10 Held at \$800
 - 2.11 Held at the 2017 amount
 - 2.12 Reduced slightly – based on the last two years actual cost
 - 2.13 New line for purchasing library material processing such as mylar book covers, cataloguing records, and multimedia cases
 - 2.14 Based on anticipated maintenance costs for three vehicles and fuel, and a 5 year review of actual costs – reduced to \$37,000 partly due to lower fuel costs
 - 2.15 Held at 2017 level of \$15,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly to \$5,000
 - 2.17 Line reflects materials allotment for the purchase of eContent, reduced in 2018 due to the need to restrict the hoopla streaming media service
 - 2.18 Held at the 2017 amount
 - 2.19 Held at the 2017 amount
 - 2.20 Held at the 2017 amount

COST OF SERVICES

- 3.1 The fee for 2018 is \$16,200, also covers the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Held at \$1,500 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Held at \$28,000 - based on five-year averages
- 3.5 Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – reduced to \$5,000
- 3.6 Held at \$20,000
- 3.7 Increased slightly to \$11,500 – to cover PRL's cost to belong to member organizations (e.g. LAA, ALTA, TAL, etc.)
- 3.8 Reduced slightly to \$13,750 based on a 5 year review of actual costs
- 3.9 Increased slightly to \$29,500 – includes snow removal, yard maintenance, and janitorial services
- 3.10 Line eliminated – will use reserve funds should the need arise
- 3.11 Held at \$9,000
- 3.12 Reduced slightly to \$5,000 – based on five year averages
- 3.13 Held at \$6,500
- 3.14 Line eliminated - will use reserve funds should the need arise
- 3.15 Increased to reflect predicted staff salary costs based on current staff levels
- 3.16 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.17 Reduced as miscellaneous IT purchases are moved to line 2.4, and mylar processing (book jacket covers) moved to new line 2.13 - based on a five-year review
- 3.18 Reduced slightly, based on actual - \$12,500
- 3.19 Held at 2017 level - \$15,000
- 3.20 Reduced to \$22,000 to support trustee activities
- 3.21 Based on five-year averages – reduced slightly to \$35,000

Complete Notes to the 2018 Budget

Proposed 2018 Budget PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2017	2018
Income		
1.1 Provincial Grants	1,088,682	1,100,455
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
TOTAL Income	3,241,510	3,267,987

Income – line details

- 1.1 Provincial Grants:* for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually. The First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents.
- 1.2 Membership Fees:* \$8.12 per capita – requisition to municipalities to balance budget.
- 1.3 Alberta Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.4 Interest Income:

estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – reduced slightly to reflect the anticipated returns on investments.

Support Materials & Services Directly to Libraries		2017	2018
2.1	Alberta Rural Library Services Grant	428,737	428,738
2.2	Allotment Funds issued to Libraries	237,404	239,125
2.3	Cataloguing Tools	4,000	4,000
2.4	Computer Maint. Agree. Software licenses	145,000	164,081
2.5	eContent Platform fees, Subscriptions	17,750	18,250
2.6	FN Provincial Grant expenses	20,000	
2.7	Freight	7,500	7,500
2.8	Internet Connection Fees	23,500	10,800
2.9	Member Library Computers	63,027	63,245
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,975
2.12	Postage Reimbursement	8,000	7,000
2.13	Supply purchased Cataloguing/Mylar	0	25,000
2.14	Vehicle expense	41,000	37,000
2.15	Workshop/Training expense	15,000	15,000
PRL Circulating Collections			
2.16	Audio Book	5,500	5,000
2.17	eContent	92,000	80,600
2.18	Large Print	13,000	13,000
2.19	Programming Box	750	750
2.20	Reference	6,000	6,000
TOTAL Support Materials & Services Directly to Libraries		1,130,943	1,127,864

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 1.3 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

2.3 Cataloguing tools:

based on actual – held at 2017 level – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among

other resources, all of which are used to prepare books and other materials for libraries.

2.4 Computer Maint. Agree.

Software Licenses:

for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Horizon integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.

2.5 eContent Platform fees

and Subscription fees:

to pay for platform fees for 3M ebooks, Novelist, Novelist Select subscriptions, or other eContent.

2.6 FN Provincial

Grant Expense:

line used in 2017 to provide initial FN outreach initiatives – line eliminated due to other budget priorities.

2.7 Freight:

vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at 2017 level.

2.8 Internet Connection

Fees:

for internet service provision to member libraries and HQ – decreased because of a contract with a new internet service provider.

2.9 Member Library

Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.10 Outlet - Contribution

to Operating:

amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.

2.11 Periodicals:

held at 2017 level; includes public performance rights licensing fee.

*2.12 Postage**Reimbursement:*

decreased slightly, based the last 2-year estimates – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.

*2.13 Supplies purchased**Cataloguing/Mylar:*

new line for purchasing library materials processing such as precut "mylar" book covers, cataloguing records, and multimedia cases.

2.14 Vehicle Expense:

includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for two cargo vans and a vehicle for staff use – based on averages, decreased slightly.

2.15 Workshop/Training:

includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000

PRL Circulating Collections*2.16. Audiobook Materials:*

reduced slightly from 2017 level – to support the physical audio collection.

2.17 eContent:

reduced due to other budget priorities– includes allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, hoopla, and potentially other eContent.

2.18. Large Print Books:

held at 2017 level then reduced due to the trend of reduced use of the large print collection.

2.19 Programming Boxes:

held at 2017 level - to refresh and build new programming kits to use for programming in member libraries.

2.20 Reference Materials:

held at 2017 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.

Cost of Services		2017	2018
3.1	Audit	14,000	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	28,000
3.5	Communications/Marketing/Advocacy	7,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,000	11,500
3.8	Insurance	15,500	13,750
3.9	Janitorial expense	29,000	29,500
3.10	Legal/Consulting/Advocacy	2,000	0
3.11	Photocopy/Printing	9,000	9,000
3.12	Postage	6,000	5,000
3.13	Promotion/Trade Shows/Publicity	6,500	6,500
3.14	Recruitment/Advertising	1,500	0
3.15	Salaries	1,498,321	1,537,027
3.16	Salaries - Employee Benefits	325,885	338,146
3.17	Supplies/Stationery/Building	40,861	30,000
3.18	Telephone	13,000	12,500
3.19	Travel	15,000	15,000
3.20	Trustee expense	25,000	22,000
3.21	Utilities	37,000	35,000
TOTAL Cost of Services		2,110,567	2,140,123

Cost of Services – line details

- 3.1 Audit:* 2018 is based on actual – now includes costs for an annual letter from PRL’s lawyer required for the audit.
- 3.2 Bank Expenses:* held at 2017 level - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2017 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – held at 2017 level based on four-year averages.

- 3.5 Communications/ Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – decreased by \$2,000 as PRL is not paying for offsite office space rented for PRL’s communications staff.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – increased slightly.
- 3.8 Insurance:* includes the building, contents, outlet contents, vehicle, general liability, bond and crime – decreased slightly from 2017 level, using an average of actual costs.
- 3.9 Janitorial Expense:* slight increase – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Legal/Consulting/ Advocacy:* eliminated – annual legal letter for audit is included in line 3.1 – reserve funds will be used to cover future costs.
- 3.11 Photocopy/Printing:* held at 2017 level – reflects actual costs and estimated usage – now includes printing costs if outside source is used for publications.
- 3.12 Postage:* slight reduced - based on actual costs.
- 3.13 Promotion/Trade Shows/ Publicity:* held at 2017 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA and AAMD&C conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
- 3.14 Recruitment/ Advertising:* line eliminated – reserve funds will be used to cover future costs.

3.15 Salaries: estimated at the maximum level and increased to support the salary grid. The budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.

3.16 Salaries-Employee Benefits:

increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

			Salary	Benefits
1	Technical Services	12 FT	\$625,010.00	\$137,502.20
2	Consulting Services	5 FT	\$332,439.00	\$82,349.32
3	Administration	4 FT	\$332,439.00	\$76,460.97
4	IT	2 FT	\$153,594.00	\$33,790.68
5	Delivery Services	3 PT	\$68,000.00	\$8,160.00
			<u>\$1,537,027.00</u>	<u>\$338,908.46</u>

3.17 Supplies/Stationery/ Building:

reduced - small non-capital IT items moved to line 2.4 and mylar cover purchases moved to new line 2.13 - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.

3.18 Telephone: includes line charges, toll free number, mobile telephones, and long distance costs – reduced slightly to \$12,500.

3.19 Travel: includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL staff vehicle) – based on actual and estimates, held at 2017 level \$15,000.

3.20 Trustee Expense: reduced - includes costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chairs).

3.21 Utilities: based on five-year averages – reduced slightly to \$35,000.

**Proposed 2018 Budget
PARKLAND REGIONAL LIBRARY**

	Present Budget 2017	Proposed Budget 2018
TOTAL Income	3,241,510	3,267,987
TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,864
TOTAL Cost of Services	2,110,567	2,140,123
TOTAL Expenses (library materials & cost of service)	3,241,510	3,267,987
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12
		1%

Budget Supplement

Explanation points to the 2018 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There are two planned vehicle purchases in 2018.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library

Budget Supplement - Movement of Funds

Explanation points to the 2018 Budget dealing with Capital Assets, Amortization and Reserves
In passing the budget you agree to the movement of funds between reserves and operating as defined below
and based on policy. Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2018	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$34,500	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$70,000	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRL assets - 2018, \$34,500)</i>	\$126,200	B
	\$230,700	
<hr/>		
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$15,500	C
	\$15,500	
<hr/>		
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$73,150	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$15,500	C
Technology Reserve		
Budgeted for member library computers	\$63,245	
	\$151,895	

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets	\$31,350	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Amortization expense anticipated from years (Jan 2009 forward)	\$34,500	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
	<hr/>	
	\$65,850	

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008	\$18,355
<i>(actual amounts will be based on exact disposals amounts in the year)</i>	



AGENDA ITEM

PROJECT: West Country Family Service Association (WCFSA) Request for Non-Voting Board Member		
PRESENTATION DATE: October 10, 2017		
DEPARTMENT: Community & Protective Services	WRITTEN BY: Ted Hickey	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 2. Well Governed Leading Organization 3. Community Well-Being	PRIORITY AREA: 2.2, 2.3, 2.5, 3.1	STRATEGIES: 2.2.1, 2.2.2, 2.2.3, 2.3.2, 2.5.1, 2.5.4, 3.1.5
ATTACHMENT(S): Letter of Request - West Country Family Service Association		
RECOMMENDATION: That Council respectfully declines the West Country Family Service Association (WCFSA) request for appointment of a non-voting member.		

BACKGROUND:

West Country Family Service Association (WCFSA) has requested Council to provide a non-voting board of directors' representative. The representative is seen as important by the WCFSA Board and as part of their commitment to ongoing accountability and transparency in decisions made and services provided. The board meets monthly on the 4th Thursday during lunch in the Old Provincial Building.

WCFSA is the largest recipient of Family and Community Support Services (FCSS) grant funding and provides the FCSS Board its annual requests for funding, reports of business activities and financial statements as a part of an annual budget year cycle. A Clearwater County Councillor is appointed to the FCSS Board during the Organizational Meeting and a Manager of FCSS is in place to address administrative issues. Administration believes the current FCSS Board structure and staffing addresses the governance and accountability required by the Provincial funding agreement as well as Council's strategic priorities.

Recommendation:

That Council respectfully declines the West Country Family Service Association (WCFSA) request for a Board member.



West Country Family Service Association

G3

4934 – 50th (Main Street)

Old Provincial Building

PO Box 646

Rocky Mountain House, AB T4T1A5

t. 403.845.2033

f. 403.845.2057

e. westcountry.fsa@gmail.com

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- Fees for Services
- Contract Services
- Clearwater Regional Family and Community Support Services program subsidies
- Clearwater County
- **Community Donations**

March 20, 2017

To Whom It May Concern,

West Country Family Service Association is currently seeking non-voting representation from local government to sit on our board of directors. Our board meets monthly on the 4th Thursday during lunch in the Old Provincial Building. As part of our commitment to ongoing accountability and Quality Improvement, this representation is of the utmost importance. Please feel free to contact me at 403.845.2033 or westcountry.fsa@gmail.com if you have any questions at all.

Sincerely,

Michelle Narang
Executive Director

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2017.....

Name of Councilor / Board MemberPat 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
Aug 8	Council				X		74
Aug 8	Welcome Japan Students						
Aug 11	CAAMDC Directors	X	X				288
Aug 17	Headwaters Tour MLA's	X	X	X			74
Aug 22	Council				X		74
Aug 30	Heli-pad opening	X					74

{more Space on Back of Page}

Remuneration Calculation

3	Meetings @ \$159.00=	477.00	584	Kms @ \$0.54=	315.36
3	Meetings @ \$126.00=	378.00	0	Lunch @ \$16.00=	0
2	Meetings @ \$288.00=	576.00			
	Supervision=	830.00			
	TOTAL=	2281.00		TOTAL=	315.36

Signature {Councilor / Board Member}