

CLEARWATER COUNTY COUNCIL AGENDA
November 27, 2018
9:00 am
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

DELEGATION:

9:00 am Tracy Leblanc, Project Manager, Integrated Land Use, Policy and Planning, Parks Canada

PRESENTATION:

9:25 am Debbie Northcott, Manager, Caroline Ag Society

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. November 13, 2018 Regular Meeting Minutes

D. DELEGATIONS

1. 9:00 am Parks Canada – Rocky Mountain House National Historic Site of Canada 2018 Draft Management Plan

E. AGRICULTURE & COMMUNITY SERVICES

1. 9:25 am Caroline Ag Society Presentation – Caroline Arena, HUB, and South East Recreation Grounds Parking Lot Paving Project
2. Rocky Mountain House Library Agreement Renewal
3. Alberta Master Games Agreement
4. Request for Funding - Rocky Mountain House RCMP Detachment Upgraded Ventilation System

F. PLANNING & DEVELOPMENT

1. Clearwater County Heritage Grant Advisory Committee Terms of Reference

G. INFORMATION

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

H. CLOSED SESSION*

1. Light Link Technologies Inc. – Third Party Interest: *FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party*
2. DRAFT Broadband Infrastructure Master Plan Options; *FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party and s. 24 Advice from Officials*

* 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

I. ADJOURNMENT

TABLED ITEMS

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



DELEGATION

SUBJECT: Parks Canada, Rocky Mountain House (RMH) National Historic Site of Canada		
PRESENTATION DATE: November 27, 2018		
DEPARTMENT: Delegation	WRITTEN BY: Tracy Haight, EA	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLER (check all that apply):		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
ATTACHMENT(S):		
1. Background - RMH National Historic Site of Canada 2. 2018 Management Plan – RMH National Historic Site of Canada 3. FAQ's – RMH National Historic Site of Canada Management Plan Review		

STAFF RECOMMENDATION:

That Council receives the Rocky Mountain House National Historic Site of Canada DRAFT 2018 Management Plan by Parks Canada for information as presented.

BACKGROUND:

Tracy Leblanc, Project Manager, Integrated Land Use, Policy and Planning, Parks Canada, will present the draft 2018 Management Plan for the Rocky Mountain House National Historic Site of Canada for Council's review and comment.

The Plan proposes three key strategies, along with objectives and targets, to:

1. Protect and manage the archaeological sites, views, natural landscape features and contemporary assets;
2. Strengthen relationships with Métis and First Nations peoples and organizations; and,
3. Enrich and create new visitor experiences.

The following objectives and targets under two of the strategies are of particular note for Clearwater County:

Key Strategy 1:

Objective 1.2 - Industry operators (e.g., oil, gas, gravel extraction, propane storage) actively involved on and adjacent to the site understand its purpose and work with Parks Canada in

ways that complement the national historic site. Existing Parks Canada federal requirements and processes related to reviewing impacts of projects on sites resources are followed for all maintenance or development of industry facilities on the site.

Target - Site staff work with the County of Clearwater and gravel pit operators to ensure visual screening and other measures are in place to buffer new gravel pits immediately outside site boundaries.

Key Strategy 3:

Objective 3.2 - The sense of arrival to the national historic site is improved including the potential to integrate the campground access with the main access to the National Historic Site.

Target - A feasibility study to improve and shorten road access to the campground through construction of a new 1 km extension of the section of road on a provincial road allowance immediately west of the site is completed by 2020 in consultation with neighbours, stakeholders and Indigenous groups. The study investigates cost-share options with the County of Clearwater and industry representatives and contains a scoping assessment of archaeological and environmental impacts.

Objective 3.5 - The site is positioned as a high profile destination of the David Thompson Tourism corridor strategy. Communities collaborate with Parks Canada to develop, implement and market integrated and exciting cultural tourism experiences through the spring to fall.

Target - Rocky Mountain House National Historic Site is profiled in regional marketing and media on a consistent basis; and, Parks Canada works in collaboration with other Central Alberta and David Thompson Country tourism organizations to cross promote the national historic site.



Rocky Mountain House National Historic Site of Canada

August 8, 2018



The Significance of Rocky Mountain House National Historic Site

Archaeological research and oral history identifies that the confluence of the North Saskatchewan and Clearwater Rivers was occupied and used for thousands of years by Indigenous Peoples. In 1799, the North West and Hudson's Bay Companies set up rival trading posts at this location. During the 76 year history of trade, many different Indigenous nations visited the area. Explorer, fur trader and renowned mapmaker David Thompson and his wife Charlotte Small used the post as a base for discovering a pass through the Rocky Mountains.

In 1926, the site was recommended as a national historic site. The Commemorative Intent of the site is expressed in the following statement: "Rocky Mountain House is of national historic significance because of its role in the historic fur trade; its association with David Thompson and exploration towards the westward; and its relationship with the Blackfoot peoples (Nitsitapi), particularly the Peigan (Piikani). The national historic site encompasses the trading establishments built and occupied between 1799 and 1875 on the west bank of the North Saskatchewan River, including a fur trade era burying ground. The extensive archaeological

sites, the viewsapes and the natural setting along the banks of the North Saskatchewan all contribute to the integrity of the site's heritage value.”

Key Milestones

1799 The North West Company builds Rocky Mountain House and the Hudson's Bay Company builds Action House

1835 The Hudson's Bay Company builds a second Rocky Mountain House

1868 The Hudson's Bay Company completes a final Rocky Mountain House

1875 The fur trade companies leave the area

1922 The Brierley family begins farming the area of the site

1926 Rocky Mountain House is designated as a national historic site

1928 The Brierley family purchases the land from the Hudson's Bay Company

1968 The Historic Sites and Monuments Board recommends the creation of a national historic park

1969 Gas plant construction starts, a fur trade era burial site is discovered during construction

1971 The federal government acquires the land for an expanded site

1979 The National Historic Site officially opens to the public with a new visitor centre

2003-06 The site is redeveloped with a major upgrade to visitor centre, a new washroom and new outdoor interpretive signage

2007 Rocky Mountain House National Historic Site Management Plan is approved

2013 A major flood damages cultural resources and facilities



Location

The site is located 80 km west of Red Deer and seven kilometres from the community of Rocky Mountain House, Development surrounds the site, with oil wells, gravel pits, a rail line, a gas plant located on the site and rural acreages near the boundary.



History

In 1799, at the junction of the Upper North Saskatchewan and Clearwater rivers, the North West Company built Rocky Mountain House in the hopes of attracting trade from the Kutenai Indians who resided across the mountains and to establish a base of exploration for new fur trade territories. In that same year, the competing Hudson's Bay Company established Acton House nearby. Strategically situated in close proximity to their hunting grounds, the Blackfoot (specifically the Piikani and the Kainai), became the principal customers at Rocky.

David Thompson lived at Rocky Mountain House for several years and, determined to fulfill the company's dream of a practical route to the Pacific and China, launched his expeditions across

the Rocky Mountains. In 1807, he went upriver from Rocky Mountain House crossing the mountains through Howse Pass to the Columbia River and again in 1811 when he crossed Athabasca Pass.

The Hudson's Bay Company initiated another period of fort construction in 1835, and again in 1865. By 1875, the last post was abandoned. The only surviving architectural feature at the site is the chimneys from this final trading post.

The site of the last Rocky Mountain House (1868-1875) was declared a site of national historic importance in 1926. It is important to acknowledge that this was one of Canada's early commemorations. In 1931, a Historic Sites and Monuments Board of Canada (HSMBC) plaque was erected near the chimneys marking the start of presenting the site to Canadians. In 1968, the HSMBC further recommended that a national historic park be established. Land purchases were made in the 1970s and in 1978, a 541 acre national historic park opened to the public with a new visitor centre and trails to the four fort sites.

The Brierley family arrived on the site from southern Alberta in 1922 and started their mixed farming operation. After renting for first six years they purchased the land from the Hudson Bay Company in 1928. Their main building site was located on top of the remains of the 1799-1821 North West Company Rocky Mountain House. In 1929, Mrs. Mabel Brierley donated a small parcel of land for the plaque. This marked the first land to be set aside at the site. The family continued to farm until they sold their land to the federal government for establishment of the national historic park. The Brierley family played an important role in the establishment of the Rocky Mountain House National Historic Site through land donation, land acquisition and agreements.



HISTORIC SITE, ROCKY MOUNTAIN HOUSE, ALBERTA, CANADA

Cultural Resources Management

Safeguarding the site's cultural resources, landscape, viewsapes and authentic setting is a primary goal. Cultural resources at this and other national historic sites reinforce a sense of connection to Canada and to Parks Canada's protected heritage places and the stories they tell. Parks Canada's Rocky Mountain House National Historic Site is a large scale and complex landscape made up of physical features such as the North Saskatchewan River with its broad floodplain and associated river terraces, upon which the fur trade posts, trails and other cultural features have been built over time.



Past to Present

Since approval of the last plan in 2007, the site has experienced steady growth with partners and community collaborators, a significant expansion of the camping offer, increased and diversified engagement with Indigenous Peoples. A number of factors have contributed to this, including strong community support, increased promotions and new and renewed agreements with Indigenous nations and organizations.

Parks Canada operates a popular visitor centre which houses a replica fur trade room, exhibits and a 3D virtual reality experience. Two main interpretive trails take visitors through the archaeological remains of the four forts. Interpretive panels and props are located throughout the site including a York Boat, a children's play fort, a demonstration tipi, a Métis camp and day use picnic areas. Heritage Camping is a relatively new overnight experience on the shores of the North Saskatchewan River with six Métis trapper tents, three tipi accommodations and two trap line cabins for visitors to rent. Front country camping for 24 RV/tent trailers and 12 walk-in tenting sites is also available.

In addition, visitors can discover the site's herd of plains bison. The small herd of 10 – 12 plains bison originate from Elk Island National Park, where most of the world's purebred plains bison are conserved. During the fur trade era, bison would have been a common species in the Rocky Mountain House area. Today this display herd provides opportunities to both learn about bison's link to the past, their connection to the present and the Bison Reintroduction Program that is underway in Banff National Park.

Indigenous relations have grown into being an important element of the national historic site. The Métis Local 845 is a long standing partner delivering cultural programming at the site. The visitor experience opportunities include: the Métis Campfire program; Skills of the Fur Trade activity stations, and the development of the Heritage Camping offer.



In 2016, the Indigenous group Kis Sai Wah Toe Tat Towin Society– meaning “Coming together and taking care of one another in humbleness and wellness” and Parks Canada entered into a Memorandum of Understanding. The MOU supports collaborative activities focused on reconciliation including the Sacred Hoop of 100 Eagle Feathers, the creation of community healing lodges and various initiatives with elders, teachers and youth. In addition, the site is actively working with O’Chiese First Nation to engage youth to develop new programming opportunities. The site will continue to work with Indigenous Peoples to build relationships that demonstrate leadership in reconciliation and contribute to collaborative initiatives and opportunities for strengthening diversity and inclusion.

An important focus of site planning centers on the integration of cultural resource management with the provision of new visitor opportunities in ways that together inspire memorable experiences and protection of the site’s archaeological resources, viewscapes and related natural landscape features.

Oil and Gas Operations at Rocky Mountain House National Historic Site

The national historic site sits in the heart of one of Alberta’s premier oil and gas fields. Oil and gas activity started on the historic site lands in the late 1960s before Parks Canada acquired the property. When Parks Canada purchased the property in the early 1970s, agreements that were in place for operation of the gas plant and pipelines crossing the land to the plant came with the purchase agreement. Since the early 1970s, Parks Canada has worked closely with the various industry representatives to ensure protection of key resources including remains of the fur trade burial ground.

Working with Others

Partnerships have been an essential part of this site since it was first designated as a national historic site in 1926. In the last 10 years the site has continued its work with a number of longstanding and new partners to diversity and enhance the experience, to promote the site through special events and to protect its special features. Since 1984, the Confluence Heritage Society has been an important partner in managing daily operations and offers at the site. Metis 845 is a longstanding partner delivering daily programs and special events. New partnerships such as the one with Kis Sai Wah Toe Tat Towin Society speak to the importance of the site as a gathering place to promote the understanding and sharing of Indigenous cultures.



Parks
Canada

Parcs
Canada

Canada



Rocky Mountain House

National Historic Site of Canada

Management Plan

2018



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Cette publication est aussi disponible en français.

National Library of Canada cataloguing in publication data:

Parks Canada
ROCKY MOUNTAIN HOUSE NATIONAL HISTORIC SITE MANAGEMENT PLAN

Issued also in French under the title:

Available also on the Internet.

ISBN
Cat. no.

**For more information about the management plan or about
ROCKY MOUNTAIN HOUSE NATIONAL HISTORIC SITE:**

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Recommendations

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Executive Summary

On the banks of the North Saskatchewan River in west central Alberta, Rocky Mountain House National Historic Site invites visitors to experience one of the pivotal eras in Canadian history. The site's dramatic setting, preserved archaeological resources, dynamic programs, and memorable Visitor Centre strongly connect people to this special place. The Hudson's Bay Company and North West Company managed fur trade posts on this location for much of the 19th century. David Thompson -- celebrated explorer, trader and surveyor -- used it as a base of explorations through the Rocky Mountains. The historic confluence area of the North Saskatchewan and the Clearwater Rivers has been an important gathering place for Indigenous people for countless generations. For this reason it was identified as a strategic location, and the Companies built posts hoping to capitalize on Indigenous knowledge of the area and opportunities for trade.

The site encompasses various archaeological remains of: pre-contact Indigenous sites; several trading posts built and occupied between 1799 and 1875; and an important fur trade era burial ground. Rocky Mountain House National Historic Site enjoys strong support from the region, including close ties to local Métis and First Nations groups, local associations and municipal and regional governments. The last management plan was approved in 2007. Based on direction in the 2007 plan, significant improvements have been made to reduce the threat of erosion along the riverbank, to work in partnership with others to promote the site and to expand visitor opportunities especially in the area of new overnight accommodation (Trapper Tents, Heritage Tipis and a RV parking area).

The new management plan will focus on three proposed key strategies:

Key Strategy 1: Employing an integrated approach to protect and manage archaeological sites, viewscapes, natural landscape features and contemporary assets.

The strategy addresses the need to work collaboratively with industry operators to minimize their activities' disturbances to the site's cultural and natural resources and to the sensory values such as sound and smell that contribute to a positive visitor experience. A key element of the strategy is to integrate cultural resource management with visitor opportunities in ways that inspire memorable visitor experiences while contributing to the long-term protection of the site's landscape, which includes natural landscape features, viewscapes, assets and archaeological sites.

Key Strategy 2: Strengthening relationships with Métis and First Nations peoples and organizations

This strategy focuses both on nurturing existing relationships and establishing new relationships, in order to identify opportunities for increased collaborative activities and to demonstrate leadership in reconciliation.

Key Strategy 3: Enriching and creating new visitor experiences

This strategy aims at enriching the visitor experience through planning, new program offers and diversification of partnerships with interested people, organizations and groups. Parks Canada will work with new and longstanding partners -- such as the Confluence Heritage Society, First Nation groups, the Town of Rocky Mountain House, the County of Clearwater, and Métis Local 845 -- to enhance the protection of cultural and natural resources, share stories and knowledge, increase visitation, and position the site as an authentic regional attraction and gathering place.

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1.0 Introduction

Parks Canada manages one of the finest and most extensive systems of protected natural and historic places in the world. The Agency's mandate is to protect and present these places for the benefit and enjoyment of current and future generations. Future-oriented, strategic management of each national park, national marine conservation area, heritage canal and those national historic sites administered by Parks Canada supports the Agency's vision:

Canada's treasured natural and historic places will be a living legacy, connecting hearts and minds to a stronger, deeper understanding of the very essence of Canada.

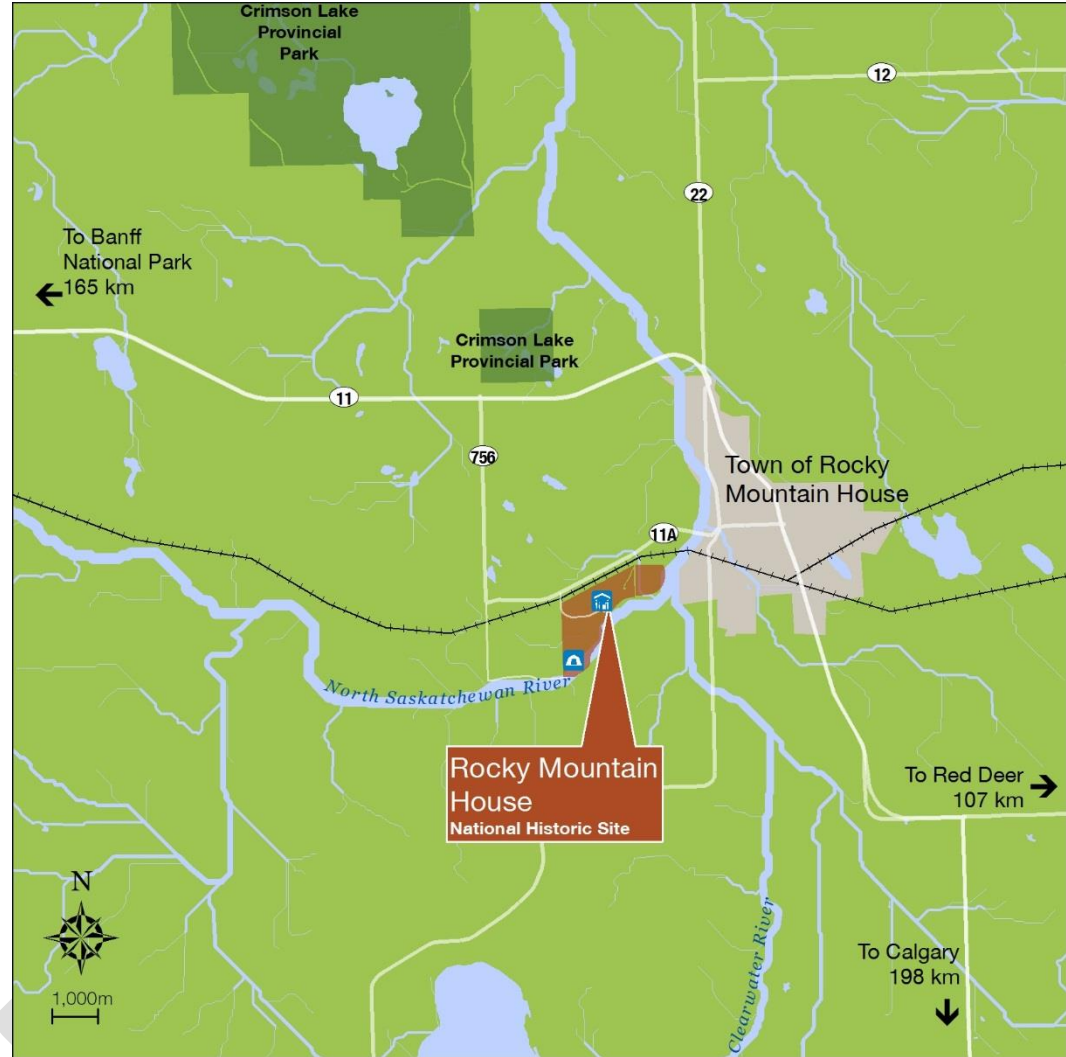
The *Parks Canada Agency Act* requires Parks Canada to prepare a management plan for national historic sites administered by the Agency. The *Rocky Mountain House National Historic Site of Canada Management Plan*, once approved by the Minister responsible for Parks Canada and tabled in Parliament, ensures Parks Canada's accountability to Canadians, outlining how historic site management will achieve measurable results in support of the Agency's mandate.

This management plan will replace the 2007 Management Plan for Rocky Mountain House National Historic Site, which provided management direction for resource protection, visitor experience and heritage presentation. Since the implementation of that plan, extensive work has been undertaken to protect archaeological resources and upgrade assets in response to a major 2013 flood of the site. Major projects were completed to stabilize a section of the bank of the North Saskatchewan River and to provide facilities to enhance the overnight accommodation offer (Trappers Tents, Heritage Tipis and a new RV parking area). Rocky Mountain House National Historic Site has also worked with a number of longstanding and new partners to diversify and enhance the experience and promote the site through special events.

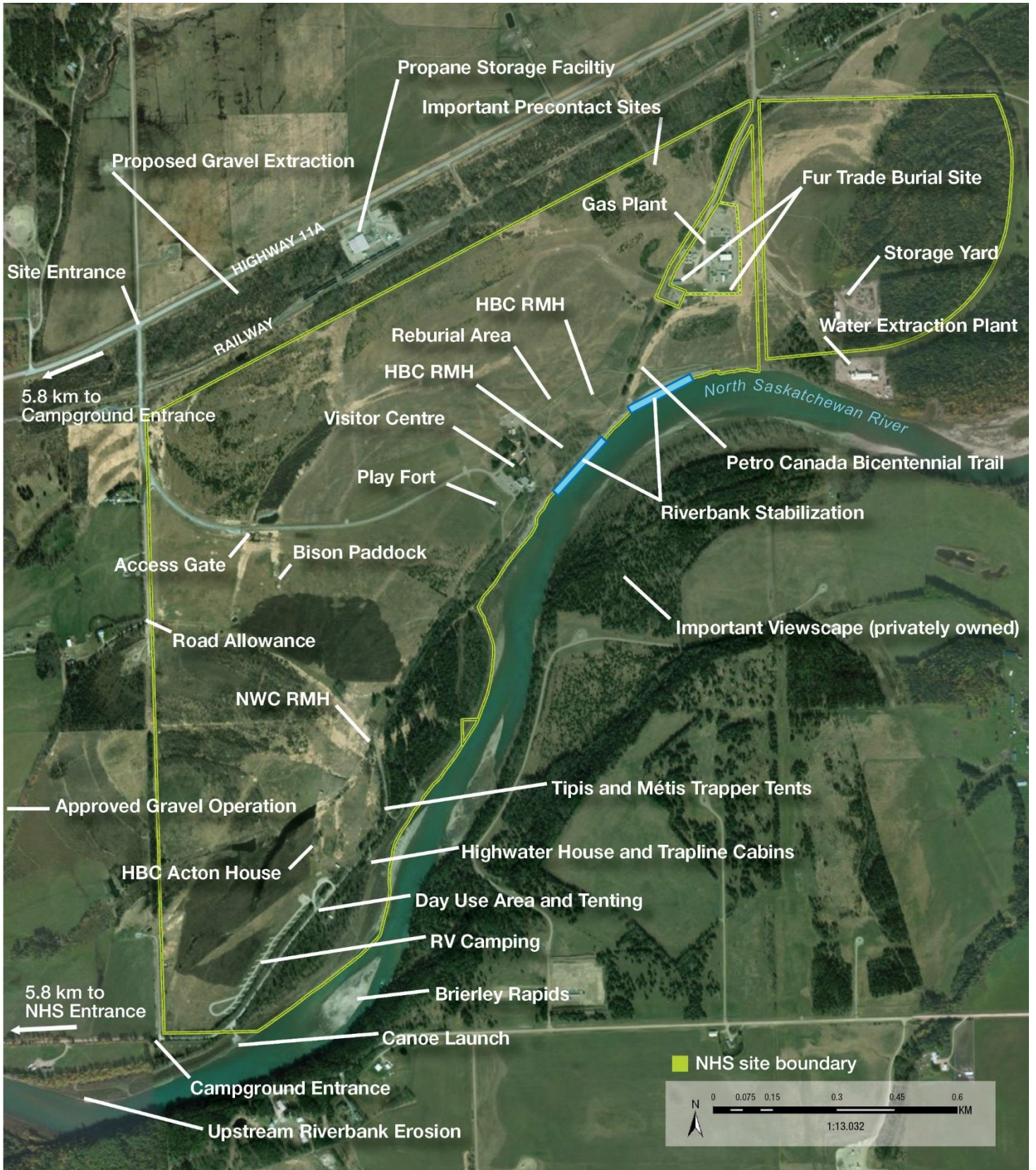
The proposed plan sets clear, strategic direction for the management and operation of Rocky Mountain House National Historic Site by articulating a vision, key strategies and objectives. Parks Canada will report annually on progress toward achieving the plan objectives and will review the plan every ten years or sooner if required.

This plan is not an end in and of itself. Parks Canada will maintain an open dialogue on the implementation of the management plan, to ensure that it remains relevant and meaningful. The plan will serve as the focus for ongoing engagement on the management of Rocky Mountain House National Historic Site in years to come.

Map 1: Regional Setting



Map 2: Rocky Mountain House National Historic Site



2.0 Significance of Rocky Mountain House National Historic Site

Archaeological research identifies that the confluence areas of the North Saskatchewan and Clearwater Rivers was occupied and used for thousands of years by Indigenous peoples prior to establishment of the fur trade forts. In 1799, at the junction of these two rivers, the North West Company (NWC) built Rocky Mountain House fur trade post hoping to attract trade from the Kutenai First Nations residing west of the mountains, and to establish a base of exploration for new fur trade territories. In that same year, the competing Hudson's Bay Company (HBC) established Acton House nearby. The posts were strategically situated in close proximity to the hunting grounds of the Northern Blackfoot tribes, the Piikani (Peigan), Kainai (Blood), and Siksika who became the principal traders.

For several years explorer and map-maker David Thompson lived at Rocky Mountain House with his wife Charlotte Small, an accomplished translator and Métis hunter in her own right. From this location, Thompson was determined to launch his expeditions across the Rocky Mountains, and thus to fulfill the North West Company's dream of a practical route to the Pacific Ocean and China. In 1807, he went upriver from Rocky Mountain House and crossed the mountains through Howse Pass to the Columbia River. But the Piikani resisted this push across the mountains, as it threatened their own dominance of the trans-mountain trade in that region. In 1811 Thompson's foray through Athabasca Pass allowed the traders to bypass the Piikani. The Piikani responded to the incursions on their trade by increasing their beaver trapping, providing a new basis for their relationship with the trading companies, which amalgamated under the Hudson's Bay Company name in 1821.

Circumstances changed again by 1830, however, as American traders stabilized relations with the Nitsitapi (Blackfoot speaking peoples) and built trading posts close to the heart of Piikani territory in what is now known as Southern Alberta. The loss of the lucrative Piikani trade relegated Rocky Mountain House's status to that of seasonal outpost, manned every winter by traders from Edmonton. Nevertheless, the post found some success as a boat building centre, and played host to numerous travelers, explorers, artists and missionaries during the middle of the 19th century.

After the West was annexed by Canada in 1870, and farming and ranching began to develop on the prairies, Rocky Mountain House fur trade post was eventually abandoned (in 1875) in favour of posts closer to burgeoning settlements and North-West Mounted Police outposts like Fort Calgary. After the fur trade posts were abandoned in 1875 and before the Brierley family purchased the land in 1924 from the Hudson Bay Company, the location was used by the Métis.

The above information is based on the Commemorative Integrity Statement and historical research conducted to date. The Indigenous perspective on the history of the site is lacking and needs to be addressed through Indigenous engagement and collaboration.

The Historic Site and Monuments Board of Canada (HSMBC) recommended the designation of Rocky Mountain House as a national historic site in 1926. In 1968, the HSMBC further recommended that a national historic park be established. Accordingly, land purchases were made in the 1970s. In 1978, a 541 acre national historic park opened to the public with a new visitor centre and trails to the four fort sites. The Commemorative Intent of the site is expressed in the following statement: “Rocky Mountain House is of national historic significance because of its role in the historic fur trade; its association with David Thompson and exploration towards the westward; and its relationship with the Blackfoot peoples (Nitsitapi), particularly the Peigan (Piikani). The designation encompasses the trading establishments built and occupied between 1799 and 1875 on the west bank of the North Saskatchewan River, including a fur trade era burying ground. The extensive in-situ archeological remains of the four forts, the fur trade era burial ground and the natural setting along the banks of the North Saskatchewan River all contribute to the integrity of the site’s heritage value.

3.0 Planning Context

Rocky Mountain House National Historic Site is a large scale and complex landscape that consists of the underlying physical features of the natural landscape, such as the North Saskatchewan River with its broad floodplain and associated river terraces, upon which the fur trade posts, trails and other cultural features have been built over time. The interplay between the site's North Saskatchewan riverside setting, its nationally significant cultural resources and its preserved setting provide meaning and context to this special place. All of these elements work together to provide an intact and evocative landscape where visitors come to imagine and appreciate the rich history of the fur trade at Rocky Mountain House during the 1799-1875 period.

Within the region and community of Rocky Mountain House, the site has experienced a resurgence of interest and relevancy since approval of the 2007 management plan. A number of factors have contributed to this, including strong community support, increased promotions and collaboration with the tourism industry, new Indigenous cultural tourism products, use of the site for behind the scenes reconciliation activities and the hosting of a range of celebratory events. The 2017 “David Thompson Country Tourism Strategy” identifies the national historic site as a key attraction. The camping offer became available on the Parks Canada Reservation System as of January 11th, 2018. It is anticipated that this will result in a significant increase in awareness of the national historic site and improve its status as a destination location.

As of 2018, the site is open seven days a week from May to Labour Day and four days a week from Labour Day to end of September. A significant part of the programming is targeted at school groups. Over 12 % of the site’s annual visitation is comprised of students (3000) who spend a half day or more participating in experiential activities between May and June. Since 2015, school programs and teacher training workshops are increasingly requesting Indigenous teachings. In 2016, 600 teachers spent time at the site participating in reconciliation training. The program was coordinated by Parks Canada staff in conjunction with the school division’s Indigenous wellness team. July through September is focused on partner led interpretive programs, special events and camping.

Two main interpretive trails take visitors through the archaeological remains of the four forts. Visitors can see a display herd of bison. Interpretive panels and props are located throughout the site including a York Boat, a children's Play Fort, a demonstration tipi, a Métis camp and day use picnic areas.

Heritage Camping is an overnight experience on the shores of the North Saskatchewan River in six Métis trapper tents, three tipi accommodations and two trap line cabins. Front country camping for 24 RV/tent trailers and 12 walk-in tenting sites is also available. Camping reservation trends at the site show a growing interest in the Heritage Camping, with the Heritage Camping product being a modest but unique cornerstone of the camping offer.

The national historic site operations is supported through a number of long standing partnerships that are integral to its success and authenticity. The main partners, Métis Local 845 and Confluence Heritage Society, have been increasing their profile as deliverers of cultural programming. Since 1984, the Confluence Heritage Society (CHS) have been a significant partner for Parks Canada. The CHS collects entry fees and operates the Trading Post gift shop in the Visitor Centre, they run the David Thompson puppet show as an aspect of the site's daily offer, and promote a number of reservable programs. The relationship with the CHS is supported by a Licence of Occupation and Memorandum of Understanding.

The Métis Local 845 is a longstanding partner delivering cultural programming at the site. Their contribution includes regular daily programs and special events featuring traditional Métis skills and crafts. The relationship with the Métis Local 845 is supported by a Memorandum of Understanding and a Contract for Services.

In 2016, the Indigenous group Kis Sai Wah Toe Tat Towin Society (KSWTTWS) meaning "Coming together and taking care of one another in humbleness and wellness" and the site entered into a 3 year Memorandum of Understanding. The MOU supports collaborative activities focused on reconciliation including the Sacred Hoop of 100 Eagle Feathers movement, the creation of community healing lodges and various initiatives with Indigenous elders, knowledge keepers and youth.

Key Issues and Opportunities

Impacts of Industrial Development

Rocky Mountain House National Historic Site sits in the heart of one of Alberta's premier oil and gas fields. Oil and gas activity first started near the historic fort sites in the late 1960s before Parks Canada acquired the property. When Parks Canada purchased the property from a local land owner, encumbrances that were negotiated by the previous owner related to an existing gas plant and buried pipelines entering it, came with the purchase. While the bulk of the gas plant is located on federal lease land, these agreements allow owners of the gas plant and pipeline companies to operate in perpetuity. An extensive network of pipelines cross the site to the plant. Workers building the original gas plant uncovered the Seafort Burial Site in 1969. The interred remains of 13 individuals were recovered in 1969 and one more was found in 1971. In 1979, three additional burials were impacted by construction. Construction was stopped and during investigations nine additional graves were located. All remains and associated burial

artifacts recovered during the archaeological work have been re-interred within the NHS, a short distance from their original location.

A large deposit of gravel is located immediately west and north of the boundary of the site. While large scale mining has not started, it is expected to start in the near future. Dust and noise will be a significant concern near campground facilities and interpretive trails at the southwestern corner of the site and near the entrance to the site.

Large scale natural flood events on the North Saskatchewan River and fluctuating water levels from the Bighorn Dam, approximately 120 km upstream, cause periodic flooding and ice dams. In the past, releases of water from the dam upstream have posed an ongoing concern for the protection of assets and intact archaeological resources near the riverbank. Parks staff work closely with Trans-Alta Utilities in monitoring water releases. A large scale flood of the North Saskatchewan River in 2013 resulted in major damage to visitor facilities and cultural resources.

Recent events such as the flood of 2013 necessitated a major project to stabilize a key section of the bank with large boulders to protect resources. This has impacted visual aspects of the cultural landscape. Since 2013 Parks Canada has prioritised the growth of camping facilities in the western section of the site which is directly adjacent to the archaeological site of Acton House (1799-1835). Though the proximity of camping to the archaeological site enhances the sense of authenticity of the visitor experience and better positions the site as a cultural tourism destination, it will be important to carefully manage the camping operations to ensure it does not have an impact on the sites historic viewsapes.

Improving Visitation and Increasing Awareness

The site is part of a number of attractions in the vicinity of the town of Rocky Mountain House but it has not been positioned as a destination on its own. Recent improvements in visitor experience products, and renewed special event programs such as Canada Day have resulted in a 30% increase in visitation over the last five years. Looking forward, the market growth strategy and tourism trends identify a strong opportunity to connect the site's unique visitor experience offer with Canadians living beyond the local community. The focus will be on the independent travel market and the incentive to make the trip a destination by promoting heritage camping facilities and Indigenous tourism experiences.

Improving Campground Access

Current access to the campground is on a county-maintained gravel road that exits Highway 11a approximately 1.6 km west of the main entrance to the site. The total distance between the main entrance to the NHS off Highway 11a and the campground is 5.8 kms. Sections of the campground access road located immediately adjacent to the North Saskatchewan River are susceptible to flooding and possible closure, which would close off access to and from the campground. Neighbours have raised concerns with dust on the road as use of the campground has increased over the last two years. Construction of a new 1 km road extension on a provincial road allowance on the west side of the site would provide a more direct connection to the campground in the southwest corner of the site, and integrate the access with the main entrance to the National Historic Site.

4.0 Vision

Rocky Mountain House National Historic Site is a popular cultural destination where visitors learn about the fur trade, how it led to David Thompson's Rocky Mountain exploration and the role it played in the complex relationship between European traders and Indigenous Peoples past and present. Visitors connect with Rocky Mountain House National Historic Site through the evocative landscape along the banks of the North Saskatchewan River, high profile presence of Indigenous partners and programs, popular school programs, community driven special events and a unique camping offer. Indigenous communities advise, influence and contribute to the site's public programs during the summer months, and access the site on a year round basis for reconciliation and traditional practices on the land. Strategies are in place to ensure the site's cultural and natural resources are secure and safeguarded and the reasons for its national historic significance are effectively communicated. The spirit of cooperation is strong between Parks Canada, partners, neighbouring land owners, industry representatives and local government.

5.0 Proposed Key Strategies

Key Strategy 1: Employing an integrated approach to protect and manage archaeological sites, viewsapes, natural landscape features and contemporary assets.

The strategy emphasizes the importance of integrating cultural resource management with the facilitation of visitor opportunities that inspire memorable experiences, but also contributes to the long term protection of the site's sublime cultural and natural setting and archaeological sites. This strategy also addresses the ongoing need to work collaboratively with industry leaders to minimize disturbance of their activities on cultural and natural resources. Riverbank erosion during large flood events has been an important issue for the site for a long time. The impacts of climate change (e.g., extreme events) is a real concern for this site. The strategy is aimed at monitoring and mitigating where necessary impacts if threats are identified.

Objective 1.1

Archaeological sites, viewsapes and the landscape are protected.

Targets

- A cultural resource strategy, including a landscape maintenance and vegetation component, is produced by 2020. Traditional knowledge and Indigenous participation is integrated in the strategy.
- Measures are implemented from the plan on an annual basis to safeguard the condition of archaeological sites viewsapes and the landscape as well as the condition of historical objects and archaeological artifacts on display in the Visitor Centre.
- Measure are in place to safeguard archaeological artifacts in storage.

- Monitoring of the riverbank is undertaken on a regular basis and an annual report is completed to assess the stability of the riverbank and the condition of threatened archaeological sites.
- A strategy in the first few years of the plan is developed for citizen engagement to assist in the inventory and understanding of archeological resources and the values significance of the landscape through citizen science.

Objective 1.2

Industry operators (e.g., oil, gas, gravel extraction, propane storage) actively involved on and adjacent to the site understand its purpose and work with Parks Canada in ways that complement the national historic site. Existing Parks Canada federal requirements and processes related to reviewing impacts of projects on sites resources are followed for all maintenance or development of industry facilities on the site.

Targets

- By 2021, a document outlining protocols and guidelines for environmental review, cultural resource impact assessment and protection of the fur trade era burial ground is developed with operators of the gas plant facilities located within the national historic site.
- Site staff work with the County of Clearwater and gravel pit operators to ensure visual screening and other measures are in place to buffer new gravel pits immediately outside site boundaries.
- All lease, right-of-way, licence of occupation and related agreements that exist between industry and Parks Canada are reviewed and updated when their terms dictate review or renewal. When industry approach Parks Canada regarding maintenance or development of facilities, these requests are used as opportunities to work through any outstanding agreements or lapses in terms within existing agreements.
- Gas plant operators continue to submit an annual groundwater monitoring report to Parks Canada to ensure no downstream contamination to national historic site lands.

Objective 1.3

Priority items are identified in multi-year investment plans in order to ensure that maintenance of contemporary assets is addressed in a timely fashion.

Targets

- Contemporary assets are rated as good condition within 10 years of plan approval.
- By 2020, a fire sprinkler system is installed in the visitor reception centre.
- By 2020, repairs to the Visitor Centre washroom, the Play Fort Corner bastions, the bison view platform and trails and bridges are completed.
- By 2021, repair of the existing visitor centre water system (including chlorination system) is completed.
- By 2021, the security fencing around the maintenance compound is improved to be more visually sympathetic to the sense of place.

Key Strategy 2: Strengthening relationships with Indigenous Peoples and organizations

The strategy focuses on nurturing existing relationships and establishing new relationships which demonstrate leadership in reconciliation. Relationship with Indigenous and Métis Peoples establish the framework for collaborative initiatives and opportunities to achieve outcomes based on the Truth and Reconciliation calls to “...integrate Indigenous history, heritage values, and memory practices into Canada’s national heritage and history.”

Objectives and targets to be developed through discussion with Indigenous nations.

Objective 2.1

Rocky Mountain House National Historic Site is a gathering place for reconciliation and the sharing of Indigenous cultures.

Targets

- The site continues to partner with Métis Local 845 and with the Indigenous group Kis Sai Wah Toe Tat Towin Society (KSWTTWS) on the delivery of cultural programs and reconciliation activities.
- On an annual basis, at least 2 events and/or programs are facilitated in partnership with Indigenous groups.
- The site remains open to the establishment of temporary cultural structures related to on-site activities (e.g., sweat lodge).
- Options to establish an Indigenous advisory circle or forum for ongoing dialogue and relationship building are explored and should the exploration be positive, implemented.
- The site develops a collaborative partnership with the Rocky Mountain House Native Friendship Centre by 2019.
- The site works with School Divisions to develop and deliver professional development programs for teachers on reconciliation and traditional knowledge

Objective 2.2

This objective focuses on working with Indigenous Peoples to build relationships that demonstrate leadership in reconciliation and contribute to collaborative initiatives and opportunities for strengthening diversity and inclusion.

Target to be developed through discussion with Indigenous nations.

- Through interpretation, exhibits and advisory roles, the historic relationship of the Nitsitapi people particularly the Piikani to the site is acknowledged.
- Working collaboratively with Indigenous communities, research is undertaken to strengthen understanding of the Indigenous significance of this place and a multi-voice perspective on the fur trade era.

Key Strategy 3: Enriching and creating new visitor experiences

The strategy focuses on enriching visitor experience opportunities through planning, new program offers and partnerships with people, organizations and groups who value the national historic site. Visitors will be inspired by an enriched offer and will be encouraged to come often to attend special events, to participate in hands on activities, to see the daily offer, to stay overnight and to simply enjoy and relax at this special place.

Objective 3.1

Visitors are inspired by the features that make Rocky Mountain House National Historic Site a unique visitor destination.

Targets

- By 2021, a new Visitor Experience Strategy is developed. The strategy is built around the site's unique features, partnership engagement, Indigenous engagement, target market research, historical and archaeological research and innovative interpretive methods. Full implementation will be achieved by 2022.
- In the first years of the new strategy, approaches are explored for more volunteer engagement including international voluntourism and student researchers in relation to target market research, historic and archeological research and innovative interpretive methods.
- Archaeological specimens and historical objects in storage are assessed to evaluate opportunities for visitor experience, public appreciation and understanding by 2021.
- At least 90% of visitors leave with a deeper appreciation of the role of Rocky Mountain House National Historic Site in the history of Canada.

Objective 3.2

The sense of arrival to the national historic site is improved including the potential to integrate the campground access with the main access to the National Historic Site.

Targets

- By 2019, directional signage to the site is updated.
- A feasibility study to improve and shorten road access to the campground through construction of a new 1 km extension of the section of road on a provincial road allowance immediately west of the site is completed by 2020 in consultation with neighbours, stakeholders and Indigenous groups. The study investigates cost-share options with the County of Clearwater and industry representatives and contains a scoping assessment of archaeological and environmental impacts.

Objective 3.3

Exhibits, programming and visitor experience opportunities resonate with key market segments inspiring first visits and repeat visitation.

Targets

- More people volunteer with the Confluence Heritage Society over 2017/18 levels.
- Within ten years, at least 90% of visitors enjoy their visit.

- Within five years, 90% of visitors are satisfied and/or very satisfied with their overall visit.
- A feasibility study of constructing a “climb through time” playground is completed by 2021.
- Camping increases by 20% over 2016/17 levels by 2023.
- The site offers two “learn to camp” opportunities per year.
- Enhanced reservable experiences identified in the 2017 Activities Guide resonate with target markets and create a new revenue stream for the site.
- Within the first years of the new plan, specific promotional strategies are developed to reach visitors from Edmonton, Calgary and Red Deer focused on markets identified in the Visitor Experience Strategy.
- By 2023, a refresh of the main exhibits and on-site interpretation is undertaken.
- Key artifacts and objects of public interest from the archaeological collection in storage are assessed and incorporated where feasible into learning opportunities and exhibits.

Objective 3.4

Parks Canada continues to work in close partnership with community partners to protect, present and promote Rocky Mountain House National Historic Site.

Targets

- Confluence Heritage Society (CHS) continues in its role as one of the key deliverers of the interpretation program. They continue to operate the point of sale and gift shop.
- Parks Canada is an ex-officio member of the CHS and Métis Local 845 boards.
- Parks Canada works with Alberta Provincial Parks, Alberta Resource Conservation and Alberta Culture and Tourism relating to archaeological management issues, fire protection, prevention and public safety.
- Collaboration with school divisions results in 3000 students attending on site programs annually.

Objective 3.5

The site is positioned as a high profile destination of the David Thompson Tourism corridor strategy. Communities collaborate with Parks Canada to develop, implement and market integrated and exciting cultural tourism experiences through the spring to fall.

Targets

- Rocky Mountain House National Historic Site is profiled in regional marketing and media on a consistent basis.
- The Rocky Mountain House National Historic Site social media membership increases by 15%/year.
- Parks Canada works in collaboration with other Central Alberta and David Thompson Country tourism organizations to cross promote the national historic site.
- More visitors come more frequently, stay longer and include the site in their itinerary. By 2028, there is a 30% increase in visitation over 2016/17 levels.

- Parks staff collaborate with the Indigenous Tourism Association of Canada (ITAC) to enhance how Indigenous stories can be told in their own voice at the site.
- A minimum of one commercial tour operator adds Rocky Mountain House National Historic Site to their itinerary by 2021.

6.0 Summary of Strategic Environmental Assessment

Parks Canada is responsible for assessing and mitigating the impacts of management actions on ecosystems and on cultural resources. A strategic environmental assessment (SEA) was conducted for Rocky Mountain House National Historic Site Management Plan pursuant to the 2010 “Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals” (CEA Agency/Privy Council Office 2010). Strategic environmental assessment provides an opportunity to identify broad and unintended impacts of proposed management actions resulting from a proposed policy, plan or program, including the cumulative environmental impacts of multiple activities. Strategic environmental assessment also informs the subsequent assessment of related projects.

The spatial scope of the SEA included areas within the boundary of Rocky Mountain National Historic Site, and the temporal scope was a period of ten years from the date of plan approval, at which time the plan will be reviewed. The resources considered to be Valued Components are mainly the cultural resources, as well as the riverbank, the bison herd, wetlands and species at risk and their relevant habitat. Visitor experience resources including the various facilities are also important resources considered in the assessment.

Providing industry operators with protocols and a clear set of guidelines for environmental/cultural resource review is a very positive step in ensuring consistent application of conservation principles and should help improve the understanding of the values of the site and relations in general.

The inclusion of an environmental/cultural impacts scoping exercise in the access road feasibility study is an excellent step towards protecting resources that could potentially be adversely affected by road construction. This approach allows for early identification of potential risks to resources, and can be an effective early start to the impact assessment process for the project.

A significant positive effect of the management plan will be to expose Rocky Mountain House National Historic Site to many more visitors, improving awareness and appreciation of the historic value of the site. Enhanced stability and conservation of the resources at these sites will contribute to the mandate of the Agency and overall quality of the visitor experience, as will improvements to contemporary visitor facilities. Any potential negative environmental effects from increased visitation can be mitigated through the use of existing policies and instruments and by carefully managing visitor use of the areas.

Project-level impact assessment will be able to mitigate any potential adverse impacts from individual projects resulting from this plan. If the appropriate mitigation measures are applied, there are no important adverse environmental effects anticipated from

implementation of the management plan. The overall environmental effects of the strategies, objectives and targets of the plan are expected to be positive.



Frequently Asked Questions (FAQs)

Rocky Mountain House National Historic Site Management Plan Review August 8, 2018

Q1. What role does Parks Canada play in the management of national historic sites?

A1. Parks Canada manages one of the most extensive networks of protected historic and natural places in the world. The mandate of the Parks Canada Agency is to protect and present these places for the benefit and enjoyment of present and future generations.

Q2: Why does the national historic site have a management plan and what does it do?

A2: Parks Canada requires each national historic site they administer to have a management plan. The management plan sets the vision and strategic direction for the site for the next 10 years. It outlines specific objectives and actions to achieve this vision and direction in three key areas: cultural resource protection, education and visitor experience.

Q3: Why is Rocky Mountain House National Historic Site important?

A3: The area of the Rocky Mountain House National Historic Site was an important gathering place for Indigenous nations for many generations. For this reason, it was identified as a strategic location for the Hudson's Bay and North West companies to build and manage fur trade posts for much of the 19th century. In addition, David Thompson - the celebrated explorer, trader and surveyor – used it as a base of explorations through the Rocky Mountains. The area contains archeological sites from pre-contact Indigenous nations and the trading posts.

Q4: What will be included in the new plan?

A4: For Rocky Mountain House National Historic Site, the new management plan proposes to focus on the following three key strategies:

1. employing an integrated approach to protect and manage archeological sites, views, natural landscape features and contemporary assets;
2. strengthening relationships with Métis and First Nations Peoples and organizations; and
3. enriching and creating new visitor experiences.

Q5. Why should I comment on the draft plan?

A5. A key component in the development of any management plan is getting the views of interested Indigenous nations, key stakeholders and Canadians. It is only through public involvement that Parks Canada can ensure that the future direction of the site reflects the perspectives and aspirations of the people it is held in trust for.

Q6. What will happen to my comments?

A6. At the close of the public comment period, Parks Canada will carefully review and analyze all feedback received. The information gathered in the engagement process will be used to refine the plans prior to final approval and tabling in parliament.

A 'What We Heard' document will be created that summarizes public input and how this input impacted the plan. The 'What We Heard' document will be posted on the Rocky Mountain House National Historic Site website.






Q7: How can I get more information and/or comment on the plan?

A7: Parks Canada is inviting comments on the draft management plan from August 20th to October 26th, 2018. The draft plan and additional information on the national historic site and public review process can be found at www.talkwithparks.ca. The website also provides an opportunity to comment on the plan. Additional comments can be submitted to opinion@pc.gc.ca or

Tracey LeBlanc
Integrated Land Use, Policy and Planning
Parks Canada
101 Mountain Avenue, Box 900
Banff, AB
T1L 1K2



REQUEST FOR DECISION

SUBJECT: Caroline Ag Society – Caroline Arena, HUB, and South East Recreation Grounds Parking Lot Paving Project		
PRESENTATION DATE: November 27th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLER (check all that apply):		
<input checked="" type="checkbox"/>  Economic Prosperity <input checked="" type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
STAFF RECOMMENDATION:		
That Council receives the Caroline Ag Society's information on the Caroline Arena, HUB, and South East Recreation Grounds Parking Lot Paving Project as presented.		

BACKGROUND:

During Council's 2018 budget deliberations council approved \$500 000 to go towards paving the parking lot used to service the Caroline Arena, HUB, and SE recreation grounds.

Upon review of this project Administration discovered more work needed to be completed before the paving project could commence.






Administration has spent this past year further planning the project, including negotiating an agreement with the School Division, further consulting the Ag Society to ensure scope and out comes of the project will support and improve service, and further investigating the potential cost of the project.

Administration will be presenting this information to Council during the 2019 budget deliberations for their consideration.

Representatives from the Caroline Ag Society are here today to share further details and to answer questions regarding the paving project.



REQUEST FOR DECISION

SUBJECT: Rocky Mountain House Library Board Agreement Renewal.		
PRESENTATION DATE: November 27th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLER (check all that apply):		
<input type="checkbox"/>  Economic Prosperity	<input checked="" type="checkbox"/>  Governance Leadership	<input type="checkbox"/>  Fiscal Responsibilities
<input type="checkbox"/>  Environmental Stewardship	<input checked="" type="checkbox"/>  Community Social Growth	
ATTACHMENT(S): 1) 2015 to 2018 Agreement 2) 2019 to 2023 proposed agreement		
STAFF RECOMMENDATION: That Council approves the updated Agreement with the Town of Rocky Mountain House and the Rocky Mountain House Library Board as presented.		

BACKGROUND:

The Rocky Mountain House Library is owned by the Town of Rocky Mountain House and operated by the Town of Rocky Mountain House Library Board.

Clearwater County has a tri-party agreement with the Town of Rocky Mountain House and the Town of Rocky Mountain House Library Board whereby The County, Town and Library share the costs of operating and maintaining the library. Capital upgrade costs are borne by the Town of Rocky Mountain House under a separate agreement between the other two parties.

Attached is a copy of the existing Library agreement, which is due to expire December 31, 2018. All parties met recently to discuss the agreement renewal and felt that no major changes were required. An updated agreement has been drawn up for Councils' approval, as attached to this agenda item.

The previous agreement was valid for three years. The attached new agreement will have a proposed five- year term.

This Agreement made on this 27th day of May, 2015

BETWEEN:

CLEARWATER COUNTY as represented by the Council for Clearwater County in the Province of Alberta (hereinafter referred to as "the County");

OF THE FIRST PART

THE TOWN OF ROCKY MOUNTAIN HOUSE as represented by the Council for the Town of Rocky Mountain House, in the Province of Alberta (hereinafter referred to as "the Town");

OF THE SECOND PART
and

TOWN OF ROCKY MOUNTAIN HOUSE LIBRARY BOARD as represented by the Board for Rocky Public Library in the Province of Alberta (hereinafter referred to as "the Library");

OF THE THIRD PART

WHEREAS the County, the Town and the Library are desirous of entering into an Agreement to share the costs of operating and maintaining the library located in the Town and owned by the Town and to share the operating deficit of providing library services;

NOW THEREFORE the parties hereto covenant and agree together for the currency of this Agreement as follows:

1. Town, County and Library obligations:

a. The Library will provide to both the Town and County by November 1 of each year their annual budget. This will include their request for Town and County appropriation which is the operational deficit.

b. Eligible operational, maintenance, and service delivery costs for the Town and County appropriation may include the following:

- i. materials
- ii. staff training
- iii. telephone/postage/programs
- iv. equipment maintenance
- v. staff wages and benefits

- vi. office supplies
- vii. insurance
- viii. janitorial
- ix. board expenses
- x. professional services
- xi. audit
- xii. miscellaneous items (with detail)

c. The Library will provide to the Town and County their reconciled budget to actual for the previous year by April 30. The library will explain surpluses and shortfalls in the budget to actual reconciliation. The Library is able to retain a surplus in an operating reserve to a maximum set out by their reserve policy (see attached). Any surplus over the reserve policy requires a proposal to each Council with a recommendation as to where the surplus should be allocated and requires each Council to make a decision on these funds.

d. The Library will invoice the Town by January 10 the appropriation for both the Town and County. The Town will pay annually by January 31 the appropriation on behalf of the Town and County should their respective budgets be approved. Should the budgets not be approved, one half of the requested deficit will be forwarded by the Town to the Library until budget approved at which time the remainder will be paid.

2. Town and County obligations:

a. The County will annually pay in accordance with the provisions of this Agreement to the Town fifty percent (50%) of the costs to operate and maintain the library building (see eligible costs below) and fifty percent (50%) of the Library's appropriation costs for library services for the County and the Town residents.

b. Library building operations and maintenance include:

- i. building and grounds maintenance supplies
- ii. building and grounds salaries / contracted wages
- iii. utilities
- iv. insurance for library building, liability, contents and books

c. Building debenture costs for the existing building are the responsibility of the Town.

d. Parkland Regional Library requisition payments are the responsibility of each municipality.

e. The Town will provide to the County by November 15th of each year projected eligible building operational and maintenance costs and service delivery costs (based on the Library's appropriation request) for the upcoming year.

f. The County will pay (upon invoice) to the Town, before April 1 of each year, the current year projected eligible costs which includes the library's appropriation request and the Town's building operation and maintenance costs.

g. The Town will reconcile the building operation and maintenance costs at year end and if these reconciled costs are less than the projected eligible budgeted costs paid by the County in any given year payment will be provided to the County by February 28 of the following year for their portion of the difference. If these actual costs exceed the projected eligible budgeted costs in any given year, the Town is to invoice the County their portion of the difference, by February 28 of the following with justification of this difference. The County, based on this justification, will determine whether it will pay it's share of these additional costs.

h. Town building capital and upgrade costs will be agreed to in writing as part of the respective parties' budget process in the year prior to anticipated purchase or construction being undertaken. These capital costs will be included in the County budget as projected eligible costs and associated payments will be combined with other payments made in accordance with item f above of this Agreement, unless otherwise agreed to in writing.

i. The Town hereby agrees to save harmless and indemnify the County, its employees, officers and agents, against any and all claims, liabilities, suits, judgements, expenditures or demands of any type whatsoever arising out of any action or lack of action by the Town related to this Agreement or associated with receiving payments from the County. Such indemnification will survive termination of this Agreement.

3. Town, County and Library

a. Notwithstanding anything to the contrary hereinbefore contained, it is mutually agreed that any party shall have the right to terminate this Agreement by serving upon the other party six months notice in writing of

its intention to terminate the Agreement prior to September 30 of any year during the currency of this Agreement. Such notice may be served by delivering a copy of such notice to an officer of the other parties or by mailing a copy by registered prepaid post.

b. Unless otherwise terminated this Agreement shall terminate on December 31, 2018.

c. This Agreement shall have effect and force on the date of signing and may be amended by mutual consent provided in writing.

d. This Agreement inures for the benefit of the parties hereto.

e. This Agreement will rescind and replace the previous agreements dated November 12, 2004.

IN WITNESS WHEREOF the parties to this Agreement have hereunto affixed their corporate seals under the hands of their proper officers in that behalf, on the day and year first above written.

FOR CLEARWATER COUNTY:


_____ Reeve


_____ Municipal Manager

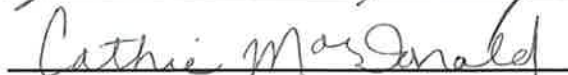
FOR THE TOWN OF ROCKY MOUNTAIN HOUSE:


_____ Mayor


_____ Town Manager

FOR THE TOWN OF ROCKY MOUNTAIN HOUSE LIBRARY BOARD:


_____ Board Chair


_____ Library Manager

1209 RESERVE FUNDS

MOTION: 2012-93 DATE APPROVED: November 28, 2012 DATE REVIEWED: January 28, 2015 DATE AMENDED: February 25, 2015

The Rocky Mountain House Public Library will establish and maintain an Operating Reserve Fund as an assurance to the continued normal operation of the library under exceptional circumstances. Such exceptional circumstances could include delays in receiving operating grants from committed funders, the need to undertake special projects, unexpected opportunities to expand services, emergency expenses, and budgetary shortfalls.

The amount to be attained and maintained will be the equivalent of between six and twelve months normal operating expenses of the Library.

These funds will be attained and maintained through the accumulation of surpluses of the annual operating budget, through fundraising and unrestricted donations.

Board approval is required for the expenditure of any Operating Reserve Funds.

As Operating Reserves may need to be called upon at any time with little advance notice, investments will be made in highly liquid instruments with the emphasis on preservation of capital and thus very low risk. Any revenue generated from the reserve investments will be reinvested as part of the Operating Reserve Fund.

This Agreement made on this 1st day of January, 2019

BETWEEN:

CLEARWATER COUNTY as represented by the Council for Clearwater County in the Province of Alberta (hereinafter referred to as "the County");

OF THE FIRSTPART

THE TOWN OF ROCKY MOUNTAINHOUSE as represented by the Council for the Town of Rocky Mountain House, in the Province of Alberta (hereinafter referred to as "the Town");

OF THE SECOND PART
and

TOWN OF ROCKY MOUNTAIN HOUSE LIBRARY BOARD as represented by the Board for Rocky Public Library in the Province of Alberta (hereinafter referred to as "the Library");

OF THE THIRD PART

WHEREAS the County, the Town and the Library are desirous of entering into an Agreement to share the costs of operating and maintaining the library located in the Town and owned by the Town and to share the operating deficit of providing library services;

NOW THEREFORE the parties hereto covenant and agree together for the currency of this Agreement as follows:

1. Town, County and Library obligations:

a. The Library will provide to both the Town and County by November 1 of each year, their annual budget. This will include their request for Town and County appropriation which is the operational deficit.

b. Eligible operational, maintenance, and service delivery costs for the Town and County appropriation may include the following:

- i. materials
- ii. staff training
- iii. telephone/postage/programs
- iv. equipment maintenance
- v. staff wages and benefits

- vi. office supplies
- vii. insurance
- viii. janitorial
- ix. board expenses
- x. professional services
- xi. audit
- xii. miscellaneous items (with detail)

c. The Library will provide to the Town and County their reconciled budget to actual, for the previous year by April 30. The library will explain surpluses and shortfalls in the budget to actual reconciliation. The Library is able to retain a surplus in an operating reserve to a maximum set out by their reserve policy (see attached). Any surplus over the reserve policy requires a proposal to each Council with a recommendation as to where the surplus should be allocated and requires each Council to make a decision on these funds.

d. The Library will invoice the Town by January 10, the appropriation for both the Town and County. The Town will pay annually by January 31, the appropriation on behalf of the Town and County should their respective budgets be approved. Should the budgets not be approved, one half of the requested deficit will be forwarded by the Town to the Library until budget approved at which time the remainder will be paid.

2. Town and County obligations:

a. The County will annually pay in accordance with the provisions of this Agreement to the Town fifty percent (50%) of the costs to operate and maintain the library building (see eligible costs below) and fifty percent (50%) of the Library's appropriation costs for library services for the County and the Town residents.

b. Library building operations and maintenance include:

- i. building and grounds maintenance supplies
- ii. building and grounds salaries/ contracted wages
- iii. utilities
- iv. insurance for library building, liability, contents and books

c. Building debenture costs for the existing building are the responsibility of the Town.

d. Parkland Regional Library requisition payments are the responsibility of each municipality.

e. The Town will provide to the County by November 15th of each year projected eligible building operational and maintenance costs and service delivery costs (based on the Library's appropriation request) for the upcoming year.

f. The County will pay (upon invoice) to the Town, before April 1st of each year, the current year projected eligible costs which includes the library's appropriation request and the Town's building operation and maintenance costs.

g. The Town will reconcile the building operation and maintenance costs at year end and if these reconciled costs are less than the projected eligible budgeted costs paid by the County in any given year payment will be provided to the County by February 28th of the following year for their portion of the difference. If these actual costs exceed the projected eligible budgeted costs in any given year, the Town is to invoice the County their portion of the difference, by February 28 of the following with justification of this difference. The County, based on this justification, will determine whether it will pay its share of these additional costs.

h. Town building capital and upgrade costs will be agreed to in writing as part of the respective parties' budget process in the year prior to anticipated purchase or construction being undertaken. These capital costs will be included in the County budget as projected eligible costs and associated payments will be combined with other payments made in accordance with item f above of this Agreement, unless otherwise agreed to in writing.

i. The Town hereby agrees to save harmless and indemnify the County, its employees, officers and agents, against any and all claims, liabilities, suits, judgements, expenditures or demands of any type whatsoever arising out of any action or lack of action by the Town related to this Agreement or associated with receiving payments from the County. Such indemnification will survive termination of this Agreement.

3. Town, County and Library

a. Notwithstanding anything to the contrary hereinbefore contained, it is mutually agreed that any party shall have the right to terminate this Agreement by serving upon the other party six month's notice in writing of

Its intention to-terminate this Agreement-prior-to September 30 of any year during the currency of this Agreement. Such notice may be served by delivering a copy of such notice to an officer of the other parties or by mailing a copy by registered prepaid post.

b. Unless otherwise terminated this Agreement shall terminate on December 31, 2023.

c. This Agreement shall have effect and force on the date of signing and may be amended by mutual consent provided in writing.

d. This Agreement inures for the benefit of the parties hereto.

e. This Agreement will rescind and replace the previous agreement dated May 27th, 2015.


IN WITNESS WHEREOF the parties to this Agreement have hereunto affixed their corporate seals under the hands of their proper officers in that behalf, on the day and year first above written.

FOR CLEARWATER COUNTY

_____ Reeve

_____ Chief Administrative Officer

FOR THE TOWN OF ROCKY MOUNTAIN HOUSE

 _____ Mayor

_____ Chief Administrative Officer

FOR THE TOWN OF ROCKY MONTAIN HOUSE LIBRARY BOARD

_____ Board Chair

_____ Library Manager

Rocky Mountain House Library Board
Policy

1209 RESERVE FUNDS

MOTION: 2012-93

DATE APPROVED: November 28, 2012

DATE REVIEWED: January 28, 2015

DATE AMENDED: February 25, 2015

The Rocky Mountain House Public Library will establish and maintain an Operating Reserve Fund as an assurance to the continued normal operation of the library under exceptional circumstances. Such exceptional circumstances could include delays in receiving operating grants from committed funders, the need to undertake special projects, unexpected opportunities to expand services, emergency expenses, and budgetary shortfalls.

The amount to be attained and maintained will be the equivalent of between six and twelve months normal operating expenses of the Library.






These funds will be attained and maintained through the accumulation of surpluses of the annual operating budget, through fundraising and unrestricted donations.

Board approval is required for the expenditure of any Operating Reserve Funds.

As Operating Reserves may need to be called upon at any time with little advance notice, investments will be made in highly liquid instruments with the emphasis on preservation of capital and thus very low risk. Any revenue generated from the reserve investments will be reinvested as part of the Operating Reserve Fund.



REQUEST FOR DECISION

SUBJECT: Alberta Masters Games Agreement		
PRESENTATION DATE: November 27 th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLER (check all that apply):		
<input checked="" type="checkbox"/>  Economic Prosperity <input checked="" type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
ATTACHMENT(S): Games Agreement		

STAFF RECOMMENDATION:

That Council authorizes the Reeve to sign the Alberta Games Agreement on their behalf.

BACKGROUND:

At its January 9th 2018, meeting Council carried the following resolutions.

- That Council authorizes \$75000, from contingency to Community Services budget, for the commitment of funding to the joint bid by the Town of Rocky Mountain House and Clearwater County to host Alberta Masters Games in 2019.
- That Council authorizes a letter of support to Alberta Sport Connection, indicating County's support and funding for the bid to host Alberta Masters Games in 2019

- That Council supports jointly-funded County/Town recreation facilities being utilized to host Alberta Masters Games in 2019, at no charge to games organizers.

Attached is the proposed formal Games Agreement, already endorsed by the Games Committee and the Town. Should the County authorize the Reeve to sign the agreement it would then be forwarded to Alberta Sport.



October 2, 2018

Reeve John Vandermeer
Clearwater County
P.O. Box 550
Rocky Mountain House, AB T4T 1A4

Mayor Tammy Burke
Town of Rocky Mountain House
P.O. Box 1509
5116 50 Ave
Rocky Mountain House, AB T4T 1B2

Mr. Gord McCrindle, Chair
2019 Alberta Masters Games Society
P.O. Box 1509
Rocky Mountain House, AB T4T 1B2

Dear Reeve Vandermeer, Mayor Burke and Mr. McCrindle,

This letter will serve to evidence the understanding between the Alberta Sport Connection [the "ASC"] and Rocky Mountain House & Clearwater County [the "Municipalities"] relative to the staging of the 2019 Alberta Masters Games, August 22-25, 2019.

The Alberta Sport Connection hereby appoints the above named municipalities as the official authority in hosting the 2019 Alberta Masters Games through the 2019 Alberta Masters Games Society [the "Society"].

The term of this Agreement shall be for a period from 10/02/2018 to 09/30/2019 (the "Term") unless extended by the parties in writing.

Alberta Sport Connection Responsibilities

In support of the hosting responsibility, the ASC will provide the following funds as per the Grant Funding Agreement to the Society.

1. \$175,000 General Operating Grant for the Games
2. \$25,000 Upon receipt and acceptance of Review Engagement Report by ASC



3. \$100,000 Provincial Services Grant for costs including corporate and additional activity related to the Games that fall outside the successful community and are provincial in nature.

The ASC plans to charge each participant a registration fee of \$35.00. Any other participant fees charged by the Games Society shall require ASC approval.

The staff of the ASC shall be ex-officio members of the Board of Directors of the Society. Further, the ASC will provide staff consultation and services, as well as those "gifts-in-kind", funds, and services that the ASC is able to solicit on behalf of the Society.

Host Municipality Responsibilities

The host municipalities agrees to assume the following responsibilities:

1. Establish the Games Society, incorporated under the Societies Act, to organize the hosting of the Games taking place August 22-25, 2019.
2. Financially, and through the provision of services support to the Games Society, ensuring that the Games ultimately operate in a surplus position.
3. Provide all publicly owned facilities relating to the staging of the 2019 Alberta Masters Games without charge to the Society.
4. Refrain from holding events which will conflict with Games activities, in facilities controlled by the Municipalities.

Host Games Society Responsibilities

The Society agrees to assume responsibility in all respects for the hosting of the 2019 Alberta Masters Games and to generally provide and adhere to the following:

1. The Society shall forward to the ASC, a copy of the Certificate of Incorporation and Bylaws prior to the payment of any portion of the funds outlined in the Grant Funding Agreement.
2. The Society shall prepare a budget of proposed expenses and income, and submit the same to the ASC for approval within 120 days of the start of the Term. The Society shall submit financial reports on a monthly basis and the final Review Engagement Report shall be submitted to the ASC within 120



days of the end of the Term.

3. The Society agrees to manage the Games in an efficient and cost effective manner, ensuring that sufficient financial and gift in kind support is raised to cover expenditures.
4. The Society and the Municipalities agree to hold harmless the ASC from any and all third party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) for which the Society or the Municipalities is legally responsible, including those arising out of negligence or willful acts by the Society or the Municipalities or their employees, agents or volunteers. This hold harmless shall survive this Agreement.
5. The Society and the Municipalities shall also maintain Workers' Compensation insurance in accordance with the requirements of the *Workers' Compensation Act*, if required. The Society and the Municipalities shall provide evidence of compliance with the *Workers' Compensation Act* if required by the ASC.
6. The Society shall, at its own expense and without limiting its liabilities herein, insure its operations resulting from this Agreement under a contract of general liability insurance, in accordance with the *Insurance Act* (Alberta), in an amount not less than Five Million Dollars (\$5,000,000) in lawful Canadian currency, inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include the ASC, the Crown, the Municipalities, and the volunteers of the Society, as additional insured's and shall not contain a participant exclusion endorsement.
7. The Society shall maintain Automobile Liability Insurance on all vehicles owned, operated or licensed in the name of the Society in an amount not less than \$1,000,000.
8. Any insurance called for under this agreement shall be endorsed to provide to the ASC 30 days advance written notice of cancellation or material change restricting coverage.
9. As evidence of all required insurance, certificates of insurance may be provided to the ASC. Certified true copies of the policies shall be provided promptly upon request.
10. Any data or information concerning the ASC or any department, board,



agency, or commission of the Government of Alberta, other than data or information available as a matter of public record, which is obtained by the Society in performing this Agreement shall be treated as confidential and not disclosed or made known to any other person without the written consent of the ASC. Notwithstanding completion or termination of this Agreement, this requirement shall continue in effect until waived by the ASC in writing.

11. The Society acknowledges that the terms of this Agreement, including the name of the Society, may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended.
12. The Society further acknowledges that the Society's name, the grant program and the amount of the grant may be published on the Government of Alberta Grant Disclosure Portal as authorized in section 40(1)(b) and (f) of the FOIP Act.
13. This Agreement may be terminated:
 - a. by the ASC, in the ASC's sole discretion without cause, by giving fourteen (14) days written notice to the Society;
 - b. immediately by the mutual written consent of each of the parties; or
 - c. if, the Society fails to proceed with the Approved Purpose, is not carrying out the Approved Purpose, alters the Approved Purpose without the consent of the ASC, uses any part of the Grant other than for the Approved Purpose, or has otherwise breached any of its obligations pursuant to this Agreement, the ASC may give written notice to the Recipient referring to the breach.
 - d. If, upon the expiry of seven (7) days after written notice has been received by the Society of its breach of any obligation under this Agreement, the Society has not remedied the breach, the ASC may, by written notice, terminate this Agreement, in which case termination shall occur upon receipt or deemed receipt by the Society of the notice.
14. If circumstances result in the Society being required to withdraw from hosting the 2019 Alberta Masters Games or this Agreement is terminated, without limiting in any way the ASC's rights or remedies available at law or equity, the Society will repay all or part of the Grant to the ASC in the amount and within the time period as determined by the ASC.
15. The Society shall submit to the ASC for approval, a proposed Games logo that



incorporates the "Games" title and cauldron, in accordance with guidelines established by the ASC and contained in the Alberta Games Operations Manual.

16. In order to ensure the most effective fund raising and sponsorship programs, the Society agrees to coordinate proposed fund raising plans and sponsorship solicitations with the ASC prior to the implementation of such programs.
17. The Society agrees to honor the official sponsors/suppliers/contributors of the ASC, and recognize them appropriately.
18. The Society agrees to recognize the ASC and the Government of Alberta on all printed material and signage as per the Alberta Games Operating Manual
19. All facilities to be used for the staging of the sport competitions during the Games shall be acceptable to the ASC and all appropriate Provincial Sport Organizations.
20. All Games facilities and arrangements for hosting athletes and coaches in the Games, including arrival and registration plans, medical services, food services, ceremonies, entertainment and leisure activities, shall be approved by the ASC prior to the hosting of the Games.
21. Key planning meetings must be held; Directors Walk Through, Chairs Walk Through and Sport Planning meetings.
22. The Society agrees to employ or arrange for sufficient numbers and quality of staff for the purpose of staging the Games as per Alberta Games Operation Manual Guidelines, in order to assure good quality management for the hosting of the Games and for a sufficient period thereafter.
23. The Society is strongly encouraged to undertake a study to measure the economic impact of the Games in the host community and surrounding area.
24. The Society shall ensure that its Board Chair, Directors and Committee Chairs submit comprehensive final reports relating to all aspects of the Games no later than 30 days after the closing of the Games. Reports should include pictorial as well as written reports of the Games.

The Municipalities and the Society agree to adhere to all policies of the ASC relative to the Games, and where policies of the Municipalities or the Society are in conflict



with the policies of the ASC, those of the ASC shall prevail (All ASC Games policies appear in the Alberta Games Operations Manual).

If the above correctly sets forth your understanding of the Agreement reached between us, relative to the hosting of the Games, would you kindly execute this agreement and ensure that it is returned to the ASC.

Sincerely:

ALBERTA SPORT CONNECTION

TOWN OF ROCKY MOUNTAIN HOUSE

Per: _____

Per: Tammy Burke

Print Name: _____

Print Name: Tammy Burke

Title: _____ Date: _____

Title: Mayor Date: Oct 17, 2018

2019 ALBERTA MASTERS GAMES SOCIETY

CLEARWATER COUNTY

Per: _____

Per: _____

Print Name: GORDON McLEINOLE

Print Name: _____

Title: CHAIR Date: Oct 22, 2018

Title: _____ Date: _____



REQUEST FOR DECISION

SUBJECT: Rocky Mountain House RCMP Detachment Request for Funding - Upgraded Ventilation System		
PRESENTATION DATE: November 27th 2018		
DEPARTMENT: Ag and Community Services	WRITTEN BY: Matt Martinson, Director Ag and Community Services	REVIEWED BY: Rick Emmons, CAO
BUDGET CONSIDERATIONS: <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation - Contingency		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
COMMUNITY BUILDING PILLER (check all that apply):		
<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth		

STAFF RECOMMENDATION:
 That Council considers funding 50 percent of costs, up to \$5000 from Contingency, for a ventilation system at the Rocky Mountain House RCMP Detachment

BACKGROUND:

With the increasing instances that RCMP members are exposed to Fentanyl it has been identified by Sgt. Penner and the RCMP Health and Safety Team, that the current drug evidence possessing space within the detachment is inadequate.

Other similar detachments throughout the Province have addressed this issue through installing a fume hood.

The cost of purchasing and installing the fume hood in the Rocky Detachment would be an estimated \$10 000. The proposed purchase and installation would be cost shared equally by the Town of Rocky Mountain House and the County.



REQUEST FOR DECISION

SUBJECT: Clearwater County Heritage Grant Advisory Committee (CCHGAC) Terms of Reference		
PRESENTATION DATE: November 27, 2018		
DEPARTMENT: Planning & Development	WRITTEN BY: Amanda Rodriguez; Heritage & West Country Coordinator	REVIEWED BY: Keith McCrae; Director, Planning & Development
BUDGET CONSIDERATIONS: <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)		
COMMUNITY BUILDING PILLER (check all that apply):		
<input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth		
ATTACHMENT(S):		
1) Clearwater County Heritage Grant Advisory Committee Terms of Reference 2) Appendix "A" - CCHG Guidelines 3) Appendix "B" - CCHG Application Form 4) Appendix "C" – CCHG Scoring Matrix		

STAFF RECOMMENDATION:
 That Council approves the Clearwater County Heritage Grant Advisory Committee Terms of Reference.

BACKGROUND:

Council directed administration at the 2018 Organizational Meeting to create a heritage grant that would support the preservation of heritage by financially supporting our community groups efforts. The Clearwater County Heritage Grant Advisory Committee Terms of Reference outlines this new grant and how it may function, be deliberated and awarded to this end.

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

MANDATE:

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

AUTHORITY:

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

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

CCHGAC MEMBERSHIP:

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

CCHGAC Members must be:

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

Voting CCHGAC Members:

- One (1) Clearwater County Councillor.
- Two (2) public-at-large members, appointed for one-year term

Quorum for the CCHGAC shall be three voting members.

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

Advisory/Non-voting CCHGAC members:

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

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

Chair's Responsibilities:

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

Vice Chairs Responsibilities:

- Perform all functions of the Chair in their absence.

Secretary Responsibilities:

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

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

CCHGAC MEETINGS:

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

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

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

CCHGAC RESPONSIBILITIES:

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

DRAFT

APPENDIX "A"

Clearwater County Heritage Grant Guidelines

Purpose:

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

Eligibility:

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

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

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

Examples under each category include:

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

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

Criteria:

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

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

Organization's Capacity

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

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

Project Viability and Financial Feasibility

To be considered a viable project, the organization must:

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

Project Benefits

The organization must demonstrate that the project outcomes will have:

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

Accessibility

The organization must demonstrate how the project will provide:

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

Funding Considerations

In evaluating the project, considerations will be given to:

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

Preference will be given to:

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

Matching Requirements:

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

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

Application Procedures:

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

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

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

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

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

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

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

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

Clearwater County Heritage Grant Advisory Committee Deliberation Procedures:

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

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

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

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

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

Final Reporting Requirements:

If you are awarded a grant, please provide the following:

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

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

Acknowledgement Requirements:

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

Criteria for remittance of grant funding:

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

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

APPENDIX "B"

Clearwater County Heritage Grant Application Form

Organization Information	
Organization Name	
Organization Address	
Web Site Address	
Contact Name	
Contact Phone	
Contact Email	

Project Information	
Project Title	
Amount Requested	\$
Project Category (Check One)	
<input type="checkbox"/>	Interpretation
<input type="checkbox"/>	Recognition
<input type="checkbox"/>	Celebration
Proposed Start Date	
Proposed Completion Date	
Event Date (Unveiling or Celebration)	
Have you received this grant previously	Yes, Year awarded: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	No

For Office Use Only	
Date Received	

Project Information

One additional page may be added for Sections A & B if needed. Please number and note your project name on each additional page.

**(Section A)
Project Description:**

[Empty text area for Project Description]

**(Section B)
Tell us specifically about: Who will this project impact? How will the community be involved? What is the relevance of this project to Clearwater County?**

[Empty text area for Section B]

Financial Totals and Grant Funds Requested:

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

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

Funding Totals			
Total Available Funds	Total Estimated Costs	Difference	Amount Requested
\$	\$	\$	\$

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

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

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

Equipment and Machinery Rates:

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

Labour Rates: (Valuation of volunteerism)

Unskilled Labour – up to \$20.00 / hour

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

Donated Materials:

Fair Market Value.

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

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

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

This Guide is the accepted authority for:

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

APPENDIX “C”

CCHG Scoring Matrix

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

Project Name:	
----------------------	--

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

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

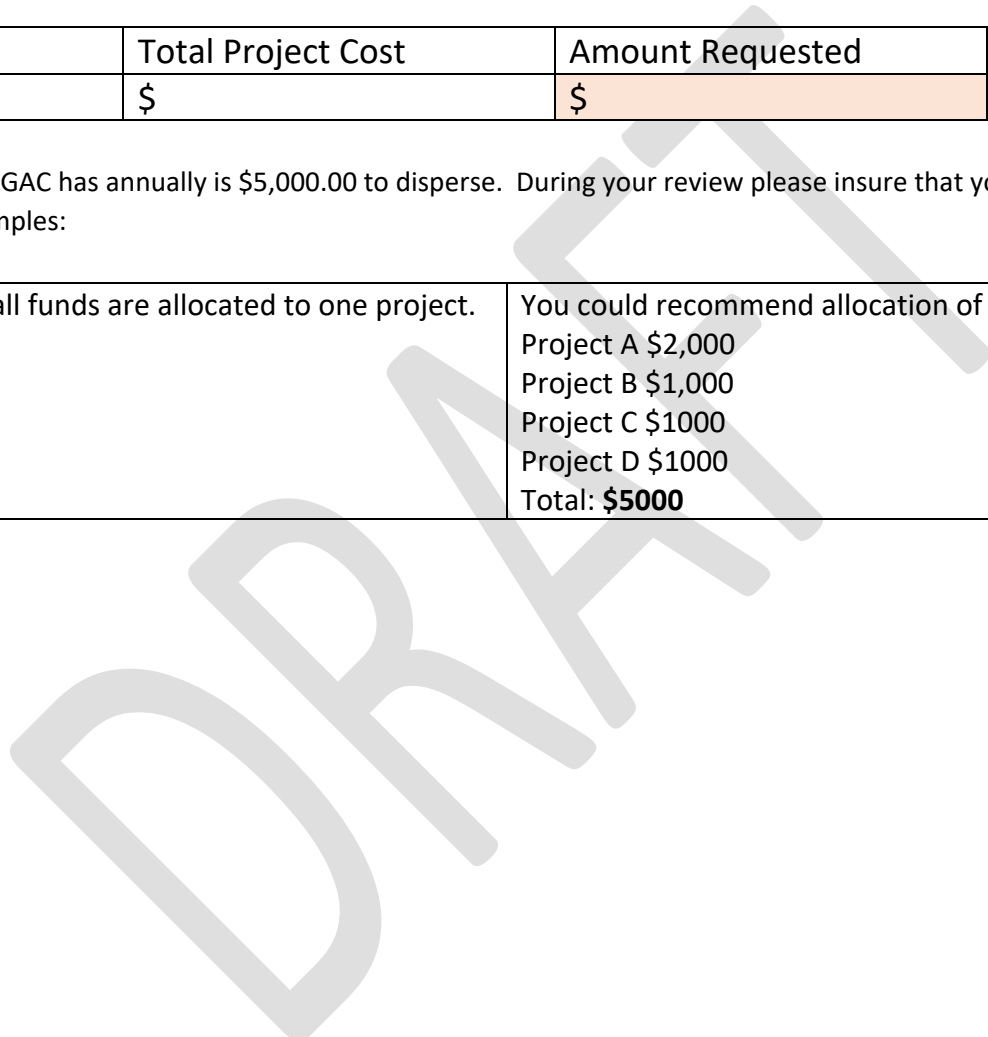
Financial Feasibility	All funds to support this projects completion are secured. The budget is clear, has been well researched (including quotes) and appears viable.	Most of the funds required are accessible. There are a few questions regarding the budget.	They are at the half way mark with fund accessibility.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

Grant Allocation Recommendation:

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

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

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



Project Comparison Matrix

YEAR	
-------------	--

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

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



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
Date:	November 1, 2018
Signature (Councillor / Board Member):	<i>Jim Duncan</i>

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input checked="" type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
Oct 2	Broadband workshop	X	X				40
Oct 3	CAEP Municipal Engagement	X					227
Oct 4	Headwaters Alliance	X	X				252
Oct 4	Landcare			X			20
Oct 5	A+P Capital Plan	X	X				40
Oct 6	West Central Awards Ceremony			X			40
Oct 9	Regular Council				X		40
Oct 12	RMA Fall District Meeting	X	X				40
Oct 15	Community Development Workshop	X	X				80
Oct 17	MPC	X					40
Oct 23	Regular Council/Organizational				X		40
Oct 24	West Frazer Tour	X	X				22
Oct 24	Headwaters Forum	X	X				220
Oct 24	EDA Dinner			X			30
Oct 25	Travel home from EDA	X	Hotel Receipt Attached				248
Oct 30	Rocky- CC IDP Meeting	X					40

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Remuneration Calculation (for office use only)

11	Meetings @ 161.00 =	1771.00	1419	Kms @ \$0.55 =	780.45
10	Meetings @ 127.00 =	1270.00	0	Lunch @ 16.00 =	0
2	Meetings @ 288.00 =	576.00		Hotel =	167.28
	Supervision =	1471.81			
TOTAL =		5088.81	TOTAL =		947.73

*PAID
NOV 14/18
ABT*



10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

Mr DUNCAN, MR JIM

ROCKY MOUNTAIN HOUSE AB T4T1A2
CANADA

Invoice

Invoice date 10/26/2018
Invoice number 413800
Our reference CEP-FC681775 /
Client Number CRS-G4353247
GST Number 10103 5467 RT0020

Guest	Mr DUNCAN, MR JIM	Arrival	10/25/2018	Departure	10/26/2018	Room	2106
Date	Description	Quantity	Unit Price	Total ()			
10/25/2018	Room Charge	1	149.00	149.00			
10/25/2018	GST Taxes	1	7.67	7.67			
10/25/2018	Tourism Levy	1	6.14	6.14			
10/25/2018	Destination Market Fee	1	4.47	4.47			
				Total invoice	167.28		
10/26/2018	VS ****2105 Auth: 421707				-167.28		
				Total Paid	-167.28		
				Total Due	0.00		

Total GST 7.67

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2018.....

Name of Councilor / Board Member Meresa Loring

Payment Periods

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

Supervision Rate – \$1,003.00 Monthly
 Reeve Supervision Rate - \$2,014.00 Monthly
 Deputy Reeve Supervision Rate - \$1250.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55 / km
Oct 2/18	Council Workshop	✓	✓				14
Oct 3/18	-Community Futures Travel	✓					—
Oct 4	- Comm Futures Conf	✓	✓	✓			—
Oct 5	-Comm Futur. -Travel	✓					—
Oct 6	- Agenda Priorities	✓	✓				14
Oct 9	Council				✓		14
Oct 10	FCSS	✓					14
Oct 11	Regional Waste	✓					14
Oct 12	District 2 Fall Meeting	✓	✓				—
Oct 16	SDAB	✓					14
Oct 15	Economic Dev Readings	✓					14
Oct 17	FCSS	✓					14
Oct 18	Drive to travel Digital Futures	✓				✓	—
Oct 18	Digital Futures	✓	✓			✓	—
Oct 19	Digital Futures "travel"	✓	✓	✓			—

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Remuneration Calculation

<u>15</u>	Meetings @ \$161.00=	<u>2415.00</u>	<u>363</u>	Kms @ \$0.55=	<u>199.65</u>
<u>9</u>	Meetings @ \$127.00=	<u>1143.00</u>	<u>2</u>	Lunch @ \$16.00=	<u>32.00</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>		Hotel =	<u>255.98</u>
	Supervision=	<u>1003.00</u>			
	TOTAL=	<u>5137.00</u>		TOTAL=	<u>487.63</u>

Signature {Councilor / Board Member}

Meresa Loring

PAID
Nov. 14/18

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/ km
Oct 20	Meeting Wilderness Village						42
Oct 24	NCA	✓	✓				195
Oct 23	Council				✓		14

Pomeroy Inn and Suites Vermilion

4111 51st
Vermilion, Alberta T9X 0B4

Phone: 780-853-3066
Fax: 780-853-1761

E-mail: gm@pomeroyvermilion.com
Website: <http://www.pomeroyinnandsuites.com/hotel-Vermilion>

Guest Charges

Folio #: 25902 **Guest : Laing, Theresa** Conf #: 25587
Room #: 307 CRS #:
Payment Method : Credit Card Company : Digital Futures Symposium
Rate : Box 550 Arrival: 10/17/2018
10/17/2018 \$114.00 Rocky Mountain House, AB t4t1a4 Departure: 10/19/2018

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
10/17/2018	ROOM	Auto Posted		307	\$114.00		\$114.00
10/17/2018	RGST	Auto Posted		307	\$5.70		\$119.70
10/17/2018	DMF	Auto Posted		307	\$3.42		\$123.12
10/17/2018	HT	Auto Posted		307	\$4.56		\$127.68
10/17/2018	RGST	Auto Posted		307	\$0.17		\$127.85
10/17/2018	HT	Auto Posted		307	\$0.14		\$127.99
10/18/2018	ROOM	Auto Posted		307	\$114.00		\$241.99
10/18/2018	RGST	Auto Posted		307	\$5.70		\$247.69
10/18/2018	DMF	Auto Posted		307	\$3.42		\$251.11
10/18/2018	HT	Auto Posted		307	\$4.56		\$255.67
10/18/2018	RGST	Auto Posted		307	\$0.17		\$255.84
10/18/2018	HT	Auto Posted		307	\$0.14		\$255.98
10/19/2018	VS	VI4609		307		\$255.98	\$0.00
						Balance	\$0.00

Credit Card Payment

Payment Type: Credit Card Amount Paid: \$0.00
Account: VI4609 Approval Code:
Account Holder: LAING/THERESA Approval Amount: (\$255.98)

I agree that my liability for all charges is not waived. GST# 81030 4386 RT0001

Guest Signature _____



Councillor and Board Member Remuneration Statement

Name of Councillor / Board Member:	Timothy Hoven
Date:	11/1/18
Signature (Councillor / Board Member):	

PAYMENT PERIOD

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input checked="" type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Council Supervision Rate	\$1,003.00 / Monthly
Reeve Supervision Rate	\$2,014.00 / Monthly
Deputy Reeve Supervision Rate	\$1,250.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55/km
10/1	Caroline Library	1					68✓
10/2	Workshop	1	1				91✓
10/3	CAEP						102.4✓
10/4	St Dom's Grad	1					100✓
	WCS		1				
10/5	A&P	1	1	1			91✓
10/9	Council				1		121✓
	Caroline Ag Society			1			
10/10	Rimbey RCMP Community Ass'n	1					120✓
	Caroline Chamber of Commerce						68✓
10/11	CCPAC	1					91✓
10/12	RMA - Ponoka	1	1				37.8✓
10/15	Ec Dev Workshop	1	1				91✓
10/17	MPC	1					91✓
10/23	Council				1		91✓
10/24	West Fraser Tour	1	1				91✓

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Remuneration Calculation (for office use only)

11	Meetings @ 161.00 =	1771.00✓	1345.2	Kms @ \$0.55 =	739.86
8	Meetings @ 127.00 =	1016.00✓	—	Lunch @ 16.00 =	—
2	Meetings @ 288.00 =	576.00✓			
	OCT Supervision =	1003.00✓			
	TOTAL =	4366.00			TOTAL = 739.86

PAID

Clearwater County Councilor and Board Member Remuneration Statement

For the Year of ...2018.....

Name of Councilor / Board Member Theresa Laine

Payment Periods

January

February

March

April

May

June

July

August

September

October

November

December

Supervision Rate - \$1,003.00 Monthly

Reeve Supervision Rate - \$2,014.00 Monthly

Deputy Reeve Supervision Rate - \$1250.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$161.00	Next 4 Hours \$127.00	Next 4 Hours \$127.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.55 / km
Sept 11/18	Council				✓		17
Sept 12/18	FCSS	✓					17
Sept 25/18	Council				✓		14
Sept 26/18	NCA	✓					195
Sept 10/18	Tri Council	✓	✓				14
Sept 11/18	A&P	✓	✓				14
Sept 18/18	Heritage Board Tour	✓	✓				14

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Remuneration Calculation

5	Meetings @ \$161.00=	805.00	279	Kms @ \$0.55=	153.45
3	Meetings @ \$127.00=	381.00		Lunch @ \$16.00=	
2	Meetings @ \$288.00=	576.00			
	Supervision=	1003.00			
	TOTAL=	2765.00		TOTAL=	153.45

Signature {Councilor / Board Member} Theresa Laine