

**CLEARWATER COUNTY COUNCIL AGENDA**  
**October 28, 2014**  
**Immediately Following the 2014 Organizational Meeting**  
**Council Chambers**  
**4340 – 47 Avenue, Rocky Mountain House AB**

**10:30 A.M. Delegation: Kris Johnson, Director of Engineering & Operations, Town of RMH**

**10:45 A.M. Delegation: Brad Dollevoet, Director of Planning & Community Development,  
Town of RMH and Representative from RMH Chamber of Commerce**

**11:00 A.M. E.2.: Community Peace Officer Quarterly Report – Sgt. Terri Miller**

**11:20 A.M. Delegation: Allan Bly, Vitel Consulting Inc.**

**1:00 P.M. E.9.: CP Rail – Alhambra – NW 9-39-5 W5**

**1:15 P.M. F.1.: Bylaw 999/14 LUA First Reading**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. October 14, 2014 Regular Meeting Minutes

**D. PUBLIC WORKS**

1. Bylaw 995/14 Speed Reduction Second & Third Readings
2. **10:30 A.M.** Delegation: Kris Johnson, Director of Engineering & Operations, Town of RMH:  
Wastewater Treatment Facility Update

**E. COMMUNITY & PROTECTIVE SERVICES**

1. **10:45 A.M.** Delegation: Brad Dollevoet, Director of Planning & Community Development,  
Town of RMH and Representative from RMH Chamber of Commerce:  
The Rural Alberta Business Centre
2. **11:00 A.M.** Community Peace Officer Quarterly Report by Sgt. Terri Miller - *VERBAL*
3. **11:20 A.M.** Delegation: Allan Bly, Vital Consulting Inc:  
Clearwater County Data & Communications Connection and Capacity Review
4. Review of Rural Health Care
5. Rocky Mountain House Reunion Historical Society Agreement & Grant  
Funding Request 2015-2016
6. Visitor & Information Centre Agreement & Budget 2015 – 2016
7. David Thompson High School Modernization, Alberta Education
8. Parade of Lights
9. **1:00 P.M.** CP Rail - Alhambra- NW 9-39-5 W5

**F. PLANNING**

1. **1:15 P.M.** Bylaw 999/14 LUA First Reading
2. Bylaw 996/14 SDAB, Bylaw 997/14 MPC, and Bylaw 998/14 DSA First/Second/Third Readings
3. Bylaw 991/14 Road Closure Second and Third Reading

**G. MUNICIPAL**

1. Capital & Operating Budget Report as at September 30, 2014

**I. INFORMATION**

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

**J. ADJOURNMENT**

***TABLED ITEMS***

<b><u>Date</u></b>	<b><u>Item, Reason and Status</u></b>
04/10/12	<b>Arbutus Hall Funding Request</b> <ul style="list-style-type: none"><li>• To allow applicant to provide a complete capital projects plan.</li></ul> <b>STATUS: Pending Information, Community and Protective Services</b>

<b><u>Date</u></b>	<b><u>Item, Reason and Status</u></b>
09/08/14	<b>D.1. Development Request</b> <ul style="list-style-type: none"><li>• To obtain legal opinion.</li></ul> <b>STATUS: Pending Information, Public Works</b>



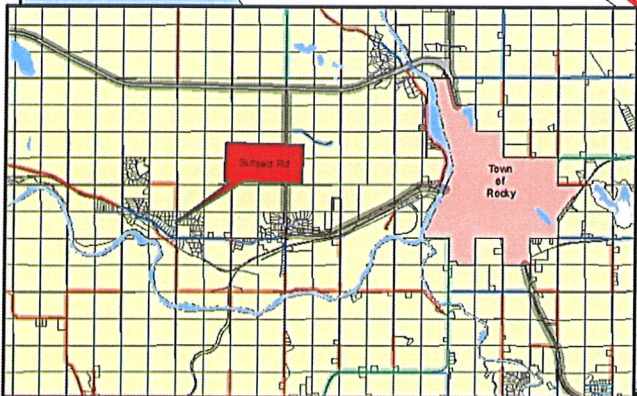
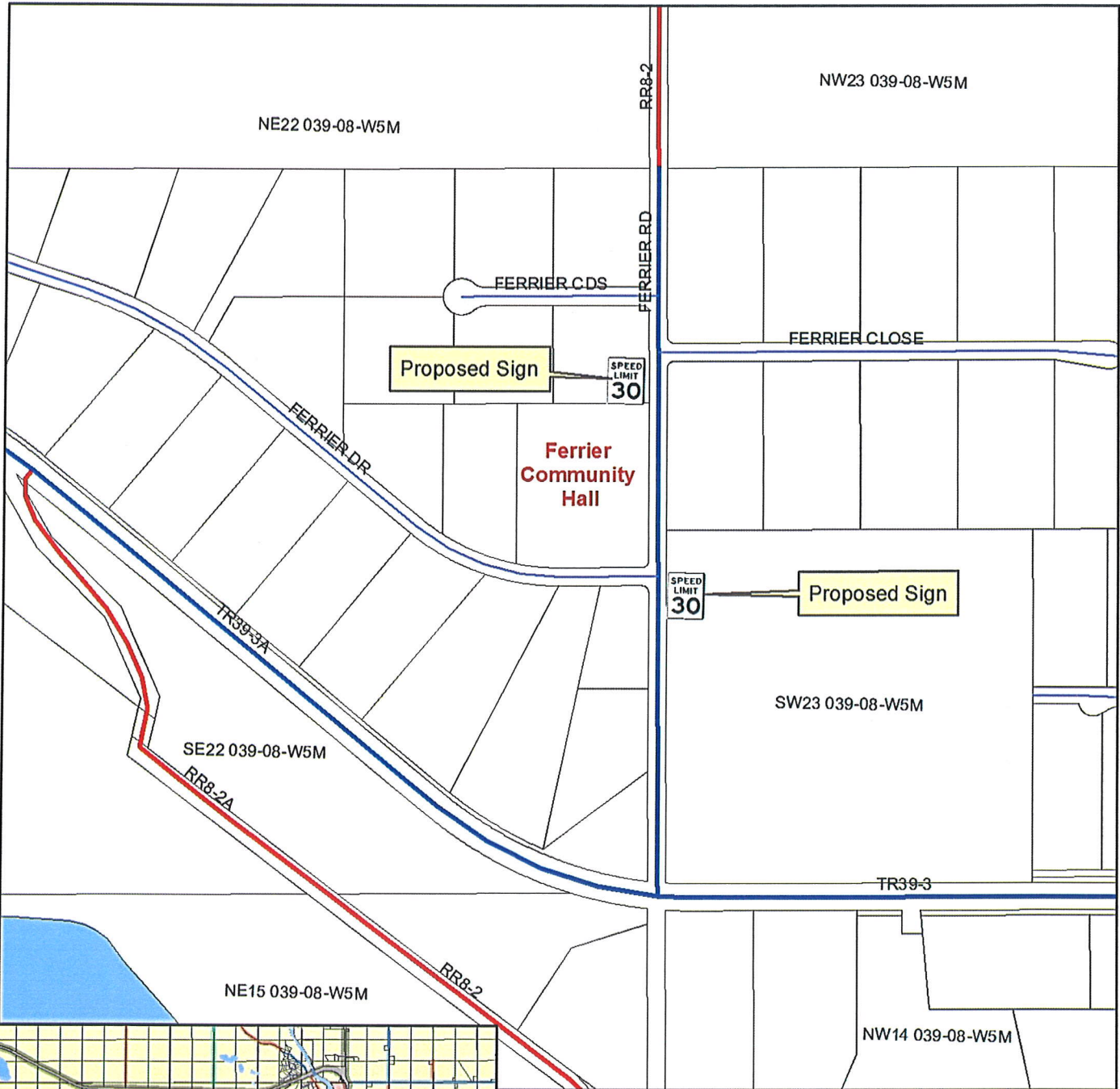
## Agenda Item

<b>Project:</b> By-law 995/14 2 <sup>nd</sup> & 3 <sup>rd</sup> Readings	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Public Works	<b>Author:</b> Peter Leek/Marshall Morton
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Infrastructure & Asset Management	<b>Goal:</b> To effectively manage the financial and physical assets of the County in order to support the growth and development of the County while obtaining maximum value from County owned infrastructure and structures.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>995/14</u>	
<b>Recommendation:</b> Administration requests that Council reviews the information, approving the 2 <sup>nd</sup> and 3 <sup>rd</sup> reading of BY-LAW NO. 995/14, allowing the amending of the 50km/h zone to a 30km/h zone for the 250m portion of the road past the Ferrier Community Hall.	
<b>Attachments List:</b> Regulatory Sign Map By-law	

### Background:

To re-cap, as per the October 14<sup>th</sup>, 2014 council meeting, the Ferrier Community Association, after talking to the CCPAC, has approached administration about the need to install 30 km/h signs under the playground signs at the Ferrier Community Hall to help enforce the playground signs and slow vehicles down. The community mailboxes are also located at this location which adds to the traffic volume in this area.

The 1<sup>st</sup> reading took place on October 14<sup>th</sup> and the by-law will require two more readings before being approved.



Request for Placement of 2  
30 km/hr signs in front of the  
Ferrier Community Hall Site



**BYLAW NO. 995/14  
CLEARWATER COUNTY**

A By-law of Clearwater County, in the Province of Alberta, to establish maximum speed limits throughout the County.

WHEREAS, provisions of Section 14 of the Highway Traffic Act, being Chapter H-7 of the Revised Statutes of Alberta, 1980, and amendments thereto, authorize the Council to establish maximum speed limits in excess of eighty (80) kilometers per hour for highways under its control; and

WHEREAS, the Council of Clearwater County deems it advisable to establish a maximum speed limit for various roads within its control.

NOW, THEREFORE, the Council of Clearwater County, in the Province of Alberta, duly assembled, enacts as follows:

1. That a maximum speed limit on Ferrier Road beginning at the intersection of Ferrier Drive north of Twp. Road 39-3 approximately 350m and continuing north for 250m past the Ferrier Community Hall to the intersection of Ferrier Close, as outlined on the attached Schedule "A", be decreased to Thirty (30) kilometers per hour.
2. That the proper speed limit signs be placed on the above described roads.
3. That this By-law takes effect as at the final reading of the By-law.

READ A FIRST TIME this 14th day of October A.D., 2014.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this 28th day of October A.D., 2014.

READ A THIRD AND FINAL TIME this 28th day of October A.D., 2014.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Agenda Item

<b>Project:</b> Town of Rocky Mountain House, Wastewater Facility Update /Delegation	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Public Works	<b>Author:</b> Erik Hansen/ Marshall Morton
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Infrastructure	<b>Goal:</b> Ensure that the County operates effective and efficient water and wastewater systems that meet or exceed Provincial requirements.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None    Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> That Council accepts this item as information.	
<b>Attachment List:</b> Wastewater Treatment and Septage Receiving Station Report	
<p><b>Background:</b> As Council may recall, Clearwater County approved funding the required upgrades to the Town of Rocky's Wastewater Treatment Facility to accommodate external hauling from the County last fall. The two main components of the required upgrades included additional aeration and the construction of an automated receiving station. As part of the agreement, the Town is to provide quarterly reporting regarding the operations of the wastewater facility. The first report was presented to Council in June this year by the Administration.</p> <p>Kris Johnson, Director of Engineering &amp; Operations with the Town of Rocky Mountain House, is here today to provide a summary of the second report.</p> <p>See Attached</p>	



# TOWN OF ROCKY MOUNTAIN HOUSE

<b>REPORT TITLE: Wastewater Treatment &amp; Septage Receiving Station – Q3 Update</b>			
<b>PRESENTER: Kris Johnson, P.Eng.</b> Director of Engineering & Operations		<b>FILE #: OP 2014/0026 (Wastewater Agreement)</b>	
<b>DEPARTMENT: Engineering &amp; Operations</b>		<b>AGENDA DATE: October 21, 2014</b>	
<b>DISCUSSIONS:</b>		<b>ATTACHMENTS: CBOD Results - 2008 to Now</b>	
<b>APPROVALS:</b>			
_____		_____	
<b>Department Head</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

## Conformance to existing laws and Town Council Plans:

Conforms with:	Yes/No/ Partial/NA	Comments:
Bylaws/Laws/Policies	NA	
Sustainability Plan	NA	
Council Strategic Plan/Priorities	Yes	This report is a requirement as per item 11.1 of the wastewater agreement between the Town and County.
Budget/Long Term Plans	NA	
Effects on future budgets	NA	
Regional Impacts	NA	

## Background/Introduction

As per item 11.1 of the Wastewater Agreement between the Town and County, “the Town will provide to the County a summary report of the lagoon operations, compliance, usage and capacity on a quarterly basis in the months of March, June, September and December.” It was mutually agreed upon that the report to council dates will occur in April, July, October and January to ensure all sample results for the quarter are received prior to reporting.

This report will focus on the wastewater treatment results measured in CBOD and the volume quantities of bulk sewage received based on cubic metres received per month since the septage receiving station (SRS) opened on January 6, 2014.

### Definitions:

- BOD (Biochemical Oxygen Demand) - The amount of oxygen needed by aerobic microorganisms to decompose all the organic matter.
- CBOD (Carbonaceous Biochemical Oxygen Demand) - The amount of oxygen required to oxidize carbon containing matter present in water. A measurement of carbon matter contained in sewage effluent.



# TOWN OF ROCKY MOUNTAIN HOUSE

## Analysis:

Attached is a graph showing the CBOD results from January 2008 to April 2014 for your reference. These same results are listed numerically in the table below.

Note that the wastewater effluent shall have a CBOD of less than 25mg/L limit as per the Town's approval from Alberta Environment. Any results that exceeded this limit have been highlighted.

Table 1: Effluent Sample Results shown in CBOD (mg/L)

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	AVE.
<b>2008</b>	15.3	28.0	41.5	27.0	21.0	14.5	16.2	10.8	7.9	6.1	12.0	14.3	17.9
<b>2009</b>	26.2	30.8	49.7	37.4	21.9	18.7	14.4	23.2	14.6	6.9	7.4	14.0	22.1
<b>2010</b>	22.4	32.9	32.5	24.7	18.4	14.7	12.4	11.3	10.7	11.5	13.3	16.4	18.4
<b>2011</b>	20.1	28.5	37.7	32.9	21.0	14.8	14.8	13.1	4.4	2.8	6.8	11.5	17.4
<b>2012</b>	13.7	19.4	12.3	15.9	17.3	9.9	14.8	12.3	8.7	4.5	8.3	13.8	12.6
<b>2013</b>	12.2	15.3	15.3	15.7	19.2	8.8	14.2	9.8	9.9	4.3	16.1	19.1	13.3
<b>2014</b>	19.1	13.9	15.7	15.7	15.3	12.0	13.2	5.5	2.6				

As expected the CBOD results remained somewhat higher than anticipated for approximately 7 months following the startup of the fine bubble aeration system. This was due to the existing sludge being agitated off the bottom of the lagoon by the increased volume of air being pumped into the water and by lowering the depth at which the air is introduced. The agitated sludge adds to the BOD load that the system is required to treat which can impact the CBOD results of the lagoon for a period of time. Following this, the results for August and September were at record lows.

Wastewater volumes received to date and the corresponding revenue generated are as follows:

Table 2: Sewage Volume Received at the SRS

	Volume (m <sup>3</sup> )	Revenue (\$)
January	355.36	2,878.42
February	485.32	3,931.09
March	714.41	5,786.72
April	853.77	6,915.54
May	1,308.33	10,597.47
June	1,548.78	12,545.12
July	2,836.72	22,977.43
August	2,790.33	22,601.67
September	1,378.65	11,167.07
<b>TOTAL</b>	<b>12,271.67</b>	<b>99,400.53</b>





## TOWN OF ROCKY MOUNTAIN HOUSE

As expected the summer months experienced the highest volumes of wastewater received.

The Town received a request from the Rocky Mountain Regional Solid Waste Authority requesting the disposal of leachate from their newly constructed landfill cell. The concept of discharging leachate at an aerated lagoon was discussed with Alberta Environment and Stantec Consulting Ltd. It was agreed that the leachate should be tested for a number of parameters in order to determine if disposal at the lagoon would be acceptable. The batch of leachate, which has an estimated volume of 600 m<sup>3</sup>, was to begin being hauled to the lagoon on October 14. The process of sampling and testing each batch then forwarding the results for review and approval will be followed for all subsequent batches of leachate.

The bulk dump cell that the SRS discharges into was cleaned out on July 15, 2014 at a cost of \$5,000. The preferred method of clean out is to pump the sludge into a geotube and allow the sludge to dewater prior to hauling it to a landfill. However, due to the lack contractor availability and the need to clean this cell out as soon as possible, we choose to pump all of the cell contents of the bulk dump cell into Cell #1. Although this process was relatively quick and cost effective, it is anticipated that the majority of the sludge will settle on the bottom of Cell #1 which will increase the sludge volume to be dealt with during the next major desludging scheduled to occur in the next few years. There was also a concern that this may impact the CBOD results by introducing a large amount of sludge into the treatment process over a short period of time but to date no impact has been noted.

We are currently scheduled to clean out the cell again before the end of October via the preferred method at an estimated cost of \$20,000. The geotube will remain onsite until next spring and may be used for the first cleanout of 2015 provided there is room for additional sludge to be added to the geotube. Following the dewatering process, the sludge and geotube will be hauled to the landfill for disposal.

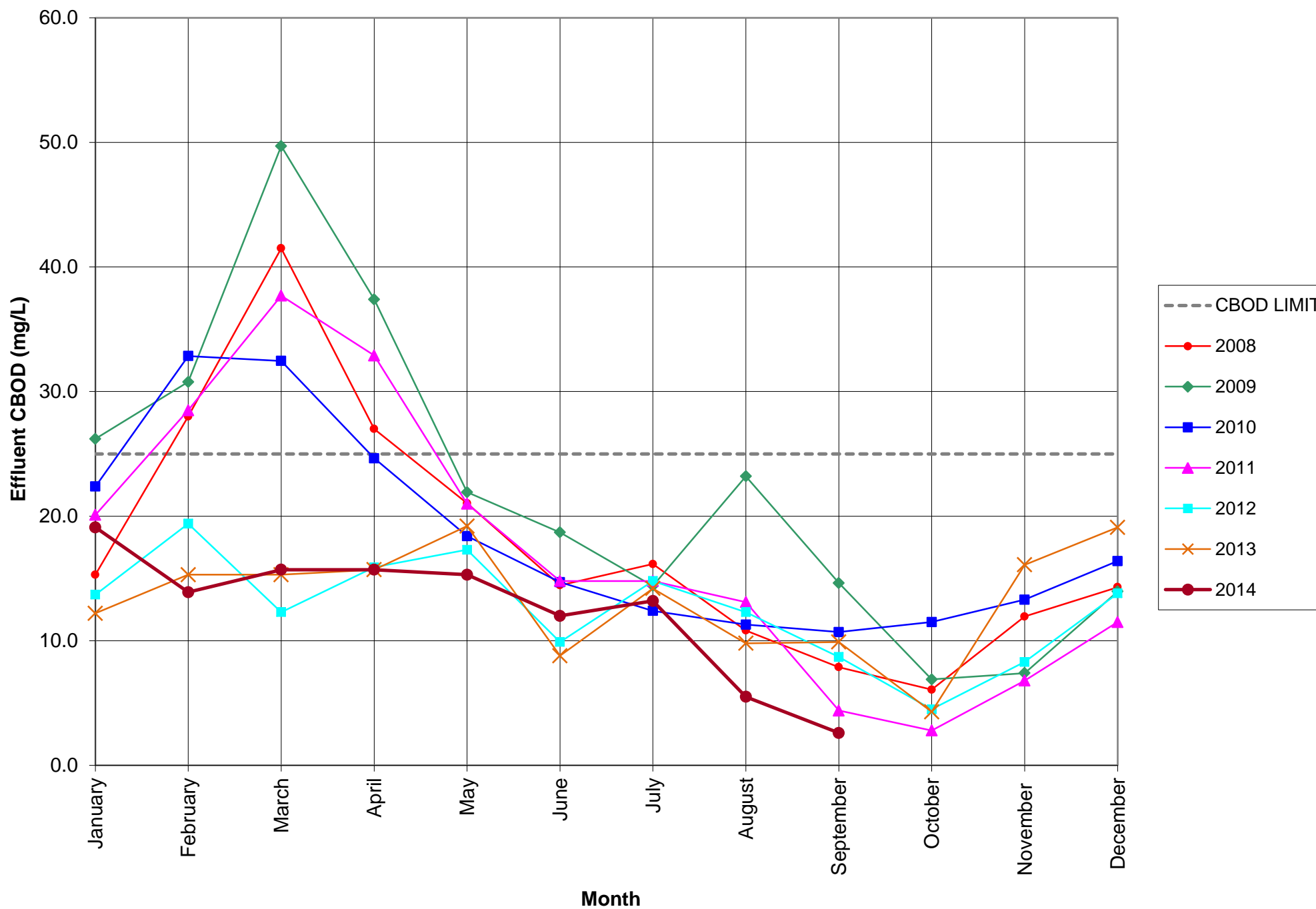
### **Recommendation:**

That Council accepts this report as information.

### **External Communications:**

Clearwater County - for presentation at their next Council meeting on October 28, 2014.

Lagoon - Effluent CBOD Results





## Agenda Item

<b>Project:</b> The Rural Alberta Business Centre	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Community & Protective Services	<b>Author:</b> Ted Hickey
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land and Economic Development	<b>Goal:</b> Council will continue to support regional service delivery and will continue to investigate opportunities to develop further regional partnerships with the Town of RMH and the Village of Caroline or other municipal governments or with the Wildrose School Division, adjacent municipalities or other non-government agencies.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b>  1. That Council receives as information the Rural Alberta Business Centre – Sustainability Plan report. 2. That Council supports the concept of partnering with the Town on the RABC in principle and requests the Administrations to draft an agreement between the Town of Rocky Mountain House and Clearwater County regarding the ongoing funding of the Rural Alberta Business Centre. 3. That Council considers the RABC program funding during the 2015 - 2017 budget review.	
<b>Attachments:</b> Attachments List: Rural Alberta Business Centre – Sustainability Plan Letters of Support	

### Background:

The Town of Rocky Mountain House has informally been made aware that the Provincial Gov. will not be renewing the RABC program for the 2015 year. However, Town Council and administration feels that Michelle Andrishak and the RABC business support service has been extremely valuable for the Rocky-Clearwater region, from both an economic development and community support viewpoint.

The Town of Rocky Mountain House has created a RABC Sustainability Plan that proposes to sustain the RABC from local funding sources for next year, and into the future.

An annual grant of **\$35,000** is requested from Clearwater County starting in the 2015 budget year to assist in the continuation of The Rural Alberta Business Centre. In return for the annual grant, RABC could be renamed to the Rocky-Clearwater Business Centre (RCBC) and the County's logo could be shown on all promotional materials for RCBC (brochures, website, signage, advertisements). As well, RCBC will continue to support the more than 600 business clients that reside in Clearwater County.

The Rocky Chamber of Commerce have indicated support of the Sustainability Plan, but could not provide direct funding.

Mr. Brad Dollevoet, Director, Planning & Community Development Town of Rocky Mountain House and a member of the Town of Rocky Mountain House Chamber of Commerce will present this proposal to Clearwater County Council.

## Rural Alberta Business Centre – Sustainability Plan

The Rural Alberta Business Centre Rocky Mountain House (RABC-RMH) opened February 6, 2012 to offer free information and advice on virtually every aspect of doing small business in Alberta. The primary service offered is free one on one client consultations on a variety of business subjects including start-up, incorporation, marketing, financing and loan programs, product sourcing, e-business, exporting, importing, government programs, services and more. Small business training opportunities are also offered, and are designed to save the entrepreneur time and money. RABC – RMH’s quick to learn, quick to use, economically priced seminars cover the basics and beyond; with topics on business planning, marketing, accounting, starting your own business, succession planning, human resources and more. RABC – RMH is a three year pilot project funded by the provincial government with the pilot period ending December 31, 2014.

**Primary Funding** has been provided by the Government of Alberta, Ministry of Enterprise and Advanced Education, which included \$10,000 to build the current business centre located downstairs in the Town Office plus \$75,000 for each year of operation (\$235,000 total).

The Rural Alberta Business Centre currently services the regional area of West Central Alberta, but is based in Rocky Mountain House. To date, September 23, 2014, the number of **client interactions\*** has totaled **2,522** since opening the Centre in February, 2012. \*A client interaction is defined as a person attending a workshop offered by RABC or a one-on-one business consultation. It is anticipated that this number will reach close to 3000 by December 31, 2014.

The number of workshops, presentations and seminars offered by RABC-RMH since opening has totaled **179**, including two fall small business showcases (Harvest Showcase & Sale), and the Central Alberta Business Innovation Conference.

**Communities served** by RABC RMH include: Rocky Mountain House, Caroline, Eckville, Rimbey, Sylvan Lake, Drayton Valley, Lacombe, Red Deer Nordegg, Buck Lake, Alder Flats, Leslieville, Condor and all areas in between. The breakdown of the number of clients from each community (as at September 23, 2014) is as follows;

<b>Community</b>	<b>Total Number of Clients</b>	<b>Percentage of Client Base</b>
Alhambra	15	1.28%
Big Horn Reserve	16	1.37%
Benalto	3	0.25%
Buck Lake	8	0.68%
Caroline	62	5.31%
Clearwater County	177	15.15%
Drayton Valley	6	0.51%

<b>Community</b>	<b>Total Number of Clients</b>	<b>Percentage of Client Base</b>
Eckville	23	1.97%
Lacombe	16	1.37%
Leslieville	15	1.28%
Nordegg	4	0.34%
O'Chiese Reserve	9	0.77%
Red Deer	26	2.22%
Rimbey	58	4.97%
Rocky Mountain House	707	60.53%
Sylvan Lake	23	1.96%

<b>Clearwater County (including villages) = 26.43%</b>
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### **Community Collaboration:**

Since opening in February 2012, RABC-RMH has collaborated with the following community/ business service provider partners to offer high quality events in our community;

- Agriculture Financial Services Corporation (AFSC)
- Alberta Women Entrepreneurs
- Alberta Works
- ATB Financial
- Canada Youth Business Foundation
- Career Assistance Network
- Central Alberta Economic Partnership
- Clearwater County
- Rocky Chamber of Commerce
- Rocky Community Learning Council
- Rocky Co-op
- Rocky Credit Union
- Rocky Native Friendship Centre
- St. Dominic's High School
- The Business Link
- Town of Rocky Mountain House
- Valor Group Consulting
- West Central High School

### **The Plan:**

Starting December 31, 2014, the RABC Primary Funding from Enterprise and Advanced Education (\$75,000) will be dis-continued. The Town of Rocky Mountain House has developed a sustainability plan to continue to fund RABC – RMH starting January 1, 2015 and into the foreseeable future using local revenue streams and regional collaboration.

The sustainability plan below focuses on just the 2015 budget year, but is also

developed as a framework for the continual support for the RABC-RMH as a local business resource into the long term. This plan includes creating a new, full-time permanent staff position for the Small Business Advisor, with full pension and benefits.

A budget for operating RABC – RMH in the year 2015 has been prepared by first considering expenses needed to operate the Centre, and to determine the additional cost incurred to create a full-time permanent staff position for the Small Business Advisor:

**2015 RABC – RMH Expenses:**

The 2015 year expected expenses for operating RABC – RMH are provided below:

Salary	\$65,000
WCB	\$300
Benefits	\$11,450
Training	\$1,150
Travel	\$1,200
Telephone/ ADSL	\$2,600
Advertising	\$7,000
Maintenance Office Equipment	\$1,000
Insurance	\$300
Workshop/ Webinar Presenter Fees	\$7,000
Supplies	\$3,000
<b>Total RABC – RMH Expenses</b>	<b>\$100,000</b>

**2015 RABC – RMH Revenue:**

The Town of Rocky Mountain House is proposing a multi-pronged approach to funding RABC – RMH that includes four types of revenue streams:

1. Provincial Funding until March 31, 2015 = \$25,000
2. Workshop fees = \$5,000
3. Clearwater County Grant = \$35,000
4. Town of Rocky Mountain House Contribution = \$35,000

**Provincial Grant Funding (until March 31, 2015):**

Alberta Enterprise and Advanced Education has recently indicated that they are going to be extending the RABC program until March 31, 2015, past the original pilot program end date of December 31, 2014. Along with the program extension, the Provincial Government will be providing **\$25,000** to the Town of Rocky Mountain House for the 2015 budget year. However, they have indicated that starting on April 1, 2015 the RABC program will not be continued further.

Therefore, the Town of Rocky Mountain House is seeking additional local resources to fund RABC – RMH for the 2015 budget year.

### **Workshop Fees**

The total amount of revenue expected from 2015 Workshops provided within Rocky Mountain House is **\$5,000**. It is important to remember that not all of the workshops provided by RABC – RMH have a participation fee. The Town feels it's important that many of the workshops remain either cost-neutral (through collection of fees) or free for participants. The Small Business Advisor has recognized that a number of her repeat client interactions have come from first-time participants of workshops offered and workshop participation should be encouraged.

### **Clearwater County Grant:**

RABC – RMH provides services for not only Town of Rocky Mountain House businesses, but also a large amount of businesses residing in the Clearwater County Region and villages that surround Rocky Mountain House. Provided above, Clearwater County (including villages of Caroline, Nordegg, Leslieville, & Alhambra) has represented **26.43%** of the total amount of client interactions received by RABC – RMH since the Centre's inception in February, 2012.

Given the impact that RABC – RMH has had on the businesses located in Clearwater County and Villages within the Clearwater region, the Town of Rocky Mountain House is asking Clearwater County to contribute an annual grant that represents **50%** of the remaining shortfall of \$70,000 needed to fund the RABC program for the 2015 budget year. This would amount to an annual grant of \$35,000 from Clearwater County, and \$35,000 from the Town of Rocky Mountain House.

As an added value to Clearwater County, starting on April 1, 2015, all promotional items produced by RABC – RMH will have the funding partner's logos (i.e. the Town of Rocky Mountain House & Clearwater County) on them. This will include: social media sites, website, newspaper ads, workshop posters, pedestrian signage (sandwich board), Centre signage, business cards and stationary. Mention of the funding partners will also be required in all Radio advertising. Further, if Clearwater County desires, RABC – RMH is also prepared to change its name to the **Rocky – Clearwater Business Centre** (or RCBC) to provide further recognition to the County for its funding contribution.

### **Proposed 2015 Budget:**

#### Revenue:

Town of Rocky Mountain House	\$35,000
Clearwater County Grant	\$35,000
Provincial Funding	\$25,000



Workshop Fees	\$5,000
<hr/>	
Total Revenue	\$100,000
<u>Expenses:</u>	
Salary	\$65,000
WCB	\$300
Benefits	\$11,450
Training	\$1,150
Travel	\$1,200
Telephone/ ADSL	\$2,600
Advertising	\$7,000
Maintenance Office Equipment	\$1,000
Insurance	\$300
Workshop/ Webinar Presenter Fees	\$7,000
Supplies	\$3,000
<hr/>	
Total RABC – RMH Expenses	\$100,000

### **RABC Opportunities Centre:**

In addition to the regular Small Business services and Workshops that the RABC currently provides, the Small Business Advisor also takes a managerial role in the RABC Opportunities Centre. The RABC Opportunities Centre is a small, micro-business incubator that rents out eight office spaces (~100 sq. ft.) to new and small businesses wanting a Main Street storefront business space. It is located at the corner of 50<sup>th</sup> Avenue and Main Street, and provides a highly visible space for small businesses.

Since its start-up in March, 2013, the Centre has had 13 small businesses graduate from the Centre and move into larger business spaces within the Rocky - Clearwater region. Four of these businesses have moved into and filled vacant storefront lease bays located on Main Street. In addition, from March 2013 to May 30, 2014, the Centre was at 100% capacity, with only recent vacancies occurring due to Main Street construction. As of October 1, 2014, the Centre was at 37.5% capacity with 5 office spaces available for rent.

The Business Plan for the Opportunities Centre was created to be sustainable with rental revenue off-setting the expenses of the Centre. This model included the retention of all revenue in the first fiscal year to budget appropriately for the following year. The current budget for the Centre assumes a ~85% capacity rate, so given the current capacity rate of 37.5%, and with the expectation that the Centre will be impacted again during 2015 Main Street construction, the Town of Rocky Mountain House is proposing to close down the Centre for a one year period, and to start-up again in the 2016 year using deferred rental revenue collected in 2014.

E1

Heather Molchanko  
Box 2528  
5103 50 Street  
Rocky Mountain House, AB T4T 1J6



October 10/14

To Whom it May Concern

During the month of December 2012, I saw an ad in the newspaper asking for people interested in starting their own businesses. I put the ad aside but didn't call until January of 2013. That is when I first met Michelle Andrishak of the Rural Alberta Business Centre.

We met in person and discussed my idea of opening an art and craft store in Rocky Mountain House. She was very supportive and helpful and helped me begin the act of creating a business plan. With that in place I was able to get financial help from the banks and then just needed a place to rent that I could afford.

Michelle began the Rural Alberta Business Centre and there was my solution! Our grand opening was on March 20/13 and from there my little business just grew and grew. By May of that same year my business had grown so much I had to move to a larger location and by April of 2014 I had to move yet again in order to be able to carry more supplies which the people in our town requested.

So I have now passed the first year mark and my small business keeps slowly growing. I have to tell you though that without Michelle and the RABC I wouldn't be where I am today. First of all there was no place to rent that I could afford as a start-up business and secondly, I wasn't alone. The building was filled with other people who also wanted to start up businesses and the networking in that place was incredible. We each offered each other help from our strengths and we took where we were lacking. I got bookkeeping advice from a bookkeeper just starting up there (she later became my permanent bookkeeper) and marketing advice from another entrepreneur and display advice from another.

On top of the free advice from other business owners, Michelle offered free courses for the people in the incubator. These courses covered just about everything we could think of and other things we didn't think of but should have. We could also call Michelle at any time and she would help us through with what we were thinking.

I think you should consider continuing the RABC incubator as without it I don't know how a small business would be able to start up. It has helped with the development of several businesses in our small town and I know that these would not exist were it not for Michelle and the RABC.

Thanks so much for listening

*Heather Molchanko*  
Heather Molchanko o/a Art Scene

To Whom It May Concern:

On February 2013 I signed up for one or two of Michelle's courses/ webinars held at the RABC Business Center. I had met Michelle before this but never really knew what she did, until that day! I signed on for the courses that she offered and she said, "I have something to show you" and off we went to see the RABC Opportunities Center! I immediately loved the idea of a group of business owners grouping together in one building and work as a hub to develop their business and developing ideas! Entrepreneur Heaven! I was excited! That was beginning, I was needing something like this to explode my ideas in a space that was affordable and goals could be obtainable. I signed on and at first shared a space, but that didn't last long, I took the space over and my world as I knew it changed forever! I actually developed two separate test stores! Worked on business plans, budgets and to have the ability to test my store in the retail market on main street was such a valuable learning curve and resource in itself!

I had just left a retail position and was really disliking the idea of jumping back into something similar. After spending over 30 years working for somebody else I was ready for a change. Michelle coached me along and helped me peel back the layers and add a few too in the process of finding out what I could do as a sole proprietor of my business.....my business...those words are music to my ears! For the first time in my life I realized I was on the wrong side of the retail wall....I wanted to run my own business

Without the aid of Michelle and all that the RABC Business Center and RABC Opportunities Center offers, I would never have the chance to grow my business and myself as well. The skills that were and still are presented to me through Michelle at the Incubator and her RABC Business Office hold so much value to me and my family. I am able to support myself and my three children and have the tools to manage my business and drive home ideas that I could never have done solo.

I am an ENTREPRENEUR and with a grateful heart, Michelle I thank you. Without your expertise and many hours of coaching, taking classes and one on one meetings, my business would never be possible at this level! Thank You and look forward to continuing my business and with all of your resources here, it is that in itself that makes it possible for me to continue my business! Thanks You from the top, middle and bottom of my heart!

Sincerely,

Colinda Scott

**RAVEN RIDGE TREE FARM***"trees for all seasons"**Conrad & Sandy Siewert**RR#3, Rocky Mountain House, AB. T4T 2A3**www.ravenridgetrees.ca*

*In reference to the 'Rural Alberta Business Centre of Rocky Mountain House', please note this letter of support for the program that we feel is a vital importance in our community.*

*Over the last three years that the program (R.A.B.C.) has been in operation we have accessed the knowledge that is available to assist in our small business. I have attended a number of on-line training sessions dealing with important information required for the operation of any small business in today's competitive environment.*

*Not only the on-line training and information presentations we have also benefitted from the R.A.B.C. information library and the expertise of the programs coordinator Michelle Andrishak.*

*We as a small business in Alberta respectfully request that this noted program remain in existence for our continued and future business requirements.*

*Sincerely,*

*Conrad Siewert*

**RAVEN RIDGE TREE FARM***"trees for all seasons"*

To whom it may concern:

I am writing in support of the RABC Pilot Program (Feb 2012-Dec 2014) approaching the end of its "pilot phase". Staff from our organization has attended several of the workshops and have found them to be very useful. We would very much like to see this program continue. RABC-RMH has assisted in our non-profit organization.

*Muriel Finkbeiner*

Office Manager

Grey Wooded Forage Association

Ph: 403-844-2645

Fax: 403-844-2642

Box 1448, 5039 - 45 Ave

Rocky Mountain House, AB T4T 1B1

[www.greywoodedforageassociation.com](http://www.greywoodedforageassociation.com)

Kevin Ramnarine  
Economic Policy Advisor  
Policy & Planning, *Alberta Aboriginal Relations*  
20<sup>th</sup> fl, 10155-102 Street  
Edmonton, AB T5J 4G8

October 18, 2014

To Whom it May Concern:

As the former Special Projects Officer for The Business Link, I had the pleasure to work with Michelle Andrishak as a strategic partner under *Alberta Enterprise and Advanced Education's* Rural Alberta Business Centre (RABC) Pilot Program. My role in the program was to lead collaborative initiatives between The Business Link and RABC Small Business Advisors to deliver training opportunities and resources for local entrepreneurs.

Michelle is knowledgeable and innovative. Consistently Michelle has been able to build collaborative networks and leverage strategic relationships with local subject matter experts, thereby providing future partnership opportunities for the Rocky Mountain House RABC and maximizing limited project funding. Through unique approaches, Michelle was able to partner with multiple departments within The Business Link, Government, and other service providers to hold the largest Small Business Symposium of all RABCs. Over 150 entrepreneurs attended Michelle's event, whereas average participation in other communities was 20-30 entrepreneurs. Michelle also has a creative, multi-faceted approach to problem solving. Michelle was able to adapt The Business Link's online and virtual resources to expand delivery and scope of RABC services to additional communities. The Rocky Mountain House RABC was the only location able to successfully expand its geographical region.

Michelle is a dedicated person who offers great information, advice, training and programs to her clients. Her passion and skill has grown the Rocky Mountain House RABC into an exceptional service to clients in the region. Michelle is highly adaptive and would be an asset to any organization.

If you would like additional information about Michelle, please feel free to contact me at 780-910-4451 or [kevin.ramnarine@gov.ab.ca](mailto:kevin.ramnarine@gov.ab.ca).

Sincerely,

Kevin Ramnarine, CHRP, MBA Candidate

## WEST CENTRAL



## HIGH SCHOOL

*Perseverance and Desire...the rest is Attitude*

5506 - 50 Street, Rocky Mountain House, Alberta T4T 1W7  
Phone (403) 845-3711 Fax (403) 845-7475 westcentral.wrsd.ca

October 17<sup>th</sup>, 2014

Re: Letter of Reference for Michelle Andrishak (Rural Alberta Business Centre)

To Whom It May Concern:

My name is Crystal A. Stang. This is my fourteenth professional year of teaching. I am currently in my second year teaching a Business Entrepreneurship course at West Central High School in Rocky Mountain House, Alberta. Over the years, I have aspired to create memorable and meaningful lessons for my students. In order to be successful in teaching it is important to make relevant lessons which can be applied to 'real' life. The support of the community is paramount to achieving these types of lessons for the students.

The Rural Alberta Business Centre under Michelle Andrishak's direction has been an integral part of the success of students and the Entrepreneurship program. Mrs. Andrishak and I met last year. My students were working on creating a business plan. At that point it was a very theoretical type of class. Students were beginning to lose interest in the course as they could not see the point in developing a business plan that they may or may not actually use. Mrs. Andrishak suggested that we simulate a type of Dragon's Den with the students. We called it 'Rebels Rumble'. The RABC donated a Surface computer and backpack to up the ante of the competition. Students were motivated and excited to be part of such a program that offered them a real prize priced at \$600.00. They felt valued that a community organization donated this prize for their school work. Not only did the RABC sponsor our class project, Mrs. Andrishak offered her time and expertise by guest speaking for my students. Last year alone, 30 students finished a business plan and pitched it to a panel of 5 judges who were professionals from the community of Rocky Mountain House. This was an invaluable experience for my students. In fact, one student has now patented her own product.

Mrs. Andrishak (RABC) have committed to another year of involvement in West Central High's Entrepreneurship program. We were thrilled to be working together again. The RABC has sponsored my students to attend the Central Alberta Business Conference hosted in Rocky Mountain House at \$75.00 per person. Mrs. Andrishak has arranged guest speakers for my students on a weekly basis to present different areas of business plan development and growth in preparation for our annual 'Rebels Rumble'. The positive impact of RABC under Mrs. Andrishak's direction in our youth is immeasurable. Students feel that they are taken seriously. They feel noteworthy and learn the importance of professionalism and citizenship from Mrs. Andrishak. Without her involvement with my students, I would not be able to 'reach' or meet their needs. The RABC gives the element of reality to the program. We are extremely fortunate to have this partnership with the RABC and Michelle Andrishak.

Both personally and professionally, Mrs. Andrishak is a knowledgeable, innovative, trustworthy individual. She brings enthusiasm and positive energy to everything that she does. The students and I are motivated and inspired by Mrs. Andrishak. If you should have any questions, please do not hesitate to contact me at [crystal.stang@wrsd.ca](mailto:crystal.stang@wrsd.ca) or by phone at 1-403-845-3711 ext. 1117. Thank you for your time and consideration.

Sincerely,

Crystal A. Stang



An Alberta Centennial School



4912-43 Street, Rocky Mountain House, AB T4T 1P4  
[www.wrsd.ca](http://www.wrsd.ca)

To whom it may concern:

RABC-RMH has been such a huge source of support and information for West Country Family Service Association and the Rocky Community Volunteer Hub. Both organizations have utilized the RABC on a one on one basis as well as through to workshops provided. It would be of great benefit to continue having such a resource available in our community!

Michelle Narang  
Executive Director  
West Country Family Service Association  
"Your Home is Where Our Heart Is"  
403.845.2033 ph  
403.845.2057 fx



**Michelle Andrishak**

---

**From:** Delta Emergency <jarrett@deltaemergency.com>  
**Sent:** October-17-14 2:59 PM  
**To:** Michelle Andrishak  
**Subject:** Letter of Support

Hi Michelle,

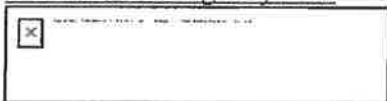
Thank you for your professional business services at the RABC in Rocky Mountain House over the last few years. My company Delta Emergency Support Training has grown from just an idea, into teaching emergency medical courses at multiple businesses and colleges. We even hired our first employee this summer to help us handle the demand.

You are a key to success for new entrepreneurs. I came to you with many questions, and you always had the answers and gave clarity. We all need guidance and the right tools, seminars and information to take our businesses from concept to fruition. Thank you for being an integral part of our local community in Rocky Mountain House. You and the RABC keep small businesses thriving!

Sincerely,

**Jarrett Chisholm**

Delta Emergency Support Training  
EMT-P | Owner | Instructor  
1-84-GO-4-DELTA (1-844-643-3582) TFN  
[www.deltaemergency.com](http://www.deltaemergency.com)





# FREE-ME WELLNESS CENTER

**403-845-4575****5005-50<sup>th</sup> St. (Main)**

Box 1987 Rocky Mountain House, T4T 1B5

[www.freemeweightloss.com](http://www.freemeweightloss.com)

To Whom It May Concern;

My business and I wish to thank the Provincial Government for the RABC-RMH, the Rocky Mountain House Rural Alberta Business Center has been a great asset to me and to our community.

Michelle is always pleasant, informative and resourceful. The workshops that RABC has hosted in our community are invaluable.

The initiatives that RABC has undertaken to promote and cross promote small business in Rocky Mountain House have been a blessing to the small business sector and well as the town as a whole.

Once again, thank you for helping rural Alberta and small business succeed!

Sincerely,  
Linda Fredine

To whom it may concern

I have known and worked with Michelle Andrishak for many years. She has always been a huge help to my business ventures. From guiding me through advertising to facebook marketing, and all thing between. I have learned so much more than I ever would have without her guidance.

We have used Michelle services many many times, and I am confident in my decisions after going through the options with her. She has aided us greatly in the past when we were looking at not one but two different businesses. If it wasn't for Michelle's Valuable knowledge we may have made Huge mistakes. She has shown me all aspects of getting into (or not) business, from planning, financing, location, getting out of business, and all things people should know but don't know.

Michelle is a Very Valuable resource that is in huge demand here. I cannot say enough about the good things that Michelle does for us all. Our business community absolutely Needs her and her vast knowledge. Her total commitment to her job and clients is outstanding and her customer service goes above and beyond. She is always upgrading the knowledge of our business people and making Rocky's businesses thrive instead of just survive.

Looking forwards, I just can't see Rocky without this necessary service. Michelle provides us all with a safe haven to get proper business knowledge from someone we all know and trust. I was seriously lost in the mires with business until Michelle cleared the muck so I could see clearly. I am so appreciative of all she does and I know many many more are as well.

Thank you  
Sheila Mazereeuw  
Expressions and Delights Gift Baskets  
And//  
Your Body by You, women's fitness  
403-506-2222

Good morning,

My name is Dustin Wright. I am a graduate of the RABC – Rocky Mountain House Small Business Incubator, and a regular beneficiary of the RABC pilot program. I would like to share some thoughts on just what the program has allowed me to achieve, and some observations from an active participant.

When I moved to Rocky Mountain House, I was one of a very minimal group who moves out here for a reason other than natural resource extraction. I was offered a store operating as The Source under BCE's (Bell Canada) corporate umbrella, and jumped on the remote marketplace challenge. After completing a year (notably FAR exceeding sales predictions) it was abundantly clear that in such a resource driven town there was a screaming vacancy for more lifestyle and amenity based business. I had the professional training, I had the desire, but I had very little idea on how to tie it all together. Moreover, seed money was awfully tight.

I was offered transfer positions to higher leverage marketplaces in Edmonton and Calgary, but there was something special about the opportunities in this little rural town that just made sense to me. One day, I had the urge to go buy a newspaper. I had figured maybe there was super cheap retail space for rent in one of the dozen vacant spots on Main Street, or something else along those lines. I really didn't know what to expect, I was just looking for an "In". Sitting at my Source desk, I flipped a page and read a relatively large boxed ad that read "SEEKING EXPRESSIONS OF INTEREST". The words practically leapt off of the page. The advertisement that I had found was for anyone with a home based business or business idea to rent a room in a shared office/retail/counselling environment on Main Street.

A few days later (and a few minutes late) I was sitting at my first (and far from my last) meeting with Michelle Andrishak. It didn't take long to ascertain this lady's authenticity, enthusiasm, and genuine interest to help entrepreneurs launch, develop, and grow her community. It really started to hit home that this program was the real deal, as was the open door to taking all of this gathered knowledge as far as I was willing to run with it. So, run I did! Shortly thereafter I left my comfortable corporate management job and set in to 90 square feet of possibility. They say you need to have "the fear" when starting a new venture if you really want to see it succeed. From a brand new million dollar store to a tiny beige walled old office, I can safely say I never had simple "Fear". What I did have however, was mind numbing TERROR! This is where having a small business advisor helps. Navigating the spectrum of those first few months was the absolute scariest thing I have ever professionally done. Knowing someone was there to help support my business through it's roughest months gave me the courage to even try in the first

place, and I'm really glad I did!

What has the RABC meant to me? A chance to be a bigger contributor, a chance for a better lifestyle, and of course a chance to create something in and for a town that is so desperately needs options. This program has taken me from "Sales Manager of Store 05-5890" to "Entrepreneur". One is certainly a more gratifying job title, wouldn't you agree? I am able to take an idea and see it through to fruition. It's almost a little daffy to think of all of the little practical lessons that the RABC has allowed me to learn, but the underlying hard truth is it's often those "little practical lessons" that can derail a startup if they don't have anyone to turn to for answers. Between the network I have established through the RABC, the programs, as well as Michelle's advice itself the RABC gave me the confidence to even try. That confidence has made all the difference in the world.

What does the RABC mean to Rocky Mountain House?

Again, it means a chance to grow. What is attractive to a young entrepreneur is Rocky Mountain House is a relatively untapped market with a strong local economy as well as a very transient work force in the field. There is money out here, and a lot more people make it out here than spend it out here. That is a very important point in all of this to underline: More people make money out here than spend it out here. On top of reliable industry and not many amenities, Rocky is considerably isolated. There aren't a lot of retail or entertainment offerings in Rocky Mountain House. There is a very meek selection of the same items spread through home and décor retailers, a half dozen coffee shops, a few clothing stores, and a small handful of passionate niche retailers. The RABC's existence is absolutely crucial to the introduction of a broader array of services that will continue to attract bigger players to the foothills. Until such a time when Rocky Mountain House is able to attract larger box stores, the majority of shopping dollars will continue to flood out of the community to more of a "one stop" center. Vacant store fronts don't attract shoppers, and no shoppers will not attract the investment from the outside that Rocky will need in order to continue to grow it's community offering. What does the RABC mean to Rocky Mountain House? Hope. Hope that by creating enough amenities to attract younger families, people may look at Rocky Mountain House as more of a place to raise a family than earn a paycheck to send home somewhere else.

From a humble video game salesman, this is the RABC world from my point of view. It is upsetting to think that there is a chance this program may not continue. It would be very sad to see business' that launched with the RABC just two short years ago would not have access to the support system that encouraged them to launch. As many entrepreneurs or small business owners will tell you – it takes five years before you take home a paycheck. Pulling this program while the first wave of business are still just short of two years old would be an incredibly short

sighted move completely negating any progress made to date. To properly assess any real progress from encouraging start up operations, a five to six year time frame is absolutely necessary. To look at a business that has only been operating for 18 months and call it a "Success" or "Failure" already is just a guess, and the polar opposite of the intention behind the RABC initiative. I trust in Alberta and hope the province will see such a limited timeline is not only restrictive to new ideas, but it may ultimately doom the few they have so actively worked to already launch.

I am infinitely grateful for all of the opportunities this program has allowed me. Win, lose or draw I have knowledge and confidence in my own abilities I never had before. To Michelle Andrishak, The RABC program directors, and the Province of Alberta: Thank you from the bottom of my heart. The Rural Alberta Business Center has changed my life.

All the best in continued success,

- Dustin Wright

That Game Store – Rocky Mountain House, AB

Ph - (403) 418-7625

To Whom It May Concern,

It is my pleasure to write a letter in support of Michelle Andrishak and the continuation of the RABC Program in Rocky Mountain House, Alberta.

In November of 2013, I was at a stand still in my life. I knew that I wanted to start a business, but I had no idea how to do so. With a background in Film and Video Production, and no business skills whatsoever, my dream remained out of reach. I came across the RABC Program in the local newspaper and decided to contact Michelle for more information. She helped me through the early stages of entrepreneurship with great respect and encouragement, and I have been utilizing her knowledge and experience ever since. Her dedication has helped my career tremendously, and I feel safe knowing that I have access to such a passionate business advisor. With the support of this program, I have been able to secure an office in a great location, and a vast number of workshops to improve my company.

It's amazing that this dream of owning a business, once far up on a pedestal, was brought down to reality by a local program and business advisor. I hope all of the new aspiring entrepreneurs will share a similar experience. I certainly would not be where I am today without Michelle and the RABC Program. Please keep small business support like this apart of our future in this community.

Thank you,

Graham King  
Owner, MINT Media Services  
Rocky Mountain House, Alberta

**Deb Wynn**

Comp 8 Site 143 RR 4

Rocky Mountain House, AB T4T 2A4

403-845-4493

October 16, 2014

To Whom It May Concern

I am writing this letter to support the continuation of the RABC Program here in Rocky Mountain House. Since the beginning of this program, I have attended webinars, workshops, used the library and countless times received assistance from Michelle Andrishak.

The array of webinars are well suited for small businesses; giving wonderful education on a variety of topics. Such as starting a small business, handling finances, setting up a website and using social media to full advantage. The "Colors" workshop was a huge success, allowing employers the opportunity to have their staff attend and learn the differences in personality types and how to use this information with customers and co-workers.

The workshops have been fantastic and the speakers that Michelle acquires are amazing. As an example, I attended the workshop put on by the Canadian Youth Business Foundation. I was impressed with the number of young entrepreneurs that attended and the information provided. Michelle is able to secure wonderful speakers and bring them into our small community. Next week, October 23rd, David Chilton, the author of the Wealthy Barber and one of the Dragons of Dragon's Den will be the keynote speaker for the Central Alberta Business Innovation Conference, held in Rocky.

This past spring, the RABC Program coordinated a luncheon at a local restaurant. Invited were female professionals and female small business owners from the Rocky area. Roughly 15 women attended the first luncheon and quickly coined the group as WOW (Women Out Working). The second luncheon moved to the back room of a restaurant and even more women attended. Our luncheons are now in a banquet room and a buffet is served, leaving more time to visit and network. Our next event is the "WOW" Gala Evening with keynote speaker Lesley MacDonald from Global TV. These events are a wonderful way to network and connect with like minded women in our community.

I, personally, see the positive impact RABC has had on our community and certainly recommend that this program continue.

Yours

Deb Wynn



*Administration, secretarial & bookkeeping services*

403-844-9788 lkendeavours@gmail.com

1570768 AB Ltd, Box 392, Caroline, AB TOM OMO

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October 16, 2014

In August, 2013, I found myself unemployed and decided to start my own business as a self employed Office Administrator/Temp Agency.

I had been contemplating it for some time, but how to actually begin?

I had seen advertising for the Rural Alberta Business Centre in Rocky Mountain House so I made an appointment to meet with Michelle Andrishak. I went away with a wealth of information, useful suggestions for business promotion, a schedule of upcoming classes and lots of wonderful moral support.

In the following weeks, I had several forms of advertising in place. Almost immediately, I had full time contract work to bring revenue into my fledgling business. I availed myself of quite a few classes that were informative on a wide range of pertinent topics, very economical to attend at a nearby location and a convenient time.

Having this Centre available to provide me with assistance on an ongoing basis provides me with the tools I need to grow and develop my business.

Lenore Klan

To whom it may concern!

In reference to the RABC Pilot Program ( Feb. 2012-2014)

I would like for it to be noted That I truly believe that the many Micro Workshops offered, not only enhanced my comprehension how to navigate in Cyber-space but also encouraged me to keep up with this New Age. Oh, and did I mention that also my sense of community was restored !

Michelle's relentless encouragement has given me the courage as well as the desire to press forward , get out there ( like in Cyber-space) and become just about fearless.

My personal belief is that there are many more entrepreneurs (prisoners to the every changing climate of the web and social media - like myself) and not enough "Michelle's and RABC's" to liberate us of our shackle and chains, through ongoing support, education and one on one consultations. It would be an absolute outrage not to continue this program due to a lack of funding...

If I can be of further assistance to support this awesome program, please do not hesitate to call 403 729-2074 or e-mail me mc7@telus.net

Sincerely

MONICA FISHER

Super Six Team Roping

October-15-14

To Whom It May Concern:

The business courses offered in Rocky have been instrumental in helping me get focused on what I need to do. They have helped immensely in my work with my son's company previously. As well as been a source for connections in other aspects of business. Such as safety programs in my own business. Michelle is phenomenal & irreplaceable in her resourcefulness and easy accessibility. I look forward to being able to do more with the courses and a business in the next six months.

Thank you for opening so many doors.

Marie Michaelchuk  
Icon Industries Ltd.  
403-505-1468

Leslie Jensen  
5219 56 A St Close  
Rocky Mountain House, AB T4T1L1  
October 15, 2014

To Whom It May Concern:

Michelle Andrishak of the Rural Alberta Business Centre has made a significant impact in my career. I first met Michelle prior to her involvement with the RABC while I was still nursing at our local hospital. Her encouragement even then was enough to get me started pursuing my dreams of owning and running my own nursing foot care business. Once Michelle was established at the Town Office working with the RABC, she continued to provide me with resources by finding a shared retail space, a business plan, how to connect with the CRA and obtain a business number, network marketing strategies, setting up invoicing, payroll, setting up a facebook page, and recently, hosting events to help entrepreneurial women in our community come together to support one another, to help each other grow and create a united front in our community. I saw my business grow 30 % in the first 6 months after opening up retail space. Michelle's assets in this town have been essential in creating a more thriving economy in our once struggling downtown core. Her ideas are solid and now proven to help anyone wanting to start a business. This woman is on fire, she is passionate about her work, eager to bring every opportunity available to those in her community and works hard to create new growth wherever possible. This community and surrounding area wouldn't be where it is today without her expertise and passion. This RABC surpassed all expectations and has given us all a place we know we can turn to for support and concrete advice.

Sincerely,

Leslie Jensen  
Leslie's Foot Care  
4907 50 St.  
Rocky Mountain House, AB  
403-844-9228

Michelle Andrishak at the RABC-RMH has done an incredible job not only helping me get my business up and running but many others. She has been a wonderful assist to the community in helping it thrive and grow.

I had thought about starting my own business for a while but was too nervous and didn't know how to go about it. Through the help of Michelle and the RABC-RMH my dream become a reality in May of 2013. By helping me write a business plan and offering affordable office space I was able to start my own graphic design company; giving me the flexibility I desired while also putting my schooling to good use. Inside the RABC incubator i was able to collaborate with others entrepreneurs. I soon moved into my own office inside a local business where I have been able to expand and offer some printing and binding options along with my custom designs.

With the continued help and support from Michelle my business grows everyday through referrals, seminars and networking opportunities. Michelle is always there to help when a question may arise. She has brought many great seminar and networking opportunities to Rocky which in my opinion has helped make our community closer and grow in many ways; giving people the resources to grow in ways they might not have been able to before. Offering seminars ranging from using social media marketing, bookkeeping 101 to hiring and retaining employees. Michelle has giving the community many get networking opportunities like her WOW lunches and the Central Alberta Business Innovation Conference featuring David Chilton. These are amazing accomplishments for Michelle that give myself and other members of the community the opportunity to learn, grow and network as individuals and as a community.

I would love to see this program continue as it helps many people accomplish their dreams and brings many new business to our growing town, many of which might not be around without the help and support of Michelle. It is her knowledge, resources, enthusiasm and most of all, her passion that makes the RABC-RMH so successful.

Kaitlin Sambrooke  
KES Graphic Designs  
Graphic Designer  
[kes@kaitlinsambrooke.com](mailto:kes@kaitlinsambrooke.com)  
403.847.8443



**Box 7, Site 9, R.R.#3 Rocky Mountain House, Alberta T4T 2A3  
Ph: 403-729-2910 [www.wildhorsecamp.com](http://www.wildhorsecamp.com) [admin@wildhorsecamp.com](mailto:admin@wildhorsecamp.com)**

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October 14, 2014

To Whom It May Concern: Re: RABC Pilot Program Letter of Support

Wildhorse Mountain Ranch has been a frequent participant in programs that Michelle Andrishak facilitates/organizes in Rocky Mountain House and area.

As a small business we have to do everything so knowledge is power and Michelle brings in guests that help us grow in our business set-up, marketing, social media, book-keeping etc. I love the diversity of topics that Michelle is able to bring to our community.

It is very difficult for us to get away to go to seminar's and events in Edmonton and Calgary so we really appreciate having the speakers brought to us. We are expanding our business and I have attended a lot of her marketing information seminars. Sometimes it's too much information to capture at the time and Michelle is always available for follow up sessions that have allowed us to understand concepts and put them into practice. I am now running successful marketing campaigns on Facebook, thanks to Michelle's patience and help.

We see this program as a valuable asset to our rural community and we would love to see this program continued.

Please call or email if you would like to follow up with me about this program

Sincerely,

Diane & Bear Baker  
Wildhorse Mountain Ranch  
1-403-729-2910



COUGAR RIDGE  
BOOKKEEPING  
SERVICES

*The important key to your business success*

18 - 43 Ave Close  
Rocky Mountain House, AB T4T 0A1

October 10, 2014

Dear Michelle,

I wanted to take some time to let you and RABC Rocky Mountain House know how much I appreciate your support and guidance through my business endeavours. I can say without a doubt that my business would not be in the position it is without that support.

I strongly believe that both the Town of Rocky Mountain House and Clearwater County have reaped the rewards of your work at RABC. There are many new and established businesses in Rocky, Caroline, Rimbey and beyond that are benefiting from the support, encouragement and coaching from the RABC Rocky Mountain House office just as I have. I believe this service to be greatly needed in our area and I would hope that in some form or another, that service will be allowed to continue. I give my full support to the RABC and, as the end of the "pilot phase" draws near, I hope to see these services supported for years to come in our community.

I was a small, home-based bookkeeper 5 years ago. I was trying to find my way as a new entrepreneur in a town I had just moved to. The first year or two was a real struggle. Not knowing how to get my name out there, other than through the usual newspaper advertising, I spent a great deal of my funds in advertising. I gained a few clients that way and was able to make a start in business, but there were a couple of times that I almost threw in the towel and considered working for someone else.

My first experience with RABC was a workshop you provided about setting up business Facebook pages and Facebook marketing. I not only enjoyed the workshop, but also realized how great the networking opportunities were by attending workshops in a room full of new and established businesses. I have now taken many of your workshops both in live and webinar format. Every time I take away a little more knowledge about business, about being an entrepreneur, about marketing and much more. Even better, I have met a wide variety of business owners just like myself. Some have become clients, while others have become a part of a "support group" as we all work toward similar goals.

I was able to grow my business to the point that I felt the need to hire a part-time employee. Again, the support provided by you and the RABC helped me determine what my needs were in



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terms of an employee and how to find the right person. I knew that hiring someone to work with me in my home was not going to work well in my business, however, I could not afford to take the risk of finding an office space and signing a minimum one-year lease. The cost of bringing on staff and paying high, long term rent was holding me back. I was fortunate the timing was right and I was able to be a part of the opening of the RABC Opportunity Centre – a small business incubator.

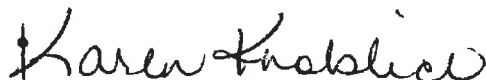
The incubator provided an office space at affordable prices with only a month to month lease. I had nothing to lose! I could hire that employee I needed and move my office to a more visible location without having to commit to anything long term. If it didn't work out, I could go back to my home office with just one month notice. The atmosphere in the building with other new entrepreneurs was one of excitement, support and growing pains. Some of those businesses have since become clients! The visibility as well as the continued coaching and accessibility to more training through RABC helped my business grow to almost double in the first year. My employee is now full-time and there is no turning back.

I have been fortunate enough to also be a presenter for RABC for some of the workshops, and I thank you for that opportunity. That has been a great confidence builder as well as a great networking experience for me and my business.

Now that my business feels secure and I have made the leap to a new office space, I feel confident that I can continue to move forward. I still attend some of your workshops (although now I am too busy at work to attend all the ones I would like to) and I appreciate the opportunities you continue to provide. I am now a member of the WOW (Women Out Working) - a group of local business women that was started by RABC, I will be attending the small business conference sponsored by RABC and look forward to the key note speaker at a gala evening in November.

Again, thank you for your support. I couldn't have done it without you!

Yours in business,



Karen Knoblich





The Real Estate Leaders

October 14, 2014

To Whom it May Concern;

Please accept this letter of support for Michelle Andrishak in her role as the Small Business Advisor with the Rural Alberta Business Centre, Rocky Mountain House.

I first met Michelle in January of 2014 when my business partner and I were in the process of opening a RE/MAX office in Rocky Mountain House. I found Michelle to be professional and efficient to deal with, and she offered us some excellent, innovative ideas. We did set up an office in the RABC building and Michelle did a wonderful job in seeing to it that the space worked for us and our growing business. We have since purchased and moved into our own office building, and are very appreciative of the insight and assistance provided by Michelle.

I have also had the opportunity to attend a couple of the workshops that Michelle continually hosts and the 'Women Out Working' luncheons. Her sincere enthusiasm towards promoting the businesses and people in our area is inspiring and it is so obvious to me that she thoroughly enjoys her role as the Small Business Advisor.

I hope to see this program continue, for myself as well as for other business owners and entrepreneurs. I look forward to attending more of Michelle's information sessions and luncheons, and I believe there is a very real benefit from her knowledge and assistance. I think Michelle is a wonderful asset to our business community and our town.

Respectfully,

Jody Saarela

Real Estate Agent

RE/MAX real estate central alberta

RE/MAX real estate central alberta  
The CornerStone Building  
4624 47 Street  
Rocky Mountain House, T4T 1C8  
Phone: (403) 844-3030 Fax: (403) 887-3165

**Michelle Andrishak**

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**From:** Greg St. Pierre <regenfurn@hotmail.ca>  
**Sent:** October-10-14 1:54 PM  
**To:** Michelle Andrishak  
**Subject:** Re: Letter of Support

My name is Greg St. Pierre and my business name is Regeneration Furniture Refinishing. I was assisted through RABC and specifically through Michelle in helping me set up my business with a Facebook account. She also helped me to navigate my way around with some basic computer knowledge, as I'm old school and not very savvy when it comes to computers. It was as still is great to have a go to person when I get stumped with a business related question. What Michelle brings to this community is a much needed asset. Hopefully this program will not be terminated.

Your re truly.

Greg St. Pierre

Sent from my iPhone

On Oct 10, 2014, at 10:46 AM, Michelle Andrishak <[mandrishak@rockymtnhouse.com](mailto:mandrishak@rockymtnhouse.com)> wrote:

Good Morning Greg

I am writing to ask a favour of you, with the RABC Pilot Program (Feb 2012-Dec 2014) approaching the end of its "pilot phase" I am seeking letters of reference/support to send to the government regarding how RABC-RMH has assisted you in your business. Would you be willing to provide me with a letter or email? I would love to be able to compile these letters of support to send in with my next quarterly report due Friday October 17 if possible. Please let me know, I really appreciate your assistance.

***For more news, views and events find us on Face Book***

***<https://www.facebook.com/RuralAlbertaBusinessCentreRockyMountainHouse>***

***Follow us on Pinterest at <http://pinterest.com/rabcrmh>***

***<image004.png>***

***Michelle Andrishak***

***Small Business Advisor***

***Rural Alberta Business Centre***

***Town of Rocky Mountain House***

***Rocky Mountain House, AB T4T 1B4***

***Phone:403-847-5270***

***Fax:403-845-1835***

***[www.rabc.ca](http://www.rabc.ca)***

***[www.rockymtnhouse.com](http://www.rockymtnhouse.com)***

**Michelle Andrishak**

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**From:** Brandon Hoisington <alltorque@live.ca>  
**Sent:** October-10-14 2:27 PM  
**To:** Michelle Andrishak  
**Subject:** RABC support

Hi Michelle,

I would like to request that the RABC pilot project become a permanent resource for Albertans doing business. With the support I have received from the RABC Rocky Mtn house my husband and I have been able to open our oilfield company and grow it to be able to employ 2-6 people in our community. We have had access to the resources that we needed to be successful in starting our business, growing our business, and being able to employ people. Having access to these resources has been imperative for to make sure that we are taking the right steps and plans, to avoid failing at our business, like so many do. The education that has been provided has also created a lot of new services and business in our community making it. A better place to live! RABC needs to stay! Alberta's smaller communities need these resources to be able to thrive and compete with the cities and to give people the confidence and education to run businesses and services in our small town. Without RABC services, Alberta's smaller communities risk losing citizens to bigger towns and cities.

Thanks,  
Chantelle Hoisington

October 11, 2014

To whom it may concern

I would like to start by saying what an exceptionally inspirational and motivating person Michelle Andrishak is. When the RABC hired Michelle I knew they were getting someone with a high level of skills, ethics, hard work and professionalism. Michelle actually cares about all the people she coaches and thrives on their successes. She has a great attitude, never gives up, and she will find a way to make it work.

I own a small business in Rocky Mountain House and Michelle has helped me grow and realize its potential as well as get excited about my business again! I started out on my own 23 years ago and know how very hard it is to do everything without any guidance. With the seminars, workshops, training sessions and personal one on one meetings that Michelle has offered over the past 3 years I have found her program invaluable. Even having been in business for quite a long time the knowledge I have gained from Michelle's program is immeasurable. It is fantastic knowing that Michelle has your back and you can go to her for anything you may be having trouble with. She has the right advice to help you along the way and follows up on your progress.

I believe the Town of Rocky Mountain House and the County has seen a huge benefit in the work that Michelle has done for the business community. There have been many new shops, professional offices and service providers opened as a result of her coaching and hard work. Some have started in the RABC incubator and others just needed the extra guidance to go out on their own. This has resulted in a revitalization of our main street which is exciting to see. I have lived in Rocky Mountain House area for most of my life and currently reside in the County of Clearwater and have my business in the Town of Rocky Mountain House. I know of several small businesses in the County that have benefitted from Michelle's program like I have. This is a great service for future entrepreneurs and small businesses in our area and helps further benefit the quality of life we enjoy and creates jobs.

Michelle is not just a bright smile and winning attitude, she is the action behind her fantastic ideas. Michelle is able to brainstorm on her own, come up with amazing ideas, organize and then implement them with great success. One of her latest brilliant ideas was the WOW (Women out Working) networking luncheon, there has been a great response to this luncheon with many women attending and it just keeps growing. Michelle gently pushes people to be the best version of themselves', and in doing so they gain more confidence. I am also looking forward to the big "Dragons Den" full day conference with David Chilton in Rocky Mountain House in a couple weeks. This is just one more example of what Michelle is capable of making happen.

It would be a great loss to the local area if Michelle Andrishak is not able to continue with the work she has been doing in Rocky Mountain House. I believe Michelle's program has been a great benefit to both myself and other small business owners and that we can only further benefit from her work by continuing to fund its existence.

Sincerely,

Valorie Murray  
New Image Paint and Interiors Ltd.  
5116 – 50 Street  
Rocky Mountain House, AB T4T 1B6  
(403) 845-9950  
[nwindows@telus.net](mailto:nwindows@telus.net)

**Michelle Andrishak**

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**From:** Tracey Gramlich <teeceeg@hotmail.ca>  
**Sent:** October-13-14 4:00 PM  
**To:** Michelle Andrishak  
**Subject:** RE: Letter of Support

September 13, 2014

To Whom It May Concern,

My name is Tracey M. Gramlich. I am the owner of the new business in Rocky Mountain called Kaleidoscope Klayworks Inc.

I have recently opened my business in Rocky after a long process of market potential/pros and cons. I did not take this venture lightly.

A bit of my personal background. I started my first business at the age of 23 in Calgary, and sold it 10 years later to move to the Caroline area. It is still in operation today.

At that time there were no good solid programs in place for starting up a business. I am fortunate that I am a SAIT graduate; and started my business shortly after finishing school. It was difficult to find resources for funding. There definitely were not any programs in place that promoted continued learning skills regarding on line marketing; and "keeping pace" with technology and the "new buying customer". All and any networking with competitors to make the industry better over all; was done by tooth and nail and building trust. There was no guidance for market potential, or growth analysis. I'm sure you can see where this is going.

So at this time I am expressing; not only my very strong POSITIVE opinion of the RABC Pilot Program; but also my view of how it has been run by Michelle Adrishak.

I was very excited as a past business person to be linked up with Michelle. And as we started working together it was immediately apparent that she was extremely knowledgeable of resources available and where to find them. I had specific needs and requirements that I know I wanted fulfilled; from demographics to funding. Michelle had the answers to all; and the few she didn't have she made available to me in less than 2 days. Michelle continues to help me move forward in the area of cyber marketing and her friendly helpful manner makes it a pleasure to work with her.

The most positive point that I see of the RABC program; (from a past entrepreneur) is the computer BUSINESS PLAN PROGRAM. Although I never used it fully, I checked it out in detail....and the first and strongest point that came to my mind was; Man I wish I had access to this so many years ago! It would have made my life so much easier. That combined with Michelle's constant support and ability to work through the program; made compiling a business plan so much easier. I can see the simplicity of the program being a great asset for those with no; or very little business knowledge.

I have seen how this program has incubated many peoples ideas and concepts of business into reality. I have seen many succeed from this program; not only from the support of the growth and development stage; but also through Michelle's continued networking and bringing together of business people through webinars and linked communication in the town.

I strongly recommend that you continue this program in Rocky Mountain House; as an established resource base for those to not only work for themselves; but also stimulate the growth and support of the Rocky area by employing local people as their businesses grow.

If you have any questions, please call me at Kaleidoscope Klayworks 403 845 9675 or on my cell at 403 844 5474.

Oh and by the way check us out on FB!...that's a new one for me and I have Michelle to thank for that!

Yours truly,  
Tracey M. Gramlich

---

From: [mandrishak@rockymtnhouse.com](mailto:mandrishak@rockymtnhouse.com)  
To: [teeceeg@hotmail.ca](mailto:teeceeg@hotmail.ca)  
Subject: FW: Letter of Support  
Date: Fri, 10 Oct 2014 16:16:44 +0000

Good Morning Tracy

I am writing to ask a favour of you, with the RABC Pilot Program (Feb 2012-Dec 2014) approaching the end of its "pilot phase" I am seeking letters of reference/support to send to the government regarding how RABC-RMH has assisted you in your business. Would you be willing to provide me with a letter or email? I would love to be able to compile these letters of support to send in with my next quarterly report due Friday October 17 if possible. Please let me know, I really appreciate your assistance.

***For more news, views and events find us on Face Book***

**<https://www.facebook.com/RuralAlbertaBusinessCentreRockyMountainHouse>**

***Follow us on Pinterest at <http://pinterest.com/rabcrmh>***



***Michelle Andrishak***

Small Business Advisor

Rural Alberta Business Centre

## Support for RABC-RMH/Michelle Andrishak

**Dubert Rocuant****Associate Wealth Manager**

I have attended several seminars Michelle has organized and in three words I would summarize them as relevant, valuable and fun. Michelle's natural creativity complimented by her entrepreneurial mindset allows for great feedback and applicable ideas. I enjoy working with Michelle and I am sure you will too.

July 25, 2014, Dubert was Michelle's client

**Lesley Pohl****CEO at Diamond Projects International Inc**

Michelle is an incredible asset to entrepreneurs and small businesses in Rocky Mountain House! She is an extremely friendly, knowledgeable and dedicated person who offers amazing information, advice, training and endless resources to entrepreneurs. Her passion and skill is second to none! Absolutely a pleasure to deal with!

July 24, 2014, Lesley was a consultant or contractor to Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Sharmane Bystrom Hindbo****Owner/operator at Ram River Tours - RAM RIDES**

Michelle is sincere and competent beyond expectations! She knows how to assist and encourage business plans in such an helpful manner. A must GOTO!

July 7, 2014, Sharmane was Michelle's client

**Jessica Seitz****Community Volunteer Coordinator at Rocky Community Volunteer Hub**

During the inception of the Rocky Community Volunteer Hub, I utilized Michelle's services with the RABC. She provided me with excellent resources and ideas that were critical to writing my business plan and organizing the structure of the Volunteer Hub. Michelle also provides relevant and valuable workshops that are vital to my own personal and professional development as well as the development of the Volunteer Hub. Overall, Michelle is incredibly passionate, personable, and knowledgeable. It is a pleasure to work with her time and time again!

July 7, 2014, Jessica was Michelle's client

**Albert Bergsma****Freshly Retired**

I have worked with Michelle as both adviser and friend. She is very dedicated to the task of Small Business Advisor for the Small Business Advisory group with the Town of Rocky Mountain House. She is an asset to any organization with strong organizational and communication skills.

June 26, 2014, Albert worked directly with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Kevin Ramnarine****Economic Policy Advisor at Government of Alberta, Aboriginal Relations**

Michelle is a knowledgeable and dedicated person who offers great information, advice, training and programs to entrepreneurs. Her passion and skill has grown the Rocky Mountain House RABC into an exceptional service to clients in the region.

June 17, 2014, Kevin was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Louise Jones****Small Business Advisor at RABC Camrose Alberta**

Michelle is tremendous asset to the community of Rocky Mountain House and surrounding area. Watching her develop programs that have helped many business in the area has been very inspirational. She is an excellent Business Advisor who has helped many business start, grow and thrive.

June 16, 2014, Louise was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Tammy Cote****Branch Manager at ATB Financial**

Michelle has a natural talent for client interaction. She is engaging and fun, and is always focussed on the end game of any project she undertakes. By understanding what success looks like in her role and her projects, Michelle makes strong strategic decisions. She successfully uses her large centre of influence to gather good partners to host great events that offer many benefits to her clients. Michelle is directly responsible for the wild success of the Rocky RABC office June 12, 2014, Tammy



was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House



**David Irvine**

**CEO at Irvine & Associates Inc.**

Michelle is an excellent small business advisor.

June 11, 2014, David was a consultant or contractor to Michelle at Rural Alberta Business Centre - Rocky Mountain House



**Terri Iverson**

**Realtor at Coldwell Banker Ontrack Realty**

Michelle easily guided & provided me with the knowledge/skills I needed.

She showed a reassuring confidence - which I really appreciated.

I would highly recommend her to anyone.

June 11, 2014, Terri was Michelle's client



**Laurie LaRose**

**Creative Coach as a Stampin Up! Demonstrator**

Michelle has innovative ways of helping you with your business concepts. Watching her advertise and grow the Business Centre in Rocky Mountain House is inspiring in itself!

June 10, 2014, Laurie was Michelle's client

**Angie French**

**Vice President, Financial Services at Rocky Credit Union Ltd.**

Michelle has been a tremendous asset to our community/her clients as a Small Business Advisor whether hosting workshops/seminars on business planning, start ups, cash flow management, succession planning and marketing. She also has access to various resources whether it be libraries/training tools, or, professional consultants such as lawyers, accountants and financial institutions which enables her clients to have access to multi channels of expertise in order to assist them with all areas of business operational, strategic and overall financial management

June 10, 2014, Angie was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Larae Pierson****Small Business Advisor, Rural Alberta Business Centre; Social{de}lite**

A real go-getter! Michelle sets the stage with her innovative ideas and the actions tied to them. She is very encouraging and knowledgeable in her position and is a blast to work with - she makes things fun...my fellow "Orange" :)

June 10, 2014, Larae worked directly with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Kaitlin Sambrooke****Love to challenge myself with something new.**

Michelle is an amazing person who goes above and beyond to help people reach their goals. Michelle was very helpful in my start up stages at the incubator and even after I relocated to my own office space. She is always there to answer any questions I may have or help me seek out information. Whether it's me seeking advice from her for my business or using my design skills to help her, Michelle is always a blast to work with!

June 10, 2014, Kaitlin was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Rob Price****Alberta Director at Futurpreneur Canada**

Everybody in Central Alberta knows Michelle. That's what comes to mind when I think about Michelle Andrishak. I've had the pleasure of working with Michelle to further entrepreneurship in the Rocky Mountain House area on several occasions. A coach, a mentor and part-time Mom to her clients, Michelle is willing to do whatever it takes see every one of them succeed. Above all, I was impressed with Michelle's ability to effectively network and broker meaningful connections to help her clients both professionally and personally make her a true asset to her organization and community

June 10, 2014, Rob was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Tammy Milliken****Employment Standards Education Program Consultant at Government of Alberta**

Michelle is extremely organized and professional when conducting her job duties. I have always been impressed with her ability to connect with her clients as well as her genuine caring for the job and people she works with.

June 10, 2014, Tammy was a consultant or contractor to Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Len Phillips****Realtor at Royal LePage Rocky Mtn House Ab.**

Michelle has a strong knowledge of what a small or large business require to become successful. The assistance she's provided me with setting up web based advertising as well as very helpful tools to assist me in growing my business have been invaluable to me. Michelle has a wonderful professional attitude along with a gift of putting people at ease and feeling great once they leave her office. I would highly recommend Michelle and the Rural Alberta Business Center to anyone that requires assistance in growing their business.

June 10, 2014, Len was Michelle's client

**Karen Knoblich****Owner/bookkeeper at Cougar Ridge Bookkeeping**

Michelle offers an exceptional level of service to small business clients and local entrepreneurs. She provides incredible service for everything from one-on-one business consultations & coaching to large group workshops and professional development opportunities. Her vibrant personality and "you can do this" attitude inspires her clients and co-workers to see beyond their perceived limitations

June 10, 2014, Karen was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Ryan Brandl****Relationship Manager at ATB Financial**

Michelle does great work with small businesses in Rocky Mountain House. I know right away that a client was in to see Michelle when I see the detail in their business plans and forecasts. Michelle also hosts seminars that are a great benefit to businesses in the area. Thank you Michelle.

June 10, 2014, Ryan was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House

**Jereld (Jerry) Pratt****Manager, Marketing & Org. Support**

Michelle brings tremendous energy to the work she does at RABC. Her persistence in encouraging people to learn more about all things pertaining to business is making the RABC a great resource for business development information in the Rocky area. She helps companies set up websites, Facebook pages, business plans, and create strategies for start-ups and companies trying to grow. If she doesn't have the information herself she makes sure the client is referred to someone that can help them

May 28, 2013, Jereld (Jerry) was with another company when working with Michelle at Rural Alberta Business Centre - Rocky Mountain House



## Agenda Item

<b>Project: Clearwater County Data and Communications Connection and Capacity Review</b>	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Community & Protective Services	<b>Author:</b> Ted Hickey
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Quality of Life	<b>Goal:</b> Council would like to see broader high speed Internet availability throughout most of Clearwater County.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> 1. That Council approves retaining a consultant to assist staff in developing a strategy for improving provision of broadband Internet within Clearwater County.	
<b>Attachments List:</b>	

### Background:

Administration wishes to discuss with Council its interest in expanding the County's role in the deployment of broadband Internet in the County. Administration recognizes that several current technologies and strategies exist that may be viable options for consideration to improve both connection and capacity of data and communications within the County. Additionally, staff are aware that there may be opportunities through Provincial and/or Federal grant programs, or through public/private partnerships to enhance provision of broadband services. Finally, there are a number of rural municipalities facing the same challenges as Clearwater County regarding access of their residents and businesses to high speed internet that are proposing to form a technical committee to explore the merits of developing common standards, protocols and potential deployment strategies.

Mr. Allan Bly from VITEL Consulting Inc. will attend Council's meeting to discuss some of the options being explored by other municipalities as well as answer questions councillors may have with respect to "last mile" options and means of improving provision of internet in Clearwater County.



## Agenda Item

<b>Project:</b> Review of Rural Health Care	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Community & Protective Services	<b>Author:</b> Ted Hickey
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Quality of Life	<b>Goal:</b> Ensure future healthcare needs of community and aging population (hospital, physician recruitment, emergency medical services)
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> 1. That Council approves a delegation from Council to actively communicate the views and perspectives of Clearwater County's rural Albertans about the availability, barriers and solutions in accessing rural health services and how to maximize the use of existing facilities.  2. That Council encourages Clearwater County's residents/community associations to actively communicate their views and perspectives about the availability, barriers and solutions in accessing rural health services and how to maximize the use of existing facilities.	
<b>Attachments List:</b> Alberta Government News Release " <i>Government to create rural health care action plan</i> " September 23, 2014 Nordegg & Area EMS – ERU Service Delivery Progress Report 6-17 October, 2014	

### Background:

Access to rural health care as it currently exists in Clearwater County has been an identified issue within the County. Given the diversity of population distributions and densities within Clearwater County and current levels of access to health care within hamlets and the Village of Caroline, The first phase of the Province's review is looking at communities with a population of 1,250 or fewer.

On September 23, a review of rural health care was ordered by the government to better understand the concerns and challenges of Albertans living in rural and remote communities.

The review committee, led by Dr. Richard Starke, is travelling across the province listening to the views and perspectives of rural Albertans about the availability, barriers and solutions in accessing rural health services and how to maximize the use of existing facilities.

The first phase of the review is looking at communities with a population of 1,250 or fewer. The committee will submit a report to the Minister of Health before the end of December 2014, based on the first phase. Subsequent phases of the review will focus on communities with a population between 1,250 and 2,500, and more than 2,500.

Community with a population of 1,250 or less and would like to comment on the challenges and potential solutions to accessing rural health care services are encouraged to please email [rural.health@gov.ab.ca](mailto:rural.health@gov.ab.ca) or by regular mail at:

**Rural Health Services Review Committee**

c/o Alberta Health

P.O. Box 1360, Station Main

Edmonton, AB T5J 2N3

**Review Committee**

- Dr. Richard Starke, MLA for Vermilion-Lloydminster
- Dr. Michael Caffaro – a general practitioner working in Hinton and a past-president of the Alberta Medical Association
- Kirsten Dupres – a Certified First Nation Health Manager and Director of Health with the Kee Tas Kee Now Tribal Council
- Dr. Allan Garbutt – a rural physician and past-president of the Alberta Medical Association
- Cheryl Robbins – a Nurse Practitioner with experience working in rural, remote, and First Nations health care
- Bonnie Sansregret – Chair of the Consort and District Medical Centre Society
- Dr. Shannon Spenceley – President of the College and Association of Registered Nurses of Alberta

Sep 23, 2014 [Media inquiries](#)

## **Government to create rural health care action plan**

A comprehensive review of health care in Alberta's rural communities will ensure care is coordinated in an efficient and predictable manner.

“I learned from my travels across Alberta this summer that many rural communities are seriously concerned about health care delivery. So I have tasked MLA Richard Starke to chair a review panel into the delivery of health care in underserved rural and remote areas.”

Jim Prentice, Premier

“The Premier has been clear we need to do more listening and less talking when it comes to health care. We need to listen to and work with our rural partners when delivering health care in their area.”

Stephen Mandel, Minister of Health

MLA Starke will chair a review panel of health-care experts and stakeholders. The committee will identify communities in rural Alberta that need attention and will review existing services and facilities in consultation with regional Health Advisory Councils.

The panel will focus its attention on rural communities in three categories: those with a population of 1,250 people and less, between 1,250 and 2,500; and more than 2,500. The panel will report back to the Minister of Health in 90 days with its findings.

### **The review panel will focus on the following areas:**

- Timely access to appropriate health care
- Evaluation of specialist services in rural areas
- Optimizing the use of existing rural health facilities, ensuring patient safety and quality services
- Ensuring communities are engaged in health service planning and policy development
- Recruitment and retention of health personnel in rural areas, consistent with appropriate levels of care; and



- The link between rural economic development and the provision of health services within communities.

”We know there are challenges with health care delivery in rural and remote areas. We need to look at what we currently have and ensure those resources are being used practically and in the best way possible – in consultation with communities.”

Dr. Richard Starke, MLA for Vermilion-Lloydminster

**Listen to the news conference**

## **Related information**

- [Health Advisory Councils](#)

## **Backgrounder**

### **Panel member biographies**

#### **Dr. Allan Garbutt**

Dr. Garbutt is a rural physician who has served the residents of Crowsnest Pass since 1993. A past president of the Alberta Medical Association (AMA), his contributions to the AMA include the Rural Physician Action Plan and serving as the President of the Section of Rural Medicine.

#### **Ms. Bonnie Sansregret**

Ms. Sansregret is a passionate advocate for rural health care in Alberta and is the Chair of the Consort and District Medical Centre Society. She is currently a councillor on the municipal districts Special Areas Board and has previous experience as a board member with East Central Health.

#### **Dr. Shannon Spenceley**

Dr. Spenceley is the President of the College and Association of Registered Nurses of Alberta (CARNA). Her extensive nursing career includes positions as an acute care staff nurse (surgery, ICU, emergency), a clinical educator, a health-care analyst, a health services researcher and a clinical trials coordinator.

Additional appointees may be made as required.

## **Media inquiries**

- [Samantha Georgsen](#)  
[780-974-1831](#)

*Acting Press Secretary, Health*

## **Contact us**

[310-0000](#)

8:15 am – 4:30 pm (Monday to Friday, closed statutory holidays)

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## **Nordegg & Area EMS – ERU Service Delivery Progress Report**

**6 – 17 October, 2014**

### **Planned activities for current reporting period – 6-17 October, 2014**

- Lease arrangement determined and draft to be reviewed
- Dispatch arrangements confirmation for single resource

### **Accomplished activities for current reporting period – 6-17 October, 2014**

- Receive final proposal of service from contracted partner
- Discuss with provider potential start date of program
- Communication tools to be determined and secured for vehicle and person
- Awaiting determination from AHS Leasing Group regarding Lease. What would be the most feasible approach – Subleasing by AHS or look to discontinue AHS lease and have provider enter into a new lease
- Further determination and discussion with Senior Leadership regarding best approach for EMS in the area both short and long term.

### **Planned activities for next reporting period – 20 October to 31 October**

- AHS contract group to negotiate cost for service - ongoing
- Ensure discussion between AHS leasing group and Clearwater County for changes in lease such as – Associated ambulance as agent of AHS, vehicle space needs and availability, security process for building, etc. - ongoing
- Determine reasonable and agreeable date for implementation
- Completion and escalation of briefing note to Senior Leadership to receive final approval for service change in Nordegg

**Planned implementation date – TBD**

Nordegg & Area EMS – Update  
Central Zone EMS

## **Contacts**

- **Lyle McKellar – EMS Executive Director, Central Zone**
  - 403-343-4624
  - Lyle.mckellar@albertahealthservices.ca
- **Scott Holsworth – EMS Director, Central Zone**
  - 780-608-8585
  - Scott.holsworth@albertahealthservices.ca
- **Ted Hickey – Director, Community and Protective Services, Clearwater County**
  - 403-845-4444 x4017
  - tedhickey@clearwatercounty.ca
- **Jane Drummond – Facilitator / Director, Nordegg Health Care Working Group**
  - Jane.drummond@ualberta.ca



## Agenda Item

<b>Project:</b> Rocky Mountain House Reunion Historical Society Agreement and Grant Funding Request 2015 – 2016.	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Community & Protective Services	<b>Author:</b> Ted Hickey
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land and Economic Development	<b>Goal:</b> Council will continue to support regional service delivery and will continue to investigate opportunities to develop further regional partnerships with the Town of RMG and the Village of Caroline or other municipal governments or with the Wildrose School Division, adjacent municipalities or other non-government agencies.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None  <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> 1. That Council receives as information the Rocky Mountain House Reunion Historical Society's budget report.  2. That Council receives as information the Rocky Mountain House Museums Operations Board's Meeting Minutes - October 6, 2014.  3. That Council directs the administration to complete the attached agreement between the Rocky Mountain House Reunion Historical Society and Clearwater County and the Town of Rocky Mountain House.  4. That Council approves the Rocky Mountain House Reunion Historical Society 2015 proposed grant funding request of \$30,000 as forwarded by the Rocky Mountain House Museums Operations Board.	
<b>Attachments List:</b> Rocky Museum Operational Board Meeting Minutes October 6, 2014  Agreement between the Rocky Mountain House Reunion Historical Society and Clearwater County and the Town of Rocky Mountain House.	

**Background:**

The Rocky Mountain House Reunion Historical Society has forwarded a copy of an agreement between the Rocky Mountain House Reunion Historical Society and Clearwater County and the Town of Rocky Mountain House. Additional information that has been provided includes a budget report, minutes from the October 6, 2014 Rocky Mountain House Museums Operations Board's Meeting. The Rocky Mountain House Museum's Operations Board has proposed a grant funding request for 2015 for Council's review and approval.

The proposed budget outlines an increase in per capita rates from \$2.04 in 2014 to \$2.44 in 2015. Based on the most recent census information, which lists Clearwater County's population at 12,278 residents, the total grant amount for 2015 would be \$30,000. This represents an increase of \$5,000.00 over the 2014 amount.

No forecasting per capita rates for 2016 and 2017 have been provided.



## Rocky Museum Operational Board Meeting

October 6, 2014

Attendance: Curt Maki (Clearwater County), Karen McCutcheon (Rocky Museum), Gerald Knott (Rocky Museum), Dean Schweder (Town of Rocky Mtn. House), Phyllis McNutt (Rocky Museum), Ted Hickey (Clearwater County), Mellissa Duhamel (Rocky Museum), Teresa Laing (Clearwater County), Manfred Ullman( Town of Rocky Mtn. House)

- 1) Curt Maki called meeting to order @ 1:09 p.m.
- 2) Introductions
- 3) Agenda – Motion to approve the agenda – Phyllis McNutt, all in favor
- 4) Meeting Minutes – Motion to adopt the minutes as presented – Manfred Ullman, all in favor
- 5) Financials – Motion to accept the financials as information with appropriate changes, Mellissa Duhamel to submit changes to town/county administration –Phyllis McNutt, All in favor
- 6) Agreement – Motion that the Term of agreement shall be in effect from 2015 & shall expire in 2018 – Manfred Ullman, All in favor
- 7) Schedule A – Motion – move to accept schedule A as presented – Teresa Laing, All in favor.
- 8) Schedule A – Motion – To amend the agreement from 25,000 to 30,000 – Phyllis McNutt, All in favor.
- 9) Schedule A - Any further debate: none
- 10) Schedule A – Motion – Move to accept Schedule A as amended – Teresa Laing, All in favor.
- 11) Adjournment – Motion to adjourn meeting @ 2:15 p.m.

**ROCKY MOUNTAIN HOUSE MUSEUM OPERATIONS BOARD**

This agreement made in triplicate this \_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_.

Between

The Rocky Mountain House Reunion Historical Society

In the Province of Alberta

(Hereinafter referred to as “the Museum”)

-and-

The Clearwater County

In the Province of Alberta

(Hereinafter referred to as “the County”)

-and-

The Town of Rocky Mountain House

In the Province of Alberta

(Hereinafter referred to as “the Town”)



WHEREAS the Town is the owner of the property described as follows:

**Part of the SW1/4 27 – 39 – 7 W5TH**

**All that Portion of the South East Quarter of Section Twenty-seven (27)**

**Township Thirty-nine (39)**

**Range Seven (7)**

**West of the Fifth Meridian**

**Which lies East of a Line Described as Follows:**

**Commencing at a Point on the South Boundary of the said Quarter Section Three Hundred and Forty (340) Feet.**

**Easterly from the South East Corner of Block F as Show on Subdivision Plan 5273 C.L.;**

**Thence Northerly and Parallel to the East Boundary of the said Quarter Section Five Hundred and Sixty-two (562) Feet Thence Northerly and Parallel to the West Boundary of the Said Quarter Section to Intersection with North Boundary of the said Quarter Section, containing 44.1 Hectares (109.09) Acres, More or Less.**

(which land is hereinafter called “the Property”)

AND WHEREAS the Museum has constructed upon the said lands certain improvements, including a Museum Building (hereinafter called the “Museum Building”);

AND WHEREAS the parties wish to enter into an agreement for the operation of the Museum Building and Pioneer Park;

NOW THEREFORE, in consideration of the foregoing, it is understood and agreed between the parties as follows.

**1. Museum Operations Board**

**a)** The Operations Board will be advisory to the Rocky Mountain House Reunion Historical Society regarding the overall operation of the Museum building.

The present Operations Board will not be involved in programming or displays for the Museum.

**2. Board Membership**

- a)** The Board shall be comprised of seven (7) voting members appointed as follows:
  - (i)** 2 Board members will be appointed by the Museum
  - (ii)** 2 Board members will be appointed by the County
  - (iii)** 2 Board members will be appointed by the Town
  - (iv)** 1 Board member-at-large will be appointed by the Operations Board yearly, this member may not be affiliated with the Museum, County or Town.
- b)** Councilor appointments will be specified at the organizational meetings of the Town and the County. The County and the Town will be allowed to appoint alternate Members who will have voting privileges in the absence of their respective Board Members.
- c)** The Museum shall appoint members annually at their Executive Organizational meeting held each year. The Museum will be allowed to appoint alternate members who will have voting privileges in the absence of their respective Board Members.
- d)** The Museum, Town and County shall each appoint one non-voting staff member to the Museum Operations Board. This member may be the municipal manager, executive director or designate.
- e)** The County and Town appointments will be made at their annual organizational meetings held in October of each year.
- f)** All vacancies on the Operations Board shall be filled as soon as reasonably possible by any of the respective participating parties as the case may be, and each person appointed to fill a vacancy shall hold office for the remainder of the term of the vacated Board Member.
- g)** Staff members of the above parties shall not hold office or vote on any issues relating to this Board.

**3. Administrative Support**

- a) Administrative Support & Orientation for this Board is to be provided by the Town, or County or Museum. Resource staff may be provided as needed by any of the parties to this agreement as required by the Board.

**4. Conduct of Meetings**

The Board and each member shall be governed and subject to the following:

- (a) Any member of the Operations Board who is absent from three (3) consecutive meetings (unless such absence is through illness or is authorized by resolution of the Board, entered upon its Minutes) shall forfeit their office, and the vacancy shall be filled by the respective party.
- (b) A Chairperson and a Vice-Chairperson shall be chosen by the membership attending the first meetings of the Board following the organizational meeting of the County and the Town. The Chairperson shall preside over all meetings of the Board and the Vice-Chairperson shall act as Chairperson only in the absence of the Chairperson.
- (c) The Recording Secretary shall be resource staff from the Town or County and shall be responsible for attending all regular and special meetings of the Board. Further the Recording Secretary's duties shall include the distribution of all proceedings as directed by the Board.
- (d) Regular meetings of the Operations Board shall be held at least quarterly. Meetings shall not be scheduled during the months of July and August. The time and the place of such meetings are to be determined by the Board at its first meeting each year following the organizational meeting. This meeting may be changed by the Board from time to time, as the Board deems necessary.
- (e) Special meetings may be called on twenty-four (24) hours notice by the Chairperson or at the request of any three (3) Members of the Board.

- (f) A Minute Book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with the Museum, County and the Town.
- (g) A majority of the Operations Board is necessary to form a quorum. This majority must include, minimally, one representative each from the Museum, Town and County.
- (h) The Chairperson must vote on any questions. In the event of a tie, a motion shall be declared defeated.

**5. Power and Duties**

- (a) The Operations Board will be advisory to the Museum regarding the overall operations and maintenance of the Museum building.
- (b) The Operations Board is not to be involved in the programs or displays of the Museum.
- (c) Neither the Operations Board nor any member shall have the power to pledge credit of the Museum, County or the Town in connection with any matter whatsoever; nor shall the Operations Board nor any member have any authority to act for or to incur any obligation on behalf of the Museum, County or the Town; nor shall the Board or any member have the power to authorize any expenditure to be charged against the Museum, County or the Town.
- (d) Supply the Town and County a financial statement in a manner and form as agreed to by the County and Town.

**6. Budget and Finances – Museum**

- (a) This agreement will direct the County and the Town to contribute funding to the Museum as outlined in Schedule A as reviewed annually to the Museum for the operating and maintenance costs. The Museum agrees to conduct all necessary repairs of the four side-walls, roof, foundation, floors and bearing structures of the premises with the funds received.

- (b) The amount depicted in Schedule A is to be paid in the amount of 40% on or before February 1<sup>st</sup> and the remaining 60% will be paid after the Museum's financial statements are provided to the Town and County.
- (c) In the event of a surplus the Museum will be allowed to put this into a reserve account. This account must be shown on the financial statement with a definition.
- (d) It is understood that the Museum will continue to develop the facility and rent space and undertake other activities for the purpose of reducing the annual operating funds necessary from the County and the Town.
- (e) The Museum shall supply in March of each year to the County and Town a financial statement as provided by the accountants to the museum.

7. **Insurance**

- a) The Museum will obtain and maintain for the benefit of the Museum, Town and County, at the Museum's expense, commercial general liability insurance in an amount of not less than \$5,000,000 in respect of claims arising out of the death of or injury to any person, and in an amount of not less than \$5,000,000 in respect of property damage, in relation to any one occurrence. All insurance shall be effected upon terms and conditions satisfactory to the Town and County. The Museum shall produce evidence of the existence of such insurance from time to time as requested by the Town or County.

8. **Dissolution of the Rocky Mountain Historical Society**

- a) If the term of the Land and Building Agreement between the Town of Rocky Mountain House and the Rocky Mountain House Historical Reunion Society is at any time seized or taken in execution or in attachment by any failure of the Museum, or if the Museum makes any assignment for the benefit of creditors, or, becomes bankrupt or insolvent and takes the benefit of any such act that may be enforced against bankrupt or insolvent to the solvent debtors, or, should the Museum cease to carry on the normal conduct of the Museum, or should the

society dissolve or become defunct or should the lease between the Town and the Rocky Mountain House Historical Society otherwise be terminated by the Town, the Town, shall, pursuant to the lease, have full possession of and title to the improvements placed upon the property. In the event that the Town takes possession of the property, the Town will endeavor to operate the Museum.

- b) In the event the Town takes possession of and title to the lands and Museum building, the Town agrees to consult with the County concerning the use to which the facility will be put. If the Town decides, in its sole discretion, to sell the leasehold premises, the County shall be entitled to receive 1/5 of the proceeds of the sale of the building. Said share of the County of the proceeds of sale shall be compensation in full to the County for its contribution to the initial capital budget of the Museum.

**9. Janitorial**

- a) The Museum will provide cleaning services for the Visitor's Information Centre. Through their agreement with the Chamber of Commerce, the Town and County requires the Chamber will be responsible to maintain the Visitor's Information Centre area of the building in a neat and clean condition daily over and above the janitorial service provided by the Museum. The Chamber will be responsible to check washrooms when visitor load is heavy.

**10. Visitors Information Centre Area**

- a) Insofar as the Museum has received significant capital contribution from the County and the Town, the Museum shall contribute at no cost 923 square feet of space annually (Schedule "A") to the County and the Town for use as Visitor Information Centre. In the event that and for so long as the Town and the County continue their contribution to the Museum annually in accordance with Clause 6 (a) & (d), the Museum shall continue to contribute the 923 square feet of space

referred to in Clause 10 at no cost. If the Town and the County do not, in a given year, continue their contribution in accordance with Clauses 6 (a) & (d) the Museum shall have the discretion to charge a yearly rental for the 923 feet of space, provided that the Town and County continue to occupy the space, for a sum equivalent to the Museum's cost of operations per square foot multiplied by 923 square feet.

- b)** The Museum's cost of operations per square foot shall be determined yearly by the Museum's accountants. In the event that the Town and the County do not agree with the Museum's accountants with respect to the Museum's cost of operations per square foot, the rental shall be determined by arbitration to be conducted in the following manner:
- c)** The Museum may appoint one arbitrator and shall thereupon serve written notice upon the Town & County advising of the fact that it has appointed an arbitrator and giving the name and address of such arbitrator and the Town & County, upon receiving such notice shall within 15 days of the date of service of such notice, appoint the same arbitrator, or, if they so desire, one further arbitrator and serve notice upon the Museum setting forth the name and address of such arbitrator. In the event that the Town & County selects a different arbitrator than that chosen by the Museum, the two arbitrators so appointed shall select a third arbitrator. The third arbitrator so appointed and selected (or in the event of the failure on the part of the Town & County to appoint an Arbitrator, then the first appointed arbitrator alone) shall obtain such information, make such investigations and hear such representations as he may deem necessary and shall thereupon determine and fix a rental payable by the Town & County for the duration of the lease and the said rental so fixed shall be binding upon the Town & County and upon the Museum. The costs incurred in this arbitration proceeding shall be borne equally by the (Town & County) and the Museum.

**11. Utilities**

- a) The Museum is responsible to pay all charges for utilities and maintenance including but not limited to heat, water, electrical, air conditioning, garbage collection and entrance snow removal as well as any property taxes on the building.
- b) The Museum further agrees to ensure that the plumbing, sewage and electrical systems are maintained, in good repair and operating condition, including those within the 923 square feet provided to the Visitor Information Centre.

**12. Regulations**

- a) Through their agreement with the Chamber of Commerce, the Town and County requires that the Chamber will strictly comply with all municipal, provincial and federal laws, by-laws and regulations as well as any directives from its insurers for the operation of the Visitors Information Centre.

**13. Improvements**

- a) Through their agreement with the Chamber of Commerce, the Town and County requires that the Chamber is responsible to maintain at its own expense, the interior of the Visiting Centre area and every part thereof in good order and condition and to make promptly all needed repairs and replacements except repairs and replacements of the four side-walls, roof, foundation, floors and bearing structure of the premises.
- b) Through their agreement with the Chamber of Commerce, the Town and County requires that the Chamber may make any changes, alterations and improvements to the premises that it may deem necessary, without being obliged to restore the premises to their original condition at the expiration or termination of the term, provided that no structural changes, alterations or improvements shall be made without the consent in writing of the Museum, and provided that no changes,



alterations or improvements of any kind shall be made which will diminish the value of the premises.

**14. Indemnity**

- a) That without limiting the Museum's liability the Museum shall at all times indemnify the Town and the County against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings, including claims, actions and awards for compensation under the Workers' Compensation Act or any similar act (whatsoever) made or brought against, suffered by, or imposed upon the Town and County or their property in respect of any loss, damage or injury (including injury resulting in death) to any person or property (including, without limiting the generality of the foregoing, servants, agents and property of the Town, County and the Museum) directly or indirectly arising out of, resulting from or sustained by reason of the Museum's occupancy or use of or any operation connected with the land and building or any buildings, fixtures or chattels thereon and in respect of any loss, damage or injury (including injury resulting in death) sustained by any person while on other lands or buildings of the Town in the course of ingress to or egress from the land and building for the purpose of doing business with the Museum.

**15. Term of Agreement**

- a) This agreement shall be in effect from January 1, 2015 and shall expire December 31<sup>st</sup>, 2018.

**16. Termination of Agreement**

- a) Notice of Termination may be given in writing by either party to the other party not later than January 30<sup>th</sup> in any year. Termination will be effective on December 31<sup>st</sup> of that year.
- b) This agreement may be amended upon the joint written agreement of the Museum, the County and the Town.

IN WITNESS WHEREOF, the authorized officers of the County and the Town and of the other parties hereto have hereunto affixed their signatures and corporate seals on the day and the year first above written.

\_\_\_\_\_  
Rocky Mountain House Historical Reunion Society

\_\_\_\_\_  
Rocky Mountain House Historical Reunion Society

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2015**

\_\_\_\_\_  
The County of Clearwater

\_\_\_\_\_  
The County of Clearwater

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2015**

\_\_\_\_\_  
The Town of Rocky Mountain House

\_\_\_\_\_  
The Town of Rocky Mountain House

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2015**

Museum Operations Board  
Schedule A  
2015

The Town of Rocky Mountain House and Clearwater County will contribute \$30,000.00 each to the Museum for 2015 as per the attached budget provided by the Museum. Schedule A will be reviewed annually.

	Jan - Dec. Actual 2010	Jan. - Dec. Actual 2011	Jan - Dec. Actual 2012	Jan - Nov. Actual 2013	Jan. - Dec. Prorated 2013	Jan - October Actual 2014	2015 BUDGET OCT. 2015
Account Name	Accountant	Accountant	Accountant	Museum			
<b>REVENUE</b>							
<b>GRANT REVENUE</b>							
Alberta Museum Grant - Projects	7,945	13,045					11,800
Alberta Museum Grant - Wages	7,890	2,990	10,960	22,011	24,012	1,500	25,000
Grant - Operating Town of Rocky	25,000	25,000	25,000	22,917	25,000	30,000	30,000
Grant - Operating County	25,000	25,000	25,000	22,917	25,000	30,000	30,000
Community Grants & FCSS		5,555	2,792	2,652	2,650	10,000	10,000
<b>GRANT REVENUE TOTAL</b>	<b>65,835</b>	<b>71,590</b>	<b>63,752</b>	<b>70,496</b>	<b>76,662</b>	<b>71,500</b>	<b>106,800</b>
<b>DONATIONS REVENUE</b>							
Donations General	858	299	4,725	5,113	5,200	3,283	5,000
Donations - Tax Receipt	10,038	10,538	10,084	4,736	5,000	3,305	5,000
Donations-In-Kind Revenue		4,132	3,747				
<b>DONATIONS REVENUE TOTAL</b>	<b>10,896</b>	<b>14,969</b>	<b>18,556</b>	<b>9,849</b>	<b>10,200</b>	<b>6,588</b>	<b>10,000</b>
<b>OPERATIONS REVENUE</b>							
Memberships	1,165	990	1,055	900	1,000	490	800
Admissions	6,700	6,806	6,946	6,253	6,300	5,000	6,500
Research Income		296		21	21	39	200
Office Income	590	124	268	361	361	134	200
Tours	663	2,777	1,930	2,098	2,098	393	3,000
Fund Raising	19,566	37,189	30,189	19,940	20,000	28,108	40,000
Social Fund Revenue	1,023	138	525	313	313		300
Seminars & Workshop Revenue		978				108	500
Casino Fund Raising	6,080	15,925	4,672	6,455	7,555	9,900	13,200
<b>OPERATIONS REVENUE TOTAL</b>	<b>35,788</b>	<b>65,222</b>	<b>45,585</b>	<b>36,340</b>	<b>37,648</b>	<b>44,172</b>	<b>64,700</b>
<b>STORE REVENUE</b>							
Sales - Gift Shop Museum Owned	4,519	5,003	5,659	5,844	5,900	4,471	5,000
Giftshop Consignment Sales	2,296	5,312	3,581	3,237	3,300	3,638	3,500
<b>STORE REVENUE TOTAL</b>	<b>6,815</b>	<b>10,316</b>	<b>9,240</b>	<b>9,081</b>	<b>9,200</b>	<b>8,109</b>	<b>8,500</b>
<b>OTHER REVENUE</b>							
<b>Rent Revenue</b>							
Chamber of Commerce	7,704	7,704	7,704	7,062	7,704	6,500	7,700
Visions West School (WRSD) Jan-Aug						5,320	0
Rug Hookers & Lions	1,600	1,600	1,600	1,400	1,500	3,200	1,600
Farmers Market						3,500	4,500
Misc. Board Room Rentals	621	800	720	2,765	2,805	6,504	3,000



REVISIT: 10/22/2014 ROCKY MOUNTAIN HOUSE MUSEUM									
Account Name	Jan. - Dec. Actual 2011	Jan. - Dec. Actual 2012	Jan. Nov. Actual 2013	Jan. - Dec. 2013	BUDGET OCT. 2014	2014 Jan-Oct Actual	In-Kind Contributions 2014	2015 Proposed Expenses	
<b>EXPENSES</b>									
<b>COST OF GOODS</b>									
Gift Shop Purchases & Expenses	4,982	3,739	2,901	2,901	3,000	1,210		\$ 5,000	
Giftshop Consignment Purchases	2,477	3,006	1,223	1,500	1,500	1,335		\$ 1,500	
Freight	180	23	16			128		\$ 250	
<b>COST OF GOODS TOTAL</b>	<b>7,639</b>	<b>6,770</b>	<b>4,140</b>	<b>4,401</b>	<b>4,500</b>	<b>2,670</b>		<b>\$ 6,750</b>	
<b>PAYROLL EXPENSES</b>									
<b>Regular Staff Wages</b>									
Exhibit / Collections Management Full time (\$1	29,295	28,707	27,751	30,000	30,000	24,675		\$ 35,000	
Museum Assistant (\$15.00/hr)	27,853	29,104	14,198	14,198		1,000		\$ 16,500	
Administration	17,640	17,814	16,307	16,307	18,000	15,751		\$ 19,800	
Executive Director					45,000	38,086		\$ 45,000	
Volunteer Hours 1689 hours x \$10.50/hour							17,735	\$ 17,735 - 1689 Volunteer hours x \$10.50/hr	
Employment Insurance	2,132	1,893	1,819	2,100	2,000	1,077		\$ 2,000	
Canada Pension Plan	3,600	3,461	2,898	3,000	3,000	1,758		\$ 3,000	
WCB	180	200	200	200	200	200		\$ 200	
Employee Benefits	300					246		\$ 500	
<b>PAYROLL EXPENSES TOTAL</b>	<b>80,999</b>	<b>81,179</b>	<b>63,174</b>	<b>65,805</b>	<b>98,200</b>	<b>82,793</b>	<b>17,735</b>	<b>\$ 122,000</b>	
<b>BUILDING EXPENSES</b>									
Bldg Repair & Maint. & Improvements	3,423	3,725	2,058	3,500	3,500	960		\$ 3,500	\$ 6,500 is our volunteer maintenance person(s) hours - 433.5 hr x 15.00/hr
Building Operations Expense	3,492	3,154	3,371	3,500	3,000	2,179		\$ 3,000	
Security, snow, cleaning etc	525				500	398		\$ 500	
Building Equipment Repair	4,770	5,009	5,557	5,557	5,600	6,492		\$ 5,600	
<b>Utilities</b>									
Power - EPCOR	7,393	6,682	6,354	7,000	7,000	4,890		\$ 7,000	
Gas - Direct Energy	3,889	1,886	2,921	3,500	3,500	3,870		\$ 3,500	
W & S - Town	710	830	652	800	800	647		\$ 800	
<b>Utilities Total</b>	<b>11,991</b>	<b>9,398</b>	<b>9,927</b>	<b>11,300</b>	<b>11,300</b>	<b>9,406</b>		<b>\$ 11,300</b>	
Janitor Costs & Floor Care	6,859	7,132	6,600	7,200	7,400	5,259		\$ 7,500	
<b>BUILDING EXPENSES TOTAL</b>	<b>31,060</b>	<b>28,418</b>	<b>27,514</b>	<b>31,057</b>	<b>30,800</b>	<b>24,694</b>	<b>6,500</b>	<b>\$ 42,700</b>	
<b>GENERAL &amp; ADMIN EXPENSES</b>									
Accounting & Legal	943	973	1,010	1,010	1,100	1,026		\$ 1,100	\$4000 - Accountant gives us a large discount on all
Advertising & Promotions	1,693	3,209	3,108	3,500	3,500	1,377		\$ 4,000	\$500 - FCSS pays for advertisements of all museum material on E-Sign
Parade Float	0				300	344		\$ 300	
Courier & Postage	664	457	511	550	600	455		\$ 650	
Fees, Memberships & Subscriptions	613	614	182	200	300	340		\$ 300	
Education, Seminars, Workshop etc.	125							\$ 500	
Seminars & Workshop Expense	1,317	861	786	786	1,500	0		\$ 1,500	
Grant Expense	1,353		9,968	9,968		10,000		\$ 10,000	\$10,000 FCSS Rocky Community Helpers Mentorship Pilot Project ( I've shown all fund expended as they will be by 10,000)
Fund Raising Expense	21,243	10,052	6,285	6,285	6,000	12,747		\$ 6,000	
Casino Account	1,220	1,527	1,449	1,449	1,500	0		\$ 1,500	
Social Fund Expense	2,711	2,428	355	355	2,000	660		\$ 7,500	
Museum Displays	615	91	164	164	175	11		\$ 200	
Tour Expense	825	850	567	567	575	0		\$ 600	
Insurance - Directors	196	187	172	180	200	126		\$ 200	
Interest & Bank Charges	188	504	471	500	500	387		\$ 500	
Debit Machine/Credit Fees & Interest	2,246	1,357	1,956	2,000	3,300	3,150		\$ 3,500	
Office Supplies & Furniture	359	310	169	170	200	529		\$ 350	
Building Equipment	2,739	1,350	2,927	3,000	7,000	154		\$ 3,500	
Hospitality	330	1,025	154	200	400	1,287		\$ 1,000	\$1,000
Computer Supplies & Equipment	1	1	1	1	1	1		\$ 1	Our computer technician gives us a discounted rate and donates a large portion of his time.
Computer Services	2,846	2,769	2,324	2,535	2,600	1,954		\$ 2,600	
Telephone	134	281	783	800	1,000	1,523		\$ 1,000	
Travel & Meetings	5,000	3,000						\$ 5,000	
Amortization of capital assets									
<b>GENERAL &amp; ADMIN TOTAL</b>	<b>47,402</b>	<b>33,014</b>	<b>35,010</b>	<b>35,889</b>	<b>32,751</b>	<b>36,071</b>	<b>5,500</b>	<b>\$ 207,751</b>	
<b>TOTAL EXPENSES</b>	<b>167,099</b>	<b>149,383</b>	<b>129,837</b>	<b>137,152</b>	<b>166,251</b>	<b>146,228</b>	<b>29,735</b>	<b>\$ 207,751</b>	
<b>Revenue</b>	<b>173,244</b>	<b>148,252</b>	<b>137,689</b>	<b>146,442</b>	<b>207,535</b>	<b>150,517</b>	<b>0</b>	<b>\$ 205,535</b>	
<b>NET</b>	<b>6,145</b>	<b>-1,130</b>	<b>7,852</b>	<b>9,290</b>	<b>41,284</b>	<b>4,289</b>	<b>0</b>	<b>\$ (2,216)</b>	



## Agenda Item

<b>Project:</b> Visitor and Information Center - Agreement and Budget 2015 - 2016	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Community & Protective Services	<b>Author:</b> Ted Hickey
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land and Economic Development	<b>Goal:</b> Council will continue to support regional service delivery and will continue to investigate opportunities to develop further regional partnerships with the Town of RMH and the Village of Caroline or other municipal governments or with the Wildrose School Division, adjacent municipalities or other non-government agencies.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> 1. That Council receives as information the Visitor Information Centre's 2014/2015 budget report. 2. That Council directs the administration to complete an agreement between the Visitor Information Centre and Clearwater County. 3. That Council approves the Visitor Information Centre 2015 proposed grant funding request of \$27,000 as presented.	
<b>Attachments List:</b> VIC Budget Report 2014/2015 Agreement between the Visitor Information Centre and Clearwater County.	

### Background:

The Visitor Information Centre (VIC) has forwarded a written copy of an agreement between the Visitor Information Centre and Clearwater County and the proposed budget for 2015 for Council's review and approval.

The proposed budget outlines no increase in per capita rates of \$2.44 per capita. Based on the most recent census information, which lists Clearwater County's population at 12,278

residents, the total PRL requisition amount for 2015 would be \$27,000.00. This represents a 50/50 grant funding approach involving Clearwater County and the Town of Rocky Mountain House.

No forecasting of per capita rates for 2016 and 2017 have been provided.



	A	B	C	D
1				
2	<b>VIC Budget 2014/2015</b>	Revenue	Expenses	Total
3	Counter Sales	\$2,000.00		
4	Donations -Sani Dump Station	\$9,000.00		
5	Contractual Agreement	\$54,000.00		
6	overage - previous year	\$54.23		
7				
8				
9	Postage/shipping		\$1,500.00	
10	Phone/Fax		\$1,500.00	
11	General Supplies/stationery		\$1,500.00	
12	Photocopies		\$4,500.00	
13	Wages		\$45,000.00	
14	Advertising Promotion		\$3,000.00	
15	Interest/Bank Charges		\$1,000.00	
16	Food Services		\$350.00	
17	Insurance		\$1,600.00	
18	Travel Expenses		\$1,800.00	
19	Maps/books		\$1,000.00	
20	Contract Services		\$2,000.00	
21				
22				
23	Total Revenue/Expenses	\$65,054.23	\$64,750.00	\$304.23
24				
25				

**AGREEMENT**  
**ROCKY MOUNTAIN HOUSE VISITOR INFORMATION CENTRE**  
**VIC BOARD**

**(Herein referred to as the “VIC Board”)**

This agreement made in tri-duplicate this \_\_\_\_ day of \_\_\_\_\_ A.D. 2015

Between

The Rocky Mountain House and District Chamber of Commerce

In the Province of Alberta

(Hereinafter referred to as “the Chamber”)

-and-

The Clearwater County

In the Province of Alberta

(Hereinafter referred to as “the County”)

-and-

The Town of Rocky Mountain House

In the Province of Alberta

(Hereinafter referred to as “the Town”)

WHEREAS the Town is the owner of the property described as follows:

**Part of the SW1/4 27 – 39 – 7 W5TH**

**All that Portion of the South East Quarter of Section Twenty-seven (27)**

**Township Thirty-nine (39)**

**Range Seven (7)**

**West of the Fifth Meridian**

**Which lies East of a Line Described as Follows:**

**Commencing at a Point on the South Boundary of the said Quarter Section Three Hundred and Forty (340) Feet.**

**Easterly from the South East Corner of Block F as Show on Subdivision Plan 5273 C.L.;**

**Thence Northerly and Parallel to the East Boundary of the said Quarter Section Five Hundred and Sixty-two (562) Feet Thence Northerly and Parallel to the West Boundary of the Said Quarter Section to Intersection with North Boundary of the said Quarter Section, containing 44.1 Hectares (109.09) Acres, More or Less.**

(which land is hereinafter called “the property”);

AND WHEREAS the parties wish to enter into an agreement for the operation of the Visitor Information Centre and VIC Board;

NOW THEREFORE, in consideration of the foregoing, it is understood and agreed between the parties as follows.

**1. VIC Board**

**a)** The VIC Board shall be established consisting of members from the Chamber, the County and the Town, and a member-at-large from the community. This VIC Board shall be responsible to develop the policies, objectives, programs and standards for the operation of the Visitor Information Centre. The Chamber shall be responsible to implement the policies, programs, objectives and standards of the VIC Board on a day-to-day basis within the approved budget as they relate to the operation of the Visitor’s Information Centre.

**b)** The VIC Board will not be involved in programming or displays for the Museum or Museum building.

**2. VIC Board Membership**

**a)** The VIC Board shall be comprised of seven (7) voting members appointed as follows:

- i. 2 VIC Board members will be appointed by the Chamber
- ii. 2 VIC Board members will be appointed by the County
- iii. 2 VIC Board members will be appointed by the Town
- iv. 1 member-at-large will be appointed by the VIC Board yearly, this member may not be affiliated with the Chamber, County or Town

**b)** Councillor appointments will be specified at the organizational meetings of the County and the Town. The County and the Town may appoint alternate Members who will have voting privileges in the absence of their respective VIC Board Members.

**c)** The Chamber of Commerce shall appoint members annually at their Executive Organizational meeting held in September of each year. The Chamber of Commerce may be allowed to appoint alternate members who will have voting privileges in the absence of their respective VIC Board Members.

**d)** The Chamber, Town and County shall each appoint one non-voting staff member to the VIC Board. This member may be the municipal manager, executive director or designate.

**e)** The County and Town appointments will be made at their annual organizational meetings held in October of each year.

**f)** All vacancies on the VIC Board shall be filled as soon as reasonably possible by any of the respective participating parties as the case may be, and each person appointed to fill a vacancy shall hold office for the remainder of the term of the vacated VIC Board Member.

**g)** Staff members of the above parties shall not hold office or vote on any issues relating to this VIC Board.

**3. Chamber Responsibilities**

**a)** Respond to all public enquires (in person, phone, electronic and mailed) regarding tourism, events, locations and special interests in Rocky Mountain House and Area, including dispensing maps, brochures and other information as appropriate.

b) Maintain orderly and tidy Visitor Information Centre inventory, including reconciliation of brochures, maps and other information. Materials are expected to be updated and well stocked during the year.

c) Keep accurate records of statistics of tourists visiting Rocky Mountain House and Area.

d) Handle sale and reordering of all maps and books.

#### **4. Administrative Support**

a) Administrative Support & Orientation for this VIC Board is to be provided by the Chamber. Resource staff may be provided on an as needed basis by any of the parties to this agreement as required by the VIC Board.

#### **5. Conduct of Meetings**

a) The VIC Board and each member shall be governed and subject to the following:

- i) Any member of the VIC Board who is absent from three (3) consecutive meetings (unless such absence is through illness or is authorized by resolution of the VIC Board, entered upon its Minutes) shall forfeit their office, and the vacancy shall be filled by the respective party.
- ii) A Chairperson and a Vice-Chairperson shall be chosen by the membership attending the first meetings of the VIC Board following the organizational meetings of the County and the Town. The Chairperson shall preside over all meetings of the VIC Board and the Vice-Chairperson shall act as Chairperson only in the absence of the Chairperson.
- iii) The Recording Secretary shall be the Manager of the Chamber and shall be responsible for attending all regular and special meetings of the

VIC Board. Further, the Recording Secretary's duties shall include the distribution of all proceedings as directed by the VIC Board.

- iv) Regular meetings of the VIC Board shall be held at least quarterly. Meetings shall not be scheduled during the months of July and August. The time and the place of such meetings are to be determined by the VIC Board at its first meeting each year following the organizational meeting. This meeting may be changed by the VIC Board from time to time, as the VIC Board deems advisable.
- v) Special meetings may be called on twenty-four (24) hours notice by the Chairperson or at the request of any three (3) Members of the VIC Board.
- vi) A Minute Book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with the Chamber, the County and the Town.
- vii) A majority of the VIC Board is necessary to form a quorum. This majority must include, minimally, one representative each from the Chamber, Town and County.
- viii) The Chairperson must vote on any questions. In the event of a tie, a motion shall be declared defeated.

## **6. Power and Duties**

**a)** Neither the VIC Board nor any member shall have the power to pledge credit of the Chamber, the County or the Town in connection with any matter whatsoever; nor shall the VIC Board nor any member have any authority to act for or to incur any obligation on behalf of the Chamber, the County or the Town; nor shall the VIC Board or any member have the power to authorize any expenditure to be charged against the Chamber, the County or the Town.

**7. Budget and Finances – Visitor Information Centre**

- a) This agreement will direct the Town and the County to contribute \$27,000.00 each to the Chamber, for the operating costs of the Visitor's Information Centre.
  
- b) The \$27,000.00 contribution by the County and the Town is to be paid in two equal payments of \$13,500.00. The first payment is to be made on or before January 15 of each year. The second payment is to be made on or after July 1 of each year.
  
- c) In the event of a budget surplus, the Chamber will keep the surplus and account for the surplus amount in the next year's budget. The Chamber shall apply surplus funds to a contingency fund up to a maximum of \$5000. Once the contingency fund reaches the \$5000 maximum, any additional surplus amount must be used towards the next year's VIC operating costs.
  
- d) In the event of a budget deficit, the funds should be taken from the contingency fund to cover the deficit, if there is no contingency fund the Chamber will present to the Town and County an interim budget for approval, at the respective Councils' discretion, of additional funds to cover the shortfall.
  
- e) By October 15, the Chamber shall submit, to the VIC Board, a forecasted budget as well as a financial statement for the past fiscal year. The budget will be prepared in a manner, which clearly identifies the revenue and expenditures of each service area. Following approval by the VIC board, the approved budget and financial statement shall be provided to both the Town and County.

**8. Insurance**

a) The Chamber will obtain and maintain for the benefit of the Town and the County, at the Chamber's expense, commercial general liability insurance in an amount of not less than \$5,000,000 in respect of claims arising out of the death of or injury to any person, and in an amount of not less than \$5,000,000 in respect of property damage, in relation to any one occurrence, together with tenant's legal liability coverage in an amount satisfactory to the Town and the County.

b) All insurance shall be effected upon terms and conditions satisfactory to the Town and the County. The Chamber shall produce evidence of the existence of such insurance from time to time as so requested by the Town and the County.

c) If the Chamber fails to insure as required herein or fails to properly furnish to the Town and the County satisfactory evidence of insurance as required, the Town may effect the insurance for the benefit of the Town and of the Chamber and the premium paid by the Town shall be recoverable from the Chamber by the Town on demand. Any insurance purchased from an insurer other than AUMA shall have 30 days notice of cancellation, said notice to be provided to the Town and the County. The Town and the County are to be named as additional named insured on the Chamber's policies of insurance.

**9. Janitorial**

a) Through their agreement with the Museum, the Town and the County ensure the Museum will provide for cleaning and janitorial services for the Visitor's Information Centre, on a daily basis during peak season (May 15 through September 15). A non peak season janitorial schedule can be determined by the Museum on an as often as needed basis, historically being at least 2 days per week.



b) The Chamber will be responsible to maintain the Visitor Information Centre area of the building, including the jointly used washrooms, in a neat and clean condition, on a daily basis over and above the janitorial service provided by the Museum.

**10. Regulations**

a) The Chamber agrees that it will strictly comply with all municipal, provincial and federal laws, by-laws and regulations as well as any directives from its insurers for the operation of the Visitors Information Centre.

**11. Improvements**

a) The Chamber agrees that it is responsible to maintain at its own expense, the interior of the Visiting Information Centre area and every part thereof in good order and condition and to make promptly all needed repairs and replacements except repairs and replacements of the four side-walls, roof, foundation, floors and bearing structure of the premises.

b) The Chamber may make any changes, alterations and improvements to the premises that it may deem necessary, without being obliged to restore the premises to their original condition at the expiration or termination of the term, provided that no structural changes, alterations or improvements shall be made without the consent in writing of the Museum, and provided that no changes, alterations or improvements of any kind shall be made which will diminish the value of the premises.

**12. Indemnity**

a) That without limiting the Chamber's liability the Chamber shall at all times indemnify the Town, the County and the Museum against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings, including claims, actions and awards for compensation under the Workers' Compensation Act or any similar act (whatsoever) made or brought against, suffered by, or imposed upon

the Town, the County, the Museum or their property in respect of any loss, damage or injury (including injury resulting in death) to any person or property (including, without limiting the generality of the foregoing, servants, agents and property of the Town, the County or the Museum) directly or indirectly arising out of, resulting from or sustained by reason of the Chamber's occupancy or use of or any operation connected with the land and building or any buildings, fixtures or chattels thereon and in respect of any loss, damage or injury (including injury resulting in death) sustained by any person while on other lands or buildings of the Town in the course of ingress to or egress from the land and building for the purpose of doing business with the Chamber.

**13. Term of Agreement**

a) This agreement shall be in effect from January 1<sup>st</sup>, 2015 and shall expire December 31<sup>st</sup>, 2016.

**14. Termination of Agreement**

a) Notice of Termination may be given in writing by either party to the other party not later than January 30<sup>th</sup> in any year. Termination will be effective on December 31<sup>st</sup> of that year.

b) This agreement may be amended upon the joint written agreement of the Chamber, the County and the Town.

IN WITNESS WHEREOF, the authorized officers of the County and the Town and of the other parties hereto have hereunto affixed their signatures and corporate seals on the day and the year first above written.

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The Rocky Mountain House and District Chamber of Commerce

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The Rocky Mountain House and District Chamber of Commerce

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The County of Clearwater

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The County of Clearwater

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The Town of Rocky Mountain House

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The Town of Rocky Mountain House



## Agenda Item

<b>Project:</b> David Thompson High School Modernization, Alberta Education	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Community & Protective Services	<b>Author:</b> Ted Hickey
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land and Economic Development	<b>Goal:</b> Council will continue to support regional service delivery and will continue to investigate opportunities to develop further regional partnerships with the Town of RMG and the Village of Caroline or other municipal governments or with the Wildrose School Division, adjacent municipalities or other non-government agencies.
<b>Legislative Direction:</b> <input checked="" type="checkbox"/> None  <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation:</b> 1. That Council approve two representatives to attend the December 2nd-3rd dates to commence the Value Management process.	
<b>Attachments List:</b>	

### Background:

Following the announced approval of David Thompson High School Modernization, Alberta Education has proposed December 2nd-3rd as dates to commence the Value Management process. This process involves a two day intensive workshop where stakeholders meet to determine the scope of the modernization project that will meet the school and communities needs now and into the foreseeable future.

Wild Rose School Division has been asked by Alberta Education to take the indicated dates forward to parties that should be involved to see if they are acceptable. Wild Rose School Division has indicated that they believe the following parties should have an opportunity to take part in the Value Management process:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>- Brian Celli</li> <li>- Mohammed Azim</li> <li>- Mike Lundstrom</li> <li>- Board of Trustees representatives</li> <li>- Patrick Wilbur (David Thompson High School)</li> </ul> | <ul style="list-style-type: none"> <li>- A representative from the Parent Council of David Thompson High School</li> <li>- A representative (or two) from Clearwater County</li> </ul> |
|--|--|



## Agenda Item

<b>Project:</b> Rocky Parade of Lights	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> CPS	<b>Author:</b> Katie Lutz
<b>Budget Implication:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land & Economic Development	<b>Goal:</b> The County will develop an economic development plan which supports and promotes industry, business and agri-business and tourism opportunities in the County.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>'Council and Board Reimbursement Policy'</u>	
<b>Recommendation:</b> That Council indicates members that will attend the Parade of Lights.	
<b>Attachments List:</b>	

### Background:

Under the 'Council and Board Reimbursement' Policy, all members of Council are authorized to attend the Rocky Mountain House Parade of Lights. This year's event takes place on November 29<sup>th</sup> at 7:00 pm. Staff is seeking Council's direction as to which Councilors will be able to attend the event and ride on the float.

Staff time on the Saturday is estimated at four hours, and eight hours of staff time will likely be required to decorate the float.



## Agenda Item

<b>Project: CP Rail - Alhambra- NW 9-39-5 W5</b>	
<b>Presentation Date: October 28, 2014, Appointment Time: _____</b>	
<b>Department: Community &amp; Protective Services</b>	<b>Author: Whitney Sosnoski Presented by: Marilyn Sanders</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area: Land and Economic Development</b>	<b>Goal: Council will encourage development in and around hamlets that is complimentary to the function and character of the community with a view to encouraging economic and residential development.</b>
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Rail Right-of-Way Disposal Policy</u>	
<b>Recommendation: That Council reviews and directs administration with regard to disposal of rail way lands in the Hamlet of Alhambra.</b>	
<b>Attachments List: Rail Right-of-Way Disposal Policy Proposed Subdivision Tentative Plan, Aerial Photo</b>	

### Background:

In 2005 Clearwater County Council approved the plan to dispose of the abandoned CP Rail Line to adjacent land owners, which was purchased by Clearwater County from Canadian Pacific Railway. This project has been passed through several hands and is now in its tenth year of processing. In July of 2005 Clearwater County adopted the Rail Right-of-Way Disposal Policy. Policy 10 is specific to the hamlets and it states: “ *The right of way lands within the hamlets of Condor and Alhambra will be considered on an individual basis separate from this policy. Council will determine how and if lands will be disposed.*”

The property in question today is in Alhambra. The proposed Block 6 contains 3.08 acres consisting of two residential lots, a public institution (church) located on the South side of the land and the vacant rail way lands on the North side.

On October 17, 2014 it was proposed to the landowners to consolidate 12 metres of the rail way lands to the North of their properties. Land owners Bradley Loomer and Jason Cable have agreed to this proposal. Albert Stolte, representing the Cornerstone Christian Fellowship Church has rejected the proposal stating a prior indication from Council granting 25 metres to the Church.

We are before Council today to get direction on this subdivision and sale of these lands.

# Clearwater County

## **RAIL RIGHT-OF-WAY DISPOSAL**

**EFFECTIVE DATE:** July 2005

**SECTION:** Public Works

**POLICY STATEMENT:**

To provide direction on the disposal of purchased Rail Right-of-Way

**PROCEDURE:**

1. As an overall guide and subject to other limitations contained in the policy, the rail right of way will be offered for sale to the owner of land from which the right of way was taken and incorporated into said landowner's title;
2. In instances where multiple small titles are contained on a quarter section, the right of way will be offered for sale to owners based on the following:
  - a. Where the right of way is wholly encompassed by a single title (i.e. on both sides of the right of way), the right of way will be offered to that landowner;
  - b. Where the right of way forms the boundary of a number of small lots (i.e. lots less than a quarter section in size), the right of way will be offered to each land owner based on the following:
    - i. Right of way that only abuts the owner's land will be offered; and,
    - ii. One half the width of the right way will be offered to neighboring landowners where the right of way forms a mutual boundary of two or more properties.
  - c. Landowners will be encouraged to consult with each other on sale arrangements and the County may consider other options for sale based on an agreement between landowners
3. In all cases the right of way lands will be consolidated with purchasers' lands;
4. The County may at its sole discretion where the municipality has a need for the right of way lands either not sell them or negotiate with landowners for trades for other lands to facilitate municipal programs; (i.e.: Horseguard Drainage ditch, Rainbow Ford Road, etc.)
5. Potential purchasers will be notified by the County of their opportunity to purchase the right of way and will be given one year to exercise the option to purchase after which the County may in its sole discretion keep the land or sell the land to another purchaser;
6. The County will not lose money on this program, nor is it expected that the program will make money. Land will be sold for the same price that it was purchased at (i.e. \$1,000 per acre) irrespective of the appraised or perceived value of the land due to limitations like isolation, water etc. All costs associated with survey, subdivision, consolidation and administration will be borne by the purchasers.
7. Purchasers will be allowed to make full payment (includes land costs and all fees) in five equal installments over a five year period.



8. All purchasers will be required to sign a sales agreement (we would use an agreement similar to the one used for Nordegg land sales).
9. All current registered easements on the right of way will be honored by the purchasers.
10. The right of way lands within the hamlets of Condor and Alhambra will be considered on an individual basis separate from this policy. Council will determine how and if lands will be disposed.

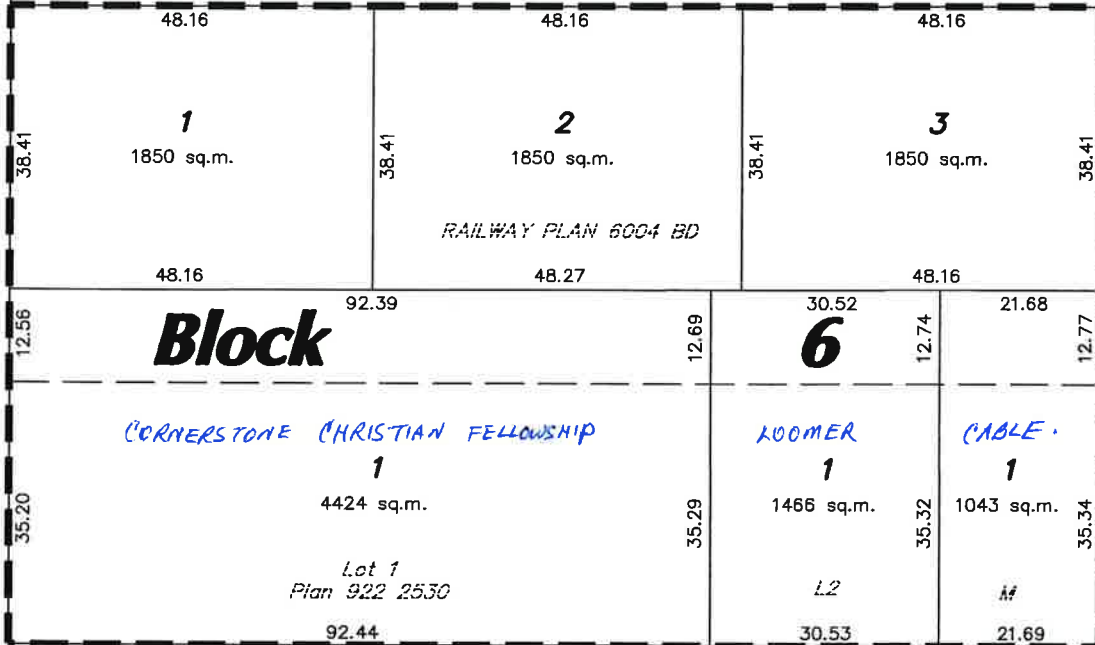
O

N

Block 1  
Plan 852 0888

North Avenue

Allowance



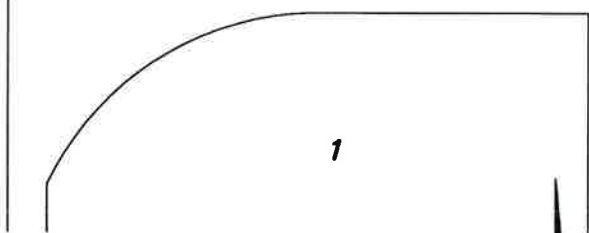
LOT 3  
Blk. 5  
PLAN  
132 1875

LOT 4  
Blk. 5  
PLAN  
132 5374

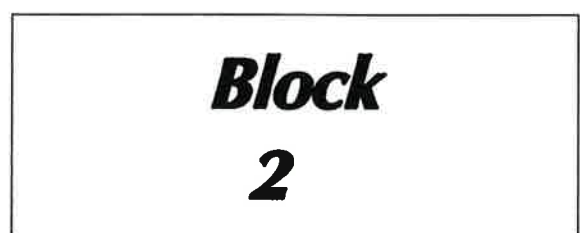
Cross Street

Road

Railway Avenue



Madrid Street



Clearwater County  
TENTATIVE PLAN  
SHOWING  
PROPOSED SUBDIVISION  
OF  
Railway Plan 6004 BD  
Lots 1 & 2, Plan 922 2530  
Blk. M, Plan 1940 EO

SCALE = 1:1000

NOTES:

- Buildings are plotted from aerial photo and are approx.
- Distances shown are in metres.
- Area dealt with is bounded thus

REV	DATE	DESCRIPTION
0	Sept. 26-14	Issued

BEMOCO LAND SURVEYING LTD.  
100, 6040-47th AVENUE  
RED DEER, ALTA. PH: 342 2611

FILE No: S-017A10 tent





## Agenda Item

<b>Project:</b> 1 <sup>st</sup> Reading of Bylaw 999/14 for Application No. 06/14 to amend the Land Use Bylaw	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Planning and Development	<b>Author:</b> Kim Jakowski
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> Land & Economic Development	<b>Goal:</b> Ensure the statutory land use and land development documents of the County properly direct land development and human settlement within the County with consideration on impacts to neighbouring municipalities, in particular the Town of Rocky Mountain House and Village of Caroline.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Land Use Bylaw &amp; MDP</u>	
<b>Recommendation:</b> Consider granting 1st reading of Bylaw 999/14 and proceeding to a public hearing	
<b>Attachments List:</b> Application to Amend Land Use Bylaw, Site Plan, Bylaw 999/14 with Schedule "A", Intensive Agriculture District "IA", Aerial Photo	

### Background:

The subject land is located approximately 6 miles northeast of the Town of Rocky Mountain House. Donald McPhee holds title to the SW 09-40-06-W5 containing a 152.54 acre Agriculture District "A" parcel. The land proposed to be rezoned and subdivided is located in the northwest corner of the quarter section. There is an existing 5.46 acre Country Residence Agricultural District "CRA" parcel approved in 2006 by Clearwater County and was subdivided out of the west central portion of the quarter section.

The application is to create a 13.5 +/- acre Intensive Agriculture parcel adjacent to Range Road 6-4 and Township Road 40-1A. The proposed rezoned land would then be subdivided from the SW 09-40-06-W5 and become a separate title. The remainder of land in title would then be 135.04 acres. The proposed parcel would be surrounded on

two sides by the remaining agricultural land in title. The north and west property boundaries border municipal road allowances and the south boundary is near the existing subdivision out of the quarter. Schedule "A" indicates the portion of land to be redesignated and subdivided. The landowner's reasons in support of the application are *"to accommodate facilities which are used in their primary agricultural interest and endeavour; the breeding, training and sale of "warm-blood" horses for use in various equestrian events. Said facilities include a residence, barn and veterinary facility, training arena, hay shed, office and paddocks."*

**Planning Direction:**

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

The applicable sections of the Municipal Development Plan (2010) adopted in July 2010 are:

**MDP Policy 4.2.3**

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

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

**MDP Policy 4.2.4**

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

- (a) the nature and extent of farming activities in the local area, with a focus on the immediate area;
- (b) the location, number and type of existing and planned non-farm land uses located and proposed to be located in the local area;
- (c) the predicted impact on sustainable agricultural production in the local area resulting from the proposal;

- (d) the Farmland Assessment Rating of the land within the title to be subdivided or developed;
- (e) the Farmland Assessment Rating of adjacent lands;
- (f) the proposed use of land; and
- (g) the reasonable availability of optional locations for the proposed subdivision or development.

#### MDP Policy 8.2.3

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

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

#### MDP Policy 12.2.4

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

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;
- (l) measures to mitigate effects;
- (m) County responsibilities that may result from the development or subdivision; and
- (n) any other matters the County considers relevant.

The Clearwater County Land Use Bylaw addresses the uses allowed in the Intensive Agriculture District "IA" as follows:

The purpose of the Intensive Agriculture District "IA" is to accommodate intensive agricultural uses on parcels less than 32 hectares (80 Acres).

The Permitted and Discretionary uses listed that would apply to this application would include Farming and non-residential farm buildings, first residence, ancillary buildings, and riding or roping and livestock showing stable or arena.

Development, including any storage areas, would be required to meet the minimum yard setbacks, including a minimum of no development or storage within 50 metres (165 feet) from the centreline of the municipal road allowances. Screening may also be a requirement of any approved use.

The applicant(s) will be in attendance at the meeting to provide further details on the proposal and to answer any questions Council may have for them.

**Recommendation:**

That Council considers granting first reading to Bylaw 999/14 and proceed to a public hearing.



# CLEARWATER COUNTY

## Application for Amendment to the Land Use Bylaw

Application No. 06/14  
Bylaw 999/14

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

APPLICANT: VIC MAXWELL

ADDRESS & PHONE: UNIT G, 2085, 50 AVE, RED DEER, AB. 403-846-1242

REGISTERED OWNER: Donald McPhee

ADDRESS & PHONE: R.R. 1, Rocky Mountain House, Ab. 403-845-7369

**AMENDMENT REQUESTED:**

1. CHANGE OF LAND USE DISTRICT FROM: Agriculture TO: Intensive Agriculture

LEGAL DESCRIPTION OF PROPERTY: ptn. SW 1/4 Sec. 9 Twp. 40 Rge. 6 W5M

OR: LOT: \_\_\_\_\_ BLOCK \_\_\_\_\_ REGISTERED PLAN NO.: \_\_\_\_\_

OR: CERTIFICATE OF TITLE NO.: 062-434-664 + 1 (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 13.5 acres <sup>m/l</sup> (Hectares / Acres) (Orig. 150.54)

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

Change "agriculture" designation for 13.5 ac. <sup>m/l</sup>  
to: "Intensive Agriculture", "IA".

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

The 13.5 acres described presently accomodate facilities which are used by the McPhee's in their primary agricultural interest and endeavor; the breeding, training, and sale of "warm-blood" horses for use in various equestrian events. Said facilities include a residence, barn and veterinary facility, training arena, hay shed, office, and paddocks.

DATE: October 16, 20 14 APPLICANT'S SIGNATURE [Signature]

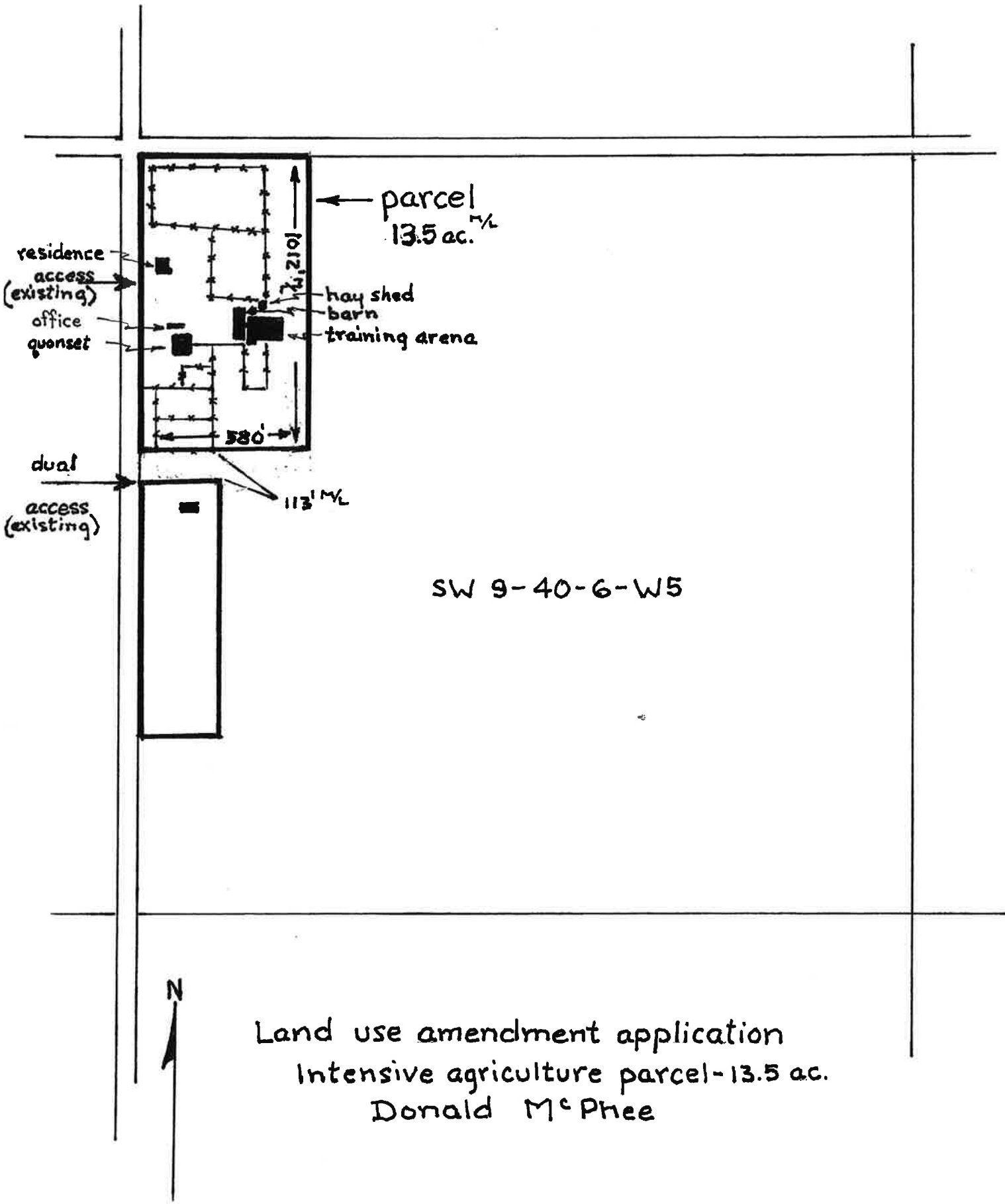
This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act,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

APPLICATION FEE OF 972.<sup>50</sup> DATE PAID: Oct 16, 2014 RECEIPT NO. 105476  
\$500 + 472.50 (35/ac)

[Signature]  
SIGNATURE OF DEVELOPMENT OFFICER  
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE





parcel  
13.5 ac.

residence  
access  
(existing)  
office  
quonset

hay shed  
barn  
training arena

2,210'

580'

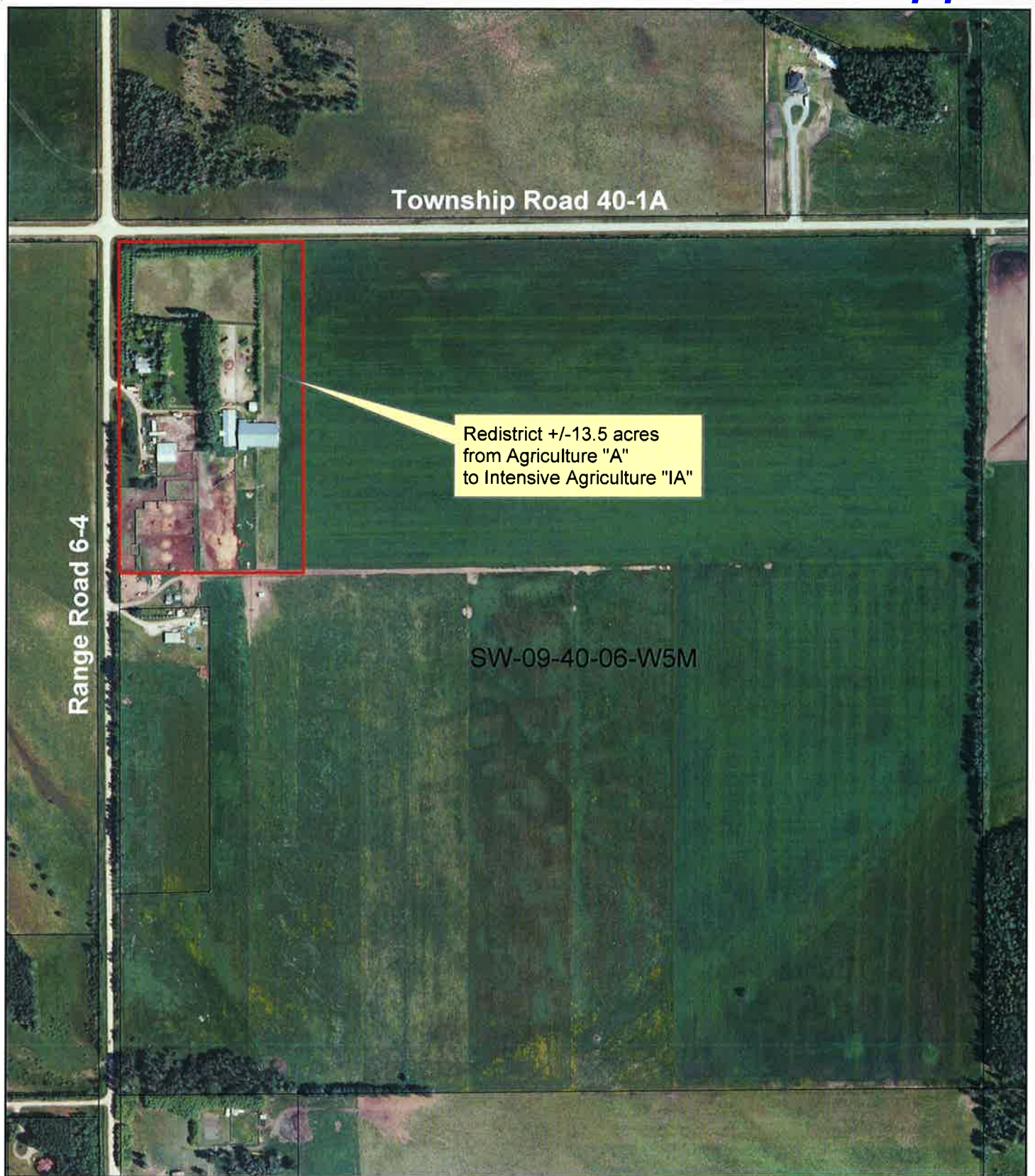
dual  
access  
(existing)

113'

SW 9-40-6-W5

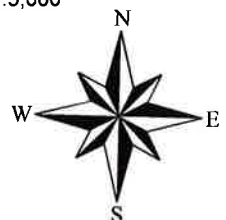


Land use amendment application  
Intensive agriculture parcel-13.5 ac.  
Donald M<sup>c</sup>Phee



**Application #06/14 to Amend the Land Use Bylaw  
Redistrict a 13.5 acre parcel  
in SW 09-40-06 W5M  
From Agriculture "A" to Intensive Agriculture "IA"  
Vic Maxwell on behalf of Donald McPhee**

1:5,000



**BYLAW NO. 999/14**

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

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26.1 and amendments thereto, and;

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

WHEREAS, the general purpose of the Intensive Agriculture District "IA" is to accommodate intensive agricultural uses on parcels of less than 32 hectares (80 acres);

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

That +/- 13.5 acres of the SW 09-40-06-W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Intensive Agriculture District "IA".

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

\_\_\_\_\_  
REEVE

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

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

\_\_\_\_\_  
REEVE

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

Township Road 40-1A

Redistrict +/- 13.5 acres  
from Agriculture "A"  
to Intensive Agriculture "IA"

Range Road 6-4



**Bylaw No. 999/14  
Schedule "A"**



**Application #06/14 to Amend the Land Use Bylaw  
Redistrict a 13.5 acre parcel  
in SW 09-40-06 W5M  
From Agriculture "A" to Intensive Agriculture "IA"  
Vic Maxwell on behalf of Donald McPhee**





## Agenda Item

<b>Project: Update of Bylaws:</b> <b>Subdivision and Development Appeal Board</b> <b>Municipal Planning Commission</b> <b>Development and Subdivision Authorities</b>	
<b>Presentation Date:</b> October 28, 2014	
<b>Department:</b> Planning	<b>Author:</b> Marilyn Sanders
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area:</b> N/A	<b>Goal:</b> N/A
<b>Legislative Direction:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>MGA</u> <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <u>Land Use Bylaw</u>	
<b>Recommendation: Consider granting 1st, 2nd and 3rd readings of:</b> <b>Bylaw 996/14 Subdivision and Development Appeal Board Bylaw;</b> <b>Bylaw 997/14 Municipal Planning Commission Bylaw; and</b> <b>Bylaw 998/14 Development and Subdivision Authorities Bylaw.</b>	
<b>Attachments List:</b> Bylaw 996/14, Bylaw 997/14, Bylaw 998/14	

### Background:

On September 22, 2014 Council passed a resolution to expand the composition of the Subdivision and Development Appeal Board from four members to five and to appoint one additional member-at-large. As a result of this change an update to the Subdivision and Development Appeal Board Bylaw is required.

Closely associated with this Bylaw are the Municipal Planning Commission Bylaw and the Development and Subdivision Authorities Bylaw. Administration is bringing these bylaws forward at this time so that all three bylaws are consistent in language and references.

### Recommendation:

That Council consider granting first, second and third readings to:

- a) Subdivision and Development Appeal Board Bylaw 996/14;
- b) Municipal Planning Commission Bylaw 997/14;
- c) Development and Subdivision Authorities Bylaw 998/14.

**BYLAW NO. 996/14**

A Bylaw of Clearwater County, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, to provide for the establishment of a Subdivision and Development Appeal Board.

WHEREAS the Council for Clearwater County wishes to establish a Subdivision and Development Appeal Board as required under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto:

NOW THEREFORE the Council for Clearwater County, duly assembled enacts as follows:

Title

1. This Bylaw may be cited as the **“Subdivision and Development Appeal Board Bylaw”**.

Definitions

2. The following words and terms are defined as follows:
  - a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended;
  - b) “Board” means the Subdivision and Development Appeal Board of Clearwater County established pursuant to this Bylaw;
  - c) “Council” means the Council of Clearwater County;
  - d) “County” means Clearwater County;
  - e) “Development Authority” means the person or persons appointed pursuant to Development and Subdivision Authorities Bylaw No. 998/14;
  - f) “Land Use Bylaw” means Clearwater County Land Use Bylaw as adopted and amended by the Council;
  - g) “Member” means a member of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw;
  - h) “Subdivision Authority” means the Subdivision Authority as established pursuant to the Development and Subdivision Authorities Bylaw No. 998/14;
  - i) “Development Nodes” means lands designated by the Minister of Environment and Sustainable Resource Development for special planning purposes;
  - j) “The Minister” means the Minister of Environment and Sustainable Resource Development.

Establishment

3. The Subdivision and Development Appeal Board is hereby established.

Membership and Term

4. a) The Board shall consist of five standing members plus three alternate members. Two of the standing members shall be councillors and three shall be citizens-at-large. One alternate member shall be a councillor and two shall be a citizens-at-large.  
b) In the event the subject of an appeal contains lands within a development node, the Board shall consist of one additional member, appointed by the Minister.
5. A Member of the Board shall not include:
  - a) a member of the Municipal Planning Commission;
  - b) a person who carries out development or subdivision powers on behalf of the County;
  - c) an employee of the County.
6. Each member of the Board, appointed by Council, shall be for a term specified by a Resolution of Council, but in no case shall the

- appointment be more than one year. Any member appointed by the Minister shall maintain membership at the discretion of the Minister.
7. Notwithstanding Section 6, a person may be reappointed to the Board upon the expiration of that person's term.
  8. In the event of a vacancy, Council may appoint by resolution, or the Minister may appoint, as the case may be, a new member to serve for the remainder of the vacating member's term.
  9. If a member misses three (3) consecutive meetings without the authorization of Council, the person is disqualified and the position becomes vacant. This section does not apply to the member appointed by the Minister.
  10. The Chairman and Vice-Chairman of the Board shall be appointed annually by resolution of Council. The member appointed by the Minister is not eligible to hold the office of Chairman or Vice-Chairman.

#### Procedure Matters

11. A quorum for the Board shall consist of a majority of the members, but councillors may not form the majority of the quorum.
12. No more than five members may participate in any appeal hearing process for appeals outside the development nodes. For appeals within the development nodes no more than six members may participate in the hearing, and one member must be the member appointed by the Minister. In the event that a standing member is not able to attend an appeal hearing, an alternate member may sit in the standing members place and hear the appeal with all the privileges, responsibilities and limitations of a standing member.
13. Pursuant to Clause 12 of this Bylaw, only a councillor alternate member may hear an appeal in place of a councillor standing member, and only a citizen-at-large member may hear an appeal in place of a citizen-at-large standing member.
14. In the event of absence or inability of the Chairman to preside at a Board meeting, the Vice-Chairman shall preside, and in the event of the absence or inability of both the Chairman and Vice-Chairman to preside at a meeting of the Board, the members present in constituting a quorum shall elect one of its members to act as Chairman for that meeting.
15. Council shall appoint by Resolution of Council a person or persons to serve as Secretary to the Board, who shall:
  - a) not have a vote;
  - b) give at least five (5) days notice of a hearing of an appeal to:
    - i) in the case of an appeal against an order, decision or a failure to make a decision by the Development Authority, the appellant, the Development Authority whose decision, order or permit is the subject of the appeal, those owners required to be notified under the Land Use Bylaw and any other person the Board considers to be affected;
    - ii) in the case of an appeal against a decision or a failure to make a decision by the Subdivision Authority, the applicant for subdivision approval; the Subdivision Authority; if the land is adjacent to the boundaries of the Town of Rocky Mountain House, the Town of Rocky Mountain House; and the school authority to whom the application was referred; an adjacent landowner who was given notice of the application; and every government department that was given a copy of the

- application pursuant to the subdivision and development regulations;
- c) notify all standing members of the Board, and the member appointed by the Minister and alternate members as the case may require, of the meetings of the Board, including hearings;
  - d) prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings, of the Board;
  - e) for each hearing, record and issue a decision of the Board and its findings, with reasons, to all affected parties;
  - f) be authorized to sign on behalf of the Board any order, decision, approval, notice, or any other thing made, given or issued by the Board;
  - g) undertake such other duties as Council or the Board may require.
16. Only those members present at a whole hearing of an appeal shall be able to vote on the appeal, wherein those voting form a quorum.
17. A decision of the members forming a quorum at a duly convened meeting of the Board thereof shall be deemed to be the decision of the whole Board.
18. In the event of a tie vote, the appeal shall be deemed to be denied.
19. For any procedures not covered in Part 17 of the Act or by bylaw of the County, the Board may establish other procedures for the conduct of hearings.

#### Functions and Duties

20. Within thirty (30) days of receiving written notice of an appeal that is in accordance with the provisions of the Act, the Board shall hold a public hearing to hear an appeal of:
- a) a decision of the Subdivision Authority or Development Authority;
  - b) the Subdivision Authority or Development Authority's refusal or failure to make a decision within the time allowed for a decision established in the Act;
  - c) a stop work order issued by a Development Authority.
21. The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.
22. A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.
23. The Board may adjourn to a specific time and date upon its own volition to request technical information, legal opinions or other information desired by the Board.
24. Upon conclusion of a hearing the Board shall deliberate and reach its decision in private.
25. The Board shall determine an appeal in accordance with the provisions of Part 17 of the Act.
26. The Chairman or Acting Chairman:
- a) shall be responsible for the conduct of a meeting;
  - b) may limit a submission if it is determined to be repetitious or inappropriate in any manner.
27. If a member has direct pecuniary interest in a matter before the Board, or if a member is aware of any reason which may lead to a possible bias when hearing the matter, the member shall declare an



interest or likelihood of bias to the Board and remove himself/herself from participating as a Board member for that particular appeal.

28. The Board shall issue its decisions in writing, together with reasons, within fifteen (15) days of the conclusion of any hearing.

29. A decision of the Board is not final until notification of the decision is given in writing.

30. Notwithstanding Section 15.f, an order, decision or approval made, given or issued by the Board may be signed by the Chairman, or Vice-Chairman of the Board in the Chairman's absence.

31. If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board on appeal, the Chairman or Vice-Chairman of the Board is authorized to endorse the subdivision instrument.

32. Bylaw 529/96 is hereby rescinded.

33. This Bylaw shall come into force immediately upon third and final reading.

Received FIRST and SECOND reading and by UNANIMOUS consent of the Councillors present, a THIRD reading and FINALLY passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

\_\_\_\_\_  
REEVE

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

**BYLAW NO. 997/14**

A Bylaw of Clearwater County, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, to provide for the establishment of Municipal Planning Commission in Clearwater County.

WHEREAS the Council for Clearwater County wishes to establish a Municipal Planning Commission pursuant to the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto;

NOW THEREFORE the Council for Clearwater County, duly assembled, enacts as follows:

Title

1. This Bylaw may be cited as the “**Municipal Planning Commission Bylaw**”.

Definitions

2. The following words and terms are defined as follows:
  - a) “Act” means the Municipal Government Act, Revised Statutes of Alberta, c.M-26, as amended;
  - b) “Commission” means the Municipal Planning Commission established by this Bylaw;
  - c) “Council” means the Council for Clearwater County;
  - d) “County” means Clearwater County;
  - e) “Development Officer” means a person appointed to the position of Development Officer pursuant to the Land Use Bylaw;
  - f) “Land Use Bylaw” means Land Use Bylaw for Clearwater County as adopted by the Council;
  - g) “Member” means a member of the Municipal Planning Commission appointed pursuant to this Bylaw;
  - h) “Development Nodes” means lands designated by the Minister of Environment and Sustainable Resource Development in the Green Zone of the Municipality for special planning purposes;
  - i) “The Minister” means the Minister of Environment and Sustainable Resource Development;

Establishment of Commission

3. The Municipal Planning Commission is hereby established.

Membership and Term

4. The Commission shall consist of five persons appointed by Council, unless an application for development or subdivision under consideration by the Commission contains lands located in the development nodes. In such cases the Commission shall consist of one additional Member appointed by the Minister.
5. A Member of the Commission shall not include:
  - a) a Development Officer;
  - b) a Member of the Subdivision and Development Appeal Board;
  - c) an employee of the County.
6. Each Member of the Commission, appointed by Council, shall be for a term as specified by Resolution of Council, but in no case shall the appointment be for more than one year. Any Member appointed by the Minister, shall maintain membership at the discretion of the Minister.
7. Notwithstanding Section 6, a person may be reappointed to the Commission upon the expiration of that person’s term.

8. In the event of a vacancy, Council may appoint by Resolution of Council or the Minister may appoint, as the case may be, a new Member to serve for the remainder of the vacating Member's term.
9. If a Member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant. This section does not apply to the Member appointed by the Minister.
10. Annually, the Chairman and Vice-Chairman of the Commission shall be selected by the Commission. The Member appointed by the Minister shall not hold the office of Chairman or Vice-Chairman, nor is he eligible to participate in the selection of the Chairman or Vice-Chairman.

#### Procedure Matters

11. Three Members of the Commission shall constitute a quorum.
12. In the event of absence or inability of the Chairman to preside at a Commission meeting, the Vice-Chairman shall preside, and in the event of the absence or inability of both the Chairman and Vice-Chairman to preside at a meeting of the Commission, the Members present in constituting a quorum shall elect one of its Members to act as Chairman for that meeting.
13. The Manager of Planning and Development, or his assign, shall serve as Secretary to the Commission, and shall:
  - a) not have a vote;
  - b) notify all Members of the Commission of the meetings of the Commission;
  - c) prepare and maintain a file of written minutes of meetings of the Commission, copies of which shall be regularly filed with Council;
  - d) record decisions of the Commission and issue the decision to all affected parties;
  - e) be authorized to sign on behalf of the Commission any order, decision, approval, notice, or other thing made, given or issued by the Commission;
  - f) undertake other duties as Council or the Commission may require.
14. Only those Members of the Commission present at a meeting of the Commission shall vote on any matter before it. Notwithstanding the foregoing, the Member appointed by the Minister shall only vote on those proposed development and subdivision applications contained within the development nodes.
15. A decision of the majority of Members present at a duly convened meeting of the Commission shall be deemed to be a decision of the whole Commission.
16. In the event of a tie vote, the matter before the Commission shall be deemed to be denied.
17. An application for development within a development node shall not be considered by the Commission unless the Member appointed by the Minister is present at the meeting.
18. For any procedures not covered in Part 17 of the Act or this Bylaw, the Commission may establish procedures for the conduct of meetings.

Functions and Duties

19. The Commission has the following functions and duties:

- a) upon the request of Council, to advise Council with respect to achieving the orderly, economical and beneficial development, use of land and patterns of human settlement, and to maintain and improve the quality of the physical environment within Clearwater County;
- b) to serve as Subdivision Authority pursuant to Part 17 of the Act and as empowered by Development and Subdivision Authorities Bylaw 998/14 with respect to those powers and duties assigned to the Commission under the Land Use Bylaw.

20. The Commission shall hold meetings and undertake such actions as are necessary to fulfill the powers and duties of the Commission.

21. Applications for subdivision approval referred to the Commission shall be considered and either approved, with or without conditions, or refused in accordance with Part 17 of the Act and any regulations made thereunder.

22. The notice of a decision on an application for subdivision approval must be given forthwith to the applicant and any other persons and bodies required in the Act.

23. Development permit applications referred to the Commission shall be considered and either approved, with or without conditions, or refused in accordance with the Land Use Bylaw and Part 17 of the Act and any regulations made thereunder.

24. The notice of a decision on an application for a development permit must be given forthwith to the applicant and any other persons and bodies.

25. A decision of the Commission is not final until notification of the decision is given in writing.

26. If a Member has pecuniary interest in a matter before the Commission, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Commission and shall abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.

27. Notwithstanding Section 13.e, an order, decision or approval made, given or issued by the Commission may be signed by the Chairman or Vice-Chairman of the Commission.

28. Bylaw 530/96 is hereby rescinded.

29. This Bylaw shall come into force immediately upon third and final reading.

Received FIRST and SECOND reading and by UNANIMOUS consent of the Councillors present, a THIRD reading and FINALLY passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

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REEVE

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MUNICIPAL MANAGER

**BYLAW NO. 998/14**

A Bylaw of Clearwater County, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, to provide for the establishment of Development and Subdivision Authorities in Clearwater County.

WHEREAS the Council for Clearwater County wishes to establish Development and Subdivision Authorities as required by the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto;

NOW THEREFORE the Council for Clearwater County, duly assembled, enacts as follows:

Title

1. This Bylaw may be cited as the "**Development and Subdivision Authorities Bylaw**".

Definitions

2. The following words and terms are defined as follows:
  - a) "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended;
  - b) "Authority" means either the Development or the Subdivision Authority as the case may be;
  - c) "Authorities" means the Development and Subdivision Authorities established pursuant to this Bylaw;
  - d) "Commission" means the Municipal Planning Commission established by Bylaw;
  - e) "Council" means the Council for Clearwater County;
  - f) "Development Officer" means a person appointed to the position of Development Officer pursuant to the Clearwater County Land Use Bylaw;
  - g) "Land Use Bylaw" means Clearwater County Land Use Bylaw;

Establishment of Authorities

3.
  - a) The Development Authority of Clearwater County is:
    - i) the person or persons appointed by Resolution of Council as Development Officer pursuant to the Land Use Bylaw;
    - ii) the Municipal Planning Commission established by bylaw.
  - b) The Subdivision Authority of Clearwater County is the Municipal Planning Commission.

Powers and Duties

4. The Development and Subdivision Authorities have those powers and duties as set out in the Act, any regulations made thereunder, and as further set out in the Land Use Bylaw and Municipal Planning Commission Bylaw.
5. The powers and duties of the Development Authority may be exercised by any one of the individuals appointed as Development Officer or by the Commission where so set out in the Land Use Bylaw and Municipal Planning Commission Bylaw.
6. The signing authority for all subdivision related matters is the Manager of Planning and Development, or their assigns.
7. Bylaw 479/95 is hereby rescinded.
8. This Bylaw shall come into force immediately upon third and final reading.

Received FIRST and SECOND reading and by UNANIMOUS consent of the Councillors present, a THIRD reading and FINALLY passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

\_\_\_\_\_  
REEVE

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



## Agenda Item

<b>Project: 2<sup>nd</sup> &amp; 3<sup>rd</sup> Readings of Bylaw 991/14 for a Request for Road Closure in Condor, Subdivision Plan 815HW</b>	
<b>Presentation Date: October 28, 2014</b>	
<b>Department: Planning</b>	<b>Author: Kim Jakowski</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area: n/a</b>	<b>Goal: n/a</b>
<b>Legislative Direction:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <u>Municipal Government Act (MGA)</u> <u>S.16, S.18, &amp; S.22 "Roads"</u> <input checked="" type="checkbox"/> County Bylaw or <b>Policy</b> (cite) <u>"Closure of County Roadway"</u>	
<b>Recommendation: Consider granting 2<sup>nd</sup> and 3<sup>rd</sup> reading of Bylaw 991/14 for a road closure of a lane in a subdivision plan</b>	
<b>Attachments List: Application, Aerial Photo, Closure of County Roadway Policy</b>	

### Background:

Clearwater County is applying to close a portion of a subdivision plan road in the Hamlet of Condor. The applicable road falls within Subdivision Plan 815HW, lying between two hamlet residential parcels in the SE 06-39-04 W5M. The subject lands are located south of the old railway line and west of Condor Road.

Clearwater County presently holds title to the parcels on either side of the lane to be closed. Upon approval of the road closure, the proposal will be to consolidate the road closure portion with the two titles on either side of the lane.

Subdivision Plan 815HW is an old Subdivision Plan in the Hamlet of Condor, registered in 1948. The lane we are proposing to close was previously designated as an exit for the existing lane behind the lots. Now that the railway line is no longer in use Clearwater County would like to push the lane straight through to Railway Avenue in order to improve traffic flow through that lane. It will also aid in Fire and Rescue situations in the area. This reconfiguration will improve the shape and use of the existing parcels which will allow the County to sell the lots which are currently not in use and are costing the County in maintenance and upkeep fees.

**Municipal Government Act (MGA), Division 2, Roads:****Section 16(1)**

*“The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.”*

**Section 18(1)**

*“Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.”*

**Section 22**

- (1) *“No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.”*
- (2) *“A bylaw closing a road must be advertised.”*
- (3) *“A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is approved by the Minister of Infrastructure and Transportation before the bylaw received second reading.*
- (4) *“Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or the person’s agent must be given an opportunity to be heard by the council.*

Council gave first reading to Bylaw 991/14 on June 24, 2014. Adjacent landowners were notified with a public hearing being held August 25, 2014. There were no written or verbal comments received. The Bylaw was circulated to all applicable agencies for comment with all responses being non-objection to the closure and consolidation. The Bylaw was sent to the Minister of Transportation who subsequently approved the Bylaw on October 10, 2014.

**Recommendation:**

That Council considers granting second and third readings to Bylaw 991/14, being a bylaw to close a portion of a lane in Subdivision Plan 815HW, PT SE 06-39-04-W5M in the Hamlet of Condor, as shown on Schedule “A” forming part of the Bylaw.





# CLEARWATER COUNTY

## Road Closure Application

File # 815HW  
 Date Rec'd June 5/14  
 Application Fee \$700.00

APPLICANT(S): Clearwater County

MAILING ADDRESS: Box 550, 4340 47<sup>th</sup> Ave, RMA, AB T4T1A4

CONTACT NUMBERS: 403-845-4444      403-845-7330  
                                  Home Telephone      Work Telephone      Fax Number      E-mail Address

### LEGAL DESCRIPTION OF ROAD TO BE CLOSED:

(Example: part of road allowance adjacent to NE 34-38-07-W5; Second Street East; or best description)

Portion of subdivision road going east to west off of Condar Road. SE-6-39-4-W5. Plan 815HW

### REASON FOR ROAD CLOSURE APPLICATION:

Lane not required. Direct access off of Condar Road. To subdivide to create 3 square lots using old railway right of way and existing lots.  
Reconfiguration - Push lane straight through.

Please draw a sketch of the road that you wish to close below or on a separate sheet and attach to the application. Indicate any significant landmarks in the area of the proposed closure (i.e. developed roads, water bodies, buildings, etc.)

SIGNATURE OF APPLICANT(S): [Signature]      DATE: June 5, 2014

**Note:** If the road closure is successful the applicant is normally required to purchase the property at fair market value, plus title transfer costs, registration costs, survey costs, etc. if applicable. The road closure process is a very lengthy one that takes time to process.

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

Rev 2009

The signed and fully completed application form, as well as the information and applicable fee must be submitted to:

Planning and Development Department  
 CLEARWATER COUNTY  
 BOX 550  
 4340 - 47 Avenue  
 ROCKY MOUNTAIN HOUSE, AB  
 T4T 1A4  
 Telephone: (403) 845-4444

# *Clearwater County*

## **CLOSURE OF COUNTY ROADWAY**

**EFFECTIVE DATE:** September 13, 2005

**SECTION:** Public Works

### **POLICY STATEMENT:**

To provide direction on the closure of road right-of-way under the direction, control and management of Clearwater County.

The closure of road right-of-ways shall only be considered when it is clearly evident that there is no existing and future need for the road right-of-way.

### **DEFINITIONS:**

“Road Right-of-Way” refers to all that area within a statutory road allowance or within a road planned roadway.

“Statutory Road Allowance” refers to road allowances or portions thereof as previously established by the Dominion of Canada with the implementation of the Grid System of Survey (i.e. 66 feet wide strips running north to south every mile and running east to west every two miles).

“Road Planned Roadway” refers to property, or portion thereof, (i.e. road widening, road diversion, road, street, avenue, lane, alley, walk way, or other public right-of-way) which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or subdivision plan at the Land Titles Office.

“Not required for public use” refers to a condition that exists when after notification that either no legitimate objections have come forward or a legitimate objection(s) has come forward and suitable arrangements have been made to satisfy such objection(s).

“Legitimate objection(s)” refers to objection(s) that have been brought forward and prove a pattern of usage or valid need for usage. Objections must also be for a present usage or a usage in the conceivable near future. What constitutes a “legitimate objection” shall be decided upon by the Council of the County whose decision shall be final.

**PROCEDURE:****1. Statutory Road Allowance**

It is not the intent of the Council for Clearwater County to sell any statutory road allowances. Notwithstanding this:

- a) **Developed Road Allowances**  
(i.e. a constructed road allowance used for vehicular or pedestrian traffic)  
Applications for closure will not be accepted.
- b) **Undeveloped Road Allowances**  
Unless a matter of public safety or a request from a senior level of government, Clearwater County will only consider requests to close or sell public roadways under its jurisdiction, management and control if there exists alternate legal access to all affected parcels of land or extenuating circumstances exist. The sale must be in the short and long term best interests of the County ratepayers.

**2. Road Planned Roadway**

The closure and sale of road planned roadway property, or portion thereof, which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or subdivision plan at the Land Titles Office, may be considered by Council if:

- a) Council determines the roadway is no longer required for use by the travelling public owing to the existence of an alternate route;
- b) The lands requested to be closed and sold will be consolidated to the title of an adjacent landowner(s) (i.e. separate title will not be given); and
- c) In the instance of where more than one landowner is abutting the area being sold, written consent must be obtained from the other landowner(s). The applicant for closure shall obtain and provide the said written consent to be submitted with the closure application.

**3. Application Fee and Closure Costs**

- a) All applications for closure of roadway shall be made in writing.
  - i) an application for road closure will require a fee at time of application as may be amended from time to time, in the Fees Policy; or
  - ii) not limiting the generality of the foregoing, in the event an application is being made in conjunction with negotiation for road right-of-way, the application fee may be waived; or
  - iii) when Administration brings forward a request for a cancellation and sale of roadway as described in this Policy, then the fees contained in the Fees Policy as previously described shall not apply.
- b) Compensation for the sale of a roadway shall be calculated by one of the following methods:
  - i) the rate currently being paid by the County for the purchases of road right-of-ways; or

- ii) the rate determined by a market value appraisal, whichever is greater; or
  - iii) may be negotiated in the form of the exchange of lands for road widening, offset reclamation costs, etc.
- c) Where a market value appraisal is deemed required to assess the rate of compensation for the sale of a roadway the cost of the appraisal shall be borne by the applicant.
- d) The applicant shall bear the cost to complete the registration of the sale and consolidation of the road closure including the required instrument acceptable to Land Titles Office. When required, the instrument herein referred to will be in the form of either a Descriptive Plan or a Plan of Subdivision. An Alberta Land Surveyor must prepare said instrument.

#### 4. Application Process

Applications for road closures shall be processed in accordance with the Alberta Transportation "one window" approach for closures, as amended from time to time as follows:

##### a) Closures by Bylaw

For the closure of Statutory Road Allowances and the closure of all other roads not registered by road plan (e.g. streets in a subdivision plan), or portions thereof, the County shall:

- i) prior to first reading, notification and advertising, the County shall obtain a correct and acceptable description of the closure area from an Alberta Land Surveyor or the Land Titles Office;
- ii) the bylaw and advertising must state the ultimate purpose of the closure;
- iii) adjacent landowners shall be notified in writing of the proposed closure and public hearing;
- iv) referral of the closure shall be made to applicable government departments, utility companies, and the holders of any easements which may cross the road proposed to be closed;
- v) if objections are raised, either in writing or at the public hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale must be made clear to Alberta Transportation;
- vi) the bylaw shall be submitted to the Minister of Transportation for approval;
- vii) upon receipt of Ministerial approval, the Council for Clearwater County may consider second and third readings of the bylaw.

##### b) Cancellation by Resolution

For the closure of a surveyed road plan, or portions thereof, the County shall:

- i) ensure agreement or consent from the adjacent landowner(s) accompanies the application for closure. If there is more than one adjacent landowner, direction from the County as to disposition of the road, and consent from all adjacent landowners is required.
- ii) no advertising is required by legislation. However, Clearwater County may, at its sole discretion, advertise an application for closure by resolution to provide notification to interested parties; provide opportunity

- for written and/or verbal comment during a regular meeting of Council and prior to rendering a decision on a resolution of Council.
- iii) referral of the closure shall be made to applicable government departments, utility companies, and the holders of any easements that may cross the road proposed to be closed;
  - iv) no public hearing is required. If objections are raised in response to the notification of review of the resolution Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale must be made clear to Alberta Transportation;
  - v) the resolution shall be submitted to the Minister of Transportation for approval.

BYLAW NO. 991/14

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of closing to public travel and disposing of portions of a public road in accordance with Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, application has been made to Council to have the road closed and consolidated with adjoining lands, and

WHEREAS, the Council of Clearwater County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person prejudicially affected by the bylaw,

NOW THEREFORE, be it resolved that the Council of Clearwater County, Province of Alberta, duly assembled, does hereby close to public travel and dispose of the following described road:

**All that portion of the east/west lane, Plan 815HW being Part of the Southeast Quarter of Section Six, Township Thirty-Nine, Range Four, West of the Fifth Meridian (SE 06-39-04-W5M) as shown on the attached Schedule "A".**

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

\_\_\_\_\_  
REEVE

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

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

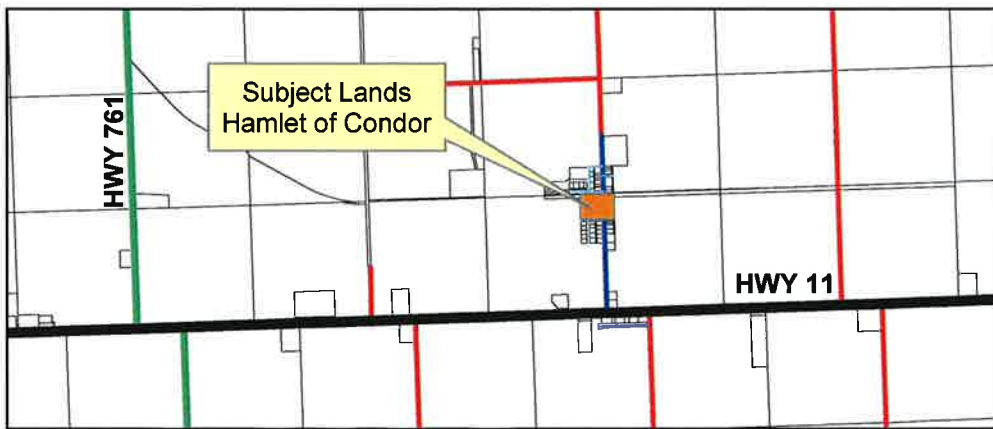
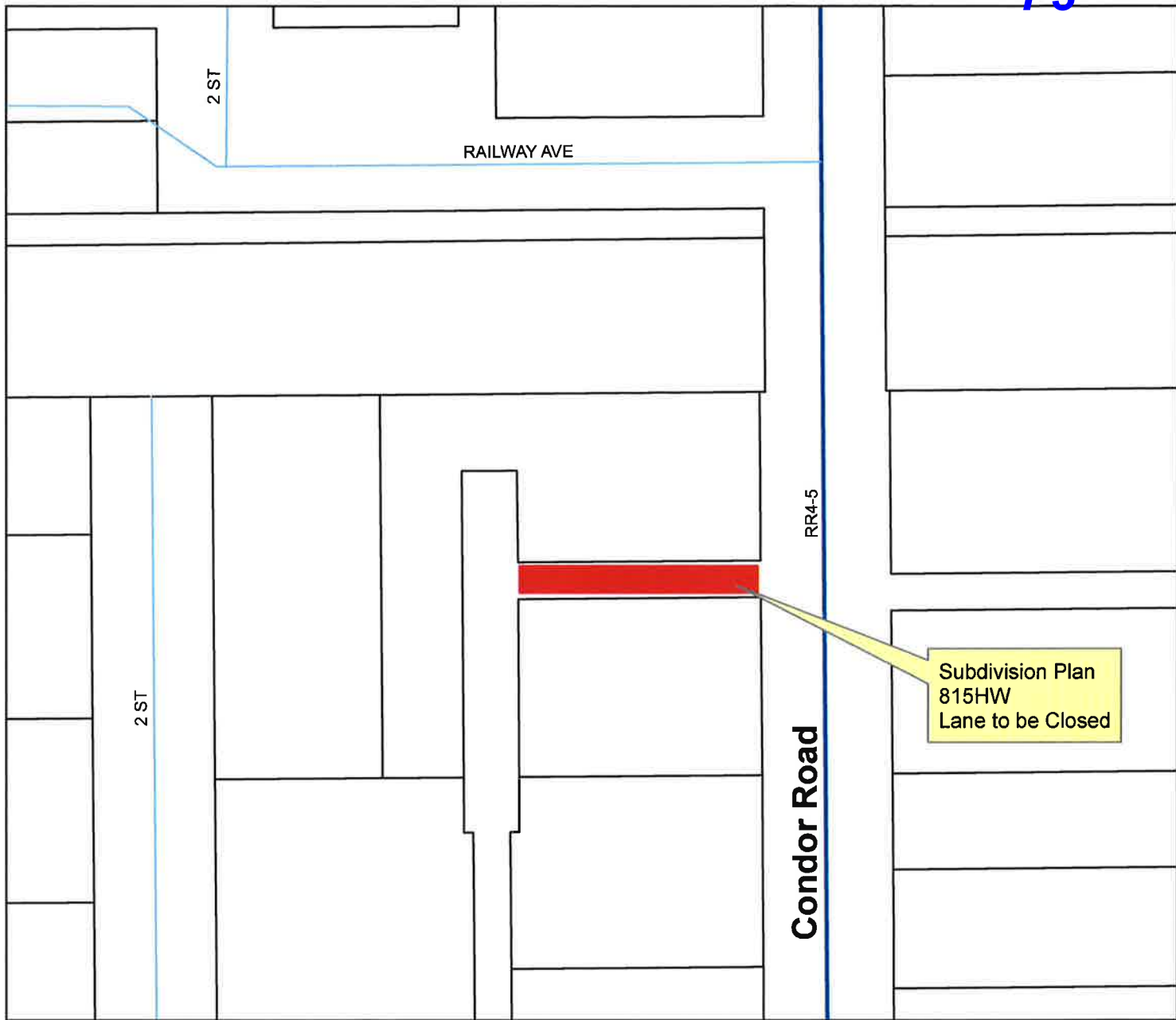
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**Minister of Transportation**

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2014.

READ A THIRD AND FINAL TIME this \_\_\_ day of \_\_\_\_\_ A.D., 2014.

\_\_\_\_\_  
REEVE

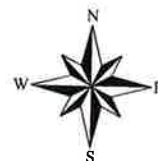
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MUNICIPAL MANAGER



**Bylaw No. 991/14  
Schedule "A"**

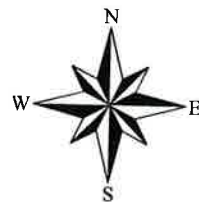


**Bylaw 991/14 - Road Closure  
Subdivision Plan 815HW  
in SE 06-39-04 W5M  
Hamlet of Condor  
Clearwater County**





Road Closure Application  
Subdivision Plan 815HW  
SE 06-39-04-W5  
Hamlet of Condor







## Agenda Item

<b>Project: 2014 Third Quarter Budget Performance Report</b>	
<b>Presentation Date: October 28, 2014</b>	
<b>Department: Corporate Services</b>	<b>Author: Rudy Huisman</b>
<b>Budget Implication:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation	
<b>Strategic Area: Governance and Intergovernmental Relations</b>	<b>Goal:</b> To support and enhance Council's decision making role relating to policy development, long and short term planning, and service and program evaluation.
<b>Legislative Direction:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) _____ <input type="checkbox"/> County Bylaw or Policy (cite) _____	
<b>Recommendation: That Council receive the 2014 3<sup>rd</sup> Quarter Budget Performance Report</b>	
<b>Attachments List: Capital &amp; Operating Statements to September 30, 2014</b>	

### Background:

Attached are the capital and operating budget performance reports to the end of September 2014.

Both budgets are performing reasonably well. There are no surprises or red flags that would require immediate remedial action.

Total actual revenue from operations to the end of the third quarter is at 100% of the 2014 approved budget for the year. This is primarily because 100% of municipal taxes is taken into revenue when it is levied. Also, government transfers, penalties on taxes, permits and licenses and Well Drilling Equipment Tax are all greater than 100% of the annual budgets for those items. Investment income is lagging because accruals to the end of September have not been booked.

Total actual operating expenditures to the end of the third quarter is at 57% of the annual budget. Programs are in full swing and a number of timing factors will correct the apparent positive variance by the end of the year. The only negative variance is in Public Works in the Water & Sewer Account. The overexpenditure is entirely the result of the final net contribution of \$790,253 in 2014 as part of the County's commitment to the sewer project in Rocky Mountain

House in accordance with resolution 352/13 passed at the Council meeting of September 24, 2013.

The excess of revenue over expenses at the end of the third quarter is more than \$27 million. This balance seems very high but is deceptive and will be reduced significantly by year end. The contribution from operations to finance capital of over \$12 million will be settled out and in the last quarter expenses will typically outstrip revenues by a wide margin.

With a few exceptions, the capital projects collectively making up the approved capital budget are well under way. There are a couple of minor variances but a cursory investigation showed they result from distribution errors. For example, work on resource roads was incorrectly charged to Base Paving. These will be corrected before year end.

Because of the continuing mild weather, a significant amount of work has been completed in October and the year end capital budget report will be more meaningful. Despite the favourable conditions, some projects will be carried forward into 2015.

Any project specific questions you may have should be forwarded to Finance staff before the council meeting so that staff from the appropriate department can be asked to make themselves available to answer the questions at the meeting.

**Clearwater County**  
**Operating**  
**For Nine Months Ending September 30, 2014**

	Year to date 2014	Budget 2014	Variance 2014	% 2014
<b>Operating Revenue</b>				
Net municipal taxes	\$38,979,843	\$39,021,733	(\$41,890)	100%
User fees and sales of goods	572,249	832,000	(\$259,751)	69%
Government transfers for operating	3,158,053	3,115,398	\$42,655	101%
Investment income	233,654	455,000	(\$221,346)	51%
Penalties and costs of taxes	154,576	80,000	\$74,576	193%
Development levies	24,538	55,000	(\$30,462)	45%
Permits and licenses	59,628	58,600	\$1,028	102%
Oil Well Drilling Taxes	2,716,107	2,000,000	\$716,107	136%
Other	263,342	336,000	(\$72,658)	78%
<b>Total Operating Revenue</b>	<b>46,161,990</b>	<b>45,953,731</b>	<b>208,259</b>	<b>100%</b>
<b>Operating Expenses by Department</b>				
<b>Agriculture Services</b>				
ASB General	\$304,443	\$388,070	\$83,627	78%
ASB AESA	138,103	168,148	\$30,045	82%
ASB Vehicle & Equipment Pool	75,868	93,500	\$17,632	81%
ASB Vegetation Management	308,253	702,415	\$394,162	44%
ASB Weed & Pest Control	168,244	215,785	\$47,541	78%
ASB Public Relations	2,297	6,450	\$4,153	36%
	<b>997,208</b>	<b>1,574,368</b>	<b>577,160</b>	<b>63%</b>
<b>Community &amp; Protective Services</b>				
Community Services	690,409	1,583,770	\$893,361	44%
Culture	156,085	274,036	\$117,951	57%
Emergency Services	634,328	2,796,351	\$2,162,023	23%
Economic Development	148,826	893,640	\$744,814	17%
Peace Officers	477,411	665,245	\$187,834	72%
Recreation	2,184,078	5,164,698	\$2,980,620	42%
Regional Fire Services	1,052,207	1,344,175	\$291,968	78%
	<b>5,343,344</b>	<b>12,721,915</b>	<b>7,378,571</b>	<b>42%</b>
<b>Corporate Services</b>				
Assessment	\$359,439	\$683,360	\$323,921	53%
Finance	293,171	440,970	\$147,799	66%
General	662,247	1,172,860	\$510,613	56%
Human Resources	175,996	256,850	\$80,854	69%
Legislative	269,381	445,110	\$175,729	61%
Technology & Information Management Services	508,459	708,150	\$199,691	72%
	<b>2,268,693</b>	<b>3,707,300</b>	<b>1,438,607</b>	<b>61%</b>
<b>Planning &amp; Nordegg</b>				
Planning	488,694	745,830	\$257,136	66%
Safety	98,465	143,550	\$45,085	69%
Nordegg	168,404	786,247	\$617,843	21%
Nordegg Historic Society	157,239	235,113	\$77,874	67%
	<b>912,802</b>	<b>1,910,740</b>	<b>997,938</b>	<b>48%</b>
<b>PUBLIC WORKS</b>				
General	639,971	902,740	\$262,769	71%
Facilities	309,893	526,595	\$216,702	59%
Gravel Activities	2,013,951	2,114,700	\$100,749	95%
GIS Mapping	191,031	360,775	\$169,744	53%
Road Maintenance	2,771,584	3,610,834	\$839,250	77%
PW Shop	320,715	508,800	\$188,085	63%
Vehicles & Equipment	2,310,628	3,646,500	\$1,335,872	63%
Water & Sewer	879,196	169,820	(\$709,376)	518%
	<b>9,436,969</b>	<b>11,840,764</b>	<b>2,403,795</b>	<b>80%</b>
<b>Contingency</b>		<b>1,268,685</b>	<b>1,268,685</b>	<b>0%</b>
<b>Total Operating Expenses</b>	<b>18,959,016</b>	<b>33,023,772</b>	<b>14,064,756</b>	<b>57%</b>
<b>Excess of Revenue over Expenses</b>	<b>27,202,974</b>	<b>12,929,959</b>	<b>(13,856,497)</b>	<b>210%</b>

**Clearwater County**  
**Capital**  
**For Nine Months Ending September 30, 2014**

	Year to date 2014	Budget 2014	Variance 2014	% 2014
<b>Capital Funding Sources</b>				
Grants	\$5,670,001	\$5,416,000	\$254,001	105%
Contributions from Reserves		2,985,224	(\$2,985,224)	0%
Contributions from Operations		12,289,951	(\$12,289,951)	0%
<b>Total Capital Revenue</b>	<b>5,670,001</b>	<b>20,691,175</b>	<b>(15,021,174)</b>	<b>27%</b>
<b>Capital Expenditures by Department</b>				
<b>Agriculture Services</b>				
ASB - Buildings	\$22,995	\$0	(\$22,995)	
ASB - Equipment	184,154	278,000	\$93,846	66%
	<b>207,149</b>	<b>278,000</b>	<b>70,851</b>	<b>75%</b>
<b>Community &amp; Protective Services</b>				
Community Peace Officers	155,022	165,000	\$9,978	94%
Regional Fire Services	143,455	244,724	\$101,269	59%
Parks & Recreation	326,752	275,000	(\$51,752)	119%
	<b>625,229</b>	<b>684,724</b>	<b>59,495</b>	<b>91%</b>
<b>Corporate Services</b>				
TIMS Capital	170,294	479,000	\$308,706	36%
	<b>170,294</b>	<b>479,000</b>	<b>308,706</b>	<b>36%</b>
<b>Planning &amp; Nordegg</b>				
Vehicles & Equipment	\$57,375	\$107,000	\$49,625	54%
Nordegg Project Development	577,243	1,644,500	\$1,067,257	35%
	<b>634,618</b>	<b>1,751,500</b>	<b>1,116,882</b>	<b>36%</b>
<b>PUBLIC WORKS</b>				
Heavy Equipment	634,078	765,000	\$130,922	83%
Local Road Construction	3,689,720	5,474,981	\$1,785,261	67%
Asphalt Overlay	4,340,610	5,328,000	\$987,390	81%
Bridge Rehab	543,130	1,371,470	\$828,340	40%
Base Pave	122,441	80,000	(\$42,441)	153%
Facilities	1,924	2,417,500	\$2,415,576	0%
Water	1,029,162	1,280,000	\$250,838	80%
Sewer	5,692	200,000	\$194,308	3%
Nordegg Infrastructure	3,330	581,000	\$577,670	1%
	<b>10,370,087</b>	<b>17,497,951</b>	<b>7,127,864</b>	<b>59%</b>
<b>Total Capital Expenditures</b>	<b>12,007,377</b>	<b>20,691,175</b>	<b>8,683,798</b>	<b>58%</b>
<b>Net Capital Revenue (Expenditure)</b>	<b>(6,337,376)</b>	<b>0</b>	<b>(6,337,376)</b>	