

CLEARWATER COUNTY COUNCIL AGENDA
January 26, 2016
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House AB

9:30 A.M. Delegation: Mike Maki, Rocky Rod & Gun Club

9:45 A.M. Ivan Dijkstra, Deputy Fire Chief

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. January 12, 2016 Regular Meeting Minutes

D. PUBLIC WORKS

1. Waterworks and Sewage Utilities Bylaw 944/11 *Wastewater/Water Rates and Charges*
2. Alberta Association of Municipal Districts and Counties (AAMDC) Infrastructure Priorities Survey

E. CORPORATE SERVICES

1. **9:30 A.M.** Delegation: Mike Maki, Rocky Rod & Gun Club

F. COMMUNITY & PROTECTIVE SERVICES

1. **9:45 A.M.** Ivan Dijkstra, Deputy Fire Chief - Clearwater Regional Fire Rescue Service – 2015 Annual Reporting
2. Digital Futures Symposium and the Local To Global Forum
3. Growing Rural Tourism Conference
4. Canadian Radio-television and Telecommunications Commission Broadband Survey
5. Alberta Community Partnership Grant Application

G. MUNICIPAL

1. Confluence Heritage Society – Letter of Support Request
2. Community Partnership Showcase

H. INFORMATION

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

I. ADJOURNMENT



AGENDA ITEM

PROJECT: Waterworks and Sewage Utilities Bylaw 944/11; Wastewater/Water Rates and Charges		
PRESENTATION DATE: January 26 th , 2016		
DEPARTMENT: Public Works	WRITTEN BY: Kate Reglin/Kurt Magnus	REVIEWED BY: Marshall Morton
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) The Waterworks and Sewage Utilities Bylaw No. 944/11		
STRATEGIC PLAN THEME: Well Governed and Leading Organization	PRIORITY AREA: Ensure timely compliance with statutory and regulatory obligations	STRATEGIES: Ensure that County operates effective and efficient water and wastewater systems that meet or exceed Provincial requirements.
ATTACHMENT(S): The Waterworks and Sewage Utilities Bylaw 944/11.		
RECOMMENDATION: 1.) Administration recommends leaving the existing wastewater rates, as per Bylaw 944/11, for Condor, Leslieville, and Nordegg from 2016 through to 2018. 2.) That Council direct administration to amend schedule "A" of bylaw 944/11 to reflect an \$8.40 per year for residential and \$10 per year for Hotels for the next 3 years. 3.) That Council direct administration to establish a Wastewater Operating Reserve.		

BACKGROUND:

As per the Waterworks and Sewage Utilities Bylaw No. 944/11, Schedule A, Wastewater and Water Rates and Charges, the rates for the hamlets of Condor, Leslieville and Nordegg, were set until the end of the year 2015.

Administration has reviewed the cost recovery basis for charges from 2016 through 2018, and, as a result, would like to present Council with the following information and recommendation.

Wastewater Rates

The current fees being charged for wastewater are:

Condor - \$42.00/month Leslieville - \$42.00/month Nordegg - \$42.00/month

These fees have been adjusted throughout the last five years.

Wastewater Operational Costs					
Hamlet	Year	No. of Serviced Lots	Annual Operating Cost	Annual Operating Cost / Household / Year	Cost / Month
Condor	2010	48	\$39,095.01	\$814.48	\$67.87
Condor	2011	46	\$35,361.78	\$768.73	\$64.04
Condor	2012	47	\$42,117.27	\$896.11	\$74.68
Condor	2013	47	\$41,890.88	\$891.30	\$74.27
Condor	2014	47	\$34,038.57	\$724.22	\$60.35
Condor	2015	47	\$33,251.88	\$707.49	\$58.96
Leslieville	2010	89	\$29,076.04	\$326.70	\$27.22
Leslieville	2011	75	\$71,177.00	\$949.03	\$79.09
Leslieville	2012	76	\$57,662.15	\$758.71	\$63.23
Leslieville	2013	76	\$67,668.57	\$890.38	\$74.20
Leslieville	2014	75	\$26,811.66	\$359.49	\$29.79
Leslieville	2015	75	\$23,916.62	\$318.89	\$26.57
Nordegg	2010	47	\$16,298.92	\$346.79	\$28.90
Nordegg	2011	47	\$68,757.18	\$1,462.92	\$121.91
Nordegg	2012	47	\$76,621.00	\$1,630.23	\$135.85
Nordegg	2013	47	\$86,011.25	\$1,830.03	\$152.50
Nordegg	2014	47	\$101,160.21	\$2,152.34	\$179.36
Nordegg	2015	48	\$80,352.97	\$1,674.02	\$139.50

Forecast Wastewater Operational Costs						
Hamlet	Year	No. of Serviced Lots	Annual Operating Cost	Annual Operating Cost / Household / Year	Cost / Month	Recommended Rate
Condor	2016	47	\$33,827.07	\$719.72	\$59.98	\$42.00
Condor	2017	47	\$35,009.77	\$744.89	\$62.07	\$42.00
Condor	2018	47	\$36,310.75	\$772.57	\$64.38	\$42.00
Leslieville	2016	75	\$35,034.95	\$467.13	\$38.93	\$42.00
Leslieville	2017	75	\$36,338.44	\$484.51	\$40.38	\$42.00
Leslieville	2018	75	\$37,772.28	\$503.63	\$41.97	\$42.00
Nordegg	2016	48	\$88,388.27	\$1,844.42	\$153.45	\$42.00
Nordegg	2017	48	\$97,227.09	\$2,025.56	\$168.80	\$42.00
Nordegg	2018	48	\$106,949.80	\$2,228.12	\$185.68	\$42.00

Administration surveyed some of the neighboring hamlets, villages, and towns regarding their **wastewater rates** in an effort to provide a possible cross evaluation.

The following information was obtained:

- Caroline - \$21.20/month/household
- Eckville – \$48.75/month/household
- Rocky Mountain House - Metered \$25.65/bi-monthly/household plus \$0.385/m3.
Unmetered \$37.40/bi-monthly/household
- Sundre - \$19.00/month/household plus \$1.30/m3 of metered water
- Brazeau County
 - o Lodgepole, Violet Grove, Buck Creek - \$12.00/month/household
 - o Rocky Rapids, Cynthia - metered at \$1.00/m3 based on 67% of water usage
- Red Deer County
 - o Benalto - \$25.00/month/household plus \$1.01/m3 usage charge
 - o Lousana - \$ 26.61/month/household
 - o Spruce View - \$25.00/month/household plus \$0.80/m3 usage
 - o Springbrook - \$25.00/month/household plus \$2.00/m3 usage
- Lacombe County - \$18.44/month/household plus a usage charge, based on the amount of water consumed, of \$0.58/m3
- Wetaskiwin - \$50.46/bi-monthly/household

The average rate for **wastewater** of the eight municipalities surveyed was **\$ 24.08 /month / household** not including usage charge where applicable.

Once again, to summarize, Clearwater County’s wastewater fees:

Existing:

Condor - \$42.00/month Leslieville - \$42.00/month Nordegg – \$42.00/month

Cost Recovery for 2015 (Operational):

Condor - \$58.96/month Leslieville - \$26.57/month Nordegg: \$139.50/month

Existing Fees for Neighboring Municipalities:

\$24.08/month plus usage where applicable

As such, Administration recommends leaving the existing wastewater rates, as per Bylaw 944/11, for Condor, Leslieville, and Nordegg from 2016 through to 2018. The rates would remain, as per 2015 rates, for all residential, small commercial, medium commercial, large commercial, institutional and bulk wastewater.

In addition, so as to account for those years when revenue exceeds operational costs, Administration recommends the establishment of a Wastewater Operating Reserve. Hence, when wastewater operational expenses (i.e.: desludging of lagoon(s), camera video of lines, etc.), for a particular year, exceed revenue, the Wastewater Operating Reserve may be utilized to offset those expenses.

Water Rates

Currently, Nordegg is the only hamlet within Clearwater County that has a water treatment facility. Therefore, Nordegg will be the only one discussed pertaining to water and water distribution. Currently Nordegg is paying \$29.80 / month / household for its treated water.

Water Operational Costs						
Hamlet	Year	No. of Serviced Lots	Annual Operating Costs	Annual Operating Cost/Household /Yr.	Actual Cost / Month	Set Rate
Nordegg	2011	47	\$31,787.71	\$676.33	\$56.36	\$26.60
Nordegg	2012	47	\$45,625.79	\$970.76	\$80.90	\$28.20
Nordegg	2013	47	\$80,484.42	\$1,712.43	\$142.70	\$29.80
Nordegg	2014	47	\$90,046.47	\$1,915.88	\$159.66	\$29.80
Nordegg	2015	48	\$61,892.04	\$1,289.42	\$107.45	\$29.80

When our neighboring municipalities were surveyed, in regards to their rates, the following information was provided:

- Lacombe County - \$61.75/month/household plus \$3.31/m³ consumption charge
- Brazeau County – Minimum charge of \$10.00/month, \$1.50/m³ for Metered Household, \$27.00/month/household for Unmetered
- Red Deer County
 - o Benalto - \$25.00/month/household plus \$0.94/m³ consumption charge
 - o Spruce View - \$25.00/month/household plus \$1.48/m³ consumption charge
 - o Springbrook - \$25.00/month/household plus \$0.90/m³ consumption charge
- Caroline - \$20.23/month/10m³/household and \$2.02/m³ additional over 10m³
- Eckville
 - o \$35.00/bi-monthly (up to 20m³)
 - o \$35.00/bi-monthly plus \$0.37/m³ (21-42 m³)
 - o \$35.00/bi-monthly plus \$0.44/m³ (over 42m³)
- Sundre - \$19.00/month/household plus \$2.20/m³ consumption charge plus \$5.00/month/household for Storm water charge
- Rocky Mountain House - \$54.35/month/household plus \$0.669/m³ or \$74.10/month/household

The average rate for water of the seven municipalities surveyed was **\$ 35.33 /month / household** not including consumption charge where applicable.

As shown in the table above, to set the fees for cost recovery, in 2015, for water operations, would be \$107.75/month.

Forecast Water Operational Costs						
Hamlet	Year	No. of Serviced Lots	Annual Operating Costs	Annual Operating Cost/Household/Yr.	Actual Cost / Month	Recommended Rate
Nordegg	2016	47	\$68,081.24	\$1,418.36	\$118.20	\$38.20
Nordegg	2017	47	\$74,889.37	\$1,560.20	\$130.02	\$46.60
Nordegg	2018	47	\$82,378.31	\$1,716.21	\$143.02	\$55.00

Water - Recommended Rates				
Type	2015	2016	2017	2018
Hotel (Small)	\$125.00	\$130.00	\$140.00	\$150.00
Hotel (Medium)	\$175.00	\$185.00	\$195.00	\$205.00
Hotel (Large)	\$225.00	\$235.00	\$245.00	\$255.00
Water Bulk	\$5.50/m3	\$6.00/m3	\$6.50/m3	\$7.00/m3

As such, Administration recommends raising the water rates, as shown in the above tables, for the Hamlet of Nordegg. The recommended rate will be raised \$8.40 per year for residential and \$10 per year for Hotels.



BY-LAW NUMBER 944/11

By-law 944/11 of Clearwater County is a by-law to support, regulate, control, and improve the water and waste water treatment and distribution systems within Clearwater County.

Under and by virtue of the authority conferred upon it by the Municipal Government Act, Section 288, of the Revised Statutes of Alberta and amendments thereto, the Council of Clearwater County being duly assembled enacts as follows:

This by-law may be cited as the *Waterworks and Sewage Utilities By-Law*.

SECTION 1: DEFINITIONS:

In this By-Law unless the context specifically indicates otherwise;

"Back-flow prevention device" means a device installed to prevent liquids or solids from mixing with drinking water, whereby one or both of them becomes or may become contaminated or polluted.

"Building Drain" means that part of the lowest horizontal piping which receives the discharge from soil waste or other drainage pipes within a building and conducts it to the building sewer beginning one (1) metre outside the building wall.

"Bulk Water" means any unit of water in large quantities not normally distributed and supplied by the water distribution lines.

"Bulk Sewage" means any large quantity unit of sewage apart from what is normally introduced into the sanitary sewer line.

"Consumer" means and includes "subscriber" and denotes a user of the utility.

"Administrator" means the County Administrator as appointed by Council.

"Council" means the Council of Clearwater County

"Cross-Connection" means (1) a physical connection through which a supply of potable water could be contaminated or polluted, and (2) a connection between a supervised potable water supply and an unsupervised supply of unknown potability.

"Easement" means that area so registered on any title issued by an Alberta Land Titles Office providing a right acquired by one person from another, permitting use of the other's land for a purpose such as a right-of-way across it.

"Garbage Disposal Unit" means any device, equipment or machinery designed, used or intended to be used for the purpose of grinding or otherwise treating garbage to enable the same to be introduced into a public sewer.

"Grease" means material recovered as grease using the method set out in "Standard Methods" of the American Public Health Association.

"Health Officer" means the Medical Officer of Health of the Rocky Regional Health Unit.

“Interceptor” means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into the sewer utility system.

“Lagoon” means a digestion area in which sewage is received and retained after passing through the gathering conduits of the sewer utility system.

“Lift Station” means a metal or concrete structure constructed either below or above ground level, including but not limited to pumps, vents, and electrical panels used to pump sewage from there the sewage enters the structure to some other location.

“Manhole” means a subsurface concrete or metal structure with removable hatch, used for inspection or cleaning of a sewer or storm sewer.

“Owner” means the registered owner of a property, or the renter of the purchaser thereof who is entitled to occupy and enjoy the property.

“Person” means any individual, firm, company, association, society, corporation or group.

“pH” means the logarithm of the reciprocal of the weight hydrogen ion in grams per litre of solution and denotes alkalinity or acidity.

“Public Property” means and includes in this context a highway or any other public property in which a utility is installed.

“Revoke” means “rescind”, “cancel” and otherwise to annul.

“Sanitary Sewer” means a pipe which carries sewage and into which storm, surface, and ground waters are not intentionally admitted.

“Sewage” means a combination of the water carried wastes from residences, business buildings, institutions, industrial and recreational establishments.

“Sewer” shall include “Sewerage” and means one or more pipes designed and used for carrying sewage or liquid waste from one or more plumbing systems.

“Sewer Service Line” means a pipe connecting the sanitary sewer to residences, commercial buildings, industrial and recreational establishments, and institutions; which is designed and used to convey sewage.

“Storm Sewer or Storm Drain” means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

“Swimming Pool” means a pool constructed for swimming.

“System” means and includes all pipes, drains, machinery, ponds, yards, shops, plants, offices, equipment and whatever relative to the utility.

“Utility” means and includes the waterworks system or sewage system to which this by-law pertains.

“Utility Officer” means a person employed or appointed by Council to supervise and administer the operation and maintenance of the utility systems; in possession of a valid Province of Alberta Operator’s Certificate.

“Water” means the water distributed and supplied by the utility system and includes potable water.

“Water Course” means a channel in which a flow of water occurs, either continuously, or intermittently.

“Water Distribution Main” means all pipes designed to convey water, located within public property or easement, and includes the main pipe and connections leading from the main pipe to the curb stop.

“Water Service Line” means a pipe connecting the curb stop to residences, commercial buildings, industrial and recreational establishments, and institutions which is designed and used to convey water.

“Waterworks” means one or more pipes designed and used for the conveyance of water and includes but is not limited to; pumps, valves, hydrants, water reservoir and pump house and electrical panels.

SECTION 2: WATER & SEWER OPERATION AND ADMINISTRATION – GENERAL PROVISIONS

- 2.1 The owner of every house, building, or any other structure used by human occupancy, employment, recreation or other purpose, situated within the County in which there is now or hereafter located a sanitary or combined sewer or water distribution system or main of the County is hereby required, at his expense, to install suitable toilet and water facilities therein and to directly connect such facilities within the said utility system in accordance with Provincial regulations provided, within Sixty (60) days of being notified to do so by the Administrator, or his delegate.
- 2.2 The owner of any building on land abutting upon any street or public place wherein there is a sewer main shall discontinue the use of any water closets or privies, septic tanks, cesspools and similar private sewage disposal facilities and shall cause them to be removed, filled up, and rendered safe.
- 2.3 The County shall maintain the utility system within all public property and within all utility easement at the expense of the County. All costs for maintenance, pipe replacement or clean-out on private property will be the responsibility of the owner of said private property.
- 2.4 No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any part of the utility system.
- 2.5 All works relative to construction, excavation, connection of any utility system within a highway, public lands, or easement shall be performed by the County or its contractors.
- 2.6 Any person desiring to connect his/her property with any utility system shall sign and file with the County a written application on the form provided for a permit to make such a connection.
- 2.7 Any sanitary sewer line or water line extension which has been approved by the County may be subject to a hook-up charge to defray any common costs of the utility system.
- 2.8 Hook-up charges under 2.7 shall be determined by the County at the time of the application extension.

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- 2.9 Except as otherwise provided and relative to any utility system, no construction, excavations or connections will be performed in or on a highway or public lands between the First (1st) day of November of any year and the Fifteenth (15th) day of April of the following year.
- 2.10 Furnished with convincing evidence or urgent necessity, the Administrator is hereby authorized to vary Section 2.9 hereof and permit construction, excavation or connection within the public domain or easement providing the applicant undertakes, in writing, to pay all costs of construction, excavation or connection and the costs of reclaiming the site so disturbed.
- 2.11 The Administrator may, and is hereby authorized to require the applicant to post letter of credit, in sufficient amount to satisfy estimated costs of construction, excavations and connections.
- 2.12 The administrator is hereby authorized to act for and do anything on behalf of the Council conducive to the efficient regulation, control and improvement of the utility system including:
- i) Assigning funds for repairs to the utility;
 - ii) Completing agreements relative to the exceptional concessions provided herein;
 - iii) Delegating the authority herein stipulated to other County employees, Utility Officer, or to the persons the Administrator deems suitable for carrying out the intentions of this by-law.
- 2.13 The Administrator may achieve the intentions of this section of the by-law by stipulating in the form provided, verbally, or in any manner he deems expedient, and, in any case, the manner of stipulation adopted by him/her shall have the same force and effect as otherwise provided in this by-law.
- 2.14 The powers herein conferred shall not extend to or include the setting of rates in Schedules "A" or the assignment of construction of new utility systems or major additions to existing utility systems, fixing or assigning the capital funds of the utility or the appointment of officials or employees for the management of the utility systems.
- 2.15 Council may, by resolution, appoint officials and employees for the purpose of carrying out the provisions of this by-law and remunerate the said officials and employees.
- 2.16 The Administrator and other duly authorized employees, or those suitable persons delegated under Section 2.12 (i) bearing proper credentials and identification, shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling, testing and recording in accordance with the provisions and intentions of this by-law.
- 2.17 Any owner, proprietor or occupier of a premise, structure or property failing or refusing to permit or preventing the entry for purposes stipulated in Section 2.16 is guilty of an offence against this by-law.
- 2.18 Where any inspection cited in Section 2.16 discloses any failure, omission or neglect contrary to this by-law, the authorized person making such inspection shall, in writing, notify the said owner, proprietor or occupier to rectify the failure, omission or neglect

within a period which is, in the opinion of the authorized person, reasonable under the circumstances.

- 2.19 Any person who fails to comply with a notice within the time limit specified therein, under the provisions of Section 2.18 is guilty of an offence against this by-law.
- 2.20 The Administrator or his delegate may revoke any permit or concession prescribed in this by-law should it be determined, at any time, that an owner, consumer, subscriber, applicant or whatever is not complying with the spirit and intent of the by-law or is doing an act which, in the opinion of the Administrator or his delegate, is likely to damage or impair the utility system or its functions.
- 2.21 In relation to rates, charges and rents the Administrator is hereby authorized to assign and fix classifications to which rates, charges, tolls, fares and rents shall apply.
- 2.22 No unauthorized person shall trespass upon or in any facility of any utility system.
- 2.23 The County will provide water and sewer service only to the owner and the amounts owing on any utility billing shall be amounts owing by the owner and/or occupant.
- 2.24 Accounts shall be deemed to be sufficiently forwarded if they are mailed by ordinary mail to the owner or occupier at the last known mailing address.
- 2.25 The County is not responsible for lost or misdirected mail.
- 2.26 The County is not responsible for late payments due to bank errors.
- 2.27 **Liability for Damages**
- i) The County is not liable for damages:
- a) caused by the break, plugging or stoppage of any water or sewer main or attachment;
 - b) caused by the interference with the supply of any water or sewer service necessary in connection with the repair or proper maintenance of the water or sewer service; or
 - c) generally for any accident due to the operation of any water or sewer service.

unless that action has been shown to be directly due to the negligence of the County or its employees

SECTION 3: WATER SERVICE

- 3.1 No cross connections within the water distribution mains or water service lines will be allowed.
- 3.2 No person being an owner, occupier, tenant or inmate of any house, building or other premises which are supplied with water from the water system shall vend, sell or dispose of water therefrom, or give away, or permit the same to be taken or carried away, or use, or supply it to the use or benefit of others, or to any other use and benefit, or shall increase the supply of water beyond that fixed by the rating of the premises.

- 3.3 No person, consumer, owner, proprietor or occupier shall squander or uselessly expend water supplied by or through the utility system.
- 3.4 Any person desiring to purchase bulk water shall sign and file with the County a written application on the form provided, and undertake to pay any charges or fees assigned from Schedule "A".
- 3.5 Bulk water sales shall only occur under the supervision of County employees, at a place and time so assigned.
- 3.6 The sale of bulk water privileges may be revoked at any time after forty-eight (48) hours notice to the applicant.
- 3.7 Except as provided, no persons other than authorized employees of the County shall open or close or operate or interfere with any valve, hydrant or fire plug, or draw water therefrom.
- 3.8 The Chief of the County Fire Department, his/her assistants and officers, and members of that Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, or for making trial testing of those hose pipe, or for fire protection, but all such uses shall be under the direction and supervision of the said Chief or his/her duly authorized assistants, and in no event shall any inexperienced or incompetent persons be permitted to manipulate or control in any way any hydrant or plug.
- 3.9 No persons shall interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, etc. If it is required to make any repairs or changes due to inaccessibility to or damage to curb stops, the owners of the property being serviced by said curb stop shall, in addition to the penalties by the by-law, be required to assume all costs involved in said repair of changes.
- 3.10 The County may shut off the water supplied to the land or premises of any consumer who may be guilty of a breach of or non-compliance with any of the provisions of this By-Law or Board of Health regulation, and may refuse to turn on the water until satisfied and assured that the consumer intends to comply or has complied with this By-Law or Health regulations.

SECTION 4: WATER METERS

- 4.1 Where water supplied to consumers is measured by water meters, all water meters shall be supplied by the County; all meters shall remain the property of the County. Should meter, while on the premises of the consumer, be damaged or destroyed, the cost of repairing or replacing the meter shall be paid for by the said consumer.
- 4.2 Every owner or occupier of property shall provide adequate protection for the meter against frost, heat or other internal or external damage.
- 4.3 Where water meters are damaged by hot water or frost, the owner or occupier, as the case may be, shall pay to the County on demand for the repairs made by the County.
- 4.4 Where water is measured by a water meter, there shall not be any fixture or appurtenance to remove water from the water line between the curb stop and the water meter.

4.5 **New Water Meters:**

Residential dwelling units being connected to a Clearwater County water system after the passage of this By-Law may have a remote readout water meter at a location determined by the County.

The meters will be supplied to residents at a cost listed within Schedule "A" of this By-Law and remain the sole property of Clearwater County.

Remote readout water meters may be installed at the discretion of the County in an existing residential dwelling unit with an existing meter at the request of the owner or occupant, made to Clearwater County, or the discretion of Clearwater County's Utility Officer.

4.6 **Reading of Meters:**

- i) Every owner and occupier of premises connected to the water system shall provide free and convenient access to his premises at all reasonable times for the purpose of reading meters.
- ii) At the discretion of the County, reading of the meters will be performed monthly by the occupant.
- iii) In the event that the County is unable to obtain access to the premises, it may estimate the water consumption. If no reading is obtained at the end of the next billing period, the owner or occupier will be required to make suitable arrangements for regular readings. If the owner or occupier fails to comply with the request of the County, the water service may be discontinued without further notice.

4.7 **Inspecting, Repairing and Placing of Meters:**

- i) Every owner or occupier of premises connected to the water system shall provide free and convenient access to his premises at all reasonable times for the purpose of inspecting, repairing or placing meters upon any service pipe or connection within or without any house or building, such access being provided on receipt of reasonable notice of intent by the Administrator or any other authorized person of Clearwater County.

4.8 **Examination of Meter for Fraudulent Use**

- i) The Administrator and persons duly authorized by him/her may enter the premises of any water user at a reasonable time to examine the pipes, meters and fixtures to ascertain the quantity of water used and the manner of its use as being in compliance with the terms of this By-law.

4.9 **Interference with Meters and Stop Cocks**

- i) No person shall, in any way, interfere with any stop cock, pipe or other water works appliance outside of his own premises, nor shall he/she in any way interfere with any meter whether inside or outside of his premises. No person, except a person authorized by the Administrator, shall tap or make any connections

whatsoever with any public or private water pipes or mains, either in the streets or in the lanes.

- ii) The Administrator may have the water service shut off from the premises of any owner or occupier infringing any of the rules and regulations or amendments thereto made by the County, and in cases where the water has been shut off for allowing waste or leaks or defects in pipes or stop cocks, and shall refuse to turn it on again until satisfactory evidence has been provided to the County that the necessary repairs have been properly made and upon payment of the sums chargeable for turning the water off and on.

4.10 Boilers

In all cases where boilers are supplied with water from the water works system, the owner of the boilers must see that a safety valve, vacuum valve or other proper device from is applied to prevent danger from collapse or explosion when the water is shut off from the street.

SECTION 5: BACKFLOW PREVENTION

5.1 System Contamination

- i) No person shall connect anything to the water system which may cause the service to become contaminated or polluted.
- ii) No bypass piping or other device capable of reducing the effectiveness of a backflow prevention device shall be installed in a water supply system.

5.2 Back-Flow Prevention

- i) All customers shall be required to provide backflow prevention devices in accordance with the National Plumbing Code of Canada, 2005, The Public Health Act of Alberta, and the Plumbing and Drainage Regulations and CAN/CSA – B64.10.01 – Manual for the Selection and Installation of Backflow Prevention Devices as may be amended from time to time as per current legislation.
- ii) Failure to provide backflow prevention devices as set out in Section 5.2 (i) may result in the discontinuation of water service. Failure to provide backflow prevention devices will mean the owner will be solely responsible for all damages.

5.3 Inspection and Testing of Backflow Prevention Devices

- i) All backflow prevention devices shall be inspected and tested at the expense of the customer upon installation, and at thereafter as determined by Clearwater County
- ii) If a device is tested as defective it shall be replaced
- iii) Failure to have testing done, failure to replace a device, or if a device is tested as defective, may result in the discontinuation of water service
- iv) All repairs or replacements of backflow prevention devices shall be at the customer's expense

SECTION 6: SEWER SERVICE

- 6.1 Sewer service cannot be disconnected unless excavated and physically blocked.
- 6.2 If the sewer connection is disconnected, the property owner or his agent shall effectively block up the connection at a suitable location within his property so as to prevent sewage backing up into the soil, or soil being washed into the system.
- 6.3 In the event that a building is removed or demolished from the property, the service shall be considered to be disconnected.
- 6.4 Storm drains and weeping tile shall not be connected to the utility system.
- 6.5 No industry, factory, institution or business, or the owner, employees or officers thereof shall connect to, or introduce into the utility system any garbage disposal unit, or the grindings thereof shall connect to, or introduce into the utility system any garbage disposal unit, or the grindings thereof.
- 6.6 The Administrator is hereby authorized and may vary the provisions hereof upon receiving an application in the form provided.
- 6.7 In any such case, the Administrator may, in addition to the foregoing, require that the applicant enter into an agreement with Clearwater County, stipulating any particular which, in the opinion of the Administrator is good, sufficient and expedient from the efficient operation of the utility system.
- 6.8 When a permit is issued providing the owner a garbage disposal unit or swimming pool connected to the utility system, there shall be assessed an amount increased by 25 percent of the charges otherwise payable under the provisions of Schedule "A".
- 6.9 No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof on-off, subsurface drainage, cooling water or unpolluted industrial water into the sewage utility system.
- 6.10 The Administrator is authorized and may vary the provision hereof provided, on application, it is shown that such discharge is necessary due to exceptional conditions preventing compliance with this section.
- 6.11 No person shall dispose of any bulk sewage, treated or otherwise; directly into any sewer manhole, lift station, or lagoon.
- 6.12 Furnished with evidence of urgent necessity the Administrator upon application may authorize a person to use the sewage system and to undertake in writing to pay any charges or fees as assigned under Schedule "A".
- 6.13 Any use of the sewage system will be as directed by an authorized employee of the County and in keeping with general intent and provisions of this by-law.
- 6.14 The use of the sewage system and the application therefore may be revoked at any time after notice to the applicant.

-
- 6.15 No person shall discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any sewer or house drain connected therewith.
- 6.16 No person shall cut, break, pierce, or tap onto sewer or appurtenances thereof, or introduce any pipe, tube, trough, or conduit into any sewer, except duly authorized employees of the County.
- 6.17 No person shall interfere with the free discharge of any sewer, or part thereof, or do any act or thing which may impede or obstruct the flow or clog up any sewer or appurtenances thereof.
- 6.18 Should any person claim that the sewer line is plugged, and it is found to be blocked between the property line and the residence, the said person will be responsible for all costs relating to the inspection and repair. The County will then be authorized to open the sewer service line by any method necessary.
- 6.19 Should any person claim that the sewer line is plugged, and it is found to be blocked between the sanitary sewer line and the property line, the County will be responsible for all costs unless the blockage is due to negligence of the customer. The County will then be authorized to open the sewer service line by any method necessary.
- 6.20 No person shall release or discharge, any substance which, in the opinion of the County, is or may become harmful to any recipient water course or sewer system or part thereof, or may interfere with the proper operation of the sewer system, may impair or interfere with any treatment process, or may become a hazard to persons, property or animals.
- 6.21 Where deemed necessary and expedient by the County, interceptors for grease, oil and sand shall be installed by an owner on his property, at his expense and before introduction to the sewage utility system.
- 6.22 Any interceptor shall be maintained by the owner thereof.
- 6.23 Where deemed necessary and expedient by the County, the owner of any property served by a sewer carrying industrial wastes shall install a suitable manhole for observation, sampling and measuring operations of the municipality.
- 6.24 The installation of sewer connections to comply with all requirements of the Alberta Safety Codes Act and regulations there under or any substitute legislation.
- 6.25 Grease, oil and sand interceptors shall be installed on private property for all garages, gasoline service stations and vehicle and equipment washing establishments. Interceptors will be required for other types of business when, in the opinion of the Administrator or a delegated employee of the County, they are necessary for the proper handling of liquid waste containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of the type and capacity approved by the Administrator and shall be located so as to be readily and easily accessible for cleaning and inspection. Where installed, all grease, oil and sand interceptors

shall be maintained by the occupant at this expense in continuously efficient operation at all times.

6.26 Maintenance

- i) The County shall be responsible for the day to day maintenance of the sanitary sewer main and the connections from the main to the property line provided that the cost of clearing any line plugging of the service connection howsoever caused shall be at the expense of the owner, proprietor or occupier.
- ii) In case of any blockage, either wholly or in part of said sewerage system caused by reason of failure, omission or neglect to comply strictly with the foregoing provision, the owner, proprietor or occupier concerned therein shall, in addition to any penalty for infraction of the provisions hereof, be liable to the County for all costs of clearing such blockage and for any other amount for which the County may be held legally liable because of such blockage.

SECTION 7: RATES

- 7.1 The Council shall, from time to time, establish, amend, or set schedules of rates respecting fees, charges, tolls, fares, or rents payable by consumers for the purpose of the general maintenance, management, conduct and operation of the utility.
- 7.2 The particulars set out in Schedule "A"- Water Rates and Charges shall be deemed sufficient and obligatory for the purpose of establishing rates and charges in respect of the use of the water utility.
- 7.3 The particulars set out in Schedule "A" – Sewer Rates and Charges shall be deemed sufficient and obligatory for the purpose of establishing rates and charges in respect of the use of the sewer utility.

SECTION 8: PROCEDURES & PENALTIES

- 8.1 Any person who contravenes any provision of this By-law is guilty of an offence and is liable to a fine of Five Hundred Dollars (\$500.00).
- 8.2 The payment of the rates, charges, tolls, fares or rents stipulated in Schedule "A" hereto, or any requirements for the efficient operation of the utility may be enforced by all or any of the following methods, namely;
 - i) by action in any court of competent jurisdiction,
 - ii) by discontinuing the utility service to the consumer thereof;
 - iii) by distress or sale of goods or chattels of the person owing the utility rates, charges, tolls, fares, or wherever those goods and chattels may be found in the County.
- 8.3 In the event that utility rates, charges, tolls, fares, or rents remain uncollected and unpaid, the County shall:
 - i) make a return showing the amount of utility rates, charges, tolls, fares or rents so in arrear, together with all costs and charges in connection therewith; and

- ii) by notifying the owner and, if any, the purchaser of the building, lot or part of lot that is included in the return; and
- iii) upon having made the notification required herein shall, on the 30th day of December of that year, present that return to the Municipal Secretary of the County.

8.4 Subject to Section 7.3, the County may collect the unpaid utility rates, charges, tolls, fares or rents together with all costs and charges in connection therewith, that remain unpaid by charging the amount owing against the lands owned by the consumer owing the utility rates, charges, tolls, fares or rents within the municipal boundaries of the County on the same manner and subject to the same provisions as taxes due and owing in respect of that land.

SECTION 9: DATE OF EFFECT

9.1 This By-law shall come into effect the date of third and final reading.

9.2 This by-law shall rescind by-law 602/82 and by-law 651/99 and all amending By-laws thereto.

READ: A First time this ___ day of _____, A.D., 20__.

READ: A Second time this ___ day of _____, A.D., 20__.

READ: A Third time and finally passed this ___ day of _____, A.D., 20__.

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"
WASTEWATER AND
WATER RATES AND CHARGES

PURSUANT TO SECTION 7.2 & 7.3 OF THE WATERWORKS AND SEWAGE UTILITIES BY-LAW NO. 944/11.

The Council of Clearwater County has wastewater and water rates, fees, charges, tolls, fares, or rents in Clearwater County, in respect of the general maintenance, management, conduct and/or financial support of the wastewater and water portion of the County Utility System to read as follows:

Wastewater Rates per Month for *Residential

<u>Hamlet</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Condor	\$16.40	\$22.80	\$29.20	\$35.60	\$42.00
Leslieville	\$14.40	\$21.30	\$28.20	\$35.10	\$42.00
Nordegg	\$20.40	\$25.80	\$31.20	\$36.60	\$42.00

Wastewater Rates per Month for *Small Commercial

<u>Type</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Motel / Hotel	\$49.79	\$59.28	\$70.56	\$84.00	\$100.00
Schools	\$32.80	\$36.30	\$39.80	\$43.30	\$48.80

Wastewater Rates per Month for *Medium Commercial

<u>Type</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Motel / Hotel	\$100.00	\$110.00	\$120.00	\$130.00	\$140.00
Schools	\$86.40	\$92.00	\$98.00	\$104.00	\$110.00

Wastewater Rates per Month for *Large Commercial

<u>Type</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Motel / Hotel	\$140.00	\$150.00	\$160.00	\$170.00	\$180.00

Wastewater Rates per Month for Institutional

<u>Type</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Churches	\$14.40	\$19.00	\$24.00	\$29.00	\$34.00
Lodges	\$43.20	\$49.00	\$55.00	\$61.00	\$67.00
Fire Halls	municipal fire halls are exempt				
*Recreational	\$14.40	\$21.30	\$28.20	\$35.10	\$42.00

Wastewater Rates for Bulk

\$8.00/m³

If a facility has a water meter installed, the wastewater flat fee will not apply. The wastewater fee for a facility that has a water meter shall be \$0.60/m³ for every cubic meter of water usage. This rate shall remain until January 1, 2016.

Water Rates per Month for Nordegg

<u>Type</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
*Residential	\$26.60	\$28.20	\$29.80	\$29.80	\$29.80
Hotel (Small)	\$62.24	\$74.10	\$88.20	\$105.00	\$125.00
Hotel (Medium)	\$125.00	\$137.50	\$150.00	\$162.50	\$175.00
Hotel (Large)	\$175.00	\$187.50	\$200.00	\$212.50	\$225.00

Water Rates for Bulk

\$5.50/m³

If a facility has a water meter installed, the water flat fee will not apply. The water fee for a facility that has a water meter shall be \$0.75/m³ for every cubic meter of water usage. This rate shall remain until January 1, 2016.

Definitions

***Residential** – (includes but not limited to) single family dwellings and legions.

***Small Commercial** – (includes but not limited to) retail business with no on-site customer consumption.

***Medium Commercial** – (includes but not limited to) small to medium sized hotels, restaurants, bars, Laundromats and any other commercial entities that the Utility Officer deems to have a similar usage on the utility system.

***Large Commercial** – (includes but not limited to) large sized hotels, restaurants, bars, Laundromats and any other commercial entities that the Utility Officer deems to have a similar usage on the utility system.

***Recreational** – (includes but not limited to) community centres, agricultural society buildings, community organizations)

If a use is not included in the definitions, the Utility Officer or their designate may define which category the property will be charged under.



AGENDA ITEM

PROJECT: Alberta Association of Municipal Districts and Counties (AAMDC) Infrastructure Priorities Survey		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: Public Works	WRITTEN BY: Marshall Morton	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Support a transportation network that connects and moves residents and industry	STRATEGIES:
ATTACHMENT(S): AAMDC Survey		
RECOMMENDATION: That Council reviews the information provided and advise the administration of their priority project to be sent to the AAMDC.		

BACKGROUND:

Clearwater County has received a member's input request from the AAMD&C in the form of a short survey. The survey is based on member's "Priority Projects" and is geared towards an individual selection.

Obviously, each municipality may have a different perspective on the type of priority that exists in their respective communities. It is the administrations perspective that our "Priority Project" is in respect to bridges and the associated funding that has been zero funded for the last 3 years.

The Administration, however, would like to verify if this perspective is consistent with how Council would like us to respond to the attached survey.

AAMDC INFRASTRUCTURE PRIORITIES SURVEY

1. *What is your municipality?*

2. *What is your municipalities' population?*

- Less than 2,500*
- Between 2,500 and 5,000*
- Between 5,000 and 10,000*
- Over 10,000*

3. *Is your infrastructure priority project? (choose only one)*

- Roads*
- Bridges*
- Transit*
- Water Distribution*
- Water treatment*
- Waste Water*
- Sports/Rec Facilities*
- Solid Waste*

Other (please elaborate)

4. *Is your infrastructure priority project specific to your municipality or is it of regional benefit?*

- Specific to our municipality*
- Of Regional benefit*

Other

5. *Is your infrastructure priority project be;*

- A new project*
- A replacement project*
- An upgrade of an existing project*

Other

6. *Is the estimated value of your infrastructure project*

- Less than \$1 million*
- Between \$1 million and \$2.5million*
- Between \$2.5million and \$5 million*
- Between \$5 million and \$10 million*
- Over \$10 million*

7. *Is your infrastructure priority project 'shovel ready' for the 2016 construction year?*

- Yes*
- No*
- Unsure*

8. *Would your infrastructure priority project be considered*

- Economic Development*
- Environmental*
- Safety*

Other (please elaborate)



AGENDA ITEM

PROJECT: 9:15 A.M. Delegation - Rocky Rod and Gun Club		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: Corporate Services	WRITTEN BY: Rudy Huisman	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Community Well Being	PRIORITY AREA: Services	STRATEGIES: 3.1 Sustain the recreation, cultural and quality of life needs of the community.
ATTACHMENT(S): none		
RECOMMENDATION: <ol style="list-style-type: none"> 1. That Council deny the request by the Rocky Rod and Gun Club for tax exempt status; and, 2. That in the absence of policy in dealing with such requests that Council provide direction to staff for dealing with similar requests in the future. 		

BACKGROUND:

At the Council meeting of August 11, 2015, Mr. Mike Maki and Mr. Steve White, Executive Board members of the Rocky Rod and Gun Club presented a history of the club, its activities and the range of membership. The purpose of the delegation was to request that the County reverse its decision to not provide tax free status for the club.

At that meeting, it was noted that the Club had filed an appeal of the County's decision to remove the club's exempt status with the Regional Assessment Review Board for the 2015 assessment year.

The Central Alberta Regional Assessment Review Board hearing was held on November 5, 2015. The decision of the board was as follows:

“The assessments for the subject properties are CONFIRMED, tax exemption status is denied.”

The finding of the Board was that based on the evidence presented by the Rocky Rod and Gun Club, the club was unsuccessful in overcoming the absolute requirements of section 9(1) (b) of the Community Organization Property Tax Exemption Regulation (COPTER) to which there are no exceptions. The evidence failed to establish that, for more than 60% of the time the subject property is in use, the majority of those participating in the activities on the property are younger than 18 years of age.

Council should also be aware that there are two other similar facilities within Clearwater County both of which are taxable. One of these is operated by the Province of Alberta and pays a grant in lieu of taxes.

Council does not have the authority to reverse the decision of the Central Alberta Regional Assessment Review Board. However, because the Rocky Rod and Gun Club is a not for profit organization, Council may by bylaw exempt the organization from taxation under section 364(1) of the Municipal Government Act.

Members of the club wish to appear before Council to provide additional information in order to try and persuade Council to pass a bylaw under section 364(1) of the MGA.



AGENDA ITEM

PROJECT: Clearwater Regional Fire Rescue Service (CRFRS) – 2015 Annual Reporting as Submitted to the CRFRS Committee January 21, 2016		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: CRFRS	WRITTEN BY: : Ted Hickey	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 2: Well Governed and Leading Organization 3: Community Well-Being	PRIORITY AREA: 2.1, 2.2, 3.2	STRATEGIES: 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3 3.2.1, 3.2.2
ATTACHMENTS: Memo to Committee 2015 Review		
RECOMMENDATION: That Council receives the attached documents as information.		

BACKGROUND:

Clearwater Regional Fire Rescue Service (CRFRS) Committee met on January 21, 2016 and received the attached information from CRFRS Administration. The Committee is working to broaden the current reporting on Regional Fire operations to the Council's with this report being a first step.



From the Office of the
Acting Fire Chief

MEMO

Serving the Municipalities of
Clearwater County / Town of Rocky Mountain House / Village of Caroline

TO: Clearwater Regional Fire Rescue Services Committee

FROM: Ivan Dijkstra, Acting Fire Chief

CC: Ron Leaf – CAO Clearwater County
Todd Becker – CAO Town of Rocky Mountain House
Melissa Beebe – CAO Village of Caroline

DATE: January 18, 2016

Re: 2015 CRFRS Financial & Operational Review

FINANCIAL REVIEW

CRFRS REGIONAL HEADQUARTERS 2015 FINANCIALS				
ACCOUNT CODE	ACCOUNT NAME	2015 BUDGET	2015 ACTUAL	DIFFERENCE
7-23-230-000-797-7599	REGIONAL FIRE REVENUE	\$ -	\$ 350	\$ 350
8-23-230-000-800-8111	REGIONAL FIRE HQ SALARIES	366,328	350,934	(15,394)
8-23-230-000-800-8131	BENEFITS	79,593	76,680	(2,913)
8-23-230-000-800-8211	MILEAGE AND SUBSISTENCE	16,150	10,588	(5,562)
8-23-230-000-800-8224	MEMBERSHIP & REGISTRATION	15,100	14,250	(850)
8-23-230-000-801-8257	CONTRACTED SERVICES	11,500	15,864	4,364
8-23-230-000-803-8217	TELEPHONE	14,700	12,927	(1,773)
8-23-230-000-803-8511	MATERIALS AND SUPPLIES	16,050	13,434	(2,616)
8-23-230-000-803-8521	FUEL	20,000	19,490	(510)
8-23-230-003-803-8253	EQUIPMENT REPAIR	9,000	7,388	(1,612)
	TOTAL	\$ 548,421	\$ 521,206	\$ (27,215)
	TOWN PORTION 47.5%	\$ 260,499.98	\$ 247,572.63	(12,927)
	VILLAGE PORTION 5%	\$ 27,421.05	\$ 26,060.28	(1,361)

Regional HQ operated under budget for the 2015 year. Overall \$27,215 less was spend than budgeted for. Salaries and benefits were under budget due to the absence of an administrative assistant for three months during the year. Mileage/Subsistence and Memberships/Registration were under budget because during the latter part of 2015 conferences were not attended due to a

lack of available time by staff, resulting in savings in those accounts. Contracted services was the only line that was over budget in 2015. This was caused by increases in the burn notification line costs, firefighter recruit drive in August and an early billing by the supplier for our fire management software, FirePro. The increased costs are accounted for in the 2016 budget, therefore it should not re-occur in 2016. Telephone cost decreased during the year as phones and packages for HQ were streamlined during the year. Materials/Supplies and Equipment Repair were down as some items were not purchased and less repairs were needed for HQ trucks and equipment.

CRFRS STATION OPERATIONS 2015 FINANCIALS				
ACCOUNT CODE	ACCOUNT NAME	2015 BUDGET	2015 ACTUAL	DIFFERENCE
8-23-000-000-800-8224	TRAINING/ REGISTRATION	\$ 136,200	\$ 106,282	\$ (29,918)
8-23-000-000-803-8217	TELEPHONE/COMMUNICATIONS	105,500	59,515	(45,985)
8-23-000-000-803-8521	FUEL	26,000	40,842	14,842
8-23-000-000-800-8111	FIRE FIGHTER HONORARIUM	367,698	527,333	159,635
8-23-000-000-800-8131	FIRE FIGHTER ER BENEFITS	15,000	13,772	(1,228)
8-23-000-003-803-8253	EQUIPMENT REPAIR	187,050	197,825	10,775
8-23-000-002-803-8253	BUILDING REPAIR	161,406	104,878	(56,528)
8-23-000-000-803-8511	MATERIALS AND SUPPLIES	292,850	297,736	4,886
8-23-000-000-813-8233	OTHER SERVICES	118,500	133,282	14,782
	TOTALS	\$ 1,410,204	\$ 1,481,463	71,259

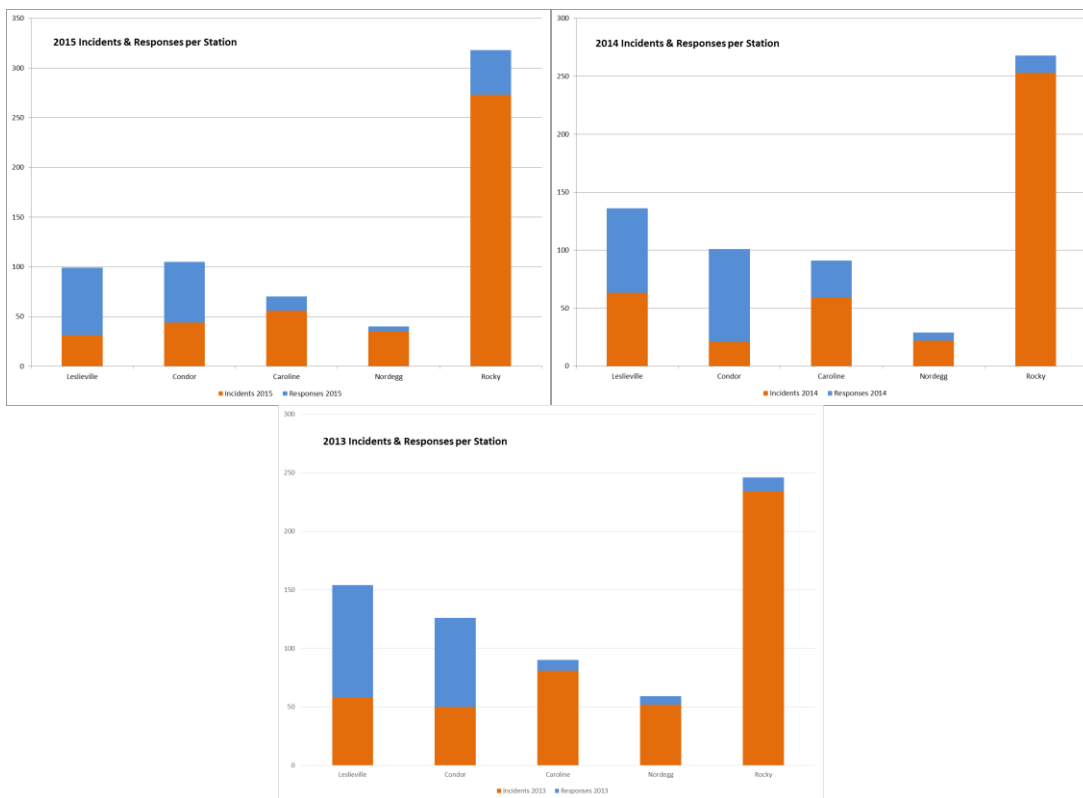
Station operations for CRFRS resulted in being over budget by \$71,259. Items not taking into account here yet is revenue of \$27,700 that has come in for training, and \$53,935 collected for MVC responses. We are working with County financial services to properly reflect this in our accounting. Training expenses were down this year, due to the cancellation of a couple of courses as either instructors were not available or a lack of students for the courses. It's expected that in 2016 some of these issues will be rectified. Cost for the combustible liquids fire training course in Texas \$20,517 are included, but are offset by a \$20,000 grant from Shell Canada, that is currently not reflected in the above values. Telephone/Communications values are down from budgeted values, as less portable radios were required this year for replacement, and station were streamlined during the year. Furthermore \$23,000 was budgeted for the purchase of 4 mobile and 1 portable radio compatible with the new AFRACS system, as HQ is still awaiting progress on this system the equipment was not purchased. Fuel and Firefighter honorariums were over budget; the correction for the 2016 budget has been made. Firefighter honorariums are calculated as follows: 1) When not on scene of the incident (ie. Stood down or responded to hall but not on a truck) - 2 hours; 2) When on scene of the emergency incident - 3 hours minimum plus 1 hour increments; 3) training & meetings - actual time. Equipment repair was over budget by \$10,775 as apparatus and equipment repairs were up again this year due to the aging fire fleet and costs of repairs. Building repairs were \$56,528 under budget, mainly due to the Caroline fire station renovations came in under budget by about \$30,000, and other maintenance/repairs was not needed this year for the stations. Materials and supplies were over budget by \$4,886 as training materials (such as text books) for \$7,375 are now captured under this account, were as previously this was captured under training. The changes have been made for the 2016 budget. Furthermore the costs for materials and supplies is up as many supplies purchased during the year were purchased at a higher cost due to the decreasing Canadian dollar versus the US dollar. Many of supplies originate from the US. Also the addition of 19 new recruit firefighters in August drove up the need to purchase several basic items to outfit this

group. The \$14,782 over budget for other services is caused by the higher than expected use of contractors (eg. ESRD) during emergency incidents in 2015.

OPERATIONS REVIEW

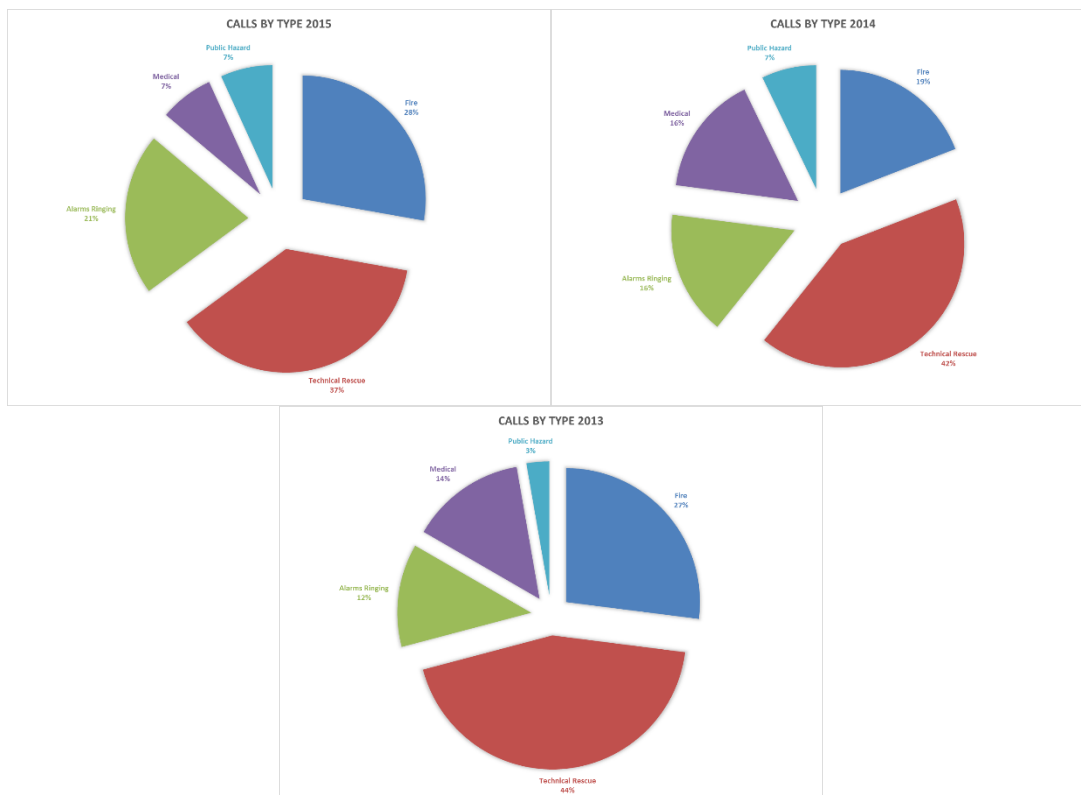
Incidents and responses for the stations saw a slight increase during 2015 from 418 in 2014 to 439 incidents (an incident is the response to the station's first due area, the area immediately surrounding the station); and from 625 in 2014 to 632 in 2015 responses (responses are incidents plus responding to incidents to back up another station for either manpower or equipment).

	Responses per Station			Incidents per Station		
	2015	2014	2013	2015	2014	2013
Leslieville	99	136	154	31	63	58
Condor	105	101	126	44	21	50
Caroline	70	91	90	56	59	81
Nordegg	40	29	59	35	22	52
Rocky	318	268	246	273	253	234
TOTALS	632	625	675	439	418	475

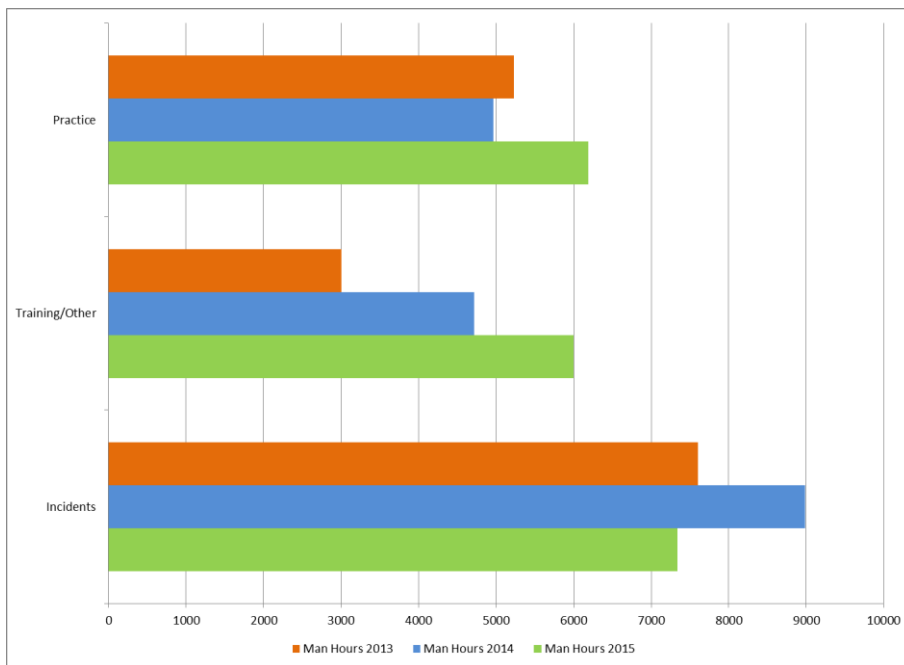


The call type changed a little bit during 2015. CRFRS saw more fire type calls from 80 to 122 in 2015; this includes structure fires (commercial and residential), outside fires (grass, wildland) and explosions; the increase can be attributed to a significant increase of outside fires due to a dry spring and summer season. Structural fires were down for 2015 from 55 to 44. Technical rescue type calls (MVCs and rescues) were down from 174 to 163 in 2015 due to rescues, such as back country quad incidents, were down in 2015, from 57 in 2014 to 38 in 2015. Alarms ringing calls (such as smoke and CO detection) saw an increase from 68 to 93 in 2015. This due to increased adoption of monitored detection devices in both residential and commercial setting, and also both visible in the county and town. Medical type calls (first response – where no ambulance is available within 20 minutes and the call is coded either ‘Delta’ or ‘Echo’ by Alberta Health Services dispatch in Calgary) were down more than 50% from 66 the two previous years to 31 in 2015. We saw a decrease of these calls in the West Country, as the Nordegg ambulance is consistently staffed since early 2015. Public Hazard type calls (includes gas/water line ruptures, gasoline/chemical spills, power line down, gas leaks, and public service) have remained consistent at 30 during 2015.

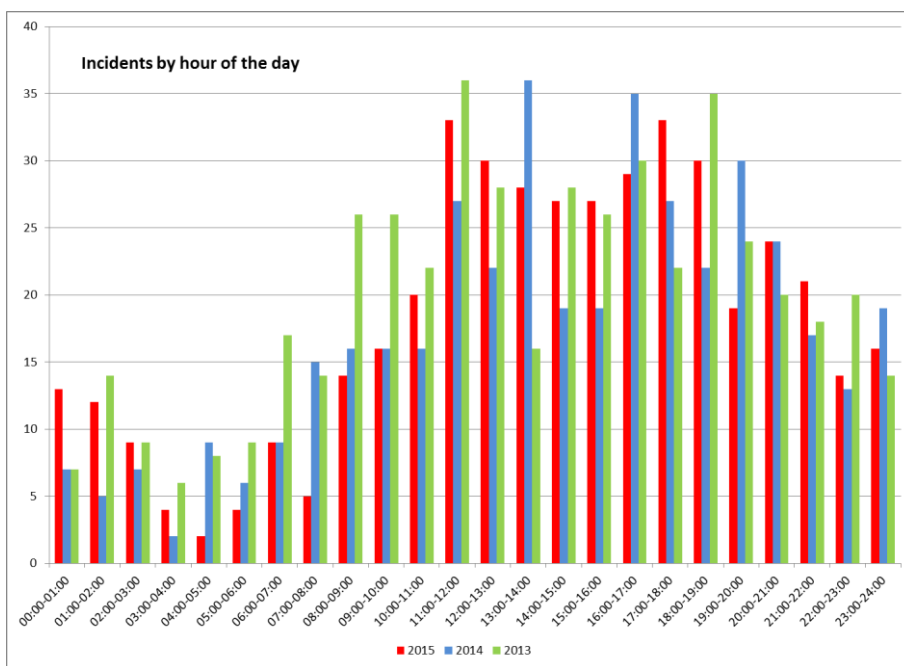
Calls by Type						
	2015		2014		2013	
Fire	122	28%	80	19%	128	27%
Technical Rescue	163	37%	174	42%	208	44%
Alarms Ringing	93	21%	68	16%	59	12%
Medical	31	7%	66	16%	66	14%
Public Hazard	30	7%	30	7%	13	3%



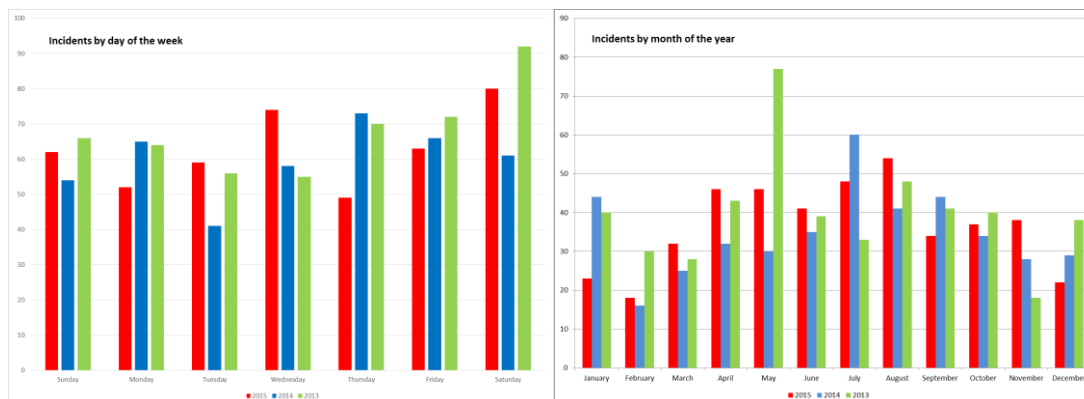
Man hours for 2015 saw a decrease of hours for emergency incidents (this is the actual hours spend on incident location) indicating CRFRS average incident length was down. Note: the actual hours paid was more in 2015 due to minimum hours paid per call, to remain in compliance of Alberta Labour Code standards. The man hours for both practice (weekly in station practice and meetings) and training (centralized certified training evenings/weekend) have seen steady increases since 2013, due to increased motivation of firefighters to attend these activities.



The following graph depicts the calls by the time of the day. The largest volume of calls is seen during the hours of 10AM till 6PM trailing off after that to a minimal call volume during midnight and 8AM.



The following charts indicate Saturday is generally CRFRS' busiest day of the week, and CRFRS' busiest time for calls is during the months April to August.



The following two pages have the 2015 emergency call performance data compared to the data presented and accepted during the 2013/14 internal service review. If you recall the 2014 review was based on data over a 36 month period from 2011 to 2013. For this review we have left the categories all the same, and the methods of calculations the same. We have added for 2015 three new data parameters – Chute Time: The time for the first fire truck to respond from the station after being notified by dispatch; Enroute Time: The time from leaving the fire station to the incident site for the first fire truck; and, Dispatch Time: the time Red Deer dispatch takes to process the 9-1-1 call from answering the call to dispatching CRFRS station.

The most positive note that comes from this 2015 review is that we are seeing almost consistently across all categories an increase of firefighters responding to our emergency calls. This is due to increased (selective) recruitment, increased awareness of the importance of responding with the existing membership, and the application of our standard operating guidelines for attendance.

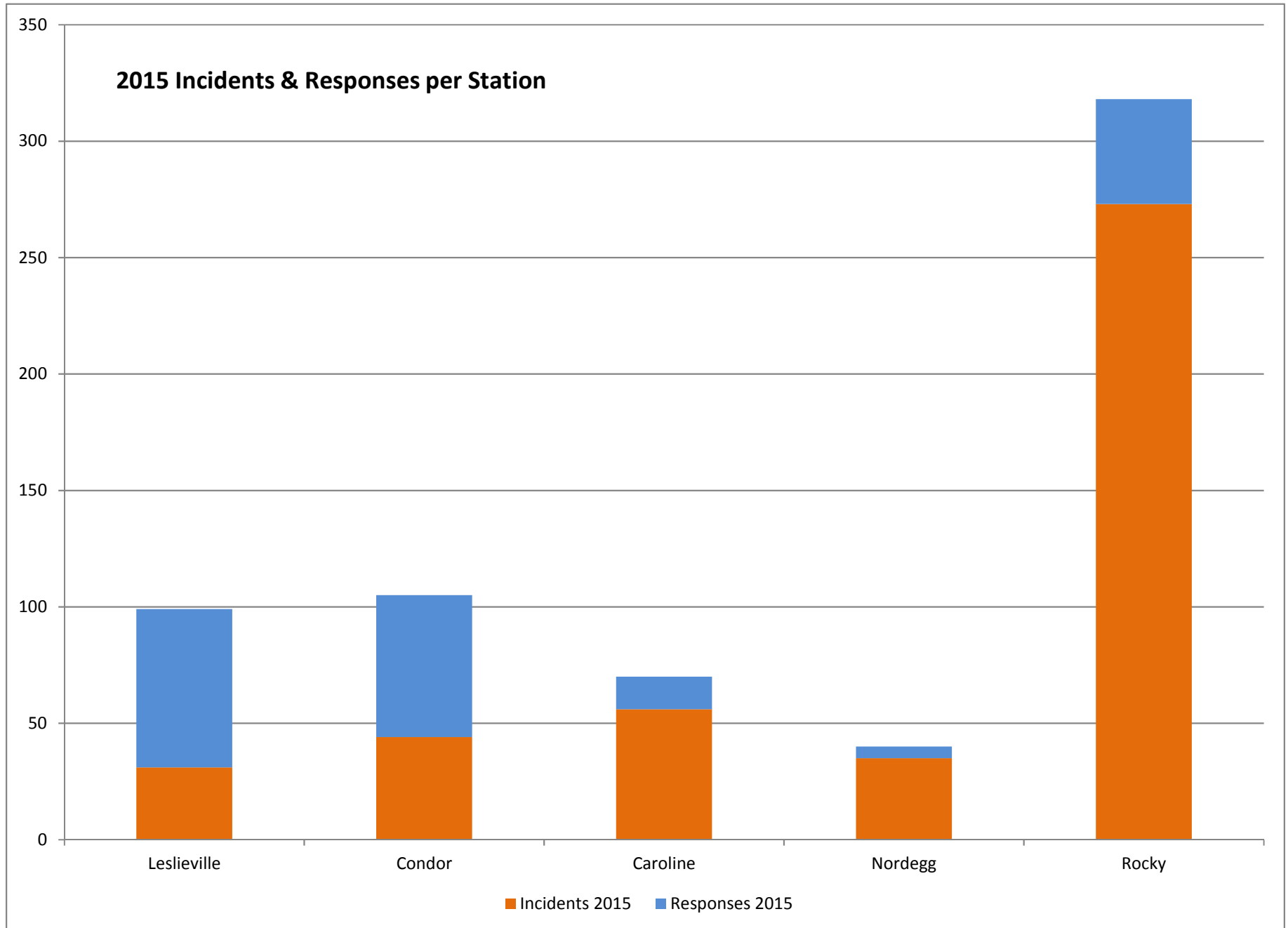
What is less clear is the Total Response time (time between dispatch and arrival of first fire truck on scene – chute plus enroute time). As the sample sized had decreased for the 2015 data the outlier responses (those far away from a station) may have more impact on the average. This is a limitation of presenting average data; rather than using percentile data. For future review we will include more percentile data to avoid this limitation of average data.

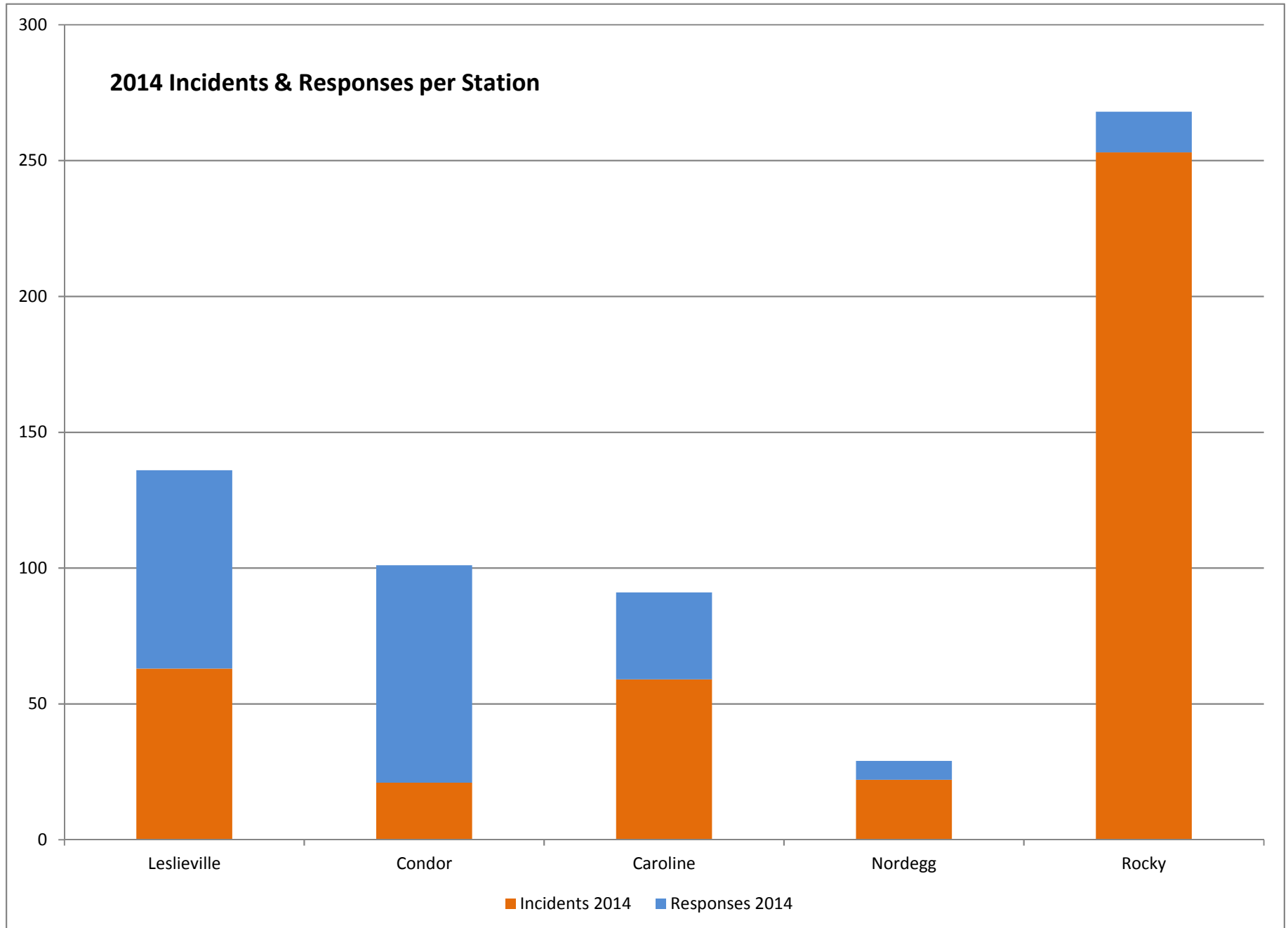
Average time on scene and monthly frequency data from 2015 compared to previous data shows an increase of average time spend on scene for structure fires. During 2015 CRFRS has a number of structure fires that required significant amount of time on scene, pushing up the average time. Average total Alarms Ringing has remained almost consistent, which is expected as most cases the attendance requires the confirmation of the false alarm. For Technical Rescue, motor vehicle incidents and ice/water average time on scene and occurrence have remained relative consistent. The other three sub categories in Technical Rescue show significant changes because of their low frequency and nature of the calls. For co-medical calls the frequency of calls for both EMS assist and first response is down, as was previously shown also in this report.

Chute Time: CRFRS' stations are on average achieving between 5:21 and 8:41 minutes. By looking at the data the stations are achieving their shorter chutes times for calls where the response time is more critical, and they are taking a bit longer for less critical calls. Average Dispatch Times are between 2:05 and 4:04 which is expected. CRFRS tends to see a bit longer average dispatch times, as 9-1-1 callers in our area are not always familiar with their exact geographic location.

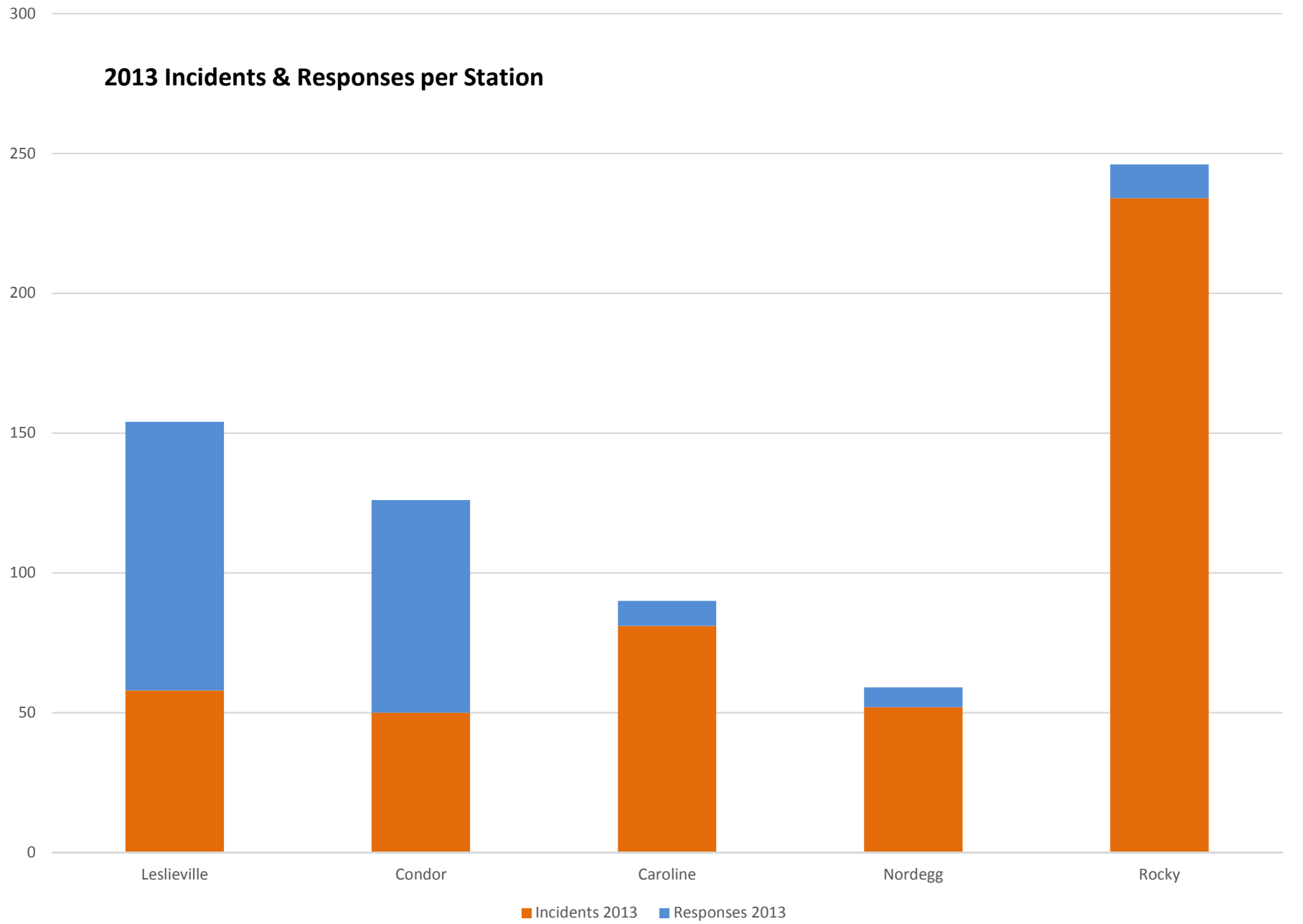
CALLS 2015 ACTUALS VS. 2014 Accepted Service Level Review

	TOTAL RESPONSE TIME 2014	TOTAL RESPONSE TIME 2015	AVERAGE TIME ON SCENE 2014	AVERAGE TIME ON SCENE 2015	FREQUENCY 2014	FREQUENCY 2015	CHUTE 2015	ENROUTE 2015	DISPATCH 2015
FIRE SUPPRESSION									
	19:16 M	16:11 M	3:05:56 M	3:53:20 M	1.72 / M	1.33 / M	6:30	10:01	2:55
STRUCTURAL	7.6 FFS	8.19 FFS	3:05:56 M	3:53:20 M	1.72 / M	1.33 / M	6:30	10:01	2:55
	10:47 M	12:09:00 M							
ALARMS RINGING	3.3 FFS	4.8 FFS	29:19 M	30:42:00 M	4.9 / M	7.5 / M	5:21	5:30	2:26
	24:58 M	30:11 M							
MOTOR VEHICLE	6 FFS	6.76 FFS	2:33:12 M	2:06:00 M	1.1 / M	1.4 / M	8:41	17:24	3:21
COMMERCIAL/ INDUSTRIAL	21:01 M	14:30 M							
	7 FFS	9.56 FFS	2:55:00 M	1:43:45 M	1.9 / M	.75 / M	7:48	6:07	2:05
	20:03 M	22:01 M							
WILDLAND	6.2 FFS	5.76 FFS	2:44:00 M	1:53:49 M	3.75 / M	6.5 / M	6:42	14:16	3:42
TECHNICAL RESCUE									
MOTOR VEHICLE INCIDENT	19:44 M	33:12 M							
	5.7 FFS	6.5 FFS	1:45:25 M	1:50:05 M	9.36 / M	9.41 / M	5:58	11:49	3:44
	26:12 M	34:31 M							
ICE / WATER	5.8 FFS	7.85 FFS	2:58:01	2:47:03 M	.8 / M	1.08 / M	7:22	16:13	4:04
INDUSTRIAL / FARM EQUIPMENT EXTRICATION	11:00 M								
	4 FFS	0	35:00 M	0	.02 / M	0	0:00	0:00	0:00
	28:10 M	18:24 M							
OTHER	3.2 FFS	4.93 FFS	1:16:43 M	1:46:24 M	5.2 / M	3:58 / M	6:39	9:38	3:58
DOMESTIC EXTRICATION	13:00 M	1:40 M							
	2 FFS	6 FFS	1:23:00 M	5:23:00 M	.02 / M	.08 / M	:35	:49	:56

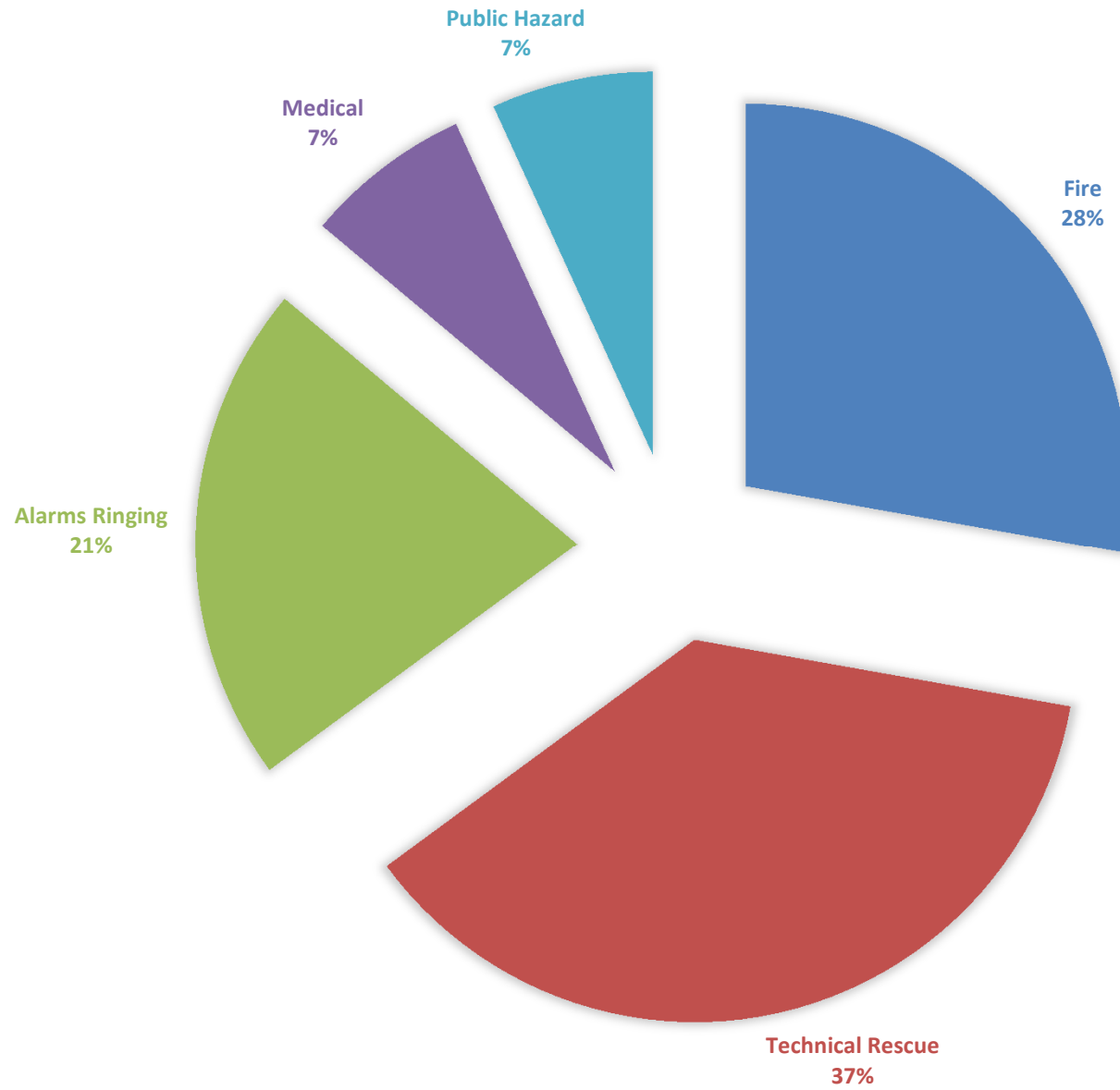




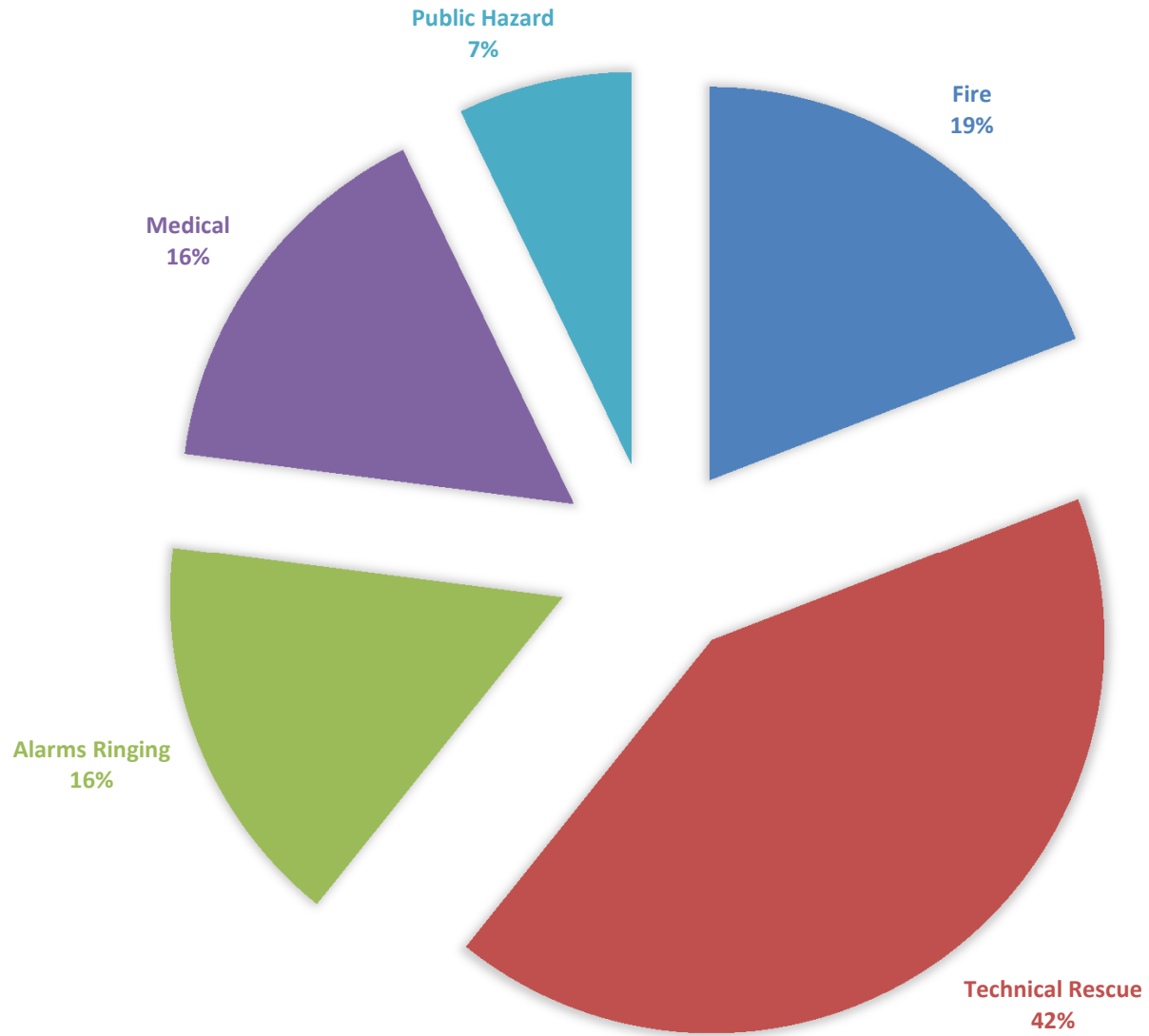
2013 Incidents & Responses per Station



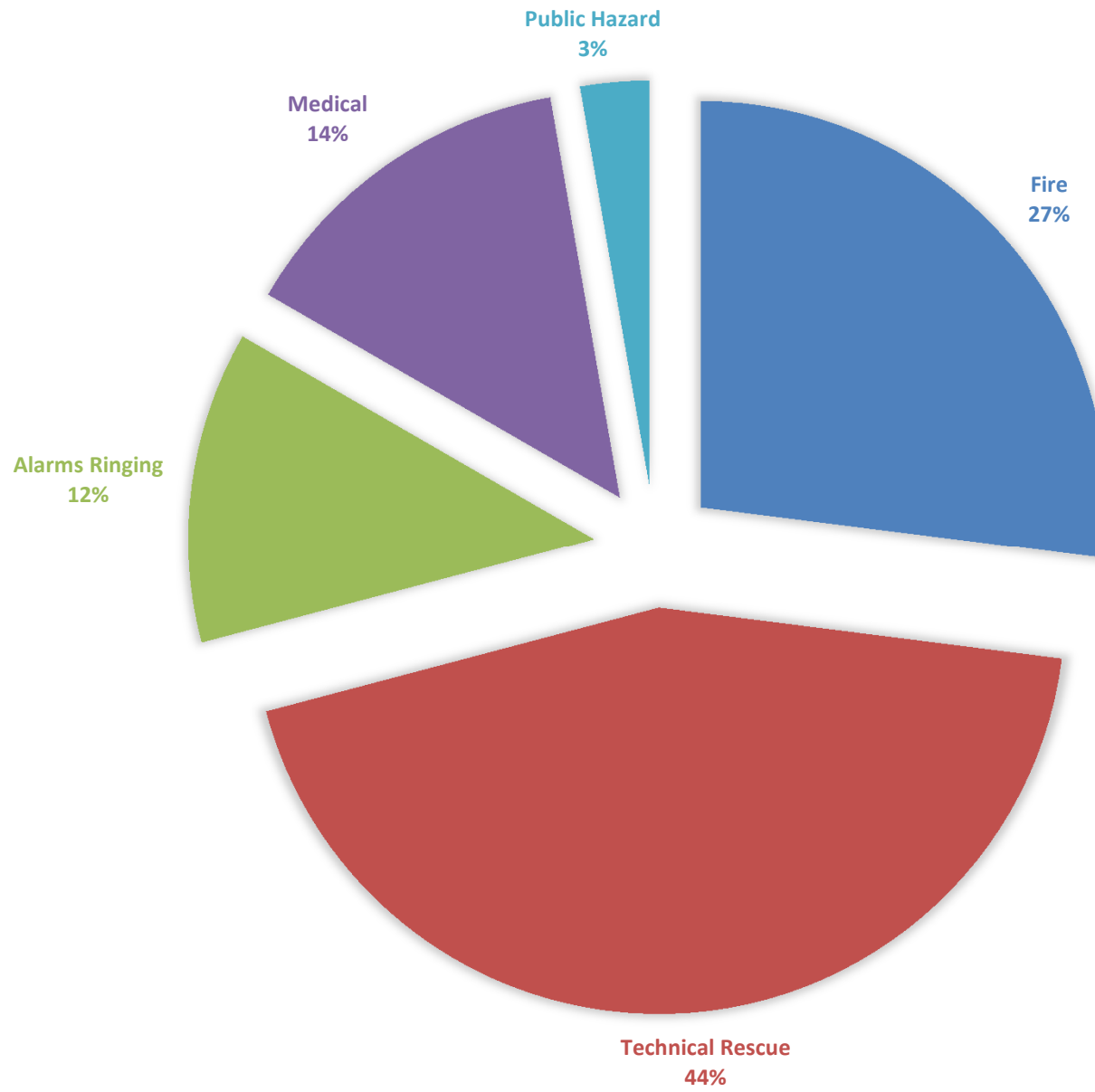
CALLS BY TYPE 2015

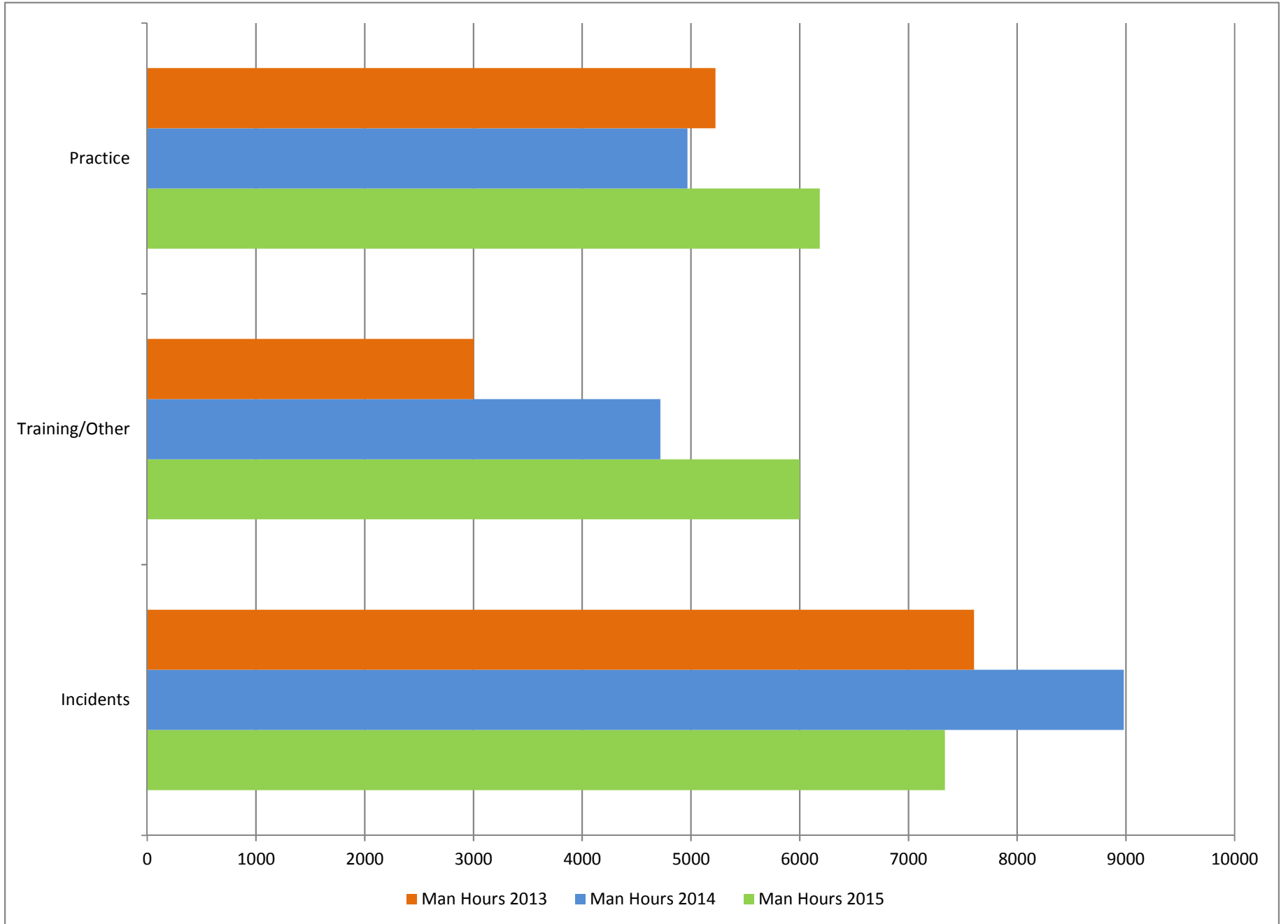


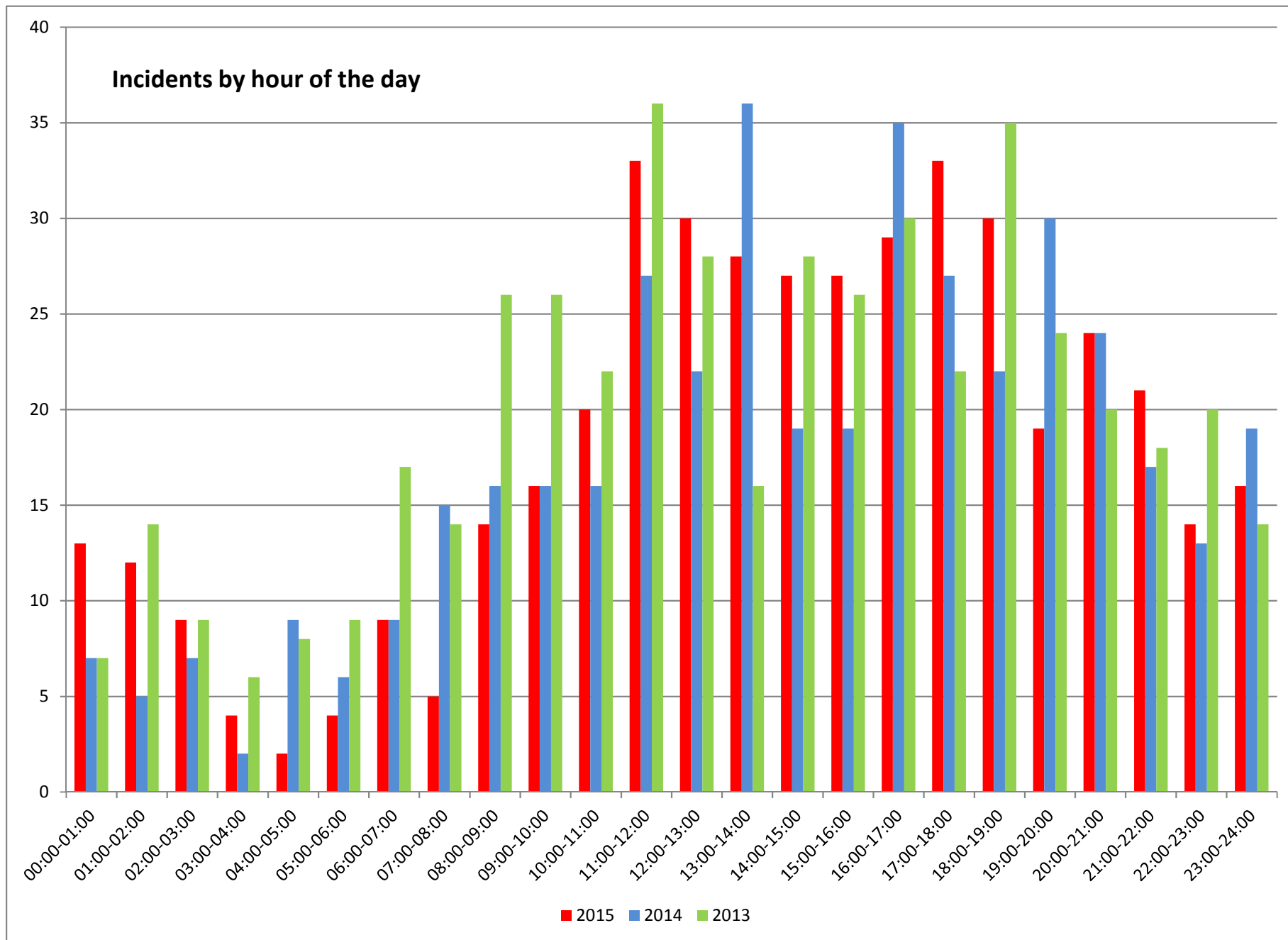
CALLS BY TYPE 2014

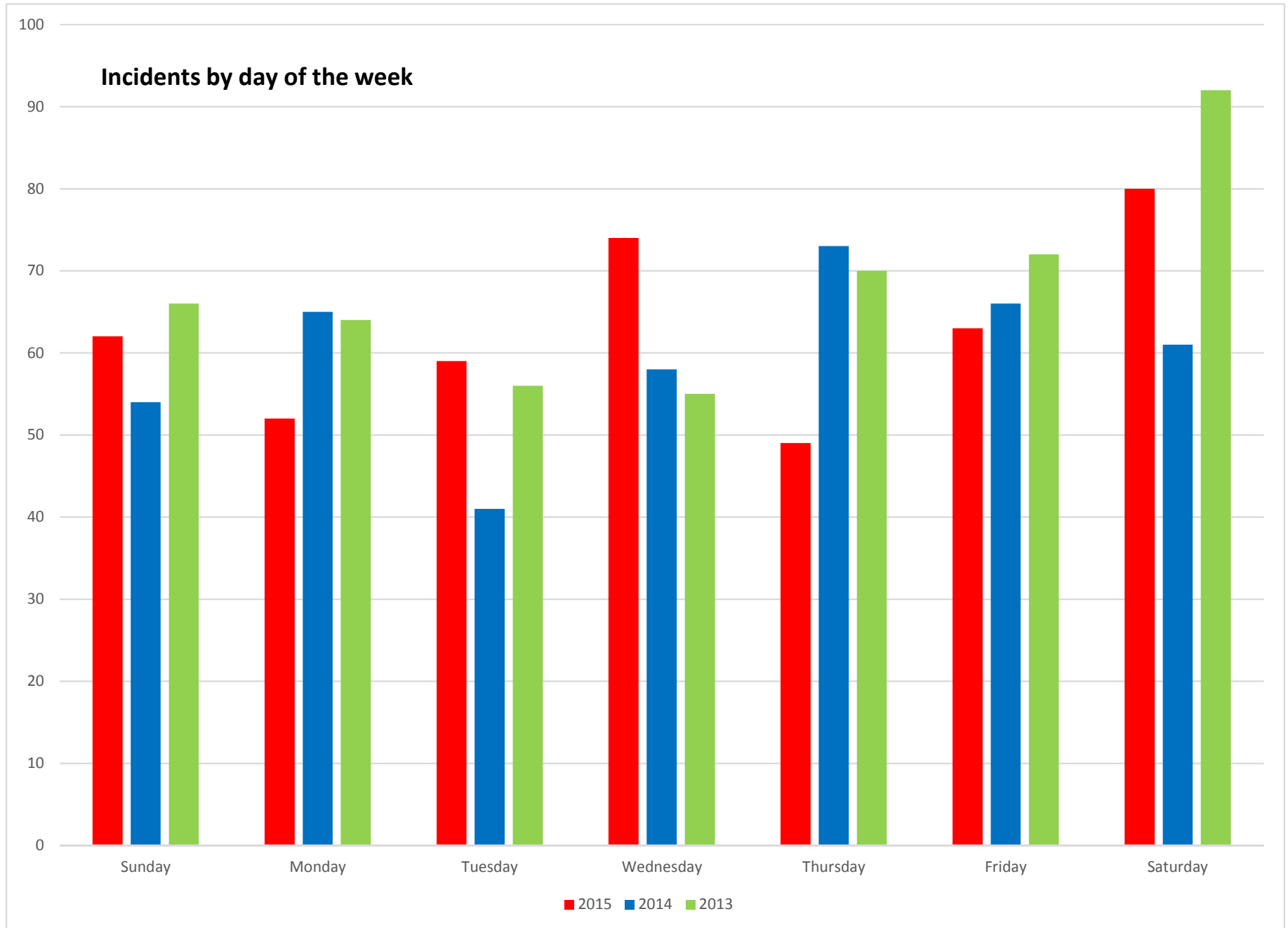


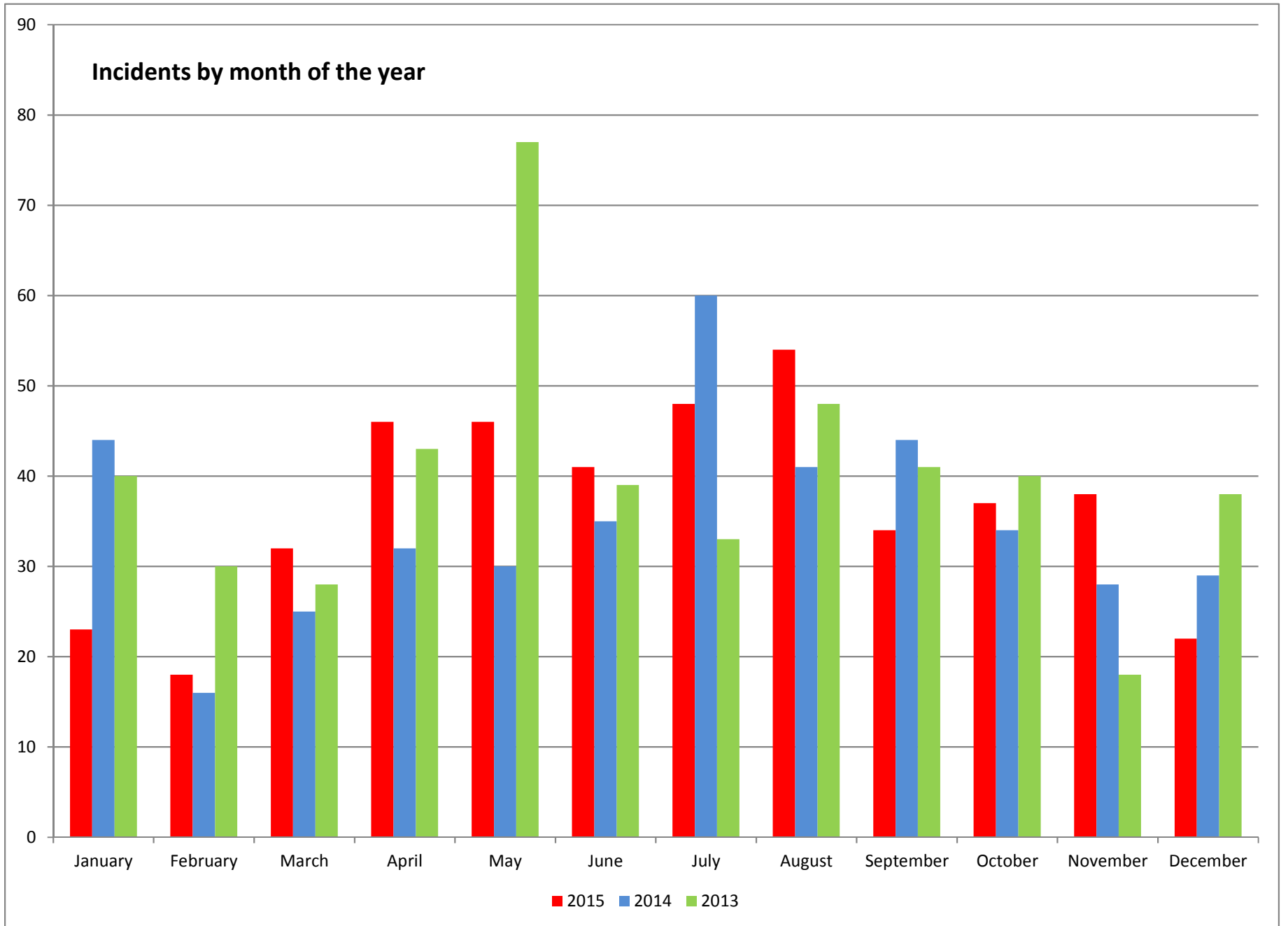
CALLS BY TYPE 2013













AGENDA ITEM

PROJECT: Digital Futures Symposium and the Local To Global Forum		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: CCPS	WRITTEN BY: : Ted Hickey	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Local Economy	STRATEGIES: 1.3.4 & 1.3.6
ATTACHMENTS Digital Futures Symposium Brochure / Local to Global Eastern Alberta Trade Corridor Forum Brochure		
RECOMMENDATION: That Council approves the attendance of 1 member of Council to:		
<ul style="list-style-type: none"> • The Digital Futures Symposium March 9 & 10, 2016 • Local to Global Eastern Alberta Trade Corridor Forum March 10 & 11, 2016 		

BACKGROUND:

The Van Horne Institute is hosting the Digital Futures symposium on March 9 & 10, 2016 in Medicine Hat, Alberta. Launched in the fall of 2013, Digital Future meetings and symposia have become must-attend events in Canada for rural municipal leaders and decision makers responsible for broadband enablement in their communities.

Digital Futures 2016 topics to be covered, include:

- Rural Broadband
- The 'Digital Communities' community portal
- Wireless Policy
- The CRTC's Basic Telecommunications Services Public Hearing
- And more

The Local to Global Forum is hosted by the Eastern Alberta Trade Corridor, on March 10 & 11, 2016. An invitation for shareholders to celebrate success, network with peers and elected officials and learn new ideas for rural economic development. The forum brochure indicates that municipal elected officials and staff, those who work in economic development at any level, business owners, colleges and other stakeholders interested in seeing rural communities grow are invited to attend.



The Van Horne Institute is pleased to host its next Digital Futures symposium on March 9 & 10, 2016 in Medicine Hat, Alberta. Launched in the fall of 2013, Digital Future meetings and symposia have become must-attend events in Canada for rural municipal leaders and decision makers responsible for broadband enablement in their communities.

Digital Futures 2016 topics to be covered, include:

- Rural Broadband
- The 'Digital Communities' community portal
- Wireless Policy
- The CRTC's Basic Telecommunications Services Public Hearing
- And more

This event will be held in conjunction with the Local to Global Forum that is hosted by the Eastern Alberta Trade Corridor, which will be held on March 10 & 11, 2016.

You are invited to register to attend both the Symposium and the Forum or to attend the two events separately.

Registration is available here: <http://vanhorne.info/event/2016-03-08/digital-futures-2016> .

Medicine Hat College with the Palliser Economic Partnership will be hosting a Pre-event Networking Session at the Medicine Hat College Library from 6 – 9 on March 8. Hors d'oeuvres and cash bar will be provided. Arrangements are being made to provide a shuttle between the Lodge and the College.

A room block has been made at the venue location, which is the Medicine Hat Lodge, 1051 Ross Glen Drive S.E., Medicine Hat, Alberta. A room rate of \$129.99 + tax is given and includes a hot breakfast. 1-800-661-8095 <http://www.medhatlodge.com/>

Please contact Bryndis Whitson at bwhitson@ucalgary.ca or 403-220-2114 for further information or to learn about sponsorship opportunities.

We look forward to seeing you in Medicine Hat!

Bryndis K. Whitson

Manager, Strategic Development and Member Relations

Van Horne Institute

2500 University Drive NW

Calgary, Alberta T2N 1N4

W: 403-220-2114 C: 403-830-6793 F: 403-282-4663

Twitter: @van_horne www.vanhorne.info



On March 10 and 11th we are inviting our shareholders to celebrate success, network with peers and elected officials and learn new ideas for rural economic development. If you are municipal elected officials and staff, work in economic development at any level, are a businesses, colleges and other stakeholders interested in seeing rural communities grow you are invited to attend!

Start Time:

March 10, 1:00 pm – Close Time: March 11, 2:00 pm

Location:

Medicine Hat Lodge
Medicine Hat, Alberta

Cost:

\$75.00 for one or both days

Registration Information:

[Click here to register!](#)

Contact:

Elvira Smid, EATC Executive Director:
elvira.smid@albertatradecorridor.com

Hotel Information:

Host Hotel:

Medicine Hat Lodge
1051 Ross Glen Dr. SE
Medicine Hat AB
T1B 3T8
Toll Free: 1-800-661-8095

(Block of rooms are being held for a special price of \$129.00 until February 8 under the name Palliser Economic Partnership.)

Next Closest Hotel:

Comfort Inn and Suites Medicine Hat
2317 Trans Canada Way SE
Medicine Hat, AB
T1B 4E9
Toll Free: 1-800-916-4339



AGENDA ITEM

PROJECT: Growing Rural Tourism Conference		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: CCPS	WRITTEN BY: Jerry Pratt	REVIEWED BY: Ted Hickey/Ron Leaf
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 1. Managing our Growth	PRIORITY AREA: 1.3 Local Economy	STRATEGIES: 1.3.4 & 1.3.6
ATTACHMENTS: Growing Rural Tourism Conference Brochure		
RECOMMENDATION: That Council approves the attendance of 1 member of Council at the Growing Rural Tourism Conference February 22 – 24, 2016.		

BACKGROUND:

The Growing Rural Tourism Conference is an initiative of the Camrose Regional Exhibition, in partnership with Alberta Culture & Tourism, Alberta Association of Agricultural Societies, Tourism Camrose and Travel Alberta. The 16th annual conference will be hosted by the Camrose Regional Exhibition on February 22 – 24, 2016.

Rural communities in Alberta and across Canada have begun looking towards tourism as a viable industry to diversify their local economies. The Growing Rural Tourism Conference brings together groups who have embraced innovative Tourism strategies and partnerships, and those looking at how they might bring new sources of revenue and employment to their own communities.

Rural Tourism experts and participants from a broad cross-section will share successes, challenges, and ideas for future growth.

Out of the 4 pillars of the Reeve's Economic Summit (Oil & Gas, Forestry, Agriculture, & Tourism), Tourism is the one whose growth can be most directly influenced by local municipal investment and activity. This conference is an opportunity to learn what other areas have done and are doing to grow their tourism industry.

F3

BANK ON IT



GROWING RURAL TOURISM CONFERENCE
February 22-24, 2016 | Camrose, Alberta

GrowingRuralTourism.ca

**GROWING RURAL
TOURISM**

F3

WELCOME!

Dear Tourism Partner,

As the Conference Chair, it is my pleasure to invite you to attend the 16th Annual Growing Rural Tourism Conference in Camrose. Acknowledged as an ALTO Award winner for tourism excellence, this conference is a "MUST ATTEND" for businesses, rural tourism operators, municipal councilors, economic development officers, administrators and agricultural society representatives wanting to inspire and innovate.

The conference is pleased to present the second Entrepreneurship Challenge. The challenge will help tourism operators develop new products and experiences and grow their businesses. Participants will receive valuable feedback from industry experts to kick-start their projects.

Enjoy an evening Gala and presentation of the Rural Tourism Awards, Alberta Shows Off and the first ever People's Choice Award. This is your opportunity for you to network with fellow tourism industry representatives and operators.

We have a great line-up of keynote speakers including:

Angela & Mark from Saunders Farm

Jill Harrington

Frederic Gonzalo

Doug Griffiths

So...block your calendar from February 22–24, 2016. Register and book your accommodation. We look forward to seeing you at this year's Conference.



Chuck Erman
2016 Conference Chair



BANK ON IT

8:00 AM - 12:00 PM **REGISTRATION**

9:00 AM - 12:00 PM **PRE CONFERENCE WORKSHOPS**

Pre-registration required

**DON'T DISCOUNT SHOPPING AS A
VIABLE TOURISM PRODUCT 9:00-11:45 AM**

Many cities and towns are dealing with large commercial retail stores opening in their communities. While this is great for economic development and entry-level job creation for the community, it can also result in the 'death of the downtown' and the little guys who have been struggling to survive over the years.

Camrose downtown business owners have circled their wagons and retaliated. This pre-conference session will share best practices as well as a brief shopping experience. Space is limited!

**MARKETING AND UNMARKETING,
SAUNDERS FARM 10:00 AM-12:00 PM**

This is not your typical marketing workshop. While we will give you strategies and tools to build your entire marketing plan, we will also talk about how to be true to yourself and how to create a business you want. We'll talk about understanding your brand, who you are and who your customers think you are. We'll talk about how to plan your social media messaging and posting in advance, and how to encourage positive word-of-mouth. Participants will leave this workshop with a tangible marketing plan and ideas that they can implement right away.

ROUND TABLE DISCUSSION 10:00 AM-12:00 PM

An open discussion for delegates to share ideas and success stories. A great opportunity for new delegates to network with returning delegates.

12:00 – 1:00 PM **OPENING LUNCH / WELCOME**

1:00 – 2:15 PM **OPENING KEYNOTE**

**AMAZING CUSTOMER SERVICE =
AMAZING CUSTOMERS FOR LIFE**

Angela Grant & Mark Saunders
Saunders Farm

Creating life-long evangelists from your customer base is possible! We will share our recipe for success with you: Defining who you are, ensuring each of your team members is aware of your vision and mission, empowering your team to create amazing experiences for your guests, and giving them the tools so they can exceed guest expectations. We'll also cover the JOY of customer complaints!



2:15 – 2:45 PM **NETWORKING BREAK**

2:45 – 3:45 PM **CONCURRENT SESSIONS 1**

1A PRICING FOR SUSTAINABILITY

Angela Grant & Mark Saunders

Saunders Farm

Pricing is one of the most difficult and divisive topics for business owners. If you get it right, your customers will be happy and you will pay all of your bills and have money left over. If you don't you may not be in business very long. We'll discuss how to truly value your product, how to charge to sustain and grow your business; and we'll also discuss pricing as a tool to grow and manage your business.

**1B THE POWER OF COLLABORATION
FOR CULINARY TOURISM INITIATIVES**

Tannis Baker and Rheannon Green

Alberta Culinary Tourism Alliance

This presentation will focus on the power of collaboration in the development of new culinary tourism initiatives. Highlights will include ACTA's partnership with other stakeholders in Cook it Raw, ATB's "A Seat at Our Table," Alberta Open Farm Days, Alberta Ate Chef Collaborative and other initiatives throughout Alberta and beyond. Highlights of ACTA activities will be shared in video format along with examples of how to activate different projects, measure their effectiveness and export these models for other destinations to adopt for their own purposes.

1C PROMOTE YOUR BUSINESS WITH ATIS 2.0**Jeannine Greschner** Travel Alberta

Today's traveller uses dozens of resources to research and plan their vacations. They visit destination and travel review websites, connect with other travellers, seek out visitor information centers, or search nearby attractions, accommodations and activities from a mobile phone, tablet and desktop. Learn how you can connect with travellers in this new digital landscape using the features and functionality of the newly enhanced Alberta Tourism Information Service, known as ATIS 2.0.



5:00 – 9:00PM **RECEPTION, DINNER & TRADESHOW**

THE GROWING RURAL TOURISM CONFERENCE IS PROUD TO PARTNER WITH PEAVEY MART TO PRESENT **ALBERTA SHOWS OFF AND THE PEOPLE'S CHOICE AWARD**

An evening for Alberta to show off its products and resources. Sample wines and local foods, network and discover some great information from around Alberta! This year, Peavey Mart will be presenting the People's Choice Award.

ALBERTA SHOWS OFF showcases Alberta-made products and connects participants with key services and resources.

An opportunity for conference delegates to vote on their favourite products and services throughout the evening. Voting deadline will be Tuesday February 23, 2016 at 9:00am. The winner of the People's Choice Award, presented by Peavey Mart will be announced Tuesday evening during the awards gala.

PRODUCTS

Peavey Industries currently stocks more than 28,000 products in 36 stores across Western Canada, and in its 200,000 square foot distribution centre in Red Deer. In retail, every square inch of "real estate" is closely analyzed.

The winning product of the People's Choice Award will receive a guaranteed offer to present your product to a Peavey Buyer which could result in big sales!

SERVICES

One of Peavey Industries' values is "building stronger communities." An individualized promotional opportunity, designed to leverage some of the millions of customer transactions at its stores, could result in increased customers for your business!

The winning service provider chosen by delegates, will receive promotional consideration which will be discussed with Peavey Mart representatives.

Note: The People's Choice Award is not open to liquor products due to licensing or to suppliers.

8:00 – 9:00 AM BREAKFAST**TRAVEL ALBERTA UPDATE**

Join Travel Alberta for an update on Alberta's visitor economy.

9:00 – 10:15 AM KEYNOTE PRESENTATION**PUMP UP YOUR WOO FACTOR**

Jill Harrington Sales Shift

You may not be in sales. But you are required to sell. Every day of your life. Your ability to Win Others Over—be it your customers, your colleagues, your boss or your team—is perhaps the most important tool in any business person's skills toolkit and the #1 skill in business today. Most people try to bring others over to their point of view by convincing, persuading, or using worn out sales techniques. It simply doesn't work!



The world has changed. And, if the messages you deliver, the questions you ask, the value you present, and the services you offer are no longer relevant...guess what? Neither are you.

Join sales expert Jill Harrington to explore four critical success factors to influencing the thinking and ultimately the decisions of others. Leave this session with the fresh thinking that will enable you to stand out in the eyes of your customers, enhance your personal influence, and improve your business results.

10:15 – 10:45 AM NETWORKING BREAK**10:45 – 11:45 AM CONCURRENT SESSIONS 2****2A FINALLY! YOUR BIG HAIRY CHALLENGES RESOLVED**

Jill Harrington Sales Shift

A fresh alternative to traditional conference workshops this "audience led" session focuses on resolving your BIG pervasive sales challenges in a collaborative think tank. You get to voice your perspective, share best practices and receive candid insights from sales expert Jill Harrington. You leave with fresh ideas and actionable solutions to take back to the workplace.

2B GOOGLE BEYOND SEARCH

Trevor Tessier & Brian Siddle

Strong Coffee Marketing

Learn about some of the readily available Google tools you can use for your marketing programs. From analytics to apps, in this session we will cover what tools are available and the great ways your tourism businesses can use them including; brand monitoring, research and planning, content development, measurement and analysis, client retention, submission tools and forms. (Including: Google Maps, G+, Analytics, Trends, Keyword Planner, Adwords, Tag Manager, Apps, Forms, Hangouts, Search).

2C SMALL BUSINESS ASSISTANCE FOR TOURISM OPERATORS

Louise Jones RABC/Community Futures

Scott Martin Small Business/Entrepreneurship

Alexis Milinusic Tourism Entrepreneurship Program

This session is designed to provide an overview of some available services to small business owners. Presentations will be done by representatives from the Rural Alberta Business Centre (RABC), Alberta Economic Development and Trade, and Alberta's Tourism Division.

11:45 - 1:00 PM **LUNCH**

1:00 - 2:15 PM **KEYNOTE PRESENTATION**

MASTERING THE TRINITY OF DIGITAL TRAVEL MARKETING: MAKE THE MOST OF THE SOCIAL & MOBILE WEB

Frederic Gonzalo Speaker, Blogger, Consultant
Nowadays, travelers begin their search online, from destinations to hotels, inns, including things to see and do. And this happens more and more on social media and the mobile web. Thus, in 2016 travel brands must more than ever embrace the dynamics of the trinity of digital marketing: having a mobile optimized website, an efficient strategy with regards to email marketing, and a dynamic approach on social networks.

In this session, we will cover: the state of online travel marketing and social media in 2016; the fundamentals of the trinity of digital travel marketing; practical examples for each of the concepts brought forth.



2:15 – 2:45 PM **NETWORKING BREAK**

2:45 – 3:45 PM **CONCURRENT SESSIONS 3**

3A IMPROVE YOUR ONLINE REPUTATION AND TRIPADVISOR PERFORMANCE

Frederic Gonzalo Speaker, Blogger, Consultant

With over 300 million reviews and 280 million monthly unique visitors, Tripadvisor is a force to be reckoned with in the travel and hospitality world. How does your hotel, restaurant or attraction manage comments, whether they are positive or negative?

In this session we discuss: an overview of the state of social media and mobile in 2016; practical examples of travel brands that dealt with a crisis situation and its management on social media; basic principles and rules to follow in order to effectively manage your online reputation; 6 tips to better manage your presence on Tripadvisor.

3B TOURISM VITALITY ALBERTA: PROMOTING TOURISM IN SMALL COMMUNITIES

Tammy Arif Alberta Urban Municipalities Association (AUMA)

Did you know that in 2013, tourist spending in Alberta totalled \$9.2 billion? Many small Alberta communities recognize that tourism is important for their economic development, but may not know how to harness it. To support small communities' tourism capacity, AUMA has developed a toolkit called Tourism Vitality Alberta (TVA), which municipalities use to measure and improve tourism in their community. The TVA toolkit was developed with the grant from Alberta Culture and Tourism.

3C ALBERTA OPEN FARM DAYS—SHOW ME THE MONEY

Pierre Cormier, CMC, CAC & Bill Reynolds

Clearthink Group

A look at ways to diversify your business income, from a coaches perspective.

Pierre is a certified management consultant, advising leaders in achieving solid business growth for 17 years. As a professional and volunteer advisor, Pierre has mentored and coached hundreds of Canadian entrepreneurs in reaching optimal potential and performance.

Bill's life work has always pivoted around creating enriching experiences for people. At various points in his career, Bill has been a national park interpreter, a nature guide at an UNESCO nature reserve, a director of adult environmental education at an urban nature centre, a recreational event planner, a leisure marketing specialist for an urban park, an heritage attraction design analyst, a community tourism planner, a ranch tourism experience auditor, an agtourism development specialist, an actor, a public speaker, and a workshop trainer.

5:30 – 6:30 PM **COCKTAILS**

6:30 – 9:30 PM **DINNER**

(Dress: Business)

AWARDS EVENING AND 2016 ENTREPRENEURSHIP CHALLENGE

JOIN US FOR A CELEBRATION IN HONOUR OF THE RURAL TOURISM CHAMPION.

This award will be presented to an outstanding individual or organization showing exceptional commitment to rural tourism in their business, town, association, or community. It is designed to honour outstanding accomplishments, innovation and leadership.

THE ENTREPRENEURSHIP CHALLENGE

This program helps tourism operators develop new products and experiences to grow their businesses. Participants will receive valuable feedback from industry experts to kick-start their projects. The top three applicants will be chosen to present their business plans to the judges live and the winners will be announced at the Growing Rural Tourism Conference.

PEOPLE'S CHOICE AWARD

The votes are in and the delegates have chosen the winners of their favorite product and service!



8:00 – 9:00 AM **BREAKFAST**

9:00 – 10:00 AM **CONCURRENT SESSIONS 4**

4A GOOGLE BEYOND SEARCH *(Repeat Session)*

Trevor Tessier & Brian Siddle

Strong Coffee Marketing

Learn about some of the readily available Google tools you can use for your marketing programs. From analytics to apps, in this session we will cover what tools are available and the great ways your tourism businesses can use them including: brand monitoring, research and planning, content development, measurement and analysis, client retention, submission tools and forms. (Including: Google Maps, G+, Analytics, Trends, Keyword Planner, Adwords, Tag Manager, Apps, Forms, Hangouts, Search)

4B EXPANDING HORIZONS IN VISITOR SERVICING

Robin Luini Team Lead, Destination

Development and Visitor Services Branch

Consumer behaviour is constantly changing. How, where, and by what means visitors are seeking information while travelling is heavily influenced by changing expectations of visitors and technology available. This session will examine how other communities and jurisdictions are responding to these changes in their delivery of Visitor Services. In addition this session will also provide an overview of resources available to look at your community through the visitor lens (i.e. Visitor Friendly, Tourism 360 and the AVIP Program).

**4C CITY MOUSE, COUNTRY MOUSE—
BRIDGING THE URBAN-RURAL DIVIDE**

David Farran Eau Claire Distillery

This presentation talks of the experience of Eau Claire Distillery in connecting urban customers to a rural, local and experiential brand, steeped in historic rural values. Using tourism as a means of connecting with customers has helped to educate Eau Claire's customers on the importance of supporting 'local' and where their food and drink originates.

10:00 - 10:30 AM NETWORKING BREAK

10:30 - 11:45 AM CLOSING KEYNOTE

**13 WAYS TO KILL YOUR
TOURISM INITIATIVES****Doug Griffiths** President- 13 Ways, Inc.

Many are familiar with Doug's best-selling book and presentation, 13 Ways to Kill Your Community. Now he has put together a special presentation using the same style as 13 Ways to draw us into thinking about the vast array of opportunities in tourism we may not be taking advantage of, and how we can turn that around.

**11:45AM CONFERENCE CLOSE**

(Brown Bag Lunch)

CONFERENCE SCHOLARSHIP

A PROGRAM TO SUPPORT LEADERSHIP DEVELOPMENT AND MENTORSHIP TRAINING

The Growing Rural Tourism Conference supports continuous learning and innovative educational opportunities for rural Alberta business. This year we will partially sponsor individual business owners or managers to attend the Growing Rural Tourism Conference.

WHO IS ELIGIBLE?

Individual business owners, managers and full-time students who:

- Presently own and operate a full-time tourism business in rural Alberta or businesses looking to incorporate tourism products or experiences into their existing business
- Students enrolled in a full-time tourism program. Students must include which post-secondary institution and tourism program (s) they are enrolled in.
- Are committed to lifelong learning.
- Willing to write a summary report and share their ideas and experiences with their community partners, consortia, chamber, colleges, etc.
- Must be a first time applicant

WHAT IS INCLUDED?

The scholarship will pay 50% of a regular conference registration. All travel and accommodation expenses are the responsibility of the participant.

HOW DO YOU APPLY?

Application is available at GrowingRuralTourism.ca

All requests for funding support must be received by February 10, 2016. Funds will be paid on your behalf directly to the Camrose Regional Exhibition.

WHAT IS THE SELECTION PROCESS?

Space is limited to 25 participants, and will be offered on a first come, first served basis to eligible applicants. The conference committee will review the applications and notify the successful candidates.

F3





RURAL TOURISM CHAMPIONSHIP AWARD

The Growing Rural Tourism Conference will sponsor the 9th Annual Rural Tourism Championship Award to an individual or organization showing commitment to rural tourism in their business, town, association, or community. This award is designed to honour outstanding accomplishments, innovation, and leadership in rural tourism. Applicants are from rural tourism businesses, municipalities, or communities in Alberta.

WHO IS ELIGIBLE?

A rural tourism operator, municipality, consortium or a community.

HOW DO YOU APPLY?

Application available at GrowingRuralTourism.ca

Fill out the application form; include your contact information.

All applicants will be kept confidential.

Please limit the application to four pages.

Send application, narrative, logo, videos and photos to Chuck Erman electronically before January 15, 2016 by email: grt@cre.ab.ca

Applicants will be judged solely on their write-ups and/or video. There are no entry fees.

ACCOMMODATIONS

CANALTA HOTELS

Camrose Ramada

4702-73 Street

P: 780-672-5220 | E: gm@ramadacamrose.com

Canalta Hotel

4710-73 Street

P: 780-672-7303

OTHER

Best Western Plus

3201-48 Avenue

P: 780-679-2376

Norsemen Inn

6505-48 Avenue

P: 780-672-9171 | E: norsemen@norsemeninn.com

R & R Inn & Suites

6508-48 Avenue

P: 780-672-2292 | E: tammygollnick@rrinnsuites.com

Travellers Inn

6216-48 Avenue

P: 780-672-3377

Haselwood Inn Bed & Breakfast

RR 1, Haselwood Mill Road, Bittern Lake

P: 780-672-9141 | E: haselwoodinn@hotmail.com

www.bbcanada.com/haselwoodinn

GPS 52.99676,-113.08510

The Campus Rose Inn Bed & Breakfast

4602-49 Street, Camrose

P: 780-672-0552 | E: marythomas0@hotmail.com

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CAMROSE REGIONAL EXHIBITION
Chuck Erman P. 780-672-3640

PRESENTS IN PARTNERSHIP WITH:



ALBERTA CULTURE
AND TOURISM
Brenda Hanson P. 780-638-4302



TRAVEL ALBERTA
Kathryn Bohnet P. 780-784-0071
Lisa Lima P. 403-803-8956



ALBERTA ASSOCIATION OF
AGRICULTURAL SOCIETIES
Tim Carson P. 780-427-2174



TOURISM CAMROSE
Hazel Cail P. 780-672-4255

**GROWING RURAL
TOURISM**

Camrose Regional Exhibition
4250 Exhibition Drive, Camrose, Alberta

GrowingRuralTourism.ca



AGENDA ITEM

PROJECT: Canadian Radio-television and Telecommunications Commission (CRTC) Broadband Survey		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: CAO	WRITTEN BY: Ron Leaf	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: Ensure our established, as well as, new communities are well connected and supported	STRATEGIES: 3.3.1
ATTACHMENT(S): https://97.ca/ekos/cwx.cgi?EN:01616R		
RECOMMENDATION: That Council reviews, amends as required, and directs that a written submission be made to the CRTC regarding the need for regulatory change regarding provision of broadband internet service in rural Canada.		

BACKGROUND: As Council may recall, the Canadian Radio-television and Telecommunications Commission (CRTC) is currently accepting submissions via an online survey on the broadband internet needs of rural Canadians. The survey's hyperlink is highlighted above and I encourage councilors to visit the website and complete the survey.

While the survey's results will provide a general overview regarding broadband internet needs and usage the survey will not reflect the key issues that Council has articulated regarding the role the Federal and Provincial Governments need to take in enhancing rural broadband. Administration therefore recommends that Council sends a letter to: the CRTC, Prime Minister Trudeau, applicable Federal Ministers, Premier Notley, and applicable Provincial Ministers highlighting the following key points:

- Broadband internet should be classified as a “utility” with legislative and financial support by both Federal and Provincial governments consistent with electricity, and natural gas systems.
- Access to high-speed broadband service (defined as minimum 25/mps synchronous) is critical to economic prosperity, community sustainability, support for life-long learning; public safety and health care within rural Canada/Alberta.
 - The current infrastructure and associated speeds provided by rural broadband systems is creating “technological backwaters” and diminishing quality of life and community viability. This “digital divide” is particularly critical in rural Canada given the role rural areas play in supporting the national economy through resource extraction and processing.



AGENDA ITEM

PROJECT: Alberta Community Partnership Grant Application		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: Communications	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Managing our Growth	PRIORITY AREA: Objective 1.3 Generate an innovative local economy that stimulates opportunities for investment and commercial and industrial expansion.	STRATEGIES: 1.3.1 1.3.2
RECOMMENDATION: That Council endorses in principle an Alberta Community Partnership grant application on behalf of Clearwater County, in partnership with the Town of Rocky Mountain House and the Village of Caroline.		

BACKGROUND:

Clearwater County, on behalf of its partner municipalities – the Town of Rocky Mountain House and the Village of Caroline – is completing a grant application for the 2015/16 Alberta Community Partnership (ACP) program.

The objective of the ACP is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives. The County's application would fall into the ACP grant category for Intermunicipal Collaboration (IC). The IC category provides funding to partnerships of two or more municipalities to develop or expand regional municipal service delivery.

This grant does not have a mandatory cost-share for applicants, however IC ranking criteria will consider a partnership's commitment to the project through monetary and capital asset contributions. The application will include components of a regional economic development strategy.

The deadline for the ACP grant application is Friday February 5, 2016. All three Council's would need to endorse the application in principle by February 29, 2016 in order for the grant application to be considered.



AGENDA ITEM

PROJECT: Confluence Heritage Society – Letter of Support Request		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: Municipal - Communications	WRITTEN BY: Christine Heggart	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: Community Well-Being	PRIORITY AREA: Objective 3.1 Sustain the recreation, cultural and quality of life needs of the community.	STRATEGIES:
ATTACHMENT(S): DRAFT Letter of Support		
RECOMMENDATION: That Council endorses a letter of support for the Confluence Heritage Society for a Canada 150 Fund grant application.		

BACKGROUND:

Laura Andreas, President of the Confluence Heritage Society, contacted Clearwater County requesting a letter of support for the group's secondary application for a federal grant - Canada 150 Fund grant. The Society submitted a grant application in the summer and are in the second stage of the grant submission process.

The objectives of the Canada 150 Fund are as follows:

1. Championing diversity and inclusion
2. Supporting efforts towards reconciliation
3. Engaging and inspiring youth
4. True to our nature (environment)

Reeve Alexander and Councillor Duncan sit on the "Road to 2017" planning committee, and the group is planning for several events in the area for Canada's 150th birthday in 2017. Events will be held in coordination with Parks Canada and the Rocky Mountain House National Historic Site.

Should the Society be successful in securing a Canada 150 Fund grant, a schedule of events will begin in February 2017 with Family Day weekend, followed by 10 days of events from June 21 – July 2, culminating with a commemorative canoe race from Rocky Mountain House, Alberta to The Pas, Manitoba.

Ms. Andreas noted the Society's grant application is estimated at \$624,000.00.



January 26, 2016

To Whom It May Concern:

Re: Canada 150 Fund grant
Letter of Support for Confluence Heritage Society

On behalf of Clearwater County Council, I wish to indicate our support for the Confluence Heritage Society's grant application(s) to help commemorate Canada's 150th birthday in 2017.

The Confluence Heritage Society is a community volunteer organization that helps to preserve and promote our Western Canadian history, heritage and culture. Our region is rich in Canadian settlement history, with early fur traders such as David Thompson setting up trading posts in the area in 1799.

Clearwater County, along with the Town of Rocky Mountain House and the Village of Caroline, are provincially recognized for their partnerships. Clearwater County's relationship with the three First Nations in our area is a priority of Council, as is our involvement with our numerous community groups.

It is County Council's view that the itinerary proposed by the Confluence Heritage Society - including a commemorative canoe race from Rocky Mountain House, Alberta, to The Pas, Manitoba - achieves the objectives of the Canada 150 Fund to champion diversity and inclusion, support reconciliation, engage youth and support our natural environment.

County Council feels this grant application is a very worthwhile and we strongly encourage the Canada 150 Fund to support the Confluence Heritage Society's application to support the "Canada 150 Voyageurs Rendezvous" initiative.

Sincerely,

Pat Alexander, Reeve
cc: Clearwater County Council



AGENDA ITEM

PROJECT: Community Partnership Showcase		
PRESENTATION DATE: January 26, 2016		
DEPARTMENT: Municipal	WRITTEN BY: Tracy Haight	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
ATTACHMENT(S): 1. Invitation 2. News Articles		
RECOMMENDATION: That Council authorizes Councillors attendance at the Community Partnership Showcase event on April 1, 2016		

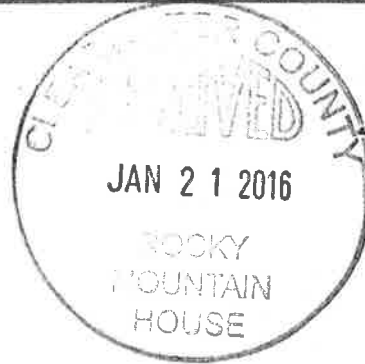
BACKGROUND:

The Caroline & District Chamber of Commerce wishes to invite Councillors to a *Community Partnership Showcase* event taking place at the Caroline Community HUB on Friday, April 1, 2016. The attached letter provides further details of the event.

Staff would like Council's direction on Council attendance for RSVP purposes.



January 12, 2016



The Caroline and District Chamber of Commerce is proud to invite you and a guest to a "Community Partnership Showcase". The evening will include an informal wine and cheese reception, and will be held:

Friday April 1, 2016

5:30 pm – 7:00 pm

at the Caroline Community HUB located at 5103 – 50th Ave in Caroline, AB.

This event is intended to help the community tell the story of how initiative, community partnerships and innovation have enabled us to fund and provide quality emergency and health services to the citizens in our community.

Invitees to the showcase include representatives from all levels of Government, surrounding Municipalities, health practitioners, community groups and Chambers of Commerce.

There will be a brief presentation regarding the provision of health services in our community and a tour of our facility. If you wish to say a few words, we would be honored to include you on the agenda. Thank you in advance for your consideration.

Sincerely,

For:

Dan Burger, President

Please RSVP with your anticipated number of attendees to:

ccoc@telus.net

or (403) 722-2383 (leave message)

by February 28, 2016

Caroline Clarion

January 6, 2015

www.rock-

Caroline ambulance receives first in-province accreditation with commendation

BY SARAH ANN COLLINS
STAFF REPORTER

The Caroline and District Volunteer Ambulance Association was the first in the province to become accredited with commendation on Jan. 8.

The accreditation is mandatory under a mandate from the provincial government that came forth early last year to try to improve the quality of health services in the province.

"It is a lot of paper work, but it definitely helps our organization. It has helped make everything we do better," said Kyla Soster, one of three office staff at the association who took the lead on the project.

All emergency medical services in the province have five years from the time the mandate was given to receive accreditation from Accreditation Canada.

Each organization's accreditation requirements are different.

There are only two other emergency medical service providers in

Alberta to have reached accreditation already, and Caroline is the first to reach accreditation with commendation.

"Everyone had to get in on it. Our board and our office staff had to contribute their pieces. All the EMS staff had to do all the training, which is difficult for us, because we have so many people coming and going all the time," said Soster.

The association had to complete and submit three sets of standards: EMS, governance and leadership.

Each accreditation requires approximately 50 pages of criteria lists that need to be met.

Because the accreditation process is so new in Alberta, the association said they have received a number of phone calls from other services looking for direction.

"We are proud of the accomplishment. We feel like we are paving the way for others," said Yvonne Evans, operations manager for the association.

Caroline Chamber in the community

BY KAYLA BRUCH
STAFF REPORTER

The Village of Caroline and District Chamber of Commerce was incorporated in 1987. Currently the chamber has around 35 member companies and six board members.

Shannon Fagnan is the office manager for the chamber. Fagnan said the chamber provides people with common interests a place to gather, helps organize events and makes the community aware of political issues.

The chamber is already looking ahead to the new year.

In 2016, the chamber will still host and take part in their annual events such as the Caroline parade and the Caroline Christmas Light Up, but there are two other events they are looking forward to.

In January, chamber members are planning to attend the tourism forum hosted by Nordegg, Rocky and Caroline chambers and Clearwater County.

"A bunch of tourism operators including ones from our area are going to get together and talk about different initiatives that are going on in the county," she said. "This forum is an opportunity to see how we can best promote and organize the different initiatives."

New this year, the chamber will be hosting a community showcase, likely in April.

"We're going to invite all kinds of dignitaries from our community and surrounding communities as well as some government officials," she said. "We will be telling them about our village and the services we provide for people. We will focus specifically on the medical clinic and the Caroline Volunteer Ambulance Association and how beneficial those services are in our community."



One of the Caroline Chamber's biggest events was the annual Big Horn Stampede Parade in May.

FILE PHOTO | THE MOUNTAINEER



On Dec. 4 Patsy Tippe was fast asleep in Santa's arms at the Caroline Christmas Light Up. The Caroline Chamber of Commerce takes part in organizing this event each year.

KAYLA BRUCH | THE MOUNTAINEER

CHAMBER INVOLVEMENT IN 2015

The Caroline and District Chamber of Commerce hosted or was involved with five major events this year.

"Starting on the May long weekend we hosted the Caroline parade and that's a really big event which brings thousands of people to Caroline," she said. "Next we held a provincial election forum in the spring and that was very well attended."

Over the summer Fagnan said the chamber along with a contract manager looked after the Burnstick Lake campground.

"In the fall we co-hosted the federal election forum with the Rocky

and District Chamber of Commerce," she said. "Then our next big event was Christmas Light Up."

CAROLINE COMMUNITY HEALTH AND WELLNESS CENTRE

Something that is unique to the Caroline chamber is they fundraised for, set up and now manage the Caroline Community Health and Wellness Centre in the Village of Caroline.

Fagnan said the chamber took on the project when nobody else wanted to organize or rent a space for the clinic. The money for the clinic was raised through vari-

ous methods such as a letter-writing campaign, door-to-door canvassing and addressing corporate citizens.

"That's something that a chamber of commerce can do is fundraise for and manage something that's good for the community," she said. "Now we have doctors from Sundre and Rocky Mountain House each coming up once a week, a chiropractor that's here twice a week, a massage therapist, a geriatric foot care person as well as a health nurse."

Fagnan said the chamber is always looking for new members, as well as people to attend their meetings. The meetings are held the first Tuesday of every month at 5 p.m. at the Caroline and District Chamber of Commerce office.

CHAMBER BOARD MEMBERS:

President Dan Burger - Rocky Credit Union

Reg Dean - Caroline Supplies

Sharleen Thornberry - Living Faith

Gavin and Christa Trimble - Trimble Gravel

Michelle Armstrong - Mikken Transport

Earl Graham - Clearwater County Councillor