

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
August 26, 2014
Immediately Following Public Hearing for Bylaw 1253-14**

A. ADOPTION OF AGENDA

B. DELEGATIONS

- (1) Flood Repairs – Road/Bridge
 - Letter from Mr. Bruder, dated July 8, 2014
- (2) Walking Path with Hamlet of Beaver Mines
 - Email from Jolaine Kelly, dated August 18, 2014

C. MINUTES

- (1) Special Council Meeting Minutes
 - Minutes of August 5, 2014
- (2) Council Meeting Minutes
 - Minutes of July 8, 2014
- (3) Public Hearing Minutes for Bylaw No. 1252-14
 - Minutes of July 8, 2014

D. UNFINISHED BUSINESS

- (1) Land Use Amendment Bylaw No. 1252-14
 - Bylaw No. 1252-14, being the Land Use Amendment Bylaw, presented for second and third readings
- (2) Claresholm and District Transportation Society
 - Email from Transportation Society, dated June 11, 2014, with Delegation Presentation

E. CHIEF ADMINISTRATOR'S REPORTS

(1) **Operations**

- a) Alberta Agriculture and Rural Development Agricultural Service Board Grant
 - Report from Director of Operations, dated August 6, 2014
- b) Environmental Cleanup of Public Works Yards
 - Report from Director of Operations, dated August 8, 2014
- c) Johnson Controls Planned Maintenance Proposal
 - Report from Director of Operations, dated August 8, 2014
- d) Spring Point Colony Access Follow-Up
 - Report from Director of Operations, dated August 8, 2014
- e) Operations Report
 - Report from Director of Operations, dated August 19, 2014

(2) **Planning and Development**

Nil

(3) **Finance and Administration**

- a) Summary of Projects at June 30, 2014
 - Report from Director of Operations and Director of Finance and Administration, dated August 13, 2014
- b) Statement of Cash Position
 - For month ending June 2014
 - For month ending July 2014

(4) **Municipal**

- a) CAO Report
 - Report from CAO, dated August 12, 2014

F. CORRESPONDENCE

(1) **Action Required**

- a) Negative Impacts of the New Home Warranty Program
 - Email from Cardston County, dated July 7, 2014
- b) Village of Cowley Green Space
 - Letter, received July 11, 2014
- c) Rotary Theatre Donation Request
 - Email from Town of Pincher Creek, dated August 5, 2014
- d) Chinook Arch Regional Library Budget 2015-2018
 - Email from Chinook Arch Regional Library System, dated August 9, 2014
- e) Proposed Windy Point Wind Farm Project
 - Email from AltaLink, dated August 12, 2014
- f) Pincher Creek Awards of Excellence 2014
 - Email from Pincher Creek Chamber of Commerce, dated August 14, 2014
- g) Stars of Alberta Volunteer Awards 2014 – Call for Nominations
 - Letter from Alberta Culture, received August 19, 2014
- h) Turcott Building Funding Request
 - Letter from Kootenai Brown Pioneer Village, dated August 20, 2014
- i) Remembrance Day Services – Lieutenant Governor of Alberta
 - Letter from Office of the Lieutenant Governor of Alberta and letter from Royal Canadian Legion, Branch 43, received August 21, 2014

(2) **For Information**

- a) Alberta Community Partnership (ACP)
 - Letter from Alberta Municipal Affairs, dated July 7, 2014
- b) Follow Up
 - Letter from Office of the Premier, dated July 16, 2014
- c) Municipal Sustainability Initiative (MSI)
 - Letter from Alberta Municipal Affairs, dated July 22, 2014
- d) Thank You Card
 - Thank You Card from McMan, received July 28, 2014
- e) Local Road Bridge Program Grant – Remaining Funds
 - Letter from Alberta Transportation, dated July 29, 2014
- f) Goose Lake Telecommunications Upgrade: Notice of Project Approval
 - Letter from AltaLink, dated July 31, 2014
- g) Safety Codes Act
 - Letter from Alberta Municipal Affairs, received August 6, 2014
- h) Thank You Card
 - Thank You Card from Pincher Creek District Citizens on Patrol, received August 19, 2014
- i) Natural Resources Conservation Board (NRCB) Annual Report
 - Annual Report 2013-14
- j) Alberta Energy Regulator
 - 2013/14 Annual Report

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Grant McNab – Division 1

Councillor Fred Schoening – Division 2

- Chinook Arch Regional Library System
 - Board Report, August 5, 2014
- Agricultural Service Board Minutes
 - Minutes of July 3, 2014

Councillor Garry Marchuk – Division 3

- Oldman River Regional Services Commission (ORRSC)
 - Executive Committee Meeting, Minutes of June 12, 2014
 - Annual Report and Financial Statements 2013

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

(1) Land

(2) Land

(3) Land

(4) Personnel

(5) Personnel

I. NEW BUSINESS

J. ADJOURNMENT

B1

RECEIVED
JUL 10 2014
M.D. OF PINCHER CREEK

Twin Butte Simmentals
Tony & Lorraine Bruder
Box 454, Twin Butte, AB T0K 2J0
403-627-5425

July 8, 2014

Municipal District of Pincher Creek

Pincher Creek, AB

Council Members & Administration,

We are writing this letter to Council and Administration of the MD of Pincher Creek regarding the state of the MD bridge (Bruder Bridge) on Township road 29-2 and landslides below MD Township Road 29-2A, as well as the condition of MD Township Road 4-1A and MD Range Road 29-3 as suggested by Councilors Terry Yagos and Fred Schoening, as well as CO Leo Reedyk.

The bridge has been a constant problem since its construction in the 1950's, as it is too small to handle the Drywood Creek during high water events. After the high water event of 1995 it was decided to lower the abutment on the south side of the bridge to accommodate future high water events. This has caused the creek to go over the road for an average of two weeks every spring as well as other high water events during the year (August long weekend 2013). As this is a school bus route on an MD road and bridge, this was and still is unacceptable. While the road is out of use we are required to drive our kids 4 miles to meet another bus route. While the MD road is out of use, it adds 8 miles for us to get to Pincher Creek (one way) as we have to go around past Twin Butte. We have been hearing from MD Council and staff since the MD took over the road from Gulf Canada back in 1984 that there will be improvements made. At one time the MD was offered a larger bridge by the Department of Transportation with the clause that the MD was to carry out the road work, the MD turned it down. We feel that this has gone on too long and it is time to get something done on this issue.

As well as this bridge being too small to handle high water events, it is also too narrow to accommodate most farm machinery. Many of the local farms and ranches use this road to access other properties of their operations. This means a creek crossing, which in the spring or winter cannot be done, or traveling extra miles by having to go around on Highway #6 which during summer tourism months is quite dangerous. I talked with Leo Reedyk in May of this year about building a better approach on the north end of the bridge onto the MD road to make it easier for large equipment to access the road after crossing the creek. He, in that conversation, suggested a wider "forestry bridge", and that I write a letter to council suggesting such.

I have enclosed photos of the flood damage showing the silt deposit under the bridge as well as how the creek has made a new channel through the south abutment. The creek will not be diverted under the bridge without a large amount of time and money invested.

Farther south on MD Range Road 29-2A there has been major sliding below the road above Yarrow Creek. In two places within 75 yards of one another, the bank has been cut to the base of the MD road. This has been going on since the 1995 flood as well. The MD did some road work just south of these two slides about 4 years ago. When meeting with Leo Reedyk about this issue we discussed the sliding in the other two areas. It was decided By MD administration that nothing had to be done at that time. If the sliding continues at the current rate, Range Road 29-2A will not be passable within 5 years. This will leave us no access to our place if there is not work done on either the bridge or the slides.

I have attached photos showing the slides from below the road at creek level.

Regarding MD Township Road 4-1A south of our place. This road was very poorly built causing extreme drifting during winter months. It is also below MD standards for width.

Regarding MD Range Road 29-3 north of Township Road 4. This road also was very poorly constructed. It is below MD standard for width, has very poor visibility due to many rolling hills, and has extreme drifting problems in the winter months as well. There have been many near misses on this road due to width and the fact that you cannot see very far ahead due to the roller coaster type road. It is almost impossible for large vehicles to pass due to width.

If this is the only access to the residents in this area due to the frequent bridge closers, these roads will have to be improved. If not, it will not be long before there is a major accident.

This is not an issue for only the Bruder Family. There are many residents in the area that frequently use this road. The employees of Twin Butte Energy use this road as their main access to their gas field to the south of the main facility. It is also used by many non-residents as a short cut from the east to the Twin Butte Store and well as Waterton Park.

We would like to meet with Council on this matter at your earliest convenience.

We await your response.

Tony & Lorraine Bruder











MDInfo

From: Jolaine Kelly <jolainekelly@gmail.com>
Sent: Monday, August 18, 2014 10:19 AM
To: MDInfo
Subject: Re: Beaver Mines Delgation

Hi Wendy,

The Beaver Mines delegation would like to present a map. Garry Marchuk will provide you with it beforehand, on our behalf.

In general, our outline is:

- 1.Reasons for a pathway
- 2.Map
- 3.Letters of support from the community

Thank you kindly,
Jolaine Kelly
425 1st Ave, Beaver Mines

On Sat, Aug 2, 2014 at 10:06 AM, MDInfo <MDInfo@mdpincercreek.ab.ca> wrote:

Jolaine:

Do you have anything you would like to present to Council regarding your presentation (map, etc.)?

If so, we require this information to be forwarded by Wednesday, August 20, 12:00 Noon. The more information you can provide in advance the better prepared Council is for your presentation.

You will be allotted 10 minutes for your presentation, followed by questions of Council.

Wendy Kay
Chief Administrative Officer
Phone: [403-627-3130](tel:403-627-3130)

Fax: 403-627-5070

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From: Jolaine Kelly [mailto:jolainekelly@gmail.com]
Sent: August-02-14 9:32 AM
To: MDInfo
Subject: Beaver Mines Delgation

Hi,

I left a phone message a few weeks back, and understand you need in writing our request.

A Beaver Mines Delegation would like to make a presentation to Council on August 26 on the development of a pathway in Beaver Mines.

Thank you kindly,

Jolaine Kelly

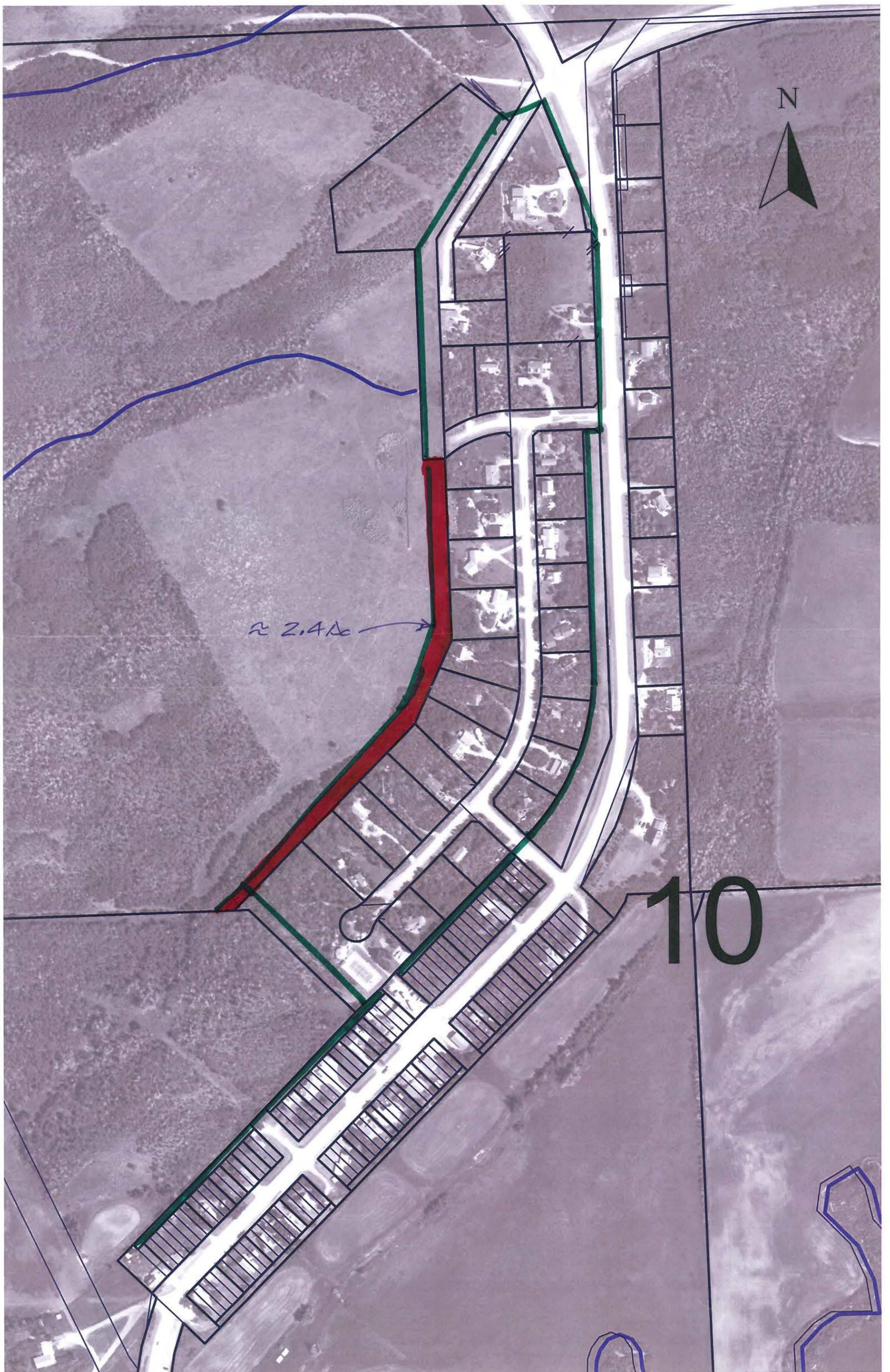
Secretary

Beaver Mines Community Association



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MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SPECIAL COUNCIL MEETING
AUGUST 5, 2014

The Special Meeting of the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, August 5, 2014, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

PRESENT Reeve Brian Hammond, Councillors Garry Marchuk, Fred Schoening, Terry Yagos, and Grant McNab

STAFF Chief Administrative Officer Wendy Kay, Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

Reeve Brian Hammond called the Council Meeting to order, the time being 2:00 pm.

A. ADOPTION OF AGENDA

Councillor Garry Marchuk 14/293

Moved that the Council Agenda for August 5, 2014 be approved as presented.

Carried

B. IN CAMERA

Councillor Fred Schoening 14/294

Moved that Council move In-Camera, to discuss 2 (two) Personnel matters, the time being 2:02 pm.

Carried

Councillor Terry Yagos 14/295

Moved that Council move out of In-Camera, the time 3:59 being.

Carried

C. NEW BUSINESS

(1) Church Camp – SE 22-5-1 W5M

Councillor Fred Schoening 14/296

Moved that Administration be directed to proceed with Stop Order Action for lands described as SE 22-5-1 W5M with relation to the noncompliant buildings on the land.

Carried

(2) Construction of Road with Road Allowance

Councillor Fred Schoening 14/297

Moved that the MD enter into a Development Agreement with the landowner of SE 22-5-1 W5M and SW 23-5-1 W5M to provide for the construction of a minimum standard road as outlined in Policy 317A, within the Statutory Road Allowance between NE 15-5-1 W5M and NW 14-5-1 W5M;

And that the Development Agreement include specific wording for, the property owner being responsible for weed control and grass reclamation for five (5) years.

Carried

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(3) Emergency Management Agency

Councillor Fred Schoening 14/298

Moved that the MD of Pincher Creek withdrawl from the Joint Emergency Management Agreement, effective immediatly, in accordance with the letter of intent, dated July 24, 2014.

Carried

D. ADJOURNMENT

Councillor Terry Yagos 14/299

Moved that Council adjourn the meeting, the time being 4:05 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
REGULAR COUNCIL MEETING
JULY 8, 2014

The Regular Meeting of the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, July 8, 2014 in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

PRESENT Reeve Brian Hammond, Councillors Garry Marchuk, Fred Schoening, Terry Yagos, and Grant McNab

STAFF Chief Administrative Officer Wendy Kay, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

Reeve Brian Hammond called the Council Meeting to order, the time being 1:04 pm.

A. ADOPTION OF AGENDA

Councillor Garry Marchuk 14/282

Moved that the Council Agenda for July 8, 2014, be amended, the amendment as follows:

Addition to Municipal (b) – Terms and Conditions of the Sale of Properties up for Tax Sale

And that the agenda be approved as amended.

Carried

B. DELEGATIONS

(1) Claresholm and District Transportation Society

Lyal O'Neill with Claresholm and District Transportation Society appeared as a delegation to present to Council.

A short video was shown.

Off shift personnel were discussed.

Alberta Health Services and the payment of transfers was discussed.

The qualifications of the drivers was explained.

The qualifications of the personnel was discussed.

The relationship with Care Bears was discussed.

The cost for the MD to become involved was discussed.

Mr. O'Neill advised they currently have yearly commitments from the MD of Willow Creek and Town of Claresholm of \$10,000 each.

Funding from other sources was discussed.

C. MINUTES

(1) Council Meeting Minutes

Councillor Fred Schoening 14/283

Moved that the Council Meeting Minutes of June 24, 2014, be approved as presented.

Carried

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D. UNFINISHED BUSINESS

(1) Chinook Area Land Users Association (CALUA)

Councillor Garry Marchuk 14/284

Moved that the email, and presentation, from CALUA, dated June 18, 2014, be received as information.

Carried

E. CHIEF ADMINISTRATOR'S REPORTS

1) **Operations**

a) Dust Control Request

Councillor Terry Yagos 14/285

Moved that the report from the Director of Operations, dated June 27, 2014, and the letter from Mr. Brady, dated June 9, 2014, regarding Dust Control Request, at Township Road, east of Highway 6, be received;

And that Council approve the dust control request at Township Road, east of Highway 6;

And further that Mr. Brady be advised of Council's direction.

Carried

b) Road Project Review

Councillor Garry Marchuk 14/286

Moved that the report from Director of Operations, dated June 27, 2014, regarding Road Project Review, be received;

And that Council direct Administration to implement the proposed distribution and timeline in the Infrastructure Master Plan update, as outlined in the Director of Operations report;

And further that the proposed project increases to the 2014 budget be offset by the reduction and be funded from the Road Construction Reserve, (Account No. 6-12-767-6760).

Carried

c) Operations Report

Councillor Fred Schoening 14/287

Moved that the Operations Report for the period of June 18, 2014 to July 2, 2014, be received as information.

Carried

2) **Planning and Development**

Nil

3) **Finance and Administration**

Nil

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4) Municipal

a) Chief Administrative Officer (CAO) Report

Councillor Terry Yagos 14/288

Moved that the CAO report for the period of June 20, 2014 to July 3, 2014, be received as information.

Carried

b) Terms and Conditions of the Sale of Properties up for Tax Sale

Councillor Terry Yagos 14/289

Moved that the email from TAXervice, dated July 7, 2014, regarding Terms and Conditions of Sale be received;

And that the Terms and Conditions of Sale, as presented, be approved.

Carried

F. CORRESPONDENCE

(1) Action Required

Nil

(2) For Information Only

Councillor Garry Marchuk 14/290

Moved that the following be received as information:

a) June 2013 Flood Event

- Letter from Alberta Municipal Affairs, dated June 17, 2014

Carried

G. COMMITTEE REPORTS

Councillor Grant McNab – Division 1

- Nothing to report at this time

Councillor Fred Schoening – Division 2

- Family and Community Support Services (FCSS)
 - Draft Minutes of May 20, 2014
- Pincher Creek and District Municipal Library Board
 - Minutes of March 26, 2014
- Traffic Count results

Councillor Garry Marchuk – Division 3

- Oldman River Regional Services Commission
 - Minutes of April 10, 2014
- Beaver Mines Community Association Meeting
 - Solar panel for speed sign
 - Sewage issue
 - Beaver Mines sign
 - Park Maintenance
 - Unsightly premises

Reeve Brian Hammond - Division 4

- Canada Day Celebration
- Summer Games

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Councillor Terry Yagos – Division 5

- Heritage Acres Breakfast
- Landfill Incinerator
- Okanogan Basin Water Board – Steering Committee

Councillor Grant McNab

14/291

Moved that the committee reports be received as information.

Carried

H. IN CAMERA

Nil

I. NEW BUSINESS

J. ADJOURNMENT

Councillor Garry Marchuk

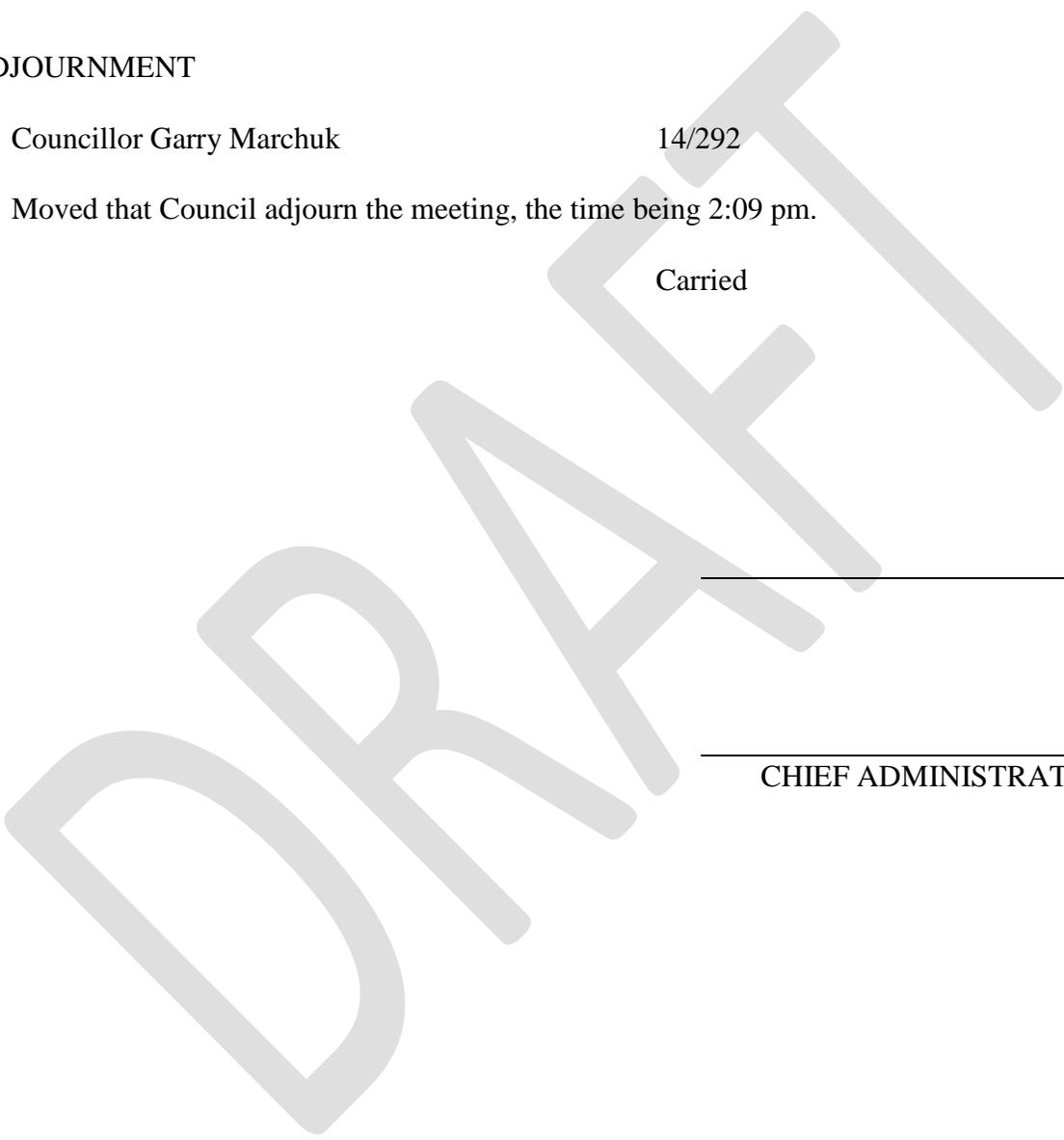
14/292

Moved that Council adjourn the meeting, the time being 2:09 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER



MINUTES
PUBLIC HEARING
Bylaw No. 1252-14 – Land Use Bylaw Amendment
Tuesday, July 8, 2014 – 1:00 pm

A Public Hearing conducted by the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, July 8, 2014 at 1:00 pm in order to receive input on Bylaw No. 1252-14.

In attendance:

Council: Reeve Brian Hammond, Councillors Terry Yagos, Fred Schoening, Garry Marchuk, and Grant McNab

Staff: Chief Administrative Officer Wendy Kay, Director of Development and Community Services Roland Milligan, Planning Advisor Gavin Scott and Executive Assistant Tara Cryderman.

Reeve Brian Hammond opened the Public Hearing, the time being 1:00 pm.

Reeve Hammond read the Advertisement Clause. This Public Hearing has been advertised in accordance with Section 606 of the MGA. This Public Hearing was advertised in the Pincher Creek Echo on Wednesday, June 25, 2014 and Wednesday, July 2, 2014.

Reeve Hammond read the Purpose of the Hearing. The purpose of this Public Hearing is to receive public input on proposed Bylaw No. 1252-14.

The purpose of proposed Bylaw No. 1252-14 is to reflect the required changes to Land Use Bylaw 1140-08 with regards to Aquaponics and Greenhouses.

Planning Advisor Gavin Scott reviewed Bylaw No. 1252-14.

Reeve Hammond asked if there were any questions at this time. None were asked.

Reeve Hammond asked if anyone wished to make an oral presentation. No one declared their intentions.

Reeve Hammond asked if there were any written submissions. None were submitted.

Reeve Hammond asked if there were any questions or comments at this time. None were asked.

Councillor Terry Yagos moved to adjourn the Public Hearing, the time being 1:04 pm.

Brian Hammond
Reeve

Wendy Kay
Chief Administrative Officer

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1252-14**

Being a bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to amend Bylaw No. 1140-08, being the Land Use Bylaw.

WHEREAS Section 639 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a municipality must pass a Land Use Bylaw;

AND WHEREAS The Municipal District of Pincher Creek No. 9 has conducted a review of the Land Use Bylaw with regard to Aquaculture, Aquaponics and Greenhouses;

AND WHEREAS The number of changes will better reflect the land use requirements of the municipal district;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, duly assembled does hereby ENACT THE FOLLOWING:

Amendments per Schedule A attached.

This bylaw comes into force and effect upon third and final passing thereof.

READ a first time this 13th day of May, 2014

A PUBLIC HEARING was held this 8th day of July, 2014

READ a second time this _____ day of _____, 2014.

READ a third time and finally PASSED this _____ day of _____, 2014.

Reeve - Brian Hammond

Chief Administrative Officer - Wendy Kay

Schedule A

1. Revise the Land Use Bylaw definitions under Part I Section 6 as follows (in bold):

6.7 Agricultural Operation(s)

An agricultural activity (either intensive or extensive) conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and includes:

- (a) the cultivation of land;
- (b) the raising of livestock, but excluding ‘Confined Feeding Operations’ as defined by the Agricultural Operations and Practices Act (AOPA);
- (c) the production of agricultural field crops;
- (d) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- (e) the production of milk and eggs;
- (f) the production of honey;
- (g) the operation of agricultural machinery and equipment including irrigation pumps and the application of fertilizers, manure, insecticides, pesticides, fungicides and herbicides including application by ground and aerial spraying for agricultural purposes;
- (h) the production of aquaculture or aquaponics.**

See also Extensive Agriculture and Intensive Horticulture Operation.

6.141 Specialty Manufacturing / Cottage Industry

Development used for small-scale, on-site production of goods in a building not exceeding a gross floor area of 510 m² (5,490 ft²), including areas devoted to retail sales, display and storage. This use includes bakeries and specialty food production facilities, pottery and sculpture studios, taxidermists, **greenhouses** and specialty furniture makers.

2. Add to the Land Use Bylaw new definitions under Part I Section 6 as follows:

Aquaculture

An agricultural operation, also known as aquafarming or cultured fish, where the use of land or building produces aquatic organisms such as fish, crustaceans, molluscs and aquatic plants. Aquaculture involves cultivating freshwater and saltwater populations under controlled conditions. This use must comply with all regulation and permitting of Alberta Agriculture.

Aquaponics

An agricultural operation, where the use of land or building, combines conventional aquaculture with hydroponics (cultivating plants in water) in a symbiotic environment for food production. This use must comply with all regulation and permitting of Alberta Agriculture.

3. Revise Part III Section 14 to include the following:

14.1(q) greenhouses less than 14.16m² (500ft²)

4. Add to the Land Use Bylaw under Part VIII – Agriculture - A as follows:

2.1 Permitted Uses

Farm buildings and structures (see section 14)

2.2 Discretionary Uses

Aquaculture

Aquaponics

Tara Cryderman

Subject: FW: FW: Request for delegation

From: cltransp@gmail.com [mailto:cltransp@gmail.com] On Behalf Of Lyal O'Neill

Sent: June-11-14 2:47 PM

To: Stavely Town; town of high river; town of pincher creek; town of vulcan; cao@nanton.ca; MDInfo; town of fort macleod; hrc@mdfoothills.com

Subject: Request for delegation

Administration

The Claresholm & District Transportation Society (non-profit) has been offering transportation alternatives to seniors and those with disabilities for the past 12 years.

Staffed with EMR's we want to become your First Call for non ambulance transfers for medical appointments and procedures.

In an effort to expand our services and in response to calls for service from your towns and surrounding areas we would like to make a presentation to Council to add/partner a service to your communities.

We are already participating in Inter Facility Transfers to/from your hospital and would like to see an expanded regional service to your residents.

This is the link to our infovideo (3.05 minutes) which does explain our current level of service. I invite you to view and distribute to councillors and if interested schedule our organization for a presentation to council in the near future!

https://www.youtube.com/watch?v=OeZT3_1wPrs

Thank You for your interest!

CAO, Manager

Lyal O'Neill
Transportation Society

625-4455

Certainly you can chose to establish a model like we have experienced.

However, with the administration already established in Claresholm, it would seem to benefit all of the communities to expand existing resources into an Alberta Southwest Transportation service. This would allow us added support through Grants available to communities forming Partnerships.

Our goal would be to start here in Pincher Creek with 1 or 2 vans, utilizing your off shift EMT'S for our drivers. Transporting residents needs to be subsidized to be effective, however costs are partially recouped from the IFT's to Lethbridge, Calgary, Blairmore and the like. We direct bill AHS at cost plus for these transfers at a fraction of the cost of an Ambulance. In addition to being more economical we offer clients a personal and comfortable experience. These transfers help take some pressure off of your local ALS , BLS units leaving them more available to respond to Emergency events!

- **In Claresholm we do approximately 25% of the IFT's, 213 trips in 2013, leaving the ALS, BLS units more accessible to reduce response times. (currently 7.42 minutes 50% of the time). Response times which would be significantly increased in CI, HR, & Vulcan, for example if EMS had their calls in CI increased by 1/3**

Transportation - MonthlyActivity Report			MARCH						
TRIP ORIGIN	SUBSIDY	NON-SUB	INTERHOS	ORIGIN		DESTINATI			
CALGARY	0	0	0	0	0%	280	28%		
LETHBRIDGE	0	0	0	0	0%	297	29%		
HIGH RIVER/OKO	0	0	0	0	0%	57	6%		
FORT MACLEOD	0	29	0	29	3%	22	2%		
GRANUM	0	30	0	30	3%	0	0%		
NANTON	0	0	0	0	0%	5	0%		
STAVELY	9	74	0	83	8%	2	0%		
STRATHMORE				0	0%	2	0%		
VULCAN		0	4	4	0%	1	0%		
CLARESHOLM	0	657	209	866	86%	346	34%		
TOTAL	9	790	213	1012		1012			
Transportation - Annual Activity			FISCAL 2014						

Prom Video - The Dream of Judy Paulsen – 3 minutes

Presentation - 3 minutes

Q & A

Attachments:

Brochures(to be delivered)

Fee Schedule

Client Testimonials

WHAT IS THE TRANSPORTATION SOCIETY?

The Claresholm and District Transportation Society was formed in May, 2002. A group of agencies came together to develop a transportation system for seniors and persons with disabilities who need to travel in the community and outside for medical and other important appointments

WHO CAN USE THE SYSTEM?

- Persons with disabilities who must have transportation with wheelchair access. Children under 12 years must be accompanied by an adult
- Persons over 60 years of age who have no other transportation and are not able to use a taxi
- Persons requiring transportation to medical appointments out of town and are unable to use public transportation such as a bus

WHAT DOES IT COST?

Fee schedule available upon request
We provide a subsidized rate for those on AISH, CPP Disability and Alberta Senior's Benefit

All prices include a door to door service but does not include any assistance such as care requirements needed by the individual. **If care and/or supervision is required, a companion must accompany the user of the service. A \$10.00 fee is charged for a companion fare.**

HOW DO I BOOK THE SERVICE?

Call 625-4455 to book your transportation between 8:30 a.m. and 1:30 p.m. Please try to book 1 week in advance. A minimum 24 hour booking will be accepted.

HOURS OF SERVICE

Hours of departures from 7:00 a.m. to 7:00 p.m. daily, subject to driver availability.

ARE THERE ANY RESTRICTIONS?

The Claresholm and District Transportation is meant to be utilized by persons who have restricted access to public transportation and/or drivers.

It is not meant to replace the taxi, nor are the drivers meant to be caregivers. The drivers reserve the right to cancel a trip due to inclement weather or refuse to transport abusive clients. We have a dedicated group of drivers who wish to provide a safe and timely transport for the convenience of the customer

The vans can be booked for groups who wish to attend functions out of town. This will be subject to availability as medical transportation will take priority. Group rates are available

FOR YOUR PROTECTION

- Registered with ALBERTA TRANSPORTATION
- Vans Safety Inspected
- Fully Insured
- Qualified Drivers

**Fee Schedule
Claresholm and District Transportation Society**

Medical Trips		
Destination	Income Qualified+5%	Subsidized+5%
Claresholm/Calgary	\$107	\$133
Claresholm/Lethbridg/Okto	\$80	\$100
Claresholm /High River	\$67	\$80
Claresholm /Fort MacLeod	\$40	\$61
Fort MacLeod/Calgary	NANANANANANANANA	**\$308**
FortMacLeod/Lethbridge	NANANANANANANANA	**\$122**
Granum-Calgary	\$131	\$157
Granum-Lethbridge	\$80	\$100
Nanton/Calgary	NANANANANANANANA	**\$162**
Nanton/Lethbridge	NANANANANANANANA	**\$269**
Stavely-Calgary	\$107	\$133
Stavely-Lethbridge	\$104	\$133
Stavely-Claresholm	\$18	
Granum-Claresholm	\$18	
In Town Trips	\$18	
Claresholm/MH	\$214	\$266
<p>Wait-time: Prices subject to change without notice. Calgary > 5 hours: \$18.00 per hour Lethbridge > 4 hours: \$18.00 per hour In town Wheelchair > 1 hour: \$18.00 per hour</p>		
Non-Medical		
\$1.82/km with \$18.00/hour wait-time from drop off to pick up/per booking		
Inter-hospital		
In town		\$063
Calgary/Blairmore		\$378
Lethbridge/Pincher Creek		\$315
High River		\$189
Black Diamond		\$220
Strathmore		\$378
Vulcan		\$189
Carmangay		\$126
Ponoka/Medicine Hat		\$766
HCA/EMR \$25/HOUR		

Revised April 1, 2014

Introduction of committee - Howard Paulsen - Chairman

List of Directors:

Brian Comstock – Lay Representative

Vacant – Town of Granum

Howard Paulsen - Lay Representative

Bob Thompson – Seniors Center

Brydon Saunders – Lay Representative

Holly Gillespie – Lay Representative

Darren Allen – Wandering Willows

Mike McAlonan– Town of Claresholm

Earl Hemmaway – M. D. of Willow Creek

Administration:

Lyal O'Neill – CAO

Testimonials:

THANK YOU CLAIRESHOLM TRANSPORT SOCIETY

Being a single senior and not having any family near by the service & kindness your society provided outstanding. Any one who is lying in a hospital bed and contemplating on how they are going to get to a medical appointment is experiencing a frightening-daunting task ! You are not only physically injured you are emotional fragile . Having used the services of the transport society some eight times I have always been the recipient of prompt -courteous service. The driver has made sure that if required a wheelchair was located. he would then park the van and come back and make sure (push me) that I got to the right dept on time! ,If I was able to walk he would escort me to my destination , then wait patiently and sympathetically for my exam to be completed , and then return me to my hospital bed , later on when it was requied to my front door ,A very deepfelt thank you toall that make thes service possible yours truly **BRYDON SAUNDERS**

June 14, 2012

Attention Lylie:

I had the opportunity to use the Claresholm Transportation Society twice while recuperating in the hospital. I was very impressed with the service. The drivers took great care of me. They are very professional. I was confined to a wheelchair and they made sure I was safe and comfortable. My husband was also welcome to come with me to the appointments.

The drivers went beyond what was required. I was sent to a brace clinic after an appointment and the driver took me there without question. This saved me needing to come back in the next day.

This service saves the health care system money and more important the health care professionals are not tied up with transport.

This is a very valuable service to the community and it is very important to keep it viable.

Barb Johnson

SOCIETY OBJECTIVES

- To provide an affordable and accessible service for seniors and persons with disabilities
- To ensure the needs of people living in a rural setting are met in a timely and safe manner
- To treat our clients in a courteous manner at all times
- To provide a safe and timely trip to the required destination.

SOCIETY MEMBERS

- Town of Claresholm
- MD of Willow Creek
- Town of Granum
- FCSS Stavelly
- Porcupine Hills Lodge Go-Getters
- Claresholm Seniors Drop-In Centre
- Wandering Willows Livelier Retirement Association

HOW DO I MAKE MY DONATION?

We are a registered charity and you will receive an official receipt.

Please make cheques payable to Claresholm & District Transportation Society.
(please print)

Amount of Donation \$ _ _ _ _ _

Name _ _ _ _ _

Address _ _ _ _ _

Town _ _ _ _ _

Postal Code _ _ _ _ _

Box 2076
Claresholm, Alberta
T0L 0T0

Phone (403) 625-4455
Fax (403) 625-4510

Claresholm and District Transportation Society

*"Affordable and Accessible
Transportation for Seniors
And those with Disabilities"*



WHAT IS THE TRANSPORTATION SOCIETY?

The Claresholm and District Transportation Society was formed in May, 2002. A group of agencies came together to develop a transportation system for seniors and persons with disabilities who need to travel in the community and outside for medical and other important appointments.

WHO CAN USE THE SYSTEM?

- Persons with disabilities who must have transportation with wheelchair access. Children under 12 years must be accompanied by an adult
- Persons over 60 years of age who have no other transportation and are not able to use a taxi
- Persons requiring transportation to medical appointments out of town and are unable to use public transportation such as a bus

WHAT DOES IT COST?

Fee Schedule available upon request
We provide a subsidized rate for those on AISH, CPP Disability and Alberta Senior 's Benefit.

All prices include a door to door service but does not include any assistance such as care requirements needed by the individual. If care and/or supervision is required, a companion must accompany the user of the service. A \$10.00 fee is charged for a companion fare.

HOW DO I BOOK THE SERVICE?

Call 625-4455 to book your transportation between 8:30 a.m. and 4:30 p.m. Please try to book 1 week in advance. A minimum 24 hour booking will be accepted.

HOURS OF SERVICE

Hours of service will be between 8:00 a.m. and 4:00 p.m. Monday through Friday. Weekend use by special booking and subject to driver availability.

ARE THERE ANY RESTRICTIONS?

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FOR YOUR PROTECTION

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- Vans Safety Inspected
- Fully Insured
- Qualified Drivers

MD OF PINCHER CREEK

AUGUST 6, 2014

TO: Wendy Kay, CAO

FROM: Leo Reedyk, Director of Operations

SUBJECT: ALBERTA AGRICULTURE AND RURAL DEVELOPMENT
AGRICULTURAL SERVICE BOARD GRANT

1. Origin

The Municipal District has applied to Alberta Agriculture and Rural Development for their Agricultural Service Board Grant for 2014-2016.

2. Background:

In a letter to the Agricultural Service Board Chairman, dated July 11, 2014 the Province has confirmed that they are prepared to grant the municipality \$168,359.46 for the Legislative Funding Stream and \$20,000.00 for Environmental Funding Stream per year of the three year agreement. The Environmental Funding Stream grant requested and budgeted for was \$5,000 more than the Province has granted (1-62-0-840-1840).

The Grant Agreement (attached) must be signed and returned to Alberta Agriculture and Rural Development for signature to become effective.

3. Recommendation:

THAT the report from the Director of Operations, dated August 6, 2014 regarding the Alberta Agriculture and Rural Development Agricultural Service Board Grant be received;

AND THAT Council authorize the Reeve and Chief Administrative Officer to sign the Grant Agreement.

Respectfully Submitted,

Leo Reedyk



Attachment: Grant Agreement

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay*

Date: *August 11, 2014*

July 11, 2014

Susan Vogelaar, ASB Chairman
Municipal District of Pincher Creek No. 9
Box 279
Pincher Creek, AB TOK 1W0

Dear Ms. Vogelaar,

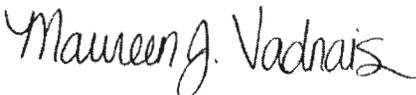
Your application for the 2014-2016 Agricultural Service Board (ASB) Grant Program has been reviewed and approved to receive funding under the Legislative and Environmental Funding Streams of the ASB Grant Program. Please find enclosed two copies of the ASB Grant Agreement to be signed and returned to Alberta Agriculture and Rural Development (ARD). Both copies of the Grant Agreement must be signed and returned so that ARD can sign the Grant Agreement to execute it. One copy will be returned to you and one copy will remain on file at the ASB Program Office.

ARD requires two authorized signatures on the Grant Agreement. This means that the document must be signed by an elected official or another person authorized by municipal council to sign AND a designated officer **OR** a designated officer acting alone if so authorized by council and a municipal seal.

Payment of the 2014 ASB Grant Allocation will be made upon execution of this Grant Agreement and receipt of all required reporting from the 2013 year of the 2011-2013 ASB Grant Program. This payment includes \$168,359.46 under the Legislative Funding Stream and \$ 20,000.00 under the Environmental Funding Stream for a total allocation of \$188,359.46 for 2014. This amount will remain the same for each year of the 2014-2016 ASB Grant Program.

Please sign and return **both** copies of the Grant Agreements as soon as possible to the ASB Program Office.
ASB Program Office
Attention: ASB Program Coordinator
Room 200, J.G. O'Donoghue Building
7000 - 113 Street
Edmonton, AB T6H 5T6

Please contact the ASB Program Office at (780) 644-4432 if you have any questions regarding the Grant Agreement.
Sincerely,



Maureen Vadnais
ASB Program Manager

Enclosure

Cc: Wendy Kay, CAO
Shane Poulsen, Agricultural Fieldman

AGRICULTURAL SERVICE BOARD 2014-2016 GRANT AGREEMENT

This Agreement is made effective the 1st day of January, 2014 (the “**Effective Date**”)

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA,
as represented by the Minister of Agriculture and Rural Development
(the “**Minister**”)

AND:

Municipal District of Pincher Creek No. 9
(the “**Applicant**”)

PREAMBLE:

1. The Applicant has applied for a grant under the Agricultural Service Board Grant Program for 2014-2016.
2. The Applicant has established an Agricultural Service Board pursuant to the *Agricultural Service Board Act* (Alberta) (the “**ASB Act**”) (the “**ASB**”).
3. The Agricultural Service Board Grant Program provides for “legislative funding” to support ASB activities in meeting the requirements of the ASB Act and “environmental funding” to support ASB activities in the development and delivery of environmental extension programming.
4. The Minister is authorized, in accordance with the ASB Act and the *Agriculture and Rural Development Grant Regulation* under the *Government Organization Act* (Alberta) (the “**Regulation**”), to make grants to the Applicant pursuant to the ASB Grant Program.
5. The Minister has agreed to provide grant funding on the terms and conditions of this Agreement.

The Minister and the Applicant therefore agree as follows:

1. INTERPRETATION

1.1 Definitions - In this Agreement, including the Preamble, the following expressions have the following meanings:

“Activities” means the Legislative Activities and if applicable the Environmental Activities to be performed by the Applicant as described in the Application;

“Agreement” means this Agricultural Service Board 2014-2016 Grant Agreement;

“Application” means the completed application form and all attachments submitted by the Applicant and approved by the Minister, as may be amended, a copy of which is attached to this Agreement as Schedule “A”;

“ASB Program” means the program established by the Minister to provide “legislative funding” to support ASB activities in meeting the requirements of the ASB Act and “environmental funding” to support ASB activities in the development and delivery of environmental extension programming

“Effective Date” means the date first above written;

“Eligible Expenses” means those expenses described in section 4.1 that are to be incurred by the Applicant directly in furtherance of the Activities and which are eligible for payment under this Agreement, subject to the terms and conditions in this Agreement;

“Environmental Activities” means the activities of the ASB described in the Applicant’s Environmental Funding Stream 2014-2016 ASB Program Application attached to this Agreement as Schedule “A”, Parts B and C, as applicable;

“Environmental Funding” means that portion, if any, of the Grant provided to support Environmental Activities, as set out in section 2.1;

“Grant” means the grant defined in section 2.1 as modified by section 2.1A, if applicable, to be paid by the Minister to the Applicant pursuant to this Agreement;

“Grant Proceeds” means the amount of the Grant plus all interest or other return obtained by the Applicant from investing all or part of the Grant pending disbursement for the purposes of the Activities;

“Legislative Activities” means the activities of the ASB described in the Applicant’s Legislative Funding Stream 2014-2016 ASB Program Application attached to this Agreement at Schedule “A”, Part A;

“Legislative Funding” means that portion of the Grant provided to support Legislative Activities, as set out in section 2.1; and

“Term” means the period from the Effective Date to December 31, 2016.

1.2 Section Numbers - References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement, unless the context provides otherwise.

1.3 Schedules – The following Schedules are attached to and form part of this Agreement:

Schedule “A” – Applicant’s completed Grant Application form(s) including, Schedule “A” to the Grant Application Form.

1.4 Entire Agreement - This Agreement, which includes the attached Schedule(s), is the entire agreement between the Minister and the Applicant with respect to support by the Minister of the Activities, and supersedes all previous agreements, correspondence, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement. In the event of a conflict between the body of this Agreement and a Schedule, the body shall prevail.

2. THE GRANT

2.1 Payment of Grant – Subject to the terms and conditions of this Agreement, the Minister will pay to the Applicant up to a maximum of \$505,078.38 in support of Legislative Activities and, if applicable, up to a maximum of \$ 60,000.00 in support of Environmental Activities, each as determined by the Minister in his sole discretion (collectively the “Grant”), as follows:

- (a) \$188,359.46, upon execution of this Agreement and provided receipt, after May 1, 2014 to the satisfaction of the Minister of,
 - i. a statement of the Applicant’s ASB income and expenditures for the 2013 year certified by a financial officer of the Applicant;

- ii. an annual report highlighting results of ASB Strategic Business Plan activities along with program accomplishments for the 2013 year; and
- iii. confirmation that the Applicant has filed its 2013 annual financial information return including audited annual financial statements and auditor's report to Municipal Affairs as per Section 278 of the *Municipal Government Act*.

(b) \$188,359.46, provided that the Applicant maintains its eligibility for funding under the ASB Grant Program from the Effective Date and is in compliance with the terms and conditions of this Agreement, and provided that the Minister has received, after May 1, 2015, to the satisfaction of the Minister:

- (i) a statement of the Applicant's ASB income and expenditures for the 2014 year certified by a financial officer of the Applicant;
- (ii) an annual report highlighting results of ASB Strategic Business Plan activities along with program accomplishments for the 2014 year; and
- (iii) confirmation that the Applicant has filed its 2014 annual financial information return including audited annual financial statements and auditor's report to Municipal Affairs as required by Section 278 of the *Municipal Government Act*;

(c) \$188,359.46 provided that the Applicant maintains its eligibility for funding under the ASB Grant Program from the Effective Date and is in compliance with the terms and conditions of this Agreement, and provided that the Minister has received, after May 1, 2016, to the satisfaction of the Minister:

- i) a statement of the Applicant's ASB income and expenditures for the 2015 year certified by a financial officer of the Applicant;
- ii) an annual report highlighting results of the Applicant's ASB Strategic Business Plan activities along with program accomplishments for the 2015 year; and
- iii) confirmation that the Municipality has filed its 2015 annual financial information return including audited annual financial statements and auditor's report to Municipal Affairs as required by Section 278 of the *Municipal Government Act*.

2.1A Maximum Grant –The Minister may, in his sole discretion, cancel, reduce or increase the maximum Grant to the Applicant.

- (a) The Minister, in his sole discretion, may take one or more of the following actions:
 - i) increase the maximum Grant referred to in section 2.1 by increasing the maximum amount to support Legislative Activities, Environmental Activities, or both. (“Amended Maximum Grant”)
 - ii) authorize the payment of an amount to the Amended Maximum Grant in conjunction with payments terms specified in sections 2.1(a), (b), (c), or on another specified date and on specified terms and conditions.
- (b) The Minister agrees to provide written notice of any Amended Maximum Grant to the Applicant;
- (c) The Applicant shall be deemed to have accepted the Amended Maximum Grant and additional terms, as applicable, upon receipt of the notice.

2.1B Applicant obligations re: maximum Grant increase - The Applicant acknowledges and agrees in the event the maximum Grant is amended pursuant to section 2.1A:

- (a) all references to Grant in this Agreement will be deemed to mean the amount set by the Minister as the Amended Maximum Grant pursuant to section 2.1A; and

2.2 Amount of Grant – The amount of the Grant shall not exceed \$565,078.38. If the Grant exceeds the Applicant’s Eligible Expenses, as determined by the Minister, then the Grant shall be reduced upon review by, and at the absolute discretion of, the Minister. At the end of the Term, if the Applicant’s Eligible Expenses, as determined by the Minister, are less than the amount of the Grant Proceeds, then the Applicant shall immediately refund the difference to the Minister

If the total amount of funding from federal, provincial and municipal governments exceeds 100% of the Applicant’s Eligible Expenses, as determined by the Minister, the amount of the Grant shall be adjusted so that the total government funding does not exceed 100% of the cost of the Applicant’s Eligible Expenses, as determined by the Minister.

2.3 Application of Grant – The Grant Proceeds shall be used exclusively for the paying of Eligible Expenses in furtherance of the Activities. Immediately upon receiving each Grant payment, the Applicant shall identify in its records the Grant funds as being committed exclusively to Legislative Activities and if applicable to

the Environmental Activities. Any portion of the Grant Proceeds not immediately expended by the Applicant shall be invested by the Applicant in such manner that the interest rate or other rate of return and the amount of unexpended Grant Proceeds are readily identifiable. Any portion of the Grant Proceeds expended by the Applicant other than directly on Eligible Expenses for the Activities becomes immediately repayable to the Minister.

- 2.4 Application for Grant** - The Minister acknowledges that the Applicant's application for a grant under the ASB Grant Program constitutes an application in a manner and form acceptable to the Minister.
- 2.5 No Other Financial Assistance** - The Applicant acknowledges that the Grant may not be sufficient to cover the entire cost of the Activities and that the Applicant shall be solely responsible for raising funds from other sources to carry out the Activities. The Applicant acknowledges that the Grant is the only financial assistance the Minister will provide to the Applicant for the Activities.
- 2.6 No Obligation to Provide Licenses or Approvals** - The Applicant acknowledges that the payment of a Grant under the ASB Grant Program creates no obligation on the part of the Minister to provide licenses or approvals under any legislation.
- 2.7 Grant Regulation** - In addition to complying with the terms expressly set out in this Agreement, the Applicant must comply with the Regulation, including any applicable amendments enacted under the *Government Organization Act* (Alberta).
- 2.8 Subject to Ministerial Approval and Availability of Funds** – Each of the payments described in section 2.1 and 2.1A, as applicable is subject to the approval of the Minister and to funds being available for the ASB Grant Program. The Minister may, in his sole discretion, cancel, reduce or increase the amount of each payment.

3. CARRYING OUT THE ACTIVITIES

- 3.1 Carrying out the Activities** – The Applicant shall diligently carry out the Activities, in consultation with and on the advice of the Applicant’s ASB and in accordance with applicable legislation including the ASB Act.
- 3.2 Alteration of Activities** - The Applicant shall not alter the scope of or suspend the Activities in any respect material to this Agreement, except with the prior written consent of the Minister. Alteration or suspension of the Activities may result in a reduction of the Grant, in the sole discretion of the Minister.

4.0 ELIGIBLE EXPENSES

- 4.1 Eligible Expenses** – The Applicant shall use Grant Proceeds only for the purpose of paying Eligible Expenses, which are:
- (a) manpower - salary, wages, benefits and professional development of ASB staff;
 - (b) operating expenses for vehicles and equipment;
 - (c) materials and supplies;
 - (d) office operations;
 - (e) contracted services; and
 - (f) extension and education related activities,
 - (g) costs for the purchase and lease of capital items with an individual cost less than \$5,000 and provided the cumulative expense claimed for capital items does not exceed \$5,000 per calendar year for Legislative Funding and \$5,000 per year for Environmental Funding;

incurred by the Applicant directly in furtherance of the Activities during the Term, unless otherwise authorized by the Minister. Eligible Expenses qualify only once for payment under the ASB Program.

- 4.2 Ineligible Expenses** – In no event shall the Applicant use Grant Proceeds to pay for the following types of expenses;
- (a) costs for the purchase or lease of capital items over \$5000.00;
 - (b) Goods and Services Tax (GST);
 - (c) expenses incurred by the Applicant outside of the Term that are not otherwise authorized by the Minister, as determined by the Minister; and
 - (d) any other expense deemed by the Minister not to be an Eligible Expense.
- 4.3 Determination of Eligible Expenses** – The determination of whether an expense incurred by the Applicant in performing the Activities constitutes an Eligible Expense is at the sole discretion of the Minister.

4.4 Capital Items Purchased – Where the Applicant purchases an item that constitutes an Eligible Capital Expense, and the Minister pays a portion of the Grant in respect of that Eligible Capital Expense, the Applicant may not return the item to the vendor, exchange it, sell it, transfer or assign it for three years after the end of the Term.

5. REPORTING, MONITORING AND INSPECTION

- 5.1 Reports** – In addition to the requirements of sections 2.1(b), 2.1(c) and 3, the Applicant shall provide the Minister with the following to the Minister's satisfaction:
- (a) prompt notice of any material events, developments or circumstances arising in relation to the Activities;
 - (b) within 30 calendar days following the request of the Minister's request for the status of the Grant Proceeds, including all expenditures of the Grant Proceeds currently held by the Applicant;
 - (c) on or before March 31, 2017 a final report, to the Minister's satisfaction detailing
 - (i) a statement of the Applicant's ASB income and expenditures for the 2016 year certified by a financial officer of the Applicant;
 - (ii) a statement highlighting results of 2016 ASB Strategic Business Plan Activities along with program accomplishment for the 2016 year.
 - (iii) a statement detailing all expenditures in relation to the Activities listed in the Applicant's Application, the expenditures attributed to the Grant and the expenditures attributed to other funding sources of the Program, including the Applicant's cash contribution;
 - (d) prompt notice of any other grants from any level of government in respect of the Activities; and
 - (e) any other information requested by the Minister.
- 5.2 Accounting Records** – From the effective date of this Agreement until six years following the end of the Term, the Applicant shall maintain separate accounting records for the Activities and the Grant Proceeds and make them available for inspection by the Minister and representatives of the Minister (including the Auditor General of Alberta or any other auditor of the Activities engaged by the Minister at its own expense) at all reasonable times upon reasonable notice.
- 5.3 Audits** – The Applicant agrees to give the Minister and representatives of the Minister access to examine the Applicant's ASB operations from the Effective Date until six years following the end of the Term. The Applicant agrees to make

available to the Minister and representatives of the Minister all records, books of account, income tax returns, information, databases, invoices, and audit and evaluation reports in relation to the Activities that are necessary for the audit and evaluation of the Activities. The Applicant agrees to authorize the Minister to obtain information from (and to release information to) any government department, agency, or other body for any purpose relative to this Agreement including verifying the Applicant's eligibility for payment under the ASB Grant Program. If the Applicant fails to provide records or to authorize access to or release of information to the Minister within a reasonable time on reasonable notice, as determined by the Minister, the Applicant may be required to refund any payments received for the Activities under the ASB Grant Program, as well as forfeit any future payments for the Activities under the ASB Grant Program.

5.4 Inspection – From the Effective Date until six years following the end of the Term, the Minister is entitled, at reasonable times and upon reasonable notice to the Applicant, to attend at the Applicant's premises for the purpose of examining any items pertinent to the Activities in order to assess whether the Applicant is in compliance with the terms of this Agreement.

5.5 Applicant Cooperation - The Applicant agrees to cooperate with the Minister in the completion of any audit, evaluation or inspection of the Activities, or of the Grant.

6. OTHER OBLIGATIONS OF THE APPLICANT

6.1 Representations and Warranties - The Applicant represents and warrants to the Minister that:

- (a) it has made full, true and plain disclosure to the Minister of all facts relating to the ASB and to the Activities that are material to this Agreement, including without limitation all sources of funding from federal, provincial and municipal governments;
- (b) it has adequate human resources, experience and skills to carry out its responsibilities under the Agreement;
- (c) the execution by the Applicant of this Agreement and the carrying out of this Agreement by the Applicant have been duly and validly authorized by the Applicant in accordance with applicable law, and this Agreement will constitute a binding legal obligation of the Applicant;
- (d) it has the power and authority and all necessary licenses, permits, authorizations and approvals to own and operate its properties and carry on its operations, to enter into this Agreement, to perform its obligations under this Agreement and to carry out the Activities;
- (e) there is presently no action, suit, or proceeding being brought or pending

- or threatened against or affecting the Applicant that could result in the expropriation of any property of the Applicant or which could affect its operations, properties, or financial condition or its ability to carry out the Activities; and
- (f) it is in compliance with all laws, orders, and authorizations which relate to or affect it and is not subject to any order of any court or other tribunal affecting its operations or the Activities.

7. NON-COMPLIANCE

- 7.1 Event of Default** – Any one or more of the following shall constitute an event of default, each as determined in the Minister’s discretion (“**Event of Default**”):
- (a) failure of the Applicant to comply with any of its obligations under this Agreement;
 - (c) the Applicant ceases to carry out the Legislative Activities or if applicable the Environmental Activities during the Term;
 - (d) the Applicant becomes insolvent or ceases to carry on its operations; or
 - (e) a resolution is passed or an application is made for winding up, dissolution, liquidation or amalgamation of the Applicant.
- 7.2 Notice of Events of Default** - The Applicant shall provide notice to the Minister of the occurrence of any Event of Default, as defined under section 7.1, as soon as possible on the occurrence of an Event of Default.
- 7.3 Consequences of Default** – Upon the occurrence of an Event of Default
- (a) in addition to any other remedy under this Agreement or at law, the Minister may do one or more of the following:
 - i) terminate the Agreement;
 - ii) demand that the Applicant immediately repay to the Minister the full amount of the Grant Proceeds. Any such amount shall be a debt due to and recoverable by the Minister; and
 - (b) the Minister may require the Applicant to do one or more of the following, and depending on the requirement, the Applicant shall immediately:
 - i) transfer to the Minister of Finance the amount demanded pursuant to section 7.2(a)(ii); and
 - ii) provide an accounting of the full amount of the Grant Proceeds with an audit report to the Minister.
- 7.4 Right of Set-Off** - The Applicant agrees that the Minister may set-off against any other grant or amount payable to the Applicant under any programs administered within Alberta Agriculture and Rural Development any amounts that become repayable by the Applicant to the Minister under the provisions of this

Agreement.

8. INDEMNITY

- 8.1 Indemnity** - The Applicant shall indemnify and hold harmless the Minister and the Minister's employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Applicant is legally responsible, including those arising out of negligence or willful acts by the Applicant, or the Applicant's employees or agents.
- 8.2 Insurance** - The Applicant will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

9. COMMUNICATIONS

- 9.1 Announcements** – The Applicant shall not make any public announcement or issue any press release regarding the entering into of this Agreement, the making of the Grant, or the Activities, except in consultation with the Minister and with the approval of the Minister as to the content of the announcement or press release, which approval shall not be unreasonably withheld.
- 9.2 Disclosure** - The Applicant acknowledges and agrees that the Minister may disclose this Agreement and its contents by any means chosen by the Minister including without limitation tabling it before the Legislature.
- 9.3 *Freedom of Information and Protection of Privacy Act*** - The Applicant acknowledges that information and records maintained by the Minister relating to this Agreement are subject to the *Freedom of Information and Protection of Privacy Act* (Alberta). This Act allows any person a right of access to records in the custody or under the control of a public body, subject to limited and specific exceptions.
- 9.4 Liaison** - The Minister designates for the time being the Agricultural Service Board (ASB) Program Manager, Alberta Agriculture and Rural Development, to maintain an ongoing liaison with the Applicant in matters pertaining to this Agreement, and as having authority to communicate to the Applicant on behalf of the Minister any notice, approval, consent or other communication under this Agreement. In the absence of any further designation or limitation communicated by the Minister, the Applicant may assume that any such communication from the

Minster's designate named above has been duly authorized.

10. GENERAL

10.1 Dispute Resolution - In the event of any dispute or material disagreement regarding the interpretation or application of any provision of this Agreement, the parties agree (i) to refer the matter for joint discussion by senior officials and, if that fails to produce a resolution, (ii) to jointly refer the matter to consensual mediation. Mediation will proceed on the following basis:

- (a) if the parties cannot agree on a mediator they will ask the President or Executive Director of the Alberta Arbitration and Mediation Society (or a similar or successor organization) to assist in the selection process;
- (b) the parties will share the cost of the mediator equally and bear their own costs incurred with respect to the mediation; and
- (c) no evidence of anything said or of any admission or communication made in the course of the mediation shall be admissible in any legal proceeding, except with the consent of both parties.

Nothing in this section shall prevent the Minister from proceeding under [section 7.2].

10.2 Notices - Any notice, consent or other communication under this Agreement must be in writing and is effective when delivered by any means, including fax transmission, to the following respective addresses:

- (a) if to the Minister:
Alberta Agriculture and Rural Development
7000-113 Street Suite 200
J.G. O'Donoghue Building
Edmonton, AB T6H 5T6
Attention: ASB Program Manager

Fax: 780 422 7755

- (b) if to the Applicant:
Municipal District of Pincher Creek No. 9
Box 279
Pincher Creek, AB TOK 1W0

Either party may change its contact information by giving notice to the other in the above manner.

- 10.3 Survival** - Notwithstanding any other provision of this Agreement, those sections which by their very nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination.
- 10.4 Amendment and Waiver** – Except as provided in section 2.1A, no amendment of this Agreement is effective unless made in writing and signed by a duly authorized representative of each of the Minister and the Applicant. No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.
- 10.5 Additional Assurances** - The Applicant agrees to, from time to time, do all such acts and provide such further assurances, instruments, and agreements as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent. However, this section 10.5 shall not in any event be construed as obligating the Minister to amend or enact any statute or regulation.
- 10.6 Assignment** - The Applicant may not assign this Agreement or any right or benefit under it.
- 10.7 No Agency** - Nothing in this Agreement is intended to constitute the parties as an agent of the other for any purpose, or to create any relationship of agency, partnership or joint venture.
- 10.8 Counterparts** - This Agreement may be executed in counterparts, in which case the counterparts together shall constitute one agreement.
- 10.9 Governing Law** – This Agreement shall be construed, interpreted and applied in accordance with the laws and in the courts of the Province of Alberta
- 10.10 Severability** – The terms and conditions of this Agreement are severable and any

term or condition determined to be void or unenforceable in whole or in part shall not be deemed to affect or impair the validity of this Agreement or any other term or condition of it.

The parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ALBERTA**, as represented by the Minister of Agriculture
and Rural Development

Date: _____

Per: _____

Print Name and Title

Municipal District of Pincher Creek No. 9

Date: _____

Per: _____

Print Name and Title

Date: _____

Per: _____

Print Name and Title

Draft date July 24, 2013

SCHEDULE "A"

Applicant's Completed ASB Program Application

MD OF PINCHER CREEK

AUGUST 8, 2014

TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: **Environmental Cleanup of Public Works Yards**

1. Origin

Public Works historically used a variety of lignin and oil based products for patching and dust suppression on roads. The use of these products declined over the years and ceased within the municipality approximately ten years ago.

2. Background:

Approximately 80 drums of outdated product remain at the Public Works Yard and at the Sand Shed site. As well as the drums, two tanker bodies are still stored at the sand shed site.

Tervita Waste Management has provided an estimate of \$30,510 to package, transport and dispose of the 80 drums of outdated material. The material has solidified or separated, the drums are unmarked and in some cases damaged and rusting. The largest collection of drums is at the rear of the Public Works yard adjacent to Pincher Creek.

Public Works staff looked into the usability of the product a few years ago and received confirmation that the product was not usable. It is recommended that the material be disposed of with funds coming from Public Works road oil and asphalt budget as that is where the material was initially expensed to.

3. Recommendation:

THAT the report from the Director of Operations, dated August 8, 2014 regarding the Environmental Cleanup of Public Works Yards be received;

AND THAT Council direct Administration to initiate a contract with Tevita Waste Management to dispose of the outdated material with costs being coded to Public Work road oil and asphalt (2-32-0-534-2534).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Leo Reedyk". The signature is fluid and cursive, with a large initial "L" and "R".

Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer Date: August 12, 2014
W. Kay

Leo Reedyk

From: Dean, Joel <jdean@tervita.com>
Sent: Monday, July 28, 2014 11:51 AM
To: Leo Reedyk; Stu Weber
Subject: RE: Tervita Quote 25796

Leo

We will hold the rates until you have had a chance to review with Council in August. If you can give me a call after the meeting we can discuss options at that time.

Thanks

Joel Dean jdean@tervita.com
Sales & Service Representative Waste Management
D: (403) 692-1388 C: (403) 651-4256

Tervita Corporation

9903 Shepard Road SE, Calgary, AB

Canada T2C 3C5
M: (403) 297-0444 Fax (403) 301-2755



www.tervita.com

EARTH MATTERS – Please think before you print

From: Leo Reedyk [<mailto:AdminDirOps@mdpincercreek.ab.ca>]
Sent: Tuesday, July 22, 2014 8:18 AM
To: Stu Weber; Dean, Joel
Subject: RE: Tervita Quote 25796

Good morning Joel. I am looking for an extension to the 30 day acceptance to your quotation #25796 for the MD of Pincher Creek. The earliest I will be able to take the request to Council for approval is August 26, 2014.

Please advise.

Thanks,

L.J. (Leo) Reedyk, A.A.E.

Director of Operations
MD of Pincher Creek No. 9

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From: Stu Weber
Sent: Monday, July 14, 2014 11:21 AM
To: Leo Reedyk; Mike Killoran; Wendy Kay
Subject: Fwd: Tervita Quote 25796

Fyi
Stu

Sent from Samsung Mobile

----- Original message -----
From: "Dean, Joel"
Date: 07-14-2014 11:12 AM (GMT-07:00)
To: Stu Weber
Subject: Tervita Quote 25796

Stu

Here is the quote to clean up all the drums from the two locations in Pincher Creek. We will be working on the info for the tanks and trailer as well but it will take a bit more time. When you have a chance can you review the quote and we can go over any questions you may have.

Thanks

Joel Dean jdean@tervita.com

Sales & Service Representative Waste Management

D: (403) 692-1388 C: (403) 651-4256

Tervita Corporation

9903 Shepard Road SE, Calgary, AB

Canada T2C 3C5

M: (403) 297-0444 Fax (403) 301-2755



www.tervita.com

EARTH MATTERS – Please think before you print

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Tervita-03-14-2012



MD of Pincher Creek Quote #25796

Tervita Corporation

Tervita Waste
Management
9903 Shepard Rd SE
Calgary, AB, T2C 3C5
T: 1-800-327-7455
F: 403-301-2755

Sean Erskine

Project Coordinator
Tervita Waste
Management
serskine@tervita.com
D: (403) 724-7033
C: (403) 801-7565

Company:	MD of Pincher Creek	Quote:	#25796
Attention:	Stu Weber	Date:	June 25, 2014
Phone:	403-627-3484	Pages:	Seven
Email:	sweber@mdpincercreek.ab.ca	From:	Sean Erskine
Location:	Pincher Creek, AB	Project:	CFS12-2014-270

Tervita is pleased to provide you with a proposal for the packing, labour, transportation and disposal of the 80 drums of road patch/lignin. Tervita's commitment is to work with you to provide cost effective services that ensure your needs are met. Our customers have identified the following features of Tervita's services as being important in meeting their needs:

COMPREHENSIVE SERVICES – "TERVITA ADVANTAGE"

Tervita offers diverse and unique capabilities that set us apart from other contractors; we refer to this as The Tervita Advantage. Much of the success of Tervita can be attributed to our strategy of continual investment, diversification, and growth. We feel the following items have been paramount to our success and recognition as leaders in innovation and service in our field:

- Investment in our greatest asset: our people, by encouraging continual staff training & mentoring.
- Striving to build the trust of our clients and develop long-term relationships that benefit both parties.
- A commitment to the highest level of Health, Safety, & Environmental protocols and practices.
- Operating a fleet of the newest excavation & earthmoving equipment.
- Utilization of advanced project management software to track efficiency and costs on a real-time basis.
- A commitment by all staff to offer the highest level of client service by requesting client feedback and responding to changing needs.

SAFETY

Tervita's comprehensive health, safety & environmental (HS&E) program and detailed manual are specifically designed to address the unique hazards associated with civil construction and environmental construction.

Tervita actively participates in and supports industry and government safety initiatives. Tervita will analyze, plan, implement, measure and review safety performance, programs and activities to ensure they meet or exceed government, industry and regulatory requirements. A consultative approach to improving health and safety means an open sharing of health and safety performance with employees, customers, the general public and applicable government agencies.

We are committed to the development and implementation of safe operating procedures and practices. This helps us provide a safe environment in which all employees can work effectively, without fear of injury and helps ensure the safety of our employees, clients and the public.

A few of the tools and actions used by Tervita to ensure the effective implementation of the safety program include field level risk assessments, job safety analysis, tailgate/safety meetings and behavior observations to name a few.

The Behavior Based Safety (BBS) program is a systematic data driven approach to managing people's work activities using the principles of positive reinforcement to achieve improved safety performance. BBS focuses on an employee's responsibilities by giving them the ability to target the hazards and risks they are exposed to and allows Tervita to measure both the safe and unsafe behaviors occurring in the workplace, enabling us to manage them over time.



Tervita's BBS program works by influencing employee behavior and focusing on measurable behaviors that are critical to safety improvement; it is used as a proactive safety management system. There are three basic parts to the BBS system, they are:

- Identify the behaviors which have contributed to incidents on our worksites;
- Observe, document and maintain a feedback system of the safe behaviors.
- Use data collected to identify corrective actions and reinforce safe behaviors.

What we truly accomplish in the end is the establishment of the highest safety standards and the safest work environment available for our company, all of our employees and our customers.

PROJECT UNDERSTANDING

It is the understanding of Tervita that this project contains the following elements:

- Two (2) onsite Field Technician's to drive to location and pack damaged drums of waste, manifest waste over the course of an estimated 3 days while working 12 hour days; travel included.
- Transportation and disposal of waste.

ESTIMATE

The following is an estimate for inventorying, repacking and the transportation and disposal of the 80 drums of lignin/road patch waste. The rates quoted herein shall be valid for 30 days prior to acceptance of the quotation. Upon acceptance of the quotation, the rates quoted herein shall be valid for one year from the effective date of the quotation.

Any charges not included herein that are required for the performance of the work or any services provided past the validity date shall be invoiced at Tervita's rates that are current at the time that the work is performed. **Services provided by Tervita are subject to a 2.9% recovery surcharge; this fee will be applied to the invoice.**

PERSONNEL

Personnel	Intended Use	Quantity	Per	Unit Price	Estimated Cost
Tervita Field Technician (x2)	Safety, manifesting, over packing and loading of waste (3 days)	~24	Hours	\$109.00 (x2)	\$5,232.00
Tervita Field Technician - OT Rate (x2)	Safety, manifesting, over packing and loading of waste (3 days)	~12	Hours	\$163.50 (x2)	\$3,924.00
Living out Allowance	Room and meal allowances for Field workers	~3	Days	\$250.00 (x2)	\$1,500.00
Estimated Personnel Subtotal					\$10,656.00

Note: Overtime rates apply when field staff works over eight hours in one day, travel time included. 1.5 times the standard rate will be applied in such cases.



DISPOSAL OF BONEYARD WASTE

Waste Description	Quantity	Per	Unit Price	Estimated Cost
Non-Regulated Solids (Lignin/road patch)	~80	205L Drums	\$155.00	\$12,400.00
Estimated Disposal Subtotal				\$12,400.00

TRANSPORTATION & SUPPLIES

Transportation and Supplies	Intended Use	Quantity	Per	Unit Price	Estimated Cost
Picker Truck and Trailer	Load and Transport Waste	~24	Hours	\$231.00	\$5,544.00
2.7m3 Filter Bin	Store damaged drums for safe transport	~14 (6 drums per bin)	Days	\$25.00 (x3 days)	\$1,050.00
Estimated Transportation and Supplies Subtotal					\$6,594.00

Please Note: Pricing is subject to change pending volume of disposed waste and total number of service hours spent onsite. If changes to the disposal option listed above, the number of supplies used or the estimated hours of service are required, a cost adjustment will be implemented.

Recovery Fee

DESCRIPTION	PER	ZONE 1
On Complete Invoice	Job	2.9%

Estimated Total	\$30,510.00
------------------------	--------------------

Please review the consumables pricing in the table below. These items may be used in the field in the event of an unexpected spill due to severe container damage etc. If such an instance occurs the amount of consumables used will be billed out accordingly.

CONSUMABLES

PRODUCT	DESCRIPTION	PER	PRICE
Rags - Small Bag	30lbs* in Polypropylene Bag	Each	\$33.75
Rags - Large Bag	55lbs* in Polypropylene Bag	Each	\$60.00
Rags - Compacted Block	20lbs* in Plastic-Wrapped Block	Each	\$22.50
Floor Dry	33lbs* - Ultrasorb	Each	\$11.50
Vermiculite	25lbs* Bag	Each	\$50.00
White Oil Only Spunbond Pads	15" x 19" - 100 per bale, Heavyweight	Each	\$78.00
Grey Universal Spunbond Pads	15" x 19" - 100 per bale, Heavyweight	Each	\$85.00
Yellow Chemical Fine Fiber Pads	15" x 19" - 100 per bale, Heavyweight	Each	\$130.00
White Oil Only Fine Fiber Pads	15" x 19" - 100 per bale, Medium Weight	Each	\$56.00



MD OF PINCHER CREEK #25796

DATE: JUNE 25, 2014

PAGE 4 OF 7

Grey Universal Fine Fiber Pads	15" x 19" - 100 per bale, Medium Weight	Each	\$62.00
White Spill Socks (Oil)	3" x 4' - 30 per bundle / 3" x 8' - 15 per bundle	Each	\$146.00
Grey Spill Socks (Universal)	3" x 4' - 30 per bundle / 3" x 8' - 15 per bundle	Each	\$130.00
White Booms (Oil)	5" x 10' - 4 per bundle	Each	\$168.00
White Booms (Oil)	8" x 10' - 4 per bundle	Each	\$230.00
Rolls	30" x 150' - 1 Roll (Heavyweight)	Each	\$168.00
Plastic Pail	4 Litre Pail with Gasket Lid	Each	\$13.50
Plastic Pail	20 Litre Pail with Gasket Lid	Each	\$20.00
Plastic Pail	20 Litre Pail with Spout Lid	Each	\$20.00
Containment Trays	Spill Tray 4' x 4' contains 226 L	Each	\$220.00
Containment Trays	Spill Tray 4' x 7' contains 396 L	Each	\$375.00

Should you have questions regarding our additional pricing or require more information about Tervita, please contact the undersigned, Sean Erskine at (403) 724-7033 or serskine@tervita.com

Yours truly,

Tervita Corporation

Sean Erskine
Project Coordinator
Tervita Corporation, Waste Management

By signing this document, you are agreeing to Tervita's terms and conditions. Work will commence upon the return of this signed quote and current P.O. number or AFE number.

Authorized Signature
Printed Name:
Signature:
Date:
Billing Information
Customer Name:
Mailing Address:
Contact:
Phone:
P.O./AFE #:



SCOPE FOR REGULAR SITE SERVICE

1. All waste will be packaged and transported in accordance with regulatory requirements.
2. Tervita shall complete all documentation and manifesting requirements.
3. The customer, as the waste generator, shall retain ultimate responsibility for the waste disposal and / or recycle. Any discrepancies with the waste shall be the responsibility of the customer.
4. All waste requires approval prior to acceptance at facility (i.e. Waste Approval Acceptance form).
5. The options presented assume that all materials are acceptable for disposal at designated facilities.
6. Waste received in Tervita containers must have liners intact or additional charges will apply.
7. Maximum allowable transport weight for dangerous goods in 205 L drums is 240kg's. Drums exceeding this allowable weight will be repacked into additional containers at an additional cost.
8. All containers must be suitable for transportation as per regulation. Over-packing charges will apply to unsuitable containers.
9. Transportation pricing based on the assumption that all waste does not fall under TDG Class 1, 6.2 or 7. Surcharges will apply to any material that falls under the aforementioned classes.
10. Sites are assumed to have 24 hour access. A surcharge will be applied to sites with restricted access.
11. Rates are based on service within 2 weeks of call-in for most sites, reasonable access to the site & to waste containers, and efficient use of transport services' time on location. Extra site time charges will be applied for delays including, but not limited to, multiple crane set-ups due to multiple container locations, site orientations, safety meetings, chain-up & down time and poor road conditions, immediate / emergency waste collection and / or site-specific collection time.
12. A generator number is required prior to transporting Dangerous Goods/Hazardous Waste.
13. Customer authorizes Tervita to act as its agent for documentation and disposal purposes.
14. Full disposal rate will apply for bins not emptied by Tervita and lost or missing bins will be charged back to client for both the cost of the bin, transportation, and the waste disposal fee.
15. All waste streams quoted in the tables may have additional specifications for the pricing to apply. Please consult your representative for additional information.

COMMERCIAL TERMS FOR REGULAR SITE SERVICE

1. A minimum \$ 350.00 charge per site applies to all pick-up calls and services, including sites where service was not completed for reasons beyond our control.
2. All rates are in Canadian dollars. Pricing is exclusive of all applicable taxes.
3. Pricing is valid for 30 days and subject to change without notice.
4. All payments shall be net 30 days. A 1.5% surcharge will be applied on overdue accounts.
5. A credit application is required if an account has not been set up with Tervita prior to pick up.
6. Surcharges may apply.

SCOPE FOR FIELD SERVICES

1. Quotes are based on Tervita's understanding of the job. Scope changes will be charged at listed rates.
2. Tervita and client agree that Tervita takes general contractor responsibility for all Tervita sub-contracted services unless prior written negotiations between Tervita and client are in place.
3. Standard PPE is hard hat, safety glasses, fire retardant coveralls, steel-toed boots and gloves. All other PPE required on a job will be charged at list prices.
4. Transportation of Tervita bins, both full and empty, will be serviced by Tervita trucks, unless other arrangements have been agreed to.
5. Full disposal rate will apply for bins emptied by competitor and lost or missing bins will be charged back to client for both the cost of the bin and the waste disposal fee.
6. The client is responsible to ensure conditions are such that the service work can be done when the crew arrives, including accurate directions and instructions, access to the site and to the waste, safety requirements are in place and coordinating with others as rates will apply for personnel and equipment.
7. Prices are subject to change without notice.
8. Surcharges may apply.

COMMERCIAL TERMS FOR REGULAR FIELD SERVICES

1. Personnel and equipment rates begin and end at the base facility and / or the overnight accommodation, in the case of personnel only.
2. A minimum of 8-hours per day for out-of-town will be charged for personnel and equipment (Customize for specific job and customer).
3. All rates are in Canadian dollars. Pricing is exclusive of all applicable taxes.
4. Pricing is valid for 30 days and subject to change without notice.
5. All payments shall be net 30 days. A 1.5% surcharge will be applied on overdue accounts.
6. Equipment damage caused by the clients or their other contractors will be repaired and billed back to the client at cost + 15%.
7. Third party onsite service costs will be billed at cost + 10+10%. Offsite services are cost + 15%.
8. Post-job equipment servicing costs will be billed back at book price or cost + 15%.

STANDARD TERMS & CONDITIONS

1. **Application of Conditions** – These Conditions are the conditions upon which ("Company") is prepared to deal with goods and/or service provider Tervita Corporation ("Contractor") and they shall govern the order ("Order") unless there is a master services Order, of which those conditions will be an appendix to the order. No Order shall be accepted until both parties accept the offer either expressly by giving notice of acceptance or impliedly by fulfilling the Order, in whole or in part.
2. **Performance** – Contractor shall supply the goods to Company, and perform the services for Company, as described in the Order.
3. **Provision of Services** – In the performance of services, Contractor will use the degree of care and skill ordinarily exercised under similar circumstances by other members of its profession practicing in the same or similar localities, based on the current state of practice. No other warranty or guarantee expressed, implied or statutory is made or intended by this Services Agreement.
4. **Changes to Goods or Services** – Contractor shall be able to alter, substitute or add goods and services without Company's prior written authorization based on material hazard changes or site conditions.



5. **Purchase Price** - The purchase price of the goods and services shall be as stated in the proposal. The price shall exclude all taxes, duties and assessments of any kind, but shall include all charges and expenses in connection with the packing of the goods, materials, supplies or equipment, and their carriage to the place of delivery. Variation in the price or extra charges shall be accepted by Company based on site and waste material conditions.
6. **Payment Terms** - Company shall pay Contractor invoice within thirty (30) days upon receipt.
7. **Liens** - All goods supplied shall be free and clear of third party liens and other encumbrances.
8. **Liability and Insurance**
- 8.1 Neither party shall be liable to the other party under or in connection with the Order for:
 - a) loss of actual or anticipated profit;
 - b) losses caused by business interruption;
 - c) loss of goodwill or reputation; or
 - d) any indirect, special or consequential cost, expense, loss or damage even if such cost, expense, loss or damage was reasonably foreseeable or might reasonably have been contemplated by the parties and whether arising from breach of the Order, tort, negligence, breach of statutory duty or otherwise.
- 8.2 Company shall provide Contractor with insurance requirements which Contractor will be required to maintain during the provision of goods and services.
- 8.3 In no event shall Contractor be liable for any loss which is occasioned by a delay beyond the control of the Contractor, or for any loss which in any manner relates to a loss of earnings, profits or products, economic loss, delay, business interruption or which relates to special damages or consequential damages caused in any manner whatsoever, or any other damages which are not direct damages flowing from a breach of the Order by the Contractor. Contractor shall not be liable for any pre-existing environmental site conditions and any such loss incurred by the Contractor shall be for the Company's account. In no event shall Contractor's aggregate liability and indemnity obligations arising out of or resulting from Clause 8.3 exceed an aggregate of one (1) million dollars.
9. **Incident Response** - For the purposes of this section Incident Response shall be defined as when the Company shall require the Contractor to furnish labour, material, equipment, and/or consultation for spill response services, and/or related services including but not limited to sampling, site remediation, transportation and disposal of wastes and site restoration ("IR").
- 9.1 The Company undertakes to inform Contractor of all hazardous conditions or possible hazardous conditions, which are known to it. The Company recognizes that the activities of the Contractor may uncover previously unknown hazardous materials or conditions and that such discovery may result in the necessity to undertake IR procedures to protect the Contractors, its employees, other persons and the environment. The Contractor shall, as soon as practical, report to the Company the need to undertake IR procedures. These procedures may involve additional costs outside of any budgets previously agreed upon. The Company agrees to pay the Contractor for any expenses incurred as a result of such discoveries and to compensate the Contractor through payment of additional fees and expenses for time spent by the Contractor to deal with the consequences of the IR event.
- 9.2 Each party shall appoint a person and/or designate(s) within its organization that shall act as liaison and contact between the parties with respect to incident. Company contact must be a person qualified to deal with, and knowledgeable in, environmental hazard emergencies with respect to the IR event.
- 9.3 During an IR event, Contractor shall use its reasonable commercial efforts to protect material, equipment, personal property, site structures and other things, against any damage, loss or injury caused by the IR event, but in the event of such damage, loss or injury, Contractor shall have no responsibility or liability in the absence of gross negligence.
- 9.4 Upon completion of the IR event, Contractor shall clean up the site and place all unused or excess materials at points or places as determined by Contractor in its sole discretion.
- 9.5 Company shall, at the request of Contractor, after execution of this Agreement, furnish to Contractor reasonable evidence that financial arrangements have been made to fulfill Company obligations under the Agreement. To the extent that such financial assurance is based upon receipt by Company of insurance proceeds, Company shall provide a copy of the applicable policy to Contractor. In no case shall Contractor be bound by limits in payments by Company's insurance policies.
- 9.6 Company shall furnish at the request of Contractor surveys describing the physical characterizations, boundaries, layout, easements and utility lines of the site, as well as information regarding properties/hazards of materials and their locations on the site, the locations of where on-site personnel will be working normally, and possible evacuation routes.
- 9.7 Company shall be responsible for reporting any emergencies that are required to be disclosed pursuant to any governmental or regulatory body to the appropriate authorities within the appropriate time limits.
- 9.8 Company hereby indemnifies and holds harmless Contractor in acting on behalf of Company in the proper management of the disposal and transportation of any wastes generated during the IR event, including but not limited to properly characterizing the nature and extent of any contamination, determining appropriate waste codes, completing required disposal facility profile and disposal restriction forms, generating waste manifest(s), and completing any other documentation related to the proper disposition of waste that may be required by applicable local, provincial and federal regulations. Company shall be responsible for any waste disposal fees requested to be paid to any governmental or regulatory body or the waste disposal depository with respect to the waste disposed.
- 9.9 Company acknowledges and agrees that Contractor has been engaged by Company to perform environmental spill response services, and consequently Contractor may not have had an opportunity to fully evaluate or address risks in performance of its work. Thus, Contractor provides no guarantees whatsoever regarding the outcome or success of IR event other than that Contractor will use reasonable commercial efforts to respond to an emergency and perform the work in accordance with good industry practices but shall have no liability to Company or any other person in connection with IR event except to the extent of its gross negligence or willful misconduct.
- 9.10 During performance and up to the date of final acceptance, Company shall be solely responsible for the protection of the person and property of others on or adjacent to the site from damage, loss or injury resulting from the IR event hereunder or the condition of the site. Company shall also be liable for any damage to Contractor's work, material, equipment or other things.
- 9.11 Contractor shall not be liable to Company for any damage caused to any real or personal property, nor shall Contractor, in any event, be responsible or liable for personal injury or death caused, in whole or in part, to any person by the act or omission of Contractor, its officers, directors, employees, agents, or subcontractors unless it or they have been guilty of a grossly negligent act or omission which solely caused the damage or injury.
- 9.12 In no way shall Contractor be liable for any delay, special, indirect, incidental or consequential damages, including without limitation, loss of profits or loss of opportunity, with respect to the IR event.
- 9.13 Company shall further indemnify and save harmless Contractor from any loss, damages, claim or liability whatsoever on account of any damage to real or personal property of any person, personal injury or death of any person, any damage to Contractor's work, material and equipment or other thing that arises from any cause relating to, arising out of, or in connection with the IR event pursuant to this Agreement, by whomsoever caused, unless such claim or liability arises solely from a grossly negligent act or omission of Contractor. Company shall as part of this indemnity reimburse Contractor for the amount of all reasonable expenses, including attorney's fees, paid or incurred for the defense against any suit or claim asserted against it on account of any such damage, injury or death, or incurred in the enforcement of the indemnity contained herein.
- 9.14 Contractor shall commence the IR event required herein as soon as deemed practical by Contractor from the time of request for services, provided that terms of this Agreement are met, and thereafter Contractor will proceed with reasonable diligence and dispatch in order to complete the IR required by Company.
- 9.15 Contractor has provided this Agreement upon Company's request for service. To the extent that Contractor is verbally directed by Company to perform services prior to final execution of this Agreement, Company shall be deemed to have accepted all terms of this Agreement as of the time that Contractor commences mobilization to perform IR. In such circumstance, Company retains the right to terminate Contractor within twenty-four (24) hours of commencement of mobilization by Contractor but Company shall remain liable for all charges and costs incurred in the requested twenty-four (24) hour response period.
10. **Onsite Work**
- 10.1 Contractor shall perform all services or construction, inspection or delivery of goods on premises owned or controlled by Company ("Onsite Work") in accordance with the applicable provisions in any collective bargaining agreement between Company and unions, provided Company has given prior notice to Contractor of such provisions.
- 10.2 All Contractor's employees, agents, subcontractors and assignees ("Personnel") shall comply with all applicable environmental, health and safety laws, regulations and rules and any additional Company's requirements. Contractor shall inform Company's onsite supervisor of its presence and the number of Personnel onsite on a daily basis. All tools, equipment and procedures of Contractor and its Personnel shall meet all such environmental, health and safety requirements.
- 10.3 If any Onsite Work involves use of any tools or equipment belonging to Company, Contractor shall be responsible for:
 - a) ensuring that such tools or equipment are adequate and in serviceable condition for the intended use;
 - b) such tools or equipment while in the use, control or possession of Contractor, its agents, subcontractors or assignees; and
 - c) supervision of such use.



- 10.4 Onsite Work shall be confined to the work/storage areas designated by Company. Contractor shall:
- a) ensure that all transportation, storage and/or disposal of materials is performed in accordance with applicable environmental laws;
 - b) ensure that Company's premises are kept tidy and free at all times from the accumulation of waste material, scrap surplus material and debris resulting from the Onsite Work and that all accumulations are separated in designated barrels and bins; and
 - c) upon completion of the Onsite Work and/or when directed by Company, promptly remove any temporary work and all accumulation of waste material, scrap, surplus material and debris and leave Company's premises in a clean condition. Contractor must receive approval from Company before using any of Company's pollution control or waste disposal facilities.
- 10.5 Contractor shall comply with the requirements of all applicable Employment Insurance, Workers Compensation and occupational health and safety legislation and all similar regulations applicable to all Personnel and other persons brought on site by Contractor.
- 10.6 The transportation of all dangerous goods shall comply with the Transportation of Dangerous Goods legislation of the jurisdiction in which the Onsite Work is performed. Contractor shall be responsible for ensuring that all its personnel assigned to the provision of goods or services have received appropriate training as required under such legislation.
- 10.7 Contractor shall fully cooperate and coordinate with Company's Personnel and Company's other contractors who may be awarded other work. To the extent Contractor has a claim as a result of the interference or lack of cooperation by another contractor, Contractor's sole remedy shall be against the other contractor.
11. **Confidentiality**
- 11.1 The receiving party undertakes:
- a) to use the disclosing parties Information solely for the purpose of providing the services and/or supplying the goods; and
 - b) not without the prior written consent of the disclosing party to disclose the information to any third party.
- 11.2 At the request and option of disclosing party, the receiving party shall either destroy or return promptly to the disclosing party, or its nominee, all records containing the disclosing parties Information which are in the possession of Contractor. The obligation to return Confidential Information or cause such information to be returned or securely destroyed shall not apply to Confidential Information that (i) is stored electronically pursuant to the automatic computer system back-up or disaster recovery procedures of the receiving party and not immediately accessible, provided that any such Confidential Information is destroyed immediately upon access or recovery; (ii) is retained by legal counsel for the receiving party and used solely for the purpose of providing legal advice on the scope of obligations under this Agreement, provided that the receiving party shall not access Confidential Information retained by its legal counsel pursuant to this section following the termination of the Agreement and the request of the disclosing party to return the Confidential Information or cause such information to be returned or securely destroyed; or (iii) has been considered by the board of directors of the receiving party and incorporated into minutes or resolutions of a meeting of the board of directors.
- 11.3 Neither party shall mention/use the other's name, trademarks or refer to the existence of the Order nor the activities carried out under the Order in any publicity material or other communications to third parties without prior written consent.
12. **Independent Contractor** – Contractor is an independent contractor and, unless authorized by Company in writing, shall not hold itself out as Company's agent or representative.
13. **Warranties** – Contractor warrants and guarantees that:
- a) any goods and/or services provided by Contractor under this agreement are provided "as is". Such goods and/or services may be compiled from materials furnished to or obtained by Contractor from outside sources. Contractor does not warrant that the Company's use of product will be error-free or that the results obtained will be successful or will satisfy Company's requirements.
 - b) contractor will not be subject to any damages or liability for any errors, omissions or delays therein. The services and all components thereof are provided on an "as is" basis and company's use of the services is at company's own risk.
14. **Termination**
- 14.1 Either party may terminate the Order at any time by providing written notice when the other party:
- a) commits a material breach under the Order and fails to commence to remedy the breach within fourteen (14) days from the date of notice; or
 - b) becomes bankrupt, goes into liquidation (except for the purpose of amalgamation); or
 - c) ceases to carry on business.
- 14.2 Either party may terminate the Order without cause by giving thirty (30) days prior written notice of termination to the other party, and Company shall be liable to pay for all costs associated with such termination. Company acknowledges that in some cases, Contractor may require a longer period of time to properly demobilize all Contractor equipment. Such time shall be mutually agreed upon between both parties in writing.
15. **Remedies** – Without prejudice to any other right or remedy which Company may have, if any goods or services are not supplied in accordance with, or Contractor fails to comply with, any of the provisions of the Order, Company may avail itself of any one or more of the following remedies at its discretion, whether or not any part of the goods or services have been accepted by Company:
- a) provide Contractor the opportunity either to remedy any deficiency or defect in the goods or services or to supply replacement goods or carry out any other necessary services within ten (10) working days.
16. **Intellectual Property**
- 16.1 **Ownership of Intellectual Property.** All Intellectual Property (defined as anything that is protected by any rights in and to any and all discoveries, inventions, patents, trademarks, copyrights, industrial designs, software, semiconductor chip designs and integrated circuit topography, technical information, trade secrets, know-how and processes, methods, promotional material, and all other intellectual and industrial property rights whatsoever which may subsist anywhere in the world (whether registered or unregistered and including rights in any application for any of the foregoing) and including all goodwill attaching to any of the foregoing), and includes all documentation relating to, and all improvements made to, any of the foregoing), which is created, generated, granted or arises in the course of or in connection with the performance of the services, or in the review of or working with any Confidential Information, shall be owned exclusively by Contractor, its affiliates and its joint ventures, if any, regardless of who was involved therewith. Contractor's, its affiliates and its joint ventures' ownership of and title to such Intellectual Property arises automatically upon the creation of such Intellectual Property. To the extent Company retains any title to such Intellectual Property, Company shall take and cause to be taken all necessary steps (including a waiver of any moral rights therein) to transfer title thereto to Contractor, its affiliates and its joint ventures, if any.
- 16.2 **License** – To the extent that Intellectual Property or Confidential Information is used in connection with or incorporated into the Services or the product thereof, Contractor hereby grants to each of Company, its affiliates and its joint ventures', if any, an irrevocable, non-exclusive, fee-free, royalty-free license to use, such Intellectual Property, trade secrets, confidential information, technical know-how or methods for the purpose of this Order only.
- 16.3 **Intellectual Property Indemnity** – Neither party shall use anything in the performance of the Services or incorporate anything into the Services which infringes upon Intellectual Property or misappropriates or uses without authorization a trade secret or confidential information of any person for which either party has no license rights. Both parties shall (i) be liable for and, in addition, (ii) shall indemnify, defend and hold harmless the other party from and against all claims arising from any breach of the foregoing. The defaulting party shall promptly give notice to the non-defaulting party of any such infringement, misappropriation or unauthorized use and shall, at its sole cost, risk and expense, secure a perpetual, irrevocable license for the necessary rights to prevent such infringement, free of any royalties or license fees, or modify, remove or replace any infringing part of the Services with non-infringing specifications, drawings or technical documents, as the case may be, of equivalent performance and functionality to prevent such infringement.
17. **Laws** – Contractor warrants that all goods and services supplied pursuant to the Order shall comply with all applicable laws, ordinances and regulations (including, without limitation, all occupational health and safety legislation); and further Contractor shall provide all permits, certificates and licenses which may be required for the performance of the Order. Subject to any applicable laws specifically providing otherwise, Contractor agrees to conduct its operations under the Order and perform any services in full compliance with export and other foreign trade controls.

MD OF PINCHER CREEK

AUGUST 8, 2014

TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: **Johnson Controls Planned Maintenance Proposal**

1. Origin

The new Municipal District Administration building has a variety of complex building control systems above the scope or expertise of existing staff. These systems require ongoing preventative and or repair maintenance.

2. Background:

The building controls were installed by Johnson Controls as part of the buildings construction. Following construction Johnson Controls staff provided some onsite training to staff to allow for basic system control. Ongoing planned maintenance and monitoring should be provided by qualified staff.

Johnson Controls has provided two quotes to do the work based on the frequency of visits. One for quarterly visits and one for semi-annual visits.

It is recommended that we initiate quarterly visits over the short term to properly manage the building and work toward ensuring energy efficiency is achieved through all seasons. This should be done for a two year period while the municipality looks at options for building mechanical system maintenance.

3. Recommendation:

THAT the report from the Director of Operations, dated August 8, 2014 regarding the Johnson Controls Preventative Maintenance Proposal be received;

AND THAT Council direct Administration to implement a contract with Johnson Controls for planned maintenance for the building with costs coming from (2-12-0-260-2260).

Respectfully Submitted,

Leo Reedyk



Attachments – Johnson Controls Planned Maintenance Proposal

Reviewed by: Wendy Kay, Chief Administrative Officer

Date:

August 12, 2014

W Kay

Miguel Venegas
Service Sales Account Representative
Johnson Controls Canada L.P.
#104, 6046 - 12th Street S.E.
Calgary, Alberta T2H 2X2



PROPOSAL

DATE: 01/08/2014

TO: MD of Pincher Creek
ATTN: Leo Reedyk
RE: Planned Maintenance Provided by Johnson Controls

Dear Leo,

As per our conversations and site visit I have prepared a quote for the regular maintenance of your controls and mechanical equipment.

General Overview

There are two scopes presented below - two recommendations. Scope A is a more thorough maintenance program that allows for quarterly visits for both the mechanical systems and the controls. Scope B is a stripped down version with semi-annual visits instead. Both of these can be increased or decreased around your needs/requests.

Scope A (Quarterly Visits)

Preventative Maintenance on:

- (1) Metasys Building Automation (quarterly, on-site visits -- PLUS, 8 hours of Metasys Support, to be used at your discretion)
- (2) Boilers (includes annual comprehensive inspection)
- (2) Rooftop Units (includes belts/filters, cooling and heating season comprehensive visits)
- (3) Unit Heaters
- (1) Server Room Cooling Unit
- (2) Pump VFDs
- (2) Pumps
- (1) Annual Inspection and Paperwork for Backflow Preventers

Proposed Price for Scope A (annual): \$15,888.00 + TAX

Scope B (Semi-Annual Visits)

Preventative Maintenance on:

- (1) Metasys Building Automation (semi-annual, on-site visits)
- (2) Boilers (includes annual comprehensive inspection)
- (2) Rooftop Units (includes belts/filters, cooling and heating season comprehensive visits)
- (3) Unit Heaters
- (1) Server Room Cooling Unit
- (2) Pump VFDs
- (2) Pumps

Proposed Price for Scope B (annual): \$8,053.29 + TAX

Notes:

- Parking to be provided on site
- All work is to be performed during regular working hours (approximately 7am to 5pm, Monday – Friday)
- Above prices are quoted as 'Year One' and are subject to annual escalation
- All pricing is valid for 60 days

Please contact me if you have any further questions or concerns regarding this or any other matter.

Yours truly;
Johnson Controls Ltd.

A handwritten signature in black ink, appearing to read 'Miguel Venegas'.

Miguel Venegas
Service Sales Account Representative
Johnson Controls Canada L.P.
#104, 6046 - 12th Street S.E. Calgary, Alberta T2H 2X2
Cell: 403-999-0974 Office: 403-258-5763
Email: miguel.venegas@jci.com
www.johnsoncontrols.com

Benefits of Planned Service

A Planned Service Agreement with Johnson Controls will allow you to optimize your building's facility performance, providing dependability, sustainability and energy efficiency. You'll get a value-driven solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

With this Planned Service Agreement, Johnson Controls can help you achieve the following five objectives:

1. Identify Energy Savings Opportunities

Since HVAC equipment accounts for a major portion of a building's energy usage, keeping your system performing at optimum levels may lead to a significant reduction in energy costs.

2. Reduce Future Repair Costs

Routine maintenance may maximize the life of your equipment and may reduce equipment breakdowns.

3. Extend Asset Life

Through proactive, factory-recommended maintenance, the life of your HVAC assets may be extended, maximizing the return on your investment.

4. Ensure Productive Environments

Whether creating a comfortable place where employees can be productive or controlling a space to meet specialized needs, maintenance can help you achieve an optimal environment for the work that is being accomplished

5. Promote Environmental Health and Safety

When proper indoor conditions and plant requirements are maintained, business outcomes may be improved by minimizing sick leave, reducing accidents, minimizing greenhouse gas emissions and managing refrigerant requirements.

All of the services we perform on your equipment are aligned with "The 5 Values of Planned Maintenance" and our technicians understand how the work they perform can help you accomplish your business objectives.



Miguel Venegas
Service Sales Account Representative
Johnson Controls Canada L.P.
#104, 6046 - 12th Street S.E.
Calgary, Alberta T2H 2X2



Personalized Account Management

A Planned Service Agreement also provides you with the support of an entire team that knows your site and can closely work with you on budget planning and asset management. Your local Johnson Controls account management team can help guide planned replacement, energy retrofits and other building improvement projects. You'll have peace of mind that an entire team of skilled professionals will be looking out for what is best for your facility and budget.

A Culture of Safety

Johnson Controls technicians take safety seriously and personally, and integrate it into everything they do. All of our technicians participate in regular and thorough safety training. Because of their personal commitment, we are a leader in the HVAC service industry for workplace safety performance. This means that you do not have to worry about us when we are on your site.



Commitment to Customer Satisfaction

Throughout the term of your Planned Service Agreement, we will periodically survey you and use your feedback to continue to make improvements to our service processes and products. Our goal is to deliver the most consistent and complete service experience possible. To meet this goal, we've developed and implemented standards and procedures to ensure you receive the ultimate service experience – every time.

Energy & Sustainability

A more sustainable world one building at a time – Johnson Controls is a company that started more than 125 years ago with a product that reduced energy use in buildings. We've been saving energy for customers ever since. Today, Johnson Controls is a global leader in creating smart environments where people live, work and play, helping to create a more comfortable, safe and sustainable world.

The Value of Integrity

Johnson Controls has a long, proud history of integrity. We do what we say we will do and stand behind our commitments. Our good reputation builds trust and loyalty. In recognition for our commitment to ethics across our global operations, we are honored to be named one of the World's Most Ethical Companies by Ethisphere Institute, a leading think tank dedicated to business ethics and



corporate social responsibility. In addition, *Corporate Responsibility Magazine* recognizes Johnson Controls as one of the top companies in its annual "100 Best Corporate Citizens" list.

Miguel Venegas
Service Sales Account Representative
Johnson Controls Canada L.P.
#104, 6046 - 12th Street S.E.
Calgary, Alberta T2H 2X2



Service Plan Methodology

As part of the delivery of this Planned Service Agreement, Johnson Controls will dedicate a local customer service agent responsible for having a clear understanding of the agreement scope, and your facility procedures and protocols.

A high-level overview around our service delivery process is outlined below including scheduling, emergency service, on-site paperwork, communication and performing repairs outside of the agreement scope.

Scheduling

Preventative maintenance service will be scheduled using our automated service management system. In advance of the scheduled service visit, our technician is sent a notice of service to a smartphone. Once the technician acknowledges the request, your customer service agent will call or e-mail your on-site contact to let you know the start date and type of service scheduled.

The technician checks in, wears personal protective equipment, performs the task(s) as assigned, checks out with you and asks for a screen capture signature on the smartphone device. A work order is then e-mailed, faxed or printed for your records.

Emergency Services

Emergency service can be provided 7 days a week, 24 hours a day, 365 days a year. During normal business hours, emergency service will be coordinated by the customer service agent. After hours, weekends and holidays, the emergency service number transfers to the Johnson Controls after-hours call center and on-call technicians are dispatched as needed.

Johnson Controls is committed to dispatching a technician within hours of receiving your call through the service line. A work order is e-mailed, faxed or printed for your records. Depending on the terms of your agreement, you may incur charges for after hour services.

Communication

A detailed communication plan will be provided to you so you know how often we will provide information to you regarding your Planned Service Agreement. The communication plan will also provide you with your main contacts at Johnson Controls.

Approval Process for Non-Covered Items

Johnson Controls will adhere to your procurement process. No work will be performed outside of the agreement scope without prior approval. Johnson Controls will work with you closely to ensure your procurement process is followed before any non-covered item work is started.

Miguel Venegas
Service Sales Account Representative
Johnson Controls Canada L.P.
#104, 6046 - 12th Street S.E.
Calgary, Alberta T2H 2X2



Summary of Services and Options

Comprehensive and Operational Inspections

During comprehensive and operational inspections, Johnson Controls will perform routine checks of the equipment for common issues caused by normal wear and tear on the equipment. Additional tests can be run to confirm the equipment's performance.

Routine maintenance, such as lubrication, cleaning and tightening connections, can be performed depending on the type of equipment being serviced. Routine maintenance is one of the keys to the five values of maintenance – it can help identify energy saving opportunities, reduce future repair costs, extend asset life, ensure productive environments, and promote health and safety.

Summary

Thank you for considering Johnson Controls as your building technology services partner. The following agreement document includes all the details surrounding your Planned Service Agreement.

With planned service from Johnson Controls, you'll get a value-driven solution that can help optimize your building controls and equipment performance, providing dependability, sustainability and energy efficiency. You'll get a solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

We'll be your building technology services partner



Value Add

“Why should the MD of Pincher Creek select your firm over any other Proponents?”

There are numerous advantages to choosing Johnson Controls Canada LP

- Un-matched capabilities: JCI’s Building Efficiency Division has multiple trades/specialties with extensive access to products & equipment which gives us the ability to execute projects that other companies cannot. Our branch’s primary focus is single sourced turn-key solutions which allow us to work as the sole contractor/consultant/service provider. Example: Office renovation w/ ductwork & VAV box changes. Other companies will typically sub contract the controls company, fire, security, electrician, sheet metal or plumbing for hot water lines – JCI will be able to perform all these duties with 1 in-house team.
 - In addition to this, JCI also has a Systems Team which works with new construction – we may also be able to help you with any new facilities you plan to build or acquire.
- Access to Product: Johnson Controls & York merged in 2005. This continues to give us & our customers an advantage in service & project work. JCI’s service customers now have direct access to JCI & York rather than through local contractors & their distributors (avoiding a second tier of mark-up).
 - Other Companies may have their own product line of controls or equipment but Johnson Controls is THE ONLY Company that carries and manufactures both. In addition the local JCI service office is the factory start-up & service agent for JCI & York Products.
 - Local Man-Power and Service: The Local Calgary York/Johnson Controls Branch has 4 Chiller Service Technicians in Calgary. In addition to the Chiller Technicians we also employ one of the largest HVAC Services staffs. The Calgary Office currently employs over 40 Service Technicians.
- Building Automation Pioneers with Multi System Protocol Integration: The MD of Pincher Creek currently has multiple buildings with multiple automation & control systems. JCI is an industry leader in Building Automation, separate from this agreement JCI has the ability to link all of your building’s Automation Systems together using our Metasys® product. This will give you the ability to monitor ALL of your branches from a single location or remote location using our Metasys® Web-Based software interface.
- Man Power & Multiple Trades: The Southern Alberta team of Johnson Controls currently employs 60+ field technicians across multiple trades; JCI can begin service work immediately without hindering or disrupting your existing schedules. Separate to this agreement, The MD of Pincher Creek can consider usage of our trades for other services such as Electrical, Sheet Metal, Plumbing, and Fire & Security.
- An industry leading Focus on Safety: Johnson Controls has strong focus on Safety. Please review our Safety Policy. Johnson Controls has an extraordinary passion for Safety, this lifestyle is encouraged to all employees with consistent safety training programs and equipment updates.

Miguel Venegas
Service Sales Account Representative
Johnson Controls Canada L.P.
#104, 6046 - 12th Street S.E.
Calgary, Alberta T2H 2X2



- JCLP was established in 1885 and has continued to provide the world with more than 125 years of innovation. Customers can expect JCLP to be a permanent fixture in the HVAC Industry continually providing HVAC Services seeking a lifetime partnership with your
- Company. Johnson Controls delivers products, services and solutions that increase energy efficiency and lower operating costs in buildings for more than one million customers. Operating from 500 branch offices in more than 150 countries, we are a leading provider of equipment, controls and services for heating, ventilating, air-conditioning, refrigeration and security systems. We have been involved in more than 500 renewable energy projects including solar, wind and geothermal technologies.
- Energy & Sustainability: Johnson Controls is globally & locally a pioneer in the Building Efficiency Market with assets and expertise available to you for Benchmark Reporting, Capital Plan recommendations and Performance Optimization. Please visit our Company's website where cases studies & news articles on JCI's Sustainability, Green Practices & Environmental Initiatives are. Any additional information can be found at www.johnsoncontrols.com

Commitment to Sustainability, Green Practices and Environmental Initiatives

A more sustainable world one building at a time – Johnson Controls is a company that started more than 125 years ago with a product that reduced energy use in buildings. We've been saving energy for customers ever since. Today, Johnson Controls is a global leader in creating smart environments where people live, work and play, helping to create a more comfortable, safe and sustainable world. JCI Locally currently employs 5 LEED Accredited employees and is backed by a Global Building Efficiency throughout the JCI conglomerate; JCI continues to unveil the latest and greatest Energy Efficient products & designs.

Any additional information can be found at
http://www.johnsoncontrols.com/publish/us/en/products/building_efficiency/energy_efficiency.html

NOW 
 LATER

Planned Service



You can have the best of both worlds with the "Save Now ... Save Later" rebate* on planned maintenance for your HVAC equipment

Budgets are tight. There's no way around it. Or is there? For a limited time, Johnson Controls can help you make the most of your operational dollars with the "Save Now ... Save Later" rebate. Applied towards a new planned service agreement (PSA) containing at least two of the following types of equipment: chillers, airside equipment, packaged equipment, and/or building automation, the rebate immediately lowers your "first costs." Then, by entrusting Johnson Controls to create a comprehensive maintenance strategy to ensure your equipment is running as efficiently and effectively as possible, you realize savings throughout the lifecycle of your equipment.

Have a YORK® chiller and/or Metasys® extended architecture building automation system that you want to cover as part of your maintenance agreement? You may qualify for additional rebates.

Contact us

For more information about planned maintenance and this limited-time "Save Now ... Save Later" rebate*, contact your local Johnson Controls branch or visit www.johnsoncontrols.com/ServiceOffer.



* Details:

- New Planned Service Agreement (PSA) with Johnson Controls is required.
- Only new PSAs in North America which include two or more of the following types of equipment: chillers, airside equipment, packaged equipment, and/or building automation are eligible; this offer is not applicable to PSA renewals.
- New PSA must be signed by September 30, 2014. Rebate amount is applied against the price of a new PSA.
- If the PSA qualifies for additional Factory Incentive or In-Warranty rebates, the additional rebates must be applied against the price of a new PSA with Johnson Controls on a YORK® chiller, or Metasys® extended architecture building automation system with a supervisory controller (NxE).
- Each YORK chiller is eligible for rebate (e.g. if you sign a new PSA agreement for two YORK chillers you may use two rebates).
- To qualify for In-Warranty rebates, the PSA must be signed within two years of YORK chiller or Metasys extended architecture building automation system ship date.
- All rebates apply only to the first year of a multi-year agreement.
- This promotion may not be combined with any other promotion except as outlined in the terms of this document.
- If the agreement is cancelled early, the rebate shall be subject to reimbursement by the customer at the discretion of Johnson Controls.
- All applicable Johnson Controls contract terms and conditions apply.

Johnson Controls, the Johnson Controls logo, Metasys® and YORK® are registered trademarks of Johnson Controls, Inc., or its affiliates, in the United States of America and/or other countries.

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"Save Now ... Save Later" Rebate

New Planned Service Agreement

CUSTOMER INFORMATION

Contact Name _____
 Company _____
 Title _____
 Address _____
 City _____ State _____ Zip _____
 Email _____
 Phone _____ Date _____
 Existing PSA contract # (if applicable) _____
 Contact Signature _____

EQUIPMENT INFORMATION Factory Incentive (\$500 rebate)

YORK chiller serial number(s) _____

Metasys NxE MAC address _____

(found on label on front of controller)

AND/OR

IN-WARRANTY EQUIPMENT INFORMATION Factory Incentive (\$750 rebate)

YORK chiller serial number(s) _____

YORK chiller ship date _____

Metasys NxE MAC address _____

(found on label on front of controller)

Metasys ship date _____

LOCATION

If same as above, check box If not, complete below:

Installation Address _____

City _____ State _____ Zip _____

REBATE INFORMATION

Select rebate level	Year 1 Contract Value	Rebate Amount	Max # of additional rebates (if eligible)	Factory Incentives (\$500)	In-Warranty (\$750)	Total Rebate Amount
	\$5,000-\$7,499	\$750	0	0	0	\$
	\$7,500-\$9,999	\$1,000	1			\$
	\$10,000-\$14,999	\$1,500	1			\$
	\$15,000-\$19,999	\$2,000	2			\$
	\$20,000-\$24,999	\$2,500	2			\$
	\$25,000-\$49,999	\$5,000	5			\$
	\$50,000+	\$7,500	10			\$

Covered equipment: Check all that apply

(Must have at least two to qualify for "Save Now ... Save Later" rebate)

Chillers Airside Equipment Packaged Equipment Building Automation

(Local Branch Office Use Only - please print)

New PSA Contract # _____

Person submitting rebate (Please circle your position)

Branch General Manager Customer Service Agent
 Sales Manager Customer Service Agent Assistant
 Sales Representative

Forward copies to the COSC for rebate approval at:
 Central Operations Support Center, 11301 West Lake Park Drive, L-95, Milwaukee, WI 53224 or email CG-ServiceRebateProgramManager@jci.com. Then send the original completed rebate form, rebate write-off approval form and Planned Service Agreement contract documents to the SSC/MBC for contract booking.

(COSC Use Only)

Service Agreement Invoice # _____

BRC authorization name (print) _____

BRC authorization signature _____

Date _____

MD OF PINCHER CREEK

AUGUST 8, 2014

TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: **Spring Point Colony Access Follow-up**

1. Origin

The Municipal District has been requested to maintain the Spring Point Colony access from Highway 785 to the Colony buildings. The request includes regular grading and gravelling as well as winter snow removal. A briefing was provided to Council on February 28, 2012 on the history of the request (attached).

2. Background:

Municipal staff have met with Spring Point Colony members to determine if there is an answer to the long standing request for service by turning the existing driveway into a road plan that would then allow for regular municipal maintenance to occur. The ramifications of a public road through the Colony site was explained to the members in 2012 and left for them to discuss amongst themselves prior to returning with a decision.

On a trip to the Colony in the spring of 2014 to look at some flooding issues on RR 29-1 the topic came up again. At that time, Colony Manager Mike Walter indicated that the municipality could take over the portion of the driveway to the west edge of the SE 36-8-29-W4M. As this would not provide a continuous road plan to access RR 29-1 a follow-up call was made to confirm the Colony's decision on this. Mr. Walter indicated that they would prefer not to have public access through the middle of the Colony past the houses where the children play and that at this time they would like to keep the access from Highway 785 to the Colony private. Mr. Walter also indicated that they are prepared to enter into an agreement with the Municipal District to allow access across the Colony lands for access to RR 29-1.

The most compelling reason to have moved forward with the request is to allow municipal equipment access to RR 29-1 from Hwy 785 within the municipality rather than having to go around through the Municipal District of Willow Creek or transit across private property. A specific agreement could be developed to allow for Municipal employees to cross the Colony land for access.

3. Recommendation:

THAT the report from the Director of Operations, dated August 8, 2014 regarding the Spring Point Colony Access Follow-up be received;

AND THAT Council direct Administration on how to respond to the Spring Point Colony on their access request.

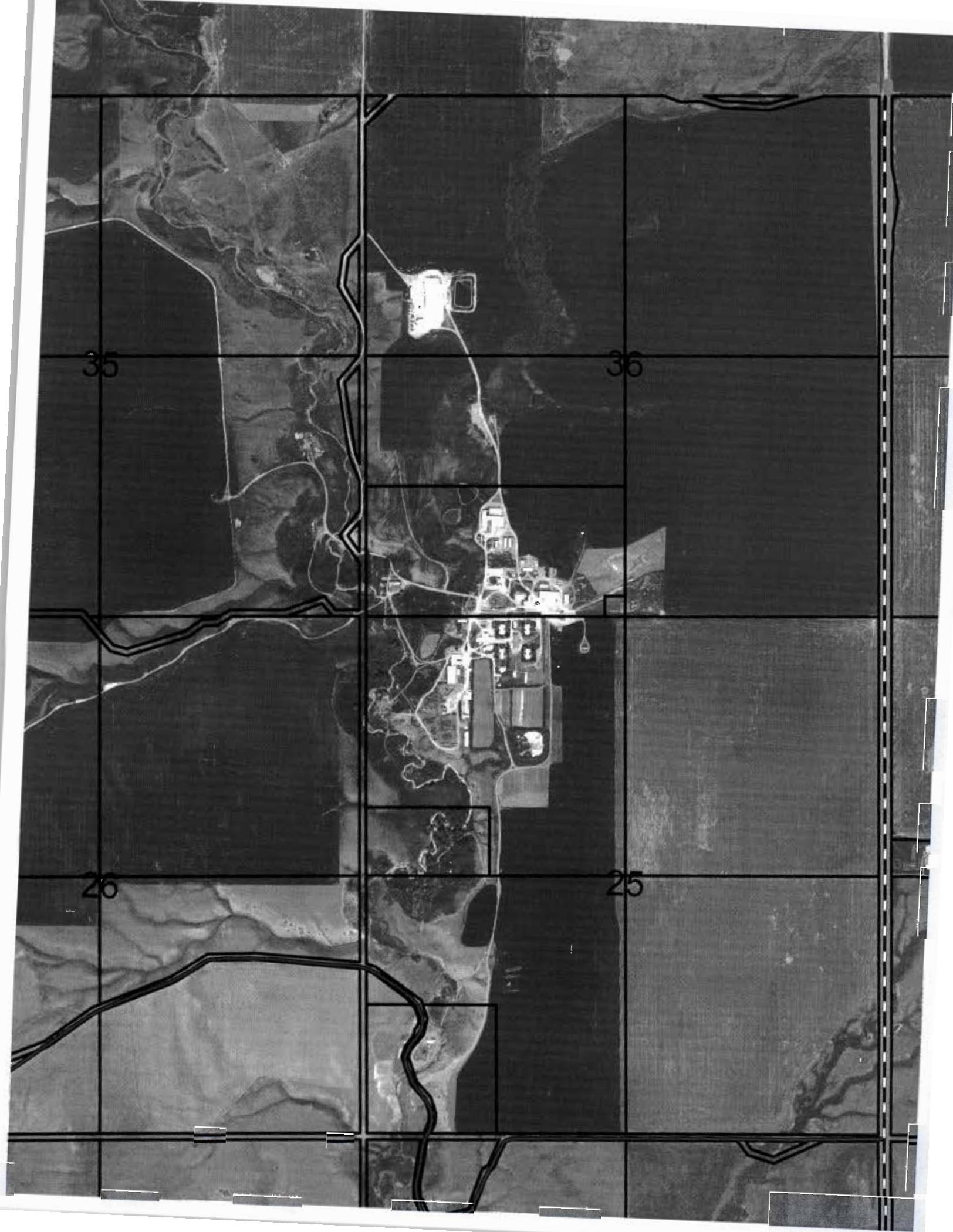
Respectfully Submitted,



Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer Date: *Aug 18/14*
MAT BONETIZ, ACTING LAO
MB



TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: **Spring Point Colony Access**

1. Origin

The Municipal District has been requested to maintain the Spring Point Colony access from Highway 785 to the Colony buildings. The request includes regular grading and gravelling as well as winter snow removal.

2. Background:

The Municipal District built the Sheep Camp Road through Colony lands in 2001. As part of the agreement for the use of their lands the Spring Point Colony has indicated that the Municipal District made a commitment to build and maintain the road to the Colony buildings from Secondary Highway 785.

In 2006 the CAO did an extensive search of the Municipal Districts files to find documentation of the agreement. None could be found and it could be that the agreement was a handshake, oral agreement or miscommunication at the time. Given comment in the 2006 memorandum (attached) it would appear that the inferred agreement may have predated the actual construction of the road as the 2006 Public Works Superintendent had no knowledge of the agreement.

The Municipal District does regular and routine grading in the area including the portion of RR 29-1 (statutory road allowance) that goes north from the Colony building site. The Municipal District grader will typically transit north into the Municipal District of Willow Creek, four miles to grade RR 29-1 then transit the grader another four miles to get back to the municipality to continue working the municipality's roads. The amount of time transiting around to maintain RR 29-1 could be reduced by transiting across the Colony access. While transiting the Municipality's grader operator could maintain the access with minimal extra effort. This could set precedent.

The Municipal District does the free grading of the Colony access as described in Policy 316 on an annual basis. The Colony access to Highway 785 is their main

access route for all their activity. There are in excess of 100 residents in the Colony.

The Municipal District has recently adopted Policy 303A that allows for municipal employees to enter onto private property for plowing operations during the winter. Part of the application for winter driveway maintenance is a waiver releasing the Municipal District from liability. The Municipal District has no corresponding summer maintenance waiver although the number of occurrences of maintenance on private property in conjunction with Policy 316 (summer grading) is higher than the number of occurrences in Policy 303A (winter plowing).

In discussions with the Spring Point Colony it has been determined that they would prefer that the access remain private rather than public to enable them to restrict traffic. It has not been determined if they would back down on that criteria if it was a condition of service. The access to the Colony buildings is relatively equivalent to the Municipal Districts improved road standard Policy 317.

3. Recommendation:

THAT the report from the Director of Operations, dated February 17, 2012 regarding the Spring Point Colony Access be received;

AND THAT Council direct Administration on how to respond to the Spring Point Colony on their access maintenance request.

Respectfully Submitted,

Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer

Date:

Director of Operations Report August 19, 2014

Operations Activity Includes:

- July 3, Agricultural Service Board meeting;
- July 4, Janitor meeting;
- July 8, Regular Council meeting;
- July 9, Joint worksite health and safety meeting;
- July 9, Landfill Road drainage meeting;
- July 10, Staff and Management meetings;
- July 11, Health and Safety hazard identification meetings;
- July 21, Budget meeting;
- July 24- Aug 4, Holiday;
- August 7, ASB meeting;
- August 13, Joint worksite health and safety meeting;
- August 19, Cottonwood Bridge Pre-Tender meeting;
- August 20, WSP project review.

Agricultural and Environmental Services Activity Includes:

- 6 Leafy Spurge Biocontrol releases (July 15 - 17)
- Weed Program
 - Focus on Spotted Knapweed early on, Diffuse Knapweed end of month (July 16 – 31)
 - Second and third runs through the gravelpits (July 16 – 19)
 - Final Leafy Spurge bio-control releases (July 17 – 19)
 - Scentless Chamomile patches (July 17 – 19)
- Roadside Program (July 17 – 30)
 - MD shoulder spraying
 - Canada Thistle and Perennial Sow Thistle spraying, with Leafy Spurge and the Knapweeds for the spot spraying crews
- SWAC-WMA Westcastle Wetland weed pull (July 23)
- Picking in Hamlets (Lundbreck, Beaver Mines, Pincher Station) (July 24 - 28)
- Development of ASB Agenda (ongoing, focus on July 29 – 30)
- SWAC-WMA Waterton Springs Campground weed pull (July 30)
- SRD contract work, specifically Summerview Bridge and east area (July 16 – 31)
- ASB Meeting (August 7)
- Waterton Biosphere/Carnivore Working Group meeting in Ranchlands (August 11)
- Joint Health and Safety meeting (August 13)
- Weed Program (Aug 1 – 15)
 - Spraying the few Leafy Spurge patches that aren't hosting a biocontrol population
 - Going through mapping to see where to start with fall spraying (large patches that will come back in the fall, of most weeds)
 - Canada Thistle and Perennial Sow Thistle spraying on roadsides, with Leafy Spurge and the Knapweeds for the spot spraying crews
 - Starting fall spraying of Hoary Cress (August 15)
- SRD Contract work and inspections, on the Castle, Carbondale, Crowsnest and Oldman rivers as well as on Drywood Creek (Aug 1 – 15)
- Compiling crew mapping data and entering into ArcMap (ongoing)
- Met with Steve Bevans (Cardston County) to discuss watershed project opportunities (August 11)

Public Works Activity Includes:

- Dust control is progressing south, hoping to be done by end of Aug.
- Graveling south of town with own fleet now that crusher is done in Mcrae Pit.
- Crusher is at Waldron.
- Mowing is ongoing.
- Advanced grader training for veteran operators, focusing on shoulder pulling and crowning.
- Fish window flood projects are well under way.
- Brushing in Hucik pit in preparation for the crusher. Do not need to relocate stock pile so brushing has been minimized.
- Traffic counters have been deployed all summer.
- Crack sealing is ongoing. 3A Airport is complete, waiting for more oil.
- Spent over a week with the grid on Maycroft before Aug long weekend.
- Bridge deck patching as needed.
- Water leak and sewer backup in Lundbreck repaired.
- Cleaning ditches.
- Finished Moskaluk's fence and wrapped up that project.
- Approaches and culverts as needed.
- Bladed entire forestry before Aug long weekend.
- Steve Oczkowski driveway relocated and plow turnaround in Beaver Mines.
- 2014 Flood bridges repaired except Bruder's. Waiting for Engineering reports..

Capital Project Update:

- Regional Water, submitted relocated intake grant application to Community Resilience Program;
- Administration Building – significantly complete;
- 2013 Flood Recovery Projects: See attached

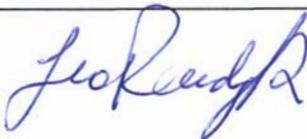
Upcoming:

- August 26, Regular Council meeting;
- August 28, Staff and Management meetings;
- September 4, ASB meeting.

Recommendation:

That the Operations report for the period July 3, 2014 to August 20, 2014 be received as information.

Prepared by: Leo Reedyk



Date: August 20, 2014

Reviewed by: ~~Wendy Kay~~ MAT BOWEN, AGENS CAO
MB.

Date: AUG 20/2014

Submitted to: Council

Date: August 26, 2014

Leo Reedyk

From: Pinchak, Russell <Russell.Pinchak@wspgroup.com>
Sent: Friday, August 8, 2014 5:06 PM
To: Leo Reedyk; Stu Weber
Cc: Wendy Kay; david.hunt@gov.ab.ca; jerry johnson; Petrica, Kurt; Herian, James; Bester, Jim
Subject: RE: 2013 Flood Recovery Projects

Good Day Leo and Stu,

My apologies for the misunderstanding on some of the 2013 flood recovery projects. We won't have to wait until next year's fish window to complete the projects. Please see the following revised status updates:

BF 78705 (Goat Creek)

The RAP for this area is from May 1 to August 15th (not Sept 1 - Aug 15). Our QAES is working on obtaining approval from DFO to complete work this fall. DFO approval is required for the new piers. The Draft tender is almost complete and will have a copy over to you by mid/late next week.

Sartoris Road Wash Out Re-Alignment

The additional damage done this past spring will not affect the overall project scope of realigning the roadway. We can complete the minor work which will include armoring the bank as part of the larger project (Roadway realignment). Our QAES has determined that DFO consultation is required and will put a rush on the DFO approval so we can complete the work within the fish window. In the event we do not receive approval prior to the fish window, our QAES will have reviewed the site and proposed work and feels that there shouldn't be an issue receiving approval to work within the RAP. The remaining roadway re-alignment work can be completed once we have all of the environmental and public lands approvals. We estimate that the remaining re-alignment could be completed later in the fall or next spring. We will provide design sketches and estimated quantities early next week and keep you up to date on the status of the approvals.

BF 2224 (Lank Bridge)

Our QAES is working on recommendations to obtain approval to work within the RAP (Sept 1 - Aug 15). We recommend that this project be completed later in the fall when the water levels have receded significantly and the ground is partially frozen. Our QAES will have reviewed the site and proposed work and feels that there shouldn't be an issue receiving approval to work within the RAP

Spread Eagle Road - Our Bridge Engineers have indicated that river training is not recommended for this location due to the potential negative impacts to the downstream bridge structure. We recommend repairing and armoring the existing bank to prevent further erosion. Our QAES has determined that DFO consultation is required and will put a rush on the DFO approval so we can complete the work within the fish window. In the event we do not receive approval prior to the fish window, our QAES will have reviewed the site and proposed work and feels that there shouldn't be an issue receiving approval to work within the RAP.

BF 80260 (Gorge Creek)

The draft RFQ was sent earlier today. RFQ closing date August 22nd. Construction can occur within RAP as no work will be completed within the channel.

BF 74141 (Summerview Bridge)

Work will commence in the fall when the water levels recede and will be completed prior to winter freeze up.

BF 1135 (Cottonwood Bridge)

Tender to go out next week with a tender closing date of August 28th.

If you have any questions or concerns please don't hesitate to contact me.

Thank you,



Russell Pinchak, C.E.T.
Area Manager

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Lethbridge, Alberta T1H 5C1 Canada
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www.wspgroup.com

We were GENIVAR. We are now WSP.

Please consider the environment before printing...

From: Leo Reedyk [<mailto:AdminDirOps@mdpincercreek.ab.ca>]
Sent: Wednesday, August 06, 2014 9:45 AM
To: Pinchak, Russell; jerry johnson; david.hunt@gov.ab.ca
Cc: Stu Weber; Wendy Kay
Subject: FW: 2013 Flood Recovery Projects

Good day all. I am concerned that delays in design and approvals of a couple of these projects will put us past the 2014 fish window specifically the Goat Creek and Satoris Road projects. If the comment about two month approvals is correct these projects will not be complete until the fall of 2015. Anything that can be done to get them on track would be appreciated.

Additionally as I understand the Satoris road project, with a new road alignment around the washout the incremental damage done this spring should not impact the overall project scope. I believe the new alignment has been approved so the First Nations consultation will need to occur. If we need to do some minor work in the interim during the fish window that would be done as part of the larger project we may be able to accommodate that.

Thoughts?

Please advise.

Thanks,

L.J. (Leo) Reedyk, A.A.E.
Director of Operations
MD of Pincher Creek No. 9

Municipal District of Pincher Creek 2014 Call Log Concerns

2	July 2, 2014		Grader request down her driveway.	
3	July 3, 2014		Resident said Christy Mines Road is extremely dusty, and it has only gotten worse since the bridge has been out. He said people have to go around and they are flying down the road. He would like to see dust control, and would like PW to call him to discuss this situation.	Bridge is fixed
Lund.	July 4, 2014		Came into the Admin to talk about the dust in Lundbreck, Truck route is extremely dusty, needs to have dust control bad. Exact Location, Lund. East back alley.	Done
2	July 7, 2014		Phoned in a concern about his bridge, Resident said that there is sticks across. Said that the next high water this could cause a problem.	Done
5	July 9, 2014		Gravel in parking lot at Burmis Lake before dust control? Could someone look at the parking lot and give an estimate of gravel quantities needed before the dust control is applied?	We do not Dust Control the parking lot
5	July 9, 2014		Would like her private driveway bladed. Exact Location, SW 1/4 06-08-01 W5.	Completed July 15.2014
1	July 10, 2014		Concern, Gravel in his private yard is being taken by someone. He has had gravel delivered to his place and someone is taking that gravel and placing it on the MD portion of the road. He says that a councillor has promised that the MD would replace the gravel. Exact location, Trailers just north of 505 / St. Henrys Church by the small windmill. Wants someone to look at it and call him back.	
5	July 11, 2014		Concern, people speeding and dust on Burmis Lake road. Speed and dust is a traffic hazard, and wants the MD to do something about it. Exact Location, Lives at SW 18-07-02 W5 #2532 Twp. Rd. 07-02	Dust control completed

Municipal District of Pincher Creek 2014 Call Log Concerns

2	July 11, 2014		Request for a grader on the driveway. Wants the drive "crowned up" as much as possible even if we leave sod on the road that is OK. She does not want the road flat afterwards. Exact Location, #5306 Rg Rd. 29-4. SE of Pincher Creek	
5	July 14, 2014		Concern, Road is rough and requests a grader on Rg. Rd. 2-63A.	
2	July 14, 2014		Requests a grader at #6013 Chipman Road.	Done
5	July 14, 2014		Concern, Dust control applied after the big rain in June. Road is dusty, is the product the same? Was it applied the same way? Can someone go and look at it? Exact Location, Willow Valley Ranch.	Will reapply
5	July 14, 2014		Request for a grader on #2219 Lundbreck Falls Road Up to Jasmans corner.	Done
1	July 15, 2014		Signs & Road speed in email see: Call log sheet for email.	In process
4	July 15, 2014		PW took a call about the disaster recovery program, after letting her know where the process is she asked when the grader may be by to grade her driveway	
2	July 15, 2014		Bridge at SW 04-07-29 W4 Rg. Rd. 29-23 . The bridge needs rip rap. Resident would like to know when we might be there to do the work, he wants to do some fencing and would wait until we were done so that we don't have to rip out the fence.	Under inspection
2	July 15, 2014		Concern, Dust control applied is breaking up and dusty Don't seem to be the same as other years. Wants the MD to look at it and call him back.	Under Inspection

Municipal District of Pincher Creek 2014 Call Log Concerns

4	July 17, 2014		<p>Concern, Resident was wondering when the MD would get to his dust suppression. TWP. 7-2 north of Hwy 3. Director indicated that he was not sure, but would get someone to contact him. Also told him of Councils change in policy to do their 35ish km first and that may put other residents later in the season. He said that if we were not there prior to August long weekend that we should not even bother as he was paying top dollar for this service. PW will give hime a call on an estimated time frame.</p>	
3	July 17, 2014		<p>Request for a grader on his driveway. Exact location: #5520 Hwy 775 Off of Beauvais Lake Road.</p>	
4	July 22, 2014		<p>Director took the call. Resident was wondering why no gravel was placed on her approach while the trucks were in the area. Apparentl she had requested it because everyone turns around in her approach including school buses, graders, and our MD gravel trucks. She also requested the hill to be improved. Director responded that Council has approved a project for this year to engineer a solution to the hill including ditches and an appropriate grade to be constructed in the future. She indicated that there were culverts that are plugged that should be cleaned prior to winter as they will not flow again if left full. She also indicated that the roads are not as good as they used to be becuae washboard is back immediately. Asked PW to please call her back on the gravel approach issue once it is figured out.</p>	Done

Municipal District of Pincher Creek 2014 Call Log Concerns

5	July 22, 2014		Resident was in at the Admin Office. He had previously requested that the MD back slope through the property line to assist him in maintaining his fence. The back slope continues to slough as there is no vegetation growing to hold the back slope. The ground was never seeded when the road corner was changed. Now the fence is falling as the ground sloughs. He would like this look at Property SW 06-09-02 W5 west of the road. Let Director know what is found out and contact Resident.	Under inspection
5	July 28, 2014		Dust on Maycroft road is appalling. Any idea when dust control may be applied. Before the Long Weekend? Traffic is driving in unsafe conditions. Could the MD arrange for RCMP patrols for the weekend? Exact Location, Maycroft Road.	In process
1	July 29, 2014		Would like a grader and gravel to Waterton Springs Campground. Needs a grader from the Hwy to the campground and gravel on the Road. PW Advised the caller that a grader may be available to do the work but gravel is an item they will have to pay for.	
2	July 30, 2014		Concern, Gravel hauling has broke up the dust control. Would like the MD to touch it up.	
4	July 30, 2014		An Refrigerator laying in the ditch on its side, and would like the MD to please go pick it up. Exact Location, Rg. Rd. 28-5	Done
2	July 30, 2014		Concern, Road going past the post office (Trombley) is rough and needs a grader.	Done
4	July 30, 2014		Concern, Road allowance on West side of NW 24-07-01 W5. The road is in poor shape after the contractor removed the flood debris last fall. The road needs gravel & a grader is this the responsibility of the MD or Environment or the Dam?	

Municipal District of Pincher Creek 2014 Call Log Concerns

2	July 31, 2014		Concern, Gate to Cridland dam across the MD Road is locked. Locked by local resident. Why is it locked? This is a public road?	Done
3	August 8, 2014		Gladstone Road needs grading, road is rough and washboardy, very hard on vehicles. Bad since early spring.	Done
3	August 8, 2014		Gladstone Road needs grading, road is rough and washboardy, very hard on vehicles. Bad since early spring.	Done
1	August 8, 2014		Signage being requested to stop vehicles from speeding rear St. Henry's church 20-4-28 west of the 4th. Resident called again on August 19th	In Progress
3	August 5, 2014		Requests a Grader	Done
4	August 1, 2014		Requests the grass in the ditch abd side of road be cut from gravel pile south to Reservoir Rd 30-3n South of Sh510	Done
2	August 5, 2014		Crook Road Gravel on the shoulders, and road is rough Wants to be sure this year the road is graded properly before dust control is applied. Road was very rough last year.	Continued Maintenance being done
3	August 8, 2014		Concern raised: The MD needs to replace a pole that was hit on RR1-4r this winter at the texas gate as well as replace the angle brace. The road back slope down to the pit has a slough upslope that should be repaired as silt and debris are going into his field below the silt fence. He feels that some rock in the ditch would reduce the erosion as well. Location RR1-4	Work In progress
5	August 8, 2014		Laneway in Lundbreck on 3rd Street between Breckenridge and Robertson Avenue. Concern: he has requested the MD install a culvert across the laneway. When it rains people need to transit across private property as the lane becomes impassable	Action in progress but not completed

Municipal District of Pincher Creek 2014 Call Log Concerns

3	August 12, 2014		Complaint: Across from Castle river Rodeo Grounds entrance fairly close to the road approach, someone has dumped a fairly large pile of trees and shrubs. She thought the MD should know in case we can do something about it.	
3	August 12, 2014		Concern: called to let us know the next time there is a grader on the Christy Mines road, on the SW corner of the bridge which we repaired, there is too much dirt and when you go over the bridge it is high centering the vehicles. He ask if we could please get a grader on this when in the area.	Done
2	August 8, 2014		Leo took the call from Councillor about RR 29-3. He noted that from 2 miles south of Hwy all the way to the dam it was washboard. It was indicated that people were hauling hay with B-trains. Please have a maintainer fit it.	Done
4	August 6, 2014		Resident called to inform us that Snake Trail is in very bad shape with a lot of washboard. He did not indicate which section.	Done
4	August 8, 2014		Councillor called today to inform that Resident had called him to indicate there was a fridge in the ditch on about RR 28-5/TWP 8-0	Fridge has been picked up Done
5	August 13, 2014		Road to Wilderness Boat Club in Cowley is in bad shape and needs work	Done
2	August 13, 2014		Rg Rd 29-5 grass needs cutting on driveway	
4	August 14, 2014		Came in to main office, Director not available and he talked to Reception. Snake Trail - New Tower where all the new houses are. On the tower there is a rotating beacon flashes right into his bedroom at night.	For Leo
2	August 18, 2014		Road need maintenance and grass needs cutting NW12 6 30 W4 Hwy 507	Work in progress
3	August 18, 2014		A metal post on their Texas gate got knocked down and broken. Needs fixing NW9 630 W4 RR30 - 4 Christy Mines Road	Has been looked at and action to follow
2	August 19, 2014		Cancel Dusst Control	Done
2	August 19, 2014		Gravel is in bad shape, washboard, No oil put on his year Crook Road Left on Hwy 6 to top of the hill	In progress

Municipal District of Pincher Creek 2014 Call Log Concerns

2	August 20, 2014		SW2 Twp 7 Rge 29 W4 like their road to the house graded and willing to pay the extra if over the one hour free service. Advised there is no free snow removal	Need to inspect the situation before taking action
	August 20, 2014		Stopped in to cancel dust control	Done
4	August 20, 2014		Is the grader coming back to finish the job RR1-1 SW24 7-1 W5 Lot 3 SE COWLEY	In process
3	August 18, 2014		Re window	Action taken
5	August 18, 2014		Re: Maycroft Road - No Dust control, road has potholes, washboard and is dangerous. No school bus stop signs at her location and bus has to back into her approach (other locations where kids have graduated signs are still there), Meeting with Council 2 years ago with no progress	Director call back to inform her we expect the cold mix dust control to be there next week, the 25th and that she should contact her school bus driver for comment on the signs.
5	August 19, 2014		Disappointed with the Dust control efforts on Maycroft Road, road is in rough condition and feels Council should be more proactive. She feels the 60 KLM signs should be repeated the full length of the road so people realize the whole road is 60 klm not just past the sign. She feels that relocating the speed trailer would slow down traffic as well	informed her that the contractor is scheduled to be there doing the product tests starting Monday next (Aug 25)

August 13th, 2014

TO: Reeve and Council
FROM: Leo Reedyk, Director of Operations and Mat Bonertz, Director of Finance and Administration
SUBJECT: **Summary of Projects at June 30th, 2014**

1. Origin

The M.D. of Pincher Creek has been involved in numerous projects over the past few years. As a lot of the projects have been or are nearly completed a summary is being provided for Council's information.

2. Background/Comment

A list of all the substantial projects has been compiled showing their actual costs, estimated costs and actual or estimated completion dates with comments and percentages.

3. Recommendation

That the report from the Director of Operations and the Director of Finance and Administration, dated June 30th, 2014, regarding the summary of projects at June 30th, 2014 be received as information.

Respectfully Submitted,

Leo Reedyk, Director of Operations and Mat Bonertz, Director of Finance and Administration

711B

Reviewed By: Mat Bonertz, Director of Finance and Administration Date: August 13th, 2014

**M.D. of Pincher Creek No.9
Project Status at June 30, 2014**

Number	Description	Estimate	Actual	Budget Remaining	Percent Left	Status	Anticipated Completion Date
CP-BL-ADBL	Admin. Bldg - Construction	4,535,010.29	3,749,119.58	785,890.71	17.33	Approved	August 31st, 2014
CP-BL-ADSW	Admin. Bldg - Grounds Work	1,734,786.27	1,794,213.97	-59,427.70	-3.43	Approved	August 31st, 2014
CP-BL-BMFH	Land for Beaver Mines Firehall	250,400.00	261,779.12	-11,379.12	-4.54	Approved	September 30th, 2014
CP-BR-0769	BF-00769 S. Landfill	194,220.00	177,968.43	16,251.57	8.37	Completed	
CP-MS-ENGS	Engineering Standards	25,000.00	26,439.25	-1,439.25	-5.76	Approved	September 30th, 2014
CP-MS-GPS	Equipment Tracking (GPS) System	120,000.00	74,179.29	45,820.71	38.18	Approved	December 31st, 2014
CP-MS-IMP	Infrastructure Master Plan	75,000.00	62,680.32	12,319.68	16.43	Approved	December 31st, 2014
CP-MS-INTR	Internet Enhancement Project	233,660.00	38,439.03	195,220.97	83.55	Approved	December 31st, 2014
CP-MS-LBDR	Lundbreck Surface Drainage	367,000.00	117,748.90	249,251.10	67.92	Approved	August 31st, 2014
CP-RD-BCYR	Bill Cyr Road	390,000.00	37,289.96	352,710.04	90.44	Approved	December 31st, 2015
CP-RD-CHRM	Christy Minnes Road - Design & Tender	50,000.00	0.00	50,000.00	100.00	Cancelled	
CP-RD-GEOT	Twp Rd 8-2 Geogrid Test	95,000.00	0.00	95,000.00	100.00	Approved	August 31st, 2014
CP-RD-HERI	Heritage Acres Road - Land Pur. & Cold Mix	45,000.00	0.00	45,000.00	100.00	Approved	September 30th, 2014
CP-RD-INAB	Inabnit Road	630,000.00	25,068.58	604,931.42	96.02	Cancelled	
CP-RD-LDFL	Landfill Road	3,216,282.70	3,216,553.97	-271.27	-0.01	Completed	
CP-RD-MAYC	Maycroft Road - Engineering and Cold Mix	110,000.00	7,189.10	102,810.90	93.46	Approved	December 31st, 2014
CP-RD-NBUR	North Burmis Road	3,135,118.70	2,840,052.90	295,065.80	9.41	Completed	
CP-RD-PARI	Twp Rd 8-4 Paridaen Hill Engineering	20,000.00	0.00	20,000.00	100.00	Approved	December 31st, 2014
CP-RD-SUMI	Sumerview Road Intersection	526,850.00	476,832.33	50,017.67	9.49	Completed	
CP-WS-BMST	Beaver Mines Water & Sanitary Study	28,500.00	0.00	28,500.00	100.00	Approved	September 30th, 2014
CP-WS-LBRS	Lundbreck Reservoir Expansion	1,008,710.40	978,623.51	30,086.89	2.98	Completed	
CP-WS-LBWM	Lundbreck Water Meters	150,000.00	148,989.39	1,010.61	0.67	Approved	December 31st, 2014
CP-WS-RGWA	Regional Water System	6,180,000.00	5,097,165.45	1,082,834.55	17.52	Approved	December 31st, 2014
CP-WS-RWIN	Raw Water Intake Study	18,000.00	5,927.50	12,072.50	67.07	Approved	August 31st, 2014
Project Totals		23,138,538.36	19,136,260.58	4,002,277.78	17.30		

M.D. of Pincher Creek No. 9 Statement of Cash Position

E3b

Month Ending June 2014

BANK STATEMENT C.I.B.C.	June	May
General Accounts		
Bank Statement Balance	524,241.30	7,950,954.52
Deposits After Month End	7,565.69	113,309.73
Cash On Hand	300.00	300.00
Incorrect Telebanking	0.00	(102.71)
Outstanding Cheques	(308,921.17)	(401,700.11)
Month End Cash Available (- Overdrawn)	223,185.82	7,662,761.43

M.D.'S GENERAL LEDGER	June	May
Balance Forward from Previous Month	7,662,761.43	(709,317.49)
Revenue for the Month:		
Receipts for the Month	511,688.13	9,888,803.91
Interest for the Month	471.72	1.10
Transferred from T-Bill Account - General	350,000.00	0.00
Prior Period Adjustments	0.00	(5,682.92)
Disbursements for the Month:		
Cheques Written	(1,702,895.87)	(1,200,864.30)
Payroll Direct Deposits and Withdrawals	(296,463.16)	(274,000.75)
Electronic Withdrawals - Utilities and VISA	(27,910.16)	(32,924.77)
Banking Transaction Fees	(130.25)	(385.29)
Bank Overdraft Fees	0.00	(805.36)
Requisition & Debenture Payments	(774,011.02)	0.00
NSF Cheque	(325.00)	(2,062.70)
Transferred to T-Bill Account - General	(5,500,000.00)	0.00
M.D.'s General Ledger Balance at Month End	223,185.82	(709,317.49)

SHORT TERM INVESTMENTS - C.I.B.C.	June	May
T-Bill Funds for General Account	5,152,354.94	1,218.46
T-Bill Funds Public Reserve Trust	215,222.71	215,222.71
T-Bill Funds Bridge Repair Advances	105,371.82	105,204.58
T-Bill Funds MSI Capital Grant Advances	2,791.49	2,787.05
T-Bill Funds Performance Bonds	35,624.52	35,581.53
T-Bill Funds Lottery Board Account	2,182.38	2,178.82
T-Bill Funds Regional Water Advance	2,086.67	2,083.35
T-Bill Funds Federal Gas Tax Grant Advance	709,959.81	708,832.98
T-Bill Funds Tax Forfeiture Land Sales	3,474.48	3,470.28
	6,229,068.82	1,076,579.76

LONG TERM INVESTMENTS	June	May	Annual Rate of Return	Original Investment	Original Investment
Financial Institution	Market Value	Market Value	in 2013	Date	Amount
C.I.B.C. Wood Gundy - Bonds	7,880,107.27	7,751,177.00	1.49%	Nov-88	1,255,915.75
Bank of Montreal Nesbitt Burns - Bonds	3,881,777.00	3,856,375.00	(2.23)%	Jul-99	2,000,000.00
	11,761,884.27	11,607,552.00			3,255,915.75

COMMENTS

July Items of Note	Amount
Revenue In -	
Expense Out -	
Expense Out -	

This Statement Submitted to Council this 26th Day of August 2014.


Director of Finance and Administration

M.D. of Pincher Creek No. 9 Statement of Cash Position

Month Ending July 2014

BANK STATEMENT C.I.B.C.	July	June
General Accounts		
Bank Statement Balance	509,141.01	524,241.30
Deposits After Month End	607.99	7,565.69
Cash On Hand	300.00	300.00
Incorrect Telebanking	0.00	0.00
Outstanding Cheques	(204,790.88)	(308,921.17)
Month End Cash Available (- Overdrawn)	305,258.12	223,185.82

M.D.'S GENERAL LEDGER	July	June
Balance Forward from Previous Month	223,185.82	7,662,761.43
Revenue for the Month:		
Receipts for the Month	191,722.70	511,688.13
Interest for the Month	2,017.30	471.72
Transferred from T-Bill Account - General	1,600,000.00	350,000.00
Prior Period Adjustments	0.00	0.00
Disbursements for the Month:		
Cheques Written	(1,400,923.73)	(1,702,895.87)
Payroll Direct Deposits and Withdrawals	(296,344.37)	(296,463.16)
Electronic Withdrawals - Utilities and VISA	(14,024.23)	(27,910.16)
Banking Transaction Fees	(375.37)	(130.25)
Bank Overdraft Fees	0.00	0.00
Requisition & Debenture Payments	0.00	(774,011.02)
NSF Cheque	0.00	(325.00)
Transferred to T-Bill Account - General	0.00	(5,500,000.00)
M.D.'s General Ledger Balance at Month End	305,258.12	223,185.82

SHORT TERM INVESTMENTS - C.I.B.C.	July	June
T-Bill Funds for General Account	3,552,354.94	5,152,354.94
T-Bill Funds Public Reserve Trust	215,222.71	215,222.71
T-Bill Funds Bridge Repair Advances	105,371.82	105,371.82
T-Bill Funds MSI Capital Grant Advances	2,791.49	2,791.49
T-Bill Funds Performance Bonds	35,624.52	35,624.52
T-Bill Funds Lottery Board Account	2,182.38	2,182.38
T-Bill Funds Regional Water Advance	2,086.67	2,086.67
T-Bill Funds Federal Gas Tax Grant Advance	709,959.81	709,959.81
T-Bill Funds Tax Forfeiture Land Sales	3,474.48	3,474.48
	4,629,068.82	6,229,068.82

LONG TERM INVESTMENTS	July	June	Annual Rate of Return in 2013	Original Investment Date	Original Investment Amount
Financial Institution	Market Value	Market Value			
C.I.B.C. Wood Gundy - Bonds	7,882,908.71	7,880,107.27	1.49%	Nov-88	1,255,915.75
Bank of Montreal Nesbitt Burns - Bonds	3,909,092.11	3,881,777.00	(2.23)%	Jul-99	2,000,000.00
	11,792,000.82	11,761,884.27			3,255,915.75

COMMENTS

August Items of Note	Amount
Revenue In -	
Expense Out -	
Expense Out -	

This Statement Submitted to Council this 26th Day of August 2014.


Director of Finance and Administration

JULY 4, 2014 TO AUGUST 21, 2014

DISCUSSION

- July 8, 2014 Policies and Plans
- July 8, 2014 Regular Council
- July 8, 2014 Subdivision Authority
- July 8, 2014 Municipal Planning Commission
- July 9, 2014 Lundbreck Patton Park
- July 9, 2014 Emergency Management Committee
- July 15, 2014 Lundbreck Cornfest
- July 24, 2014 Emergency Services
- August 5, 2014 Special Council Meeting
- August 5, 2014 Special MPC Meeting

UPCOMING:

- August 26, 2014 Policies and Plans
- August 26, 2014 Regular Council
- August 27 2014 Castle Mountain
- August 28, 2014 Staff Appreciation Luncheon
- August 28, 2014 Emergency Services
- September 2, 2014 Council Strategic Planning
- September 2, 2014 Castle Mountain
- September 2, 2014 Subdivision Authority
- September 2, 2014 Municipal Planning Commission
- September 3, 2014 Town of Pincher Creek – Committee of the Whole
- September 3, 2014 Parks
- September 9, 2014 Policies and Plans
- September 9, 2014 Regular Council

OTHER

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of July 4, 2014 to August 21, 2014.

Prepared by: CAO, Wendy Kay Date: August 12, 2014

Presented to: Council Date: August 26, 2014

Tara Cryderman

From: Wendy Kay
Sent: Monday, July 7, 2014 2:09 PM
To: Tara Cryderman
Subject: FW: New Home Warranty Program
Attachments: NHWP letter from Cardston County.PDF

Council Correspondence – Action
August 26

From: development [mailto:development@cardstoncounty.com]
Sent: July-07-14 1:50 PM
Subject: New Home Warranty Program

Hello,

On behalf of Cardston County Council, and Our Reeve Mr. Fred Lacey, please find attached a letter outlining some of the negative impacts of the new home warranty program that some residents of Cardston County have experienced.

Best regards,

Josh Bourelle
Director of Planning Services
Cardston County



Cardston County

July 7, 2014

To whom it may concern,

RE: Negative impacts of the New Home Warranty Program

Cardston County wishes to update you on our concerns about, and negative experiences with, the implementation of the New Home Warranty Program, and what changes we would like the AAMDC to lobby for on behalf of all its municipalities.

Since the implementation of the new program several issues have become evident that threaten our citizens ability to build their family homes with any degree of certainty with regards to timeline and cost. Residents of our municipality have directly experienced the following:

1. Lack of response from the Governments New Home Warranty personnel.
 - a. People do not answer phones, we must leave voicemails,
 - b. Calls have not been returned for over three weeks in some instances,
 - c. When calls have been returned, the NHW personnel have been unable to even send out a simple email to assist our taxpayers.
2. Inability of NHW personnel to explain how applications for exemptions for self-build homeowners will be assessed, our citizens have had to submit the mandatory, and non-refundable \$750 exemption application fee not knowing the requirements in order to have the application approved,
3. As there have been delays in simply receiving information from NHW personnel, delays in a person's ability to acquire the necessary safety code permits, as well as financing commitments from financial institutions,
4. Banks have their own requirements and some will not recognize an exemption for a self-build home,
5. The estimated cost of a new home warranty prior to the program implementation was approx. \$1700. The reality is that the cost of a warranty is closer to \$3400, and
6. The \$750 non-refundable exemption application fee is punitive and merely seeks to dissuade people from applying for an exemption. The potential costs associated with the exemption were not disclosed before the program was implemented.

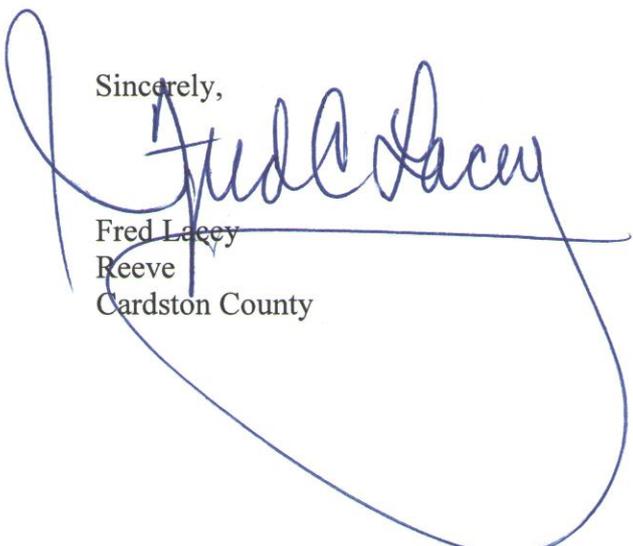
All of the above might be somewhat more palatable if homeowners were not already mandated to obtain Alberta Safety Code permits, at a significant cost, in order to ensure that their home is built according to the standards of Alberta's building code. The Province seems to be both mandating homes are built according to the established standards, but then forcing people to insure their home against the probability that proper standards were not followed.

Residents of Cardston County have expressed their utter dissatisfaction with both the mandatory nature of the New Home Warranty Program and the continuing logistical problems with the program roll-out. The extreme delays and exorbitantly unexpected costs associated with this new mandatory program have negatively impacted Cardston County Residents and we believe that any benefits the government envisioned accruing to provincial taxpayers have been grossly overshadowed by the excessively bureaucratic process, bait-and-switch cost estimates, and unwarranted delays.

Cardston County is seeking your input regarding the New Home Warranty program, its roll-out, and the associated impacts. We believe that as Municipalities we have the responsibility to speak up when our citizens are being negatively impacted by rushed Government programs, and that together, the Municipalities of AAMDC can successfully push for changes that will benefit our citizens, and encourage development, not discourage it.

Should your citizens be experiencing negative impacts arising from this program we encourage you to make this known to the leadership of AAMDC, and your local MLA.

Sincerely,



Fred Laeey
Reeve
Cardston County

REC F1b

JUL 11 2014

To Whom It May Concern:

In the Village of Cowley Alberta there is a green space a long side of a creek. The green space was turned into a burn pile for wood. However in more recent years this burn pile has become a local dumping area for the village, local business and citizens.

M.D. OF PINCHER CREEK

The amount of garbage this area has become alarming. The village of Cowley has no law enforcement to manage the area. And the village it self has allowed contractors to dump concrete and asphalt in this area. A village counselor is believed to have been dumped garbage on the pile.

All kinds of garbage can be seen in this pile. The following lists some of the garbage that can be found in the burn pile but not limited to:

Plastics
Vinyl
Rubber
Paint cans
Water/Pop Bottles
Glass
Concrete
Asphalt
Metal
Furniture
Insulation
Pressure treated wood
Creosote treated wood



If the burn pile is burnt by the Village of Cowley large amounts of toxins will be released into atmosphere. Also the location of this pile, close to creek, is allowing toxins to enter the Oldman drainage basin. Allowing the water supply to become contaminated.

I am ask for the support of Organizations, media and government to call the Village of Cowley and Alberta Environment to get this mess cleaned up and the green space restored. Please help to put pressure on the Village of Cowley to have them to clean the mess up that they allowed to happen in the first place. Also pressure Alberta Environment to force Cowley to clean up the mess they have created and to give them a fine.

Cowley Village Office phone number 403-628-3808

Alberta Environment phone number 1-800-222-6514

Thank You
Envirotech51@yahoo.com

Pictures from the Village of Cowley Burn Pile



Tara Cryderman

From: Wendy Kay
Sent: Tuesday, August 5, 2014 9:57 AM
To: Tara Cryderman
Subject: FW: Rotary Theatre donation request
Attachments: Donation request for theatre.docx

Council Correspondence - Action

-----Original Message-----

From: Laurie Wilgosh [mailto:Laurie@pinchercreek.ca]
Sent: August-05-14 8:37 AM
To: Wendy Kay
Subject: FW: Rotary Theatre donation request

Laurie Wilgosh
 CAO
 Town of Pincher Creek

-----Original Message-----

From: Scott Korbett [mailto:scott.korbett@gmail.com]
Sent: August-04-14 6:59 AM
To: Gerry Alex; Brian Baker; Trevor Birkman; Doris Blackburn; Heinie Brunner; Karen Brunner; Buhmann/Grier; Jim Campbell; Al Cornyn; Gavin Parker; Kim Gelber; Tobias Gelber Gelber; Mike Gerrand; David Green; Jeff Hammond; Caroline Johnson Johnson; Karen Larter; 'Kelly,Jolaine' Kelly; Suzanne Kirby; Kurtis Reimer; Mike Mayer; Jennifer Parker Parker; Kevin Parkin Parkin; Tom Quinlan; Rosanna Higginbotham; 'Russell,Margo'; Brent & Sally Woodard Sally Woodard; Doug Sokoloski; Harry Taylor; Valerie Sinnott, CA; Laurie Wilgosh; Brent Woodard
Subject: Rotary Theatre donation request

Fellow citizens of Pincher Creek;

The Rotary Club of Pincher Creek is working toward providing the Town with a Performing Arts Theatre. We are at a point now where we can turn \$25,000.00 into \$100,000.00 through a Community Enhancement Grant. With that money, we will determine a location, complete a feasibility study and budget the project, as well as have conceptual drawings of the facility.

We are asking for seed money from the community at this time to make this project a reality. Attached is our official request to move this amazing project forward.

If you know of anyone that may be able to contribute, please forward this email on.

Thank you for your support

Scott Korbett

President
Rotary Club of Pincher Creek

This email and any files transmitted with it are private and confidential and are intended solely for the use of the individual or individuals to which they are addressed. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. The Town of Pincher Creek honors similar requests as they relate to privacy.

**Rotary Club of Pincher Creek
Box 2161
Pincher Creek, Alberta
T0K 1W0**



August 2, 2014

To: Supporters of Performing Arts
In Pincher Creek

Re: Request for donation toward Community Enhancement Grant

Fellow Supporters;

The Rotary Club of Pincher Creek is looking to raise \$25,000.00 before the end of August to put towards a community enhancement grant of an additional \$75,000.00. This \$100,000.00 will be used to determine a location, costs associated with and feasibility of a Performing Arts Theatre. Conceptual drawings of the building and facility will also be included.

As of today, we have raised \$6,500.00 and we are confident we can raise the rest from the support of the community.

This initial investment into our community will allow us to move forward in making this a reality. At this point tax receipts for this donation cannot be guaranteed, but we are working with Community Futures out of Lethbridge to see if that can happen.

At this point, we are not looking for a fund raising project, but a donation. \$500.00 to \$1,000.00 (or more of course) and we will make the grant application.

If we do not raise the \$25,000.00 in time to apply for the grant, or if the grant is denied, we will refund all the money donated.

We have been in contact with an architect who will provide the conceptual drawings and will continue with community input from all user groups to determine the best location and size of facility.

If you are able to support this project at this early stage, please contact Scott Korbett at 403-632-9141 or by email at scott.korbett@gmail.com.

We are confident that Pincher Creek will have a performing arts centre to be utilized for generations. Determining what it will look like and where it will be is what we're working on right now.

Thank you for your support.

Scott Korbett
President
Rotary Club of Pincher Creek

Tara Cryderman

From: Wendy Kay
Sent: Saturday, August 9, 2014 9:17 PM
To: Tara Cryderman
Subject: FW: Chinook Arch Regional Library Budget 2015-2018
Attachments: Memo to Councils Budget 2015-2018.pdf

Importance: High

Council Correspondence - Action

From: Maggie Macdonald [mailto:mmacdonald@chinookarch.ca]

Sent: August-07-14 3:33 PM

To: administration@fortmacleod.com; Barin Beresford (granum.barin@gmail.com); Ben Nilsson (nilsson@stirling.ca); Blair Painter (adminclerk1@crownsnestpass.com); Brad Koch (bkkoch@cciwireless.ca); Brian Brewin (bbrewin@mdtaber.ab.ca); Brian Hammond; Cameron Gardner (cao@ranchland66.com); Chris Spearman (mayor@lethbridge.ca); David Hawco (main@milkriver.ca); Dennis Cassie; Derrick Annable (derrick.annable@vulcan.ca); Don Anderberg (danderberg@pinchercreek.ca); Fred Lacey (Fred.Lacey@cardstoncounty.com); Gentry Hall (gentry@mdwillowcreek.com); George Bohne (bohne@raymond.ca); Hank De Vlieger (mayor@taber.ca); Jamie Smith (jamie@villageofchampion.ca); Ian Glendinning; Jordon Koch (jmkoch@cciwireless.ca); Kim Craig (mayor@coaldale.ca); Kym Nichols (admin@villageofcarma.ca); Linda Findlater (vilocow@shaw.ca); Lorne Hickey (lhickey@lethcounty.ca); Maggie Kronen (magakron@gmail.com); Margaret Plumtree (mayor@town.vauxhall.ab.ca); Matt Crane (craneventures2@gmail.com); Monte Christensen; Neil Wilson (newilson@platinum.ca); Rafael Zea (vilmilo@wildroseinternet.ca); Rick Everett (reverett@nanton.ca); Rob Steel (rob.steel@townofclaresholm.com); Robin Hansen (barnwell@platinum.ca); Ron Goritza; Ross Ford (rford@warnercounty.ca); Russ Barnett (russ@magrath.ca); Tom Butler (vilcouth@telusplanet.net); Tom Grant (tgrant@townofvulcan.ca); Wendy Jones
Cc: 'Bonnie Farries (cao@coaldale.ca)'; 'Carolyn Erb (admin@villageofcarma.ca)'; 'Christopher Northcott (cao@villageofmilo.ca)'; 'Cindy Cornish (vilocow@shaw.ca)'; 'Clayton Gillespie (stavely@platinum.ca)'; 'Colleen Mayne (cao@villageofchampion.ca)'; 'Cynthia Vizzutti (cindy@mdwillowcreek.com)'; 'David Connauton (manager@fortmacleod.com)'; 'Derrick Krizan (dkrizan@mdtaber.ab.ca)'; 'Garth Sherwin (Garth.Sherwin@lethbridge.ca)'; 'Greg Birch (greg.birch@taber.ca)'; 'Ken Anderson (cao@granum.ca)'; 'Kim Hauta (rkhauta@town.coalhurst.ab.ca)'; 'Kris Holbeck (kris.holbeck@townofclaresholm.com)'; 'Kurtis Pratt (admin@glenwood.ca)'; 'Kurtis Pratt (kurtispratt@raymond.ca)'; 'Ron Goritza'; 'Laurie Wilgosh (cao@pinchercreek.ca)'; 'Leo Ludwig (cao@vulcancounty.ab.ca)'; 'Ian Glendinning'; 'Lori Rolfe (vilcouth@telus.net)'; 'Marian Carlson (marian@cardston.ca)'; 'Marianne Morrison (cao@nanton.ca)'; 'Mario Berthiaume (cao@milkriver.ca)'; 'Michael Selk (mikeselk@stirling.ca)'; 'Mike Derricott (mike@picturebutte.ca)'; 'Mr. Gregory Brkich (cao@ranchland66.com)'; 'Murray Millward (murray@cardstoncounty.com)'; 'Myron Thompson (cao@crownsnestpass.com)'; 'Rick Robinson (rrobinson@lethcounty.ca)'; 'Scott Barton (office@stirling.ca)'; 'Scott Barton (scottbarton@raymond.ca)'; 'Shawn Hathaway (shathaway@warnercounty.ca)'; 'Ted Oakes (vlgarrw@telusplanet.net)'; 'Tracy Doram (cao@villageoflombard.ca)'; 'Wade Alston (wade@magrath.ca)'; 'Wendy Bateman'; Wendy Kay
Subject: Chinook Arch Regional Library Budget 2015-2018
Importance: High

The Chinook Arch Library Board approved the 2015-2018 Budget at the Chinook Arch Library Board meeting on August 5, 2014. According to the Chinook Arch System Agreement, any change in membership fees must be approved by 2/3 of the member councils (26 councils) representing 2/3 of the member population (123,490).

Please see the attached memo for an overview of Budget details and a copy of the proposed Budget.

Your response is requested.

Maggie Macdonald
Chief Executive Officer
Chinook Arch Regional Library System
2902 7th Ave. N | Lethbridge, AB | T1H 5C6
403-380-1505 | mmacdonald@chinookarch.ca



Chinook Arch
Regional Library
System

Memo

August 7, 2014

To: Mayors and Reeves of Member Municipalities of Chinook Arch

From: Howard Paulsen, Chair, Chinook Arch Library Board

Re: Chinook Arch Library Board 2015-2018 Budget

The Chinook Arch Regional Library System continues to offer exciting, innovative, and cost-effective library services to residents of your community. Thanks to your municipality's membership in Chinook Arch, residents of southwest Alberta, through their local library, have access to almost a million books, DVDs, books on tape, and other resources which support literacy, lifelong learning and an excellent quality of life. We also provide a dazzling array of digital services, including eBook and eAudiobook lending, streaming music and movies, downloadable magazines, and online courses! Supported by Chinook Arch, your local library is a vibrant hub of activity in your community.

The Chinook Arch Library Board approved the 2015-2018 Budget at the Chinook Arch Library Board meeting on August 5, 2014. The Budget allows Chinook Arch to maintain its current services and materials allotment for member libraries. The Budget calls for a 3% annual increase to the municipal levy paid by member municipalities. This increase is less than 2% of the total municipal contribution, which includes both the municipal levy and the library board fee (see the chart below).

	2015	2016	2017	2018
Municipal Fee	\$7.19	\$7.40	\$7.62	\$7.85
Library Board Fee	\$3.57	\$3.57	\$3.57	\$3.57

According to the Chinook Arch System Agreement, any change in membership fees must be approved by 2/3 of the member councils (26 councils) representing 2/3 of the member population (123,490).

Library System Revenues

The Library System is funded primarily by member municipalities and library boards. The provincial operating grant is also an important source of funds. Unfortunately, funding from the provincial grants has remained static at 2010 rates. The System also seeks out supplemental sources of funding to enhance service levels and add value to System membership.

Maggie Macdonald (CEO) or Robin Hepher (Associate Director) would be pleased to attend a council meeting to answer questions about the budget. To arrange a presentation, please contact Kathy Knelsen at 403-380-1500.

Please send a copy of the council resolution concerning the budget to the Chinook Arch office by November 14, 2014.

Proposed resolution: *The (Name of Municipality) approves the Chinook Arch Library Board 2015-2018 Budget*

**Chinook Arch Library Board
Budget 2015-2018**

Summary	2015	2016	2017	2018
REVENUE				
LOCAL CONTRIBUTIONS				
Library Boards	\$576,700	\$583,900	\$591,200	\$598,600
Municipal Fees	\$1,439,100	\$1,499,900	\$1,563,300	\$1,629,400
TOTAL	\$2,015,800	\$2,083,800	\$2,154,500	\$2,228,000
MUNICIPAL RURAL SERVICE FEES	\$65,000	\$65,800	\$66,600	\$67,400
GRANTS				
Provincial Operating Grant	\$864,600	\$864,600	\$864,600	\$864,600
Rural Library Services Grant	\$185,100	\$185,100	\$185,100	\$185,100
TOTAL	\$1,049,700	\$1,049,700	\$1,049,700	\$1,049,700
CONTRACT SERVICES	\$240,500	\$249,000	\$257,900	\$267,100
OTHER INCOME	\$310,000	\$310,600	\$311,200	\$311,800
TOTAL REVENUE	\$3,681,000	\$3,758,900	\$3,839,900	\$3,924,000
EXPENSES				
Materials & Collections	\$642,600	\$652,800	\$655,100	\$665,500
Delivery & Communication	\$50,900	\$51,900	\$53,000	\$54,100
Network Services	\$227,200	\$232,500	\$235,900	\$241,900
Bibliographic Services	\$78,000	\$88,000	\$98,000	\$98,000
Programs and Services	\$441,300	\$453,600	\$464,900	\$476,400
Training & Consultation	\$94,800	\$97,100	\$99,500	\$102,000
Salaries & Benefits	\$1,756,000	\$1,780,000	\$1,828,000	\$1,876,000
Administration	\$58,700	\$59,600	\$60,700	\$61,800
Building & Maintenance	\$77,600	\$79,300	\$81,200	\$86,100
Board Expenses	\$38,700	\$38,800	\$38,800	\$38,800
Contract & Other Services	\$120,200	\$122,000	\$124,000	\$125,900
Amortization Expense	\$100,000	\$100,000	\$100,000	\$100,000
TOTAL OPERATING EXPENSES	\$3,686,000	\$3,755,600	\$3,839,100	\$3,926,500
Excess of Revenue Over Expenditures	\$ (5,000)	\$ 3,300	\$ 800	\$ (2,500)

Tara Cryderman

Subject: FW: Proposed Windy Point Wind Farm Project
Attachments: 580 Windy Point Connection Need Overview FINAL.PDF; Windy Point August 12 FINAL.PDF; Windy_Point_Wind_Farm-DP1-R0-140811.pdf; Windy_Point_Wind_Farm-FP1-DP1-R0-140811.pdf

From: Closey, Karen
Sent: Tuesday, August 12, 2014 3:51 PM
To: 'rmilligan@mdpincercreek.ab.ca'
Subject: Proposed Windy Point Wind Farm Project

Hello Roland

Altalink is proposing a transmission line project located approximately 12 kilometres (7 miles) northeast of the town of Pincher Creek, AB, named the Windy Point Wind Farm (130L Transmission Line Interconnection) Project. Attached is the information package with further details about this project.

The project involves constructing a new 138 kV (kilovolt) transmission line (approximately 90 metres) to connect Windy Point Wind Park Ltd's proposed Boulder Run 501S substation to the electric grid.

We would appreciate it if you would review the attached project information and please respond to this email with the following:

Any issues or concerns with regard to the proposed project,

OR;

A response indication that the Municipal District of Pincher Creek has **no concerns** about this proposed project.

Thank you for your time and assistance.

Thanks,

Karen Closey

Right of Way Planner, Siting, North Major Projects
T: 403.267.5919
C: 403.988.1522
E: Karen.Closey@AltaLink.ca

AltaLink
2611 – 3rd Avenue SE
Calgary, Alberta, T2A 7W7
www.altalink.ca

Tara Cryderman

From: Wendy Kay
Sent: Wednesday, August 13, 2014 5:43 PM
To: Tara Cryderman
Subject: Fwd: AltaLink's Windy Point Wind Farm (130L interconnection)
Attachments: image001.png; ATT00001.htm; Windy Point August 12 2014.pdf; ATT00002.htm; Windy Point Connection Need Overview Aug 2014.pdf; ATT00003.htm; Windy_Point_Wind_Farm-map Aug 2014.pdf; ATT00004.htm

Sent from my iPhone

Begin forwarded message:

From: "Grove, John" <John.Grove@AltaLink.ca>
To: "Brian Hammond" <CouncilDiv4@mdpincercreek.ab.ca>, "Wendy Kay" <wkay@mdpincercreek.ab.ca>, "Roland Milligan" <AdminDirDev@mdpincercreek.ab.ca>
Cc: "Schreiner, Scott" <Scott.Schreiner@AltaLink.ca>, "Janssen, Jack" <Jack.Janssen@AltaLink.ca>, "Toupin, Ed" <Ed.Toupin@AltaLink.ca>
Subject: **AltaLink's Windy Point Wind Farm (130L interconnection)**

Dear Municipal Stakeholder:

Today, as part of my commitment to keep you informed of our projects in your area, I'm pleased to send you the public consultation material being mailed in the coming days to the landowners and stakeholders in your county. AltaLink will NOT be providing your municipal office with printed versions of this material. All the project details and proposed schedule are shown in the newsletter attached.

Here are a few key points about this transmission project:

The Windy Point Wind Farm (130L Transmission Line Interconnection) project is located approximately 12 kilometres (7 miles) northeast of the town of Pincher Creek in SE-27-7-29-W4. Please see the attached map for location details.

The project involves constructing a new 138 kV (kilovolt) transmission line, named 130L, to connect Windy Point Wind Park Ltd's proposed Boulder Run 501S substation to the electric grid. The proposed 130L line will be approximately 90 metres (295 feet) in length and connect to the existing 893AL transmission line.

Anticipated project schedule

Notify and consult with stakeholders
File application with Alberta Utilities Commission (AUC)
Start construction if approved
Construction completed

August – September 2014
September – October 2014
March 2015
December 2015

There are numerous ways for the public and stakeholders to provide input including:

- o email us at stakeholderrelations@altalink.ca<<mailto:stakeholderrelations@altalink.ca>>
- o calling our toll-free line at 1-877-267-1453
- o our website at www.altalink.ca/regionalprojects<<http://www.altalink.ca/regionalprojects>>

Please call or email me if you have any questions or if you are interested in meeting with AltaLink to discuss this project. My contact information is shown below.

Sincerely,

John Grove
Municipal and Community Manager, South
P: (403) 387-8273
C: (403) 519-7426
E: john.grove@altalink.ca<<mailto:email@AltaLink.ca>>

AltaLink
2611 – 3rd Avenue SE
Calgary, Alberta, T2A 7W7
www.altalink.ca<<http://www.altalink.ca/>>

[cid:image001.png@01CFB6F6.76F71CB0]

This e-mail message contains confidential information. The contents of this message are the property of AltaLink Management Ltd. the general partner of AltaLink, L.P. If you have received this e-mail in error, please return it to the sender and delete the message immediately.

Need for the Windy Point Wind Energy Connection in the Pincher Creek Area

Transmission Development Information for Stakeholders



Why is this transmission development needed?

Windy Point Wind Park Limited (Windy Point) has requested connection to the transmission system for its proposed Windy Point Wind Generating Facility (Facility) in the Pincher Creek area. Windy Point's request can be addressed by constructing a short single circuit 138 kV transmission line to connect the Facility to the existing 893AL transmission line.

The Alberta Electric System Operator (AESO) is processing Windy Point's request, including providing information to landowners, occupants, residents and agencies in the Pincher Creek area that may be near the proposed transmission development. The AESO intends to apply to the Alberta Utilities Commission (AUC) for approval of this need in late 2014. The AESO's needs identification document (NID) application will be available on the AESO's website at www.aeso.ca/nid at the time of its application to the AUC.

Who is the AESO?

Alberta's transmission system, sometimes referred to as the Alberta Interconnected Electric System (AIES), is planned and operated by the AESO. The transmission system comprises the high-voltage lines, towers and equipment (generally 69 kV and above) that transmit electricity from generators to lower voltage systems that distribute electricity to cities, towns, rural areas and large industrial customers.

The AESO's role is to maintain safe, reliable and economic operation of the AIES. The AESO's planning responsibility includes determining the need for transmission system development and the manner in which that need is met. The AESO is also mandated to facilitate the interconnection of qualified market participants to the AIES. The AESO is regulated by the AUC and must apply to the AUC for approval of its NID.

How is AltaLink Management Ltd. (AltaLink) involved?

AltaLink is the transmission facilities owner (TFO) in the Pincher Creek area. While the AESO is responsible for identifying that transmission system development is needed, AltaLink is responsible for detailed siting and routing, constructing, operating and maintaining the associated transmission facilities. The AESO has directed AltaLink to provide information to stakeholders on this need and to file a facility proposal application with the AUC which will include a detailed description and location of the proposed transmission connection.

Further Information

The AESO appreciates your views on the need for transmission system development and your comments are encouraged. If you have any questions or suggestions regarding the need for the proposed transmission system development in the Pincher Creek area or the AESO's application regarding this need, please contact:

Marina Lakhani
AESO Stakeholder Relations
1-888-866-2959
stakeholder.relations@aeso.ca
2500, 330 – 5th Avenue SW
Calgary, Alberta T2P 0L4

If you have any questions or concerns, please contact us at 1-888-866-2959 or at stakeholder.relations@aeso.ca. The AESO is committed to protecting your privacy. Your feedback, comments and/or contact information collected by the AESO will be used to respond to your inquiries and/or to provide you with further information about the project. The AESO will not use your personal information for any other purposes and will not disclose your information without consent or a legal obligation.

If you choose to communicate by email, please note, email is not a secure form of communication. Security of your communication while in transit cannot be guaranteed.



ALTALINK

August 2014

Electric system improvements near you

Windy Point Wind Farm
(130L Transmission Line Interconnection)

AltaLink's transmission system efficiently delivers electricity to 85 per cent of Albertans. Dedicated to meeting the growing need for electricity, AltaLink connects Albertans to renewable, reliable and low-cost power. With a commitment to community and environment, AltaLink is ensuring the transmission system will support Albertans' quality of life for years to come. Learn more at www.altalink.ca.

You are receiving this newsletter because you are near the Windy Point Wind Farm (130L Transmission Line Interconnection) and we want your input.

This project will connect Windy Point Wind Park Ltd.'s wind farm and their proposed Boulder Run 501S substation to the electric system, providing Alberta with a new source of renewable energy.

You may have previously received information from Windy Point Wind Park Ltd. about its proposed wind farm and substation in the area. If you have questions concerning their facilities, please contact Windy Point Wind Park Ltd. using the contact information that is included at the end of this newsletter.

We are providing you with:

- project details
- maps of the proposed project sites
- information about how you can provide your input
- the project schedule

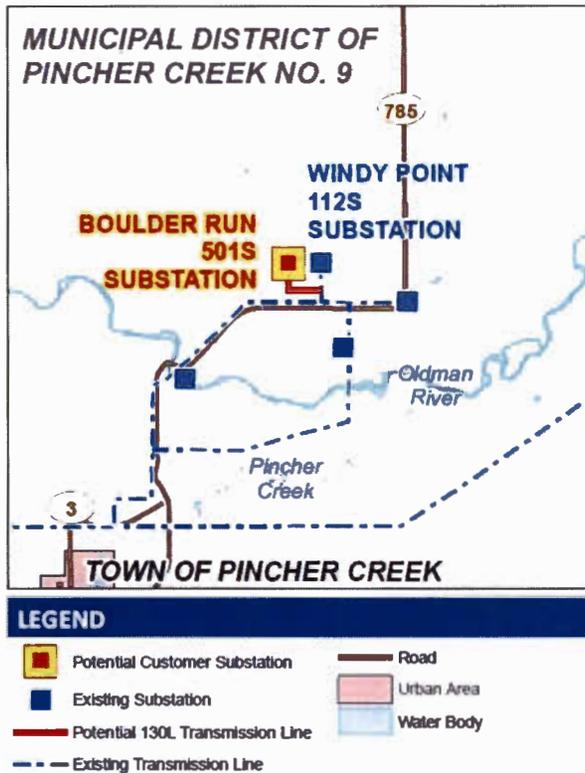
DEFINITION:

Transmission

Transmission lines make up Alberta's electric highway, linking the places where power is generated to your community where power is used. Transmission lines transport large amounts of power over long distances from power plants across the province. The transmission system connects diverse sources of power generation including wind, high-efficiency coal, natural gas and more.

CONTACT US

1-877-267-1453
stakeholderrelations@altalink.ca
www.altalink.ca/regionalprojects



The transmission structures along the proposed 130L line will look similar to the above

Project details

The Windy Point Wind Farm (130L Transmission Line Interconnection) project is located approximately 12 kilometres (7 miles) northeast of the town of Pincher Creek in SE-27-7-29-W4. Please see the attached map (DP1) for location details.

The project involves constructing a new 138 kV (kilovolt) transmission line, named 130L, to connect Windy Point Wind Park Ltd's proposed Boulder Run 501S substation to the electric grid. The proposed 130L line will be approximately 90 metres (295 feet) in length and connect to the existing 893AL transmission line, as shown on the attached map (FP-DP1). Connecting the wind farm to the electric system will provide Albertans across the province with a new source of renewable energy.

The transmission structures along the proposed 130L line:

- will be wood pole structures
- may be supported by guy wires
- will be single-circuit
- will have a height of approximately 22 metres (72 feet)
- will have a right-of-way of 20 metres (67 feet), however AltaLink may expand this right-of-way if required

After evaluation of the project area and initial consultation with Windy Point Wind Park Ltd. and other stakeholders, AltaLink identified the route option shown in the attached FP-DP1 map for further consultation. This route option reflects the requirement to connect with the 893AL transmission line, while minimizing the potential impact to existing agricultural operations where possible.

When identifying route options, AltaLink takes several factors into consideration in an effort to find routes with a low overall impact. Some of the factors we take into consideration include agricultural, residential, environmental, electrical, cost, visual and other special considerations. Stakeholder input with respect to the criteria listed is an important part of our planning process.

Electric and Magnetic Fields (EMF)

AltaLink recognizes that people have concerns about exposure to Electric and Magnetic Fields (EMF) and we take those concerns very seriously. Everyone in our society is exposed to EMF from many sources, including:

- power lines and other electrical facilities
- electrical appliances in your home
- building wiring

National and international organizations such as the World Health Organization and Health Canada have been conducting and reviewing research about EMF for more than 40 years. Based on this research, these organizations have not recommended the general public take steps to limit their everyday exposure to EMF from high voltage transmission lines. If you have any questions about EMF please contact us.

Website: www.altalink.ca/emf

Email: emfdialogue@altalink.ca

Toll-free phone number: 1-866-451-7817

Providing your input

We will contact landowners, residents and occupants near the proposed transmission line project to gather input and address questions or concerns.

After the consultation process is complete we will file an application with the Alberta Utilities Commission (AUC). The AUC will review the application through a process in which stakeholders can participate.

We will notify stakeholders when we file the application and again once the AUC has reached a decision about the project. To learn more about the AUC process and how you can become involved, please refer to the brochure included in this package titled *Public Involvement in Needs or Facilities Applications*.

Anticipated project schedule

Notify and consult with stakeholders	August - September 2014
File application with Alberta Utilities Commission (AUC)	September - October 2014
Start construction if project is approved	March 2015
Construction completed	December 2015

Although we attempt to follow the anticipated project schedule it is subject to change. We will continue to provide you with updated schedule information if required as the project progresses.

Contact us

To learn more about the proposed connection of the Bolder Run 501S substation to the electric grid, please contact:

ALTALINK

1-877-267-1453 (toll free)

E-mail: stakeholderrelations@altalink.ca

Website: www.altalink.ca/regionalprojects

To learn more about Windy Point Wind Park Ltd.'s wind farm or Boulder Run 501S substation project, please contact:

WINDY POINT WIND PARK LTD.

Lee Anderson at (905) 278-7677 x4103

Email: Lee.Anderson@mainstreamrp.com

To learn more about Alberta's electric system and the need for the project, please contact:

ALBERTA ELECTRIC SYSTEM OPERATOR (AESO)

1-888-866-2959

E-mail: stakeholder.relations@aeso.ca

The Alberta Electric System Operator (AESO) is an independent, not-for-profit organization responsible for the safe, reliable and economic planning and operation of the provincial transmission grid. For more information about why this project is needed, please refer to the AESO's Need Overview included with this package, or visit www.aeso.ca. If you have any questions or concerns about the need for this project you may contact the AESO directly.

To learn more about the application and review process, please contact:

ALBERTA UTILITIES COMMISSION (AUC)

780-427-4903 (toll-free by dialing 310-0000 before the number.)

E-mail: utilitiesconcerns@auc.ab.ca

PRIVACY COMMITMENT

AltaLink is committed to protecting your privacy. Your personal information is collected will be protected under AltaLink's Privacy Policy and the Freedom of Information and Protection of Privacy Act. As part of the regulatory process for new transmission projects, AltaLink may provide your personal information to Alberta Utilities Commission (AUC). For more information about how AltaLink protects your personal information, visit our website at www.altalink.ca/privacy or contact us directly via e-mail privacy@altalink.ca or phone at 1-877-267-6760.

INCLUDED IN THIS INFORMATION PACKAGE:

- Project maps
- AUC brochure: *Public Involvement in Needs or Facilities Applications*
- AESO Need Overview Document

DID YOU KNOW?

According to the Canadian Electricity Association, Canada's electricity grid was built for a population of about 20 million, but is today servicing around 35 million people. Provinces across Canada, including Alberta, are working to reinforce their aging electric systems so they can continue to provide customers with reliable power.



LEGEND

- Potential 130L Transmission Line
- Existing Transmission Line
- 20m Right of Way Boundary
- Potential Customer Substation
- Existing Substation
- Residence
- Pipeline
- Road

NO 35017030-6201
 DRAWN KS - TERA
 FILE NO. TERA 497246
 REVISION 0 02 01
 AL FOLDER: Windy_Point
DATE: 2014-08-11



Photography dated: 2012 Source: Valtus Imagery Services 40cm Colour Ortho Photography
 Although there is no reason to believe that there are any errors associated with the data used to generate this product or in the product itself, users of these data are advised that errors in the data may be present

DETAIL PHOTO DP1

ALTALINK

POTENTIAL

**Windy Point Wind Farm
 130L Transmission Line Interconnection**

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

BOULDER
RUN 501S

WINDY POINT
112S SUBSTATION

SE-27-7-29-W4

893L

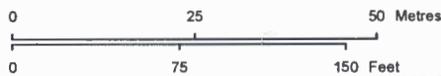
785

NE-22-7-29-W4

LEGEND

- Potential 130L Transmission Line
- - - Existing Transmission Line
- 20m Right of Way Boundary
- Potential Customer Substation
- Potential Guy Anchor Easements
- Existing Substation
- Road

NO: 35017030-6201
DRAWN: KS - TERA
FILE NO: TERA 497246
REVISION: 0.02.01
AL FOLDER Windy_Point
DATE: 2014-08-11



Focused On
Detail Photo
DP1

FOCUS PHOTO **FP1-DP1**

ALTALINK

POTENTIAL

Windy Point Wind Farm
130L Transmission Line Interconnection

Photography dated: 2012 Source: Valtus Imagery Services 40cm Colour Ortho Photography
Although there is no reason to believe that there are any errors associated with the data used
to generate this product or in the product itself, users of these data are advised that
errors in the data may be present.

MDInfo

From: Pincher Creek Chamber of Commerce <info@pincher-creek.com>
Sent: Thursday, August 14, 2014 12:35 PM
To: 'Pincher Creek Chamber of Commerce'
Subject: Pincher Creek Awards of Excellence 2014 - Sponsorship opportunity - Nomination form
Attachments: Awards of Excellence 2014 - Nomination form.docx; Awards of Excellence 2014 - Sponsorship Opportunity.docx

Hi,

We are happy to announce our 2014 Awards of Excellence, taking place on Wednesday October 22nd 2014, at the Heritage Inn.

We are looking for:

- 1) Sponsors for this successful event. Please find a sponsorship form attached.
- 2) Nominations. Feel free to hand out the nomination forms to your customers and/or to nominate one or more people yourself.
- 3) Door prizes. Let me know if you have something you would like to donate for this event. I will be happy to come and pick it up!

Enjoy the rest of the summer.

Kind regards,
Lieve
403-627-5199



19TH ANNUAL AWARDS OF EXCELLENCE - NOMINATION FORM

The Pincher Creek & District Chamber of Commerce is proud to announce their 19th Annual Awards of Excellence on Wednesday October 22nd, 2014. We count on you, our community members, to choose the Pincher Creek Businesses/Organizations/Individual you would like to nominate. They provide you year round with their services, excellent products, competitive rates, volunteer efforts and friendly faces. So why not give them a little recognition and support with your nomination.

I Nominate the Following Business/Organization/Individual: _____

I have notified the nominee

Category (please check one per form): each category is followed by a few guidelines to help you with your nomination.

Farm Family Award

Awarded to a rancher, farmer or any agricultural operation maintaining a healthy environment with a positive approach to environmental concerns. The nominee can be a couple, an individual or a family that have shown outstanding management skills and a strong sense of community spirit.

Large Business Award (10 and over employees)

How has this Business shown outstanding community spirit and support and how does it exhibit customer service?

Small Business Award (1 to 9 employees)

How has this Business shown outstanding community spirit and support and how does it exhibit customer service?

Environmental Stewardship Award (open to All Businesses/Organizations)

How has this Business/Organization shown awareness for the environment and recognition of its stewardship role within the ecosystem? What is the uniqueness of this operation that is the reason it was nominated?

Customer Service Award (open to All Businesses/Organizations)

How is a positive attitude generated so that the client/customer wants to come to this Business/Organization and how does it show its integrity? In what way does this Business/Organization go the extra mile for its client/customer?

Spirit of Pincher Creek Award (open to all Businesses/Organizations/Committees/Individuals)

How has this business, organization, committee or individual contributed to making a difference within our community?

Junior Entrepreneur Award (open to All Businesses)

Awarded to a Business Entrepreneur aged 30 years or younger with strong leadership skills, a great drive and determination to succeed and good work ethic.

Employee of the Year Award (open to all Businesses/Organizations)

Awarded to the 'Shining Star' who shows excellent service (front or back of Business/Organization) and demonstrates integrity and leadership.

Please give an explanation and the main reason as to why this Business, Organization or Individual warrants this nomination. Judging will be based on the information you give us. Attach another page if you wish!

Nominated by: _____ **Phone:** _____

Please complete the form and return it by **September 30th, 2014** to the Pincher Creek and District Chamber of Commerce, Box 2287 Pincher Creek, Alberta T0K 1W0.
Phone 403-627-5199. E-mail: info@pincher-creek.com

Thanks for your participation and support. Kind regards, The Chamber Board



e-mail: info@pincher-creek.com, phone: 403-627-5199

19TH AWARDS OF EXCELLENCE SPONSORSHIP OPPORTUNITY

The Pincher Creek & District Chamber of Commerce is proud to announce their 18th Annual Awards of Excellence on Wednesday October 22nd, 2014. We offer you and your business the **opportunity to sponsor** this event. Don't miss out on this great chance and sign up for a sponsorship today.

DIAMOND SPONSOR - \$1,000

- a display table at the entrance of the banquet room
- a special mention in the script
- receives 8 tickets to the banquet
- presents an award
- receives a double page ad in the program (8"x10")

PLATINUM SPONSOR - \$500

- receives 8 tickets to the banquet
- presents an award
- receives a full page ad in the program (8"x5")

GOLD SPONSOR - \$250

- receives 4 tickets to the banquet
- receives a half page ad in the program (4"x5")

SILVER SPONSOR - \$100

- receives 2 tickets to the banquet
- receives a business card ad in the program

BRONZE SPONSOR - \$50

- receives 1 ticket to the banquet
- receives a listing in the program

Business Name: _____

Manager: _____

Phone number: _____ E-mail address: _____

Yes, I would like to be a Sponsor. Please indicate sponsor level below:

DIAMOND PLATINUM GOLD SILVER BRONZE

Thanks for sending us this form together with a cheque to: Pincher Creek & District Chamber of Commerce, Box 2287, Pincher Creek, AB, T0K 1W0. To pay with Visa or MC, call Lieve at 403-627-5199.

We thank you in advance for your support and we look forward to seeing you at **the 2014 Awards!**

Kind regards, The Chamber Board

NOTE: WE ARE ALSO LOOKING FOR DOOR PRIZES. PLEASE LET US KNOW IF YOU HAVE SOMETHING THAT YOU WOULD LIKE TO DONATE. THANKS!



Office of the Minister
MLA, Edmonton-Glenora

F1g

RECEIVED
AUG 19 2014
M.D. OF PINCHER CREEK

Stars of Alberta Volunteer Awards 2014 - Call for Nominations

In every Alberta town and city, we have ordinary people who do extraordinary things that make our communities the kind of vibrant, welcoming places we can all take pride in.

These volunteers are your friends and neighbours, the young people and seniors and the moms and the dads who can be counted on to help make that fundraiser a success or serve on that volunteer board. The compassion and concern of volunteers touch the lives of anyone who enjoys a local festival, attends an event at a community centre or who receives a comforting smile at a hospital or a helping hand at a food bank.

Volunteers give freely of their talents and time to make a difference. Will you take the time and make a difference by helping us honour outstanding volunteers in your community?

The Stars of Alberta Volunteer Awards recognize Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members. Any Albertan whose volunteer efforts have played a significant role during their lifetime is eligible. Six awards are presented annually; two in each category of youth, adult and senior. The awards will be presented at a special ceremony in Edmonton on International Volunteer Day, December 5.

I encourage you to nominate an outstanding volunteer today.

For more information, please refer to the enclosed 2014 Stars of Alberta Volunteer Awards nomination form or visit the Community and Voluntary Services page on our website at www.culture.alberta.ca. The deadline for nominations is Monday, September 15.

Thank you for your support in recognizing Alberta's volunteers.

Heather Klimchuk
Minister

Enclosure

2014
STARS OF ALBERTA
VOLUNTEER
Awards

GUIDELINES

*The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines:

1. The nominee must meet the eligibility criteria outlined in the nomination form.
2. The nominee must be a resident of Alberta at the time of the nomination.
3. The individuals identified as references for the nominee must agree to have their personal information included in the nomination form.
4. Nominations made by family members will not be accepted.
5. Nominations cannot be submitted without permission of the nominee.
6. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
7. By signing the nomination form, each nominator and nominee agrees to:
 - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
 - Participate in the awards program and the nomination process.
8. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2014.
9. The decisions of the selection committee are final.
10. Nominations become the property of the Government of Alberta and will not be returned.
11. Nominations that are incomplete or do not comply with these guidelines may be disqualified. Alberta Culture will not accept responsibility for incomplete, inaccurate, lost or late nominations.

*Guidelines are subject to amendment by Alberta Culture.

2014
STARS OF ALBERTA
VOLUNTEER
Awards

The *Stars of Alberta Volunteer Awards* honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. Six awards, two in each category of youth, adult and senior are presented annually on or around International Volunteer Day, December 5.

AWARD CRITERIA

Albertans, who meet the following criteria, are eligible for a Stars of Alberta Volunteer Award:

- Exemplifies the spirit of community service;
- Demonstrates exemplary initiative, leadership, and creativity in his/her service to others;
- Serves as a role model for others in his/her community;
- Inspires others to engage in volunteer service; and
- Improves the overall quality of life of fellow Albertans and the community as a whole.

NOMINATION CHECKLIST

Submissions for the 2014 Stars of Alberta Volunteer Awards must include the following:

- Letter of Nomination submitted by the nominator;
- Completed Nomination Form signed by the nominee and the nominator;
- Completed Critical Information (detailed responses to the requested points one through eight in a separate attachment); and
- Completed list of references.

Freedom of Information and Protection of Privacy Act (FOIP)

The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta Volunteer Awards program and to select and publicize the achievements of the award recipients.

Submissions can now be made online. For complete instructions visit:
www.culture.alberta.ca/voluntarysector/stars

DEADLINE FOR NOMINATIONS:
MONDAY, SEPTEMBER 15, 2014

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2014.

NOMINATION FORM



NOMINEE

Mr. Mrs. Ms. Miss

First name: _____ Last name: _____

Category:

Youth (up to 24 years of age) Adult (ages 25-64) Senior (ages 65 and over)

Mailing address and contact information:

Street: _____

City/Town: _____ AB Postal Code: _____

Telephone (day): _____ Cell Phone: _____

E-mail: _____

Nominee or Nominee's Parent/Guardian (for Nominees under 18 years of age) must sign and agree to the following:

I have read the complete nomination submission and certify that it accurately describes my and/or my child's volunteer and community work. I agree that it may be provided by the nominator to Alberta Culture, and that Alberta Culture may collect the information on that basis, so that I/my child may be considered for the Stars of Alberta Volunteer Awards. I also agree that Alberta Culture may contact the references who are identified in this submission to verify the information provided or to seek additional related information from them. Should I/my child be selected for the Award, I consent to the use and disclosure of my and/or my child's personal information (including photographs, video, name and quotation) as necessary, without compensation, for awards-related publicity.

Signature: _____ Date: _____

NOMINATOR

Mr. Mrs. Ms. Miss

First name: _____ Last name: _____

Organization (if applicable): _____

Mailing address and contact information:

Street: _____

City/Town: _____ AB Postal Code: _____

Telephone (day): _____ Cell Phone: _____

E-mail: _____

Signature: _____ Date: _____

CRITICAL INFORMATION

This information should be provided in a separate attachment.

1. Describe the nominee's current volunteer activities.
2. Describe the nominee's last five years of volunteer activities.
3. Indicate the nominee's current paid occupation (if applicable).
4. Indicate an approximate amount of volunteer hours the nominee has contributed in the past year.
5. Describe how the nominee exemplifies the spirit of community service.
6. Describe how the nominee demonstrates initiative, leadership and creativity in his/her volunteer activities.
7. Describe how the nominee serves as a model for others in his/her community and/or inspires others to engage in volunteerism.
8. Describe how the nominee's volunteer efforts improved/benefited the overall quality of life of his/her fellow Albertans and community as a whole.

LIST OF REFERENCES

List the names and contact information of at least three people who are familiar with the nominee's achievements.

Name: _____

Organization: _____ Telephone (day): _____

Cell Phone: _____ Email: _____

Name: _____

Organization: _____ Telephone (day): _____

Cell Phone: _____ Email: _____

Name: _____

Organization: _____ Telephone (day): _____

Cell Phone: _____ Email: _____

Mail or fax your completed nomination package to:

Stars of Alberta Volunteer Awards
907 Standard Life Centre, 10405 Jasper Avenue
Edmonton, AB T5J 4R7
Fax: 780-427-4155

For additional information visit www.culture.alberta.ca/voluntarysector/stars

Or contact Alberta Culture

780-415-8139 (toll-free by first dialing 310-0000)
or abvolunteerawards@gov.ab.ca



Kootenai Brown Pioneer Village
1037 Bev McLachlin Dr., PO Box 1226
Pincher Creek, AB T0K 1W0
(403) 627-3684 mail.kbpv@gmail.com
www.kootenaibrown.ca

August 20, 2014

F1h
RECEIVED
AUG 20 2014
M.D. OF PINCHER CREEK

Dear Reeve and Council, Municipal District of Pincher Creek,

As you may be aware, the Historical Society has been offered the former Turcott Building as a donation. We are thrilled to have this opportunity as it is the only piece of commercial history left in our community that could be re-located at Kootenai Brown Pioneer Village.

We are in the process of organizing this move now. Despite the relatively short timelines that we are working within in order to save this building and significant historical stories that it can tell within the context of our Museum, an amazing amount of community members have come forward to support this project. Many people support the re-location of the Turcott building to the Village for the way that it will be able to help us fulfill our mission to "benefit the community through providing authentic historical experiences in order to promote education and enjoyment of our cultural history." There are also many who have come forward to offer support in the way of cash and in-kind donations. So far the following people and businesses that have offered to help out. Fortis and Shaw have been approached for a donation of their fees to lift or lower the lines. Wade Kerner, of Kerner's Moving out of Lethbridge moved the building off its main street location and is very anxious to be the one to move it again. He has offered us a very generous rate. The property owner donating the building offered to pay half of the moving fees. A community member has offered the equipment to dig the basement and to remove five large older trees that require attention. We want to ensure that the MD of Pincher Creek has an opportunity to participate in this exciting project, especially due to the MD's history with the building.

A brief history is as follows - The Canadian Bank of Commerce built the building in 1906 and occupied it until 1934. The MD's of Robert Kerr and of Pincher Creek occupied the CIBC building from 1935-1964 with its administration offices. Starting in the late 1940s, law offices of Carswell and Company, later to become Turcott and Company shared the space with the MD, later purchasing it to remain there until 1989.

To let you know what has happened so far, we have applied for the development permit from the Town of Pincher Creek and have passed that process. We held a public open house for our neighbours to inform them of the move and had an excellent response. There are many logistics that



Kootenai Brown Pioneer Village
1037 Bev McLachlin Dr., PO Box 1226
Pincher Creek, AB T0K 1W0
(403) 627-3684 mail.kbpv@gmail.com
www.kootenaibrown.ca

must be completed before the move to our location, but with a generous and awesome group of dedicated volunteers and equipment, we will accomplish that.

The generosity we have already received from the community has covered many of the cost areas that will be incurred with this project, however, there are still some gaps in the overall budget. Specifically, we require a proper basement to be poured. Therefore, we can utilize the heating and electrical that already exists and make the best use of this building. The basement could store the furnace and electrical panel, as well as provide space for museum purposes appropriate to a basement space. A cash donation is what is needed to make the basement part to the project happen. We would be happy to discuss with the MD Council further how we might be able to partner on this project to see that it is carried out in the best way possible for our community.

We truly appreciate your positive consideration of our request. We have never received such an awesome donation to the collection and we need to treat it right.

Sincerely,

Colleen Casey-Cyr, President

Pincher Creek & District Historical Society



Office of the Lieutenant Governor of Alberta
3 Floor, Legislature Building
10800 - 97 Avenue
Edmonton, Alberta, Canada T5K 2B6

RECEIVED
AUG 21 2014
M.D. OF PINCHER CREEK

AR 2579

August 12, 2014

The Royal Canadian Legion, Branch 43
c/o Mr. Norm Walker
Box 141
Cowley, Alberta
T0K 0P0

Dear Mr. Walker:

Thank you for inviting His Honour, Colonel (Ret'd) the Honourable Donald S. Ethell, OC OMM, AOE, MSC, CD, LLD, Lieutenant Governor of Alberta to participate in the Remembrance Day Service on November 5, 2014.

We are pleased to advise that the Lieutenant Governor and Her Honour, Linda Ethell will be able to join you for this special service and look forward to meeting the citizens of Pincher Creek and area.

To assist our office in preparing for Their Honours' attendance, we will forward a set of function sheets by email. We request that these forms be completed and returned to our office no later than October 16, 2014 to LTGov@gov.ab.ca. You will also receive a guide on Ceremony and Protocol requirements. Please contact me at (780) 427-7243 if you have any questions on these matters

Sincerely,

A handwritten signature in black ink that reads "B. Walline".

Barb Walline (Ms.)
Private Secretary to the Lieutenant Governor



The Royal Canadian Legion

BRANCH 43

Box 131

PINCHER CREEK, ALBERTA T0K 1W0

Norm Walker

P.O. Box 141

Cowley, AB

T0K 0P0

(403) 628-3570

Your Excellency,

I am writing on behalf of our Pincher Creek Legion Branch No. 43, as it's Poppy Chairman and school rep. We are asking you if you would honour us with a visit to one of our school Remembrance Day Programs 2014. I have included last year's 2013 program events.

We are looking to the Remembrance Day service at Matthew Halton High School. The service would be held at 13:00 hrs Wednesday the 5th of November 2014. As you may know Matthew Halton was a war correspond embedded with the troops during the war and his portrait is displayed in the school. This shows him in his uniform with several wound strips. In our school visit, it would include five schools and two senior's homes.

Schools are as follows:

St. Michaels

Matthew Halton High School

Canyon School

All of Pincher Creek

Livingstone School of Lundbreck

Piikani Nation Secondary School First Nation of Brocket

Our School contact is Ms. Susan Robinson phone number (403) 627-4414. The Remembrance Day program would include local war veterans and U.N. Nato veteran members of RCMP, Legion Colour Party, plus Piper, local Cadets in uniforms, Legion members, Teachers of the schools, community leaders, and our local citizens.

If we are fortunate enough to be honoured with a visit from our Queens representative for Alberta, we could hold the service in the Community Hall, and would have the other schools in our area bussed in. We can sit over four hundred in our Community Hall. We have an all weather air strip here and RCMP post here.

In closing I would like to say I can understand how many requests you must receive in one year for events like this, but I am only thinking of what a role model you would be for our young people to see. Starting out as you did as \$89.00 a month Rifleman in the Queens Own Rifles of Canada. For our older citizens it would be a joyous event to remember, as I am sure they would love to see you personally and make a dull day brighter for them. This is all I have to say on this request, we will await your response and respect the decision you choose to make on this matter. You are in our thoughts and prayers.

Respectfully,

Original- LT/GOV

CC: Royal Canadian Legion

Susan Robinson

Norm Walker



Office of the Minister

Council
Corresp. For Info

RECEIVED

JUL 14 2014

M.D. OF PINCHER CREEK

F2a

AR73719

July 7, 2014

Reeve Brian Hammond
Municipal District of Pincher Creek
PO Box 279
Pincher Creek, AB T0K 1W0

Dear Reeve Hammond,

I am pleased to announce that the new Alberta Community Partnership (ACP) guidelines and application form are now available on the Municipal Affairs website at www.municipalaffairs.alberta.ca/albertacommunitypartnership.cfm. The guidelines and form are retroactive to April 1, 2014.

The ACP replaces the former Regional Collaboration Program (RCP). The new program retains feature elements of the former RCP, but with expanded project eligibility that includes support for capital and limited-term operating expenditures, and options for multi-year funding.

The ACP has grown from four to six program components. Two new components, Intermunicipal Collaboration (IC) and Metropolitan Funding (MF), have been created from the former Regional Collaboration component, and a new Viability Review Support (VRS) component has been added to provide support for municipal restructuring activities. The Mediation and Cooperative Processes, Municipal Internship, and Strategic Initiatives components are retained under the ACP, with the addition of a new finance officer stream under the Municipal Internship component.

The IC component provides support up to \$350,000 towards collaborations of two or more municipalities to explore, plan, or implement new or enhanced regional municipal services. Full details on the IC component can be found in Schedule 1 of the ACP guidelines.

The MF component provides an annual funding allocation to municipalities with populations greater than 55,000, to support the unique pressures faced by Alberta's largest municipalities. It also provides an annual allocation to the Capital Region Board and Calgary Regional Partnership for their operations.

.../2

Reeve Brian Hammond

-2-

Beginning in 2015/16, a municipal cost-share requirement will be introduced to both the IC and MF components. Cost-share requirements stipulate that a specific portion of the project or allocation must be funded by the participating municipalities undertaking the project.

Should you have inquiries regarding the ACP guidelines and application form, or if you require a printed version, please contact a program advisor in the Regional Grant Programs area, toll-free at 310-0000, then 780-427-2225.

I look forward to working with you to support municipal collaboration to make our communities and our province stronger.

Sincerely,

A handwritten signature in black ink, appearing to read "G Weadick". The signature is fluid and cursive, with a large initial "G" and a stylized "W".

Greg Weadick
Minister of Municipal Affairs

cc: Wendy Kay, Chief Administrative Officer, Municipal District of Pincher Creek



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta, Canada, T5K 2B6

JUL 16 2014

Mr. Brian Hammond
Reeve
Municipal District of Pincher Creek
PO Box 279
Pincher Creek, Alberta T0K 1W0

Dear Reeve Hammond:

I appreciate the opportunity to follow up on our recent conversation, as I am committed to the continued success of Alberta's municipalities.

A key part of supporting municipalities is reviewing the *Municipal Government Act (MGA)* and ensuring Alberta's communities have a strong foundation to grow and thrive. During consultations over the last six months, we have heard from thousands of Albertans and organizations on how the *MGA* should be revised to meet the changing needs of Alberta's communities. We are now carefully considering the input provided by Albertans, and will be using what we heard to help make key decisions when updating the *MGA*. A revised Act will be introduced in the Legislature as early as spring 2015.

The Government of Alberta recognizes that municipalities face a variety of challenges and needs depending on their location, size, and numerous other factors, and that municipalities require stable funding so they can provide essential services to Albertans. The province is strongly committed to building communities and supporting municipalities in addressing their priority infrastructure needs. As such, significant financial support to municipalities is provided under the Municipal Sustainability Initiative (MSI), Alberta Community Partnership (ACP), and Building Canada-Gas Tax Fund (GTF).

The MSI provides significant financial support to municipalities for infrastructure needs. MSI capital funding is flexible, supporting local infrastructure projects such as municipal roads, bridges, public transit, water and wastewater systems, and municipal facilities. Over the life of the MSI, the province remains committed to providing the full \$11.3 billion in funding to municipalities, in addition to the \$1 billion increase in Budget 2014 (over three years) resulting from the Basic Municipal Transportation Grant consolidation with MSI. The Government of Alberta acknowledges that the MSI Memorandum of Agreement states grant payments will end in fiscal 2016/17. It is anticipated that the agreements will be reviewed and amended in the future.

.../2

Alberta

Council
Corresp - For Info

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JUL 22 2014
M.D. OF PINCHER CREEK

The new ACP, introduced this year, will retain the feature elements of the former Regional Collaboration Program, and will expand program eligibility and support for project implementation. Joint projects through the ACP foster growing partnerships, draw communities together through shared efforts and goals, and could lead to cost reductions that would help alleviate municipal budget pressures. The new 2014/15 ACP program materials will be available in July 2014.

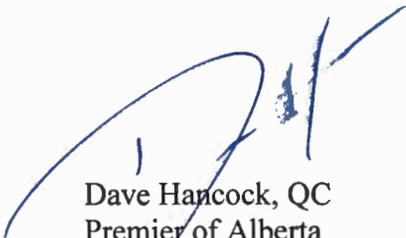
The renewed GTF will provide long-term funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long-term prosperity. Under the GTF, Alberta will receive over \$1 billion for the first five years of the program, with \$208 million expected in 2014. Additional flexibility to address specific local infrastructure priorities will be provided by expanding the range of eligible GTF projects to include recreational and cultural infrastructure, broadband connectivity, disaster mitigation infrastructure, and brownfield redevelopment.

Further information on program terms and conditions, as well as the application process, will be provided in the GTF program guidelines, which are expected to be available shortly after the provincial/federal agreement has been signed. The program information will also include municipal funding allocations. Similar to the process for the former GTF, each municipality will need to sign an agreement with the province to access the funding.

I appreciate hearing the concern about bridges and the funding needed to support this critical infrastructure. The Government of Alberta will continue to work with municipalities and the federal government to ensure local governments receive adequate funding to address their ongoing infrastructure requirements. However, the responsibility for determining local priorities and for establishing how those priorities will be funded remains with the municipality.

It was a pleasure to meet with you.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Dave Hancock', is written over the typed name and title.

Dave Hancock, QC
Premier of Alberta
Minister, Innovation and Advanced Education

Council
Corresp - For Info



F2c
RECEIVED

JUL 29 2014

M.D. OF PINCHER CREEK

AR73200

JUL 22 2014

Reeve Brian Hammond
Municipal District of Pincher Creek
PO Box 279
Pincher Creek AB T0K 1W0

Dear Reeve Hammond, 

Thank you for your project application under the capital funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the following project has been accepted as a qualifying project under the capital funding guidelines. Your municipality may apply the following amount of your MSI capital funding allocation to the qualifying costs of the project:

CAP-5631 Pincher Creek Seed Cleaning Plant Expansion \$200,000
And Equipment Purchase

In order to recognize your success through this project, and to recognize the contribution that the MSI has made in achieving this success, please include this project in a published list of MSI-funded projects that is available to the public.

As per the MSI capital guidelines, I may select specific projects that merit enhanced public recognition. If the above project is selected, my ministry will contact you to develop a joint communication plan.

I wish you, your council, and the municipality's staff continued success with this project.

Sincerely,

Greg Weadick
Minister of Municipal Affairs

cc: Wendy Kay
Chief Administrative Officer, Municipal District of Pincher Creek

July 22, 2014

Thank you for your very generous support of the Food Bank. We will do great things together I am sure! Sincerely,

Ann

Jolene

Susan

Pat

...Making a difference in our community!

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JUL 28 2014
M.D. OF PINCHER CREEK

*Council-Corresp.
For Info*



McMan

Council
Corresp - For Info

Alberta Transportation

Regional Services/Lethbridge Region
3rd Floor
909 - 3rd Avenue, North **F2e**
Lethbridge, Alberta T1H 1
Canada
Telephone: 403-381-5426
www.transportation.alberta.ca

File No: 2300-Pinc-BR
Bridge File: 769, 452

July 29, 2014

RECEIVED

AUG - 6 2014

M.D. OF PINCHER CREEK

Mr. Leo Reedyk, A.A.E.
Director of Operations
Municipal District of Pincher Creek
P. O. Box 279
Pincher Creek, AB
T0K 1W0

Dear Mr. Reedyk,

RE: Local Road Bridge Program Grant – Remaining Funds

Thank you for your final reporting and reconciliation of costs for Grant No. 703575 for Bridge File 769, as well as the update for Grant No. 702140 for B.F. 452.

Please provide us with the local road bridge project(s) to which you intend to allocate the remaining \$105,670.71 that you continue to hold in trust for Alberta Transportation. For each project include a cost estimate and anticipated delivery schedule.

If you have any additional questions please call me at 403 382 4061.

Yours truly,



Ralph Witten, P. Eng
Bridge Manager – Southern Region

RW:sm

Alberta 

July 31, 2014

**Goose Lake Telecommunications Upgrade:
Notice of project approval**

RECEIVED

AUG - 6 2014

M.D. OF PINCHER CREEK

Thank you for your ongoing participation in the Goose Lake Telecommunications Upgrade project. The Alberta Utilities Commission (AUC) approved this project for construction on July 14, 2014.

Next steps

We plan to begin construction in August 2014, and anticipate it will take approximately two months to complete. Where construction activities are required to take place on private property, we will contact you in advance to discuss the specific dates and times we will require access to your property.

Depending on where you are in relation to the project, you may see or hear:

- noise and construction crews
- work at the existing Goose Lake and Pincher Creek substations

AUC approval

When the AUC approves a transmission project, it grants AltaLink permit and license to operate. The permit and license for this project can be viewed on the AUC website at:

https://www.auc.ab.ca/eub/dds/iar_query/ApplicationAttachments.aspx?AppNumber=1610631

Project background

The Goose Lake Telecommunications Upgrade involves installing a new telecommunications tower at the Goose Lake substation. The existing telecommunications tower at the Pincher Creek substation will be removed. This upgrade is to maintain the safety and reliability of the electric system.

The new tower will be located inside the existing Goose Lake Substation fence – no new land is required. The new tower will:

- be approximately 40 metres (131 feet) tall
- have a triangular base of approximately 3 metres (10 feet)
- be self-supporting

The tower may be painted and have lighting to comply with Transport Canada's requirements.

Contact us

Stakeholder input has been critical in determining a solution for this project. We are available to address any questions or concerns you may have. Please contact us at stakeholderrelations@altalink.ca or 1.877.267.1453. Further information about this project is available at www.altalink.ca/projects. You will find the project in the list in alphabetical order.

Sincerely,



Dave Lee
Manager, Stakeholder Engagement

Council
Corresp. - For Info



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

F2g

RECEIVED

AUG - 6 2014

M.D. OF PINCHER CREEK

Reeve Brian Hammond
Reeve, Municipal District of Pincher Creek
PO Box 279
Pincher Creek AB T0K 1W0

Dear Reeve Hammond

Since it came into force 20 years ago, the *Safety Codes Act* (SCA) has served Alberta effectively. It is one of the strongest safety codes systems in the country, in part because we are constantly looking at ways to improve it. Our collective experience with the SCA has identified some new areas for improvement and a need to ensure that the SCA is able to meet Alberta's needs well into the future.

Together with the Safety Codes Council, Municipal Affairs has undertaken a review of the SCA to consider a variety of possible updates and changes, including options for enhancing safety codes service delivery, enforcement mechanisms and assisting municipalities with their safety codes system administration responsibilities.

The next step in our review is to engage municipalities and other key stakeholders in a broad consultation to garner input from those who have been most directly involved in and responsible for the effectiveness of our safety codes system.

In the coming days, Alex Morrison, Acting Assistant Deputy Minister of the Public Safety Division, and Brian Alford, President and CEO of the Safety Codes Council, who will be leading the consultation, will provide your administration with details on the information sessions and the web-based, core consultation process.

Municipal involvement in the safety codes system is vital to managing community risks, and I look forward to hearing from your municipality through this consultation.

Sincerely,

Greg Weadick
Minister of Municipal Affairs

F2h



Thank you...

Tender Thoughts
RECEIVED
www.tenderthoughts.com



8 83515 89387 5 4238306 00001

2.25 TETY82473-05V

TENDER THOUGHTS GREETINGS
1820 MATHESON BLVD MISSISSAUGA, ONTARIO L4W 0B3
©AGC, LLC MADE IN U.S.A.

Hammond, Wendy Kay & Fellow Councillors:

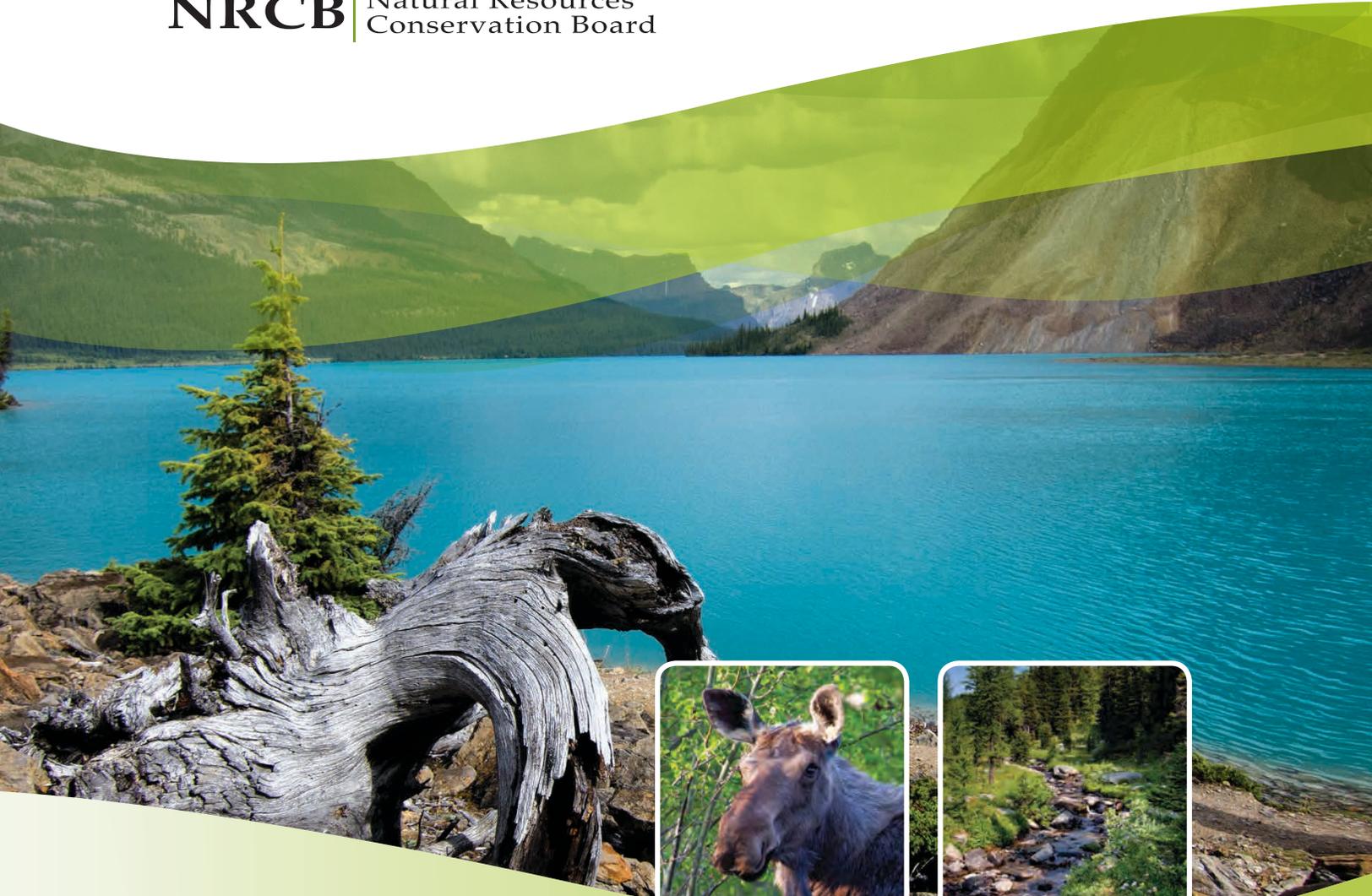
Pincher Creek District Citizens on Patrol
group would like to thank you for your
generous donation of funds for our
operating expenses throughout the year.
The \$2500 will help keep our patrols
out there, plus it will help us purchase
any equipment we may need.
Thank you so much for supporting our group.
Really appreciate it!

Robyn Dawson
President

...very much.



NRCB | Natural Resources
Conservation Board



Natural Resources Conservation Board
Annual Report 2013-14



Vision, Mission and Values

Our vision: to be a respected decision-maker, exemplifying integrity and foresight in the best interests of Alberta.

Our mission: as a quasi-judicial and regulatory agency, the NRCB makes impartial and knowledge-based decisions across two distinct mandates:

- Under the *Natural Resources Conservation Board Act*, the NRCB decides if natural resource projects are in the public interest, considering social, environmental and economic effects, and
- Under the *Agricultural Operation Practices Act*, the NRCB fulfills applications and compliance responsibilities, administers and advances policies, and conducts board reviews for confined feeding operations.

Our values: in achieving our mission, we honour the NRCB's core values of integrity, fairness, respect, excellence and service.

The 2013-14 financial reports of the Natural Resources Conservation Board are provided in the annual report issued by Environment and Sustainable Resource Development.



Message from the Chair

It is a great pleasure to chair the Natural Resources Conservation Board. I have the privilege of working with a group of outstanding colleagues who are dedicated to bringing their best to the work of the Board under both the *Natural Resources Conservation Board Act* and the *Agricultural Operation Practices Act*. Board members Jim Turner, Donna Tingley and Jay Nagendran bring diverse environmental, socio-economic and fiscal perspectives and expertise to our review processes under both acts, ensuring that Albertans are provided with fair and balanced decisions that are in the public interest.

The chair and Board members provide an arms-length, quasi-judicial review process that is independent of the Government of Alberta. This process extends to reviews of major non-energy projects, as well as other projects referred by order in council, and appeals of decisions made by approval officers and inspectors under the *Agricultural Operation Practices Act*. Responsibilities of the chair and Board include the governance of the Natural Resources Conservation Board.

The Natural Resources Conservation Board is funded by Environment and Sustainable Resource Development. The board reports through the chair to the Honourable Robin Campbell, Minister, Environment and Sustainable Resource Development. The Natural Resources Conservation Board is also responsible to the Honourable Verlyn Olson, Minister, Agriculture and Rural Development for the permitting and regulation of confined feeding operations under the *Agricultural Operation Practices Act*. In addition to reporting to both ministries, we consult with them and other ministries and agencies, and collaborate on cross ministry projects. We also maintain shared services agreements with the Alberta Energy Regulator and the Alberta Utilities Commission, and our Board members are appointed to the Surface Rights Board, the Land Compensation Board and other agencies as required.

We rely on and always appreciate the commitment and competence of our manager of Board reviews and general counsel. They continue to provide a high level of service for all participants in reviews and hearings, in addition to their regular duties. We also rely greatly on the expertise of science and technology staff, who participate in reviews of environmental impact assessments and provide assistance under the *Natural Resources Conservation Board Act*.

Peter Woloshyn continued to provide tremendous leadership as chief executive officer, working closely with our science and technology, field and corporate services divisions. Through his leadership and the work of our staff in all six offices, we continued to build a strong and effective organization dedicated to continuous improvement and excellence.

I am extremely proud to work with my Board colleagues and all of our co-workers within the Natural Resources Conservation Board, and to provide Albertans with confidence in our decisions regarding major, non-fossil fuel projects and the responsible development of confined feeding operations.

A handwritten signature in black ink, appearing to read 'Vern Hartwell'. The signature is written in a cursive, flowing style.

Vern Hartwell
Chair



Message from the CEO

2013-14 marked my seventh year as chief executive officer with the Natural Resources Conservation Board. I have the privilege of working with our expert Board, and leading our talented operational team, to support the delivery of the *Agricultural Operation Practices Act* and Board reviews of major non-energy natural resource projects. In the past year, we strengthened our organizational capacity for delivery of both acts, and continued to build sound operational policy. I would like to thank every member of our staff for their work on these and other initiatives.

Consultation with our stakeholders was productive. The Policy Advisory Group met twice in 2013-14, continuing to provide key advice. The Policy Advisory Group was joined by the Honourable Robin Campbell, Minister, Environment and Sustainable Resource Development, and the Honourable Verlyn Olson, Minister, Agriculture and Rural Development for the January 28, 2014 accountability session on delivery of the *Agricultural Operation Practices Act*. I would like to thank both ministers for participating in the session, which provided valuable feedback on our delivery of the act.

The new field of biogas energy production opened up a need for co-regulation of facilities that use a combination of manure, compost and other organic waste. Under an interim agreement with Agriculture and Rural Development and Environment and Sustainable Resource Development for the Lethbridge Bio-gas facility, we are now regulating the storage and spreading of the digestate, consistent with our regulation of liquid manure. We are working with both ministries to develop a long-term regulatory approach for all biogas facilities.

A draft policy on public notice for grandfathering determinations under the act was vetted through the Policy Advisory Group, and is now being implemented. Draft policies on abandoned facilities, construction deadlines and amendments to municipal conditions were also vetted through the Policy Advisory Group and will be implemented in 2014-15. In spring 2013 we introduced a surface water data collection protocol. A requirement for operators to sign a water licence declaration as part of their application for a permit was also introduced, following consultation with the Policy Advisory Group.

In addition to their regular duties, NRCB staff took on leadership roles in operational policy development and other projects. Science and technology and field staff continued our collaboration with Agriculture and Rural Development studies on the transfer of manure constituents to groundwater. Joint Call of the Land and municipal presentations were initiated with the ministry to support communication with operators and municipal councils. Staff led the continued redesign of the CFO database, the creation of new decision documents, implementation of the updated public website, and a new intranet site to support staff access to technical and corporate information. Aimed at providing links to useful resources on financial planning and personal well being, "A Better You" was launched and has been well received by staff. The successes of each of these initiatives reflect the vision, commitment and hard work of each and every staff member.

The threat of porcine epidemic diarrhea (PED) affected many jurisdictions in Canada and the United States in 2013-14. Due to the vigilance of Alberta's pork industry, Alberta has remained PED-free to date. I would like to commend the industry for its proactive actions to ensure the safety of Alberta's pork industry. 2013-14 was also a year of economic recovery for the pork industry. It is my hope that this trend will continue in 2014-15, and that we can look forward to a successful year for all of the livestock sectors.

A handwritten signature in black ink that reads "Peter Woloshyn". The signature is fluid and cursive, written over a light grey circular stamp.

Peter Woloshyn
Chief Executive Officer



Strategic Priorities 2013-14

Alberta’s non-energy natural resources and livestock industry are important contributors to the province’s economy. Under the *Natural Resources Conservation Board Act* and the *Agricultural Operation Practices Act*, the Natural Resources Conservation Board provides a robust review process and regulatory system, ensuring that growth in these sectors is environmentally sustainable and in the public interest.

Alberta’s livestock sector saw record prices in 2013-14 for cattle and a recovery of prices for the hog industry. A resurgence of profitability in these sectors is anticipated to lead over time to an increased number of applications for new or expanding confined feeding operations.

The Natural Resources Conservation Board continued to deliver on its strategic priorities in 2013-14, aimed at contributing to an effective regulatory framework, clear operational policy and strengthened infrastructure:

- **Cross government initiatives**—participated in cross-government initiatives on Water for Life, the Clean Air Strategy, and the Land Use Framework (South Saskatchewan Regional Plan). Worked with Agriculture and Rural Development and Environment and Sustainable Resource Development to develop a joint memorandum of understanding for the regulation of bio-digesters. Was also a full participant in the Government of Alberta results

based budgeting process for the Resource Management and Environmental Stewardship line of business.

- **Consistent delivery of the *Agricultural Operation Practices Act***—continued to emphasize consultation on operational policy with industry, municipal and non-government environmental stakeholders. In addition to two meetings of the multi-stakeholder Policy Advisory Group, the Natural Resources Conservation Board also jointly convened with Agriculture and Rural Development an accountability session on delivery of the *Agricultural Operation Practices Act*.
- **Risk based approach to assist in regulating confined feeding operations**—continued to emphasize use of a risk based environmental approach for the review of applications under the act, complaint response and the compliance program. Introduced the “Water Data Management Process for Confined Feeding Operations” for managing both groundwater and surface water data, and the “Implementation Plan for Surface Water Data Collection,” a protocol for documenting and analyzing surface water conditions on confined feeding operations.
- **Enhance confined feeding operation information and access**—introduced a new website to facilitate access to information, and continued to upgrade its CFO database.

Board Governance and Reviews



Left to right: Vern Hartwell, Chair, with Board members Jay Nagendran, Donna Tingley and Jim Turner

Board members are Vern Hartwell (chair), Donna Tingley, Jay Nagendran and Jim Turner. The chair and Board members are responsible for overall governance of the Natural Resources Conservation Board, conduct public interest reviews under the *Natural Resources Conservation Board Act*, and are the appeal body for decisions made by approval officers and inspectors under the *Agricultural Operation Practices Act*.

The chair and Board members provide an important arms-length review function for proposed natural resource projects. Projects are referred to the Board under the *Natural Resources Conservation Board Act* if a project requires an environmental impact assessment, or if Cabinet deems that a Board review to determine the public interest of a project is desirable.

As a quasi-judicial appeal body under the *Agricultural Operation Practices Act*, the chair and Board members ensure that operators and directly affected parties, including municipalities and neighbours, have an avenue for a fair and objective review of decisions that affect them. The Board considers each request received and will conduct a review if the appeal has sufficient merit.

Natural Resources Conservation Board Act

On February 25, 2014, the Board issued its public interest decision on the Parsons Creek Aggregates application to construct, operate and reclaim a limestone quarry project in the Regional Municipality of Wood Buffalo, near Fort McMurray.

Governance

The chair and Board members of the Natural Resources Conservation Board are responsible for the overall governance of the organization, its financial reporting and performance. The chief executive officer leads the operational divisions, including Corporate Services (finance, human resources and information technology), Field Services, and Science and Technology.

The Natural Resources Conservation Board complies with the requirements of the *Alberta Public Agencies Governance Act* and the *Public Agencies Governance Framework*. Its mandate and roles, code of conduct and Board member competency framework are publicly available at www.nrcb.ca.

The review of the applicant's environmental impact assessment was coordinated between the board and Environment and Sustainable Resource Development. The ministry deemed that the environmental impact assessment was complete and ready for consideration by the Board as of January 16, 2013. This triggered the Board's public review process. The notice of application was published February 18, 2013, the pre-hearing was held August 14, 2013 and the pre-hearing decision report was issued September 5, 2013.

The Board's review addressed consistency with the Lower Athabasca Regional Plan, and the environmental, economic and social effects of the project. The Board determined that the project is in the public interest, based on the applicant's plans and commitments and contingent on conditions identified by the Board. The conditions address air and water quality monitoring, noise levels, highway safety and reclamation. The full decision and all related notices and reports are available at www.nrcb.ca.

Agricultural Operation Practices Act

Board reviews

One request for review was received in 2013-14 and is being held in abeyance pending implementation of a compliance plan.

The Board released its decision on its review of the Sunterra Farms appeal on April 12, 2013. Sunterra Farms asked the Board to review an approval officer decision that denied its application to amend several conditions in its existing permit, issued by Special Areas Number 2 in 1997. The Board decision directed the approval officer to amend one condition, but declined to amend three other conditions. The decision is posted on the Natural Resources Conservation Board website.

Board Administrative Procedures

The Policy Advisory Group was provided with an update on the proposed revisions to the Board Administrative Procedures Regulation.

Core Business One:

Board reviews and appeals under the *Natural Resources Conservation Board Act* and the *Agricultural Operation Practices Act*

Performance Measure and Results

Efficiency of review process

Target: 100%

Percentage of Natural Resources Conservation Board's decisions issued within 80 working days of the conclusion of reviews under the *Natural Resources Conservation Board Act* and within 30 working days of the conclusion of hearings under the *Agricultural Operation Practices Act*

Results achieved

	2011/12	2012/13	2013/14
100%	100%	N/A	100%
2 AOPA reviews	2 AOPA reviews	No reviews completed	1 NRCBA review 1 AOPA review



Operations

Regulation under the Agricultural Operation Practices Act

The Natural Resources Conservation Board has records for approximately 2500 confined feeding operations in Alberta. This number reflects the majority of confined feeding operations in the province, most of which are family-run. In the experience of the Natural Resources Conservation Board, most families that own the operations live on-site and are committed to keeping their land and water safe and productive for future generations.

Environmental risk based approach for water quality issues

The operational divisions of the Natural Resources Conservation Board continued to employ the environmental risk screening tool to support the risk based compliance program, to respond to compliance issues on confined feeding operations, and to assess environmental risk for permit applications. Use of the tool and interpretation of results are addressed at twice yearly training sessions. All risk screening results are reviewed by an internal audit committee before follow up action is initiated.

Risk based compliance program

The risk based compliance program was implemented in 2011. Confined feeding operations were identified for the program if they use an earthen manure storage facility for liquid manure

that was constructed before 2002, and if they are located in a potentially high groundwater vulnerability area, as identified on Agriculture and Rural Development maps. To date, nearly half of the 172 operations initially identified from pre-2002 records no longer meet the criteria because they changed livestock type, were never constructed, or are no longer operating. Of the remaining operations, the majority of those screened have been ranked low potential risk, the lowest possible score. Inspectors follow up with operations ranked potential moderate or high risk to determine if follow up action is required. In some cases, staff also conduct additional follow up, including water sample collection or water level monitoring to verify the risk ranking.

Surface water data collection plan

The "Water Data Management Process for Confined Feeding Operations" was introduced in May 2013 to manage how groundwater and surface water data are recorded. The "NRCB Implementation Plan for Surface Water Data Collection" was also introduced in May 2013 to ensure that field staff use a consistent protocol to document surface water conditions when they are on site. To date, surface water issues requiring follow up have been identified at only six operations. Inspectors are working with the operators to address the issues at these sites.



Other initiatives:

- **CFO database improvements**—upgrades to the CFO database were continued. The database now captures more data and allows more capability for generating reports. Statistical reports generated as of 2013-14 will provide a more precise picture of applications and compliance by livestock type, and of complaints by type of complaint.
- **Communication with stakeholders**—Call of the Land podcasts and joint presentations to municipal councils were developed in coordination with Agriculture and Rural Development. Both strategies will continue in 2014-15. Articles were also provided for several stakeholder newsletters.
- **Website**—the updated and revised website (www.nrcb.ca) was released in July 2013.
- **Improved decision documents**—new application forms were introduced in October 2013, supported by new decision documents. The new documents will ensure that the reasons for an approval officer's decision are accessible and clearly communicated.
- **Technical Advisory Group**—one new guideline was issued: *Determining Equivalent Protective Layers and Constructed Liners* (Agdex 096-61). The Technical Advisory Group is co-chaired with Agriculture and Rural Development. Technical guidelines are available at www.nrcb.ca and on the ministry website.

2014 accountability session

An accountability session was held on January 28, 2014 with the ministers of Environment and Sustainable Resource Development and Agriculture and Rural Development, the chair of the Natural Resources Conservation Board and members of the Policy Advisory Group. Accountability sessions review the delivery of the *Agricultural Operation Practices Act*. The full report of the accountability session is available at www.nrcb.ca. Regularly scheduled accountability sessions are a requirement of the 2006 memorandum of understanding between Agriculture and Rural Development, Environment and Sustainable Resource Development and the Natural Resources Conservation Board.

Policy Advisory Group highlights

The Policy Advisory Group met twice in 2013-14: on May 29, 2013 in Calgary, and on January 28-29, 2014, in Edmonton. The Policy Advisory Group provided advice on draft operational policies prepared by Natural Resources Conservation Board staff. Operational policy is developed in response to new and emerging issues, and to ensure that decisions and compliance actions are delivered consistently across the province.

Operational policy discussions in 2013-14:

- abandoned facilities
- construction deadlines
- public notification for grandfathering decisions
- the need for a water licence declaration
- response to inappropriate siting of short-term solid manure storage piles
- amendments to municipal conditions
- update of the 2008 approval policy



Manure collection and storage studies

The science and technology division continued its involvement with an Agriculture and Rural Development project to study the impact of manure storage and collection areas on groundwater quality. In collaboration with the ministry, division staff conducted groundwater monitoring and installed real-time continuous groundwater level monitoring at several research sites. Various geophysical techniques, including electro magnetic surveys, were used to assess whether any contamination occurred and if so, how far it travelled. The project will be completed in 2015.

Policy Advisory Group highlights continued

In addition to operational policy discussions, the advisory group was briefed on water quality studies being conducted by Agriculture and Rural Development, regional planning under Environment and Sustainable Resource Development and initiatives within the Natural Resources Conservation Board to improve its data collection, decision documents and communication with stakeholders.

Core Business Two: Regulation under the *Agricultural Operation Practices Act*

Performance Measure and Results

Efficiency of permitting process

Results achieved

Target: 85%

2011/12

2012/13

2013/14

Percentage of decisions issued within 65 working days from the date the application is determined to be complete

84.4%

88%

77%*

Complaint resolution

Results achieved

Target: 95%

2011/12

2012/13

2013/14

Percentage of complaint files responded to within one business day and inspected, if necessary, within five business days**

98%

99%

100%

* Several decisions were delayed at the request of the operator or to facilitate municipal involvement.

** Serious contraventions are addressed within 24 hours. (Note: this performance measure has been re-worded from the business plan to clarify the actual targets and measurements.)

Key Statistics – Agricultural Operation Practices Act

Sector Snapshot 2013-14

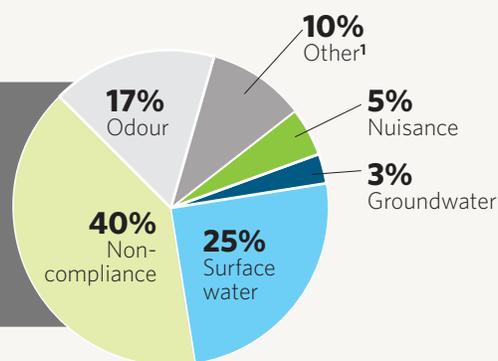
	Number of applications for an increase in livestock numbers	Number of permits issued for an increase in livestock numbers	Number of operations involved in complaints by livestock category
Cattle	1	2	46
Cow/calf ¹	n/a	n/a	25
Dairy	8	10	23
Mixed ²	n/a	n/a	7
Other ³	2	3	18
Poultry	13	12	6
Swine	1	1	31

1. Cow/calf do not require a permit under AOPA.
2. Mixed operations are counted under the specific livestock category applied for.
3. Includes bison, goats, horses and sheep.

Regional Snapshot 2013-14

	Number of applications received	Number of permits issued	Number of operations involved in complaints
Peace	2	3	5
North Central	10	11	36
Central	32	37	45
Southern	26	23	62

Type of complaint received, by number of operations



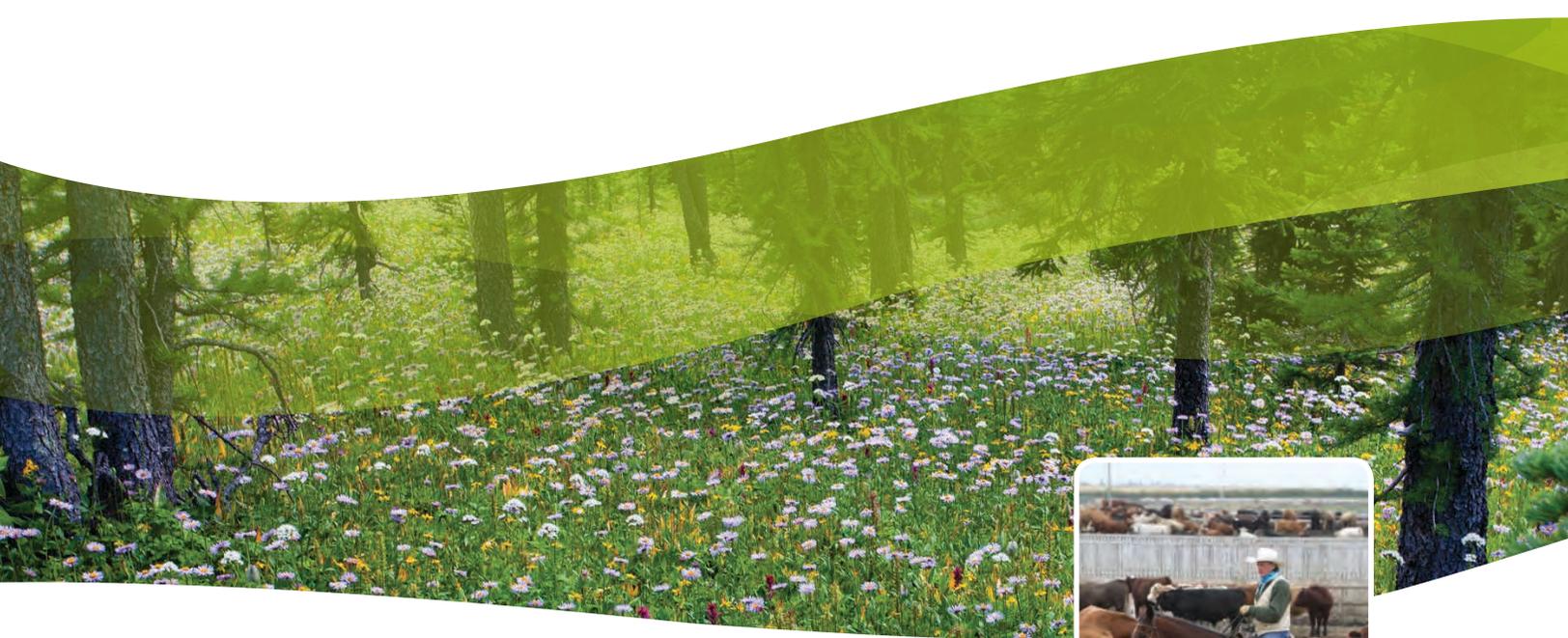
1. Includes complaints that do not fall under the *Agricultural Operation Practices Act* (disposal of deads, animal welfare, livestock on acreages, livestock in common bodies of water, road allowances).

Permits Snapshot 2013-14

Applications received	AOPA permits issued	Requests for Board review
70	74	1

Compliance Snapshot 2013-14

Risk based compliance program (Note: many CFOs have more than one facility)	Number of CFOs identified at start of program	Number of CFOs no longer operating or not meeting criteria	Number of CFOs screened since start of program		
	172	78	133		
	Number of facilities ranked low potential risk to groundwater	Number of facilities ranked moderate potential risk to groundwater	Number of facilities ranked high potential risk to groundwater		
	145	20	10		
Complaints received	By total number of complaints	By total number of operations	Enforcement action	Enforcement orders issued	Written directives issued
	253	148		1	5



Organizational Capacity

A supportive work environment

A healthy work environment is a continued priority of the Natural Resources Conservation Board. In 2013-14, it launched “A Better You,” an intranet-based site that links staff to resources aimed at supporting a healthy work-life balance. Currently, A Better You provides links to information about retirement planning, personal finances, and living well. The 2013 staff survey indicated 100 per cent agreement that staff are aware of available programs and supports to assist them.

Support for education and training

Staff continued to access funds for training and conference attendance. In addition, approval officers, inspectors and science and technology staff were provided with a two-day joint training session.

Tools to support information sharing

- An Excel integrator upgrade was introduced to improve the efficiency of entering expense report information and other complex invoices.
- Population of the technical documents repository was continued.
- Cataloguing images for the image bank was continued.
- A review of operational division central filing, retrieval and information retention systems was initiated, but deferred to 2014-15.

Building effective communication

With staff working out of six offices in the province, face-to-face communication is an important part of building an effective team:

- The chief executive officer meets one-on-one with every operational staff on an annual basis. In 2013-14 these meetings were conducted in the spring and fall of 2013.
- In fall 2013, Corporate Services met with staff in their Calgary, Lethbridge, Morinville and Red Deer offices to provide information about current human resources, accounting and information technology programs, and other initiatives, including A Better You.
- Video-conferencing is now regularly used for division meetings and projects. In addition, field staff participate in regularly scheduled face-to-face meetings. One face-to-face training session was held November 20-21, 2013. An all-staff retreat was held May 14-17, 2013.

Technical expertise

An Alberta Energy Regulator noise expert and an air quality expert from Matrix Solutions were consulted for the review of the Parsons Creek Aggregates application under the *Natural Resources Conservation Board Act*.



Performance Measure and Results

NRCB employee satisfaction¹

Results achieved

Target: 75%

2011/12

2012/13

2013/14

Per cent of staff who express satisfaction on survey results

81%

Result not available

88%

NRCB employees have appropriate training

Results achieved

Target: 90%

2011/12

2012/13

2013/14

Per cent of staff who participate in training program

85%

85%

70%

1. Performance results for this measure were based on staff satisfaction survey questions in the annual Government of Alberta survey until 2012-13, when the survey was no longer run. The question was included in the NRCB-run staff survey for 2013-14.

Where We Were

Municipalities

Sturgeon County, St. Albert,
February 11, 2013

Starland County, Starland,
April 9, 2013

Two Hills County, Two Hills,
April 12, 2013

Lesser Slave River County, Flatbush,
April 25, 2013

Stettler County, Stettler,
August 21, 2013

Kneehill County, Three Hills,
October 18, 2013

Warner County, Warner,
March 4, 2014

Lethbridge County, Lethbridge,
March 20, 2014

Pincher Creek County, Pincher Creek,
March 25, 2014

Forty Mile County, Foremost,
March 26, 2014

Athabasca County, Athabasca,
March 26, 2014

Stakeholder meetings and events

Water, Agriculture and the Environment Conference, Lethbridge, April 16-17, 2013

Air and Waste Management Association Conference, Edmonton, April 16-17, 2013

Energy Regulatory Forum, Calgary, May 16, 2013

Clean Air Strategic Alliance, Red Deer, June 4-5, 2013

Alberta Pork Regional Producer Meetings, Lethbridge, May 30; Grande Prairie,
June 6, 2013

Environment, Energy and Resources Law Summit, Yellowknife, June 20-21, 2013

Calgary Stampede, Calgary, July 4-8, 2013

Alternative Dispute Resolution Conference, Edmonton, September 17-18, 2013

Remediation Technology Conference, Banff, October 15-18, 2013

Alberta Milk Producers Meeting, Red Deer, October 23, 2013

Alberta Beef Producers Regional Meetings, Sundre, October 28; Cochrane,
November 4, 2013

Agri-Trade, Red Deer, November 6-9, 2013

Alberta Association of Municipal Districts and Counties Fall Convention,
Edmonton, November 12-15, 2013

South Saskatchewan Regional Plan Public Meetings, Calgary, November 13;
Red Deer, November 28, 2013

Alberta Pork Annual General Meeting, Calgary, November 14, 2013

Alberta Irrigation Projects Conference, Lethbridge, November 26, 2013

Canfax Cattle Market Forum, Calgary, November 26-27, 2013

Alberta Beef Producers Annual General Meeting, Calgary, December 3-4, 2013

Banff Pork Seminar, Banff, January 22-23, 2014

Remote Sensing of Alberta's Dynamic Landscape, Edmonton, January 23, 2014

Alberta Agricultural Service Board Convention & Trade Show, Medicine Hat,
January 29, 2014

Alberta Soil Science Workshop, Calgary, February 12-14, 2014

Alberta Beef Industry Conference, Red Deer, February 20-21, 2014

Ag Expo, Lethbridge, February 26-28, 2014

Peace Country Classic Agri-Show, Grande Prairie, March 6-8, 2014

Western Canadian Dairy Seminar, Red Deer, March 12-13, 2014

Red Deer River Watershed Alliance Spring Forum & Convention, Rimbey,
March 14, 2014

Alberta Association of Municipal Districts and Counties Spring Convention,
Edmonton, March 17, 2014



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Moose in Whitemud Creek, Edmonton. Peter Woloshyn
Unnamed creek in Healy Pass, Banff National Park. Peter Woloshyn
- Page 3 Writing on Stone Provincial Park. Peter Woloshyn
Beaver in Wedgewood Ravine, Edmonton. Peter Woloshyn
- Page 4 Fall colours north of Fort McMurray. Peter Woloshyn
- Page 6 Piglet. Alberta Livestock and Meat Agency
- Page 10 Alpine flowers in Healy Pass, Banff National Park. Peter Woloshyn
- Page 11 Grey owl in Drayton Valley. Peter Woloshyn



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Copies of the *Agricultural
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**Alberta
Energy
Regulator**

» 2013/14
Annual Report

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The image is a full-page background with a yellow tint. It depicts a wide, flat landscape, likely a prairie or agricultural field, with a dirt road or path leading from the bottom center towards the horizon. The sky is filled with soft, white clouds. The overall mood is bright and open.

*Since June 2013, the AER published
17 decisions, 24 bulletins, 52 news releases,
and a variety of guides and publications
to keep Albertans informed.*

Message from the Chair



A handwritten signature in black ink, appearing to read 'Gerard Protti', written in a cursive style.

Gerard Protti
Chair

It was just over a year ago that I was appointed chair of the Alberta Energy Regulator (AER), created by the Government of Alberta to act as the single regulator of energy resource development in our province. I can say without reservation that it has been quite a year.

On June 17, 2013, the government proclaimed certain sections of the *Responsible Energy Development Act*, launching the AER and our new governance model, which separates the corporate, operational, and adjudicative functions. That moment came after years of planning, through the government's Regulatory Enhancement Project, and many months of hard work on the part of our staff.

That was just the start. Besides retaining all regulatory functions of the Energy Resources Conservation Board, the AER took on responsibility for sections of the *Public Lands Act*, Part 8 of the *Mines and Minerals Act*, the *Environmental Protection and Enhancement Act*, and the *Water Act* as they relate to energy resource development.

We are now a single, full life-cycle regulator of energy resource development in Alberta — from initial application and exploration, to abandonment, reclamation, and remediation. In addition, we have a new strategic plan that ensures our work is supported by four strong priorities:

Protective

of public safety and the environment

Effective

through resource conservation and infrastructure liability management

Efficient

in our processes and requirements

Credible

by creating confidence and trust in the regulatory system

Alberta is a beautiful province blessed with some of the world's most impressive oil and natural gas resources. At the AER, we're committed to becoming a best-in-class energy regulator that makes sure the development of those resources is safe, environmentally responsible, and efficient, and brings economic benefits for all Albertans.

The image is a full-page background with a yellow tint. It depicts a wide, flat landscape, likely a prairie or agricultural field, with a dirt road or path leading from the bottom center towards the horizon. The sky is filled with soft, white clouds. The overall mood is bright and open.

*The AER has close to 1200 employees
working in 15 locations across Alberta —
from Medicine Hat to High Level.*

Message from the President & CEO



Jim Ellis
Jim Ellis
President &
Chief Executive Officer

» **The Alberta Energy Regulator has reached** an exciting milestone as we approach the one-year mark. We have transitioned to Alberta's single energy regulator and now turn our focus to becoming a regulator that is protective, effective, efficient, and credible — a regulator that is best in class.

I'm proud of what AER employees have accomplished to date. We have a new mandate and a new approach to energy regulation. We've taken on new regulatory functions in public lands, geophysical work, and the protection of our air, land, and water. We've established a new vision, built an entirely new organizational structure, and developed an ambitious three-year strategic plan.

And yet, the AER wasted no time in demonstrating our commitment to our vision. Over the past year, we've moved quickly to respond to issues and concerns with real action:

We created an online incident-reporting tool that provides transparent, open information on oil-and-gas-related incidents in Alberta, updated daily.

We increased access to AER hearings, offering live audio broadcasts (where technically possible) to help Albertans learn more about the energy development process.

We took action to address potential risks in in situ oil sands development where steam-assisted gravity drainage techniques are used at shallow depths, taking time to conduct a full technical review before allowing new technologies in this area.

We called for the independent proceeding into emissions in the Peace River area and immediately took action to respond to the panel's recommendations to address the issue.

These are just a few highlights of how we strive to be a different kind of regulator. This is how we intend to operate in the months ahead: focusing on key projects — some of which are highlighted in this report — that deliver measurable results. Through this work we will demonstrate to stakeholders at home and around the globe that we will achieve our vision of being a best-in-class energy regulator.

Our Mandate

The AER's mandate is to ensure the safe, efficient, orderly, and environmentally responsible development of hydrocarbon resources over their entire life cycle. This includes allocating and conserving water resources, managing public lands, and protecting the environment while providing economic benefits for all Albertans.

Our Vision

The Alberta Energy Regulator is recognized as best in class, ensuring the safe, environmentally responsible development of energy resources for the benefit of all Albertans.

About the Alberta Energy Regulator

- › **The Alberta Energy Regulator (AER)** is the single provincial regulator for oil, natural gas, oil sands, and coal development in Alberta. The AER provides for the safe, efficient, orderly, and environmentally responsible development of energy resources. This includes allocating and conserving water, managing public lands, and protecting the environment, while securing their economic benefits for all Albertans.

Our Responsibilities

With established reserves of 167 billion barrels of bitumen and crude oil, 33.7 trillion cubic feet of natural gas, and 37 billion tons of coal, the AER regulates some of the world's largest hydrocarbon resources. Developing and transporting these resources requires significant infrastructure; the AER regulates

- › a provincial pipeline network of 415 000 kilometres,
- › 181 300 operating wells,
- › more than 50 000 oil and gas facilities,
- › more than 200 thermal oil sands projects,
- › 9 oil sands mines,
- › 5 bitumen upgraders,
- › 11 coal mines, and
- › 4 coal processing plants.

To ensure that this activity is safe, environmentally responsible, and closely managed, the Government of Alberta has granted the AER authority to

- › review and make decisions on proposed energy developments,
- › oversee all aspects of energy resource activities in accordance with government policies,
- › regularly inspect energy activities to ensure that all applicable requirements are met,
- › take enforcement action to respond to companies that fail to comply with AER requirements, and
- › hold hearings on proposed energy developments.

Supporting all of this work are close to 1200 technical staff, scientists, inspectors, investigators, stakeholder engagement specialists, lawyers, regulatory experts, and other employees working from 15 locations stretching from Medicine Hat in the south to High Level in the north.

With the AER, Alberta now has a single regulator for oil, natural gas, oil sands, and coal development.

Our First Year

› Energy regulation in Alberta spans 76 years and has evolved over time.

This evolution continued in June 2013 when the AER became a new organization with an entirely new governance structure and took over responsibilities previously held by the Energy Resources Conservation Board (ERCB). We then worked to take on additional regulatory functions related to energy development from Alberta Environment and Sustainable Resource Development (ESRD).

This journey began with the Government of Alberta's Regulatory Enhancement Project, which was designed to ensure that Alberta's resource policy development, public consultations, and energy development regulation are efficient and competitive while supporting public safety, environmental management, and resource conservation objectives. From this process the government passed the *Responsible Energy Development Act (REDA)* in 2012, and on June 17, 2013, the AER was created.

The AER is part of the Government of Alberta's Integrated Resource Management System, which includes

- › the Government of Alberta, which sets policy;
- › the Alberta Environmental Monitoring, Evaluation and Reporting Agency, which provides data and information;
- › the Aboriginal Consultation Office, which manages First Nations consultation on behalf of the Government of Alberta; and
- › the Policy Management Office, which is the key interface between government and the AER on policy issues related to energy development.

Creating the AER was a complex task that required careful implementation, especially considering that all energy regulation activities in the province

continued throughout the transition. The AER managed this transition with the Government of Alberta through a three-phased approach.

- › Phase 1 occurred in June 2013 when the government proclaimed certain sections of *REDA*, resulting in the launch of the AER and its new governance model. At that time the AER took on all responsibilities previously managed by the ERCB.
- › Phase 2 occurred in November 2013 when we took on responsibilities from ESRD, beginning with public land and geophysical jurisdiction, and established a Private Surface Agreements Registry for landowners and residents who wish to register private agreements they have signed with companies.
- › Phase 3 occurred on March 29, 2014, when the AER took responsibility for sections of the *Environmental Protection and Enhancement Act* and the *Water Act* as they relate to energy development — the final phase in creating a single regulator for upstream oil, oil sands, natural gas, and coal development in Alberta.

Our transition is now complete, and the AER is the single regulator of energy development in Alberta — from initial application and exploration, to construction and development, to abandonment, reclamation, and remediation.

2013/14 Highlights

Our first year was full of milestones and accomplishments. We met targets around building Alberta's single energy regulator and demonstrated our commitment to transparency, accountability, and results.

Early successes in efficiency with updated well logging requirements

Until February 2014, making sense of well logging requirements in Alberta was more taxing than the act itself. That is, until the AER updated *Directive 080: Well Logging* to introduce more efficient well logging and submission requirements.

An outdated requirement was not keeping up with changes in technology, and as a result, logging waivers were being processed for over 5000 wells, creating additional work for industry and the regulator.

The new directive has been in place for only a few months, but positive results are already being reported:

- › a reduction in waivers,
- › a decrease in processing times and costs,
- › requirements that are more current with today's drilling practices, and
- › a more efficient submission system.

At the end of the day, both industry and the AER save time and improve efficiency while maintaining our environmental standards.

Highlights

《June》

Officially launched the AER, taking on regulatory responsibilities from the former ERCB.

Established a **new governance model** that separates the corporate, operational, and governance responsibilities from adjudicative functions.

Introduced an **online incident-reporting tool** to improve transparency by posting energy-related incidents that may impact the public or the environment.

Maintained provincial operations during the **2013 Southern Alberta floods**, including emergency response and business continuity during the closure of our head office in Calgary.

Expanded our social media presence, launching **new tools to better inform Albertans** about the work of the AER
(see page 44 for details).

《July》

Committed to conducting a **full-scale audit** on Plains Midstream Canada's Alberta operations.

Called for a **public proceeding into emissions and odours** generated by heavy oil operations in the Peace River area.

《August》

Created the **Stakeholder and Government Relations Division** to enhance the AER's outreach to our various stakeholders.

Established a presence in **downtown Edmonton, Slave Lake, and Peace River.**

Supported the Government of Alberta in the release of the **Alberta Pipeline Safety Review** and the AER's response to the recommendations in the independent report.



2013

《November》

Established a new organizational structure featuring a “**matrix**” **approach** that combines the functional areas of the organization with the key sector areas to improve our operations.

Developed the **target operating model**, a blueprint to help the AER deliver on our mandate.

Took on **expanded authority** under the *Public Lands Act* and Part 8 of the *Mines and Minerals Act* as they relate to energy development.

《December》

Provided landowners with new tools to protect their rights and give them more access to information with the **Private Surface Agreements Registry**.

Enhanced transparency by publishing public notices of applications and decisions online.

Launched a new process allowing Albertans to file a **statement of concern** if they feel they are directly impacted by an application for energy development.

Increased our focus on enforcement with a **new approach to compliance**, including additional authorities and enforcement tools.

Improved processing of applications under the *Public Lands Act* to address backlogs and delays (*see page 38 for details*).

Highlights

《January》

Held a public proceeding into emissions and odours generated by heavy oil operations in the Peace River area.

Took action to address potential risks associated with in situ oil sands development where steam-assisted gravity drainage techniques are used at shallow depths, taking time to conduct a full technical review before allowing new technologies in this area.

《February》

Updated the Licensee Liability Rating Program to better reflect actual abandonment and reclamation costs, protecting Albertans from financial risk
(see page 34 for details).

Issued *Directive O80: Well Logging*, which updates our requirements for the submission of well logs, making the process more efficient
(see page 9 for details).

《March》

Completed the transition to the AER by assuming responsibility for the *Environmental Protection and Enhancement Act (EPEA)* and the *Water Act*, including reclamation and remediation.

Completed hiring of more than 235 employees to support all phases of the transition to the single regulator.

Issued the panel report for the proceeding into emissions and odours generated by heavy oil operations in the Peace River area.

Signed a memorandum of understanding with the **Government of the Northwest Territories (GNWT)** to provide technical support, on a cost recovery basis, for all aspects of upstream oil and gas regulation as the GNWT assumes responsibility for the sector from the federal government.



2014

《April》

Released the official AER response to the proceeding into emissions and odours generated by heavy oil operations in the Peace River area, **accepting the panel's recommendations** (see page 28 for details).

Released the revised *Directive 060: Upstream Petroleum Industry Flaring, Incinerating, and Venting*, which **strengthens regulations** to reduce impacts related to flaring, venting, and incineration of gas in Alberta.

《May》

Increased access to hearings by **offering live audio broadcasts** of AER proceedings where technically possible.

Signed a **memorandum of understanding** with the British Columbia Oil and Gas Commission, creating new opportunities to share information, collaborate on research, and improve our regulatory processes.

Launched the AER's first strategic plan with a focus on becoming a best-in-class energy regulator by being **protective, effective, efficient, and credible**.





STRATEGIC PLAN



*The AER now processes more than
60 000 applications each year. In 2013,
the AER conducted 12 367 inspections.*

» A World-Class Resource

Alberta's energy resources rank among the world's largest and include bitumen, crude oil, natural gas, natural gas liquids, and coal.

Topping that list is bitumen from the province's oil sands deposits, with remaining established reserves at 167 billion barrels in 2013, truly making them a world-class resource. To put things in perspective, less than 10 billion barrels of bitumen have been extracted since the late 1960s.

At 761 million barrels, bitumen production accounted for 78 per cent of Alberta's total crude oil and bitumen production in 2013. Bitumen production in 2013 increased by 5 per cent from mining projects and by 12 per cent from in situ projects, resulting in an overall raw bitumen production increase of about 8 per cent over 2012. As was the case in past years, the in situ production technique of steam-assisted gravity drainage (SAGD) continues to drive the increases in bitumen production.

In 2013, crude oil production increased by about 5 per cent, prompted largely by horizontal multistage fracturing completion methods in "tight" oil formations.

Conventional natural gas reserves were 32 trillion cubic feet (Tcf) in 2013, while total production was 3.4 Tcf. Natural gas liquids (NGLs) production increased by 6 per cent after a decline in 2012.

Alberta is also a world leader in coal reserves. In 2013, our coal reserves remained unchanged at 37 billion tons, while only 32 million tons were produced.

Alberta's metallurgical coal primarily serves the Asian steel industry, with Japan and now China being the leading importers of Alberta coal. Overall, total marketable production of coal has increased by 3 per cent relative to 2012, mainly due to the return of some coal-fired units to service. On February 27, 2014, the AER approved Coalspur Mines (Operations) Ltd.'s Vista coal mine project, with numerous conditions.

Alberta's energy resources rank among the world's largest and include bitumen, crude oil, natural gas, natural gas liquids, and coal.

A study conducted by the regulator in 2012 estimated that the hydrocarbons resource from shales — so-called “shale gas,” “shale NGLs,” and “shale oil” — is estimated to be a very large and important potential energy supply for Alberta and the world. Best estimates put the in-place resource at 3424 Tcf of gas, 58.6 billion barrels of NGLs, and 423.6 billion barrels of crude oil.

However, geological and reservoir engineering constraints, recovery factors, and additional economic factors, as well as social and environmental considerations, will ultimately determine the potential recovery of these large resources.

POTENTIAL ENERGY SUPPLY

3424^{TCF}
in-place natural gas



58.6^{BBLs}
in-place natural gas liquids

423.6^{BBLs}
in-place crude oil



Drivers for Change

The energy development landscape in Alberta, as in many regions of the world, is changing rapidly. Influencing this change are advances in technology, especially the drilling of long-reach horizontal wells that are completed by multistaged hydraulic fracturing. By combining new technology with established methods to develop oil and gas reserves, companies are able to tap resources trapped in organic-rich shales and tight rock previously considered uneconomic.

The impacts of this change are significant:

- › It alters historical geographic supply and demand patterns.
- › It increases resource development opportunities.
- › It drives competition for investment dollars.
- › It creates new environmental risks.

The AER understands that these challenges require a new regulatory approach that ensures these resources are developed

- › safely, to protect the public;
- › responsibly, to protect the environment; and
- › efficiently, to manage the costs of regulation.

At the same time, the rise of social media and real-time communications calls for the AER to increase transparency and information sharing to inform stakeholders about energy resource development in Alberta.

Now more than ever, the AER must proactively identify and manage emerging risks.

Alberta has world-class resources. We must ensure that the development of these resources is safe and environmentally responsible and provides benefits to all Albertans. This requires a best-in-class energy regulator, one that addresses the risks and challenges of today's production technologies, anticipates new trends, and applies effective and efficient regulatory oversight.

The AER is committed to making the regulatory system more efficient and effective. Now that we have completed the transition to a single regulator, we turn our focus to transformation by

- › making our regulatory processes more efficient,
- › making our requirements more effective, and
- › modernizing and integrating our IT systems to support these new business processes.

*We are
committed
to being a
best-in-class
energy
regulator.*

As part of the Government of Alberta's Integrated Resource Management System, the AER must be equipped to manage cumulative effects. This is even more important as energy resource development evolves from small-scale, well-by-well projects to large-scale projects that require more infrastructure and have larger footprints, such as those targeting resource plays and oil sands.

The AER must consider the cumulative impact of these developments along with other uses of the landscape. As pressure on the land continues to increase, we must ensure that regulations align with land-use policies and related energy and environmental policies as a single integrated system.

Public opinion research conducted in 2014 indicated that Albertans are most concerned about the protection of water, soil, human and animal health, and water usage. Further, they wanted their regulator to focus on public safety, enforcing the rules, incident response, and environmental protection.

The AER also recognizes that stakeholders play a large role in the regulatory process and need assurance that the regulatory system satisfies their expectations of safety, environmental protection, appropriate assessment of risks, and transparent, open communications.



Becoming Best in Class – The AER Strategic Plan

Albertans count on the AER to provide strong regulatory oversight of energy development across the province. We're expected to protect what matters most: public safety and the environment, while ensuring economic benefits from our energy resources. That's our mandate, our core business, and what we focus on every day.

This is important work. But to move beyond that core work, to truly reach our vision to be best in class, we need a strategy, a focus on a few strategic priorities, and a plan for how we will direct our human and capital resources to those priorities in a way that delivers results — results for the AER and our stakeholders.

The AER 2014–17 strategic plan plots a roadmap that helps us select projects and initiatives at an enterprise level, determining what will serve our organization best, help us reach our vision, and make the most of our resources.

To become best in class, we know we need to do more; reaching our vision calls for a proactive strategy that identifies our key priorities and establishes clear performance measures to ensure that we stay on track and can demonstrate our results.

The strategic plan includes our strategic priorities, strategic outcomes, themes (areas of focus), and performance measures and targets against which the AER will monitor its progress and how others will measure our success.

Our strategy reflects our mandate, our vision, and our pursuit of best in class by being **protective**, **effective**, **efficient**, and **credible**.

Our strategy is designed to help us reach our vision: The Alberta Energy Regulator is recognized as best in class, ensuring the safe, environmentally responsible development of energy resources for the benefit of all Albertans.

2014-17 Strategic Plan

Strategic priorities	Strategic outcome	Theme
<p>Protective</p> <p>Develop integrated whole-system regulatory approach</p>	<p>Effective management of public safety, and cumulative environmental risks and impacts</p>	<p>Play-Based Regulation (land and water)</p> <hr/> <p>Tailings water management</p> <hr/> <p>Air emissions</p> <hr/> <p>Integrated Resource Management System</p>
<p>Effective</p> <p>Strengthen risk-based regulation</p>	<p>Effective management of resource conservation and minimize financial liability on Albertans</p>	<p>Aging Infrastructure and Liability Management</p> <hr/> <p>Reservoir containment</p> <hr/> <p>Pipeline safety</p>
<p>Efficient</p> <p>Transform Alberta's energy regulatory system to improve efficiency</p>	<p>The regulatory system is efficient, minimizing duplication, with highly efficient processes, and only intervening to the level necessary</p>	<p>Operations continuous improvement</p> <hr/> <p>Regulatory simplification</p>
<p>Credible</p> <p>Increase trust and confidence in how energy is developed in Alberta</p>	<p>Stakeholders are confident about how energy is developed in Alberta</p>	<p>Open, transparent communication</p> <hr/> <p>Stakeholder engagement</p> <hr/> <p>Best-in-class review</p>

*Performance measures

*Performance targets

Vision

Volume of all water (fresh, saline, and recycled) used for oil, oil sands, and gas operations

Work with GoA to set benchmarks and requirements for reduction of water use for energy resource development

Implementation of regulations aligned with Alberta's Tailings Management Framework

Volume of gas flared and vented from oil and gas operations

Flaring levels are within provincial guidelines

Proportion of inactive wells that meet current suspension requirements

100 per cent of high-risk inactive wells meet AER suspension requirements

Adoption of risk-based regulation to respond to changes in technology and complexity in oil sands development

Complete shallow SAGD caprock integrity study

Number of incidents per kilometre of pipelines regulated by the AER

Pipeline incident rate reduced by 4 per cent

Regulatory process efficiencies

\$60 million in verified cost savings from efficiency initiatives in the first year

Relevant regulatory requirements

Complete a full regulatory review to identify and execute opportunities for consolidation and simplification

Percentage of Albertans confident that oil and gas development is occurring responsibly

10 per cent increase in awareness of the AER and its role in regulating energy development in Alberta

Stakeholder rating of AER performance in key areas of concern

10 per cent increase in positive perceptions/rankings of AER performance

Recommendations for best-in-class performance are developed through stakeholder collaboration

Completion and release of recommendations in 2015

The AER is recognized as best in class, ensuring the safe, environmentally responsible development of energy resources for the benefit of all Albertans.

*Performance measures and targets will be modified and expanded following input from stakeholders and partners.

our priorities – protective

protective

Develop an integrated, whole-system regulatory approach to safety, environmental protection, and risk management

At the AER, we know that regulating a world-class energy resource is a huge responsibility. The first priority of our strategic plan is to be protective. We will protect public safety and the environment.

The AER recognizes that any type of industrial activity comes with risks. These risks can be minimized through strong regulatory requirements at every stage of energy resource development and by making sure that energy resource projects are remediated at the end of their lives.

This means we will manage Alberta's energy resource development to respond quickly and effectively to new technologies, market conditions, and potential risks.

As new technology drives the intensity and scale of development, we need a new approach to energy regulation. The AER will address cumulative impacts and align with the province's Integrated Resource Management System as part of the decision-making process for approving energy resource development. We will focus on what's important to Albertans:

- › public safety,
- › protecting our water resources,
- › making sure companies follow safety and environmental requirements, and
- › enforcing compliance when those requirements are not met.

We will do this by working on projects that deliver measurable results in environmental performance, increasing our ability to protect public safety and helping us reduce cumulative environmental impacts. We will do more than deliver on our mandate by strategically focusing on key projects.

PROJECT » Play-Based Regulation

Recognizing the distinct challenges of developing unconventional resources in Alberta — especially with respect to water use, concerns around hydraulic fracturing, and the regional effects of large-scale operations — the AER will be conducting a pilot of play-based regulation. This project will

- › establish requirements for subsurface reservoir management for the pilot area that respond to the unique challenges of this kind of development;
- › create a single application and decision-making process, which means addressing multiple activities under one integrated application process;
- › conduct a full review of the costs and benefits of the play-based approach; and
- › require companies to work together on plans for surface development to minimize the number of facilities and surface impacts, reduce the use of fresh water and reuse water where possible, and engage stakeholders.

Council of Canadian Academies studies shale gas in Canada

Shale gas development in Canada provides both economic opportunities and social and environmental challenges. In a recent paper titled *Environmental Impacts of Shale Gas Extraction in Canada*, the Council of Canadian Academies (CCA) identified elements for effective risk management of technologies to develop and produce shale gas, management systems to control the risks to the environment and public health, an effective regulatory system, regional planning to address cumulative impacts, and stakeholder engagement.

The AER has decades of experience in regulating horizontal fracturing operations, something recognized by the CCA in its report.

“Because the AER is a senior and respected regulatory agency, its regulations are widely used as guidance by other regulatory bodies in Canada.”

The AER addresses all five elements outlined in the CCA paper in our draft *Unconventional Regulatory Framework* and is applying them in the delivery of the play-based regulation project, which focuses on large-scale shale gas development projects.

protective

PROJECT » Compliance Assurance Framework

To ensure that energy companies follow the rules, our staff are active across the province, holding industry training sessions and carrying out inspections, audits, and investigations.

Our new approach to compliance puts our focus on higher-risk activities, such as developments near populated or environmentally sensitive areas. In those cases, we would inspect more frequently to make sure that all of our requirements are followed.

When companies fail to follow our rules and requirements, the AER has the authority to take strong action, including shutting down their facilities.

With new authority under the *Environmental Protection and Enhancement Act*, the *Water Act*, and the *Public Lands Act*, the AER has more enforcement tools available to respond to companies that fail to comply with requirements. Simply stated, companies that are allowed to develop Alberta's oil and gas resources must follow all rules, regulations, and requirements. If they don't, there are serious consequences. The AER's enforcement tools include

- › more frequent and detailed inspections,
- › more stringent planning requirements,
- › enforcement orders,
- › shutting down operations,
- › levying of administrative penalties, and
- › prosecution.

The AER will provide Albertans with information about industry's performance record, including our easy-to-access incident-reporting tool and regular posting of investigation reports and compliance activities on our website.

PROJECT » Working Together to Address Tailings Management

Through our risk-based approach to energy regulation, the AER assesses potential risks to safety, the environment, and the responsible orderly development of energy resources. We use this risk assessment to determine how to best respond to those priority areas where risks may be higher, such as the growing number of tailings ponds associated with oil sands mining.

Working as part of a larger province-wide initiative to regulate tailings management, the AER provides scientific and technical advice to the Government of Alberta as it works to develop a tailings management framework. This framework will provide clear policy direction to ensure that the risks associated with tailings ponds are effectively managed.

Once the framework is complete, the AER will work with the Alberta Environmental Monitoring, Evaluation and Reporting Agency to monitor water quality in those tailings ponds areas. Working together as part of an integrated team, the AER's goal is simple — to effectively manage tailings ponds growth and minimize the footprint of tailings ponds throughout their life cycle.

PROJECT » Addressing Air Emissions

We'll also address air emissions caused by energy resource development, specifically in the Peace River area, as we continue to act on the recommendations made by the AER panel from the proceeding into odours and emissions from heavy oil operations in the Peace River area. We've already taken important steps to address the issue by requiring operators in the area to reduce venting from their facilities.

Performance measures and targets

Measure

Volume of all water (fresh, saline, and recycled) used for oil, oil sands, and gas operations



Target

Work with the Government of Alberta to set benchmarks and requirements for reduction of water use for energy resource development

Implementation of regulations aligned with Alberta's Tailings Management Framework

Measure

Volume of gas flared and vented from oil and gas operations



Target

Flaring levels are within provincial guidelines

Responding to concerns in Peace River

In July 2013, president and CEO Jim Ellis called for a proceeding to examine odours and emissions generated by heavy oil operations in the Peace River area. The proceeding allowed residents and operators to express their concerns in a public forum. The proceeding included a review of industry practices and explored possible solutions to this important issue.

The independent AER hearing panel released its recommendations on March 31, 2014. The AER acted

immediately to address the recommendations, accepting all those in our jurisdiction on April 15, 2014.

That same day, the AER released a revised version of *Directive O60: Upstream Petroleum Industry Flaring, Incinerating, and Venting*. These revisions require companies to conserve gas, regardless of the economics of an energy operation, and give the AER enforcement tools to address off-lease hydrocarbon odours.

In early May, the AER made further revisions to *Directive O60* and released a revised *Directive O56: Energy Development*



Applications and Schedules. The changes will ensure that casing and tank-top gas are conserved in the Peace River area. Companies that fail to meet these new requirements will face enforcement action.

“We are developing a strategy to meet the panel’s remaining recommendations that are within our jurisdiction,” said Carol Crowfoot, vice president of the Regulatory Operations and Economics Branch. “This includes strategies to reduce emergency flaring and fugitive emissions and to increase gas conservation in the Peace River area.”

The AER is also exploring opportunities with the Government of Alberta to establish and expand a regional air quality monitoring program in the Peace River region.

We’re working on long-term strategies to reduce flaring, venting, and incineration and to increase gas conservation in Alberta. We will continue to find ways to improve our approach to addressing air emissions and protecting the environment while ensuring the conservation of Alberta’s oil and gas resources.



our priorities – effective

Alberta's energy resources provide economic benefits for all Albertans, and the AER regulates development in a way that reduces potential risks and ensures that Albertans receive the greatest possible economic benefit. We also protect Albertans from the risk of financial liability associated with aging oil and gas infrastructure, especially if companies fail.

To do this, we must be effective and focus on risk-based regulation. Risk-based regulation means that regulatory activities are prioritized so that the most significant risks receive the greatest attention. Put simply, the higher the risk, the stricter our requirements.

It's all about the effective management of our energy resources on behalf of Albertans — the owners of that resource. It's about understanding our resources — where they are, how much we have — and how to ensure they are developed so as to optimize benefits to Albertans.

To become a more effective regulator, the AER will continue to put our risk-based approach into action. We will focus on projects that

- › reduce risks to public safety and the environment,
- › limit the financial risks to Albertans,
- › effectively manage resource conservation, and
- › improve industry performance.

These risk-based projects will include reservoir containment, improving pipeline safety, and the Inactive Well Compliance Program.

effective

Strengthen risk-based
regulation

PROJECT » Reservoir Containment

We regularly assess our requirements to determine whether they are best suited to respond to potential risks in energy resource development.

For example, earlier this year, the AER responded to a potential risk at certain steam-assisted gravity drainage (SAGD) operations by establishing specific requirements for these projects at shallow depths. SAGD is an in situ technique used to produce bitumen by injecting steam into an underground oil sands reservoir to separate the sand and the bitumen, which is then produced.

While SAGD production has been practised for years, more and more projects are being proposed in areas where oil sands deposits are at shallow depths. The AER is concerned that at shallower depths, steam, bitumen, or other fluids might escape the reservoir and reach the surface.

The AER feels that the potential risks involved in more complex shallow projects require further technical review to ensure that we have the best possible regulatory requirements in place.

We are now working on that technical review, which will include stakeholder consultation. The result could include new rules and requirements that address potential risks and ensure that development using this method is safe and environmentally responsible.

Risk-based regulation means that regulatory activities are prioritized so that the most significant risks receive the greatest attention. Put simply, the higher the risk, the stricter our requirements.

effective

PROJECT » Improvements in Pipeline Safety

Pipeline safety has improved over the past 20 years. In fact, pipeline incidents have fallen from 2.1 incidents per 1000 km of pipeline in 2008 to 1.4 incidents per 1000 km in 2013.* This is good news, but more can be done.

The AER recognizes that pipeline safety is a top concern for Albertans and will work to further reduce the rate of pipeline incidents across the province. We'll do that by

- › focusing inspections on pipelines at major water crossings and
- › improving integrity programs as Alberta's pipeline inventory continues to grow.

* The AER requires pipeline operators to report ALL pipeline incidents, including breaks, test failures, and external contact with the pipeline — regardless of whether there is an actual leak.



PROJECT » Inactive Well Compliance Program

The AER will ensure that all high-risk inactive wells comply with regulatory requirements so that they may be safely suspended. The Inactive Well Compliance Program will offer innovative solutions for well inventory management while addressing the root causes of noncompliance.

We will accomplish this by creating

- › a robust compliance monitoring and management system;
- › a plan to bring inactive wells into compliance;
- › a reduction in liability, improved well integrity, and clear and consistent expectations for industry; and
- › a clear plan for enforcement.

Performance measures and targets

Measure

Proportion of inactive wells that meet current suspension requirements



Target

100 per cent of high-risk inactive wells meet AER suspension requirements

Measure

Adoption of risk-based regulation to respond to changes in technology and complexity in oil sands development



Target

Complete shallow SAGD caprock integrity study

Measure

Number of incidents per kilometre of pipelines regulated by the AER



Target

Pipeline incident rate reduced by 4 per cent

Effectively managing financial risk

Created in 2002, the AER's Licensee Liability Rating (LLR) Program protects Albertans from paying the costs to abandon and reclaim orphan wells, facilities, and pipelines arising from defunct licensees. It also minimizes the financial risk to the Orphan Fund, which is funded by the energy industry and pays for abandonment and reclamation when the licensee is unable to do the work.

Using an asset-to-liability calculation, the AER evaluates licensees each month. If a licensee's liabilities exceed its assets, its liability management rating (LMR) will fall. If the LMR falls

below an established level, the AER will request a security deposit for the difference. If a licensee does abandonment and reclamation work, it can improve its LMR, which may reduce the required security deposit.

If a licensee becomes defunct, the Orphan Fund, administered by the Orphan Well Association, pays the costs to suspend, abandon, remediate, and reclaim a well, facility, or pipeline in the LLR Program. The LLR Program ensures this cost is not transferred to Albertans. Financial security collected by the LLR Program is used to reduce the costs to the Orphan Well Association.



In May 2013, the regulator, with full support from the Canadian Association of Petroleum Producers and the Explorers and Producers Association of Canada, implemented updates to the LLR Program to address concerns that the program underestimated the cost of abandonment and reclamation. The result included a more realistic assessment of abandonment and reclamation costs along with other factors to better assess liabilities and further reduce financial risk to the Orphan Fund.

At the same time, the Orphan Fund saw a 25 per cent rise in industry

funding to help address the number of wells, facilities, and pipelines that must be abandoned and reclaimed by the Orphan Well Association.

In response to concerns regarding the LLR Program changes, the AER introduced the LLR Program Management Plan. This plan implements financial security requirements for licensees experiencing difficulties.

The LLR Program supports robust energy development, which helps drive our economy while still protecting Albertans.

our priorities – efficient

efficient

Transform Alberta's energy regulatory system to improve efficiency

When the Government of Alberta initiated the Regulatory Enhancement Project, one of its main goals was to improve Alberta's competitive advantage. One way to accomplish this is to make Alberta's regulatory system as efficient as possible.

We believe that transforming the regulatory system will reduce duplication, resulting in more efficient processes and ensuring that the regulator intervenes to minimize unacceptable risks. Reduced costs, greater certainty, and clearer processes will benefit landowners, industry, and the public. At the same time, regular and open reporting on our activities and results will demonstrate our performance.

“Efficient” means more than just cutting the cost of regulation or saving time. Efficient means reducing duplication in our system, changing our processes to improve our ability to get the work done, and ensuring that we only intervene to the level necessary. For example, making sure that our data collection policies focus on gathering information we need to do our job as opposed to gathering outdated information or duplicate information because “that’s how it has always been done.”

Achieving efficiencies will not be easy. After decades of multiple regulators overseeing energy resource development, Alberta's regulatory system has grown to be very complicated as new rules have been added over time.

The AER ensures that unnecessary costs in our system are not economic obstacles to future development. Our goal is to design a simpler regulatory system — one that protects the public and the environment, and improves performance at minimum cost.

The AER will achieve excellence in efficiency without sacrificing excellence in being an effective and protective regulator.

PROJECT » Continuous Improvement of Operations

The AER is responding to concerns about the effectiveness, efficiency, and transparency of regulatory processes and requirements by remaining true to our promise to provide safe, efficient, orderly, and environmentally responsible regulation of Alberta's energy resource sector. This will be achieved by

- › enhancing how we process applications and conduct surveillance operations,
- › establishing a continuous improvement process,
- › eliminating redundancies and improving processes,
- › setting clear expectations and meeting them, and
- › using a risk-based approach to conducting business.

PROJECT » Regulatory Simplification Project

Effective regulation means ensuring that all regulatory requirements are necessary, accessible, easy to understand, and enforceable. It means ensuring that all requirements clearly add value. This project will identify outdated, redundant, unnecessary, and confusing or contradictory requirements and eliminate or simplify them.

The AER will

- › inventory all regulatory requirements,
- › align strategic outcomes with each requirement,
- › reduce/eliminate duplication and inconsistencies, and
- › consolidate our regulatory requirements.

Performance measures and targets

Measure

Regulatory process efficiencies

Target

\$60 million in verified cost savings from efficiency initiatives in the first year

Measure

Relevant regulatory requirements

Target

Complete a full regulatory review to identify and execute opportunities for consolidation and simplification

A new approach to public lands

On November 30, 2013, the AER assumed responsibility for the *Public Lands Act (PLA)* as it relates to energy resource development. The AER is now responsible for issuing, amending, maintaining, and inspecting all land-use dispositions and authorizations for energy activities.

With the arrival of the new applications associated with the *PLA*, AER staff had to determine how many applications were being processed or waiting to be processed. What they discovered was daunting — a backlog of thousands of *PLA* applications, with little detailed information about the applications themselves.

This backlog coincided with the winter drilling season, the busiest time of year for energy operators, who continued to submit new applications on top of the existing backlog.

AER staff asked operators to submit their top 10 priorities for processing; no other applications were accepted until the priority applications were completed. This way, priority applications for drilling operations on public land were processed.

At the same time, the AER used analytics and detailed tracking sheets to assess the remaining applications, giving staff a clearer picture of the scope of work required. By using this



strategy, nearly half of the 5300 back-logged applications have been processed since December 1, 2013.

While examining the tracking sheets, it became apparent that *PLA* application processing was not meeting its targets. For example, applications with a 20-day target were taking 56 days to process, while applications with a 30-day target were taking more than 300 days. The AER has introduced changes to the *PLA* application process to reduce the processing times and will continue to make improvements in the months ahead.

The *PLA* tracking system was a highly successful project for the AER. It clearly demonstrated how an analytical approach to evidence-based decision-making can create efficiencies in our process without sacrificing the scientific review required to make decisions. With more than 60 000 applications of all types processed by the regulator each year, this type of detailed process management will be key to our efficient and effective operations and be a critical part of the AER's journey to becoming a best-in-class energy regulator.

our priorities – credible

credible

Increase trust and confidence in how energy is developed in Alberta

Being a best-in-class regulator means more than providing best-in-class regulation. It means we must ensure that all of our stakeholders are confident about how energy development is regulated in Alberta.

At the AER we know that doing our job and doing it well is important.

We know that the development of Alberta's oil and gas resources attracts international attention. The fact is, the work we do is of interest to people across North America and beyond, as energy development continues to be a source of worldwide debate.

We also know we must do more than simply regulate well. We have a responsibility to share Alberta's 76-year tradition of strong regulatory oversight of energy development – to tell our story and build relationships with our stakeholders. To be best in class, we must

- › report on the results of our work,
- › be open to discussing issues of concern to our stakeholders,
- › share information about the work that we do, and
- › work toward a common definition of what is meant by “best in class.”

To do that, we'll engage stakeholders throughout Alberta, across Canada, and beyond to assess what defines best in class and to determine how the AER will meet that standard.

Here at home we'll also improve engagement with stakeholders, raise awareness of our role in energy resource regulation, increase transparency and accountability, and provide more education about energy development. Our strategic focus will include being best in class and sharing Alberta's regulatory story.

PROJECT » Best-in-Class Project

Alberta has a 76-year tradition of strong energy regulation, but we know there is more that can be accomplished. The development of Alberta's energy resources attracts international attention. We operate on the world stage.

It's not enough for the AER to declare itself a best-in-class regulator. We must define what that means and discuss with our stakeholders here in Alberta and beyond what qualities a best-in-class regulator demonstrates and what it would take for the AER to meet that standard.

The best-in-class project will

- › provide a definition of “best in class” and a method for measuring the performance of best-in-class regulators;
- › engage experts, academics, regulators, and think tanks throughout Alberta, Canada, and internationally; and
- › build international relationships by sharing differing perspectives on energy development with a focus on strategy, organizational design, the role regulatory bodies play in society, and how the best regulators communicate, share information, and build partnerships.

At the end of the day, we will have a definition of what it means to be best in class that will lead our efforts in the years ahead — one that our stakeholders helped to develop and confirm.

*Our strategic focus
will include being best
in class and sharing
Alberta's regulatory story.*

credible

PROJECT » Sharing Alberta's Story

The AER welcomed 24 foreign delegations since June 2013. Government officials, industry representatives, and regulators from around the world travel to Alberta to learn about how we regulate the province's energy resource industry. In the coming months and years, we'll expand that network, reaching out to provincial and federal counterparts to share information, work together on common goals, and build formal partnerships that improve our ability to regulate as we learn from each other.

We'll share information and expertise formally by forming partnerships with other regulators and informally by participating in research projects, conferences, and public education programs.

Recognizing that our energy development activities attract world-wide attention, we'll work to better inform interested parties across the globe about the AER and how we protect public safety and the environment through our regulatory requirements and commitment to ensuring industry compliance.



PROJECT » Building Awareness

In the past year, the AER has made it easier for Albertans to learn about and have a say in energy resource development activities around the province. We've been building awareness by

- › posting all applications submitted to the AER online, including applications for oil and gas wells, pipelines, coal mines, oil sands developments (both mines and in situ), and facilities;
- › publishing decisions made on applications online, whether they're approved or denied;
- › reviewing and responding to every statement of concern filed by anyone who believes they may be directly and adversely affected by an application;
- › offering live streamed audio of public hearings (when technically and logistically possible) so Albertans can listen to the proceeding from anywhere; and
- › responding to hundreds of calls, e-mails, and other requests for information as well as participating in community meetings.

We are committed to making sure that Albertans know what the AER does and understand who to contact when they have questions or concerns. Through face-to-face meetings, social media, print materials, and community engagements, we will continue to connect with Albertans and encourage them to connect with us.

Performance measures and targets

Measure

Percentage of Albertans confident that oil and gas development is occurring responsibly

Target

10% increase in awareness of the AER and its role in regulating energy development in Alberta

Measure

Recommendations for best-in-class performance are developed through stakeholder collaboration

Target

Completion and release of recommendations in 2015

Measure

Stakeholder rating of AER performance in key areas of concern

Target

10% increase in positive perceptions/rankings of AER performance

Connecting to Albertans with social media

The AER uses a variety of communications tools to interact with our stakeholders. Our publications, presentations, online content, and social media tools help inform, explain, and clarify how the AER carries out our regulatory responsibilities across the province.

TWITTER – @AER_news was launched on June 17, 2013, and we have been using Twitter to update our over 900 (and growing!) followers on AER news, projects, and new regulatory requirements. Our Twitter presence allows for real-time, two-way communication with our stakeholders.

LINKEDIN – We're recruiting new staff and sharing information on important news and regulatory changes with more than 6200 connections, including employees, interested followers, energy experts, and other LinkedIn users.

YOUTUBE – Our channel, ABEnergyRegulator, provides videos that explain the energy industry and demonstrate how we ensure that energy development is safe, efficient, orderly, and environmentally responsible. The AER YouTube channel features industry presentations, animations, and videos on technical issues.



AER BLOG – Launched on April 1, the blog features monthly stories by AER employees addressing topics of interest to our stakeholders. In addition to the blog, we post content on aer.ca, including publications such as EnerFAQs, fact sheets, bulletins, and statistical reports to update Albertans about energy development activities.

AUDIOCASTS – We’ve recently started providing live audio streams of public hearings, where technically possible. Although all AER hearings are open to the public, the audio streams make it possible for those who can’t attend a hearing to follow it online, and it reflects our commitment to improved information access and transparency.

Social media is helping the AER prepare for the next era in energy regulation, building new relationships with Albertans while telling our story on the world stage.



measuring our performance

» **To demonstrate the results of our work**, we must measure and report on our performance. For example, each year we process more than 60 000 applications, perform over 12 000 inspections, and issue hundreds of enforcement actions. While these numbers are important, it is what we achieve with this activity that is important to Albertans.

To truly be best in class and to deliver on all elements of our strategic plan, we must demonstrate results. How well did we protect public safety and the environment? How were we effective or efficient? How did we measure stakeholder awareness and perception?

We must measure the efficiency of our processes and the effectiveness of our requirements in meeting clear outcomes. We will measure industry performance — both industry as a whole and as individual companies.

Each strategic priority is paired with performance measures and targets that will help the AER define success and clearly demonstrate the results of our actions. We know that these are new targets, ones that we may refine in the weeks and months ahead as we meet with stakeholders throughout the province. In some cases, our measures and targets are clearly defined, while in other cases, the targets may be more closely linked to Government of Alberta policy outcomes and require additional discussion. In all cases, clear and measurable targets demonstrate that the AER is transparent, accountable, and driven by results.

We'll report regularly on our progress in meeting these targets, providing evidence where we have been successful and explaining if we have failed. Internal performance indicators will be used throughout the organization to provide us with early signs of our progress and with opportunities to change course if necessary.

These are not just performance measures and targets for the AER, but for industry and the province as a whole. Our ability to reduce pipeline incidents, increase compliance for abandoned wells, decrease the use of fresh water, find cost savings, and improve Albertans' confidence in the regulatory system are important results for all stakeholders.

Clear and measurable targets demonstrate that the AER is transparent, accountable, and driven by results.

» **A plan is only as solid as its execution.** Now that the AER board of directors has approved the strategic plan, we are working with stakeholders and employees to refine the projects that will, along with our operating plans, deliver on our key priorities.

The success of our strategic plan depends on a corporate operating plan that delivers the key projects under our strategic priorities, as well as critical day-to-day functions that support all the AER's work. This includes information technology, human resources, change-management initiatives, leadership development, media and public awareness programs, strong financial management, and a framework for continuous improvement.

It's about our people

Our people are our most important element in successfully delivering our strategic plan and achieving our vision. The AER prides itself on employing knowledgeable, skilled, and talented people who take pride in their work and go the extra mile to uphold our mandate.

When all employees work towards shared goals, results are achieved more rapidly. That's why it is vital that every section, division, branch, and employee is focused on making their own unique contribution to the organization's goals. No one person, team, or project can achieve results on their own — we need the work, dedication, and ownership of the entire organization.

Focusing on our strategic priorities and outcomes is important to our success as we manage the day-to-day work of the AER while transforming how we do business.

To succeed, we must ensure that we possess the tools to do our jobs with confidence and skill.

We will provide our employees with opportunities to develop the skills needed to execute the elements of our strategic plan, such as

- » performance measurement,
- » project management,
- » business process design, and
- » continuous improvement.

Since last June, AER employees have made tremendous progress constructing a regulator that will live up to its mandate to provide for the safe, efficient, orderly, and environmentally responsible development of Alberta's energy resources. Working together, we will realize our vision of becoming that best-in-class organization to regulate our world-class resources for the benefit of all Albertans.





OPERATIONAL OVERVIEW



In 2013, Alberta's pipeline incident rate dropped to 1.4 incidents per 1000 kilometres of pipeline — the lowest in over 20 years.

Operational Overview

» **As the AER was launched** and took on new responsibilities, a new mandate, and a new vision, we needed a new way to do business. Part of that transformation included restructuring our organization to ensure that we can effectively carry out all of our responsibilities, align our actions with AER-wide goals, and deliver measurable and meaningful results to our stakeholders.

To do that we created one organization with one leadership team working towards one vision, and moved to a new organizational structure. Our new structure improves our effectiveness by creating a more collaborative team that focuses our efforts on the organization's top priorities.

Rather than the traditional flat structure with vertical reporting and natural silos, the AER's organizational structure follows a matrix model that combines the functional areas of the organization with the key sector areas, all depending upon the foundational support provided by global functions such as Human Resources, Information Services, Administrative Services, and Law. These areas intersect, creating collaborative teams from both function and sector areas.

Under the new structure, the AER has been organized into divisions, branches and offices, groups, sections and teams. These divisions have achieved much since being established in the fall of 2013 and will continue to deliver results for Albertans in 2014.

operations



In an organization responsible for regulating energy resource development, the Operations Division carries out the AER's core work across Alberta.

At the highest level, the Operations Division fulfills two main functions: it ensures that energy resource developments comply with AER regulatory requirements throughout their life cycles and that the AER's regulatory processes continually become more effective and efficient. Within this division,

- › the Authorizations Branch processes applications for new energy resource developments;
- › the Environment and Operational Performance Branch monitors ongoing operations through inspections, compliance evaluation, and emergency preparedness review;
- › the Closure and Liability Branch oversees the end-of-life aspects of energy developments;
- › the Mining Branch is responsible for both oil sands and coal mining;
- › the In Situ Branch regulates the growing in situ oil sands developments; and
- › the Oil and Gas Branch regulates conventional and unconventional energy resource developments, as well as pipelines and other infrastructure.

AER Operations staff work with industry to make sure that all regulatory requirements are followed.

Sector Branches and Function Branches

The Operations Division is organized into two types of branches: sector and function. Three sector branches, Oil and Gas, In Situ, and Mining, focus on the overall regulatory performance of the companies in each sector. Authorizations, Environment and Operational Performance, and Closure and Liability are function branches that focus on the efficient execution of regulatory processes. The sectors and functions work together, sharing resources to ensure that we are applying efficient, standard processes to the various sectors we regulate, and that our work is prioritized according to the most significant risks in each sector.

The First Year

The Operations Division successfully transitioned regulatory responsibilities from Alberta Environment and Sustainable Resource Development to create the single energy regulator. This included hiring and assimilating more than 235 new employees and implementing an organizational structure to deliver on the AER's broader regulatory strategy.

After assuming responsibility for *Public Lands Act* approvals in December 2013, the Authorizations Branch worked quickly to address industry's requirements for the winter drilling program. The Operations Division established a new procedure for rapidly processing priority applications, and it made other changes that have increased processing capacity for these types of applications by 50 per cent.

In February 2014, the AER created the Licensee Liability Rating (LLR) Program Management Plan to complement the existing LLR Program, which protects Albertans and the province's Orphan Fund from abandonment and reclamation costs for oil and gas wells, facilities, and pipelines. The LLR Program Management Plan aims to increase compliance by allowing companies to make payments over longer time frames. As of February 2014, 92 per cent of participating companies complied with the program and the AER's Oilfield Waste Liability Program.

Finally, the Operations Division established interim guidelines to ensure safe operation of new shallow steam-assisted gravity drainage for in situ oil sands developments.

Compliance and Enforcement

Operations staff use a risk-based inspection strategy. This means they design inspection programs to focus on energy resource developments determined to be higher risk or in areas where there have been recent incidents or public complaints.

In 2013, the AER conducted 12 367 initial inspections and investigations. As a result, 420 high-risk noncompliances were discovered, of which 217 were related to pipelines.

AER Operations staff work with industry to make sure that all our regulatory requirements are followed. To ensure that industry employees better understand regulatory requirements, Operations staff work to educate industry through targeted presentations and operator awareness sessions.

strategy & regulatory



Navigating the AER

The Strategy and Regulatory Division navigated the AER through its first year with a focus on identifying and managing issues, risks, and opportunities, while ensuring that the organization maintained an integrated approach to regulatory development.

By providing the organization with scientific and fact-based information, the Strategy and Regulatory Division sets the path for the AER, keeping projects and initiatives aligned with our priorities. We do this through the work of three branches:

- › the Corporate Planning and Enterprise Projects Branch, which ensures that initiatives and projects align with the AER's mandate and vision;
- › the Regulatory Operations and Economics Branch, which implements practical operating procedures for regulatory development and reports on energy statistics; and
- › the Science and Evaluation Branch, which collects and reports on reservoir and play-level information and the impacts of energy development on environmental and social outcomes. The Alberta Geological Survey is part of this branch and provides the AER with scientific peer-reviewed research, mapping, and reporting on Alberta's geology, earth resources, geological hazards, and groundwater at the regional scale.

Achieving Goals

The Strategy and Regulatory Division oversaw the AER's transition as it became responsible for regulatory functions assumed from Alberta Environment and Sustainable Resource Development. This shift meant new responsibilities for existing staff and determining how these new functions would change how the AER operates.

By planning and collaborating, this division led the development of a new strategic plan for 2014-17. This plan outlines the AER's core work and establishes four key priorities that guide the AER in choosing projects and initiatives to support our vision.

The Strategy and Regulatory Division developed a new standard operating procedure for regulatory development. This document provides a new approach

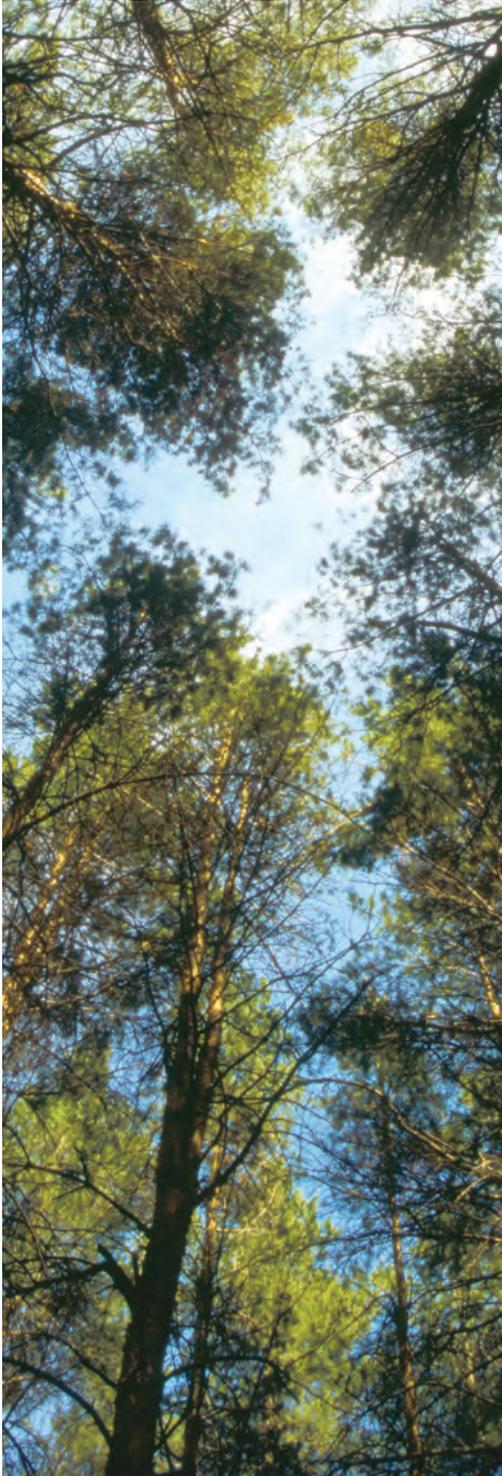
to our regulatory work, establishing priorities for changing our regulatory requirements; ensures that the AER meets the province's regulatory needs with efficiency and purpose; and provides Albertans with best-in-class service that aligns with our mandate.

Anchoring the division's work are a risk-based regulatory model and innovative approaches to effectively and efficiently make the important decisions. Accurate data, skilled and knowledgeable staff, and a strong commitment to excellence fuel the division's work in helping the regulator capitalize on opportunities.

As the next year unfolds, the Strategy and Regulatory Division will continue to guide the AER with expertise and strong leadership as it regulates energy development in Alberta.

This division led the development of a new strategic plan for 2014-17. This plan outlines the AER's core work and establishes four key priorities that guide the AER in choosing projects and initiatives to support our vision.

stakeholder & government relations



The AER doesn't work in isolation:

landowners, First Nations and Métis, energy companies and industry associations, the Government of Alberta, nongovernment agencies, and environmental organizations all have a stake in our work. While our primary stakeholders are here in Alberta, we have relationships with groups across Canada, the United States, and around the world.

Each stakeholder has a unique perspective and interest in Alberta's energy resource development, which is why the AER established a new division dedicated to stakeholder engagement and relationship building: the Stakeholder and Government Relations Division (SGR).

Specific Stakeholder Focus

Regulating one of the world's largest energy resources attracts attention from across Canada, our U.S. neighbours, and our peers from around the globe. This national and international interest compels the AER to work with these groups to ensure that our role as a single regulator is clear and that their voices are heard. SGR also promotes knowledge sharing and best practices for energy development, while allowing the AER to learn from other jurisdictions.

The development of Alberta's energy resources attracts global attention.

SGR builds these mutually beneficial relationships through three groups:

- › Alberta Government Relations
- › Alberta Stakeholder Engagement
- › National and International Stakeholder and Government Relations

All three focus on specific stakeholder groups to ensure that the AER fulfills its commitment and promise to Albertans.

Engaging Through Change

After establishing the division and staffing it with strong leaders and experienced people, SGR immediately implemented engagement plans for the transition to the single regulator, including

- › hosting 10 well-attended industry information sessions;
- › meeting with over 20 national, international, and provincial delegations;
- › co-hosting a global two-day conference with the International Energy Agency; and
- › developing high-profile memorandums of understanding with the British Columbia Oil and Gas Commission and the Government of the Northwest Territories.

The division also fostered existing, and developed new, relationships with key Government of Alberta partners in 2013:

- › Alberta Environment and Sustainable Resource Development
- › Alberta Energy
- › The Policy Management Office
- › Aboriginal Relations / Aboriginal Consultation Office
- › International and Intergovernmental Relations
- › Health
- › Municipal Affairs

This work involved clarifying roles, accountabilities, and processes to support integrated policy development and delivery.

Engaging from the Inside Out

SGR also recognizes the importance of working internally to support other AER divisions and working together to achieve the organization's goals and vision. Since it was established, SGR has provided advice and information to support the development of regulatory requirements and initiatives, as well as providing alternative dispute resolution support on energy development applications.

corporate services



Regulating Alberta's energy resources

is what the AER does, but without the people, infrastructure, and information for support, our work could not be done. The AER's Corporate Services Division focuses on the crucial components of how the organization functions, the people who power the AER engine, and the information it collects and distributes to Albertans.

The division includes technology, data, workplace services, finance, administration, and human resources. These are elements vital to any organization because they control the internal workings, enabling employees to do their jobs and allowing business to take place.

Supplying and Managing Resources

Through all phases of the AER's transition, the Corporate Services Division supported the core business by ensuring that time-lines were met and resources were effectively managed.

The entire AER is supported by the expertise, advice, and services provided by the six branches of the Corporate Services Division:

- › Information Services
- › Human Resources
- › Finance
- › Administrative and Workplace Services
- › Information Management
- › Internal Audit

Before, during, and after the June 2013 launch, Corporate Services staff worked full out. With an influx of new staff supporting the AER's new functions, roles, and responsibilities, the division was bustling with the hiring of more than 450 new staff (to support the transition to the single regulator and as part of regular operations), maintaining infrastructure, and managing the regulator's new industry-funded model.

The transition also required that the division

- › implement and provide significant change-management support;
- › execute a short-term plan for staff placement;
- › offer more than 400 professional development courses and learning opportunities to staff;
- › maintain excellent health and safety programs;
- › oversee the process to transfer, share, and store ESRD records;
- › implement a financial administrative system for the *Public Lands Act*, the *Mines and Minerals Act*, and the Mine Financial Security Program;
- › streamline revenues charged to industry and improve work processes;
- › update documents and forms to align with the AER's new GST status, and inform vendors of this change;
- › participate in the Government of Alberta's results-based budgeting process under the Resource Management and Environmental Stewardship Line of Business; and
- › promote waste reduction by implementing an electronic submission form and requirements in directives.

Delivering for our Stakeholders

Recognizing the importance of providing our stakeholders with timely and accurate information, the division used the regulator's launch year to develop better ways of accessing information. Through tools such as the Private Surface Agreements Registry, Public Notice of Application, and Publication of Decision, the division works to deliver on the AER's promise of transparency.

The AER's Corporate Services Division focuses on the crucial components of how the organization functions, the people who power the AER engine, and the information it collects and distributes to Albertans.

law branch

Creating a new entity to regulate the province's energy resources takes expert knowledge of legislation, the ability to create strong regulations, and a dedicated team of lawyers who work with precision to help build and support the new AER.

The AER's Law Branch played a key role in creating the AER. Working closely with our government partners, the branch was actively involved in drafting the *Responsible Energy Development Act* — the statute that created the AER.

As we transitioned into a full life-cycle regulator over the last 12 months, Law's input was critical in developing the regulations needed to support the responsibilities transferred from the Government of Alberta.

Law's input was critical in developing the regulations needed to support the responsibilities transferred from the Government of Alberta.

Since June 2013, the Law Branch has

- › developed AER policy under the *Public Interest Disclosure (Whistleblower Protection) Act*,
- › created the proposed mandate and roles document under the province's *Alberta Public Agencies Governance Act*,
- › provided legal advice on proceedings, and
- › advised on regulatory functions, hearings, and appeals.

Outside of legislation and regulation development, the branch provides legal, strategic, and corporate governance advice to all of the AER's divisions, hearing commissioners, and board of directors, while representing the AER before the courts and acting as the corporate secretary.

Branches throughout the AER also benefit from Law's counsel on issues such as employment law and reviewing leases and contracts.

Building Alberta's new regulator

required tremendous communications efforts. From a new logo and mandate, to new products to explain who we are, what we do, and how our work benefits Albertans, the Office of Public Affairs (OPA) supported the AER in its launch and transition to the single regulator.

OPA provides effective communications advice and support to the AER by offering a wide range of services to the organization, including media relations and crisis communications, strategic planning and advice, internal and corporate communications, editing, graphic design, digital media, and web services.

Like every division of the AER, OPA was committed to the launch and transition of the new regulator. With a focus on ensuring that stakeholders had access to information, providing clear, accurate communications products, and supporting all aspects of each phase of implementation, OPA supported the AER by

- › developing and launching a new logo, brand, and visual identity;
- › designing and launching a new website, including support for public notice of applications, publication of decisions, and the online incident-reporting tool;
- › supporting change management with internal communications planning and advice;
- › supporting the Executive Leadership Team in all aspects of external and internal communications;

- › creating award-winning multimedia products, including video, audio, a new website, and new employee intranet;
- › executing the launch and opening of all AER locations across Alberta;
- › supporting the new vision and strategic plan with external and internal communications;
- › conducting public opinion research and media monitoring to provide insight and advice on stakeholder opinion; and
- › coordinating emergency response, including flood response and incident communications.

OPA continues to support the AER by providing strategic communications and advice on AER operations and ensuring that stakeholders have access to accurate, timely, clear information about energy development in Alberta. As the AER turns its focus to reaching our vision, OPA will work with all divisions and branches to deliver on our priorities and meet our targets by 2017.





CORPORATE GOVERNANCE



*@AER_news posted 275 tweets,
including 42 photos and videos,
to over 900 followers since our launch.*

Corporate Governance

» **How an organization is governed determines** how it carries out its daily business and how successful it is at achieving its goals. For this reason, corporate governance was a key consideration when the Alberta Energy Regulator was created in June 2013.

The AER's governance structure separates the corporate, operational, and governance responsibilities from adjudicative functions (hearings on energy applications). This is a significant change from the former Energy Resources Conservation Board (ERCB) model where these functions were combined. Through its revised model, the AER seeks to realize its full potential as the single regulator of Alberta's energy resource development, as well as gain the confidence of its many stakeholders.

Board of Directors

A chair heads the AER and leads a board of directors; none are involved in the AER's day-to-day operations or decisions. Rather, these directors set the general direction of the regulator's business affairs, including approval of the strategy and budget. The directors are also charged with approving regulatory change and setting performance expectations for the AER and its president and chief executive officer. In this way, the AER's board operates as a truly "corporate-style" board.

President and CEO

The president and CEO, who reports directly to the chair, is accountable for day-to-day operations, which include receiving and making decisions on applications, monitoring and investigating energy resource activities for compliance, and closure of energy developments, including remediation and reclamation.

Hearing Commissioners

Hearing commissioners are responsible for conducting all hearings into energy applications and regulatory appeals. Reporting to a chief hearing commissioner, they are independent adjudicators, operating free of political interference; their decisions may only be reviewed by the Court of Appeal of Alberta.

board of directors

» Highlights

A key feature of the *Responsible Energy Development Act (REDA)*

is that it separates the adjudicative functions of the regulator (conducting hearings and issuing decisions on energy resource development) from the governance of an organization responsible for applying and enforcing the regulations. The AER's governance is through a board of directors that assumed responsibility in June 2013.

During our inaugural year, the AER took on responsibility of regulatory functions for energy resource development from the ERCB and the regulatory functions for public lands, geophysical work, and the protection of our air, land, and water from Alberta Environment and Sustainable Resource Development.

Achieving the objectives of a one-stop regulator required the board to meet frequently: 11 meetings between June 2013 and May 2014. The board addressed a number of administrative details during this period:

- » developing conflict of interest and whistleblower policies and terms of reference;
- » approving a strategic plan and budget, including introducing rules to adjust annual industry levies; and
- » holding board meetings across Alberta and using these occasions to meet with stakeholders and visit operating sites to learn more about the AER's regulatory responsibilities.

The board has four committees: Audit and Finance; Governance; Human Resources, Health and Safety; and Regulatory Review.

During the first year, the Audit and Finance Committee has focused on banking and credit facilities in addition to an ongoing review of financial statements and upgrades to financial and IT systems. The Governance Committee reviewed and modified the AER's bylaws and the terms of reference for each committee, reviewed performance reporting by other regulatory bodies to recommend the form of an annual report, and developed a board performance evaluation tool. The Human Resources, Health and Safety Committee has focused on employee turnover, safety statistics, the effectiveness of recruitment, the general approach to AER compensation and benefits, and compensation for senior management.

REDA clearly assigns responsibility for approving policy to the Alberta Department of Energy, and the application and enforcement of policy to the AER. The Regulatory Review Committee reviews recommendations for policy changes prior to submission to the board and thereafter the

Department of Energy. The Regulatory Review Committee also reviews and approves changes to AER procedures and the AER's extensive guidance documentation. One major policy recommendation approved by the Government of Alberta on the recommendation of the AER was regulation of odours and emissions from sites, which played a key role in AER's action on emissions in the Peace River area.

The board and its committees focus on oversight of the AER to ensure that the organization is focused on the key strategic objective: to be a protective, effective, efficient, and credible best-in-class regulator.



Peter C. Flynn, Ph.D., P.Eng.
Governance Committee Chair

Cameron Bailey

Sheila O'Brien, C.M., B.A.
*Human Resources,
Health and Safety
Committee Chair*

Andy Neigel, RPF, B.Sc. Forestry

Gerard Protti, M.A., ICD.D
Chair

Elizabeth (Liz) Dowdeswell, O.C., M.Sc.

Dr. David Chalack, D.V.M., ICD.D

Fred Estlin, B. Admin., F.C.A
*Audit and Finance
Committee Chair*

- › **Committees are an important part of any board.** In general, their role is to receive the reports and recommendations of management, provide information, make recommendations to the board for approval, and make decisions on behalf of the board in their areas of authority.

Governance Committee

Tim Plumptre, founder of the Institute on Governance, defines governance as “the process whereby societies and organizations make important decisions, determine whom they involve, and how they render account.” The AER’s Governance Committee works to embody this definition by setting processes to clarify how decisions are made. It helps the board of directors on governance matters affecting operations and on specific matters from the board of directors, the chair, or executive management.

Audit and Finance Committee

The Audit and Finance Committee helps and advises the board of directors with accounting, financial reporting, risk management, and auditing. Fulfilling an oversight role, this committee monitors, oversees, and makes recommendations to the board on

- › financial statements and other financial information,
- › the adequacy and effectiveness of the AER’s systems of internal controls,
- › risk management,
- › audit functions, and
- › monitoring the development of the AER risk management system.

Regulatory Review Committee

This committee helps ensure that proposed AER regulatory instruments support and contribute to the AER’s mandate and vision, are applied enterprise-wide, are consistent with the current regulatory and economic environment, and receive adequate feedback from AER staff and stakeholders. It also makes certain that these instruments are based on sound science, technical expertise, and engineering and economic principles, and that they can be supported legally. In addition, the committee helps determine applicable approvals required for regulatory instruments, such as the board of director approval, Government of Alberta approval, or both.

Human Resources, Health and Safety Committee

This committee monitors, oversees, and makes recommendations to the board on the AER’s human resources management. It also advises on strategy and planning, compensation philosophy, workforce engagement, selection, remuneration, and performance assessment of the chief executive officer, and compensation and succession planning for senior executives (see page 89 for statements). This committee also oversees the AER’s Occupational Health and Safety policies, practices, and performance to ensure that best-in-class standards are maintained.

- » **The AER board of directors manages the AER's business and affairs** by providing direction to management and taking other appropriate actions within its capacity and powers to fulfill its responsibilities as set out in the *Responsible Energy Development Act* and other enactments. According to the *General Bylaw of the Alberta Energy Regulator*, the board must meet at least four times per year.

Meeting Attendance

(June 2013–May 2014)

Director	Board Meetings Attended
Gerard Protti, Chair	11 of 11
Cameron Bailey	11 of 11
David Chalack	11 of 11
Elizabeth Dowdeswell	11 of 11
Fred Estlin	11 of 11
Peter Flynn	11 of 11
Andy Neigel	11 of 11
Sheila O'Brien	10 of 11

executive leadership team



Kim Blanchette

*Vice President
Office of Public Affairs*

Patricia Johnston

*General Counsel
Executive Vice President
Law*

Rick Brown

*Executive Vice President
Corporate Services*

Jim Ellis

President and CEO

Jennifer Steber

*Executive Vice President
Stakeholder and Government
Relations*

Kirk Bailey

*Executive Vice President
Operations*

Cal Hill

*Executive Vice President
Strategy and Regulatory*

- The Alberta Energy Regulator president and CEO** reports directly to the chair of the AER board of directors and is accountable for day-to-day operations, which include receiving and making decisions on applications, monitoring and investigating energy resource activities for compliance, and closure of energy developments, including remediation and reclamation.

» **Hearing commissioners represent a key part** of the Alberta Energy Regulator's mandate by fulfilling its adjudicative functions.

The hearing commissioners conduct all of the AER's hearings into energy applications and regulatory appeals, and also carry out specially called inquiries, such as the Peace River proceeding into odours and emissions from heavy oil operations, held in January 2014. They are also involved in developing the organization's hearing procedures and rules. There are both full-time and part-time hearings commissioners; all report to a chief hearing commissioner who in turn reports to the AER's chair.

Hearing commissioners are independent adjudicators, operating free of political interference. Only the Court of Appeal of Alberta may review and overturn their decisions. They also function independently from the AER's operations staff.

Alex Bolton, P.Geo.
*Chief Hearing Commissioner**

Cecilia Low, B.Sc., LL.B., LL.M.
(Full-time)

Christine Macken, B.A.
(Full-time)

Brad McManus, Q.C.
(Full-time)

Rob McManus, B.A., M.E.Des.
(Full-time)

Barbara McNeil, B.Sc., C.M.
(Full-time)

Terry Engen
(Part-time)

Heather Kennedy, B.Sc. (Hons)
(Part-time)

John Lawson, MPA
(Part-time)

Jurgen Preugschas
(Part-time)

Lorne Ternes, LL.B.
(Part-time)

* Mr. A. Bolton was appointed chief hearing commissioner on May 14, 2014. Prior to that, Mr. B. McManus served as chief hearing commissioner.

Hearing Commissioner Activities

From the AER's launch on June 17, 2013, to the end of April 2014, AER hearing commissioners have held four oral hearings, two written hearings, and a public proceeding. It is important to note that six scheduled hearings were cancelled as the reasons for holding the hearing were resolved.

The AER has issued 17 decision reports for hearings and cancelled hearings, including two decision reports related to the Peace River proceeding. Three decision reports were for matters transitioned from the ERCB to the AER.

In addition, AER hearing commissioners will conduct alternative dispute resolution when a hearing or a regulatory appeal is to occur. Between June 2013 and April 2014, hearing commissioners participated in three alternative dispute resolution processes.





FINANCIAL STATEMENTS

A yellow-tinted photograph of an oil pumpjack in a field of tall grass. The pumpjack is the central focus, with its long arm and counterweight visible. The background is a soft-focus field of tall grasses. The text is overlaid on the lower left side of the image.

Since the AER's launch, 24 foreign delegations have visited Alberta to learn how we regulate energy development.

Alberta Energy Regulator Financial Statements

75

For the year ended March 31, 2014

Independent Auditor's Report

Statement of Operations

Statement of Financial Position

Statement of Cash Flows

Notes to the Financial Statements

Schedules to the Financial Statements

INDEPENDENT AUDITOR'S REPORT **To the Board of Directors of the** **Alberta Energy Regulator**

Report on the Financial Statements

I have audited the accompanying financial statements of the Alberta Energy Regulator, which comprise the statement of financial position as at March 31, 2014, and the statements of operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Alberta Energy Regulator as at March 31, 2014, and the results of its operations, its remeasurement gains and losses, and its cash flows for the year ended March 31, 2014 in accordance with Canadian public sector accounting standards.

[Original signed by Merwan N. Saher, FCA]

Auditor General

May 9, 2014

Edmonton, Alberta

STATEMENT OF OPERATIONS

Year Ended March 31 (in thousands)

	2014		2013
	Estimates (Schedule 3)	Actual	Actual
Revenues			
Industry levies and assessments	\$ 166,148	\$ 181,668	\$ 124,881
Provincial grant	-	36,300	54,543
Information, services and fees	9,259	7,431	6,994
Investment	2,500	1,023	895
	177,907	226,422	187,313
Expenses			
Energy regulation (Schedule 1)	170,857	208,310	173,726
Orphan abandonment (Note 4)	12,750	16,172	13,001
	183,607	224,482	186,727
Annual operating surplus (deficit)	\$ (5,700)	\$ 1,940	\$ 586

The accompanying notes and schedules are an integral part of these financial statements.

STATEMENT OF FINANCIAL POSITION

As at March 31 (in thousands)

	2014	2013
Assets		
Cash and cash equivalents (Note 5)	\$ 42,055	\$ 36,647
Security deposits (Note 6)	100,211	52,520
Accounts receivable	3,892	3,480
Prepaid expenses and other assets	9,660	10,091
Tangible capital assets (Note 7)	54,972	53,147
	\$ 210,790	\$ 155,885
Liabilities		
Accounts payable and accrued liabilities	\$ 21,582	\$ 18,981
Grant payable to Orphan Well Association	10,750	8,972
Security deposits (Note 6)	100,211	52,520
Deferred revenue (Note 8)	2,971	1,485
Deferred lease incentives (Note 9)	23,535	24,157
Pension obligations (Note 10)	3,291	3,260
	162,340	109,375
Net Assets		
Net assets at beginning of year	46,510	45,924
Annual operating surplus	1,940	586
	48,450	46,510
	\$ 210,790	\$ 155,885

Contractual obligations and Contingent liabilities (Notes 11 and 13)
The accompanying notes and schedules are an integral part of these financial statements.

STATEMENT OF CASH FLOWS

Year Ended March 31 (in thousands)

	2014	2013
Operating transactions		
Annual operating surplus	\$ 1,940	\$ 586
Non-cash items included in net operating results		
Amortization of tangible capital assets (Note 7)	12,045	11,667
Loss on disposal of tangible capital assets	-	121
Change in pension obligations	31	16
Amortization of deferred lease incentives (Note 9)	(1,370)	(1,367)
	12,646	11,023
(Increase)/decrease in accounts receivable	(412)	772
Decrease/(increase) in prepaid expenses and other assets	431	(2,046)
Increase/(decrease) in accounts payable and accrued liabilities	2,601	(2,180)
Increase/(decrease) in grant payable to Orphan Well Association	1,778	(287)
Increase/(decrease) in deferred revenue	1,486	(38)
Additions to deferred lease incentives	748	-
	19,278	7,244
Cash provided by operating transactions		
Capital transactions		
Acquisition of tangible capital assets (Note 7)	(13,870)	(7,448)
Cash applied to capital transactions	(13,870)	(7,448)
Increase/(decrease) in cash and cash equivalents	5,408	(204)
Cash and cash equivalents at beginning of year	36,647	36,851
Cash and cash equivalents at end of year	\$ 42,055	\$ 36,647

The accompanying notes and schedules are an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014 (in thousands)

Note 1 Authority and purpose

The Alberta Energy Regulator (AER) is an independent and quasi-judicial organization of the Government of Alberta. The AER operates under the Responsible Energy Development Act (REDA). The AER's mandate provides for the safe, efficient, orderly and environmentally responsible development of hydrocarbon resources over their entire life cycle. This includes the conservation and management of water, the disposition and management of public lands and protection of the environment.

Effective June 17, 2013, the AER was established to supersede the Energy Resources Conservation Board (ERCB). The AER is responsible for the regulatory functions of the ERCB as well as certain functions of Alberta Environment and Sustainable Resource Development (ESRD) that relate to public lands, water and the environment.

The 2013 comparative figures are those of the ERCB. The 2014 figures combine 77 days of ERCB operations from April 1, 2013 to June 16, 2013 with the balance of the fiscal year those of the AER.

Note 2 Summary of significant accounting policies and reporting practices

These financial statements are prepared in accordance with Canadian Public Sector Accounting Standards (PSAS).

(a) Revenues

All revenues are reported on the accrual basis of accounting. Cash received for which services have not been provided by year end is recorded as deferred revenue.

Government transfers

Transfers from the Government of Alberta are referred to as provincial grants.

Provincial grants, without terms for the use of the transfer, are recorded as revenue when the AER is eligible to receive the funds.

(b) Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

(c) Assets

Financial assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations. Financial assets of the AER are limited to financial claims, such as advances to and receivables from other organizations.

Tangible capital assets are recorded at historical cost and amortized over the estimated useful life of the assets using the following methods:

Leasehold improvements	Straight line
Furniture and equipment	Straight line
Computer hardware	Straight line
Computer software — purchased	Straight line
Computer software — developed	Declining balance

Work-in-progress, which includes developed computer software and leasehold improvements, is not amortized until a project is complete.

(d) Liabilities

Liabilities are recorded to the extent that they represent obligations as a result of events and transactions occurring prior to the end of the fiscal year. The settlement of liabilities will result in a sacrifice of economic benefits in the future.

(e) Net assets

Net assets represent the difference between the carrying value of assets held by the AER and its liabilities.

PSAS requires a "net debt" presentation for the statement of financial position in the summary financial statements of governments. Net debt presentation reports the difference between financial assets and liabilities as "net debt" or "net financial assets" as an indicator of the future revenues required to pay for past transactions and events. The AER operates within the government reporting entity, and does not finance all its expenditures by independently raising revenues. Accordingly, these financial statements do not report a net debt indicator.

Note 2 Summary of significant accounting policies and reporting practices (continued)

(f) Valuation of financial assets and liabilities

The AER's financial assets and liabilities are generally measured as follows:

Financial Statement Component	Measurement
Cash and cash equivalents	Amortized Cost
Accounts receivable	Amortized Cost
Security deposits	Cost
Accounts payable and accrued liabilities	Cost
Grant payable to the Orphan Well Association	Cost

Fair value is the amount of consideration agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act. The fair values of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, grant payable to the Orphan Well Association and security deposits are estimated to approximate their carrying values.

The AER has not designated any financial assets or liabilities in the fair value category and has not engaged in foreign currency transactions. The AER has no remeasurement gains or losses and consequently has not presented a statement of remeasurement gains and losses.

(g) Pension

Accrued benefit obligations are actuarially determined using the projected benefit method prorated on length of service and management's best estimate of expected plan investment performance, projected employees' compensation levels and retirement age of employees.

The expected return on plan assets is determined using market values of plan assets.

Actuarial gains and losses are amortized over the average remaining service period of the active employees, which is 7 years.

Past service cost arising from plan amendments is accounted for in the period of the plan amendments.

Defined contribution plan accounting is applied to Government of Alberta multi-employer defined benefit pension plans as the AER has insufficient information to apply defined benefit plan accounting.

(h) Deferred lease incentives

Deferred lease incentives, consisting of leasehold improvement costs and reduced rent benefits, are amortized on a straight-line basis over the term of the lease.

(i) Future accounting changes

Liability for contaminated sites

In June 2010, the Public Sector Accounting Board issued an accounting standard, Liability for contaminated sites, effective for fiscal years starting on or after April 1, 2014. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of chemical, organic, or radioactive material, or live organism that exceeds an environmental standard. The entity would recognize a liability related to the remediation of such contaminated sites subject to certain recognition criteria. Management is currently assessing the impact of this change in accounting standards on the financial statements effective the next fiscal period.

Note 3 Reorganization

Under the proclamation of portions of REDA in June 2013, the AER was created and assumed all responsibilities of the ERCB including all assets, liabilities, obligations, commitments and contingencies. In November 2013, additional portions of REDA were proclaimed transferring the public land and geophysical jurisdictions. The remaining portions of REDA were proclaimed in March 2014 which transferred all environmental and water jurisdictions. The transfer of jurisdiction from ESRD to the AER represented a final step in creating a single regulator for upstream oil, oil sands, natural gas and coal development in Alberta.

Under REDA the AER has regulatory responsibilities for the entire life cycle of upstream energy resources development in the province. To accomplish this the AER has taken over administration of the regulatory functions previously provided by the ESRD in respect of energy resource activities.

Transferred assets		Transferred liabilities	
Cash	\$ 1,386	Security deposits	\$ 29,343
Security deposits	29,343	Deferred revenue	1,386
Transferred at end of year	<u>\$ 30,729</u>	Transferred at end of year	<u>\$ 30,729</u>

In addition, the AER received \$1,392,361 in letters of credit related to deposits received due to additional responsibilities assumed from ESRD.

Note 4 Orphan abandonment

The AER has delegated the authority to manage the abandonment and reclamation of wells, facilities and pipelines that are licensed to defunct licensees to the Alberta Oil and Gas Orphan Abandonment and Reclamation Association (Orphan Well Association). The AER grants all of its orphan abandonment revenues (levy and application fees) to the Orphan Well Association. During the year ended March 31, 2014, the AER collected \$15,242 (2013 - \$12,151) in levies and \$930 (2013 - \$850) in application fees.

Note 5 Cash and cash equivalents

Cash and cash equivalents consist of a deposit in the Consolidated Cash Investment Trust Fund which is managed by the Province of Alberta to provide interest income at competitive rates while maintaining maximum security and liquidity of depositors' principal. The Fund is comprised of high quality short-term and mid-term fixed income securities with a maximum term to maturity of three years. As at March 31, 2014, securities held by the Fund have a time-weighted return of 1.2% per annum (2013 - 1.3%).

Note 6 Security deposits

The AER encourages the timely and proper abandonment and reclamation of upstream wells, facilities, pipelines, mines, mine sites and oilfield waste management facilities by holding various forms of security. At March 31, 2014, the AER held \$100,211 (2013 - \$52,520) in cash and an additional \$1,595,700 (2013 - \$112,580) in letters of credit of which, \$29,343 in cash and \$1,392,151 in letters of credit related to deposits received due to additional responsibilities assumed from ESRD. The security, along with any interest earned, will be returned to the depositors upon meeting specified refund criteria.

Note 7 Tangible capital assets

	Land	Leasehold Improvements <i>Term of the lease</i>	Furniture & equipment <i>5-12 years</i>	Computer hardware & software <i>4-5 years</i>	Total
<i>Estimated useful life</i>	<i>Indefinite</i>				
Historical cost					
Beginning of year	\$ 282	\$ 25,954	\$ 11,291	\$ 105,962	\$ 143,489
Additions	-	2,639	2,039	9,192	13,870
	282	28,593	13,330	115,154	157,359
Accumulated amortization					
Beginning of year	\$ -	\$ 4,653	\$ 7,395	\$ 78,294	\$ 90,342
Amortization expense	-	1,351	896	9,798	12,045
	-	6,004	8,291	88,092	102,387
Net book value at March 31, 2014	\$ 282	\$ 22,589	\$ 5,039	\$ 27,062	\$ 54,972
Net book value at March 31, 2013	\$ 282	\$ 21,301	\$ 3,896	\$ 27,668	\$ 53,147

Historical cost includes work-in-progress at March 31, 2014 totaling \$2,122 comprised of: computer hardware and software \$1,507 (March 31, 2013 - \$835) and leasehold improvements \$615 (March 31, 2013 - nil).

Note 8 Deferred Revenue

	2014	2013
Balance at beginning of year	\$ 1,485	\$ 1,523
Received during year	3,758	371
Less amounts recognized as revenue	<u>(2,272)</u>	<u>(409)</u>
Balance at end of year	<u>\$ 2,971</u>	<u>\$ 1,485</u>

Note 9 Deferred lease incentives

The AER has entered into various lease agreements which provide for lease incentives comprised of reduced rent benefits and leasehold improvement costs. These amounts are included in deferred lease incentives and are amortized on a straight line basis over the term of the lease.

	2014			2013
	<i>Leasehold improvement costs</i>	<i>Reduced rent benefits</i>	<i>Total</i>	<i>Total</i>
Balance at beginning of year	\$ 20,095	\$ 4,062	\$ 24,157	\$ 25,524
Additions during the year	320	428	748	-
Amortization	<u>(1,140)</u>	<u>(230)</u>	<u>(1,370)</u>	<u>(1,367)</u>
Balance at end of year	<u>\$ 19,275</u>	<u>\$ 4,260</u>	<u>\$ 23,535</u>	<u>\$ 24,157</u>

Note 10 Pension

The AER participates in the Government of Alberta's multi-employer pension plans: Management Employees Pension Plan, Public Service Pension Plan and Supplementary Retirement Plan for Public Service Managers. For the year ended March 31, 2014, the expense for these pension plans is equal to the contribution of \$13,194 (2013 - \$10,229).

In addition, the AER maintains its own defined benefit Senior Employees Pension Plan (SEPP) and two supplementary pension plans to compensate senior staff who do not participate in the government management pension plans. Retirement benefits are based on each employee's years of service and remuneration.

The effective date of the most recent actuarial funding valuation for SEPP was December 31, 2011. The accrued benefit obligation as at March 31, 2014 is based on the extrapolation of the results of this valuation. The effective date of the next required funding valuation for SEPP is December 31, 2014.

Pension plan assets are valued at market values. During the year ended March 31, 2014 the weighted average actual return on plan assets was 9.2% (5.4% in 2013).

Significant weighted average actuarial and economic assumptions used to value accrued benefit obligations and pension benefit costs are as follows:

	March 31, 2014	March 31, 2013
<i>Accrued benefit obligations</i>		
Discount rate	5.3%	5.0%
Rate of compensation increase	3.8%	3.8%
Long-term inflation rate	2.3%	2.3%
	2014	2013
<i>Pension benefit costs for the year</i>		
Discount rate	5.0%	5.0%
Expected rate of return on plan assets	5.0%	5.0%
Rate of compensation increase	3.8%	3.8%

Note 10 Pension (continued)

The funded status and amounts recognized in the Statement of Financial Position are as follows:

	March 31, 2014	March 31, 2013
Market value of plan assets	\$ 37,859	\$ 34,568
Accrued benefit obligations	43,231	39,732
Plan (deficit)	(5,372)	(5,164)
Unamortized actuarial loss	2,081	1,904
Pension obligations	<u>\$ (3,291)</u>	<u>\$ (3,260)</u>

The pension benefit costs for the year include the following components:

	2014	2013
Current period benefit cost	\$ 2,022	\$ 1,921
Interest cost	2,030	1,900
Expected return on plan assets	(1,786)	(1,671)
Amortization of actuarial losses	395	334
	<u>\$ 2,661</u>	<u>\$ 2,484</u>

Additional information about the defined benefit pension plans is as follows:

	2014	2013
AER contribution	\$ 2,630	\$ 2,468
Employees' contribution	507	444
Benefits paid	3,024	1,859

The asset allocation of the defined benefit pension plans' investments is as follows:

	March 31, 2014	March 31, 2013
Equity securities	49.4%	50.9%
Debt securities	39.0%	38.0%
Other	11.6%	11.1%
	<u>100.0%</u>	<u>100.0%</u>

Note 11 Contractual obligations

Contractual obligations are obligations of the AER to others that will become liabilities in the future when the terms of those contracts or agreements are met.

Estimated payment requirements for obligations under operating leases and contracts for each of the next five years and thereafter are as follows:

2015	\$ 19,781
2016	16,958
2017	15,286
2018	14,293
2019	11,982
2020-2086	131,565
	<u>\$ 209,865</u>

Note 12 Related party transactions

Related parties are those entities consolidated or accounted for on the modified equity basis in the Province of Alberta's financial statements.

The AER had the following transactions with related parties recorded on the Statement of Operations and the Statement of Financial Position at the amount of consideration agreed upon between the related parties:

	Entities in the Ministry		Other entities	
	2014	2013	2014	2013
<i>Revenues</i>				
Provincial grant	\$ 36,300	\$ 54,543	\$ -	\$ -
Information, services and fees	146	161	144	149
	<u>\$ 36,446</u>	<u>\$ 54,704</u>	<u>\$ 144</u>	<u>\$ 149</u>
	Entities in the Ministry		Other entities	
	2014	2013	2014	2013
<i>Expenses</i>				
Computer services	\$ 2,154	\$ 2,043	\$ 1,197	\$ 1,483
Buildings	-	-	553	548
Administrative	275	-	617	636
Consulting services	153	44	173	424
	<u>\$ 2,582</u>	<u>\$ 2,087</u>	<u>\$ 2,540</u>	<u>\$ 3,091</u>
<i>Receivable from</i>	<u>\$ 86</u>	<u>\$ 132</u>	<u>\$ 15</u>	<u>\$ 21</u>
<i>Payable to</i>	<u>\$ 4,571</u>	<u>\$ 4,494</u>	<u>\$ 605</u>	<u>\$ 188</u>

Note 13 Contingent liabilities

Accruals have been made in specific instances where it is likely that losses will be incurred based on a reasonable estimate.

Note 14 Approval of financial statements

These financial statements were approved by the AER Board of Directors on May 9, 2014.

SCHEDULES TO THE FINANCIAL STATEMENTS

SCHEDULE 1 Energy Regulation Expenses

Year Ended March 31 (in thousands)

	2014	2013
Personnel	\$ 136,564	\$ 114,682
Consulting services	21,962	14,247
Buildings	14,660	13,994
Computer services	12,710	10,719
Amortization of tangible capital assets	12,045	11,667
Travel and transportation	5,076	3,946
Administrative	3,161	2,814
Equipment rent and maintenance	1,108	946
Abandonment and enforcement	1,024	590
Loss on disposal of tangible capital assets	-	121
	\$ 208,310	\$ 173,726

SCHEDULES TO THE FINANCIAL STATEMENTS

SCHEDULE 2A ERCB Salaries and Benefits Disclosure

Year Ended March 31 (in thousands)

Position	2014				2013
	Base Salary ^(a)	Other Cash Benefits ^(b)	Other Non-cash Benefits ^(c)	Total	Total
Chairman ^(d)	\$ -	\$ -	\$ -	\$ -	\$ 310
Acting Chairman ^(d)	48	9	1	58	283
Board Member 1 ^(e)	40	123	1	164	266
Board Member 2 ^(e)	40	157	11	208	265
Board Member 3 ^(e)	40	-	11	51	246
Board Member 4 ^(e)	40	137	11	188	245
Board Member 5 ^(e)	40	-	11	51	242
Board Member 6 ^(e)	40	194	3	237	213

(a) Pensionable base pay.

(b) Payments in lieu of vacation, health, retirement allowances and pension benefits.

(c) Employer's contributions to all employee benefits including Employment Insurance, Canada Pension Plan, Alberta pension plans, supplementary retirement plans and health benefits or payments made on behalf of the employees for professional memberships and tuition fees. Automobiles were provided, but no amount is included in these figures.

(d) The Chairman's position became vacant on December 31, 2012. The Vice-Chairman served the ERCB as Acting Chairman effective January 1, 2013 to June 16, 2013.

(e) Total 2014 compensation reflects compensation earned by Board Members to June 16, 2013.

SCHEDULES TO THE FINANCIAL STATEMENTS

SCHEDULE 2B AER Salaries and Benefits Disclosure

Year Ended March 31 (in thousands)

Position	2014				2013
	Base Salary ^(a)	Other Cash Benefits ^(b)	Other Non-cash Benefits ^(c)	Total	Total
Board of Directors					
Chairman ^(d)	\$ 248	\$ -	\$ 7	\$ 255	N/A
Board Director 1 ^(d)	88	-	6	94	N/A
Board Director 2 ^(d)	94	-	6	100	N/A
Board Director 3 ^(d)	88	-	6	94	N/A
Board Director 4 ^(d)	95	-	2	97	N/A
Board Director 5 ^(d)	95	-	7	102	N/A
Board Director 6 ^(d)	90	-	6	96	N/A
Board Director 7 ^(d)	89	-	3	92	N/A
Executive					
President and Chief Executive Officer ^(e)	416	6	136	558	N/A
Chief Hearing Commissioner ^(f)	165	35	12	212	N/A
Executive Vice-President, Corporate Services ^(g)	195	4	65	264	N/A
Executive Vice-President and General Counsel ^(h)	205	24	50	279	N/A
Executive Vice-President, Operations ⁽ⁱ⁾	192	4	44	240	N/A
Executive Vice-President, Stakeholder & Government Relations ^(j)	166	12	56	234	N/A
Executive Vice-President, Strategy & Regulatory ^(k)	206	23	49	278	N/A

(a) Includes retainers and per diems for Board Directors. Members of the Board of Directors do not participate in the AER's pension plans. Includes pensionable base pay for Executives.

(b) Payments in lieu of vacation, health, vehicle allowances and pension benefits.

SCHEDULE 2B (continued)

- (c) Contributions to all benefits as applicable including Employment Insurance, Canada Pension Plan, Alberta pension plans, health benefits or payments made for professional memberships and tuition fees. If automobiles were provided, no amount is included in these figures.
- (d) Total 2014 compensation reflects compensation earned by members of the Board of Directors appointed subsequent to June 16, 2013 as a result of the proclamation of REDA.
- (e) The incumbent held the position effective June 17, 2013. This is a new position as the result of the proclamation of REDA.
- (f) The incumbent held the position effective June 17, 2013. This is a new position as the result of the proclamation of REDA.
- (g) The incumbent held the position effective July 1, 2013. This is a new position as the result of the proclamation of REDA.
- (h) The incumbent held the position effective June 17, 2013. This is a new position as the result of the proclamation of REDA.
- (i) The incumbent held the position effective August 12, 2013. This is a new position as the result of the proclamation of REDA.
- (j) The incumbent held the position effective August 12, 2013. This is a new position as the result of the proclamation of REDA.
- (k) The incumbent held the position effective June 17, 2013. This is a new position as the result of the proclamation of REDA.
- (l) Under the terms of the AER's defined benefit SEPP and two supplementary retirement plans (SRP), employees may receive supplemental retirement payments. Retirement arrangement costs as detailed below are not cash payments in the period but are the period expense for rights to future compensation. Costs shown reflect the total estimated cost to provide annual pension income over an actuarially determined post-employment period. The SEPP and SRP provide future pension benefits to participants based on years of service and remuneration. The cost of these benefits is actuarially determined using the projected benefit method pro-rated on service, a market interest rate, and management's best estimate of expected costs and the period of benefit coverage. Net actuarial gains and losses of the benefit obligations are amortized over the average remaining service life of the employee group. Current service cost is the actuarial present value of the benefits earned in the fiscal year. Prior service and other costs include amortization of past service costs, amortization of actuarial gains and losses, and interest accruing on the actuarial liability. The costs detailed below are only for those employees included in Schedule 2(b) who participate in the SEPP and SRP maintained by the AER to compensate senior staff who do not participate in the government management pension plans.

<i>Position</i>	Pension Expense for the Period June 17, 2013 to March 31, 2014			2013
	<i>Current Service Cost</i>	<i>Prior Service & Other Costs</i>	<i>Total</i>	<i>Total</i>
Executive Vice-President and General Counsel	26	3	29	N/A
Executive Vice-President, Operations	-	-	- ^(m)	N/A
Executive Vice-President, Strategy & Regulatory	23	11	34	N/A

- (m) Pension expense is determined at the beginning of the fiscal period. As this employee became a member of the AER's supplementary pension plans on August 12, 2013 the estimated pension expense is nil.

<i>Position</i>	<i>Accrued Obligation June 16, 2013</i>	<i>Changes in Accrued Obligation</i>	<i>Accrued Obligation March 31, 2014</i>
Executive Vice-President and General Counsel	229	72	301
Executive Vice-President, Operations	-	44	44 ⁽ⁿ⁾
Executive Vice-President, Strategy & Regulatory	813	56	869

- (n) The accrued obligation at March 31, 2014 is an estimate only as the March 31, 2014 accounting disclosure is based on a December 31, 2012 valuation extrapolated to March 31, 2014.

SCHEDULES TO THE FINANCIAL STATEMENTS

SCHEDULE 3 Estimates

Year Ended March 31, 2014 (in thousands)

	PLAN			
	Estimates ^(a)	Changes	Authorized Budget	Actual
Revenues				
Industry levies and assessments	\$ 166,148	\$ 15,250	\$ 181,398	\$ 181,668
Provincial grant	-	36,300	36,300	36,300
Information, services and fees	9,259	-	9,259	7,431
Investment	2,500	-	2,500	1,023
	177,907	51,550	229,457	226,422
Expenses				
Energy regulation	170,857	28,500	199,357	208,310
Orphan abandonment	12,750	3,250	16,000	16,172
	183,607	31,750	215,357	224,482
Annual operating surplus (deficit)	(5,700)	19,800	14,100	1,940
Capital				
Capital Investment	9,000	19,800	28,800	13,870
Less: Amortization	(14,700)	-	(14,700)	(12,045)
Net capital investment	(5,700)	19,800	14,100	1,825
	\$ -	\$ -	\$ -	\$ 115

(a) Estimates are based on the AER Business Plan for the year ended March 31, 2014. The Estimates and Changes have been approved by the Treasury Board of the Government of Alberta as the Authorized Budget.



Chinook Arch
Regional Library
System

BOARD REPORT

VOL. 13 NO. 2 AUGUST 2014

CHINOOK ARCH BOARD MEETING, AUGUST 5, 2014

Chinook Arch Board Approves 2015-2018 Plan of Service and Budget

The proposed 2015-2018 Plan of Service and Budget were brought to the Board at the August 5, 2014 meeting. The Plan of Service is based on feedback received from stakeholders during an extensive needs assessment process. The Plan of Service outlines how the System will invest its resources in meeting the expressed needs of member libraries and municipalities, and includes specific and measurable goals for the four-year planning cycle ending in 2018.

The four-year budget is designed to enable the goals laid out in the Plan of Service. The budget includes a 3% annual increase to the municipal portion of the member levy (a less than 2% increase to the overall member fee). The budget will allow the System to maintain current service levels and to continue to bring high quality, innovative library services to residents of southwestern Alberta.

The Budget has been distributed to member councils for approval. In order for the Budget to take effect, it must be approved by 2/3 of member councils representing 2/3 of the population served.

Chinook Arch has new Mission and Vision Statements!

Mission:

Chinook Arch Regional Library System creates and supports the structure for a network of cooperating libraries in Southwest Alberta to share resources in a cost-effective manner.

Vision:

Residents of southwest Alberta, through their local library, have access to shared print and digital resources which support literacy, lifelong learning and an excellent quality of life.



Chinook Arch Quick Facts 2014:

Population served:	193,379
Library Service Points:	35
Municipalities:	39
School Authority:	1
Board Chair:	Howard Paulsen, Stavelly
CEO:	Maggie Macdonald (mmacdonald@chinookarch.ca)

Board Members Present:

Carmangay	Sheila Smidt
Claresholm	Mike McAlonan
Crowsnest Pass	Doreen Glavin
Fort Macleod	Trish Hoskin
Glenwood	Barb Michel
City of Lethbridge	Neil Stubbs
Lethbridge County	John Willms
Lomond	Doug Logan
Magrath	Devar Dahl
Milo	Christopher Northcott
Nanton	Gordon Given
Picture Butte	Joe Watson
Stavelly	Howard Paulsen (Chair)
Taber MD	Ben Elfving
Vulcan County	Marie Logan
Village of Warner	Ian Glendinning
County of Warner	Philip Jensen
Willow Creek MD	Earl Hemmaway
LPL Resource Centre	Bob Cooney (Guest)

Regrets:

Barnwell	Marg McCulloch
Barons	Ron Gorzitza
Town of Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Champion	Trevor Wagenvoort
Coaldale	Sherrie Duda
Coalhurst	Sheldon Watson
Milk River	Donald Cody
Town of Pincher Creek	Lorne Jackson
Pincher Creek MD	Fred Schoening
Stirling	Jonathan Bikman
Town of Taber	Laura Ross-Giroux
Town of Vulcan	Jenn Fohrmzway
Ministerial Appointment	Vic Mensch

Absent:

Arrowwood	Janet Cockwill
Coutts	Shelley Fleming
Granum	Shirley Murphy
Hill Spring	Jim Rowley
Raymond	Dustin Ralph
Vauxhall	Russell Norris
Kainai Board of Education	Linda Weasel Head

CHINOOK ARCH BOARD MEETING, AUGUST 5, 2014**MEETING HIGHLIGHTS****Advocacy Campaigns: Infrastructure and Operating Funds**

Chinook Arch and other regional library systems have united to lobby the Government of Alberta to provide infrastructure funding for much-needed upgrades to headquarter facilities across the province. Some Systems have received funding in the past, while others have not. A 2011 report commissioned by the Government of Alberta indicated the need for \$1.8m in improvements to the Chinook Arch HQ building.

In addition, Chinook Arch is spearheading a campaign for increased Provincial funding for public libraries. There have been no new funds for public libraries since 2009, which has placed increasing pressure on municipalities and local and regional library boards. Trustees and municipal councilors are invited to contact their local MLA, as well as Hon. Greg Weadick, Minister of Municipal Affairs, Hon. Doug Horner, Minister of Finance and President of the Treasury Board, and any other member of the Treasury Board, to request increased funding to public libraries in the next provincial budget.

What's all the hoopla? Streaming digital services now available to Chinook Arch Residents!

Thanks to the generous support of the Public Library Services Branch of Alberta Municipal Affairs, Chinook Arch library patrons can now access on-demand streaming movies, music, and audiobooks via the hoopla website. It's easy to sign up—all you need is a valid library card and PIN. See what hoopla has for you at <https://www.hoopladigital.com/home>



Looking to buy a new dishwasher or car? Make the Consumer Reports.org website your first stop! Your library card gives you access



to the Consumer Reports website

and all kinds of great information on thousands of different products. Access Consumer Reports via www.chinookarch.ca or through your local library website.

Contact Us:

Chinook Arch Regional Library System
2902 7th Ave. N
Lethbridge, AB T1H 5C6

www.chinookarch.ca | arch@chinookarch.ca

Meeting Minutes
of the
Agricultural Service Board – Municipal District of Pincher Creek No. 9
July 03, 2014 – MD Council Chambers

Present: Chairperson Susan Vogelaar, Vice Chair Dallis McGlynn, Members John Lawson, Tony Bruder, Councillors Fred Schoening and Terry Yagos

Also Present: Director of Operations Leo Reedyk, Agricultural Fieldman Shane Poulsen, Assistant Agricultural Fieldman Lindsey Cockerill

Absent: Jim Hansen

Chairperson Susan Vogelaar called the meeting to order 9:30 am.

A. Adoption of Agenda

Councillor Fred Schoening 14/039

Moved to accept agenda as amended. The amendments were as follows:

(1) Aquatic Invasive Species be added under New Business

Carried

B. Adoption of Minutes – May 01, 2014

Tony Bruder 14/040

Moved to accept the May 01, 2014 Minutes as presented.

Carried

C. Unfinished Business

(1) Acreage owners workshop in June; synopsis and evaluations from Lindsey

John Lawson 14/041

Moved to accept synopsis and evaluations as information.

Carried

H. Flood Damages – Westrop/Afdahl Facility Relocation Support Through Growing Forward 2

Tony Bruder 14/047

Moved that the ASB support department staff to provide assistance to any and all producers seeking an Environmental Farm Plan and/or a Growing Forward 2 Application.

Carried

I. Correspondence

(1) **Action Required**

- a) Letter from South Region ASB Committee Representative – zero tolerance for *Fusarium graminearum* (June 5, 2014)

Tony Bruder 14/048

Moved that the ASB respond to the South Region ASB Committee Representative's letter

And that the response indicate that the ASB does not support the zero-tolerance initiative for the reason that it does not allow the use of resistant varieties in those areas that require them.

Carried

(2) **For Information**

- a) Jim Hansen Report – not available
- b) AFSC – increase in hail coverage

Tony Bruder 14/049

Moved that the AFSC news release be accepted as information.

Carried

J. New Business

(1) Aquatic Invasive Species

Councillor Terry Yagos 14/050

Moved that Shane will work on a resolution to address the need for Alberta Environment and Sustainable Resource Development and Alberta Transportation take responsibility for the detection and prevention of aquatic invasive species in Alberta

And that the ASB recommend to Council to address the issue at the next Joint Council Meeting with the Town of Pincher Creek

- (2) Cows and Fish – Lake Winnipeg Project
a) letter requesting in-kind support

John Lawson 14/042

Moved to have Lindsey write a letter to Cows and Fish to confirm in-kind support requested.

Carried

D. Agricultural Fieldman Reports

- (1) May Department Report
(2) June Department Report

Councillor Terry Yagos 14/043

Moved to accept Agricultural Fieldman Reports as information.

Carried

E. Report from 2013 Alberta Agriculture Field Audit

Tony Bruder 14/044

Moved to accept report as information.

Carried

F. Riparian Project Application for Funding

Tony Bruder 14/045

Moved to support that Lindsey meet with Carla Preachuk from MD of Ranchland and continue to develop the application process and program to be forwarded to council for approval upon completion.

Carried

G. Resident Mailout – Weed Control Responsibilities on Private Land

Councillor Fred Schoening 14/046

Moved to accept as information.

Carried

And that the ASB recommend to Council to take the resolution to AAMDC

And that the ASB take the resolution to the South Region Provincial Agricultural Service Board Conference in October 2014

Carried

K. Next Meeting – August 7, 2014, 9:30 am

L. Adjournment

Vice Chair Dallis McGlynn

14/051

Moved to adjourn the meeting, the time being 11:46 am

Carried



ASB Chairperson



ASB Secretary



MINUTES - 4 (2014)
EXECUTIVE COMMITTEE MEETING
Thursday, June 12, 2014 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - <i>Chair</i>	Jim Bester
Henry Van Hierden - <i>Vice-Chair</i>	Dave Edmonds
Anne Marie Philipsen	Bill Martens (absent)
Don Anderberg	

STAFF:

Lenze Kuiper – <i>Director</i>	Barb Johnson – <i>Executive Secretary</i>
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AGENDA:

1. **Approval of Agenda** – June 12, 2014
2. **Approval of Minutes** – April 10, 2014 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Municipal Government Act Review (handout)
 - (b) Rosemary and Duchess Membership
 - (c) Brownlee LLP Development Agreements Workshop (attachment)
 - (d) Flood Mapping – Subdivision Decisions.....
 - (e) Fee For Service 2014 Update (handout)
 - (f) Vehicle Sale.....
 - (g) Summer Executive Committee Meeting Date
 - (h) Distribution of Agendas, Minutes and Annual Reports.....
5. **Accounts**
 - (a) Office Accounts –
 - (i) April 2014..... (attachment)
 - (ii) May 2014 (handout)
 - (b) Financial Statements –
 - (i) January 1 - January 31, 2014..... (attachment)
 - (ii) January 1 - February 28, 2014 (attachment)
 - (iii) January 1 - March 31, 2014..... (attachment)
 - (iv) January 1 - April 30, 2014 (attachment)
6. **Director's Report**.....

7. Executive Report
 8. Adjournment
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the agenda, as amended:

ADD: 5(h) Distribution of Agendas, Minutes and Annual Reports **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Don Anderberg

THAT the Executive Committee approve the minutes of April 10, 2014, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Municipal Government Act Review

- Alberta Municipal Affairs is conducting a review of the Municipal Government Act and has invited input from various stakeholders. ORRSC planning staff reviewed the document page by page and identified areas where current provisions require clarity or are inconsistent with other provisions of the MGA and related legislation. A number of recommendations (see handout) were submitted to Municipal Affairs on June 9 and e-mailed to ORRSC Board Members and CAOs on June 11.
- Most comments related to Part 17 of the MGA, however, a general recommendation was that separate Acts for Planning, Assessment and Municipal Governance should be considered instead of addressing all of these matters under one Municipal Government Act.

Moved by: Jim Bester

THAT the Executive Committee accept the Municipal Government Act Review, as information.

CARRIED

(b) Rosemary and Duchess Membership

- Director Lenze Kuiper and Senior Planner Mike Burla met with both Rosemary and Duchess CAOs regarding membership in ORRSC. Although no formal request to join has been received, this will be discussed with their respective councils in the coming month. The addition of these two municipalities would complete membership of all urban municipalities within the County of Newell.

- ORRSC is approaching its saturation point as far as membership and distance is concerned. Committee members suggested that videoconferencing could be utilized more often as an alternative to planners' attendance at some meetings.

(c) Brownlee LLP Development Agreements Workshop

- On Thursday, June 19, 2014 ORRSC is hosting a Development Agreements Workshop presented by Kelley L. Fiske-Nielsen of Brownlee LLP from 12:00 noon (lunch provided) to 4:00 p.m. A registration fee of \$75 per person will be charged to partially offset Brownlee's fee which is estimated to be \$6,000+ and Brownlee has offered to sponsor the lunch. Deadline for registration is June 13 and 43 are registered so far.

(d) Flood Mapping – Subdivision Decisions

- ORRSC received a copy of a letter sent by Cardston to Alberta Municipal Affairs requesting updated flood mapping to help them make good decisions regarding subdivision and development in floodways. Most mapping is irrelevant since the 2013 flood and therefore municipalities are taking on additional risk. Don Anderberg will take the subject to the next Mayors and Reeves meeting in September to get their support.

Moved by: Anne Marie Philipsen

THAT the Executive Committee authorize Director Lenze Kuiper to send a letter to Alberta Sustainable Resource Development requesting updated floodway mapping which is required due to vast streambed and flow changes to assist municipalities in making good decisions regarding subdivision and development in floodways. **CARRIED**

(e) Fee For Service 2014 Update

- Current projects outstanding at various stages of completion total \$646,598.50 as of June 12, 2014.

(f) Vehicle Sale

- Two office vehicles (2009 Calibre and 2008 Sebring) have over 140,000 km. It is proposed that both vehicles be offered for sale and the one that sells first be replaced this year, and the other in 2015. Consensus was that vehicles should be replaced on a regular basis before they become unreliable.

Moved by: Don Anderberg

THAT the Executive Committee authorize the Director to replace either the 2009 Calibre or 2008 Sebring with a new vehicle in 2014. **CARRIED**

(g) Summer Executive Committee Meeting Date

- The Executive Committee usually meets only once during the summer months and possible meeting dates were discussed.

Moved by: Henry Van Hierden

THAT the next Executive Committee meeting be held on Thursday, August 14, 2014. **CARRIED**

(h) Distribution of Agendas, Minutes and Annual Reports

- The Executive Secretary requested clarification on who should receive hard copies or e-mailed digital copies of Board and Executive Committee agendas and minutes and Annual Reports. In the future, distribution of the above documents will be as follows:

		Board	Executive	CAOs	Staff
BOARD OF DIRECTORS	Agendas	Copy & E-mail		Copy	Copy
	Minutes	E-mail		E-mail	E-mail
EXECUTIVE COMMITTEE	Agendas	—	Copy & E-mail	—	E-mail
	Minutes	E-mail		E-mail	E-mail
ANNUAL REPORT	Final	E-mail		Copy	E-mail

5. ACCOUNTS

(a) Office Accounts –

(i) April 2014

5520	Meetings	K. Kinniburgh	\$ 59.53
5151	Vehicle Gas & Maintenance	Imperial Oil.....	240.23
5180	Staff Development	APPI	100.00
	B. Brunner - "APPI Spring 2014 Education Session On Line" - April 25/14		
5280	Janitorial Services	Madison Ave Business Services.....	425.00
5285	Building Maintenance	Don's Pesticide Service	450.00
5310	Telephone	Bell Mobility.....	1,312.45
5310	Telephone	Bell	199.60
5310	Telephone	Telus	469.04
5580	Equipment & Furniture Rental	Telus	140.45
5320	General Office Supplies	Desjardin.....	100.38
5330	Dues & Subscriptions	Costco Wholesale	110.00
5330	Dues & Subscriptions	APA	47.00
5380	Printing & Printing Supplies	Desjardin.....	517.30
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5390	Graphic & Drafting Supplies	Continental Imaging Products.....	965.65
5420	Accounting & Audit Fees	KPMG	3,675.00
5440	Land Titles Office	Minister of Finance.....	240.00
5500	Subdivision Notification	Lethbridge Herald	340.80
5536	Rural IMDP Grant	Perry A. Stein Consulting.....	1,530.00
5570	Equipment Repairs & Maintenance	Xerox.....	685.97

5580	Equipment & Furniture Rental	Xerox.....	748.88
5580	Equipment & Furniture Rental	Xerox.....	960.00
1160	GST Receivable	GST Receivable.....	<u>742.85</u>
		TOTAL	<u>\$14,150.13</u>

(ii) May 2014

5460	Public Relations	M. Burla.....	\$ 1,000.00
5150	Staff Mileage	S. Croil	54.50
5151	Vehicle Gas & Maintenance	R. Dyck	49.52
5160	Staff Field Expense	R. Dyck	21.60
5150	Staff Mileage	S. Johnson	17.50
5151	Vehicle Gas & Maintenance	S. Johnson	138.98
5160	Staff Field Expense	S. Johnson	11.50
5530	Coffee & Supplies	S. Johnson	109.60
5150	Staff Mileage	S. Johnson	9.00
5151	Vehicle Gas & Maintenance	S. Johnson	79.19
5530	Coffee & Supplies	S. Johnson	56.99
5151	Vehicle Gas & Maintenance	Imperial Oil.....	354.78
5280	Janitorial Services	Madison Ave Business Services.....	425.00
5310	Telephone	Telus	379.61
5310	Telephone	Bell Mobility.....	125.30
5310	Telephone	Telus	112.02
5330	Dues & Subscriptions	Claresholm Local Press.....	35.00
5330	Dues & Subscriptions	Vauxhall Advance	22.00
5380	Printing & Printing Supplies	Paramount Printers	151.16
5440	Land Titles Office	Minister of Finance.....	340.00
5500	Subdivision Notification	Lethbridge Herald	418.08
5536	Rural IMDP Grant	Perry A. Stein Consulting.....	2,220.10
5580	Equipment & Furniture Rental	Telus	140.40
5580	Equipment & Furniture Rental	Xerox.....	2,389.58
1160	GST Receivable	GST Receivable.....	<u>342.04</u>
		TOTAL	<u>\$9,003.45</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of April (\$14,150.13) and May (\$9,003.45) 2014, as presented. **CARRIED**

(a) Financial Statements –

- (i) January 1 - January 31, 2014**
- (ii) January 1 - February 28, 2014**
- (iii) January 1 - March 31, 2014**
- (iv) January 1 - April 30, 2014**

- Committee members asked what “Cash Clearing” was on the financial statements. The Director will check with the bookkeeper and advise the Executive.

- If figures from the April Comparative Income Statement are multiplied by 3 (to estimate year-end numbers), the results show some discrepancies towards the end of 2014. Committee members would like to conduct a budget review at the August meeting to determine if a revised budget is necessary.

Moved by: Don Anderberg

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - January 31, 2014
January 1 - February 28, 2014
January 1 - March 31, 2014
January 1 - April 30, 2014

AND THAT a budget review be conducted at the August 14, 2014 Executive Committee meeting. **CARRIED**

6. DIRECTOR'S REPORT

- ORRSC has been contracted by the M.D. of Pincher Creek to do an area structure plan – next week on Saturday several planners are going to run round tables at an open house at Castle Resort.
- Met with Glenwood last night – they are in talks with Saputo in Montreal.
- Met with Alberta Environment re development in the Crowsnest Pass.
- Attended the AGM of Alberta SouthWest Regional Alliance last week in Waterton – they are pushing ahead with a number of initiatives.
- Magrath and Cardston County joint trail proposal – totally dependent on securing grant funds.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Dave Edmonds

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:10 p.m. until Thursday, August 14, 2014 at 7:00 p.m. **CARRIED**

/bj

CHAIR:





June 26, 2014

File: 30B-18

Wendy Kay
Chief Administrative Officer
M.D. of Pincher Creek No. 9
Box 279
Pincher Creek, AB
T0K 1W0

Dear Ms. Kay:

Re: ORRSC Annual Report and Financial Statements 2013

At the June 5, 2014 Annual General Board of Directors' Meeting, the Oldman River Regional Services Commission 2013 Annual Report was accepted. Financial statements for the fiscal year ending December 31, 2013 are included as part of this report.

I am pleased to enclose a copy of the Annual Report for your reference and use.

Yours truly,

Lenze Kuiper
Director

LK/bj
Enclosure

RECEIVED

JUL 03 2014

M.D. OF PINCHER CREEK

2013 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



**Year Ending
December 31, 2013**

<http://www.orrsc.com>



OLDMAN RIVER REGIONAL SERVICES COMMISSION

CHAIR'S MESSAGE

Dear Members of the Board:

The Oldman River Regional Services Commission continues to deliver on its commitment to provide exceptional service to our member municipalities by generating consistent and professional advice in an effective and efficient manner. In 2013, ORRSC delivered numerous statutory plans, land use bylaws, subdivision recommendations, custom maps and web-based GIS solutions, backed by solid sustainable financials which underscore the strength of the strategy executed by the Board, the Executive Committee, the Finance Committee, ORRSC management and especially ORRSC staff.

We recognize that organizational strategy and its successful execution are key determinants of member municipality value. As a participating Executive, we worked with management on ORRSC's ongoing strategic process with a focus on aligning our municipal objectives with ORRSC's strong desire to deliver on those expectations.

We continue to believe that good governance is the basis for creating sustainable member value. It mitigates risk, fosters a performance culture and provides a solid platform on which to deliver stable financial results coupled with exceptional service.

While my tenure as Chair for 2013 was short and follows on the heels of Terry Michaelis, I have witnessed significant success over my term on the Executive. In addition to regular operations, ORRSC has continued to follow, review and respond to the Province's Land-Use Framework, a review of the Municipal Government Act (MGA), and to the impending roll-out of the South Saskatchewan Regional Plan. This is no small feat considering the process has now extended into its 8th year.

For our new Board Members, it is important to know that the ongoing consultative process represents an opportunity for both rural and urban municipalities to be heard and to shape the impending regional plan and new changes to the MGA.

Another high profile undertaking in 2013 was the roll-out of a new GIS platform complemented by the provision of the highest resolution orthophotos offered to date. This positive, constructive approach to sharing and delivering information is well received and I don't believe there are any organizations doing it better than ORRSC.

Lastly, I think it important for an organization to evolve and for its governing documents to reflect that. ORRSC has matured since it's reincarnation in 1995 and in 2013 we updated our bylaws, will continue to work on further refining our policies and our operations with the Executive and the Board into 2014.

We are proud of the advances made in positioning ORRSC for the long term. I would like to thank my fellow Board Members, the management team and employees of ORRSC for their dedicated service.



Gordon Wolstenholme, Chair
Oldman River Regional Services Commission

BOARD OF DIRECTORS

Membership as at December 31, 2013 consisted of the following 41 municipalities, all of which had appointed members to the Board of Directors. Four Board of Directors' meetings were held between January 1 and December 31, 2013. Representation from the municipalities is listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2013)
Arrowwood (Village)	Bill Graff	
Barnwell (Village)	Jane Jensen	
Barons (Village)	Ed Weistra	Alf Olsen
Bassano (Town)	Tom Rose	
Brooks (City)	Fred Rattai	Noel Moriyama
Cardston (County)	Jim Bester	Roger Houghton
Cardston (Town)	Dave Edmonds	Tim Court
Carmangay (Village)	Cecil Sabourin	Doug Smith
Champion (Village)	Jamie Smith	
Claresholm (Town)	Betty Fieguth	Doug MacPherson
Coaldale (Town)	Bill Martens	Henry Pauls
Coalhurst (Town)	Sheldon Watson	Marvin Slingerland
Coutts (Village)	Ken Galts	Tom Butler
Cowley (Village)	Garry Hackler	
Crowsnest Pass (Municipality)	Bill Kovach & Dave Fillipuzzi	Larry Mitchell & Jerry Lonsbury
Fort Macleod (Town)	Gordon Wolstenholme	
Glenwood (Village)	Darrell Edwards	
Granum (Town)	Shirley Murphy	Walter Gripping
Hill Spring (Village)	Monte Christensen	
Lethbridge (County)	Henry Doeve	
Lomond (Village)	Brad Koch	
Magrath (Town)	Richard Van Ee	Dennis Quinton
Milk River (Town)	David Hawco	Terry Michaelis
Milo (Village)	Scott Schroeder	Rafael Zea
Nanton (Town)	Christophe Labrune	Dick Fenton
Newell (County)	Anne Marie Philipsen	
Nobleford (Village)	Pete Pelley	Tony Aleman
Picture Butte (Town)	Teresa Feist	Hank Hurkens
Pincher Creek (M.D. No. 9)	Garry Marchuk	
Pincher Creek (Town)	Don Anderberg	
Ranchland (M.D. No. 66)	Ronald Davis	
Raymond (Town)	Greg Robinson	
Stavely (Town)	Barry Johnson	
Stirling (Village)	Ben Nilsson	Michael Maynes
Taber (Municipal District)	Ben Elfring	
Vauxhall (Town)	Russell Norris	
Vulcan (County)	Rod Ruark	
Vulcan (Town)	Paul Taylor	
Warner (County No. 5)	Don Heggie	Geoffrey Krokosh
Warner (Village)	Jon Hood	Dannie Lien
Willow Creek (M.D. No. 26)	Henry Van Hierden	

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 5, 2013 were:

- Chair** – Terry Michaelis (Town of Milk River)
Vice-Chair – Gordon Wolstenholme (Town of Fort Macleod)

At the December 5, 2013 Annual Organizational Board of Directors' meeting, the following were elected to the positions of Chair and Vice-Chair for the period December 5, 2013 to December 4, 2014:

- Chair** – Gordon Wolstenholme (Town of Fort Macleod)
Vice-Chair – Henry Van Hierden (M.D. of Willow Creek No. 26)

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy. Seven meetings were held between January 1 and December 31, 2013.

The following served on the Executive Committee from January 1 to December 5, 2013:

- Terry Michaelis – Town of Milk River (**Chair**)
 Gordon Wolstenholme – Town of Fort Macleod (**Vice-Chair**)
 Anne Marie Philipsen – County of Newell
 Henry Van Hierden – M.D. of Willow Creek No. 26
 Doug MacPherson – Town of Claresholm
 Don Anderberg – Town of Pincher Creek
 Larry Mitchell – Municipality of Crowsnest Pass

At the December 5, 2013 Annual Organizational Board of Directors' meeting, the following members were elected to serve on the Executive Committee from December 5, 2013 to December 4, 2014:

- Gordon Wolstenholme – Town of Fort Macleod (**Chair**)
 Henry Van Hierden – M.D. of Willow Creek No. 26 (**Vice-Chair**)
 Anne Marie Philipsen – County of Newell
 Don Anderberg – Town of Pincher Creek
 Jim Bester – Cardston County
 Dave Edmonds – Town of Cardston
 Bill Martens – Town of Coaldale

STAFF**CURRENT STAFF (as at December 31, 2013)**

DIRECTOR	– Lenze Kuiper (permanent contract)
SENIOR PLANNER	– Mike Burla (permanent)
SENIOR PLANNER	– Steve Harty (permanent contract)
PLANNER	– Bonnie Brunner (permanent contract)
PLANNER	– Spencer Croil (permanent contract) – from April 1/13
PLANNER	– Diane Horvath (permanent contract)
PLANNER	– Perry Neufeld (permanent contract)
PLANNER	– Gavin Scott (permanent contract)
ASSISTANT PLANNER	– Ryan Dyck (permanent contract) – from April 1/13
ASSISTANT PLANNER	– Leda Kozak Tittsworth (permanent contract) – from April 1/13
ASSISTANT PLANNER	– Katherine Mertz (permanent contract) – 40% part-time
GIS TECHNOLOGIST	– Steven Ellert (permanent contract) – 45% part-time
CAD/GIS TECHNOLOGIST	– Kaylee Kinniburgh (permanent contract) – from February 1/13
CAD/GIS TECHNOLOGIST	– Mladen Kristic (permanent contract)
GIS ANALYST	– Jaime Thomas (permanent contract)
GIS ANALYST	– Jordan Thomas (permanent contract)
EXECUTIVE SECRETARY	– Barb Johnson (permanent)
BOOKKEEPER	– Sherry Johnson (permanent)
SUBDIVISION TECHNICIAN	– Gail Kirkman (permanent contract)

WORK PROGRAM

Focusing on Member Municipalities and Building Value

In 2013, we advanced our focus on our members to provide exceptional and professional core services, earn their trust and be their go-to planners and GIS providers. We did this and achieved solid fiscal year earnings that generated good value for our members.

While the past year presented a challenging environment ORRSC continued to grow, sharpen its strategic edge, and extend its professional position. Our Board, our Executive Committee, our Finance Committee and our staff met the challenge head on and through their hard work have positioned us well for the future.

In fact, the view ahead now seems less foggy — while the first-order effects of the financial crisis are behind us, its consequences still linger and challenge us to be ever vigilant, yet increasingly optimistic. We are seeing signs of this every day!

With renewed optimism our commitment to you remains unchanged — the provision of excellent service, sound professional advice, visionary planning documents that meet all legislative and regulatory requirements, a highly functional and intuitive GIS all delivered by a dedicated, professional staff. Change and transition is inevitable and necessary, but our commitment and continuity of the things that matter will never waiver.

Finally, I wish to express my gratitude to all of you for the important contributions you make and look forward to working with all of you in 2014 and continuing our success.

– Lenze Kuiper, Director

MUNICIPAL PROJECTS

Arrowwood (Village) – Land Use Bylaw (ongoing)

Barnwell (Village) – Municipal Development Plan (adopted)

Barons (Village) – Land Use Bylaw (adopted)

Bassano (Town) – Land Use Bylaw (adopted); Design Concept (ongoing); Intermunicipal Development Plan (commenced)

Brooks (City) – Land Use Bylaw (ongoing)

Cardston (County) – Land Use Bylaw (on hold)

Cardston (Town) – Municipal Development Plan (ongoing)

Carmangay (Village) – Land Use Bylaw (adopted)

Champion (Village) – Land Use Bylaw (draft completed)

Claresholm (Town) – Annexation Process (ongoing)

Coaldale (Town) – Growth Study (ongoing); Land Use Bylaw (adopted)

Coalhurst (Town) – Annexation (ongoing); Intermunicipal Development Plan with County of Lethbridge (ongoing)

Crowsnest Pass (Municipality) – Land Use Bylaw (adopted)

Fort Macleod (Town) – Land Use Bylaw (ongoing); Macleod Meadows Area Structure Plan (ongoing)

Glenwood (Village) – Land Use Bylaw (1st reading)

Lethbridge (County) – Land Use Bylaw (adopted); Intermunicipal Development Plan with Town of Coalhurst (ongoing)

Milo (Village) – Growth Study (completed); Annexation (ongoing)

Nanton (Town) – Parks and Recreation Master Plan (Phase 2 - commenced); Land Use Bylaw (adopted)

Newell (County) – Intermunicipal Development Plan with Village of Duchess (adopted); Intermunicipal Development Plan with Town of Bassano (commenced)

Picture Butte (Town) – South Area Structure Plan (on hold), South East [3A Street South] Subdivision Redesign (on hold); CPR Corridor Development Plan Component 1 (completed); CPR Corridor Development Plan Component 2 (commenced); Land Use Bylaw (ongoing)

Pincher Creek (M.D. No. 9) – Castle Mountain Area Structure Plan (commenced)

Pincher Creek (Town) – Municipal Development Plan (adopted)

Raymond (Town) – Intermunicipal Development Plan with County of Warner (adopted)

Stavelly (Town) – Land Use Bylaw (adopted)

Taber (Municipal District) – East Vauxhall Area Structure Plan (ongoing)

Vauxhall (Town) – Growth Study (completed)

Vulcan (County) – Land Use Bylaw Updates (ongoing); Rural Intermunicipal Development Plan Project (ongoing)

Vulcan (Town) – Land Use Bylaw (commenced); Lagoon Area Concept Plan (draft)

Warner (County No. 5) – Intermunicipal Development Plan with Town of Raymond (adopted)

Warner (Village) – Land Use Bylaw (adopted)

Other Projects and Services:

- Secretarial service for 19 Subdivision and Development Appeal Board hearings.
- Development Officer services for the Town of Coalhurst and on an interim basis for the Municipality of Crowsnest Pass, Town of Vauxhall, Village of Carmangay and Village of Champion.
- Clerk service for 12 Regional Assessment Review Board hearings.
- Rural Intermunicipal Development Plans Project commenced.

GIS Highlights:

- Town of Bassano joined the project.
- Transitioning 41 municipal GIS sites to a new, multi-function platform.
- New orthophotography was captured between May-August – 7 cm full colour high resolution with building footprints.
- Urban GIS project was featured in GoGeomatics magazine.
- Presented at GIS Day 2013, hosted by the University of Lethbridge.
- Added Kaylee Kinniburgh to the GIS staff in February.

SUBDIVISION**SUMMARY OF APPLICATIONS PROCESSED**

A total of 183 subdivision applications were processed during the 2013 calendar year. The status of these applications as at December 31, 2013:

- 167 – Approved or Approved on Condition
- 8 – Refused
- 2 – Withdrawn or Expired
- 6 – Pending

In 2013, a total of 10 subdivisions were appealed:

- 8 – Refused (or Deemed Refused)
- 2 – Appealed Conditions

The outcome of the 10 appeals:

- 6 – Upheld
- 3 – Denied
- 1 – Withdrawn

The following table shows a detailed breakdown of the subdivision applications for 2013.

DETAILS OF SUBDIVISION APPLICATIONS PROCESSED – 2013

ABBREVIATIONS:

- | | | |
|---------------------------------------|---------------------------------|-----------------------------|
| A – Approved | Res – Residential | Ag – Agricultural |
| A/C – Approved with conditions | Com – Commercial | Inst – Institutional |
| R – Refused | Ind – Industrial | Rec – Recreational |
| W – Withdrawn | CR – Country Residential | Misc – Miscellaneous |
| E – Expired | | |
| P – Pending | | |

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)							Total		
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec		Misc	
Arrowwood (Village)	—															
Barnwell (Village)	1	0	1				12									12
Barons (Village)	—															
Bassano (Town)	—															
Brooks (City)	3	0	3				21									21
Cardston (County)	18	5	18							11	8	1				20
Cardston (Town)	2	0	2				4	1								5
Carmangay (Village)	—															
Champion (Village)	—															
Claresholm (Town)	2	2	2				4	1								5
Coaldale (Town)	7	0	7				110			1						111
Coalhurst (Town)	1	0	1					1								1
Coutts (Village)	—															
Cowley (Village)	—															
Crowsnest Pass (Municipality)	7	1	7				11			2						13
Fort Macleod (Town)	2	0	1			1				4						4
Glenwood (Village)	—															
Granum (Town)	—															
Hill Spring (Village)	—															

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)								Total
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	
Lethbridge (County)	36	5	29	4	1	2	2	1	7	52	2	1			65
Lomond (Village)	—														
Magrath (Town)	7	2	7				9		1			2	1		13
Milk River (Town)	1	0	1					1							1
Milo (Village)	—														
Nanton (Town)	2	0	2				2								2
Newell (County)	16	1	15			1		2	3	128	4				137
Nobleford (Village)	—														
Picture Butte (Town)	1	0	1				1								1
Pincher Creek (M.D. No. 9)	11	3	9	1		1				7	8				15
Pincher Creek (Town)	1	0	1					4							4
Ranchland (M.D. No. 66)	—														
Raymond (Town)	4	0	3		1		34								34
Rosemary (Village)	1	0	1				62								62
Stavely (Town)	1	0	1						1						1
Stirling (Village)	1	0	1				3								3
Taber (Municipal District)	14	1	14						1	10	2		1	1	15
Vauxhall (Town)	—														
Vulcan (County)	18	1	18							17	1				18
Vulcan (Town)	—														
Warner (County No. 5)	6	0	6						1	8	2				11
Warner (Village)	2	2	2				2								2
Willow Creek (M.D. No. 26)	18	3	14	3		1				15	6				21
TOTAL	183	26	167	8	2	6	278	10	15	254	33	4	2	1	597

NOTE: Lot count includes Pending Decisions as at December 31, 2013

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

Year ended December 31, 2013



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INDEPENDENT AUDITORS' REPORT

To the Members of Oldman River Regional Services Commission

We have audited the accompanying financial statements of Oldman River Regional Services Commission, which comprise the statement of financial position as at December 31, 2013, the statements of revenue and expenses, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Oldman River Regional Services Commission as at December 31, 2013, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Accountants

April 10, 2014
Lethbridge, Canada

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2013, with comparative information for 2012

	2013	2012
Assets		
Current assets:		
Cash and short-term investments	\$ 25,067	\$ -
Accounts receivable (note 2)	90,219	45,041
Prepaid expenses and deposits	5,940	4,170
	<u>121,226</u>	<u>49,211</u>
Capital assets (note 3)	677,619	701,032
	<u>\$ 798,845</u>	<u>\$ 750,243</u>

Liabilities and Net Assets

Current liabilities:		
Cheques issued in excess of funds on deposit	\$ -	\$ 7,151
Operating line of credit	-	159,300
Accounts payable and accrued liabilities	302,564	200,368
Deferred revenue (note 4)	75,165	84,709
Prepaid member fees	-	1,057
	<u>377,729</u>	<u>452,585</u>
Net assets:		
Invested in capital assets	677,619	701,032
Unrestricted	<u>(256,503)</u>	<u>(403,374)</u>
	421,116	297,658
Commitments (note 6)		
	<u>\$ 798,845</u>	<u>\$ 750,243</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Members

_____ Members

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Revenue and Expenses

Year ended December 31, 2013, with comparative information for 2012

	2013 Budget	2013 Actual	2012 Actual
Revenues:			
Municipal contributions	\$ 795,000	\$ 847,058	\$ 505,855
GIS member fees	428,688	412,003	460,077
Subdivision fees	300,000	353,630	303,675
Service fees	200,000	321,312	193,479
Other grant revenue	125,000	249,544	42,396
Other revenue	11,500	19,892	25,484
Interest income	5,000	2,168	1,487
	1,865,188	2,205,607	1,532,453
Expenditures:			
Salaries and benefits	1,478,500	1,581,539	1,567,377
Equipment	45,000	56,889	36,096
Occupancy costs	33,000	38,846	36,921
Staff travel	16,000	17,159	15,205
Telephone	14,500	13,971	13,772
Repairs and maintenance	10,000	4,929	6,225
Printing and duplicating	9,000	8,373	7,880
Staff training and conferences	9,000	5,809	7,669
Professional fees	8,600	9,152	4,316
Postage	7,000	5,834	4,548
Janitorial	6,000	5,384	5,451
Advertising	5,000	6,938	6,398
Public relations	5,000	5,471	3,409
Members' fees	5,000	4,914	17,552
Land titles office	5,000	3,222	4,794
Office and general	4,200	6,411	3,072
Members' travel	3,000	7,625	17,980
Miscellaneous	1,500	6,858	1,061
Interest and bank charges	200	1,552	1,480
Project expenses	-	237,446	15,831
Bad debts	-	314	-
Amortization	-	53,698	55,398
	1,665,500	2,082,334	1,832,435
Excess (deficiency) of revenues over expenditures before the undernoted item	199,688	123,273	(299,982)
Other income:			
Gain on sale of capital assets	-	185	-
Excess (deficiency) of revenues over expenditures \$	199,688 \$	123,458 \$	(299,982)

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2013, with comparative information for 2012

	Invested in capital assets	Unrestricted	Total 2013	Total 2012
Balance, beginning of year	\$ 701,032	\$ (403,374)	\$ 297,658	\$ 597,640
Excess (deficiency) of revenue over expenses	-	123,458	123,458	(299,982)
Amortization of internally funded capital assets	(53,698)	53,698	-	-
Purchase of capital assets	42,100	(42,100)	-	-
Net book value of disposed capital assets	(11,815)	11,815	-	-
Balance, end of year	\$ 677,619	\$ (256,503)	\$ 421,116	\$ 297,658

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ 123,458	\$ (299,982)
Items not involving cash:		
Amortization	53,698	55,398
Gain on sale of capital assets	(185)	-
Changes in non-cash operating working capital:		
Accounts receivable	(45,178)	(38,988)
Prepaid expenses and deposits	(1,770)	(4,170)
Accounts payable and accrued liabilities	102,195	(4,467)
Deferred revenue	(9,544)	83,661
Decrease in prepaid member fees	(1,057)	-
	221,617	(208,548)
Capital activities:		
Purchase of capital assets	(42,099)	(19,010)
Proceeds on sale of capital assets	12,000	-
	(30,099)	(19,010)
Financing activities:		
(Decrease) increase in operating line of credit	(159,300)	159,300
Decrease (increase) in cash and short-term investments	32,218	(68,258)
Cash and short-term investments, beginning of year	(7,151)	61,107
Cash and short-term investments, end of year	\$ 25,067	\$ (7,151)

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2013

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2013

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
General contents	Straight-line	5 years
Computer	Straight-line	4 years
Vehicles	Declining balance	30%

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2013

1. Significant accounting policies (continued):

(d) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Commission has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Commission determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Commission expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future year, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

There are no remeasurement gains or losses, and as such a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2013

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

2. Accounts receivable:

	2013		2012	
Trade receivables	\$	74,975	\$	41,670
Goods and services tax		15,244		3,371
	\$	90,219	\$	45,041

3. Capital assets:

	2013		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	222,773	550,624
General contents	271,436	265,995	5,441
Other equipment	15,844	15,844	-
Vehicles	51,291	25,797	25,494
Computer	55,450	39,390	16,060
	\$ 1,247,418	\$ 569,799	\$ 677,619

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2013

3. Capital assets (continued):

			2012
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	199,830	573,567
General contents	271,436	253,321	18,115
Other equipment	15,844	15,844	-
Vehicles	53,583	38,955	14,628
Computer	99,024	84,302	14,722
	\$ 1,293,284	\$ 592,252	\$ 701,032

4. Deferred revenue:

Deferred revenue relates to provincial grant revenue received that remains unspent as of the year end and prepaid member fees.

	2013	2012
Balance, beginning of year	\$ 84,709	\$ 2,105
Amounts received during the year	240,000	125,000
Amounts recognized as revenue in the year	(249,544)	(42,396)
	\$ 75,165	\$ 84,709

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2013

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2012.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit loan.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

6. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from February, 2015 to February, 2018. The base rent obligation under the leases for the next year is approximately \$19,000.
- (b) The Commission signed an agreement with Blackbridge Networks for data services. The obligation under the agreement for the next year is approximately \$4,524.
- (c) The Commission has signed contracts for electricity and natural gas for its facilities, which expire December, 2018.

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members. As such the Commission is economically dependent on its members.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2013

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2013
Total debt limit	\$ 1,102,804
Total debt amount	-
Amount of debt limit unused	\$ 1,102,804
Debt servicing limit	\$ 220,561
Amount of debt servicing limit unused	-
Amount of debt servicing limit unused	\$ 220,561

The debt limit is calculated at 0.5 times revenue of the municipality (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2013

9. Local Authorities Pension Plan:

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 224,000 employees of approximately 420 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 10.43% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 14.47% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 9.43% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.47% on pensionable salary above this amount.

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2013 were \$143,157 (2012 - \$119,871). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2013 were \$131,149 (2012 - \$109,316).

At December 31, 2012 the Plan disclosed an actuarial deficit of \$4.98 billion.

10. Budget information:

The budget information was approved by the Board on December 6, 2012.

11. Comparative amounts:

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year's earnings.