

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
June 13, 2017
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Lundbreck Skate Park
 - Letter from Snider family, dated June 6, 2017

C. MINUTES

1. Council Meeting Minutes
 - Minutes of May 23, 2017

D. UNFINISHED BUSINESS

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. **Operations**

- a) Beaver Mines Water and Wastewater Project Briefing
 - Briefing dated June 6, 2017
- b) Operations Report
 - Report from Director of Operations, dated June 6, 2017
 - Public Works Call Log
 - Agricultural and Environmental Services Call Log
 - Agricultural Services Call Log

2. **Planning and Development**

- a) Bylaw 1278-17 – Land Use Amendment – Wind Farm Industrial – McLaughlin Wind Farm
 - Report from Director of Development and Community Services, dated June 6, 2017
- b) Event License – Mud Bog, SW 7-6-28 W4M
 - Report from Director of Development and Community Services, dated June 6, 2017
- c) Road Closure – Portion of Road Plan 1835HX, NE 12-7-3 W5M
 - Report from Director of Development and Community Services, dated June 7, 2017

3. **Finance**

4. **Municipal**

- a) Summer Council Meetings
 - Report from Chief Administrative Officer, dated June 5, 2017
- b) Election Services Agreement
 - Email from Livingstone Range School Division, dated June 6, 2017
- c) Chief Administrative Officer's Report
 - Report from Chief Administrative Officer, dated June 6, 2017
 - Administration Call Log
 - Enhanced Policing Report – May 2017

F. CORRESPONDENCE

1. **For Action**

- a) Farm Safety and Agricultural Educational Programs
 - Letter from Ag for Life, received May 30, 2017
- b) Under the Midnight Sky 2017 Rendezvous
 - Letter from Alberta Trappers Association, dated May 25, 2017
- c) Request for Penalty Forgiveness
 - Letter from Arnold and Renee Zur, received May 18, 2017

2. **For Information**

- a) 2017 Funding Allocations
 - Letter from Alberta Municipal Affairs, dated May 17, 2017
- b) Strategic Transportation Infrastructure Program – Local Road Bridge Component
 - Letter from Alberta Infrastructure and Transportation, dated May 3, 2017
- c) Tourism and Recreation Economic Impact Assessment Study
 - Letter from Alberta Culture and Tourism, dated May 26, 2017
- d) Thank You Card – Coffee with Council
 - Thank you card from Lennie McKim, received May 19, 2017
- e) Thank You Card – 2017 Ministers Seniors Service Award
 - Thank you card from Doris Rowledge, received May 30, 2017

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

- Oldman River Regional Services Commission
 - Minutes of March 2, 2017
 - Minutes of April 13, 2017
 - 2016 Annual Report
- Pincher Creek Library Board
- Chinook Arch Regional Library System
- Pincher Creek Foundation
- Mayors and Reeves

Councillor Fred Schoening – Division 2

Councillor Garry Marchuk – Division 3

Reeve Brian Hammond - Division 4

- Highway 3 Twinning Feasibility: A Cost-Benefit Analysis
 - Report, dated April 22, 2017

Councillor Terry Yagos – Division 5

H. IN-CAMERA

1. Land
2. Land
3. Legal
4. Legal
5. Legal
6. Labour

I. NEW BUSINESS

J. ADJOURNMENT

RECEIVED
JUN 08 2017
M.D. OF PINCHER CREEK
M.D. OF PINCHER CREEK

Terry Lynne Snider

[REDACTED]

[REDACTED]

[REDACTED]

Wendy Kay

June 6, 2017

CAO

Municipal District of Pincher Creek

P.O. Box 279

Pincher Creek, AB T0K 1W0

403 627 3031

Municipal Council

Re: Lundbreck Skate Park

As a Parent & community member of Lundbreck since 1988 , I would like the opportunity to speak with the MD Council to provide some back-ground History of the development of the Skate Park. It is extremely important that you are aware of the past, present & future support and recommendations for the Skate Park

when our boys were growing up in the early 2000 they were building make shift ramps on the streets & at the undeveloped park in Patton. The community children were skating & riding any cement pad & ditches they could find in Lundbreck. It was a safety concern as the Hamlet of Lundbreck is very transit community. After a serious injury with our son Derek, the Snider family took it upon them self to do a community survey, we as parents explored other parks through out Alberta with a group of children from the community. Letting them ride other parks to see what best suited the children for lundbreck .

After several fund raisers, community letters and grant writing, we contracted Francis Skate Parks in 2005 and built the park for \$104,000.00 over a 2-year period. Without the support from the MD of Pincher Creek, Community Initiatives Program, Lethbridge Foundation-Allied Arts, Shell, volunteers and various local businesses we would not have been able to have a safe place for our children to ride.

My boys and many others continued to ride the park into Adulthood, their passion and commitment to this park has been a proven dedication of love for skateboarding and BMX biking.

Lundbreck Citizens council approached us after our youngest son Derek passed away suddenly in 2016, they wanted to acknowledge Derek's passion for the skate board Park by presenting us with a plaque that will be hung at the park on June 10th, 2017 @ 1pm

The Snider's dedication & determination to build & maintain the park for the safety of the children in our community of lundbreck goes beyond that now as we want to help preserve and enhance this park to its potential in memory of our son.

I have spoke to citizen's council and the recreation committee who are willing to support the Sniders & volunteers. Unfortunately, the skate season is short & the recreation committee are focusing on the dug outs, sprinkler system and playground area. So, it leaves the park to sit another year without any TLC. So, the Snider's and some volunteers are I willing to be proactive & do some work on the park this summer

Recently we became aware of a community members concern for the skate park & we would like to respond to these concerns.

Recommendations

- Park season needs to be open from March to October- 8am to 11pm -
- Fences need repair - my Brother (Todd Vance) owner & operator of Grassy Butte Environmental is willing to come in and fix the fences for us. He will give us ideas of how to deter the kids from climbing through. And look at whether additional fencing is required.

- I truly don't think this will be a problem if the park season & hours are extended.
- Being a public park next to a residential area will always have some disgruntled community members so there must be a compromise.
- I suspect the sign was defaced due to the skaters being annoyed about the park always being closed before curfew. Noise & curfew by laws are 11pm and the park has been closing at 10pm or earlier. Sometimes the park is not open at all. Signs & rules need some changes and redone
- Suggestion would be to have the MD maintenance open the park at 8 am. Then finding 2 alternative families who live in Lundbreck who would be willing to share responsibility of closing the park at 11pm – when curfew and noise by laws take affect. Possibly taking turns by weekly. Would need 2 sets of keys for this and to be consistent. In lue an honorarium could be given as a thank you similar to what has been done in the past. (with the MD providing \$500.00 for the year)
- Feed back and observation from assessing other skate parks in Alberta. There are not very many parks that are locked at night, the Town just turn the lights off. It could be an option to try this, which would eliminate cost & having someone open and close every day.
- It has also been suggested to turn the street light off at the skate park at 11pm. No one will skate in the dark as you can not see well, problem solved.
- RCMP being notified to help patrol may assist in deterring the late-night partiers from being in the Park. It is not just the skatepark area, if it wasn't there the party would be in the dug outs or around the concession. Having RCMP do regular checks through out Patton Park would possible solve this problem. I do not recommend citizens of Lundbreck take this matter into their own hands as it will not be affective. The past as indicated this.
- Parking- possibly have a sign – no parking at the fence near the residences home and close the fence for people to walk through. The entrance to Patton park is not far down the road for people to drive around on the other side. Problem solved
- The Snider family are in the process of developing a committee from the communities to bring support, fund raising, grant writing, safety & skate

lessons. Potentially skate lessons to take place once a week. By Working together with citizens council and the recreation committee there will be great support in looking after this park.

- Sniders will access supports from Lethbridge infamous skate boards company, Boarder line, Grassy Butte Environmental fencing, Crowsnest pass skatepark crew, children & adult skaters in the community
- We will apply for a CIP grant to assist in operating & program costs and do fund raising. to promote the park. we would like to develop & present some events and have some competitions going on through out the summer

The Snider Family has take an active role for the last 14 years and are willing to continue to maintain the park for the safety of the new generation of children wanting to learn to skate.

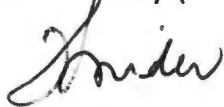
We want to encourage children to come out and give it a try, offer skate lessons given by the older adults who were apart of the beginning of the LA Park. Sharing Derek 's dedication to skate & love of teaching Children to skate will keep HVRLD passion for skating Rollin in the park.

We are asking for the MD to continue to support the park and assist us with the cost of closing the skate park daily. The Lundbreck skate park will require some repairs, once assessed, we will obtain a couple quotes & submit this to the MD office in hopes that council will be able to provide a financial contribution to allow some immediate repairs to be taken care of. maintaining safety for the children needs to be a priority. Potential grants will not be available to us until the late fall or early winter.

We want to make this Park a place people want to be. Any suggestions, support \$ and volunteer efforts are greatly appreciated.

With great regards,

The Snider Family (Terry Lynne, John & Dustin)



**MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
MAY 23, 2017**

8811

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, May 23, 2017, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

PRESENT Reeve Brian Hammond, Councillors Fred Schoening, Garry Marchuk, Quentin Stevick and Terry Yagos

STAFF Chief Administrative Officer Wendy Kay, Director of Operations Leo Reedyk, Director of Finance Janene Felker, 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 1:00 pm.

A. ADOPTION OF AGENDA

Councillor Terry Yagos 17/243

Moved that the Council Agenda for May 23, 2017, be amended, the amendments as follows:

Addition E. 4. e) – request for resolution to apply for grant funding, for preparation of a Regional Emergency Livestock Plan
Addition to In-Camera – Personnel;

And that the agenda be approved, as amended.

Carried

B. DELEGATIONS

1. Blue Weed Blitz

Issac Bustard, with Pincher Creek Watershed, attended the meeting to discuss the upcoming Blue Weed Blitz, scheduled for July 8, 2017.

Mr. Bustard thanked the MD for their past contributions to the past events.

A PowerPoint presentation was shown.

C. MINUTES

1. Council Meeting Minutes

Councillor Fred Schoening 17/244

Moved that the Council Meeting Minutes of May 9, 2017, be amended, the amendment as follows:

Page 8805 – Resolution No. 17/217, correct the wording to read “...*purchase one outhouse facility*”;

And that the minutes be approved, as amended.

Carried

D. UNFINISHED BUSINESS

1. Heritage Acres Farm Museum

Councillor Fred Schoening 17/245

Moved that the email from Heritage Acres Farm Museum, dated April 10, 2017, and the PowerPoint presentation, be received as information.

Carried

2. Canada 150 Fireworks

Councillor Garry Marchuk 17/246

Moved that the email from the Town of Pincher Creek, dated May 4, 2017, be received;

And that \$5,000 be donated to the Town of Pincher Creek, for their fireworks display, scheduled for July 1, 2017, with funding coming from Grants to Groups and Organizations (Account No. 2-74-0-770-2765).

Carried

3. Pincher Creek Chamber of Commerce Membership

Councillor Garry Marchuk 17/247

Moved that the MD become a member of the Pincher Creek Chamber of Commerce, at a cost of \$265.00, with funding coming from Council – Memberships and Subscriptions (Account No. 2-11-0-238-2238);

And that the attendance of monthly meetings be determined at the Organizational meeting.

Carried

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations

a) Agricultural Service Board – Policy C-AES-604

Councillor Fred Schoening 17/248

Moved that the report from the Director of Operations, dated May 17, 2017, regarding the Agricultural Service Board – Policy C-AES-604, Agricultural Pest Policy, be received;

And that Council adopt Policy C-AES-604; Agricultural Pest Policy, as presented.

Councillor Quentin Stevick requested a recorded vote.

Councillor Terry Yagos – In Favour
 Councillor Fred Schoening – In Favour
 Reeve Brian Hammond – In Favour
 Councillor Garry Marchuk – In Favour
 Councillor Quentin Stevick – Opposed
 Motion Carried

b) Policy 307 – Dust Control

Councillor Quentin Stevick 17/249

Moved that the report from the Director of Operations, dated May 17, 2017, regarding the Policy 307 – Dust Control, be received;

And that Council approve the amendments to Policy 307 and Schedule 307A – Dust Control as presented;

And that Council approve the 2017 rate for dust control posted in Policy C-FIN-27, to remain the same at \$250.00 for residential and \$600.00 for commercial;

And further that Shell Canada initiated dust control in 2017, for the benefit of Shell Canada, the cost for dust control is \$600 per 100 m, for dust control for the benefit of MD ratepayers paid for by Shell Canada, the cost will be \$250 per 100 m, to be reviewed on a yearly basis.

Carried

c) Cold Mix Asphalt Resident Request Project

Councillor Fred Schoening 17/250

Moved that the report from the Director of Operations, dated May 17, 2017, regarding the Cold Mix Asphalt Resident Request Project, be received as information;

And that discussions and decisions, regarding this matter, be postponed until the June 27, 2017 Council Meeting.

Carried

d) Operations Report

Councillor Terry Yagos 17/251

Moved that the Operations report from the Director of Operations, dated May 3, 2017 to May 18, 2017, be received as information.

Carried

2. Planning and Development

a) Bylaw 1275-17 – Land Use Bylaw Amendment – Wind Farm Industrial - Cowley Ridge

Councillor Garry Marchuk 17/252

Moved that the report from the Director of Development and Community Services, dated May 15, 2017, be received;

And that Bylaw 1275-17, being a bylaw to amend the Land Use Bylaw to allow for the Wind Farm Industrial land use designation for Cowley Ridge, be given first reading;

And that the required Public Hearing be scheduled for June 27, 2017 at 1:00 pm.

Carried

3. Finance

a) Request for Penalty Forgiveness

Councillor Terry Yagos 17/253

Moved that the letter from Barry Lodermeier, received May 15, 2017, requesting the dismissal of late penalties for tax payments, be received;

And that the request to dismiss the late penalties be denied.

Carried

4. Municipal

a) Alberta SouthWest Annual General Meeting

Councillor Garry Marchuk will be attending the Annual General Meeting for Alberta SouthWest.

b) Capital Funding Request

Councillor Garry Marchuk 17/254

Moved that the letter from Pincher Creek Foundation, dated May 15, 2017, regarding Capital Funding, be received;

And that Administration be authorized to release the requested funds, in the amount of 1.3 million dollars.

Carried

c) Bylaw 1276-17 – Procedure Bylaw

Councillor Terry Yagos 17/255

Moved that Bylaw 1276-17, being the Procedure Bylaw, be given first reading.

Carried

Councillor Fred Schoening 17/256

Moved that Bylaw 1276-17, being the Procedure Bylaw, be given second reading

Councillor Terry Yagos 17/257

Moved that second reading be postponed until the June 13, 2017 Council Meeting.

Carried

d) CAO Report

Councillor Fred Schoening 17/258

Moved that Council receive for information, the Chief Administrative Officer's report for the period of May 5, 2017 to May 18, 2017, as well as the Administration Call Log and the Enhanced Policing Report.

Carried

e) Livestock Emergency Management Plan

Councillor Fred Schoening 17/259

Moved that approval be granted to submit a grant funding application, for the purpose of preparing a Regional Emergency Livestock Plan.

Carried

F. CORRESPONDENCE

1. Action

a) Request for Goods and Services

Councillor Quentin Stevick 17/260

Moved that the letter from Heritage Acres, dated May 10, 2017, requesting gravel and a water truck and driver for dust control during the Annual Show, scheduled for August, 4-6, 2017, be received;

And that the request for 200 yards of gravel and the use of a water truck with operator, be approved.

Carried

2. For Information

Councillor Quentin Stevick 17/261

Moved that the following be received as information:

a) Bill C-37

- Letter from John Barlow, Member of Parliament

b) Municipal Sustainability Initiative Funding

- Letter from Alberta Municipal Affairs, dated May 1, 2017

c) Discussion of Boundaries of AAMDC Districts

- Letter from Alberta Association of Municipal Districts & Counties, dated May 4, 2017

d) Regional Emergency Management Plan

- Letter from Village of Cowley, dated May 3, 2017

e) Alberta Recycling Management Authority's 2016 Progress Report

- Letter from Alberta Recycling, dated April 21, 2017

f) Honouring Outstanding Work in Your Community

- Letter from Alberta Recreation and Parks Association

g) 4-H District Achievement Day

- Invitation from 4-H

Carried

G. COMMITTEE REPORTS

Councillor Quentin Stevick – Division 1

- Assessment Review Board Training
- Pincher Creek Library Board
- St. Henry's Celebration
- Pincher Creek Foundation
- CARLS Building Committee

Councillor Fred Schoening – Division 2

- Kerr Road – pothole issues at the West end of the road
- Dust Control

Councillor Garry Marchuk – Division 3

- Nothing to add

Reeve Brian Hammond - Division 4

- Pincher Creek Emergency Services Commission
- Financial Statement – December 31, 2016

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek
 May 23, 2017

Councillor Terry Yagos – Division 5

- Crowsnest / Pincher Creek Landfill Association
 - Minutes of April 26, 2017
 - Recycling Appreciation Day
 - Recycling Brochure
- Wind Energy Questionnaire
- Coffee with Council
- Beaver Mines Clean Up

Councillor Garry Marchuk

17/262

Moved that the committee reports be received as information.

Carried

H. IN CAMERA

Councillor Fred Schoening

17/263

Moved that Council and Staff move In-Camera, the time being 2:47 pm.

Carried

Councillor Garry Marchuk

17/264

Moved that Council and Staff move out of In-Camera, the time being 4:27 pm.

Carried

I. NEW BUSINESS

a) Public Works Shop Renovation

Councillor Fred Schoening

17/265

Moved that the report from the Director of Operations, dated May 17, 2017, regarding the Public Works Shop Renovation, be received;

And that Council direct Administration to contact the province, to request an increase to the Municipal Sustainability Initiative grant to \$450,000;

And further that Council approve the Reeve and Chief Administrative Officer, to sign the contract with Link Builders for \$370,000, with funding for the Public Works Shop Renovation coming from the Municipal Sustainability Initiative Grant.

Carried

b) Road Acquisition

Councillor Garry Marchuk

17/266

Moved that Administration be requested to send a letter, outlining the direction as provided by Council In-Camera.

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek
 May 23, 2017

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – Opposed
 Councillor Garry Marchuk – In Favour
 Reeve Brian Hammond – In Favour
 Councillor Fred Schoening – Opposed
 Councillor Terry Yagos – In Favour
 Motion Carried

c) Transfer of Land Due to Tax Forfeiture

Councillor Fred Schoening 17/267

Moved that the report from the Director of Finance, dated May 17, 2017, regarding the Transfer of Land Due to Tax Forfeiture, be received;

And that Council direction Administration to take the necessary steps to accept the title for the land situated at NE 15-07-01 W5.

Carried

I. ADJOURNMENT

Councillor Quentin Stevick 17/268

Moved that Council adjourn the meeting, the time being 4:28 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

Beaver Mines Water and Wastewater Project Briefing

June 6, 2017 updates in Bold

The Beaver Mines Water and Wastewater project is broken into three components for tracking and discussion purposes, water supply, water distribution and wastewater collection, and wastewater treatment.

Further capacity study is required following the Provincial Governments announcement of supplying water for Castle Parks and Castle Mountain Resort through the Regional Water System. A meeting was held with Alberta Environment and Parks, Alberta Tourism, Alberta Transportation, MPE Engineering and the MD to discuss some of the technical issues associated with supplying water to Castle Parks and Castle Mountain Resort. **A meeting with Castle Mountain Resort staff identified historical use and provided insight into the long term development requirements for water, excluding water for making snow.** Additional meetings are scheduled and the capacity report is due this summer.

- 1) The water supply project includes water treatment plant upgrades, piping to the Hamlet including a booster pump station along the route, and a reservoir and re-chlorination unit.
 - a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. The project is in the detailed design phase in order to prepare a tender to go out in the spring of 2017. **A prequalification tender for contractors will be initiated in June 2017, followed by a tender for the pipeline and mechanical components.**
 - c. MPE Engineering is doing a detailed survey of the Hamlet to confirm elevations of homes. A letter of introduction from the MD is being supplied to residents requesting the surveyors be allowed onto private property. Ongoing.
 - d. Negotiations with landowners is continuing and we will know in **June the pipeline route.** Ongoing.
 - e. Confirmation of the reservoir site layout is being finalized.
 - f. Construction for this component of the project is tentatively scheduled for completion in the spring of 2018.
 - g. Location of Booster Pump Station and land purchase negotiation initiated.

- 2) The water distribution and wastewater collection component of the project includes the installation of pipes in the Hamlet to connect residents to the water reservoir and to connect to the wastewater treatment force main.
 - a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. At project start up meeting with MPE Engineering, options that provided fire flow water capacity and gravity waste water collection for all sites were chosen. These options were also noted as preferred at meetings held with local residents.
 - c. The detailed design phase of the project is expected to take most of 2017 with the tender happening sometime in the winter of 2017/2018.
 - d. It is not expected to be constructed until 2018 or later, as in addition to being able to tie into the reservoir, connection to a wastewater system for residents requires, that a wastewater treatment system is operational as well.
 - e. Where required, easements for utility crossings on private land are being identified.

Beaver Mines Water and Wastewater Project Briefing

- 3) The wastewater treatment system component of the project includes a force main to the wastewater treatment lagoon system from the Hamlet.
 - a. The Municipal District is awaiting word in the spring of 2017 on a grant application for this component of the project.
 - b. Land negotiations for an easement for a wastewater force main are ongoing.
 - c. Council has yet to commission detailed design of this component of the project.
 - d. Council has requested additional information on the Mill Creek site access.
 - e. Meetings with area residents were held to discuss preliminary details of the project and to listen to their concerns.
 - f. A meeting to discuss access to the Mill Creek site was held with the local landowner and MPE engineering.

Director of Operations Report June 6, 2017

Operations Activity Includes:

- May 17, Lundbreck Community Cleanup;
- May 18, Alberta Waters Application Webinar
- May 23, Council meetings;
- May 23, Beaver Mines Community Cleanup;
- May 26, Castle Area Servicing;
- May 26, Patton Park Sprinkler System Pre-construction meeting;
- May 31, Beaver Mines Water Supply Project meeting;
- June 2, Public Works Shop Pre-construction meeting;

Agricultural and Environmental Services Activity Includes:

- May 19, Gravel Pits/Spray training/Weed ID training;
- May 23 – 31, Patton Park Gopher control;
- May 23, 24, Soil School, MD of Willow Creek/Foothills Forage Grazing Association;
- May 24, Waterton Biosphere Reserve “Day on the Creek”;
- May 25, 26 and 30, Livestock Emergency Preparedness Plan Grant Application;
- May 25, 26, Focus on Wild Caraway, Blueweed and Knapweed;
- May 26, Prepare Letter of Recommendation for Oldman Watershed Council;
- May 29, Authorized Assistant training;
- May 30, Boulder Run, South Western Alberta Cooperative Weed Management Area weed pick;
- May 30-31, First Aid training;
- May 30, 31, Review Completed Environmental Farm Plan;
- June 1, 2, Dalmatian Toadflax biocontrol releases;
- June 1, 2, Crews on Hoary Cress and Dame’s Rocket;
- June 1-2, GIS Project – determining extent of brush encroachment on roadways;
- June 5, 6, moving PW parts room and offices;
- June 5, AES Departmental meeting;
- June 6, out doing biocontrol sites reconnaissance;
- Ongoing, Safety – Worksite Inspection, documentation review.

Public Works Activity Includes:

- Hauling gravel.
- Cleaning out shop to prep for renovation.
- Trial dust control completed – follow up.
- Removed bad patch of pavement from landfill rd.
- Texas gate repair.
- Pot hole repair.
- Beaver Mines cleanup.

Upcoming:

- June 7-8, Municipal Management and Leadership training;
- June 13, Council Meeting;
- June 14, Health and Safety meeting;
- June 15, Cowley Drainage meeting;
- June 19, Council Road Tour
- June 20, Airport Committee meeting.

Project Update:

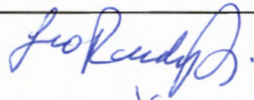
- 2013 Disaster Recovery Projects
 - Satoris Road – Awaiting AEP approval for road realignment, work complete.
- Community Resilience Program
 - Regional Water System Intake Relocation – Pipeline to the edge of the reservoir is complete. Confirming system water requirements prior to the intake tender.
- Capital Projects
 - Bridge File 468 and 75737 Project is progressing with instream work at Todd Creek completed on June 5th;
 - Beaver Mines Water Supply, Studying the impact on capacity with providing water to Castle Parks and Castle Mountain Resort, Contractor preapproval initiated;
 - Beaver Mines Water Distribution and Waste Water Collection, Community survey ongoing, detailed design started.

Call Logs – attached.

Recommendation:

That the Operations report for the period May 18, 2017 to June 6, 2017 be received as information.

Prepared by: Leo Reedyk



Date: June 6, 2017

Reviewed by: Wendy Kay



Date: June 6, 2017

Submitted to: Council

Date: June 13, 2017

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
535	Beaver Mines		Tennis court upgrade	Stu Weber	Work in Progress	2016-08-29	
538	Division 2	RR29-5	through the wetland/Settlement of soil on the westside has resulted in riprap subsiding and exposed soil will be subject to wave action	Stu Weber	Work in Progress	2016-10-04	
563	Division 1	NW32 T3 R29 W5	Culvert too short for the road/drove off the edge and damaged his vehicle	Bob Millar	Work in Progress	2016-11-16	
663	Division 2	RR30-2/Twp5-4	Culvert has a hole on top of it / needs fixing	Bob Millar	Work in Progress	2016-11-28	
670	Division 3	SW16 T6 R30 W4	RQ to have approach widened	Stu Weber	Work in Progress	2016-12-14	
674	Division 3	NE17 T6 R30 W4	Site 30332 TWP6-2A/Hole in the culvert	Bob Millar	Work in Progress	2016-12-08	
753	Division 1	TWP 3-0	Snow drifting issues/Some Brushing needs to be done when conditions allow	Stu Weber	Work in Progress	2017-01-31	
876	Division 4	SW6 T8 R1 W5	Concerns about getting driveway graded	Stu Weber	To be assessed	2017-04-11	
884	Division 5	SW26 T9 R3 W5	Would like road allowance road to be repaired Chapple Rock	Stu Weber	Completed	2017-04-19	2017-05-30
888	Division 5	SW33 T8 R2 W5	Off Chapple Rock would like driveway graded	Dave Skella	Work in Progress	2017-04-28	
889	Division 5	SE11 T9 R2 W5	Site 9115 Hwy 22 Would like Dave's opinion on what to do with driveway	Dave Skella	Work in Progress	2017-05-01	
892	Division 2	SE22 T5 R29 W4	Questioning repairs to RR29-4 south of Turnbulls still a wood stave culvert	Stu Weber	Being Investigated	2017-05-01	
896	Division 3	SW14 T5 R1 W5 SE15 T5 R1 W5	RQ Hour free driveway grading for each	Brent Gunderson	Completed	2017-04-27	2017-05-18
897	Division 3		Culvert crossing/landfill road has dropped/need leveling will need asphalt	Stu Weber	Work in Progress Warning signs being posted	2017-05-02	
899	Division 3	NE34 T5 R2 W5	Fence requires fixing that was broken during snow removal across from Grumpy's Greenhouse also concerned about drainage in the area	Stu Weber	Work in Progress	2017-05-03	
905	Division 5	SE16 T10 R2 W5	#2313 TWP10-0A RQ to grade driveway	Dave Sekella	Completed	2017-05-09	2017-05-31
906	Division 4	NE10 T8 R1 W5	East side off Snaketrail Would like to put in an approach	Stu Weber	Work in Progress	2017-04-27	

Agricultural and Environmental Services

WORK ORDER	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1	3	SE13-06-02-W5	Has found a significant amount of wild caraway along Mill Creek. Hesitant to spray due to proximity to water. Would like some assistance with spraying/pulling if necessary	Shane/Crew		26-May-17	
2	3	SE-02-06-01-W5	Hoary Cress - first approach to pasture	Shane/Crew		5-Jun-17	
3							
4							
5							
6							
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10							
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16							

Agricultural Services Call Log

WORK ORDER	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1	3	Beaver Mines	Weeds around decorative items	Crew #2	Sprayed weeds	29-May	29-May
2	4	2.2 km north of Hwy 785 on RR 29-1	Patch of Hoary Cress	Carlos	Sprayed weeds	29-May	30-May
3	5	TR 7-2A	Patch of Hoary Cress	Crew #3	Picked and sprayed what they could (by a well)	29-May-17	29-May-17
4	5	Lundbreck	Weeds around water tower easements	Leo/Shane	Wanted spray outside of easements, will spray easements	26-May-17	8-Jun-17
5	5	Maycroft	Knapweed in the Maycroft PRA	Shane/Crew #1	Will spray/pick in conjunction with AB Parks crew	30-May-17	mid - June
6	5	NE 21-7-2 W5	CPR weeds	Shane	Leafy Spurge on CPR, working with SALT's on area of concern	1-Jun-17	end of June
7	4		Burdock around boat launch	Shane	Will contact Boat Club	5-Jun-17	6-Jun-17
8	3	NW 2-6-1 W5	Patch of Hoary Cress	Crew #2	Will spray	6-Jun-17	9-Jun-17
11							
12							
13							
14							
15							
16							

MD OF PINCHER CREEK

June 6, 2017

TO: Reeve and Council
FROM: Roland Milligan
SUBJECT: **Proposed Bylaw 1278-17 – McLaughlin Wind Farm Rezoning**

1. Origin

- Renewable Energy Services Ltd. (RESL) has submitted an application to amend Land Use Bylaw 1140-08, to allow for the expansion of the McLaughlin Wind Farm (the Project) site to better accommodate turbine placement (Enclosure No. 1).

2. Background

- The original lands for the project included the four parcels that make up Section 23-6-29 W4M adjacent to the east boundary of the MD.
- The lands were redesignated to Wind Farm Industrial (WFI) with the adoption of Bylaw No. 1178-09, on March 9, 2010.
- These lands were consolidated into one parcel on October 31, 2011.
- The McLaughlin Wind Farm was approved with issuing of Development Permit No. 2012-03, on April 3, 2012 (See Enclosure No. 2)
- The approved development consists of 20 Sinovel SL3000, 3MW, 103.9 metre rotor diameter, total height of 132.5 metre, wind turbines.
- The project has had two timeline suspensions since the original approval, the most recent being March 7, 2017, for three (3) additional years, to March 7, 2020.
- Due to information gathered from ongoing environmental studies and a desire to use new and better technology, the project has been reconfigured to use less turbines but will require additional project lands.
- An information package that was available at an open house that RESL held on May 11, 2017, in Pincher Creek, shows the proposed changes to the project (Enclosure No. 3).
- Additional lands are required for the project with a reduction in wind turbines from 20 to 11. The developer is proposing to use the Enercon E-126, 4.2 MW output, 126 metre rotor diameter, with a total height of 162 metres.
- In order to use the additional lands, they will have to be rezoned to WFI. A new development permit application will also be required for the project. The first step is to redesignate the lands.
- In order to begin the Land Use Bylaw amendment process, Bylaw No. 1278-17 has been prepared for Council's consideration (Enclosure No. 4).

Recommendation (s)

- Moved that Council give first reading to Bylaw No. 1278-17, being a Bylaw to amend Bylaw No. 1140-08, being the Land Use Bylaw, and further;
- That Council, as required by and in accordance with the Municipal Government Act, schedule a Public Hearing for Bylaw No. 1275-17 for July 11, 2017, at 1:00pm.

Respectfully Submitted,



Roland Milligan

Enclosure(s): 1) Application to Amend the Land Use Bylaw
2) Approved McLaughlin Wind Farm Project
3) Open House Information Package regarding project changes
4) Amending Bylaw No. 1278-17

Reviewed by: Wendy Kay, CAO



June 6, 2017



ENCLOSURE NO. 1

Municipal District of Pincher Creek
P.O. Box 279
Pincher Creek, AB T0K 1W0
Phone: 403.627.3130 • Fax: 403.627.5070

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

PERMIT FEE \$600.00

RECEIPT NO. 31031

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

Applicant: Renewable Energy Services Limited

Address: 30 Memory Lane, Lower Sackville NS B4C 2J3 Telephone: 902-631-4441

Owner of Land (if different from above): Lloyd Sproule

Address: [Redacted] Telephone: [Redacted]

Lot _____ Block _____ Registered Plan _____
or Certificate of Title _____

Quarter NE,SE,SW 22 Township 6 Range 29 Meridian 4

AMENDMENT PROPOSED

From: Agricultural

To: Wind Farm Industrial

REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT

Revised project area for the McLaughlin Wind Farm. See attached map.

I/We enclose \$ \$600.00 being the application fee.

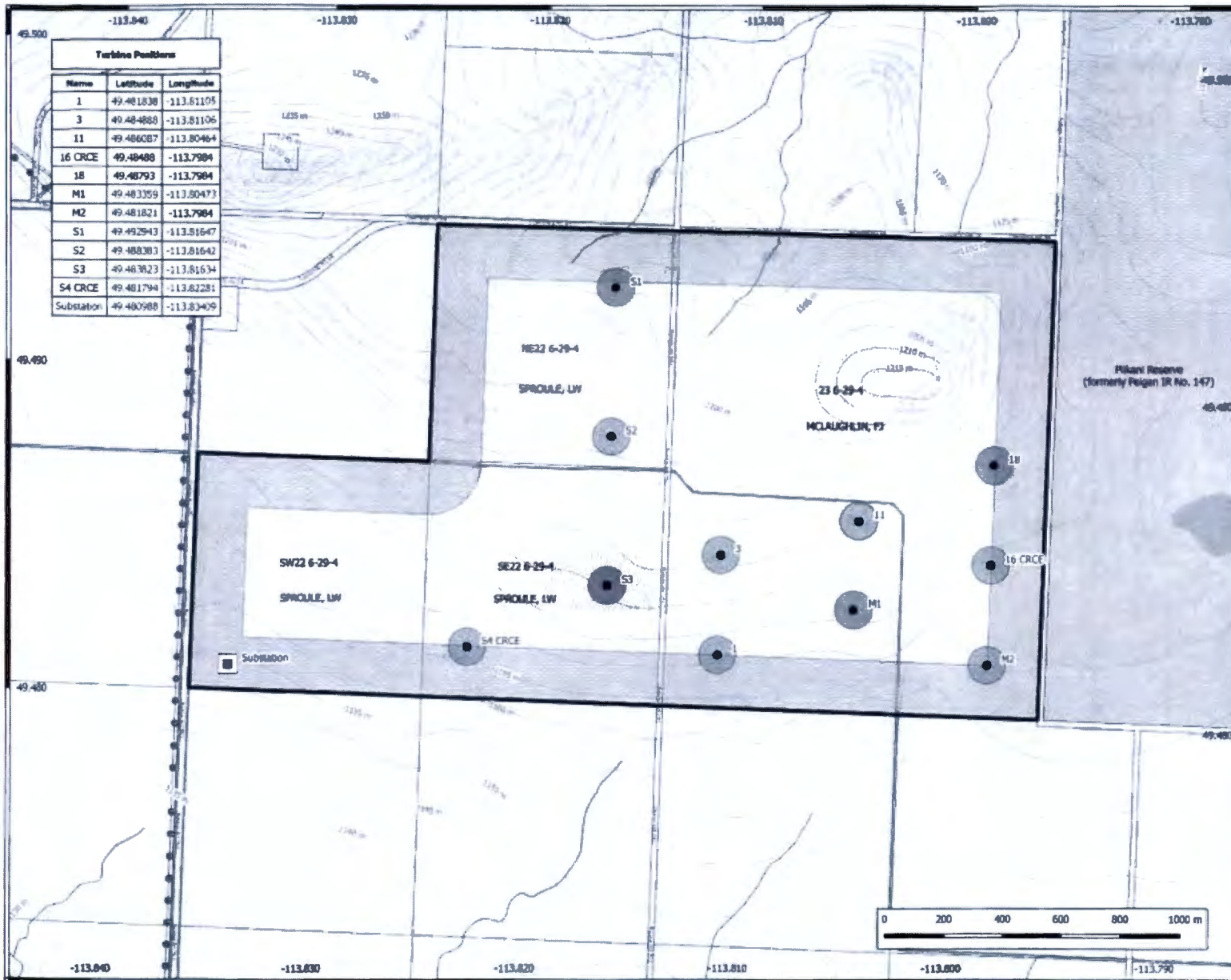
DATE: 18 05 17

[Signature]
Applicant

[Signature]
Registered Owner

Information on this application form will become part of a file which will be considered at a public meeting.

ENCLOSURE NO. 1



McLaughlin Wind Project



Site Plan

Municipal District of Pincher Creek No. 9
Land Use Bylaw No. 1140-08

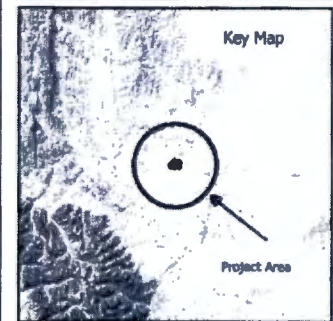
Legend

- Project Boundary
- McLaughlin Components
 - Turbine
 - Substation
 - Rotor Arc
 - Category 3 WEC Setback
 - Transmission Line
 - 5 m Contour

Scale: 1:12,500

2017-05-04

Source: Atlas 1:20,000
Google Maps
Bing Maps
NAD83 Geographic



Key Map

Project Area



North Resource Solutions Inc.





200 0 200 400 600 Meters



Enmax's Kettle's Hill Wind Farm

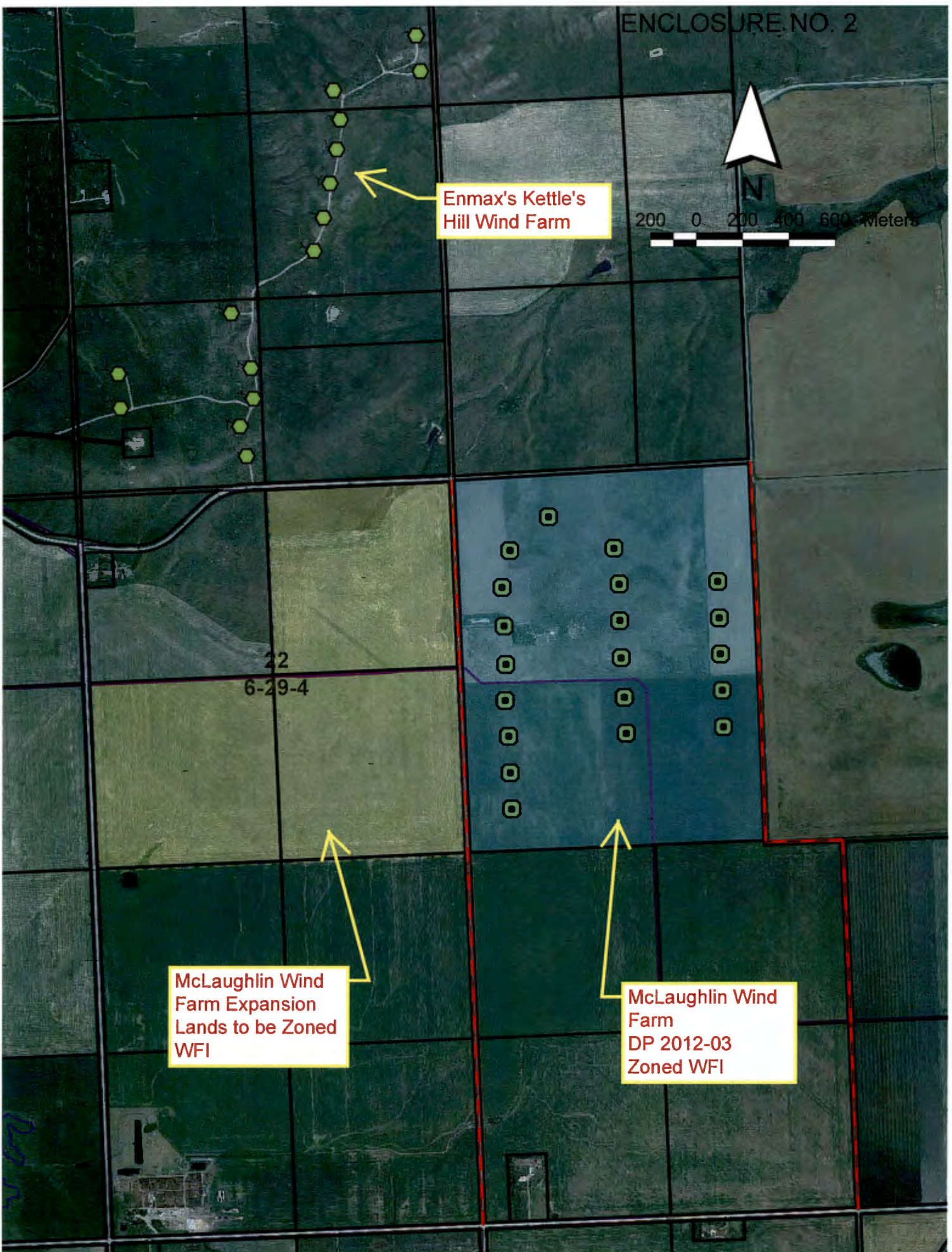


22
6-29-4

McLaughlin Wind Farm Expansion
Lands to be Zoned WFI



McLaughlin Wind Farm
DP 2012-03
Zoned WFI



APRIL
2017

McLaughlin Wind Farm

PROJECT INFORMATION PACKAGE



We want to provide:

- Project Description
- Project Location & Area
- Project Layout
- Project Schedule
- Information how to Provide your Input and Feedback

Project Description



PROJECT
LOCATION

The Project is located on privately owned agricultural land in the Municipal District of Pincher Creek (circled area in map above).

The land is currently used strictly for agricultural purposes and will continue to be used for this purpose in conjunction with the wind generating facility.

RESL proposes to develop the McLaughlin Wind Farm in the Municipal District of Pincher Creek No. 9 approximately 8 km east of the Town of Pincher Creek. The proposed wind project will consist of eleven (11), 4.2 megawatt (MW) class 2 wind turbines for a total rated capacity of 46.2 MW. Specifically, the wind turbine proposed will have a rotor diameter of approximately 126 meters and a hub height of 99 meters.

The wind turbine foundations are of typical gravity base design consisting of reinforced concrete with the foundation section of the tower embedded in the reinforced concrete. The foundations are approximately 22.8 meters in diameter and 3.32 meters deep and will be mostly underground. The topsoil will be back-filled to the foundation section and will allow the continuation of agricultural activities up to the base of the tower.

In addition to the turbines, the project will include associated infrastructure including access roads, a substation and underground cable trenches. Individual step up transformers will be placed inside the tower base sections and will raise the voltage from 400V (low voltage) to 34.5 kV (medium voltage) for the collector system. The turbines will be connected to an underground collector system leading to the substation. At the substation, a single step-up transformer will raise the voltage to 138 kV (high voltage) and be connected to the existing transmission line with a new transmission line (164AL) constructed by AltaLink.

The Project is planned to connect via 164AL to the existing AltaLink (TFO) 138 kV 164L transmission line between Goose Lake 103S and Drywood 415S, approximately 120 meters from the proposed McLaughlin Wind Farm.

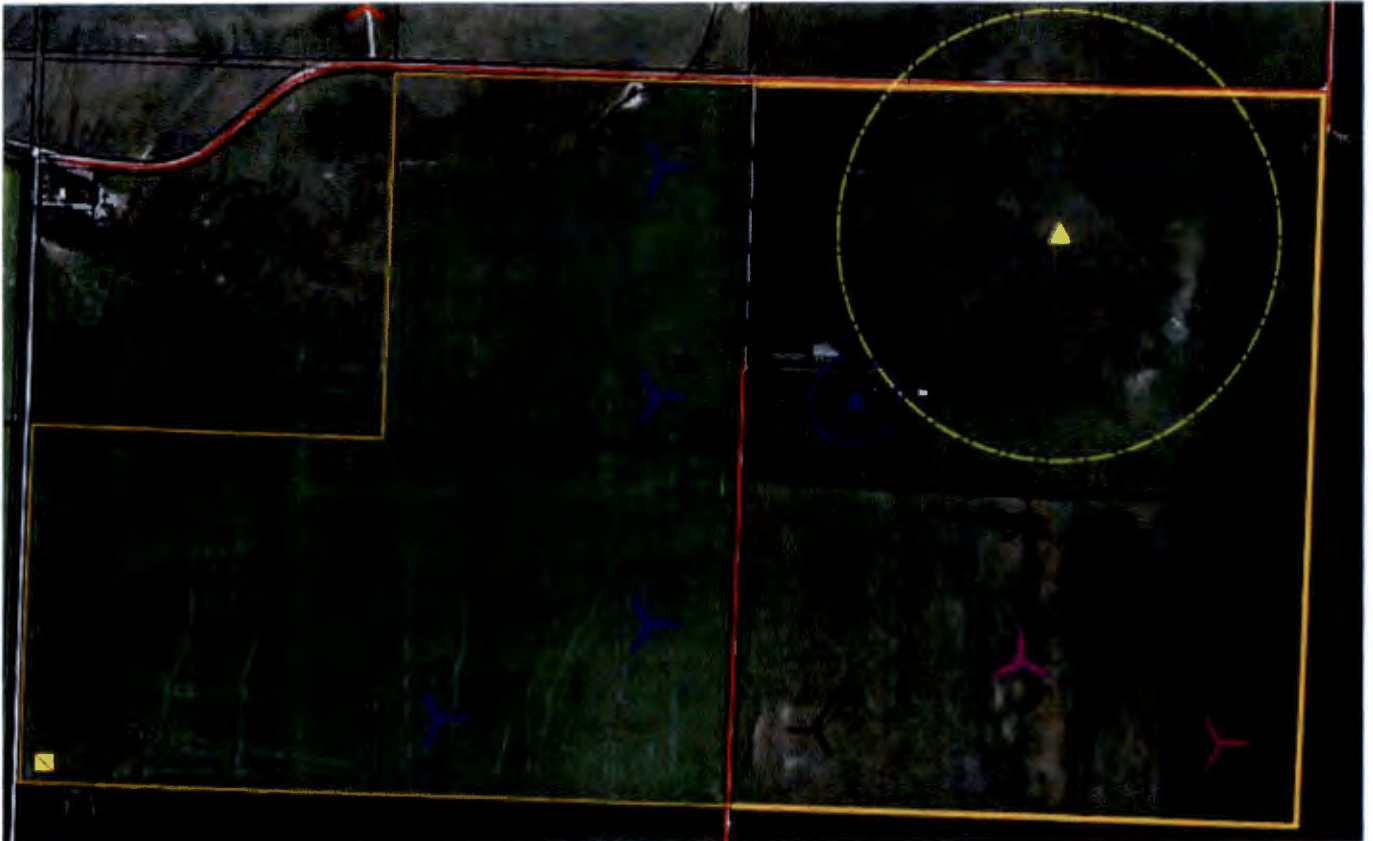
The Company—Who are we?

Renewable Energy Services Limited (RESL) is a Canadian based renewable energy development company headquartered in Sackville, Nova Scotia. Founded in 2000, RESL was an early entrant in the renewable energy business in Canada and has several wind developments in Nova Scotia operating under long-term power purchase agreements. RESL's focus is to explore and develop renewable projects throughout Canada and has a strong development portfolio with a number of projects in several provinces at various stages of engineering and development. RESL has a very strong in-house engineering and management team having extensive experience in the finance, energy and construction sectors. The team is responsible for the design, construction, operation and maintenance of proposed project.

The Project Area

The Project Area is located north of Highway 507, and is bordered immediately to the north by Township Road 64, to the west by Range Road 292, and to the east by the Pikanii Nation Indian Reserve 147. The Project Area is approximately 300 hectares in size and encompasses farm and ranch lands within the consolidate parcel S23 6-29, NE22 6-29-4, SE22 6-29-4 and SW22 6-29-4. The Project has a rolling topography and streams that are relatively small, often only seasonal. There are no large drains in which water remains year round. All Project components will be placed in open agricultural fields. Most of these fields are planted each year with crops such as hay. These agricultural activities will continue to be practiced on these lands in conjunction with the Project facilities. It should be noted that although the general Project Area is 300 hectares, the final footprint of the project will only occupy a fraction of this area.

The Project Layout



The Project Layout has been Optimized to Consider the Following Factors:

- Distance from Dwellings
- Distance from Municipal Roads
- Noise Levels
- Shadow & Flicker
- Visual Impact
- Archaeological and Cultural Impact
- Environmental Impact

Environmental & Wildlife Studies

Renewable Energy Serviced Limited has undertaken a number of environmental and wildlife studies in support of the Environmental Impact Assessment (EIA) for the McLaughlin Wind farm that was completed in January of 2010. Due to changes in the project, these studies were reviewed and updated in 2011 and 2016. The environmental and wildlife studies undertaken include:

- A comprehensive bird and bat studies
- A review of endangered and protected species at risk
- A review of flora and fauna
- Wildlife studies
- A Noise Impact Assessment (NIA)
- A Shadow Flicker Assessment
- A Visual Impact Assessment
- An Historical Resource Impact Assessment
- A Telecommunication System Impact Assessment
- A setback analysis



Fig. 2: View of E-126 EP4 nacelle

- | | |
|--------------------|---|
| 1 Slip ring unit | 8 Beacon system (optional) |
| 2 Hub | 9 Generator stator water cooling system chiller |
| 3 Hub adapter | 10 Wind measuring unit with lightning rods |
| 4 Blade adapter | 11 Winch |
| 5 Generator rotor | 12 Yaw drives |
| 6 Generator stator | 13 Main carrier |
| 7 Stator support | 14 Nacelle casing |

New and Better Technology

The proposed wind project will consist of eleven (11), 4.2 megawatt (MW) class 2 wind turbines for a total rated capacity of 46.2 MW. Specifically, the wind turbine proposed will have a rotor diameter of approximately 126 meters and a hub height of 99 meters. A cross-section illustrating the major components of the type of turbine proposed is shown .

General Project Schedule—Next Steps

- February 2012: MDP Development Permit Application
- March - 2012: Stakeholder Consultation & Second Open House
- May 2012: Development Permit Approval & AUC Application
- May 2017: Stakeholder Consultation & Third Open House
- July - August 2017: AUC Approval for Power plant, Substation & Facility Applications
- September 2018: Begin Construction

Renewable Energy Services Limited (RESL) is committed to working with the public to gather feedback and respond to all stakeholder input and concerns. This information will form an integral part of the application RESL submits to the Alberta Utilities Commission (AUC). The AUC review process ensures that all stakeholders and the public have opportunity to participate in the review process. You can contact us directly by telephone, email or post. Please find our contact information below.

Contact Us:

For more information about Renewable Energy Services Limited and the McLaughlin Wind Farm project, please contact:

Henri Knapen, Operations & Project Manager

Renewable Energy Services Limited at 902-442-8195 or 902-476-0996

Email: henriknapen@resl.ca

Mailing Address: 30 Memory Lane, Lower Sackville NS, B4C 2J3

Peter Archibald, Engineering & Construction Manager

Renewable Energy Services Limited at 902-442-8196 or 902-471-7344.

Email: parchibald@resl.ca

Mailing Address: 30 Memory Lane, Lower Sackville NS, B4C 2J3

To learn more about the transmission development in support of the McLaughlin Wind Farm project, please contact:

AltaLink at 1-877-267-1453 (toll free)

Email: siting.consultation@altalink.ca

Website: www.altalink.ca/regionalprojects

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

Alberta Electric System Operator (AESO) at 1-888-866-259

Email: stakeholder.relations@aeso.ca

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

Alberta Utilities Commission (AUC) at 1-780-427-4403

Email: consumer-relations@auc.ab.ca

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1278-17

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 is in receipt of a request
to amend the land use designation of lands legally described as:

- SE 22 6-29 W4M;
- NE 22 6-29 W4M;
- SW 22 6-29 W4M.

And as shown on Schedule 'A' attached hereto, from "Agricultural - A" to "Wind Farm
Industrial - WFI";

AND WHEREAS Council feels that the "Wind Farm Industrial - WFI" designation is
appropriate for lands proposed for the use of wind farm development;

AND WHEREAS the purpose of the proposed amendment is to allow for Category 3 Wind
Energy Conversion System use;

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:

1. This bylaw shall be cited as "Land Use Bylaw Amendment No. 1278-17".
2. Amendments to Land Use Bylaw No. 1140-08 as per "Schedule A" attached.
3. This bylaw shall come into force and effect upon third and final passing thereof.

READ a first time this _____ day of _____, 2017.

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

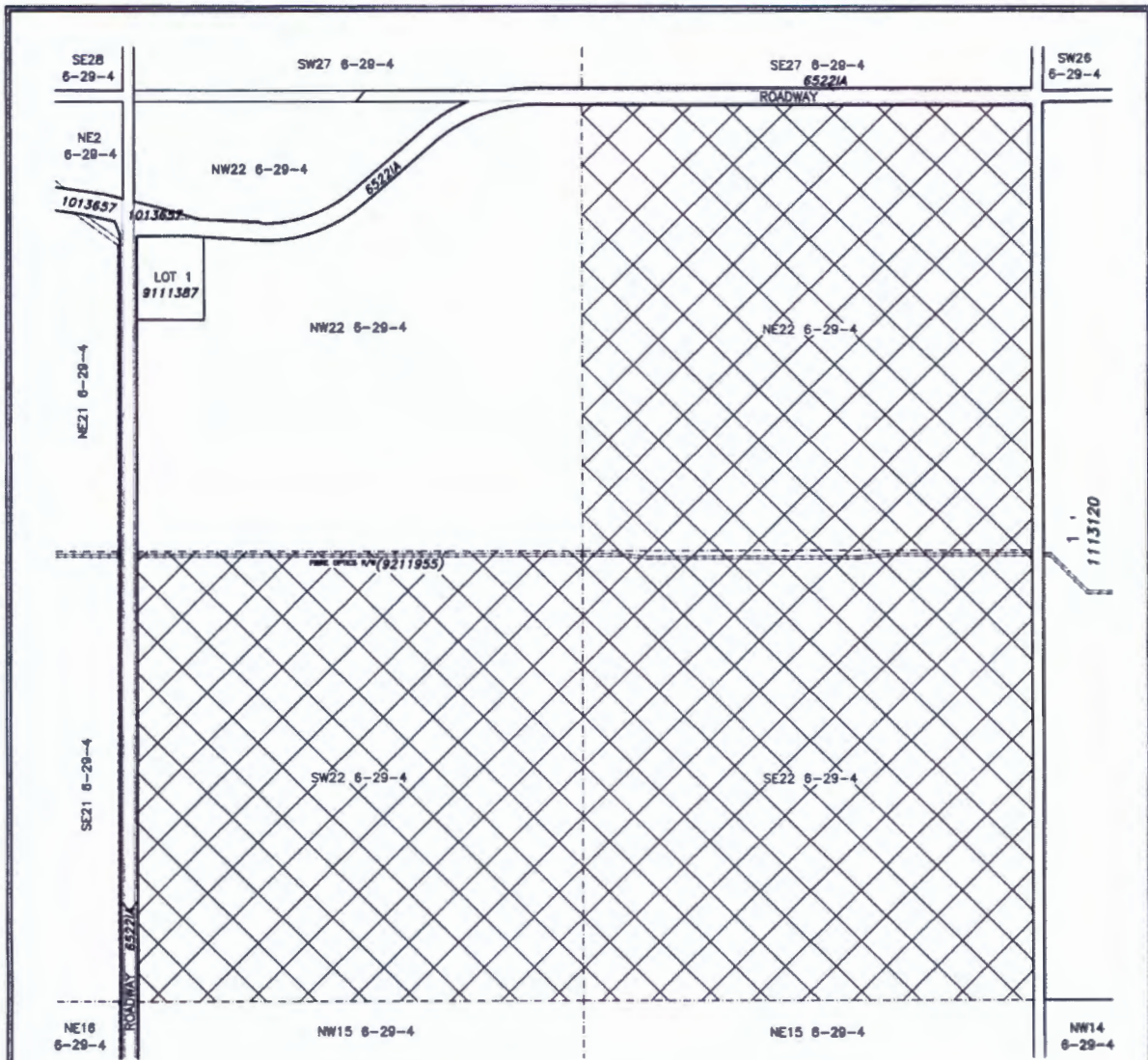
READ a second time this _____ day of _____, 2017.

READ a third time and finally PASSED this _____ day of _____, 2017.

Reeve – Brian Hammond

Chief Administrative Officer - Wendy Kay

Attachment
- "Schedule A"



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**



FROM: Agriculture 'A'
TO: Wind Farm Industrial 'WF'

SW, SE & NE 1/4 SEC 22, TWP 6, RGE 29, W 4 M
MUNICIPALITY: MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
DATE: MAY 18, 2017

Bylaw #: 1278-17

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 100 200 300 400 Meters
May 18, 2017 H:\Pincher-Creek-MD\Pincher-Creek-MD LUD & Land Use Redesignations\MD of Pincher Creek - Bylaw No.1278-17 SW, SE & NE 22-6-29-4.dwg



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 3E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

MD OF PINCHER CREEK

June 6, 2017

TO: Reeve and Council
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Event License – Mud Bog, SW 7-6-28 W4M**

1. Origin

- On April 27, 2017 the MD received the attached letter from Greg Chartier on behalf of the Western Mud Slingers (the Applicant) regarding the second mud bog event they are proposing on July 15, 2017, within the SW 7-6-28 W4M (Enclosure No. 1).
- The Western Mud Slingers are a member of Chinook Mud Racing.

2. Background/Comment

- To help license and regulate entertainment events the MD adopted Bylaw No. 918A (the Bylaw, Enclosure No. 2) in March of 1993.
- For the bylaw to come into effect, a threshold number of people attending an event is established as 500.
- The applicant has indicated they are estimating between 500-700 spectators.
- As such, the applicant was advised that the bylaw would come into effect and that they should apply to the Licensing Officer (Council or such person or persons as Council may designate).

3. Discussion

- The applicant was given a copy of the bylaw and asked to address the requirements as listed.
- The event is scheduled for 6 hours, commencing at 11:00 am and concluding at 5:00 pm.
- In the applicant's letter, the majority of concerns and requirements as outlined in the bylaw are addressed.
- The applicant has also applied for and been granted a Special Event License through Alberta Health Services (Enclosure No. 3).

Recommendation No. 1

That Council, acting in their capacity as the Licensing Offer pursuant to Bylaw No. 918A, grant the applicant a license for the mud racing event planned for July 15, 2017.

Respectfully Submitted,



Roland Milligan

- Enclosure(s) No. 1 Letter from Western Mud Slingers Dated April 27, 2017
No. 2 Bylaw No. 918A – Licensing Entertainment Events
No. 3 AHS Special Event Organizer Notification

Reviewed by: Wendy Kay, CAO

W. Kay June 6, 2017

Western mud slingers

Re: By-Law 918A Entertainment Events

April, 27, 2017

The western mudslingers are part of a southern Alberta mud racing association that host events all over southern Alberta from Raymond to Hilda. On July 15th the Western mudslingers are planning a mud bog on Lloyd Sproule's land in the SW7-6-28-W4. The event will start at 11:00am and run roughly to 5:00pm. we are guessing that we will have 500-700 spectators and 50 drivers.

Mustangs High School Football team is volunteering their time in return we are donating a portion of our proceeds back to the team.

So far, we have most the tasks completed to make this a successful event.

-Insurance will be provided through the co-operators insurance

-Security will be onsite for the event. RCMP have been informed of the event.

-There will be two paramedics onsite,

-12-15 Washrooms will be provided (Porta Potties)

-two firemen will be onsite with first responder unit and an additional water tanker with 56000L of water

-Garbage bins, cans and ashtrays will be provided

-The Elks are providing concession and beer Gardens

-We are in conversation with some other local food vendors

-We have booked the legion bus to drive people back to town

-Adequate parking will be provided with volunteers parking the vehicles

Any question please does not hesitate to call.

President, Greg Charier [REDACTED]

Vice President, Russ Domolewski [REDACTED]



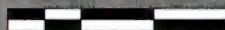
Hwy 507 East

Rge. Rd. 29-4

Propose Location
of Event

SW 7-6-28 W4M

100 0 100 200 Meters



MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BY-LAW NO. 918A

A By-law of the Municipal District of Pincher Creek No. 9
for the Licencing and Regulating of Entertainment Events.

PURSUANT to Sections 153, 156, 166, 168, 209, 222, 238 and
242 of the Municipal Government Act. RSA 1980, the Council
of the Municipal District of Pincher Creek No. 9, in the
Province of Alberta, duly assembled, hereby enacts as
follows:

1. PURPOSE:

The purpose of this By-law is to licence and regulate
entertainment events in the Municipal District of
Pincher Creek No. 9.

2. DEFINITIONS:

In this By-law:

- (i) "Entertainment Event" shall mean any music
festival, dance festival, "rock" festival, or
similar musical activity, game, contest, sport
lottery scheme, exhibition of an educational,
artistic or cultural nature, theatrical
performance, concert, recital, lecture or other
performance, whether indoor or outdoor, likely
to attract 500 or more people in any one
twenty-four (24) hour period, and which is
held at any place within the Municipality and
to which members of the public are invited or
admitted for a charge or free of cost;
 - (ii) "Council" means the Council of the Municipal
District of Pincher Creek No. 9;
 - (iii) "Licencee" means a person or corporation who
has applied for and obtained a licence to
operate an entertainment event, pursuant to
this By-law;
 - (iv) "Licencing Officer" means the Council or such
person or persons as Council may designate;
 - (v) "Municipality" means the Municipal District of
Pincher Creek No. 9.
3. No person or corporation shall operate, maintain,
conduct or advertise an entertainment event in the
Municipality unless he/she/it has first obtained a
licence from the Licencing Officer to operate or
conduct such an entertainment event.
4. Applications for a Licence to conduct an indoor-outdoor
entertainment event shall be made to the Licencing
Officer, in writing, at least sixty days prior to the
proposed date of the entertainment event and shall be
accompanied by a non-refundable application fee of
\$100.00 and shall contain the following information:
- (a) The name, age, residence, and mailing address and
telephone number or numbers of the person making
such application. If the application is made by a
partnership, the names and addresses of the
partners shall appear. Where the applicant is an
incorporated company, the application shall be
signed by at least two directors of the
incorporated company and shall contain the
addresses of such corporate directors and shall
have attached a certified copy of the Certificate
of Incorporation.

- (b) A written statement of the kind, character, or type of entertainment event which the applicant proposes to conduct, operate or carry on.
 - (c) If more than one entertainment event is planned or if it is anticipated that unplanned events shall be allowed within the entertainment event, whether by the Licencee or otherwise, the Licencee shall ensure that any event not specifically licenced is approved by the Licencing Officer, prior to the time that such event shall take place. No unlicenced event shall be permitted by the Licencee.
 - (d) The address or legal description of property where the proposed entertainment event is to be conducted, operated, or carried on. Additionally, the applicant shall submit proof of ownership of the place where the entertainment event is to be conducted or a statement signed by the owner of the premises indicating his consent that the site be used for the proposed entertainment event.
 - (e) The date or dates and the hours during which the entertainment event is to be conducted.
 - (f) An estimate of the number of customers, spectators, participants, and other persons expected to attend the entertainment event for each day it is conducted.
 - (g) The names and addresses of anyone contributing, investing, or having a financial interest greater than five hundred (\$500.00) dollars in producing the entertainment event.
 - (h) A financial statement to give assurance of the ability of the applicant to meet the conditions of the licence being applied for.
 - (i) A detailed written explanation of the applicant's plans to provide security and fire protection, water supplies and facilities, sewage and drainage facilities, food supplies and facilities, sanitation facilities, first aid facilities and services, vehicle parking spaces, vehicle access policing and on-site traffic control and, if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities. The applicant's plans shall include what provisions shall be made for numbers of spectators in excess of the estimate, provisions for the clean-up of the premises and provisions for the removal of rubbish after the entertainment event has concluded. A plot plan showing the arrangement of the facilities, including those for parking, egress and ingress, shall be submitted with such application.
5. Every person or corporation applying for a Licence, pursuant to this By-law shall satisfy the Licencing Officer that he is able to meet the conditions and requirements set out in this By-law or imposed by Licencing Officer.

6. Every Licencee to conduct an indoor-outdoor entertainment event shall be subject to the following conditions and requirements:
- (a) Security Protection: Every Licencee shall provide, at his own expense, security protection. This shall include the provision of a minimum of one security officer for every 100 persons expected to be in attendance.
 - (b) Water and Sanitation Facilities: Every Licencee shall provide an ample supply of potable water for drinking and sanitation purposes at the site of the entertainment event. The minimum supply of water to out-door entertainment events shall be 68 litres of water for each person in attendance per day. All water shall meet Canadian Drinking Water Standards. Public and private flush-type water closets, lavatories and drinking facilities and sewage and drainage systems and items incidental to the operation of the foregoing shall be required as determined by the Licencing Officer. This condition shall only be deemed to have been met where the Licencing Officer has accepted such arrangements as satisfactory.
 - (c) Food Concessions: Where the proposed entertainment event is to be held a distance of 200 metres from public eating places, food handling places or like establishments, the applicant shall provide such food facilities as may be required by the Licencing Officer to adequately provide food services to those persons attending the entertainment event.
 - (d) Every Licencee shall be required to furnish such trash cans and garbage receptacles as may be required by the Licencing Officer. An adequate supply of plastic bag liners to fit the trash cans shall be provided and each container shall at all times have a plastic bag liner inserted and, when full, it shall be tied and removed and a new plastic bag liner inserted. The pickup and removal of trash, refuse, garbage and rubbish shall be at least once a day or more often if required by the Licencing Officer. A signed contract with an approved refuse-collector shall be submitted and filed with the Licencing Officer. The removal of all trash and refuse shall be at the Licencee's expense.
 - (e) First Aid Facilities: Every Licencee shall provide such first aid facilities at the site of the entertainment event, as may be required by the Licencing Officer. The Licencee shall provide ambulance services to transport persons attending the entertainment event from the site of the entertainment event to the nearest hospital where need arises. The extent of ambulance service shall be as required by the Licencing Officer. Where a proposed entertainment event is expected to attract a large number of persons to a site located a distance of five (5) kilometres from adequate existing treatment facilities, the Licencee may be required to provide emergency medical treatment facilities and personnel on the premises of the entertainment event.

- (f) **Parking Areas:** Every Licencee shall provide adequate parking spaces for persons attending the entertainment event by motor vehicle. The Licencee may be called upon to provide a separate parking space for every two (2) persons expected to attend the entertainment event by motor vehicle. Such parking areas shall be clearly marked and controlled. The Licencing Officer shall approve an applicant's "parking plan" before the licence shall be issued.
 - (g) **Access and Parking Control:** The Licencee shall provide adequate ingress and egress to the entertainment event premises and parking areas, ensure that necessary roads, driveways and entrance ways shall exist to insure the orderly flow of traffic into and out of the premises from a highway or road which is part of the highway system maintained by the Municipality. A special access way for fire equipment, ambulances and other emergency vehicles will be required. The Licencing Officer shall approve the Licencee's plan for ingress and egress before a licence shall be issued. Additionally, any Licencee shall be required to show that adequate traffic guards are employed to insure orderly traffic and relieve traffic congestion in the vicinity of the entertainment event area.
 - (h) **Hours of Operation:** All entertainment events, which are subject to a licence, pursuant to the provisions of the By-law, shall close and cease operations continuously between the hours of 2:00 AM and 6:30 AM of each and every day.
 - (i) **Communications:** The Licencee shall be required to establish a communication system for public use where ordinary communications are not available. The Licencing Officer may require a provision of a mobile phone at the site of the entertainment event.
 - (j) **Miscellaneous:** The Licencing Officer may impose such additional conditions as are reasonably calculated as necessary to protect the health, welfare and property of local residents and persons attending the entertainment event.
7. A Licencee shall comply with all relevant Federal, Provincial or Municipal laws in existence.
8. The Licencing Officer may grant relief from any of the above requirements where it appears that such an action is in the best public interest. This ability to grant relief shall be limited to those items within the control of the Licencing Officer under this By-law and does not relieve the Licencee from any conditions or requirements imposed by law, contract or otherwise.
9. Any person or corporation who:
- a) Operates, maintains, conducts or advertises an entertainment event in the Municipal District of Fincher Creek No. without first having obtained the licence required by this By-law, or

(b) and having obtained the licence, fails to comply with the conditions set out in this By-law, or attached to a licence;

is guilty of an offense and is liable on conviction to a fine of not more than TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) and not less than TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) for every day the offense continues and in default of payment, to imprisonment for a term not exceeding thirty (30) days.

Read a first time this 23
day of March, AD, 1993
REEVE Henry F. Hudellat
ADMINISTRATOR Orle L. Smith

Read a second time this
27 day of March, AD, 1993
REEVE Henry F. Hudellat
ADMINISTRATOR Orle L. Smith

Read a third time and
finally passed this 23
day of March, AD, 1993
REEVE Henry F. Hudellat
ADMINISTRATOR Orle L. Smith



**Alberta Health
Services**

Special Event Organizer Notification
Environmental Public Health

Forward completed notifications to your nearest Environmental Public Health office. Information is available on Page 4.

Be sure to include a map of your site layout.

Event Information

Name of special event Pincher Creek Mud Bog

Address of event sw7-6-28-w5

Date(s) of event (dd-mm-yy) 15-07-17 to (dd-mm-yy) _____

Daily event start time 930 AM PM Estimated daily attendance 700

Daily event end time 630 AM PM

Applicant Information

Name of event organizer Greg Chartier (Western Mud Slingers)

Address ██████████

City Pincher Creek

Province Alberta

Postal code t0k1w0

Phone number ██████████

Alternate phone number/fax _____

Email ████████████████████

Provide contact information for representative who will be available on-site, if event organizer will not be available.

Name Russ Domewlusk

Phone number 403-625-6166

Public Washrooms & Handwashing Stations

Permanent Washroom Facilities

Will there be permanent washroom facilities available to the public at this event? Yes No

Number of toilets _____

Number of handwashing stations _____

Temporary Washroom Facilities

Will there be temporary washroom facilities available to the public at this event? Yes No

Number of toilets 13

Number of handwashing stations 13

Number of hand sanitizers 13 (must be approved by the Public Health Inspector)

Vendor Services

What potable water services are being provided for vendors? Please indicate name of the municipal water supply or approved water hauler, as applicable.

bottled water from vendors
triple t tanker

Where are the vendors disposing of water during the event? their own holding tanks

Where will garbage be disposed of? garbage barrels and a big bin from cnp waste services

Event Organizer Restrictions (Food)

Are there any restrictions or requirements relating to food services at this event?
e.g. Organizer does not allow frying or grease-laden vapours in event hall. Organizer requires all foods be prepared in site kitchen.

Yes No

If yes, please describe.

Event Organizer Provisions

Will the event organizer be providing equipment or services to food vendors as part of this event?
e.g. Organizer will provide handwashing sinks, garbage bins, garbage removal, dishwashing sinks or other food preparation items.

Yes No

If yes, please describe.

garbage disposal

Site Layout

Attach a map providing locations of:

- all food and beverage vendors (include alcoholic beverage vendors)
- washrooms and washroom handwashing stations (include permanent and temporary facilities)
- garbage facilities

Complete the Vendor List on page 3

Signature

I certify that this information is true and correct, to the best of my knowledge.

Signature 

Date may 29, 17

Name Greg Chartier

For Office Use Only

Reviewed by Mika Swystun Date May 30/2017 Inspection Required? Yes No

Inspectors Assigned Mika Swystun



Alberta Health Services

**Special Event Organizer Notification
Environmental Public Health
Contact Information**

Email, fax or mail your completed Special Event Organizer Notification to the nearest address below. A map is provided for your reference.

Northern Alberta
Environmental Public Health
north.specialevents@albertahealthservices.ca
Phone: 780-513-7517
Call for correct fax number.

Edmonton Area
Environmental Public Health
edm.specialevents@albertahealthservices.ca
Phone: 780-735-1800
Fax: 780-735-1802

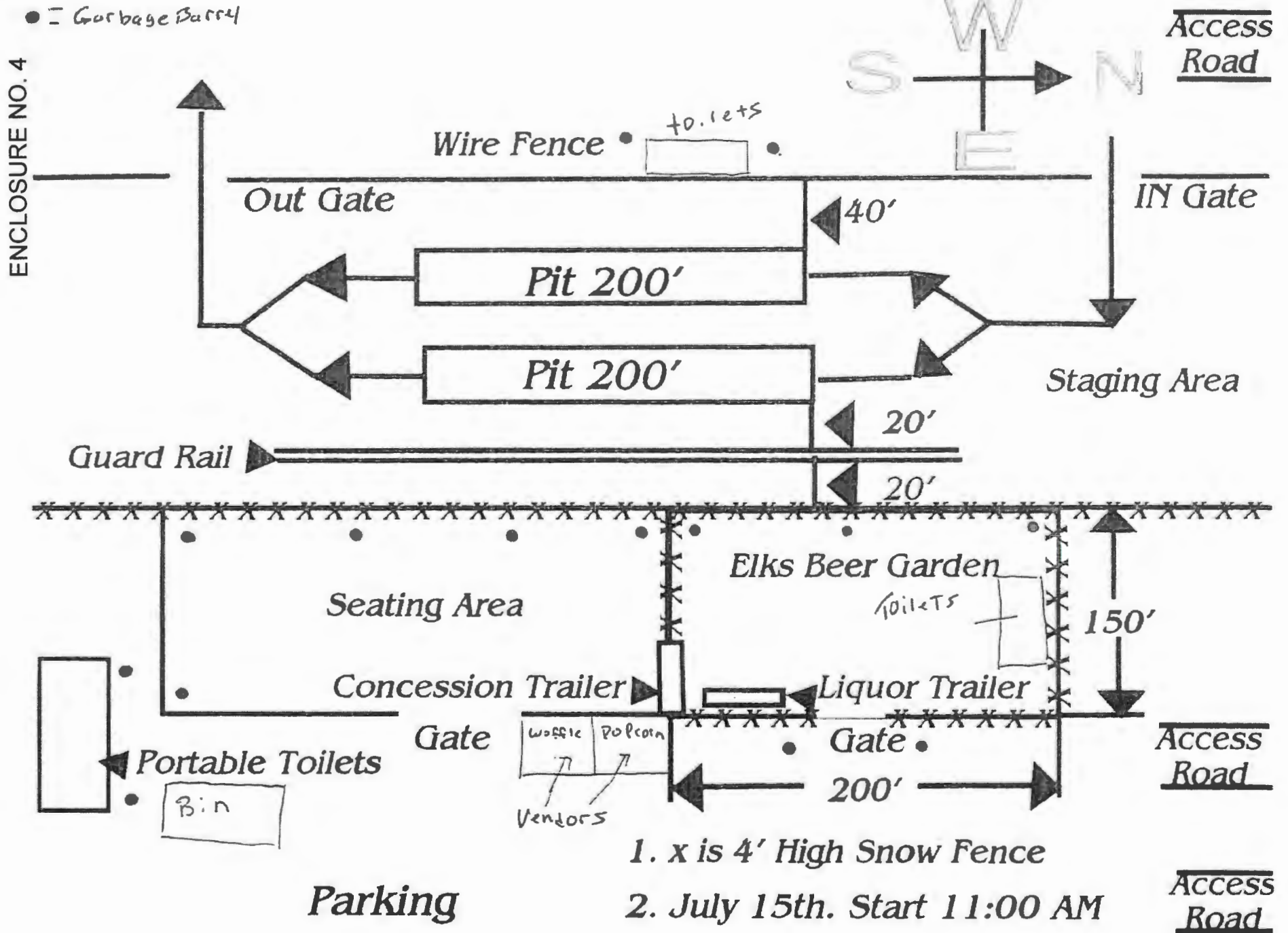
Central Alberta
Environmental Public Health
central.specialevents@albertahealthservices.ca
Phone: 403-356-6367
Toll-free: 1-877-360-6366
Fax: 403-356-6433

Calgary Area
Environmental Public Health
specialevents@albertahealthservices.ca
Phone: 403-943-2295
Toll-free: 1-855-943-2288
Fax: 403-943-8056

Southern Alberta
Environmental Public Health
south.specialevents@albertahealthservices.ca
Phone: 403-388-6689
Toll-Free: 1-877-355-6689
Fax: 403-328-5934

**Alberta Health Services
Zone Map**





1. x is 4' High Snow Fence
2. July 15th. Start 11:00 AM

MD OF PINCHER CREEK

June 7, 2017

TO: Reeve and Council
 FROM: Roland Milligan, Director of Development and Community Services
 SUBJECT: **Road Closure – Portion of Road Plan 1835HX, NE 12-7-3 W5M**

1. Origin

- On June 6, 2017, the Subdivision Authority approved subdivision application No. 2017-0-064.
- The applicant's reason for the subdivision was to add the portion of the neighbouring parcel in order to get the well on the same title as the residence it serves.
- The approved subdivision is to include a portion of Road Plan 1835HX that is no longer used by the municipality.
- The applicant will be responsible for purchasing the portion of Road Plan 1835HX and consolidating it with the final parcel.
- Enclosed for Council's consideration is a road closure resolution to close that portion of 1835HX.

Recommendation No. 1

- That Council pass the following road closure resolution:

A Resolution of the MD of Pincher Creek No.9 for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

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

NOW THEREFORE be it resolved that the Council of the MD of Pincher Creek No. 9 does hereby close the following described road, subject to rights of access granted by other legislation.

NE 12-7-3-5

THAT PORTION OF ROAD PLAN 1835 HX FORMING PART OF LOT 12, BLOCK 1, PLAN _____.

CONTAINING 0.430 HECTARES (1.06 ACRES) MORE OR LESS
 EXCEPTING THEREOUT ALL MINES AND MINERALS

To be consolidated with Certificate of Title No: 121 129 000

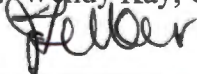
Respectfully Submitted,



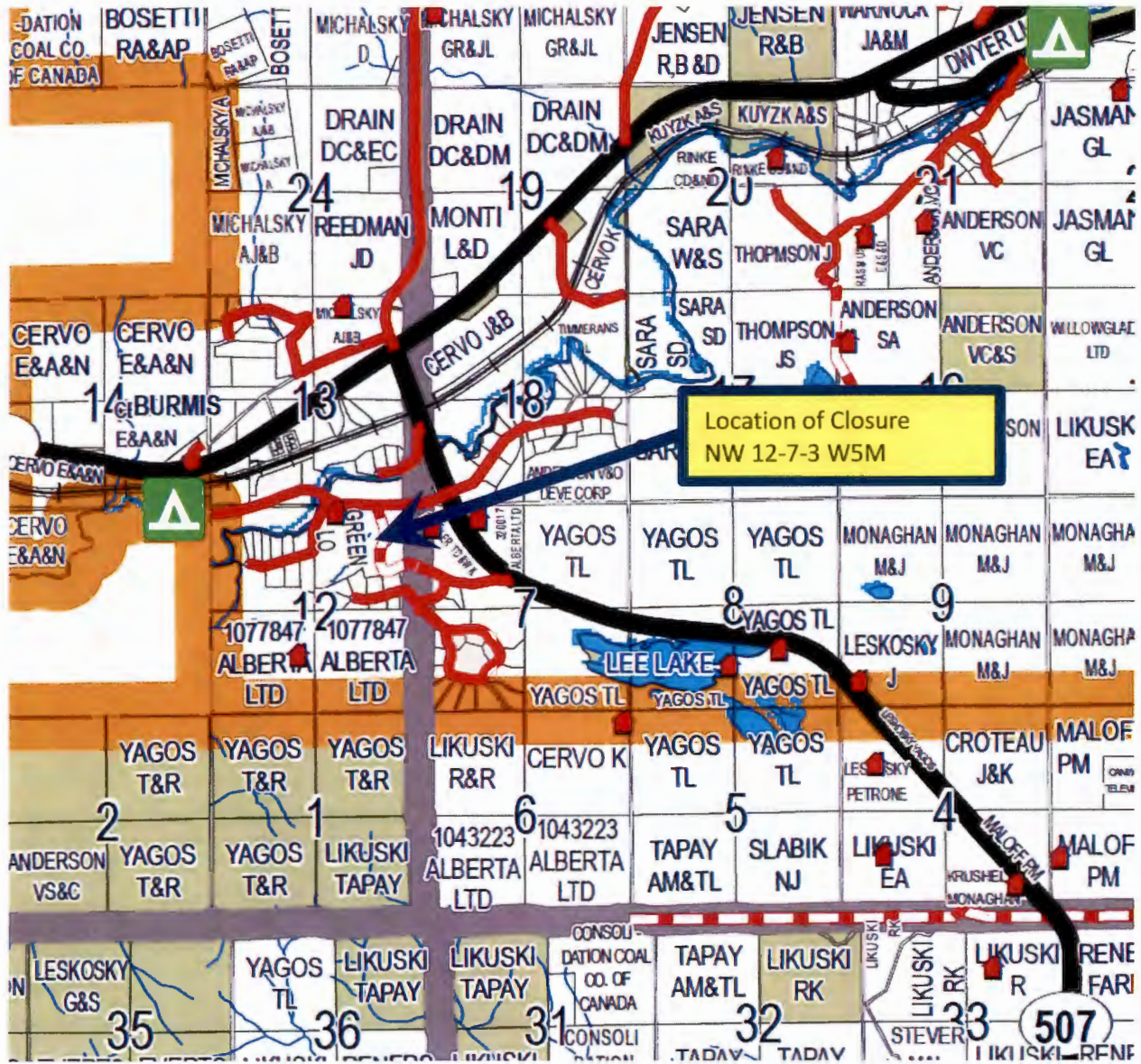
Roland Milligan

Enclosure(s): 1) Subdivision Approval 2017-0-064

Reviewed by: Wendy Kay, CAO



Location Map



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
Fax: (403) 327-6847
E-mail: subdivision@orrsc.com
Website: www.orrsc.com



SUBDIVISION APPLICATION DECISION

Our File: 2017-0-064
Your File: 17-13729

NOTICE DATE: June 7, 2017

TO: Leonard Oscar Green, Sheila Carol Green and Michael Prachler, Thomas C. Penner, A.L.S., M.D. of Pincher Creek No. 9, Livingstone School Division, TELUS, FortisAlberta, AltaLink, ATCO Gas, ATCO Pipelines, AB Health Services, AB Transportation, AB Environment & Parks - K. Murphy, Historical Resources Administrator, AER

RE: Lot 11, Block 1, Plan 1211525 & part of Road Plan 1835HX within NE1/4 12-7-3-W5M / M.D. of Pincher Creek No. 9

DECISION: APPROVED ON CONDITION
(See attached resolution for conditions)

DECISION DATE: June 6, 2017

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$325.00 will be required.)*

Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision or any conditions of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 5 days from the date the decision is mailed.

You may also appeal any reserve requirement (land or money) established by the subdivision authority. The appeal may be commenced by providing a written statement of the grounds of appeal to:

M.D. of Pincher Creek No. 9 Subdivision and Development Appeal Board
Wendy Kay - Chief Administrative Officer
P.O. Box 279, Pincher Creek AB T0K 1W0

The appeal board must receive your notice of appeal within 19 days of the date of this letter informing you of the subdivision authority's decision. *(Please contact the municipality to determine any applicable fees.)*

ENCLOSURE NO. 1

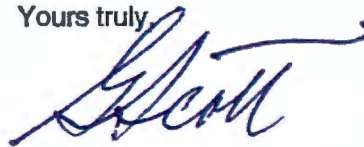
In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$200.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at www.orrsc.com for more details regarding the finalization process.

Yours truly,



Gavin Scott
Senior Planner

GS/jm
Attachment

RESOLUTION

2017-0-064

M.D. of Pincher Creek No. 9 Agricultural subdivision of Lot 11, Block 1, Plan 1211525 & part of Road Plan 1835HX within NE1/4 12-7-3-W5M

THAT the Agricultural subdivision of Lot 11, Block 1, Plan 1211525 & part of Road Plan 1835HX within NE1/4 12-7-3-W5M (Certificate of Title No. 971 357 257 +10, 121 129 000), to create a 34.30 acre (13.88 ha) parcel from two titles of 30.10 acres (12.18 ha) and 69.64 acres (28.18 ha) respectively for agricultural use; BE APPROVED subject to the following:

RESERVE:

The 10% reserve requirement, pursuant to Sections 669(2) and (3) of the Municipal Government Act, on the 34.30 acres be deferred by caveat for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the M.D. of Pincher Creek No. 9.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with the M.D. of Pincher Creek No. 9 which shall be registered concurrently with the final plan against the title(s) being created.
3. That the of Certificate of Title 121129000 be consolidated with the adjacent portion of closed road and a portion of the NE12 7-3 W5M in a manner such that the resulting Certificate of Title could not be subdivided without the approval of the Subdivision Authority.
4. That a road closure bylaw be prepared at the applicant's expense, with the bylaw being approved and adopted by the MD of Pincher Creek and subsequently consented to by the Minister of Transportation, prior to final registration of the subdivision.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan, Burmis Lundbreck Corridor Area Structure Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The proposed subdivision complies with the M.D. of Pincher Creek subdivision policy R.21.
4. The Subdivision Authority is satisfied that with the consolidation, the proposed subdivision is suitable for the purpose for which the subdivision is intended and meets the intent of the subdivision policies of the municipality's land use bylaw.

INFORMATIVE:

- (a) Since the proposed subdivision is within the Burmis Lundbreck Corridor Area Structure Plan which allows for further subdivision, the recommended course of action on Municipal Reserve is to defer it by caveat.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for

verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)

- (d) MD Pincher Creek Emergency Services, David Cox – Chief:

"I have no issues with this development."

- (e) MD Pincher Creek Operations, Leo Reedyk – Director of Operations:

"Is there sufficient area to turn around at the south end of the remaining road allowance? As the road appears to serve no useful purpose since highway 507 was established on the existing alignment, the remainder of road plan 1835HX should be considered for closure as well."

- (f) TELUS Communications Inc. has **no objections** to the current land owner proceeding with this application.

It is the land owner's responsibility to ensure they contact Alberta One-Call to ensure no facilities will be disrupted. If at any time TELUS facilities are disrupted, it will be at the sole cost of the land owner.

- (g) FortisAlberta has reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (h) ATCO Pipelines has no objection.

- (i) ATCO Gas, Ellen Struthers – Land Agent:

"Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) #771 122 183. Therefore, ATCO Gas has no objection to the proposed subdivision."

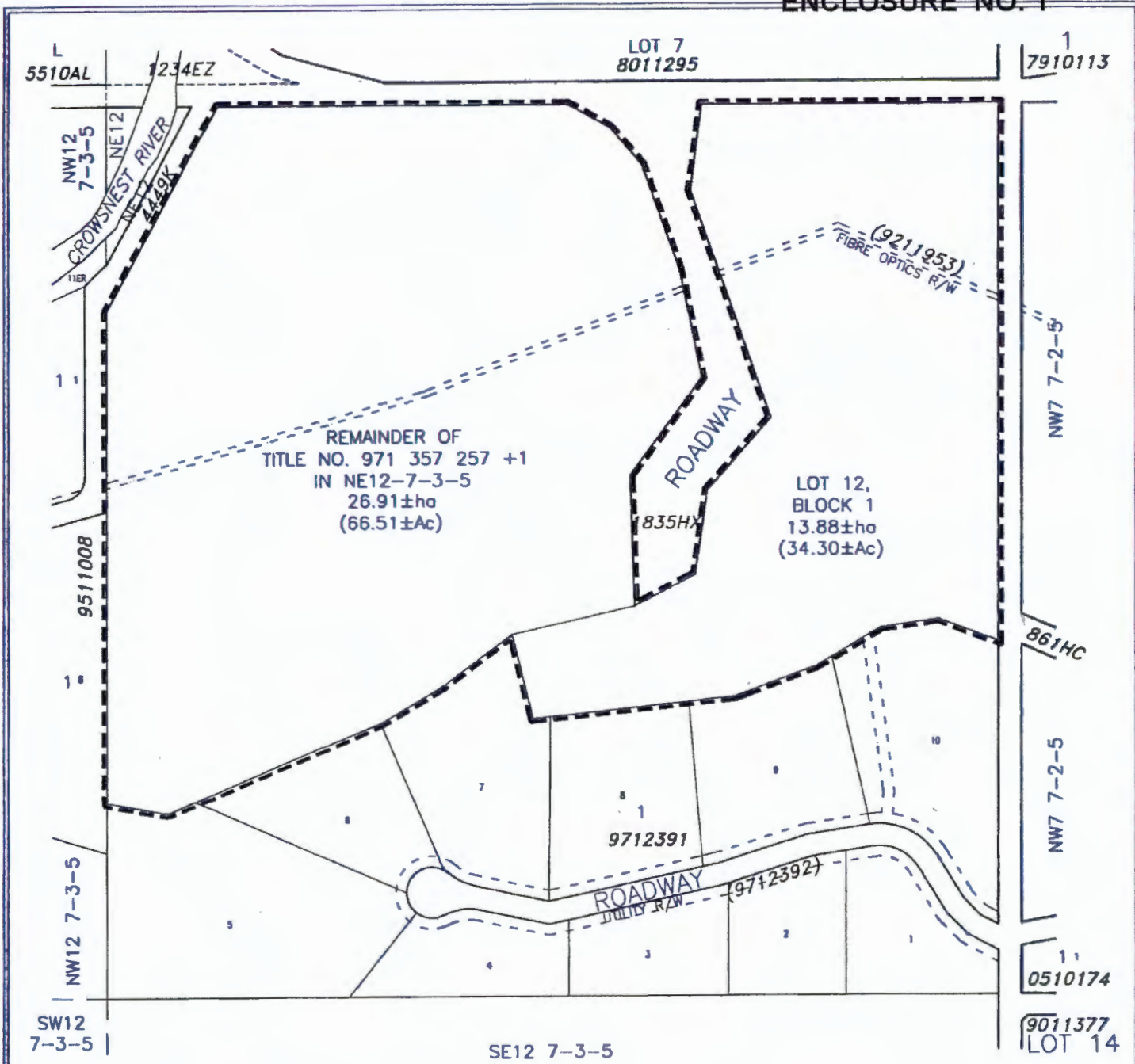
- (j) Alberta Transportation, John Thomas – Development/Planning Technologist:

"Reference your file to create an agricultural lot at the above noted location.

The parcel to be created and the remnant land do not front onto the provincial highway network (in this instance 507) and access to the highway will be indirect solely by way of the local road system. Pursuant to the "Memorandum of Agreement" that was ratified by the Minister of Transportation and the Municipal District of Pincher Creek No. 9 on November 20, 2001, this application is not a required referral.

Notwithstanding the foregoing, we have no objections and/or concerns with the creation of the agricultural lot as proposed and/or favorable consideration by the Municipal District of Pincher Creek No. 9 subdivision land use authority.

Thank you for the referral and opportunity to comment."



SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 17-13729T

LOT 11, BLOCK 1, PLAN 1211525 &
NE 1/4 SEC 12, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

DATE: MAY 1, 2017

FILE No: 2017-0-064

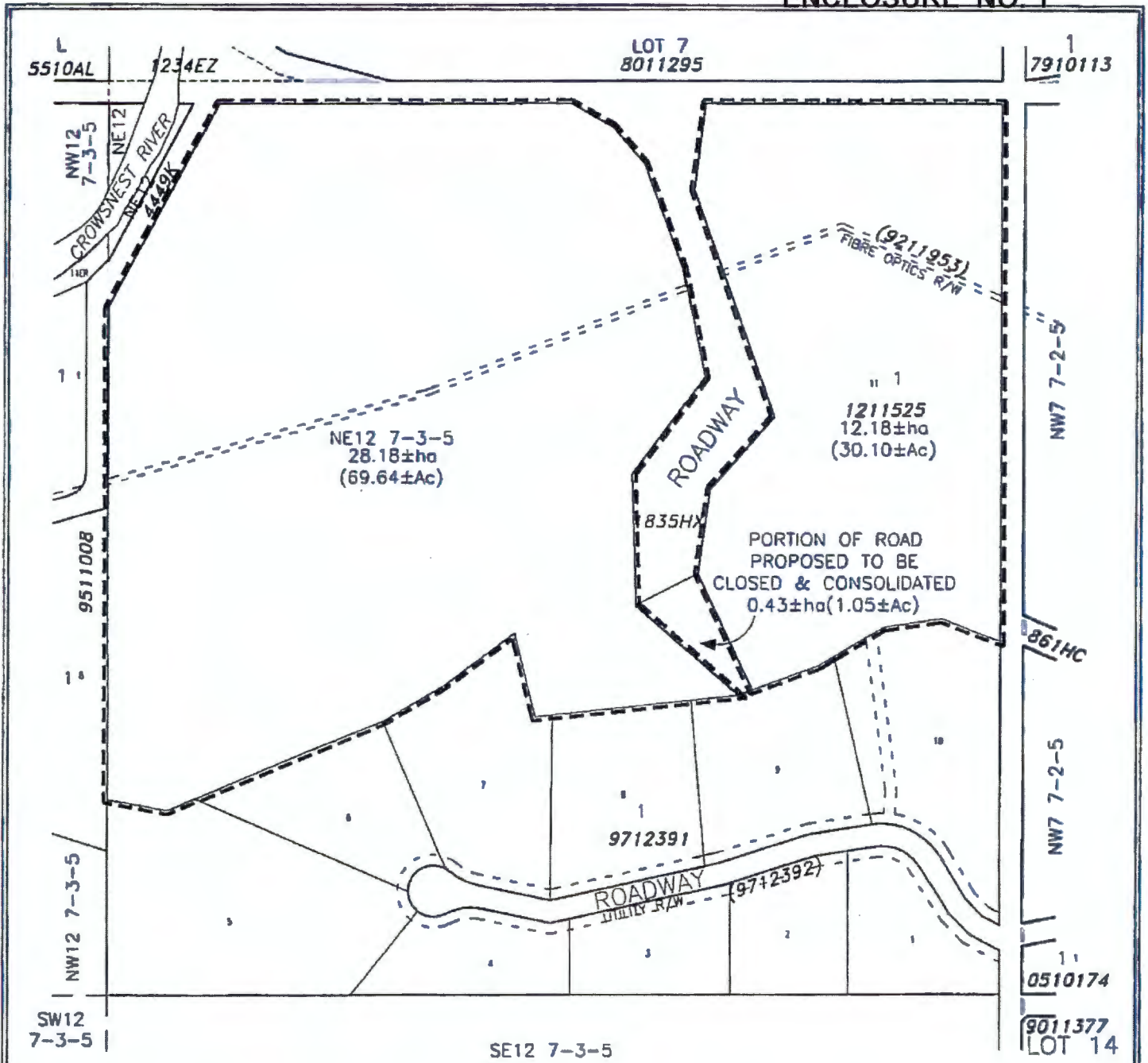
APPROVED

- Approved
- Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

Oldman River Regional Services Commission





SUBDIVISION SKETCH - EXISTING

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 17-13729T

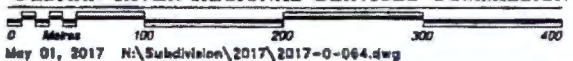
LOT 11, BLOCK 1, PLAN 1211525 &

NE 1/4 SEC 12, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

DATE: MAY 1, 2017

FILE No: 2017-0-064



ENCLOSURE NO. 1

LOT 11
BLOCK 1
PLAN 121 1525

LOT 12
13.880 ha
BLOCK 1

GOVERNMENT ROAD ALLOWANCE

ROAD PLAN

ROAD PLAN 1835 H.X.

ROAD PLAN 1835 H.X.

U.R./M. 'A' PLAN 971 2392

shelter
4.60 x 7.44

shed
2.44 x 3.04

shelter
1.67 x 3.55

see detail

shop & residence
no eaves

septic tank

septic field

shed
3.15 x 3.74

shed
4.60 x 4.60

well

LOT 8

LOT 9

LOT 10

PLAN 971 2391

JCK 1

- 7 - 3 - 5 -

MD OF PINCHER CREEK

June 5, 2017

TO: Reeve and Council

FROM: Wendy Kay, Chief Administrative Officer

SUBJECT: Summer Council Meetings – July 25 and August 8, 2017
Subdivision Authority and Municipal Planning Commission – August 1, 2017
Agricultural Service Board – August 3, 2017

1. Origin

Scheduled Council meetings, Subdivision Authority and Municipal Planning Commission meeting, and Agricultural Service Board meeting for summer 2017.

2. Background

Historically MD Council has taken a break during the summer months from holding Regular Council Meetings, and regularly scheduled Committee and Board Meetings.

It is being suggested that Regular Council Meetings scheduled to be held on July 25 and August 8, 2017, be cancelled.

Further to Regular Council Meetings being cancelled during the summer months, traditionally the Subdivision Authority and Municipal Planning Commission meetings for the month of August are also cancelled, these meetings fall on August 1, 2017.

Administration is further suggesting that the Agricultural Service Board meeting, scheduled for August 3, 2017, also be cancelled.

3. Recommendation

That the report from the Chief Administrative Officer, regarding Summer Council Meetings – July 25 and August 8, 2017, Subdivision Authority and Municipal Planning Commission meetings – August 1, 2016, and Agricultural Service Board meeting – August 3, 2017, dated June 5, 2017, be received;

And that the regularly scheduled Council Meetings of July 25 and August 8, 2017, be cancelled;

AND THAT the Subdivision Authority and Municipal Planning Commission meetings scheduled for August 1, 2017, be cancelled;

AND THAT the Agricultural Service Board meeting scheduled for August 3, 2017, be cancelled;

AND FURTHER THAT if there is an emergent need to have a meeting during this time that an appropriate date and time be set.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "W. Kay".

W. Kay

Tara Cryderman

Subject: FW: Election Services Agreement
Attachments: Election Services Agreement MD Pincher Creek.pdf

From: Zyna Taylor [mailto:taylorz@lrsd.ab.ca]
Sent: June 6, 2017 4:06 PM
To: Wendy Kay <wkay@mdpincercreek.ab.ca>
Cc: Jeff Perry <perryj@lrsd.ab.ca>
Subject: Election Services Agreement

Good afternoon,

Further to our recent communications regarding a municipal elections partnership, please find attached an Election Services Agreement.

At your earliest convenience, kindly fill in the date of the agreement, include a list of voting stations/locations, and sign at the end. All sections requiring your attention are highlighted in yellow.

Please submit TWO SIGNED COPIES of the document by *ground mail*, or one copy by fax, to the LRSD office at:

Box 69
5202 - 5 St. East
Claresholm, AB | T0L 0T0
fax: 403-625-2424

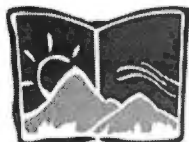
A version signed by Jeff Perry will be returned to you.

Please note, the 2017 Municipal Elections are slated for October 16, NOT October 21, as was originally stated in our letter to you.

Thank you for your time. We look forward to working with you on the elections.

Regards,

Zyna Taylor
Communications/International Programs Coordinator
Livingstone Range School Division No. 68
403-625-3356 X233
www.lrsd.ca



THIS ELECTION SERVICES AGREEMENT entered into this ____ day of June, 2017.

BETWEEN:

Municipal District of Pincher Creek

Being a municipal corporation incorporated pursuant to the provisions of the ***Municipal Government Act***, R.S.A. 2000, c.M-26 ("Municipality")

AND:

Livingstone Range School Division No. 68

Being a School Division established pursuant to the provision of the *School Act*, R.S.A. 2000, c.S-3 ("School Division")

ELECTION SERVICES AGREEMENT

WHEREAS Ward Nos 2 and 3 of the School Division are located within the boundaries of the Municipality ("Wards");

AND WHEREAS Section 3 of the ***Local Authorities Election Act***, R.S.A. 2000 Chapter L-21, as amended ("**Act**"), authorizes elected authorities to enter into an agreement for the conduct of a joint election;

AND WHEREAS the School Division seeks the services of the Municipality for the purpose of handling the election for the Wards, as outlined in the attached Schedule "A" ("Election Services");

AND WHEREAS the Municipality agrees to provide such Election Services to the School Division with respect to the Wards pursuant to the terms of this Agreement;

AND WHEREAS the parties wish to enter into this Agreement;

AND WHEREAS Part V of the **Act** provides for the resolution of a controverted election and in particular section 137 of the **Act**, which provides for the adjudication as to whether an election was invalid;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the covenants and other good and valuable consideration herein contained, the parties hereto agree as follows:

1. **Fees**

- 1.1. The parties agree that the School Division will pay a reasonable amount mutually agreed upon (as set out in Schedule B – Fees) as compensation to the Municipality for providing the Election Services.
- 1.2. In the event the Municipality is not required to hold an election; the School Division will pay the reasonable costs of the election incurred by the Municipality as agreed between the parties and as set out in Schedule B – Fees.
- 1.3. In the event the School Division is not required to hold an election for any Ward, the parties are relieved of all obligations under this Agreement as it pertains to that Ward.

2. **Municipality's Responsibilities**

- 2.1. Subject to section 3 of this Agreement, the Municipality is responsible for conducting the election and ensuring compliance with the procedures under the **Act** for holding the election.
- 2.2. The Municipality shall appoint a Returning Officer for the purposes of providing the Election Services to the School Division ("Returning Officer").
- 2.3. The Municipality shall, under the direction and control of its Returning Officer:
 - a) provide the Election Services as set out in Schedule "A" of this Agreement to the School Division for the election relating to the Wards for the purpose of ensuing compliance with the **Act**;
 - b) perform the Election Services in accordance with all relevant legislation, particularly the **Act**, and any regulations passed thereunder, as well as the relevant bylaws, policies and standards in relation to the Election Services, and
 - c) issue an invoice to the School Division for the Fees within 30 days of the election.

3. **School Division's Responsibilities**

- 3.1. The School Division shall appoint their own Returning Officer for the School Division for the internal administration of the election of the following:
 - a) give notice of nomination for school trustees in relation to the Wards,
 - b) receive trustee nominations at the School Division office,
 - c) give notice of the election in relation to the Wards,

- d) provide all required advertising for the election as it pertains to the Wards,
- e) provide suitably labeled election ballot boxes to the Municipality;
- f) provide the Municipality with a sufficient number of ballots in the prescribed form for the election as it pertains to the Wards,
- g) pick up the sealed trustee ballot boxes and ballot accounts from the voting stations after the close of the voting stations on the election day,
- h) declare the result of the election for the School Division, and
- i) retain and subsequently destroy the trustee ballot boxes in relation to the Wards,

all in accordance with the **School Act**, R.S.A. 2000, c.S-3 and the **Act** and any regulations passed thereunder.

4. **Termination**

- 4.1. Either party may terminate this Agreement at any time and for any reason upon providing the other party with a minimum of one hundred and twenty (120) days' advance written notice.

5. **Controverted Election Dispute Resolution**

- 5.1. The parties agree to the following controverted election dispute resolution process:
 - 5.1.1. In the event of a controverted school board trustee election application pursuant to Part 5 the **Act** ("Action"), the School Division shall represent and defend both parties to this Agreement, at its cost.
 - 5.1.2. Within thirty (30) days of the expiry of the appeal period for the Action, as contemplated by section 146 of the **Act** (unless the parties mutually agree to an earlier date), the parties shall meet to agree in writing as to responsibility and remedy as follows:
 - i. fault as between the School Division and the Municipality, if any, in relation to the allegation(s) of the applicant(s) of the Action;
 - ii. the apportionment and contribution for any costs for the holding of a new election(s);
 - iii. the apportionment and contribution for the defence costs (legal fees, disbursements, and other costs incurred and/or paid by the School Division and/or its insurer) in defending the Action; and

- iv. the apportionment and contribution for any taxable costs awarded by the Court in the Action to the applicant(s).
- 5.1.3. If the parties are not able to come to a mutually satisfactory agreement pursuant to Article 5.1.2, either party may give notice to the other of its desire to have the issues set out in Article 5.1.2 arbitrated in accordance with the provisions of the *Arbitration Act*, RSA 2000 c.A-43 or any successor legislation and this Agreement.
- 5.1.4. In the notice to arbitrate, the party shall also propose an arbitrator.
- 5.1.5. The party receiving the notice to arbitrate shall, within ten (10) days, accept or reject the proposed arbitrator, and in the latter event, shall propose an alternate arbitrator.
- 5.1.6. If the parties cannot mutually agree to an arbitrator, within fourteen (14) days of the notice to arbitrate, either party may apply to have an arbitrator appointed pursuant to the *Arbitration Act*, RSA 2000 c.A-43.
- 5.1.7. The parties agree to equally bear the cost of the Arbitrator until final determination on costs by the Arbitrator.

6. **Miscellaneous**

- 6.1. The Municipality is an independent contractor and shall not be deemed to be a servant, employee, or agent of the School Division.
- 6.2. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire agreement between the parties. More specifically, the Recitals and Schedules are expressly incorporated into and form part of this Agreement. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document, and shall not affect the enforceability of the remainder of this Agreement.
- 6.3. All notices and other communications that are required or permitted by this Agreement must be in writing and shall be hand delivered, sent by express delivery service, or by facsimile transmission to the parties at the addresses indicated below.

(a) To the Municipality:

P.O. Box 279
Pincher Creek, Alberta
T0K 1W0

Via Fax: 403-627-5070
Phone: 403-627-3130

Attention: Wendy Kay, CAO

(b) To the School Division:

Livingstone Range School Division No. 68
P.O. Box 69
5202 – 5 St. East
Claresholm, AB | T0L 0T0

Via Fax: 403-625-2424
Phone: 403-625-3356

Attention: Jeff Perry, Associate Superintendent, Business Services

or to such other address as each party may from time to time direct in writing.

Any such notice shall be deemed to have been received on the date reflected in the proof of delivery (i.e. written indication from courier or facsimile confirmation sheet).

- 6.4. This Agreement is not assignable, either in whole or in part, without the assigning party having obtained the prior written consent of the other party, which consent shall not be unreasonably withheld.
- 6.5. Any term or condition of this Agreement may be amended or added by exchange of letters signifying mutual agreement between the parties to amend or add such term and condition and all other terms and conditions of this Agreement shall remain unchanged.
- 6.6. This Agreement shall be governed by the laws of the Province of Alberta.
- 6.7. This agreement shall inure to the benefit of and be binding upon the Parties hereto, their heirs, executors, successors, and assigns.

IN WITNESS WHEREOF the parties have hereunto affixed its seal as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the day and year first above written.

MUNICIPALITY

SCHOOL DIVISION

Per: _____

Per: _____

Per: _____

Per: _____

Schedule "A"**"Election Services"**

1. The Municipality shall provide election training sessions in a timely fashion to individuals working at the voting stations in the Municipality prior to the election date.
2. The Municipality shall provide all necessary election officials to conduct the election in accordance with the *Local Authorities Election Act*, R.S.A. 2000 Chapter L-21, as amended and any regulations passed thereunder including:
 - a) completing the voter requests;
 - b) distributing ballots;
 - c) signing the ballots;
 - d) counting the votes; and
 - e) sealing the ballots and the ballot boxes after completion of the vote counting and the ballot account.
3. The Municipality shall set up the following voting stations in the Municipality for the election ("Voting Stations"):
 - a) **List of the Voting Stations relating to specific School Division Wards**
4. The Municipality shall ensure that the Voting Stations comply with the requirements of all applicable legislation, particularly the *Local Authorities Election Act*, R.S.A. 2000, L-21, as amended, and any regulations passed thereunder. The Municipality shall also ensure that the Voting Stations are:
 - a. furnished with one or more voting compartments arranged and that voting instructions are posted in each voting compartment;
 - b. supplied with separate ballot boxes for the election;
 - c. supplied with all necessary election materials including the distribution of a sufficient number of ballots for the election as provided by the School Division;
 - d. open from 10 a.m. until 8 p.m. on the election date; and

- e. such other requirements as may be set out in the ***Local Authorities Election Act***, R.S.A. 2000, L-21, as amended and regulations enacted thereunder.
- 5. The Municipality shall ensure that all ballots for the election conform to the ***Local Authorities Election Act*** and are issued, collected, examined, counted and recorded in accordance with the ***Local Authorities Election Act***, R.S.A. 2000, L-21, as amended, and any regulations passed thereunder.
- 6. The Municipality shall report the ballot counts for the trustees pertaining to the Wards to the School Division on election day.
- 7. The Municipality shall release the sealed school board trustee ballot boxes to the School Division after the completion of the election.

Schedule "B"

"Fees"

- a. Subject to b and c below the School Division shall pay to the Municipality 50% of the actual costs of the Election as it pertains to the Ward(s) upon being presented with an invoice by the Municipality with supporting documentation evidencing the actual costs of staffing, election supplies, facility rentals and other costs relating to the Election as it pertains to the Ward(s).
- b. If as per article 1.2 of the agreement the Municipality is not required to hold an election and an election is required for school trustee the School Division shall pay to the Municipality 100% of the actual costs of the Election as it pertains to the Ward(s) upon being presented with an invoice by the Municipality with supporting documentation evidencing the actual costs of staffing, election supplies, facility rentals and other costs relating to the Election as it pertains to the Ward(s).
- c. If as per article 1.3 of the agreement the School Division is not required to hold an election for any Ward, the school division will not be required to pay for any costs to the Municipality.

CHIEF ADMINISTRATIVE OFFICER'S REPORT

May 19, 2017 to June 8, 2017

DISCUSSION:

- May 20, 2017 Park Cleanup – Beaver Mines
- May 23, 2017 Policies and Plans
- May 23, 2017 Regular Council
- May 23, 2017 Public Meeting – Amendment to Animal Control Bylaw
- May 25, 2017 EMS
- May 26, 2017 Castle Mountain Resort, Castle Plan – Water
- June 2, 2017 Public Works Renovations
- June 5, 2017 Meeting with Resident
- June 6, 2017 Subdivision Authority
- June 6, 2017 Municipal Planning Commission

UPCOMING:

- June 13, 2017 Policies and Plans
- June 13, 2017 Regular Council
- June 14, 2017 Returning Officer Training – Lethbridge
- June 15, 2017 CAO Zone Meeting – Claresholm
- June 19, 2017 Road Tour
- June 20, 2017 Airport Committee
- June 22, 2017 EMS
- June 27, 2017 Policies and Plans
- June 27, 2017 Regular Council
- June 27, 2017 Public Hearing

OTHER**RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer's report for the period of May 19, 2017 to June 8, 2017.

Prepared by: CAO, Wendy Kay Date: June 6, 2017

Presented to: Council Date: June 13, 2017

Administration Call Log

	Division	Location	Concern / Request	Assigned To	Action Taken	Request Date	Completion Date
76	3	NW 13-05-01-W5	Inquiring regarding permits for outdoor storage.	Roland	In discussions. Letter being sent to property owner. Registered letter was sent to the landowner. Received a letter from the landowner on February 14, 2017 with some enquiries. In the process of responding to the landowner's enquiries.	November 17, 2016	
79		NW 35-05-30-W5	Industrial use of building. Blowing Materials	Roland	An email was sent to the President of the company that is utilizing the building, enquiring as to the current use.	May 19, 2017	
80		5 SW 18-07-02-W5	RV's/Trailers Permanently located on PTN. Of SW 18-07-02 W5 Entrance to Villa Vega. Questions on Restrictive and use of Land.	Roland	A letter has been sent to the landowner.	May 19, 2017	
81							
82							
83							
84							
85							

**MD OF PINCHER CREEK ENHANCED POLICING
MONTHLY REPORT MAY 2017**

Cst. Annie Starzynski RCMP Pincher Creek		Shifts worked :13
Monthly Traffic Ticket Summary		MD Hamlet Patrols
Speeding	21	Beaver Mines: 5 Lundbreck:8 Castle Mountain: 1 Twin Butte: 8
Stop Sign Violations	0	
Administrative Violations	3	
Equipment Violations		
Other		
Warnings Given	28	

Monthly Total:

Distance Driven: 1520 KM

Number of Violation Tickets Issued: 24

Violation ticket location:

Beaver Mines:2
Hwy 3/6/507:6
Hwy 22: 16

Public Meetings/Events/Training:

- Course Calgary –Dare to be great.
- Taser course.
- Shooting practices
- MD table top exercise- Flood scenario
- Women shelter meeting
- Threat assessment
- Attended Court for traffic enforcement. Accuse guilty by absence.
- Patrol / speed enforcement on the Maycroft bridge construction area.
- Presentation at senior center about fraud Whispering Wind (40 persons present).

About Agriculture for Life

Agriculture for Life (Ag for Life) is an Alberta-based registered charity dedicated to building a greater understanding, appreciation and respect for agriculture and its fundamental connection to life. It is our mandate to help Albertans understand the incredible depth and opportunity that agriculture affords. We do this through collaboration with agriculture stakeholders.

Ag for Life supported programs include:

Ag Education & Awareness Programming

Ag 101: Food and Farming
Alberta Open Farm Days
City Slickers Student Farm Tours
Classroom Agriculture Program
Growing Minds (Neubauer Farms)
Little Green Thumbs
Made in Alberta Breakfast
Meet Your Farmer
Teacher Tours
ThinkAG Careers

Farm Safety Programming

Barnyard and Boots Safety Program
First Responder Training
Ladies Safety Training
Safety Days
Ag for Life Safety Days
Community Safety Days
Young Farm Workers Safety Days
Farm First Aid

Ag for Life program reach in 2016 was over 70,000 children, youth and adults in over 400 Alberta communities.

Thank you for your consideration. If you have any questions, please feel free to call me directly.

Luree Williamson
CEO
403.862.5688
lwilliamson@agricultureforlife.ca



Alberta Trappers' Association
Hwy 44, South Industrial Park, Lot 14
P.O. Box 6020, Westlock, AB T7P 2P7
Telephone: 780.349.6626

F1b

*Council
Corresp
- Action*

UNDER THE MIDNIGHT SKY

**Rendezvous and Outdoorsman Show
JUNE 30 - JULY 1 - HIGH LEVEL, AB**

RECEIVED
MAY 30 2017
M.D. OF PINCHER CREEK

May 25, 2017

MD of Pincher Creek
Box 279
Pincher Creek AB T0K 1W0

June 30 through July 1st, 2017 will see trappers and other like-minded individuals and companies from across Alberta and beyond, gather to celebrate the rich tradition of trapping in Alberta. The annual event has taken place for 44 years and is held in various locations across the Province. Your host for 2017 is **The Town of High Level and the High Level Local 1080.**

The event gathers upwards of 1,000 people from all walks of life and interests. The Alberta Trappers' Association strives to promote outdoor education to communities throughout the Province with a focus on youth. This is accomplished through activities, mentoring programs and presentation to schools and youth organizations.

The Rendezvous includes:

- **Free Trade Show** with a wide variety of vendors and services
- Valuable and informative **Demonstrations** by some of Canada's most skilled and experienced trappers
- **Seminars, Guest Speakers and various competitions**
- Profiling world class initiatives and research partnership projects with Environment Canada and Alberta Universities
- Live and Silent **Auctions** of items from business's around the province
- **BBQ on Friday and Dinner and Dance on Saturday**

There is also a presentation of awards including; Award of Merit, Arthur E. Robison Memorial, George Kelley Wolf Conservation & Management, Kammer Family Trapping of the Year, Chris Wilke Memorial and Gerald & Christella Plamondon Scholarships.

The Alberta Trappers' Association is non-profit and this event is one of our major fundraisers, supporting the work that we do. We are looking for any assistance that you are able to contribute and have **provided the attached list with the areas that we need your help with. We encourage you to visit us this summer and enjoy the Rendezvous "Under the Midnight Sky"**

Additional information can be found on our website: www.albertatrappers.com or by contacting the following:

- Chairman of the 2017 Rendezvous - Terry Batt - Phone: 780-926-1428 or 780-927-3678 - tjbatt@ccewireless.ca
- Alberta Trappers' Association Office - info@albertatrappers.com
- President Anne Coles - annecoales@telus.net

DONATION AND SPONSORSHIP OPPORTUNITIES

GOLD LEVEL SPONSORS AT \$5,000 AND UP RECEIVE A COMPLIMENTARY TABLE FOR 8 AT THE BANQUET
SILVER LEVEL SPONSORS AT \$2,500 - \$5,000 RECEIVE COMPLIMENTARY TICKETS FOR 6 FOR THE BANQUET
BRONZE LEVEL SPONSORS AT \$1,000 - \$2,500 RECEIVE COMPLIMENTARY TICKETS FOR 2 FOR THE BANQUET

“We will also gladly accept various items for both the Silent and Live Auction”.

CATEGORY	ITEM	AMOUNT
MEALS	FRIDAY BREAKFAST (Sponsored by Century 21)	\$2,000.00
MEALS	FRIDAY LUNCH	\$3,500.00
MEALS	FRIDAY DINNER (Now Sponsored)	\$5,000.00
MEALS	SATURDAY BREAKFAST (Sponsored by Tolko Industries)	\$2,500.00
MEALS	SATURDAY LUNCH	\$3,500.00
MEALS	SATURDAY BANQUET	\$15,000.00
EVENT	FIRE STARTING	\$500.00
EVENT	COYOTE SPEED SKINNING	\$1,000.00
EVENT	BEAVER SPEED SKINNING	\$1,000.00
EVENT	COMEDIAN MARK CROCKER	\$4,000.00
EVENT	KIDS CORNER (Sponsored by Lac La Biche Local 1120)	\$3,000.00
EVENT	KIDS CORNER (Sponsored by H&H Shearing & Salvage)	\$750.00
EVENT	KIDS CORNER (Sponsored by South Country Trappers Association)	\$500.00
EVENT	KIDS CORNER (Sponsored by Eureka River Local 1053)	\$500.00
EVENT	FUR GRADING COMPETITION (Sponsored by Mackenzie County)	\$3,500.00
EVENT	FUR GRADING COMPETITION (Sponsored by Peace River Local 1195)	\$500.00
EVENT	ATA PARADE FLOAT	\$3,000.00
EVENT	LADIES BEAVER OR SKILLET TOSS	\$500.00
EVENT	PHOTO CONTEST (Sponsored by Grande Prairie Local 1070)	\$500.00
EVENT	ULTIMATE TRAPPERS COMPETITION (Sponsored by Mackenzie County)	\$2,500.00
ENTERTAINMENT	BEER HOUR Friday 5:00 – 6:00 (Sponsored by NAFA)	
GUEST SPEAKERS	KNIFE SHARPENING	\$400.00
GUEST SPEAKERS	FUR TURNING	\$500.00
GUEST SPEAKERS	WOLVERINE TRAPPING	\$400.00
GUEST SPEAKERS	BEAVER FOOTHOLDING	\$400.00
GUEST SPEAKERS	COYOTE SNARING SYSTEM	\$400.00
GUEST SPEAKERS	ANIMAL DAMAGE CONTROL	\$500.00
GUEST SPEAKERS	WOLF MANAGEMENT	\$400.00
GUEST SPEAKERS	RESIDENT TRAPPING	\$500.00
GUEST SPEAKERS	SNARING FIELD OBSERVATION	\$400.00
GUEST SPEAKERS	DEADLY BEAVER TRAPPING	\$400.00
GUEST SPEAKERS	TRAPPING INC.	\$500.00
FUR HANDLING DEMOS	WOLVERINE	\$500.00
FUR HANDLING DEMOS	COYOTE	\$500.00
FUR HANDLING DEMOS	BEAVER	\$500.00
FUR HANDLING DEMOS	BLACK BEAR	\$500.00
FUR HANDLING DEMOS	MARTEN	\$500.00
FUR HANDLING DEMOS	SKUNK	\$500.00
FUR HANDLING DEMOS	BOBCAT	\$500.00

FUR HANDLING DEMOS	WOLF	\$500.00
FUR HANDLING DEMOS	MINK	\$500.00
FUR HANDLING DEMOS	MUSKRAT	\$500.00
FUR HANDLING DEMOS	SQUIRREL	\$500.00
FUR HANDLING DEMOS	OTTER	\$500.00
FUR HANDLING DEMOS	LYNX	\$500.00
RENDEZVOUS	MASTER OF CEREMONIES	\$500.00
RENDEZVOUS	SIGNAGE (Now Sponsored)	\$3,000.00
RENDEZVOUS	THURSDAY PIZZA & BEER	\$1,000.00
RENDEZVOUS	SUNDAY BREAKFAST WRAP UP	\$500.00
RENDEZVOUS	CASH DONATION (Sponsored by Trapper Gord)	\$10,000.00
RENDEZVOUS	CASH DONATION (Sponsored by Peace River Local 1195)	\$2,500.00
AUCTION	SILENT AUCTION	ITEMS
AUCTION	LIVE AUCTION	ITEMS
CASH	DONATION OF CASH	\$\$\$\$\$

All donations will be recognized with:

- Bulletins and signage at the venue and Live announcements during the Rendezvous
- Publication in the local newspapers and the Alberta Trapper magazine
- All sponsors of the events are encouraged to provide their own signs to be displayed at their specific event

***Any support that you are able to provide is greatly appreciated,
SPONSORSHIP DONATION FORM IS ATTACHED***

Alberta Trappers' Association 44th Annual Rendezvous Banquet & Dance

Saturday July 1, 2017

Sports Complex (101-105th Avenue) High Level

Silent Auction & Cocktails: 5:00 p.m.

Dinner at 6:00 p.m.

Presentations & Awards: 8:00 p.m. with Dance to follow

\$49.00 per person

***Co-hosted by the High Level Local 1080 and
the Alberta Trappers' Association***

Council
Corresp - Action

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MAY 18 2017

F1c

M.D. OF PINCHER CREEK

To whom it may concern,

This letter is concerning legal description N.W-18-07-02-W5. The first year in our new residence taxes were taken care of by lawyers. The second year we received no notice of taxes until one day we were dealing with the bank for a total separate issues and they advised us that our taxes were due and we promptly paid them. This being our 3rd/4th year, we were doing our personal income tax and realized we had no record of property tax for 2016. We contacted the MD and were informed that our P.O. Box address was never legally changed. The MD quickly fixed this mistake on their end but then informed us that they had no record of last year's tax payment. When our tax notice for this year arrived, we promptly paid for the mistake but are asking council for their consideration of waving the penalty of \$546.73. We received no notice because of the wrong address which we believe was a mistake by the lawyers. There should be no more future problems.

Thank you for your time and consideration

Sincerely,

Arnold & Renee Zur

Renee Zur
Arnold Zur



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

*Council
Corresp - For Info*
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MAY 24 2017
M.D. OF PINCHER CREEK
F2a

AR89904

May 17, 2017

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

Dear Reeve Hammond,

Our government is committed to making life better for Albertans, and that means working together with our municipal partners to build strong communities with the infrastructure and services that help deliver a high quality of life. To support this collaboration, I am pleased to confirm that in 2017 over \$1.2 billion will be provided to municipalities under the Municipal Sustainability Initiative (MSI) and \$221 million under the federal Gas Tax Fund (GTF). In addition, \$31 million will be available as the third funding installment under the Small Communities Fund (SCF).

Your 2017 MSI, GTF and SCF allocations are provided in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I know that municipal grant programs are very important for your community, and I look forward to working with you and our federal partners to ensure Alberta's municipalities continue to have access to stable and predictable funding.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

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

Appendix A

Municipal District of Pincher Creek

Program	Components	2017 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$1,342,610
	MSI Capital Component	\$1,091,086
	BMTG Component	\$251,524
	Operating Funding	\$55,508
	Total MSI	\$1,398,118
Gas Tax Funding (GTF)		\$170,813
Small Communities Fund (SCF)	Hamlet of Beaver Mines Water and Sewer Servicing	\$993,182

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2016 Municipal Affairs Population List, 2016 education tax requisitions, and 2015 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Metis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2016 Municipal Affairs Population List.
- The \$221.1 million in GTF funding that will be provided to Alberta's municipalities in 2017 includes \$2.7 million allocated to Alberta as one-time additional funding from legacy federal infrastructure programs. The additional funding is provided as part of the regular 2017 allocation and is subject to the terms and conditions of the GTF program.
- SCF funding represents the combined federal and provincial funding contribution.
- Staging and financial management of SCF projects are the responsibility of the municipality and must be managed in a manner which recognizes the cash flow available under the SCF.

Council
Corresp - For Info

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M.D. OF PINCHER CREEK



ALBERTA
INFRASTRUCTURE
TRANSPORTATION

*Office of the Minister
Government House Leader
MLA, Edmonton-Highlands-Norwood*

May 3, 2017

AR 70568

Mr. Brian Hammond
Reeve
Municipal District of Pincher Creek No. 9
PO Box 279
Pincher Creek, AB T0K 1W0

Dear Reeve Hammond:

I am pleased to advise your council that your projects, BF 468 - Culvert Replacement and BF 75737 - Culvert Replacement, will be funded under the Alberta Government's Strategic Transportation Infrastructure Program (STIP) - Local Road Bridge Component.

Based on your submissions/applications, the Municipal District of Pincher Creek will receive a grant of 75 per cent of the estimated eligible project costs for the following projects:

- BF 468 - Culvert Replacement up to \$170,299
- BF 75737 - Culvert Replacement up to \$125,871

The final grant amount will be based on the actual eligible costs at the time of the project completion.

Through Budget 2017, our government has made a historic investment in hospitals, schools, roads, bridges, transit, and water infrastructure. This investment will help stimulate Alberta's economic recovery and get Albertans back to work.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to undertake this work.

I look forward to working with you and your council on this important project.

Sincerely,

Brian Mason
Minister

Council
Corresp- For Info
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JUN 01 2017

M.D. OF F **F2c**



ALBERTA
CULTURE AND TOURISM

Office of the Minister
MLA, Calgary-Cross

MAY 26 2017

Mr. Brian Hammond, Reeve
MD of Pincher Creek
PO Box 279
Pincher Creek, AB T0K 1W0

Dear Reeve Hammond:

Thank you for your letter of May 1, 2017, regarding the Municipal District (MD) of Pincher Creek's support for a tourism and recreation economic impact assessment study. With the designation of the new Castle Parks, I am excited about the potential for the development of a stronger tourism and recreation economy in the region. As you are aware, my ministry is developing a Castle Region Tourism Strategy in support of tourism growth and development in the region. I am pleased that you, the council, and the administration of the MD were able to meet with officials from my ministry to provide such useful insights and information.

An economic impact assessment will be initiated in support of the development of a Castle Region Tourism Strategy. At this time, officials in my ministry are exploring appropriate economic impact assessment models and are consulting with key experts such as Statistics Canada and Alberta Economic Development and Trade on the best approach. It is expected that the economic impact assessment will be completed in 2017.

Should you wish to follow up on this matter, I encourage you to contact either Ms. Stefanie Jones, Director, Tourism Policy and Strategy, or Mr. Patrick Mattern, Executive Director, Policy, Research and Business Development Branch. Ms. Jones can be reached at 780-638-3350 or stefanie.jones@gov.ab.ca, and Mr. Mattern at 403-297-8900 or patrick.mattern@gov.ab.ca.

Best Regards,

Ricardo Miranda
Minister

cc: Honourable Deron Bilous
Minister of Economic Development and Trade

Honourable Shannon Phillips
Minister of Environment and Parks

May 19, 2017 F2d

My appreciation
to each of you for
the experience of
- Coffee with "Cover up!"
- A - beneficial idea.

Jennie Britton

Posches
Gracias!!

RECEIVED

MAY 19 2017

M.D. OF PINCHER CREEK



Council Members
M.D. # 9

Dear Members,

Just a short note to thank you
for submitting my name for
nomination for a "2017 Ministers
Seniors Service Award".

I really did appreciate it.

I heard from Belinda Seniors
Services that they will be

reviewed in the fall and might
be chosen - I'm not holding my breath
but thank's to you & the people
who wrote letters
on my behalf.

It meant so much.

Sincerely,

Doris Rowledge.

U.S.A. 2.49
Canada 3.49
T 247-7
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TORONTO, CANADA M2J 1P6
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RECEIVED
MAY 30 2017
M.D. OF PINCHER CREEK

Thank you



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2017)
GENERAL BOARD OF DIRECTORS' MEETING
Thursday, March 2, 2017 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Jane Jensen (absent)	Village of Barnwell	Gerry Baril - alternate	Town of Magrath
Ed Weistra	Village of Barons	David Hawco (absent)	Town of Milk River
Tom Rose (absent)	Town of Bassano	Louis Myers	Village of Milo
Fred Rattai (absent)	City of Brooks	Christophe Labrune (absent)	Town of Nanton
Roger Houghton - alternate	Cardston County	Clarence Amulung	County of Newell
Dennis Barnes	Town of Cardston	Pete Pelley	Village of Nobleford
Stacey Hovde (absent)	Village of Carmangay	Teresa Feist - alternate	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Quentin Stevick	M.D. of Pincher Creek
Betty Fieguth (absent)	Town of Claresholm	Don Anderberg	Town Pincher Creek
Bill Chapman (absent)	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Sheldon Watson (absent)	Town of Coalhurst	Greg Robinson	Town of Raymond
Ken Galts	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Ben Nilsson	Village of Stirling
Bill Kovach	Mun. Crowsnest Pass	Ben Elfring	M.D. of Taber
Dave Filipuzzi	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Derrick Annable (absent)	Vulcan County
Barb Michel	Village of Glenwood	Rick Howard	Town of Vulcan
John Connor (absent)	Town of Granum	David Cody	County of Warner
Monte Christensen (absent)	Village of Hill Spring	Ian Glendinning	Village of Warner
John Willms	County of Lethbridge	Henry Van Hierden	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Ian MacDougall	Planner
Mike Burla	Senior Planner	Cameron Mills	Planner
Steve Harty	Senior Planner	Leda Kozak Tittsworth	Assistant Planner
Diane Horvath	Senior Planner	Barb Johnson	Executive Secretary
Gavin Scott	Senior Planner		

AGENDA:

1. **Approval of Agenda** – March 2, 2017
2. **Approval of Minutes** – December 1, 2016 (attachment)

3. **Business Arising from the Minutes**.....
4. **Guest Speaker:**

Tom Little, Partner – Peterson & Purvis LLP
Legal Issues: Municipal Development, Development Agreements, Security & Compliance
— from a Developer’s Perspective
5. **Reports**
 - (a) Executive Committee Report..... (attachment & handout)
 - (b) GIS Update.....
6. **Business**
 - (a) Provincial Funding Request (handout)
 - (b) Modernized Municipal Government Act Rollout..... (handout)
 - (c) Recent Case Law Examples (handout)
7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2016..... (attachment)
8. **Adjournment – June 1, 2017**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Barry Johnson

THAT the Board of Directors approve the agenda of March 2, 2017, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Rick Howard

THAT the Board of Directors approves the minutes of December 1, 2016, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. GUEST SPEAKER

Tom Little, Partner – Peterson & Purvis LLP
Legal Issues: Municipal Development, Development Agreements, Security & Compliance
— from a Developer’s Perspective

Tom Little, Partner – Peterson & Purvis LLP presented Board members with a developer's perspective on subdivision and development. He belongs to an informal group of lawyers that try to stay abreast of real estate law, and they are encountering difficulties with respect to development agreements being registered against parcels created at the time of subdivision. Development agreements outline the responsibility of the developer with regard to roads, lighting, etc. and the municipality registers the development agreement on the parcels as security to ensure the developer finishes the project as agreed.

Unintended consequences of this practice include:

- If the developer fails to complete the project, the municipality can use it as a charge against the land and collect the money from everyone that has purchased a parcel.
- At the time of sale, lawyers make sure there are no financial encumbrances against the title, and they are not able to remove development agreements from the title.
- Purchasers are taking risks or alternatively deals are falling apart – this is not good for developers or municipalities.

Development agreements are a double-edged sword because a municipality must protect itself, but Mr. Little feels the purchaser, as the innocent party, should not be stuck with the consequences of things beyond their control. He asked if municipalities would be willing to consider any of the following options as potential solutions to this problem:

- Issuing a "comfort letter" – the municipality writes a letter to lenders stating that although there is a development agreement against the title, the municipality won't take any action against the purchaser.
- Partial discharge – if an instrument is registered against a number of titles, you can discharge against one parcel but not all – this allows the purchaser to close the deal and construction can take place.
- Mechanisms under the Municipal Government Act and municipal bylaws – possibly require cash deposits, other securities or bonding – a well-crafted development agreement is essential.

Several Board members pointed out that the developers they deal with don't know development very well and it is difficult to attract good quality developers they would be more comfortable with. It is incumbent on the municipality to ensure liabilities are minimized for the purchaser and that all the bases are covered to protect the community as well. Cities make sure developments are complete before they sell the lots, but this is not the case in smaller centres; therefore, we need custom-made solutions that work for our municipalities.

5. REPORTS

(a) **Executive Committee Report** (attachment & handout)

- Chair Gordon Wolstenholme reviewed the Executive Committee Report for the meetings of January 12 and February 16, 2017 and answered questions from the Board.

Moved by: Greg Robinson

THAT the Board of Directors receive the Executive Committee Report for the meetings of January 12 and February 16, 2017, as information. **CARRIED**

(b) GIS Update

- ORRSC is awaiting news on the 2017 Orthophoto Grant application; if it is approved we would like to fly in May before tree cover gets too developed.
- Steven Ellert (part-time) is retiring and will be replaced by a new full-time person beginning May 1, 2017. An increase in mapping requirements is anticipated with the addition of the City of Brooks to the GIS project, as well as the upcoming plans that will need to be completed.

Moved by: Ed Weistra

THAT the Board of Directors receive the GIS update, as information.

CARRIED

6. BUSINESS

(a) Provincial Funding Request

- A letter has been drafted to the Minister of Municipal Affairs written on behalf of our member municipalities requesting yearly funding for ORRSC similar to the Capital Region Board and Calgary Regional Partnership. We believe that our request meets the objective of the provincial government "to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building".
- The AAMD&C has crafted a motion in support of ORRSC funding to take to their Spring Conference. Board Member Ben Elfring who sits on the committee stated there might be a friendly amendment to include all the planning agencies. Board Member Bill Kovach pointed out that the Municipality of Crowsnest Pass was omitted from the AAMD&C resolution list of municipalities.

Moved by: Bill Kovach

THAT the Board of Directors approve distribution of the letter to the Minister of Municipal Affairs requesting yearly funding.

CARRIED

(b) Modernized Municipal Government Act Rollout

- The Municipal Government Act is currently being updated and changes will take effect October 2017. This will require the writing of many Municipal Development Plans (MDPs), Intermunicipal Development Plans (IDPs), Intermunicipal Collaborative Frameworks (ICFs), etc. and will involve a lot of work from ORRSC to bring municipalities into compliance. In addition, municipalities will be required to place their policies on web pages readily available to the public.
- Approximately 200 plans (new, amendments, rewrites) will be affected and ORRSC staff have developed a database to assist in tackling the monumental job of accomplishing these projects over the next two years (sample database handed out). Negotiations with our municipalities will have to take place on scheduling these to occur, and we hope to bring CAOs and administrations in at some point to explain the rollout of these plans.

Moved by: Don Anderberg

THAT the Board of Directors accept the Modernized Municipal Government Act Rollout sample database, as information.

CARRIED

(c) Recent Case Law Examples

- Director Lenze Kuiper and Senior Planner Steve Harty attended a Brownlee LLP Conference on February 9 where several case law examples were presented. Three of these examples were handed out to Board Members and reviewed by planning staff, including the practical implications of each case.

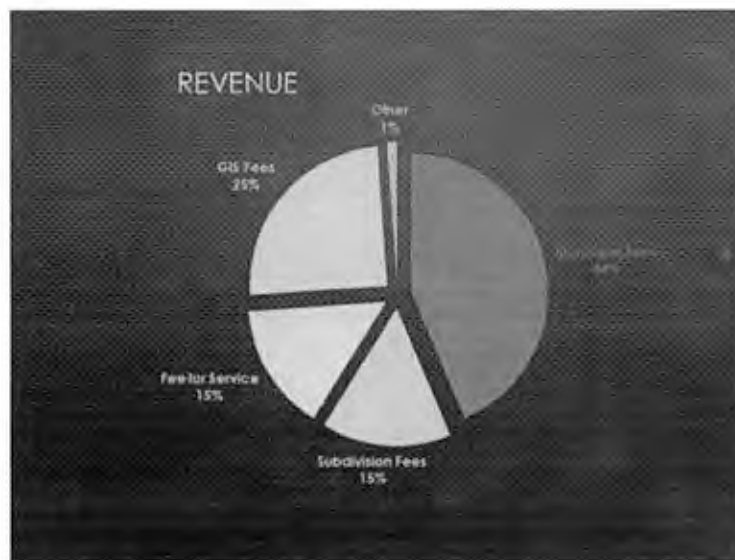
7. ACCOUNTS

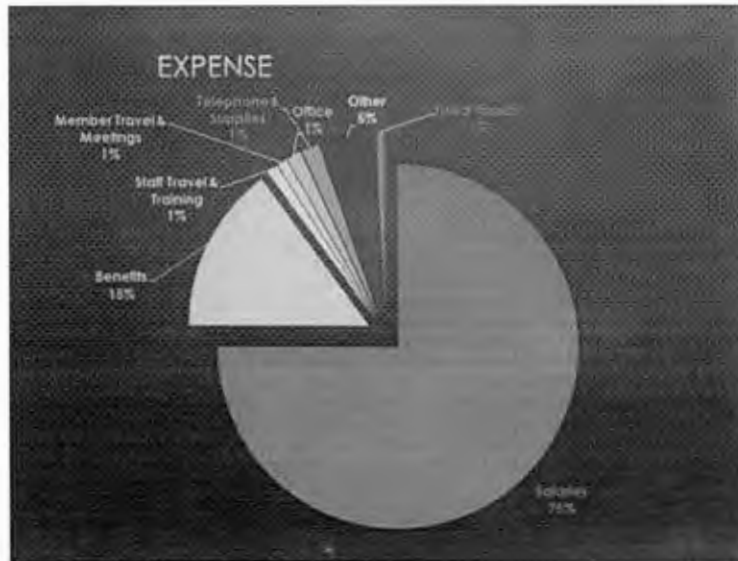
(a) Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2016

- The Director reviewed highlights of 2016 financial performance (unaudited) as follows:

HIGHLIGHTS

	2015	2016
Net Revenues	2,042,602	2,061,861
Membership (Planning & GIS)	1,342,883	1,415,360
Subdivision	298,631	310,730
Fee-for-Service	301,428	312,499
Net Expenses	1,925,092	1,850,421
Salaries & Benefits	1,424,884	1,659,943
Excess of Revenues over Expenditures	117,510	211,439
Internally Restricted Net Assets (Reserves)	50,000	50,000
Total Equity	762,082	896,634





Moved by: Clarence Amulung

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2016, as information. **CARRIED**

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:35 p.m. until **Thursday, June 1, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: *Gordon Wolstenholme*



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 3 (2017)
EXECUTIVE COMMITTEE MEETING
Thursday, April 13, 2017 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Henry Van Hierden - *Vice-Chair*
Don Anderberg
Jim Bester

Bill Chapman
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda – April 13, 2017**.....
 2. **Approval of Minutes – February 16, 2017**(attachment)
 3. **Business Arising from the Minutes**
 4. **New Business**
 - (a) KPMG LLP – Auditors’ Report and Financial Statements 2016..... (handout)
 - (b) Draft ORRSC 2016 Annual Report.....(attachment)
 - (c) Correspondence from Alberta Municipal Affairs re Funding (attachments)
 - (d) GIS Orthophoto Project(attachment)
 - (e) ORRSC Shared Services and Member Utilization
 - (f) Subdivision Activity 2017..... (handout)
 - (g) Fee For Service Update(attachment)
 5. **Accounts**
 - (a) Office Accounts –
 - (i) February 2017(attachment)
 - (ii) March 2017 (handout)
 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: Tom Rose

THAT the Executive Committee approve the agenda, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Bill Chapman

THAT the Executive Committee approve the minutes of February 16, 2017, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) KPMG LLP – Auditors’ Report and Financial Statements 2016

- Derek Taylor of KPMG LLP presented the Auditors’ Report and Financial Statements which were prepared in accordance with Canadian public sector accounting standards. He reported that the financial statements present fairly, in all material respects, the financial position of the ORRSC for the year ending December 31, 2016. Excess revenues over expenditures for the year totalled \$72,968.
- Two control deficiencies were identified: segregation of duties and vacation accrual amounts. Cross-training or succession planning could be considered to address segregation of duties concerns, and management is continuing to address the vacation accrual issue.
- Nine corrected audit misstatements were reported and ways to decrease this number in the future were discussed. The Executive also inquired whether internal accounting practices could be improved so that the monthly financial statements reflect more accurate values. KPMG staff will work with the bookkeeper on recording payables and receivables as they occur as well as vacation accrual updates.

Moved by: Jim Bester

THAT management work with the bookkeeper in moving from cost-based to accrual-based accounting to improve timeliness and accuracy of the monthly financial statements, as discussed with the auditor. **CARRIED**

- In June 2016, the Board of Directors delegated the responsibility of financial statements approval to the Executive Committee so that a financial information return can be submitted to the province by their May 1 deadline.

Moved by: Don Anderberg

THAT the Executive Committee approve the Auditors’ Report and Financial Statements for the year ending December 31, 2016 as presented by KPMG LLP. **CARRIED**

(b) Draft ORRSC 2016 Annual Report

- The Executive Committee reviewed the draft 2016 Annual Report attached to the agenda.

Moved by: Barry Johnson

THAT the Executive Committee accept the Draft ORRSC 2016 Annual Report as presented, which will be combined with the Auditors' Report and Financial Statements for the year ending December 31, 2016 and referred to the Board of Directors for approval at the June 1, 2017 Annual General Meeting. **CARRIED**

(c) Correspondence from Alberta Municipal Affairs re Funding

- Parkland Community Planning Services and its partners (includes ORRSC) have been approved for a grant of \$500,000 under the 2016/17 Strategic Initiatives component of the Alberta Community Partnership (ACP) program to prepare a 'Guidebook for Preparing a Municipal Development Plan'. The funds will be divided between five agencies according to workload with ORRSC's portion estimated to be approximately \$145,000. The Guidebook must be completed by the municipal elections in October of 2017.
- In response to ORRSC's letter of March 2, 2017 requesting annual funding for the Commission, Brad Pickering, Deputy Minister of Municipal Affairs advised they are not able to support our request. The rationale given is that the activities undertaken by ORRSC are different from those of the metropolitan growth management boards, and that ongoing operating costs for municipal services (including land-use planning and development) are not eligible under the Alberta Community Partnership program. However, our member municipalities are still eligible to apply under the ACP Intermunicipal Collaboration component for project grants. Member municipalities may also allocate portions of their Municipal Sustainability Initiative operating funds to non-profit planning organizations.

(d) GIS Orthophoto Project

- Through the Alberta Community Partnership (ACP) program, the Town of Olds has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component in support of the 2017 Orthophotography project.

Moved by: Henry Van Hierden

THAT the Executive Committee receive the correspondence from Alberta Municipal Affairs regarding funding and the Orthophotography project, as information. **CARRIED**

(e) ORRSC Shared Services and Member Utilization

- Recently we have received requests from some of our members to write proposals for various work projects. Maybe a statement from the Executive is warranted reminding our members that they don't need to go to tender for plans because they have already signed member agreements with us. A draft letter prepared by the Director was reviewed and revisions discussed. A revised letter will be circulated to the Executive for comment before sending out to Mayors/Reeves, Councils and CAOs under the signature of the Chair.

Moved by: Bill Chapman

THAT the Director rework the letter regarding shared services and member utilization, and circulate it to the Executive for approval before distribution to all member Mayors/Reeves, Councils and CAOs. **CARRIED**

(f) Subdivision Activity 2017

- 47 subdivision applications have been processed to the end of March with fees totalling \$92,467.50.

Moved by: Don Anderberg

THAT the Executive Committee accept the Subdivision Activity 2017, as information. **CARRIED**

(g) Fee For Service Update

- The Fee For Service 2017 (updated March 29, 2017) was reviewed. We are in the process of putting together a more detailed fee for service schedule listing all the plans that have to be completed within the next two years.

Moved by: Tom Rose

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

5. ACCOUNTS

(a) Office Accounts –

(i) February 2017

5150	Staff Mileage	S. Johnson	\$ 123.50
5320	General Office Supplies	S. Johnson	94.97
5530	Coffee & Supplies	S. Johnson	115.76
5150	Staff Mileage	G. Scott	99.80
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Wild Rose Horticultural	480.00
5285	Building Maintenance	Cam Air Refrigeration	278.24
5310	Telephone	Bell Mobility	709.48
5310	Telephone	Shaw Business	989.30
5320	General Office Supplies	Desjardin Card Services	70.77
5320	General Office Supplies	Desjardin Car Services	363.20
5330	Dues & Subscriptions	Brooks Bulletin	45.00
5330	Dues & Subscriptions	AUMA	55.00
5330	Dues & Subscriptions	Nanton News	68.00
5330	Dues & Subscriptions	Lethbridge Herald	286.40
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	438.00
5470	Computer Software	Whipcord	740.70
5470	Computer Software	Digitex	8,365.00
5590	Equipment Repairs & Purchases	Digitex	22,000.00
5500	Subdivision Notification	Lethbridge Herald	439.24
5570	Equipment Repairs & Maintenance	Xerox	536.37
5590	Equipment Repairs & Purchases	Reiter Computer	679.40
1160	GST Receivable	GST Receivable	1,841.83
		TOTAL	<u>\$39,317.96</u>

(ii) March 2017

5230	Member Conf & Out of Area	CPAA	\$ 475.00
	Red Deer – "CPAA - May 1-3/17 - Registration - G. Wolstenholme		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – "CPAA - May 1-3/17 - Registration - H. Van Hierden		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – "CPAA - May 1-3/17 - Registration - J. Bester		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – "CPAA - May 1-3/17 - Registration - T. Rose		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – "CPAA - May 1-3/17 - Registration - B. Chapman		
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	14.99
5285	Building Maintenance	Logic Lumber	155.00
5285	Building Maintenance	Wild Rose Horticultural	320.00
5310	Telephone	Bell Mobility	676.64
5320	General Office Supplies	Purolator Courier	49.20
5320	General Office Supplies	Supreme Basics	360.00
5320	General Office Supplies	Lethbridge Mobile Shredding	23.00
5320	General Office Supplies	Desjardin Card Services	159.85
5530	Coffee & Supplies	Desjardin Card Services	109.34
5440	Land Titles Office	Minister of Finance	428.00
5500	Subdivision Notification	Lethbridge Herald	929.04
5500	Subdivision Notification	Sun Media Corp.	174.00
5570	Equipment Repairs & Maintenance	Xerox	995.99
5570	Equipment Repairs & Maintenance	Desjardin Card Services	339.48
5570	Equipment Repairs & Maintenance	Xerox	606.22
5590	Equipment Repairs & Purchases	Telinks Canada	200.00
1160	GST Receivable	GST Receivable	269.35
		TOTAL	<u>\$8,660.10</u>

Moved by: **Barry Johnson**

THAT the Executive Committee approve the Office Accounts of February (\$39,317.96) and March (\$8,660.10) 2017, as presented. **CARRIED**

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT


- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Henry Van Hierden

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:05 p.m. until **Thursday, May 11, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

2016 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



Year Ending
December 31, 2016

<http://www.orrsc.com>



OLDMAN RIVER REGIONAL SERVICES COMMISSION

CHAIR'S MESSAGE

Dear Members:

On behalf of the Board of Directors and the Executive, it gives me great pleasure to present the 2016 Annual Report and Financial Statements.

This year the focus was on developing and implementing a 10-year Strategic Plan, securing long-term provincial funding for ORRSC to offset municipal member fees, re-financing the Capital and Operating Reserve accounts and ensuring ORRSC continues to provide value and service to its members.

The 10 year Strategic Plan is an important step in setting direction and goals for the continued success of the Commission. Four areas of strategic focus were addressed: Member Services, Fiscal Sustainability, Administrative Leadership and Governance. If you have not had the opportunity to review the Strategic Plan, I would encourage you to do so.

Securing long-term funding to offset municipal membership fees and to recognize the discrepancy between the Capital Region Board and the Calgary Regional Partnership provincial funding allotments was initiated through direct contact with two ministers and two deputy ministers of Municipal Affairs. In this endeavor we received the support of the Alberta Association of Municipal Districts & Counties (AAMD&C) and Southern Alberta Mayors and Reeves. To date we have not been able to persuade the province to favour our request and thus, we will re-evaluate our strategy.

Financially, ORRSC is continuing to meet its budgetary objectives and I am pleased to report that \$25,000 has been added to the Capital & Operating Reserves respectively, for 2016.

I am privileged to continue as Chair into 2017, and to continue work with a returning and dedicated Executive. ORRSC continues to find success in the delivery of shared municipal services. This speaks to the strength and stability of our local municipal system, our decision making autonomy and our willingness to work together and pool our ever-stretched resources. With 61 years behind us I have every confidence that we will continue to build on that success.

I would like to thank our Staff, our Board and our Municipalities around southern Alberta (along with our GIS partners in central Alberta) who ultimately make our communities better places. And finally, I am truly privileged to work with this team, which brings commitment and enthusiasm to each work day – and carries it forward to enrich all of our communities.



Gordon Wolstenholme, Chair
Oldman River Regional Services Commission

BOARD OF DIRECTORS

Membership as at December 31, 2016 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, 2016. Representation from the municipalities is listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2016)
Arrowwood (Village)	Bill Graff	
Barnwell (Village)	Jane Jensen	
Barons (Village)	Ed Weistra	
Bassano (Town)	Tom Rose	
Brooks (City)	Fred Rattai	
Cardston (County)	Jim Bester	
Cardston (Town)	Dennis Barnes	
Carmangay (Village)	Stacey Hovde	Cecil Sabourin, Kym Nichols
Champion (Village)	Jamie Smith	
Claresholm (Town)	Betty Fieguth	
Coaldale (Town)	Bill Chapman	
Coalhurst (Town)	Sheldon Watson	
Coutts (Village)	Ken Galts	
Cowley (Village)	Garry Hackler	
Crowsnest Pass (Municipality)	Bill Kovach & Dave Fillipuzzi	
Fort Macleod (Town)	Gordon Wolstenholme	
Glenwood (Village)	Darrell Edwards	
Granum (Town)	John Connor	
Hill Spring (Village)	Monte Christensen	
Lethbridge (County)	John Willms	Henry Doeve
Lomond (Village)	Brad Koch	
Magrath (Town)	Richard Van Ee	
Milk River (Town)	David Hawco	
Milo (Village)	Louis Myers	Rafael Zea
Nanton (Town)	Christophe Labrune	
Newell (County)	Clarence Amulung	
Nobleford (Village)	Pete Pelley	
Picture Butte (Town)	Henry de Kok	
Pincher Creek (M.D. No. 9)	Quentin Stevick	Fred Schoening
Pincher Creek (Town)	Don Anderberg	
Ranchland (M.D. No. 66)	Ronald Davis	
Raymond (Town)	Greg Robinson	
Stavelly (Town)	Barry Johnson	
Stirling (Village)	Ben Nilsson	
Taber (M.D.)	Ben Elfring	
Vauxhall (Town)	Margaret Plumtree	
Vulcan (County)	Derrick Annable	Rod Ruark
Vulcan (Town)	Rick Howard	
Warner (County No. 5)	David Cody	
Warner (Village)	Ian Glendinning	
Willow Creek (M.D. No. 26)	Henry Van Hierden	

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 1, 2016 were:

- Chair** – Gordon Wolstenholme (Town of Fort Macleod)
- Vice-Chair** – Henry Van Hierden (M.D. of Willow Creek No. 26)

At the December 1, 2016 Annual Organizational Board of Directors' meeting, both the Chair and Vice were re-elected to their positions for the period December 1, 2016 to December 7, 2017.

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. Eight meetings were held between January 1 and December 31, 2016.

The following served on the Executive Committee from January 1 to December 1, 2016:

- Gordon Wolstenholme – Town of Fort Macleod **(Chair)**
- Henry Van Hierden – M.D. of Willow Creek No. 26 **(Vice-Chair)**
- Don Anderberg – Town of Pincher Creek
- Jim Bester – Cardston County
- Bill Chapman – Town of Coaldale
- Tom Rose – Town of Bassano
- Barry Johnson – Town of Stavely

At the December 1, 2016 Annual Organizational Board of Directors' meeting, all members were re-elected to serve on the Executive Committee from December 1, 2016 to December 7, 2017.

STAFF**CURRENT STAFF (Years of Service) as at December 31, 2016**

DIRECTOR	– Lenze Kuiper (11.67 years)
SENIOR PLANNER	– Mike Burla (36.83 years)
SENIOR PLANNER	– Steve Harty (18.86 years)
SENIOR PLANNER	– Bonnie Brunner (9.83 years)
SENIOR PLANNER	– Diane Horvath (16.5 years)
SENIOR PLANNER	– Gavin Scott (9.83 years)
PLANNER	– Spencer Croil (2.77 years) – Resigned January 8/16
PLANNER	– Ryan Dyck (3.75 years)
ASSISTANT PLANNER	– Cam Klassen (2.91 years)
ASSISTANT PLANNER	– Leda Kozak Tittsworth (3.75 years)
GIS TECHNOLOGIST	– Steven Ellert (11.84 years) – 45% part-time
CAD/GIS TECHNOLOGIST	– Kaylee Kinniburgh (3.92 years)
CAD/GIS TECHNOLOGIST	– Mladen Kristic (10.67 years)
GIS ANALYST	– Jaime Thomas (11.50 years)
GIS ANALYST	– Jordan Thomas (9.53 years)
EXECUTIVE SECRETARY	– Barb Johnson (33.35 years) – 80% part-time
BOOKKEEPER	– Sherry Johnson (34.83 years)
SUBDIVISION TECHNICIAN	– Gail Kirkman (8.38 years) – Retired January 31/16
SUBDIVISION TECHNICIAN	– Jennifer Maxwell (0.51 years) – Maternity leave from May 6/16
SUBDIVISION TECHNICIAN	– Stacy Olsen (0.72 years) – Temporary from April 11/16

DIRECTOR'S MESSAGE

"There is nothing so stable as change." – Bob Dylan

A busy, exciting, and rewarding year has passed and big changes to legislation and regulation are underway. A modernized Municipal Government Act is just around the corner and the past year has seen us providing input to the change and interpreting the fall-out. Stay tuned.

Financially, 2016 was a strong and productive year. **We are viable and are replenishing our reserves!** We continue to budget conservatively, manage our cash flow and leave ourselves with room to expand or contract, as required. A push to secure provincial funding is also underway.

Strategically, 2016 saw the development of a 10-year Plan to guide operations and establish priorities in four focus areas:

- Member Services
- Fiscal Sustainability
- Administrative Leadership
- Governance

We remain committed to providing excellence in the delivery of core services and in meeting the objectives outlined in this important internal document.

Operationally, our staff continue to perform and respond magnificently to the demands and changes at hand. While the yearly number of subdivisions across southern Alberta has remained stable; they are working on and completing various statutory plans and studies on your behalf; they have provided untold advice on land use and development to both yourselves and your constituents; they have collected new information and data and have made it available to our urban members in the GIS partnership; our staff is at your service and they are our greatest resource and they deserve a big thank you for contributing to our continued success.

How do we define success — as I mentioned earlier, we are financially strong and stable. Why? First, I believe it is because we plan our expenditures wisely and we anticipate our revenues conservatively; and second, because our entire office helps prepare our budget and understands the realities, opportunities and constraints inherent to our service.

Success can also be attributed to the services we provide to you — our members. We believe we offer excellent value by way of expertise, advice, education, statutory plan preparation, subdivision processing, land development, assessment review and GIS delivery. We are responding to your needs and adding value to your communities.

The future may present many challenges — but rest assured that we will be with you in meeting those challenges and in representing your interests.

Thank you all for a most wonderful year.

– Lenze Kuiper, Director

MUNICIPAL PROJECTS

Barnwell (Village) – Intermunicipal Development Plan with M.D. of Taber (completed)

Bassano (Town) – Design Concept (on hold); Intermunicipal Development Plan with County of Newell (adopted); Annexation (commenced)

Brooks (City) – Municipal Development Plan (ongoing)

Cardston (County) – Land Use Bylaw (on hold); Several Land Use Bylaw Amendments (completed)

Cardston (Town) – Land Use Bylaw (completed)

Champion (Village) – Land Use Bylaw (adopted), Compliance Review Policy (draft)

Claresholm (Town) – Annexation Process (approved); Land Use Bylaw Update (adopted)

Coaldale (Town) – Annexation Process (ongoing)

Coalhurst (Town) – Municipal Development Plan (commenced)

Crowsnest Pass (Municipality) – Land Use Bylaw Amendments (adopted)

Fort Macleod (Town) – Macleod Meadows Area Structure Plan (ongoing)

Glenwood (Village) – Land Use Bylaw (2nd reading)

Granum (Town) – Land Use Bylaw Amendments (completed)

Lethbridge (County) – Intermunicipal Development Plan with Town of Picture Butte (ongoing); Section 26 Area Structure Plan (adopted); Intermunicipal Development Plan with City of Lethbridge (adopted); Land Use Bylaw Updates (commenced)

Magrath (Town) – Trails Plan (draft); Municipal Development Plan (commenced)

Milk River (Town) – Land Use Bylaw (adopted); Municipal Development Plan Update (commenced); Annexation (commenced)

Milo (Village) – Annexation (ongoing); Land Use Bylaw (commenced)

Nanton (Town) – Municipal Development Plan (ongoing)

Newell (County) – Land Use Bylaw Review (ongoing)

Picture Butte (Town) – CPR Corridor Development Plan Subdivision Design (completed); Intermunicipal Development Plan with Lethbridge County (ongoing)

Pincher Creek (M.D. No. 9) – Castle Mountain Area Structure Plan (draft); Wind Energy Conversion Systems Review (draft)

Pincher Creek (Town) – Land Use Bylaw Review (ongoing)

Ranchland (M.D. No. 66) – Land Use Bylaw Review (final draft)

Raymond (Town) – Land Use Bylaw Review (ongoing)

Stirling (Village) – Land Use Bylaw Update (ongoing)

Taber (M.D.) – East Vauxhall Area Structure Plan (ongoing); Intermunicipal Development Plan with Village of Barnwell (adopted)

Vulcan (Town) – Municipal Development Plan Update (ongoing)

Warner (County No. 5) – Annexation Report (commenced); Land Use Bylaw Updates (commenced)

Warner (Village) – Road Closure / Block Redesign (ongoing)

Willow Creek (M.D. No. 26) – Municipal Development Plan (open house held); Subdivision Policies (reviewed)

GIS Project:

- Ghost Lake and Waiparous added to GIS membership in April 2016
- Applied for an Alberta Community Partnership grant to capture new orthophotography in 2017
- City of Brooks added to GIS membership in November 2016
- Added historical assessment information to GIS

Other Projects and Services:

- Secretarial service for 20 Subdivision and Development Appeal Board hearings
- Clerk service for 9 Regional Assessment Review Board hearings
- Development Officer services for the Town of Coalhurst
- Water Body Setback Modelling Workshop presented by Aquality Consulting Ltd. – March 3, 2016
- Subdivision and Development Appeal Board Training – November 25, 2016
- Strategic Plan 2016 - 2026

SUBDIVISION
SUMMARY OF APPLICATIONS PROCESSED

A total of 188 subdivision applications were processed during the 2016 calendar year. The status of these applications as at December 31, 2016:

178	–	Approved or Approved on Condition
0	–	Refused
1	–	Withdrawn or Expired
9	–	Pending

A total of 2 subdivision applications from 2016 were appealed:

0	–	Refused (or Deemed Refused)
2	–	Appealed Conditions/Parcel Size

The outcome of the 2 appeals was:

2	–	Upheld
0	–	Denied

The following table shows a detailed breakdown of the subdivision applications for 2016.

DETAILS OF SUBDIVISION APPLICATIONS PROCESSED – 2016

ABBREVIATIONS:

A	- Approved	W	- Withdrawn	Res	- Residential	Ag	- Agricultural
A/C	- Approved with conditions	E	- Expired	Com	- Commercial	Inst	- Institutional
R	- Refused	P	- Pending	Ind	- Industrial	Rec	- Recreational
				CR	- Country Residential	Misc	- Miscellaneous

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		1					2									2
Barons (Village)	—																
Bassano (Town)	—																
Brooks (City)	—																
Cardston (County)	14	3	13				1				9	6	2				17
Cardston (Town)	7	2	7					8	1		1						10
Carmangay (Village)	—																
Champion (Village)	1		1							12						2	14
Claresholm (Town)	1		1							3							3
Coaldale (Town)	7	1	7					31		17	36				3		87
Coalhurst (Town)	2		2					1		1							2
Coutts (Village)	—																
Cowley (Village)	—																
Crowsnest Pass (Municipality)	9		6				3	12	7		16						35
Fort Macleod (Town)	4		4					12		5							17
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)	44	1	43		1		6		6	38	10	1			61
Lomond (Village)	—														
Magrath (Town)	5		5				9		1						10
Milk River (Town)	—														
Milo (Village)	—														
Nanton (Town)	4		4				15	8							23
Newell (County)	13	2	13				3	2		4	4			1	14
Nobleford (Village)	1		1				1								1
Picture Butte (Town)	1		1				14								14
Pincher Creek (M.D. No. 9)	10		10							9	2				11
Pincher Creek (Town)	2		2						2						2
Ranchland (M.D. No. 66)	—														
Raymond (Town)	2		1			1	2					1			3
Stavelly (Town)	—														
Stirling (Village)	1		1				3								3
Taber (Municipal District)	23	2	23				4		2	25	2	1			34
Vauxhall (Town)	—														
Vulcan (County)	11		11							10	1				11
Vulcan (Town)	—														
Warner (County No. 5)	8		8				4			5	4	1			14
Warner (Village)	1		1				8							1	9
Willow Creek (M.D. No. 26)	16		12			4			2	16	1			1	20
TOTAL	188	11	178	0	1	9	135	18	51	169	30	6	3	5	417

NOTE: Lot count includes Pending Decisions as at December 31, 2016

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

Year ended December 31, 2016



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Chartered Professional Accountants
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Lethbridge Alberta T1J 4E1
Canada

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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, 2016, 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, including the 4200 series of standards for government not-for-profit organizations 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.



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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, 2016, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

KPMG LLP

Chartered Professional Accountants

April 13, 2017
Lethbridge, Canada

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2016, with comparative information for 2015

	2016	2015
Assets		
Current assets:		
Cash	\$ 280,999	\$ 59,129
Accounts receivable (note 3)	23,374	106,143
Prepaid expenses and deposits	13,799	6,303
	<u>318,172</u>	<u>171,575</u>
Capital assets (note 4)	622,939	635,290
	<u>\$ 941,111</u>	<u>\$ 806,865</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 182,948	\$ 121,670
Net assets:		
Unrestricted	35,319	-
Invested in capital assets	622,939	635,290
Internally restricted	99,905	49,905
	<u>758,163</u>	<u>685,195</u>
Commitments (note 6)		
	<u>\$ 941,111</u>	<u>\$ 806,865</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, 2016, with comparative information for 2015

	2016 Budget	2016 Actual	2015 Actual
Revenues:			
Municipal contributions	\$ 900,000	\$ 900,640	\$ 875,845
GIS member fees	504,798	514,721	487,038
Subdivision fees	305,000	310,730	298,481
Service fees	300,000	221,104	383,240
Other grant revenue	10,000	1,890	-
Other revenue	15,500	17,793	16,840
Interest income	1,000	3,043	2,380
	2,036,298	1,969,921	2,063,824
Expenditures:			
Salaries and benefits	1,777,000	1,664,515	1,614,726
Equipment	49,000	38,752	34,699
Occupancy costs	36,000	32,774	30,705
Staff travel	19,000	18,782	17,422
Telephone	14,500	16,883	16,757
Repairs and maintenance	14,000	5,439	4,640
Printing and duplicating	7,000	8,694	9,330
Staff training and conferences	9,000	3,210	1,629
Professional fees	8,600	11,089	8,991
Postage	7,000	7,625	8,000
Janitorial	6,000	5,125	5,350
Advertising	4,000	6,619	5,028
Public relations	4,000	4,464	5,057
Members' fees	5,000	6,549	5,660
Land titles office	5,000	2,854	4,185
Office and general	4,000	4,307	7,730
Members' travel	8,000	10,184	6,096
Miscellaneous	2,500	5,474	4,509
Interest and bank charges	-	955	1,136
Rural IMDP	-	-	70,642
Amortization	-	41,973	37,192
	1,979,600	1,896,267	1,899,484
Excess of revenues over expenses before the undemoted item	56,698	73,654	164,340
Other income (expense):			
Gain (loss) on sale of capital assets	-	(686)	6,811
Excess of revenues over expenses	\$ 56,698	\$ 72,968	\$ 171,151

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2016, with comparative information for 2015

	Unrestricted	Internally restricted	Invested in capital assets	Total 2016	Total 2015
Balance, beginning of year	\$ -	\$ 49,905	\$ 635,290	\$ 685,195	\$ 514,044
Excess of revenue over expenses	72,968	-	-	72,968	171,151
Amortization of internally funded capital assets	41,973	-	(41,973)	-	-
Purchase of capital assets	(30,308)	-	30,308	-	-
Net book value of disposed capital assets	686	-	(686)	-	-
Transfers to reserve (note 9)	(50,000)	50,000	-	-	-
Balance, end of year	\$ 35,319	\$ 99,905	\$ 622,939	\$ 758,163	\$ 685,195

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 72,968	\$ 171,151
Items not involving cash:		
Amortization	41,973	37,192
Loss (gain) on sale of capital assets	686	(6,811)
Changes in non-cash operating working capital:		
Accounts receivable	82,769	(77,448)
Prepaid expenses and deposits	(7,496)	1,664
Accounts payable and accrued liabilities	61,278	(17,736)
	<u>252,178</u>	<u>108,012</u>
Capital activities:		
Purchase of capital assets	(30,308)	(23,822)
Proceeds on sale of capital assets	-	9,200
	<u>(30,308)</u>	<u>(14,622)</u>
Increase in cash	221,870	93,390
Cash, beginning of year	59,129	(34,261)
Cash, end of year	<u>\$ 280,999</u>	<u>\$ 59,129</u>

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2016

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, 2016

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%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

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, 2016

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

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, 2016

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.

(g) Contaminated Sites Liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2016 the Commission did not have any liabilities associated with contaminated sites.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2016

2. Recent accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2017, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 2200 - Related Party Disclosures:

This section provides guidance on the definition of a related party and establishes the disclosure requirements for transactions between related parties. This standard is effective for fiscal years beginning on or after April 1, 2017.

(ii) PS 3420 - Inter- Entity Transactions:

This section provides guidance on the recognition, measurement and presentation of transactions between entities controlled by a government within the government reporting entity from the perspective of both parties. This standard is effective for fiscal years beginning on or after April 1, 2017.

(iii) PS3210 - Assets:

This section provides guidance on the various components related to the definition of an asset and establishes the related disclosure requirements. This standard is effective for fiscal years beginning on or after April 1, 2017.

(iv) PS 3320 - Contingent Assets:

This section provides a general application standard providing guidance on the definition and disclosures standards related to contingent assets. It is noted that specific types of contingent assets are excluded from this standard. This standard is effective for fiscal years beginning on or after April 1, 2017.

(v) PS 3430 - Restructure Transactions:

This section provides guidance on the recognition, measurement and presentation on restructuring transactions by both the transferor and recipients of assets or liabilities, together with related program or operating responsibilities. This section is effective for fiscal years beginning on or after April 1, 2018.

(vi) PS 3380 - Contractual Rights:

This section provides guidance on the disclosure of rights, including their nature, extent, and timing. This section is effective for years beginning on or after April 1, 2017.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2016

3. Accounts receivable:

	2016		2015	
Trade receivables	\$	20,458	\$	103,759
Goods and services tax		2,916		2,384
	\$	23,374	\$	106,143

4. Capital assets:

	2016		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	286,240	487,157
General contents	298,324	284,856	13,468
Other equipment	13,678	13,097	581
Vehicles	42,392	19,509	22,883
Computer	78,987	60,137	18,850
	\$ 1,286,778	\$ 663,839	\$ 622,939

	2015		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	265,942	507,455
General contents	272,688	263,287	9,401
Other equipment	13,678	12,991	687
Vehicles	42,392	19,509	22,883
Computer	88,022	73,158	14,864
	\$ 1,270,177	\$ 634,887	\$ 635,290

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2016

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 2015.

(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 January, 2017 to April, 2019. The base rent obligation under the leases for the next year is approximately \$3,520.

(b) The Commission signed an agreement with Whipcord Ltd. 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.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2016

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.

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:

	2016	2015
Total debt limit	\$ 984,961	\$ 1,025,662
Total debt	-	-
Debt servicing limit	\$ 196,992	205,132
Debt servicing	-	-
Amount of debt servicing limit unused	\$ 196,992	\$ 205,132

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.

9. Restricted net assets

Restricted net assets is comprised of the following

	2016	2015
Operating reserve fund	49,952	24,952
Capital reserve fund	49,953	24,953
	99,905	49,905

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2016

10. 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 244,621 employees of approximately 426 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 11.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 15.84% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 14.84% 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 2016 were \$159,324 (2015 - \$164,526). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2016 were \$147,047 (2015 - \$151,847).

At December 31, 2015 the Plan disclosed an actuarial deficit of \$923 million.

11. Budget information:

The budget information was approved by the Board on November 12, 2015.

Highway 3 Twinning Feasibility: A Cost-Benefit Analysis



A Report Prepared for the Highway 3 Twinning Development Association

by

Kien C. Tran, Ph.D.
Professor
Department of Economics
University of Lethbridge

Revised: April 22, 2017

ACKNOWLEDGEMENT

I would like to take this opportunity to express my gratitude to Alberta Transportation, AMA, Alberta Tourism and Culture, Transportation Association of Canada and Lethbridge Economic Development for providing historical data, sources and information relating to this project. Without their generous support, it would not be possible to complete this project. Also, I would like thank, without any implications, Jerry Lau, Dr. Kamar Ali, Dr. Stavroula Malla and Jeff Davidson for stimulating discussions relating to this project. Finally, I would also like to thank Gloria Roth and all the Highway 3 Twinning Development Association Members for the opportunity to work on this project.

EXECUTIVE SUMMARY

This report presents the results of an economic feasibility analysis to determine the costs and benefits associated with twinning construction of the remaining (approximately) 220 kilometers of Alberta Highway 3 known as Crowsnest Pass Highway. The main benefits that accrue from twinning Highway 3 include not only for safety improvement/time saving but also for increase in social/economic activities, tourism and agricultural needs. The main objective of this report is to perform a high-level assessment that will help determine whether the twinning investment is worthy to pursue, given the financial availability and infrastructure budgetary commitment.

The idea of twinning Highway 3 has been previously discussed, and the costs and benefits study have been conducted by the Van Horne Institute, at the University of Calgary under the direction of Dr. Frank J. Atkins in 2002 and 2004 (revised report). The results from the final report show that the benefit-cost ratios vary from 3.03 (using 10% real discount rate) to 3.65 (using 4% real discount rate) indicating the highway 3 twinning is a worthy investment. Those benefit calculations were based on differences between real gross domestic product (GDP) forecasts with and without highway capitals for Southern Alberta region (economic activities). In this report, we provide an alternative (and can be taken as complement to the previous report) benefit calculations and update the cost estimation of the twinning project. The methodology for this analysis can be summarized as follows.

1. Research and analyze traffic volumes, tourism, pattern and flows, economic and demographic data for the study area (from Fort Macleod to Crowsnest Pass, Waterton Lakes National Park, and from Taber to Medicine Hat).
2. Develop a cost-benefit analysis (CBA) model in a risk analysis framework, allowing for the estimation of costs and benefits associated with Highway 3 twinning construction. We include the following categories of costs and benefits in the CBA:

- (a) Direct cost of Highway 3 twinning construction and operations, maintenance and rehabilitations costs thereafter;
 - (b) Travel time cost savings;
 - (c) Accident cost savings;
 - (d) Vehicle operating cost and emission cost savings; and
 - (e) Tourism, commercial catchment basin and local trade area.
3. Conduct Risk analysis to account for the uncertainty surrounding the key assumptions used in the model. The risk analysis reveals the spectrum of potential outcomes given its probability of occurrences. That is, it reveals the magnitude of both the downside and the upside of the project given the possible fluctuations in the assumptions.
 4. Run Monte Carlo simulation, applying appropriate discount rate, and calculate the benefit/cost ratio of the Highway 3 twinning.
 5. Provide a matrix summary of the findings and offer recommendations.

Results of the cost-benefit analysis in this report demonstrate that the net present value of Highway 3 twinning project over twenty years, using Alberta Transportation recommended real discount rate of 4%, exceed \$2.3 billions dollars. Or equivalently in terms of benefit-cost ratio, the analysis shows that for each dollar spent on this project, there is \$2.97 in benefits which translates into the internal rate of return of 12.3%. Consequently, for a public infrastructure investment, these results are highly significant and demonstrate the worthiness of the twinning investment project.

From an economic perspective, the assessment of uncertainty in the forecast proves further worthiness of the investment. Given the assignment of probabilities of all technical assumptions that were used in generating the forecasts and with two standard discount rates that are recommended by the Alberta Transportation (AT) and the Canadian Federal Treasury Board (CFTB), the tables below show that the Highway 3 twinning project offers the public over 90% assurance of generating more benefits than costs.

Summary of the Results Based on Risk Analysis
(In Millions of 2016 Dollars)
Discount rate = 4% (AT)

Discounted Categories	Most Likely Outcome	90% Probability of Exceeding	10% Probability of Exceeding
Total Benefits	<i>\$3,550.39</i>	<i>\$3,482.14</i>	<i>\$3,707.15</i>
Total Project Costs	<i>\$1,197.13</i>	<i>\$1,158.51</i>	<i>\$1217.85</i>
Net Present Value	<i>\$2,353.36</i>	<i>\$1,998.23</i>	<i>\$2,501.432</i>
Benefit-Cost Ratio	<i>2.97</i>	<i>2.12</i>	<i>3.46</i>
Internal Rate of Return	<i>12.3%</i>	<i>8.6%</i>	<i>21.5%</i>

Source: based on author's calculations. The data were obtained from Alberta Transportation, Alberta Culture and Tourism, AMA, Alberta Treasury Board and Finance (Southern Alberta Region) and Environics Research/Economic Development Lethbridge. A computer program @RISK was used to compute the above probabilities via Monte Carlo simulations.

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1. INTRODUCTION

1.1 Report Objective and Methodology Overview

In June 2016, Alberta Transportation announced that it would fund the Highway 3 Twinning Development Association to update a 2002 (and revised 2004) Van Horne Institute study related to the twinning of Highway 3 from B.C. border to the Medicine Hat. From the infrastructure investment perspective, this approach is used in the case where the proposed twinning highway investment is at the conceptual stage and a high-level assessment will help determine whether the investment is worthy of advancement to the next stage. The next step would likely be - if the proposed twinning is to be seriously considered - a financial feasibility study and environmental assessment of the project. This report outlines the findings of this cost-benefit analysis. Note that this report is not simply an update of the 2002 Van Horne Institute study (i.e., updating the previous study using current data), but it provides an alternative cost-benefit analysis to the 2002 study. In some sense, the results of the analysis can be viewed as complimentary to those results in the 2002 study.

Therefore, the main objective of this report is to perform an independent social/economic feasibility in a risk analysis framework to assess the costs and benefits associated with the twinning construction of Highway 3, mainly from the B.C. border to the town of Fort MacLeod, and from the town of Taber to Medicine Hat. The assessment of the costs and benefits of this investment consists of the following:

- (a) Research traffic, demographic, and socioeconomic data from the available sources;
- (b) Estimate the comprehensive social benefits and costs;
- (c) Conduct risk analysis to account for assumptions and uncertainty in the model parameters.

As mentioned above, in this analysis, twinning construction from B.C. border to Fort Macleod, and from Taber to Medicine Hat are examined. The Cost-Benefit Analysis (CBA) is performed in order to quantify the worthiness of the Highway 3 Twinning construction project. The CBA

estimates and totals up to the equivalent money value of the benefits and costs to the community of twinning project to determine whether they are worthwhile. In other words, it is an analysis of expected balance of benefits and costs, including an account of foregone alternatives and the *status quo*.

Both costs and benefits can be diverse. Financial costs (or direct costs) can be easily determined due to relatively abundant market data. Benefits may include cost saving and public willingness to accept compensation (implying that public has the right to benefit from the project) for the welfare change resulting from the project. The impact of a project is the difference between what the situation in the study area would be with and without the project. That is, when a project is being evaluated, the analysis must estimate not only what the situation would be with the project but also what it would be without the project.

The main criteria for the project's decision is to examine the difference between the discounted present value of benefits and the discounted present value of costs (i.e., net present value). If the net present value is positive, or equivalently, the ratio of discounted present value of benefits to the discounted present value of costs exceeds one, then the project is worthwhile.

The costs of Highway 3 twinning construction include the following:

- (a) Direct cost of Highway 3 twinning construction;
- (b) Maintenance costs;

It should be noted that the surrounding areas for construction are not all equalled as there are approximately 25 kilometers from the B.C. border to the Crowsnest Pass area that are considered to be 'difficult' due to the mountainous terrain. Consequently, the costs of twinning (direct and OMR) this part of the highway will be higher.

The estimated benefits of Highway 3 twinning construction in this analysis include the following:

- (a) Travel time cost savings;
- (b) Accident cost savings;
- (c) Vehicle operating cost savings and emission cost savings;
- (d) Other economic benefits (tourism and agricultural needs).

1.2 Brief Description of Highway 3

Alberta Provincial Highway No. 3, commonly known as Highway 3, with its entire length of 324 kilometers (201 miles), is a highway that transverses southern Alberta, Canada, connecting the Crowsnest Pass to the Trans-Canada Highway in Medicine Hat, and it serves as an alternative route to the Trans-Canada from Lower Mainland to the Canadian Prairies¹. Highway 3 in Alberta begins in the Canadian Rockies at Crowsnest Pass, parallel to the Canadian Pacific Railway. It winds through the foothills of southern Alberta past Pincher Creek to a major junction at Highway 2 west of Fort Macleod where it becomes a divided highway and part of Alberta's "Export Highway" - a name given to the southern portion of Alberta's north-south trade corridor which is a segment of the CANMEX Corridor that stretches from Alaska to Mexico. The divided Highway then curves northeast to Monarch where it crosses the Oldman River and meets Highway 23 before bending back southeast. It bisects the city of Lethbridge as an expressway named Crowsnest Trail that carries nearly 35,000 vehicles per day, the busiest section of the highway². Crowsnest Trail marks the northern termini of Highways 4 and 5; the former is a major route that assumes the designation of the Export Highway, connecting to Interstate 15 in Montana, whilst the latter branches south west to Magrath and Cardston. Continue east alongside the railway and Highway 3 passes through Coaldale en route to Taber, after which the divided highway reverts to a two-lane that carries past farmland into Cypress County. The highway ends at the Trans-Canada Highway (Highway 1) in Medicine Hat. Table 1 below shows an example of the traffic volumes at several locations along Highway 3 based on an average of daily vehicle count over the span of a year for 2015 (AADT).

¹ Part of this section is taken from Wikipedia on Alberta Highway 3.

² "Alberta Highway 1 to 986 – Traffic Volume History 2006 – 2015" (PDF). Alberta Transportation. February, 2016, pp. 20-23.

Table 1: Traffic Volumes (AADT, 2015)

Location	Volume
B.C. Border	4,520
Brocket	4,850
Hwy 2 W. of Fort Macleod	9,900
Kipp	15,050
Hwy 25 Lethbridge	25,360
Oldman River Lethbridge	34,110
Hwy 4/43 rd St. Lethbridge	18,460
Coaldale	14,710
Taber	9,190
Hwy 1 Medicine Hat	9,990

Alberta Highway 3 was designated as a core of the National Highway System in 1988, an interprovincial route connecting large population center. From Fort Macleod to Taber, it is a divided highway (approximately 104 kilometers) with a speed limit of 100-110 km/h through the rural area with the remaining route as an undivided two-lane highway (approximately 220 kilometers) with a speed limit of 100 km/h.



Alberta Transportation (AT) has a long-term plan to upgrade the entire Highway 3 corridor to a freeway from B.C. border to Medicine Hat. In April 2008, AT published a study analyzing twinning and potential changes to the alignments of Highway 3 and 6 near Pincher Creek, including construction of a diamond interchange at Highway 6³. In 2013, a study identified the preferred alignment for a freeway bypass of Burdett and Bow Island, likely to be operated as a divided expressway until the freeway is completed in the long-term⁴.

1.3 Past Report of Highway 3 Twinning

As far as Alberta Highway 3 is concerned, there exists only one cost-benefit study which dated back in 2002 and subsequently a revised report in 2004, by the Van Horne Institute at the University of Calgary under the direction of Dr. Frank J. Atkins. The results from that final report show that the benefit-cost ratios vary from 3.03 (using 10% real discount rate) to 3.76 (using 3% real discount rate) indicating the highway 3 twinning is a worthy investment. Those benefit calculations were based on differences between real gross domestic product (GDP) forecasts with and without highway capitals for Southern Alberta region (economic activities). Since the revised report published in 2004, the next stage of the twinning project did not formalize until recent renewed interest by the Alberta Transportation. Consequently, this study provides a new update on the estimated costs and a renewed alternative approach in estimating expected benefits.

1.4 Plan of the Report

The plan of the report is as follows. This introduction is followed by Section 2, which provides an overview of the methodology used in estimating costs and expected benefits associated with Highway 3 twinning. Section 3 summarizes the study findings. Concluding remarks and recommendations for the next steps are given in Section 4. Detailed calculations and supporting documents are gathered in the Appendices.

³ “Highway 3/6 Interchange Functional Planning Study” (PDF). Alberta Transportation, April 2008.

⁴ “Highway 3: 14 Functional Planning Study – West of Burdett to West of Seven Persons” (PDF). *ISL Engineering and Land Services*. Alberta Transportation. June 2013, p. 1.

2. COST AND BENEFIT METHODOLOGY

The methodology used in this report is based on the approaches formalized by the Alberta Transportation, the Transportation Association of Canada (TAC) and HLB (HDR|HLB Decision Economics Inc.) models⁵ which rely on the information on traffic, demographic, and economic data from available sources. The methodology employs comprehensive benefits and cost estimating model, in a risk analysis framework. It consists of the following steps:

1. Research and analyze traffic volumes, tourism, pattern and flows, economic and demographic data for the study area (from Fort Macleod to Crowsnest Pass, Waterton Lakes National Park, and from Taber to Medicine Hat).
2. Develop a cost-benefit analysis (CBA) model in a risk analysis framework, allowing for the estimation of costs and benefits associated with Highway 3 twinning construction. We include the following categories of costs and benefits in the CBA:
 - (a) Direct cost of Highway 3 twinning construction and operations, maintenance and rehabilitations costs thereafter;
 - (b) Travel time cost savings;
 - (c) Accident cost savings;
 - (d) Vehicle operating cost and emission cost savings;
 - (e) Tourism, commercial catchment basin and local trade area.
3. Conduct Risk analysis to account for the uncertainty surrounding the key assumptions used in the model. The risk analysis reveals the spectrum of potential outcomes given its probability of occurrences. That is, it reveals the magnitude of both the downside and the upside of the project given the possible fluctuations in the assumptions.

⁵ Bekka, K. and B. Schollie (2005), "Economic Pre-Feasibility Study for a Howse Pass Highway", Final Report, October 12, 2005.

4. Run Monte Carlo simulation, applying appropriate discount rate, and calculate the benefit/cost ratio of the Highway 3 twinning.
5. Provide a matrix summary of the findings and offer recommendations.

For the estimation of costs and expected benefits, we make the following *fixed* assumptions throughout the analysis. Based on recent report on the completed Highway 63 twinning and personal communications with Alberta Transportation, it is estimated that it will take 10 years to complete the project. Thus, the direct cost of the project is expected to spread over the 10 years' period. In addition, the expected benefits and maintenance costs are estimated for the life cycle of the investment, starting the year after the construction is completed. In this analysis, 20 years was used as the life cycle for the investment.

To determine the worthiness of the project, the following criteria are used:

1. Net Present Value (NPV) which is defined as the difference between the present value of benefits (PVB) and the present value of costs (PVC). The project is worthy if the value of NPV is *positive* and not worthy if it is negative. Or equivalently, the project is worthy if the ratio of PVB to PVC exceeds one (i.e., $(PVB/PVC > 1)$), otherwise it is not worthy.
2. Internal rate of return (IRR) which is defined as a rate of interest that sets the NPV equal to zero. If IRR is *larger* than the discount rate used in the calculations of PVB and PVC, then the project is worthy, otherwise, it is not worthy.

Two different values of discount rate were used in the estimation: 4% (based on recommendation by Alberta Transportation) and 10% (based on the recommendation of Canadian Federal Treasury Board). However, other values of discount rate were also used in conducting sensitivity analysis to ensure a wide range of scenarios was adequately covered⁶.

⁶ In the literature, the discount rate of 10% is often used for private investment on a particular project. The main reason for the high value of the discount rate is that, the same money could be used to invest elsewhere to earn a higher rate of return. For public investment on a particular project, the discount rate used is typically the real interest rate.

3. STUDY FINDINGS

3.1 Cost Estimates

As described in the Methodology section and according to Alberta Transportation and the recent completed Highway 63 twinning, it took approximately 10 years to complete the twinning project. Furthermore, it will cost approximately \$6,000,000 per kilometer (including structure costs) to twin under “normal” conditions and \$12,000,000 to \$18,000,000 per kilometer to twin under “difficult” conditions⁷. As mentioned previously, there are approximately 25 kilometers from Crowsnest Pass area to the B.C. border that can be classified as “difficult” conditions due to mountainous terrain. As such, the approximated total direct costs of twining 220 kilometers on Highway 3 is \$1.49 billion dollars.

In addition to the direct costs, there is an annual maintenance cost of \$7,000 per kilometer the year after the project is completed. This annual maintenance cost for the next 20-year life cycle will be included as part of the total cost of the project. Finally, the incremental rehabilitation (overlay) cost is approximately \$200,000 per kilometer every 20 years. However, this incremental rehabilitation cost is not included in the estimation of cost since the analysis is conducted within the allowable time frame before rehabilitation begins.

For clarity in terms of estimation of costs and benefits, it is assumed that the construction will begin in 2018 and will be completed in 2027. The expected benefits will then be calculated for next 20-year life cycle, starting in 2028.

⁷ Personal communication with Jerry Lau (P. Eng.), Infrastructure Manager, Delivery Services – Southern Region, Alberta Transportation, March 2017. The structure costs consist of land acquisition/compensation/relocation if there are homes/structures on the way.

3.2 Benefit Estimates

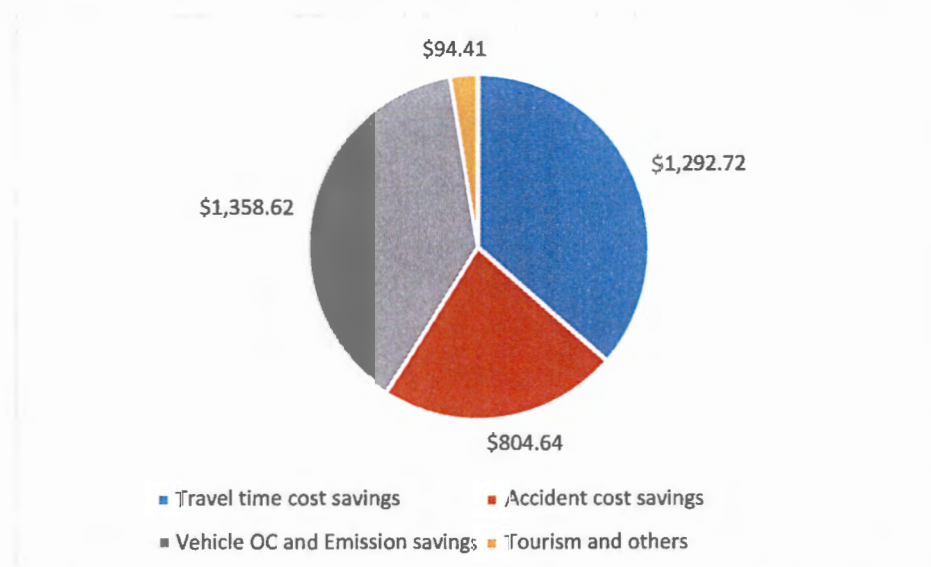
As previously mentioned in the Methodology section, this analysis estimates key benefits categories in regards to travel time savings, vehicle operating cost savings, safety savings, emission savings, tourism, commercial catchment basin and local trade area. The detailed calculations of these benefits categories are given in Appendix A.

It is important to recognize, albeit the total benefits are calculated after the twinning is completed, there are other short-term immediate incremental benefits during the construction phase, such as temporarily increase in employment and economic gains within the region, which are not included in the calculation as these benefits are typically difficult to measure. For example, suppose that the 220 kilometers to be twinned can be divided equally in 10-year period, and then in the second year of the construction phase, there would be 22 kilometers that would be twinned and would be available for public use; this is known as partial or incremental adoption benefit. Consequently, one must keep in mind that with the additional short-term immediate incremental benefits, it would only enhance the total benefits and the benefit-cost ratio.

Finally, it is worth to mention that with the recent development of \$350 million potato processing plant in the industrial area of the City of Lethbridge (suggested completion in 2019) will provide valuable benefits to the agricultural needs in the region (in terms of employment and values of output added). Based on this development, existing developments and future developments the projection of traffic volume would likely be an added increase, and subsequently, the additional increase was included in the calculation of total benefits.

The expected benefits breakdown is illustrated in Figure 1, and the net benefit estimates per year over twenty-year life cycle is demonstrated in Figure 2. For illustration purposes, the discount rate of 4% was used in each figure.

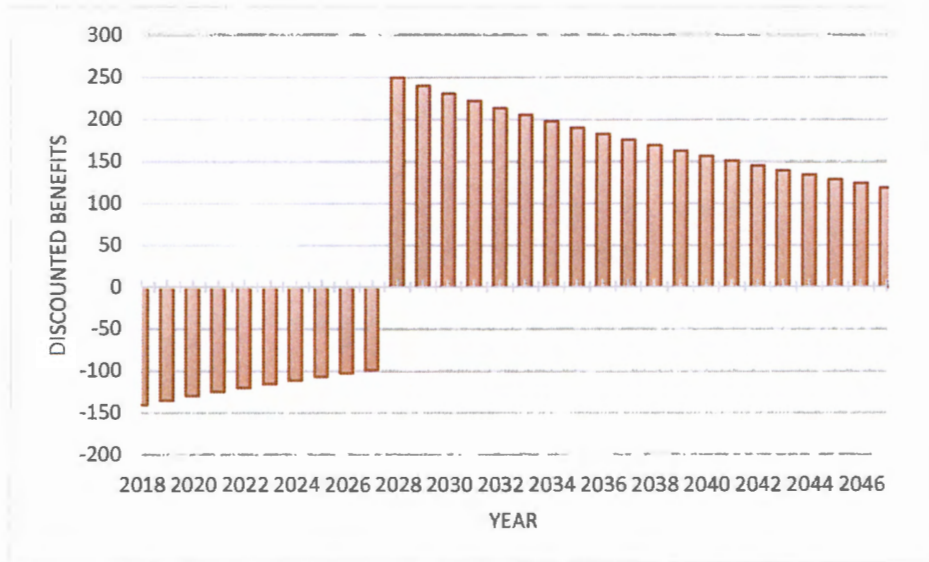
**Figure 1: Benefits Breakdown over Twenty Years (Millions of 2016 Dollars)
Discount Rate: 4%**



Source: based on author's calculations. The data were obtained from Alberta Transportation, Alberta Culture and Tourism, AMA, Alberta Treasury Board and Finance (Southern Alberta Region) and Environics Research/Economic Development Lethbridge.

It is clear from Figure 1 that the largest benefit category is vehicle operating cost and emission cost savings, and as such, the economic benefit of the investment increases as fuel price increases.

**Figure 2: Discounted Benefits over Twenty Years (In Millions of 2016 Dollars)
Discount Rate: 4%**



Source: based on author’s calculations. The data were obtained from Alberta Transportation, Alberta Culture and Tourism, AMA, Alberta Treasury Board and Finance (Southern Alberta Region) and Environics Research/Economic Development Lethbridge.

3.3 Project Worthiness

Based on AT recommended real discount rate of 4%, Table 2 below shows that the net present value of the Highway 3 twinning project over twenty years exceeds \$2.3 billion dollars. Similarly, in terms of benefit-cost ratio, the results show that for each dollar spent on this project there are over \$2.97 in benefits. These results translate to an internal rate of return of 12.3%. Thus, for a public infrastructure investment, these results are highly significant and illustrate the worthiness of the project’s investment.

Table 2: Summary of Analysis (In Millions of 2016 Dollars)
Discount Rate: 4% over 20 years

Project Benefits	
Travel Time Cost Savings	\$1,292.72
Accidental Cost Savings	\$804.64
Vehicle Operating and Emission Cost Savings	\$1,358.62
Tourism and Others	\$94.41
Total Benefits	\$3550.39
Projected Costs	
Direct Construction Costs	-\$1,183.38
Maintenance and Repair costs	-\$13.75
Total Cost	-\$1,197.13
Net Present Value	\$2,353.26
Benefit-Cost Ratio	2.97
Internal Rate of Return	12.3%

Source: based on author's calculations. The data were obtained from Alberta Transportation, Alberta Culture and Tourism, AMA, Alberta Treasury Board and Finance (Southern Alberta Region) and Environics Research/Economic Development Lethbridge.

To account for the sensitivity of the results due to the choice of the real discount rate, Table 3 presents the total present values of benefits, the total present values of costs and the benefit-cost ratios for various real discount rates: 1% to 10%. As can be seen from Table 2, regardless of the real discount rate choices, the benefit-cost ratio is always greater than 1. Therefore, the sensitivity analysis of the real discount rate reinforces the worthiness of the project's investment.

**Table 3: Sensitivity Analysis of Real Discount Rate
(In Millions of 2016 Dollars)**

Discount Rate	PVB	PVC	NPV	B-C Ratio
1%	\$6,318.98	-\$1,406.34	\$4,912.64	4.49
2%	\$5,188.08	-\$1,360.65	\$3,857.43	3.81
3%	\$4,281.27	-\$1,261.14	\$3,020.13	3.39
4%	\$3,550.39	-\$1,197.13	\$2,353.26	2.97
5%	\$2,958.33	-\$1,138.06	\$1,820.27	2.60
6%	\$2,476.35	-\$1,083.43	\$1,392.92	2.29
7%	\$2,082.09	-\$1,032.81	\$1,049.28	2.02
8%	\$1,758.07	-\$985.81	\$772.26	1.78
9%	\$1,490.56	-\$942.11	\$548.45	1.58
10%	\$1,268.73	-\$901.41	\$367.32	1.41

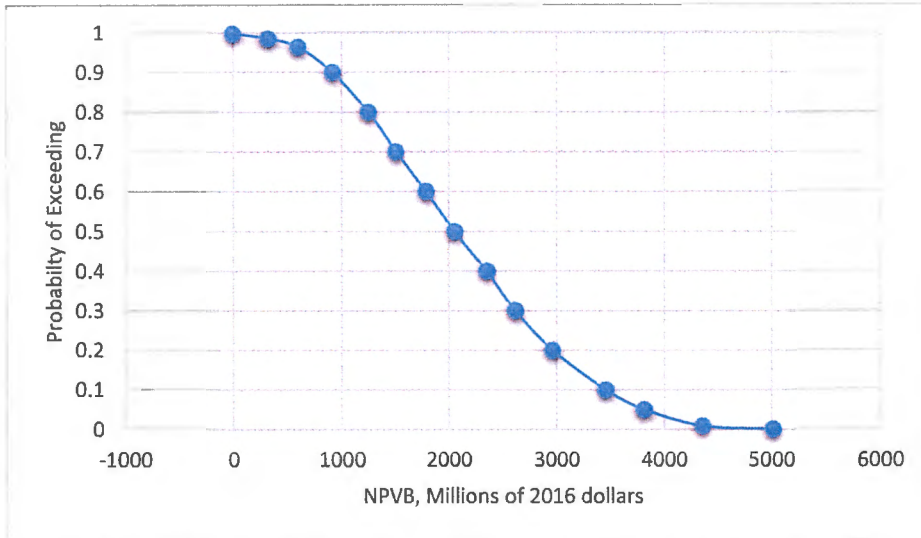
Source: based on author's calculations. The data were obtained from Alberta Transportation, Alberta Culture and Tourism, AMA, Alberta Treasury Board and Finance (Southern Alberta Region) and Environics Research/Economic Development Lethbridge.

3.4 Risk Analysis

To account for uncertainty of various key assumptions made in the model, a risk analysis was conducted. By doing so, risk analysis provides the spectrum of potential outcomes given its probability of occurrence. In other words, given the sensitivity of the assumptions, it reveals the magnitude of both the upside and the downside of the project.

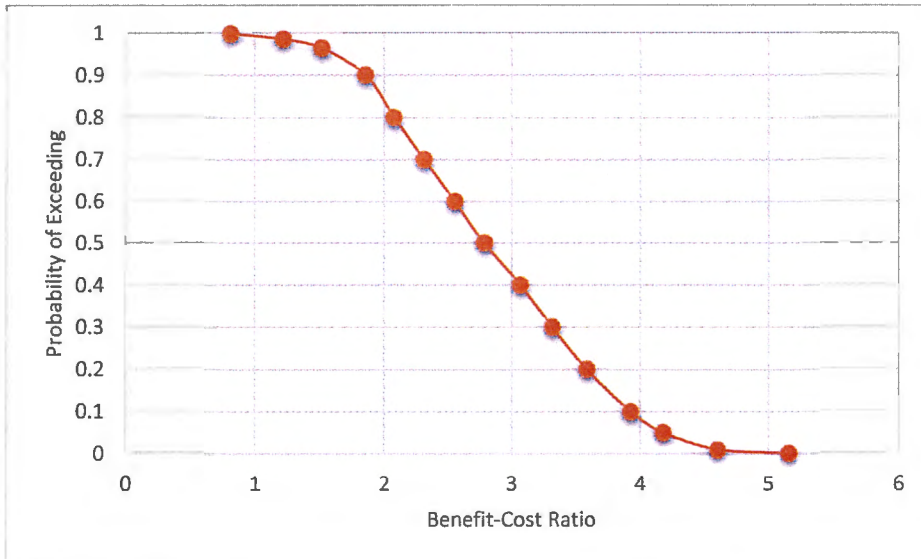
Figure 3 and Figure 4 below depict the risk analysis results for the Net Present Value (NPV) and Benefit-Cost ratio (BCR) using 4% real discount rate, respectively. Figure 3 shows that whilst the most likely NPV for this project is over \$2.3 billion dollars (approximately 50%), there is a 10% chance that the NPV exceeds \$3.6 billion dollars. The risk analysis also shows that there is virtually no downside to this investment as the chance of having negative NPV is less than 0.1%. Similarly, Figure 4 reveals that whilst the most likely BCR for this project is 2.79 (approximately 50%), there is a 10% chance that the BCR exceeds 3.93, and there is virtually no downside to the investment as the chance of having BCR falls below 1 is less than 0.1%.

**Figure 3: Risk Analysis Results of Net Present Value
(Discount Rate: 4%)**



Source: based on author's calculations. A computer program @RISK was used to conduct risk analysis via Monte Carlo simulations to obtain the results.

**Figure 4: Risk Analysis Results of Benefit-Cost Ratio
(Discount Rate: 4%)**



Source: based on author's calculations. A computer program @RISK was used to conduct risk analysis via Monte Carlo simulations to obtain the results.

4. CONCLUDING REMARKS

The main objective of this report is to assess the worthiness of the Highway 3 twinning project (given all the relevant information and existing data on the project) by examining the economic benefits, costs and net benefits (benefits minus costs) over the next 30 years. These estimates of economic benefits, costs and net benefits are calculated as the difference between the base line model (i.e. using the existing Highway3 without twinning) and the model that assumes the Highway is twinned. The main results using risk analysis and simulations in this report are summarized in Table 4 below.

Table 4: Summary of Results Based on Risk Analysis (In Millions of 2016 Dollars)
Discount Rate = 4% (AT)

Discounted Categories	Most Likely Outcome	90% Probability of Exceeding	10%Probability of Exceeding
Total Benefits	<i>\$3,550.39</i>	<i>\$3,482.14</i>	<i>\$3,707.15</i>
Total Project Costs	<i>\$1,197.13</i>	<i>\$1,158.51</i>	<i>\$1217.85</i>
Net Present Value of Benefits	<i>\$2,353.26</i>	<i>\$1,998.23</i>	<i>\$2,501.43</i>
Benefit-Cost Ratio	<i>2.97</i>	<i>2.12</i>	<i>3.46</i>
Internal Rate of Return	<i>12.3%</i>	<i>8.6%</i>	<i>21.5%</i>

Source: based on author's calculations. The data were obtained from Alberta Transportation, Alberta Culture and Tourism, AMA, Alberta Treasury Board and Finance (Southern Alberta Region) and Environics Research/Economic Development Lethbridge. A computer program @RISK was used to compute the above probabilities via Monte Carlo simulations.

As can be seen from the second column of Table 4, the results from the benefits and costs analysis suggest that the twinning of Highway 3 emerges as a worthy investment project in terms of the net contribution to the economic welfare of the Southern Alberta region. With the economic benefits that exceed the costs of constructing and maintenance over twenty-year life cycle by more than

\$2.3 billion, Highway 3 twinning project provides an estimated \$2.97 of economic return for each dollar invested (or incurred cost).

The last two columns of Table 4 show the assessment of uncertainty in the forecasts presented above. Based on the assigned probabilities to various technical assumptions entailed in the forecasting process, the results provide further support for the Highway 3 twinning as a worthy investment project in the sense that it offers the public over a 90 percent assurance of generating more future benefits than costs.

Finally, the results in this analysis are based on the available information and existing data. However, other benefits such as short-run incremental benefits, economic growth and development in the Southern Alberta region would lend even stronger support for the Highway 3 twinning as a worthy investment project. A natural next step following this report would be to conduct a study on the financial feasibility to assess the affordability condition, including the involvement of the private sector, if any.

APPENDIX A: BENEFIT ESTIMATION AND RISK ANALYSIS

This Appendix presents the detailed calculations of the present value of benefits for various categories described in the main body of the report, and the risk analysis methodology. The approaches taken in this report are similar to the HLB (HDR|HLB Decision Economics Inc.) and the Transportation Association of Canada (TAC) approaches. All the values used in this analysis were taken from Alberta Transportation User Guide.

A.1 Benefits of Highway 3 Twinning Construction

This section describes the methodology used in the estimation of benefits associated with Highway 3 twinning construction. All the values are taken from Alberta Transportation User Guide⁸.

A.1.1 Travel Time Cost Savings

Based on the TAC and HLB modeling approaches, the travel time cost is assumed to be a function of delays and the value of time of highway users. The values of travel of time for passenger Cars and pickups (including SUV), straight trucks and buses, and Combination of Trucks are given in Section A.2.2. The estimated daily travel time costs can be defined as the combination of value of time, daily traffic on the highway segment, length of the segment and average travel speed. It is given by:

$$\text{Travel Time Costs} = \text{VOT} \times \left\{ \frac{\text{Traffic} \times \text{Length}}{\text{Speed}} \right\}$$

where

Travel Time Costs: total daily travel time costs by period of day and vehicle class;

⁸ Alberta Transportation: *Benefit Cost Model User Guide*, Version 2, Applications Management Consultant LTD. February 3, 2017.

- VOT*: value of time, cost per hour of vehicle travel time by vehicle class;
- Traff*: traffic volume by period of day and vehicle class;
- Length*: length of the highway segment in kilometers;
- Speed*: calculated average travel speed on highway segment by period of day.

The daily travel time costs are then annualized. The difference between the total travel time costs in the Base (not twinned) and Alternative (twinned) case constitutes the travel time cost savings associated with Highway 3 twinning construction.

A.1.2 Accident Cost Savings

Typical accident rates and severity distribution for highway fatalities are based on the values from Alberta Transportation accident report on Highway 3. Table 5 below shows the total number of accidents by accident type and the number of fatalities and injuries on Highway 3 for 10-year periods: 2005 - 2014.

Table 5: Collision Severity on Highway3: 2005-2014

Collision Severity	Collision	Fatality	Injured
Fatal	57	70	61
Injury	746	-	1,212
Property Damage	3,975	-	-
Total	4,778	70	1,273

Source: Alberta Transportation.

Divided highways are believed to confer safety benefits both upstream and downstream of its location. Current research suggests that divided highways changes the distribution of accident severity by reducing the number of collisions within its effective length.

Accident costs are based on accident rates and cost-per-accident estimates. Accident rates depend on the facility type and traffic volume. The average cost by accident type is outlined in Section

A.2.2. Note that in the case of an accident that involves death, the value of life is determined from Alberta Transportation User Guide (based on 2014 dollar) which is approximately \$9.12 (Rural) to \$9.46 million (urban). Moreover, on average, the costs of injury accident and property damage accident are approximately from \$67,000 (Rural) to \$60,000 (Urban) and from \$5,900 (Rural) to \$8600 (Urban), respectively⁹.

The accident costs are calculated as a combination of accident rates with annual vehicle kilometers of travel and costs per accident in the Base and Alternative case, and it is given by:

$$Accident\ Costs = AR \times (Traff \times Length) \times AC,$$

where

Accident Costs: total accident costs savings by accident type;

AR: accident rate by accident type;

Traff: annual traffic volume;

Length: length of the highway segment in kilometers;

AC: cost per fatal (include death), property damage and injury accident.

The accident cost savings is estimated by taking the difference between the accident costs in the Base and Alternative cases due to Highway 3 twinning construction.

A.1.3 Vehicle Operating Cost and Emission Cost Savings

A.1.3.1 Vehicle Operating Costs (VOC) Savings:

The VOC are the costs associated with owning, operating and maintaining a vehicle. Thus, the VOC depend on a wide range of factors including a region's economy, vehicle technology, driver behaviour and fleet operation decisions. Based on TAC and HLB modelling approaches, there are

⁹ These values have been adjusted to 2016 dollar using 2016 CPI (Consumer Price Index).

two types of VOC: (1) Constant Speed vehicle operating costs; and (2) Excess vehicle operating costs.

The constant speed vehicle operating costs include fuel consumption, oil consumption, maintenance and repair, tire wear, and road way related vehicle depreciation. Each component is assumed to be a function of vehicle class, travel speed, and road way geometry. Cost/unit estimates for each component are listed in Section A.2.2.

The excess vehicle operating costs estimation combines the results of pavement profile, traffic and speed/flow components to derive excess consumption rates.

The total (annualized) VOC are calculated as follows:

$$VOC = \{[ConsRates \times (Traff \times Length) + XSV] \times Cost\} \times PAF,$$

where *Traff* and *Length* are defined as before and

VOC: total (annualized) vehicle operating cost by vehicle class;

ConsRates: VOC consumption rate by vehicle class and component type;

XSV: Excess VOC component consumption by vehicle class and component type;

Cost: component cost per litre of fuel, per litre of oil, per tire, average maintenance and repair costs, and vehicle depreciation;

PAF: pavement adjustment factor based on pavement condition.

The estimated VOC savings is the difference between total VOC in the Base and Alternative case due to Highway 3 twinning construction.

A.1.3.2 Vehicle Emission Cost Savings:

Vehicle emission costs are based on emission rates for vehicle type and unit emission cost. Clearly emission rates vary with average travel speed and vehicle type on the highway segment. Cost estimates of one ton of Carbon Monoxide (CO), Volatile Organic Compound (VOC), Nitrous

Oxide (NO_x), Carbon Dioxide (CO₂), Particular Matter (PM₁₀) and Sulphur Oxide (SO_x) are given in Section A.2.2. The annualized vehicle emission costs can be computed as follows:

$$EC = ER \times (Traff \times Length) \times Cost,$$

where *Traff* and *Length* are defined previously, and

EC: total emission costs by vehicle class and emission type;

ER: emission rate by vehicle type and emission type;

Cost: emission cost/ton of CO, VOC, NO_x, and CO₂.

The estimated emission cost savings is the difference between total vehicle emission costs in the Base and Alternative case due to Highway 3 twinning construction.

A.1.4 Tourism and Others

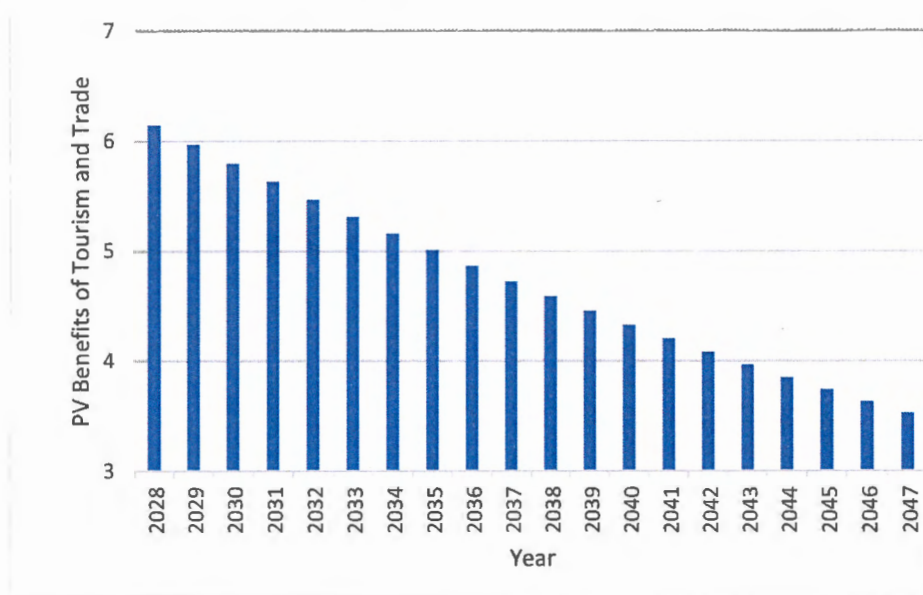
The following economic data were considered in the analysis for the Based and Alternative case: population growth forecast for Southern Alberta region (Alberta Treasury Board and Finance), auto registration (Alberta Motor Association, (AMA)), tourism arrival and spending value data (Alberta Culture and Tourism) and southern trade area¹⁰ (Environics Research and Economic Development Lethbridge).

These data were used for the purpose of extrapolation analysis to project growth for both the Based and Alternative case. For the Based case, it is assumed that linear growth and the respective Compound Annual Growth Rates (CAGR) based on the forecast and extrapolation of historical data. Note that, the historic tourism and spending values for the southern region of Alberta have been quite flat, and hence similar values were assumed for the forecast. For the Alternative case, the tourism and spending value projections were based on a fixed CAGR of 0.75%, whilst the southern trade area values are projected to growth a rate of linear trend plus 1%. Figure 5 below

¹⁰ Environics Research, *Lethbridge Trade Area and Commercial Catchment Basin Report*, 2016.

show the PV of benefit of tourism and trade values resulting from Highway 3 twinning construction.

**Figure 5: Present Value (PV) Benefits of Tourism and Trade (Million 2016 Dollar)
Real Discount Rate: 4%**



Source: based on author's calculations. The data were obtained from Alberta Culture and Tourism and Envirionics Research/Economic Development Lethbridge.

A.2 Main Assumptions and Risk Analysis

This section provides the main assumptions that were used in various components of the model whilst accounting for uncertainty surrounding these assumptions (i.e., probability distributions are used to account for the uncertainty for these main assumptions).

A.2.1 Main Assumptions

The main assumptions used in deriving the results consist of the following:

1. General traffic characteristics:
 - a. AADT average annual growth rate;
 - b. Traffic distribution by vehicle type;
 - c. Traffic distribution by period of day;

- d. Length of peak period.
2. Costs associated with Highway 3 twinning construction:
 - a. Direct construction cost;
 - b. Average highway maintenance cost.
 3. Benefits associated with Highway 3 twinning construction:
 - a. Value of time by vehicle type;
 - b. Cost/accident by accident type;
 - c. Vehicle operating cost by vehicle type, VOC component, and emission cost by emission type.
 - d. Tourism and Trade.
 4. Others:
 - a. Discount rate;
 - b. Average annual population growth in southern Alberta.

A.2.2 Assumptions Ranges

ASSUMPTIONS	MEDIAN	LOWER 10% LIMIT	UPPER 10% LIMIT
Confidence Interval		10%	90%
Discount rate	4%		
Peak period traffic	40%	40%	40%
Value of time, 2016\$/hour (work & non-work/leisure)			
Passenger Cars	\$40.0	\$35.0	\$45.0
Trucks	\$40.0	\$35.0	\$45.0
Buses	\$33.0	\$28.0	\$38.0
Accident costs, 2016 \$/accident			
Fatal accident	\$9,250,000	\$5,000,000	\$13,400,000
Injury accident	\$64,500	\$27,000	\$186,000

Property damage only accident	\$7,300	\$3800	\$8,900
Emission costs, 2016 \$/ton			
CO	\$99.40	\$50	\$450
VOC	\$2,060	\$1,000	\$5,000
NOx	\$30,900	\$16,000	\$50,500
CO ₂	\$41	\$22	\$198
PM ₁₀	\$251,320	\$126,100	\$426,300
SO _x	\$105,060	\$53,250	\$210,000
Vehicle operating costs 2016 \$/unit of consumption			
Auto			
Fuel, \$/litre	\$1.15	\$0.87	\$1.25
Oil, \$/litre	\$3.12	\$2.65	\$3.74
Tire, \$/tire	\$113.43	\$96.42	\$136.12
Maintenance and Repair (average)	\$69.55	\$59.10	\$83.47
Depreciation value	\$18,500	\$15,700	\$22,160
Truck			
Fuel, \$/litre	\$1.25	\$1.01	\$1.30
Oil, \$/litre	\$3.12	\$2.65	\$3.74
Tire, \$/tire	\$723.89	\$610.22	\$873.66
Maintenance and Repair (average)	\$201.88	\$172.27	\$241.55
Depreciation value	\$128,600	\$115,380	\$155,320
Buses			
Fuel, \$/litre	\$1.25	\$1.01	\$1.30
Oil, \$/litre	\$3.12	\$2.65	\$3.74
Tire, \$/tire	\$723.89	\$610.22	\$873.66
Maintenance and Repair (average)	\$194.86	\$166.28	\$233.16
Depreciation value	\$295, 570	\$265,200	\$356,980

Source: based on author's calculations. The data were obtained from Alberta Transportation (*Benefit Cost Model User Guide*, Version 2, Applications Management Consultant LTD. February 3, 2017). A computer program @RISK was used to conduct the simulations to obtain the results.

A.2.3 Risk Analysis

Risk analysis using Monte Carlo simulation provides a way to account for uncertainty of various assumptions by assigning ranges (probability distributions) to the forecasts of each input variable. This approach allows all input variables to vary simultaneously within their probability distributions. Probability ranges are established based on both statistical analysis and subjective probability. In addition, probability ranges need not to be normal or symmetric; that is there is no need to assume the bell shaped normal probability curve. The bell-shaped curve assumes an equal likelihood of being too low and being too high in forecasting a particular value. For example, if a projected growth deviates from expectations, circumstances are such that it is more likely to be higher than the median expected outcome than lower.

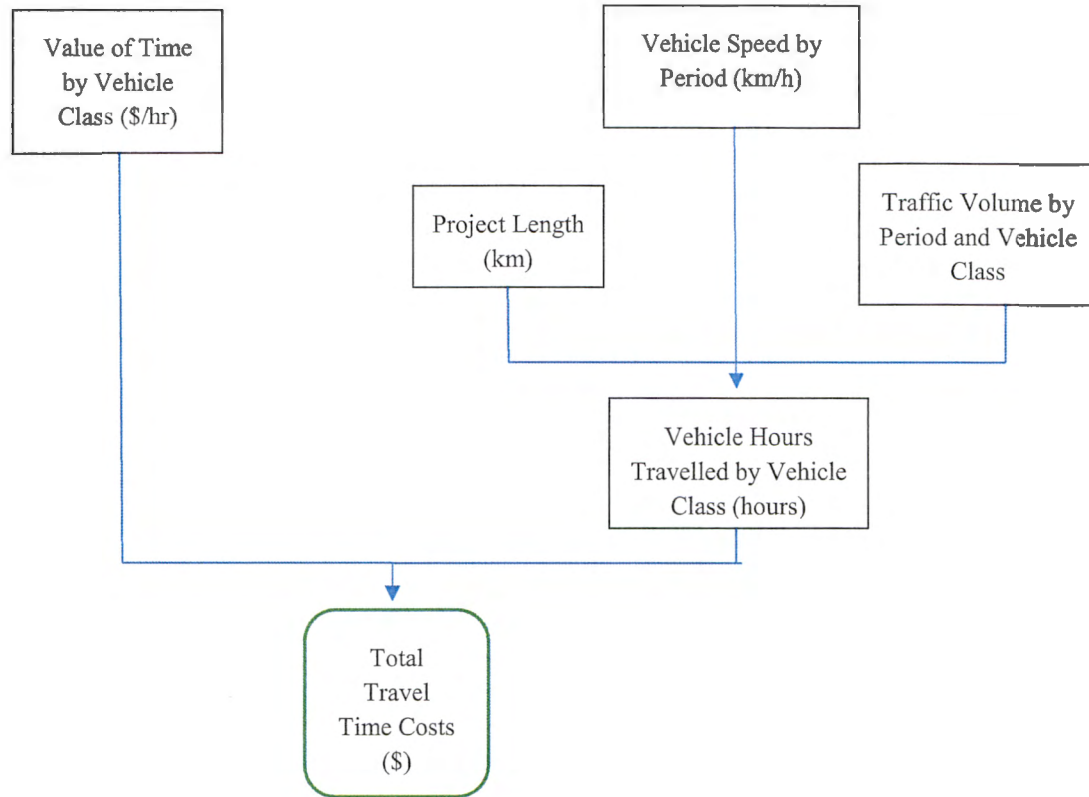
Risk analysis process involves the following steps:

1. Define the structure of the forecasting problem.
2. Assign central estimates and ranges (probability distribution) to each variable and forecasting coefficient in the forecasting structure.
3. Conduct risk analysis.

Step 1: Define Structure Model

The structure model depicts the variables and cause and effect relationships that underpin the forecasting problem at hand. Albeit the structure model is written down mathematically to facilitate analysis, it can also be depicted diagrammatically, see Figure 6 below for an illustration.

Figure 6: Example of a Structure Model



Legend: Input Output (Result)

Step 2: Assign Central Estimates and Conduct Probability Analysis

Each variable is assigned a central estimate and a range (probability distribution). Data sheets are used to record these estimates. An example is given in Table 6. As can be seen from Table 6, the second column gives the median value whilst the last two columns show the lower and upper limits of an 80 percent confidence interval. In other words, there is an 80 percent chance of finding the actual value of the variable within this range. The greater the uncertainty associated with a forecast variable, the wider the range of possible values the variable can take on.

Table 6: Example of Data Sheet for Value of Time

Value of Time	Median	Lower 10% Limit	Upper 10% Limit
Car, 2016 \$/hour	38.8	36.3	41.2
Truck, 2016 \$/hour	38.8	36.3	41.2
Bus, 2016 \$/hour	31.9	22.6	43.4

Source: based on author's calculations. The data were obtained from Alberta Transportation (*Benefit Cost Model User Guide*, Version 2, Applications Management Consultant LTD. February 3, 2017). A computer program @RISK was used to conduct the simulations to obtain the results.

Step 3: Conduct Risk Analysis

The final probability distributions are formulated as a combination of subjective probability and statistical probability, and these are combined by using a simulation technique (commonly known as "Monte Carlo simulation") which allows each variable and forecasting coefficient to vary simultaneously according to its associated probability distribution.

The computer program @RISK is designed to execute the above process and transforms the ranges given in A.2.2 into formal probability distributions and determines the final desired outcomes (e.g., Figure 4 and Figure 5).