

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
November 25, 2014
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

- (1) The McMan Junction Pincher Creek and Area Food Bank
 - Presentation from McMan
- (2) Pincher Creek Humane Society / SPCA Request for Funds
 - Letter from the Pincher Creek Humane Society / SPCA, dated November 4, 2014

C. MINUTES

- (1) Council Meeting Minutes
 - Minutes of November 4, 2014

D. UNFINISHED BUSINESS

- (1) Seed Cleaning Plant Coop
 - Report from Director of Operations, dated November 21, 2014
- (2) Pincher Creek Transportation Committee – Appointment to Committee
 - Terms of Reference

E. CHIEF ADMINISTRATOR'S REPORTS

(1) **Operations**

- a) Rural Final Mile Grant Amending Agreement No. 1
 - Email from Alberta Agriculture and Rural Development, dated November 4, 2014, with Amending Agreement
- b) Fencing Requirements for Internet Towers
 - Email from knfarm, dated November 8, 2014, with draft answers
- c) Janitorial Contract Tender
 - Report from Director of Operations, dated November 20, 2014
- d) Operations Report
 - Report from Director of Operations, dated November 20, 2014

(2) **Planning and Development**

Nil

(3) **Finance and Administration**

- a) Water Standpipe Rate Change Request
 - Report from Director of Finance and Administration, dated November 7, 2014
- b) Bobby Burns Fish Pond Park Funding Increase Request
 - Report from Director of Finance and Administration, dated November 18, 2014
- c) Planning for Asset Replacement
 - Report from Director of Finance and Administration, dated November 18, 2014
- d) Statement of Cash Position
 - For the month ending October 31, 2014

(4) **Municipal**

- a) Attendance at the Federation of Canadian Municipalities (FCM) 2015 Conference
- b) Emerging Trends in Municipal Law Seminar
 - Email from Brownlee, dated November 7, 2014, with invitation and registration form
- c) CAO Report
 - Report from CAO, dated November 21, 2014

F. CORRESPONDENCE

(1) **Action Required**

- a) Pincher Creek Humane Society / SPCA Request for Funds
- Letter from the Pincher Creek Humane Society / SPCA, dated November 4, 2014

(2) **For Information**

- a) Request for Meeting Regarding Transportation of Students within the 2.4 km Zone
- Letter from MD of Crowsnest Pass, dated November 3, 2014
- b) Thank you letter
- Letter from Pincher Creek Community Centre Hall Society, dated October 30, 2014
- c) Committee Appointments
- Letter from Town of Pincher Creek, dated November 13, 2014

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Grant McNab – Division 1

Councillor Fred Schoening – Division 2

- Agricultural Service Board
- Minutes of October 2, 2014

Councillor Garry Marchuk – Division 3

- Oldman River Regional Service Commission
- Minutes of October 9, 2014

Reeve Brian Hammond - Division 4

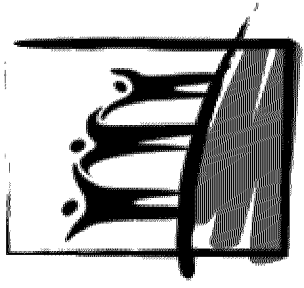
Councillor Terry Yagos – Division 5

H. IN-CAMERA

- (1) Land
- (2) Personnel

I. NEW BUSINESS

J. ADJOURNMENT



McMan

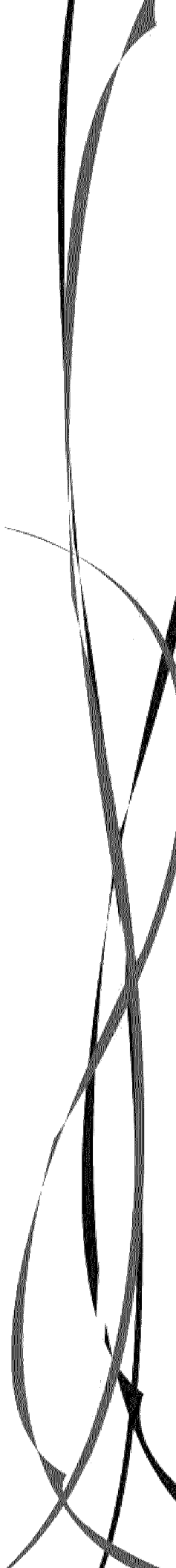
McMan B1

THE JUNCTION

Pincher Creek and Area Food Bank

Presentation to the Pincher Creek Municipal District & Town Council

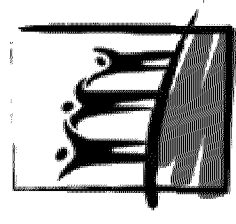
*Anne Gover, Jerrold Vissor,
Susan Kuftinoff*



Programs Offered...

FASD Crime Reduction Project

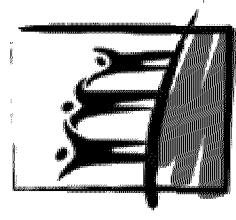
- FASD Outreach
 - Support to Caregivers
- FASD Life Coach
 - One-on-one mentorship for adults



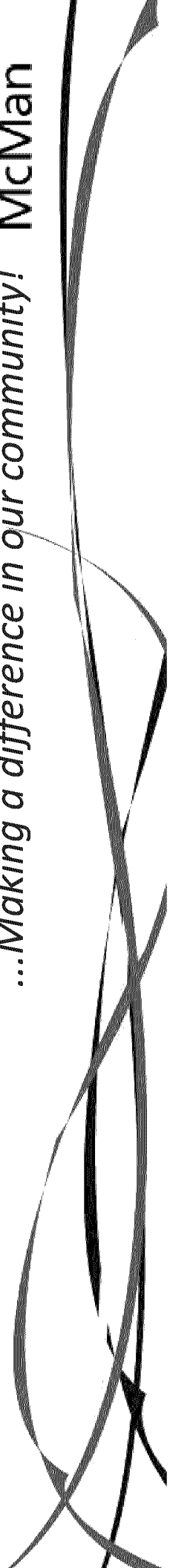
...Making a difference in our community! McMan

The Impact of Our Program...

Between April, 2013 and October, 2014 McMan has served approximately 100 clients



...Making a difference in our community! McMan

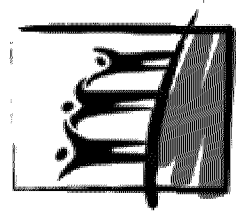


More Programs...

Parenting Children with Special Needs Support Group

“Run by parents for parents”

“McMan has partnered with the Pincher Creek Parent Link Centre to provide a monthly support group for parents and caregivers caring for children with special needs.”

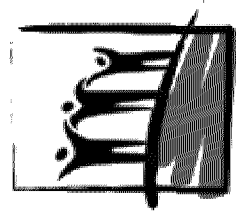


...Making a difference in our community! McMan

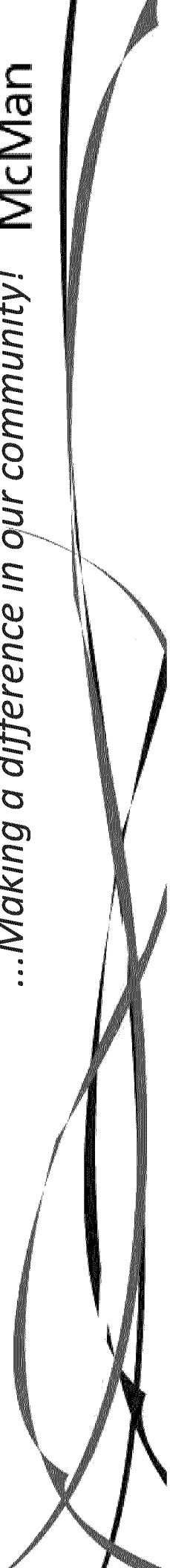
More Programs...

Southwest Alberta FASD Service Network

Parent Child Assistance Program (PCAP)

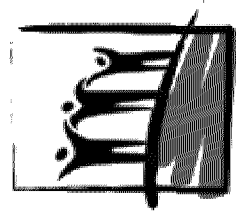
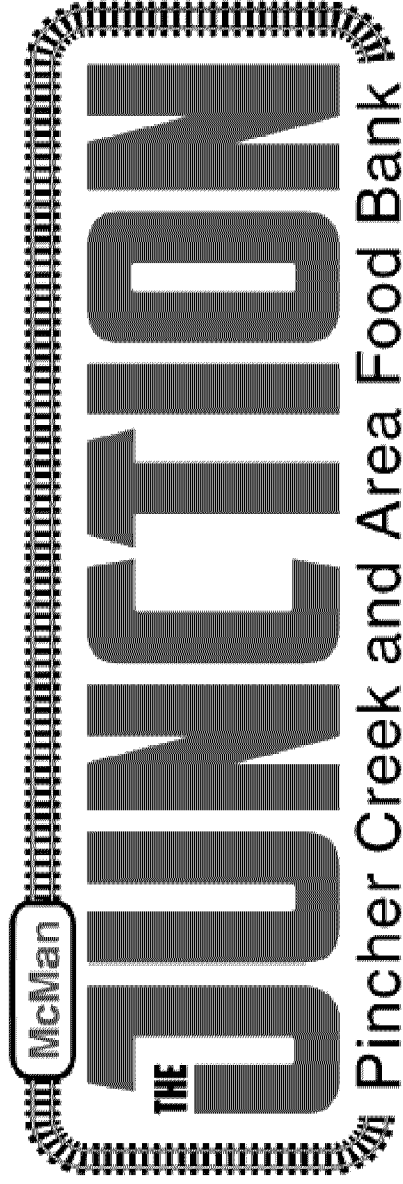


...Making a difference in our community! McMan

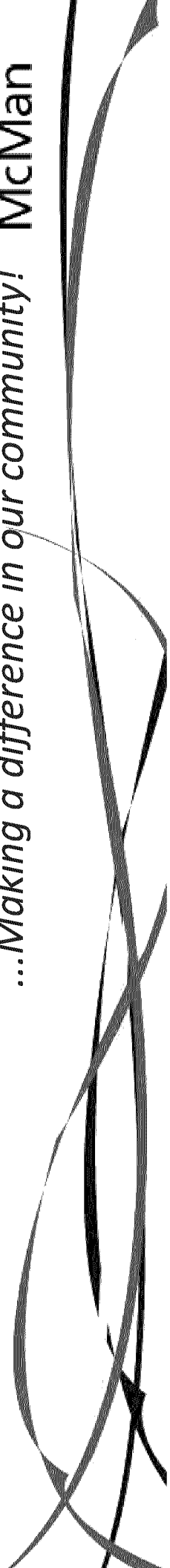


What's New?

Logo and name:



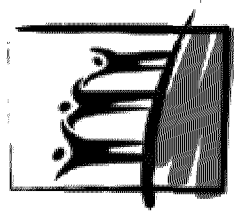
...Making a difference in our community! McMan



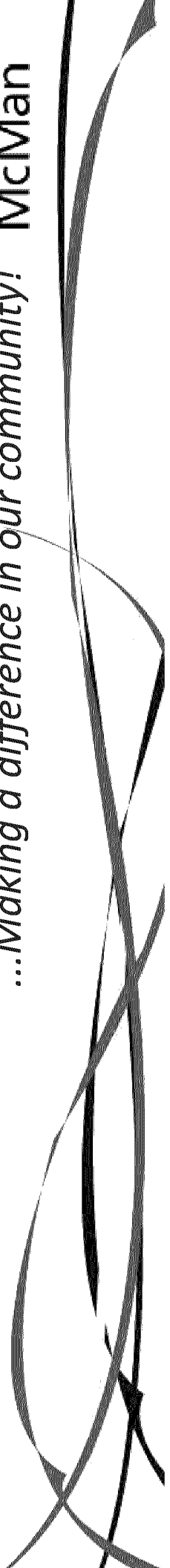
Stats!

The number of FAMILIES WE SERVE continue to increase:

| | | | |
|-----------------|------------|------------------|------------|
| January | 99 | June | 99 |
| February | 102 | July | 105 |
| March | 90 | August | 130 |
| April | 123 | September | 118 |
| May | 135 | October | 136 |



...Making a difference in our community! **McMan**



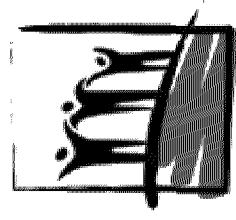
Clients Served...

In July 2014, we served this many clients:

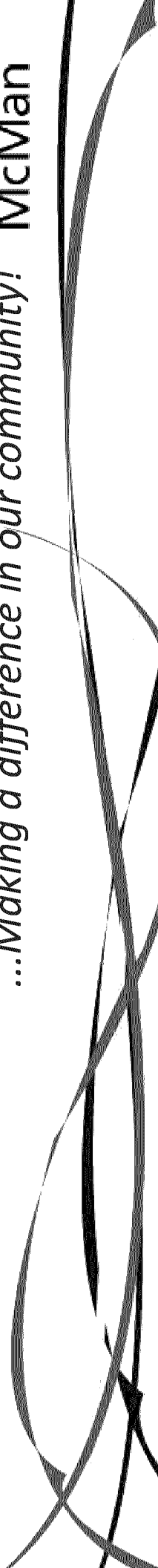
308 Families

By the end of September 2014, we were serving:

| | |
|----------|-----|
| Families | 390 |
| Adults | 483 |
| Children | 332 |



...Making a difference in our community! McMan



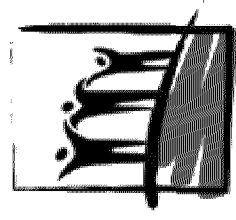
Fundraising!

- St. Michael's School \$2645.00 Gift Cards
- Alberta Works: 20 Boxes of Cereal
- Church of Latter Day Saints: 6250 lbs of food x \$2.00 per pound
- Consignment Sales: non-food items
- Bottle Depot: donate your bottles
- Wal Mart Food Drive - \$2572

UPCOMING:

Stuff the Bus Campaign- First Student - December 6 @ the Co-op Mall
Co-op Food Drive
Royal Bank Donation

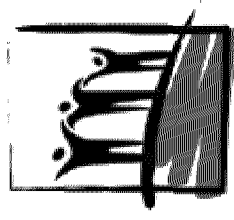
AND MORE!



...Making a difference in our community! **McMan**

Other successes...

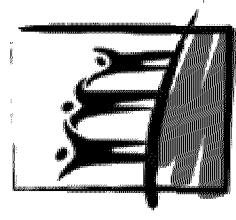
- Drop-In: averaging 30 people per Wednesday
- The Junction: Pincher Creek and Area Food Bank Facebook Page
- Referrals – meeting with Alberta Works:
 - Alberta Works is happy with the referral process, touch base with struggling clients (budgets)
- Supplements: average 50 per month
- Volunteers (how well we've done):
 - 24 weekly volunteers
 - 100 event volunteers
- Number of volunteers from July 1 – Sept 30, 2014
 - 24 regular volunteers
- Volunteer hours: 614 hours
 - \$9,210 volunteer hours (614 x\$15)
 - Event Hours: \$4500 volunteer hours (300x\$15)



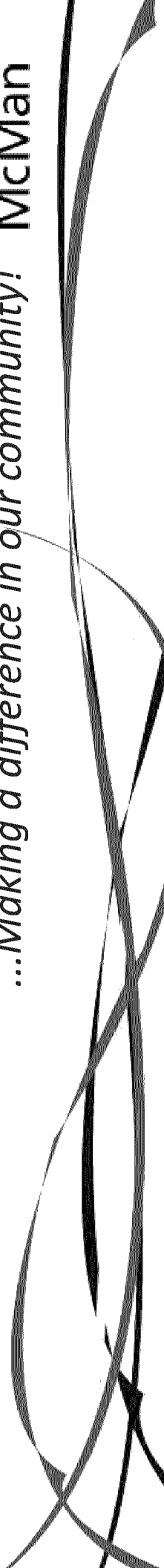
...Making a difference in our community! McMan

Challenges...

- Safety (Loading and unloading)
- Drop-In Numbers
- Space
- Staffing
- Volunteers
- Transients
- Walking out rules
- Overcrowding

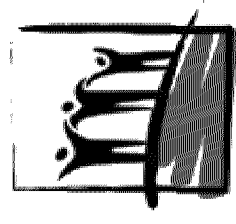


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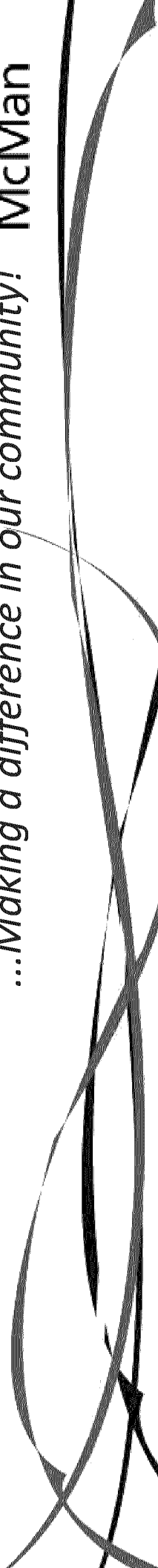


Giving Back to the Community....

- Women's Shelter
- Napi Xmas Dinner
- Group Group Youth
- Brighter Futures
- Parent Link
- Christmas Hampers
- Cooking Programs

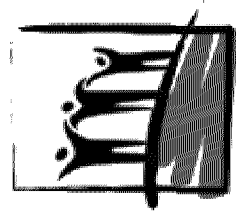


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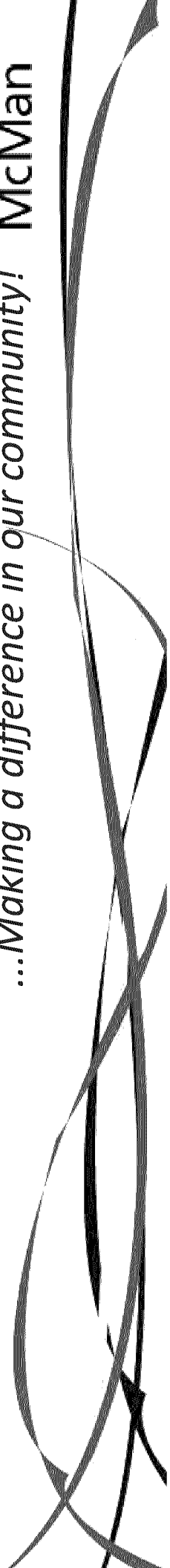


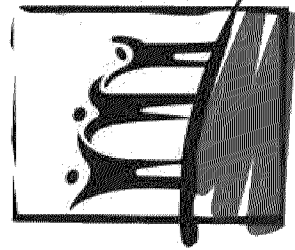
How can we solve these challenges
together?

Thank you for your wonderful support!



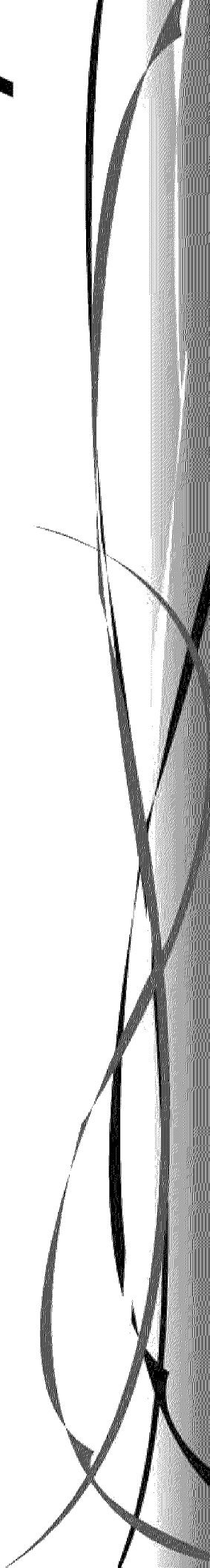
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McMan

...Making a difference in our
community



PINCHER CREEK HUMANE SOCIETY/SPCA
P.O. Box 2647, Pincher Creek, Alberta T0K 1W0
Telephone: (403) 627-5191
Fax: (403) 627-1406
Email: pchs@toughcountry.net
Website: www.pinchercreekhumanesociety.org
Respect & Care for ALL Animals.

November 04, 2014

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

Wendy Kay, Chief Administrative Officer
Brian Hammond, Reeve
Councillors

The construction of the new facility for the Pincher Creek Humane Society/SPCA is nearing completion based on the money that was raised and available for Sebring Construction LTD. Attached is an estimate by Sebring Construction for the Additional Scope of Work that should be sufficient to obtain the Occupancy Permit based on additional funds the PCHS/SPCA was able to raise through fundraising.

However items as applying the epoxy paint on the cement in key areas (such as dog kennels) and taping/sanding of dry wall other than on required walls is beyond the scope of the funds available. This type of work is necessary to have a functional facility and should not be done by volunteers.

We are in need of additional funding to be able to have a facility that can be operational by the time the contractors have completed their work (hopefully with the next month).

Is it possible that the Municipal District of Pincher Creek can help us financially to complete this project?

The conservative estimate to achieve the above is approximately twenty thousand dollars.

We thank you for your commitment to this project and all the help you have given the Pincher Creek Humane Society/SPCA.

If you have any questions, please contact me.
We also invite you to arrange for a walk-through of the facility.

Sincerely,



Clara Yagos

President, Board of Directors, Pincher Creek Humane Society/SPCA

627-2340

SEBRING CONSTRUCTION LTD.
#200, 1112 - 40th Avenue N.E.
Calgary, Alberta T2E 5T8
Phone: 403-735-1008
Fax: 403-735-1010

November 3, 2014

The Pincher Creek Humane Society
c/o Town of Pincher Creek
962 St. John Avenue
Pincher Creek, Alberta

Attention: Clara Yagos, President

**RE: PINCHER CREEK HUMANE SOCIETY
NEW ANIMAL SHELTER**

Further to our meeting on October 31, 2014, I have worked with the subcontractors, and generated a solution for the Additional Scope of Work, which we believe will be sufficient to obtain the Occupancy Permit, and within the funds available, as follows:

From our June 12, 2014 Proposal for the Shelled-Out Building (i.e. our current contractual scope of work), and the Scope Creep Items documented in our e-mail of August 24, 2014, we would add the following items to our scope of work:

Mechanical:

Completion of the HVAC scope of work including the furnace overhead ductwork; completion of the plumbing fixtures EXCEPT for: the Dog Wash Tubs in Room 114 and 108, and the sink in Room 115 (these would remain roughed-in and capped off, as they are currently). Air conditioning (i.e. cooling) would NOT be done.

Electrical:

Completion of electrical work, including light fixtures and devices, emergency lighting, switches, and plugs, to provide a fully functioning system. The main change here is that in a number of rooms, the light fixture package would be reduced to include Keyless Lamp Holders rather than 1' x 4' T8 Wraparound Fixtures. See the attached "Electrical Scope of Work" description provided by our Electrical subcontractor, Dorren Electric Ltd.

Drywall:

Completion of gypsum board installation on all interior walls. Fire taping only to Rooms 105, 109, and 110 to meet the fire resistance ratings shown on drawing A1-4. Note that no other taping or sanding of drywall will be included.

Washroom Accessories:

Completion of the washroom accessories in Room 104 Washroom.

Glass in Interior Windows:

Installation of glass (clear tempered glass) in all pressed steel frame windows and hollow metal door windows.

Cement Board:

Cement Board would be applied on the exterior walls of the dog kennels and dog isolation room, to a height of 6 feet above the floor.

The following items would NOT be completed:

- Millwork / Casework of any kind;
- Painting of any kind (including epoxy paint)
- Floor Covering
- Covers to dog runs on the exterior
- Topsoil and seeding of landscape areas

The cost of the above scope of work is: (G.S.T. not included): \$ 45,821.

Please note that this offer is based on us receiving an immediate approval, and on us proceeding immediately, with no interruption of work (i.e., while our superintendent is still on site.)

Further, please note that we have discussed the Cash Allowance situation with our electrical subcontractor, and he has advised as follows: Fortis has indicated that there will not be a hook-up charge to connect the electrical service. Telus has not responded to a request for information of their hook-up costs. Therefore, our electrical subcontractor is recommending that a Cash Allowance of \$ 1,500 be retained for the Telus charges; and to release the remaining \$2,500 back to the SPCA to spend on other work.

In summary, here is where we stand on the Costs for the above-described changes to the scope of work:

| | |
|--|---------------|
| Original Contract for Shelled-out Building: | \$ 399,900 |
| Scope-Creep Additions (as per our Aug 24 e-mail) | 4,865 |
| Reduction on Cash Allowance as noted above | (2,500) |
| Additional Work, as outlined above | <u>45,821</u> |
| TOTAL: | \$448,086 |

From our discussion on Friday, this total figure should be within your current funding availability.

Please note that Bert Stanford met with Curtis Pierson, of Superior Safety Codes, this morning, and described the above proposed work, and Curtis agreed that this would be sufficient to obtain the Occupancy Permit.

Therefore, as discussed at our meeting on Friday, October 31, 2014, we request the approval of the Pincher Creek Humane Society / SPCA to proceed with this additional scope of work, as soon as possible.

Yours truly,
SEBRING CONSTRUCTION LTD.



Monte Taylor, P.Eng.
President

PINCHER CREEK HUMANE SOCIETY (SPCA)

ELECTRICAL SCOPE OF WORK INCLUDES:

SERVICE

- 1 - 100A 42 CCT Single Phase Panel - Includes:
 - 20 - 1 Pole 15A Breakers
 - 1 - 100A Meter Base
 - 1 - 2 Pole 30 Amp Breaker

LIGHTING

- 5 - 70 HPS Wall Packs - Exterior (Rough-in for 7)
- 15 - 1x4 2 Lamp T8 Wraparound Fixtures (Rough-in for 36)
 - All lamps for above
- 8 - Self Powered Exit Signs
- 2 - 72W Battery Packs including:
 - 2 - Double Heads each
 - 6 - Double Remote Heads
 - 2 - Single Remote Heads
- 20 - Keyless Lamp Holder c/w lamps (100 watt)
- 18 - Single Pole Switches
- 8 - 3-way Switches
- 3 - 4-way Switch

POWER

- 4 - GFCI Receptacles
- 25 - Duplex Receptacles
- 4 - W/P Receptacles

MISCELLANEOUS

- 1 - Bathroom Fan
- 1 - Furnace Connection
- 5 - Tele/Data Outlets roughed in, 1 Connected to Telus

~ The intent of the electrical scope is to provide a completed outer shell and a roughed-in and partially completed inner shell.

~ All inside exterior walls and interior walls will be roughed in and devices installed as per prints.

~ All outside exterior walls will be roughed in and all W/P receptacles and five (5) 70W HPS fixtures will be installed.

~ Ceiling will be roughed in and fifteen (15) 1x4 T8 fixtures and twenty (20) Keyless lamp holders c/w lamps will be installed.

DORREN ELECTRIC 1985 LTD.

GERALD COOK, Estimator

Presented to
Council
Nov 25/14

PINCHER CREEK HUMANE SOCIETY/SPCA

P.O. Box 2647, Pincher Creek, Alberta T0K 1W0

Telephone: (403) 627-5191

Fax: (403) 627-1406

Email: pchs@toughcountry.net

Website: www.pinchercreekhumanesociety.org

Respect & Care for ALL Animals.

Funding:

Capital Funding Agreement - January 31, 2014:

| | |
|--|--------------|
| Town of Pincher Creek | \$150,000.00 |
| Municipal District of Pincher Creek | \$150,000.00 |
| Pincher Creek Humane Society/SPCA | \$150,000.00 |
| <i>Community Facility Enhancement Grant (\$125,000.00)</i> | |
| <i>Building Fund (\$25,000.00)</i> | |

Fund Raising - October, 2014

"Raise the Woof" \$30,000.00

Total Funds to November 15, 2014 **\$480,000.00**

Additional Funding:

| | |
|------------------------------------|-------------|
| Town of Pincher Creek | \$20,000.00 |
| Pincher Creek Humane Society /SPCA | \$10,000.00 |
| <i>(monies from Operations)</i> | |

Costs:

\$50,000.00 held back for:

| | |
|--|-------------|
| Krystal Engineers and Consultants Ltd. | \$18,000.00 |
| Phase I ESA & Geotechnical Assessment | \$ 9,200.00 |
| Hazardous Materials Evaluation | \$ 2,000.00 |

Funds not spent to be put back into construction \$20,800.00

Sebring Construction Ltd submitted proposal for Design Build \$506,711.00

Revised Proposal (reduced scope of work) \$399,900.00

Scope-Creep Additions \$ 4,865.00

Additional work (Nov. 3 quote) -from fundraiser & above \$ 45,821.00

Additional work (Nov. 4 quote) \$ 12,600.00

Total: **\$460,686.00**

SEBRING CONSTRUCTION LTD.
#200, 1112 - 40th Avenue N.E.
Calgary, Alberta T2E 5T8
Phone: (403) 735-1008
Fax: (403) 735-1010

June 12, 2014

The Pincher Creek Humane Society
c/o Town of Pincher Creek
962 St. John Avenue
Pincher Creek, Alberta

ATTENTION: Mr. Howie Christensen
Project Consultant

RE: Revised Proposal for Shelled-Out Building
New Animal Shelter

As discussed in our meeting of June 5, 2014, we have now determined the extent of work that can be completed for the budget figure of \$400,000.

Essentially, this would constitute a "shelled-out" building with all structural elements and the building envelope and exterior roofing and cladding completed; but the interior finishes and mechanical and electrical systems would not be completed.

Here is a more extensive description of the revised scope of work that would be completed:

- Demolition of the existing building, including asbestos abatement.
- Foundations and slabs-on-grade.
- Exterior walls, roof trusses and roof structure.
- Exterior cladding and roofing, including eavestroughs and downspouts.
- The exterior walls and ceiling would receive insulation, poly vapour barrier, and drywall (but the drywall would not be taped and finished).
- The interior wood frame walls would be constructed but not drywalled (i.e. bare wood studs only). The exception to this is the mechanical room would be drywalled.
- The masonry block walls between the dog runs would be constructed.
- The pressed steel frames, hollow metal doors and hardware would be installed.
- The mechanical system would consist of: roughed-in plumbing for the floor drains, toilet and sinks (but no water lines or fixtures); furnace installed (but not distribution ducting); sewer and water connections from the street would be completed; venting and stacks through the roof would be completed.

- The electrical system would consist of: service connections from utilities, main panel and meter base, rough-in wiring to all exterior walls and ceiling, exterior light fixtures, with some interior lighting and devices.
- The gravel approach and parking area would be completed.

The following finishes would NOT be installed or completed:

- drywall on interior walls
- taping, sanding and finishing of any drywall
- painting (except the outside of exterior doors and frames would be painted)
- millwork/casework
- floor covering
- washroom accessories
- FRP panels to exterior walls in dog runs
- topsoil and seeding of landscape areas
- covers to dog runs on exterior

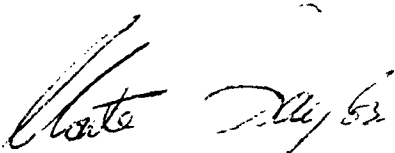
Please refer to the attached REVISED ATTACHMENT #2, which contains a Detailed Scope of Work/Specification description.

This revised proposal is based on a building of 2384 square feet, with the same general design and style characteristics as our May 14, 2014 proposal (i.e. it would still include the "witches hat" roof trusses, decorative elements and upgraded window features). We would have our design consultant work with the "Draft" floor plan handed out at the June 5, 2014 meeting to come up with a final design configuration with the building rotated to an east-west axis, to fit the reduced lot size, as discuss at that meeting.

We trust you will find this proposal to be consistent with our discussions at the June 5 meeting, and an acceptable way for the Pincher Creek Humane Society to proceed with the project, within the budget constraint of the funds currently available.

Please review and advise as soon as possible, if we are to proceed. (A letter of intent would be sufficient for us to undertake the detailed design work).

Yours truly,
SEBRING CONSTRUCTION LTD.



Monte Taylor, P.Eng.
President

**PINCHER CREEK HUMANE SOCIETY / SPCA
NEW ANIMAL SHELTER
SCHEDULE "A" PROGRESS CLAIM No. 2**

Aug. 31, 2014

| CATEGORY | Contract Amount | % Complete | Complete to Date | Previous Claims | This Claim |
|---------------------------------------|-----------------|------------|-------------------|------------------|------------------|
| Asbestos Abatement | 23,000 | 100 | 23,000.00 | 23,000.00 | 0.00 |
| Demolition | 16,000 | 100 | 16,000.00 | 14,500.00 | 1,500.00 |
| Earthwork | 32,000 | 60 | 19,200.00 | 0.00 | 19,200.00 |
| Reinforcing Steel | 5,000 | 60 | 3,000.00 | 0.00 | 3,000.00 |
| Concrete | 53,000 | 56 | 29,700.00 | 0.00 | 29,700.00 |
| Masonry | 8,000 | | | | 0.00 |
| Roof Trusses | 6,000 | | | | 0.00 |
| Rough Carpentry | 31,000 | | | | 0.00 |
| PVC Windows | 5,000 | | | | 0.00 |
| PSF, HMD, Hardware | 9,000 | | | | 0.00 |
| Soffit & Fascia | 6,000 | | | | 0.00 |
| Metal Siding & Roofing | 23,000 | | | | 0.00 |
| Eavestrough, Downspouts, Splashpads | 2,000 | | | | 0.00 |
| Decorative Exterior Elements | 2,500 | | | | 0.00 |
| Insulation, Poly, Drywall | 19,000 | | | | 0.00 |
| Painting | 2,000 | | | | 0.00 |
| Mechanical | 24,000 | 10 | 2,300.00 | 0.00 | 2,300.00 |
| Electrical | 22,000 | 7 | 1,500.00 | 0.00 | 1,500.00 |
| Miscellaneous | 10,500 | 18 | 1,900.00 | 0.00 | 1,900.00 |
| Design Fees | 14,000 | 93 | 13,000.00 | 12,000.00 | 1,000.00 |
| General Conditions | 82,900 | 28 | 22,850.00 | 8,400.00 | 14,450.00 |
| Cash Allowance | 4,000 | | | | |
| DIRECT CONSTRUCTION COSTS | 399,900 | 33 | 132,450.00 | 57,900.00 | 74,550.00 |
| Approved Change Orders - Schedule "B" | | | | | |
| TOTAL CONSTRUCTION COST | 399,900 | 33 | 132,450.00 | 57,900.00 | 74,550.00 |

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
REGULAR COUNCIL MEETING
NOVEMBER 4, 2014

8433

The Regular Meeting of the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, November 4, 2014, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

STAFF Chief Administrative Officer Wendy Kay, Director of Development and Community Services Roland Milligan, Director of Finance and Administration Mat Bonertz, Director of Operations Leo Reedyk, 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 14/464

Moved that the Council Agenda for November 4, 2014, be amended, the amendment as follows:

Addition to In-Camera: Land

And that the agenda be approved as amended.

Carried

B. DELEGATIONS

Nil

C. MINUTES

(1) Council Meeting Minutes

Councillor Grant McNab 14/465

Moved that the Organizational Meeting Minutes of October 28, 2014, be approved as presented.

Carried

D. UNFINISHED BUSINESS

Nil

E. CHIEF ADMINISTRATOR'S REPORTS

1. Operations

a) Operations Report

Councillor Fred Schoening 14/466

Moved that the Operations Report for the period of October 22 to October 29, 2014, be received as information.

Carried

2) Planning and Development

Nil

Minutes
 Council Meeting
 November 4, 2014

3) Finance and Administration

a) Budget to Actual as of September 30, 2014

Councillor Terry Yagos 14/467

Moved that the Budget to Actual statements as of September 30, 2014 be received as information.

Carried

b) Request to Cancel Uncollectable Mobile Home Taxes

Councillor Terry Yagos 14/468

Moved that the report from the Director of Finance and Administration, dated October 30, 2014, regarding the request to Cancel Uncollectable Mobile Home Taxes, be received;

And that Council direct Administration to cancel the following invoices and associated interest as they are deemed uncollectable:

1. Account No. POLL002, Invoice DEBIT00007, in the amount of \$2,454.16, which includes interest.
2. Account No. LEE001, Invoice DEBIT00015, in the amount of \$423.12, which included interest.
3. Account No. SHIP001, Invoice DEBIT00011, in the amount of \$565.81, which included interest.

Carried

c) Bylaw No. 1250-14, Tax Installment Payment Plan

Councillor Garry Marchuk 14/469

Moved that Bylaw No. 1250-14, being the Tax Installment Payment Plan, be given first reading as amended:

Page 3 of 5 change balanced to balance.

Carried

Councillor Fred Schoening 14/470

Moved that Bylaw No. 1250-14, being the Tax Installment Payment Plan, be given second reading.

Carried

Councillor Terry Yagos 14/471

Moved that Bylaw No. 1250-14, being the Tax Installment Payment Plan, be presented for third reading.

Carried Unanimously

Councillor Garry Marchuk 14/472

Moved that Bylaw No. 1250-14, being the Tax Installment Payment Plan, be given third and final reading.

Carried

Minutes
Council Meeting
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4) Municipal

a) Appointment to Economic Development Committee

Councillor Fred Schoening 14/473

Moved that Councillor Garry Marchuk be appointed to the Town of Pincher Creek Economic Development Committee.

Carried

b) Chief Administrative Officer (CAO) Report

Councillor Grant McNab 14/474

Moved that the CAO report for the period of September 17, 2014 to October 9, 2014, be received as information.

Carried

F. CORRESPONDENCE

(1) Action Required

a) Crestview Lodge Christmas Stocking Gift Program

Councillor Garry Marchuk 14/475

Moved that the letter from Crestview Lodge, dated October 16, 2014, regarding the Crestview Lodge Christmas Stocking Gift Program, be received as information.

Carried

(2) For Information Only

Nil

G. COMMITTEE REPORTS

Councillor Grant McNab – Division 1

- Nothing to report at this time

Councillor Fred Schoening – Division 2

- Ongoing questions about grading

Councillor Garry Marchuk – Division 3

- Proposed walkway within Beaver Mines
- Signage within Beaver Mines

Reeve Brian Hammond - Division 4

At this time, Reeve Brian Hammond mentioned the passing of Bob Toney, long serving Council member, and his service to the community.

Councillor Terry Yagos – Division 5

- Transmission Lines
- Lundbreck Citizens

Councillor Terry Yagos 14/476

Moved that the committee reports be received as information.

Carried

H. IN CAMERA

Councillor Fred Schoening 14/477

Moved that Council and Staff move In-Camera, the time being 1:28 pm.

Carried

Councillor Garry Marchuk 14/478

Moved that Council and Staff move out of In-Camera, the time being 3:48 pm.

Carried

I. ROADWAY NOT WITHIN ROAD PLAN – SW 35-5-2 W5M

Councillor Fred Schoening 14/479

Moved that a counter offer be returned to the landowner for land at SW 35-5-2 W5M, as per In-Camera discussion;

And that the Road Acquisition Agreement be amended to remove the requirement for additional fencing.

Carried

J. BEAVER MINES - PROPERTY

Councillor Garry Marchuk 14/480

Councillor Garry Marchuk requested a recorded vote.

Moved that Administration return with a counter offer for lands adjacent to Beaver Mines, as per In-Camera discussion.

Carried

Councillor Terry Yagos – Opposed
 Councillor Fred Schoening – In Favour
 Reeve Brian Hammond – In Favour
 Councillor Garry Marchuk – In Favour
 Councillor Grant McNab – In Favour

K. BYLAW NO. 1249-14 (TAX PENALTY BYLAW)

Councillor Garry Marchuk 14/481

Councillor Fred Schoening requested a recorded vote.

Moved that Bylaw No. 1249-14, being the Tax Penalty Bylaw, be brought back for further consideration.

Carried

Councillor Grant McNab – In Favour
 Councillor Garry Marchuk – In Favour
 Reeve Brian Hammond – In Favour
 Councillor Fred Schoening – Opposed
 Councillor Terry Yagos - Opposed

Minutes
Council Meeting
November 4, 2014

L. REPRESENTATIVE FROM THE AGRICULTURAL SERVICE BOARD ON THE PINCHER CREEK
SEED CLEANING COOP

Councillor Terry Yagos 14/482

Moved that the letter from the Pincher Creek Seed Cleaning Co-op, dated November 4, 2014, be forwarded to the Agricultural Service Board for their consideration, with their recommendation returned to Council.

Carried

M. ADJOURNMENT

Councillor Grant McNab 14/483

Moved that Council adjourn the meeting, the time being 4:21 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

MD OF PINCHER CREEK

NOVEMBER 21, 2014

TO: Wendy Kay, Chief Administrative Officer
FROM: Leo Reedyk, Director of Operations
SUBJECT: SEED CLEANING PLANT COOP

1. Origin

On October 20, 2014 the Municipality received a letter from the Seed Cleaning Plant Coop. Council referred the matter to the Agricultural Service Board for review and comment.

2. Background:

At their November 6, 2014 meeting the Agricultural Service Board heard the report of the seed cleaning plant meeting and passed resolution 14/080 which reads:

“Moved that Council clarify the agreement and relationship between the MD (and specifically the Agricultural Service Board) and Seed Cleaning Plant; and that until such time those roles are defined, that the ASB recommend to Council to suspend sending a representative to the Seed Cleaning Plant meetings.”

The Agricultural Service Board then went In Camera to review and discuss the letter received from Council. It was felt that the resolution that was passed covered off the issues brought forward in the letter.

3. Recommendation:

THAT the report from the Director of Operations, dated November 21, 2014, regarding the Seed Cleaning Plant Coop be received as information:

AND THAT Council respond to the Seed Cleaning Plant Coop Board of Directors informing them that attendance by a Municipality representative at their meetings will be suspended pending definition of roles of the Agricultural Service Board and the Municipality as they relate to the Pincher Seed Cleaning Plant.

Respectfully Submitted,

Leo Reedyk



Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *November 21, 2014*

TERMS OF REFERENCE

Pincher Creek Transportation Committee

PURPOSE OF THE COMMITTEE:

The Pincher Creek Transportation Committee shall study and provide advice to the Town of Pincher Creek regarding matters related to:

- facilitation of the success factor identified in the 2014 Strategic Plan to provide transportation in and around the community
- development of a Transportation Action Plan
- identification of transportation trends/needs within the Town of Pincher Creek
- Federal/provincial transportation grants

Specifically, the Committee will:

- Research the options and needs of the Community for a public transportation system
- Facilitate the development and implementation of a public transportation system by 2017
- receive and consider transportation information from the public
- consult with business owners/operators regarding public transportation issues
- provide regular reports to the Town Council regarding the progress of the committee

MEMBERSHIP:

The Committee shall be composed of up to 2 voting members. Composition shall be as follows:

Town of Pincher Creek – two (2) Councillors

Municipal District of Pincher Creek No. 9 – one (1) future advisory member

A member of the Committee will be disqualified to serve on the Committee if they:

- Cease to be a resident of Pincher Creek
- Are absent for three (3) meetings unless absences are authorized by the Town of Pincher Creek
- Send written notice of resignation to the Town of Pincher Creek

TERM OF THE COMMITTEE:

- three (3) years (April 2014 to April 2017) or until such time as the purpose of the committee has been fulfilled
- the Committee shall serve at the pleasure of Council and may be dissolved at any time with the agreement of the Town of Pincher Creek or by committee resignation or recommendation.

CONDUCT OF MEETINGS:

- Meetings will be conducted in accordance with Bylaw 1596-13A

AUTHORITY OF THE COMMITTEE:

- The Committee shall act in an advisory capacity to the Town Council and shall not have the power to direct Town consultants or enter into any agreements.

FINANCIAL:

- The Committee may not incur any expenses unless authorized by the Town of Pincher Creek.

April 14, 2014

Tara Cryderman

From: Wendy Kay
Sent: Tuesday, November 4, 2014 7:39 PM
To: Tara Cryderman
Subject: FW: Final Mile Grant

From: Leo Reedyk
Sent: Tuesday, November 4, 2014 6:38 PM
To: Bill Gordon
Cc: Wendy Kay
Subject: Re: Final Mile Grant

Thanks Bill. I will send this to Council at the next opportunity and get the signed document back to you.

Leo

Sent From Samsung Mobile

----- Original message -----

From: Bill Gordon
Date: 2014-11-04 10:50 AM (GMT-07:00)
To: Leo Reedyk
Subject: Final Mile Grant

Hi Leo: The amendment was approved. Please arrange to have the attached Amending Agreement signed and returned to me by mail. If you return two originals I will return one fully executed document to you.

Bill Gordon
Agriculture Grant Programs Branch
Alberta Agriculture and Rural Development
Room #200, 7000 113 Street
Edmonton, AB T6H 5T6
Tel. 780-422-2611 Fax 780-422-7755
Toll Free 310-0000

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AMENDING AGREEMENT No. 1

**Final Mile Rural Community Program
Grant Agreement**

BETWEEN:

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

AND:

Municipal District of Pincher Creek No. 9
(the "Applicant")

PREAMBLE:

The Minister and the Applicant (the "Parties") have entered into a grant agreement dated for reference as of March 14, 2014, (the "Agreement");

The Parties agree that the Agreement is hereby amended as follows:

1. Section 3.1 is deleted and replaced by the following:

"3.1 Timing of the Project - The Applicant shall undertake all reasonable efforts to proceed diligently and in a timely manner with the Project, and shall complete the Project and bring the Project to Commercial Operation by December 31, 2014, or such later date as the Minister may agree to in writing."

In all other respects, the Agreement remains unchanged and in full force and effect.

The parties have therefore executed this Amending Agreement, each by its duly authorized representative.

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

Date

Name and Title

Municipal District of Pincher Creek No. 9

Date

Name and Title

Leo Reedyk

To: Council
Subject: FW: \$16,000 for fencing 4 TCC internet towers

From: Leo Reedyk
Sent: November 18, 2014 12:24 PM
To: Wendy Kay; Mat Bonertz
Subject: RE: \$16,000 for fencing 4 TCC internet towers

Wendy, some answers below.

Leo

From: Wendy Kay
Sent: November 10, 2014 10:44 AM
To: Leo Reedyk; Mat Bonertz
Subject: FW: \$16,000 for fencing 4 TCC internet towers

Leo/Mat:

Perhaps the two of you can answer these questions.

Wendy

From: MDInfo
Sent: Monday, November 10, 2014 9:25 AM
To: Wendy Kay
Subject: FW: \$16,000 for fencing 4 TCC internet towers

Does this go to Council or to Leo?

From: knfarm [<mailto:knfarm@jrtwave.com>]
Sent: Saturday, November 8, 2014 8:04 PM
To: MDInfo
Subject: \$16,000 for fencing 4 TCC internet towers

Dear MD Councillors,

1. Why would it cost \$4,000 to fence a tower? The sites are not accessible by pickup truck. The towers and equipment were flown in by helicopter at about \$3000 per hour increasing the cost.
2. How many linear feet would the average fence perimeter be? I understand the compound around the tower and equipment building will be approximately 40'X40'.

3. Is it 8 ft high chain link fence, or what? I believe the fence to be installed is typical barb wire or livestock panels at the owners discretion.

4. Since the MD #9 has fencing equipment and excess employees in the fall, is the MD going to do the fencing? The md has a post pounder for barb wire fences and does not have an excess of employees. Tough Country is completely responsible for the construction of the infrastructure.

5. How many homes (not people) will be serviced initially for this \$266,000 price tag? It is estimated that an additional 80-100 homes will be serviced by the new towers that only have potential for dial up now. The number of people that sign up is yet to be determined. In addition to the internet capability of the towers the municipality has the ability to collocate radio repeaters for MD use to improve our communication needs.

6. So how much will these "final mile" customers be charged each month to get "5 MEGS" ? The program goal for the final mile program that was funded was to provide 1.5 megs not 5.0. As I understand the new cost structure being put in place by Tough Country has a basic package for around \$50 per month, a 5 meg package is around \$80 and a 8meg package for \$100 and is engineering packages up to 20 megs for business.

7. Is it "5 MEGS" at just the un-busy times of the day? Or is it 5 MEGS in the evenings when most customers need it? Like all customers and all different packages the speed will vary with the amount of traffic. The amount of traffic varies with the time of day. It is difficult to guarantee speed within the industry. Gaining guaranteed bandwidth in communications end to end is extremely expensive - and the carrier must be in control of the entire data chain from end to end.

ken,
(10 miles north of cowley).

P.S. Hopefully the 4 new towers Will provide the "5 MEGS of bandwidth" that TCC says they will, (not the eight years of TCC "Intermittent Buffering In The Evening" that I have experienced with their so-called "high-speed" internet that they charge me for.)

MD OF PINCHER CREEK

NOVEMBER 20, 2014

TO: Wendy Kay, CAO
FROM: Leo Reedyk, Director of Operations
SUBJECT: JANITORIAL CONTRACT TENDER

1. Origin

The existing Janitorial Contract expires on December 31, 2014. Full Circle Clean Green Janitorial Inc has been the Municipality's janitor for the last seven years.

2. Background:

The janitorial contract covers the Municipal District's administration building, public works shop and the airport terminal building. During the term of the previous contract the municipality constructed its new administration building. Council was briefed at their June 6, 2014 meeting on the requested terms of a new contract.

Council agreed to the terms of the contract with the exception of the length of the term. It was recommended that the term be for a three year period. Council instructed administration to proceed with the contract for a one year term (January 1, 2014 to December 31, 2014) with a public tender to be completed this fall with a new contract to be initiated starting January 1, 2015.

Staff tendered the Janitorial Contract with Full Circle Clean Green Janitorial Inc. being the only contractor providing a tender. The tendered price for the contract is \$70,608.00 plus GST per year.

3. Recommendation:

THAT the report from the Director of Operations, dated November 20, 2014 regarding the Janitorial Contract be received;

AND THAT Council authorize the Reeve and CAO to sign the contract on behalf of the Municipality with funding of \$70,608.00 coming from 2-34-0-260-2260 for the Airport, 2-32-0-514-2514 for Public Works and 2-12-0-514-2514 for Administration.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Leo Reedyk".

Leo Reedyk

Reviewed by: Wendy Kay, Chief Administrative Officer *w. Kay* Date: November 21, 2014

Director of Operations Report November 20, 2014

Operations Activity Includes:

- October 31, Cottonwood Bridge Preconstruction meeting;
- November 4, Council meeting;
- November 6, Agricultural Service Board meeting;
- November 7, Safety Program Review meeting;
- November 10, Council Budget meeting;
- November 12, Joint Worksite Safety and Health meeting;
- November 12, Infrastructure Master Plan meeting;
- November 14, Diamond Purchasing Automation webinar;
- November 17, Planned Maintenance Staff meeting;
- November 18, AESRD Air Tanker Base Lease meeting;
- November 18, Alberta Disaster Recovery Staff meeting;
- November 19, Administration Building Warranty meeting.

Agricultural and Environmental Services Activity Includes:

- Weed Program (November 3 – 7)
 - Roadside spraying done
 - Shoulder and spot spraying – plants still blooming, but will end November 7
 - Last of summer crew off November 7
- ASB Meeting (November 6)
- Rental Equipment – going out on a daily basis during this period
- Environmental Farm Plans and GF2 – ongoing
- Deadstock – routine checks and new producer applications and bear break in on Hwy #507 bin (ongoing)
- Preparation of shop and equipment for -23C coming on November 10
- Solar livestock watering demo unit – will proceed with council's approval for purchase
- Working Well Workshop (November 13)
- Safety Program focus (November 10 – 15)
- Final records and billing (November 17 – 21).

Public Works Activity Includes:

- TR 6-1 (Lyle Nobles) Road Repair completed;
- Temporary snow fence installation complete;
- Patched Bonertz and Reners bridge decks;
- Blading the forestry for the last time this year;
- Internal Safety Auditor Certification Audit underway;

Upcoming:

- November 24, Lundbreck Patton Park meeting;

- November 25, Regular Council meeting;
- November 26, CUPE Negotiations.

Recommendation:

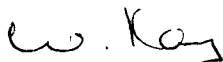
That the Operations report for the period October 29, 2014 to November 20, 2014 be received as information.

Prepared by: Leo Reedyk



Date: November 20, 2014

Reviewed by: Wendy Kay



Date: November 21, 2014

Submitted to: Council

Date: November 25, 2014

November 7th, 2014

TO: Reeve and Council

FROM: Mat Bonertz, Director of Finance and Administration

SUBJECT: **Water Standpipe Rate Change Request**

1. Origin

The M.D. has a water standpipe facility located between the P.W. shop and the Administration building and a second facility located in Cowley. The rates charged are no longer keeping the facilities on a cost recovery basis.

2. Background/Comment

The last rate increase at the Pincher Creek facility was in 2007. The rate being charged was 320 gallons for \$2.00. While this rate is covering the cost of the water from the Town of Pincher Creek it does not generate enough revenue to keep up with ongoing repairs. A new rate of 200 gallons for \$2.00 would cover all operating costs going into the future and in most years would have some left over to set aside for future capital requirements. As we have just taken over the Cowley standpipe it would be advisable to set the Cowley rates the same as Pincher Creek for consistency purposes.

Old Rate – 3 Year Average Pincher Creek Standpipe

| | |
|-----------------------------|-----------|
| Gallons Received for \$2.00 | 320 |
| Gallons Sold | 1,832,976 |
| Revenue Received | 11,456.10 |
| Costs Incurred | 13,509.13 |

Rate Change

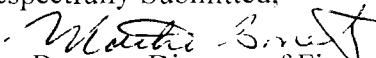
| | | | |
|-----------------------------|-----------|-----------|-----------|
| Gallons Received for \$2.00 | 200 | 240 | 280 |
| Anticipated Revenue | 18,329.76 | 15,247.80 | 13,091.97 |

3. Recommendation

That Council change the rate for water at the Pincher Creek and Cowley standpipes to 200 gallons for \$2.00

And That any surpluses generated on an annual basis be allocated to a reserve for future capital replacement of the standpipe facilities.

Respectfully Submitted,


Mat Bonertz, Director of Finance and Administration

Reviewed By: Wendy Kay, CAO



Date: November 7th, 2014

MD OF PINCHER CREEK

November 18th, 2014

TO: Reeve and Council

FROM: Mat Bonertz, Director of Finance and Administration

SUBJECT: **Bobby Burns Fish Pond Park Funding Increase Request**

1. Origin

The M.D. as owner of the Bobby Burns Fish Pond has entered into an agreement with the Pincher Creek Legion for them to be the day to day manager of the facility. The M.D. has budgeted to provide up to \$2,500.00 annually for the repair and upkeep of the facility.

2. Background/Comment

The Legion's out of pocket expenses for 2014 amount to \$3,825.80. In addition to these expenses a new ride on lawn mower was purchased as the old machine was constantly breaking down. The Legion is not requesting funding from the municipality for this purchase but they would like the M.D. to consider reimbursing them for the \$3,825.80 rather than the budgeted amount of \$2,500.00. The Legion is aware we budget an annual limit of \$2,500.00 and they are prepared to absorb the difference. The amount spent in 2014 from what I can see did go towards the upkeep and repair of the park and so Council may wish to consider increasing their funding for 2014.

3. Recommendation

That Council advise Administration on what level of funding in 2014 they would like to provide to the Pincher Creek Legion for reimbursement of funds spent on the upkeep and repair of the Bobby Burns Fish Pond Park.

Respectfully Submitted,

Mat Bonertz, Director of Finance and Administration

Reviewed By: Wendy Kay, CAO



Date: November 21st, 2014.

Municipal District #9

Pincher Creek, Alberta

Bobbie Burns Seniors Fish Pond Committee

Royal Canadian Legion, Branch #43

Fred White, Chairperson

Box 131, Pincher Creek, Ab. T0K 1W0

Dear Council Members:

We have completed another successful year at the Senior Citizen's Fish Pond.

Along with the regular everyday maintaining of the grounds there were a number of projects that were undertaken this year.

- Rental of an aerial boom to trim dangerous limbs from the trees in the area.
- Built a new rail on the expanded deck of the trailer.
- Installation of a new sidewalk, 50% complete this year, the remainder to be finished next year.

We would also like to thank the MD and their partners for the installation of the new water feed system. It appears to be working good at this time. The plan is to pull the old pump from the well at the creek and leaving the existing facility in place. The electrical will remain in place but will be shut off at the disconnect.

We have also purchased a new riding lawn mower as the old one was breaking down too regular.

Please find attached a copy of the billing statement for 2014. The total of this year's billing is \$3825.80. The purchase of the mower has not been included in the yearly billing.

Any questions please feel free to contact myself, Fred White, at 403-627-8942.

Fred White

Senior Citizen's Committee Chairperson

Bobbie Burns Fish Pond Yearly Expense Statement

| Date | Expense | Amount |
|--------|----------------------------------|---------|
| Apr-14 | Pincher Creek Coop | 222.14 |
| May-14 | Pincher Creek Coop | 93.78 |
| | Fish Pond Maintenance | 221.69 |
| | Tree Trimming Rental | 288.75 |
| Jun-14 | Pincher Creek Coop | 778.04 |
| | DJ Rentals | 67.73 |
| | Fish Pond Maintenance | 305.08 |
| Jul-14 | Pincher Creek Coop | 46.33 |
| | Ken Reed Excavating | 997.50 |
| | Fish Pond Maintenance | 280.09 |
| Aug-14 | Pincher Creek Coop | 63.92 |
| | Printer Ink, Advertising | 51.44 |
| Sep-14 | Pincher Creek Coop | 153.96 |
| | Sidewalk Installation | 66.35 |
| | DJ Rentals Sidewalk Installation | 189.00 |
| | TOTAL EXPENSES FOR 2014 | 3825.80 |

Copies of all receipts are available on request.

Thank you for your continued support.

Fred White
Fish Pond Committee Chairperson

14-Nov-14

November 18th, 2014

TO: Reeve and Council

FROM: Mat Bonertz, Director of Finance and Administration

SUBJECT: **Planning for Asset Replacement**

1. Origin

Since Tangible Capital Assets were added to our annual financial statements there has been a heightened awareness of the overall value of our assets and the realization that a plan should be put in place that gives a long term strategy for the ongoing protection and replacement of our assets. As of our last Financial Statement the M.D.'s assets totaled \$191,720,387.76 with an accumulated depreciation of \$141,330,182.88 leaving a net asset value of \$50,390,204.88. Our assets have lost nearly 75% of their value to depreciation and at some point replacement will be necessary.

2. Background/Comment

Thanks to the Province of Ontario requiring their municipalities to produce an asset management plan software has been developed to accomplish this task. A data base is created and maintained that contains fixed asset information along with pertinent M.D. data regarding tax revenue, grants, loans and maintenance costing information that is used in the production of a multiyear asset management plan. The data base is quite extensive and is compatible with the Tangible Capital Assets being maintained in our Diamond accounting system. Once the data base is created the asset management plan is produced that makes maximum use of the data accumulated. A typical report is 150 plus pages.

Administration and Council have been relying on in house produced spreadsheets to do multiyear capital planning. There have been requests over the years for more detailed analysis of the status of our capital assets. Along with this there is the desire to look at future tax revenue prospects and how that may affect decisions being made today. We have done our best with the tools at our disposal and while sound decisions have been made there has been indications that every ones comfort level could be better.

After taking a close look at the system developed by The Public Sector Digest Inc. I believe there is finally a tool available that would produce the information both Administration and Council has been looking for. The system has been produced in Ontario for Ontario but because of the subject matter (fixed assets) it is equally as useful in Alberta. The most immediate result of using the system would be the capital management plan produced but in addition there are dozens of management reports that can be produced that allow for numerous what if scenarios. For instance if Council wanted to see the future impact of an average 3% tax revenue increase over the next ten years as opposed to a 2% increase the information can be generated. Very powerful yet useful information.

Of course a system like this comes with a price tag. There is an upfront cost to purchase the right to use the software and ongoing annual license/maintenance fees to continue using the software along with a separate fee for producing the Asset Management Plan. The software is modularized for ease in implementation but full adoption of the entire system is where most is to be gained from both a usability standpoint and cost

effectiveness. Four modules are being considered along with the Management Plan. The package price for the software and plan is \$55,500.00 (\$69,470.00 if individually priced) plus an annual software maintenance fee of \$9,970.00 (first year included with the purchase).

In 2014 \$15,000.00 was budgeted for Public Works to purchase a work order system. A system was put in place for under \$5,000.00. The remaining \$10,000.00 could be allocated to this purchase. As well a capital reserve is in place for the replacement of our accounting system. At the end of 2013 there was \$72,000.00 in this reserve. While this purchase is an addition to the software we are using the capital reserve could be used for this purchase.

An excerpt of the first 11 pages of the Asset Management Plan developed for the Municipality of Powassan, Ontario has been attached to give Council a feel for the extent of the plan produced from the system. As well the quote received for the system is attached which provides a basic overview of the different modules.

3. Recommendation

That Council direct Administration to include the purchase of The Public Sector Digest Inc. system for Capital Asset Planning in the 2015 Capital Budget with funding coming from reserves.

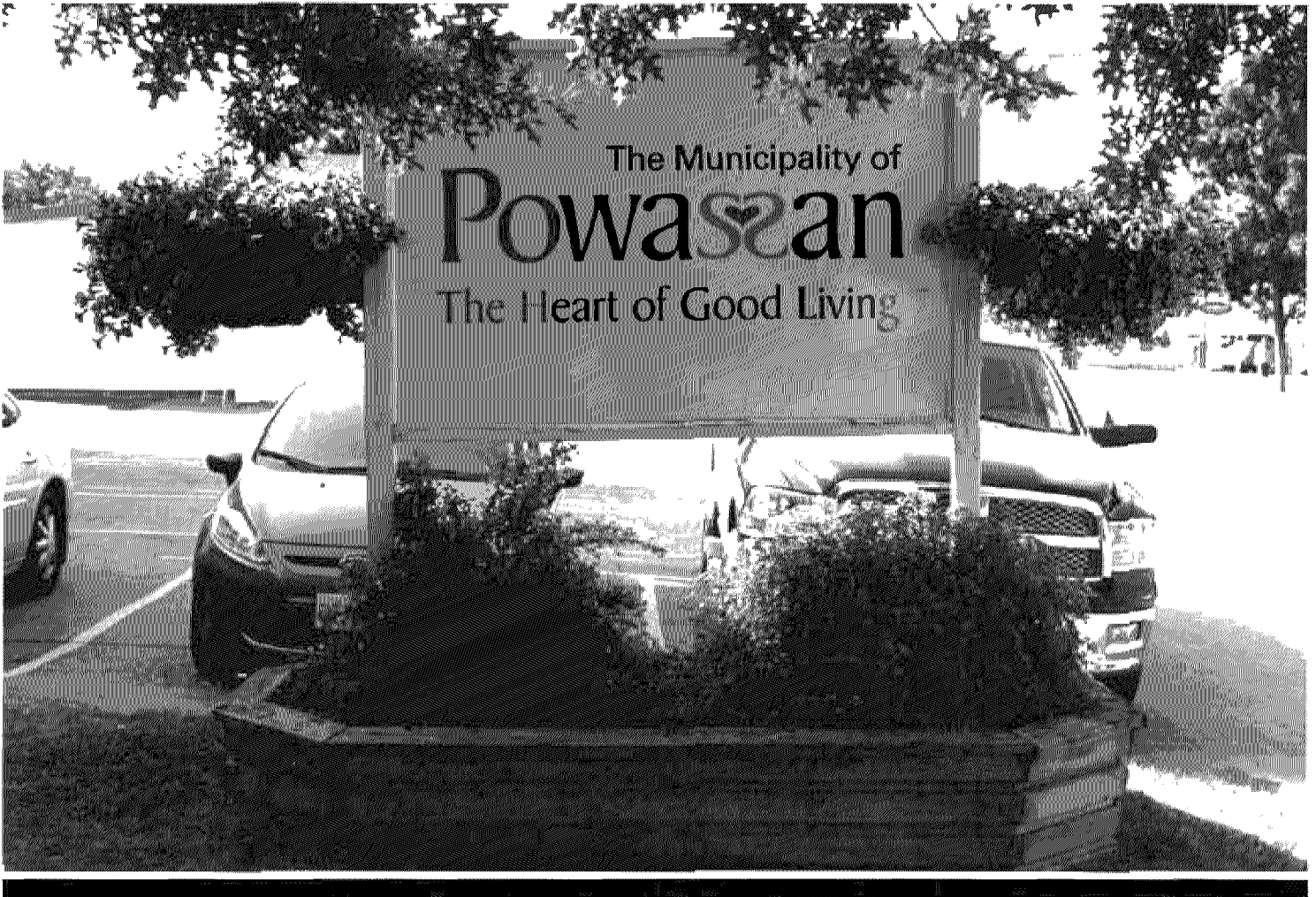
Respectfully Submitted,

Mat Bonertz, Director of Finance and Administration



Reviewed By: Wendy Kay, CAO

Date: November 21st, 2014.



THE ASSET MANAGEMENT PLAN FOR THE MUNICIPALITY OF POWASSAN

2013

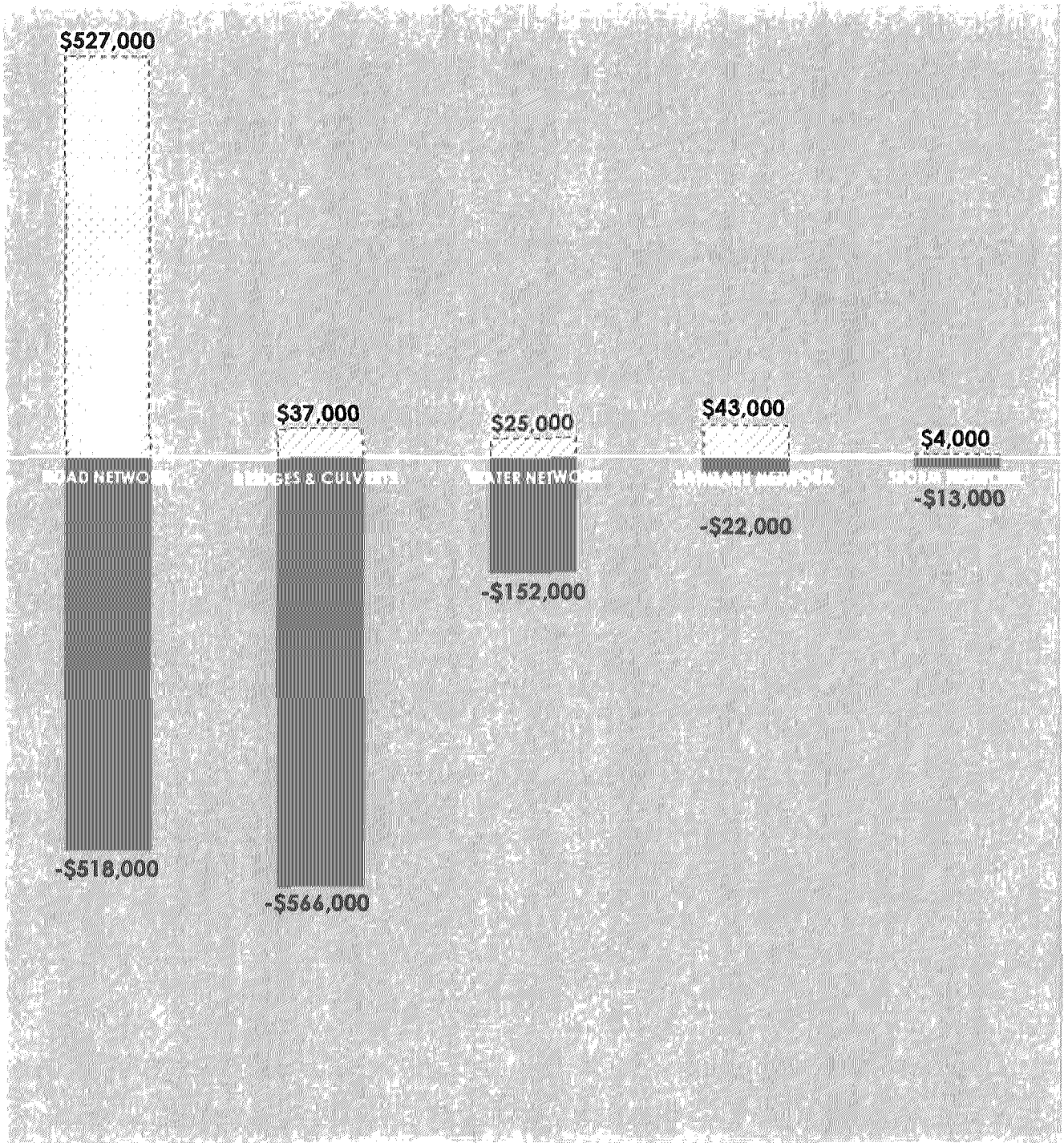
THE MUNICIPALITY OF POWASSAN
466 MAIN STREET PO BOX 250
POWASSAN, ONTARIO, P0H 1Z0

SUBMITTED DECEMBER 2013
BY PUBLIC SECTOR DIGEST
148 FULLARTON STREET, SUITE 1410
LONDON, ONTARIO, N6A 5P3

State of the Infrastructure

The Municipality of Powassan

AVERAGE ANNUAL FUNDING REQUIRED vs. AVERAGE ANNUAL FUNDING AVAILABLE



Total Annual Deficit: \$1,271,000



PUBLIC SECTOR DIGEST

INTELLIGENCE FOR THE PUBLIC SECTOR.

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December 2013

The Municipality of Powassan
466 Main Street PO Box 250
Powassan, Ontario, P0H 1Z0

We are pleased to submit the 2013 Asset Management Plan (AMP) for the Municipality of Powassan. This AMP complies with the requirements as outlined within the provincial *Building Together Guide for Municipal Asset Management Plans*. It will serve as a strategic, tactical, and financial document, ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service. Given the broad and profound impact of asset management on the community, and the financial & administrative complexity involved in this ongoing process, we recommend that senior decision-makers from across the organization are actively involved in its implementation.

The performance of a community's infrastructure provides the foundation for its economic development, competitiveness, prosperity, reputation, and the overall quality of life for its residents. As such, we are appreciative of your decision to entrust us with the strategic direction of its infrastructure and asset management planning, and are confident that this AMP will serve as a valuable tool.

Sincerely,
The Public Sector Digest Inc.



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LEGAL NOTICE

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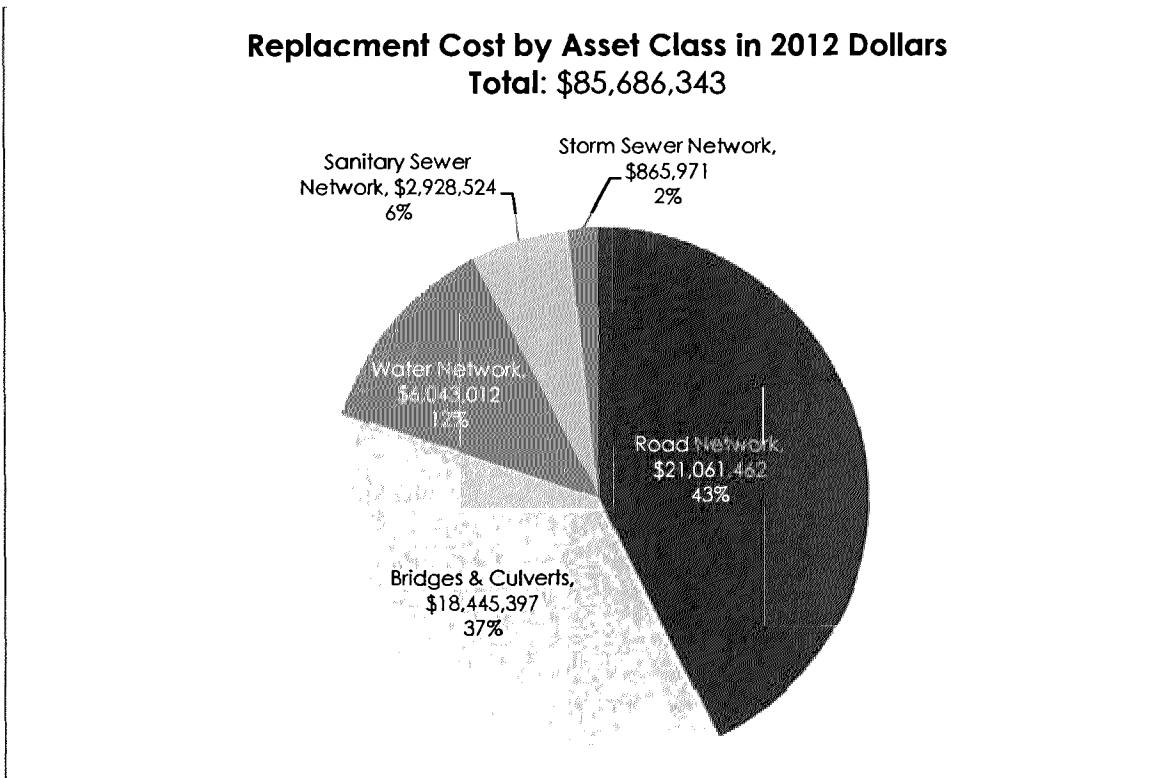
1.0 Executive Summary

The performance of a community's infrastructure provides the foundation for its economic development, competitiveness, prosperity, reputation, and the overall quality of life for its residents. Reliable and well-maintained infrastructure assets are essential for the delivery of critical core services for the citizens of a municipality.

A technically precise and financially rigorous asset management plan, diligently implemented, will mean that sufficient investments are made to ensure delivery of sustainable infrastructure services to current and future residents. The plan will also indicate the respective financial obligations required to maintain this delivery at established levels of service.

This Asset Management Plan (AMP) for the Municipality of Powassan meets all requirements as outlined within the provincial *Building Together Guide for Municipal Asset Management Plans*. It will serve as a strategic, tactical, and financial document, ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service. Given the expansive financial and social impact of asset management on both a municipality, and its citizens, it is critical that senior decision-makers, including department heads as well as the chief executives, are strategically involved.

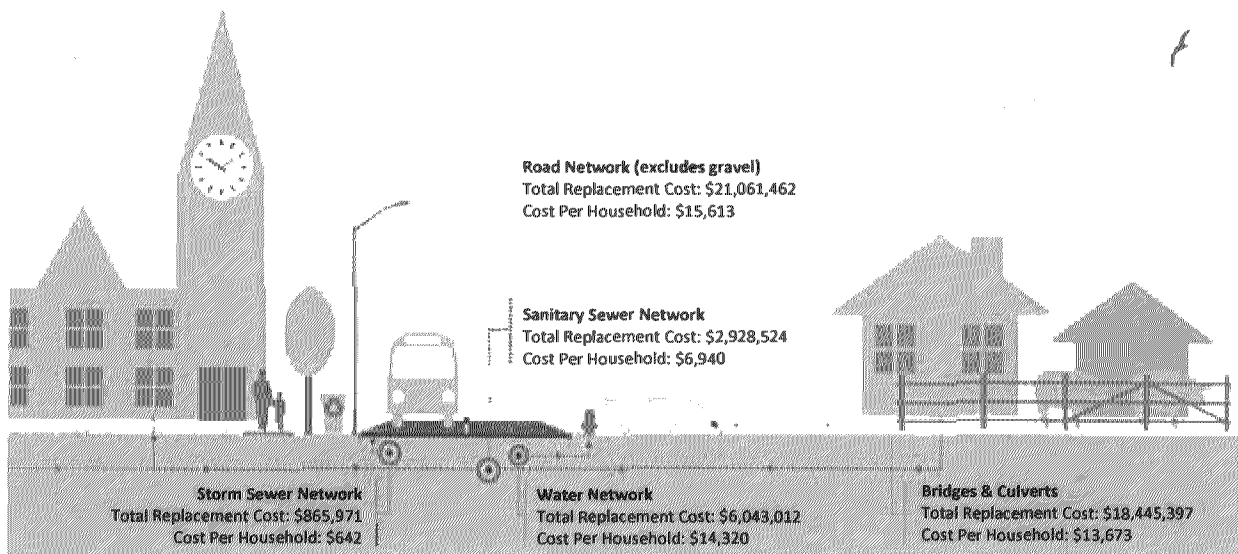
Measured in 2012 dollars, the replacement value of the asset classes analyzed totaled approximately **\$86 million** for Powassan.



While the municipality is responsible for the strategic direction, it is the taxpayer in Powassan who ultimately bears the financial burden. As such, a 'cost per household' (CPH) analysis was conducted for each of the asset classes to determine the financial obligation of each household in sharing the replacement cost of the municipality's assets. Such a measurement can serve as an excellent communication tool for both the administration and the council in communicating the importance of asset management to the citizen. The diagram below illustrates the total CPH, as well as the CPH for individual asset classes.

Infrastructure Replacement Cost Per Household

Total: \$51,188 per household



In assessing the municipality's state of the infrastructure, we examined, and graded, both the current condition (Condition vs. Performance) of the asset classes as well as the municipality's financial capacity to fund the asset's average annual requirement for sustainability (Funding vs. Need). We then generated the municipality's infrastructure report card. The municipality received a **cumulative GPA of 'D'**, with an **annual infrastructure deficit of \$1.27 million**. Powassan received an 'F' on the Funding vs. Need dimension in three of the five asset classes analyzed in this document, funding less than 25% of its annual financial requirements for bridges & culverts, water network, and storm assets. Its highest grade, a 'C', was assigned in the sanitary network, for which the municipality is funding 66% of its annual financial requirements for infrastructure sustainability.

The municipality's grades on the Condition vs. Performance dimension were slightly better, but consistent across the five asset classes. The municipality received a 'C' or a 'C+' in each of bridges & culverts, and water, sanitary, and storm networks. These grades indicate increasing and noticeable signs of deterioration and a likely compromise in asset function. For roads, it received a 'D', indicative of even greater signs of deterioration, and inadequate function.

The grades also suggest substantial financial demands on the municipality in the short-term. For example, based primarily on field condition assessed data, there is a significant portion of the road network in poor and critical condition, generating a backlog of needs totaling approximately \$16 million in the next 5 years. Similarly, the financial requirements for the bridges & culverts total \$1.8 million; for sanitary and water networks, the combined demand is nearly \$3 million over the next five years.

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. We have developed scenarios that would enable Powassan to achieve full funding within 5 years or 10 years for the following: tax funded assets, including road network (paved roads), bridges & culverts, storm sewer network, and; rate funded assets, including water network, and sanitary sewer network.

The average annual investment requirement for paved roads, bridges & culverts, and storm sewers is \$1,665,000. Annual revenue currently allocated to these assets for capital purposes is \$568,000 leaving an annual deficit of \$1,097,000. To put it another way, these infrastructure categories are currently funded at 34% of their long-term requirements. In 2013, Powassan has annual tax revenues of \$3,153,000. Without consideration of any other sources of revenue, full funding would require a combined tax increase of 34.8%. We recommend a 15 year option which involves full funding being achieved over 15 years by:

- a) over the phase-in period, reallocating the \$5,000 of tax revenue currently being allocated to rate funded asset categories (as listed in section 7.4 of this report) to the tax funded asset categories.
- b) increasing tax revenues by 2.3% each year for the next 15 years solely for the purpose of phasing in full funding.
- c) allocating the \$203,000 of gas tax revenue to the paved roads category.
- d) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

The average annual investment requirement for sanitary services and water services is \$242,000. Annual revenue currently allocated to these assets for capital purposes is \$68,000 leaving an annual deficit of \$174,000. To put it another way, these infrastructure categories are currently funded at 28% of their long-term requirements. In 2013, Powassan has annual sanitary revenues of \$163,000 and annual water revenues of \$354,000. Without consideration of any other sources of revenue, full funding would require the following increases over time: 13.5% for sanitary services, and 42.9% for water services. We recommend a 10 year option which involves full funding being achieved over 10 years by:

- a) over the phase-in period, reallocating the tax revenue of \$5,000 currently being allocated to water services to the tax funded asset categories in section 7.3 of this report.
- b) increasing rate revenues by 1.4% for sanitary services and 4.4% for water services each year for the next 10 years solely for the purpose of phasing in full funding.
- c) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

The revenue options outlined in this plan allow Powassan to fully fund its long-term infrastructure requirements without further use of debt, although the recommended condition rating analysis may require otherwise. Reserves can mitigate financial pressure and play a critical role in long-term financial planning. Powassan's reserves are relatively low for tax funded asset categories but are healthy for rate funded asset categories. As a result, reserves will be available for those categories for use during the phase-in period to full funding. This, coupled with Powassan's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency situations. This will allow the Powassan to address high priority infrastructure investments in the short to medium-term.

2.0 Introduction

This Asset Management Plan meets all provincial requirements as outlined within the Ontario Building Together Guide for Municipal Asset Management Plans. As such, the following key sections and content are included:

1. Executive Summary and Introduction
2. State of the Current Infrastructure
3. Desired Levels of Service
4. Asset Management Strategy
5. Financial Strategy

The following asset classes are addressed:

1. **Road Network:** Urban and rural, paved and gravel
2. **Bridges & Culverts:** Bridges and large culverts with a span greater than 3m
3. **Water Network:** Water mains, meters, valves, hydrants, lagoons, reservoir and well
4. **Sanitary Sewer Network:** Sanitary sewer mains, manholes and pump stations
5. **Storm Sewer Network:** Storm sewer mains

Municipalities are encouraged to cover all asset classes in future iterations of the AMP.

This asset management plan will serve as a strategic, tactical, and financial document ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service.

At a strategic level, within the State of the Current Infrastructure section, it will identify current and future challenges that should be addressed in order to maintain sustainable infrastructure services on a long-term, life cycle basis.

It will outline a Desired Level of Service (LOS) Framework for each asset category to assist the development and tracking of LOS through performance measures across strategic, financial, tactical, operational, and maintenance activities within the organization.

At a tactical level, within the Asset Management Strategy section, it will develop an implementation process to be applied to the needs-identification and prioritization of renewal, rehabilitation, and maintenance activities, resulting in a 10 year plan that will include growth projections.

At a financial level, within the Financial Strategy section, a strategy will be developed that fully integrates with other sections of this asset management plan, to ensure delivery and optimization of the 10 year infrastructure budget.

Through the development of this plan, all data, analysis, life cycle projections, and budget models will be provided through the Public Sector Digest's CityWide suite of software products. The software and plan will be synchronized, will evolve together, and therefore, will allow for ease of updates, and annual reporting of performance measures and overall results.

This will allow for continuous improvement of the plan and its projections. It is therefore recommended that the plan be revisited and updated on an annual basis, particularly as more detailed information becomes available.

2.1 Importance of Infrastructure

Municipalities throughout Ontario, large and small, own a diverse portfolio of infrastructure assets that in turn provide a varied number of services to their citizens. The infrastructure, in essence, is a conduit for the various public services the municipality provides, e.g., the roads supply a transportation network service; the water infrastructure supplies a clean drinking water service. A community's prosperity, economic

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Asset Management Project

Municipal District of Pincher Creek No. 9

November 6, 2014

Public Sector Digest Quote – Municipal District of Pincher Creek No. 9

November 6, 2014

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Document Revision History:

November 6, 2014 Version 2.0

Statement of Confidentiality:

This document has been prepared specifically for the Client.

The PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid for 30 calendar days from the date of issue indicated below.

Date of Issue: November 6, 2014

Tangible Assets

Application Summary (CityWide Tangible Assets)

A web based, industry leading TCA compliance and Asset Management module, this application provides municipalities with a complete asset registry for all asset types. All TCA financial reporting is easily handled through our default reporting engines. Key asset management features include lifecycle planning, replacement costing, condition assessment, risk analysis, levels of service and project prioritization.

The Tangible Capital Assets module is the core component of our integrated software suite. It serves as the central database that receives information from, and feeds the other modules. It enables basic PSAB reporting, lifecycle analysis, configurable reporting and graphing based on user-defined parameters etc.

It is the central repository for linear and standalone assets (including fleet and property assets) and allows for attachment of relevant digital documentation (permits, photos, reports, drawings) to individual assets.

CityWide Tangible Assets Features

- Complete asset registry (linear and standalone assets)
 - Unlimited user-defined asset categories, segments and attribute data
 - Multiple valuation methods:
 - Historical Cost
 - Replacement Cost
 - Reproduction Cost
 - Appraisal & Nominal calculations
 - Multiple Amortization Methods
 - Non-amortized
 - Straight-line
 - Declining balance
 - Unit of Output
 - Deterioration Curve
 - Track Additions, Disposals, Partial-Disposals, Write-downs, and Internal Transfers, Contributed or Donated Assets
 - Work In Progress module built into application to manage projects and costs. Allows users to transfer assets into service as they are completed
 - Generate final annual reports including opening and closing net book values (NBV), cost, accumulated amortization, annual amortization expense
 - Ability to generate cumulative and continuity reports
 - Ability to report assets by category, department, function, and fund
 - CPI Indices built into application to auto-calculate historical cost or to inflate forwards for replacement costs
 - Statement of Financial Information Reporting (SOFI)
 - Supports PSAB 3150 Reporting
 - State of Recommended Practices Reporting (SORP)
 - Full Graphing Capabilities
 - Base Capital Expenditure Reports
-

- Upload Centre
- Imports and exports easily to and from Excel
- Attach unlimited documents such as invoices, photos, and warranties to assets
- Full audit trail by user with date and time stamps
- Unlimited client user accounts
- Customizable Reporting
- Replacement Cost and Future Cost Lifecycle requirement calculators that provide individual and cumulative reports by asset, category, department, or function
- Condition Assessments and Age Based Condition calculator
- Risk Assessment calculator and matrix
- Insurance and Warranty tracking
- Built-in GIS viewer that offers integration with existing GIS systems
- Allows for different levels of security and user rights based on user names and positions within the municipality
- Decision trees and analytical modeling have recently been added to enhance long term planning

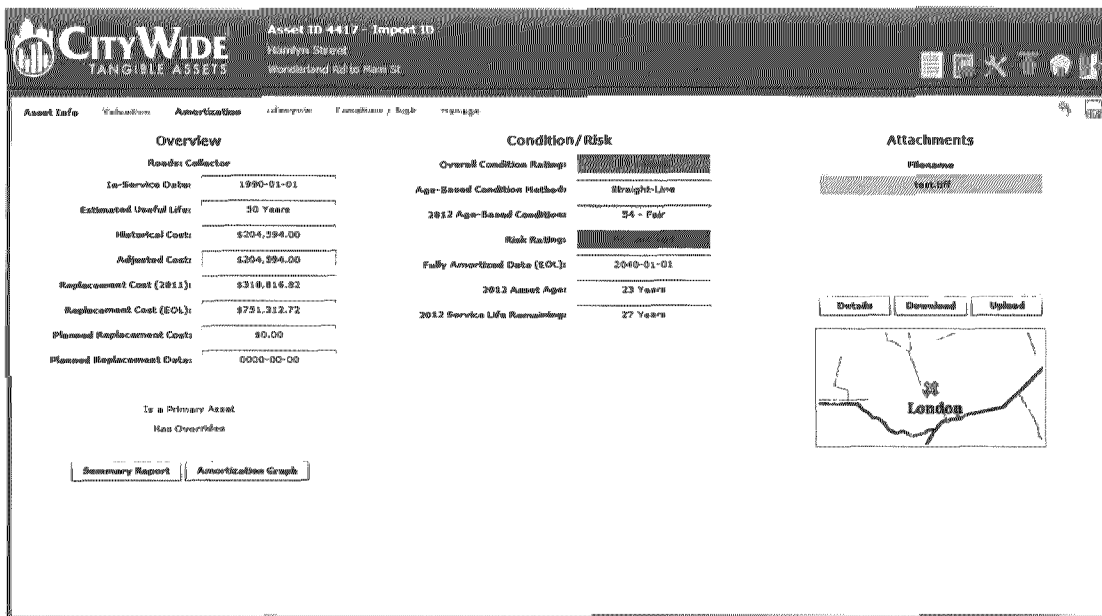


Figure 1: Individual Asset Information Page

Each individual asset record has a summary page highlighting items such as historical cost, in-service date, useful life and replacement cost. Other items such as condition and risk as well as attached documents and a link to the spatial GIS information can also be seen from this page.

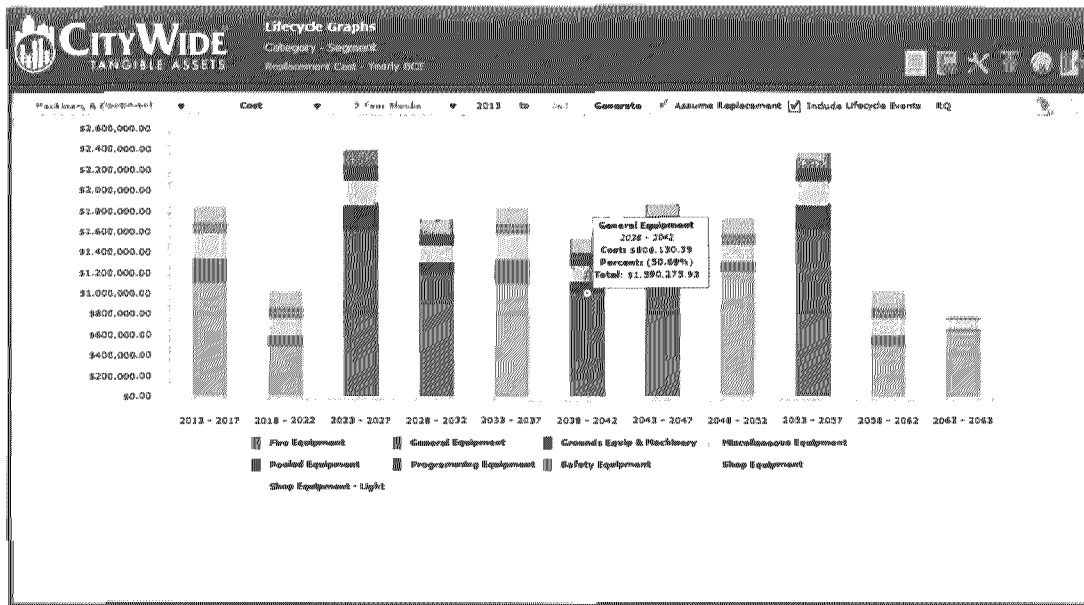


Figure 2: Base Capital Expenditures by 5-yr Blocks

Reports such as the above lifecycle report can show upcoming capital expenditures required in multi-year blocks by asset categories and/or segment.

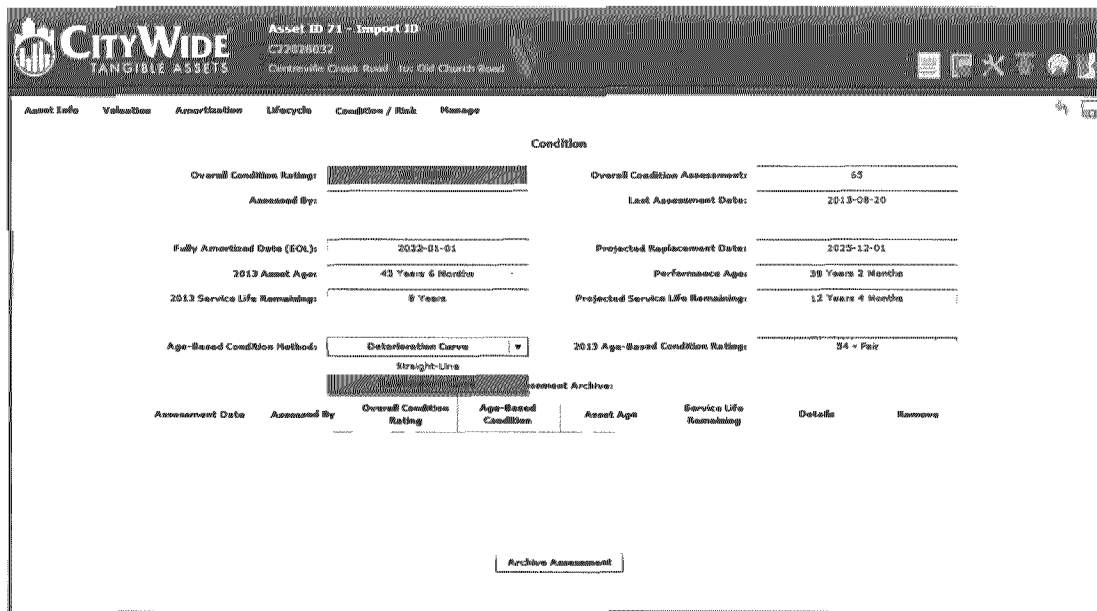


Figure 3: Condition Information Tab

This is the Condition tab. It shows fully amortized date but also a projected replacement date based on the condition assessment (in this case August 2013). We can also use straight line for determining age based condition or a deterioration curve if no field condition assessments are available.

| Classification | 2013 Future Cost | 2014 Future Cost | 2015 Future Cost | 2016 Future Cost | 2017 Future Cost | 2018 Future Cost |
|-----------------------------------|-----------------------|---------------------|---------------------|-----------------------|--------------------|-----------------------|
| Vehicles | \$204,287.96 | \$267,419.08 | \$223,073.19 | \$223,076.37 | \$0.00 | \$236,823.62 |
| General Capital | \$994,797.34 | \$0.00 | \$619,683.13 | \$976,163.10 | \$0.00 | \$330,316.03 |
| Depreciable | \$1,738,919.44 | \$0.00 | \$0.00 | \$70,823.81 | \$0.00 | \$2,015,884.22 |
| 1183 - International 2334 | \$149,187.85 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$196,135.09 |
| 1186 - International 2374 | \$136,082.44 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$157,756.84 |
| 1192 - International 2334 | \$175,437.60 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$203,380.26 |
| 1279 - Sterling 179813 | \$236,723.78 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$274,427.74 |
| 1279 - International 3600 | \$229,778.01 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$277,966.11 |
| 1280 - International 3600 | \$129,776.01 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$277,966.11 |
| 1281 - International 3600 | \$229,778.01 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$277,966.11 |
| 1282 - International 3600 | \$229,778.01 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$277,966.11 |
| 1449 - Dodge Ram 1900 | \$31,118.46 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$24,483.24 |
| 1551 - Mercedes Sprinter Van 3500 | \$0.00 | \$0.00 | \$0.00 | \$70,631.81 | \$0.00 | \$0.00 |
| 1681 - Dodge Ram 1500 | \$20,832.04 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$23,918.19 |
| 1682 - Dodge Ram 1500 | \$20,832.29 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$23,918.41 |
| 184 - 197.01 | \$34,197.01 | \$0.00 | \$70,639.13 | \$692,810.07 | \$72,432.88 | \$253,717.35 |
| Vehicles Total | \$2,962,201.63 | \$267,419.08 | \$663,299.46 | \$1,961,671.33 | \$72,432.88 | \$2,836,943.43 |
| General Capital Total | \$2,962,201.63 | \$267,419.08 | \$663,299.46 | \$1,961,671.33 | \$72,432.88 | \$2,836,943.43 |
| Commutative Total | \$2,962,201.63 | \$267,419.08 | \$663,299.46 | \$1,961,671.33 | \$72,432.88 | \$2,836,943.43 |

Figure 4: Lifecycle Reporting

This is a lifecycle report that can be used for planning/budgeting purposes. You can see that these vehicles have a 5 year useful life because they show up in 2013 and again in 2018. This report is effective because it identifies an inflated cost at replacement to give you an estimate of what funding will be needed at next replacement. All these reports are customizable by the user.

Asset ID: 4783 - Import ID: BR0000002
 Division: Bridge
 Current Use: 0.2 km North of Beaulieu Rd

Lifecycle Valuation

Replacement Cost Method: CPI Tables [w]

Most Recent Indexes: User-Defined Cost

Replacement Cost: \$313,667.62 [Cost/m]

Valuation Basis: Not Planned For Replacement

In-Service Date: 1963-02-01

Adjusted Cost: \$42,835.00

Inflation Source: CPI Monthly (Canada) [w]

Inflation Source Used: CPI Monthly (Canada)

Inflation Measure: 7.319271084337

CPI In-Service Date: 1963-02-01: 16.0

CPI Valuation Date: 2012-07-01: 121.5

Planned Replacement

Fully Amortized Date (EOL): 2015-02-01

Planned Replacement Date: 0000-00-00

Figure 5: Lifecycle Tab

This is the lifecycle tab on each asset record. You have multiple options to choose from for selecting a method type. In the main inventory screen you also have the ability to default a replacement cost method to the same asset type for multiple assets within that category.

Lifecycle Event X

Asset Type:

Asset Sub-Type:

Event Type:

Description:

Event Trigger:

Event Time (Years):

Event Time (Months):

Cost Method:

Costs:

Priority:

Repeats:

Figure 6: Lifecycle Events Setup Page

This is the Lifecycle Event setup page where you can define the capital or non-capital activities for planning purposes. Triggers can be time or condition and costs and priorities can be assigned as well. This section is customizable based on an individual municipalities needs for lifecycle planning.

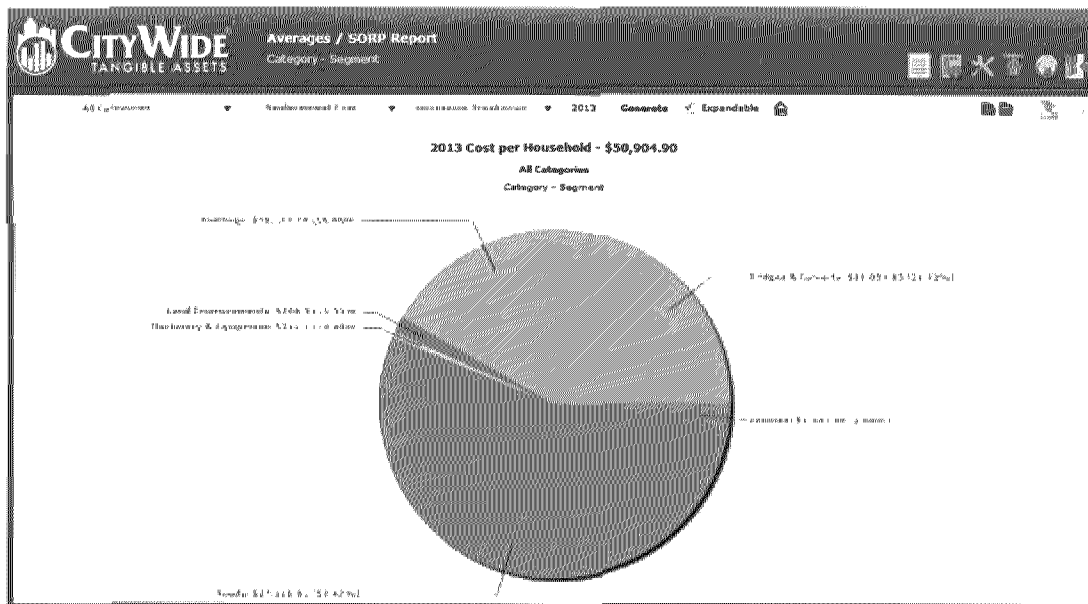


Figure 7: Cost per Household Replacement Cost Graph

Capital Planning and Analysis

Application Summary (CityWide Capital Planning, & Analysis)

A web based, financial modeling application for asset management and lifecycle costing. The application enables municipalities to capture data from their Tangible Capital Asset inventory, analyse and consolidate it, then develop unlimited scenarios in real-time, generating a series of options and long-term recommendations. Variables such as Taxes, Revenue, Reserves and Debt are utilized to allow analysis of future funding requirements, sources of funds and long-term implications for the organization. CityWide CPA builds and prioritizes the full lifecycle plan for maintaining and replacing any category of asset.

The Capital Planning and Analysis tool integrates with the TCA database, importing lifecycle renewal and replacement data for all assets. It is used to derive short, medium and long-term financial plans by tracking expenditures (lifecycle renewals and capital projects) and revenues (taxes, reserves, debt). Modelling of financial scenarios allows the District to prioritize projects and optimize decision making.

CityWide Capital Planning & Analysis Features

- Ability to generate short, medium and long term capital renewal and replacement plans
- Generate unlimited scenarios
- Scenario Comparison
- Calculates Project Backlog (Funding Deficit) integrated through Tangible Capital Asset module
- Reserves/Reserve Funds
 - Opening and closing balances
 - Contributions
 - Allocations
 - Interest
- Track Revenue Sources (Federal Gas Tax, Development Charges, User Fees, etc.)
- Track historical and projected debentures including principal and interest payments
- Project and model future tax rate or user rate increases
- Prioritize projects based on condition, risk, age, location and funding
- Coordinate replacement of multiple infrastructure systems through GIS interface
- Track projects that are replacing existing infrastructure and growth related projects through the project interface
- Create future projects
- Generate default and custom graphs and reports throughout the application
- Integrates with Tangible Capital Asset module inventory
- Imports and exports easily to and from Excel
- Allows for different levels of security and user rights based on user names and positions within the municipality

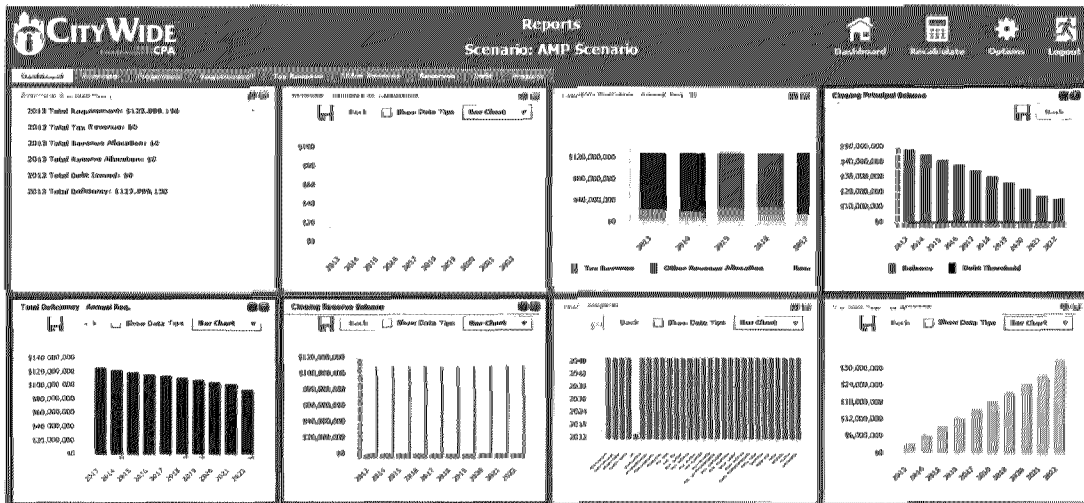


Figure 8: CPA Reports Dashboard

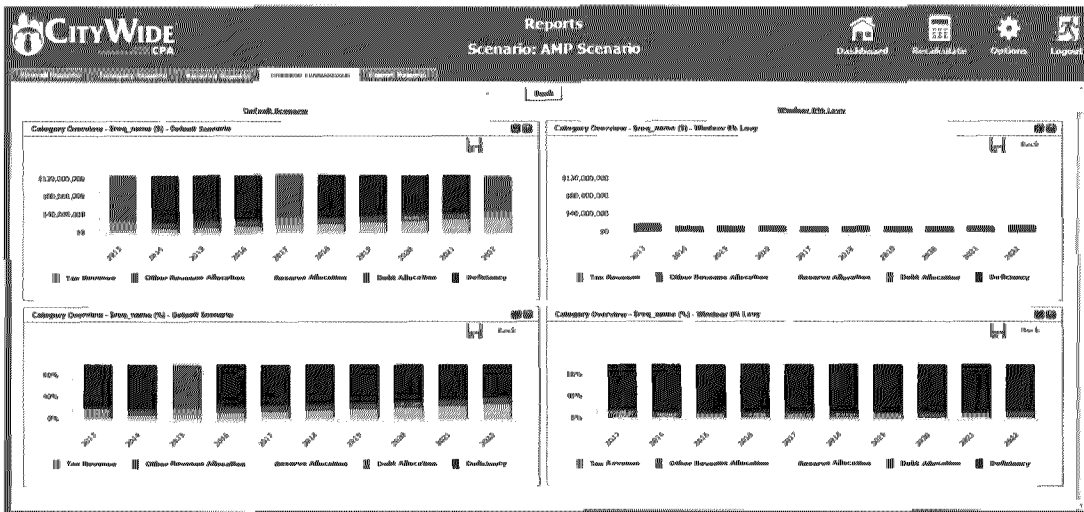


Figure 9: Comparison of Financial Scenarios

Category: Segment: Filter:

Base Capital Expenditure

Scenario: AMP Scenario

| Type | Asset ID | Simple ID | Category | Asset Name | Description | Location | Balance | Condition | Amount | Wk |
|-------------------|----------|-----------|----------|---------------------|----------------|----------------------|--------------|--------------|---------|--------------|
| Replacement (EOL) | 1213 | | Roadways | Road - Surface - Pa | Ann Street | Union Street - 1st | \$71,540.00 | 40.00 - Fair | Unknown | |
| Replacement (EOL) | 1213 | | Roadways | Road - Surface - Pa | Ann Street | Royal Street - 1st | \$193,960.00 | 40.00 - Fair | Unknown | |
| Replacement (EOL) | 1216 | | Roadways | Road - Surface - Pa | Angyle Street | Clyde Street - Jaffe | \$168,630.00 | 40.00 - Fair | Unknown | 6 - Moderate |
| Replacement (EOL) | 1237 | | Roadways | Road - Surface - Pa | Angyle Street | Jefferson Street - W | \$51,100.00 | 40.00 - Fair | Unknown | |
| Replacement (EOL) | 1219 | | Roadways | Road - Surface - Pa | Arkona Road | Bag Line - Lazy Lan | \$116,000.00 | 40.00 - Fair | Unknown | |
| Replacement (EOL) | 1220 | | Roadways | Road - Surface - Pa | Arkona Road | Widder Road - Rev | \$203,000.00 | 40.00 - Fair | Unknown | 6 - Moderate |
| Replacement (EOL) | 1221 | | Roadways | Road - Surface - Pa | Arkona Road | Reverwood Lane - | \$304,900.00 | 20.00 - Poor | Unknown | 6 - Moderate |
| Replacement (EOL) | 1222 | | Roadways | Road - Surface - Pa | Arkona Road | Kennedy Line - | \$159,900.00 | 40.00 - Fair | Unknown | 6 - Moderate |
| Replacement (EOL) | 1232 | | Roadways | Road - Surface - Pa | Arthur Street | King Street East - T | \$122,640.00 | 40.00 - Fair | Unknown | 6 - Moderate |
| Replacement (EOL) | 1232 | | Roadways | Road - Surface - Pa | Barbara Street | James Street - West | \$32,400.00 | 40.00 - Fair | Unknown | |

Number of Assets: 708 Capital Expenditure: \$97,653,854.12 Funding Available: \$5,861,372.51

| Year | Number of Assets | Capital Expenditure | Funding Available |
|------|------------------|---------------------|-------------------|
| 2014 | 46 | \$9,146,060.13 | \$9,319,549.91 |
| 2015 | 103 | \$24,000,000.00 | \$8,997,896.51 |
| 2016 | 76 | \$22,222,222.22 | \$9,301,822.31 |
| 2017 | 183 | \$23,050,000.00 | \$9,578,244.51 |
| 2018 | 129 | \$18,750,000.00 | \$9,852,358.71 |

Figure 10: Asset Replacement Schedule by Year

Other Revenue

Scenario: AMP Scenario

| Revenue Source | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|---------------------------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| MW Fire Protection Services | \$0.00 | \$203.00 | \$405.00 | \$468.00 | \$568.00 | \$468.00 | \$668.00 | \$888.00 | \$888.00 | \$1,128.00 |
| MW Outdoor Rec Services | \$0.00 | \$0.00 | \$0.00 | \$3,488.00 | \$2,468.00 | \$2,468.00 | \$3,468.00 | \$3,468.00 | \$3,468.00 | \$3,468.00 |
| MW Roads & Related | \$162,170.44 | \$207,875.52 | \$303,145.38 | \$337,415.38 | \$337,415.38 | \$337,415.38 | \$337,415.38 | \$337,415.38 | \$337,415.38 | \$337,415.38 |
| Water | \$308,373.03 | \$250,075.13 | \$243,042.43 | \$230,600.43 | \$250,600.43 | \$250,600.43 | \$230,600.43 | \$230,600.43 | \$230,600.43 | \$230,600.43 |
| Operating Unallocated Revenue | \$0.00 | \$146,824.29 | \$142,690.37 | \$76,410.36 | \$32,719.56 | \$32,719.56 | \$32,719.56 | \$32,719.56 | \$32,719.56 | \$32,719.56 |
| Revenue Available | \$146,824.29 | \$490,014.37 | \$485,836.34 | \$419,327.34 | \$55,719.56 | \$55,719.56 | \$55,719.56 | \$55,719.56 | \$55,719.56 | \$55,719.56 |
| Revenue Allocated to Categories | \$0.00 | \$347,364.00 | \$409,528.00 | \$365,618.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Revenue Allocated to Reserves | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Revenue Allocated to Debt (P&L) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Revenue Allocated to Operating | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Closing Unallocated Revenue | \$146,824.29 | \$142,690.37 | \$76,410.36 | \$32,719.56 | \$55,719.56 | \$55,719.56 | \$55,719.56 | \$55,719.56 | \$55,719.56 | \$55,719.56 |
| Total | \$963,948.71 | \$1,089,331.29 | \$1,306,281.78 | \$1,033,008.78 | \$1,033,008.78 | \$1,033,008.78 | \$1,033,008.78 | \$1,033,008.78 | \$1,033,008.78 | \$1,033,008.78 |

Figure 11: Revenue Allocation Breakdown by Year

Works - Work Order and Maintenance Management

Application Summary (CityWide Works)

Works is a web based, work order/work flow application designed to enable public works departments to prioritize, schedule and track projects. Additionally, CityWide Works calculates resources utilized, inventory consumed, as well as direct and indirect labour. The application integrates with CityWide and other TCA financial applications.

The Works module would be used by the District to generate, schedule and track progress and cost of work orders and service requests. Work orders can be initiated either internally or externally, or can be automatically generated through user-defined preventative maintenance schedules. The District would use this module for maintenance management, fleet management and property management. Work orders can be attached directly to assets in the TCA database.

Building preventative maintenance schedules and lifecycle triggers into the system, along with their associated costs and lifecycle implications, enables enhanced decision making through optimization of maintenance and renewal strategies.

CityWide Works Features

- Create and track service requests and work orders
- Manage preventative maintenance program
- Manage work order and work flow processes
- Built in Route Patrol (Minimum Maintenance Standards)
- Accessible via Android mobile platform in real-time
- Custom form builder (i.e. permits and inspections)
- Ability to assign work orders to staff and contractors
- Schedule personnel and equipment
- Generates timesheets
- Inventory control for parts and materials
- Manage vendors and suppliers
- Attach documents (pictures, manuals,
- Built-in GIS viewer that offers integration with existing GIS systems
- Work order costing (labour, equipment, parts/materials)
- Generate default and custom graphs and reports throughout the application

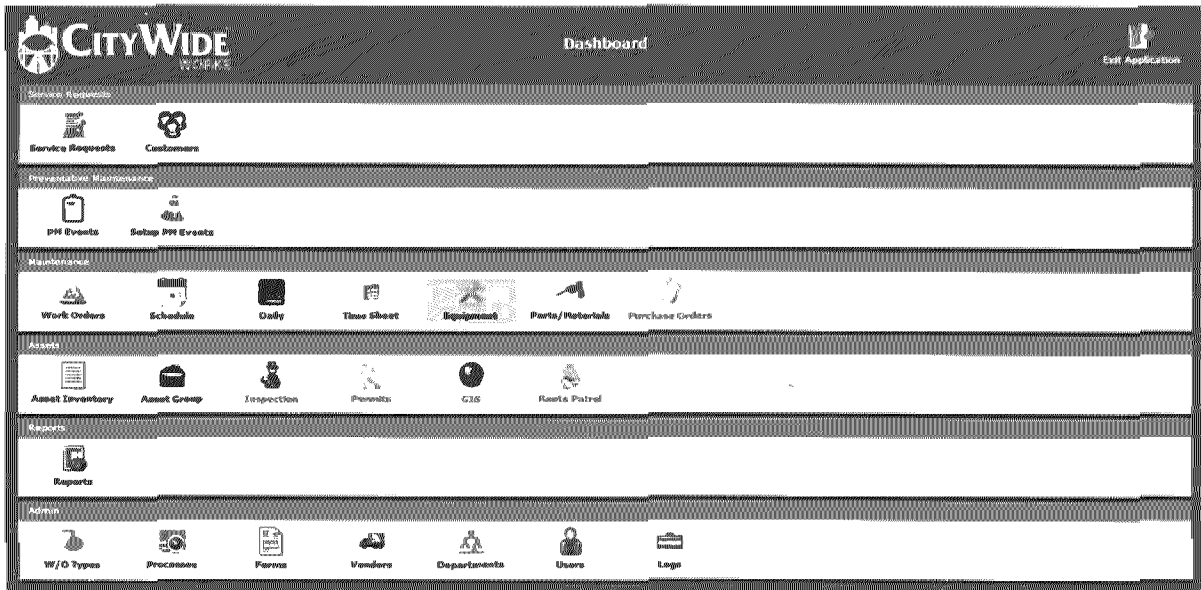


Figure 12: CityWide Works Dashboard

Create Work Order X

| | |
|---|---|
| <p>Departments: <input type="text" value="None"/></p> <p>Work Order Type: <input type="text" value="HWAC"/></p> <p>Classification: <input type="text" value="Preventative Maintenance"/></p> <p>Priority: <input type="text" value="Low"/></p> <p>Assign To: <input type="text" value="Worker"/></p> <p>Worker: <input type="text" value="Dave Loney"/></p> <p>Scheduled Date: <input type="text" value="2014-04-09"/></p> <p>Invoices: <input type="text" value="No"/></p> | <p>Customer: <input type="text" value="None"/></p> <p>Municipal Address: <input type="text"/></p> <p>Process: <input type="text" value="None"/></p> <p>Assets: <input type="text" value="0"/> Assets <input type="text" value="0"/> Group</p> <p>Equipment: <input type="text" value="0"/> Equipment</p> <p>Parts/Materials: <input type="text" value="0"/> Parts/Materials</p> <p>Target Date: <input type="text" value="2014-04-09"/></p> |
|---|---|

User-Defined Attributes

Add Attributes:

Notes

| | | |
|------|------|----------|
| Date | Note | Added By |
|------|------|----------|

Figure 13: CityWide Work Order Entry

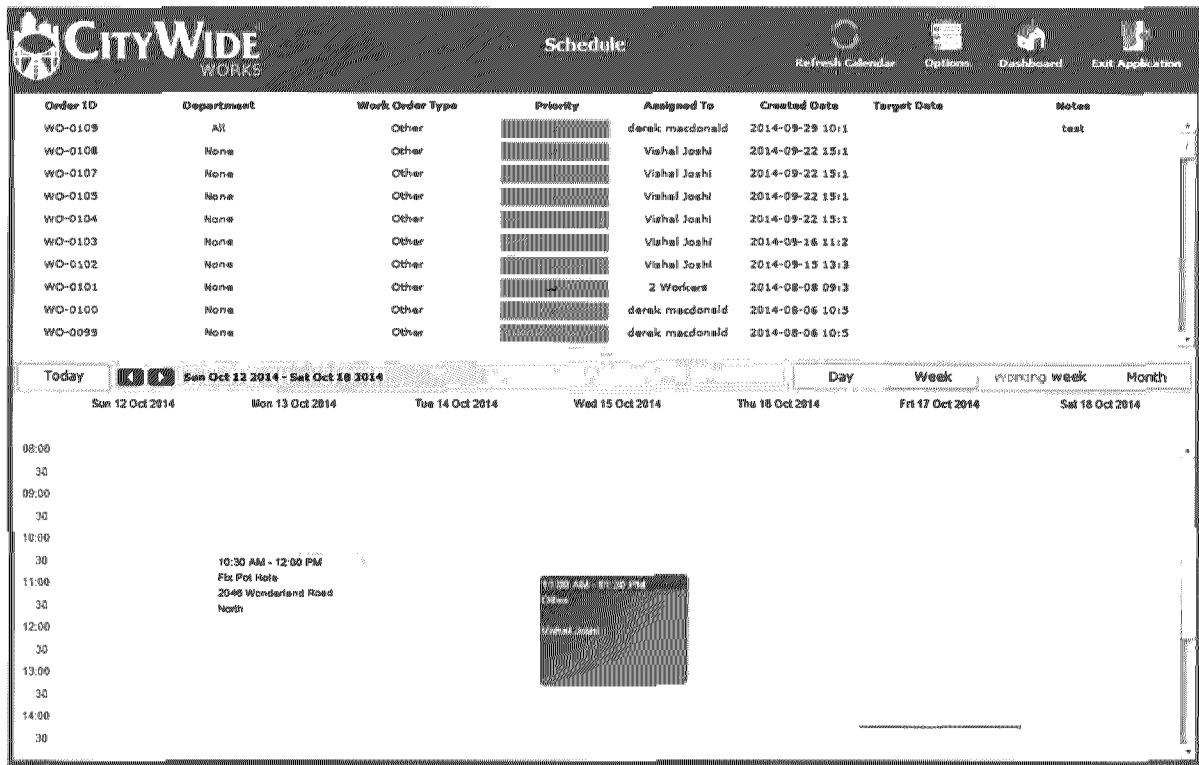


Figure 14: CityWide Worker Schedule



Figure 15: CityWide Route Patrol

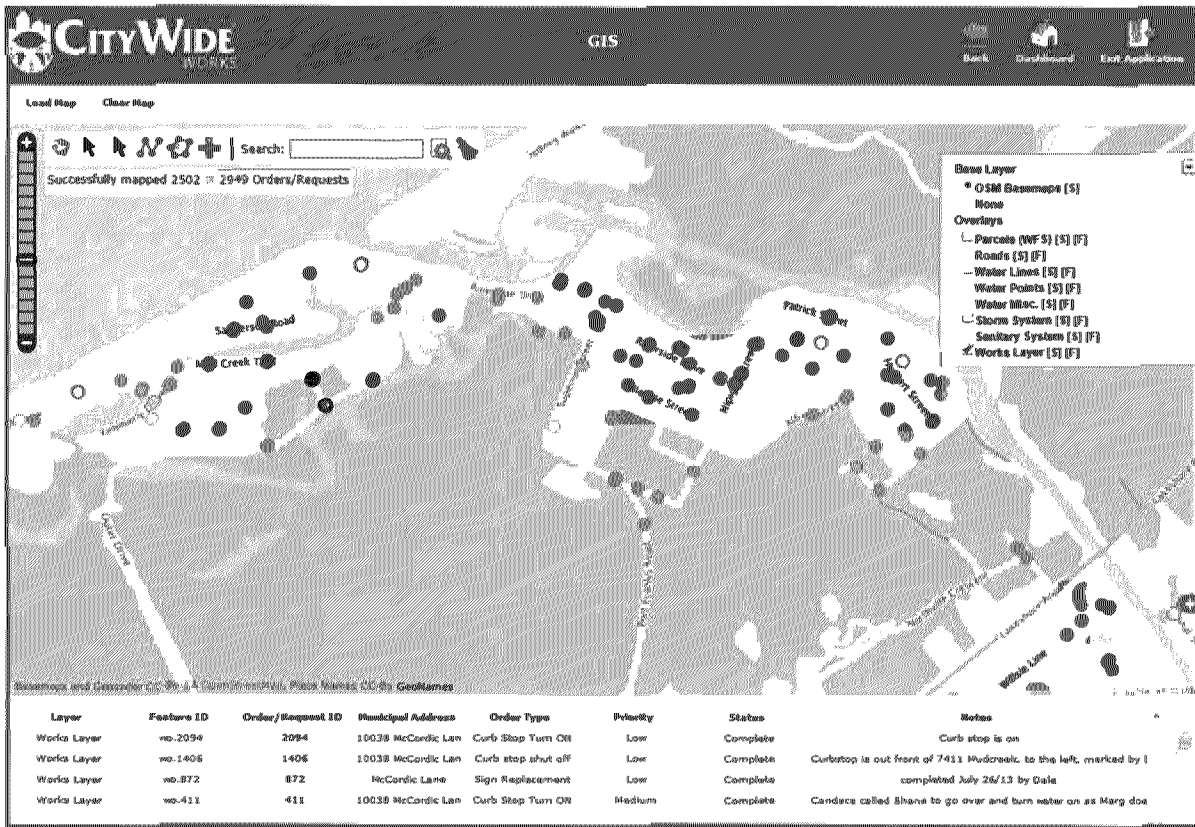


Figure 16: CityWide Work Order GIS

Geographical Information System (GIS)

Application Summary (CityWide GIS)

CityWide GIS is a versatile solution for an organization's emerging GIS needs. It serves as a repository for spatial data that is served up to an associated web-based "viewer", with potential to draw from and serve 3rd party systems. Key design principles include an intuitive interface with high visual impact, to produce demonstrable maps while maintaining the required internal functionality that an organization needs. It is designed to function as a standalone system or together with existing client systems. CityWide GIS is configured to include import and migration capabilities for clients with an existing GIS solution.

Although ESRI GIS is already utilized by the District, we would recommend use of CityWide GIS to enhance the functionality of the asset management system. The viewer integrates with the other modules and allows for viewing of asset location through the TCA database, mapping work orders / service requests and project prioritization through filterable reporting and viewing.

CityWide GIS Features

- Rich web-based viewer that can run standalone or be embedded into existing systems
- Capabilities for light-weight mobile-friendly alternative viewer
- Measuring, Buffering, Searching, Querying
- Integration with existing CityWide applications as well as capabilities for integration with 3rd party systems
- Support for industry-standard spatial data formats (ESRI shapefiles, KML/GML, and various other vector and raster data types)
- Can push out WMS/WFS (Web Mapping Service/Web Feature Service and various tile server services for use in 3rd party software
- Can cascade existing WMS/WFS services

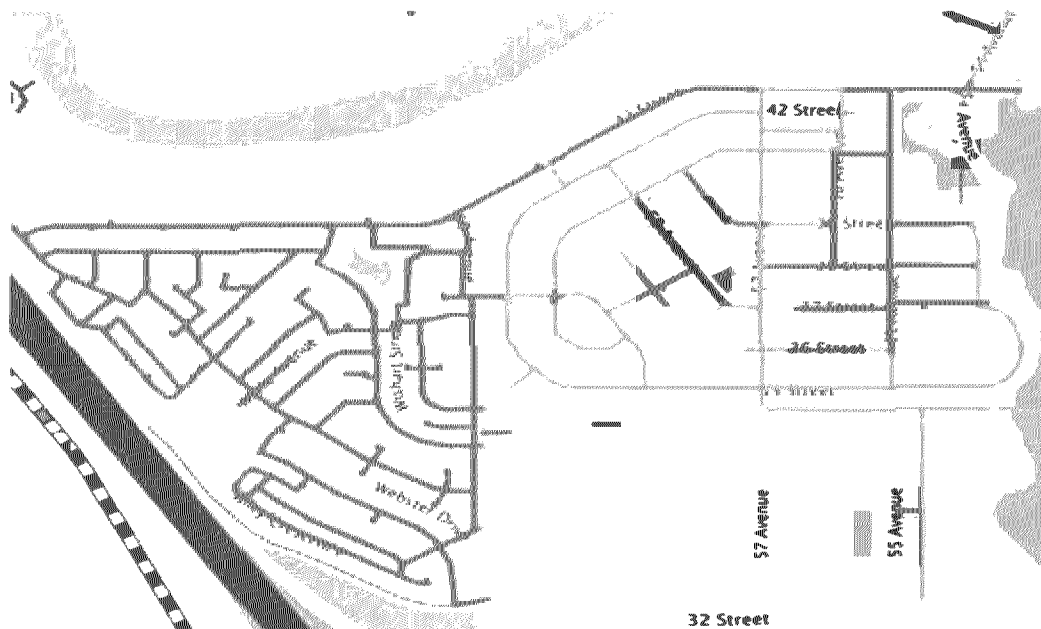


Figure 9: CityWide GIS – Roads filtered by Condition

Asset Management Plan

Project Summary

The approach for the Asset Management Plan Project is as follows;

Phase 1 – Develop the State of Infrastructure Report (SOTI)

- Review existing infrastructure condition assessments
- Gather basic asset information
- Financial information (historical, depreciation, replacement cost)
- Determine Infrastructure Deficit
- Produce an Asset Report Card

Phase 2 – Desired Level of Service

- High Level Assessment of Current Service Level
- Determine Realistic Targets to Improve or Balance Service Levels
- Develop Related Performance Measures

Phase 3 – Asset Management Strategy

- 10 year implementation plan
- Ensure sustainability of existing infrastructure
- Lifecycle Analysis
- Focus on options for each asset class to obtain the total lowest cost
- Focus on growth and demand projections
- Prioritize projects based on risk and benefit analysis.

Phase 4 – Financial Strategy

- A breakdown of yearly revenues by confirmed source
- Key assumptions and alternate scenarios where appropriate
- Identifies any funding shortfall relative to financial requirements that cannot be eliminated by revising service levels, asset management and/or financial strategies.
- Discusses the impact of shortfalls and how the impact will be managed.

| PROFESSIONAL SERVICES & SOFTWARE | | |
|---|--------------------|-------------------|
| SERVICE | TOTAL | ANNUITY |
| CITYWIDE TANGIBLE ASSETS (TA) | \$14,990.00 | \$2,990.00 |
| CITYWIDE CAPITAL PLANNING & ANALYSIS (CPA) | \$10,000.00 | \$1,990.00 |
| CITYWIDE WORKS | \$19,990.00 | \$3,990.00 |
| CITYWIDE GIS VIEWER (LINK WITH EXISTING SYSTEM) | \$4,500.00 | \$1,000.00 |
| ASSET MANAGEMENT PLAN (AMP) | \$19,990.00 | |
| PROJECT TOTAL IF PURCHASED SEPARATELY | \$69,470.00 | \$9,970.00 |
| | | |
| TA, CPA, GIS VIEWER, AMP IF PURCHASED TOGETHER | \$55,500.00 | \$9,970.00 |

- This proposal and all of its associated pricing shall remain valid for 60 calendar days from the date of issue indicated above.
- Total price includes enterprise license, implementation, training, and year 1 annuity (web hosting, version protection, support).
- Enterprise License means all employees of the "client" are permitted under this agreement, to have access to the software application without additional seat or per user charges.
- Annual Web Hosting includes vendor provided redundant Internet connections, Daily Tape/Drive backup both on and off-site of client data, 24 Hour video, on-site security and fire suppression.
- Annual Version Protection means that during the course of adding enhancements to the "Software", clients will have access to the new enhancements without additional cost, provided the Annual Version Protection fee is current. Software Support is included in Annual Version Protection and means the correction of defects to the Software.
- Project Management includes client meetings, progress monitoring and client communication. Data Import, Analysis is the review by PSD of the CityWide templates populated by the client and the import of the data into the application.

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

E3d

Month Ending October 31st, 2014

| BANK STATEMENT C.I.B.C. | October | September |
|---|-------------------|-------------------|
| General Accounts | | |
| Bank Statement Balance | 738,859.79 | 814,263.00 |
| Deposits After Month End | 20,381.68 | 8,905.03 |
| Cash On Hand | 300.00 | 300.00 |
| Incorrect Telebanking | 0.00 | 0.00 |
| Outstanding Cheques | (164,260.68) | (149,599.00) |
| Month End Cash Available (- Overdrawn) | 595,280.79 | 673,869.03 |

| M.D.'S GENERAL LEDGER | October | September |
|---|-------------------|-------------------|
| Balance Forward from Previous Month | 673,869.03 | 305,258.12 |
| Revenue for the Month: | | |
| Receipts for the Month | 1,176,504.08 | 518,263.54 |
| Interest for the Month | 400.43 | 253.21 |
| Transferred from T-Bill Account - General | 750,000.00 | 1,700,000.00 |
| Prior Period Adjustments | 0.00 | 0.00 |
| Disbursements for the Month: | | |
| Cheques Written | (1,618,888.64) | (853,705.34) |
| Payroll Direct Deposits and Withdrawals | (365,960.02) | (291,119.97) |
| Electronic Withdrawals - Utilities and VISA | (20,293.69) | (45,872.69) |
| Banking Transaction Fees | (200.40) | (277.62) |
| Bank Overdraft Fees | 0.00 | 0.00 |
| Requisition & Debenture Payments | 0.00 | (709,834.35) |
| NSF Cheque | (150.00) | (150.00) |
| Transferred to T-Bill Account - General | 0.00 | 0.00 |
| M.D.'s General Ledger Balance at Month End | 595,280.79 | 622,814.90 |

| SHORT TERM INVESTMENTS - C.I.B.C. | October | September |
|--|---------------------|---------------------|
| T-Bill Funds for General Account | 7,308.17 | 756,403.35 |
| T-Bill Funds Public Reserve Trust | 215,222.71 | 215,222.71 |
| T-Bill Funds Bridge Repair Advances | 105,371.82 | 105,371.82 |
| T-Bill Funds MSI Capital Grant Advances | 2,791.49 | 2,791.49 |
| T-Bill Funds Performance Bonds | 35,624.52 | 35,624.52 |
| T-Bill Funds Lottery Board Account | 2,182.38 | 2,182.38 |
| T-Bill Funds Regional Water Advance | 2,086.67 | 2,086.67 |
| T-Bill Funds Federal Gas Tax Grant Advance | 709,959.81 | 709,959.81 |
| T-Bill Funds Tax Forfeiture Land Sales | 3,474.48 | 3,474.48 |
| | 1,084,022.05 | 1,833,117.23 |

| LONG TERM INVESTMENTS | October | September | Annual Rate | Original | Original |
|--|----------------------|----------------------|--------------------|-------------------|---------------------|
| Financial Institution | Market Value | Market Value | of Return | Investment | Investment |
| | | | in 2013 | Date | Amount |
| C.I.B.C. Wood Gundy - Bonds | 7,858,879.72 | 7,866,732.39 | 1.49% | Nov-88 | 1,255,915.75 |
| Bank of Montreal Nesbitt Burns - Bonds | 3,899,548.70 | 3,895,627.50 | (2.23)% | Jul-99 | 2,000,000.00 |
| | 11,758,428.42 | 11,762,359.89 | | | 3,255,915.75 |

COMMENTS

November Items of Note **Amount**

Revenue In -
Expense Out -
Expense Out -

This Statement Submitted to Council this 25th Day of November 2014.


Director of Finance and Administration

Tara Cryderman

From: MDInfo
Sent: Friday, November 7, 2014 2:06 PM
To: Tara Cryderman
Subject: FW: Brownlee LLP Emerging Trends in Municipal Law Seminar - Registration now open!
Attachments: ET 2015 - Invite Page 1.pdf; ET 2015 - Invite Page 2.pdf

Council – CAO's reports – November 25

From: Brownlee LLP [mailto:brownleellp@brownleelaw.com]
Sent: Friday, November 7, 2014 1:38 PM
To: MDInfo
Subject: Brownlee LLP Emerging Trends in Municipal Law Seminar - Registration now open!

Dear Wendy Kay,

Please see the attached invite to Brownlee LLP's annual Emerging Trends in Municipal Law Seminar. Our deadline for registrations is January 16th, 2015 and we look forward to your response. We would request that you circulate this invitation to any individuals in your municipality/organization that you feel would benefit from this seminar.

A more detailed summary of our Seminar Topics are here for your review:

Topic 1

Boost Your Budget

Effective budget boosting strategies that all municipalities can implement. From proper and enforceable cost recoveries, to cost of service rate setting, to regional cooperation and simple good contracting and beyond, there are better, smarter, and efficient ways to reduce costs, reverse expense flows, and get more bang for the municipal buck.

Topic 2

What's Hot – or Not in Employment Law?

Family Ties- that bind

Several years ago Human Rights Commissions across the country commenced permitting human rights complaints based on the needs of an employee's family members. This new and evolving ground has been the subject of much discussion, confusion, panic, and case law in recent times. This topic will explain an employer's duty to accommodate in this area; where the line is drawn and practical lessons for employers arising from recent cases.

Over the Legal Limit!

Unfortunately issues of drug and alcohol addiction arise in all workplaces and can cause severe damage not only to the addict but coworkers and your municipality. This is a rapidly evolving area of employment law with many recent important cases. What is your duty to accommodate? What are the key strategies to dealing effectively with this issue and protecting your employees and business while ensuring compliance with Human Rights? What are the key proactive steps to minimize this issue from arising and maximize your options as an employer in dealing with employee addicts effectively? Should you have a testing program? What tests are allowed and in what circumstances?

Ounce of Prevention worth a pound of Cure

Over the years we have presented on various tremendously effective and important proactive tools that every employer should be aware of. This session will serve as a reminder on the top tools and techniques for minimizing costly legal disputes with employees including: Effective hire letters and effective discipline and performance management.

Breakout Session #1

Risky Business

A refresher on municipal exposures and available defenses and discussion of recent case law of interest to Alberta municipalities

Breakout Session #2

Off-Site Levy – A Checklist to Optimize Recovery

Recent cases on off-site levy bylaws of Alberta municipalities have clarified what is required to justify and support valid off-site levies. Brownlee will present a checklist to assist your municipality with reviewing and updating your municipality's off-site levy regime, with the end goal of ensuring optimal recovery.

Thank you in advance and please e-mail/fax your registration to the address/fax # indicated on the attached form.

Should you have any questions please don't hesitate to contact our office.

Regards,

Brownlee LLP

This email was sent by Brownlee LLP. Please note that your email was found on the Municipal Affairs website, our personal contact list and/or an online directory. If you would like to update your information or would like to unsubscribe to any future Brownlee LLP emails, please reply to this email address. To be removed from our email list, please type "unsubscribed" into the subject line of the email. Thank you.

If you have any questions, you may send them to brownleellp@brownleelaw.com or to 2200 Commerce Place, 10155-102 Street, Edmonton, AB T5J 4G8.



B R O W N L E E
Barrister & Solicitor

Emerging Trends

In Municipal Law 2015

THE LATEST ISSUES IMPACTING MUNICIPALITIES

Boost your Budget

Effective budget boosting strategies that all
Municipalities can implement

What's Hot or Not in Employment Law

Family status human rights accommodation; Over the
legal limit! Drugs and alcohol; Top proactive risk
management techniques

Risky Business

(Breakout Session – Topic 1)

A refresher on Municipal liability exposures, available
defenses and discussion of recent case law

Off-Site Levy – A Checklist to Optimize

Recovery

(Breakout Session – Topic 2)

Recent case law and checklists to ensure optimal recovery

Bear Pit Session

Your Questions Answered

Calgary

Thursday, February 12, 2015

Coast Plaza Hotel & Conference Centre

1316 – 33rd Street, NE

Phone: 403.248.8888

8:00AM – 3:30PM (Reception to follow)

**Registration and Continental Breakfast
at 8:00AM**

Edmonton

Thursday, February 19, 2015

Northlands EXPO Centre

7300-116 Avenue

8:00AM – 3:30PM (Reception to follow)

**Registration and Continental Breakfast
at 8:00AM**

SEE REVERSE SIDE FOR REGISTRATION DETAILS

Practitioners in the following practice areas will be present throughout the day to answer your questions:

Administrative Law, Construction & Procurement, Employment & Labour, Environmental, Expropriations, Municipal
Corporations, Municipal Enforcement, Municipal Utilities & Utility Regulation,
Planning & Development, Privacy & Access to Information, Property Taxation and Assessment, Real Estate



B R O W N L E E
L L P
B a r r i s t e r s & S o l i c i t o r s

Register by faxing or mailing this sheet to:

Attention: Candace Stewart
Brownlee LLP
Suite 2200, 10155 - 102 Street
Edmonton, Alberta T5J 4G8

Phone: (780) 497-4800 Toll Free: 1-800-661-9069
Fax: (780) 424-3254

Or Register via E-mail: cstewart@brownleelaw.com

Yes, I will be attending in: Calgary Feb 12/15 Edmonton Feb 19/15

(Please include names of all individuals attending)

| | | |
|---|-------|-----|
| Name(s) & Position: | | |
| Breakout Session Preferred: <input type="checkbox"/> TOPIC #1 <input type="checkbox"/> TOPIC #2 | | |
| Municipality: | | |
| Address: | City: | PC: |
| Phone: | Fax: | |
| E-Mail: | | |

Registration Fee
\$125/person (no GST)
Municipal Intern Registration Fee
\$75.00

- If mailing, please send a cheque payable to Brownlee LLP along with your registration form
- Credit Card payments can be made online at:
www.brownleelaw.com/payment/
- If sending a fax or e-mail, we will e-mail you an invoice for the total

Your registration fee includes continental breakfast, lunch, coffee breaks and a materials booklet to take home

Cancellation Courtesy: If you are unable to attend after having registered, please let us know by January 16th in order to be reimbursed your fee.

Registration Deadlines: January 16, 2015 for both Calgary & Edmonton Seminars

November 1, 2014 to November 20, 2014

DISCUSSION

- November 3, 2014 Internal Audit - Administration
- November 4, 2014 Policies and Plans
- November 4, 2014 Regular Council
- November 4, 2014 Municipal Planning Commission
- November 5, 2014 RCMP – Community Policing Officer
- November 10, 2014 Alberta Health
- November 10, 2014 Operational Budget
- November 17-20, 2014 AAMDC

UPCOMING:

- November 24, 2014 Internal Audit – Administration
- November 24, 2014 Public Meeting – Noise Bylaw
- November 25, 2014 Policies and Plans
- November 25, 2014 Regular Council
- November 26, 2014 CUPE Negotiations
- November 27, 2014 Patton Park
- November 28, 2014 CUPE Negotiations
- December 2, 2014 Policies and Plans
- December 2, 2014 Regular Council
- December 2, 2014 Subdivision Authority
- December 2, 2014 Municipal Planning Commission
- December 6, 2014 Christmas Social

OTHER

- Budget Preparation
- CUPE Negotiations

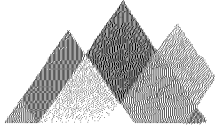
RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of November 1, 2014 to November 20, 2014.

Prepared by: CAO, Wendy Kay Date: November 21, 2014

Presented to: Council Date: November 25, 2014

For Info



CROWSNEST PASS

Naturally Rewarding

3 November 2014

Ms. Martha Ratcliffe, Board Chair
Livingstone Range School Division #68
5202 5-Street East, PO Box 69
Claresholm AB T0L 0T0

Dear Ms. Ratcliffe:

Re: Request for Meeting Regarding Transportation of Students within the 2.4 km Zone

Since forwarding our letter to you regarding school bussing in the Coleman area, we have attended a Regional Meeting with the Town of Pincher Creek, Municipal District of Pincher Creek and the Village of Cowley, and the issue of bussing students within the 2.4 km zone was discussed.

Would you and the Board be prepared to meet with representatives of all of these communities to discuss potential options to address the concerns of these communities as well?

Thank you for your consideration of this request.

Yours Truly,

Blair Painter, Mayor
Municipality of Crowsnest Pass

cc Mr. Don Anderberg, Mayor, Pincher Creek
Mr. Garry Hackler, Mayor, Village of Cowley
✓ Mr. Brian Hammond, Reeve, Municipal District of Pincher Creek

For Info

F2b

Pincher Creek Community Center Hall Society

Box 1178

287 Canyon Drive

RECEIVED
CCT 3 2014
OF PINCHER CREEK

October 30, 2014

*MD # 9 of Pincher Creek
1037 Herron Avenue
Pincher Creek, Alberta.*

Dear Reeve and Council:

The Executive and Board Members of the Pincher Creek Community Center Hall wishes to acknowledge the amount of \$ 15,000.00 from joint funding to our facility.

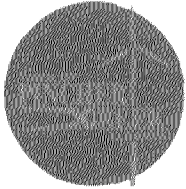
The money will be used to help pay for the utilities in the hall. We continue to upgrade the hall's facilities and the outside appearance of the structure.

Your help is much appreciated, it helps our board to be able to keep the rent at a reasonable rate for the whole community.

Thank You for your continued support of the hall.

Sincerely;

*Executive and Board Members
of the Pincher Creek Community Hall*



TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. TOK 1W0

PHONE: 403-627-3156 FAX: 403-627-4784

e-mail: reception@pinchercreek.ca

web page: www.pinchercreek.ca



November 13, 2014

M.D. of Pincher Creek
Box 279
Pincher Creek, AB
TOK 1W0

Re: Committee Appointments

Please be advised that the Town of Pincher Creek made no changes to the committee appointments for 2014/2015 at their organizational meeting held on October 27, 2014. Committee appointments remain as follows;

| | |
|--|--|
| Facilities Planning Study Steering Committee | Mark Barber mbarber@pinchercreek.ca Wayne Elliott welliott@pinchercreek.ca |
| Emergency Services Committee | Don Anderberg danderberg@pinchercreek.ca Doug Thornton dthornton@pinchercreek.ca |
| Intermunicipal Development Committee | Tammy Rubbelke trubbelke@pinchercreek.ca Wayne Elliott welliott@pinchercreek.ca |
| Cemetery Committee | Wayne Elliott welliott@pinchercreek.ca |

Trusting this information to be satisfactory however, should you have any questions or concerns, please contact our office.

Yours Truly,

Laurie Wilgosh, LGA
CAO
Town of Pincher Creek

/lg

Meeting Minutes
of the
Agricultural Service Board – Municipal District of Pincher Creek No. 9
October 2, 2014 – MD Council Chambers

Present: Chairperson Susan Vogelaar, Vice Chair Dallis McGlynn, Councillor Terry Yagos, Councillor Fred Schoening

Also Present: Director of Operations Leo Reedyk, Agricultural Fieldman Shane Poulsen, Assistant Agricultural Fieldman Lindsey Cockerill, AARD Key Contact Jim Hansen

Absent: Members Tony Bruder and John Lawson

Chairperson Susan Vogelaar called the meeting to order at 9:34 am.

A. Adoption of Agenda 14/065

Councillor Yagos added “Terms” under C. UNFINISHED BUSINESS
Shane Poulsen added “ASB Resolution – Prevention of the Introduction of Zebra and Quagga mussels into Alberta Water Bodies” under H. NEW BUSINESS

Councillor Schoening

Moved to accept agenda as amended.

Carried.

B. Adoption of Minutes 14/066

Discussion of minutes lead to decision to contact Connie Simmons to attend next meeting if possible to present information regarding Dutch Creek Watershed Study. Leo will arrange her attendance.

Dallis McGlynn moved to accept minutes as presented.

Carried.

C. UNFINISHED BUSINESS

1) Solar Water Pump Demonstration Unit
Lindsey presented information on two different solar watering systems. Features and benefits of each were discussed.

Councillor Yagos

14/067

Moved to make recommendation to Council to support purchase of solar watering demo unit for ratepayers not exceeding \$10,000.

Carried.

2) Terms

Councillor Yagos and Councillor Schoening explained that ASB members will be granted a two year term to serve on the Board, and that a rotational term system will be implemented.

D. AGRICULTURAL FIELDMEN REPORT

Shane Poulsen explained what is happening currently in the AES department and what is coming up in the next month.

Councillor Schonening

14/068

Moved to accept the Agricultural Fieldmens Report as Information.

Carried.

G. CORRESPONDENCE

1) **For Information**

a) Jim Hansen Report

Jim Hansen described current trends in Agriculture Markets

Councillor Yagos

14/069

Moved to accept Jim Hansen's Report as Information.

Carried.

b) Farmer's Pesticide Course

The MD of Taber is offering the Farmer's Pesticide Course through the Potato Growers Association. Shane will look into having the MD of Pincher Creek host this course in the spring.

c) ARD Provincial Form 7 Training

Shane to attend October 15th – 16th, 2014

d) Southern Alberta Weed Coordinator report for July and August 2014

Councillor Schoening

14/070

Moved to accept as Information.

Carried.

2) Action Required

a) South Region ASB Conference
Susan Vogelaar, Dallis McGlynn, Shane Poulsen and Lindsey Cockerill to attend.

b) Working Well Workshop
Lindsey will organize venue, advertising, pre-registration etc..

Councillor Yagos

14/071

Moved to proceed with arrangements to host workshop at the Heritage Inn on November 13th, 2014.

Carried.

H. NEW BUSINESS

1) ASB Resolution 2015-1 Prevention of the Introduction of Zebra and Quagga Mussels into Alberta Water Bodies

Dallis McGlynn

14/072

Moved that Shane complete the background information for the resolution and that the resolution be brought forth to the South Region Provincial ASB Conference in Readymade.

Carried.

I. NEXT MEETING – November 6, 2014 at 9:30am

J. ADJOURNMENT

Dallis McGlynn

14/073

Moved to adjourn the meeting, the time being 11:16am.

Carried.



ASB Chairperson



ASB Secretary



MINUTES - 6 (2014)
EXECUTIVE COMMITTEE MEETING
Thursday, October 9, 2014 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
 Henry Van Hierden - *Vice-Chair*
 Anne Marie Philipsen
 Don Anderberg

Jim Bester
 Dave Edmonds
 Bill Martens (absent)

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – October 9, 2014
2. **Approval of Minutes** – August 14, 2014(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Proposed 2015 Budget.....(attachment)
 - (b) Request for Municipal Accounting/Audit Services.....(attachment)
 - (c) Fee For Service 2014 Update(attachment)
5. **Accounts**
 - (a) Office Accounts –
 - (i) July 2014(attachment)
 - (ii) August 2014.....(attachment)
 - (b) Financial Statements –
 - (i) January 1 - July 31, 2014(attachment)
 - (ii) January 1 - August 31, 2014(attachment)
6. **Director’s Report**
7. **Executive Report**
8. **Adjournment**

DIRECTOR’S PERFORMANCE EVALUATION

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Dave Edmonds

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Henry Van Hierden

THAT the Executive Committee approve the minutes of August 14, 2014, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Proposed 2015 Budget

- The Director presented a preliminary budget which was used as a basis for discussion, and requested input on various options. Committee members requested that reserves be built in to the budget as discussed in 2013 by including two new line items — Transfer to Operating Reserve (\$25,000) and Transfer to Capital Reserve (\$25,000). They also asked that staff salary figures be brought to the next meeting for a discussion on salary increases and staffing levels before the final 2015 is prepared.

Moved by: Anne Marie Philipsen

THAT the Executive Committee accept the Proposed 2015 Budget, as information.

CARRIED

(b) Request for Municipal Accounting/Audit Services

- ORRSC's three-year contract for accounting/audit services from KPMG LLP has ended and the Director asked if he should request tenders for another three-year term. Because we have been pleased with their service and cost, the Committee directed that we obtain a committed price from KPMG to extend their service for at least one more year and then decide whether to go to tender.

Moved by: Jim Bester

THAT the Executive Committee request ORRSC staff to obtain a committed price to extend accounting/audit services from KPMG LLP for at least one more year and bring it back to the next Executive Committee meeting for a decision.

CARRIED

(c) Fee For Service 2014 Update

- The Director is currently checking with each planner to determine which projects can be invoiced before the end of the year. He will also be meeting with the planners soon to assemble a priority list of South Saskatchewan Regional Plan updates needed and to devise a strategy to complete these updates within five years.

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee For Service 2014 Update, as information.

CARRIED

5. ACCOUNTS

(a) Office Accounts

(i) July 2014

| | | | |
|------|---------------------------------------|--|----------|
| 5150 | Staff Mileage | S. Johnson (May-July)..... | \$ 49.50 |
| 5151 | Vehicle Gas & Maintenance | S. Johnson (May-July)..... | 62.28 |
| 5320 | General Office Supplies | S. Johnson (May-July)..... | 20.98 |
| 5530 | Coffee & Supplies | S. Johnson (May-July)..... | 66.06 |
| 5536 | Rural IMDP Grant | C. Klassen..... | 39.47 |
| 4140 | Approval Fees | E. Holmberg | 150.00 |
| 4140 | Approval Fees | Benchmark Geomatics | 8.75 |
| 5151 | Vehicle Gas & Maintenance | Imperial Oil..... | 272.54 |
| 5151 | Vehicle Gas & Maintenance | Petty Cash (oil change) | 42.98 |
| 5170 | Staff Conference & Area | Petty Cash (AB Geomatics - K. Kinniburgh/M. Kristic)..... | 60.00 |
| 5320 | General Office Supplies | Petty Cash (ATB - deposit books)..... | 4.00 |
| 5520 | Meetings | Petty Cash (Safeway/Tim Horton's) | 22.39 |
| 5280 | Janitorial Services | Madison Ave Business Services..... | 425.00 |
| 5285 | Building Maintenance | Cam Air Refrigeration | 914.45 |
| 5320 | General Office Supplies | Desjardin Card Services | 82.27 |
| 5380 | Printing & Printing Supplies | Desjardin Card Services | 139.39 |
| 5570 | Equipment Repairs & Maintenance | Desjardin Card Services | 153.80 |
| 5310 | Telephone | Bell Mobility..... | 624.40 |
| 5310 | Telephone | Telus | 454.89 |
| 5580 | Equipment & Furniture Rental | Telus | 143.45 |
| 5230 | Member Conference & Out of Area | Brownlee Fryett..... | 6,182.40 |
| 5330 | Dues & Subscriptions | JAPA | 260.00 |
| 5330 | Dues & Subscriptions | Taber Times | 46.00 |
| 5330 | Dues & Subscriptions | Waterton Park Pass | 93.43 |
| 5330 | Dues & Subscriptions | Vulcan Advocate | 90.49 |
| 5330 | Dues & Subscriptions | Municipal World | 55.00 |
| 5380 | Printing & Printing Supplies | Peak Vocational Services | 90.00 |
| 5440 | Land Titles Office | Minister of Finance..... | 444.00 |
| 5500 | Subdivision Notification | Lethbridge Herald | 458.64 |
| 5500 | Subdivision Notification | Lethbridge Herald | 446.16 |
| 5536 | Rural IMDP Grant | Perry A. Stein Consulting..... | 1,261.00 |

| | | | |
|--------------|------------------------------------|--------------------------------|---------------------------|
| 5536 | Rural IMDP Grant | Perry A. Stein Consulting..... | 1,735.96 |
| 5580 | Equipment & Furniture Rental | Xerox Canada | 2,389.58 |
| 5580 | Equipment & Furniture Rental | Xerox Canada | 960.00 |
| 1160 | GST Receivable | GST Receivable..... | 849.19 |
| TOTAL | | | <u>\$19,098.45</u> |

(ii) August 2014

| | | | |
|--------------|--|------------------------------------|--------------------------|
| 5151 | Vehicle Gas & Maintenance | Imperial Oil..... | \$ 186.23 |
| 5170 | Staff Conference & Area | APPI..... | 600.00 |
| | S. Croil - "APPI Conference Registration Fee" - October 5-7/14 | | |
| 5170 | Staff Conference & Area | APPI..... | 600.00 |
| | R. Dyck - "APPI Conference Registration Fee" - October 5-7/14 | | |
| 5280 | Janitorial Services | Madison Ave Business Services..... | 475.00 |
| 5320 | General Office Supplies | Madison Ave Business Services..... | 14.49 |
| 5310 | Telephone | Bell Mobility..... | 652.60 |
| 5310 | Telephone | Telus Communications | 381.70 |
| 5580 | Equipment & Furniture Rental | Telus Communications | 140.44 |
| 5310 | Telephone | Telus Communications | 168.51 |
| 5320 | General Office Supplies | Desjardin..... | 59.37 |
| 5430 | Aerial Photos & Maps | Lethbridge County..... | 350.00 |
| 5440 | Land Titles Office | Minister of Finance..... | 142.00 |
| 5500 | Subdivision Notification | Lethbridge Herald | 430.56 |
| 5536 | Rural IMDP Grant | Perry A. Stein Consulting..... | 560.26 |
| 5536 | Rural IMDP Grant | Perry A. Stein Consulting..... | 1,578.04 |
| 5536 | Rural IMDP Grant | Town of Vulcan Recreation..... | 300.00 |
| 1160 | GST Receivable | GST Receivable..... | 295.31 |
| TOTAL | | | <u>\$6,934.51</u> |

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of July (\$19,098.45) and August (\$6,934.51) 2014, as presented.

CARRIED

(b) Financial Statements –

(i) January 1 - July 31, 2014

(ii) January 1 - August 31, 2014

- Committee members asked the following questions: Why doesn't the Accrued Vacation Leave change from month to month and what is the current total? If grant money is not spent in one year, do we set up a reserve fund for the following year to draw out funds for expenses? Where does the Deferred Income come from? Can notes be made on the financial statements so the Committee knows what some of these items are?
- The Director will consult with the bookkeeper and report back at the next meeting.

Moved by: Jim Bester

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - July 31, 2014

January 1 - August 31, 2014

CARRIED

6. DIRECTOR'S REPORT

- The Director gave a verbal report 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 8:35 p.m. until Thursday, **November 13, 2014** at 7:00 p.m. **CARRIED**

DIRECTOR'S PERFORMANCE EVALUATION

/bj

CHAIR:

