

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**April 12, 2016**  
**1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

- (1) Consolidated Financial Statements for the Year Ended December 31, 2015
  - Letter from Young Parkyn McNab, dated April 12, 2016
- (2) First Student
  - Email from First Student / Cardinal, dated March 31, 2016

C. MINUTES

- (1) Council Meeting Minutes
  - Minutes of March 22, 2016

D. UNFINISHED BUSINESS

- (1) Policy 312 – Licence of Occupation
  - Draft Resolution
  - Report from Director of Operations, dated March 15, 2016

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

(1) **Operations**

- a) Insurance Payment Roof Repair
  - Report from Director of Operations, dated April 7, 2016
- b) Operations Report
  - Report from Director of Operations, dated April 5, 2016

(2) **Planning and Development**

Nil

(3) **Finance and Administration**

- a) Provincial Assessment Services Review on Industrial Property
  - Report from Director of Finance and Administration, dated April 1, 2016
- b) Statement of Cash Position
  - Month Ending March 2016

(4) **Municipal**

- a) Wind Energy Development Review
  - Letter from Oldman River Regional Services Commission, dated March 19, 2014
- b) Fire Guardians – Appointment
  - Report from CAO, dated March 21, 2016
- c) Chief Administrative Officer's Report
  - Report from CAO, dated April 7, 2016

F. CORRESPONDENCE

(1) **Action Required**

- a) 2016 Letter to Highway 3 Twinning Development Association Members
  - Email from Town of Coaldale, dated March 21, 2016
- b) Pincher Creek Community Hall – Joint Funding
  - Letter from Pincher Creek Community Centre Hall Society, dated March 17, 2016

- c) Request for MD Pins
  - Email from Rendezvous by the Creek, dated March 21, 2016
- d) Amendment to Alberta Health Services Contract
  - Letter from Pincher Creek Emergency Services, dated March 29, 2016
- e) Request for Membership and Financial Support
  - Letter from Partners FOR the Saskatchewan River Basin, dated March 29, 2016
- f) Heritage Awards 2016
  - Letter from Alberta Historical Resources Foundation, dated March 15, 2016
- g) 2016 Municipal Property Taxes
  - Letter from Questfire Energy Corp, dated April 5, 2016
- h) Farm Credit Canada AgriSpirit Fund
  - Email from Pincher Creek & District Ag Society, dated April 6, 2015

(2) **For Information**

- a) Alberta Community Partnership Program
  - Letter from Alberta Municipal Affairs, dated March 17, 2016
- b) Planning to Age in Place
  - Letter from Alberta Seniors and Housing, dated March 7, 2016
- c) Regional Emergency Management Organization Agreement
  - Letter from Town of Pincher Creek, dated March 17, 2016
  - Letter from Village of Cowley, dated March 23, 2016
- d) Alberta Utilities Commission (AUC) Notice
  - Letter from AUC, received March 21, 2016
- e) Decommissioning of Cowley Ridge Wind Farm
  - Letter from TransAlta Corporation, dated March 24, 2016
- f) National Day of Mourning
  - Letter from Workers' Compensation Board, dated March 21, 2016
- g) Shell Canada – Notification of Update
  - Letter from Shell Canada Limited, dated March 16, 2016
- h) Proposed Sour Gas Pipeline Resumption
  - Letter from Shell Canada Limited, dated March 22, 2016
- i) Thank You Poster
  - Thank You Poster from Livingstone School Kindergarten Class, received April 8, 2016

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

Councillor Fred Schoening – Division 2

Councillor Garry Marchuk – Division 3

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

- (1) Land
- (2) Land
- (3) Land
- (4) Legal
- (5) Legal

I. NEW BUSINESS

J. ADJOURNMENT



April 12, 2016

Reeve and Council  
Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek, Alberta T0K 1W0

Ladies and Gentlemen:

RE: 2015 ANNUAL AUDIT OF MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

We are pleased to provide the following report relating to our audit of the financial statements of Municipal District of Pincher Creek No. 9 for the year ending December 31, 2015.

During the course of our audit we identified matters which may be of interest to the Council. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters that may be of interest to the Council in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The matters identified are included in this report which has been prepared solely for the information of the Council and is not intended for any other purpose. As such, we accept no responsibility to a third party who uses this report. Should any member of the audit committee or equivalent wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Our report is intended to assist the Council in fulfilling its obligation with respect to the 2015 financial statements. We have also attached a separate communication regarding the role of the Council and our recommendations for the Council of the Municipal District.

We would be pleased to further discuss any of the issues addressed in the report or any other issue which may be of interest or concern to the Council.

Yours truly,

YOUNG PARKYN MCNAB LLP

Darren Adamson, CPA, CA  
Enclosure

I. Purpose and Scope of Examination

We refer you to our communication dated December 8, 2015, which outlines the purpose and scope of our examination.

II. Results of Examination

As a result of our examination, we report that, in our opinion, the financial statements as at December 31, 2015 present fairly, in all material respects, the financial position of the Municipal District in accordance with Canadian public sector accounting standards.

Throughout the course of our examination, we received full co-operation from Municipal District officials and employees. No restrictions were imposed on the method or extent of our examination. We were given access to all records, documents and other supporting data and were furnished all information and explanations we required. In addition, we had the opportunity to discuss accounting matters with Municipal District officials.

III. Communication with Council

In accordance with the auditing standard "communications with those having oversight responsibility for the financial reporting process", the following matters are recommended to be communicated to the Council.

<b>Matters to be Communicated</b>	<b>Reference/Comment</b>
1. Significant Deficiencies in Internal Controls	During our audit, we did not encounter any significant deficiencies in internal controls.
2. Illegal Acts and Fraud	<p>An audit conducted in accordance with generally accepted auditing standards does not provide assurance about an entity's compliance with the laws and regulations that may affect it. These standards include, however, a requirement that the nature, extent and timing of the auditors' procedures should be designed so that, in the auditors' professional judgment, the risk of not detecting a material misstatement in the financial statements is reduced to an appropriately low level.</p> <p>However, due to the nature of illegal acts, an auditor conducting an audit in accordance with generally accepted auditing standards may not detect an illegal act, or recognize an act as being illegal, even if the effect of its consequences on the financial statements is material.</p> <p>Based on the results of our testing, we did not identify any illegal, improper or questionable payments or acts nor any acts committed with the intent to deceive, involving either misappropriation of assets or misrepresentation of financial information.</p>

3. Significant Accounting Principles and Policies	We refer you to note 2 to the financial statements for a summary of significant accounting policies adopted by the Municipal District.
4. Management's Judgments and Accounting Estimates	<p>There were no disagreements between management and ourselves regarding management's judgments and accounting estimates.</p> <p>Going Concern Assumption - It is now a requirement that management make an assessment each year regarding the Municipal District's ability to continue as a going concern. This assessment requires management to make certain judgments about the Municipal District's ability to meet its obligations in the foreseeable future.</p> <p>Management has advised that they are aware of no events or conditions that cast doubt upon the Municipal District's ability to continue as a going concern in the foreseeable future, and there is no intention to liquidate the Municipal District's assets or otherwise cease operations.</p>
5. Written Representation from Management	As requested, management has provided us written representations that it has fulfilled its responsibility for the preparation of the financial statements and that it has provided us with the required information for us to complete our audit.
6. Other Information in Documents Containing Audited Financial Statements	Should the Municipal District issue any report during the year that includes the audited financial statements, we will be required to read the unaudited information in the report prior to its release to ensure consistency with the information presented in the financial statements.
7. Disagreements with Management	There were no disagreements between management and ourselves with respect to the Municipal District's accounting policies or presentation and disclosure in the financial statements.
8. Difficulties Encountered in Performing the Audit	The full co-operation of management and other personnel was received during our examination.
9. Financial Statement Disclosure	There were no contentious financial statement disclosure issues.
10. Other Matters	No other matters were noted.
11. Emerging Issues	<p><u>Effective April 1, 2019</u> <u>Financial Statement Presentation (PS 1201)</u> PSAB has issued a new accounting standard for financial statement presentation that will be effective in the year that PS 2601 and PS 3450 are adopted. This new standard requires remeasurement gains and losses to be reported in a new statement called the "Statement of Remeasurement Gains and Losses".</p>

	<p><u>Foreign Currency Translation (PS 2601)</u>  PSAB has issued a new accounting standard for foreign currency translation which applies to fiscal years beginning on or after April 1, 2019 (extended from the original date of April 1, 2015). Earlier adoption is permitted, however a government must also adopt PS 3450 Financial Instruments in the same year that it adopts this standard. This standard will apply when reporting transactions that are denominated in a foreign currency in government financial statements.</p> <p><u>Financial Instruments (PS 3450)</u>  PSAB has issued a new accounting standard for financial instruments which applies to fiscal years beginning on or after April 1, 2019 (extended from the original date of April 1, 2015). Earlier adoption is permitted, however a government must also adopt PS 2601 Foreign Currency Translation in the same year that it adopts this standard.</p> <p>This standard establishes guidelines for recognizing and measuring financial assets, financial liabilities and non-financial derivatives.</p> <p>The main features of the new Section are:</p> <ul style="list-style-type: none"> <li>• Items within the scope of the Section are assigned to one of two measurement categories: fair value, or cost or amortized cost.</li> <li>• Almost all derivatives are measured at fair value.</li> <li>• Fair value measurement also applies to portfolio investments in equity instruments that are quoted in an active market.</li> <li>• Other financial assets/liabilities are generally measured at cost or amortized cost.</li> <li>• Until an item is derecognized, gains and losses arising due to fair value remeasurement are reported in the Statement of Remeasurement Gains and Losses.</li> </ul>
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Municipal District of Pincher Creek No. 9  
 Unadjusted Financial Statement Misstatements  
 For the year ended December 31, 2015

Unadjusted Financial Statement Misstatements	Proposed Adjustments Dr (Cr)				
	Opening Equity	Income Statement	Balance Sheet		
			Assets	Liabilities	Closing Equity
Carryforwards					
Interest accrual	\$ 33,508	\$ (33,508)	\$ -	\$ -	\$ -
2013 Flood project payable	64,731	(64,731)	-	-	-
Current year					
Interest accrual	-	29,048	-	(29,048)	29,048
Subtotal	98,239	(69,191)	-	(29,048)	29,048
Income taxes	-	-	-	-	-
Total	\$ 98,239	\$ (69,191)	\$ -	\$ (29,048)	\$ 29,048

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

**Consolidated Financial Statements**

**For the year ended December 31, 2015**

*Draft - March 30, 2016*



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**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

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**For the year ended December 31, 2015**

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*Draft - March 30, 2016*

# Young Parkyn McNab LLP

CHARTERED ACCOUNTANTS

## INDEPENDENT AUDITORS' REPORT

To: The Reeve and Members of Council of  
the Municipal District of Pincher Creek No. 9

We have audited the accompanying consolidated financial statements of the Municipal District of Pincher Creek No. 9 which comprise the consolidated statement of financial position as at December 31, 2015, and the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Municipal District of Pincher Creek No. 9 as at December 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Lethbridge, Alberta

April 12, 2016

Chartered Accountants

## MANAGEMENT REPORT

The accompanying consolidated financial statements and other information contained in this Financial Report are the responsibility of the management of the Municipal District of Pincher Creek No. 9.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly, in all material respects.

The Municipal District maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Municipal District's assets are properly accounted for and adequately safeguarded.

The elected Council of the Municipal District of Pincher Creek No. 9 is responsible for ensuring that management fulfils its responsibilities for financial statements.

Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Young Parkyn McNab LLP, Chartered Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Municipal District. Young Parkyn McNab LLP has full and free access to the Council.

Chief Administrative Officer \_\_\_\_\_

*Draft - March 30, 2016*

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
As at December 31, 2015

	2015	2014
<b>Financial assets</b>		
Cash and temporary investments (note 2)	\$ 4,456,353	\$ 830,406
Taxes and grants in place of taxes receivable (note 3)	304,471	304,207
Trade and other receivables (note 4)	4,595,058	1,330,945
Investments (note 5)	8,003,513	11,250,259
Debt charges recoverable (note 6)	2,394,533	2,501,730
	<u>19,753,928</u>	<u>16,217,547</u>
<b>Liabilities</b>		
Authorized overdraft (note 7)	168,763	901,282
Accounts payable and accrued liabilities	433,682	386,381
Employee benefit obligations (note 8)	772,259	796,883
Deferred revenue (note 10)	4,157,404	183,863
Long-term debt (note 11)	6,351,174	6,862,308
	<u>11,883,282</u>	<u>9,130,717</u>
<b>Net financial assets</b>	<u>7,870,646</u>	<u>7,086,830</u>
<b>Non-financial assets</b>		
Prepaid expenses	133,703	122,380
Inventory for consumption	2,170,552	2,212,418
Tangible capital assets (schedule 2)	55,183,001	52,055,092
	<u>57,487,256</u>	<u>54,389,890</u>
<b>Accumulated surplus (note 12)</b>	<u>\$ 65,357,902</u>	<u>\$ 61,476,720</u>

Contingency (note 18)

Approved on behalf of Council:

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Draft - March 30, 2016

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
For the year ended December 31, 2015

	Budget (Unaudited)	2015	2014
<b>Revenue</b>			
Net municipal property taxes (note 15)	\$ 9,401,010	\$ 10,156,789	\$ 8,919,627
User fees and sales of goods	443,730	461,384	551,359
Government transfers for operating (note 16)	415,140	873,335	648,073
Investment income	404,500	801,332	323,183
Penalties and costs of taxes	58,500	62,447	57,866
Licenses and permits	19,300	16,746	13,250
Gain on disposal of capital assets	96,200	-	10,166
Rental	258,140	402,121	220,224
Other	204,310	127,822	317,026
	11,300,830	12,901,976	11,060,774
<b>Expenses (note 17)</b>			
Legislative	220,860	225,547	193,388
Administration	2,067,746	1,971,311	1,844,675
Police, fire, disaster, ambulance and bylaw enforcement	496,936	528,569	631,240
Roads, streets, walks and lighting	6,741,511	7,473,016	7,298,458
Airport	853,194	848,464	865,728
Storm sewers and drainage	18,910	39,548	18,592
Water supply and distribution	332,140	407,218	315,623
Waste management	357,890	352,046	416,826
Family and community support services	114,430	121,094	114,419
Cemeteries and crematoriums	40,500	41,687	39,201
Land use planning, zoning and development	324,000	267,371	226,507
Agricultural and environmental services	641,071	558,899	660,530
Parks and recreation	334,510	401,081	416,610
Culture - libraries, museums, halls	413,360	408,928	402,207
	12,956,458	13,644,779	13,444,004
<b>Deficiency of revenue over expenses before other</b>	<b>(1,655,628)</b>	<b>(742,803)</b>	<b>(2,383,230)</b>
<b>Other</b>			
Government transfers for capital (note 16)	1,520,000	4,623,985	4,321,450
<b>Excess of revenue over expenses</b>	<b>(135,628)</b>	<b>3,881,182</b>	<b>1,938,220</b>
<b>Accumulated surplus, beginning of year</b>	<b>61,476,720</b>	<b>61,476,720</b>	<b>59,538,500</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 61,341,092</b>	<b>\$ 65,357,902</b>	<b>\$ 61,476,720</b>

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
For the year ended December 31, 2015

	Budget (Unaudited)	2015	2014
<b>Excess of revenue over expenses</b>	\$ (135,628)	\$ 3,881,182	\$ 1,938,220
Acquisition of tangible capital assets	(5,461,370)	(6,504,288)	(4,553,672)
Amortization of tangible capital assets	3,165,618	3,165,618	2,888,785
Loss (gain) on disposal of tangible capital assets	(96,200)	76,233	(10,166)
Proceeds on disposal of tangible capital assets	96,200	134,530	10,166
	(2,295,752)	(3,127,907)	(1,664,887)
Net change in inventory for consumption	-	41,864	(343,177)
Net change in prepaid expense	-	(11,323)	(55,813)
	-	30,541	(398,990)
<b>Increase in net financial assets</b>	(2,431,380)	783,816	(125,657)
<b>Net financial assets, beginning of year</b>	7,086,830	7,086,830	7,212,487
<b>Net financial assets, end of year</b>	\$ 4,655,450	\$ 7,870,646	\$ 7,086,830

Draft - March 30, 2016

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**CONSOLIDATED STATEMENT OF CASH FLOW**  
For the year ended December 31, 2015

	2015	2014
<b>Operating transactions</b>		
Excess of revenue over expenses	\$ 3,881,182	\$ 1,938,220
Adjustments for items which do not affect cash		
Loss (gain) on disposal of tangible capital assets	76,233	(10,166)
Amortization of tangible capital assets	3,165,618	2,888,785
	7,123,033	4,816,839
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(264)	(5,393)
Trade and other receivables	(3,264,113)	742,626
Investments	3,246,746	(83,325)
Debt charges recoverable	107,197	104,111
Inventory for consumption	41,864	(343,177)
Prepaid expenses	(11,323)	(55,813)
Accounts payable and accrued liabilities	47,301	(2,408,531)
Employee benefit obligations	(24,624)	97,383
Deferred revenue	3,973,541	(876,985)
Cash provided by operating transactions	11,239,358	1,987,735
<b>Capital transactions</b>		
Proceeds on disposal of tangible capital assets	134,530	10,166
Acquisition of tangible capital assets	(6,504,288)	(4,553,672)
Cash applied to capital transactions	(6,369,758)	(4,543,506)
<b>Financing transactions</b>		
Proceeds of long-term debt	-	1,400,000
Repayment of long-term debt	(511,134)	(641,305)
Cash applied to financing transactions	(511,134)	758,695
<b>Increase (decrease) in cash and temporary investments</b>	<b>4,358,466</b>	<b>(1,797,076)</b>
<b>Cash and temporary investments, beginning of year</b>	<b>(70,876)</b>	<b>1,726,200</b>
<b>Cash and temporary investments, end of year</b>	<b>\$ 4,287,590</b>	<b>\$ (70,876)</b>
<b>Cash and temporary investments consists of:</b>		
Cash	\$ 4,456,353	\$ 830,406
Authorized overdraft	(168,763)	(901,282)
	\$ 4,287,590	\$ (70,876)

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**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2015**

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**1. Significant accounting policies**

The consolidated financial statements of the Municipal District of Pincher Creek No. 9 are the representations of management prepared in accordance with generally accepted accounting principles for local government established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the Municipal District are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Municipal District and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.



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**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

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**1. Significant accounting policies, continued**

(e) Inventories for resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(f) Debt charges recoverable

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

(g) Contaminated sites liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(h) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(i) Reserves for future expenses

Reserves are established at the discretion of Council to set aside funds for future operating and capital expenses. Transfers to and/or from reserves are reflected as an adjustment to the respective fund.

(j) Requisition over-levy and under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

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**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

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**1. Significant accounting policies, continued**

(k) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(l) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Land improvements	20
Buildings	50
Engineered structures	20-75
Machinery and equipment	3-35
Vehicles	3-20

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**1. Significant accounting policies, continued**

(l) Non-financial assets, continued

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

**2. Cash and temporary investments**

	2015	2014
Temporary investments	\$ 4,456,353	\$ 830,406

Temporary investments consist of premium and regular Canadian T-Bill funds with maturities of twelve months or less.

**3. Taxes and grants in place of taxes receivables**

	2015	2014
Taxes and grants in place of taxes receivable	\$ 216,674	\$ 218,511
Arrears	87,797	85,696
	\$ 304,471	\$ 304,207

**4. Trade and other receivables**

	2015	2014
Provincial grants receivable	\$ 4,401,713	\$ 1,044,070
Goods and Services Tax (GST)	111,797	114,493
Trade receivables	81,548	148,637
Other receivables	-	23,745
	\$ 4,595,058	\$ 1,330,945

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**5. Investments**

	2015		2014	
	Cost	Market value	Cost	Market value
Bonds	\$ 8,000,173	\$ 7,870,342	\$ 11,246,919	\$ 11,556,937
Other	3,340	3,340	3,340	3,340
	<u>\$ 8,003,513</u>	<u>\$ 7,873,682</u>	<u>\$ 11,250,259</u>	<u>\$ 11,560,277</u>

The bond portfolio has an effective interest rate of 6.0% (2014 - 4.0%) with maturity dates from 2019 to 2107.

The other long-term investments are recorded at cost. These instruments are not traded in an organized financial market.

**6. Debt charges recoverable**

	2015	2014
Current debt charges recoverable	\$ 107,197	\$ 104,111
Non-current debt charges recoverable	2,287,314	2,397,619
	<u>\$ 2,394,533</u>	<u>\$ 2,501,730</u>

The Municipal District has undertaken a joint landfill road development project with the Crowsnest/Pincher Creek Landfill Association. The MD assumed long-term financing totaling \$3,607,273 in 2012; however, \$2,706,955 plus interest at 2.94% is recoverable from the Landfill Association with respect to this financing. Amounts are recoverable in bi-annual principal and interest payments of \$90,007 until September 1, 2032.

	Principal	Interest	Total
2016	\$ 110,374	\$ 69,641	\$ 180,015
2017	113,645	66,370	180,015
2018	117,013	63,002	180,015
2019	120,840	59,535	180,375
2020	120,480	55,967	176,447
Thereafter	1,812,181	351,206	2,163,387
	<u>\$ 2,394,533</u>	<u>\$ 665,721</u>	<u>\$ 3,060,254</u>

**7. Authorized overdraft**

The Municipal District has an authorized overdraft with the CIBC up to \$5,000,000.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**8. Employee benefit obligations**

	2015	2014
Vacation and time in lieu	\$ 93,624	\$ 224,896
Sick time	678,635	571,987
	<b>\$ 772,259</b>	<b>\$ 796,883</b>

**Vacation and time in lieu**

The vacation and time in lieu liability is comprised of the vacation and overtime that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

**Sick Time**

Sick leave credits are earned by employees on the basis of 3/4 day for each two week pay period worked, until the employee reaches the age of 65, to a maximum of 120 days. Upon termination of employment or retirement, a non-union employee shall be entitled to any unused sick leave time in the form of severance pay. Union employees shall be entitled to any unused sick time on pensionable retirement at age 55 or death.

**9. Contaminated sites liability**

On January 1, 2015, the Municipal District adopted PS3260 liability for contaminated sites. The standard was applied on a retroactive basis and did not result in any adjustments to the financial liabilities, tangible capital assets or accumulated surplus of the Municipal District.

**10. Deferred revenue**

	2015	2014
Municipal Sustainability Initiative	\$ 2,448,746	\$ 13,307
Regional water study	1,629,084	14
Prepaid property taxes	44,083	42,820
Bridge grants	35,491	105,542
Federal Gas Tax Fund	-	19,928
NAV Canada	-	2,252
	<b>\$ 4,157,404</b>	<b>\$ 183,863</b>

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**11. Long-term debt**

	2015	2014
Tax supported debentures	\$ 5,343,174	\$ 5,728,308
Village of Cowley	1,008,000	1,134,000
	\$ 6,351,174	\$ 6,862,308
Current portion	\$ 523,565	\$ 511,134

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2016	\$ 523,565	\$ 188,066	\$ 711,631
2017	586,402	171,523	707,925
2018	549,655	154,563	704,218
2019	563,340	137,171	700,511
2020	361,791	126,677	488,468
Thereafter	3,816,421	1,362,238	5,178,659
	\$ 6,351,174	\$ 2,140,238	\$ 8,491,412

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest from 2.94% to 3.49% per annum with maturity dates ranging from 2019 to 2032. Debenture debt is issued on the credit and security of the Municipal District at large.

The promissory note to the Village of Cowley is payable at \$126,000 annually plus interest at 2.94%.

Interest on long-term debt amounted to \$204,205 (2014 - \$219,952). The Municipal District's cash payments for interest in 2015 was \$204,205 (2014 - \$219,952).

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**12. Accumulated surplus**

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2015	2014
Unrestricted surplus	\$ 1,654,366	\$ 886,913
Internally restricted surplus (reserves) (note 13)	12,477,176	12,895,293
Equity in tangible capital assets (note 14)	51,226,360	47,694,514
	<u>\$ 65,357,902</u>	<u>\$ 61,476,720</u>

**13. Reserves**

Council has set up reserves for various purposes. These reserves are either required by legislation or set up at the discretion of Council to provide funding for future expenses.

	2015	2014
<b>Operating</b>		
Mill rate stabilization	\$ 1,234,930	\$ 1,291,294
Interim operating funds	803,936	803,936
Gravel reclamation	361,289	400,749
Next year completions	193,448	334,112
Emergency services	30,000	30,000
Recycle committee	29,836	29,536
	<u>2,653,439</u>	<u>2,889,627</u>
<b>Capital</b>		
Road construction	3,091,442	3,991,252
Culture	1,425,000	1,275,000
Public works	1,336,061	1,638,235
Bridges	780,000	-
Regional water system	641,169	541,567
Lundbreck water/sewer system	512,157	525,064
Emergency services	478,163	540,689
Dams	438,324	413,324
Airport	340,260	340,260
Agricultural and environmental services	239,242	250,438
Recreation facilities	238,533	153,898
Administration	231,998	273,551
Recycling equipment	71,388	62,388
	<u>9,823,737</u>	<u>10,005,666</u>
	<u>\$ 12,477,176</u>	<u>\$ 12,895,293</u>

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**14. Equity in tangible capital assets**

	2015	2014
Tangible capital assets (schedule 2)	\$ 201,952,248	\$ 196,240,454
Accumulated amortization (schedule 2)	(146,769,247)	(144,185,362)
Long-term debt (note 11)	(6,351,174)	(6,862,308)
Debt charges recoverable (note 6)	2,394,533	2,501,730
	<b>\$ 51,226,360</b>	<b>\$ 47,694,514</b>

**15. Net municipal property taxes**

	Budget (Unaudited)	2015	2014
<b>Taxation</b>			
Real property taxes	\$ 9,365,610	\$ 9,841,555	\$ 8,911,409
Linear property taxes	2,964,560	3,203,926	2,850,527
	<b>12,330,170</b>	<b>13,045,481</b>	<b>11,761,936</b>
<b>Requisitions</b>			
Alberta School Foundation Fund - basic level	2,484,060	2,454,078	2,411,714
Alberta School Foundation Fund - opted out jurisdiction	108,830	105,620	104,122
Pincher Creek Foundation	336,270	328,994	326,473
	<b>2,929,160</b>	<b>2,888,692</b>	<b>2,842,309</b>
	<b>\$ 9,401,010</b>	<b>\$ 10,156,789</b>	<b>\$ 8,919,627</b>

**16. Government transfers**

	Budget (Unaudited)	2015	2014
<b>Transfers for operating:</b>			
Provincial government	\$ 277,370	\$ 735,550	\$ 518,833
Local government	137,770	137,785	129,240
	<b>415,140</b>	<b>873,335</b>	<b>648,073</b>
<b>Transfers for capital</b>			
Provincial government	1,520,000	4,623,985	4,321,450
	<b>\$ 1,935,140</b>	<b>\$ 5,497,320</b>	<b>\$ 4,969,523</b>



**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**17. Expenditures by object**

	Budget (Unaudited)	2015	2014
Salaries, wages and benefits	\$ 4,145,980	\$ 3,862,204	\$ 3,802,958
Contracted and general services	2,980,490	3,847,074	4,031,823
Materials, goods, supplies and utilities	1,462,530	1,548,437	1,278,871
Bank charges and short term interest	43,430	29,473	13,190
Interest on long-term debt	204,210	204,205	219,952
Other expenditures	24,750	60,465	49,117
Transfers to organizations and others	929,450	927,303	1,159,308
Amortization of tangible capital assets	3,165,618	3,165,618	2,888,785
	<b>\$ 12,956,458</b>	<b>\$ 13,644,779</b>	<b>\$ 13,444,004</b>

**18. Contingency**

The Municipal District of Pincher Creek No. 9 is a member of the Alberta Local Authorities Reciprocal Insurance Exchange. Under the terms of membership, the Municipal District could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

**19. Debt limits**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Municipal District be disclosed as follows:

	2015	2014
Total debt limit	\$ 19,352,964	\$ 16,353,514
Total debt	6,351,174	6,862,308
	<b>\$ 13,001,790</b>	<b>\$ 9,491,206</b>
Debt servicing limit	\$ 3,225,494	\$ 2,725,586
Debt servicing	711,631	715,359
	<b>\$ 2,513,863</b>	<b>\$ 2,010,227</b>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

**20. Local Authorities Pension Plan**

Employees of the Municipal District participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 237,612 people and 423 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Municipal District is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% on pensionable earnings above this amount. Employees are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable salary and 14.84% on pensionable salary above this amount.

Total current service contributions by the Municipal District to the LAPP in 2015 were \$282,298 (2014 - \$256,381). Total current service contributions by the employees of the Municipal District to the LAPP in 2015 were \$259,990 (2014 - \$236,045).

At December 31, 2014, the LAPP disclosed an actuarial deficiency of \$2.4 billion.

**21. Salary and benefits disclosure**

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1)	(2)		
	Salary	Benefits & allowances	2015	2014
<b>Council</b>				
Hammond, Brian	\$ 38,900	\$ 1,644	\$ 40,544	\$ 39,987
Marchuk, Garry	37,000	462	37,462	35,775
McNab, Grant	7,450	-	7,450	6,173
Schoening, Fred	26,000	448	26,448	22,868
Stevick, Quentin	10,275	504	10,779	-
Yagos, Terry	31,750	690	32,440	31,354
Chief administrative officer	155,786	1,763	157,549	150,330
Designated officer	92,838	2,857	95,695	93,405

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

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**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

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**22. Financial instruments**

The Municipal District of Pincher Creek No. 9's financial instruments consist of cash and temporary investments, accounts receivable, investments, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Municipal District is not exposed to significant interest or currency risk arising from these financial instruments.

The Municipal District of Pincher Creek No. 9 is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Municipal District provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

**23. Segmented disclosure**

The Municipal District provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the schedule of segmented disclosure (schedule 3).

**24. Budget amounts**

The 2015 budget for the Municipal District was approved by Council on December 8, 2014 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements. In addition, the approved budget did not contain an amount for amortization expense. In order to enhance comparability, the actual amortization expense has been included as a budget amount.

Budgeted deficit per financial statements	\$ (135,628)
Less: Capital expenditures	(5,461,370)
Long-term debt repayments	(519,890)
Transfers to operating reserves	(1,302,110)
Add: Amortization	3,165,618
Transfers from capital reserves	4,253,390
<b>Equals: Budgeted surplus</b>	<b>\$ 10</b>

**25. Approval of financial statements**

These financial statements were approved by Council and Management.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2015

	Schedule of changes in accumulated surplus			Schedule 1	
	Unrestricted	Restricted	Equity in tangible capital assets	2015	2014
Balance, beginning of year	\$ 886,913	\$ 12,895,293	\$ 47,694,514	\$ 61,476,720	\$ 59,538,500
Excess of revenue over expenses	3,881,182	-	-	3,881,182	1,938,220
Unrestricted funds designated for future use	(1,285,186)	1,285,186	-	-	-
Restricted funds used for operations	(236,187)	236,187	-	-	-
Restricted funds used for tangible capital assets	-	(1,939,490)	1,939,490	-	-
Current year funds used for tangible capital assets	(4,564,800)	-	4,564,800	-	-
Disposal of tangible capital assets	210,763	-	(210,763)	-	-
Amortization of tangible capital assets	3,165,618	-	(3,165,618)	-	-
Long term debt repaid	(511,134)	-	511,134	-	-
Debt charges recoverable	107,197	-	(107,197)	-	-
Change in accumulated surplus	767,453	(418,117)	3,531,846	3,881,182	1,938,220
<b>Balance, end of year</b>	<b>\$ 1,654,366</b>	<b>\$ 12,477,176</b>	<b>\$ 51,226,360</b>	<b>\$ 65,357,902</b>	<b>\$ 61,476,720</b>

Draft - March 30, 2016

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2015**

	Schedule 2						
	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction in progress
<b>Cost:</b>							
Balance, beginning of year \$	3,249,136	\$ 60,768	\$ 7,705,713	\$ 173,763,134	\$ 8,972,439	\$ 2,249,421	\$ 219,842
Acquisitions	-	-	-	4,378,869	720,948	457,157	947,315
Construction-in-progress	(14,400)	-	-	726,094	-	-	(711,694)
Disposals	(122,874)	-	(10,487)	(4,000)	(357,854)	(233,610)	(63,670)
Balance, end of year	3,111,862	60,768	7,695,226	178,884,097	9,335,533	2,472,968	391,793
<b>Accumulated amortization:</b>							
Balance, beginning of year	-	48,903	1,060,546	136,683,498	4,878,294	1,514,121	-
Annual amortization	-	1,519	160,804	2,182,683	682,122	138,488	-
Disposals	-	-	(5,649)	(1,698)	(353,925)	(220,459)	-
Balance, end of year	-	50,422	1,215,701	138,864,483	5,206,491	1,432,150	-
<b>Net book value</b>	<b>\$ 3,111,862</b>	<b>\$ 10,346</b>	<b>\$ 6,479,525</b>	<b>\$ 40,019,614</b>	<b>\$ 4,129,042</b>	<b>\$ 1,040,818</b>	<b>\$ 391,793</b>
<b>2014 net book value</b>	<b>\$ 3,249,136</b>	<b>\$ 11,866</b>	<b>\$ 6,645,167</b>	<b>\$ 37,099,636</b>	<b>\$ 4,094,146</b>	<b>\$ 735,300</b>	<b>\$ 219,842</b>
							<b>\$ 52,055,092</b>

Draft

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2015**

Schedule of segmented disclosure	Schedule 3							Total
	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	
<b>Revenue</b>								
Net municipal property taxes	\$ 10,156,789	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,156,789
User fees and sales of goods	17,688	33,774	167,897	199,602	-	42,423	-	461,384
Government transfers for operating	-	-	451,506	-	95,685	188,359	137,785	873,335
Investment income	801,332	-	-	-	-	-	-	801,332
Penalties and costs of taxes	62,447	-	-	-	-	-	-	62,447
Licenses and permits	-	-	-	-	-	16,746	-	16,746
Rental	21,144	-	380,007	-	-	970	-	402,121
Other	(12,406)	-	85,449	-	-	25,076	29,703	127,822
	<b>11,046,994</b>	<b>33,774</b>	<b>1,084,859</b>	<b>199,602</b>	<b>95,685</b>	<b>273,574</b>	<b>167,488</b>	<b>12,901,976</b>
<b>Expenses</b>								
Salaries, wages and benefits	1,281,888	11,124	2,094,578	-	-	474,614	-	3,862,204
Contracted and general services	500,091	470,527	2,045,739	623,124	-	161,681	45,912	3,847,074
Materials, goods, supplies and utilities	157,149	926	1,284,614	32,402	-	123,346	-	1,548,437
Bank charges and short term interest	29,473	-	-	-	-	-	-	29,473
Interest on long term debt	-	-	18,713	-	-	-	-	18,713
Other expenditures	7,209	3,046	-	85,492	-	-	-	204,205
Transfers to organizations and others	-	-	2,650	18,246	-	55	29,259	60,465
Amortization of tangible capital assets	221,047	42,946	2,864,735	-	-	29,683	734,838	927,303
	<b>2,196,857</b>	<b>528,569</b>	<b>8,361,029</b>	<b>759,264</b>	<b>162,781</b>	<b>826,270</b>	<b>810,009</b>	<b>13,644,779</b>
<b>Deficiency of revenue over expenses before other</b>	<b>8,850,137</b>	<b>(494,795)</b>	<b>(7,276,170)</b>	<b>(559,662)</b>	<b>(67,096)</b>	<b>(552,696)</b>	<b>(642,521)</b>	<b>(742,803)</b>
<b>Other</b>								
Government transfers for capital	-	107,214	4,382,574	134,197	-	-	-	4,623,985
<b>Excess of revenue over expenses</b>	<b>\$ 8,850,137</b>	<b>\$ (387,581)</b>	<b>\$ (2,893,596)</b>	<b>\$ (425,465)</b>	<b>\$ (67,096)</b>	<b>\$ (552,696)</b>	<b>\$ (642,521)</b>	<b>\$ 3,881,182</b>

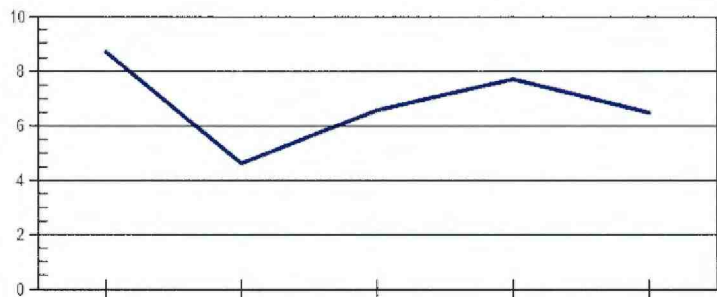
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**INDICATORS OF FINANCIAL CONDITION**  
For the year ended December 31, 2015  
(\$ thousands)

2011      2012      2013      2014      2015

**SUSTAINABILITY INDICATORS**

**Assets to liabilities**

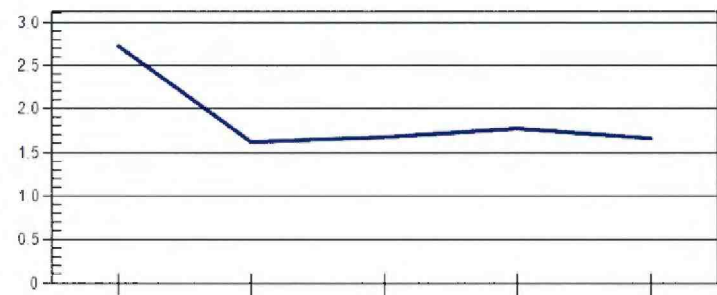
The "assets-to-liabilities" indicator reports the ratio of a government's financial and non-financial assets to its liabilities. This indicator supports a discussion about sustainability by illustrating the extent to which a government finances its operations by issuing debt. A ratio higher than one indicates that a government has accumulated surplus and has assets greater than debt. A ratio of less than one indicates that debt is greater than assets and that the government has been financing its operations by issuing debt. A trend in this direction may not be sustainable.



Total assets	\$ 53,992	\$ 65,095	\$ 70,197	\$ 70,607	\$ 77,241
Total liabilities	\$ 6,216	\$ 14,029	\$ 10,659	\$ 9,131	\$ 11,883
Assets to liabilities	8.69	4.64	6.59	7.73	6.50

**Financial assets to liabilities**

The "financial assets-to-liabilities" indicator reports the ratio of a government's financial assets to its liabilities. A result lower than one indicates liabilities exceed financial assets (net debt) and future revenues will be required to pay for past transactions and events. A result higher than one indicates financial assets exceed liabilities (net financial assets) and financial resources are on hand that can finance future operations. A trend showing increases in net debt or reductions in net financial assets may not be sustainable.



Total financial assets	\$ 16,885	\$ 22,781	\$ 17,871	\$ 16,218	\$ 19,754
Total liabilities	\$ 6,216	\$ 14,029	\$ 10,659	\$ 9,131	\$ 11,883
Financial assets to liabilities	2.72	1.62	1.68	1.78	1.66

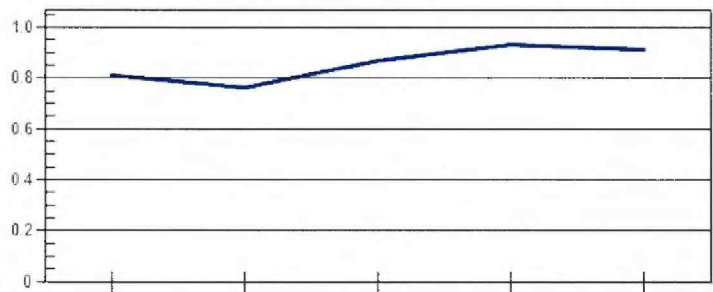
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**INDICATORS OF FINANCIAL CONDITION**  
For the year ended December 31, 2015  
(\$ thousands)

2011                  2012                  2013                  2014                  2015

**SUSTAINABILITY INDICATORS, CONTINUED**

**Operating expenses to taxable assessment**

The "total expenses-to-taxable assessment" indicator provides the trend of government spending over time in relation to the growth in the economy. A trend that shows total expense is growing at a faster rate than the growth in the economy may not be sustainable.

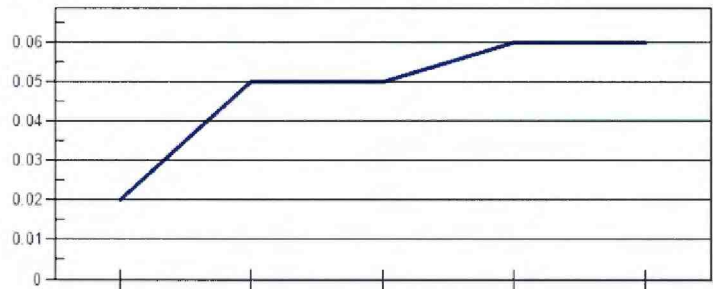


Operating expenses	\$ 9,577	\$ 10,000	\$ 11,783	\$ 13,444	\$ 13,645
Taxable assessment	\$1,179,654	\$1,311,454	\$1,355,829	\$1,448,276	\$1,495,875
Operating expenses to taxable assessment	0.81 %	0.76 %	0.87 %	0.93 %	0.91 %

**FLEXIBILITY INDICATORS**

**Public debt charges to revenues**

The "public debt charges-to-revenues" indicator measures public debt charges as a percentage of revenues. It illustrates the extent to which past borrowing decisions present a constraint on a government's ability to meet its financial and service commitments in the current period. Specifically, the more government uses revenues to meet the interest costs on past borrowing, the less will be available for program spending.



Debt servicing	\$ 221	\$ 563	\$ 558	\$ 715	\$ 712
Operating revenue	\$ 9,747	\$ 12,388	\$ 11,147	\$ 11,061	\$ 12,902
Public debt charges to revenues	0.02	0.05	0.05	0.06	0.06



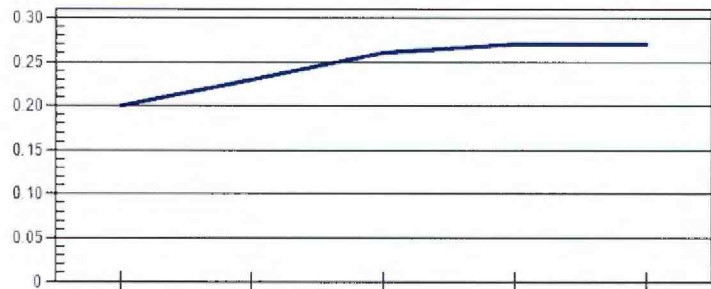
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**INDICATORS OF FINANCIAL CONDITION**  
For the year ended December 31, 2015  
(\$ thousands)

2011                  2012                  2013                  2014                  2015

**FLEXIBILITY INDICATORS, CONTINUED**

**Net book value to cost of tangible capital assets**

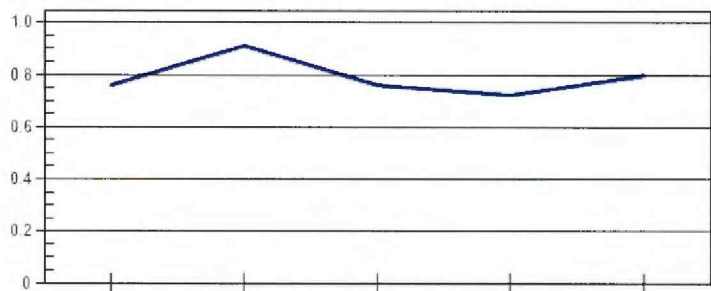
The "net book value of capital assets-to-cost of capital assets" indicator is important because it reports the extent to which the estimated useful lives of a government's tangible capital assets are available to provide its products and services. If a government's scale, scope and level of services remain unchanged or grow, its asset base could eventually impair flexibility because of the impending future costs of capital asset repair or replacement. Further information regarding assessing the physical condition of tangible capital assets can be found in ASSESSMENT OF TANGIBLE CAPITAL ASSETS, SORP-3.



Net book value	\$ 35,271	\$ 40,681	\$ 50,390	\$ 52,055	\$ 55,183
Cost of tangible capital assets	\$ 172,598	\$ 179,612	\$ 191,720	\$ 196,240	\$ 201,952
Net book value to cost of tangible capital assets	0.20	0.23	0.26	0.27	0.27

**Own source revenues to taxable assessment**

The "own-source revenues-to-taxable assessment" indicator is important because it shows the ratio of a local government's own-source revenues to its tax base. A change in the size of a local government's taxable assessment or a change in the rate of growth in assessment in relation to changes in own-source revenues could influence flexibility.



Own source revenues (net of government transfers)	\$ 8,989	\$ 11,873	\$ 10,368	\$ 10,413	\$ 12,029
Taxable assessment	\$1,179,654	\$1,311,454	\$1,355,829	\$1,448,276	\$1,495,875
Own source revenues to taxable assessment	0.76 %	0.91 %	0.76 %	0.72 %	0.80 %

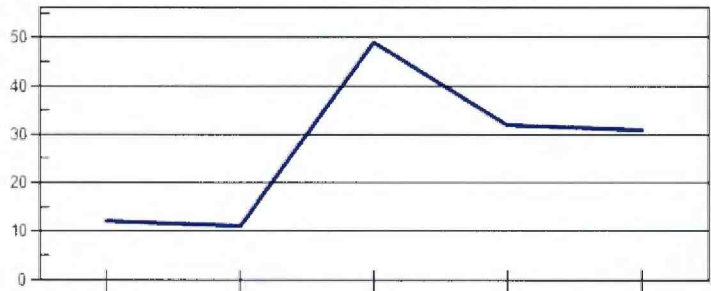
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**INDICATORS OF FINANCIAL CONDITION**  
For the year ended December 31, 2015  
(\$ thousands)

2011      2012      2013      2014      2015

**Vulnerability indicators**

**Government transfers to total revenues**

The purpose of reporting "government transfers-to-total revenues" is to show the proportion of revenues that provincial or local governments receive from other governments. This indicator offers a perspective on the degree of vulnerability a government faces as a result of its dependence on another level of government for revenues.



Government transfers (including capital)	\$ 1,250	\$ 1,417	\$ 9,887	\$ 4,970	\$ 5,497
Total revenues (including capital)	\$ 10,239	\$ 13,290	\$ 20,255	\$ 15,382	\$ 17,526
Government transfers to total revenues	12 %	11 %	49 %	32 %	31 %

**MDInfo**

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**From:** Roberts, Sharon E. <Sharon.Roberts@firstgroup.com>  
**Sent:** Thursday, March 31, 2016 8:06 AM  
**To:** MDInfo  
**Subject:** Re: First Student presentation to council

Good morning Tara,

Please find below an outline of the presentation I will be making to Council on April 12<sup>th</sup>:

Introduce myself as Location Manager of First Student Pincher Creek. Also outline that First Student is contracted to Livingstone Range School Division to provide school busing to approximately 400 students attending, MHHS, Canyon, St. Michaels and Livingstone School in Lundbreck.

Outline a serious safety issue, that not only First Student here in the Pincher Creek area is facing, but a problem right across Alberta. That is motorists passing school buses with the red lights flashing. In the 2015/16 school year to date, we have experienced 6 "fly bys", 3 of those right in the town of Pincher Creek.

First Student and LRSD presented to the Town of Pincher Creek Council on March 29<sup>th</sup>, and requested the Town proclaim April School Bus Safety Month. It was in fact proclaimed, and a major social media campaign is currently underway. First Student and LRSD is stressing the theme "Reds Flashing – No Passing"

Outline the campaign to date and what we hope to achieve.

Request that the MD of Pincher Creek issue a letter of support for our School Bus Safety Month, and the importance of motorists being aware of school buses and that flashing red lights means stop.

Closing remarks and field any questions that arise.

I hope this is enough information. If you need anything further, please let me know.

Thanks Tara.

Sharon Roberts  
Location Manager  
First Student/Cardinal  
PO Box 626, 921 Davidson Ave.,  
Pincher Creek, AB. T0K 1W0  
Location #: 34053  
Ph: 403-627-3060 Cell: 403-627-7508  
email: [sharon.roberts@firstgroup.com](mailto:sharon.roberts@firstgroup.com)

**MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
COUNCIL MEETING  
MARCH 22, 2016**

8637

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, March 22, 2016, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

**STAFF** Chief Administrative Officer Wendy Kay, Director of Finance and Administration Mat Bonertz, Director of Operations Leo Reedyk, Finance Manager Janene Felker 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 16/129

Moved that the Council Agenda for March 22, 2016, be amended, the amendment as follows:

Addition to In Camera – Legal

And that the agenda be approved, as amended.

Carried

CAO Wendy Kay presented Council with a piece of artwork donated by Anne Cisar.

**B. DELEGATIONS**

**C. MINUTES**

(1) Council Meeting Minutes

Councillor Garry Marchuk 16/130

Moved that the Council Meeting Minutes of March 22, 2016, be approved as presented.

Carried

**D. UNFINISHED BUSINESS**

Nil

**E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS**

(1) Operations

a) Corporate Health and Safety Policy – Annual Review

Councillor Quentin Stevick 16/131

Moved that the report from the Director of Operations, dated March 14, 2016, regarding the Corporate Health and Safety Policy – Annual Review, be received;

And that Council adopt the Corporate Health and Safety Policy as presented, for the upcoming year.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 March 22, 2016

b) Waste Removal Services – Review

Councillor Fred Schoening 16/132

Moved that the report from the Director of Operations, dated March 14, 2016, regarding the Waste Removal Services – Review, be received;

And that a 6 yard waste bin be placed, for a trial basis of three months, adjacent to the existing bins adjacent to Public Works, with signage advertising this bin is specifically for residents with mobility challenges.

Carried

Councillor Terry Yagos 16/133

Moved that a 6 yard waste bin be placed, for a trial basis of three months, in the Burmis / Hiawatha area;

And that residents in this area be notified of the bin placement, and the day of the week the bin will be emptied.

Carried

c) Policy 312 License of Occupation

Councillor Fred Schoening 16/134

Moved that the report from the Director of Operations, dated March 15, 2016, regarding Policy 312 License of Occupation, be received;

And this item be tabled to the In-Camera meeting.

Carried

d) Policy 300 Road Maintenance Policy

Councillor Terry Yagos 16/135

Moved that the report from the Director of Operations, dated March 16, 2016, regarding Policy 300 Road Maintenance Policy, be received;

And that Council adopt Policy 300 – Road Maintenance Policy, as presented.

Carried

e) Operations Report

Councillor Fred Schoening 16/136

Moved that the Operations Report for the period of March 3, 2016 to March 16, 2016, be received as information.

Carried

(2) Planning and Development

a) Proposed Amendment to Land Use Bylaw 1140-08

Councillor Garry Marchuk declared a potential conflict of interest, as he has property adjacent to the said property, and left the meeting, the time being 1:41 pm.

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 March 22, 2016

Councillor Fred Schoening 16/137

Moved that the report from the Director of Development and Community Services, dated March 16, 2016, regarding the proposed amendment to Land Use Bylaw 1140-08, be received;

And that Council give first reading to Bylaw No 1267-16, being the Bylaw to repeal Bylaw 1220-11, and amend Land Use Bylaw 1140-08;

And that a Public Hearing be set for May 10, 2016 at 6:30 pm in the Council Chambers.

Carried

Councillor Garry Marchuk returned to the meeting, the time being 1:49 pm.

(3) Finance

a) Financial Policy 5.3.2.3. – Fees and Charges – Tax Arrears

Councillor Fred Schoening 16/138

Moved that the report from the Director of Finance and Administration, dated March 16, 2016, regarding Financial Policy 5.3.2.3. – Fees and Charges – Tax Arrears, be received;

And that Council adopt Financial Policy 5.3.2.3. – Fees and Charges – Tax Arrears, as presented.

Carried

b) Statement of Cash Position

Councillor Fred Schoening 16/139

Moved that the Statement of Cash Position, for the month ending February 2016, be received as information.

Carried

(4) Municipal

a) CAO Report

Councillor Quentin Stevick 16/140

Moved that Council receive for information, the Chief Administrative Officer's report for the period of March 4, 2016 to March 17, 2016.

Carried

F. CORRESPONDENCE

1. For Action

a) Rural Safety – Smart Choices for LIFE

Councillor Quentin Stevick 16/141

Moved that the letter from Group Group Youth Society, dated February 1, 2016, regarding Rural Safety – Smart Choices for LIFE, be received as information.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 March 22, 2016

b) Denim, Dinner and Dance

Councillor Fred Schoening 16/142

Moved that the letter from Livingstone Parents Association, dated March 3, 2016, regarding the support request for the Denim, Dinner and Dance event, be received as information.

Carried

c) The Junction Update

Councillor Terry Yagos 16/143

Moved that the email McMan Youth, Family and Community Services Association, dated March 10, 2016, regarding the Junction Updated, be received;

And that McMan Youth, Family and Community Services Association be authorized to use the MD Logo on their new building only.

Carried

d) Volunteer Week

Councillor Quentin Stevick 16/144

Moved that the letter from Parks and Community Services, dated March 14, 2016, regarding Volunteer Week, be received;

And that the Reeve and/or the Deputy Reeve be authorized to represent MD Council.

Carried

e) Request for Support for Funding Application

Councillor Fred Schoening 16/145

Moved that the email from Town of Taber, dated March 17, 2016, regarding the request for support for funding application, be received as information;

And that a letter be forwarded to the Town of Taber informing them that we have a local recycling facility, and at this time we could not commit to sending recyclables to their proposed facility.

Carried

2. For Information Only

a) 2016 Minister's Seniors Service Awards

Councillor Fred Schoening 16/146

Moved that the brochure from Alberta Seniors and Housing, regarding the 2016 Minister's Seniors Services Awards, be received;

And that the MD nominate the Pincher Creek Care Bears organization

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 March 22, 2016

Councillor Quentin Stevick 16/147

Moved that the following be received as information:

- b) Note of Thanks
  - Card from Citizens on Patrol, received March 8, 2016
- c) Annual Show – Farm Museum
  - Letter from Heritage Acres Farm Museum, dated March 11, 2016

Carried

#### G. COMMITTEE REPORTS

Councillor Quentin Stevick – Division 1

- Gravel / Grading / Dust Control on private lands in the Spring newsletter
- Cardston County
  - Snow Plowing Mutual Aid – Township Road 4-0
- Cardston County
  - High Speed Internet Project
- Holding the Reins
  - Alternative Land Use Services (ALUS) – Kristine Campbell and Ken Lewis

Councillor Fred Schoening – Division 2

- Recycling Committee
  - Minutes of March 14, 2016
- Oldman River Regional Services Commission
  - Minutes of December 3, 2016
- FCSS
- Town Hall Meeting – April 7, 2016 – Physician Assisted Dying

Councillor Garry Marchuk – Division 3

- Alberta SouthWest Regional Alliance
  - Bulletin March 2016
- Pincher Creek Foundation

Reeve Brian Hammond - Division 4

- County of Lethbridge Open Houses – Funding for Infrastructure

Councillor Terry Yagos – Division 5

- Holding the Reins
- Mayors and Reeves – AAMDC Convention

Councillor Terry Yagos 16/148

Moved that the committee reports be received as information.

Carried

#### H. IN-CAMERA

Councillor Fred Schoening 16/149

Moved that Council and Staff move In-Camera, the time being 2:55 pm.

Carried

Councillor Garry Marchuk 16/150

Moved that Council and Staff move out of In-Camera, the time being 4:25 pm.

Carried



Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 March 22, 2016

I. GRAVEL PIT RECLAMATION – NW 13-5-28 W4M

Councillor Fred Schoening

16/151

Moved that the report from the Director of Operations, dated March 16, 2016, regarding Land – Gravel Pit Reclamation, be received;

And that Administration be requested to contact the property owner of the NW 13-5-28 W4M, to offer the following:

1. The MD will purchase a Norm Ward Power Grazer electric fence at a cost of approximately \$13,600 (plus GST), for the property owner's use around the reclaimed pit, subject to the following:
  - a. The property owner agrees to enter into a Rental Agreement for use of the fence, for a period of three (3) years. On completion of the third year, the fence will be removed and returned in satisfactory condition, to the MD.
  - b. The property owner will be responsible for maintenance and upkeep of the fence, while it is in his possession.
  - c. The property owner to provide proof of two (2) million dollars liability insurance.
  - d. If the property owner is in agreement to the above terms, the MD will purchase and have the fence installed, at the MD's cost.

And further that if the above is agreeable to the property owner of the NW 13-5-28 W4M, that the costs associated with this project be taken from Account No. 6-12-0-748-6740 (Allocated Reserve – Gravel Pit Stripping/Reclamation).

Councillor Quentin Stevick requested a recorded vote.

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

J. POLICY 312 – LICENCE OF OCCUPATION

Councillor Fred Schoening

16/152

Moved that the legal opinion and advice from our Insurance Company, both indicating that preferably proof of two (2) Million Dollar Liability Insurance for use of MD Road Allowances be provided to the MD annually, be received;

And that Policy 312 – Licence of Occupation be amended, the amendment as follows:

Appendix B – Section 7 – be amended to read:

“This licence shall continue in effect for a period of five years, provided that applicable fees are paid and the Lessee shall provide proof of insurance, with notice when insurance is no longer covered. Notwithstanding the above, either party may terminate the license upon six months' notice and provided that reasonable opportunity has first been afforded to the other party, to discuss any issues or problems leading to the proposed termination”.

Councillor Terry Yagos

16/153

Moved to postpone this item to the Council meeting scheduled for April 12, 2016

Motion Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
March 22, 2016

Councillor Garry Marchuk left the meeting, the time being 4:35 pm.

K. ADJOURNMENT

Councillor Terry Yagos

16/154

Moved that Council adjourn the meeting, the time being 4:37 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

DRAFT

**MD of Pincher Creek  
Draft Resolution**

Moved that the legal opinion and advice from our Insurance Company, both indicating that preferably proof of two (2) Million Dollar Liability Insurance for use of MD Road Allowances be provided to the MD annually, be received;

And that Policy 312 – Licence of Occupation be amended, the amendment as follows:

Appendix B – Section 7 – be amended to read:

“This licence shall continue in effect for a period of five years, provided that applicable fees are paid and the Lessee shall provide proof of insurance, with notice when insurance is no longer covered. Notwithstanding the above, either party may terminate the license upon six months’ notice and provided that reasonable opportunity has first been afforded to the other party, to discuss any issues or problems leading to the proposed termination”.

TO: Wendy Kay, Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: Policy 312 License of Occupation

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**1. Origin**

At their March 8, 2016 Policy and Plans Meeting, Council requested Administration to bring back Policy 312, License of Occupation to Council for further discussion.

**2. Background:**

When the revised Policy 312 was sent to residents for reapplication there was some concern raised on a number of issues. Most notably the requirement to provide annual proof of \$2,000,000.00 liability insurance.

During the Policy and Plans Meeting, it was brought up that the insurance agent could forward a letter indicating that the required insurance was in effect on behalf of the resident. Although not specifically mentioned in the policy, this approach would meet the requirement of the policy.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 15, 2016, regarding Policy 312 – License of Occupation be received;

AND THAT Council provide direction to Administration on any further edits to the policy.

Respectfully Submitted,

Leo Reedyk



Attachments: Draft Policy 312 License of Occupation Documents

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *March 17, 2016*

**MUNICIPAL DISTRICT OF PINCHER CREEK**

**POLICY**

312

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**TITLE: LICENSE OF OCCUPATION**

**Approved by Council:**

**Date:** April 28, 2009

**Revised by Council:**

**Date:** October 13, 2015

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Municipal road allowances, not presently required for road construction, may be leased under a “license of occupation” by the landowner or interested party for agricultural use, provided that where the road allowance borders two or more landowners, the applicant has approval of bordering landowner(s) prior to application.

Fees are established per half mile or portion thereof, as per Policy 5.3.2.1 - Schedule of Fees and Charges – Schedule 1.

Appendix A

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
APPLICATION FOR LICENCE OF OCCUPATION

Date: \_\_\_\_\_

I/We \_\_\_\_\_ of \_\_\_\_\_  
Print Address

Hereby apply for a permit to occupy:

a) The following described road allowance  
\_\_\_\_\_ or

b) The property described as follows:  
\_\_\_\_\_

for \_\_\_\_\_ purposes.

I control the following lands:

<i>Portion</i>	<i>Section</i>	<i>Township</i>	<i>Range</i>	<i>Meridian</i>
_____				
_____				

I/WE have reached an agreement with the occupants of lands adjoining said road allowance/property as to the erection and maintenance of line fences adjoining said road allowance. I/WE agree to be bound by the terms and conditions to the attached Licence of Occupation form.

SIGNATURE OF APPLICANT: \_\_\_\_\_

CONSENT OF ADJOINING OWNER OR OCCUPANT

I/We \_\_\_\_\_ hereby consent to the granting of a  
permit to \_\_\_\_\_ to occupy the above described  
road allowance/property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

This information is being collected under the authority of the Municipal Government Act, Part 3; Division 2; and the Freedom of Information and Protection of Privacy Act and will be used to issue a License of Occupation. If you have any questions about the collection of this information contact Wendy Kay at 403-627-3130.

Appendix B

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

LICENSE OF OCCUPATION

Date: \_\_\_\_\_

Between the Municipal District of Pincher Creek No. 9 (the Lessor) and

\_\_\_\_\_ (the Lessee).

In consideration of the receipt of a license fee as prescribed by the Schedule of Fees and Charges and subject to the terms and conditions stated below, the Lessor hereby grants a license of occupation to the Lessee on the following described road allowance(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for agricultural purposes (e.g. livestock grazing or crop production).

Terms and Conditions:

1. The Lessee hereby indemnifies and holds harmless the Lessor from any and all claims or causes of action, including personal injury, death, or property damage brought by the Lessee or his/her agent that may arise or result from or in connection with the Lessee's use of the leased land under this license. Without restricting the generality of the foregoing, the Lessee indemnifies and holds harmless the Lessor from any and all claims that may arise as a result of use of the leased land by the Lessee for grazing of livestock.
2. The Lessee shall obtain general public liability insurance of not less than two million (\$2,000,000) dollars for claims brought as a result of personal injury, death, or property damage, occasioned as a result of the use of the road allowance by third parties, provided that such use was authorized by the Lessee and occasioned by or in connection with actions or responsibilities, including the grazing of livestock, of the Lessee.
3. The Lessee shall be responsible for managing and control of noxious and other weeds on the leased lands caused by or in connection with the Lessee's use of the leased lands.

4. The Lessee shall be responsible for prevention and repair of any erosion to soil or waterways caused by or in connection with the Lessee's use of the leased lands.

5. The Lessee may erect and maintain fences or other structures reasonably required in connection with their use of the leased lands under this license, provided that such fences or structures shall not unreasonably impede or prevent legal access by the public and are approved in advance.

6. The Lessee shall not prohibit or unreasonably restrict public access and passage over the road allowance, but may from time to time impose conditions or restrictions on access and use where such conditions are temporary in nature and reasonably necessary or appropriate to the Lessee's operations and responsibilities under this agreement. The Lessee may install a sign to indicate to the public conditions of access.

7. This license shall continue in effect for a period of five years, provided that applicable fees are paid and the Lessee shall provide evidence of continuity of insurance each year by January 30th. Notwithstanding the above, either party may terminate the license upon six months' notice and provided that reasonable opportunity has first been afforded to the other party to discuss any issues or problems leading to the proposed termination.

8. This license may be revoked or terminated for cause by the Lessor upon three day's written notice to the Lessee, and the Lessee shall immediately cease using and remove any livestock from the road allowance, and this agreement shall be terminated. The Lessee shall have no claim in connection with rightful termination by the Lessor under this section.

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Lessee

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Lessee

Municipal District of Pincher Creek No. 9

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Shane Poulsen, Agricultural Services Manager



## MD OF PINCHER CREEK

APRIL 7, 2016

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TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: Insurance Payment Roof Repair

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**1. Origin**

In November of 2013, as part of the sale of the old administration building at 753 Kettles Street, the building inspector noted that there had been hail damage to the roof of the building. As the purchase price of the building had already been offered, an insurance claim was initiated to repair the roof based on an estimate from a local contractor.

**2. Background:**

As the municipality would see no benefit from repairing the roof of the building being sold, an agreement was made that the new owner would pay for half of the Municipal Districts \$5,000.00 deductible to repair the roof should the purchase be completed. The new owner provided the municipality \$2,500.00 in 2013 to allow the Municipal District to complete the project when requested.

The Insurance Company paid the Municipal District \$13,052.50 towards the repair of the roof in 2014 and when added to the \$2,500.00 from the new owner and the \$2,500 deductible payable from the Municipal District a total of \$18,052.50 is available for the project. The funds received were deposited into General Reserve – Mill Rate Stabilization.

The new owner has now requested that the project be initiated. As the funds were not identified in the 2016 budget, Council is requested to authorize administration to initiate the project and to fund the project from the General Reserve – Mill Rate Stabilization (6-12-0-735-6735).

**3. Recommendation:**

THAT the report from the Director of Operations, dated April 7, 2016, regarding Insurance Payment Roof Repair be received;

AND THAT Council authorize Administration to initiate the project to a maximum of \$18,052.50 and code the project to the Mill Rate Stabilization Reserve (6-12-0-735-6735).

Respectfully Submitted,

A handwritten signature in blue ink that reads "Leo Reedyk". The signature is written in a cursive style with a large initial "L" and a long, sweeping underline.

Leo Reedyk

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *April 8, 2016*

# Reserve Status Sheet

6-12-0-735-6735

**General Reserve - Mill Rate Stabilization**

07-Apr-16

<b>Balance Start of Year</b>	Opening Balance	<b>1,234,930.13</b>
Requested Amount	Roof Repair on 763 Kettles St	(18,052.50)
<b>Proposed Balance as of April 7, 2016</b>		<b>1,216,877.63</b>
<b>2016 Budgeted Projects</b>		
Reductions from Reserve	Projected Transfer to Balance 2016 Budget	(110,070.00)
<b>Projected Balance</b>		<b>1,106,807.63</b>

## Director of Operations Report April 5, 2016

### **Operations Activity Includes:**

- March 17, Gravel Pit Site Visit;
- March 22, Regular Council;
- March 23, Southfork Hill Detailed Design meeting;
- March – April, Interviews for summer positions;
- March 31, Agricultural Service Board meeting;
- April 4, Cottonwood Bridge Hydrometer meeting.

### **Agricultural and Environmental Services Activity Includes:**

- March 16, Environmental Farm Plan WebBook Update;
- March 22, Temporary Weed Inspector/Herbicide Applicator hiring;
- March 23 and 24, Environmental Management Systems Workshops 4 & 5;
- March 30, 31 and April 1, Interviews for 8 month positions;
- March 31, Agricultural Service Board meeting;
- April 4, Weed School/Dow Training Committee Meeting;
- April 5, Environmental Farm Plan WebBook Update #2;
- April 5, South West Invasive Management Workshop Conference Call;
- Open House Preparations – ongoing.

### **Public Works Activity Includes:**

- Culvert installation;
- Take water truck to Lethbridge for warranty work;
- Texas gate inspection;
- Grid Rolling large rock on Gladstone roads;
- Texas gate removal, Division 4, Twp Rd 8-2;
- Calibrate weigh scale on loader;
- Removed cattle underpass on Crook Rd;
- Utilize moisture to get some of the roads back into shape.

### **Upcoming:**

- April 8, Agricultural and Environmental Services Open House at Heritage Inn;
- April 13, Joint Worksite Health and Safety meeting;
- April 15, South West Invasive Management Workshop.

### **Project Update:**

- 2013 Disaster Recovery Projects
  - Satoris Road – Awaiting AEP approval for road realignment.

- Burmis Lake Bridge repair concrete completed.
- Community Resilience Program
  - Regional Water System Intake Relocation – detailed design 75 % complete.
- Capital Projects
  - North Burmis Road Intersection – Land acquisition complete, brushing completed;
  - Summerview Bridge – Deck and subdeck repair completed;
  - Airport Runway Threshold review underway;

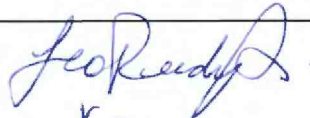
**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period March 16, 2016 to April 5, 2016 be received as information.

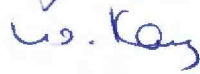
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Prepared by: Leo Reedyk



Date: April 5, 2016

Reviewed by: Wendy Kay



Date: April 8, 2016

Submitted to: Council

Date: April 12, 2016

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	Completion Date
533	Division 1	NW4 T4 R29 W4	Blue Site Sign (#29) has been pulled out and needs to be re-installed (Yellow House with a blue chimney)	Don Jackson	Need to investigate why & how sign was pulled	2016-03-11	
534	Division 2	Foothills Park	Park entrance gate needs new posts & rails (Swinging gate??) Firepit should have 10-12 'Diameter circle of gravel Bidg (NW) ready to collapse should be hauled away	Stu Weber	Work will be outlined following a detailed inspection	2016-03-07	
535	Division 4	SE25 T8 R30 W4	Would like road graded up to 2 hours if needed	Tim Oczkowski	Completed	2016-03-16	2016-03-21
536	Division 3	NE1 T7 R2 W5	Would like driveway graded (up to 1/2 Frse) RR2-0 Site #7026	Henry Dykstra	Completed	2016-03-23	2016-03-24
			TWP7-2A off Hwy 507 Yield sign is hanging needs a bolt	Stu Weber	Completed	2016-03-30	2016-03-30
537	Division 4	SE34 T8 R1 W5	Would like driveway graded Site 8511 off Snake Trail	Brian Layton	Work in Progress	2016-03-30	
538	Division 4	SE14 T7 R29 W4	Roads need grading RR7-2A /along Site 29114 & Summerview feed	Tony Tuckwood	Completed	2016-03-31	2016-04-01
	Lundbreck	119 Wood Avenue	Water running from alley to house (Atco Trench)	Arnold Nelson	Checking with Atco	2016-04-01	

## MD OF PINCHER CREEK

April 1<sup>st</sup>, 2016

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TO: Reeve and Council

FROM: Mat Bonertz, Director of Finance and Administration

SUBJECT: Provincial Assessment Services Review on Industrial Property

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**1. Origin**

The province has recently released the findings of the Stakeholder Advisory Committee on Centralization of Industrial Property Assessment.

**2. Background/Comment**

After reviewing the findings of the Committee I believe the M.D. should have concerns with the direction being suggested. The suggestion is to remove Industrial Assessment from the local assessor's jurisdiction and have Provincial Assessors do the assessing similar to what they now do for linear assessment. Assessment has been privatized in Alberta since the early nineties and has proven to be cost effective, consistent, fair and much more responsive to local concerns. Local assessments are audited annually by the Province thus ensuring they are done correctly and fairly. The responses prepared by the Alberta Assessor's Association, the M.D. of Willow Creek No.26 and the M.D. of Provost No.52 are similar in content and fits well with the direction I believe the M.D. of Pincher Creek should take. For Council's information the following documents are attached:

1. Stakeholder Advisory Committee Stakeholder Feedback Summary.
2. Alberta Assessor's Association Letter to Municipal Affairs Minister Danielle Larivee.
3. M.D. of Willow Creek No.26 Letter to Municipal Affairs Minister Danielle Larivee.
4. M.D. of Provost No.52 Letter to Municipal Affairs Minister Danielle Larivee.

**3. Recommendation**

That Council consider sending a letter to Municipal Affairs Minister Danielle Larivee in support of the Alberta Assessors' Association position on the Centralized Authority for the Preparation of Industrial Assessment.

Respectfully Submitted,

Mat Bonertz, Director of Finance and Administration

Reviewed By: Wendy Kay, CAO



Date: April 4<sup>th</sup>, 2016

## Stakeholder Advisory Committee For Information

**Title:** Stakeholder Feedback Summary - Centralization of Industrial Property Assessment

### Executive Summary:

The stakeholder feedback presented in this document was collected during the *Municipal Government Act* Review consultation process. While there was a general consensus among stakeholders that the assessment of industrial properties should be done by a central body, there was not a consensus on which organization should prepare the assessment. Some stakeholders felt that the assessment should be prepared by the province while others felt it should be prepared by an independent agency.

### Note:

This document is a representation of stakeholder feedback received by Municipal Affairs on the subject of centralization of assessing industrial properties. To ensure confidentiality, identifying features have been removed from feedback received. As a result, these are not necessarily direct quotes from stakeholders and are instead meant to give a general idea of the comments received.

### Questions for Consideration:

The Government of Alberta is considering centralizing the assessment of industrial property.

- How should the province work with stakeholders to achieve this?
- What are the anticipated impacts of this to your organization and membership?

### Background:

#### **Municipal Inputs:**

- Municipalities should continue to have the responsibility to assess machinery and equipment properties to ensure consistency with previous assessment criteria. Railway and linear properties should be assessed by a provincially appointed or independent assessor.
- Linear and railway properties should be assessed by a provincial assessor and municipalities should have the option to have a provincial assessor assess machinery and equipment property.
- There is sufficient capacity, provincially and locally, to administer the assessment and taxation system. This includes clearly defined roles and responsibilities for provincial and



municipal government, comprehensive and timely training, and associated materials, a sufficient base of resources, and clear separation of provincial policy decisions and system administration.

- Centralization supports principles of administrative consistency, efficiency and stability while also augmenting the Province's ability to clarify administrative issues for municipalities and other stakeholders. Regardless of direction the definitions of industrial property (M&E) must be better defined. From an assessment perspective, these property types, while regulated, should still adhere to market value principles. This would assist in ensuring all industrial property is assessed using the same methodology across the province. Responsibility for preparing linear assessment should remain at the provincial level. The legislation should allow municipalities the option to have a provincial assessor for machinery and equipment property. Include regulated railway properties as linear property assessed by a provincial assessor.
- Clearly separate the provincial assessment functions of administration from the policy setting mandate of the elected officials. This would be consistent with the principles of administrative consistency, efficiency and stability while also augmenting the Province's ability to clarify administrative issues for municipalities and other stakeholders.
- The oversight function of Assessment Services and Assessment Audit should be enhanced. The partnership between municipalities, assessors and ASB should facilitate consistency both within and among municipalities, and enable communication with higher levels of Municipal Affairs on emerging issues. Owners of all property classes have expressed concerns to their municipality and Municipal Affairs regarding variations in assessment practices and the resulting property tax levies among municipalities and between property types. Clear, consistent and timely advice and feedback rooted in a well drafted Statute would facilitate accurate, fair, and equitable assessments. From a municipal perspective, clear communication of the intent expressed in well drafted Legislation would alleviate the need for municipal reliance on expensive litigation to defend the assessment base.

#### **Business and Industry inputs:**

- It is important that these options maintain the ability for a ratepayer to have a fair and independent appeal.
- Establish a role for an Assessment Commissioner to provide province wide authority over assessment and taxation policy. This position would create impartiality between assessment authorities and taxing authorities and ensure fair and equitable assessment and taxation standards are practiced across the province. Consideration should be given to a centralized assessment authority for all Industrial Processing and Manufacturing Facilities including Electric Power Generation. Privatization of the assessment function has created inconsistency in the application and interpretation of Provincial assessment legislation and regulations. This would serve to enhance independence, give the assurance that assessments are free of municipal influence.

- The body must be independent of the policy (i.e., taxation) decisions. This would eliminate a potential conflict of interest present in some municipalities, where assessors are also tax collectors. Additional background could be provided to the status quo that notes the fact that Alberta is currently the only province without a centralized assessment authority. At a minimum an Assessment Commission (consisting of Provincial, industry, and municipal representatives) or an assessment commissioner advised by a tripartite committee should be created to ensure consistency between M&E property assessment. Current rules allow local assessors the judgment to value M&E type property with no direction from Municipal Affairs. This results in inconsistent use of the CCRG (Construction cost reporting guide) and inequities between municipalities and across the province. The office of an independent Assessment Commissioner would serve to promote trust, transparency and public accountability in the practice of assessment for all properties. The Assessment Commissioner would oversee the development of assessment standards, facilitate legal, legislative and regulatory support services, all independent of municipal influences. A Commissioner, with some accountability to the rate payer community, creates consistency. Complaints regarding inequitable treatment should diminish, there would be a forum for constructive discussion.
- Create a centralized assessment authority for industrial facilities to promote consistency in the application of provincial legislation. Such an authority could be managed through an Assessment Commissioner or an Assessment Commission consisting of government, industry, and municipal representatives.
- Adopt a more centralized assessment authority for Industrial Facilities. This would serve to enhance independence, give assurance that assessments are free of municipal influence, and would promote consistency in the application of Provincial Legislation. Its independence from the policy division would be fundamental to a balanced operation. At a minimum, it is recommended that the position of an Assessment Commissioner (or an assessment commission consisting of government, industry and municipal representatives) be re-established.
- A provincial adjudication body should replace the current Composite Assessment Review Boards (CARBs) to increase consistency in decisions and transparency in appeal processes.
- The machinery and equipment tax framework should be fair and competitive based on local area costs in a balanced market. The Construction Cost Reporting Guide (CCRG) in the Minister's Guidelines for property assessment is a good framework, but further clarification of costs in local areas would increase consistency and prevent misunderstandings.
- To ensure consistency, machinery and equipment should be assessed by a province-wide centralized assessment authority.
- Include a provision that empowers the Board to require any person giving evidence before it to do so under oath. Section 464(2) (Proceedings before assessment review board) provides this ability to the Assessment Review Board. Providing the same authority to the SDAB would make parties more accountable for their submissions to the Board and would promote consistency among quasi-judicial boards. In addition, the

Calgary SDAB would recommend that section 464(3) be replicated for the SDAB so that SDAB members would be commissioners for oaths while acting in their official capacity.

- Create consistent assessable dates for M&E (sec 291(2)(b) completed or in operation before Dec. 31st) and linear property (Sec 291(2)(a) no assessment to be prepared if under construction but not completed on or before Oct. 31st, unless it is capable of being used for the transmission of gas, oil, or electricity). Create consistency in terminology.
- Need provincially standardized assessment guidelines to create consistency in assessment and to avoid conflict of interest of assessor's who are hired by municipalities while municipalities also receive revenues based on the assessments.

**Stakeholder Advisory Committee  
Question for Discussion**

**Title:** Centralization of Industrial Property Assessment

**Raised by:** Meryl Whittaker, ADM for Municipal Assessment and Grants

**Question:**

What are the outcomes that centralization of industrial property assessment should aim to achieve?

**Background:**

Alberta has one of the most decentralized assessment frameworks among Canadian provinces.

- BC Assessment is an agency that prepares assessments for all property in the province.
- Saskatchewan also has an agency that prepares assessments for all property, though municipalities can choose to opt out of their services (as most of the larger cities have).
- The models used by most other provinces are variations of the BC, SK or AB models.

During *Municipal Government Act* Review consultations, some stakeholders expressed concern that there is a lack of consistency in the assessment of industrial property across the Province and over time. There are several reasons for this:

- Industrial property is not formally defined, and comprises an array of property types assessed in different ways by two authorities with two appeal mechanisms. A single industrial facility may contain several different property types.
- Legislation, regulations and Minister's Guidelines are interpreted subjectively and have been difficult to keep current as industrial facilities grow more complex and valuable.
- Municipal assessors (often private contractors) are sometimes unable to inspect properties and obtain information as property owners may not be cooperative and resources are limited.
- There are no formal training programs for industrial property assessors.

No decisions have been made on this issue. The department is currently investigating potential means of addressing the causes of inconsistency in industrial property assessment, including various models of centralization.

**Additional Questions:**

If the province were to centralize industrial assessment

- What would be the best way to make a centralized assessment body transparent to stakeholders?
- What are the pros and cons of different organizational models for centralized assessment (i.e. within Municipal Affairs vs. an independent organization)?

**APPENDIX "A"**  
**VALUATION STANDARD SPECTRUM FOR "INDUSTRIAL PROPERTY"**

<b>VALUATION STANDARD &amp; PROPERTY EXAMPLES</b>	<b>PROS</b>	<b>CONS</b>
<p style="text-align: center;"><b>MARKET VALUE</b></p> <ul style="list-style-type: none"> <li>• Land</li> <li>• Structures</li> <li>• Buildings at compressor station, forestry, gas plants, power plants, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures each property owner pays their fair share of taxes</li> <li>• Transparent</li> <li>• Responsive to market changes</li> <li>• Can use different approaches to value if data available</li> </ul>	<ul style="list-style-type: none"> <li>• Fluctuates – hard to budget</li> <li>• Difficult to use 3 approaches to value for special purpose buildings which do not sell in the market place</li> <li>• Is there really a market value for structures at a special purpose facility?</li> <li>• How to ensure fair contribution to the tax base in light of some decisions from other provinces that these buildings have only a nominal value</li> <li>• Time/resources required currently for smaller regulated "non CCRG" property types</li> </ul>
<p style="text-align: center;"><b>REPORTED CONSTRUCTION COSTS, CCRG &amp; MINISTERS' GUIDELINES</b></p> <ul style="list-style-type: none"> <li>• M&amp;E (forestry, SAG D, Compressor Stations, Refinery, Fractionation, upgrader, Extraction Gas Plant, etc.)</li> <li>• Linear (generation) equipment at a power plant, co-generation at a processing plant or upgrader</li> </ul>	<ul style="list-style-type: none"> <li>• Requires professional judgment</li> <li>• Assessment based on original construction costs (reproduction cost)</li> <li>• Assessment reflects local costs</li> </ul>	<ul style="list-style-type: none"> <li>• Education needed on construction schedules, industry terms, estimating practices, how productivity is estimated</li> <li>• Wording of the CCRG lacks clarity in some sections</li> <li>• Unique equipment and unique costs</li> <li>• The age lives in the Machinery &amp; Equipment Ministers' Guidelines need updating</li> <li>• The depreciation table in the M&amp;E Ministers' Guidelines has not been updated for over 30 years</li> <li>• Guidance on how to effectively age M&amp;E would be valuable</li> <li>• The process for developing the AYM needs to be re-visited (out of step with cost increases)</li> </ul>
<p style="text-align: center;"><b>REGULATED RATES MINISTERS' GUIDELINES</b></p> <ul style="list-style-type: none"> <li>• M&amp;E – equipment at wellsite (separator package, SWB, Dehydrator, Satellite, etc.)</li> <li>• Linear property <ul style="list-style-type: none"> <li>• Wells</li> <li>• Pipelines</li> <li>• Transmission lines</li> <li>• Telecom systems</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Regular inspection cycle ensures inventory is accurate</li> <li>• Ability to use AER data</li> <li>• Standardization of equipment &amp; construction costs</li> </ul>	<ul style="list-style-type: none"> <li>• Costs included in the rates are not transparent</li> <li>• AER data populated by industry &amp; data collected by AER doesn't always align with assessment needs</li> <li>• The age lives in the Machinery &amp; Equipment Ministers' Guidelines need updating</li> <li>• The depreciation table in the M&amp;E Ministers' Guidelines has not been updated for over 30 years</li> <li>• Guidance on how to effectively age M&amp;E would be valuable</li> <li>• The process for developing the AYM needs to be re-visited (out of step with cost increases)</li> <li>• Time / Resources currently required for smaller regulated "Non CCRG" property assessments</li> </ul>



**APPENDIX "B"**  
**WHAT IS MEANT BY THE TERM "INDUSTRIAL" PROPERTY – MGA DEFINITIONS & VALUATION STANDARDS**

Site Description	Land	Market Value	Structure	Market Value	M&E Rates	M&E CCRG	Linear Property (Wells) Rates	Linear Property Pipeline Rates	Linear Property Generation CCRG
Sawmill; Stud Mill; Plywood; OSB; or Wallboard Plants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Pulp/Paper Mill	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Sulphur/ Fertilizer Plant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Grain Elevator; Pelletizing Plant (feed), or Seed Cleaning Plant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Manufacturing; Refinery (Metal); Steel Mill; Tire Plant; or Roofing Plant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Food Processing; Dairy Creamery; Feed or Flour Mill; Cannery; Meat Packing Plant; Refinery (Sugar); Soft Drink Plant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Bulk Storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Chemical; Acid; Methanol; Cement; Insulation; Ethanol or Coal Processing Plant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Rail Loading and Storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

**APPENDIX "B"**  
**WHAT IS MEANT BY THE TERM "INDUSTRIAL" PROPERTY – MGA DEFINITIONS & VALUATION STANDARDS**

Site Description	Land	Market Value	Structure	Market Value	M&E Rates	M&E CCRG	Linear Property (Wells) Rates	Linear Property Pipeline Rates	Linear Property Generation CCRG
Oil Wellsite Separator, MR, SWB, Satellite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Oil Delivery LACT (Custody Transfer)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Facilities Battery, Terminal Tank Farm, Pump Station, Custom Treating, or Cavern Waste Facility  In-Situ Oil Sands Battery & Injection, (SAGD), Oil Sands Mine Extraction, Oil Sands Upgrader, Refinery, Enhanced Recovery Scheme etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**APPENDIX "B"**  
**WHAT IS MEANT BY THE TERM "INDUSTRIAL" PROPERTY – MGA DEFINITIONS & VALUATION STANDARDS**

Site Description	Land	Market Value	Structure	Market Value	M&E Rates	M&E CCRG	Linear Property (Wells) Rates	Linear Property Pipeline Rates	Linear Property Gen CCRG
Gas Well site Separator, Meter Run, Dehydrator, Satellite	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gas Delivery Meter Station	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			
Gas Facilities Gas Plant, U/G Gas Storage, Gas Gathering, Sulphur Recovery, Acid Gas Disposal or Inj., Fractionation, Carbon Capture, Sequestration (CCS), Deep Cut or NGL Extraction, Straddle Plants, or Compressor Stations etc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>





APPENDIX "C"  
STAKEHOLDER - ASSESSMENT GOALS & OBJECTIVES

MGA	MUNICIPALITIES	AAA	INDUSTRY
<ul style="list-style-type: none"> <li>• Fair &amp; equitable assessment</li> <li>• Transparency in the preparation of assessments (s. 299/300)</li> <li>• Training for ARB, Board Members and Clerks</li> </ul>	<ul style="list-style-type: none"> <li>• Equitable assessments within the municipality and between municipalities</li> <li>• Transparency in how assessments are prepared (eg what costs are in regulated rates)</li> <li>• Training for ARB Board Members and Clerks</li> <li>• Timeliness and responsive reporting from their assessor</li> <li>• Confidence and trust in the preparation of their assessment base</li> <li>• Separate tax policy from assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Provide educational opportunities for Association members</li> <li>• Serve as a stakeholder in the development of assessment policy</li> <li>• Equitable Assessments within and between municipalities</li> <li>• Transparency in the assessment process</li> <li>• Appear before Board members who have training in running a fair hearing, and who are knowledgeable about regulated assessment and regulated properties</li> <li>• Assist in development of regulated rates</li> <li>• Timely production of the assessment roll</li> <li>• Maintain high standards of practice (Standards of Practice)</li> <li>• Promote professionalism of Association members (Code of Conduct)</li> <li>• Separate tax policy from assessment</li> <li>• Be responsive to enquiries from municipalities regarding annual and long term growth predictions</li> </ul>	<ul style="list-style-type: none"> <li>• Legislation which caps the non-residential tax rate</li> <li>• Transparency in the preparation of assessments (assessor's responses under s. 299 and s. 300)</li> <li>• Assessment review board members who are trained and who are not municipal councillors</li> <li>• Ensure that assessors maintain confidentiality of the data reported to the assessor</li> <li>• Separate tax policy from assessment (don't want assessment equity influenced by tax policy)</li> </ul>
<ul style="list-style-type: none"> <li>• Annual assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Training for ARB, Board Members and Clerks</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsive to enquiries from municipalities regarding annual and long term growth predictions</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent application of the legislation to promote equity</li> </ul>
<ul style="list-style-type: none"> <li>• Annual assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Training for ARB, Board Members and Clerks</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsive to enquiries from municipalities regarding annual and long term growth predictions</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent application of the legislation to promote equity</li> </ul>

**APPENDIX "D"  
PROS/CONS OF THE RECOMMENDED ALTERNATIVES**

	PROS	CONS	LEGISLATIVE CHANGES NEEDED
<p><b>Recommendation #1</b> Assessment done by municipalities with the addition of:</p> <ul style="list-style-type: none"> <li>a) Assessment Commissioner;</li> <li>b) Advisory Board for the Commissioner;</li> <li>c) Changes to definitions and valuation standards including well site standardization; and</li> <li>d) Creation of the ICARB.</li> </ul> <p><b>[SEE APPENDIX E]</b></p>	<ul style="list-style-type: none"> <li>• Consistency of interpretation and application should improve (because the Commissioner would have the primary responsibility for training).</li> <li>• Maintain local assessment preparation</li> <li>• Maintain local investment in computer systems and people</li> <li>• ICARB would have trained Board members and case management tools</li> <li>• Advisory Board would be appointed by Municipalities and Industry</li> <li>• Assessment Commissioner.</li> <li>• Minimal cost to implement (compared to Models #2 and #3)</li> <li>• Would allow Municipal Affairs staff to spend resources to update Ministers Guidelines (Eg. M&amp;E Schedule C tables are over 30 years old)</li> </ul>	<ul style="list-style-type: none"> <li>• Industry would still have multiple points of contact for reporting.</li> <li>• Industry would receive multiple tax bills</li> </ul>	<ul style="list-style-type: none"> <li>• Definitions need to be updated and clarified</li> <li>• The demarcation points between structures, M&amp;E and linear property need to be clarified because of different valuation standards and tax policy</li> <li>• CCRG needs updating for current construction methods</li> <li>• CCRG terminology needs to be written using legislative drafting conventions</li> <li>• Well site standardization (project started several years ago should be implemented)</li> <li>• M&amp;E Ministers' Guidelines needs updating for age lives, Schedule C table, effective aging methodology, and clarification of how to apply and quantify Schedule D additional depreciation</li> <li>• The costs included in the regulated rates need to be more transparent</li> </ul>



**APPENDIX "D"**  
**PROS/CONS OF THE RECOMMENDED ALTERNATIVES**

	PROS	CONS	LEGISLATIVE CHANGES NEEDED
<p>Recommendation #2 Create a new Independent Agency with Assessment Commissioner, Advisory Board, and ICARB [SEE APPENDIX E]</p>	<ul style="list-style-type: none"> <li>Industry would have one point of contact</li> <li>Consistency of interpretation of legislation would improve</li> <li>Commissioner would have primary responsibility for assessor training.</li> <li>ICARB would have trained Board members with case management powers and evaluative ADR, municipal recommendations for Board appointments.</li> </ul>	<ul style="list-style-type: none"> <li>Municipal investment in systems and people -- lost.</li> <li>Cost to hire staff.</li> <li>Cost to create new computer systems.</li> <li>Cost and time needed to review historical data.</li> <li>Number of staff needed.</li> <li>Lawsuits against the province by assessors who have developed businesses providing assessment services to municipalities.</li> <li>Lack of local knowledge in assessment.</li> <li>How would this be paid for?</li> <li>What would the role of the municipality be? Could they file a complaint against their own assessment? Who would have standing to file for leave?</li> <li>What would the obligations be to explain assessment decisions to the municipality?</li> <li>How responsive would the new agency be to reporting to the municipality for budgeting purposes (annual and long term)?</li> </ul>	<ul style="list-style-type: none"> <li>Definitions need to be updated and clarified</li> <li>The demarcation points between structures, M&amp;E and linear property need to be clarified because of different valuation standards and tax policy</li> <li>CCRG needs updating for current construction methods</li> <li>CCRG terminology needs to be written using legislative drafting conventions</li> <li>Well site standardization (project started several years ago should be implemented)</li> <li>M&amp;E Ministers' Guidelines needs updating for age lives, Schedule C table, effective aging methodology, and clarification of how to apply and quantify Schedule D additional depreciation</li> <li>The costs included in the regulated rates need to be more transparent</li> </ul>

**APPENDIX "D"**  
**PROS/CONS OF THE RECOMMENDED ALTERNATIVES**

	PROS	CONS	LEGISLATIVE CHANGES NEEDED
<p><b>Recommendation #3</b> <b>Assessment done by Municipal Affairs with the following assumptions</b></p> <ul style="list-style-type: none"> <li>• No Assessment Commissioner</li> <li>• The tax bill sent by the municipality</li> <li>• No ICARB</li> <li>• No legislative changes to definitions, training and valuation standards, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Industry would have one point of contact.</li> <li>• Consistency of interpretation and application of the legislation may improve.</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal investment in computer systems and people -- would be lost.</li> <li>• No entity solely responsible for assessor training on the CCRG.</li> <li>• No entity solely responsible for training of Board members on regulated assessment, and project estimating and construction.</li> <li>• Creation of a new computer system to input CCRG data.</li> <li>• The cost and time needed to review historical files.</li> <li>• Staffing issues, number of people needed.</li> <li>• Lawsuits against province by assessors who have developed businesses providing assessment services to municipalities.</li> <li>• Lack of separation between policy development, preparation of the assessment and audit.</li> <li>• Lack of local assessment knowledge.</li> <li>• Where would cost to establish and run new unit come from?</li> <li>• What Board would complaints be heard before and is there local input to the Board member appointment?</li> <li>• What would the role of the municipality be? Could they file a complaint against their own assessment? Who would have standing to file for leave?</li> <li>• What would the obligations be to explain assessment decisions to the municipality?</li> <li>• How responsive would Municipal Affairs be to reporting to the municipality for budgeting purposes (annual and long term)?</li> </ul>	<ul style="list-style-type: none"> <li>• Definitions need to be updated and clarified</li> <li>• The demarcation points between structures, M&amp;E and linear property need to be clarified because of different valuation standards and tax policy</li> <li>• CCRG needs updating for current construction methods</li> <li>• CCRG terminology needs to be written using legislative drafting conventions</li> <li>• Well site standardization (project started several years ago should be implemented)</li> <li>• M&amp;E Ministers' Guidelines needs updating for age lives, Schedule C table, effective aging methodology, and clarification of how to apply and quantify Schedule D additional depreciation</li> <li>• The costs included in the regulated rates need to be more transparent</li> </ul>



## Alberta Assessors' Association

10555 - 172 Street, Edmonton, AB T5S 1P1  
Telephone: 780-483-4222 Fax: 780-487-7505

membership@assessor.ab.ca  
www.assessor.ab.ca

March 1, 2016

Honourable Danielle Larivee  
Minister of Municipal Affairs  
#204 Legislature Building  
10800 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Larivee

**RE: CREATION OF A CENTRALIZED AUTHORITY FOR THE PREPARATION OF INDUSTRIAL ASSESSMENTS**

### **STAKEHOLDER ADVISORY COMMITTEE CONSULTATION REPORT**

On behalf of the Alberta Assessors' Association, I am enclosing the Association's recommendations in response to the December 16, 2015 Discussion Document provided to the Stakeholder Advisory Committee ("SAC") members.

We have shared, by copy of this letter, the enclosed report with the other members of the SAC so that there can be an informed discussion at the March 23, 2016 SAC meeting. We look forward to receiving the submissions of other stakeholders, in advance of the March 23, 2016 meeting, so that the Association's SAC representatives can review those submissions and be prepared for the meeting.

The December 16, 2015 Discussion Document suggests that the creation of a centralized authority to prepare industrial assessments is an issue on which there is consensus among stakeholders. We would appreciate receiving some further background on the source of the consensus in advance of the March 23, 2016, SAC meeting.

The Association has completed a careful analysis of this issue, and does not support the creation of a central agency to prepare industrial assessments on behalf of municipalities.

We do recognize that stakeholders (including the Association) have identified a number of problems that should be addressed. To that end, we offer three options to consider 'who' should prepare the assessment. However, it is the Association's view that the problems identified by stakeholders are best resolved by changes to the legislation, and the creation of an Assessment Commissioner, not by creating a centralized authority to prepare industrial assessments.

We are proposing substantive and detailed suggestions to improve the clarity of the legislation, and therefore improve the consistency of its application which would ensure continued correct and equitable assessments province wide.

.../2



The Association's recommended approach is as follows:

- (a) Municipalities would retain responsibility to prepare the assessments for all property in the municipality (except for linear property);
- (b) The position of an Assessment Commissioner would be created, with a mandate to be responsible for training assessors and industry representatives;
- (c) The Assessment Commissioner would be supported by an Advisory Board, with Advisory Board representatives appointed by municipal organizations, the Association and industry;
- (d) The creation of an Industrial Composite Assessment Review Board ("ICARB") with appointments by municipal organizations, and with the Presiding Officer for a hearing panel to be from the Municipal Government Board;
- (e) Enhanced training for ICARB members, and case management authority for the ICARB;
- (f) Amendments to the *Municipal Government Act*, the *Construction Cost Reporting Guide*, and the *Machinery & Equipment Minister's Guidelines* to clarify definitions, clarify terminology, update age life tables, update the depreciation tables; and
- (g) Amend the *Machinery & Equipment Minister's Guidelines* to implement the well site equipment standardization report that was completed in 2012 with extensive stakeholder consultation.

In coming to this recommendation, the Association considered the most cost effective way to solve the problems identified while achieving the objectives found in the MGA, including local autonomy and the encouragement of regionalized service delivery. We considered the goals expressed by all stakeholders and evaluated the Association's recommendation against whether the goals would be realized.

We are confident the solution we are proposing, on behalf of our membership of property assessors, will provide optimal benefit.

We would like to thank you for providing the Association with an opportunity to meaningfully participate in the consultation process, and would be happy to provide further clarification if that would assist you.

Sincerely,



Lawrence Buchart  
President



John Lindsay  
President-Elect

Enc.

- cc. Honourable Deron Bilous, Minister of Economic Development and Trade
- cc. Honourable Joe Ceci, President of Treasury Board and Minister of Finance
- cc. Mr. Brad Pickering, Deputy Minister
- cc. Ms. Meryl Whittaker, Assistant Deputy Minister
- cc. Mr. Steve White, Executive Director Assessment Services Branch
- cc. all Stakeholder Advisory Committee members



## EXECUTIVE SUMMARY

### CREATION OF A CENTRAL AGENCY TO PREPARE INDUSTRIAL ASSESSMENTS

#### ALBERTA ASSESSORS' ASSOCIATION – REPORT TO THE STAKEHOLDER ADVISORY COMMITTEE

#### IN PREPARATION FOR THE MARCH 23, 2016 MEETING

**BACKGROUND:** The Stakeholders were asked to address the questions in the December 16, 2015 Discussion Document (a copy of which is attached). Those questions related to changing the *Municipal Government Act* (“MGA”), by creating a centralized assessment agency responsible for the preparation of the assessments of industrial property located in all municipalities.

Specifically the SAC was asked to address the following questions:

1. *What are the outcomes that centralization of industrial property assessment should aim to achieve?*
2. *What would be the best way to make a centralized assessment body transparent to stakeholders?*
3. *What are the pros and cons of different organizational models for centralized assessment (ie. Within Municipal Affairs vs an independent organization?)*

The Discussion Document leaves the impression this issue was a consensus item among stakeholders during the MGA review consultation.

### RECOMMENDATION OF THE ALBERTA ASSESSORS' ASSOCIATION

The Association recommends that municipalities maintain responsibility for preparing the assessments of all property within the municipality (with the exception of linear property), along with the following legislative changes:

- The creation of an Assessment Commissioner with a mandate to provide ongoing training for assessors and industry representatives [please see Appendix E];



- The creation of an Advisory Board to the Commissioner [please see Appendix E];
- The creation of an Industrial Composite Assessment Review Board (or ICARB), [please see Appendix E];
- Amendments to the *Municipal Government Act*, *Construction Cost Reporting Guide ("CCRG")*, and *Machinery and Equipment Minister's Guidelines* to clarify definitions, clarify terminology, update anticipated age lives, update the assessment year modifier, and update depreciation tables [please see Appendix D]; and
- Amend the *Machinery and Equipment Minister's Guidelines* to implement the well site standardization study completed in 2012. This will promote consistency, cost efficiencies, and allow local assessors to focus their expertise on property assessed using the CCRG [please see Appendix D].

**FACTORS CONSIDERED:** In coming to its recommendation above, the Association weighed:

- (i) whether there was consensus among stakeholders;
- (ii) the MGA objective to recognize local autonomy, and the goal of municipalities to maintain that autonomy;
- (iii) whether there were benefits to regionalization and if so, how could those be achieved in a cost effective manner;
- (iv) the goals of all stakeholders, including industry, especially the desire for greater consistency in the preparation of industrial assessments, and the desire for additional training;
- (v) the problems identified in the December 16, 2015 Discussion Document;
- (vi) the Code of Conduct which binds Association members;
- (vii) the most cost effective and timely option to maintain the local investment in resources needed to prepare assessments, while achieving the goals and addressing the problems identified;
- (viii) the municipalities' need to obtain timely and responsive information from the assessment department for annual and long term budgeting; and
- (ix) the requirement of some municipalities to retain assessors with knowledge of industrial assessments to annually audit the assessment prepared by a central agency, and from time to time file a complaint against their own assessment.





**ANALYSIS SUMMARY:** In the course of preparing a response to this issue, a number of significant questions arose:

- (a) **Was there consensus among municipalities and municipal organizations that a new agency should be created to prepare industrial assessments?**

The Association understands that industry supports industrial assessment prepared by a central agency. However, the Association has not seen the same position advanced by a majority of municipalities, or the municipal organizations like AAMD&C or AUMA.

- (b) **What types of properties are included in the term "industrial property"?**

The term 'industrial property' is not defined in the legislation, or in the Discussion Document. This term could include an entire spectrum of properties assessed by the local assessor, from a tank at a wellsite, to a gas plant, a high throughput grain elevator; a chemical plant and an upgrader [please see Appendix B]. We are proceeding on the assumption that all of these types of properties would be assessed by a centralized authority.

- (c) **Are the problems identified in the Discussion Document a priority for the majority of stakeholders?**

Having regard for the objectives of the *Municipal Government Act* and stakeholder goals, the Association agrees that finding solutions for the problems identified would support the majority of legislative and stakeholder goals. [please see Appendix C]

- (d) **Would the creation of a centralized authority to prepare industrial assessments, solve the problems identified in the Discussion Document?**

The Association is of the view that changing 'WHO' assesses industrial property by creating a centralized authority will not solve the problems identified, and would be costly. It would result in the loss of local knowledge about industrial properties, the loss of local autonomy, and require municipalities to audit the preparation of assessments by a central authority.

The problems identified in the Discussion Document need to be solved by a combination of approaches including, changes to legislation and the creation of an Assessment Commissioner with a mandate to provide ongoing training [please see Appendices D, E and F].



(e) **What would be the most cost effective and timely manner to address the problems identified in the Discussion Document?**

The problems would need to be solved through a combination of methods, including, changes to legislation, the creation of an Assessment Commissioner, and the creation of a dedicated Industrial Composite Assessment Review Board ("ICARB"). There is a perceived lack of consistency in the interpretation and application of the legislation regarding the assessment of industrial property. The Association agrees that there are a large number of areas where the wording of the legislation would benefit from clarification. Clarification of the legislation, coupled with training on the legislation, would address the perceived lack of consistency.

The CCRG and the *Machinery and Equipment Minister's Guidelines*, were initially written as guidelines - not regulations. Legislative drafting conventions have not been used, and this has led to uncertainty in the interpretation. Both of these regulations were written many years ago. They have not kept pace with modern construction methods, and were written prior to the scope of the large mega-projects. Consistency in the interpretation and application of the CCRG and the *Minister's Guidelines* would improve if these legislative changes were made.

The anticipated age lives and depreciation tables in the *Machinery and Equipment Minister's Guidelines* were initially developed for use in the 1984 Assessment Manual. As a result these tables are over 30 years old, and have not been updated.

The Association believes that its members, the representatives of property owners, and assessment review board members, would benefit from ongoing training. [please see Appendices D, E, and F]

Stakeholders devoted considerable effort in 2012, along with industry and Municipal Affairs, to the development of standardized groupings of well site equipment. The aim was to have regulated rates developed for use in assessing these groupings. Implementing these changes would create efficiencies and promote consistency. The Association recommends that the standardized groupings be implemented to support local assessors and industry. The implementation of standardized grouping with regulated rates would improve consistency. We estimate that approximately 70 - 80 % of the industrial accounts on the assessment roll in most municipalities, would be affected by this standardization. Under the existing valuation standard, there is a high administrative burden on industry and assessors to maintain this inventory. Moving to standardized groupings of well site equipment would lessen this administrative burden on assessors and industry. If time and cost savings are achieved it would allow local assessors to focus their expertise on the preparation of assessments for property assessed using reported costs and the CCRG.

There is a perception sometimes expressed by industry representatives, that municipal assessors are pressured to make assessment decisions to achieve a tax outcome. The Association's members are bound by the Association's Code of Conduct and Professional Standards, and can be subject to a disciplinary action by the Association if there has been a breach of the Code of Conduct. The Code of Conduct, the oversight by the Assessment Commissioner and the provincial audit unit, will ensure that assessments are prepared in accordance with the legislation.

## **CONCLUSION**

The Association has considered its recommendation from the approach of finding solutions to the problems identified in the Discussion Document. We do not support the idea that moving to a centralized assessment authority will, on balance, solve the identified problems. Moving to a centralized authority will be costly and require a large investment in the creation of new computer systems, and resourcing the central authority with assessors and other experts. In the current economic times, this initiative does not seem a wise expenditure. There are other less costly, and more effective options, to address the problems identified.

Indeed moving to a central assessment authority would create new problems as municipalities would be required to closely scrutinize the assessments prepared by a central authority for correctness and equity. If the assessment is prepared by a central authority, then from time to time a municipality will file a complaint against their own assessment, or a municipality might seek to become an intervenor in a complaint filed by a property owner. The Discussion Document has not considered the role that the municipality would play if there was a central assessment authority preparing the industrial assessment for the municipality.

For some municipalities industrial properties form a large percentage of their assessment base. Municipalities rely heavily on the local assessor to prepare the assessment roll to meet both the timing requirements of the MGA, and the municipality's own timing requirements. For example, some municipalities send their assessment notices in early January, and others send a combined assessment and tax notice later in the spring. This flexibility would be much more difficult to accommodate with a central authority.

Municipalities rely on the local assessor to provide them with timely and responsive information to meet current municipal requirements for long term budgeting, and tax projections. The Association is concerned that these necessary reporting requirements have not been considered in the discussion of a centralized authority.



The Discussion Document posed 3 questions:

1. *What are the outcomes that centralization of industrial property assessment should aim to achieve?*
2. *What would be the best way to make a centralized assessment body transparent to stakeholders?*
3. *What are the pros and cons of different organizational models for centralized assessment (ie. Within Municipal Affairs vs an independent organization)?*

The outcomes which any proposed changes should hope to achieve include:

- Clarification of the legislation;
- Updating the regulated rates and depreciation tables;
- Creation of the position of the Assessment Commissioner;
- Increased training for assessors, industry representatives and board members; and
- Implement the standardized well site groupings to create efficiencies and promote consistency.

Transparency in the preparation of assessments (whether prepared by a municipality or a central body) is achieved by:

- Separating assessment policy from tax policy;
- Clarification of the legislation;
- Updating regulated rates;
- Updating depreciation tables, along with explanations to explain the updates; and
- Creation of the role of the Assessment Commissioner with a mandate to work with assessors and industry representatives to find solutions to problems like expectations around s. 295 requests and responses to s. 299 requests.

We have addressed the pros and cons of different organizational models in Appendix D.

The Association also considered the creation of a central agency under the control of municipalities, with the creation of the Assessment Commissioner, the Advisory Board and the ICARB.



We felt that the two critical elements to achieve the identified goals were:

- (i) changes to legislation; and
- (ii) the creation of the Assessment Commissioner and ICARB.

For this reason, the Association is of the view that the benefits of regionalization (with the lowest cost) could be achieved by the keeping the assessments prepared locally with oversight and training by the Commissioner and by implementing the changes to the legislation identified in this report. This is a sustainable model which would be cost effective, and promote consistency. The creation of the ICARB is effectively a regionalized board, and part of the mandate of the Assessment Commissioner would be to work toward common understandings and practices.

We look forward to developing a solution to the problems identified in the December 16, 2015 Discussion Document with the SAC.

We invite other stakeholders to contact the Association through the following email address: [comments@assessor.ab.ca](mailto:comments@assessor.ab.ca).

**Alberta Assessor's Association – March 1, 2016**

Lawrence Buchart – President, and John Lindsay - President Elect

Stakeholder Advisory Committee Representatives

Karen Burnand, Rural Director, and Brian Lutz, Urban Director



MN

March 9, 2016

Honourable Danielle Larivee  
Minister of Municipal Affairs  
Government of Alberta  
Room 204, Legislative Building  
10800-97 Avenue  
Edmonton, Alberta  
T5K 2B6

Dear Madam Larivee:

I am writing on behalf of the Council of The Municipal District of Willow Creek No. 26 to express our concern regarding the latest proposal by Municipal Affairs for the creation of a centralized authority for the preparation of industrial assessments. The Municipality does not support the creation of this authority in any way and has grave concerns about the impact that such an entity will have on the autonomy of Alberta municipalities.

Our concerns are based on the following reasons:

- a) the linear assessment department in Municipal Affairs is struggling now to effectively and competently handle their current scope of practice;
- b) adding industrial assessment to linear assessment and calling it a new authority does nothing to improve the processes currently being used for linear and in fact, will compound the problem;
- c) this new authority will exponentially increase appeals, and create additional administrative burden and expenses for the municipalities;
- d) transparency for industrial assessments will be reduced;
- e) this is an unnecessary encroachment on autonomy and any issues which exist with linear assessment are a direct result of Municipal Affairs failure or inability to provide adequate training, definition, or updated guidelines; and
- f) the already critical shortage of assessors will be exacerbated by the government contracting the same assessors that municipalities use, because the department doesn't have enough personnel to deal with linear without the addition of industrial;

Our Council questions the viability and transparency of this proposal. We ask you to look into this matter and take steps to have Municipal Affairs step up and perform linear assessment properly and not create another authority that would do nothing more than muddy the world of assessment further.

Thank you for considering our position and I look forward to hearing from you regarding our concerns.

..... Page 2.

Honourable Danielle Larvée  
Industrial Assessment

Page 2.

Yours truly,

A handwritten signature in cursive script, appearing to read "Neil Wilson", followed by a horizontal line.

Neil Wilson  
Reeve

c.c. Honourable Deron Bilous, Minister of Economic Development and Trade  
Honourable Joe Ceci, President of Treasury Board and Minister of Finance  
Mr. Brad Pickering, Deputy Minister  
Ms. Meryl Whittaker, Assistant Deputy Minister  
Mr. Steve White, Executive Director Assessment Services Branch  
Mr. Al Kemmere, President, Alberta Association of Municipal Districts and Counties



## Municipal District of Provost No. 52

4504 – 53 Avenue; P.O. Box 300; Provost, Alberta T0B 3S0  
Telephone: (780) 753-2434; 857-2434 Fax: (780) 753-6432

Email: [mdprovost@mdprovost.ca](mailto:mdprovost@mdprovost.ca)

Website: [www.mdprovost.ca](http://www.mdprovost.ca)

---

March 24, 2016

Alberta Municipal Affairs  
204 Legislature Building  
10800 – 97 Avenue  
Edmonton, Alberta  
T5K 2B6

Attention: Honourable Danielle Larivee  
Minister of Municipal Affairs

Dear Minister Larivee,

It has come to the attention of our Council that a proposal is at present under consideration to centralize industrial assessment as part of the pending amendments to the *Municipal Government Act*.

As a municipality which has extensive industrial assessment, both linear and M&E, we have extensive concerns not only with potential changes to the present state of assessment responsibility but also with the premises upon which the current consideration seems to be based.

With respect to the latter concern, it is our understanding that, as part of the *MGA* Review, a position was formulated – and subsequently disseminated – that indicated the existence of a consensus position concerning the desirability of this initiative proceeding.

It is our firm belief that there exists, as a matter of demonstrable fact, no consensus whatsoever on this matter. Furthermore, in addition to our hesitancy relative to the accuracy of the portrayal of stakeholder feedback, we have deep and abiding concerns relative to the proportionality of said stakeholder representation at the time of compilation.

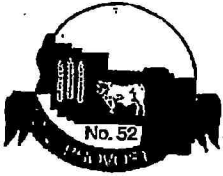
Recent feedback to your office from the Alberta Assessors Association relative to this matter encapsulates our overarching procedural concerns, and as such we see little point in restating the matters contained therein except to state a general alignment between our respective objections.

To expand on the above, it is our strong opinion that any issues which exist with the application or execution of municipal industrial assessment at the present time are a direct result of failures on part of Municipal Affairs to fulfill its mandate concerning the provision of adequate training and current guidelines to the assessment community. It further follows that any centralization efforts will necessarily strain the resources of a department which, as evidenced by the current slate of existing issues as presented, struggles to fulfill the slate of its current mandate.

In summation, we maintain that any modification to the current legislation for the purpose of centralizing industrial assessment, whether under provincial or third party control, will represent a fundamentally unsound encroachment on municipal autonomy based on an illegitimate premise of consensus to the absolute detriment of not only our municipal operations but to our ability to provide a fair and equitable taxation regime and level of service to our ratepayers.

*"The Municipal District of Provost No. 52 continually strives to provide a rural environment where residents may enjoy an excellent quality of life."*





## Municipal District of Provost No. 52

4504 - 53 Avenue; P.O. Box 300; Provost, Alberta T0B 3S0  
Telephone: (780) 753-2434; 857-2434 Fax: (780) 753-6432

Email: [mdprovost@mdprovost.ca](mailto:mdprovost@mdprovost.ca)

Website: [www.mdprovost.ca](http://www.mdprovost.ca)

---

We ask that you consider our concerns (and related concerns from other stakeholders) prior to any finalization of policy decisions related to this matter, and please accept our sincere thanks for the opportunity to provide feedback on an issue of such critical importance.

Respectfully,

Allan Murray  
Reeve  
M.D. of Provost No. 52

cc: M.D. of Provost No. 52 Council

*"The Municipal District of Provost No. 52 continually strives to provide a rural environment where residents may enjoy an excellent quality of life."*

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

E3b

## Month Ending March 2016

BANK STATEMENT C.I.B.C.	March	February
<b>General Accounts</b>		
Bank Statement Balance	(309,990.56)	741,520.48
Deposits After Monthend	496.45	4,292.77
Cash On Hand	600.00	600.00
Less Outstanding Cheques	(200,349.27)	(574,105.19)
<b>Month End Cash Available (- Overdrawn)</b>	<b>(509,243.38)</b>	<b>172,308.06</b>

M.D.'S GENERAL LEDGER	March	February
Balance Forward from Previous Month	172,308.06	247,727.72
<b>Revenue for the Month:</b>		
Receipts for the Month	472,886.41	363,572.04
Interest for the Month	52.24	44.15
Transfer from Short Term Investments	432,563.32	850,000.00
<b>Disbursements for the Month:</b>		
Cheques Written	(494,294.05)	(969,760.46)
Payroll Direct Deposits and Withdrawals	(312,539.41)	(257,366.91)
Electronic Withdrawals - Utilities and VISA	(59,117.27)	(30,628.15)
Banking Transaction Fees	(570.89)	(302.57)
Bank Overdraft Fees	(106.41)	(75.00)
Requisition & Debenture Payments	(720,425.38)	-
Transferred to T-Bill Account - General	-	(30,902.76)
<b>M.D.'s General Ledger Balance at Month End</b>	<b>(509,243.38)</b>	<b>172,308.06</b>

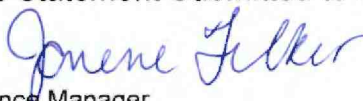
SHORT TERM INVESTMENTS - C.I.B.C.	March	February
General Account Operating Funds	-	431,809.50
Bridge Repair Advances	106,743.47	106,667.20
MSI Capital Grant Advances	2,551,161.69	2,549,338.83
Public Reserve Trust Funds	191,340.68	190,138.10
Lottery Board Account	2,210.89	2,209.31
Regional Water Advance	2,113.82	2,112.31
Federal Gas Tax Grant Advance	172,701.36	172,577.96
Tax Forfeiture Land Sales	3,515.44	3,512.93
Recycling Committee	29,836.34	29,836.34
Water Intake Advance	1,636,873.80	1,635,704.22
	<b>4,696,497.49</b>	<b>5,123,906.70</b>

LONG TERM INVESTMENTS	March	February	Annual Rate of Return	Original Investment	Original Investment
Financial Institution	Market Value	Market Value	2015	Date	Amount
C.I.B.C. Wood Gundy - Bonds	8,287,034.00	8,142,452.00	2.34%	Nov-88	1,255,915.75

### COMMENTS

April Items of Note	Amount
Revenue In -	
Expense Out -	

This Statement Submitted to Council this 12th Day of April 2016.

  
Finance Manager

  
Director of Finance and Administration



3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-877-329-1387  
Fax: (403) 327-6847  
E-mail: admin@orrsc.com  
Website: www.orrsc.com

March 19, 2014

File: 3A-121

Municipal District of Pincher Creek No. 9  
Box 279  
Pincher Creek, AB T0K 1W0

**RE: Wind Energy Development Review**

MD Council:

Per your request (Resolution 14/050) ORRSC is pleased to accept the review and writing of a report regarding wind energy development as outlined in Section K. 12 of the Municipal Development Plan which states the following:

12. *The municipality recognizes that changes will occur as wind technology evolves. Council shall commission a review, that examines the impact of wind energy development (Only Category 3 as defined by the LUB) every three (3) years or at such time when 500 WECS have been constructed. The MPC may approve an additional 250 WECS over the previously mentioned 500 Category 3 WECS prior to the completion and the acceptance of the study by the municipal Council. The review shall include the following:*
- (a) *a timely completion within a period not exceeding four months once commenced;*
  - (b) *an analysis of wind energy policies including:*
    - (i) *an evaluation of the density of existing WECS,*
    - (ii) *permits approved and currently valid permits for WECS,*
    - (iii) *visual impact on landscape,*
    - (iv) *public opinion on existing development,*
    - (v) *public consultation and a subsequent meeting process;*
  - (c) *a summary of findings that may:*
    - (i) *place limitations on the density of future development,*
    - (ii) *determine where in the municipal district WECS will be encouraged,*
    - (iii) *determine any other issues deemed necessary by Council.*

To that end, although ORRSC will strive to meet the four month time period for completion, ORRSC cannot be held accountable for unforeseen events that may delay the deliverables of the report. ORRSC also reminds MD Council that the Planner's services have been engaged to rewrite the Castle Mountain Resort Area Structure Plan. That plan may have to be delayed while the WECS review is moved forward on the four-month time table.

The estimated cost for this project is \$5,000.

Please respond if the above is acceptable. ORRSC looks forward to working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lenze Kuiper', with a long horizontal stroke extending to the right.

Lenze Kuiper  
Director

MUNICIPAL DISTRICT OF PINCHER CREEK

March 21, 2016

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TO: Reeve and Council

FROM: Wendy Kay, Chief Administrative Officer

SUBJECT: Fire Guardians - Appointment

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**1.0 Origin**

*Forest and Prairie Protection Act* legislates that each year the Council must appoint Fire Guardians.

**2.0 Background**

*Forest and Prairie Protection Act* Section 4 (2) states the following:

“Each year before April 1 the council of a municipal district shall appoint, for a term not exceeding one year with effect from the beginning of April, a sufficient number of fire guardians to enforce this Act within the boundaries of the municipal district.”

Chief Cox has provided several names that he is recommending to be fire guardians appointed under this legislation.

Council should also note that under the *Forest and Prairie Protection Act* Section 4 (3) the chief elected official, each councillor and the chief administrative officer are by virtue of their offices fire guardians in and for the municipal district.

**3.0 Recommendation**

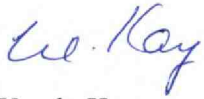
THAT the report from the Chief Administrative Officer, dated March 21, 2016, regarding appointment of fire guardians, be received;

AND that Council appoint the following persons as fire guardians for the Municipal District of Pincher Creek for the period April 1, 2016 to March 31, 2017:

- Jennifer Fisher-Sundberg
- Anne Molnar

- Steve Oczkowski
- Allen Tapay
- David Cox
- Pat Neumann
- Lynn Brasnett
- Margaret Cox
- Dawn Heerschap
- Lori Schill

Respectfully submitted,

A handwritten signature in blue ink that reads "Wendy Kay". The signature is written in a cursive style with a large initial "W" and "K".

Wendy Kay

Attachments

**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**RECEIVED**

MAR 11 2016

M.D. OF PINCHER CREEK

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Captain Dawn Heerschap has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend, cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

Dawn Heerschap

Signature

Signature

\_\_\_\_\_

Dawn Heerschap

Date

Date

\_\_\_\_\_

March 3, 2016.

**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Captain Allen Tapay has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend , cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

*Allen Tapay*

Signature

Signature

\_\_\_\_\_

*Allen Tapay*

Date

Date

\_\_\_\_\_

*Feb 27 / 2016*



**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Lori Schill has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend , cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

LORI SCHILL

Signature

Signature

\_\_\_\_\_

*L Schill*

Date

Date

\_\_\_\_\_

FEB 25/16

**PINCHER CREEK EMERGENCY SERVICES**  
FIRE -- AMBULANCE -- RESCUE

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Lieutenant Lynn Brasnett has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend , cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_  
/

\_\_\_\_\_  
Lynn Brasnett

Signature

Signature

\_\_\_\_\_

\_\_\_\_\_  


Date

Date

\_\_\_\_\_

\_\_\_\_\_  
Feb 24/16

**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Captain Anne Molnar has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend , cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

Anne Molnar

Signature

Signature

\_\_\_\_\_

Anne Molnar

Date

Date

\_\_\_\_\_

Feb 24/16

**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Margaret Cox has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend, cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

MARGARET COX

Signature

Signature

\_\_\_\_\_

Margaret Cox

Date

Date

\_\_\_\_\_

FEB 25/16

**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Captain Jennifer Fisher-Sundberg has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of above term a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend, cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

JENNIFER FISHER-SUNDBERG

Signature

Signature

\_\_\_\_\_

[Handwritten Signature]

Date

Date

\_\_\_\_\_

FEB 25/16

**PINCHER CREEK EMERGENCY SERVICES**  
FIRE -- AMBULANCE -- RESCUE

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Fire Chief David Cox has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend, cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

DAVE COX

Signature

Signature

\_\_\_\_\_



Date

Date

\_\_\_\_\_

FEB 25/16

**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Deputy Fire Chief Pat Neumann has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend , cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

\_\_\_\_\_

PAT NEUMANN

Signature

Signature

\_\_\_\_\_



Date

Date

\_\_\_\_\_

FEB 25/16

**PINCHER CREEK EMERGENCY SERVICES**  
**FIRE -- AMBULANCE -- RESCUE**

Box 1086  
Pincher Creek, Alberta  
T0K 1W0

**EMERGENCY "911"**

**OFFICE 627-5333**

**FAX 627-3502**

Fire Guardian for the Municipal District of Pincher Creek

As stated in the Forest and Prairie Protection Act 4(2) in the Province of Alberta

Lieutenant Steve Oczkowski has been appointed by the Municipal District of Pincher Creek No. 9 to serve as Fire Guardian from March 01, 2016 to April 1 of 2017.

At the conclusion of the year served a renewal appointment will be required prior to April 1 of the next calendar year.

Appointment of above named as fire guardian will give the power and authority to issue, suspend , cancel fire permits issued on behalf of the Municipal District of Pincher Creek.

The Municipal District of Pincher Creek reserves the right to cancel the appointment as fire guardian at any time it is deemed to be required.

Reeve:

Fire Guardian

Print Name

Print Name

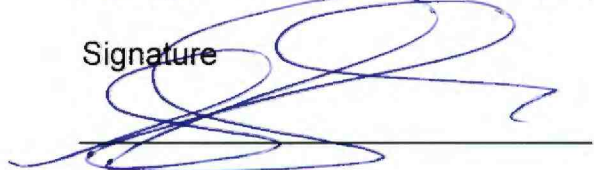
\_\_\_\_\_

STEVE OCZKOWSKI

Signature

Signature

\_\_\_\_\_



Date

Date

\_\_\_\_\_

March 3 / 2016



# CHIEF ADMINISTRATIVE OFFICER'S REPORT

E4c

March 18, 2016 to April 7, 2016

## DISCUSSION:

- March 18, 2016 Website
- March 22, 2016 Policies and Plans
- March 22, 2016 Regular Council
- March 23, 2016 EMS
- March 24, 2016 Minister of Environment and Parks
- April 5, 2016 Strategic Planning
- April 5, 2016 Subdivision Authority
- April 5, 2016 Municipal Planning Commission
- April 6, 2016 Safety Manual
- April 7, 2016 Governance Workshop

## UPCOMING:

- April 8, 2016 ASB Open House
- April 12, 2016 Policies and Plans
- April 12, 2016 Regular Council
- April 15, 2016 Volunteer Appreciation Luncheon
- April 18, 2016 Emergency Management – Cowley
- April 20, 2016 Hazard Assessments/ICS Training
- April 26, 2016 Policies and Plans
- April 26, 2016 Regular Council
- May 3, 2016 Strategic Planning
- May 3, 2016 Subdivision Authority
- May 3, 2016 Municipal Planning Commission

## OTHER

- Revised Safety Manual
- Emergency Management Plan
- Finance Procedures

## RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of March 18, 2016 to April 7, 2016.

---

Prepared by: CAO, Wendy Kay Date: April 7, 2016  
Presented to: Council Date: April 12, 2016

## Tara Cryderman

---

**From:** Wendy Kay  
**Sent:** Tuesday, March 22, 2016 8:17 AM  
**To:** Tara Cryderman  
**Subject:** FW: 2016 Letter to Highway 3 Twinning Development Association Members  
**Attachments:** 2016 letter to Municipalities - Highway 3 Twinning Development Association-signed.pdf

Council – Correspondence Action

**From:** Councillor Bill Chapman [mailto:bchapman@coaldale.ca]  
**Sent:** Monday, March 21, 2016 9:42 PM  
**To:** CAO Anna-Marie Bridge <anna-marie@bowisland.com>; CAO Cris Burns <cao@town.vauxhall.ab.ca>; CAO Cynthia Vizzutti <md26@mdwillowcreek.com>; CAO Dale Brown <dale.brown@fortymile.ab.ca>; CAO Derrick Krizsan <DKrizsan@mdtaber.ab.ca>; CAO Doug Henderson <Doug.Henderson@cypress.ab.ca>; CAO Garth Sherwin <garth.sherwin@lethbridge.ca>; CAO Greg Birch <cao@taber.ca>; CAO Kalen Hastings <cao@coaldale.ca>; CAO Laurie Wilgosh <Laurie@pinchercreek.ca>; CAO Merete Heggelund <merheg@medicinehat.ca>; CAO Murray Millward <murray@cardstoncounty.com>; CAO R.K. (Kim) Hauta <rkhauta@town.coalhurst.ab.ca>; CAO Rick Robinson <rrobinson@lethcounty.ca>; CAO Shawn Hathaway <shathaway@warnercounty.ca>; CAO Sheldon Steinke <sheldon.steinke@crowsnestpass.com>; CAO Sue Keenan <Skeenan@fortmacleod.com>; CAO Wendy Bateman <wendy.bateman@barnwell.ca>; Wendy Kay <wkay@mdpinchercreek.ab.ca>; CEO Bev Thornton <bev@albertasouthwest.com>; CEO Brad Tucker <brad.tucker@canadianbadlands.com>; CEO Caroline Grover <info@edalliance.ca>; CEO Nikolaus Wyslouzil <execdir@chinookcountry.com>; CEO Trevor Lewington <trevor@chooselethbridge.ca>; Chair Barney Reeves <bokr@telusplanet.net>; City Clerk Aleta Neufeld <aleta.neufeld@lethbridge.ca>; Executive Director Lisa Kowalchuk <lisa@medicinehatchamber.com>; Executive Director Walter Valentini <walter@palliserAlberta.com>; General Manager Stephanie Palechek <office@lethbridgechamber.com>; Manager Dixie McCarley <info@coaldalechamber.com>; Manager Pete Lovering <pete.lovering@southgrow.com>; President Rod Kretz <info@mywaterton.ca>; Superintendent Wilco Tymensen <wilco.tymensen@horizon.ab.ca>; CEO Jace Anderson <info@tourismmedicinehat.ca>  
**Cc:** Administrator for Highway 3 TDA Gloria Roth <gloria.roth@twin3.ca>; Chair Marie Logan <g-mlogan@agt.net>; Chief Charles Weasel Head <alvawm@bloodtribe.org>; Chief Stanley Grier <stanley.g@piikanimation.com>; Councillor Chantel Timmons <Chantel.Timmons@fortymile.ab.ca>; Councillor Jim Turner <jimtur@medicinehat.ca>; Councillor Mark Barber <jmarkbarber@shaw.ca>; Deputy Mayor Brent Feyter <brent.feyter@fortmacleod.com>; Deputy Mayor Darrell Turner <Darrell.turner@barnwell.ca>; Deputy Reeve Dwight Tolton <dtolton@mdtaber.ab.ca>; Deputy Reeve Henry Doeve <hdoeve@lethcounty.ca>; Director John Voorhorst <john@cvbenefits.com>; Director Ron Wiggers <ron.wiggers@cfib.ca>; Director Tim Weinberger <tweinberger@jpbg.ca>; EDO Ben Young <byoung@albertacf.com>; Mayor Blair Painter <blair.painter@crowsnestpass.com>; Mayor Chris Spearman <Chris.Spearman@lethbridge.ca>; Mayor Dennis Cassie <cassiefamily@shaw.ca>; Mayor Don Anderberg <maxand@telus.net>; Mayor Gordon Reynolds <mayor@bowisland.com>; Mayor Henk De Vlieger <mayor@taber.ca>; Mayor Kim Craig <mayor@coaldale.ca>; Mayor Margaret Plumtree SouthGrow <mayor@town.vauxhall.ab.ca>; Mayor Rene Gendre <rjgendre@shaw.ca>; Operations for LTT Mike Pyne <mjpyne@gmail.com>; Planner Jeffrey Dowling <jeffrey@cypress.ab.ca>; President Everett Duerksen <everett@ejdworks.ca>; Reeve Brian Brewin <bbrewin@mdtaber.ab.ca>; Brian Hammond <CouncilDiv4@mdpinchercreek.ab.ca>; Reeve Neil Wilson <newilson@platinum.ca>; Regional Director Doug Paisley <doug@lethbridgetruckterminals.com>; Reeve Brian Brewin <brewin4@ccewireless.ca>; Reeve Lorne Hickey <lhickey@lethcounty.ca>  
**Subject:** 2016 Letter to Highway 3 Twinning Development Association Members

Good morning,

Please find attached is a Letter for your Council, Board, Chamber or Organization to adopt.

**RE: Highway 3 Twinning Development Association – A time for action**

The Highway 3 Twinning Development Association has been dedicated to the twinning of Highway 3 for 15 years and the time for action is now.

The Association is looking to you, members from urban and rural municipalities, regional economic development agencies, and school divisions from the Crowsnest Pass to Medicine Hat, to support this work financially. Twinning Highway 3 is critically important to all Southern Albertans:

- It will improve highway safety
- It will positively impact the economic viability of all our communities
- Generate an increase in tourism and recreation

Our mission is clear: *"On behalf of southern Albertans, the Highway 3 Twinning Development Association will promote and work proactively and constructively with Provincial and Federal governments for the purpose of twinning of Highway 3 from the British Columbia border to Highway 1 at the earliest possible date".*

We are confident that with the collective voice of all our members we can bring the economic need of twinning Highway 3 to the forefront of government.

Membership fees for organizations are set at \$50 and for each participating member municipality, a contribution of \$0.25 per capita annually to support the project. Annual fees will start at a minimum of \$250 for smaller municipalities to a maximum of \$5000 for larger communities.

Other Orgs./Business	\$50
Minimum	\$250
Per Capita	\$0.25
Maximum	\$5,000.00
Total Acquisition	\$37,537.00
Total Population	261,671

The Association set this amount based on projected needs over the next 12 to 18 months. The funding will allow us to update safety studies, cost / benefit analysis and other twinning focused activities which will allow us to move forward with our shared goal to have Highway 3 Twinning scheduled for the very near future.

In addition to this funding support, we will be calling on our member agencies to begin writing letters and meeting with their MLAs to ensure that twinning Highway 3 is at top of the priority list. The safety studies and other work will be provided to member agencies to use in those conversations to help push this project forward.

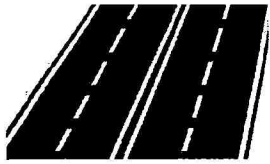
We thank you for your continued support and will continue to keep you updated on the efforts of the Association.

Sincerely,  
Bill Chapman

Chair, Highway 3 Twinning Development Association

Sincerely,  
**Bill Chapman, BA**  
**Councillor**  
**Town of Coaldale**  
Cell: 403-330-6791





# Highway 3 Twinning Development Association

March 2016

Letter to: Highway 3 Twinning Development Association Members

Dear (NAME),

## **RE: Highway 3 Twinning Development Association – A time for action**

The Highway 3 Twinning Development Association has been dedicated to the twinning of Highway 3 for 15 years and the time for action is now.

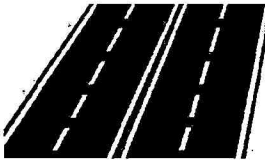
The Association is looking to you, members from urban and rural municipalities, regional economic development agencies, and school divisions from the Crowsnest Pass to Medicine Hat, to support this work financially. Twinning Highway 3 is critically important to all Southern Albertans:

- It will improve highway safety
- It will positively impact the economic viability of all our communities
- Generate an increase in tourism and recreation

Our mission is clear: *"On behalf of southern Albertans, the Highway 3 Twinning Development Association will promote and work proactively and constructively with Provincial and Federal governments for the purpose of twinning of Highway 3 from the British Columbia border to Highway 1 at the earliest possible date".*

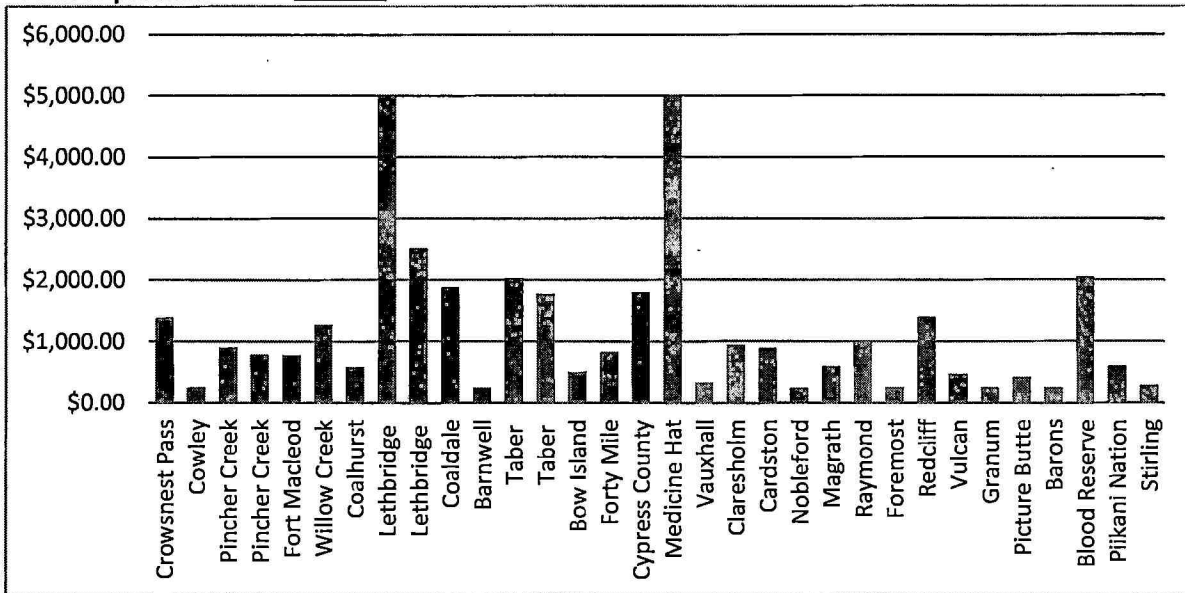
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# Highway 3 Twinning Development Association

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Total Population	<b>261,671</b>



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In addition to this funding support, we will be calling on our member agencies to begin writing letters and meeting with their MLAs to ensure that twinning Highway 3 is at top of the priority list. The safety studies and other work will be provided to member agencies to use in those conversations to help push this project forward.

We thank you for your continued support and will continue to keep you updated on the efforts of the Association.

Sincerely,

*Bill Chapman*

Bill Chapman  
Chair, Highway 3 Twinning Development Association

*Council  
Corresp - Action*

RECEIVED

MAR 21 2016

F1b

M.D. OF PINCHER CREEK

*Pincher Creek Community Center Hall Society  
Box 1178 287 Canyon Drive*

*March 17, 2016*

*Dear Reeve and Council of Municipal District # 9  
of Pincher Creek*

*The Pincher Creek Community Center Hall Society wishes to thank the Municipal District # 9, for the generous help from Joint Funding toward our building. Without your help the hall would not be able to keep our facility in such good shape and rental at a reasonable cost. The ongoing rise in utilities we are so appreciative for your continued support.*

*One of the items that joint funding set out was to help us replace the large kitchen range, we had a gas concern. We were so afraid that it may have an explosion. Your group had generously upped the funding by \$5500.00. With the help of Glacier Mechanical we were able to get the range serviced, the pilot lights repaired. The board is in hopes the continued maintenance will have this range work for us for several more years. Now with this matter looked after we are asking the Municipal District if it would be alright for the hall board to use that additional funding that had been earmarked for a range to be used to replace the video screen on the stage and add a projector, capable to tie into our sound system. The quote we have from a company from Calgary is \$8035.00 plus tax. We welcome the Municipal District's feedback on this matter.*

*The Executive and Board of Directors invite Mayor and Council to our AGM on April 12, 2016 at 8:00pm. Your input would be appreciated.*

*Sincerely,*

*Executive and Board of Directors of  
Pincher Creek Community Center Hall Society*

**MDInfo**

---

**From:** Judy Mackintosh <1tblhld@gmail.com>  
**Sent:** Monday, March 21, 2016 9:48 AM  
**To:** MDInfo  
**Cc:** Brent Sinclair; Sarah Graham; Laurie White; TedCarruthers; Kelly Simpson; Rod Graham; Lindsey Paterson; dick graham; Darren Cook; Jim & Cyndie Wright; Gordon Hoffman  
**Subject:** Rendezvous by the Creek, July 1&2, 2016

To Whom it may concern;

The Rendezvous Committee would like to enquire about MD pins.

The pin would be included in the registration package for the Rendezvous by the Creek, July 1&2, 2016.

We are expecting 500 registrations and hopefully more.

Does the MD have pins that we could use. Is there a cost for this and if so what would the cost be?

Please reply to Judy Mackintosh at email:  
[1tblhld@gmail.com](mailto:1tblhld@gmail.com)

Thank you for taking the time to respond to this request, it is appreciated. As well, the Rendezvous Committee would like to sincerely thank the M.D. in particular Mr. Fred Schoening for presenting our petition for sponsorship of the waste bins and portable toilets for the Rendezvous and for the MD providing half of the funds. We are extremely grateful!!

Sincerely;  
Judy Mackintosh  
Rendezvous by the Creek Committee



**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**POLICY**

**126**

---

**TITLE: DONATIONS**

**Approved by Council:**

**Date: September 23, 2008**

**Revised by Council:**

**Date: May 11, 2010**

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While Council recognizes the contribution that community organizations make to the quality of life in Pincher Creek through numerous activities and events that are organized by these groups, given the large number of events that are organized annually and the increasing number of requests of the M.D. to assist with these events, the Council of the Municipal District of Pincher Creek No. 9 passes the following policy regarding support of local events.

**1.0 General**

The Chief Administrative Officer, or designate, may approve the use of M.D. equipment for those community wide events that occur once a year (e.g. Cowboy Poetry, Pincher Creek Rodeo).

**2.0 Photocopying**

M.D. photocopiers may be used by community organizations for copying of event programs; flyers, pamphlets or other similar promotional materials provided that:

- a. The organization provides their own paper or pay a per copy fee.
- b. When more than 50 copies are required, the organization may be required to provide manpower for the copying and organization of the material.

**3.0 Equipment Usage**

- a. The use of the equipment shall not interfere with or delay the regular operations or delay the carrying out of the duties of the municipality.
- b. The equipment shall be operated by a qualified M.D. employee who donates their time to the event.

- 
- c. The M.D. shall not incur staff overtime or provide time in lieu to staff relating to the donation of any equipment or service.
  - d. The M.D. shall not provide manpower for labour related activities, a Rodman or other similar type positions. The supply of such manpower shall be the responsibility of the community group.

#### **4.0 Room Rental**

The downstairs meeting room of the M.D. office may be used free of charge by any area not-for-profit organization, subject to the following:

- a. The room should be booked a minimum of 24 hours in advance of intended day. The room is available on a first come first served basis.
- b. If the building is used after business hours, a key may be obtained from the office, which must be picked up during business hours and returned the following AM.
- c. The organization renting the room is responsible to insure that the building is locked and secure at the conclusion of the meeting.
- d. The organization using the room is responsible to insure that the room is clean and all chairs, tables and other materials are put away. Any costs incurred by the M.D. relating to the room usage will be charged to the organization.
- e. The Administration reserves the right to refuse to book the room to any group or organization for any good reason.

#### **5.0 Postage Meter**

The M.D. will not provide postage to any group or organization.

#### **6.0 Tables & Chairs**

M.D. owned tables and chairs should not be loaned out.

#### **7.0 Monetary Donations to Individuals and Community Organizations**

- a. The Council of the Municipal District of Pincher Creek No. 9 will consider requests from individuals and community organizations for in-kind assistance if it can be provided utilizing our men and equipment and if such support can be accommodated within the budget.

- b. Applications for monetary donations will be accepted by organizations to the Joint Funding Committee up to the second Wednesday of September, of each year, and will be considered during the budget process.

### **8.0 Other**

- a. Donations of gravel, culverts, fencing materials and other inventory items shall require Council approval. These donations will be considered as a monetary donation to individuals and community organizations for budget purposes.
- b. M.D. Lapel Pins - Lapel pins are promotional items to be given away to promote the Municipal District of Pincher Creek No. 9. As there is a cost associated with the pins, they are to be distributed as follows:
  - 100 pins or less – Administration
  - more than 100 pins – Council approval required
- c. Other promotional items are to be distributed as follows:
  - promotional items not to exceed the total value of \$100.00 - Administration.
  - promotional items exceeding the total value of \$100.00 - Council approval required

*Council  
Corresp - Action*



**Pincher Creek Emergency Services** **F1d**

P.O. Box 1086  
655 Charlotte Street  
Pincher Creek, Alberta T0K 1W0  
Ph. 403-627-5333 Fax 403-627-3502

MD of Pincher Creek # 9  
Box 279  
Pincher Creek, Alberta T0K 1W0

**RECEIVED**

APR . 5 2016

M.D. OF PINCHER CREEK

March 29, 2016

Re: Amendment of AHS Contract

To the Council of the MD of Pincher Creek # 9,

As we move forward with the Pincher Creek Emergency Services Commission one of the things on the agenda is to amend the contract between Alberta Health Services and the Municipalities of the MD of Pincher Creek # 9 and Town of Pincher Creek.

This amendment would change the contract to an agreement between Alberta Health Services and the Pincher Creek Emergency Services Commission.

The amendment proposed above is in keeping with the terms of the Membership Agreement between the 2 municipalities and Ministerial Order 006-15.

At the request of Wendy Kay, CAO of the MD of Pincher Creek # 9, I am asking that each municipality advise Alberta Health Services of their willingness to amend the current contract.

The letter should be addressed to: Darren Sandbeck, Chief Paramedic, EMS Services

The mailing address is: Alberta Health Services  
Emergency Medical Services  
3107 Southport Tower  
10101 Southport Rd., S.W.  
Calgary, Alberta T2W 3N2  
Attn: Chief Paramedic, EMS Services

Yours truly,

David Cox  
Chief  
Pincher Creek Emergency Services Commission



Partners FOR the



Saskatchewan  
River Basin

Partners FOR the Saskatchewan River Basin

Managing Partner: Meevasin Valley Authority

402 Third Avenue South, Saskatoon, Saskatchewan S7K 3G5

Telephone: (306) 665-6887 or 1-800-567-8007

Facsimile: (306) 665-6117

Email: [partners@saskriverbasin.ca](mailto:partners@saskriverbasin.ca)

Web Site: <http://www.saskriverbasin.ca>

RECEIVED

APR 5 2016

M.D. OF PINCHER CREEK

F1e

March 29, 2016

Dear M.D. of Pincher Creek #9,

Partners FOR the Saskatchewan River Basin (PFSRB) would like to request your support. **Your membership and financial support is key to realizing our mission.** The progress in building awareness and knowledge of water issues, research, and solutions in the Saskatchewan River Basin (SRB) would not be possible without public support. Help us to continue doing this crucial work.

PFSRB has been promoting watershed stewardship and sustainability of the SRB since 1993. The SRB is an international watershed that includes the three Prairie Provinces and a small portion of Montana. It contains the North Saskatchewan, Battle, Vermillion, South Saskatchewan, Red Deer, Bow, Oldman, St. Mary, Saskatchewan and Carrot Rivers. PFSRB is the only non profit, non-governmental organization with a mandate to promote watershed sustainability across the entire Saskatchewan River Basin.

Membership funds have helped us complete and take on a number of projects. The first is Stan the Sturgeon Fish Habitat Program, our newest environmental program. This curriculum based package educates and enables teachers to teach students about the importance of aquatic and riparian ecosystems and fish habitat while learning about the SRB. This one of a kind program is now available to everyone across the basin. There is no charge for receiving the program; although assistance with postage is always welcome. Please contact our office to request your copy.

Our popular educational board game, Moopher's Amazing Journey to the Sea is being transformed into a tri-lingual version by incorporating Île-à-la-Crosse Michif and Cree language into the game. We have developed partnerships with both the Gabriel Dumont Institute and the Saskatchewan Indian Cultural Centre to complete this work. This new edition will be available fall of 2016.

Save the dates! Our annual conference will be held October 16 to 19, 2016 at the historic Delta Bessborough Hotel in Saskatoon, Saskatchewan. This year's conference theme is "Every River has a Story... What's Yours?" PFSRB is please to have partnered with the Canadian Heritage River System and Saskatchewan Parks, Culture and Sport to offer this national conference.

As added benefit to memberships, we are now offering a discount to members on conference registration fees. In addition, PFSRB is currently undergoing some changes and you can expect there to be more opportunities available to members over the coming year.

Please help us continue this important work by becoming a member. Your support is invaluable. Please find a membership form enclosed.

Sincerely,

Lis Mack  
Manager

Enclosure

*Mission - to promote watershed sustainability through awareness, linkages, and stewardship*



Partners FOR the Saskatchewan River Basin  
 402 Third Avenue South  
 Saskatoon, Saskatchewan S7K 3G5  
 Ph: 306-665-6887 Fax: 306-665-6117  
 Toll Free: 1-800-567-8007  
 Email: partners@saskriverbasin.ca  
 Website: www.saskriverbasin.ca

***Partners FOR the Saskatchewan River Basin***  
***Membership Application/Renewal***  
 April 1, 2016 - March 31, 2017

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Visa or Mastercard Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_

Please send me the quarterly newsletter by:  
 email  mail

Please check the appropriate contribution level. Payment can be processed by Credit Card or Cheque.  
 Please make cheques payable to **Partners FOR the Saskatchewan River Basin**.

<b>Contribution</b>	<b>Criteria</b>
<input type="checkbox"/> \$25	<b>Individuals/Families</b>
	<b>Businesses with Annual Budget</b> <b>OR</b> <b>Municipalities with Population</b>
<input type="checkbox"/> \$50	\$0-\$50,000      less than 999
<input type="checkbox"/> \$125	\$50,000-\$200,000      1,000-9,999
<input type="checkbox"/> \$250	\$200,000-\$500,000      10,000-24,999
<input type="checkbox"/> \$500	\$500,000-\$999,999      25,000-49,000
<input type="checkbox"/> \$2,000	\$1,000,000-\$1,499,999      50,000-99,000
<input type="checkbox"/> \$5,000	\$1,500,000-\$1,999,999      100,000-499,000
<input type="checkbox"/> \$10,000	\$2,000,000 or greater      over 500,000

\* Please see other side for more details



Partners FOR the Saskatchewan River Basin  
402 Third Avenue South  
Saskatoon, Saskatchewan S7K 3G5  
Ph: 306-665-6887 Fax: 306-665-6117  
Toll free: 1-800-567-8007  
Email: [partners@saskriverbasin.ca](mailto:partners@saskriverbasin.ca)  
Website: [www.saskriverbasin.ca](http://www.saskriverbasin.ca)

## **Benefits of Membership**

- Network with organizations focused on stewardship and sustainability.
- Market and promote your project or initiatives to a broader audience.
- Extend your contact beyond regional and/or provincial boundaries.
- Discover opportunities to collaborate with or tap into existing knowledge or expertise.
- Highlight your organization in our quarterly newsletters.
- Actively participate on committees, the Board of Directors, or Development Teams.
- Contribute to an organization that speaks for the entire River Basin.
- Receive quarterly newsletters.
- Receive discounts on registration fees for conferences and workshops.
- All contributions over \$2,000 receive 1 complementary registration to our annual conference.

**Thank you for your support!**

Please note: Your contact information will be used for mailing The River Current and to keep you up to date with our organization. Your information will not be shared with any other organization.



Working with Albertans to preserve and interpret our heritage

Council  
-Corresp-Action  
F1f

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MAR 30 2016

M.D. OF PINCHER CREEK

March 15, 2016

Dear Sir/Madam:

**Re: ALBERTA HISTORICAL RESOURCES FOUNDATION'S  
HERITAGE AWARDS 2016**

The Alberta Historical Resources Foundation is the Government of Alberta's primary window for heritage preservation funding. As part of its ongoing efforts to encourage heritage initiatives, the Foundation presents Heritage Awards to individuals, organizations and municipalities to recognize significant contributions to the protection, preservation and promotion of Alberta's heritage. The Foundation is now accepting nominations until July 15, 2016.

Awards are presented to projects in the *Heritage Conservation* and *Heritage Awareness* categories; to municipalities in the *Municipal Heritage Preservation* category; and to individuals in the *Outstanding Achievement* category. Awards will be presented in October.

Submitting a nomination to the Heritage Awards is your opportunity to honor Albertans who have demonstrated their commitment in preserving our province's heritage.

Enclosed is a copy of the guidelines and nomination form (also available on our website at [www.culture.alberta.ca/ahrf](http://www.culture.alberta.ca/ahrf)). If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing at 310-0000) or [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca).

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Halladay".

Laurel Halladay  
Chair

Alberta Historical Resources Foundation





## Alberta Historical Resources Foundation Heritage Awards 2016 GUIDELINES



The Alberta Historical Resources Foundation's Heritage Awards are presented to recognize and celebrate the significant contributions of individuals, organizations, corporations, and municipalities to the protection, preservation and promotion of Alberta's heritage.

### AWARD CATEGORIES

**Heritage Conservation Award**, for projects that demonstrate excellence in the conservation of a historic place or excellence in the conservation and interpretation of palaeontological and archaeological resources. Projects completed within the last three years are eligible for nomination.

**Heritage Awareness Award**, for research, publications or public engagement projects that have deepened our understanding of Alberta's heritage and promoted greater awareness of our province's remarkable past. Projects completed within the last three years are eligible for nomination.

**Municipal Heritage Preservation Award**, recognizes a municipal government for exemplary commitment to heritage conservation through the identification, protection and promotion of their historic places.

**Outstanding Achievement Award**, recognizes an individual's exemplary long-term leadership and contribution to the preservation and presentation of Alberta's history. Nominees should have a minimum of 10 years involvement with heritage in the province and have made personal contributions to the field well beyond the responsibilities of any heritage related employment.

### GUIDELINES

#### Eligible Nominees

- Individuals, organizations, corporations, congregations, institutions, municipalities, First Nations and Métis Settlements and others deemed eligible by the Foundation's Board of Directors
- Self-nominations are accepted.

#### Ineligible Nominees

- Posthumous awards are not given.
- Nominees who are unaware of or who disapprove of the nomination
- Alberta Historical Resources Foundation board members and their immediate families
- Alberta Culture staff and its agencies

Nominees may be nominated in only one category.

#### Ineligible Nominators

- Alberta Historical Resources Foundation board members and their immediate families

## **Nomination Submissions**

The nomination package must include the following:

- completed nomination form
- letter of nomination signed by the nominator
- description of why this project, municipality or individual is being nominated
- biography/profile of the individual(s), team, or organization involved
- press clippings, letters of support, or any other pertinent materials
- photographs illustrating project, where applicable

It is the responsibility of the nominator to provide sufficient and relevant materials to support the nomination. Incomplete submissions may be considered ineligible for consideration by the jury. Nomination submissions and supporting materials will be retained by the Foundation.

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards program, which includes selecting and publicizing the achievements of the award recipients.

## **Selection and Presentation of Awards**

Up to two awards may be presented in each category. The Foundation reserves the right not to present an award in any of the categories.

The Foundation will convene a jury to review and evaluate the nominations. The Foundation's Board of Directors will make the final selection. An awards ceremony will be held in October 2016.

**Nominations for 2016 must be received by Alberta Historical Resources Foundation by July 15, 2016.**

Submit nominations to:            Heritage Awards  
   Alberta Historical Resources Foundation  
   8820 112 Street  
   Edmonton AB T6G 2P8

**For more information, contact the Program Coordinator at 780-431-2305 (toll-free by first dialing 310-0000).**



**Alberta Historical Resources Foundation  
Heritage Awards 2016  
NOMINATION FORM**



Please read the Guidelines before completing this form. Submission deadline is July 15, 2016.

For office use only

File No: \_\_\_\_\_

**NOMINEE**

Check the award category and identify who/what you are nominating

**Heritage Conservation Award**

Name of project (referring to the historic place/ palaeontological resource / archaeological resource nominated)

\_\_\_\_\_

**Heritage Awareness Award**

Title of project \_\_\_\_\_

**Municipal Heritage Preservation Award**

Name of municipality nominated \_\_\_\_\_

**Outstanding Achievement Award**

Name of individual nominated \_\_\_\_\_

Name Mr./Mrs./Ms. \_\_\_\_\_

Position/Title (if applicable) \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
Street / P.O. Box No. \_\_\_\_\_ City / Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Bus. Ph. ( ) \_\_\_\_\_ Res. Ph. ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**NOMINATOR**

Check if nominating as an individual or organization  Nominating as an individual  Nominating as an organization

Name Mr./Mrs./Ms. \_\_\_\_\_

Position/Title (if nominating as an organization) \_\_\_\_\_

Organization (if nominating as an organization) \_\_\_\_\_

Address (of individual / organization) \_\_\_\_\_  
Street / P.O. Box No. \_\_\_\_\_ City / Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Bus. Ph. ( ) \_\_\_\_\_ Res. Ph. ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**SUPPORTING DOCUMENTS**

Submit the following with this nomination form. Please provide sufficient and relevant materials to support your nomination .

- Nomination letter signed by the nominator
- Description of why this project, municipality or individual is being nominated
- Biography/profile of the individual(s), team or organization involved
- Press clippings, letters of support, or any other pertinent material
- Photographs illustrating project, where applicable

## DECLARATION STATEMENT OF NOMINEE

I am the nominee or authorized representative of the nominee. I have read the complete nomination submission and to the best of my knowledge and belief, the information herein is true and correct. I agree that it may be provided by the nominator to the Alberta Historical Resources Foundation so that I / my organization may be considered for the Heritage Awards. Should I / my organization be selected for the Award, I consent to the use and disclosure of my personal information (including photographs and videos) as necessary, without compensation for awards-related publicity.

---

Signature of nominee

---

Printed Name

---

Date

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards program, which includes selecting and publicizing the achievements of the award recipients.

**Submit nomination form and attachments to**

Heritage Awards  
Alberta Historical Resources Foundation  
8820 - 112 St. Edmonton AB T6G 2P8

RECEIVED

APR . 7 2016

M.D. OF PINCHER CREEK

*Council  
Corresp-Action*



April 5, 2016

Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek, AB T0K 1W0  
Attention: Wendy Kay, CAO

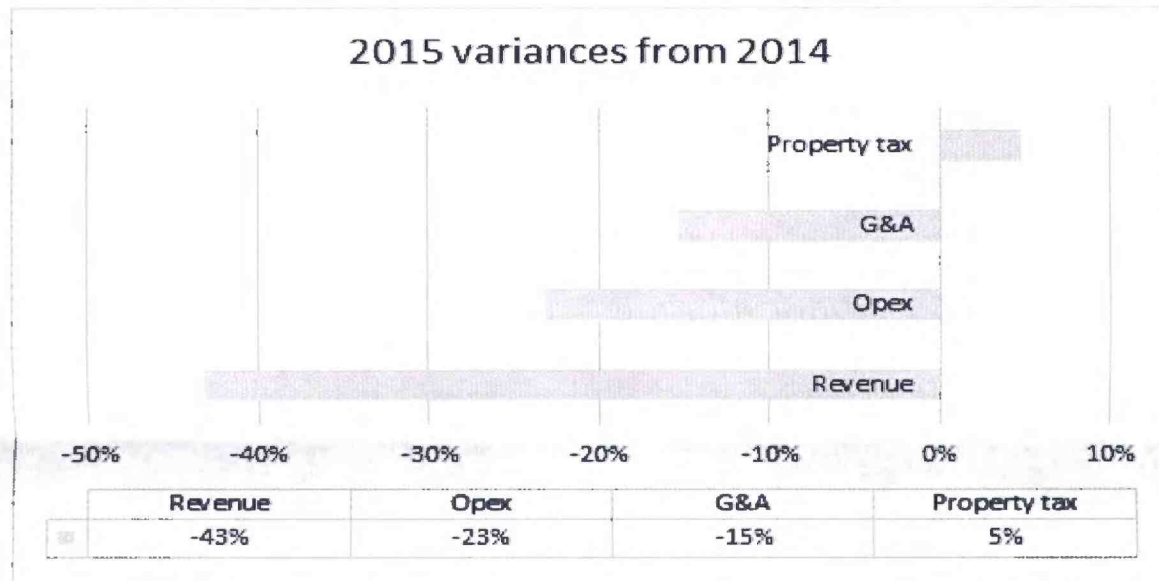
**RE: 2016 MUNICIPAL PROPERTY TAXES**

Dear Ms. Kay:

Questfire Energy Corp. (Questfire) is a 5,000 barrel of oil equivalent per day, mid-sized junior oil and natural gas Exploration and Production (E&P) Company with its head office in Calgary and a diversified asset base of producing properties across Alberta. Questfire is a Canadian owned and operated company and reinvests essentially all of its cash flow back into Alberta. In 2016 Questfire will spend approximately \$22 million in operating costs which will generate significant employment and economic activity in rural areas and communities throughout Alberta. Questfire is a 75 percent gas weighted producer with approximately 1,200 net wells. With this many wells, associated pipelines and facilities property tax has become one of our largest operating cost line items and represents approximately 10 percent of our total operating costs. Unfortunately, in contrast to our overall declining operating costs, property taxes have been increasing.

Due to the current low commodity price environment and challenging economics, Questfire, like many companies in the industry, has stopped drilling and is focused on reducing all costs in order to survive through this commodity price downturn. Questfire drilled only one well in 2015 and constructed only one short pipeline. At the start of 2016 all employees at Questfire have taken a 20% reduction in salary and a cut in benefits to attempt to preserve jobs. Staff have been working diligently with vendors to reduce costs and contracts are being renegotiated to reduce fees. No stone is being left unturned. Over the past year Questfire's revenues have decreased by over 43%. We have managed to reduce our operating expenses and General and Administrative (G&A) costs by 23% and 15%, respectively. Contractors, suppliers and service companies throughout Alberta have taken significant pay cuts. Our costs cutting is ongoing on all fronts. The chart below clearly depicts the drop in revenues and the effect of Questfire's hard work to mitigate losses. Unfortunately, as shown, property taxes actually increased year over year by 5 percent. In order to help Questfire and other E&P companies survive this downturn it is imperative that property taxes fall on the same side of the scale as all other reduced costs.

Questfire pays in excess of two million dollars annually in property taxes to various municipalities. The production revenue stream on our assets is declining rapidly resulting in a large number of properties becoming uneconomic, yet we've seen Counties continue to increase tax rates. When combined with the other increases in government fees and levies burdening the oil and gas industry, it is becoming increasingly difficult to keep wells producing and people employed. This period of multi-year lows in commodity prices has severely decreased drilling and economic activity in our province, costing an estimated 100,000 Albertans their jobs and livelihoods to date. So far 2016 is on track to be a worse year than 2015 for the industry.



Alberta relies heavily on the resource industry not only for revenue, but for innovation, job creation and philanthropy. This industry has contributed a great deal to the building and prosperity of this province and to the well-being of its local communities by supporting your community events like hockey/baseball tournaments, local rodeos, and with infrastructure like parks, facilities, hospitals and schools.

In this current environment of uncertainty, with the ongoing economic crisis and with an anticipated further detrimental drop in 2016 revenue, the industry needs your cooperation to help to save Alberta jobs and maintain economic activity. We ask that you set your municipal budgets and tax rates with a critical eye towards cost cutting and reduced spending. A reduction in Questfire's property taxes will help keep wells producing in your County, and will help maintain local employment and the associated economic activity.

For questions or comments please feel free to contact the undersigned directly a 403-263-6691.

Sincerely,  
**QUESTFIRE ENERGY CORP.**

Richard Dahl, P.Eng.  
President & CEO

Copy: Honourable Danielle Larivee, Minister of Alberta Municipal Affairs

**Tara Cryderman**

---

**Subject:** FW: FCC AgriSpirit Fund – apply for project funding

**From:** Janet Watmough [<mailto:Janet@robinco.ca>]  
**Sent:** Wednesday, April 6, 2016 3:08 PM  
**To:** Janene Felker <[AdminFinance@mdpincercreek.ab.ca](mailto:AdminFinance@mdpincercreek.ab.ca)>  
**Subject:** FW: FCC AgriSpirit Fund – apply for project funding

Hi Janene,

Here is the link for the grant.

The Pincher Creek & District Ag Society would like to be able to use the MD of Pincher Creek No 9 as a partner in applying for this grant. We are in dire need of repairing the indoor arena roof and the two concession roofs. We have had an estimate completed and we are looking at \$298,000.00 for the repairs. The amount we are applying for is \$25,000.

Would it be possible to put this on the agenda for the April 12<sup>th</sup> meeting?

Thanks for your time and consideration.

Janet Watmough  
President  
Pincher Creek & District Ag Society

---

**From:** Lisa Hardy [<mailto:lisa.hardy@gov.ab.ca>]  
**Sent:** March-17-16 4:17 PM  
**Cc:** 'Tim Carson'; Julie Law; Cathy Freed; Chris Sisson ([chris@superiorshow.com](mailto:chris@superiorshow.com)); Cottonwood-Gordon Ag Society ([linny13@xplornet.com](mailto:linny13@xplornet.com)); ! CAO; Debbie Ross ([rossbrothers@netago.ca](mailto:rossbrothers@netago.ca)); [dlccorriveau13@hotmail.com](mailto:dlccorriveau13@hotmail.com); Doug Kryzanowski; [farm\\_gang@hotmail.com](mailto:farm_gang@hotmail.com); Keith Bailey; Rick McCarthy - HR2 Construction Ltd. ([rickmccarthy@hr2construction.ca](mailto:rickmccarthy@hr2construction.ca)); Travis Reed  
**Subject:** FCC AgriSpirit Fund – apply for project funding

If your Agricultural Society has a capital project in mind you may want to look at this funding opportunity being offered from Farm Credit Canada (FCC). The FCC AgriSpirit Fund is about enhancing rural communities.

Any non-profit in a rural community under 150,000 people may apply and may qualify for a donation between \$5000 and \$25,000 (preference may be given to organizations that focus on agriculture)

**Deadline to apply is April 18, 2016**

The link for additional information and the application can be found at [FCCAgriSpiritFund.ca](http://FCCAgriSpiritFund.ca)



## From our hearts to your community



Since 2004, we've given \$9.5 million for nearly 950 community projects across Canada. Could your project benefit from a financial boost?

Visit [FCCAgriSpiritFund.ca](http://FCCAgriSpiritFund.ca) now to apply.

This email was sent to [fconline@fcc-fac.ca](#) • [Why did I get this?](#)

Add [fconline@fcc-fac.ca](mailto:fconline@fcc-fac.ca) to your address book or safe sender list.



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Farm Credit Canada · 1800 Hamilton Street · Regina, Saskatchewan S4P 4L3 · Canada

[fcc.ca](#)

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

*Council  
Corresp - For Info*

RECI F2a

APR . 5 2016

M.D. OF PINCHER CREEK

AR83717

March 17, 2016

Mr. Brian Reeves  
Chairperson  
Improvement District No. 04 (Waterton)  
Municipal Services Branch  
17th Floor, 10155 - 102 Street  
Edmonton AB T5J 4L4

Dear Chairperson Reeves,

The Government of Alberta encourages strong working relationships between communities and regional approaches to municipal service delivery and supports regional and capacity building priorities through the Alberta Community Partnership (ACP) program.

Your partnership exemplifies this ideal and I am pleased to inform you that the Improvement District No. 04 (Waterton) has been approved for a grant of \$211,800 under the Intermunicipal Collaboration component in support of your Waterton Front Wireless Fidelity project.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to opportunities to celebrate your ACP-funded project with you and your municipal partners. I encourage you to please send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications toll-free at 310-0000, then 780-427-8862, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts as we work together to strengthen Alberta communities.

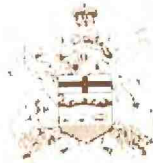
Sincerely,

A handwritten signature in black ink, appearing to read "D. Larivee". The signature is fluid and cursive.

Hon. Danielle Larivee  
Minister of Municipal Affairs

cc: Reeve Fred C. Lacey, Cardston County  
Reeve Brian Hammond, Municipal District of Pincher Creek  
J. Scott Barton, Chief Administrative Officer, Improvement District No. 04 (Waterton)  
Murray Millward, Chief Administrative Officer, Cardston County  
Wendy Kay, Chief Administrative Officer, Municipal District of Pincher Creek

Council  
- Corresp - For In So



ALBERTA  
SENIORS AND HOUSING

Office of the Minister  
MLA, Edmonton-Riverview

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MAR 22 2016

M.D. OF PINCHER CREEK

AR40433

March 7, 2016

Federal, Provincial and Territorial Ministers Responsible for Seniors  
*Planning to Age in Place*

I am pleased to share a series of resources that have been developed by the Federal, Provincial and Territorial Ministers Responsible for Seniors Forum to encourage and support people to make plans for aging in place in their home or community.

A four-part *Planning to Age in Place* video series explores what it means to age in place and the value of planning for older age. Topics include: What is Aging in Place? My Home and Neighbourhood, My Social Connections, and My Supports and Services. A factsheet entitled *Plan your future today – Live the life you want tomorrow*, and a *Thinking about your future? Plan now to Age in Place* checklist are provided to assist individuals in assessing how prepared they are for a healthy and enjoyable old age.

These resources are available electronically by going to "Planning for Aging in Place" at [www.seniors.alberta.ca](http://www.seniors.alberta.ca). A limited number of print copies are available. To request copies of these resources, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

The Federal, Provincial and Territorial Ministers Responsible for Seniors Forum is an intergovernmental body established to share information, discuss new and emerging issues related to seniors, and collaborate on key projects.

Sincerely,

A handwritten signature in blue ink that reads "Lori Sigurdson".

Lori Sigurdson  
Minister of Seniors and Housing

Enclosures:

- a) The Factsheet: *Plan your future today – Live the life you want tomorrow*
- b) The Checklist: *Thinking about your future? Plan now to Age in Place*

# Plan your future today

LIVE THE LIFE YOU WANT TOMORROW

## What is “Aging in Place”?

Aging in Place means having the health and social supports and services you need to live safely and independently in your home or your community for as long as you wish and are able.

Most older adults want to age in place in their own home and their own community.

## Why is having a plan important?

Making a plan will give you a better chance to have a satisfying and positive experience as you age, and will help you to age in place.

Planning for Aging in Place could help you improve your future and the future of your loved ones.

## When should I start planning?

The earlier you start planning for Aging in Place, the more prepared you will be to respond to changes that may occur as you age such as changes in your health, finances, mobility or social connections. Being prepared for the future could help you make the most of your later years.

Making choices now could give you greater control over your independence, quality of life and dignity.

For more information on seniors-related topics or to access other tools or videos that can help you Plan for Aging in Place, visit [Canada.ca/Seniors](http://Canada.ca/Seniors) or contact your provincial or territorial government. You may also contact 1 800 O-Canada (1-800-622-6232). TTY users can call 1-800-926-9105.

**FEDERAL/PROVINCIAL/TERRITORIAL MINISTERS RESPONSIBLE FOR SENIORS**



This document has been jointly prepared by the Forum of Federal, Provincial and Territorial Ministers Responsible for Seniors. The Forum is an intergovernmental body established to share information, discuss new and emerging issues related to seniors, and work collaboratively on key projects.

Québec contributes to the F/P/T Seniors Forum by sharing expertise, information and best practices. However, it does not subscribe to, or take part in, integrated federal, provincial, and territorial approaches to seniors. The Government of Québec intends to fully assume its responsibilities for seniors in Québec.

# Planifiez votre avenir aujourd'hui

## VIVEZ LA VIE QUE VOUS SOUHAITEZ DEMAIN

### Que signifie « vieillir chez soi »?

Vieillir chez soi, c'est disposer des mesures de soutien en matière de santé et des services sociaux dont on a besoin pour vivre de façon sécuritaire et autonome chez soi ou dans sa collectivité aussi longtemps qu'on le souhaite et le peut.

La plupart des aînés souhaitent vieillir chez eux et au sein de leur communauté.

### Pourquoi est-il important de planifier?

Planifier vous donnera une meilleure chance de vivre une expérience satisfaisante et positive en vieillissant et vous aidera à vieillir chez vous.

Planifier pour vieillir chez vous vous permettra d'améliorer votre avenir et celui des êtres qui vous sont chers.

### Quand devrais-je commencer à planifier?

Plus tôt vous commencez à planifier pour vieillir chez vous, mieux vous serez préparés à réagir aux changements pouvant survenir tout au long des années, par exemple sur le plan de votre santé, de vos ressources financières, de votre mobilité ou de vos relations sociales. Vous préparer à l'avenir peut vous aider à profiter pleinement de vos vieux jours.

Faire des choix aujourd'hui peut vous donner davantage de contrôle sur votre indépendance, votre qualité de vie et votre dignité.

Pour de plus amples renseignements sur les sujets touchant les aînés ou pour accéder à d'autres outils et à des vidéos qui pourraient vous aider à planifier pour vieillir chez vous, consultez le site [Canada.ca/Aines](http://Canada.ca/Aines) ou contactez votre gouvernement provincial ou territorial. Vous pouvez également composer le 1 800 O-Canada (1-800-622-6232). Les utilisateurs d'ATS peuvent composer le 1-800-926-9105.

### LES MINISTRES FÉDÉRAL/PROVINCIAUX/TERRITORIAUX RESPONSABLES DES AÎNÉS



Le présent document a été élaboré conjointement par le Forum fédéral, provincial et territorial des ministres responsables des aînés. Le Forum est un organisme intergouvernemental constitué pour partager de l'information, pour discuter des nouveaux enjeux concernant les aînés, et pour travailler en collaboration dans des projets clés.

Le Québec contribue au Forum FPT des aînés par le partage d'expertise, d'information et de bonnes pratiques. Cependant, il n'adhère, ni ne participe aux approches fédérale-provinciales-territoriales intégrées en ce qui concerne la question des aînés. Le gouvernement du Québec entend continuer d'assumer pleinement ses responsabilités auprès des aînés au Québec.



THINKING ABOUT YOUR FUTURE?  
Plan now to Age in Place

FEDERAL/PROVINCIAL/TERRITORIAL MINISTERS RESPONSIBLE FOR SENIORS



This document has been prepared by the Forum of Federal/Provincial/Territorial (F/P/T) Ministers Responsible for Seniors. The Forum is an intergovernmental body established to share information, discuss new and emerging issues related to seniors, and work collaboratively on key projects.

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#### **PAPER**

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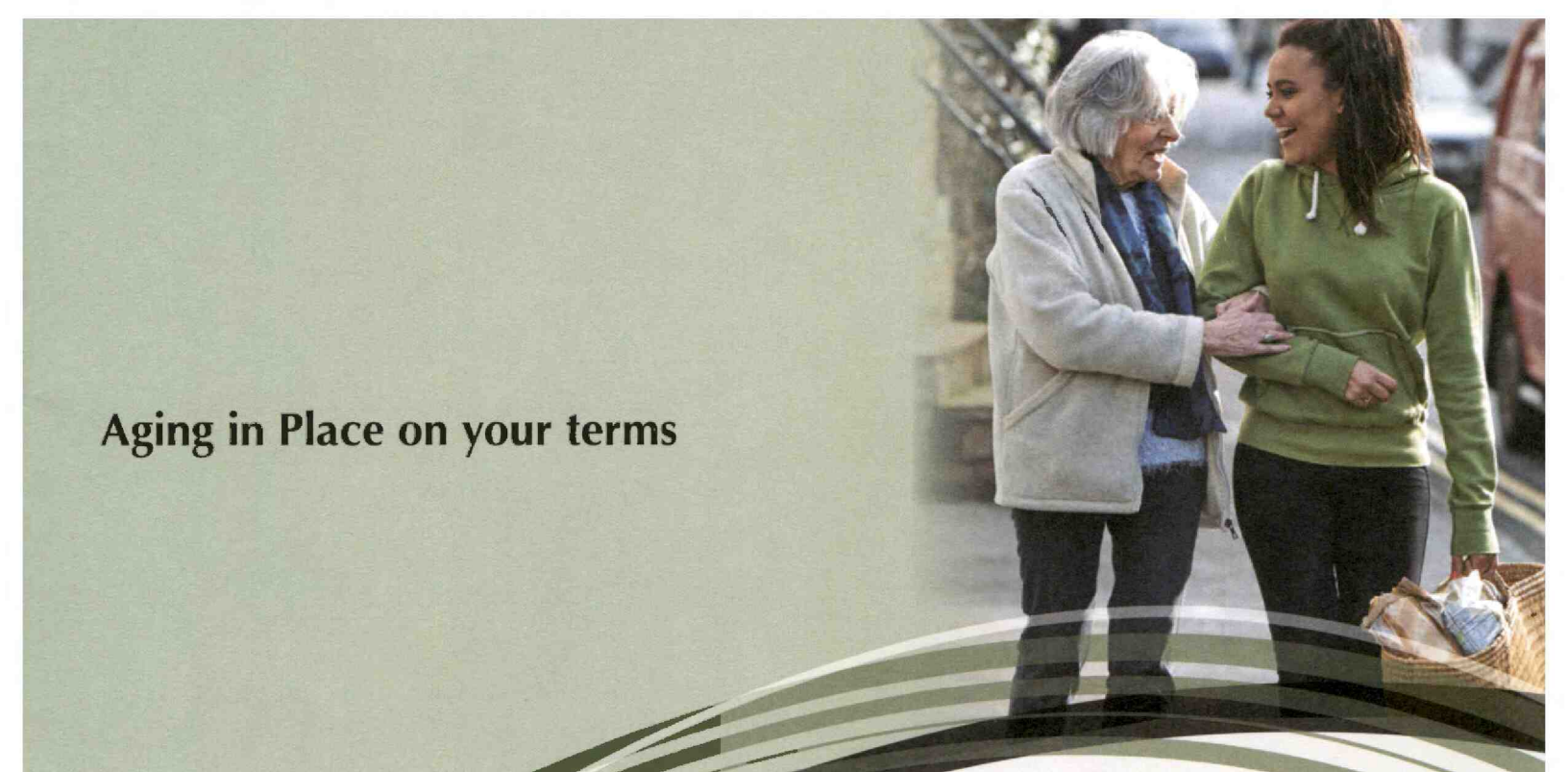
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## Aging in Place on your terms

*Most Canadian seniors want to remain in their own homes for as long as possible.<sup>2,3</sup> Canadians are living longer and are increasingly reaching the age of 100. Between 2006 and 2011, the number of Canadian centenarians increased by almost 26 percent, the second highest increase of all age groups, after the 60 to 64 age group which increased by 29 percent.<sup>4</sup> According to new data from the Office of the Chief Actuary, the average life span for Canadians aged 65 and above, is 87 for men and 89 for women.<sup>5</sup>*

Aging in place means having access to services and the health and social supports you need to live safely and independently in your home or your community for as long as you wish or are able. If you are a near senior or senior who is thinking about aging in place, and would like to know more about what you may need to do to prepare for your later years, this booklet is for you.

Thinking about the future and being prepared will help you to make the most of your later years and have more control over your decisions. Making a plan will give you the best chance to have a satisfying and positive experience as you age, and will help you to age in place.

This booklet includes a checklist to help you review your plan, if you have one, and to help you think about what you can do now to improve your life as you age. It is based on the experiences of people like you, who have shared their thoughts about planning and preparing for their older years.

Thinking about what you would like your life to be like in 10, 15 or 20 years, and what you might be able to do now to give you more control over future changes, will help you to maintain your health and independence for as long as possible. Having a plan to age in place could prevent you from having to make hasty decisions in the future, especially when dealing with change resulting from a crisis.

*Plan for the future today to help you live the life you want tomorrow.<sup>6</sup>*

## How to use this booklet

This booklet contains three steps you can take to help you plan for aging in place:

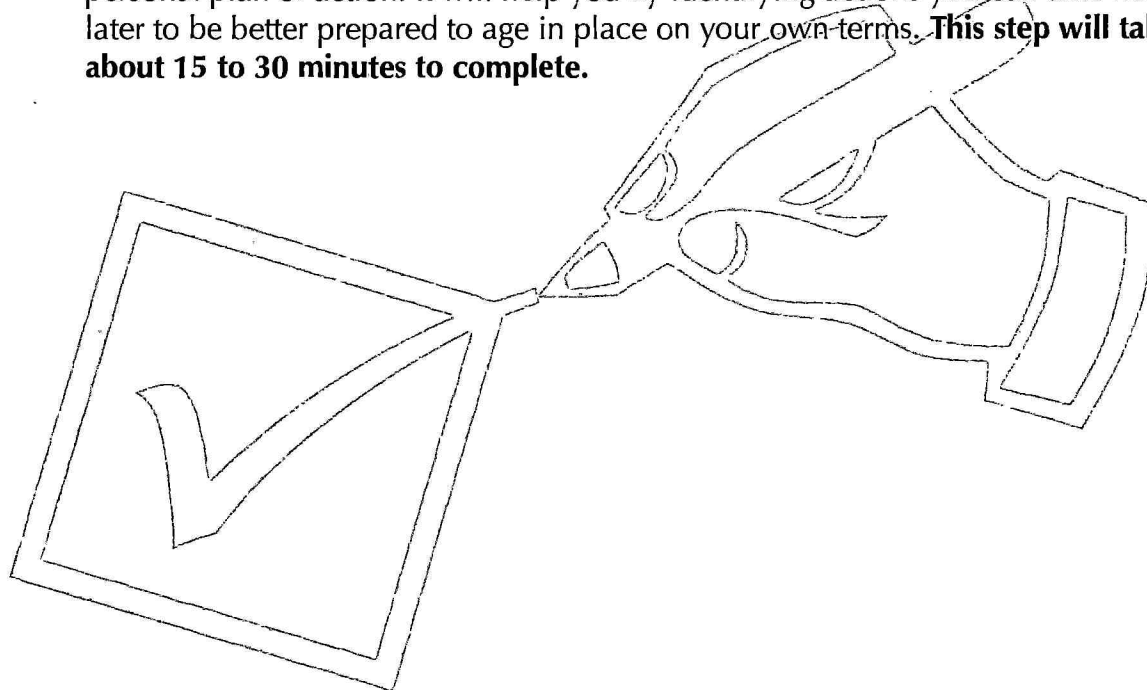
**Step One — Are you ready to Age in Place?:** This checklist assesses how prepared you are to age in place by looking at the following nine areas of your life.

1. My Health	5. My Connections
2. My Home	6. My Safety
3. My Transportation	7. My Supports and Services
4. My Finances	8. My Community
	9. My Partner and Me (if applicable)

Each section contains 5 to 15 statements. Review the statements and add a tick mark in the column for each Yes or No response that applies to you. If a statement does not apply, please leave it blank. Total your score and it will give you an idea of how you are doing in preparing for your later years. **This step will take about 15 minutes to complete.**

**Step Two — Reflections:** This is where you can make notes about what you would like to address in each of the nine sections. You can use this part as a mini-planning guide and refer to it periodically to remind you about actions that you can take now to support your plans for aging in place. You may prefer to do this part at another time, after you have reviewed and responded to the checklist. **This step will take about 15 to 30 minutes to complete.**

**Step Three — Taking action on Aging in Place:** This is where you can create your personal plan of action. It will help you by identifying actions you can take now and later to be better prepared to age in place on your own terms. **This step will take about 15 to 30 minutes to complete.**



# Step One — Are you ready to Age in Place?

Use this checklist to assess your progress

## 1. My Health

*There are laws in Canada that allow people close to you to make health care decisions on your behalf if you can't make them yourself. In some provinces and territories, you can prepare a legal document naming someone to help you make health care decisions.<sup>7</sup> Check with your province or territory, or speak to a lawyer to find out about making this kind of document.*

Think about your state of health as it is now. What can you do now to help ensure a healthy future?

My Health	Yes	No
I am physically active and do a variety of physical activities that I enjoy.		
I eat seven or more servings of fruit and vegetables in a day.		
I have a healthy body weight that has remained the same for the past six months.		
I schedule regular appointments for physical, vision, dental and hearing check-ups.		
I know what screening tests are recommended for my age and discuss these with my doctor.		
I do not smoke or I have a plan to quit in the future.		
If I drink alcohol, I stay below the limits suggested for adults my age.		
I avoid alcohol when taking medication, or check with a doctor or pharmacist first.		
I generally experience good mental health. I am aware of the signs and symptoms of depression/anxiety and if they continue, I will take steps to address them.		
I keep my mind active through a variety of interests and hobbies, such as reading.		
I know how to keep my bones healthy and strong, and have discussed this with my doctor or other health care professional.		
I have talked with my doctor about my pre-existing medical condition and what services and supports I may need as I age.		
I am aware of my family's medical history and have talked with my doctor about what I can do now to maintain my health and how my health care needs may change as I age.		
I am aware of electronic tools, such as medication reminders and health management systems that will allow me to remain healthy.		
I have written down my wishes for care in the event I become incapable of giving my consent.		
<b>Score</b>		

CHECKLIST

## 2. My Home

*The majority of older adults live in the community and want to age in place in their own home.<sup>8, 9, 10</sup>*

Think about the home you live in now. Do you plan to live there when you are 70 or 80 years of age or older? Do you own or rent? If you rent, your ability to make changes to your home to support your needs may be limited. Consider what you can do to age in place as a renter or homeowner.

### CHECKLIST

My Home	Yes	No
My home is in a location where I will not feel isolated in my later years and is close to services, friends and family.		
I have thought about current and future costs of staying in my home (e.g. mortgage or rent, condo fees, taxes, repairs, maintenance) and whether I can afford to live there as I age.		
I can afford to pay for services (e.g. house cleaning, yard maintenance) to maintain my home, if needed.		
If I find myself living alone in the future, I could manage it on my own.		
I recognize safety risks in my home and have taken steps to fix them.		
I have spoken to my landlord or condo board to find out if changes can be made to my current home.		
The features in my home will adequately support my mobility and health needs over the next 10 to 15 years (e.g. entryways and doorways that can be accessed by a walker, bathroom walls that can support the installation of handrails, etc.).		
In the future, I will make changes as needed to my home to help me to age in place (e.g. night lights in the stair areas, solid handrails on both sides of the staircase and a grab bar in the tub area).		
If my health changes and I need to use a wheelchair or another mobility device, I am prepared to modify my home to accommodate my needs (e.g. widen doorways, build a ramp, or install a walk-in bathtub).		
If I am no longer able to remain in my current home, I am aware of other available housing options in my community.		
I have thought about reducing my belongings and/or moving to a smaller home.		
<b>Score</b>		

### 3. My Transportation

*Most older adults will live 7 to 10 years past their ability to drive safely.<sup>11</sup>*

Think about the type(s) of transportation you use now. Do you plan to continue travelling in the same way when you are older?

My Transportation	Yes	No
If I am able to continue driving, I plan to take a refresher course to maintain my skills and knowledge of the rules and regulations.		
I talk to my doctor and/or pharmacist about how my health conditions, and the medications used to manage them, can impact my ability to drive safely.		
I am aware of, and have access to, alternate means of transportation if needed (e.g. walk, bus, taxi, volunteer driving programs and carpool).		
I have thought about what it costs to run and maintain my own vehicle compared to the cost of other means of transportation.		
I plan to take up or increase walking or cycling as a healthy and active form of transportation.		
I am aware of delivery and/or online shopping services I can use if I am not able to travel.		
I have thought about my future transportation needs and would be willing to relocate so I can continue to have access to the services I need.		
<b>Score</b>		

CHECKLIST

#### 4. My Finances

Think about the state of your finances and your source(s) of income now. What will they be like when you are 70 or 80 years of age or older?

*Financial planning leads to greater well-being regardless of household income.<sup>12</sup>*

CHECKLIST

My Finances	Yes	No
I am able to live comfortably within my current income.		
I have money set aside for unexpected expenses such as health-related supports and major home repairs.		
I have someone I trust that I can consult for financial advice when needed.		
I have thought about my retirement and the kind of lifestyle I would like to have.		
I have thought about the kinds of supports and services I may need to purchase as I age (e.g. cleaning, shopping, yard maintenance and personal care support).		
I know how much money is required to sustain the lifestyle I want in the future.		
I plan to retire debt-free (e.g. pay off mortgage and credit cards).		
I know of ways I could transition to retirement that can maintain or increase my income (e.g. work part-time, become a consultant, retire early and try a new career, or start a business on the side and keep it going post-retirement).		
I plan to have my retirement income based on more than one source (e.g. personal savings, Canada Pension Plan (CPP), Registered Retirement Savings Plan (RRSP), Old Age Security (OAS), other pensions, investments and/or employment income).		
If my living arrangements changed, I could manage financially.		
I have a plan for who will be responsible for my financial affairs if I am not able to look after them myself (e.g. an enduring power of attorney) and have communicated my plan to those involved.		
I have a will and my loved ones know where all my important documents are (e.g. will and insurance).		
<b>Score</b>		

*Needing help making legal and financial decisions can happen at any time and for a wide range of reasons. If you get ill, have an accident or even if you are just away for a period of time, having someone you trust who is ready and able to help you can save time and trouble.<sup>13</sup>*

Check with your provincial or territorial government, or speak to a lawyer to find out what laws are in place to allow someone else to have legal authority to manage your finances for you.

## 5. My Connections

*The ability to draw on social networks of friends or family is known to make an important contribution to general well-being and quality of life.<sup>14</sup>*

*Volunteering helps to keep people connected with their community, is associated with longevity and increases happiness and satisfaction in older age.<sup>15,16,17</sup>*

Think about your social life as it is now. What will it look like when you are older?

<b>My Connections</b>	<b>Yes</b>	<b>No</b>
I maintain good relationships with my family members.		
I have family/friends I can rely on for support if needed.		
I have someone I can talk to when I need to do so.		
I have friends I enjoy spending time with, and I nurture the friendships I have.		
I have friends who are of different ages, some of whom are younger than I am.		
I enjoy connecting with people through my work and plan to work full- or part-time for as long as I am able.		
I have built deeper relationships with some of my work colleagues whom I would like to stay connected with after I retire.		
I have developed social networks outside of my work.		
I have considered how I would like to stay connected with my community.		
I may explore volunteering as a way to contribute to my community and provide social contact.		
I have explored different ways of connecting with friends and family, such as Skype, FaceTime or social media.		
<b>Score</b>		

**CHECKLIST**

## 6. My Safety

*Falls account for more than half of all injuries to Canadians 65 years of age and older.<sup>18</sup> Approximately 20 to 30 percent of Canadian seniors experience one fall each year.<sup>19</sup>*

Think about some of the things you do now to protect yourself and reduce the potential for various types of injury, harm or abuse. Might you have other safety concerns when you are older? What could you do to reduce the risk of these occurring?

### CHECKLIST

My Safety	Yes	No
I feel safe in my home and my neighbourhood.		
I know how to protect myself from fraud, abuse and neglect (including emotional, physical and financial abuse and neglect).		
I know falling is a risk, and I know what I can do to decrease this risk.		
I keep my home uncluttered by removing scatter rugs and other tripping hazards.		
I keep my walkway clear of snow and ice.		
I had a fall recently, but I took action to decrease my risk of having another.		
I have considered using a home monitoring system, personal emergency response system or a fall detection system to help keep me safe at home.		
<b>Score</b>		



## 7. My Supports and Services

*As Canadians age, the care and support from family and friends becomes increasingly important to the well-being of seniors. In 2012, about 8.1 million individuals, or 28 percent of Canadians aged 15 years and older, provided care to a family member or friend with a long-term health condition, disability or aging needs. That is nearly 3 in 10 people who are family caregivers.<sup>20</sup>*

### Supports

You may already be caring for a parent, spouse, child or friend, or you may do so in the future. Think about how this role is affecting, or may affect, your life and what you might do that would help you in providing that care.

### Services

At some point in your life, you may need help with some activities or with some of the daily needs of living at home. This includes things such as house cleaning; delivery of prepared meals, groceries and prescriptions; snow removal; yard work; dog-walking; and personal supports. Would you be able to manage if you could not do these activities for a short or longer period of time?

My Supports and Services	Yes	No
I have thought about what services and supports I may need to remain in my home in the future.		
I know where to go to find information if I have questions about my care needs or community services.		
I have talked to family and friends about help I may need in the future, so they can prepare accordingly.		
I have thought of using devices such as a video monitoring system, medication reminders and a personal response service to help me care for myself or a loved one at home.		
As a caregiver (or if I become a caregiver in the future), I know what resources and respite services are available to help me in this role.		
If I am a caregiver, I have a plan for self-care to help maintain my own health and well-being.		
<b>Score</b>		

## 8. My Community

*In an age-friendly community, policies, services and structures related to the physical and social environment are designed to support and enable older people to “age actively” — that is, to live in security, enjoy good health and continue to participate fully in society.<sup>21</sup>*

Think about the community you live in now. How close are you to a grocery store, a drugstore, a coffee shop, the library or a restaurant? How much farther do you travel to reach medical offices, a dentist or a hospital? And how far do you travel to visit family and friends? What features are important to have in your community when you are older, and will your current community meet your future needs?<sup>22</sup>

### CHECKLIST

My Community	Yes	No
I am comfortable getting around in my community and will continue to be in the future.	<input type="checkbox"/>	<input type="checkbox"/>
I feel safe in my community and know where to report concerns about how to make my community safer.	<input type="checkbox"/>	<input type="checkbox"/>
I know what programs and services (e.g. shopping, personal services, health and support services, and recreation programs) are available in my community.	<input type="checkbox"/>	<input type="checkbox"/>
There are activities in my community that interest me, and I know how to find out more about them.	<input type="checkbox"/>	<input type="checkbox"/>
In the future, I may move to another community or to another area in my community that is better designed to help older adults to live safely, enjoy good health and stay involved. This is called an “age-friendly” community.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Score</b>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. My Partner and Me (if applicable)

*Your partner will play a critical role in your later years and will likely become a more central part of your life.<sup>23,24</sup>*

Think about your relationship with your partner as it is now. What changes might you anticipate as you age and your needs change?

My Partner and Me	Yes	No
My partner and I have discussed our plans for old age and aging in place.	<input type="checkbox"/>	<input type="checkbox"/>
<b>My partner and I have shared our plans for:</b>		
What we want to be able to do financially.	<input type="checkbox"/>	<input type="checkbox"/>
When we will retire.	<input type="checkbox"/>	<input type="checkbox"/>
What options we may explore to work part-time or in a new job.	<input type="checkbox"/>	<input type="checkbox"/>
What we will do with our time.	<input type="checkbox"/>	<input type="checkbox"/>
What activities we can do together and separately.	<input type="checkbox"/>	<input type="checkbox"/>
How aging or changing needs could affect our relationship.	<input type="checkbox"/>	<input type="checkbox"/>
Where we want to live.	<input type="checkbox"/>	<input type="checkbox"/>
My partner and I nurture our relationship and work out any problems.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Score</b>	<input type="checkbox"/>	<input type="checkbox"/>

## How did you do?


Transfer your total **Yes/No** responses from each section of the checklist to this summary table.

		<b>Yes</b>	<b>No</b>
1	My Health		
2	My Home		
3	My Transportation		
4	My Finances		
5	My Connections		
6	My Safety		
7	My Supports and Services		
8	My Community		
9	My Partner and Me (if applicable)		

**Yes** responses indicate those areas of your life where you are most prepared for the future. **No** responses indicate areas where you need more preparation to successfully age in place.

Review your **No** responses in each section. These are the areas you may wish to reflect upon and try to make changes.

You can proceed to the **Reflections** section to consider things you can do to be better prepared for a healthy future at home.



## Step Two: Reflections

What do you need to do to be better prepared to age in place? Use this section as a planning guide to identify some things you can work on. You can refer back to it periodically to remind yourself about the steps you can take now to support your plans for aging in place in the future.

Quotations cited below are from older Canadians<sup>25</sup>

**My Health** — What would you like to work on?

*“Taking care of my health is my number one priority – then all of the other elements (of aging) will be easier.”*

**My Home** — What would you like to work on?

*“I plan to age in my home, work in my garden, volunteer, walk to shops; there is now a clinic in my community, and I will walk there if I have to. I’m in a comfortable spot.”*

**My Transportation** — What would you like to work on?

*“I will be driving less, and using technology to order groceries and access services as I live outside the city. I will be less mobile, so I will be using technology more to access my needs.”*

**My Finances** — What would you like to work on?

*“Winning the lottery is not a financial plan. Most of us have to work on a daily basis, plan for the day when we’ll stop working and enjoy our retirement years with things we want to do.”*

**My Connections** — What would you like to work on?

*“My friends are all retiring and moving away, and I will have to join other social groups to maintain social connections and to make new friends.”*

**My Safety** — What would you like to work on?

*“We don’t want to think about those things — for example, falling at home in the bathtub — we always think they happen to other people. But, we should consider for when we are 80 and 90.”*

**My Supports and Services** — What would you like to work on?

*“The checklist makes me start to think seriously about my own healthy aging as opposed to it happening to other people.”*

**My Community** — What would you like to work on?

*"I am going to make sure my community will support me when I am retired; that I have parks and coffee shops and sidewalks."*

**My Partner and Me** — What would you like to work on? (Complete if applicable)

*"Compromise is an important part of a relationship, because you never know how family, health, etc. will play out. Part of a healthy relationship is to be able to communicate and plan for a healthy future."*

## Step Three: Taking action on Aging in Place

Use this section to create your personal plan of action. These are the things you can do now and in the future to be better prepared for your later years.

Write down one action for each area that you could work on now, and another to work on later:

**ACTION**

	Action I can take now	Action I will take in the future (e.g. in the next year)
My Health		
My Home		
My Transportation		
My Finances		
My Connections		
My Safety		
My Supports and Services		
My Community		
My Partner and Me (if applicable)		

### For more information

For more information on seniors-related topics, or to access other tools or videos that could help you Plan for Aging in Place, visit [Canada.ca/Seniors](http://Canada.ca/Seniors) or contact your provincial or territorial government. You can also call 1 800 O-Canada (1-800-622-6232). TTY users can call 1-800-926-9105.



## Endnotes

- <sup>1</sup> British Columbia Ministry of Health, (2015), *Building My Healthy Future* checklist developed for older adults to assess their readiness in planning for healthy aging and aging in place. Authors: Eleanor Kallio, Kim Abraham and Donelda Eve. Copyright: B.C. Ministry of Health 2015. The F/P/T Forum (Seniors) Checklist “Thinking About Your Future? Plan now to Age in Place” has been reproduced and adapted with the permission of the Province of British Columbia’s Ministry of Health. For more information about British Columbia’s comprehensive toolkit to support older adult planning for healthy aging, please visit: [www.gov.bc.ca/healthyaging](http://www.gov.bc.ca/healthyaging)
- <sup>2</sup> Lifeline, P. (2011), *Lifeline report on Aging in Canada* retrieved from [http://www.lifeline.ca/content/english/in\\_the\\_news/report\\_on\\_aging](http://www.lifeline.ca/content/english/in_the_news/report_on_aging)
- <sup>3</sup> Federal/Provincial/Territorial Ministers Responsible for Seniors (2011), *Issues related to the Aging population: Perceptions and Reactions* – unpublished.
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- <sup>5</sup> Office of the Chief Actuary (2014), *Mortality Projections for Social Security Programs in Canada*.
- <sup>6</sup> Federal/Provincial/Territorial Ministers Responsible for Seniors (2013), *Thinking About Aging in Place*. <http://www.seniors.gc.ca/eng/working/fptf/place.shtml>
- <sup>7</sup> Federal/Provincial/Territorial Ministers Responsible for Seniors (2010), *What every older Canadian should know about: Planning for Possible Loss of Independence*. <http://www.seniors.gc.ca/eng/working/fptf/independence.shtml>
- <sup>8</sup> Reicherter, E. A., & Greene, R. (2005), *Wellness and health promotion: Educational applications for older adults in the community*. *Topics in Geriatric Rehabilitation*, 21(4), p. 295.
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- <sup>10</sup> Masotti, P. J., Fick, R., Johnson-Masotti, A., & MacLeod, S. (2006), *Healthy naturally occurring retirement communities: A low cost approach to facilitating healthy aging*. *American Journal of Public Health*, 96(7) p. 1164, p. 1165.
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- <sup>12</sup> Noone, J. H., Stephens, C., & Alpass, F.M. (2010), *The process of retirement planning scale (PRePS): Development and validation*. *Psychological Assessment*; Sep 22(3) p. 529.
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- <sup>14</sup> Hill, K., Kellard, K., Middleton, S., Cox, L., & Pound, E. (2007), *Understanding resources in later life: Views and experiences of older people*. The Joseph Rowntree Foundation, p. 14.
- <sup>15</sup> Southeastern Ontario District Health Council. (2004), *Healthy aging in Southeastern Ontario: Healthy Aging Task Force Project Report*. p. 11–12.
- <sup>16</sup> Green, L. (2010), *You could live a long time: Are you ready?* Thomas Allen Publishers, p. 106.
- <sup>17</sup> Hank, K., & Erlinghagen, M. (2009), *Dynamics of volunteering in older Europeans*, *The Gerontologist*, 50(2), p. 170.
- <sup>18</sup> Public Health Agency of Canada, (2011), *The Safe Living Guide—A Guide to Home Safety for Seniors The Facts: Seniors and Injury in Canada*, <http://www.phac-aspc.gc.ca/seniors-aines/publications/public/injury-blessure/safelive-secureite/index-eng.php>
- <sup>19</sup> Public Health Agency of Canada, (2014), *Seniors Falls in Canada Second Report*, [http://www.phac-aspc.gc.ca/seniors-aines/publications/public/injury-blessure/seniors\\_falls-chutes\\_aines/index-eng.php](http://www.phac-aspc.gc.ca/seniors-aines/publications/public/injury-blessure/seniors_falls-chutes_aines/index-eng.php)
- <sup>20</sup> Turcotte, M. (2013), *Family caregiving: What are the consequences?* Statistics Canada. <http://www.statcan.gc.ca/pub/75-006-x/2013001/article/11858-eng.htm#a3>
- <sup>21</sup> The World Health Organization, (2007), *Global Age-Friendly Cities: A Guide*, [http://www.who.int/ageing/publications/age\\_friendly\\_cities\\_guide/en](http://www.who.int/ageing/publications/age_friendly_cities_guide/en)
- <sup>22</sup> Bolles, R. N., & Nelson, J. E., (2010), *What colour is your parachute? For retirement: Planning now for the life you want*. Random House, P.137.
- <sup>23</sup> Green, L. (2010), *You could live a long time: Are you ready?* Thomas Allen Publishers, p. 106.
- <sup>24</sup> Bolles, R. N., & Nelson, J. E., (2010), *What colour is your parachute? For retirement: Planning now for the life you want*. Random House, p. 231.
- <sup>25</sup> British Columbia Ministry of Health, (2013), *British Columbia Focus Group Results* — unpublished.

Council  
- Corresp - For Info



**TOWN OF PINCHER CREEK**  
962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0  
PHONE: 403-627-3156 FAX: 403-627-4784  
e-mail: reception@pinchercreek.ca  
web page: www.pinchercreek.ca



**RECEIVED**  
MAR 21 2016  
M.D. OF PINCHER CREEK

March 17, 2016

M.D. of Pincher Creek #9  
Box 279  
Pincher Creek, AB  
T0K 1W0  
Attention Wendy Kay

**Re: Regional Emergency Management Organization Agreement**

Dear Wendy,

Please be advised that the Town of Pincher Creek passed the following resolution at their March 14, 2016 Regular Council meeting;

*That Council for the Town of Pincher Creek approve the Pincher Creek Regional Emergency Management Organization Partnership Agreement between the Town of Pincher Creek the Municipal District of Pincher Creek No. 9 and the Village of Cowley as presented.*

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

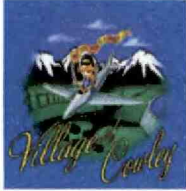
Yours Truly,

Laurie Wilgosh LGA, CAO  
Town of Pincher Creek

/lg

cc. Village of Cowley

Council  
-Corresp - For Info



## VILLAGE OF COWLEY

518 Railway Avenue

Box 40, Cowley, Alberta T0K 0P0

Phone: 403.628.3808 Fax: 403.628.2807 E-mail: [vilocow@shaw.ca](mailto:vilocow@shaw.ca)

RECEIVED  
MAR 30 2016  
M.D. OF PINCHER CREEK

March 23, 2016

Wendy Kay  
MD of Pincher Creek No. 9  
Box 279  
Pincher Creek, Alberta  
T0K 1W0

Dear Wendy,

Re: Pincher Creek Regional Emergency Management Organization Partnership Agreement

Please be advised that the Village of Cowley passed the following resolution at their March 22, 2016 Council meeting;

*That Council for the Village of Cowley approve the Pincher Creek Regional Emergency Management Organizational Partnership Agreement between the Town of Pincher Creek, the Municipal District of Pincher Creek No. 9 and the Village of Cowley as presented.*

Yours truly,

A handwritten signature in blue ink that reads 'Cindy Cornish'.

Cindy Cornish, CAO  
Village of Cowley

cc. Town of Pincher Creek

*Council  
Corresp-For Info*

**RECEIVED**

MAR 21 2016

M.D. OF PINCHER CREEK

## Notice

# Application to review the post-construction sound survey for the Oldman 2 wind power plant in the Pincher Creek area has been received

**Proceeding 21191  
Application 21191-A001**

The Alberta Utilities Commission, the independent utilities regulator, will be considering the Oldman 2 wind farm post-construction sound survey at six locations in fulfillment of terms and conditions in Approval U2013-260.<sup>1</sup>

At one of the six locations evaluated for noise levels near the Oldman 2 wind power plant, as required for compliance with Approval U2013-260, receptor C is in excess of the permissible sound levels.

The operator of the wind farm, Mainstream Renewable Power Ltd., is requesting, on behalf of Oldman 2 Wind Farm Limited, a waiver to exempt the Oldman 2 wind power plant from having to comply with the permissible sound levels at receptor C.

If you feel you may be affected by this application or if you would like to provide input in this proceeding, you can file a submission with the AUC to review before it makes its decision.

**Written submissions are due April 7, 2016.**

### **Additional information about the application**

For full application details visit the AUC website, log on to the eFiling System, enter the proceeding number and select go.

To learn more about the application process contact Jack Davis at 403-592-4467 or email your questions to [jack.davis@auc.ab.ca](mailto:jack.davis@auc.ab.ca).

The application and any associated documents being reviewed are publicly available on our website.

<sup>1</sup> Power Plant Approval U2013-260, Proceeding 2572, Application 1609509, May 15, 2013.

For further details about the application, please contact the applicant:

Mainstream Renewable Power

Alan McCarthy

Phone: 011-353-87-137-3360

Email: [alan.mccarthy@mainstreamrp.com](mailto:alan.mccarthy@mainstreamrp.com)

Mainstream Renewable Power

Inês Ribeiro Canella

Phone: 403-919-9526

Email: [ines.ribeiro@mainstreamrp.com](mailto:ines.ribeiro@mainstreamrp.com)

### **Submissions**

To register your concerns, or your support for the proposed project, please visit the AUC website and log in to the eFiling System to file your submission for Proceeding 21191. If you do not have access to the Internet, please contact us at 780-427-4903 for other options for submitting your concerns and participating in this proceeding. If no written submissions are received, the Commission may make its decision without further notice or process.

Those who do not have access to the Internet can send a submission by mail or fax, and the AUC will upload the submission on your behalf. Please send your name, address, phone number, legal land location, description of your land in relation to the proposed development and describe your interest in the land, your business, or your activities which may be affected. Please briefly describe the issues you would like the AUC to consider when making its decision.

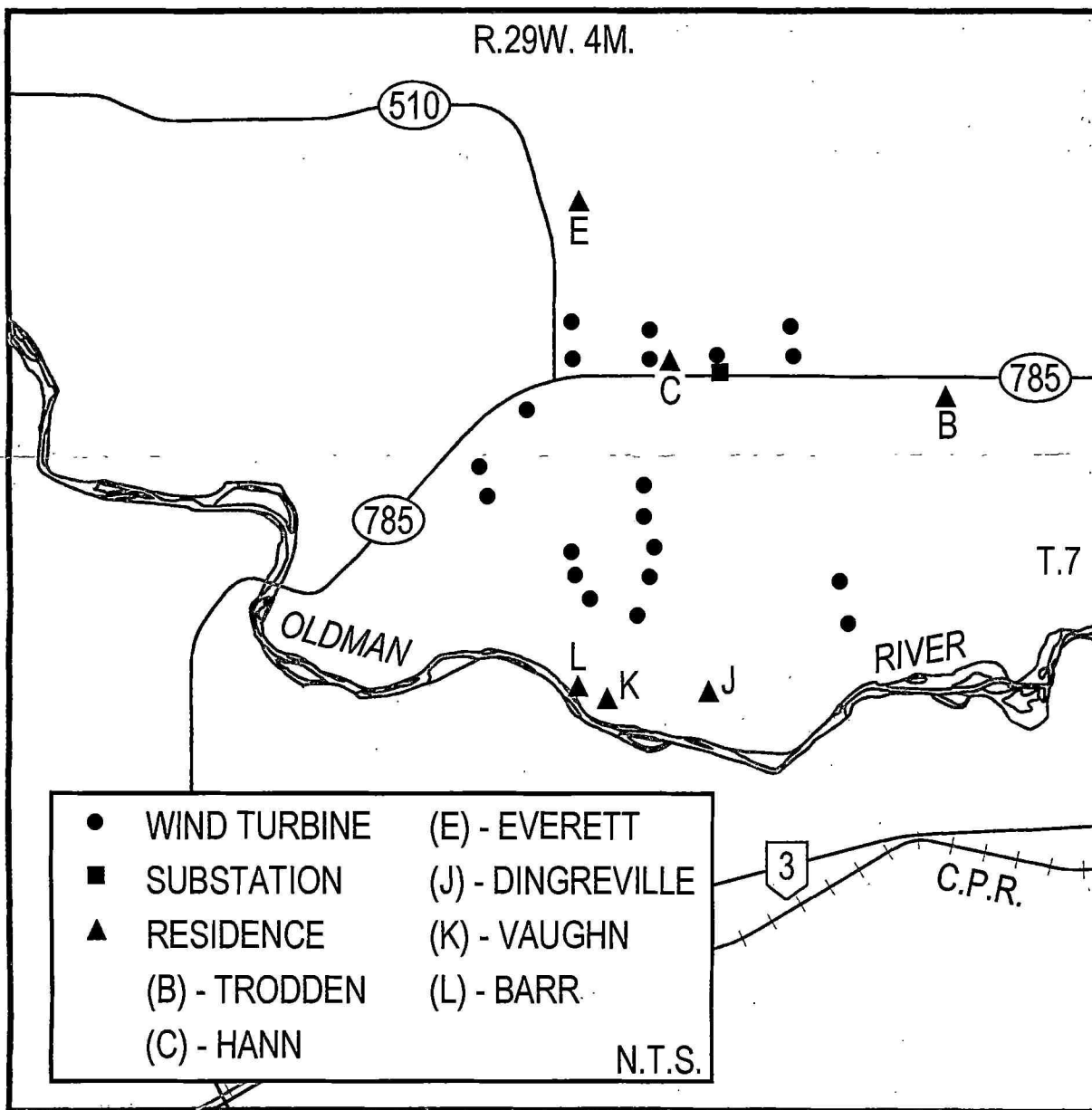
### **Privacy**

To support an open and transparent process, information you send to the AUC will be publicly available through the AUC's eFiling System. If there is confidential information you would like to file, a request must be made in advance of filing your submission.

Issued on March 15, 2016.

Alberta Utilities Commission

Douglas A. Larder, QC, General Counsel



*Council  
Corresp - For Info*



TransAlta Corporation  
Box 1900, Station "M"  
110-12th Avenue S.W.

Calgary **F2e**  
T2P 2M1  
T (403) 267-2070

March 24, 2016

MD of Pincher Creek No. 9  
Box 279  
Pincher Creek, AB  
T0K 1W0

Attention: Reeve Brian Hammond & Council

**RECEIVED**

MAR 30 2016

M.D. OF PINCHER CREEK

Déar Reeve Hammond & Council:

TransAlta Corporation wishes to advise the MD that we are decommissioning our Cowley Ridge wind farm located in NE and NW 4-7-1 W5M, SE and NE 8-7-1 W5M and SE 17-7-1 W5M on lands owned privately and registered under Duane and Laurence DeCock, WC Ranching Ltd., and Zoratti Properties Ltd. TransAlta is ambitious to repower the site, however due to uncertainties surrounding the province's newly released climate change strategy, it is unclear when a repowering would take place. A decision to repower the site would not occur until the renewable power landscape and regulations have been better defined by the provincial government.

Above-ground decommissioning will begin with the immediate dismantling of the tower, blades and nacelles of each of the remaining Kenetech turbines between April and July 2016, weather permitting. The remaining decommissioning (below ground activity) including the removal of underground cabling, foundations and land reclamation will occur at a later date in consultation with the landowners and other regulators. It is our intention to notify the MD of the timing of this second phase of decommissioning once realized.

This facility received approval to construct from the ERCB on August 4, 1994. The original approval for a Development Permit (0060-93P) was issued by the MD to US Power Inc., acquired by Canadian Hydro Developers, and now a subsidiary of TransAlta Corporation.

Thank you for your assistance.

Regards,

Chad Macy  
Environmental Specialist, Wind Services  
TransAlta Corp.

Council  
Corresp - For Info



Workers'  
Comp **F2f**  
Board

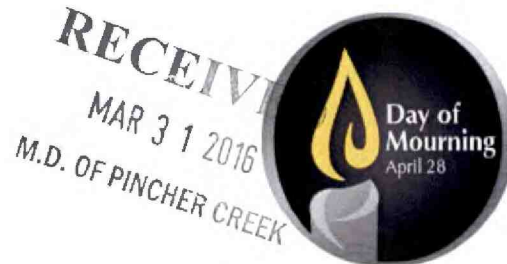
Corporate Communications

Alberta

9925 - 107 Street  
PO Box 2415  
Edmonton, Alberta T5J 2S5

Tel: (780) 498-8680  
Fax: (780) 498-7875  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)

March 21, 2016



Dear Mayors, Reeves and Councillors:

**RE: April 28 - National Day of Mourning**

On April 28, people across Canada stop to remember workers killed, injured or disabled at work.

In 2015, Alberta lost 125 men and women to workplace injury or illness.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Corporate Communications at 780-498-8616 or [dina.dasilva@wcb.ab.ca](mailto:dina.dasilva@wcb.ab.ca).

We will be lowering our flags to half-mast on April 28; we invite you to mark this important day by doing the same.

Respectfully,

A handwritten signature in black ink that reads 'Dayna Therien'.

Dayna Therien  
Director of Corporate Communications  
WCB-Alberta

Encl.





Council  
Corresp - For Info

RECEIVED

MAR 21 2016

M.D. OF PINCHER CREEK

Shell Ca **F2g**  
400 - 4th Avenue S.W.  
P.O. Box 100, Station M  
Calgary, Alberta T2P 2H5  
Tel (403) 691-3111  
Internet www.shell.ca

March 16, 2016

**SHELL CANADA**  
**- NOTIFICATION OF UPDATE -**  
**PROPOSED WATERTON 78 PROJECT at 12-33-003-30 W4M**

On November 16, 2015 Shell sent you an Information Package regarding the proposed Waterton 78 Project. Further to the information previously provided, this letter is intended to offer you an update, which includes changes to the timing of the proposed project.

We are still planning to apply to the Alberta Energy Regulator (AER) for approval to construct, drill and complete a well located at 12-33-003-30 W4M (Waterton 78). This well will help maintain gas supply to the Waterton Plant. We will also apply to the AER for a facility license and on-lease surface piping tie-in in association with the well, including an on-lease surface piping tie-in to an adjacent existing pipeline. As previously indicated in the Information Package, we will amend the Shell Loop Road disposition to include the road pullouts used previously for access to the Waterton 77 well for safety purposes and to stage trucks for convoy.

We had previously communicated construction of the pad site was anticipated to begin in May/June of this year pending regulatory approval. While we will continue public consultation and AER licensing this year, actual drilling is now anticipated for 2017. Timing for lease construction is now estimated to be as early as December of 2016 pending regulatory approval, although could be May/June, 2017. Drilling is planned to commence in July/August 2017.

In addition, the methanol tank included in the facility equipment requirements will no longer be needed for this project.

Thank you for taking the time to review our updated plans. Should you require further information or clarification regarding this proposed development, or have comments or concerns, please contact me directly.

Kind regards,

Jen Platman  
External Relations Advisor  
Phone: (403) 384-5257, Email: [Jennifer.Platman@shell.com](mailto:Jennifer.Platman@shell.com)

*Council  
-Corresp- For In So*



RECEIVED

MAR 23 2016

M.D. OF PINCHER CREEK

Shell Canada Limited  
400 - 4th Avenue S.W.  
P.O. Box 11 **F2h**  
Calgary, Alberta T2P 2H5  
Internet www.shell.ca

March 22, 2016

**RE: Proposed Sour Gas Pipeline Resumption  
Pipeline portion from TXA3-4 (03-04-006-02 W5M) to the main  
Carbondale pipeline at CALBV-6 (03-04-006-02-W5M)**

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Shell Canada (Shell) would like to provide you with information on our upcoming plans for the Waterton area.

We are planning to apply to the Alberta Energy Regulator (AER) for approval to resume a pipeline from TXA3-4 (03-04-006-02-W5M) to the main Carbondale pipeline at CALBV-6 (03-04-006-02-W5M). We will replace the liner and resume production into the existing pipeline. Please refer to the attached fact sheet for further details.

Included with this letter are:

**Attachments:**

- ✓ A map, showing the project location
- ✓ A fact sheet summarizing the proposed activity
- ✓ An Alberta Energy Regulator (AER) information package
- ✓ A Shell Privacy Information Card

Should you require further information or clarification regarding this proposed development, or have comments or concerns, please contact us within 14 calendar days using the information provided on the next page.

Kind regards,

Jen Platman  
External Relations Advisor

**Contact  
Information**

---

Jen Platman  
External Relations Advisor  
Phone: (403) 384-5257  
Email: [Jennifer.Platman@shell.com](mailto:Jennifer.Platman@shell.com)

Rod Sinclair  
Community Affairs Associate  
Phone: (403) 627-7282  
Cell: (403) -627-9467  
Email: [Rod.Sinclair@shell.com](mailto:Rod.Sinclair@shell.com)

---

**Emergency  
Contact**

Waterton Gas Plant  
24 Hour Emergency Number **(403) 627-4200**

---

**Alberta  
Energy  
Regulator  
(AER)  
Information**

A letter from the CEO of the AER, and the two EnerFAQs highlighted below are enclosed for your reference.

The AER has a number of EnerFAQs on topics that may interest you:

- EnerFAQs - What is the Alberta Energy Regulator?
- EnerFAQs - Having Your Say at an AER Hearing
- EnerFAQs - Inspections and Enforcement of Energy Developments in Alberta
- EnerFAQs - All About Critical Sour Wells
- EnerFAQs - Explaining AER Setbacks
- EnerFAQs - Flaring and Incineration
- EnerFAQs - Proposed Oil and Gas Wells, Pipelines, and Facilities: A Landowner's Guide
- EnerFAQs - The AER and You: Agreements, Commitments and Conditions
- EnerFAQs - All About Appropriate Dispute Resolution (ADR)
- EnerFAQs - Oil Sands
- EnerFAQs - Expressing Your Concerns - How to file a statement of concern about an Energy Resource Project
- EnerFAQs - How to Register a Private Surface Agreement

Also: [Understanding Oil and Gas Development in Alberta](#)  
(brochure)

If you would like copies of the above that you feel may relate to our activities, please contact us. Alternatively, if you have Internet access, these documents can be viewed on the AER website ([www.aer.ca](http://www.aer.ca)).

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**FACT SHEET**

**Proposed Sour Gas Pipeline Resumption  
Pipeline portion from TXA3-4 (03-04-006-02-W5M) to the main  
Carbondale pipeline at CALBV-6 (03-04-006-02-W5M)**

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<b>Project Description</b>	<p>We are planning to apply to the Alberta Energy Regulator (AER) for approval to resume an existing pipeline from TXA3-4 (03-04-006-02-W5M) to the main Carbondale pipeline at CALBV-6 (03-04-006-02-W5M).</p> <p>The section of pipe to be resumed is approximately 130 m in length and will carry sour gas and some hydrocarbon liquids. We plan to replace the liner using a grooved high density polyethylene liner and resume production through the pipeline. The grooves help gas travel through the annular space between the liner and the pipeline to the vents at the end.</p> <p>No permanent equipment will be added to this location for the resumption of the pipeline.</p>
<b>Why is it Needed?</b>	<p>Resumption of this pipeline will assist to adequately and efficiently recover and market its natural gas. We will adhere to applicable regulations and industry best practices in its operations. Production through this pipeline will help Shell maintain gas production at the Waterton Gas Plant.</p>
<b>Project Category Type</b>	<p>The AER pipeline category type for this pipeline is D452, which indicates a level 1 natural gas pipeline with gas &gt;10 mol/kmol H<sub>2</sub>S pipeline that is ≤ 323.9 mm outside diameter (OD).</p>
<b>Setbacks</b>	<p>For all wells, pipelines and facilities, setbacks are put in place to maintain a minimum distance between an energy facility and a dwelling, public facility, rural housing project or urban center. The required setbacks from this pipeline would be the pipeline right-of-way.</p>
<b>Flaring</b>	<p>There will be no flaring/incinerating/venting along the pipeline right-of-way.</p>
<b>Emissions, Odors</b>	<p>There will be no or minimal odours associated with this pipeline. Shell will meet all regulatory requirements for air quality, including the Alberta Ambient Air Quality Objectives and Guidelines.</p>
<b>Timing</b>	<p>The resumption of the pipeline is expected to take place in April 2016, where it will be back on-stream and flowing production. Minimal in field work is anticipated associated with the pipeline resumption.</p> <p>Shell will endeavor to minimize construction durations wherever possible.</p>

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**Traffic**

A temporary increase in vehicle traffic will be associated with the project. Small truck and equipment traffic/vehicles will be on-site associated with the liner replacement. This will occur prior to the project resumption. Shell understands that vehicle traffic must be managed to ensure safe coordination of project related traffic with the public and other traffic. Shell has measures in place to ensure this is effectively managed.

---

**Derrick Height**

As derrick heights are specific to the drilling of a well, this section is not applicable to the pipeline.

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**Noise**

There will be minimal noise associated with short-term construction activities. There will be no significant noise sources resulting from the operation of the proposed pipeline.

Noise levels from all sources will be in compliance with applicable AER requirements.

---

**Location  
Relative to  
the Emergency  
Planning Zone**

There will be a 1.62 km Emergency Planning Zone (EPZ) associated with this project.

The proposed project will be operated in a safe and environmentally responsible manner. In the unlikely event of an emergency, our Emergency Response Plan would be activated. We train our staff to know what to do in the event of an emergency, should it occur during any and all phases of work.

---

**Development  
Overview -  
Waterton  
Region****Development Planning**

This pipeline resumption is proposed to bring production back on-stream to the Waterton Gas Plant. This is not a new development, rather a repair and improvement to the existing infrastructure as part of our overall strategy to maintain infrastructure in good working order and keep production levels up in the Waterton field.

We adhere to a strict pipeline integrity plan and inspect all pipelines regularly to ensure sustainable and safe operations of all our facilities.

---

**Development  
Overview -  
Waterton  
Region - cont.****CONSULTATION AND ENGAGEMENT**

Shell is committed to ongoing and transparent consultation with stakeholders to ensure that they are aware of our plans and so that they have an opportunity to provide input to these plans.

Shell continues to seek stakeholder input regarding its existing operations and proposed projects by conducting one-on-one meetings, providing presentations to the Waterton Advisory Group (WAG), through open houses, newsletters and the distribution of project information packages.

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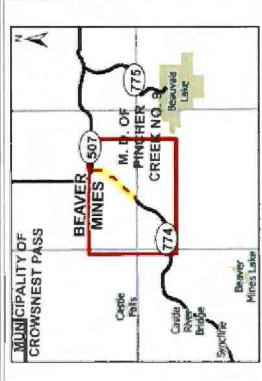
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**ASSESSMENT OF INFRASTRUCTURE**

Sour gas production from the Carbondale North End area is processed at the existing Shell Waterton Gas Plant. This pipeline section (TXA3-4) is part of the Carbondale / North End area and will flow production through the Carbondale gathering system. The main Carbondale gathering system line turns south toward the Waterton Gas Plant, which will accommodate volumes of gas produced from the TXA3-4 well.


Fuel gas to the area is supplied from the Waterton Gas Plant. Electrical power is provided by the existing Fortis service in the area.

---



- ROUTE MAP**  
1:100,000
- Legend:**
- RESIDENCE INSIDE EPC BUFFER
  - RESIDENCE OUTSIDE EPC BUFFER
  - EXISTING BURIED PIPE
  - LAND TITLES (ADVIS 50% 4M)
  - LAND TITLES (ADVIS 100% 100M)
  - LAND TITLES (ADVIS 100% 150M)
  - WELLS - SHELL UNLIMITED
  - WELLS - FORTSON UNDEVELOPED
  - WELLS - SHELL CANNED WATER
  - WELLS - FORTSON UNDEVELOPED
  - OPEN PINE - FORTSON UNDEVELOPED
  - DAIRY FENCE PLANT
  - ROADWAY (2 OR MORE LANES)
  - SECONDARY ACCESS ROAD
  - EXISTING DRAINAGE
  - RESIDENTIAL AREA
  - INDUSTRIAL ZONING
  - FOREST MANAGEMENT AREA
  - MARSHAL DISTRICT
  - WELLS - UNDEVELOPED UNITS
  - LAND - Private Property
  - Neat / Crust
  - SECTION
  - TOWNSHIP

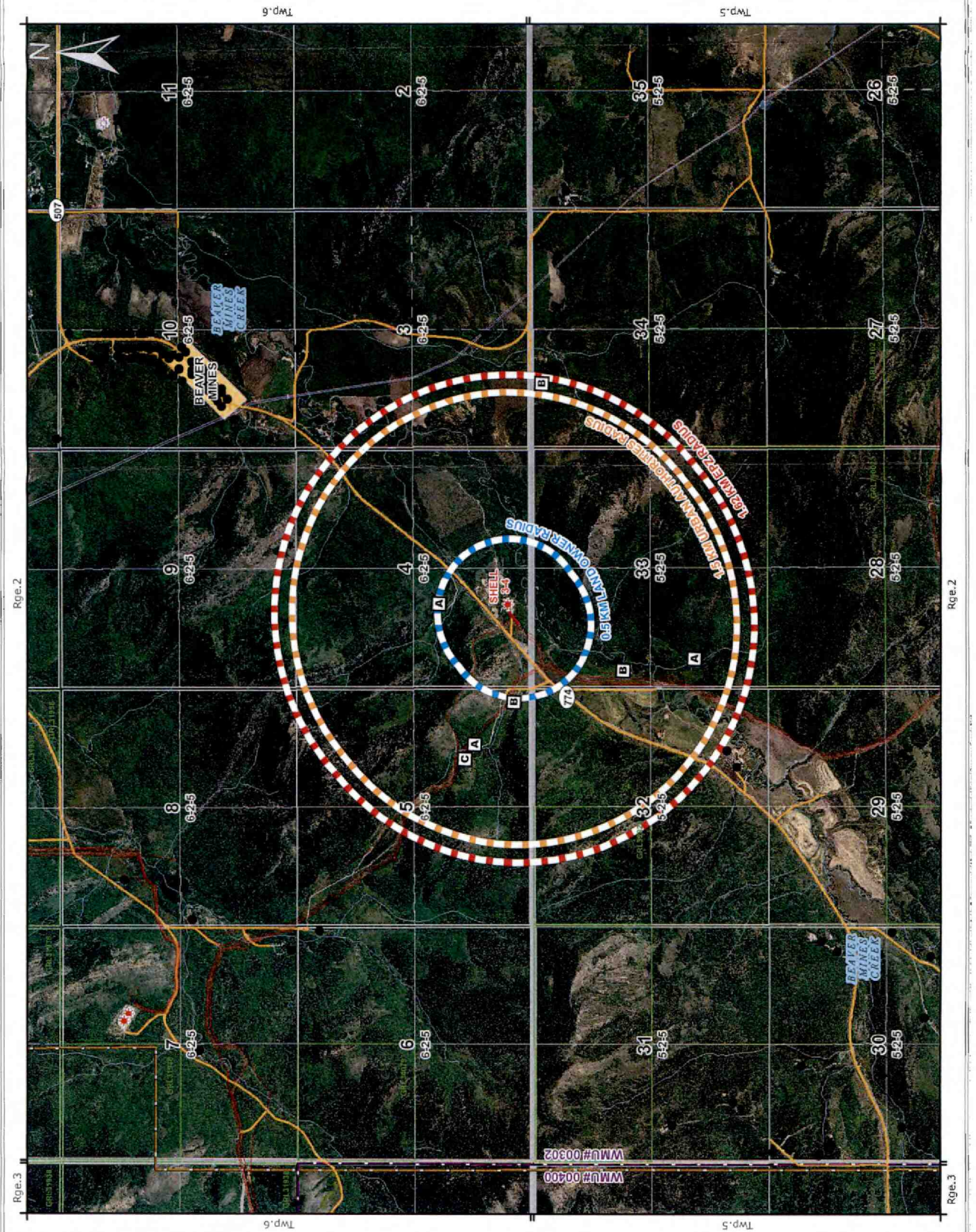
**LOCAL INFORMATION**  
 MUNICIPAL DISTRICT/REGIONAL AUTHORITY: M.D. OF PINCHER CREEK NO.3  
 AER BOUNDARY: MIDNAPPORE  
 TRAPPER BOUNDARY: HOME  
 FOREST MANAGEMENT BOUNDARY: C01



**SHELL CANADA LIMITED**

**PUBLIC NOTIFICATION MAP**  
 SHELL WATERTON PIPELINE RESUMPTION  
 FROM T243.4 (03-04-009-02-W0M)  
 TO MAIN CARBONDALE PIPELINE AT CALVUS (03-04-006-02-W0M)

DATE: 25 MARCH 2016  
 TIME: 10:30 AM  
 PROJECT: JOB NO. 04158 - 2016/03/25  
 PROJECTOR: WAD 1981 UTM Zone 11N  
 JOB NUMBER: 04158-16



Rge.2

Rge.3

Rge.2

Rge.3



Calgary Head Office  
Suite 1000, 250 – 5 Street SW  
Calgary, Alberta T2P 0R4  
Canada

## A Letter from the Chief Executive Officer of the Alberta Energy Regulator

[www.aer.ca](http://www.aer.ca)

I am writing to you because a representative of a petroleum company proposing development has recently approached you, and you may have questions. The company plans to apply to the Alberta Energy Regulator (AER) for an energy development (which may include a facility, a pipeline, or a well) on your lands or your neighbours' lands. The AER requires the company to either notify or personally consult you before obtaining a licence and provide you with information that may include the documents described below. When the AER does not require that the documents be provided, you may request them from the company.

**AER Public Information Documents**—These include this letter, the brochure *Understanding Oil and Gas Development in Alberta*, *EnerFAQs* publications *Proposed Oil and Gas Development: A Landowner's Guide*, *Expressing Your Concerns—How to File a Statement of Concern About an Energy Resource Project*, and other *EnerFAQs* publications related to energy development. These documents contain information about your rights and options, as well as the roles and responsibilities of the AER in the regulating energy development in Alberta and how we can help you.

**Company's Information Package**—This includes information about the proposed project so that you can understand the nature, scope, and potential impacts the proposed development may have on you and your family. You will be asked to bring forward any questions or concerns you may have and to go over the specifics of the proposed development with the company representative. The company is required to answer all reasonable questions posed by you.

I encourage you to carefully review the information provided and to meet with company representatives to discuss the proposed development. Discuss any measures that the company could put in place to reduce potential impacts, any existing alternatives to the proposal, and the overall future of the development proposed in your area.

If there are matters that cannot be resolved, the AER can provide you with more information on its Alternative Dispute Resolution (ADR) program, which includes AER facilitation and third-party mediation. Unresolved issues could ultimately result in the AER holding a public hearing to consider the application. If you have questions about our materials or our processes, please call the AER for assistance at the numbers listed on the back of this letter.

For more information about the AER and its regulations, visit our website at [www.aer.ca](http://www.aer.ca).

Sincerely,

Jim Ellis  
President and CEO



## AER Field Centres and Contacts

### Field Centres

**Bonnyville**  
780-826-5352

**Drayton Valley**  
780-542-5182

**Grande Prairie**  
780-538-5138

**High Level**  
780-926-5399

**Medicine Hat**  
403-527-3385

**Midnapore**  
403-297-8303

**Red Deer**  
403-340-5454

**St. Albert**  
780-460-3800

**Wainwright**  
780-842-7570

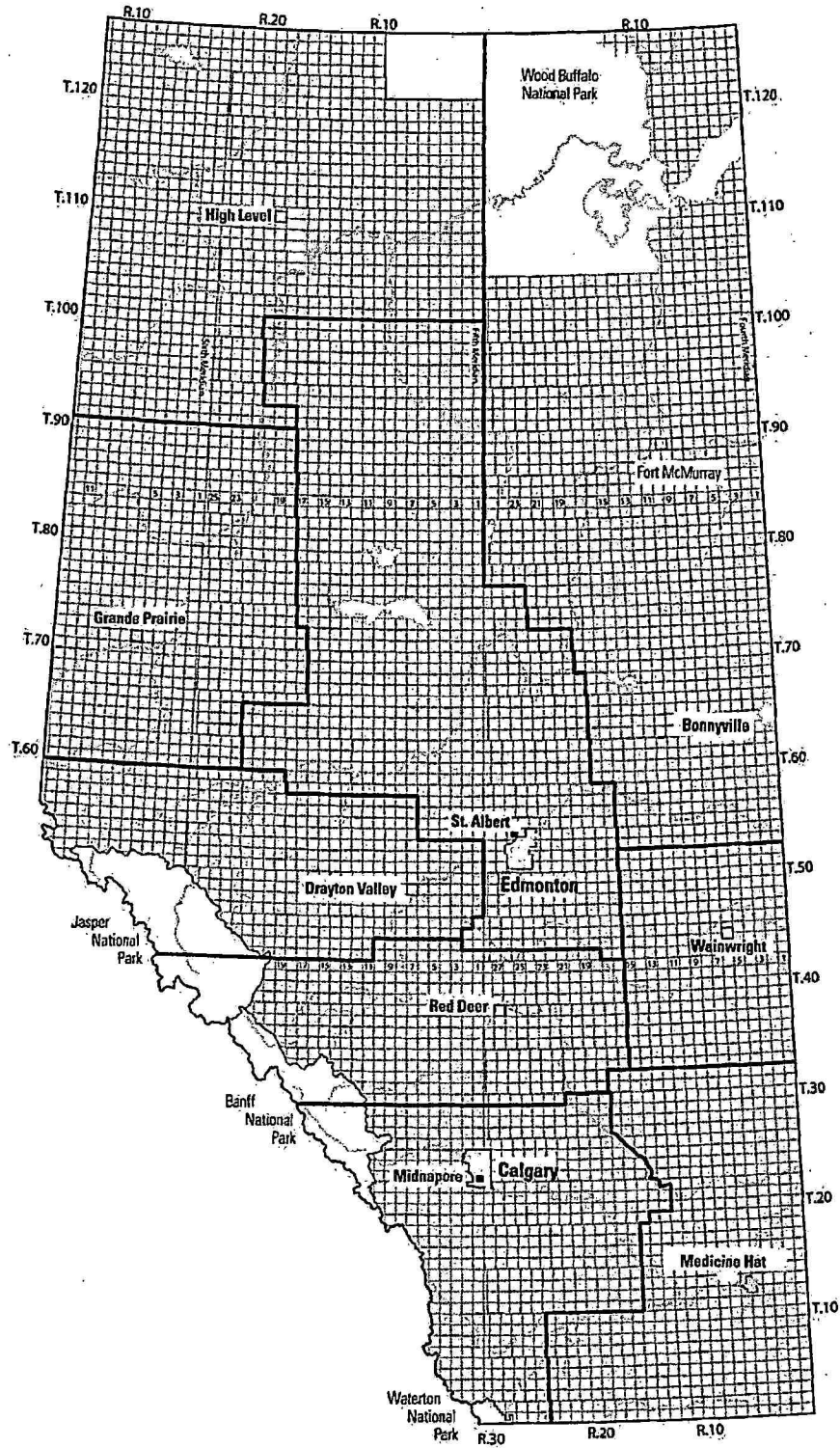
**Fort McMurray  
Regional Office**  
780-743-7214

**Calgary Head Office**  
**Customer Contact Centre**  
403-297-8311  
1-855-297-8311  
(toll free)

**Facilities Applications  
Group**  
403-297-4369

**E-mail:**  
[Directive56.help@aer.ca](mailto:Directive56.help@aer.ca)

**Alternative Dispute  
Resolution Team**  
1-855-297-8311



To call the above numbers toll free, dial 310-0000 and follow the prompts or ask the operator for the desired number.

## AER Brochure: Understanding Oil and Gas Development in Alberta

This brochure contains information to help you understand what sort of development is being proposed and how it affects you.

An oil and gas company representative has approached you and wants to conduct oilfield activities on or near your land. You and the company will be discussing the proposed development and its potential impact on you, as well as alternatives and measures to minimize impacts. You may also be negotiating a surface lease agreement (for example, on the location of a well and access road) and discussing compensation.

### **AER Requirements and Expectations for Stakeholder Involvement**

The AER believes that any individual, organization, community, or group with a stake in Alberta's energy resources is a stakeholder, having both roles and responsibilities. All stakeholders are encouraged to develop relationships that are respectful, responsive, and responsible. While other groups also have a stake in energy development, the three main stakeholder groups are the public, industry, and the AER.

**The public:** The AER application process provides the public with an opportunity to share its questions and concerns with the company. There are many things the public, individually or collectively, can do to participate in the planning of proposed developments. Many communities have formed groups with members from industry and the AER. These groups try to find ways to resolve issues at the local level. The company will provide you with contact information if there is a group in your area.

**Industry:** When proposing an energy resource activity, industry is required to conduct a stakeholder involvement program. Industry is also expected to communicate with landowners and residents on a regular basis throughout the life of the project, which may be 30 years or longer.

**The AER:** As the regulator of the energy industry, the AER has the authority to approve or deny proposed energy resource activity in the province of Alberta and to place enforceable conditions on any licences issued. The AER also assists individuals, communities, and other interested groups in understanding the regulatory requirements and expectations and how they apply at the local level.

### **Your Rights and the Company's Rights**

In Alberta, both the landowner and the company have rights.

**Rights to information:** Under AER regulations, rules, requirements, and guidelines, the company must provide information to stakeholders so they can fully understand what is being proposed. If you are concerned about surface impacts, the company must give you details about how and why it chose the proposed well site, pipeline route, and access road location. The company should also tell you what to expect in terms of equipment and operations during the production phase.

The company may provide any agreements you make with it, as well as records of discussions, to the AER during the application process. That material becomes part of the AER's record of the application, which is public and available to anybody. In addition, information provided to the AER (whether as part of the application process or otherwise) may be publicly available under the *Freedom of Information and Protection of Privacy Act*.

**Mutual rights to use the land:** Most land in Alberta carries two titles and two sets of rights. The surface title gives the landowner full control of the land's surface and the right to work it. The mineral title gives the company or person who owns the minerals under that land the right to explore for oil and gas. In some situations, title to land will give the owner both the surface and the mineral rights. If title to the land is split, the mineral owner needs access to the land surface to drill and produce oil and gas.

Two important conditions apply to the company's right to explore. First, drilling and production activity must be done in a way that is environmentally and technically acceptable. Second, a company must operate in ways that minimize possible interference with the landowner's use of the land.

**Planning an Oil or Gas Project  
Selecting a Pipeline or Facility Location**

When selecting a pipeline right-of-way or a facility site, the company must consider potential impacts on present and future land uses. The company must

- ensure that you understand what substance the pipeline is to transport or the facility is to handle,

- answer your questions on its plans for soil handling and reclamation, and
- address any other concerns you may have related to the proposed pipeline or facility.

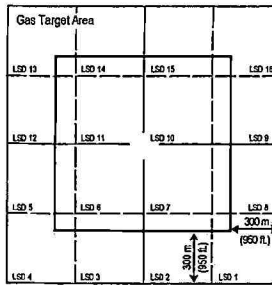
**Selecting a Well Site**

When selecting a well site, the company considers subsurface geology, land surface conditions, current and future land use, environmental sensitivity, and reclamation. Well spacing regulations provide requirements about where wells may be located.

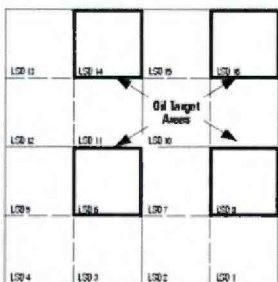
A **spacing unit** is the subsurface area that one well can drain. The spacing unit for oil wells in Alberta is normally one well per quarter section of land; for gas wells it is normally one well per section of land. However, reduced spacing and directional drilling are common practices in Alberta.

Inside the spacing unit is a **target area** where the bottom of the well should end.

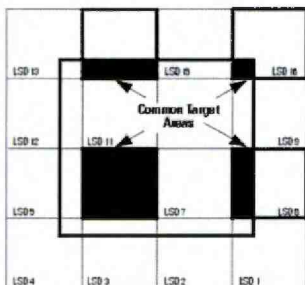
In the example below, the **gas target area** is the centre 100 hectares (250 acres) of the section. Keep in mind that the target area dictates the **subsurface** location for a well, not the **surface** location.



The **oil target area** is the northeastern 16 hectares (40 acres) of the quarter section, as shown in the example below.



Together, the oil and gas target areas overlap and form a **common target area**, as shown in the shaded portions of the figure below. Many companies prefer to drill the common target area if there is a chance to encounter both oil and gas.

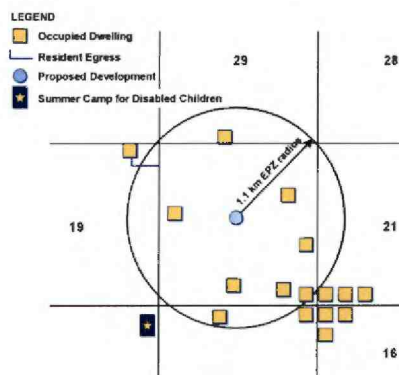


If you disagree with a proposed well location, you may ask the company representative to sketch the spacing unit and target area for the well. This will help you determine if there is flexibility for moving the well site.

### Consultation

In many instances it is appropriate for a company to complete public consultation and notification beyond the requirements

stated in AER *Directive 056: Energy Development Application and Schedules*. The following figure illustrates how a company expanded its stakeholder involvement program beyond the requirement to take into account the special needs and circumstances of the community.



During the initial planning stage of a well, a company began preliminary development of its stakeholder involvement program using the public consultation and notification requirements. With further development of the stakeholder involvement program, the company identified that the requirements would not take into account egress of the resident just outside the northwest area of the development, residents in the community to southeast of the development, or the special needs of the summer camp for disabled children located in the southwest.

The company then adapted its stakeholder involvement program to include the residents, summer camp, and community. By including all the parties during the initial planning stages, the company was able to identify and address the concerns raised by the residents and summer camp prior to its application to the AER.

## Having Your Say

Landowners, residents, and communities that have concerns related to the development of Alberta's energy resources should become involved as early as possible in the development planning process. It is usually easier to resolve issues at the local level before they become matters of greater concern. Ongoing dialogue also builds trust and is one way for you to have greater influence on energy resource activity.

There are a number of options available to help you resolve concerns about proposed development. As a landowner or resident, there are several key points in the application process when your questions and concerns may be addressed.

Usually, a company will offer to discuss the proposed development with you at your home. If you and the company cannot resolve your concerns, either party may ask an AER staff member to facilitate a meeting or meetings between you and the company.

If concerns continue to be unresolved, you or the company may request that the AER arrange for a third-party mediator to assist you. This is part of the Alternative Dispute Resolution (ADR) process. If you can resolve issues through such discussions with the company, with or without a facilitator or mediator, you may find that you have greater influence on project planning and reducing its impacts.

However, if concerns cannot be resolved, you may file a statement of concern with the AER.

If you show the AER, through a statement of concern, that you may be directly and adversely affected if the Board approves a proposed energy resource activity, the AER may decide to proceed to a public hearing.

## Required EnerFAQs

The AER has put together a number of EnerFAQs on topics of general interest to the public. Regardless of whether the proposed development is a well, pipeline, or facility, the company must either provide or offer all current AER EnerFAQs publications as set out on the AER website.

EnerFAQs continue to be published on topics of general interest to the public. As new EnerFAQs related to energy development become available, they will be posted on the AER website. EnerFAQs may be obtained from the AER website at [www.aer.ca](http://www.aer.ca) or by contacting AER Communications through the Customer Contact Centre at 403-297-8311 or toll free: 1-855-297-8311.

## AER Field Centres and Contacts

### Field Centres

**Bonnyville**  
780-826-5352

**Drayton Valley**  
780-542-5182

**Grande Prairie**  
780-538-5138

**High Level**  
780-926-5399

**Medicine Hat**  
403-527-3385

**Midnapore**  
403-297-8303

**Red Deer**  
403-340-5454

**St. Albert**  
780-460-3800

**Wainwright**  
780-842-7570

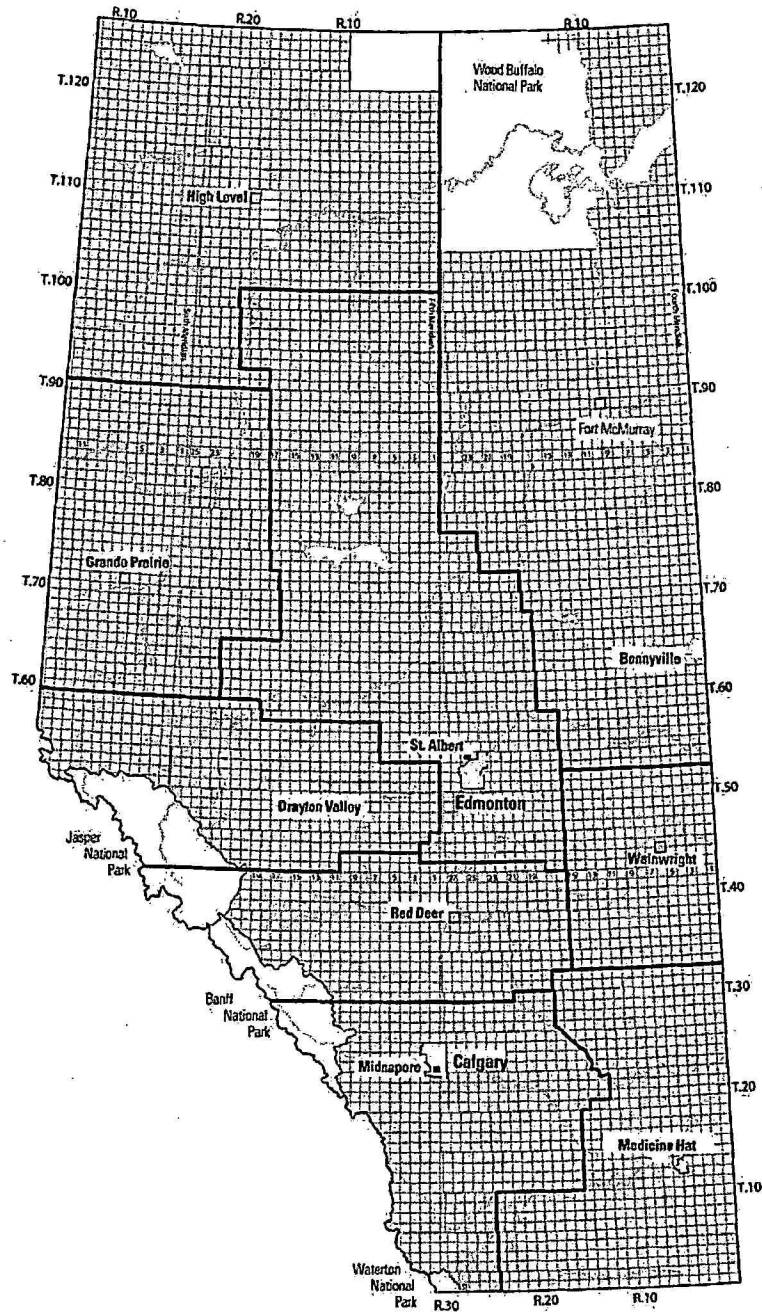
**Fort McMurray  
Regional Office**  
780-743-7214

**Calgary Head Office**  
Customer Contact Centre  
403-297-8311  
1-855-297-8311  
(toll free)

**Facilities Applications  
Group**  
403-297-4369

**E-mail:**  
Directive56.help@aer.ca

**Alternative Dispute  
Resolution Team**  
1-855-297-8311



To call the above numbers toll free, dial 310-0000 and follow the prompts or ask the operator for the desired number.



## Proposed Oil and Gas Wells, Pipelines, and Facilities: A Landowner's Guide

When oil and gas companies propose development on or near your property, you want to be aware of your rights as a landowner and the options available to you. The EnerFAQs *The AER and You: Agreements, Commitments, and Conditions* should be read with this document.

» **What are my rights when a company proposes a development on or near my property?**

Under Alberta Energy Regulator (AER) requirements and guidelines, a company applying to develop an oil or gas project may be required to provide notification and information about the proposed activities so persons receiving the information can fully understand what is being proposed and what the potential impacts could be. The information a company gives must include details about how and why it chose proposed locations for any wells, pipelines, facilities, or access roads and what to expect in terms of equipment use and operations during the production phase. We post public notices of application on our website, and you may file a statement of concern to an application if you object to the proposed development.





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**» What are the company's rights?**

Most land in Alberta carries two titles and two sets of rights:

- A **surface** title gives the landowner ownership of the land's surface and the right to work it.
- A **mineral** title gives the company or person who owns the minerals under that land the right to explore for oil and gas, in the case of a petroleum and natural gas or oil sands lease.

Sometimes, a title to land will give an owner both the surface and the mineral rights. However, if a title to the land is split, the mineral lease holder may need access to the land's surface to drill and produce oil and gas. In this case, two important conditions apply to the company's right to explore. First, drilling and production activity must be done in a way that is environmentally and technically acceptable. Second, a company must operate in ways that minimize possible interference with the landowner's use of the land.

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**» What can I expect the company to do first?**

One of the early steps in the well site, facility, or pipeline route selection process is a survey. A survey helps a company identify the exact location of the proposed well site, access road, pipeline, or facility and the surface area required. *Alberta's Surveys Act* and *Surface Rights Act* give the surveyor the right to enter your property for the purpose of surveying. It is common practice—and common courtesy—for a company representative to contact you before surveying. The purpose of the visit will be to advise you of the approximate well and road or pipeline location being proposed. The company is responsible for the cost of damages caused by the survey.

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**» What kinds of arrangements are most common between a landowner and a company?****Pipeline Right-of-Way**

The pipeline easement (right-of-way) is an agreement between a landowner and a company in which the landowner receives financial compensation in return for allowing a company to create an easement for pipeline routes. Normally, this pipeline easement (or facility

surface agreement) is obtained before we approve an application to construct a pipeline or facility—except in cases where a dispute between a landowner and a company exists.

Pipelines link the oil and natural gas industry's "upstream" sector, which produces oil, natural gas, and related products from underground reservoirs and surface facilities, to the "downstream" sector, which handles refining, marketing, and product distribution.

The upstream sector operates gathering or flow lines, which move raw product from remote wells to processing facilities or directly to larger transmission pipelines. Product travels through pipelines under pressure created by compressors and pump stations. Compressors powered by gas engines or electric motors can compress the natural gas in pipelines to up to one hundred times the normal atmospheric pressure.

You will be informed about what kind of pipeline project is being planned on or near your land. Under our requirements, a company must

- give you a description of the project and tell you how it will affect you,
- ensure that you fully understand the proposed construction schedule and methods to be used,
- make sure you are familiar with the product to be transported by the pipeline or to be handled at the facility, and
- address all concerns about soil handling, site reclamation, and other issues related to the planned pipeline or facility.

Pipeline and facility construction must also meet Alberta Environment and Sustainable Resource Development's environmental protection guidelines. Pipelines typically stay in the ground after abandonment and reclamation.

Again, we post public notice of all applications on our website, and you will have an opportunity to file a statement of concern in response to an application.

### **Well Site Selection**

Geologic and seismic data are important in choosing a well site. A company will normally select the location of a well based on the geology of nearby wells or on seismic information. Some of this information may be confidential. However, a company should give you basic geologic information so that you know what restrictions there may be in choosing a different location for the well. Moving away from the best geological location could increase the risk of drilling a dry hole, a well that has no significant amount of oil or gas, or a well with less recoverable oil or gas.

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### **» What should I expect during the negotiation process?**

After a company initiates preapplication consultation and you begin negotiations, various situations could arise. You and the company might agree or disagree about the site of a well and related facilities or the route of a pipeline. If the proposed project is located directly on your land, you might agree or disagree about the compensation you should receive. Landowners receive financial compensation in return for allowing companies to place a well site or pipeline on their land.

Further information related to compensation is available from the Surface Rights Board (SRB) or from your local AER field centre. We do not have jurisdiction to deal with compensation issues, and the SRB, not us, deals with payments for right-of-way, crop loss, and other damages.

Negotiations often result in an agreement that meets the needs of both parties. We encourage a negotiated agreement and recommend that all commitments be confirmed in writing. An agreement that meets the needs of both parties can help maintain a good working relationship for the life of the proposed project.

If the operating properties on your land are sold to another company, it is important to review any existing agreements with a representative of the new company.

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» **What if the company and I can't agree on a site location for the drilling of a well?**

If you are having difficulty agreeing on a site, directional drilling could be a solution. It involves drilling the well diagonally instead of vertically. Sometimes landowners prefer a well location outside of a target area or away from the best geological point. If this is the case, you can ask whether the well can be directionally drilled to the target from a surface location with less impact.

While a directional well may be technically possible in some situations, it increases the cost of drilling and producing the well. The increased costs and benefits of directional drilling must be weighed against the impacts of vertical drilling. You might want to ask the company to estimate the additional costs for a directional well in relation to the value of anticipated production.

Directional drilling technology has improved in recent years. It is now fairly common in some areas to drill several directional wells from the same surface location to reduce surface impacts. This practice is prevalent in areas where well spacing occurs at higher densities than the standard one well per section (gas) or per quarter section (oil).

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» **What if my land-use plans change in the future?**

Before agreeing to a well site or to a location for a pipeline, facility, or access road, consider how it could affect your current and future land use (see EnerFAQs *Setbacks*). Also, make sure you understand the company's soil handling, lease preparation, and reclamation methods. A company should be considering land surface conditions, current and potential land use, environmental sensitivity, and reclamation. A company will have to apply for a reclamation certificate under the *Environmental Protection and Enhancement Act*.

A company must also consider any negative effect a project might have on land use and the environment, as well as any associated visual impacts and concerns of persons who may be directly or adversely affected.

For example, a location on unproductive land, such as a slough or hillside, may seem like a good choice to you, but the company must consider impacts that could prevent the use of a site, such as environmental impacts, the ability to reclaim the site, and the impact on neighbours.

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» **What if all parties agree on the site?**

If you and the company agree on the location of a well, facility, pipeline route, or access road, the company then applies to us for a licence to proceed with the development. If the application meets all legal and technical requirements, we will grant the licence.

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» **What can I do to ensure the company abides by the agreement?**

Private surface agreements between landowners and energy companies operating on their property can now be registered with our new Private Surface Agreements Registry. If you feel a company is not meeting a term or condition of the agreement, you may ask us to determine whether the company has met the term or condition of the agreement. See our EnerFAQs *How to Register a Private Surface Agreement* to learn more about registering private surface agreements.

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» **What if an agreement on a site can't be reached?**

If you and the company cannot agree on the location for a well, facility, pipeline, or access road, a party may ask for our assistance through our alternative dispute resolution (ADR) program.

ADR offers concerned parties a variety of options for managing disputes, including direct negotiation between the parties, mediation by our staff, third-party mediation, and arbitration.

Our staff are available to facilitate discussions between landowners and companies before an application is filed or early on in the application review process. The goal is to identify and resolve concerns before they intensify.

Through ADR, we might suggest that parties

- attempt negotiations again,
- use our ADR staff to facilitate, or
- use a neutral third party to mediate.

If these methods fail to produce an agreement, we may direct parties to use ADR to resolve outstanding concerns. For more information on ADR, see our EnerFAQs *All About Alternative Dispute Resolution (ADR)*.

In some cases, we might decide that a hearing on an application is appropriate. An AER hearing is a formal proceeding that includes the presentation of evidence and the opportunity to question the positions of others. For more information on our hearings, see our EnerFAQs *Having your Say at an AER Hearing*.

Note that if you continue to object to the company's location on your property, a well licence alone does not give a company the right to enter your land. If this is the case, the company can apply to the SRB for a right-of-entry order after acquiring a well licence from us. The order allows representatives of the company to enter your land to perform the tasks that we have approved. The SRB will then conduct a hearing to determine the compensation to be paid.

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» **How much more development will occur if drilling is successful?**

If successful drilling leads to production, a wellhead or pump will be required on oil wells and a heater may be necessary for gas wells. Other equipment, such as pressure vessels and tanks, may be placed on the well site where it causes the least interference with farming operations (e.g., between the well and a nearby fence line).

Production facilities such as separators, heaters, and tanks make up what is called a battery. A company must discuss the location and details of production facilities with you and any other land occupants. Some facilities

require separate licensing, and you have the right to continue asking questions about these production facilities and voicing concerns about the construction of production facilities, even if a well site exists.

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» **Will it cost me anything to reclaim the site if the well is unsuccessful?**

No. If a well turns out to be a dry hole, a company will likely abandon it and will have to reclaim the site. Before a company gives up the surface lease, it must obtain a reclamation certificate from us. This reclamation certificate is issued only after we are satisfied that the site has been properly reclaimed. You have the right to appeal. There are strict timelines for filing such a request. In many communities, neighbours meet with our representatives and area oil and gas companies to resolve local issues together. The public is strongly encouraged to participate in these local synergy groups. Synergy groups are in communities all over the province, and each is structured to meet the unique needs of the community and local operators. There is no cookie-cutter approach. Members of such groups have found that they are stronger and better informed together than they would be as individuals. If you would like to join or form a synergy group, contact your nearest AER field centre, as we participate in nearly all of the synergy groups in Alberta. A list of phone numbers can be found on our website [www.aer.ca](http://www.aer.ca).

Remember, you can ask questions at any point in the development process about drilling, pipeline, and production operations that affect you and your neighbours.

Public notices of application will be posted on our website, and you can file a statement of concern to voice your objections to an application.

» **Questions you may want to use for discussion between you and a company. (Not all questions apply to every proposed project.)**

**Proposed energy development**

- Is there a community-based group dealing with energy issues in my area?
- What kind of development is being proposed?
- How was the surface location selected?
- How will drilling activities and production affect my land / farming operations?
- What authorizations will the company be seeking from the AER (energy, water, etc.)?

**Sour gas and emergency response planning**

- Will the well encounter hydrogen sulphide (H<sub>2</sub>S), or will the pipeline transport H<sub>2</sub>S?
- What is the company doing to protect public safety?
- What are the details of the emergency response plan?
- Will I be compensated for any damage done during an emergency situation?

**Setbacks**

- What is the setback for the proposed development?
- May I develop my land if it falls within a setback?

**Flaring, incinerating, and venting**

- Will the proposed project involve any flaring or incineration of waste gas?
- If so, when and under what circumstances will flaring or incineration occur?
- What steps has the company taken to eliminate or reduce flaring, incineration, and venting?
- Will the company notify me when servicing work results in flaring or venting?



### **Odours, noise, and traffic**

- What can cause odours during drilling and production operations?
- What are the plans to minimize noise levels?
- What type and volume of traffic should I expect at various stages of development?
- How will the company respond to issues or concerns that may arise in day-to-day operations of the facility, and whom may I contact?

### **Environmental issues: soil, water, and visual**

- What steps will be taken to ensure protection of the environment and the least amount of impact on it?
- How will the soil quality be protected?
- What are the company's water needs?
- How will the company protect the supply and quality of aquifers and water wells at all stages of exploration and during ongoing operations?
- How will the company reduce potential visual impacts associated with facilities?

### **Animal health**

- Will my livestock and pets be evacuated if there is an emergency?
- If not, who will feed and water them?
- Who will monitor the health of my livestock after an emergency, and for how long?

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### **» What resource materials are available if I have more questions?**

We have several publications on well, pipeline, and facilities applications available. These publications form part of *Directive 056: Energy Development Applications and Schedules*. Section 2 on participant involvement describes the minimum requirements a company must meet regarding public consultation and notification when applying to us for a well, pipeline, or facility. Contact us directly at 403-297-4369 or by e-mail at [Directive56.help@aer.ca](mailto:Directive56.help@aer.ca) with inquiries related to *Directive 056*.

## » Additional Information

For additional information on the AER and our processes or if you wish to speak with your local field centre or have general questions about energy projects in the province of Alberta, contact our Customer Contact Centre: Monday to Friday (8:00 a.m. to 4:30 p.m.) at 1-855-297-8311 (toll free).

This document is part of the EnerFAQs series, which explains the AER's regulations and processes as they relate to specific energy issues. Please visit [www.aer.ca](http://www.aer.ca) to read more of the EnerFAQs series.

Every year, we collect, compile, and publish a large amount of technical data and information about Alberta's energy development and resources for use by both industry and the general public. This includes raw data, statistics, hearing materials, and information on regulations, policies, and decisions.

Publications can be viewed at the AER library or obtained from the Information Product Services Section (IPSS). Both are on the tenth floor of our head office in Calgary. Publications may also be downloaded free of charge from our website ([www.aer.ca](http://www.aer.ca)).

To obtain a print or CD copy of a specific publication, contact IPSS by phone (403-297-8190), fax (403-297-7040), or e-mail ([infoservices@aer.ca](mailto:infoservices@aer.ca)).

The following agencies provide supplementary information on oil and gas development in Alberta for use by both industry and the general public:

### **The Farmers' Advocate Office**

Helps resolve disputes on matters relating to the farming community and provides information on farming community matters.

305, 7000 – 113 Street  
Edmonton, Alberta T6H 5T6  
Phone: 310-3276 (FARM)

Fax: 780-427-3913

Website: <http://www.farmersadvocate.gov.ab.ca>

#### **Alberta Surface Rights Board**

Provides information on entry or compensation related to oil and gas resource activity on privately owned or Crown-occupied lands.

1229 91 Street SW

Edmonton, Alberta T6X 1E9

Phone: 780-427-2444 (toll free by first dialing 310-0000)

Fax: 780-427-5798

Website: <http://www.surfacerights.gov.ab.ca>

#### **The Registrar of Land Agents**

Investigates concerns about a land agent or complaints dealing with matters pertaining to the *Land Agents Licensing Act* or the *Land Agents Licensing Regulations*.

Alberta Enterprise and Advanced Education

Land Agents Licensing

7th Floor Labour Building

10808 - 99 Avenue

Edmonton, Alberta T5K 0G5

Phone: 780-415-4600 (toll free by first dialing 310-0000)

Fax: 780-422-7173

Website: [www.eae.alberta.ca/labour-and-immigration/land-agents-licensing.aspx](http://www.eae.alberta.ca/labour-and-immigration/land-agents-licensing.aspx)

#### **Head Office**

Suite 1000, 250 - 5 Street SW

Calgary, Alberta T2P 0R4

[Inquiries@aer.ca](mailto:Inquiries@aer.ca)

**inquiries**

1-855-297-8311

**24-hour emergency**

1-800-222-6514

[www.aer.ca](http://www.aer.ca)



## Expressing Your Concerns - How to File a Statement of Concern About an Energy Resource Project

This fact sheet is intended to help you understand what statements of concern are and how to file one with the Alberta Energy Regulator (AER) if you have a concern with an energy resource development application. This fact sheet also answers questions we commonly hear and outlines what you must include in a statement of concern in order for it to be registered.

### » What is a statement of concern?

Albertans concerned about a particular application may submit a "statement of concern," which is a written submission that outlines specific concerns about an application. A statement of concern may be filed by anyone who believes they may be directly and adversely affected by an application. Upon proclamation of the *Responsible Energy Development Act*, statements of concern replaced objections as the way to file your concerns about energy project applications.



» **What is the difference between a statement of concern and an operational complaint?**

Statements of concern outline concerns about applications for proposed energy resource activities and developments, as well as any amendments to them. Operational complaints outline concerns about the operations of existing energy resource activities (e.g., noise, smells, etc.). An operational complaint can be made at any time during the life of a project. A statement of concern can only be made in response to a notice of application. If we determine that your correspondence is an operational complaint, it will be referred to the applicable field centre for follow up. If you have an operational complaint, please direct it to the nearest AER field centre.

» **Who can file a statement of concern?**

Anyone who believes they may be directly and adversely affected by an energy resource application can file a statement of concern.

» **How do I find out about energy resource development applications?**

Once we receive an application, public notice is given through a dedicated webpage on our website, [www.aer.ca](http://www.aer.ca). This new notification method enhances existing notification requirements.

Before we accept an application for an energy resource activity, and depending on the activity proposed, we may require a company to provide notification of and information about the proposed activities directly to certain individuals, making sure that those receiving the information can fully understand what is being proposed and what the potential impacts could be.

Details of who a company must contact before it applies for an energy resource activity or development vary according to the type of application. Notification requirements may include landowners, First Nations and Métis, occupants, other oil and gas operators, or local authorities. In cases where notification is required, the company must provide details about how and why it chose its proposed locations for any wells, pipelines, facilities, or access roads and what to expect in terms of equipment use and operations during the production phase.

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**» How can I register a statement of concern?**

We will only register a statement of concern if it contains the information outlined below. Phone calls are not registered as statements of concern.

You may outline your concerns using the statement of concern form on our website <http://www.aer.ca/documents/forms/StatementofConcern.pdf>.

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**» What information must be included in a statement of concern?**

To be registered, a statement of concern must include the following information:

- the application number;
- the name and contact information of the person filing the statement of concern;
- the name of the company proposing the activity or development;
- the type of project (e.g., well, pipeline, etc.);
- the location of the proposed activity or development, the location of the filer's land, and the proximity to any residence in relation to the proposed project or activity;
- a summary of concerns, including information on how the application or activity may directly and adversely affect the filer or the filer's land; and
- any history or background information that may provide additional insight into the concerns.

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**» What information should NOT be included in a statement of concern?**

Our application process is public. The *Alberta Energy Regulator Rules of Practice* require us to place all information filed about an application on the public record, including statements of concern. You should therefore assume that any information you submit will be publicly available. Therefore, you should not include anything you do not want shared publicly. This includes personal, medical, financial, or other confidential information, such as

- information related to a medical, psychiatric, or psychological history or a condition or illness, including the diagnosis, treatment, or evaluation of one;

- financial information, including
  - rent payments;
  - details about settlement negotiations or offers;
  - information affecting income or income assistance eligibility, such as tax returns and bank account or credit card information; and
  - any information shared during confidential negotiations or discussions (e.g., the AER's alternative dispute resolution program);
- information about employment or educational history; and
- statements of opinion made by another person, or your opinion about another person

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» **Where do I send my statement of concern?**

You must send your statement of concern to the company making the application as well as to the AER. We may require the applicant to respond to your concerns.

All statements of concern should be sent to

**Alberta Energy Regulator**

Authorizations Review & Coordination Team

Suite 1000, 250 - 5 Street SW

Calgary, Alberta T2P 0R4

Fax: 403-297-4117

E-mail: ARCTeam@aer.ca

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» **What happens to my statement of concern once I have submitted it?**

We will review your statement of concern to see if it has the information required to register it. If more information is needed, we may send you a letter requesting it.

If you do not supply the requested information, we will not register your statement of concern and will proceed with processing the application without any further notice to you.

The statement of concern will be reviewed to determine if it meets our requirements. If the statement of concern fails to demonstrate that the person may be directly and adversely affected by the application; is not filed within the timeline specified; is unrelated to the specific

application; is related to an application on which a decision has already been made (see below); or relates to a policy decision of the Government of Alberta or to a matter otherwise outside our jurisdiction, we will notify the person that the statement of concern will not be considered.

If the application is still active, and if all statement of concern requirements have been met, we will consider the statement of concern during our review of the application. However, this does not mean that we will decide to conduct a hearing of the application. There are a number of other ways in which we may address concerns, which are discussed in more detail below. (For more information on hearings, please refer to the EnerFAQs *Having Your Say at an AER Hearing*.)

We may also request a written response from the company. We will then consider the information it has received and determine how to proceed.

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» **What if my statement of concern is related to an application about which a decision has already been made?**

Applications to the AER fall under two broad categories: expedited (which are processed immediately) and nonexpedited (subject to a 30-day waiting period). If a statement of concern is received after an application has been approved, we may review the application to assess and determine if the company has met all our application requirements, including notification requirements. If we determine that the applicant has failed to comply with our requirements, we may initiate enforcement action.

You may also be able to request a regulatory appeal under section 38 of the *Responsible Energy Development Act*, generally between 7 and 30 days of notice of the decision, provided there has been no hearing of the application and you meet the other requirements.



Regulatory appeals must meet the requirements in the *Responsible Energy Development Act* and the *Alberta Energy Regulator Rules of Practice*, both of which can be viewed on our website, [www.aer.ca](http://www.aer.ca). Any request for a regulatory appeal that does not contain the required information may not be registered and processed.

Send your request for a regulatory appeal to

**Alberta Energy Regulator**

Law Branch, Regulatory Appeals Coordinator  
Suite 1000, 250 - 5 Street SW  
Calgary, Alberta T2P 0R4  
Fax: 403-297-7031  
E-mail: [regulatoryappeal@aer.ca](mailto:regulatoryappeal@aer.ca)

A copy of the request for a regulatory appeal must also be sent to the company that holds the licence or approval and the registered owner of the land on which the resource activity is located that would be the subject of the proposed regulatory appeal.

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» **What if I have concerns with a proposed development that has not yet been filed with the AER?**

We are no longer accepting statements of concern submitted before an application. If you have preapplication concerns about a proposed activity, you should instead submit them directly to the company. You may also submit concerns to the AER's Stakeholder and Government Relations Division (SGR) via e-mail at [stakeholder.engagement@aer.ca](mailto:stakeholder.engagement@aer.ca), or you may contact the Customer Contact Centre (CCC) at 1-855-297-8311 (toll free). Please include your name and contact information, the company's name, the type and proposed location of the project, a summary of your concerns, and any additional information.

We will monitor, track, assess, and address all preapplication submissions to make sure that you have an opportunity to discuss your concerns.

We require applicants to inform us of any known persons with concerns about the application at the time it is submitted. We also expect applicants to send the notice of application directly to anyone who has previously raised concerns about the proposed energy development or activity to allow time for submitting a formal statement of concern.

You may view energy development applications through the Public Notice of Application Tool at [www.aer.ca](http://www.aer.ca).

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» **What other processes are available to address my concerns?**

Concerns are often resolved before an application is submitted, and you may not need to file a statement of concern.

SGR has qualified staff across the province who can help parties understand our processes and services, including alternative dispute resolution (ADR). ADR offers concerned parties a variety of options for managing disputes including mediation, facilitation, and direct negotiation. ADR may occur even after an application has been filed or a notice of hearing for the application has been issued.

For more information, see the EnerFAQs *All About Alternative Dispute Resolution (ADR), Manual 004: Alternative Dispute Resolution Program and Guidelines for Energy Industry Disputes*, visit our website ([www.aer.ca](http://www.aer.ca)), or contact the Customer Contact Centre (CCC) at 1-855-297-8311 (toll free).

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» **What if I want more information about the application?**

If we have received an application, it may be available for public viewing on our website. To view these applications and any correspondence between us and the applicant, please see the Public Notice of Application Tool at [www.aer.ca](http://www.aer.ca).

At this time, statements of concern and certain types of applications are not available for viewing on our website. However, you may request a copy of any application from the applicant or ask for publicly available documents from our Information Product Services Section by sending an e-mail to [infoservices@aer.ca](mailto:infoservices@aer.ca) or calling 1-855-297-8311 (toll free).

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» **What if my concerns fall outside the AER's jurisdiction?**

We cannot deal with concerns that fall outside our jurisdiction. This includes concerns about the following:

- Compensation for surface access or impacts
  - These concerns should be directed to the Alberta Surface Rights Board.
  - For more information, see [www.surfacerights.alberta.ca](http://www.surfacerights.alberta.ca).
  
- Compensation for impacts on trap lines
  - These concerns should be forwarded to the Alberta Trappers Compensation Board.
  - For more information on the Alberta Trappers Compensation program and how to submit a claim, see [www.albertatrappers.com](http://www.albertatrappers.com).
  
- Utilities, such as power generators, transmission lines, and gas utility pipelines
  - These concerns should be directed to the Alberta Utilities Commission.
  - For more information, see [www.auc.ab.ca](http://www.auc.ab.ca).
  
- Government of Alberta policy
  - These concerns should be raised directly with the Government of Alberta.
  - We may forward statements of concern related to such policy to the appropriate government department.

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**» Where can I find more information?**

For more information on the hearing and ADR processes and participant funding, see the following publications on our website at [www.aer.ca](http://www.aer.ca):

- *Manual 003: The Hearing Process for the Alberta Energy Regulator*
- *Manual 004: Alternative Dispute Resolution Program and Guidelines for Energy Industry Disputes*
- *Directive 031: REDA Energy Cost Claims*

**EnerFAQs**

- *Having Your Say at an AER Hearing*
- *Proposed Oil and Gas Development: A Landowner's Guide*
- *The AER and You: Agreements, Commitments, and Conditions*
- *All About Alternative Dispute Resolution (ADR)*
- *Oil Sands*
- *How to Register a Private Surface Agreement*

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**» Additional Information.**

If you want more information on AER processes, if you wish to speak with your local field centre, or if you have more general questions about energy resource development and activity in the province of Alberta, contact our Customer Contact Centre: Monday to Friday (8:00 a.m. to 4:30 p.m.) at 1-855-297-8311 (toll free).

This document is part of the EnerFAQs series, which explains our regulations and processes as they relate to specific energy issues. Please visit [www.aer.ca](http://www.aer.ca) to read more of the EnerFAQs series.

Every year we collect, compile, and publish a large amount of technical data and information about Alberta's energy development and resources for use by both industry and the general public. This includes raw data, statistics, hearing materials, and information on regulations, policies, and decisions.

Publications may be either viewed at the AER library or obtained from the Information Product Services Section (IPSS). Both are housed on the tenth floor of our head office in Calgary. Publications may also be downloaded from [www.aer.ca](http://www.aer.ca).

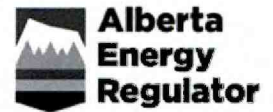
To obtain a print or CD copy of a specific publication, contact the IPSS by phone (403-297-8190), fax (403-297-7040), or e-mail ([infoservices@er.ca](mailto:infoservices@er.ca)).

**Head Office**

Suite 1000, 250 - 5 Street SW  
Calgary, Alberta T2P 0R4  
[Inquiries@er.ca](mailto:Inquiries@er.ca)

**inquiries** 1-855-297-8311  
**24-hour emergency** 1-800-222-6514  
[www.aer.ca](http://www.aer.ca)

# Statement of Concern about an Energy Resource Project



Use this form to outline your concerns about applications for coal, oil sands, oil, or natural gas resource development and the use of public lands for these purposes. For further details, see the EnerFAQs *Expressing Your Concerns – How to File a Statement of Concern about an Energy Resource Project*. Operational complaints about existing activities should be directed to the nearest field centre. The Alberta Energy Regulator (AER) encourages all parties to resolve disputes directly between themselves whenever possible.

<b>Your Contact Information:</b>	<i>Please note that your concerns must be submitted to the company and copied to the AER.</i>		
	Name:		
	Mailing address:	Phone:	
		E-mail:	
	State the location of the proposed project or activity in relation to you, your residence, your land, or land in which you have an interest.		
Your land description (if known): LSD      Sec      Twp      R      W      M (i.e. SW 00-000-00W4M or 00-00-000-00W5M)			

<b>I/We wish to notify the AER of an unresolved concern with the following party:</b>	
Project location: LSD      Sec      Twp      R      W      M	AER application(s) no.:
Project type: <input type="checkbox"/> Wells <input type="checkbox"/> Pipelines <input type="checkbox"/> Surface Facilities <input type="checkbox"/> Subsurface <input type="checkbox"/> Oil Sands <input type="checkbox"/> Coal <input type="checkbox"/> Public Lands <input type="checkbox"/> EPEA <input type="checkbox"/> Water Act <input type="checkbox"/> Reclamation <input type="checkbox"/> Remediation	
Project description:	
Company name:	
Company contact/representative (if available):	
Company address (if available):	
<b>Please outline your concerns in the following section:</b> (attach additional sheets if the form does not expand as needed): Note: Please attach any correspondence that may support your summary of concerns (i.e., maps, etc.)	
1. A summary of your concerns (how the proposed project could impact you, your organization, or your members or directly and adversely affect you, your residence, or lands in which you have an interest):	

Please outline the following: (attach additional sheets if the form does not expand as needed)

2. A summary of the history and/or background information that may provide insight to the AER about your concerns:

3. Identify the actions you propose the AER should take in response to your concerns.

In accordance with Section 49 of the *Alberta Energy Regulator Rules of Practice*, all documents filed in respect of a proceeding must be placed on the public record. However, any party may apply for confidentiality of information under Section 49. The regulator may consider a request for confidentiality on any terms it considers appropriate, subject to the *Freedom of Information and Protection of Privacy Act*. A request for confidentiality must be copied to other parties in the proceeding.

**Authorization and proof of submission:** I/We hereby understand that as part of regular AER business practices this statement of concern will be forwarded to the company and other interested parties and will become part of a public record.

Name(s):

Date:

Title (if applicable):

Company:

Signature(s):

Submissions may be sent to the AER at:

Mailing: Suite 1000, 250 – 5 Street SW, Calgary, Alberta, Canada T2P 0R4

E-mail: [ARCTeam@aer.ca](mailto:ARCTeam@aer.ca) Fax: 403-297-4117

(Note: The AER recommends that all e-mail attachments be in a PDF format.)

(Note: E-mail preapplication concerns to [stakeholder.engagement@aer.ca](mailto:stakeholder.engagement@aer.ca).)



# Shell Canada

## What is personal information?

Personal information is any information that identifies an individual, or by which an individual's identity could be deduced.

## Why do we collect personal information?

We collect your personal information for the following reasons:

- In order to comply with certain AER rules
- for emergency planning and response purposes
- to provide you with information regarding Shell projects and activity in your area, and to invite you to our community events.

## What personal information does Shell collect?

We may collect personal information such as:

- Name, address and telephone numbers for the means of contacting, engaging or consulting
- The legal land description and physical location of the property, the names and number of people who reside at the property, what structures are on the property, and if you reside there full time

We may also need to know, for emergency planning and response purposes:

- If there are school age children, infants, or persons with special needs who may require specialized assistance
- How to best to contact you during the day, in the evening and at other times. i.e. a cell phone number
- If you have livestock and/or pets

## Who may have access to your personal information?

Your personal information may be accessed by employees and contractors of Shell Canada and local emergency responders who have a need to know the information.

## How is your personal information protected?

We endeavor to maintain safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access.

## Updating your personal information?

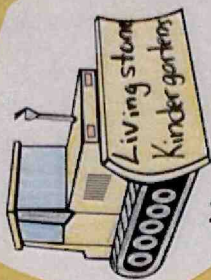
Because this information is used in case of an emergency it is imperative that the information contained in our records is current and accurate. Should any of your personal information change please notify us immediately.

Please visit our privacy policy at  
[www.shell.ca](http://www.shell.ca)

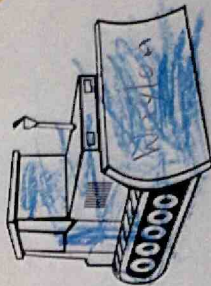
for more information regarding our information handling practices.



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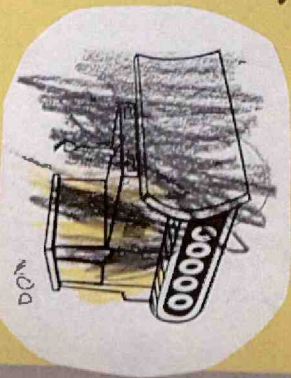
Mrs. Grase



Thank you so much  
for the wonderful tour and  
for showing us the important  
role M.D. workers have in our  
community.

Thank you!

Livingstone School  
Kindergarten class



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M.D. OF PINCHER CREEK