

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
June 14, 2016
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

- Nil

C. MINUTES

- (1) Council Meeting Minutes
 - Minutes of May 24, 2016

D. UNFINISHED BUSINESS

- Nil

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

(1) **Operations**

- a) Policy 5.3.2.1 – Fees and Charges – Dust Control
 - Report from Director of Operations, dated May 30, 2016
- b) Range Road 1-2 Closure – Chipman Creek
 - Report from Director of Operations, dated June 3, 2016
- c) Operations Report
 - Report from Director of Operations, dated June 3, 2016

(2) **Planning and Development**

- a) Notice of Proposed MD Willow Creek Land Use Amendment
 - Report from Director of Development and Community Services, dated June 7, 2016

(3) **Finance and Administration**

- a) Public Auction – Conditions and Reserve Bids
 - Report from Finance Manager, dated June 7, 2016
- b) Vegetation Control Sub-Contract with MD of Pincher Creek
 - Email from Volker Stevin, dated June 8, 2016
- c) Statement of Cash Position
 - Statement for Month Ending May 2016

(4) **Municipal**

- a) Chief Administrative Officer's Report
 - Report from CAO, dated June 9, 2016

F. CORRESPONDENCE

(1) **Action Required**

- a) MD of Pincher Creek Regional Emergency Management Plan and Program
 - Letter from Kenneth Kendall Consulting, dated May 24, 2016

(2) **For Information**

- a) Federal Gas Tax Fund
 - Letter from Alberta Municipal Affairs, dated June 3, 2016
- b) Municipal Sustainability Initiative
 - Letter from Alberta Municipal Affairs, dated June 1, 2016

- c) Centralization of Industrial Assessment
 - Letter from Alberta Municipal Affairs, dated May 11, 2016
- d) Follow Up from Meeting with Alberta Transportation during Alberta Association of Municipal Districts and Counties Spring Convention
 - Letter from Alberta Transportation, dated April 1, 2016
- e) Minister's Senior Service Award
 - Letter from Alberta Seniors and Housing, dated May 26, 2016
- f) Senior's Week
 - Letter from Alberta Seniors and Housing, dated May 19, 2016
- g) May Long Weekend Statistics
 - Email from RCMP Pincher Creek Detachment, dated May 31, 2016
- h) Thank You Card
 - Thank You Card from Beaver Mines Community Association, dated May 23, 2016

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

Councillor Fred Schoening – Division 2

- Oldman River Regional Services Commission
 - 2015 Annual Report
 - Executive Committee Meeting Minutes of April 14, 2016
 - General Board of Directors' Meeting Minutes of March 3, 2016

Councillor Garry Marchuk – Division 3

- Alberta SouthWest Bulletin June 2016

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

- (1) Land
- (2) Personnel
- (3) Personnel

I. NEW BUSINESS

J. ADJOURNMENT

**MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
MAY 24, 2016**

8667

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, May 24, 2016, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

STAFF Chief Administrative Officer Wendy Kay, Director of Finance and Administration Mat Bonertz, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, 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 Garry Marchuk 16/237

Moved that the Council Agenda for May 24, 2016, be amended, the amendments as follows:

Deletion of E3a – Public Auction – Conditions and Reserve Bid;
Addition to E4c – AAMDC Sponsored - *Municipal Government Act* Review;
Addition to In-Camera – Legal;
Addition to In-Camera – Land;

And that the Agenda be approved, as amended.

Carried

B. DELEGATIONS

Reeve Hammond acknowledged Mat Bonertz and his 35 years of service for the Municipal District of Pincher Creek. Mat will be retiring June 3, 2016.

C. MINUTES

(1) Public Hearing Minutes

Councillor Terry Yagos 16/238

Moved that the Public Hearing for Bylaw No. 1267-16, being the bylaw to amend the Land Use Bylaw, be approved as presented.

Carried

(2) Council Meeting Minutes

Councillor Quentin Stevick 16/239

Moved that the Council Meeting Minutes of May 10, 2016, be approved as presented.

Carried

D. UNFINISHED BUSINESS

(1) Pincher Creek Spray Park Society

Councillor Terry Yagos 16/240

Moved that the presentation from the Pincher Creek Spray Park Society, be received as information.

Carried

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(2) Alberta Fire Appeal

Councillor Garry Marchuk 16/241

Moved that the email from the Federation of Canadian Municipalities, dated May 5, 2016, regarding the Alberta Fire Appeal, be received;

And that Council donate \$5,000 towards the Alberta Fire Appeal, with funding coming from Grants to Groups and Organizations (Account No. 2-74-0-770-2765).

Carried

(3) Bylaw No. 1267-16 – Land Use Amendment Bylaw

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 1:12 pm.

Councillor Terry Yagos 16/242

Moved that Council give second reading to Bylaw No 1267-16, being the Bylaw to amend Land Use Bylaw No. 1140-08.

Carried

Councillor Terry Yagos 16/243

Moved that Council give third and final reading to Bylaw No 1267-16, being the Bylaw to amend Land Use Bylaw No. 1140-08.

Councillor Quentin Stevick requested a recorded vote.

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

Councillor Garry Marchuk returned to the meeting, the time being 1:21 pm.

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

(1) Operations

a) Capital Project Southfork Hill Drainage Improvements

Councillor Fred Schoening 16/244

Moved that the report from the Director of Operations, dated May 17, 2016, regarding the Capital Project Southfork Hill Drainage Improvements, be received;

And that Council authorize the Reeve and Chief Administrative Officer to sign the contract with Iron Arm Civil Construction Ltd. for \$271,071. 21, with the project funding coming from Public Works Capital Road Reserve (Account No. 6-12-0-767-6760);

And further that Council approve the increase in total project cost of \$54,100, with funding coming from Public Works Capital Road Reserve (Account No. 6-12-0-767-6760).

Carried

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b) Policy 307 – Dust Control

Councillor Quentin Stevick

16/245

Moved that the report from the Director of Operations, dated May 17, 2016, regarding the Policy 307 – Dust Control, be received;

And that Council approve the 2016 rate charges for dust control, as per Policy 5.3.2.1 – Fees and Charges, to be changed to \$600 for commercial and \$250 for residential;

And further that the word corporation be replaced with commercial.

Carried

Councillor Terry Yagos

16/246

Moved that Council approve the amendments to Policy 307 and Schedule 307A – Dust Control, be approved, with the following addition(s):

- Wood Avenue South of 3A, uphill to Lundbreck Water Reservoir (0.45 km)
- North and South of Intersection of Range Road 29-1 and Highway 785 (0.2 km south and 0.3 km north)
- Township Road 8-2, near Beaver Creek, going West of Highway 785 (0.2 km) and East (0.3 km)
- West off of Kerr Road from Highway 6 (0.5 km).

Carried

c) Operations Report

Councillor Garry Marchuk

16/247

Moved that the Operations Report for the period of May 5, 2016 to May, 2016, be received as information.

Carried

(2) Planning and Development

a) Subdivision Approval Extension Request (Knoeck – 2013-0-143)

Councillor Terry Yagos

16/248

Moved that the report from the Director of Development and Community Services, dated May 16, 2016, regarding the Subdivision Approval Extension Request (Knoeck – 2013-0-143), be received;

And that an extension be granted for Subdivision No. 2013-0-143 until November 11, 2016.

Carried

(3) Finance

Nil

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(4) Municipal

a) Castle Mountain – Request for Grading

Councillor Garry Marchuk

16/249

Moved that the report from the Chief Administrative Officer, dated May 16, 2016, regarding Castle Mountain – Request for Grading, be received;

And that Council approve the request to supply gravel (once) and grade (twice a year), at no charge to the Castle Mountain Community Association.

Councillor Terry Yagos declared a potential conflict of interest, as he has a private development, and left the meeting, the time being 2:24 pm.

Councillor Garry Marchuk requested a recorded vote.

Councillor Fred Schoening – Opposed
 Reeve Brian Hammond – Opposed
 Councillor Garry Marchuk – In Favour
 Councillor Quentin Stevick – In Favour
 Motion Defeated

Councillor Fred Schoening

16/250

Moved that the report from the Chief Administrative Officer, dated May 16, 2016, regarding Castle Mountain – Request for Grading, be received;

And that council approve the request to grade roads within the Castle Mountain Resort area, twice a year;

And further that the Community supply their own gravel.

Councillor Garry Marchuk requested a recorded vote.

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

Councillor Terry Yagos returned to the meeting, the time being 2:34 pm.

b) CAO Report

Councillor Terry Yagos

16/251

Moved that Council receive for information, the Chief Administrative Officer's report for the period of May 6, 2016 to May 19, 2016.

Carried

c) Municipal Government Act (MGA) Review

Councillor Terry Yagos

16/252

Moved that Council authorize the attendance of interested Councillors to attend the Alberta Association of Municipal Districts and Counties (AAMDC) sponsored information session regarding the MGA Review, to be held on Monday, June 6, 2016 in Lethbridge.

Carried

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F. CORRESPONDENCE

1. For Action

Nil

2. For Information Only

Councillor Terry Yagos

16/253

Moved that the following be received as information:

a) Municipal Government Act Review

- Letter from Alberta Municipal Affairs, dated May 2, 2016

b) Thank You Card

- Thank You Card from Livingstone Sabres, received May 16, 2016

Carried

G. COMMITTEE REPORTS

Councillor Quentin Stevick – Division 1

- Twin Butte Community Clean Up
- MD Website

Councillor Fred Schoening – Division 2

- FCSS
- Police Advisory Committee

Councillor Garry Marchuk – Division 3

- Beaver Mines Park Clean Up

Reeve Brian Hammond - Division 4

- Book Launch at the Kootenai Brown Pioneer Village Museum

Councillor Terry Yagos – Division 5

- Crowsnest / Pincher Creek Landfill Association
- Minutes of April 20, 2016

Councillor Fred Schoening

16/254

Moved that the committee reports be received as information.

Carried

H. IN-CAMERA

Councillor Terry Yagos

16/255

Moved that Council go In-Camera, the time being 2:50 pm.

Carried

Councillor Terry Yagos

16/256

Moved that Council come out of In-Camera, the time being 4:19 pm.

Carried

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I. ADJOURNMENT

Councillor Terry Yagos

16/257

Moved that Council adjourn the meeting, the time being 4:20 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

MD OF PINCHER CREEK

MAY 30, 2016

TO: Wendy Kay, CAO

FROM: Leo Reedyk, Director of Operations

SUBJECT: POLICY 5.3.2.1 FEES AND CHARGES – DUST CONTROL

1. Origin

Annually, Council reviews and updates Policy 307 – Dust Control and Schedule 307A to provide direction to Public Works including a review of Policy 5.3.2.1 - Fees and Charges. In the briefing presented to Council, May 24, 2016, the reported program amount was unfortunately miss-stated.

2. Background:

In 2016, the dust control program is being completed using two crews, one contracted and one made up of Public Works employees. The product used was understated by \$177,316.

The following is a breakdown of dust control activity and cost for 2015.

2015 Revenue

Private - 24 requests	24,425
Corporate – 3 requests	69,932
MSI Operating Grant	<u>54,238</u>
Total Collected for Dust Control	\$148,595

2015 Costs

Material	301,181 vs 117,958
Equipment and Labour	116,163
Private Contractor	<u>168,882</u>
	\$586,226 vs 430,003

MD Requested Applications	41.75 km
Privately Requested Applications	<u>20.76 km</u>
	62.51 km

Cost per km of Road	\$9,379 vs 6,447
Cost per 100m of Road	\$937 vs 644
Property Owner Charge per 100m	\$250
Corporate Charge per 100m	\$700

Residents looking to have dust suppression applied must fill out an agreement to purchase materials or service form prior to the dust suppression being applied. Residents and commercial entities have indicated that the cost for dust suppression is too high. The rate charged to residents in Policy 5.3.2.1. Fees and Charges is at \$250.00 per 100 meters for residents and \$750.00 per 100 meters for commercial applications.

At their meeting on May 24, 2016, Council approved the 2016 rate charged for dust control as posted in Policy 5.3.2.1., to be reduced to \$200.00 for residential and \$600,00 for commercial.

On May 30, 2016, Shell provided a synopsis of their intent on the Riviere Road pending clarification on Council's rates.

3. Recommendation:

THAT the report from the Director of Operations, dated May 30, 2016 regarding Policy 5.3.2.1. Fees and Charges - Dust Control be received;

AND THAT Council provide direction on the rates to be charged given the new information.

Respectfully Submitted,



Leo Reedyk

Attachments:

Reviewed by: Wendy Kay, Chief Administrative Officer *W Kay* Date: *May 31, 2016*

Leo Reedyk

From: Rod.Sinclair@shell.com
Sent: May 30, 2016 9:25 AM
To: Leo Reedyk; Stu Weber
Subject: Dust control requests
Attachments: 2015 Dust Control Locations.docx

Importance: High

Gents

Attached is a list of rate payers that have asked for dust suppressant again for 2016. This list is the same as last year and the past years however Shell is waiting to see what the decision by council is regarding the Riviere road. If council decides this will be the same cost to Shell as prior years Shell will be installing a gate on the private access portion of that road so it would then become a dead end road to the public. If council is willing to change the rate from corporate to rate payer everything should stay the same as it has in the past and the road will be accessible by the public. Let me know if you have any questions and what your thoughts are.

Thank you

Rod Sinclair
Community Liaison Officer

My journey is not to arrive at my grave site rested and in a well preserved body.....but rather to skid in, jump off my horse and shout..... YAHOO.....what a ride!!

Shell Canada Energy
PO Box 1088, Pincher Creek, Alberta T0K 1W0, Canada

Tel: +1 403 627 7282
Email: Rod.Sinclair@shell.com



2015 Dust Control Locations

KC Shenton -----800m (200m MD RD 600m Shell RD)

George Clark -----200m MD RD

Lyle Noble----- 200m MD RD

Cyr Air Monitoring trailer -----100m (Shell) MD RD

McRae Air Monitoring trailer -----100m (Shell) MD RD

Bonertz Air Monitoring trailer -----100m (Shell) MD RD

Riviere Air Monitoring trailer -----100m (Shell) MD RD

Riviere's Road----- 5000m total (hiway to forest reserve boundry) Dick Hardy, Murray Kirby, Darryl Carlson, Shawna Riviere, Clint Riviere (2600m MD RD 2400m Shell)

Darryl Carlson -----75m (driveway Shell)

Tom Toney-----200m MD RD (from driveway entrance 200m west)

Bob Toney----- 200m MD RD

Karl Hagglund-----200m MD RD

Darrell Zeller-----100m MD RD

Jack Morgan -----100m MD RD

Barry Morgan -----100m MD RD

Intersection of Spread Eagle School -----100m MD RD

Kim Barbero-----300m MD RD

CA6-17 ACCESS-----400M Shell RD

SHELL DUST CONTROL

LOCATION	DISTANCE	\$700 per 100 m	\$600 per 100 m	\$250 per 100 m
KC Shenton	800 m	\$5600		
George Clark	200 m	\$1400	\$1200	\$500
Lyle Noble	200 m	\$1400	\$1200	\$500
Cyr Air Monitoring	100 m	\$700	\$600	\$250
McRae Air Monitoring	100 m	\$700	\$600	\$250
Bonertz Air Monitoring	100 m	\$700	\$600	\$250
Riviere Air Monitoring	100 m	\$700	\$600	\$250
Riviere's Road	5000 m	\$35,000	\$30,000	\$12,500
Darryl Carlson	75 m	\$525.00	\$450.00	\$187.50
Tom Toney	200 m	\$1400	\$1200	\$500
Bob Toney	200 m	\$1400	\$1200	\$500
Karl Hagglund	200 m	\$1400	\$1200	\$500
Darrell Zeller	100 m	\$700	\$600	\$250
Jack Morgan	100 m	\$700	\$600	\$250
Barry Morgan	100 m	\$700	\$600	\$250
Intersection of Spread Eagle Rd	100 m	\$700	\$600	\$250
Kim Barbero	300 m	\$2100	\$1800	\$750
CA6-17 Access	400 m	\$2800	\$2400	\$1000

JUNE 3, 2016

TO: Wendy Kay, CAO

FROM: Leo Reedyk, Director of Operations

SUBJECT: RANGE ROAD 1-2 CLOSURE – CHIPMAN CREEK

1. Origin:

Range Road 1-2, between Tony Drive (TR 6-0) and Alberta Ranch Road (TR 5-4) is an unimproved road that crosses Chipman Creek. There is no bridge or culvert for Chipman Creek to pass under the road. Chipman Creek at this location flows, spring fed for most of the year. Historically this road is used by mud bidders. Trout Unlimited feels this reach of Chipman Creek is historical Bull Trout habitat.

2. Background:

In 2015, the Municipality was contacted by Trout Unlimited to look at a culvert on Alberta Ranch Road as a plunge pool on the downstream side was preventing fish from passing under the road in Chipman Creek. This culvert is approximately 2 km from the crossing on RR 1-2. Depending on the year, Chipman Creek on RR 2-1 has a rutted bottom from mud bidders that would prevent fish passage.

A local citizen contacted the Municipality on May 30, 2016 to inform us that there had been a considerable amount of traffic through Chipman Creek overnight. He inquired if the road could be closed to vehicular traffic. Public works was tasked with meeting local land owners to confirm their access requirements and to determine if and where the road could be closed.

The road could be closed for lease purposes that would allow vehicular traffic to be restricted while still allowing access on foot or horseback.

3. Recommendation:

THAT Council provide direction to Administration.

Respectfully Submitted,

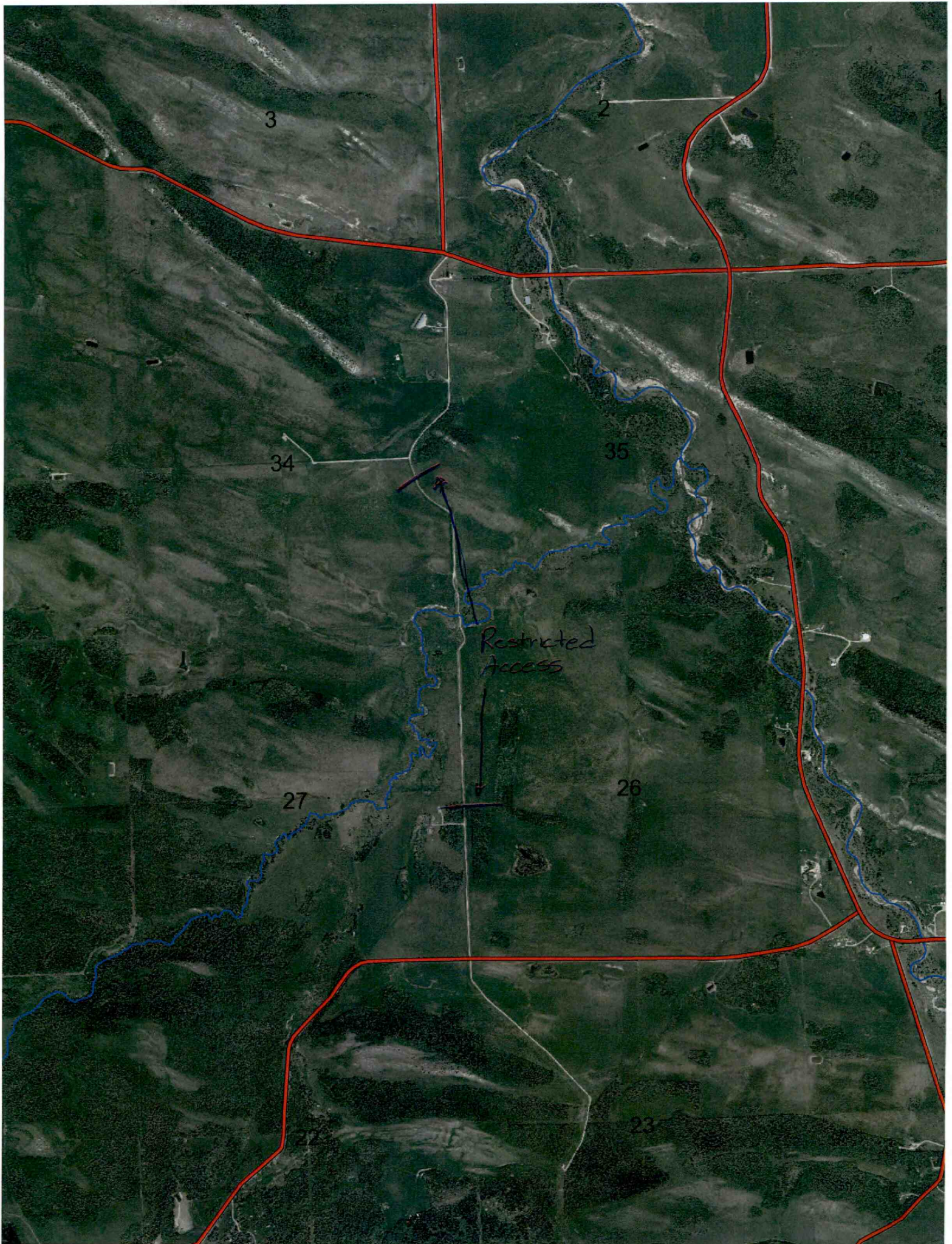
Leo Reedyk

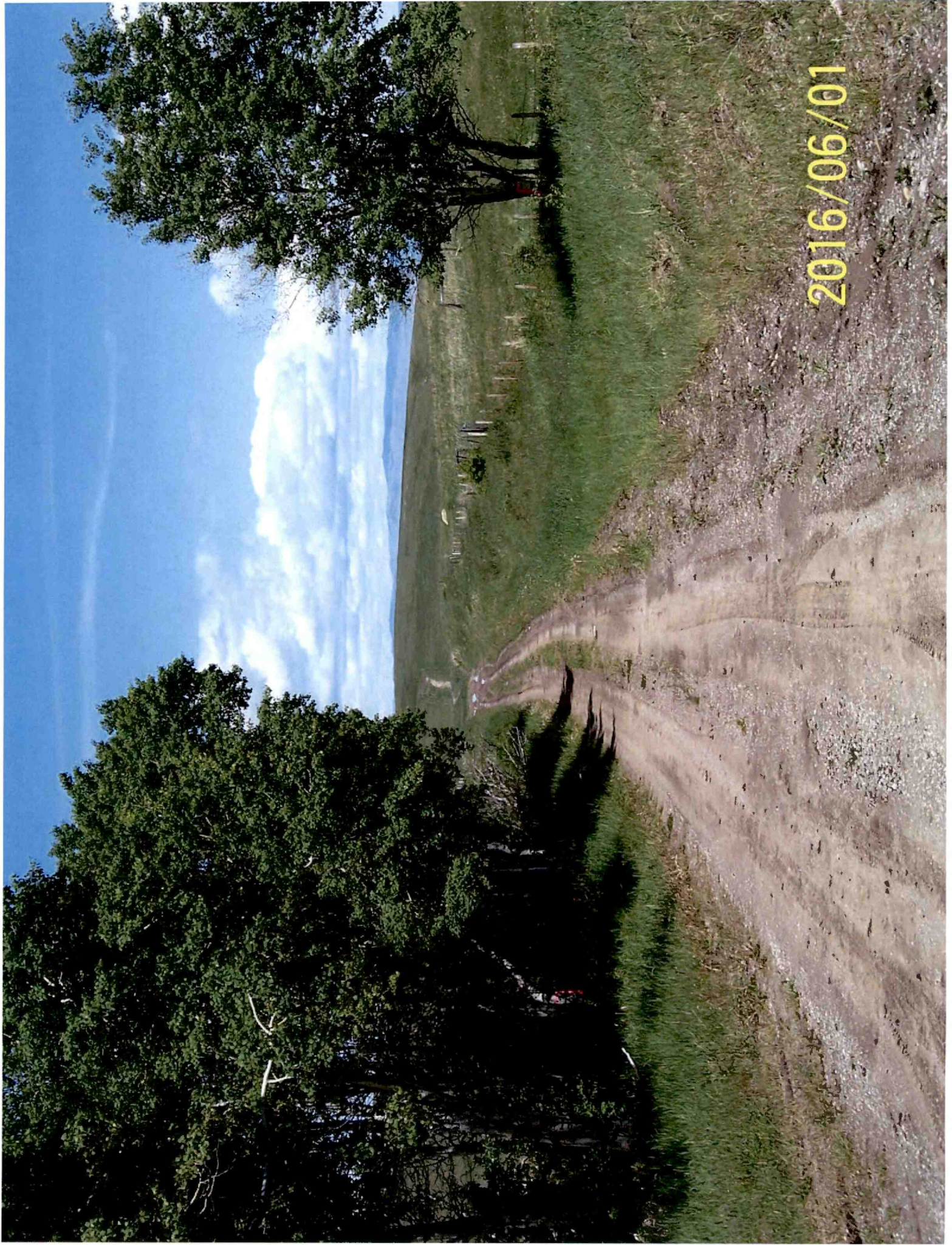


Photo Attachments

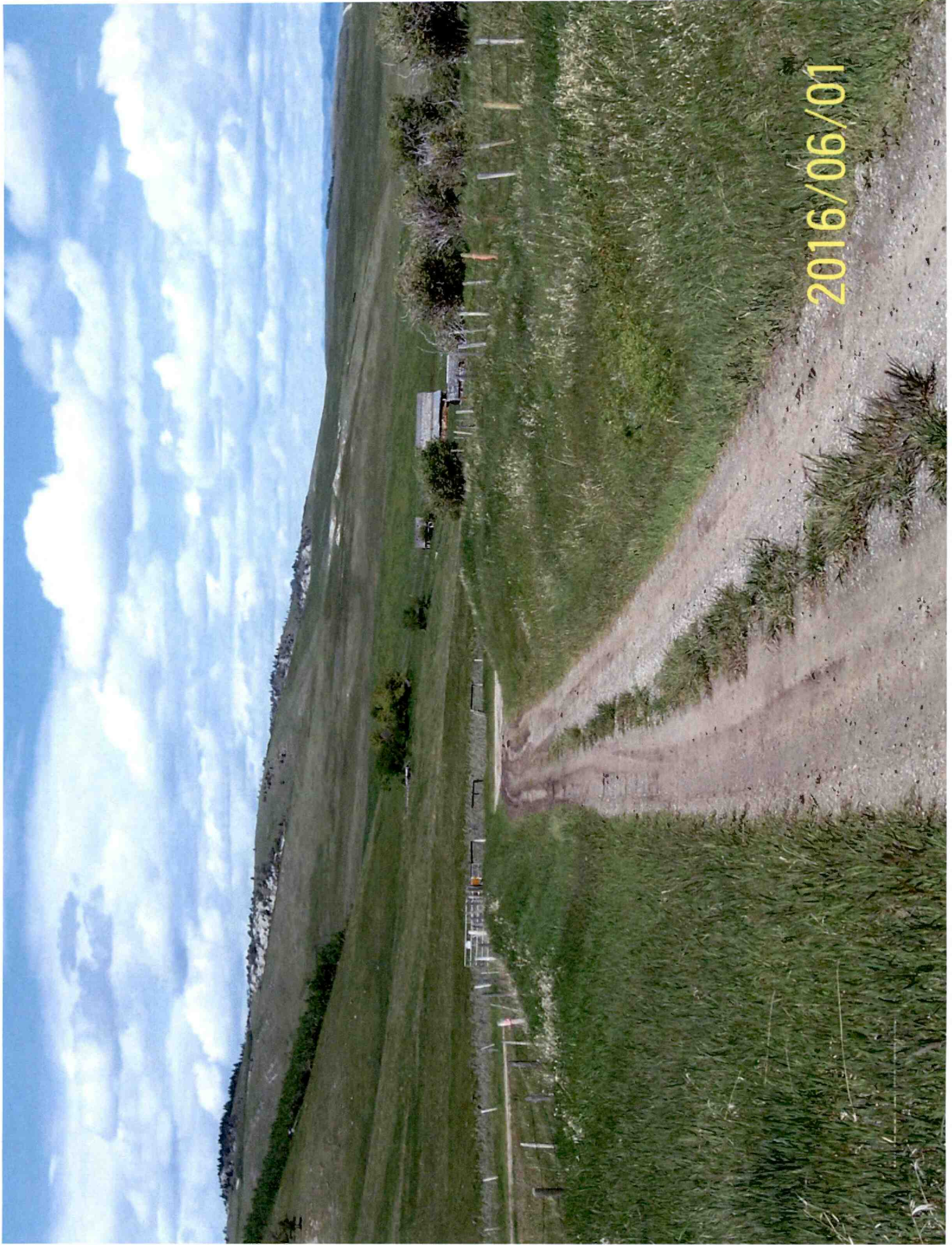
Reviewed by: Wendy Kay, Chief Administrative Officer

W. Kay Date: *June 3, 2016*





2016/06/01



2016/06/01









Director of Operations Report June 3, 2016

Operations Activity Includes:

- May 17-18, ICS Table Top Exercises;
- May 24, Council Meetings;
- May 26, Shell Waterton Advisory Group meeting
- June 2, Agricultural Service Board meeting.

Agricultural and Environmental Services Activity Includes:

- May 18-19, Technical Large Animal Emergency Rescue;
- May 19-20, Biocontrol releases for Houndstongue;
- May 26, 27, Biocontrol releases for Dalmatian Toadflax;
- May 27, CFIA Dead Stock Quarterly Audit;
- June 1, CPR weed control consultation.

Public Works Activity Includes:

- Kerr Road and Mazur road tops done, some shoulder work required on both jobs;
- Gravel crew hauling from Hengerer Pit, Waterton Colony next;
- Cold mix patching;
- Bridge deck patching;
- Texas gate replaced at Foothills Park;
- Dust control to start June 6th;
- Sign repair and install.

Upcoming:

- June 6-10, Alberta Airports Management Association / Rural Community Airports of Canada Conference;
- June 8, Joint Worksite Health and Safety Committee Meeting.

Project Update:

- 2013 Disaster Recovery Projects
 - Satoris Road – Awaiting AEP approval for road realignment.
- Community Resilience Program
 - Regional Water System Intake Relocation – Permitting requirements being completed.
- Capital Projects
 - North Burmis Road Intersection – Land acquisition complete, brushing completed project to be constructed this August;

- Airport Runway Threshold review underway, preliminary report received, guidance provided;
- Southfork Hill Drainage – Awarded, Contract being signed.

Call Logs – attached.

Recommendation:

That the Operations report for the period May 17, 2016 to June 3, 2016 be received as information.

Prepared by: Leo Reedyk

Leo Reedyk
W. Kay

Date: June 3, 2016

Reviewed by: Wendy Kay

Date: *June 3, 2016*

Submitted to: Council

Date: June 14, 2016





PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	Completion Date
477	Division 5	NE11T7 R2 W5	Culvert needs cleaning RR2 TWP 70-2 Site #7132	Arnold Nelson	Completed	2015-08-25	2016-05-28
534	Division 2	Foothills Park	Park entrance gate needs new posts & rails (Swinging gate??) Firepit should have 10-12 "Diameter circle of gravel Bldg (NW) ready to collapse should be hauled away	Stu Weber	Work will be outlined following a detailed inspection	2016-03-07	
	Lundbreck	119 Wood Avenue	Water running from alley to house (Atco Trench) Moisture getting into basement	Arnold Nelson	Completed	2016-04-01	2016-05-31
540	Division 3	NE15 T6 R2 W5	Needs Gravel on a new field approach he has put in	Stu Weber	Work in Progress	2016-04-07	
541	Division 3	NE12 T5 R2 W5	Site 2003 TWP 6-2 Needs an approach upgraded as moving into a house that has not been used for a few years	Arnold Nelson	Work in Progress	2016-04-07	
543	Division 1	Sec13/24T5R30W4	Would like shoulders pulled and driveway graded	Rod Nelson	Completed	2016-05-18	2016-05-25
544	Division 5	SW12 T8 R3 W5	RQ "Slow Hidden Driveway" sign to be installed for southbound traffic on the N. Burmis Road	Don Jackson	Work in Progress	2016-05-24	
545	Division 5	SE16 T10 R2 W5	RQ driveway to abe graded	Dave Sekella	Work in Progress	2016-05-24	
546	Division 1		RQ a sign (Curve Warning) across bridge at corner	Don Jackson	Completed	2016-05-24	2016-05-30
547	Division 3	NE13 T6 R1 W5	Road Allowance from Hwy 507 to bottom of hill needs gravel Driveway lane may need gravel (plse call when in the area	Henry Dykstra	Completed	2016-04-25	2016-06-02
548	Division 3		Castle River campground to Castle Falls road and to Lynx Ck Needs grading	Henry Dykstra	Completed	2016-05-27	2016-06-02
549	Town of PC		Please Grade the Recycle Lot on Monday when closed	Henry Dykstra	Completed	2016-05-26	2016-06-06
		Rinaldi Pit	Custom Made bench was damaged	Stu/Arnold	Inspected & Repaired Completed	2016-05-30	2016-05-30

MD OF PINCHER CREEK

June 7, 2016

TO: Reeve and Council
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Notice of Proposed MD Willow Creek LUB Amendment**

1. Origin

- On May 30, 2016, the MD received a notice from the adjacent municipality of the Municipal District of Willow Creek No. 26, regarding a proposed land use bylaw amendment within approximately 2.4 km of the MD of Pincher Creek No. 9 boundary (Enclosure 1).
- The redesignation proposes to change approximately 80 acres from Rural General – RG to Rural Industrial –RI, to accommodate sand and gravel extraction.

2. Background/Comment

- From the MD Willow Creek Land Use Bylaw:

Resource extraction uses means those uses of land or buildings which are governed by the location of a natural resource and which involve the extraction or on-site processing and/or storage of a natural resource, except those industries which are "Noxious or hazardous industries". Resource extraction uses include, but are not limited to the following:

- (a) cement and concrete batching plants;
- (b) sand and gravel operations;
- (c) logging and forestry operations, including sawmills; and
- (d) such other uses as established by Council or the Municipal Planning Commission to be similar to any one or all of the above uses.

3. Discussion

- The date for the public hearing is June 15, 2016 at 1:30 pm.

Recommendation No. 1

That the report from the Director of Development and Community Services, dated June 7, 2016, regarding the request for comment on MD Willow Creek land use redesignation, be received;

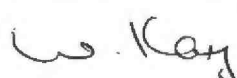
And that the MD of Pincher Creek provide a letter to the MD of Willow Creek stating, that at this time the MD of Pincher Creek No. 9 has no concerns with the proposed redesignation.

Respectfully Submitted,


Roland Milligan

Enclosure(s) No. 1) Notice of Public Hearing; No. 2) GIS Map

Reviewed by: Wendy Kay, CAO



June 8, 2016



RECEIVED

MAY 30 2016

M.D. OF PINCHER CREEK

NOTICE OF PUBLIC HEARING
THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
IN THE PROVINCE OF ALBERTA

PROPOSED LAND USE BYLAW AMENDMENT

1:30 p.m., Wednesday, June 15, 2016

The Municipal District of Willow Creek No. 26 Council Chambers

PURSUANT to sections 230, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider an application by Thompson Colony to amend Bylaw No. 1616, being the municipal Land Use Bylaw.

THE PURPOSE of the proposed land use bylaw amendment is to redesignate 42.7 acres within the NE and SE 34-05-27-W4M (as shown on the map in Schedule A), from 'Rural General – RG' to 'Rural Industrial – RI', in order to accommodate rural industry development – Class 1 Sand and Gravel resource extraction. The lands that are subject of the proposed land use district redesignation are shown on the map in Schedule 'A'

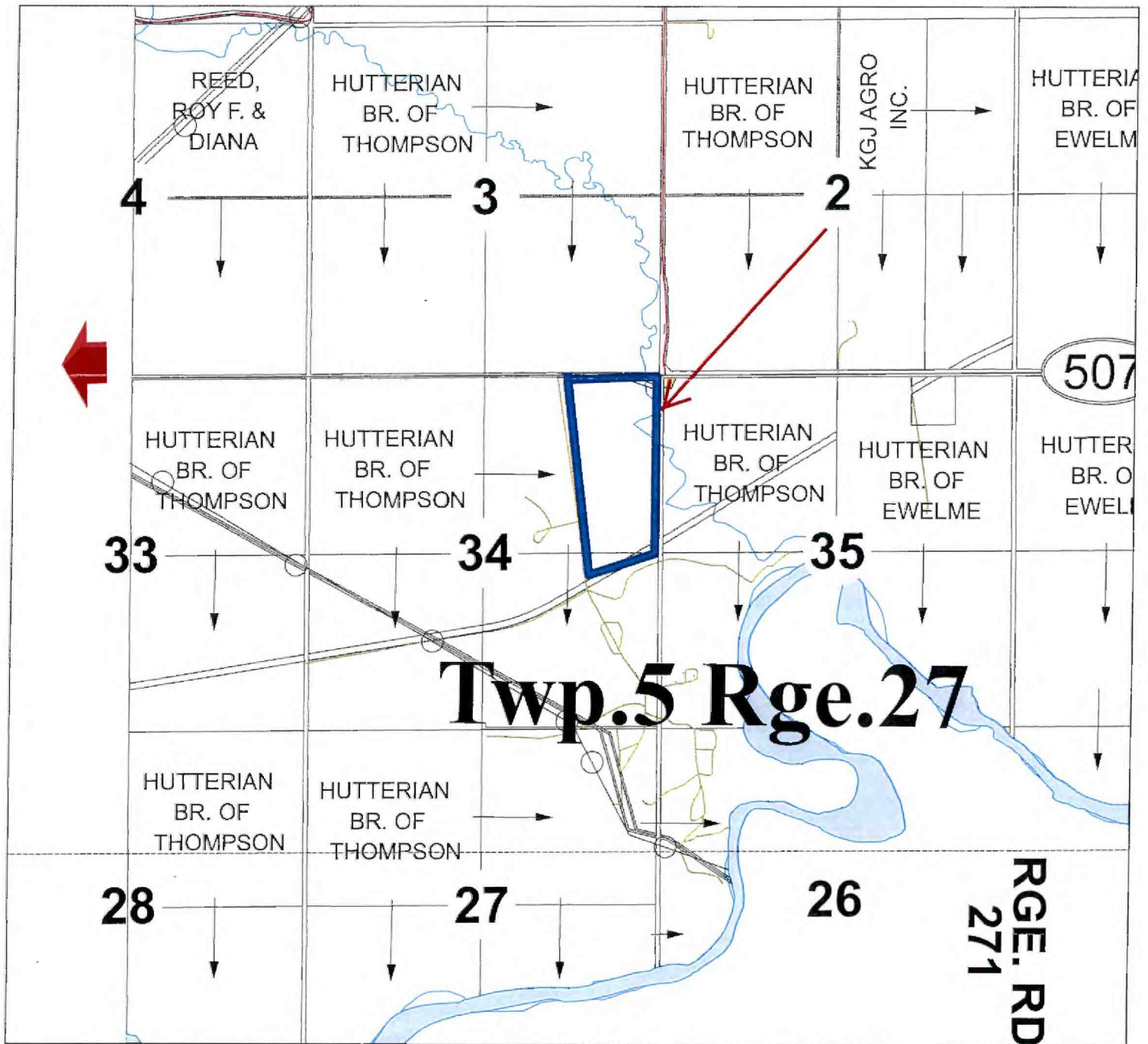
THEREFORE, TAKE NOTICE THAT a public hearing to contemplate the proposed land use bylaw amendment will be held in the Municipal District of Willow Creek No. 26 Council Chambers at **1:30 p.m., on the 15th day of June 2016.**

AND FURTHER TAKE NOTICE THAT documents relating to this matter may be viewed on the Municipal District's website or inspected at the Municipal District Administration Office, 273129 Hwy 520 West, Claresholm, during normal business hours. Both written and/or verbal presentations may be given at the public hearing. Written submissions are to be forwarded to the Manager of Planning & Development Services at Box 550, Claresholm, Alberta, T0L 0T0 or via email at development@mdwillowcreek.com, **no later than 4:00 p.m. on the 10th day of June 2016.** Any information submitted will become available to the public and is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

DATED at the Town of Claresholm in the Province of Alberta this 25th day of May 2016.
(Publication dates June 1st & June 8th, 2016)

Cindy Chisholm
Development Officer

LAND USE BYLAW AMENDMENT SCHEDULE 'A'

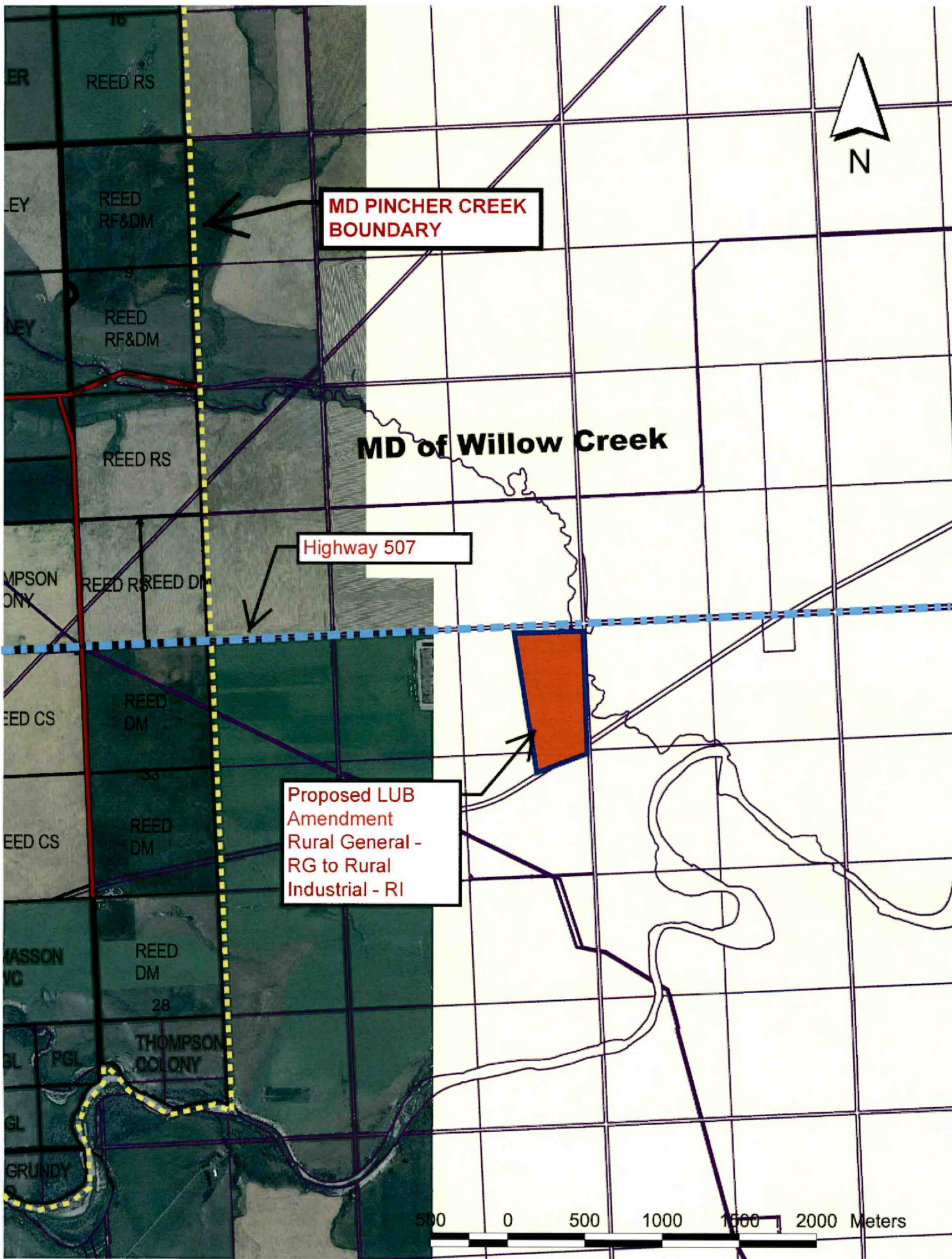


LAND USE AMENDMENT FROM 'RURAL GENERAL-RG'
TO 'RURAL INDUSTRIAL-RI'
NE, SE 34-05-27-W4M (42.7 ACRES)



FROM 'Rural General - RG'
To 'Rural Industrial-RI'

Date: May 25, 2016



MD PINCHER CREEK
BOUNDARY

MD of Willow Creek

Highway 507

Proposed LUB
Amendment
Rural General -
RG to Rural
Industrial - RI

500 0 500 1000 1500 2000 Meters

MD OF PINCHER CREEK

June 7, 2016

TO: Wendy Kay, CAO

FROM: Janene Felker, Director of Finance

SUBJECT: Public Auction – Conditions and Reserve Bids

1. Origin

As required by the *Municipal Government Act*, a municipality must annually prepare a tax arrears list showing the parcels of land on which there are tax arrears for more than one year at March 31st. Further to this, any parcel of land shown on the 2015 tax arrears list which remains in arrears as of March 31, 2016, must be offered for sale at public auction between April 1, 2016 and March 31, 2017. As of writing this report, the M.D. has three properties that fall into this category. Council is required to set an auction date and a minimum sale price for each property.

2. Background/Comment

Administration would like to schedule the auction date for Wednesday, September 21, 2016 at 10:00am in the Administration Building – Small Meeting Room, which will be advertised as per the MGA. It is recommended that Council set a minimum bid price. Our assessor has provided his opinion on the values of these properties. Also, the terms and conditions for the public auction must be accepted by council.

3. Recommendation

That Council approve the attached Terms and Conditions for the 2016 Public Auction as presented;

And that, Council set Wednesday, September 21, 2016 at 10:00am as the public auction date;

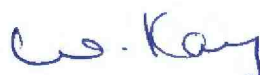
And that, Council establish the following reserve bids for the properties currently being offered for sale at the 2016 Public Auction. The bid amounts are the opinion of the M.D.'s assessor.

Roll number	Reserve Bid
0718.010	\$ 400,000.00
4417.000	\$ 540,100.00
5154.080	\$ 575,000.00

Respectfully Submitted,


Janene Felker, Director of Finance

Reviewed By: Wendy Kay, CAO



Date: June 7, 2016

M.D. of Pincher Creek No. 9 - 2016 Public Auction – Terms and Conditions

1. Redemption of a parcel of land offered for sale may be effected by payment of all arrears, penalties and costs by guaranteed funds at any time prior to the auction.
2. No terms or conditions of sale will be considered other than those specified by the municipality.
3. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
4. The lands are being offered for sale on an "as is, where is" basis, and the Municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability of the lands for any intended use by the successful bidder.
5. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel for themselves.
6. The purchaser of the property will be responsible for property taxes for the current year.
7. The purchaser will be required to execute a Sale Agreement in form and substance provided by the municipality.
8. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
9. GST will be collected on all non-residential properties, unless the Purchaser is a GST registrant.
10. The risk of the property lies with the purchaser immediately following the auction.
11. The purchaser is responsible for obtaining vacant possession.
12. The purchaser will be responsible for registration of the transfer including registration fees.
13. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
14. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
15. Once the property is declared sold at public auction the previous owner has no further right to pay the tax arrears.

Wendy Kay

From: Dean Jetten <DeanJetten@volkerstevin.ca>
Sent: Wednesday, June 8, 2016 1:03 PM
To: Wendy Kay
Subject: Vegetation control sub-contract with MD of Pincher Creek

Good afternoon Wendy,

Thank you for your time this morning to discuss the current reduction in our budget and pricing for the 2016 vegetation control season.

As discussed the Alberta Transportation budget was quite late coming this year resulting in a delay with the contracts being sent out. There was also a 2.04% deflation factor this year.

Can you please bring this forward to your council at the next scheduled meeting to discuss a possible reduction in pricing of 2% from the 2015 subcontract price list.

Thank you for your attention to this matter.

Kind regards,

Dean Jetten
Contract Manager

Tel 403.320.4920
Cell 403.308.4511
Fax 403.320.4930
DeanJetten@volkerstevin.ca
 **VOLKER STEVIN** Highways Ltd.



15-024
235

2320

**SUBCONTRACT AGREEMENT
CHEMICAL VEGETATION CONTROL
CN51.80.100.11 {3300} - M.D. OF PINCHER CREEK NO. 9**


The Subcontractor agrees to perform the Work as specified in the Subcontract, for the rates as shown below, unless otherwise modified in writing in accordance with the terms of this Subcontract.

Highways and Canals				
2 ton 4X4 Truck and Operator and Applicator	hr.	13	\$155.06	\$2,015.78
½ ton truck and two operators	hr.	38	\$129.22	\$4,910.36
*Chemicals to be used (see attachment)				\$3,000.00
Estimated Yearly Total				\$9,926.14


Where quantities and value of Work are shown above, they are estimated and are considered approximate. Actual quantities may vary significantly from those shown and will vary on a yearly basis. Payment will be made in accordance with the Subcontract documents for actual quantities of Work completed and accepted as determined by the Contractor.

SIGNED, SEALED AND DELIVERED

CONTRACTOR: Volker Stevin Highways Ltd.

Signature:  Date: June 15, 2015

Name and Title: F. Desjarlais
Vice President

Signature: 

Name and Title: K. Briscoe
President

SUBCONTRACTOR: Municipal District of Pincher Creek No. 9

Signature:  Date: May 26, 2015

Name and Title: Brian Hammond, Reeve

Signature: W. Kay

Name and Title: Wendy Kay, Chief Administrative Officer

Volker Stevin Highways Ltd.



RECEIVED

AUG 17 2015

M.D. OF PINCHER CREEK

CN51.80.100.11 {3300}

August 6, 2015

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

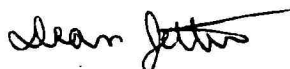
RE: Subcontract Agreement CN51.80.100.11 {3300}

Enclosed for your file is a fully executed copy for the above noted Subcontract Agreement.

If you have any questions or concerns please feel free to call me 403-308-4511.

We look forward to working with you.

Sincerely,



Dean Jetten
Contract Manager

Attachment

M.D. of Pincher Creek No. 9

Statement of Cash Position

E3c

Month Ending May 2016

BANK STATEMENT C.I.B.C.

General Accounts

	May	April
Bank Statement Balance	(878,854.65)	(1,341,119.95)
Deposits After Month End	1,092.82	3,906.50
Cash On Hand	600.00	600.00
Outstanding Cheques	(145,615.10)	(309,742.26)
Month End Cash Available (- Overdrawn)	(1,022,776.93)	(1,646,355.71)

M.D.'S GENERAL LEDGER

	May	April
Balance Forward from Previous Month	(1,646,355.71)	(509,243.38)
Revenue for the Month:		
Receipts for the Month	1,382,495.13	389,884.57
Interest for the Month	0.00	73.47
Disbursements for the Month:		
Cheques Written	(421,365.73)	(1,161,738.03)
Payroll Direct Deposits and Withdrawals	(298,883.44)	(321,553.10)
Electronic Withdrawals - Utilities and VISA	(34,230.97)	(39,993.27)
Banking Transaction Fees	(655.70)	(413.60)
Bank Overdraft Fees	(3,780.51)	(2,008.37)
Transfer to Short Term Investments	0.00	(1,364.00)
M.D.'s General Ledger Balance at Month End	(1,022,776.93)	(1,646,355.71)

SHORT TERM INVESTMENTS - C.I.B.C.

	May	April
Bridge Repair Advances	106,904.07	106,825.06
MSI Capital Grant Advances	2,555,170.80	2,553,282.28
Public Reserve Trust Funds	192,993.00	192,850.93
Lottery Board Account	2,214.22	2,212.58
Regional Water Advance	2,117.00	2,115.44
Federal Gas Tax Grant Advance	172,961.20	172,833.36
Tax Forfeiture Land Sales	3,520.73	3,518.13
Recycling Committee	29,858.41	29,836.34
Water Intake Advance	1,639,336.58	1,638,124.94
	4,705,076.01	4,701,599.06

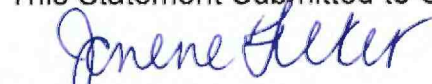
LONG TERM INVESTMENTS

	May Market Value	April Market Value	Annual Rate of Return in 2015	Original Investment Date	Original Investment Amount
C.I.B.C. Wood Gundy - Bonds	8,323,136.00	8,290,736.00	2.34%	Nov-88	1,255,915.75

COMMENTS

June Items of Note	Amount
Revenue In - 2016 Tax Revenue	9,000,000.00
Expense Out - Recreation Contribution	(315,800.00)
Expense Out - Pincher Creek Emergency Services	(153,480.00)
Expense Out - Pincher Creek Foundation	(166,480.00)
Expense Out - School Requisition	(694,900.00)
Expense Out - Debenture Payment	(171,000.00)

This Statement Submitted to Council this 14th Day of June 2016.



Director of Finance

CHIEF ADMINISTRATIVE OFFICER'S REPORT

May 20, 2016 to June 9, 2016

DISCUSSION:

- May 21, 2016 Beaver Mines Clean-up
- May 24, 2016 Policies and Plans
- May 24, 2016 Regular Council
- May 27, 2016 Telus – Burying of Lines
- May 30, 2016 Crestview Lodge
- May 30, 2016 EMS
- June 6, 2016 MGA Review
- June 7, 2016 Strategic Planning
- June 7, 2016 Subdivision Authority
- June 7, 2016 Municipal Planning Commission

UPCOMING:

- June 13, 2016 Cornfest - Lundbreck
- June 14, 2016 Policies and Plans
- June 14, 2016 Regular Council
- June 15, 2016 Johnson Controls – Administration Maintenance
- June 15, 2016 Coffee with Council – Summerview Hall
- June 20, 2016 Road Tour
- June 21, 2016 Road Tour
- June 23, 2016 EMS
- June 28, 2016 Policies and Plans
- June 28, 2016 Regular Council
- July 5, 2016 Strategic Planning
- July 5, 2016 Subdivision Authority
- July 5, 2016 Municipal Planning Commission
- July 12, 2016 Policies and Plans
- July 12, 2016 Regular Council
- July 15, 2016 MGA Review - Lethbridge

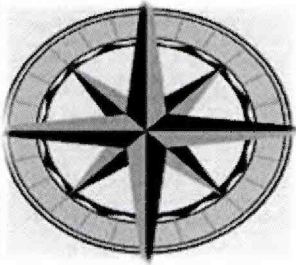
OTHER

- Revised Safety Manual
- Emergency Management Plan
- Finance Procedures

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of May 20, 2016 to June 9, 2016.

Prepared by:	CAO, Wendy Kay	Date: June 9, 2016
Presented to:	Council	Date: June 14, 2016



KENNETH KENDALL CONSULTING

Management Consulting

*Council
Corresp - Action*

F1a

May 24th, 2016

MD of Pincher Creek

Dear : Reeve and Council

Re: MD of Pincher Creek Regional Emergency Management Plan and Program

This letter is to update council on the status of the MD of Pincher Creek Regional Emergency Management Plan and Program. During the week of May 16th the municipal staff completed the final components of their emergency management training program. The program consisted of training staff from the MD and the Village of Cowley in Incident Command System, (ICS) level 300. All participants from across the entire organization embraced the training and many good questions were asked by the participants. Four exercises of varying difficulty were delivered and provided a good challenge to the staff. The final two exercises required the setup of the Emergency Coordination Centre to manage scenarios relevant to your region. All of the staff did an excellent job combining their skills to manage the scenarios. I was very happy to see how far the staff have advanced their knowledge of emergency management and their confidence has grown considerably. The municipality is better positioned to handle a multi day event that might impact the region.

I have asked the CAO to review the Emergency Social Services plan to determine continuity with the newly created regional emergency plan. I would recommend to council to maintain the skills achieved by the staff with at a minimum an annual exercise to help maintain training levels. Emergency management is a perishable skill set that diminishes with time and needs to be exercised regularly .

Thankyou for the opportunity to work with Council and the staff.

Sincerely,

Kenneth Kendall, MBA

Kenneth Kendall, MBA
59 Fairway Drive, Lacombe, Alberta T4L 1R5
(403) 782 3693 hm (403) 506 5018 cell
kenkendall86@gmail.com



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

*Council
Corresp-For Info*

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JUN - 8 2016

M.D. OF PINCHER CREEK

F2a

AR83363

June 3, 2016

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

Dear Reeve Hammond,

The Alberta Government is committed to making the lives of Albertans better by working with our federal and municipal partners. In 2014, Canada and Alberta entered into a 10-year agreement governing the administration of the federal Gas Tax Fund (GTF), to assist municipalities in building and revitalizing their local public infrastructure while creating jobs and long-term prosperity. I am pleased to confirm that in the third year of the program, \$218 million in GTF funding will be provided to Alberta's municipalities.

Your 2016 GTF allocation is \$170,257.

GTF funding amounts for all municipalities are also posted on the Municipal Affairs GTF website at municipalaffairs.alberta.ca/gtf-funding-allocations-eligibility.

I look forward to our continued partnership with you and the federal government as we work to strengthen Alberta communities.

Sincerely,

Hon. Danielle Larivee
Minister of Municipal Affairs

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

*Council
Corresp - For Info*



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

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JUN - 6 2016

M.D. OF PINCHER CREEK

F2b

AR83362

June 1, 2016

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

Dear Reeve Hammond,

The Alberta Government is committed to making the lives of Albertans better by working with our municipal partners, and we fully appreciate the Municipal Sustainability Initiative (MSI) has been an important program for your community. Through the MSI we continue to provide significant funding for infrastructure while respecting your local priorities. In keeping with that commitment, I am pleased to confirm MSI funding is just over \$1.2 billion in 2016. This includes funding under the MSI capital, operating, and Basic Municipal Transportation Grant components.

Your total 2016 MSI allocation is \$1,404,293, which includes \$1,348,799 in capital funding and \$55,494 in operating funding.

A more detailed breakdown between MSI funding components is provided in Appendix A (attached). MSI funding amounts for all municipalities are also posted on the Municipal Affairs MSI website at municipalaffairs.alberta.ca/msi.

I look forward to our continued partnership as we work to strengthen Alberta communities.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Danielle Larivee'.

Hon. Danielle Larivee
Minister of Municipal Affairs

Attachment

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

Appendix A

Municipal District of Pincher Creek

Municipal Sustainability Initiative (MSI) Funding Break-Down

2016 Capital Funding			2016 Operating Funding	2016 Total MSI Funding
MSI Capital Component	BMTG Component	Sub-Total		
\$1,097,275	\$251,524	\$1,348,799	\$55,494	\$1,404,293

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on 2015 official populations, 2015 education tax requisitions, and 2014 kilometres of local road.
- The allocations for the BMTG component are based on municipal status, with Calgary and Edmonton receiving funding based on litres of road-use gas and diesel fuel sold; the remaining cities and urban service areas receiving funding based on a combination of population and length of primary highways; towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receiving funding based on population; and rural municipalities and Metis Settlements receiving funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

*Council
Corresp - For Info*

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MAY 19 2016

M.D. OF PINCHER CREEK

F2c

AR84941

MAY 11 2016

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

Dear Reeve Hammond,

Thank you for your recent letter regarding the potential centralization of industrial assessment. I understand your concerns on this issue and thank you for raising them. This is one of many policy issues being considered by our government as part of the *Municipal Government Act (MGA)* Review.

Draft legislation amending the new *MGA* will be introduced late this spring so that Albertans can see the intended changes. I will be touring the province this summer to hear feedback on the draft legislation, which will then be reintroduced with any amendments in the fall for final consideration. I look forward to hearing your thoughts on the proposed changes during this time.

I would like to assure you that as part of the *MGA* review we will be seeking further input from stakeholders, including municipalities, on the content of regulations and of minister's guidelines for regulated assessment.

Sincerely,

Hon. Danielle Larivee
Minister of Municipal Affairs

*Council
Corresp - For Info*



ALBERTA
INFRASTRUCTURE
TRANSPORTATION

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

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MAY 30 2016

M.D. OF PINCHER CREEK

F2d

AR67621

April 1, 2016

Mr. Brian Hammond
Reeve
Municipal District of Pincher Creek
P.O. Box 279
Pincher Creek AB T0K 1W0

Dear Reeve Hammond:

Thank you for taking the time to meet at the 2016 Alberta Association of Municipal Districts and Counties Spring Convention. I appreciated our conversation regarding your council's Alberta Transportation issues and concerns.

In regards to the upgrading and the transfer of Highway 774, the proposed provincial park designation may affect the conditions of the already accepted agreement. As we learn more regarding the requirements of the park, we will inform the Municipal District administration how this impacts the transfer agreement. The timing of this information is currently unknown however we will do our best to keep you updated going forward.

I can confirm the Hamlet of Beaver Mines application under the Water for Life was considered under this year's program review. Information regarding approved projects will be forthcoming in the near future.

If you have any additional questions related to transportation concerns, please contact Mr. Darren Davidson, Regional Director in Alberta Transportation's Southern Regional Office at 403-381-5533 (dial 310-0000 for a toll-free connection) or at Darren.Davidson@gov.ab.ca.

Sincerely,

Brian Mason
Minister

cc: Darren Davidson, Regional Director, Alberta Transportation

*Council
Corresp - For Info*

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JUN - 6 2016

M.D. OF PINCHER CREEK



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

F2e

AR40910

May 26, 2016

Mrs. Patricia Bratz
PO Box 44
Pincher Creek AB T0K 1W0

Dear Mrs. Bratz:

Please accept my congratulations on the Pincher Creek Care Bear Society's nomination for a Minister's Seniors Service Award. This award recognizes volunteers who selflessly give their time to provide services and supports to seniors in their community. This year 63 nominations were received.

The contributions of all nominees will be celebrated at community events being held across Alberta during Seniors' Week, June 6-12, and you are invited to attend one of the special events to honour you, and all nominees. These events are community celebrations, so please invite family and friends to join you! At the event, nominees will be introduced, called forward to accept a certificate, and pose for pictures. Your MLA has been invited and may also say a few words. Information on the events is enclosed, and staff from my Ministry will contact you by phone in the coming days to discuss further details.

Award recipients will be selected and notified later in the summer, and a special celebration will be held at Government House in Edmonton in the fall.

If you have any questions, please email seniorsinformation@gov.ab.ca, or call Leslie Sorenson at 780-415-0851.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Enclosure

cc: Tara Cryderman



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

*Council
Corresp - For Info*

RECEIVED

MAY 30 2016

M.D. OF PINCHER CREEK

F2f

AR40512

May 19, 2016

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

Dear Reeve Hammond:

This year marks the 30th anniversary of Seniors' Week in Alberta, a terrific occasion to come together and honour seniors for their many contributions to our province. As Minister of Seniors and Housing, I encourage you to take the opportunity to proclaim Seniors' Week 2016 from June 6-12.

Enclosed you will find a municipal proclamation that you can sign and display in your municipality. The proclamation was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify the province of your proclamation by emailing seniorsinformation@gov.ab.ca by June 1, 2016, so that this information can be published on my ministry's website.

Alberta Seniors and Housing is pleased to host an online events calendar where communities can register Seniors' Week events and see what is happening throughout the province. Please visit www.seniors-housing.alberta.ca to register Seniors' Week events happening in your community or to print a promotional poster. If you would like a poster to be mailed to you, please email seniorsinformation@gov.ab.ca.

I hope you will join me in celebrating Seniors' Week 2016!

Sincerely,

Lori Sigurdson
Minister

Enclosure

Tara Cryderman

From: Wendy Kay
Sent: Tuesday, May 31, 2016 9:41 AM
To: Tara Cryderman
Subject: FW: May long Weekend

Council – Correspondence For Info

From: Mark HARRISON [mailto:mark.harrison@rcmp-grc.gc.ca]
Sent: Tuesday, May 31, 2016 9:39 AM
To: Wendy Kay <wkay@mdpincercreek.ab.ca>
Cc: milligan@mdpincercreek.ab.ca
Subject: May long Weekend

Hello Wendy

I just wanted to update you on our efforts over the May long weekend. We had a quiet weekend due in part to the weather but also I want to give credit to our members and our partners in Fish and Wildlife, Conservation/Parks officers and Commercial Vehicle enforcement. We conducted three joint check stops over the weekend near Beaver Mines that was a huge success. We also conducted joint quad patrols in the rural Castle area stopping off road vehicles, conducting safety inspection and checking for proper vehicle documents. We received numerous compliments from campers in the area for being in the back country on quads.

As you can see from the Provincial stats below our increased efforts resulted in a big jump in violations from last year. This ticket count is for the RCMP only and does not include other Provincial agencies.

May long weekend 2015 10 violation tickets

May long weekend 2016 47 violation tickets

If you have any questions please give me a call

Thanks

Sgt. M.E. (Mark) Harrison
Detachment Commander
Box 1118
Pincher Creek, AB. T0K 1W0
Main Office 403 627-6010
Cell 403 632-5437
Fax 403 627-4954

NC-40-175 STRIPE MULTI



F2h

M.D. OF PINCHER CREEK

MAY 26 2016

RECEIVED

Council
Corresp-For Info

Thank You

Beaver Mines, AB
May 23, 2016

Dear Ms. Kay & members of
M. D. Council,

Just a note to thank
you for the delicious
burger and salad
lunch which you
provided at our
annual park clean up
on Sat., May 21. We
really enjoyed the
lunch as well as
having time to talk
to you individually.
Thanks as well for
your help with our
clean up.

We greatly appreciate
your support.

Sincerely,
Mary May
Secretary
Beaver Mines Community
Association

2015 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



**Year Ending
December 31, 2015**

<http://www.orrsc.com>



OLDMAN RIVER REGIONAL SERVICES COMMISSION

CHAIR'S MESSAGE

Dear Municipal Members:

Our Board, our Executive and our staff continued to work hard in 2015 to achieve solid results for our member municipalities. We continued our focus on member services, leadership and professional advice, financial accountability and performance. These are key areas that we know drive stronger service results and have the greatest impact on member and municipal value.

ORRSC's proven strategy — well executed by a committed and professional staff — contributed to consistent service, solid advice, good land use plans and customized web-based geographic information services for all members.

Effective municipal governance is an important foundation for ORRSC's strong performance and is fundamental to our success. Governance provides proper oversight and accountability, strengthens internal and external relationships, builds trust with our members and promotes the long-term interests of those members and ultimately their citizens.

In 2015, your Board continued its commitment to financial sustainability. In reviewing the 2015 financials, you'll see a strong balance sheet, positive cash flow and income statement.

We also continued our focus on Board training with attendance at the Community Planning Association of Alberta Conference in Red Deer and in-house workshops and information sharing sessions.

I am honoured to continue as Chair into 2016, and to welcome one new member — Barry Johnson to the Executive table. We stand to benefit from the leadership and expertise of our entire team. Also, we wish to thank departing Executive member David Hawco for his excellent contributions to the Committee in 2015.

ORRSC continues to be a model for success in the delivery of shared municipal services. This speaks to the strength and stability of our local municipal system, our decision making autonomy and our willingness to work together and pool our ever-stretched resources. With ORRSC's sound strategy and strong leaders, I have every confidence that we will continue to build on our 66-year record of success.

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



Gordon Walstenholme, Chair
Oldman River Regional Services Commission

BOARD OF DIRECTORS

Membership as at December 31, 2015 consisted of the following 41 municipalities, all of which had appointed members to the Board of Directors. Three Board of Directors' meetings were held between January 1 and December 31, 2015. Representation from the municipalities is listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2015)
Arrowwood (Village)	Bill Graff	
Barnwell (Village)	Jane Jensen	
Barons (Village)	Ed Weistra	
Bassano (Town)	Tom Rose	
Brooks (City)	Fred Rattai	
Cardston (County)	Jim Bester	
Cardston (Town)	Dennis Barnes	Dave Edmonds
Carmangay (Village)	Cecil Sabourin	
Champion (Village)	Jamie Smith	
Claresholm (Town)	Betty Fieguth	
Coaldale (Town)	Bill Chapman	
Coalhurst (Town)	Sheldon Watson	
Coutts (Village)	Ken Galts	
Cowley (Village)	Garry Hackler	
Crowsnest Pass (Municipality)	Bill Kovach & Dave Fillipuzzi	
Fort Macleod (Town)	Gordon Wolstenholme	
Glenwood (Village)	Darrell Edwards	
Gratum (Town)	John Connor	
Hill Spring (Village)	Monte Christensen	
Lethbridge (County)	Henry Doeve	
Lomond (Village)	Brad Koch	
Magrath (Town)	Richard Van Ee	
Milk River (Town)	David Hawco	
Milo (Village)	Rafael Zea	
Nanton (Town)	Christophe Labrune	
Newell (County)	Clarence Amulung	Gordon Simpson
Nobleford (Village)	Pete Pelley	
Picture Butte (Town)	Henry de Kok	Teresa Feist
Pincher Creek (M.D. No. 9)	Fred Schoening	Garry Marchuk
Pincher Creek (Town)	Don Anderberg	
Ranchland (M.D. No. 66)	Ronald Davis	
Raymond (Town)	Greg Robinson	
Stavely (Town)	Barry Johnson	
Stirling (Village)	Ben Nilsson	
Taber (M.D.)	Ben Elfring	
Vauxhall (Town)	Margaret Plumtree	
Vulcan (County)	Rod Ruark	
Vulcan (Town)	Rick Howard	
Warner (County No. 5)	David Cody	
Warner (Village)	Ian Glendinning	
Willow Creek (M.D. No. 26)	Henry Van Hierden	

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 3, 2015 were:

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

At the December 3, 2015 Annual Organizational Board of Directors' meeting, both the Chair and Vice were re-elected to their positions for the period December 3, 2015 to December 1, 2016.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy. Seven meetings were held between January 1 and December 31, 2015.

The following served on the Executive Committee from January 1 to December 3, 2015:

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

At the December 3, 2015 Annual Organizational Board of Directors' meeting, the following members were elected to serve on the Executive Committee from December 3, 2015 to December 1, 2016:

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

STAFF**CURRENT STAFF** (Years of Service) as at December 31, 2015

DIRECTOR	– Lenze Kuiper (10.67 years)
SENIOR PLANNER	– Mike Burla (36.83 years)
SENIOR PLANNER	– Steve Harty (17.86 years)
PLANNER	– Bonnie Brunner (8.83 years)
PLANNER	– Spencer Croil (2.75 years)
PLANNER	– Ryan Dyck (2.75 years)
PLANNER	– Diane Horvath (15.5 years)
PLANNER	– Gavin Scott (8.83 years)
ASSISTANT PLANNER	– Cam Klassen (1.91 years)
ASSISTANT PLANNER	– Leda Kozak Tittsworth (2.75 years)
GIS TECHNOLOGIST	– Steven Ellert (11.39 years) – 45% part-time
CAD/GIS TECHNOLOGIST	– Kaylee Kinniburgh (2.92 years)
CAD/GIS TECHNOLOGIST	– Mladen Kristic (9.67 years)
GIS ANALYST	– Jaime Thomas (10.50 years)
GIS ANALYST	– Jordan Thomas (8.53 years)
EXECUTIVE SECRETARY	– Barb Johnson (32.55 years) – 80% part-time
BOOKKEEPER	– Sherry Johnson (33.83 years)
SUBDIVISION TECHNICIAN	– Gail Kirkman (8.38 years) – 80% part-time from March 1/15
SUBDIVISION TECHNICIAN	– Jennifer Maxwell (0.16 years) – from November 1/15

DIRECTOR'S MESSAGE

2015 was a productive year for ORRSC. Our financial performance is on more stable footings and important steps continue to be taken to become a more dynamic, transparent and even better services commission. Over the past year I met many board members, municipal councils, administrators and citizens and these interactions make it clear that ORRSC is widely viewed as a having a strong regional presence with excellent opportunities for delivering value and expertise. Our strategy is clear and well-understood. Our municipalities appreciate the knowledge, expertise and commitment of our professional staff and there is great pride in being one of Alberta's strongest land use planning and geographic information system providers.

For more than 65 years, ORRSC has successfully operated with a meaningful regional footprint. Today we have 41 member municipalities in addition to 12 central and southern Alberta GIS partners. We use this footprint to help all our members arrive at good land use planning decisions and allow them to see their communities in new and graphic ways. Increasingly, we add value to our member municipalities.

In recent years, municipal services around the province have experienced several difficult challenges. We are proud of our successful track record of balancing the interests of our municipalities, including elected officials, administrators, staff and communities in which we work. We have a strong foundation of integrity, trust and ethical behavior which allows us to prudently advise rural and urban municipalities of all sizes. By doing so, we hope to make your respective communities better places to live, work and play today and into the future.

In all aspects of our operations, we are committed to having a positive impact and to being full participants. Each year, we set out to focus on those areas that will have the greatest impact and drive long-term value and sustainable results. We refer to these as focus priorities:

- 1. Meeting or exceeding municipal needs;*
- 2. Achieving economic sustainability and financial transparency; and*
- 3. Being organized to serve municipalities while keeping operational costs to a minimum.*

We will continue to make progress in these areas through the guidance of a new strategic plan and business plan in 2016. I believe a quick perusal of the 2015 Financial Statements will show we are back on track and new planning initiatives in 2016 will ensure we stay on track.

Challenges of the past year include increased legislation, regulation and compliance issues. We have been responsive in addressing these changes and will continue to adapt as required. Notwithstanding increased challenges, we remain well positioned to make the necessary investments in people, processes and technology to deliver on the needs of our municipalities. We have a strong foundation to build upon; we have a shared pride in our performance; we have a successful history; and our footprint is cooperative, unique and coveted by many municipalities around the province.

At ORRSC, our staff place great value on working together and sharing a desire to serve our member municipalities. By continuing to execute and refine our strategy we are making meaningful progress.

In closing, I would like to thank all of our municipalities, our Board, our Executive, our staff – it is a privilege to work with you. Our team offers unparalleled service, advice, and a level professionalism we can all be proud of.

– Lenze Kulper, Director

MUNICIPAL PROJECTS

- Arrowwood (Village)** – Land Use Bylaw (adopted)
- Barnwell (Village)** – Intermunicipal Development Plan with M.D. of Taber (commenced)
- Bassano (Town)** – Design Concept (on hold); Intermunicipal Development Plan with County of Newell (ongoing)
- Brooks (City)** – Municipal Development Plan (ongoing)
- Cardston (County)** – Land Use Bylaw (on hold)
- Cardston (Town)** – Municipal Development Plan (completed); Land Use Bylaw (ongoing)
- Carmangay (Village)** – Compliance Review Policy (completed); Development Permit Application Standards Information Book (completed)
- Champion (Village)** – Land Use Bylaw (draft completed), Compliance Review Policy (draft)
- Claresholm (Town)** – Annexation Process (ongoing); Land Use Bylaw Update (1st reading)
- Coaldale (Town)** – Growth Study (completed); Annexation Process (ongoing)
- Coalhurst (Town)** – Annexation (completed)
- Crowsnest Pass (Municipality)** – Land Use Bylaw Amendments (ongoing)
- Fort Macleod (Town)** – Land Use Bylaw (adopted); Macleod Meadows Area Structure Plan (ongoing); Municipal Development Plan Update (adopted)
- Glenwood (Village)** – Land Use Bylaw (2nd reading)
- Granum (Town)** – Land Use Bylaw Amendments (completed)
- Lethbridge (County)** – Intermunicipal Development Plan with the Town of Picture Butte (ongoing); Industrial Land Use Study (draft completed); Pater Area Structure Plan Amendment (approved); Section 26 Area Structure Plan (commenced)
- Magrath (Town)** – Trails Plan (ongoing); Municipal Development Plan (commenced)
- Milo (Village)** – Annexation (ongoing)
- Nanton (Town)** – Parks and Recreation Master Plan (Phase 2 - draft)
- Newell (County)** – Intermunicipal Development Plan with Town of Bassano (adopted); Land Use Bylaw Review (ongoing)
- Picture Butte (Town)** – South Area Structure Plan (on hold); South East [3A Street South] Subdivision Redesign (on hold); CPR Corridor Development Plan Component 2 (completed); Land Use Bylaw (adopted); Intermunicipal Development Plan with Lethbridge County (ongoing)
- Pincher Creek (M.D. No. 9)** – Castle Mountain Area Structure Plan (draft)
- Pincher Creek (Town)** – Land Use Bylaw Review (ongoing)
- Ranchland (M.D. No. 66)** – Land Use Bylaw Review (ongoing)
- Raymond (Town)** – Annexation Report and Application (completed); Land Use Bylaw Review (ongoing)
- Stirling (Village)** – Land Use Bylaw Update (ongoing)
- Taber (M.D.)** – East Vauxhall Area Structure Plan (ongoing); Intermunicipal Development Plan with Village of Barnwell (commenced)
- Vauxhall (Town)** – Land Use Bylaw Updates (completed)
- Vulcan (County)** – Land Use Bylaw Updates (completed); Rural Multi-Jurisdictional Intermunicipal Development Plan Project (completed)

Warner (County No. 5) – Annexation Report (commenced)

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

Willow Creek (M.D. No. 26) – Municipal Development Plan (commenced)

Rural Multi-Jurisdictional Intermunicipal Development Plan Project:

- Cardston County and County of Warner No. 5 Intermunicipal Development Plan
- County of Newell and Wheatland County Intermunicipal Development Plan
- M.D. of Foothills No. 31 and M.D. of Ranchland No. 66 Intermunicipal Development Plan
- M.D. of Foothills No. 31 and Vulcan County Intermunicipal Development Plan
- M.D. of Ranchland No. 66 and M.D. of Willow Creek No. 26 Intermunicipal Development Plan
- M.D. of Willow Creek No. 26 and Cardston County Intermunicipal Development Plan
- M.D. of Willow Creek No. 26 and M.D. of Foothills No. 31 Intermunicipal Development Plan
- Vulcan County and M.D. of Willow Creek No. 26 Intermunicipal Development Plan
- Vulcan County and County of Newell Intermunicipal Development Plan
- Vulcan County and Wheatland County Intermunicipal Development Plan
- Wheatland County and M.D. of Foothills No. 31 Intermunicipal Development Plan

Other Projects and Services:

- Secretarial service for 39 Subdivision and Development Appeal Board hearings
- Clerk service for 13 Regional Assessment Review Board hearings
- Development Officer services for the Town of Coalhurst

SUBDIVISION

SUMMARY OF APPLICATIONS PROCESSED

A total of 207 subdivision applications were processed during the 2015 calendar year. The status of these applications as at December 31, 2015:

181	–	Approved or Approved on Condition
4	–	Refused
0	–	Withdrawn or Expired
22	–	Pending

In 2015, a total of 8 subdivisions were appealed:

5	–	Refused (or Deemed Refused)
3	–	Appealed Conditions/Parcel Size

The outcome of the 8 appeals was:

3	–	Upheld
4	–	Denied
0	–	Withdrawn
1	–	Pending

The following table shows a detailed breakdown of the subdivision applications for 2015.

DETAILS OF SUBDIVISION APPLICATIONS PROCESSED – 2015

ABBREVIATIONS:

A -- Approved
A/C -- Approved with conditions
R -- Refused

W -- Withdrawn
E -- Expired
P -- Pending

Res -- Residential
Com -- Commercial
Ind -- Industrial
CR -- Country Residential

Ag -- Agricultural
Inst -- Institutional
Rec -- Recreational
Misc -- Miscellaneous

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)								Total
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	
Arrowwood (Village)	1		1				5								5
Barnwell (Village)	1		1				1								1
Barons (Village)	—														
Bassano (Town)	1		1				1								1
Brooks (City)	2	1	2				9								9
Cardston (County)	17	4	14			3	3			12	4		1		20
Cardston (Town)	1	1	1				1								1
Carmangay (Village)	—														
Champion (Village)	—														
Claresholm (Town)	—														
Coaldale (Town)	10	2	10				70	3				1			74
Coalhurst (Town)	—														
Coutts (Village)	—														
Cowley (Village)	—														
Crowsnest Pass (Municipality)	5	3	5				4					1			5
Duchess (Village)	1		1				1								1
Fort Macleod (Town)	6		6				1	1		4					6
Glenwood (Village)	—														
Granum (Town)	1		1						4						4
Hill Spring (Village)	—														

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)										Total
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc			
Lethbridge (County)	37	6	29	2		6	1	1	3	30	1	2			38		
Lomond (Village)	--																
Magrath (Town)	3		3				6		9			1			16		
Milk River (Town)	--																
Milo (Village)	--																
Nanton (Town)	1					1	1								1		
Newell (County)	14	1	14					1	1	10	3				15		
Nobleford (Village)	--																
Picture Butte (Town)	4	1	4				55	6	4						65		
Pincher Creek (M.D. No. 9)	15	3	12			3				10	5				15		
Pincher Creek (Town)	2		2				1					1			2		
Ranchland (M.D. No. 66)	--																
Raymond (Town)	4		3			1	19								19		
Stavelly (Town)	2		2				1		3						4		
Stirling (Village)	--																
Taber (Municipal District)	29	6	28			1	3		2	19	4		1	25	54		
Vauxhall (Town)	--																
Vulcan (County)	20	3	19			1		1	1	17				1	20		
Vulcan (Town)	1					1	1								1		
Warner (County No. 5)	8		6			2				6	2				8		
Warner (Village)	--																
Willow Creek (M.D. No. 26)	21	2	16	2		3				16	6			1	23		
TOTAL	207	33	181	4	--	22	184	13	27	124	25	6	2	27	408		

NOTE: Lot count includes Pending Decisions as at December 31, 2015

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

Year ended December 31, 2015



KPMG LLP
Chartered Professional Accountants
500 Lethbridge Centre Tower
400-4th Avenue South
Lethbridge Alberta T1J 4E1 Canada

Telephone (403) 380-5700
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INDEPENDENT AUDITORS' REPORT

To the Members of Oldman River Regional Services Commission

We have audited the accompanying financial statements of Oldman River Regional Services Commission, which comprise the statement of financial position as at December 31, 2015, the statements of revenue and expenses, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Oldman River Regional Services Commission as at December 31, 2015, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.



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KPMG LLP

Chartered Professional Accountants

April 14, 2016
Lethbridge, Canada

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2015, with comparative information for 2014

	2015	2014
Assets		
Current assets:		
Cash	\$ 59,129	\$ -
Accounts receivable (note 3)	106,143	28,695
Prepaid expenses and deposits	6,303	7,967
	<u>171,575</u>	<u>36,662</u>
Capital assets (note 4)	635,290	651,049
	<u>\$ 806,865</u>	<u>\$ 687,711</u>

Liabilities and Net Assets

Current liabilities:		
Cheques issued in excess of funds on deposit	\$ -	\$ 34,261
Accounts payable and accrued liabilities	121,670	139,406
	<u>121,670</u>	<u>173,667</u>
Net assets:		
Unrestricted	-	(137,005)
Invested in capital assets	635,290	651,049
Internally restricted	49,905	-
	<u>685,195</u>	<u>514,044</u>
Commitments (note 6)		
	<u>\$ 806,865</u>	<u>\$ 687,711</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Members

_____ Members

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Revenue and Expenses

Year ended December 31, 2015, with comparative information for 2014

	2015 Budget	2015 Actual	2014 Actual
Revenues:			
Municipal contributions	\$ 875,000	\$ 875,845	\$ 859,486
GIS member fees	484,585	487,038	464,825
Subdivision fees	310,000	298,481	325,956
Service fees	300,000	383,240	273,859
Other grant revenue	-	-	75,165
Other revenue	13,500	16,840	16,523
Interest income	1,000	2,380	2,636
	1,984,085	2,063,824	2,018,450
Expenditures:			
Salaries and benefits	1,709,500	1,614,726	1,561,230
Equipment	50,000	34,699	35,882
Occupancy costs	36,000	30,705	37,093
Staff travel	19,000	17,422	13,160
Telephone	14,500	16,757	16,481
Repairs and maintenance	15,000	4,640	10,632
Printing and duplicating	8,000	9,330	4,356
Staff training and conferences	9,000	1,629	2,109
Professional fees	9,600	8,991	8,675
Postage	7,000	8,000	4,511
Janitorial	6,000	5,350	5,660
Advertising	4,000	5,028	4,376
Public relations	4,000	5,057	3,568
Members' fees	5,000	5,660	5,151
Land titles office	5,000	4,185	3,895
Office and general	4,000	7,730	6,136
Members' travel	8,000	6,096	12,224
Miscellaneous	1,500	4,509	2,536
Interest and bank charges	200	1,136	928
Project expenses	-	-	73,345
Rural IMDP	-	70,642	84,485
Amortization	-	37,192	36,678
	1,915,300	1,899,484	1,933,111
Excess of revenues over expenses before the undernoted item	68,785	164,340	85,339
Other income:			
Gain on sale of capital assets	-	6,811	7,589
Excess of revenues over expenses	\$ 68,785	\$ 171,151	\$ 92,928

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2015, with comparative information for 2014

	Unrestricted	Internally restricted	Invested in capital assets	Total 2015	Total 2014
Balance, beginning of year	\$ (137,005)	\$ -	\$ 651,049	\$ 514,044	\$ 421,116
Excess of revenue over expenses	171,151	-	-	171,151	92,928
Amortization of internally funded capital assets	37,192	-	(37,192)	-	-
Purchase of capital assets	(23,822)	-	23,822	-	-
Net book value of disposed capital assets	2,389	-	(2,389)	-	-
Transfers to reserve (note 9)	(49,905)	49,905	-	-	-
Balance, end of year	\$ -	\$ 49,905	\$ 635,290	\$ 685,195	\$ 514,044

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 171,151	\$ 92,928
Items not involving cash:		
Amortization	37,192	36,678
Gain on sale of capital assets	(6,811)	(7,589)
Changes in non-cash operating working capital:		
Accounts receivable	(77,448)	61,524
Prepaid expenses and deposits	1,664	(2,027)
Accounts payable and accrued liabilities	(17,736)	(163,158)
Deferred revenue	-	(75,165)
	108,012	(56,809)
Capital activities:		
Purchase of capital assets	(23,822)	(33,431)
Proceeds on sale of capital assets	9,200	30,912
	(14,622)	(2,519)
Decrease (increase) in cash	93,390	(59,328)
Cash, beginning of year	(34,261)	25,067
Cash and short-term investments, end of year	\$ 59,129	\$ (34,261)
Cash and short-term investments consist of:		
Cash	\$ 59,129	\$ -
Cheques issued in excess of funds on deposit	-	(34,261)
	\$ 59,129	\$ (34,261)

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2015

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

1. Significant accounting policies (continued):

(d) Financial instruments:

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

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

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

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated Sites Liability:

On January 1, 2015, the Commission adopted PS3260 Liability for Contaminated Sites. The standard was applied on a retroactive basis and did not result in any adjustment to the financial liabilities, capital assets or net assets of the Commission.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

2. Recent accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2016, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 2200 - Related Party Disclosures:

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

(ii) PS 3420 - Inter- Entity Transactions:

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

(iii) PS3210 - Assets:

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

(iv) PS 3320 - Contingent Assets:

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

(v) PS 3430 - Restructure Transactions:

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

(vi) PS 3380 - Contractual Rights:

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

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

3. Accounts receivable:

	2015	2014
Trade receivables	\$ 103,759	\$ 24,613
Goods and services tax	2,384	4,082
	<u>\$ 106,143</u>	<u>\$ 28,695</u>

4. Capital assets:

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

			2014
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	244,798	528,599
General contents	272,233	263,201	9,032
Other equipment	13,678	12,991	687
Vehicles	53,519	41,808	11,711
Computer	88,022	67,002	21,020
	<u>\$ 1,280,849</u>	<u>\$ 629,800</u>	<u>\$ 651,049</u>

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2014.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit loan.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

6. Commitments:

- (a)** The Commission leased equipment under agreements expiring on dates ranging from June, 2016 to February, 2018. The base rent obligation under the leases for the next year is approximately \$10,726.
- (b)** The Commission signed an agreement with BlackBridge Networks for data services. The obligation under the agreement for the next year is approximately \$4,524.
- (c)** The Commission has signed contracts for electricity and natural gas for its facilities, which expire December, 2018.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members. As such the Commission is economically dependent on its members.

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2015
Total debt limit	\$ 1,025,662
Total debt	-
Amount of debt limit unused	\$ 1,025,662
Debt servicing limit	\$ 205,132
Debt servicing	-
Amount of debt servicing limit unused	\$ 205,132

The debt limit is calculated at 0.5 times revenue of the municipality (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

9. Restricted net assets

Restricted net assets is comprised of the following

	2015	2014
Operating reserve fund	24,952	-
Capital reserve fund	24,953	-
	49,905	-

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2015

10. Local Authorities Pension Plan:

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 230,534 employees of approximately 418 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 11.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 15.84% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 14.84% on pensionable salary above this amount.

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2015 were \$164,526 (2014 - \$153,167). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2015 were \$151,847 (2014 - \$141,944).

At December 31, 2014 the Plan disclosed an actuarial deficit of \$2.45 billion.

11. Budget information:

The budget information was approved by the Board on October 9, 2014.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 3 (2016)

EXECUTIVE COMMITTEE MEETING

Thursday, April 14, 2016 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Bill Chapman
 Tom Rose
 Barry Johnson

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – April 14, 2016.....
2. **Delegation** – KPMG LLP
3. **Approval of Minutes** – February 11, 2016.....(attachment)
4. **Business Arising from the Minutes**
5. **New Business**
 - (a) Auditors' Report and Financial Statements 2015..... (handout)
 - (b) Draft ORRSC 2015 Annual Report..... (handout)
 - (c) Member Questionnaire Summary
 - (d) Letter to SouthGrow re Municipal Fiber Optics Planning(attachment)
 - (e) Fee For Caveat Removal(attachment)
 - (f) CPA Conference – May 2-4, 2016
 - (g) Fee For Service Update(attachment)
6. **Accounts**
 - (a) Office Accounts –
 - (i) January 2016.....(attachment)
 - (ii) February 2016(attachment)
 - (iii) March 2016.....(attachment)
7. **Director's Report**.....
8. **Executive Report**.....

9. Adjournment.....

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

1. APPROVAL OF AGENDA

Moved by: Barry Johnson

THAT the Executive Committee approve the agenda, as amended:

Add: 6(a)(iii) Office Accounts March 2016

CARRIED

2. DELEGATION – KPMG LLP

- Derek Taylor of KPMG LLP presented the Auditors' Report and Financial Statements which were prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. He reported that the financial statements present fairly, in all material respects, the financial position of the ORRSC for the year ending December 31, 2015. Excess revenues over expenditures for the year totalled \$171,151.
- A financial information return must also be submitted to the province to meet their requirements by May 1 each year. Because the Board of Directors is unable to approve the financial statements until the Annual General Board meeting in June, it was suggested that this responsibility be delegated to the Executive Committee by Board resolution at the June 2, 2016 meeting.

3. APPROVAL OF MINUTES

Moved by: Tom Rose

THAT the Executive Committee approve the minutes of February 11, 2016, as presented. **CARRIED**

4. BUSINESS ARISING FROM THE MINUTES

- None.

5. NEW BUSINESS

(a) Auditors' Report and Financial Statements 2016

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Auditors' Report and Financial Statements for the year ending December 31, 2015 as presented by KPMG LLP. **CARRIED**

(b) Draft ORRSC 2015 Annual Report

- The Draft ORRSC 2015 Annual Report was handed out and reviewed.

Moved by: Don Anderberg

THAT the Executive Committee accept the Draft ORRSC 2015 Annual Report as presented, which will be combined with the Auditor's Report and Financial Statements for the year ending December 31, 2015 and referred to the Board of Directors for approval at the June 2, 2016 Annual General Meeting. **CARRIED**

(c) Member Questionnaire Summary

- Five member questionnaires have been returned to date and the submission deadline has been extended to May 9, 2016. The retreat to discuss questionnaire results will be held sometime in May or June.

(d) Letter to SouthGrow re Municipal Fiber Optics Planning

- At the March 3, Board of Directors' meeting, Greg Robinson (Raymond) posed the following question on behalf of SouthGrow: ***How can municipalities adjust their municipal documents, policies, and processes to prepare for broadband internet via fiber optics and its potential for economic development opportunities?*** The concern, as expressed by SouthGrow, is that as new subdivisions are being developed within communities an opportunity to prepare for future fiber optics installation may be overlooked in the processing without specific criteria in land use bylaws and planning documents. Specifically, if at the time of planning the subdivision a conduit was required to be installed for future servicing, what would need to change to have this happen?
- The Director prepared a letter of response to Pete Lovering of SouthGrow which included the following recommendations:
 - It is recommended for communities that desire to add telecommunications conduit at the time of a new subdivision that it be included in Municipal Development Plans and Area Structure Plans as a policy. And further that municipal land use bylaws be reviewed for subdivision design standards and utility easement requirements.
 - It is recommended that all municipalities be in control of shallow utility easements and acquire their own engineering standards in which they implement utility line assignments and require a telecommunications conduit to be installed for future use.
 - Further to the recommendations above the Federation of Canadian Municipalities has a standard access agreement for municipalities to use when negotiating with a telecommunications company who intends on installation within municipal ROW and property.

(e) Fee For Caveat Removal

- When a deferred reserve caveat was registered in a Land Titles Office under the former Planning Act or its predecessor in respect of land which under the current Municipal Government Act no reserve land could be required to be provided, the registered owner may apply to ORRSC to remove the caveat from the title. On May 25, 1999, the Executive Committee approved the fees for caveat removal at \$50 for document preparation and \$10 for each title from which the caveat is removed. On April 1, 2011, Land Titles Office increased the fees for service and the fees being charged by ORRSC were raised at the same time to \$100 for document preparation and \$20 for each title from which the caveat is removed. This increase, was not approved by the Executive at that time; therefore, we are requesting that the Executive Committee approve the increase by resolution.

Moved by: Bill Chapman

THAT the fee for caveat removal shall be \$100 for document preparation and \$20 for each title from which the caveat is removed;

AND THAT the Chair be authorized to endorse the amended page of the Policy Manual, Appendix B, Schedule of Fees. **CARRIED**

(f) CPA Conference – May 2-4, 2016

- Gordon Wolstenholme and Jim Bester will attend the CPA Conference in Red Deer on May 2-4, 2016 with registration, accommodations, mileage and meals being paid by ORRSC.

(g) Fee For Service Update

Moved by: Jim Bester

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

6. ACCOUNTS

(a) Office Accounts –

(i) January 2016

4140	Approval Fees	Douglas Bergen	\$ 3,900.00
5151	Vehicle Gas & Maintenance	Imperial Oil	116.69
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Cam Air Refrigeration	245.00
5310	Telephone	Shaw Business	359.65
5310	Telephone	Bell Mobility	691.31
5310	Telephone	Shaw Business	359.65
5310	Telephone	Yellow Pages	29.04
5310	Telephone	DRC Communication	90.00
5320	General Office Supplies	Purolator	13.90
5320	General Office Supplies	Desjardin Card Services	138.46
5380	Printing & Printing Supplies	Desjardin Card Services	150.02
5320	General Office Supplies	Desjardin Card Services	56.27
5380	Printing & Printing Supplies	Desjardin Card Services	254.88
5330	Dues & Subscriptions	Brooks Bulletin	55.24
5330	Dues & Subscriptions	Bassano Publishers	25.50
5330	Dues & Subscriptions	CPAA	250.00
5330	Dues & Subscriptions	ADOA	100.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5440	Land Titles Office	Minister of Finance	380.00
5470	Computer Software	ESRI Canada	3,490.00
1160	GST Receivable	GST Receivable	349.43
TOTAL			<u>\$11,664.04</u>

(ii) February 2016

5150	Staff Mileage	M. Burla	\$ 240.00
5150	Staff Mileage	L. Tittsworth	14.00
4140	Approval Fees	Niblock & Company	120.00
5151	Vehicle Gas & Maintenance	Imperial Oil	231.88
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	14.99
5285	Building Maintenance	Wild Rose Horticultural	320.00
5310	Telephone	Bell Mobility	543.00
5310	Telephone	Shaw Business	491.65
5310	Telephone	Yellow Pages	29.65
5320	General Office Supplies	Desjardin Card Services	106.79
5320	General Office Supplies	Desjardin Card Services	28.86
5330	Dues & Subscriptions	Lethbridge Herald	282.82
5330	Dues & Subscriptions	Nanton News	68.00
5330	Dues & Subscriptions	AUMA	55.00
5350	Postage & Petty Cash	Pitney Bowes	1,625.25
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5440	Land Titles Office	Minister of Finance	287.00
5450	Legal Fees	Stringam Denecky	657.80
5470	Computer Software	Pacific Alliance Tech.	3,050.00
5470	Computer Software	Safe Software	1,720.00
5500	Subdivision Notification	Lethbridge Herald	310.44
5500	Subdivision Notification	Sun Media	170.00
5510	Insurance	AMSC Insurance Services	11,833.52
5580	Equipment & Furniture Rental	Xerox	2,389.58
1160	GST Receivable	GST Receivable	534.91
TOTAL			<u>\$25,712.14</u>

(iii) March 2016

5150	Staff Mileage	B. Brunner	\$ 89.50
5150	Staff Mileage	S. Johnson (January - March)	100.00
5151	Vehicle Gas & Maintenance	S. Johnson (January - March)	64.95
5320	General Office Supplies	S. Johnson (January - March)	65.87
5530	Coffee & Supplies	S. Johnson (January - March)	184.87
5151	Vehicle Gas & Maintenance	L. Kuiper	53.26
4140	Approval Fees	Town of Magrath	462.50
4140	Approval Fees	Midwest Surveys	50.00
5151	Vehicle Gas & Maintenance	Imperial Oil	122.39
5180	Staff Development	Aquality Environmental Consulting ...	3,000.00
5230	Member Conference & Out of Area	Aquality Environmental Consulting ...	3,000.00
5280	Janitorial Services	Madison Ave Business Services	525.00
5320	General Office Supplies	Madison Ave Business Services	11.69
5310	Telephone	Bell Mobility	626.40
5310	Telephone	Shaw Business	491.65

5320	General Office Supplies	Desjardin Card Services	124.69
5380	Printing & Printing Supplies	Desjardin Card Services	204.96
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5420	Accounting & Audit Fees	KPMG	5,000.00
5440	Land Titles Office	Minister of Finance	431.00
5460	Public Relations	Lethbridge Herald	175.50
5500	Subdivision Notification	Lethbridge Herald	1,424.60
5500	Subdivision Notification	Lethbridge Herald	318.24
5570	Equipment Repairs & Maintenance	Xerox	888.63
5580	Equipment & Furniture Rental	Xerox	905.84
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
5590	Equipment & Furniture Purchases	Murray Auto Group	25,531.25
1160	GST Receivable	GST Receivable	2,213.29
TOTAL			<u>\$46,385.21</u>

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Office Accounts of January (\$11,664.04), February (\$25,712.14) and March (\$46,385.21) 2016, as presented. **CARRIED**

7. DIRECTOR'S REPORT

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

8. EXECUTIVE REPORT

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

9. ADJOURNMENT

Moved by: Bill Chapman

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:55 p.m. until **Thursday, May 12, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:





OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 1 (2016)

GENERAL BOARD OF DIRECTORS' MEETING

Thursday, March 3, 2016 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent) Village of Arrowwood
 Jane Jensen Village of Barnwell
 Ed Weistra (absent)..... Village of Barons
 Tom Rose Town of Bassano
 Fred Rattai City of Brooks
 Jim Bester Cardston County
 Dennis Barnes Town of Cardston
 Cecil Sabourin Village of Carmangay
 Jamie Smith (absent) Village of Champion
 Betty Fieguth (absent) Town of Claresholm
 Bill Chapman Town of Coaldale
 Sheldon Watson (absent) Town of Coalhurst
 Ken Galts Village of Coutts
 Garry Hackler (absent) Village of Cowley
 Bill Kovach (absent) Mun. Crowsnest Pass
 Dave Filipuzzi (absent) Mun. Crowsnest Pass
 Gordon Wolstenholme Town of Fort Macleod
 Darrell Edwards Village of Glenwood
 John Connor Town of Granum
 Monte Christensen (absent) Village of Hill Spring
 Henry Doeve (absent) County of Lethbridge

Brad Koch (absent) Village of Lomond
 Richard Van Ee Town of Magrath
 David Hawco Town of Milk River
 Rafael Zea (absent) Village of Milo
 Christophe Labrune (absent) Town of Nanton
 Clarence Amulung County of Newell
 Pete Pelley Village of Nobleford
 Teresa Feist - alternate Town of Picture Butte
 Quentin Stevick - alternate M.D. of Pincher Creek
 Don Anderberg Town Pincher Creek
 Ronald Davis (absent) M.D. of Ranchland
 Greg Robinson Town of Raymond
 Barry Johnson Town of Stavely
 Ben Nilsson (absent) Village of Stirling
 Ben Elfring M.D. of Taber
 Margaret Plumtree Town of Vauxhall
 Rod Ruark (absent) Vulcan County
 Rick Howard Town of Vulcan
 David Cody (absent) County of Warner
 Ian Glendinning Village of Warner
 Henry Van Hierden M.D. Willow Creek

STAFF:

Lenze Kuiper Director
 Steve Harty Senior Planner
 Bonnie Brunner Planner

Diane Horvath Planner
 Gavin Scott Planner
 Barb Johnson Executive Secretary

AGENDA:

1. Approval of Agenda – March 3, 2016
2. Approval of Minutes – December 3, 2015 (attachment)

3. **Business Arising from the Minutes**.....
 4. **Guest Speaker:**
Jay White, Principal and Senior Biologist – Aquality Environmental Consulting Ltd.
Water Bodies & Wetlands
Legislation, Policy & Best Practices – Overview
 5. **Reports**
 - (a) Executive Committee Report..... (handout)
 - (b) GIS Update.....
 - (b) Regional Assessment Review Board Update
 6. **Business**
 - (a) ORRSC Strategic Plan – Board & Council Questionnaire (handout)
 - (b) Flood Mapping Request for Information (attachment)
 - (c) Unaudited 2015 Financial Performance
 7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2015..... (attachment)
 8. **Adjournment – June 2, 2016**
-

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

1. APPROVAL OF AGENDA

Moved by: David Hawco

THAT the Board of Directors approve the agenda of March 3, 2016, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Richard Van Ee

THAT the Board of Directors approves the minutes of December 3, 2015, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. GUEST SPEAKER

Jay White, Principal and Senior Biologist – Aquality Environmental Consulting Ltd.
*Water Bodies & Wetlands
Legislation, Policy & Best Practices – Overview*

The principal researcher at Aquality, Jay White is a certified Alberta Professional Biologist and principal researcher at Aquality, an Alberta based company specializing in the areas of municipal land use and watershed management planning, policy development, stormwater management, and freshwater ecology including surface water quality testing, wetland and riparian assessments, biophysical and environmental assessments, limnology, water resources and fisheries management.

In his presentation, Mr. White emphasized the need for municipalities to do a good job of managing and preserving our riparian areas. A Riparian Setback Matrix Model (RSMM) has been developed to help determine the amount of land that should be dedicated as Environmental Reserve. The most important factors to consider are:

- Vegetation type and density
- Soils
- Slope
- Ground water influence
- Bank height
- Preliminary setback distance set at 6 meters – minimum required under the MGA
- Each category above adds additional distance to the preliminary setback based on the characteristics of the individual site

"A Developers Guide to Riparian Setback Determination" has been written to assist developers with the application of the RSMM. When the RSMM is incorporated into policies at the municipal level, they form a comprehensive tool for managing and protecting riparian habitats within the context of growing development pressures.

The complete PowerPoint presentation can be viewed on ORRSC's website: orrsc.com

5. REPORTS

(a) Executive Committee Report(attachment)

- Director Lenze Kuiper explained the ongoing process of lobbying the provincial government for funding. We have provided Municipal Affairs with additional information including budgets for the last five years and are awaiting a response. If this is not successful, we will likely pursue the political route. Members suggested getting support from AUMA, AAMD&C, Mayors and Reeves, MLAs, etc.

Moved by: Jane Jensen

THAT the Board of Directors receive the Executive Committee Report for the meetings of January 14 and February 11, 2016, as information. **CARRIED**

(b) GIS Update

- Work has begun on the GIS for Ghost Lake and Waiparous which will generate revenue of approximately \$5,000 per year. An orthophoto update is planned for 2017-2018 utilizing grant funding. We are currently in the process of adding a development permits layer to the GIS, and a tangible capital module is being explored with the Town of Taber. A subdivision layer may also be added in the future.

Moved by: Ken Galts

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

CARRIED

(c) Regional Assessment Review Board Update

- ORRSC will be hosting the Municipal Government Board (MGB) Assessment Review Board Member training on March 7-10, 2016. Clerk training will follow on April 11-12 and a Board Member refresher course on May 17-18. We are also working with the MGB to get an on-line recertification course started.

6. BUSINESS

(a) ORRSC Strategic Plan – Board & Council Questionnaire

- ORRSC is embarking on the preparation of a business plan and strategic plan under the guidance of the Executive Committee and are in the process of gathering information by way of separate questionnaires for each of the following three groups:
 - Board Members and Councils
 - Chief Administrative Officers
 - ORRSC Staff
- Those attending this meeting were given a copy of the first questionnaire to be filled out individually or by their Council as a group and returned by April 1. Questions center around the type of services offered, quality of services, cost of services, membership type, etc. and each question has a bit of context and background provided. Questionnaires to CAOs and staff will follow, and when all the results have been tabulated a retreat between staff and the Executive will be held.

(b) Flood Mapping Request for Information

- ORRSC submitted a letter to both the Minister of Municipal Affairs and the Minister of Environment & Parks requesting an update on the status of the Flood Hazard Identification Program and requesting new mapping for some of the rivers and creeks in Southern Alberta (e.g. Oldman River, Pincher Creek, Kettles Creek, Lee Creek and the Crowsnest River). The data we are currently working with is over 24 years old and significant flood events and changes to our water courses have occurred during this time. Updated studies and mapping are needed in order for our municipalities to make good development decisions.

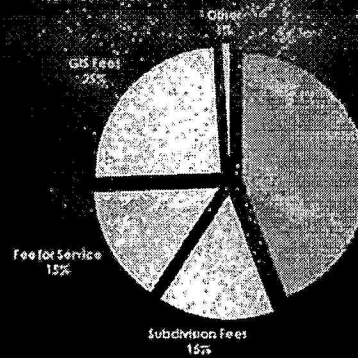
(c) Unaudited 2015 Financial Performance

- The Director reviewed highlights of 2015 financial performance (unaudited) as follows:

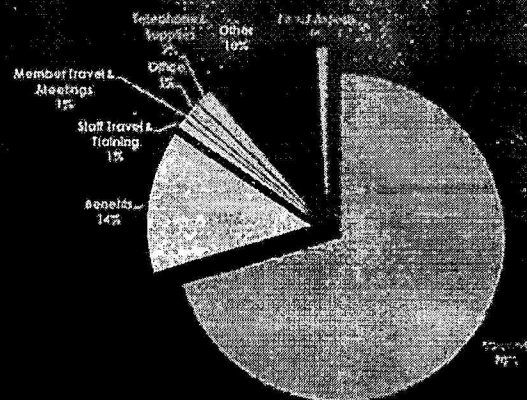
HIGHLIGHTS

	2014	2015
Net Revenues	2,019,450	2,042,602
Membership (Planning & GIS)	1,324,311	1,362,883
Subdivision	325,958	276,631
Fee-for-Service	273,859	301,428
Net Expenses	1,933,111	1,925,072
Salaries & Benefits	1,561,230	1,624,584
Excess of Revenues over Expenditures	92,928	117,510
Internally Restricted Net Assets (Reserves)	0	50,000
Total Equity	687,711	762,082

REVENUE



EXPENSE



7. ACCOUNTS

- (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2015**

Moved by: Greg Robinson

**THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income
for the 12-month period: January 1 - December 31, 2015, as information. CARRIED**

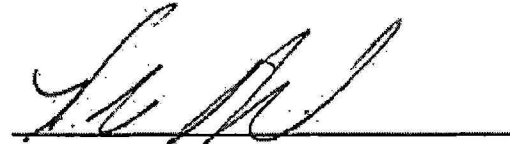
8. ADJOURNMENT

Moved by: Bill Chapman

**THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services
Commission at 9:10 p.m. until Thursday, June 2, 2016 at 7:00 p.m. CARRIED**

/bj

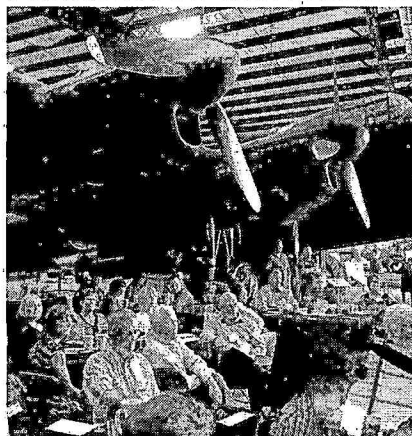
CHAIR:

A handwritten signature in dark ink, appearing to be 'L. M.', is written over a horizontal line.

Alberta SouthWest Bulletin June 2016

Regional Economic Development Alliance (REDA) Update

AlbertaSW Annual General Meeting was held June 1, 2016 under the wings of the historic planes at the Bomber Command Museum of Canada (BCMOC), Nanton. Following a tour offered by Bomber Command Board members, Nanton Mayor Rick Everett welcomed 85 guests to Nanton and spoke of the significance of the museum.



AlbertaSW Chairman Lloyd Kearn welcomed guest presenters: **Kim Davitt**, Missoula MT, outlined the agenda for the upcoming Roundtable on the Crown of the Continent Conference.

Save the dates: **October 13-14, Fernie BC.**

Leann Hackman-Carty, CEO, Economic Developers Alberta, and **Angela Groeneveld**, High River Business Renewal Officer, shared inspiring lessons learned from High River and Fort McMurray on the importance of economic development services and the importance of being prepared support businesses as an integral part of disaster recovery.



SouthGrow
Regional Initiative

The Regional Innovation Network of Southern Alberta (RINSA) invites you to an information and ideas event, in partnership with AlbertaSW and SouthGrow. Please plan to attend, and share the invitation with others who may find the topic to be of interest.

Electric Vehicle (EV) Charging Stations:

Creating Electric Highways in BC and AB

Tuesday June 21, 2016 Heritage Inn, Pincher Creek, 10:00am to 2:00pm; lunch provided

Presenter: Megan Lohmann, CCEM/MSc, Head of Community Energy Management, Community Energy Association communityenergy.bc.ca

Megan has designed and implemented successful initiatives in the Kootenays, leading collaboration with partnering communities and organizations. She will share what they have learned. This is an opportunity to learn why and how EVs fit into new trends in energy development and how we can maximize the opportunities for all our communities.

This discussion will be of interest to: Councillors, CAOs, EDOs, public works staff, energy utility providers, businesses, community leaders.

Please RSVP by Friday June 17, 2016 to bev@albertasouthwest.com

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