1) Call Council Meeting to Order

2) Additions to the Agenda

3) Minutes of the February 11th, 2019 Regular Council Meeting

4) Business Arising from Minutes

5) Delegation
   a)  Dale Leffingwell – Historical Society – 5:45pm – 5:55pm

6) Financial Reports
   a)  Accounts Payable #20190091 to #20190166
   b)  February 2019 Bank Reconciliation

7) Administration Reports
   a)  CAO Report
   b)  PW Foreman Report
   c)  Council Resolution Status
   d)  Capital Project Status

8) New Business
   a)  Bylaw #1018 – Regional Subdivision and Development Appeal Board & Agreement
   b)  Bylaw #1019 – Annual Operating Borrowing Bylaw
   c)  Bylaw #1020 – Sidewalk Snow Shoveling Bylaw
   d)  ATB Banking Proposal
   e)  Milk River Cable Club – Request for Capital Purchase funding
   f)  Public Auction Date and Requirements – Tax Arrears
   g)  October Council Meeting Date
   h)  Vehicle Usage (Mayor Losey)
   i)  Peaks to Prairies Electric Vehicle Network (Mayor Losey)
   j)  Resource Communities of Canada - AUMA
   k)  Regional Emergency Management Committee Member Appointment

9) Correspondence
   a)  FORTIS Alberta (emailed February 11, 2019)
   b)  ORRSC Executive Meeting Minutes (emailed February 19, 2019)
   c)  Canadian Badlands – Board Meeting Minutes (emailed February 21, 2019)
   d)  Ridge Country Housing Minutes (emailed February 27, 2019)
   e)  County of Warner – Notice of Decision
   f)  Municipal Affairs – MSI Update
   g)  ORRSC Board Minutes (emailed February 27, 2019)

10) Council Reports (Roundtable Discussion)
    a)  Councillor Liebelt Report

11) Adjournment
The regular meeting of the council of the Town of Milk River was held in council chambers in the municipal office commencing at 5:30 pm.

**Attendance**

<table>
<thead>
<tr>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor, P. Losey</td>
</tr>
<tr>
<td>Councillor, S. Liebelt</td>
</tr>
<tr>
<td>Councillor, M. McCanna</td>
</tr>
<tr>
<td>Councillor, P. Wright</td>
</tr>
<tr>
<td>Chief Administrative Officer, R. Leuzinger</td>
</tr>
<tr>
<td>Public Works Foreman, S. Beliveau</td>
</tr>
<tr>
<td>Planner, Bonnie Brunner</td>
</tr>
</tbody>
</table>

Councillor McCulloch was excused.

**Call to Order**

Mayor Losey called the meeting to order at 5:28pm.

**Additions to Agenda**

| #2019-02-01 |
| #2019-02-02 |
| #2019-02-03 |
| #2019-02-04 |

MOVED by Councillor Wright that the agenda be approved, as amended with the following additions:

- 9i) Booster Station
- 9j) Tourism Committee Membership Invitation – Mayor Losey

MOVED by Councillor McCanna to approve the minutes of the January 14th, 2019 Regular Council meeting.

MOVED by Councillor Liebelt to open the public hearing regarding Bylaw #1016 and Bylaw #1017 – Land Use Bylaw Amendments at 5:29pm.

- Bonnie Brunner, Planner, presented the proposed changes to Bylaw #997 – Land Use Bylaw with Bylaws #1016 and #1017.
- A letter from Alberta Transportation was included in the agenda package supporting the proposed amendment.

MOVED by Councillor McCanna to close the public hearing at 5:35pm.

Bonnie Brunner left the meeting at 5:36pm.

**Delegations**

Vic Haddad, Milk River Cable Club, presented to Council regarding a fibre optic internet service installation in Milk River.

**Accounts Payable & January 2019 Bank Reconciliation**

MOVED by Councillor Wright to approve accounts payable #20190001 - #20190090.

Councillor Liebelt abstained from voting on #20190035 and #20190055.

MOVED by Councillor McCanna to approve the January 2019 Bank Reconciliation.
### Administration Reports

**#2019-02-07**

MOVED by Councillor Liebelt to accept the Administration Reports as information, as presented.  
**CARRIED**

### New Business

#### Bylaw #1016

**#2019-02-08**

MOVED by Councillor Liebelt to approve second reading of Bylaw #1016 – Bylaw #997 Amendment – Administrative Matters, as presented.  
**CARRIED**

**#2019-02-09**

MOVED by Councillor McCanna to approve third and final reading of Bylaw #1016 – Bylaw #997 Amendment – Administrative Matters, as presented.  
**CARRIED**

#### Bylaw #1017

**#2019-02-10**

MOVED by Councillor Liebelt to approve second reading of Bylaw #1017 – Bylaw #997 Amendment - Rezoning.  
**CARRIED**

**#2019-02-11**

MOVED by Councillor Wright to approve third and final reading of Bylaw #1017 – Bylaw #997 Amendment - Rezoning.  
**CARRIED**

#### Council Strategic Direction

**#2019-02-12**

MOVED by Councillor Wright to approve the Council Strategic Direction plan, as presented.  
**CARRIED**

#### Ultrasound Machine Donation

**#2019-02-13**

MOVED by Councillor McCanna to approve donating $2,500 to the Milk River Medical Associates Ltd. for the purchase of the Ultrasound Machine.  
**CARRIED**

#### Sidewalk Shoveling Bylaw Discussion

**#2019-02-14**

MOVED by Councillor McCanna to direct administration to draft a Sidewalk Shoveling Bylaw for Council review at the March council meeting.  
**CARRIED**

#### County of Warner Development Notification

**#2019-02-15**

MOVED by Councillor Liebelt to accept the County of Warner Development Notification, as information.  
**CARRIED**

#### SAERG Letter of Support

**#2019-02-16**

MOVED by Councillor McCanna to provide a letter of support to the Southern Alberta Emergency Radio Guild, as requested.  
**CARRIED**

#### Booster Station

**#2019-02-17**

MOVED by Councillor Liebelt to move forward with the Booster Station Rehabilitation project, as tentatively approved with the 2019 Capital Budget.  
**CARRIED**

#### Southern Pioneer Heritage Tourism Committee Invitation

**#2019-02-18**

MOVED by Councillor McCanna to approve joining the Southern Pioneer Heritage Committee and to appoint Mayor Losey to the committee.  
**CARRIED**
Correspondence
#2019-02-19
MOVED by Councillor Wright to accept the correspondence as information. CARRIED

Council Reports

Councillor McCanna
- Attended a Ridge Country Housing meeting
- Attended a FCSS meeting
- Attended a Library Board meeting
- Attended the Quad Municipal Health Support Committee meeting

Councillor Liebelt
- Report included in the agenda package

Councillor Wright
- Attended an Agricultural Society meeting

Mayor Losey
- Attended a Ridge Country Housing meeting
- Attended a Seniors Society meeting

CAO, R. Leuzinger and PW Foreman, S. Beliveau left the meeting at 7:31pm.

Closed Session
#2019-02-20
MOVED by Councillor McCanna to go into a closed session at 7:32pm. CARRIED

#2019-02-21
MOVED by Councillor McCanna to come out of closed session at 7:58pm. CARRIED

CAO Salary
#2019-02-22
MOVED by Councillor Wright to provide a 1% salary increase to the CAO. CARRIED

Adjournment
#2019-02-23
MOVED by Councillor McCanna to adjourn the meeting @ 7:59pm. CARRIED

These minutes approved this 11th day of March, 2019.

_________________________________  Mayor – Peggy Losey
_________________________________  CAO – Ryan Leuzinger
<table>
<thead>
<tr>
<th>Cheque #</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Invoice #</th>
<th>Invoice Description</th>
<th>Invoice Amount</th>
<th>Cheque Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20190091</td>
<td>2019-02-08</td>
<td>ALBERTA LTD., MILK RIVER BOTTLE DEPOT</td>
<td>1006</td>
<td>PAYMENT CARDBOARD RECYCLING</td>
<td>1,811.25</td>
<td>1,811.25</td>
</tr>
<tr>
<td>20190092</td>
<td>2019-02-08</td>
<td>ALBERTA ONE-CALL CORPORATION</td>
<td>148767</td>
<td>PAYMENT JANUARY NOTIFICATIONS</td>
<td>25.20</td>
<td>25.20</td>
</tr>
<tr>
<td>20190093</td>
<td>2019-02-08</td>
<td>BENCHMARK ASSESSMENT CONSULT.</td>
<td>16407</td>
<td>PAYMENT FEBRUARY ASSESSMENT FEE</td>
<td>1,268.75</td>
<td>1,268.75</td>
</tr>
<tr>
<td>20190094</td>
<td>2019-02-08</td>
<td>CANDU AUTOMATION &amp; CONTROL SOLUTIONS LTD.</td>
<td>1341</td>
<td>PAYMENT PLC UPGRADE AT BOOSTER STN</td>
<td>18,478.15</td>
<td>18,478.15</td>
</tr>
<tr>
<td>20190095</td>
<td>2019-02-08</td>
<td>L.A. POWER SYSTEMS LTD.</td>
<td>76117</td>
<td>PAYMENT HYDROVAC CURB STOP-129 1ST AV</td>
<td>2,031.75</td>
<td>2,031.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>76146</td>
<td>FLUSH SEWER MAIN AT 3 AVE NE, C</td>
<td>504.00</td>
<td>504.00</td>
</tr>
<tr>
<td>20190096</td>
<td>2019-02-08</td>
<td>McLennan Ross LLP</td>
<td>664035</td>
<td>PAYMENT GEN EMPLOYMENT MATTERS-OHS,</td>
<td>1,785.53</td>
<td>1,785.53</td>
</tr>
<tr>
<td>20190097</td>
<td>2019-02-08</td>
<td>MCTAGGART HVAC</td>
<td>333</td>
<td>PAYMENT ROTO-ROOT SEWER-D.BROWN</td>
<td>472.50</td>
<td>472.50</td>
</tr>
<tr>
<td>20190098</td>
<td>2019-02-08</td>
<td>MID.WEST PUMP (90) LTD.</td>
<td>3900216</td>
<td>PAYMENT AERATION PUMP MAINTENANCE/RE</td>
<td>690.48</td>
<td>690.48</td>
</tr>
<tr>
<td>20190099</td>
<td>2019-02-08</td>
<td>MILK RIVER CABLE CLUB</td>
<td>45990</td>
<td>PAYMENT FEB INTERNET</td>
<td>78.75</td>
<td>78.75</td>
</tr>
<tr>
<td>20190100</td>
<td>2019-02-08</td>
<td>MILK RIVER HOME HARDWARE</td>
<td>2451026</td>
<td>PAYMENT TAPE</td>
<td>2.30</td>
<td>2.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451070</td>
<td>STORAGE BOXES</td>
<td>52.46</td>
<td>52.46</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451077</td>
<td>STORAGE BOXES</td>
<td>31.49</td>
<td>31.49</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451106</td>
<td>STORAGE BOX</td>
<td>31.49</td>
<td>31.49</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451220</td>
<td>WINDOW BLINDS (7)-BOARD ROOM,</td>
<td>1,572.90</td>
<td>1,572.90</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451354</td>
<td>THERMOMETERS</td>
<td>33.57</td>
<td>33.57</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451463</td>
<td>SHOVEL HANDLE</td>
<td>13.64</td>
<td>13.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451490</td>
<td>COUPLINGS</td>
<td>6.70</td>
<td>6.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451705</td>
<td>TUBE CUTTER</td>
<td>11.54</td>
<td>11.54</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2451737</td>
<td>PLIERS</td>
<td>11.54</td>
<td>11.54</td>
</tr>
<tr>
<td>20190101</td>
<td>2019-02-08</td>
<td>R P WATERWORKS INC.</td>
<td>4344</td>
<td>PAYMENT CURB STOP, INSERTS, COUPLER,</td>
<td>1,380.38</td>
<td>1,380.38</td>
</tr>
<tr>
<td>20190102</td>
<td>2019-02-08</td>
<td>RIDGE AUTO PARTS LTD.</td>
<td>652540</td>
<td>PAYMENT BATTERY-SEWAGE LIFT CUMMINS</td>
<td>181.64</td>
<td>181.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>652723</td>
<td>RED STICK, SLEEVE, NUT</td>
<td>57.52</td>
<td>57.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>652909</td>
<td>MARKER WHITE</td>
<td>7.65</td>
<td>7.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>652926</td>
<td>BUNGEE CORDS</td>
<td>28.58</td>
<td>28.58</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>652957</td>
<td>1.88 IN 35 YD BLACK T</td>
<td>14.42</td>
<td>14.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>652967</td>
<td>SNAP STRAPS</td>
<td>12.10</td>
<td>12.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653007</td>
<td>BOLTS, BATTERIES-FIRE DEPT</td>
<td>39.14</td>
<td>39.14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653012</td>
<td>FACE SHIELD, CLEAR LENS, ORG V</td>
<td>56.61</td>
<td>56.61</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653028</td>
<td>CARBURATOR CLEANER</td>
<td>4.50</td>
<td>4.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653045</td>
<td>WHITE T-SHIRT WIPERS</td>
<td>65.47</td>
<td>65.47</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653072</td>
<td>LINCHAIN PIN</td>
<td>1.07</td>
<td>1.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653198</td>
<td>MOTOR OIL</td>
<td>4.96</td>
<td>4.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653231</td>
<td>BOOSTER CLAMP</td>
<td>8.75</td>
<td>8.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653541</td>
<td>CONSICUPITY TAPE</td>
<td>51.00</td>
<td>51.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>653615</td>
<td>RED STICK</td>
<td>59.37</td>
<td>59.37</td>
</tr>
<tr>
<td>20190103</td>
<td>2019-02-08</td>
<td>RIVERSIDE MARKET 2009</td>
<td>1185809</td>
<td>PAYMENT WATER, BROWNIES-STAFF MEETING</td>
<td>22.26</td>
<td>22.26</td>
</tr>
<tr>
<td>20190104</td>
<td>2019-02-08</td>
<td>RMA</td>
<td>49431745</td>
<td>PAYMENT STAPLES-DESK CALENDAR, RECEI</td>
<td>45.12</td>
<td>45.12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>49582201</td>
<td>STAPLES-LAMINATING POUCHES, K</td>
<td>159.45</td>
<td>159.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>90710856-00</td>
<td>EMCO-COUPINGS, PIPE</td>
<td>136.90</td>
<td>136.90</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>505376</td>
<td>RME-SHOVEL SQUARE</td>
<td>17.91</td>
<td>17.91</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>59398</td>
<td>RME-VISOR WRAP</td>
<td>7.44</td>
<td>7.44</td>
</tr>
<tr>
<td>20190105</td>
<td>2019-02-08</td>
<td>SOCIETY OF LOCAL GOVT MANAGERS OF ALBERTA</td>
<td></td>
<td>PAYMENT</td>
<td>350.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Cheque #</td>
<td>Date</td>
<td>Vendor Name</td>
<td>Invoice #</td>
<td>Invoice Description</td>
<td>Invoice Amount</td>
<td>Cheque Amount</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>20190105</td>
<td>2019-02-08</td>
<td>SOCIETY OF LOCAL GOV'T MANAGERS OF ALBERTA</td>
<td>201901</td>
<td>2019 PROFESSIONAL FEES-R LEUZI</td>
<td>350.00</td>
<td>350.00</td>
</tr>
<tr>
<td>20190106</td>
<td>2019-02-08</td>
<td>SOUTH COUNTRY TIRE</td>
<td>877274</td>
<td>PAYMENT FLAT REPAIR-UNIT 116</td>
<td>117.60</td>
<td></td>
</tr>
<tr>
<td>20190107</td>
<td>2019-02-08</td>
<td>TANEX (2003) INC.</td>
<td>201901</td>
<td>PROG CERT NO: PAYMENT RIVERSIDE WETLANDS ENHANCEM</td>
<td>29,909.25</td>
<td></td>
</tr>
<tr>
<td>20190108</td>
<td>2019-02-08</td>
<td>TRUCK/RV/CAR/WASH</td>
<td>3623</td>
<td>PAYMENT VEHICLE WASHES</td>
<td>227.00</td>
<td>227.00</td>
</tr>
<tr>
<td>20190116</td>
<td>2019-02-20</td>
<td>AMSC INSURANCE SERVICES LTD.</td>
<td>201903</td>
<td>PAYMENT MARCH BENEFITS HEALTH SPENDING ACCOUNT</td>
<td>2,793.85, 558.40</td>
<td></td>
</tr>
<tr>
<td>20190117</td>
<td>2019-02-20</td>
<td>BORDER COMMUNITY WELLNESS FOUNDATION</td>
<td>201901</td>
<td>PAYMENT DONATION-BOGLE-NEW FOUNDATION</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>20190118</td>
<td>2019-02-20</td>
<td>CARO ANALYTICAL SERVICES</td>
<td>IC1902249</td>
<td>PAYMENT BI-ANNUAL WATER TESTING</td>
<td>2,396.10</td>
<td></td>
</tr>
<tr>
<td>20190119</td>
<td>2019-02-20</td>
<td>GLENN'S PLUMBING &amp; HEATING</td>
<td>2044</td>
<td>PAYMENT REPAIR CAMPGROUND WOMANS B/</td>
<td>205.80</td>
<td>205.80</td>
</tr>
<tr>
<td>20190120</td>
<td>2019-02-20</td>
<td>KOST FIRE EQUIPMENT LTD.</td>
<td>41016659</td>
<td>PAYMENT ANNUAL FIRE EXTINGUISHER SERV</td>
<td>620.66</td>
<td>620.66</td>
</tr>
<tr>
<td>20190121</td>
<td>2019-02-20</td>
<td></td>
<td>201902</td>
<td>PAYMENT PARKING-LETH COLLEGE X4-WATER</td>
<td>16.00</td>
<td></td>
</tr>
<tr>
<td>20190122</td>
<td>2019-02-20</td>
<td></td>
<td>201902</td>
<td>PAYMENT MILEAGE-MEETINGS, CMML COURS</td>
<td>944.61</td>
<td>944.61</td>
</tr>
<tr>
<td>20190123</td>
<td>2019-02-20</td>
<td>MCTAGGART HVAC</td>
<td>337</td>
<td>PAYMENT REPAIR FURNACE-LIFT STATION</td>
<td>320.25</td>
<td>320.25</td>
</tr>
<tr>
<td>20190124</td>
<td>2019-02-20</td>
<td>MPE ENGINEERING LTD.</td>
<td>1440-047-00-28</td>
<td>PAYMENT RIVERSIDE WETLANDS ENHANCEM</td>
<td>15,053.60, 2,827.65</td>
<td>17,881.25</td>
</tr>
<tr>
<td>20190125</td>
<td>2019-02-20</td>
<td>MUNICIPAL INFORMATION SYSTEMS</td>
<td>20182063</td>
<td>PAYMENT MARCH SUPPORT</td>
<td>846.00</td>
<td></td>
</tr>
<tr>
<td>20190126</td>
<td>2019-02-20</td>
<td>OLDMAN RIVER REGIONAL</td>
<td>10169</td>
<td>PAYMENT MAPS, CIVIC ADDRESS, REGISTERE</td>
<td>68.00</td>
<td>68.00</td>
</tr>
<tr>
<td>20190127</td>
<td>2019-02-20</td>
<td>PUROLATOR INC.</td>
<td>440614922</td>
<td>PAYMENT FREIGHT-CARO</td>
<td>71.12</td>
<td></td>
</tr>
<tr>
<td>20190128</td>
<td>2019-02-20</td>
<td>QUAD MUNICIPAL DOCTOR RETENTION &amp;</td>
<td>201802, 201803</td>
<td>PAYMENT DONATION-CLINIC ULTRASOUND EC</td>
<td>5,300.00</td>
<td>7,800.00</td>
</tr>
<tr>
<td>20190129</td>
<td>2019-02-20</td>
<td>RECEIVER GENERAL FOR CANADA</td>
<td>20190021808</td>
<td>PAYMENT RADIO LICENSES</td>
<td>1,385.00</td>
<td>1,385.00</td>
</tr>
<tr>
<td>20190130</td>
<td>2019-02-20</td>
<td>RIDGE WATER SERVICES COMMISSION</td>
<td>325</td>
<td>PAYMENT WTP MANAGER, LEVEL 2 OPERATOI</td>
<td>2,055.73</td>
<td>2,055.73</td>
</tr>
<tr>
<td>20190131</td>
<td>2019-02-20</td>
<td>ROCKY MOUNTAIN PHOENIX</td>
<td>IN0115048</td>
<td>PAYMENT GLOVES, HOODS-FIRE DEPT</td>
<td>806.40</td>
<td></td>
</tr>
<tr>
<td>20190132</td>
<td>2019-02-20</td>
<td>SOL LED SOLUTIONS</td>
<td>1704</td>
<td>PAYMENT PIRANHA-SEWER ENZYMES</td>
<td>3,045.00</td>
<td></td>
</tr>
<tr>
<td>20190133</td>
<td>2019-02-20</td>
<td>TOWN OF RAYMOND</td>
<td>20190048</td>
<td>PAYMENT FEBRUARY PEACE OFFICERS</td>
<td>2,283.91</td>
<td>2,283.91</td>
</tr>
<tr>
<td>20190134</td>
<td>2019-02-20</td>
<td>UFA CO-OPERATIVE LIMITED</td>
<td>111775053</td>
<td>PAYMENT FUEL</td>
<td>1,991.28</td>
<td></td>
</tr>
<tr>
<td>20190135</td>
<td>2019-02-20</td>
<td>WASTE CONNECTIONS OF CANADA INC.</td>
<td>7410-0000440714</td>
<td>PAYMENT PLASTICS RECYCLING</td>
<td>34.65</td>
<td>34.65</td>
</tr>
<tr>
<td>20190136</td>
<td>2019-02-20</td>
<td>PEKA ROLLSHUTTERS LTD.</td>
<td></td>
<td>PAYMENT</td>
<td>3,307.50</td>
<td></td>
</tr>
<tr>
<td>Cheque #</td>
<td>Date</td>
<td>Vendor Name</td>
<td>Invoice #</td>
<td>Invoice Description</td>
<td>Invoice Amount</td>
<td>Cheque Amount</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>----------------------------</td>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>20190136</td>
<td>2019-02-20</td>
<td>PEKA ROLLSHUTTERS LTD.</td>
<td>7415</td>
<td>COUNTER ROLLSHUTTER, 8 KG MO</td>
<td>3,307.50</td>
<td>3,307.50</td>
</tr>
<tr>
<td>20190153</td>
<td>2019-02-27</td>
<td>AMSC INSURANCE SERVICES LTD.</td>
<td>33124</td>
<td>PAYMENT AG SOCIETY INS-CRIME, LIABILITY, I</td>
<td>3,359.99</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>33127</td>
<td>CURLING CLUB INSURANCE-CRIME,</td>
<td>1,122.07</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>33128</td>
<td>LIBRARY BOARD INSURANCE-CRIMI</td>
<td>1,183.34</td>
<td></td>
</tr>
<tr>
<td>20190154</td>
<td>2019-02-27</td>
<td>ATB FINANCIAL ACCOUNTS PAYABLE</td>
<td>201902</td>
<td>PAYMENT FEBRUARY RRSP CONTRIBUTION</td>
<td></td>
<td>233.38</td>
</tr>
<tr>
<td>20190155</td>
<td>2019-02-27</td>
<td>ATB FINANCIAL MASTER CARD</td>
<td>2019007</td>
<td>PAYMENT ADOBE-COUNCIL AGENDAS</td>
<td>21.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019008</td>
<td>SANDSTONE-COUNCIL MEAL</td>
<td>48.49</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019009</td>
<td>SANDSTONE-COUNCIL MEAL</td>
<td>65.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019010</td>
<td>LGAA-MEMBERSHIP RENWAL-R.LEU</td>
<td>183.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019011</td>
<td>AWWOA-TRAINING-R.KUKUSCKA</td>
<td>362.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019012</td>
<td>AWWOA-MEMBERSHIP-R.KUKUSCKA</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019013</td>
<td>AWWOA-MEMBERSHIP-S.BUTLER</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019014</td>
<td>AWWOA-SEMINAR-S.BELIVEAU</td>
<td>346.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019015</td>
<td>BANFF CARIBOU LODGE-S.BELIVEA</td>
<td>920.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019016</td>
<td>GLOBAL INDUSTRIES-POWERBLANKET</td>
<td>1,461.86</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019017</td>
<td>AMAZON-TIME RETURNING BY SIGN</td>
<td>16.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019018</td>
<td>AWWOA-TRAINING-S.BUTLER</td>
<td>362.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019019</td>
<td>CRA-GST ON POWERBLANKET</td>
<td>70.74</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019020</td>
<td>COURTYARD MARRIOTT-HOTEL-R.L</td>
<td>376.12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2019021</td>
<td>PREMIER HOTEL-BROWNLee TRENi</td>
<td>142.39</td>
<td></td>
</tr>
<tr>
<td>C1683668147</td>
<td></td>
<td></td>
<td>1683668147</td>
<td>POSTAGE-LUB HEARING</td>
<td>84.67</td>
<td></td>
</tr>
<tr>
<td>C168367943</td>
<td></td>
<td></td>
<td>168367943</td>
<td>POSTAGE-REZONING</td>
<td>84.67</td>
<td></td>
</tr>
<tr>
<td>C168391608</td>
<td></td>
<td></td>
<td>168391608</td>
<td>CPC-NEWSLETTER</td>
<td>110.32</td>
<td></td>
</tr>
<tr>
<td>20190156</td>
<td>2019-02-27</td>
<td>CARO ANALYTICAL SERVICES</td>
<td>201902</td>
<td>PAYMENT FEBRUARY RRSP CONTRIBUTION</td>
<td>691.84</td>
<td></td>
</tr>
<tr>
<td>20190157</td>
<td>2019-02-27</td>
<td>D. C. SWANSON COMPUTING</td>
<td>IC1902647</td>
<td>PAYMENT WATER TESTING</td>
<td>299.25</td>
<td></td>
</tr>
<tr>
<td>20190158</td>
<td>2019-02-27</td>
<td>GASPAR, MARYAN</td>
<td>6395</td>
<td>PAYMENT SERVICE CALLS, DATA BACKUPS</td>
<td>342.67</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>201902</td>
<td>PAYMENT FEBRUARY RRSP CONTRIBUTION</td>
<td>364.22</td>
<td></td>
</tr>
<tr>
<td>20190160</td>
<td>2019-02-27</td>
<td>NORTH &amp; CO LLP</td>
<td>100459</td>
<td>PAYMENT FEUARY JANITORIAL</td>
<td>700.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>006</td>
<td>PAYMENT INSTALL CORD, BOX, SWITCH FOR I</td>
<td>157.00</td>
<td></td>
</tr>
<tr>
<td>20190162</td>
<td>2019-02-27</td>
<td>SOCIETY OF LOCAL GOVT MANAGERS OF ALBERTA</td>
<td>201902</td>
<td>PAYMENT MUNICIPAL ADMIN LEADERSHIP WC</td>
<td>549.00</td>
<td></td>
</tr>
<tr>
<td>20190163</td>
<td>2019-02-27</td>
<td>ROCKY MOUNTAIN EQUIPMENT</td>
<td>100459</td>
<td>PAYMENT FEES-PURCHASE OF LAND</td>
<td>1,685.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>201902</td>
<td>PAYMENT FEBRUARY REMITTANCE</td>
<td>10,620.75</td>
<td></td>
</tr>
<tr>
<td>20190164</td>
<td>2019-02-27</td>
<td>SOCIETY OF LOCAL GOVT MANAGERS OF ALBERTA</td>
<td>201902</td>
<td>PAYMENT MUNICIPAL ADMIN LEADERSHIP WC</td>
<td>549.00</td>
<td></td>
</tr>
<tr>
<td>20190165</td>
<td>2019-02-27</td>
<td>SOCIETY OF LOCAL GOVT MANAGERS OF ALBERTA</td>
<td>201902</td>
<td>PAYMENT MUNICIPAL ADMIN LEADERSHIP WC</td>
<td>549.00</td>
<td></td>
</tr>
</tbody>
</table>

Total 202,372.17

*** End of Report ***
**TOWN OF MILK RIVER**
Accounts Payable Bank Reconciliation

February Balance Shown on Bank Statement  2,758,651.92

<table>
<thead>
<tr>
<th>Deposit Description</th>
<th>Batch #</th>
<th>Deposit Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK DEPOSIT</td>
<td>12051</td>
<td>2019-02-28</td>
<td>16,483.54</td>
</tr>
<tr>
<td>DIRECT DEPOSIT-MAR</td>
<td>12051</td>
<td>2019-02-28</td>
<td>2,763.23</td>
</tr>
<tr>
<td>MASTERCARD DEPOSIT-MAR</td>
<td>12051</td>
<td>2019-02-28</td>
<td>1,280.52</td>
</tr>
<tr>
<td>VISA DEPOSIT-MAR</td>
<td>12051</td>
<td>2019-02-28</td>
<td>300.00</td>
</tr>
<tr>
<td>DEBIT DEPOSIT-MAR</td>
<td>12051</td>
<td>2019-02-28</td>
<td>780.28</td>
</tr>
</tbody>
</table>

**Total Deposits Outstanding**

- **Sub Total**
- **21,607.57**

<table>
<thead>
<tr>
<th>Payee</th>
<th>Cheque #</th>
<th>Cheque Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILK RIVER &amp; DISTRICT SWIMMING</td>
<td>20180398</td>
<td>2018-05-30</td>
<td>20.00</td>
</tr>
<tr>
<td>MILK RIVER FIREFIGHTERS SOCIE</td>
<td>20190008</td>
<td>2019-01-04</td>
<td>706.40</td>
</tr>
<tr>
<td>MCLENNAN ROSS LLP</td>
<td>20190081</td>
<td>2019-01-30</td>
<td>685.84</td>
</tr>
<tr>
<td>CARO ANALYTICAL SERVICES</td>
<td>20190118</td>
<td>2019-02-20</td>
<td>2,396.10</td>
</tr>
<tr>
<td>MPE ENGINEERING LTD.</td>
<td>20190124</td>
<td>2019-02-20</td>
<td>17,881.25</td>
</tr>
<tr>
<td>MUNICIPAL INFORMATION SYSTEM</td>
<td>20190125</td>
<td>2019-02-20</td>
<td>846.00</td>
</tr>
<tr>
<td>RECEIVER GENERAL FOR CANADA</td>
<td>20190129</td>
<td>2019-02-20</td>
<td>1,385.00</td>
</tr>
<tr>
<td>RIDGE WATER SERVICES COMMIS</td>
<td>20190130</td>
<td>2019-02-20</td>
<td>2,055.73</td>
</tr>
<tr>
<td>PEKA ROLLSHUTTERS LTD.</td>
<td>20190135</td>
<td>2019-02-20</td>
<td>3,307.50</td>
</tr>
<tr>
<td>AMSC INSURANCE SERVICES LTD.</td>
<td>20190133</td>
<td>2019-02-20</td>
<td>5,665.40</td>
</tr>
<tr>
<td>ATB FINANCIAL ACCOUNTS PAYAB</td>
<td>20190154</td>
<td>2019-02-27</td>
<td>233.38</td>
</tr>
<tr>
<td>ATB FINANCIAL MASTER CARD</td>
<td>20190155</td>
<td>2019-02-27</td>
<td>4,778.21</td>
</tr>
<tr>
<td>CARO ANALYTICAL SERVICES</td>
<td>20190156</td>
<td>2019-02-27</td>
<td>691.84</td>
</tr>
<tr>
<td>D. C. SWANSON COMPUTING</td>
<td>20190157</td>
<td>2019-02-27</td>
<td>299.25</td>
</tr>
<tr>
<td>KALLIO, LES</td>
<td>20190159</td>
<td>2019-02-27</td>
<td>364.22</td>
</tr>
<tr>
<td>NORTH &amp; CO LLP</td>
<td>20190160</td>
<td>2019-02-27</td>
<td>157.00</td>
</tr>
<tr>
<td>RECEIVER GENERAL FOR CANADA</td>
<td>20190164</td>
<td>2019-02-27</td>
<td>10,620.75</td>
</tr>
<tr>
<td>SOCIETY OF LOCAL GOVT MANAG</td>
<td>20190166</td>
<td>2019-02-27</td>
<td>549.00</td>
</tr>
</tbody>
</table>

**Total Outstanding Cheques**

- **57,427.26**
- **(57,427.26)**

**And Adjustments**
Your Bank Balance Should Be 2,722,832.23

Your Reconciled Bank Balance Is 2,722,832.23

Difference 0.00

*** End of Report ***
Administration & Operations

- Met with MPE:
  - Riverside Wetlands Project
  - Booster Station Rehabilitation Project
  - 8th Avenue Development
  - Milk River Cable Club inquiry – fibre optic installation
- Safety Program discussions with Jamie from the County of Warner
- Held a Safety Committee meeting
- 2019 Tax Arrears List
  - 3 properties were placed on the tax notification list
  - 2 properties will need to have a public auction
- Made a connection with a prospective business inquiring about the Town – will be keeping in contact in regards to land availability
- GIC’s allocation and management
- Yearend preparation
- Attended the Brownlee Emerging Trends Seminar
- Attended 2 meetings at ORRSC
  - Regional SDAB program
  - GIS Advisory Committee
- Staff performance evaluations
- Submitted reporting to Alberta Transportation for a progress payment for the Raw Water Reservoir Project
- LAPP review
  - Previously, Council requested this come back to the March 2019 Council meeting, the updates have not been released by the Province yet.
- Multiple discussions with various stakeholders regarding spur line

Expected Upcoming Holidays/Days Off

- August 19, 2019 – 26, 2019
- October 2 – 17, 2019

Upcoming Training/Courses/Conferences

- Certificate in Municipal Management and Leadership
  - Module 4 – April 3 - 5, 2019
  - Society of Local Government Managers Conference – May 14 - 17, 2019
  - Module 5 – May 22 – 23, 2019
General:
  • Annual fire extinguishers inspection was performed on February 6th 2019.

Parks and Rec:
  • Still reviewing quote for a new Zero turn mower.

Roads:
  • Winter road maintenance now in effect. (Snow removal)
  • Purchased NEW skid steer.

Water & Wastewater:
  • WATER:
    o Reviewed the Drinking Water Safety Plan.
    o Submitted the Wastewater annual report.
    o Ridge Water Commission submitted the Water annual report.
    o We had a few service lines frozen because of the low temperature. Water service was provided to those residents in a timely fashion.
    o Met with MPE Engineering:
      ▪ Upgrade on our Booster Station.
      ▪ Storm sewer – catch basin on our main storm sewer system.
  • WTP:
    o Getting quotes on a new weight scale system for our chlorine room.
  • RAW WATER:
    o Basins water level are still full.
  • SEWER WORK:
    o We flushed our main sewer line at the intersection of County Rd. & 3rd Avenue N.E. to remove a blockage on February 28th 2019 and are investigating possible roots or collapse in the main pipe.

Swimming Pool:
  • CLOSED FOR WINTER

Staff Management:
  •

Education & Training:
  • Mr. Curtis Leikeim successfully achieved his level 1 in Water Distribution, Sewer Collection & Treatment on February 4th, 5th & 11th 2019.

Projected Plans:
  • Building protocols on how we do things
  • Updating maintenance program
  • Promoting continuous education/ Water certification

Respectfully submitted

Samuel Béliveau – PW Foreman
## Council Resolution Status

### Regular Meeting - August 2017
- **2017-08-06**: Riverside Wetland Project  
  - Admin  
  - Ongoing
- **2017-08-07**: Water License Transfer - Golf Course  
  - Admin  
  - Ongoing

### Regular Meeting - June 2018
- **2018-06-13**: Airport Lighting Upgrade Project  
  - Committee  
  - Ongoing

### Regular Meeting - August 2018
- **2018-08-13**: 112-4th Ave Drainage Concerns  
  - Admin  
  - Ongoing
- **2018-08-14**: 8th Ave Curbing  
  - Admin  
  - Ongoing
- **2018-08-16**: Town Hall Rental Agreement Extension  
  - Admin  
  - Ongoing

### Regular Meeting - November 2018
- **2018-11-18**: River of Life Church Options  
  - Admin  
  - Completed
- **2018-11-20**: Fire Breathing Apparatus Fill Station  
  - Fire Dept  
  - Completed

### Regular Meeting - December 2018
- **2018-12-07**: LAPP Pension Plan  
  - Council  
  - Tabled til March
- **2018-12-08**: Booster Station PLC Upgrade  
  - Admin  
  - Ongoing

### Regular Meeting - January 2019
- **2019-01-06**: Bylaw #1016  
  - Council  
  - Completed
- **2019-01-07**: Bylaw #1017  
  - Council  
  - Completed

### Regular Meeting - February 2019
- **2019-02-08-09**: Bylaw #1016  
  - Council  
  - Completed
- **2019-02-10-11**: Bylaw #1017  
  - Council  
  - Completed
- **2019-02-12**: Council Strategic Direction  
  - Council  
  - Completed
- **2019-02-13**: Ultrasound Donation  
  - Council  
  - Completed
- **2019-02-14**: Sidewalk Snow Shoveling Bylaw Drafting  
  - Admin  
  - Completed
- **2019-02-16**: SAERG Letter of Support  
  - Admin  
  - Completed
- **2019-02-17**: Booster Station Upgrade  
  - Admin  
  - Ongoing
- **2019-02-22**: CAO Salary Increase  
  - Council  
  - Completed
<table>
<thead>
<tr>
<th>Dept</th>
<th>Project Description</th>
<th>Original Budget</th>
<th>Actual Cost (excluding GST)</th>
<th>Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW</td>
<td>Riverside Wetland Project &amp; Sewer Replacement</td>
<td>$1,966,882</td>
<td>$579,320</td>
<td>Ongoing</td>
<td>May 1, 2019 Completion Date</td>
</tr>
<tr>
<td>PW</td>
<td>Raw Water Reservoir</td>
<td>$1,860,000</td>
<td>$1,249,390</td>
<td>Ongoing</td>
<td>Deficiencies have been repaired - fencing is only outstanding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3,826,882</td>
<td>$1,828,710</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bylaw</td>
<td>Bike Rodeo</td>
<td>$1,000</td>
<td></td>
<td></td>
<td>May 15, 2019 Event</td>
</tr>
<tr>
<td>Admin</td>
<td>Website</td>
<td>$5,000</td>
<td></td>
<td></td>
<td>Reviewing quotes</td>
</tr>
<tr>
<td>PW</td>
<td>Cemetery Heating Blanket</td>
<td>$2,200</td>
<td>$1,650</td>
<td>Completed</td>
<td>Received</td>
</tr>
<tr>
<td>PW</td>
<td>Bulk Water Station Payment System</td>
<td>$4,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW</td>
<td>Road Resurfacing Test</td>
<td>$10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW</td>
<td>Sidewalk/Curbing Project</td>
<td>$50,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW</td>
<td>Booster Station Upgrade</td>
<td>$460,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW</td>
<td>Skidsteer Purchase</td>
<td>$60,000</td>
<td></td>
<td></td>
<td>Obtaining Quotes</td>
</tr>
<tr>
<td>PW</td>
<td>Small Mower Purchase</td>
<td>$15,000</td>
<td></td>
<td></td>
<td>Obtaining Quotes</td>
</tr>
<tr>
<td>PW</td>
<td>Water Valve Replacements</td>
<td>$30,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW</td>
<td>Shop Concrete Pads(Sander and Front)</td>
<td>$12,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>North and South Entrance Beautification</td>
<td>$20,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Swimming Pool Main Drain</td>
<td>$30,000</td>
<td></td>
<td></td>
<td>Obtaining Quotes</td>
</tr>
</tbody>
</table>

|       |                                      | $699,200        | $1,650                     |           |                                                |
Bylaw #1018 – Regional Subdivision and Development Appeal Board (SDAB)

Background

With the recent amendments to the Municipal Government Act, all municipalities in Alberta are required to formally train all members of our existing SDAB and the SDAB clerk, on or before April 1, 2019. Further, all SDAB members and clerks must retrain every 3 years. This poses a significant cost to many municipalities, especially small ones like Milk River, who, historically do not typically have SDAB hearings on a regular basis. From quick research the last SDAB hearing held in Milk River was in 2013. Further, the majority of this board is not allowed to be made up from municipal Councillors so we would be required to recruit and train people from the community to sit on this board.

The Oldman River Regional Services Commission (ORRSC) has organized a Regional SDAB to assist municipalities like us who don’t have many appeals. This regional approach would provide the SDAB clerk and boards from within the membership of those municipalities who participate. There is a yearly fee of $500 to be a part of the regional approach. There would be additional fees in the event we are required to have a SDAB hearing. This will be dramatically cheaper over the long term because we wont have to continually train members who may never sit on an appeal.

Options (administrative recommendation marked with “x”):

☐ #1 – Approve all three readings of Bylaw #1018 – Regional Subdivision and Development Appeal Board, as presented.

☐ #2 – Provide administration with further direction with an approach Council would like to take.

Attachments
1) Bylaw #1018 - Intermunicipal SDAB
2) Regional SDAB Agreement
3) Regional SDAB Schedule of Fees – 2019
4) Regional SDAB Discussion Questions
5) Regional SDAB Procedural Guidelines
MILK RIVER
IN THE PROVINCE OF ALBERTA

CHINOOK INTERMUNICIPAL SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
BYLAW NO. 1018

A BYLAW OF THE TOWN OF MILK RIVER IN THE PROVINCE OF ALBERTA TO ESTABLISH AN
INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as
amended from time to time requires the municipality to adopt a bylaw to establish a Municipal
Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal
Board;

AND WHEREAS the Council of the Town of Milk River wishes to join other area municipalities to establish
the Chinook Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Chinook Intermunicipal Subdivision and Development Appeal Board is authorized to
render decisions on appeals resulting from decisions of a Subdivision Authority or a Development
Authority in accordance with the South Saskatchewan Regional Plan (SSRP), the Municipal Government
Act (MGA), the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

NOW THEREFORE, the Council of the Town of Milk River in the Province of Alberta duly assembled,
enacts as follows:

1. TITLE

This Bylaw may be cited as the Chinook Intermunicipal Subdivision and Development Appeal Board
Bylaw.

2. AUTHORIZATION

Pursuant to section 627(1)(b) of the MGA, this bylaw hereby authorizes the municipality to enter an
agreement with the other participating municipalities to establish the Chinook Intermunicipal
Subdivision and Development Appeal Board.

3. DEFINITIONS

Appellant means the person who may file an appeal to the Board from decisions of a Subdivision
Authority or a Development Authority in accordance with the MGA.

Board means the Chinook Intermunicipal Subdivision and Development Appeal Board established
pursuant to this bylaw.
**Board Member** means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

**Board Panel** means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

**Chair** means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

**Chief Administrative Officer (CAO)** means the individual appointed to the position for the municipality in accordance with the MGA.

**Clerk** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.

**Conflict of Interest** means both Common Law Bias and Pecuniary Interest.

**Council** means the Council of the (Municipality).

**Development Authority** has the same meaning as in the MGA.

**Hearing** means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

**Municipality** means the municipal corporation of the Town of Milk River together with its jurisdictional boundaries, as the context requires.

**Panel Member** means an individual Board member participating in the group panel to hear an appeal.

**Participating municipality** means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

**Procedural guidelines** means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

**Subdivision Authority** has the same meaning as in the MGA.

**Subdivision and Development Appeal Board** has the same meaning as in the MGA.

**Quorum** means the minimum number of Board panel members required to hear an appeal.

**Municipal Government Act (MGA)** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.

**Chinook Intermunicipal Subdivision and Development Appeal Board** means the Board established by agreement to act as the Subdivision and Development Appeal Board.
All other terms used in this Bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

4. APPOINTMENT OF THE BOARD

(1) The Board is comprised of the member representative(s) as appointed by the participating municipalities.

(2) A municipality may participate in the Chinook Intermunicipal Subdivision and Development Appeal Board without appointing individual representative(s) by utilizing the appointed Board Members of the other participating member municipalities to act on the municipality’s behalf as its appeal body.

(3) For each member municipality appointing individual Board Member representative(s) to the Chinook Intermunicipal Subdivision and Development Appeal Board, the appointment shall be made by resolution of Council. Appointed Board Members from a municipality shall consist of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large. If two (2) or less persons are appointed as members, they must be non-elected persons at large.

(4) For those member municipalities appointing individual representative(s) to the Board, the remaining composition of the Board Panel Members shall be the appointed members from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board.

(5) Appointments to the Chinook Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.

(6) Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the municipality, for the purpose of establishing a staggered expiration of terms amongst the Board Members.

(7) A Board Member may resign from the Chinook Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.

(8) Where Council has appointed a Board Member representative(s) for the municipality, Council may remove its individual appointed Board Member representative(s) at any time if:
   a) in the opinion of Council, a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
   b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
   c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.
5. **COMPOSITION**

(1) The Board Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.

(2) For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Chinook Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than three (3) persons, with no more than one (1) being an elected official.

(3) Two (2) Board Members constitute a quorum of the Board Panel.

(4) If a vacancy of an appointed Board member representative from a municipality shall occur at any time, the municipality may appoint another person to fill the vacancy by resolution of Council.

(5) In the absence of the municipal appointed member representative(s) of the municipality in which the appeal originates being available to sit on a Panel, then the appointed Panel Member representative(s) from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board shall form the composition of the Board Panel to hear and decide on a matter of appeal on behalf of the municipality.

(6) Board Panel Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.

(7) A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

6. **COSTS AND REMUNERATION**

(1) Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.

(2) Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Chinook Intermunicipal Subdivision and Development Appeal Board.

7. **DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

(1) The Chinook Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.

(2) The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.
(3) A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.

(4) The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.

(5) A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.

(6) An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.

(7) The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.

(8) The Board Members shall consider and act in respect of the Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.

(9) The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

8. APPEAL FILING

(1) An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the MGA, to the municipality and include the payment of the applicable municipal appeal fee.

(2) If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the MGA to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.

(3) In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the MGA unless another notice of appeal has been served upon the Board in accordance with the MGA.

9. CLERK RESPONSIBILITIES AND DUTIES

(1) Council shall by resolution appoint a Clerk as a designated officer, or sub-delegate to its CAO the authority to appoint a Clerk or Clerks, for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.

(2) The appointed Clerk shall attend all meetings and hearings of the Chinook Intermunicipal Subdivision and Development Appeal Board held in that member municipality, but shall not vote on any matter before the Board.

(3) A person appointed as a Clerk to assist the Chinook Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.
(4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.

(5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality in which the appeal has been filed, as outlined in the Procedural Guidelines.

10. ADMINISTRATIVE

(1) **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

(2) **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

11. ENACTMENT

(1) This bylaw shall come into effect upon third and final reading thereof.

(2) This Bylaw rescinds Bylaw No. 884, being the former municipal Subdivision and Development Appeal Board Bylaw, and any amendments thereto.

READ a **first** time this 11\(^{th}\) day of March, 2019.

___________________________________________   ____________________________________________
Mayor Peggy Losey                      Chief Administrative Officer Ryan Leuzinger

READ a **second** time this 11\(^{th}\) day of March, 2019.

___________________________________________   ____________________________________________
Mayor Peggy Losey                      Chief Administrative Officer Ryan Leuzinger

READ a **third** time, with unanimous consent, and finally PASSED this 11\(^{th}\) day of March, 2019.

___________________________________________   ____________________________________________
Mayor Peggy Losey                      Chief Administrative Officer – Ryan Leuzinger
AGREEMENT FOR CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Between

Oldman River Regional Services Commission
(“Coordinator”)

– and –

_______________________________________
(“Municipality”)

Dated this ______ day of ________________, 2019

BACKGROUND

WHEREAS, the Municipal Government Act, RSA 2000, C M-26 (MGA), as amended, requires the establishment of a Subdivision and Development Appeal Board and authorizes two or more Councils to jointly establish an Intermunicipal Subdivision and Development Appeal Board to exercise that function within their municipalities;

A. The Member Municipality wishes to partner to create one Intermunicipal Subdivision and Development Appeal Board;

B. The Oldman River Regional Services Commission is the Coordinator for the Intermunicipal Subdivision and Development Appeal Board;

C. The Municipality is willing to join the Chinook Intermunicipal Subdivision and Development Appeal Board.

The Parties agree as follows:

1. BYLAW, PROCEDURES AND FEES

1.1 The Municipality shall pass a Bylaw establishing the Intermunicipal Subdivision and Development Appeal Board and authorize the Municipality to enter into this Agreement.

1.2 The Municipality agrees that the “Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines” document shall govern the rules and procedures of the Intermunicipal Subdivision and Development Appeal Board, which may be amended, from time to time.

1.3 The Municipality agrees to pay the costs associated with the Board which shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees.
2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

“Appellant” means the person who may file an appeal to the Board from decisions of a Subdivision Authority or Development Authority in accordance with the Municipal Government Act.

“Board” means the Chinook Intermunicipal Subdivision and Development Appeal Board established by bylaw.

“Board Member” means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed by Council and who has obtained provincial training and certification.

“Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB)” means the Board appointed to hear appeals on subdivision and development established in accordance with Municipal Government Act s. 627 (1)(b).

“Clerk” means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.

“Coordinator” means the Oldman River Regional Services Commission (ORRSC).

“Municipality” means is a municipality who has signed this Agreement.

3. MUNICIPALITY RESPONSIBILITIES

3.1 The Municipality shall be entitled to participate in the Intermunicipal Subdivision and Development Appeal Board once it enters into the Agreement and passes a Bylaw in the form attached as Schedule “A”.

3.2 The Municipality will pay a yearly fee to ORRSC for administering the Intermunicipal Subdivision and Development Appeal Board which shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees.

3.3 The Municipality may select and appoint individual(s) to be a Board member(s) to be available to sit on a Panel for the Intermunicipal Subdivision and Development Appeal Board. If a vacancy on the Board occurs at any time, the Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.

3.4 Any costs incurred to advertise and select a Board member(s) are the responsibility of the Municipality.

3.5 If the Municipality is required to hold an Appeal Hearing, the Municipality is responsible to pay all costs related to the hearing, including both Board member costs and hearing costs. The fees for the Board member costs shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees. Board member costs include but are not limited to:

a) Board member per diems,

b) mileage,
c) meal allowance, etc.

3.6 The Municipality is responsible to provide a Clerk for the appeal hearing, which may be municipal staff or an ORRSC SDAB Clerk. In addition to Clerk costs, the Municipality shall be responsible for hearing costs including but are not limited to:
   a) materials,
   b) postage,
   c) facility and/or equipment rental,
   d) meal allowance,
   e) mileage, etc.

3.7 If legal services are required for issues that relate to a specific appeal, the Municipality is responsible for engaging legal counsel of behalf of the SDAB Panel and are responsible for paying all costs associated with the legal services required.

3.8 The Municipality will make every reasonable effort to ensure information will be or is intended to be used to make a decision on an appeal is both complete and accurate, as per the Procedural Guidelines approved for the Appeal Board.

4. COORDINATOR RESPONSIBILITIES

4.1 The Coordinator will coordinate services for the Municipality and may assign any responsibilities to an ORRSC Clerk as deemed necessary.

4.2 The Coordinator shall keep a master list of all qualified Board members, their contact information and training.

4.3 The Coordinator is responsible for ensuring the Intermunicipal Subdivision and Development Appeal Board members receive training in accordance with the Municipal Government Act and associated regulations.

4.4 The Coordinator is responsible to assign a Panel of Board members (in consultation with the affected Municipality) to the SDAB, as described in the Municipal Government Act and in the Municipality’s Intermunicipal Subdivision and Development Authority Bylaw.

4.5 The Coordinator will be responsible to manage the payment of Board member costs related to the Intermunicipal Subdivision and Development Appeal Board and will invoice the Municipality in accordance with the Annual Schedule of Fees.

5. TERM

5.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Agreement may be terminated as follows:
   a) by mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent and ORRSC will be entitled to payment of fees, on a pro rata basis, to the effective date of termination;
   b) without cause or mutual consent, by delivery of a ONE (1) year notice of termination by either party, in which case ORRSC will be entitled to payment of fees and expenses.
6. DISPUTE RESOLUTION

6.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:

a) Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or

b) Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

7. INDEMNIFICATION

7.1 The Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the coordination of an appeal, an appeal or disputes related an appeal.

7.2 The Municipality is solely responsible for the Appeal and compliance with the outcome of the Appeal.

7.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

8. NOTICES

8.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Municipality.

9. FORCE MAJEURE

9.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

10. SINGULAR AND MASCULINE

10.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
11. **GOVERNING LAW**

11.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

12. **INTERPRETATION**

12.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

13. **SUCCESSORS**

13.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

14. **ENTIRE AGREEMENT**

14.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

15. **COUNTERPART**

15.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

16. **EFFECTIVE DATE**

16.1 This Agreement becomes effective April 1, 2019.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: ____________________________
      Director

PER: ____________________________
      Chair

“MUNICIPALITY”

PER: ____________________________
      Chief Administrative Officer

PER: ____________________________
      Mayor/Reeve
Schedule “A”
Subdivision and Development Appeal Board Bylaw
ANNUAL SCHEDULE OF FEES
2019

CHINOOK INTERMUNICIPAL SUBDIVISON AND DEVELOPMENT APPEAL BOARD

Annual fees:

$500 administrative fee

Board Remuneration:

Board Members shall receive honorariums for adjudicating at formally scheduled hearings or taking appropriate training.

Board Members shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Clerk.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Table 1

<table>
<thead>
<tr>
<th>Board Members Per diems</th>
<th>Prep time - Two (2) hours block</th>
<th>$50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Half day – Four (4) hour block</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Full day – Four plus (4+) hour block</td>
<td>$200.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>Home to Venue</td>
<td>$0.51 per km</td>
</tr>
<tr>
<td>Meals</td>
<td>Breakfast</td>
<td>$9.20</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>$11.60</td>
</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>$20.75</td>
</tr>
</tbody>
</table>
Establishing an
Intermunicipal (i.e. regional) Subdivision and Development Appeal Board

Three components:

1. **Bylaw** (establish Jurisdiction, MGA requirement)
2. **Agreement** (for ORRSC to be the Coordinator, ensure same term for participants)
3. **Procedural Guidelines** (Guide book/manual for members and clerks, outlines roles and responsibilities, ensures Board is acting in a consistent and fair manner)

**Discussion Items:**

1. **Bylaw**

Name?

CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Questions(s)?

Name suitable, other suggestions?

2. **Structure and composition?**

Board is fashioned in similar structure to provincial MGB.

A number of person appointed to the Intermunicipal Board (how many to be determined by the municipalities) with representation from the participating municipalities.

Those appointed members will form the regional pool of Board members. (Bylaw does not use language that restricts appointments to a “resident of the municipality”, a municipality can decide on their own if they want to do that.)

When an appeal is filed in a certain municipality, Board members will be drawn from the pool to comprise the sitting Board members (the Panel) to hear an appeal. Suggested that the members appointed for that municipality having an appeal will be contacted first, followed by other members who reside closest to the municipality hearing an appeal.

Board Panel composition (or number of members sitting to hear an appeal) may be determined by each municipality. Example: 3 or 5 members and the quorums will be determined on that basis.


**Discussion**

The bylaw suggest that up to a maximum of 3 members from each municipality may be appointed, may choose to appoint less than this or none.

The composition and structure is suggested to create a reasonable pool and manageable Board size?

Bylaw states that Board Member who is absent for more than 3 consecutive hearings “may” be removed by Council.

**2. Agreement**

Appeal Board service is a fee for service of ORRSC, those who use pay based on member rates.

ORRSC to be the Coordinator of the Intermunicipal Board, keep master records of trained Clerks and appointed board Members who have successfully received provincial training, file reports for municipal affairs, organize the Board Panels to meet for a hearing, etc. ensure the Members are trained, the agreement is to have the same terms for participants so it is fair.

**Discussion/Questions(s)?**

Fees?

- ORRSC Intermunicipal Board Coordination and management fee
- ORRSC Fees for services - enter into a separate agreement for ORRSC to do Clerk function.

Remunerations?

- Municipal per diems and meeting fees? Easiest if an agreeable standard rate set for all.
- How do varying municipalities allow lunch/supper allowances?
- Suggested a set time allowance for pre-hearing preparation time of Board Members be allowed and apply to all? (E.g. up to 2 hours, etc.?)
- ORRSC to pay Board Members who sit to hear appeal, and subsequently invoice municipality having appeal?
- Suggestion: an ad-hoc CAO advisory committee perhaps provide input by doing a review and discuss the remuneration component.
3. Procedural Guidelines

Guide book/manual for Board Members and Clerks, outlines roles and responsibilities, ensures Board is acting in a consistent and fair manner. It also helps with consistency so that each appeal hearing and each municipality is operating in a similar fashion on appeals, attempts to ensure higher quality of decision making, will also help with overall management of Intermunicipal Board.

Discussion /Questions(s)?

All participating municipalities would agree that their appointed members, and those clerking, are acting with high professional standard as outlined, and in a consistent fashion.
Chinook Intermunicipal Subdivision and Development Appeal Board

PROCEDURAL GUIDELINES

April 2019
TABLE OF CONTENTS

PART A: THE BOARD AND PANELS ..................................................................................................... 1
  General .................................................................................................................................................. 1
  Intermunicipal SDAB Composition ........................................................................................................ 1
  Bias and Pecuniary Interest ................................................................................................................... 1
  The Panel ............................................................................................................................................... 2
  The Panel Chair ..................................................................................................................................... 2
  Roles of the Panel ................................................................................................................................. 3
  Responsibilities of the Panel .................................................................................................................. 3
  Panel Conduct at the Hearing ............................................................................................................... 4
  Communications with the Panel ........................................................................................................... 4

PART B: COORDINATOR .................................................................................................................... 5
  Role of the Appeal Coordinator ............................................................................................................ 5

PART C: CLERKS ..................................................................................................................................... 6
  Assembling a Panel to Hear an Appeal ................................................................................................. 6
  Responsibilities of the Clerk .................................................................................................................. 8

PART D: HEARING PROCEDURES ........................................................................................................ 9
  Commencing Appeals ............................................................................................................................ 9
  Withdrawing An Appeal ........................................................................................................................ 9
  Scheduling a Hearing ............................................................................................................................. 9
  Preliminary Matters ............................................................................................................................ 10
  Evidence .............................................................................................................................................. 11
  The Appeal Exhibit Package ................................................................................................................. 11
  Requirements for Materials being Submitted .................................................................................... 11
  Submissions at the Hearing .................................................................................................................. 12
  Participating in a Hearing .................................................................................................................... 12
  The Public Nature of the Hearing ........................................................................................................ 14
  Conduct During the Hearing ................................................................................................................ 14

PART E: AFTER THE HEARING ........................................................................................................ 15
  Decisions of the Panel ........................................................................................................................... 15
  Retention of Evidence ........................................................................................................................ 15
  Distribution of Panel Decisions ........................................................................................................... 15
  Appeal of Panel Decisions .................................................................................................................. 15
PART A: THE BOARD & PANELS

General

1. The Board is an independent quasi-judicial tribunal. Within the mandate of the Municipal Government Act, RSA 2000, c M-26, as amended and the Intermunicipal Subdivision and Development Appeal Board (SDAB) Bylaw, as amended, the Board controls its own process and procedure at all times.

2. The Board has established a process as set out in these Guidelines that will better enable the Board to effectively and efficiently decide appeals. The Board may, however, deviate from these Guidelines when hearing a particular appeal with or without notice to the parties.

3. All proper names/references shall have the same meaning as defined in the Intermunicipal Subdivision and Development Appeal Board Bylaw.

4. The municipalities may establish an Advisory Committee to review this Procedures Guideline and other matters pertinent to the Board’s function.

Intermunicipal SDAB Composition

1. The SDAB Members shall be comprised of persons from the participating municipalities.

2. Appointments to the SDAB shall be made by resolution approved from time to time by the Councils of the participating municipalities. All resolutions shall be submitted to the Oldman River Regional Services Commission (ORRSC), who will maintain a SDAB Member register with current contact information.

3. If a participating municipality decides not to appoint their own individual member to the Board, the municipality may still access the SDAB Members to assemble a panel for a hearing.

4. If a vacancy occurs, the SDAB will continue to operate with the existing appointed Board members until such time as a new person is appointed to the SDAB.

Bias and Pecuniary Interest

1. All Board members must consider perceived influence or bias and conduct themselves in an impartial manner based on the principles of judicial fairness.

2. If a Board member’s presence may affect the deliberations on the appeal or affect the outcome in any way, the member should consider making a declaration and excluding themselves from further discussion. This declaration should be noted for the record.

3. A Board member must listen to the appeal with an open mind and without being influenced by factors outside of the evidence and arguments of the parties participating in the appeal.

4. A Board member with a financial interest in the appeal should also declare this interest and exclude him or herself from the hearing. The conflict of interest rules under section 172 of the Municipal Government Act should be used as a guideline for a SDAB member.
5. If a Board member is challenged prior to or at a hearing, the panel will recess to consider the information in closed session and will make a determination regarding the Board member’s ability to participate in the hearing and the reason for or against shall be recorded for the record.

The Panel

1. The Board hears appeals in groups called Panels. A decision of the Panel is a decision of the Board.

2. Panels of the Board have a minimum number of members. This minimum number of members is called the “quorum”.

3. More than one Panel may be convened at any one time and Board Members of the SDAB may participate as a member of more than one Panel at the same time.

4. Members of the Board will be listed on the ORRSC website (www.orrsc.com) and participating municipalities may list the Board member names on their web or social media sites.

5. Any concern about the makeup of a Panel for a particular appeal must be raised as soon as possible or at the beginning of the hearing.

6. A Panel, in consultation with the Coordinator/Clerk, will set the date for the hearing to continue or provide some procedural directions. Once a Panel starts hearing the merits of an appeal, that Panel will remain the same throughout the hearing.

7. Where possible, a Panel convened for a hearing should consist of the appointed members from the municipality in which the appeal is held and with the remainder of the Panel to be from the regional pool.

8. No more than one elected official may sit on a Panel to hear an appeal.

9. If for any reason a member of the Panel cannot continue to participate in a hearing, the hearing may proceed without that member but only if enough other members are present to still achieve quorum. If not, the hearing will be adjourned and may be re-heard by a new Panel.

10. The deliberation by a panel regarding the decision are to be held in closed session.

The Panel Chair

1. The Panel members shall elect one of themselves as Panel Chair (Chair) for the purpose of a hearing. The Chair may be a member from the municipality in which the appeal is located.

2. The Chair shall be responsible to ensure the Panel carries out the responsibilities in accordance with the provision of the Municipal Government Act and the SDAB bylaw.

3. The Chair has the authority to conduct a hearing as they determine suitable, but shall act on the principles of unbiasedness, impartiality, and judicial fairness.

4. The Chair may call a recess to allow members to read materials, rest after a long series of presentations, take time for meals or personal needs of the Panel, or to settle down the meeting participants after a contentious presentation or if someone must be removed from the hearing.
5. Prior to adjourning, the Chair should ensure that the other members of the Panel have adequate facts to develop the reasons for their decisions and to formulate the decision.

6. The chair or his designate is responsible for signing the decision of the Panel.

Roles of the Panel

1. Panel members should be careful not to speak out of turn and shall speak at the direction of the Chair.

2. All Panel members need to be aware of their potential for or perception of conflict of interest and bias. If the impression is created that the member might benefit directly or indirectly from the ruling of the SDAB or that there has been a previous association with a party to the appeal, the member should not participate in the hearing.

3. The Panel should not see itself as solving people’s problems. It is not an advocate and should not be perceived as such. This restriction also applies to providing any advice that may relate to the issues of the case. Any advisory function should be handled by informed professionals, which may include the municipal staff.

4. The role of any SDAB member is to participate in the hearing process and to help ensure that decisions are made in a fair, impartial, and timely manner.

Responsibilities of the Panel

1. Before the hearing, Panel members must be:
   a) informed about their legislative and quasi-judicial responsibilities;
   b) familiar with the relevant provincial legislation and policy including but not limited to the Alberta Land Stewardship Act, South Saskatchewan Regional Plan, Municipal Government Act and the Subdivision and Development Regulation;
   c) familiar with the applicable municipal plans, policies and bylaws including but not limited to the municipal development plan, area structure plans, area redevelopment plans, land use bylaw and the SDAB bylaw; and
   d) familiar with exhibit package as circulated before the hearing, and review the material to become familiar with the circumstances of the case.

2. Before the hearing, Panel members must not:
   a) speak with the appellant or any other parties prior to the appeal (the SDAB member may only advise people contact the clerk and to attend the hearing in order to make their views known);
   b) discuss the item being appealed with anyone, including other SDAB members, outside the hearing;
   c) conduct independent research including site visits; or
   d) form a conclusion prior to attending the hearing.

3. Panel members should refrain from discussing appeals with municipal staff except within the context of the open hearing.

4. The Panel members must be present for the entire hearing of a specific appeal. Members cannot be substituted for other members during the hearing. Members should ensure that they do not leave
the hearing room during the hearing and any member who leaves during the hearing may not return or participate in the decision in any way, if the hearing has continued without the member.

5. Only those Panel members present during the entire length of the discussion, pertaining to a matter being considered at a hearing, shall participate in the decision deliberations.

6. The decision of the majority of the Panel members present at a meeting shall be deemed to be the decision of the whole Subdivision and Development Appeal Board.

7. The Panel members participating in an appeal decision will try to reach a decision by consensus, and in the case where consensus cannot be reached, a decision shall be made in favor of the majority of the members.

**Panel Conduct at the Hearing**

1. Panel members must be respectful and yield the operation of the hearing to the Panel Chair and may ask questions during the hearing only with the permission of the Chair.

2. At the hearing, Panel members should:
   a) follow fair procedure and act in accordance with the rules of natural justice;
   b) take notes to ensure that issues or evidence provided in the hearing is addressed in findings of fact, the reasons for the decision, or the decision; and
   c) hear from all parties in a hearing in a fair, open, and objective manner.

3. Panel members are expected to listen attentively to each individual case and to understand the perspective presented.

4. The Panel shall attempt to create an atmosphere where all parties feel they have been dealt with in a considerate and respectful manner.

**Communications with the Panel**

1. All submissions and other communications with the Panel before the hearing shall be directed to the Clerk.

2. The Clerk shall contact Panel members as necessary before, during and after a hearing.

3. The Panel shall not communicate with the parties involved regarding the merits of an appeal outside of the hearing.

4. After the hearing closes, the Panel shall not accept any further submissions.

5. Parties should ensure that any submissions made to the Panel are copied to all of the parties involved in the appeal. Any response from the Panel through the Clerk will be shared with all other parties and will be made available to the public.

6. Panel members must not discuss an appeal outside of the hearing. All inquiries shall be directed to the Clerk and any response provided by the Clerk is informational only, is not a decision of the Panel, and is not legal or other advice.
PART B: COORDINATOR

Role of the Appeal Coordinator

1. Oldman River Regional Services Commission will assign a Coordinator to the Board to handle administrative duties of the Board.

2. The Coordinator shall assign a Clerk(s) to a specific appeal.

3. The Coordinator shall keep a master list of all qualified Board members, their contact information and training status.

4. The Coordinator shall monitor the activity of the Board in the form of a yearly report to the ORRSC Executive and upon establishment to an Advisory Committee. The report should include, but is not limited to:
   a) the number of appeals,
   b) the Board members participating in appeals,
   c) Board members not able to attend hearings, and
   d) Board members who fail to attend hearings.

5. The Coordinator is responsible for preparing the final invoicing and master file for the municipality. The master file shall include a copy of the appeal letter/form, the notice(s), the complete exhibit package, the decision and the record of proceedings.

6. Where the municipality is providing their own Clerk, the Coordinator will contact the municipality regarding the hearing and invoice the municipality for Panel costs.
PART C: CLERKS

Assembling a Panel to Hear an Appeal

1. The authority to assemble a Panel to hear a particular appeal may be designated to either Coordinator or Clerk assigned to a particular appeal.

2. The Clerk is to choose duly appointed members from the SDAB for hearings with the following guidelines for composition of a Panel:
   a) as a first step, if there is a Board member(s) from the municipality in which the appeal originates, the Clerk shall contact and confirm their availability to participate in the hearing. If they are unavailable, subsection 2(b) applies;
   b) as a second step, the Clerk shall contact Board members who live in closest physical proximity to the municipality in which the appeal originates, expanding the distance until the Panel is filled.

3. Each participating municipality through their SDAB bylaw will have determined the number of SDAB members that constitutes a Panel and its quorum. The Clerk shall have regard to Chart 1 which summarizes this information across the participating municipalities.
## Chart 1

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Number of SDAB Members that forms a Panel for an Appeal</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Responsibilities of the Clerk

1. The Clerk is responsible to report any changes in Board member contact information to the Coordinator.

2. The duties of the Clerk before the hearing include:
   a) ensure that the appeal has been properly filed;
   b) coordinate the date, time and venue of the hearing;
   c) contact members to ensure quorum;
   d) prepare a notice of hearing and ensure that the appropriate people are informed of appeal (including the appellant, affected persons, and anyone else identified in the land use bylaw and Subdivision and Development Regulation) at least 5 days prior to hearing;
   e) prepare an exhibit package;
   f) prepare an agenda for the hearing;
   g) ensure that all relevant documents and materials are available for public inspection;
   h) answer any questions of the applicant, appellant, Panel, municipality or public; and
   i) set up any equipment/materials needed in the SDAB meeting room.

3. The duties of the Clerk at the hearing include:
   a) circulate a sign in sheet among the gallery;
   b) provide administrative assistance to the Panel;
   c) assist the Chair and Panel in the organization and function of the hearing;
   d) ensure quorum of the SDAB for the hearing;
   e) announce the appeal at the commencement of the hearing;
   f) record names of speakers;
   g) mark submitted exhibits;
   h) take notes of the appeal; and
   i) record the attendance and absences of SDAB Panel members.

4. The duties of the Clerk after the hearing include:
   a) prepare a draft SDAB’s decision(s) for the Panel review, edits, and Chair signature;
   b) circulate the decision in accordance with the notice of hearing and ensure that the appropriate people are informed of the decision (including the appellant, affected persons, municipality, referral agencies, those that spoke at the hearing etc.); and
   c) prepare and sign a record of proceedings for the appeal file.

5. The Clerk is responsible for keeping track of all expenses related to the appeal and submitting an invoice to the municipality in which the appeal originates.
PART D: HEARING PROCEDURES

Commencing Appeals

1. An appeal is commenced by filing a notice of appeal form or letter and paying the applicable filing fee of the municipality in which the appeal originates.

2. There are strict timelines for launching an appeal. Appeals must be submitted within 21 days, for stop orders, subdivision or development appeals, and notice or deemed refusal by the Subdivision or Development Authority. Appellants are encouraged to file as soon as possible within the appeal period.

3. The notice of appeal form should be filled out completely, including a summary of the reasons for the appeal.

4. A person can file an appeal on their own behalf or can authorize an agent, lawyer or other representative to do so on their behalf.

5. If a person is filing an appeal on behalf of someone else, this must be stated in the notice of appeal form. The “appellant” in the notice of appeal form is the person who has the right to appeal, and the “agent” in that form is the person filing on the appellant’s behalf.

6. If a person is representing someone else, they may be asked to provide written authorization from the person they represent. This applies to any person acting as a representative of an individual, company, society, community association or any other organization.

7. The municipality shall stamp the letter or notice of appeal as being received on the date it is delivered.

8. Appeals received by the municipality will then either:
   a) request a list of SDAB Members from the Coordinator, so the municipality may Clerk the hearing themselves; or
   b) request that Appeal Coordinator provide ORRSC Clerk services.

Withdrawing an Appeal

1. An appellant may withdraw an appeal at any time before the Panel issues its decision. A withdrawal of an appeal must be explicit and unconditional.

2. If the appellant withdraws the appeal before the hearing begins or after the close of the hearing, but before the Panel issues its decision, the withdrawal must be in writing. An appellant may withdraw an appeal verbally at the hearing.

3. If an appeal is withdrawn before the hearing begins, any refunds of the municipal appeal fee shall be at the discretion of the municipality in which the appeal originates.

Scheduling a Hearing

1. The municipality, in which the appeal originates, is responsible to contact the Coordinator within 2 working days when an appeal is received in their municipality.
2. Once an appeal has been received, the assigned Clerk will schedule the hearing to begin within 30 days of the receipt date. The Clerk shall consult with the municipality regarding dates, times and location for the hearing. Once the details are determined, the Clerk will convene a Panel in accordance with Part C: Clerks.

3. The Clerk is responsible for requesting and receiving pertinent information from the municipality in which the appeal originates which includes, but is not limited to:
   a) the decision under appeal and notice of decision;
   b) a listed of persons and agencies/departments notified of the application and decision;
   c) the original application, diagrams, drawings and all other information which was submitted in support of the application which was used to render the decision;
   d) any correspondence from government departments, utility companies, required referrals, affected or adjacent landowners;
   e) relevant information from agenda packages and minutes of the meeting (approved or unapproved); and
   f) any relevant plans, studies, or drawings that are considered by the municipality to be relevant to the matter.

4. The Clerk shall prepare and issue a notice of appeal with the location, date and time of the hearing.

Preliminary Matters:

1. Parties are encouraged to send written notice to the other parties to an appeal and to the Clerk of any preliminary matters such as:
   a) requests for procedural directions,
   b) notice of jurisdictional matters,
   c) request for adjournments (with alternative dates).

   This should be done as soon as possible, so that the Panel can be made aware of preliminary matters that require attention prior to the hearing.

Adjournments

2. The Panel may adjourn (suspend) hearings to continue on a later date. This may be on the Panel’s own initiative or in response to a request by a party.

3. Adjournments are discretionary. When considering whether to grant an adjournment request, the Panel may consider a number of factors, including the reason for the request and the impact an adjournment might have on any of the parties involved in the appeal.

4. If a party is requesting an adjournment, that request must be made at the earliest opportunity and reasons must be provided. If the request is made before the hearing begins, it should be in writing.

5. If a party is opposing an adjournment request, reasons must be provided.

Jurisdictional Issues

6. The Panel may consider whether it has the authority to hear an appeal (“jurisdictional issues”). Examples of jurisdictional issues include:
   a) whether the appeal was started in time, and
b) whether the person who filed the appeal was entitled to do so.

7. The Panel may dedicate a time at the beginning of the hearing to determine jurisdictional issues.

8. The Panel may decide jurisdictional issues at any time during the appeal.

**Evidence**

1. There are rules of evidence which typically apply to court processes. The Panel is not bound by these rules of evidence. During the course of the proceedings, the Panel will determine what it considers as relevant evidence.

2. The Panel does not seek evidence nor advocate for any party to an appeal. The Panel relies on the evidence submitted by the parties. Each party is responsible for assembling and presenting evidence to support that party’s case.

3. Despite the preceding clause, the Panel may request that parties submit relevant documents and materials respecting the appeal.

**The Appeal Exhibit Package**

1. All materials submitted to the Panel will be included in a document called the Exhibit Package.

2. Relevant hearing materials shall be included in the Exhibit package and will include:
   a) the appeal letter,
   b) the decision subject to the appeal,
   c) the application,
   d) the notice of appeal including a location diagram, and
   e) other submissions as received.

3. The Exhibit Package will be forwarded by the Clerk to the applicant, appellant, members of the Panel, municipal officials, and a counter copy for the municipality prior to the hearing.

4. Additional submissions received after the distribution of the Exhibit Package will be made available to the parties noted in above section during the hearing.

5. Any submissions at the hearing should be made in a quantity as specified in the notice of appeal or copies will be provided to the Panel members only.

**Requirements for Materials being Submitted**

1. Materials filed with the Panel, whether in hard copy or electronic format, should be sequentially page numbered. Hard copy materials should be tabbed where appropriate. In the case of materials submitted electronically, sections of materials may be separated by a page containing a tab letter or number in large font where appropriate instead of tabs.

2. Documents that contain multiple parts, such as legal briefs and expert reports with appendices or schedules, should also be bound if they are being submitted in hard copy format in a quantity as specified in the notice of appeal.
3. All materials filed for the hearing should be clearly printed and legible. Parties are encouraged to highlight relevant passages or sections.

4. Applicants for development permits or subdivision approvals should provide legible copies of the plans on which the Development Authority or Subdivision Authority based its decision. The Panel may request that larger copies of plans be submitted for the purposes of legibility.

5. Some plans, maps or drawings are “to scale”, meaning that the size of an item on the page represents its actual size. If any plans, maps or drawings are to scale, hard copy printouts to this scale should be provided.

6. Parties are encouraged to submit their materials electronically. Electronic submissions must be in a printable format and in a format that is compatible with the Clerk’s computer systems.

7. The Exhibit Package is printed in black and white. Any materials which are in colour, such as coloured maps, plans, drawings, or photographs, should also be submitted as hard copies at the hearing.

8. At the discretion of the Clerk, large volume document submissions can be requested to be provided in printed form.

**Submissions at the Hearing**

1. Multiple copies of all materials provided at the hearing (including written presentations) are required. They are distributed to the Panel and other participants.

2. A minimum of 12 copies of materials provided at the hearing will be required.

3. The Panel may require additional copies of materials (beyond the 12 discussed above) to be provided, at the party’s expense.

4. All presentation materials, including written presentations, photographs, PowerPoint and other slide presentations, and any materials placed on the overhead projector or otherwise presented during the hearing, must be left with the Panel.

5. If a PowerPoint or other type of digital media presentation is made to the Panel, hard copies of the presentation must be provided at the hearing.

**Participating in a Hearing**

1. The usual order of presentation in a hearing when a development permit or subdivision decision is being appealed is:
   a) Introduction by the Panel Chair,
   b) Preliminary matters (if any),
   c) Presentation by the Development Authority or Subdivision Authority,
   d) Presentation by the appellant/applicant,
   e) Presentation by the appellant,
   f) Presentation by Government agencies,
   g) Presentations from public gallery,
   h) Rebuttal by the Development Authority or Subdivision Authority, and
   i) Rebuttal by the appellant and other parties.
“Rebuttal” is the opportunity to respond to new issues which came up during the hearing and which could not have been reasonably anticipated. It is not an opportunity to raise new issues or repeat evidence and arguments that have already been made.

2. The usual order of presentation in a hearing when an enforcement order is being appealed is:
   a) Introduction by the Panel Chair,
   b) Preliminary matters (if any),
   c) Presentation by the Development Authority,
   d) Presentations in favour of the enforcement order (against the appeal),
   e) Presentations in favour of the appeal (against the enforcement order),
   f) Rebuttal by the Development Authority, and
   g) Rebuttal by the appellant and other parties.

3. The Chair may decide to outline a difference order of presentation if they believe there is a logical reason for doing so.

4. Panel members may ask questions of the parties at any time during the hearing.

5. Only those parties who made written or verbal submissions to the Panel before or during the hearing will be allowed to present a rebuttal.

6. There are limits on who is entitled to participate in a Panel hearing. Persons who want to participate in an appeal on the basis that they are affected by its outcome must be prepared to explain why they are affected, including providing their addresses and land locations.

7. Appeals to the Panel are hearings de novo. This means that the Panel can consider new evidence and arguments the Development Authority or Subdivision Authority did not consider in reaching its decision.

8. Parties are encouraged to be prepared to speak to all aspects of the proposed development or subdivision or other matter before the Panel, not just those aspects identified in the notice of appeal.

9. The Panel’s hearings are public and conducted in person in the municipality in which the appeal originates.

10. The Panel’s hearings are conducted in English. The Panel does not provide interpreters. Parties may provide their own interpreters at their own expense.

11. If a person fails to attend a scheduled hearing, the Panel may decide the appeal in that person’s absence.

12. Any concerns about the Panel’s hearing processes should be drawn to the Panel’s attention as soon as possible.

13. Only one person should speak at a time during the Panel’s hearing. The Chair will provide directions about the order of the speakers or presenters.

13. The Panel may give other directions to parties presenting during the hearing to facilitate the hearing process. These directions may include advising parties that their submissions or arguments are outside of the scope of the things the Panel can consider in the appeal.
The Public Nature of the Hearing

1. The Panel’s hearings are open to the public, but are not a forum for public debate.

2. The Panel’s hearings are summarized in a record of proceedings and are not recorded or transcribed.

3. No one is permitted to record, videotape, photograph or otherwise record the Panel’s hearings or the Panel’s hearing room without the prior permission of the Chair.

4. At the end of the parties’ submissions, and at any time during the hearing, the Panel may meet privately to discuss the appeal. The Panel’s discussions or deliberations regarding the outcome of the appeal are done during a private meeting.

5. The Panel may call the appeal parties back at any time before it issues its written decision, within the prescribed 15 days, to seek clarification from the parties. This will be done with notice to all of the parties in the hearing.

6. All documents, submissions, and other materials submitted to the Panel by the parties, as well as the Panel’s decision, will be available to the public.

Conduct During the Hearing

1. All persons participating in the Panel’s processes are required to conduct themselves with courtesy and respect. Disruptive, disrespectful or threatening behaviour will not be tolerated.

2. The Chair may direct that a person be removed from the hearing if they display disruptive, disrespectful or threatening behaviour.

3. If the person(s) refuse to leave, the Chair may call a recess and call for the proper authorities to remove the person(s) from the hearing venue.
PART E: AFTER THE HEARING

**Decisions of the Panel**

1. The Panel may consider its previous decisions, but it is not bound by them. Each appeal is decided based on its own merits and on the evidence, arguments, and circumstances of the case.

2. The Panel’s role is to review decisions of the Development Authority or Subdivision Authority by way of a hearing *de novo*. It may uphold these decisions, reverse these decisions, or change these decisions in part.

3. The Panel’s decision will be issued as soon as possible after the hearing is over, but within the required 15 days as per the *Municipal Government Act*.

4. The Panel’s decision is final when it is in writing, signed, and issued. Once this has happened, the Panel has no more authority over the subject matter of the appeal.

5. The Panel does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any person, entity or organization involved in an appeal.

**Retention of Evidence**

1. The Coordinator/Clerk retains all documents and electronic submissions for a particular hearing and a complete copy is provided to the municipality.

2. The Panel retains physical evidence such as samples and models for at least 60 days after the decision is issued, or longer if the Panel’s decision is appealed. These materials will not be returned unless a request is made at the time they are submitted.

**Distribution of Panel Decisions**

1. The Clerk shall send copies of Panel’s decisions by mail to the appellant, the applicant, the Development Authority or Subdivision Authority, parties originally notified of the hearing and participants in the hearing who have requested a copy of the decision.

**Appeal of Panel Decisions**

1. The Panel’s decisions may be appealed to the Alberta Court of Appeal on a question of law or jurisdiction in accordance with the *Municipal Government Act*.

2. Upon request, the Coordinator will according to FOIPP provide an electronic copy of the exhibit package and decision to the interested party.
Bylaw #1019 – Annual Operating Borrowing Bylaw

**Background**

Each year we hold a revolving operating loan with ATB in the amount of $210,000 ($200,000 operating loan and $10,000 for credit card). To maintain this operating loan, we are required to pass a bylaw each year. We have not used the operating loan portion in many years and do not anticipate needing to use it this year either.

**Options (administrative recommendation marked with “x”):**

☑️ #1 – Approve all three readings of Bylaw #1019 – Annual Operating Borrowing Bylaw, as presented.

☐ #2 – Provide administration with further direction with an approach Council would like to take.

**Attachments**

1) Bylaw #1019 – Annual Operating Borrowing Bylaw
TOWN OF MILK RIVER
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1019

A BY-LAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE ESTABLISHMENT OF AN OPERATING LOAN FOR 2019 EXPENDITURES AT THE MILK RIVER BRANCH OF THE ALBERTA TREASURY BRANCHES.

WHEREAS under the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, as amended, a Municipal Council may borrow money to finance operating expenditures, and

WHEREAS the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made; and

WHEREAS the Council of the Town of Milk River estimates that the taxes to be levied for the year 2019 by the Town of Milk River for all purposes will be in excess of the sum of Eight Hundred Thousand Dollars ($800,000.00); and

WHEREAS the Council of the Town of Milk River has deemed it necessary to provide for a revolving term line of credit totaling Two Hundred Thousand Dollars ($200,000.00) and a credit card with a limit of Ten Thousand Dollars ($10,000) at the Milk River Branch of the Alberta Treasury Branch.

NOW THEREFORE, the Council of the Town of Milk River, duly assembled, hereby enacts as follows:

1. THAT the Council of the Town of Milk River hereby authorizes the Mayor and Chief Administrative Officer to borrow, by way of a line of credit from the Alberta Treasury Branch, the sum of Two Hundred Thousand Dollars ($210,000.00) when the council deems it necessary to meet the expenditures and obligations of the Town of Milk River for the year 2019 until such time as the accounts including taxes and utility charges can be collected, and also agree to pay interest thereon, either in advance or, or at maturity, and in either case after maturity;

2. THAT for an in respect of the sum or sums so borrowed, the promissory notes or other negotiable instruments of the Town of Milk River under its corporate seal, duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer, are to be delivered to and in favor of the said Alberta Treasury Branch;

3. THAT the Council of the Town of Milk River hereby pledges to the said Alberta Treasury Branch as security for payment of the monies to be borrowed hereunder and interest thereon as aforesaid, the whole of the unpaid taxes and penalties on taxes assessed or levied by the Town of Milk River in prior years, together with those taxes and penalties on taxes to be levied in 2019 for such payment to be levied and collected, nor shall the said Alberta Treasury Branch be bound to wait for payment, until such taxes and penalties can be collected;
4. THAT nothing herein contained shall be waived, prejudicially affected or excluded any right, power, benefit or security, by statute, common law or otherwise given to or implied in favour of the said Alberta Treasury Branch;

5. THAT the interest rate shall not exceed the floating prime lending rate, and that interest shall be calculated daily and be due and payable monthly on the last day of each and every month.

6. THAT the term of this loan not exceeds twelve (12) months.

7. THAT bylaw No. 1008 is hereby repealed upon the final passing of this bylaw.

8. THAT this Bylaw come into force on the final date of passing thereof.

READ a first, second and by unanimous consent of the Councillors present a third and final time this 11th day of March, 2019.

___________________________________
Mayor – Peggy Losey

___________________________________
CAO – Ryan Leuzinger
Bylaw #1020 – Sidewalk Snow Shoveling Bylaw

Background

At the February 2019 Council meeting, Council directed administration to bring a draft Snow Shoveling Bylaw for contemplation at the March 2019 Council meeting. The attached draft bylaw meets the wishes outlined by Council with having a 24 hr after snow shoveling requirement for commercial properties and a 48hr after snow shoveling requirement for residential properties.

Options (administrative recommendation marked with “x”):

☐ #1 – Approve first reading of Bylaw #1020 – Sidewalk Snow Shoveling Bylaw, as presented.

☐ #2 – Approve first reading of Bylaw #1020 – Sidewalk Snow Shoveling Bylaw, as amended.

☒ #3 – Provide administration with further direction with an approach Council would like to take.

Attachments
1) Bylaw #1020 – Sidewalk Snow Shoveling
2)
BYLAW NO. 1020

A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO CONTROL THE REMOVAL OF SNOW AND ICE FROM SIDEWALKS.

WHEREAS pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, RSA2000 and amendments thereto, Council may pass a Bylaw for purposes respecting the safety, health and welfare of people and the protection of people and the property.

WHEREAS Council deems it necessary and expedient to pass a Bylaw to control the removal of snow and ice from sidewalks.

NOW THEREFORE the Council of the Town of Milk River, duly assembled, hereby enacts as follows:

TITLE
1. This Bylaw may be referred to as the “Sidewalk Snow Shoveling Bylaw.”

PURPOSE AND DEFINITIONS
2. The purpose of this Bylaw is to promote the safety of our sidewalks within the community.
3. Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
4. Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other Bylaw or any requirement of any lawful permit, order, or license.
5. In this Bylaw:
   a. “CAO” means Chief Administrative Officer who is appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her designate.
   b. “Highway” means, in accordance with the Traffic Safety Act, any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place or any part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.
   c. “Land Owner” means an occupier, tenant, a person in control of the property, and the person shown as the owner of the property on the land title for that property.
   d. “Peace Officer” means a person employed for the purpose of preserving and maintaining the public peace and enforcing this Bylaw.
   e. “Person” means any firm, corporation, partnership, corporation, trustee, executor administrator, individual, or other legal representative.
   f. “Property” means a parcel of land, including any buildings.
   g. “Sidewalk” means that portion of the street set aside for the use of and ordinarily used by pedestrians, whether or not the surface or such portion is covered with gravel, concrete, asphalt or any other type of paving.

REMOVAL OF SNOW, ICE, SLUSH
6. Whenever snow or ice is deposited on the sidewalk or sidewalks fronting or abutting an occupied or unoccupied property, the landowner or agent of the premises shall remove the snow or ice
from such portion of the sidewalks after the same has fallen, formed or been deposited thereon, within:

a. 24 hours for commercial properties
b. 48 hours for residential properties

7. The landowner shall cause to be cleaned up any water from melting snow or ice on the sidewalk and take the necessary precautions to ensure that an icy or dangerous situation is not allowed to exist on the sidewalk.

8. A person who removes snow or ice from public or private sidewalks and/or public or private driveways shall not deposit said snow or ice upon any highway, boulevard, pathway or walkway, and shall not impede storm sewer run off or block access to any storm sewer grate, traffic control device or fire hydrant.

9. A person may, in such a way as not to injure or unduly interfere with any other person lawfully using the sidewalk, use a power driven device that is sufficiently light and of such construction that it will not damage the surface of the sidewalk to remove snow or ice from any portion of the sidewalk from which the person is required to remove by provision of this Bylaw.

10. In the event that the landowner as required, fails or neglects to remove and clear away all snow, slush or ice from the sidewalks within the said number of hours, the Town may cause the snow or ice to be removed from such sidewalk and may charge the cost of the work plus a ten percent (10%) administration fee against the property as a special assessment to be recovered in a like manner as with other taxes as against the goods and chattels of the occupant, in the same manner as if such expenses were taxes levied pursuant to the Municipal Government Act.

FINES, PENALTIES AND ENFORCEMENT

11. Any person who contravenes the Bylaw is guilty of an offence.

12. Whenever a Peace Officer has reason to believe a person has contravened any provisions of this Bylaw, the Peace Officer may issue a Town of Milk River Bylaw Ticket, Provincial Violation Ticket or summary conviction. A Court of competent jurisdiction shall not relieve the person so fined from any liability to pay to the Town any expenses arising from the Town having to remove the snow, ice or slush.

13. In addition to fines and penalties, which may be issued under this Bylaw, the Town may seek an Order of Court granting an injunction or any other order necessary to enforce compliance. The Town will seek full recovery of such legal costs either through the court system or by placing the cost of such action on the person(s) or corporations tax account.

14. Any person who commits an offence, within a 12-month period, under this Bylaw is liable to pay fines for each contravention of any provision of this Bylaw:

   i. 1st offence: $100
   ii. 2nd offence: $250
   iii. 3rd and subsequent offences: $500

This Bylaw comes into force on the day it is finally passed.

Received First Reading this 11th day of March, 2019.
Received Second Reading this __ day of __________, 2019.
Received Third and Final Reading this ___ day of _____, 2019.

Signed by the Mayor and the Chief Administrative Officer this ___ day of ______, 2019.

___________________________________
Mayor – Peggy Losey

___________________________________
CAO – Ryan Leuzinger
ATB Banking Proposal

Background

ATB has presented the Town with an updated Municipal Account option for the Towns banking needs. This proposal includes the same offerings as we presently have, except, we will earn 0.2% more interest on our business chequing account and we will see savings of an estimated $1,000 per year for our interac and mastercard fees.

Further, as per the Municipal Government Act, we are required to formally declare which bank we primarily will be banking with. This is one of the areas Municipal Affairs is looking for compliance with the Municipal Accountability Program. It is anticipated we will be reviewed in 2020 or 2021, so it is good practice to ensure these items are taken care of prior to the review.

Options (administrative recommendation marked with “x”):

☒ #1 – Approve the ATB Financial Services Proposal, as presented.

☒ #2 – Approve appointing the Alberta Treasury Branch, Milk River branch, as the Town of Milk River’s primary bank.

☐ #3 – Provide administration with further direction with an approach Council would like to take.

Attachments
1) ATB Banking Proposal
Executive Summary

ATB Financial is pleased to extend this overview of Financial Services to your organization.

We at ATB Financial, view our client relationships to be strategic alliances which means we’re committed to understanding your business and ensuring the resources of ATB are available to meet your needs. As your financial services partner, we’ll do our best to understand your business, working with you to ensure you’re getting the most out of what we have to offer.

At ATB Financial, we put people first. We’ve been doing it for more than 75 years. In that time, we’ve grown from one small Treasury Branch to become the largest Alberta-based financial institution, with assets of $43.1 billion.

Our service philosophy: We are relationship focused; we seek long term, broadly based partnerships with our clients.

We appreciate your consideration of this proposal and welcome the opportunity to meet with you in the near future to further discuss how ATB can meet all of your financial requirements.

Confidentiality Notice:

The material and information contained herein is confidential and proprietary to ATB Financial. Dissemination of any such information in any manner without the expressed written approval of ATB Financial is prohibited.
Our Business

Today, 5,065 team members help more than 730,000 customers in 244 Alberta communities. Like our clients, we are Albertans.

Through a network of 173 branches, 136 agencies, and a Customer Care Centre, we work beside them and with them in their communities, and we root for their success because it’s our success too.

Decisions that affect your organization are made right here in Alberta and are based on local knowledge and confidence in Alberta’s economy.

ATB Financial & the Public Sector

ATB has been meeting the financial services needs of our Municipal and Public Sector clients for many years. We are proud to have the most comprehensive network of branches and agencies in Alberta, a full line up of products and services, and a strong tradition of providing excellent customer service. These are a few reasons why so many of Alberta’s cities, towns, villages, counties, municipal districts, health regions, and school districts have chosen to deal with ATB.

Our ATB team members can give you expert advice on the banking services you require. From guaranteed investments to online banking and merchant services, ATB can meet your financial services requirements.
Guarantee on Deposits

All deposits with ATB are fully guaranteed by the Government of Alberta. This guarantee applies to the principal and interest, which includes GIC’s, RIF’S, and RSP’s; it does not apply to Mutual Funds.

Since 1997, ATB has operated as a Provincial Crown Corporation under the authority of the Alberta Treasury Branches Act, R.S.A. 2000, c. A-37 and Alberta Treasury Branches Regulation 187/ 197. Section 14(1) of the Act provides for the Government Guarantee:

“The repayment by Alberta Treasury Branches of money deposited under this Act and interest payable on that money is guaranteed by the Crown in Right of Alberta.”
Operating Account

ATB is pleased to offer your organization the use of our Business Custom Account. The majority of your day to day banking transactions are waived in addition to the following interest rate based on daily closing balances:

- 0 -up to $1.5M: Prime - 1.90%
- $1.5M-up to $2.5M: Prime - 1.80%
- $2.5M -up to $5M: Prime - 1.70%
- $5M- up to $10M: Prime - 1.60%
- $10M+: Prime - 1.55%

ATB Financial Prime Rate as of January 30, 2019 is 3.95%

Please note: ATB reserves the right to adjust the applicable current account interest rates without notice should it be discovered that Friday through Sunday’s deposit account balances are substantially higher than those balances maintained Monday through Thursday.
Operating Account – con’t

Waived Service Fees:

The regular operating service charges for all of your organization’s main operating accounts will be FREE unless otherwise noted hereafter. Transactions included in your waived fees include:

- Cash and coin supplied and deposited
- Cheques deposited & cheques cleared
- Electronic debits and credits
- In-branch debits and credits to and from account
- In-branch bill payments
- 24-Hr Depository User Fee/keys/bags
- Chargebacks
- Cheque Certification
- Domestic/Foreign Drafts
- Non-Personalized Deposit Books
- Stop Payments
- Safety Deposit Box (Annual Fee for 1 box waived)
Operating Account – con’t

Non – Standard Service Fees

- Cheque Orders: First order free; up to $150/order
- Cheque Imaging CD-ROM: $130.00 set up fee + $24.00 per CD
- Non-Sufficient Funds (NSF) Fee: $45.00 per item
- Overdraft Transfer Fee: $5.00 per transfer
- Traveller Cheques: Contact your ATB Representative
- USD Cheques drawn on CAD accounts: $15.00
- Bank confirmations: $25.00 per deposit account
  *(Ask your ATB Rep for types not listed): $50.00 per account with credit facilities

Wire Transfer Fees

Incoming CAD/USD: $15.00 CAD/USD

Canadian currency wire transfers inside or outside of Canada or USA currency wire transfers to the Continental USA, Alaska and Hawaii:

- $1.00-$10,000: $30.00
- $10,001-$50,000: $50.00
- $50,001 and over: $80.00

USD currency wire transfers to the Continental USA, Alaska and Hawaii:

- $1.00-$10,000: $30.00
- $10,001-$50,000: $50.00

Online

- High Volume (Over 12/year): $15.95/month + $15.00/wire
- Low Volume (Under 12/year): $0/month + $30/wire
Cash Management Services
Summary of Available Services

• **Online Banking** - ATB Online Business will allow online access to view balances as well as reporting and transaction capabilities (transferring funds between accounts, pay bills, view add or delete stop payments, send EFT files, conduct One Off Payments/Collections, *Interac* e-Transfers, Online Tax Payments, and facilitate online wires)

• **Business Mobile** - Allowing you to bank wherever and whenever you want from your smartphone or tablet, process transfers, bill payments, and workflow approvals

• **Electronic Funds Transfer** - ATB recommends usage of its EFT service for your payroll, vendor, and/or collections purposes.

• **Online Tax Payments** - For easy tax payments, our Online Tax Pay Service will help you make those quickly, electronically, and on time

• **One Off Payments/Collections** - An excellent service to use alongside our EFT service or on its own, for those single same business day payments anywhere within Canada

• **Interac e-Transfers** - Send and accept email transfers conveniently through ATB Online Business

• **Online Wire Transfers** - Easily facilitate your own wire payments through your online banking, efficiently and cost effectively

• **Merchant POS Services** - With our wide range of products, great pricing, and exceptional service, ATB’s merchant services will help you collect your payments faster and more securely

• **Business MasterCard** - ATB MasterCard offers an alternative form of purchasing power needed to carry out day to day business activities whether it is for supplies or travel.
ATB Online Business

ATB Online Business brings you the power and convenience of online banking. You get real time access to your accounts and can perform daily management tasks at the click of a button. You can save valuable time and conduct important transactions immediately. ATB Online Business puts you in complete control.

**Features and Benefits:**

• Saves Time- it only takes a few seconds to perform all of your daily transactions which occur in real time.

• Easy to Use- most options can be completed by using your mouse.

• Super Convenient- access your accounts 7 days a week 24 hours a day.

• Secure- ATB Online Business utilizes the latest in secured technology to ensure that all of your banking information is kept safe. Plus, you decide who has access to your accounts. You provide multiple users with different access levels.

• ATB Online Business User Guides- these step by step guides outline the features and functionality of ATB Online Business. This support reference can be viewed from any ATB Online Business page, through the Help button.

**Technical Requirements:**

• Internet Service Provider Netscape 7.0 or higher, or Internet Explorer 5.0 or higher.

• Internet Explorer 128 bit encryption
ATB Online Business – con’t

**Account Activity:**

- **View Accounts** - inquire on the balance of deposit accounts, loans, investments and MasterCard.
- **Transfer Funds** - immediate transfer from one account to another account; Automatic Transfers, Future Dated Transfers.
- **Account Reconciliation** - maintenance of account transaction records for 180 days-ability to download a file, retrieve and print information at a later time.
- **Payments** - ability to pay bills to a number of Bill Payment Companies; includes ability to make payments on certain loan accounts.
- **Electronic Funds Transfer** - debit or credit payment electronically; electronically transfers payroll to your employee’s accounts.
- **Stop Payment** - view, delete, or add a stop payment.
- **Alerts** - add an alert to notify you of the following:
  - **Balance** - a Balance alert notifies you by email when an account balance rises or falls to a certain point where you may want to take action.
  - **New Message** - a New Message alert notifies you by email that ATB Online Business has sent you a secure message; this includes important bill pay information and other secure communications.
  - **Incoming Wires** - an Incoming Wire alert notifies you by email that an incoming wire transfer has arrived (by request only).
  - **Cheque Management** - an exception alert notifies you by email when exceptions are available for disposition (once available).
  - **EFT Returns** - an EFT Returns alert notifies you by email when you have EFT Returns.
  - **Approval** - an Approval alert notifies you by email when a payment has been created that needs your approval.
  - **Chargeback** - a Chargeback alert notifies you by email that a chargeback has been processed to your account.
ATB Business Mobile

The app is for our business customers, allowing them to bank wherever and whenever they want from their smartphone or tablet. No more rushing back to the office to approve transactions, or having to navigate the full ATB Online Business website from a smartphone or tablet.

Here are a few features our clients really love about the app:

✓ Safe, secure, speedy and easy to use.

✓ Organize and access favourite accounts, transfer money efficiently, and pay bills right from the home screen.

✓ Find past transactions faster with comprehensive search and filters against all of your accounts at once.

✓ Speed up workflow with push notifications and keep your business moving with on-the-go approvals.

✓ Have a question for an administrator back at the office? Call directly from the app without switching applications.
Electronic Funds Transfer

ATB’s EFT service utilizes the ATBOnline™ banking system and is an efficient and effective alternative for writing cheques or collecting ongoing receivables for purposes like payroll, recurring payments, and trade payables.

Features and Benefits:
• Reduces the risk of theft, fraud, or forgery associated with cheques.
• Increases cash management capabilities.
• ATB’s EFT Service can electronically debit or credit accounts at any financial institution in Canada.
• A detailed step by step user guide that outlines the features and functionality of ATB’s EFT system*.
  *This support reference can be reviewed at www.atb.com under “Learn”, then “Resources”

ATB’s EFT system will process three formats:
• CPA Format: this format contains an extensive number of characters. This is the standard CPA format, used by most major financial institutions; logical records must consist of 1,464 characters.
• 96 Byte Format: ATB customers may use a simplified 96 byte format, consisting of 96 characters; ATB Online Business and ATB’s EFT Editor both creates a 96 byte format.
• CSV Format: CSV File format is similar to the 96 byte format except it only contains detail records (DR / CR records). There are no header or trailer records.

Electronic Funds Transfer (EFT) – Fees:
• EFT Monthly WAIVED
• EFT Setup WAIVED
• EFT File *$10.00 per file
• EFT Item *$0.15 per item
• Payment Recall $.50 per item
  $10.00 for the entire file

*Waived if account balance exceeds $3million
Electronic Funds Transfer – con’t

**Online Reporting:**

**Summary** - overview of file confirming file creation number, file creation date, due date, amount, and number of transactions of Debit/Credits. Report available after file has been processed by ATB.

**Liquidity Limit** - the liquidity limit is applied to EFT credit item on a rolling three day sum of your EFT files based on their due dates. Therefore your rolling three day sum of your EFT files cannot exceed your liquidity limit. This provides a more accurate reflection of your business’ unique activity and will help you maintain stronger controls and reduce opportunities for loss.

**Customer Reject Report** - all transactions rejected by ATB for processing appear on this report. In addition, the reason for rejection is supplied so that you can make the necessary changes to the file. Rejected transactions will be electronically posted to your account. Report available the day after the file has been processed.

**Customer Settlement Report** - helps you reconcile your accounts; ATB reports the amount credited or debited to your bank account for all transactions settled that day. The report is available the day after the file has been processed.

**Customer Returned Reject Report** - all transactions rejected by ATB or another financial institution’s data centre appear on this report. The reason for rejection will also be supplied to allow you to make the necessary changes to your file. Items are returned within approximately 2 business days after the due date.

**Customer Returned Items Report** - all electronically returned EFT transactions generated by ATB or another financial institution and returned to your account appear in this report. Items are returned within approximately 2 business days after the due date.
Electronic Funds Transfer – con’t

Lead Times:

Lead Times are the number of business days established by each financial institution to receive and process EFT transactions, thus enabling funds to be credited or debited on the due date of the transaction. It is recommended that your file be submitted to ATB two business days prior to the due date. Files received after 5:00pm are not processed until the next business day. If the customer is unable to send the file two business days in advance, ATB requires your file to be submitted no later than 11:00 am on the business day prior to the due date. Transactions dated on a non-business day (weekends and holidays) may be posted to the respective accounts on the next business day, unless your payee’s/payor’s financial institution processes EFT transactions on non-business days.

Funding Options:

**Liquidity Limit**- is a maximum total dollar amount for your company’s outgoing credit items for any given due date. This funding method requires a credit application. Any EFT files that exceed the available liquidity balance are rejected and must be released again.

The liquidity limit is enforced starting two business days prior to your items’ due dates and carries forward until the due date plus two business days. The amount carried forward is subsequently released at the end of the business day on the due date and your available liquidity balance is replenished accordingly.

**Exchange Date Funding**- is for clients who do not have a liquidity limit. A hold is placed on your EFT funding account equal to the value of the outbound credit items in the EFT file. This hold is placed up to three business days before the due date. If funds are not available when the hold is initiated, the file will be rejected. It is recommended that you have funds available in your funding account before the file is uploaded or at least 3 business days before the due date.
Electronic Funds Transfer – con’t

Recalled Transactions

If your company has released a file that needs to be recalled you may be able to recall or reverse some or all of the transactions in the file. Depending on the status of the file, you can either recall the entire file or if the file has started processing, you can have ATB attempt to recall and reverse all eligible items in the file. This is done on a best effort basis.

Approval Workflow

ATB Online Business also supports your business workflow through a system of approvals. Each role has one of the following approval settings for each type of transaction: Deny, No Approval Required, Single Approval Required, and Dual Approval Required. Approvals can be set for all transactions or specified transactions based on transaction dollar limits. Approvals can be made from the Business Mobile App.
ATB Government Tax Payment & Filing Service

Online Government Tax Filing is a faster and simpler way of paying business taxes that is available through ATBOnline and it allows the user to pay Federal and Provincial Business taxes which include payroll source deductions, corporate income tax, GST, PST, and Harmonized GST (HST) and PST.

Features and Benefits:

- Payments are processed overnight therefore payments must be entered by midnight (MST) the day before the due date
- Only one account can be specified for Government payments and the designated user must have sole authority to conduct the payment on that account
- Offers more convenience as this service is available 24 hours a day, 7 days a week. Visits to the branch are not necessary and late payments can be avoided
- GST/HST refunds can be received up to one week faster than paper based filings and arrangements can be made with Revenue Canada to directly deposit the refund into the account
- ATB Tax File user Guide is available at www.atb.com under “Learn”, then “Resources”.

ATBOnline™ Government Tax Filing Fees

ATBOnline™ Tax Filing

$19.95 set up fee
$2.00 per payment/filing
One-Off Payments

A simple and secure way to move money for your business using ATB Online Business. One-off Payments is a convenient, cost-effective and secure way to manage your low volume and low value payments. Your organization will be able to collect or pay funds electronically between your ATB business account and any financial institution in Canada.

Benefits

✓ Reduce risk of fraud by transitioning cheques to electronic payments
✓ Improve cash forecasting with better visibility and control of payments going through your accounts
✓ Easily consolidate your company balances at other Canadian financial institutions
✓ Save money compared to costs associated with issuing a cheque
✓ Improve supplier and employee relationships as you have assurance they received payments and have immediate use of funds
✓ Save time by reducing administration work associated with writing a cheque
✓ Conveniently execute transactions that don’t conform to your typical cheque runs or accounts payables/receivables cycle
✓ A great way to introduce electronic payments to your company

Features

✓ Submit CAD or USD payments to or from any financial institution in Canada
✓ Consolidate funds from your accounts with other financial institutions across Canada
✓ Receive same-day value for CAD payments and next-day value for USD payments, provided cut-off times are met
✓ Tailor the payment approval process to match your own internal controls
✓ User entitlements that will allow for segregation of duties
✓ Reverse or recall future dated payments within cut-off times
✓ Use our convenient Bank Look-up tool to validate and ensure proper payment instructions
✓ View detailed online reporting including historical data and audit reporting
Interac e-Transfers for Business

ATB is saving its business customers time and money, by offering Interac e-Transfers. No more cheque runs or relying on snail mail, just a fast, secure and convenient way for businesses to pay and get paid anytime.

Features and Benefits:

✓ **It’s easy.** All a customer needs is the recipient’s name and email address. That’s it. No exchanging of bank account numbers or other sensitive information is required.

✓ **It’s fast.** Once they hit send, Interac will verify the transaction (usually within minutes, but sometimes up to one hour). The recipient will then get an email letting them know an Interac e-Transfer is waiting to be deposited. If you’re receiving an e-Transfer, then you’ll get the email saying an e-Transfer is waiting to be collected. Simply collect the money through ATB Online Business, and the funds will be deposited immediately.

✓ **It’s secure.** The transfer takes place with the same high level of security and safety as every ATB Online Business banking transaction.

✓ **It saves time and money.** No more cheque runs or relying on snail mail! The cost to send and receive will be $1.50 per transaction unless they are included in your Business Banking package.

✓ **It helps protect your business.** ATB gives you the ability to set dollar limits within the e-Transfer service so you can have ultimate peace of mind when allowing employees to use it.

✓ **It gives your business more flexibility.** Send up to $10,000 per transfer at your convenience with Interac e-Transfers for Business, but the good news doesn’t stop there. We’ve increased your daily limits so you can send more per day. Ask us how we can help you customize the amount that makes sense for your business.
Online Wires

A convenient and secure way to manage important, high value and time-sensitive payments. Online wires allow you to send payments quickly and reliably within Canada or around the world using ATB Online Business. Wire payments are irrevocable payments that provide immediate availability of funds using ATB’s extensive global network of correspondent banking relationships.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ <strong>Conveniently</strong> execute payments from anywhere you have internet access</td>
<td>✓ <strong>Send multiple wires</strong> at a time using our convenient Multiple Wires feature</td>
</tr>
<tr>
<td>✓ <strong>Improve cash flow management</strong> by leveraging just-in-time disbursements</td>
<td>✓ <strong>Easily reach international suppliers and employees</strong> by processing payments anywhere in the world in all major currencies</td>
</tr>
<tr>
<td>✓ <strong>Save time and reduce risk</strong> of error by using wire templates</td>
<td>✓ <strong>Use the flexible administration and approval system</strong> to match your internal controls and segregation of duties</td>
</tr>
<tr>
<td>✓ <strong>Reduce risk of fraud</strong> by using flexible security options while authorizing and releasing payments</td>
<td>✓ <strong>Get real-time information</strong> for pending wires and view payment history of wires completed</td>
</tr>
<tr>
<td>✓ <strong>Improve supplier and employee relationships</strong> as you have assurance they received payments and have immediate use of funds</td>
<td>✓ <strong>Use wire templates</strong> for recurring or frequent wires and to further segregate online user access</td>
</tr>
<tr>
<td>✓ <strong>Expand your business internationally</strong> by easily executing payments anywhere in the world</td>
<td>✓ <strong>View flexible and detailed online reporting</strong> for all outgoing and incoming wire payments for auditing and tracking capabilities</td>
</tr>
<tr>
<td>✓ <strong>Gain security and control</strong> over your high value payments by using workflow approvals and entitlements</td>
<td>✓ <strong>Include additional details</strong> with your payment such as invoice numbers to ensure accuracy with the beneficiary</td>
</tr>
<tr>
<td>✓ <strong>Improve accuracy and eliminate processing delays</strong> with ATB’s Bank Look-up tool</td>
<td>✓ <strong>Use our convenient Bank Look-up tool</strong> to validate and ensure proper routing instructions</td>
</tr>
</tbody>
</table>
Payment Solutions

Here at ATB, we have simplified the way we charge you for processing your credit and debit card transactions. Simplified pricing means you pay ATB a fixed transaction fee. You will also be responsible for any interchange, assessment fees, and other fees applied by the card brands to the transaction. There is no additional markup for interchange, assessment fees, and other fees charged by the card brands.

- iCT250 Countertop Payment Terminal  
  $26.95/month
  - Integrated high speed thermal printer.
  - Option to attach an external Pin Pad for added convenience.

- iWL220 Bluetooth Mobile Solution  
  $46.95/month
  - Secure wireless Bluetooth communication.

- iWL255 Long Range 3G Mobile Solution  
  $56.95/month
  - Lithium-ion battery can process up to 600 transactions per day.
  - Fully charged in 4 hours.
  - Wireless communication up to 100 meters within your location.
## Point of Sale Services

<table>
<thead>
<tr>
<th>Card Plan</th>
<th>Transaction Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
<tr>
<td>Visa Debit</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
<tr>
<td>MasterCard</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
<tr>
<td>Debit MasterCard</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
<tr>
<td>American Express</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
<tr>
<td>Discover</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
<tr>
<td>UnionPay</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
<tr>
<td>Interac</td>
<td>Card Brand Interchange + Network Assessment Fees + 0.26% + $0.04/transaction</td>
</tr>
</tbody>
</table>

- Interchange rates are set and regulated by the Card Brands and will vary based on a number of factors including: card type, business type, transaction size, annual transaction volume, method of payment, etc.

- Network assessment fees are set and regulated by the Card Brands and will vary by region and settlement currency.

- For more information on Simplified Pricing and specifics on Interchange rates, please visit www.moneris.com/simplified
Online Payment Solutions

Merchant Direct is your online credit & debit card transaction reporting. Review the reports online or download the information into spreadsheets and accounting packages for forecasting and analysis.

**Merchant Direct Online Reporting Fee**

$6.95/month
BusinessCard® MasterCard

ATB offers the convenience of the Alberta BusinessCard® MasterCard. With it you receive the purchasing power you need to carry out your everyday business activities, the ability to consolidate all your business expenditures, simplify your record keeping, and increase your repayment flexibility. The addition or removal of cardholders can be easily facilitated online.

Features and Benefits:

- Purchasing power up to $100,000.00*
- First year annual fee waived
- Low minimum payment of 3.00% of the outstanding balance
- 21 day grace period
- Trip protection (lost document and ticket replacement)
- Car rental insurance coverage

Option 1 - Alberta Rewards Business Mastercard

- $120/year for primary card & $49/year for supplemental cards
- 19.9% interest rate
- Earn reward points (can be used to support local charities) or 1.00% cash back

Option 2 - Alberta BusinessCard

- $65/year for primary card & $35/year for supplemental cards
- Interest rate of ATB Prime plus 0%*

*On Approved Credit
Additional Services
Investments

ATB provides access to a full range of investment solutions to help you achieve your goals. Professionally designed portfolios, mutual funds, individual securities, and online brokerage services are available through ATB and our investment subsidiaries.

Fixed Date Deposits

With an ATB Fixed Date Deposit, your investment is guaranteed for the entire term that you have chosen. We also offer competitive returns, flexibility, liquidity, and diversification.

*To obtain interest rate quotes please contact your ATB Financial team member.

Notice Demand Account

The Notice Demand Account (NDA) is ATB’s solution to continually rolling over short term GIC’s. In order to access funds deposited within this account, clients are required to provide ATB Financial notice of either 31 days, 60 days or 90 days. Once the notice period is over, the client has 7 days to transfer the funds to the operating account. After the 7 day window has expired a new notice is required to access the funds.

The account has no monthly service fee and provides the following interest rate based on notice periods:

- 31 day notice 2.30%*
- 90 day notice 2.50%*

*Rates are subject to change
Group Financial Services

**Amplify your employee attraction and retention**

Attracting and keeping great employees can be a constant challenge—one that often takes more than the offer of a steady paycheque. While standard health, dental and vision care benefits go a long way, taking care of your employees’ long-term financial wellness is a powerful way to increase productivity and loyalty and build your reputation as a great employer.

**Valuable personal financial benefits, including:**

**Group Banking Benefits**

- Discounts and annual bonuses on everyday banking needs like personal chequing accounts and savings solutions.
- 50% more points or cash back introductory Mastercard® offer.
- Incentives on personal borrowing needs like mortgages and home equity lines of credit—plus, preferred rates on personal financing solutions.

**Group Investment Services**

- Access to our Group Investment Plan, an ATB Investor Services supported program designed to help you invest in your financial future through no-hassle, automatic payroll contributions.
Contact Us

ATB’s goal is to ensure that we deliver the best value to each customer through a competent, professional, and engaged team of associates throughout our 173 Branches and 136 Agencies. Any ATB location would be pleased to provide the day to day banking services, support, and assistance with any inquires.

**Danielle Tait**  
**Business Development Manager**  
**Business & Agriculture**

Mobile  587-220-2269  
Email  dtait@atb.com

**Debbie Kramer**  
**Account Officer**  
**Business & Agriculture**

Mobile  587-218-0200  
Email  dkramer@atb.com
Terms of Offering

The Special Arrangement terms expressed in this proposal remain firm for a period of 3 years following the date of acceptance of this proposal conditional upon the following:

- ATB Financial is notified in writing of the Town of Milk River’s decision to accept this proposal by April 31, 2019.

- ATB Financial and the Town of Milk River both reserve the right to renegotiate the terms in this proposal should the volumes, or circumstances change significantly. During any renegotiations the current arrangement will remain in effect. ATB Financial and the Town of Milk River reserve the right to cancel the terms in this proposal by providing 90 days written notice to the other party.

- The contents of this proposal are considered to be of a confidential matter between the Town of Milk River and ATB Financial.

- The Town of Milk River abides by any and all agreements between the Town of Milk River and ATB Financial with respect to the accounts and services utilized.

Proposed on behalf of ATB Financial:

Per: _______________________

Accepted on behalf of the Town of Milk River:

Per: _______________________
Per: _______________________

Position: _______________________
Position: _______________________

Date: _______________________
Date: _______________________

29
Milk River Cable Club – Capital Funding Request

Background

At the February 2019 Council meeting, the Milk River Cable Club (MRCC) presented to Council regarding installing a fibre optic internet system throughout Town. During this presentation, a request for a donation of $65,000 was made to assist in the purchase of a piece of equipment to install the fibre optic lines. A further request was made to the Town about installing the fibre optic lines at a maximum depth of 18” through Town roads, sidewalks and alleys. Upon review and inquiry to our engineer, it is recommended that shallow utilities should be installed at a minimum of 1.0m through all roads, alleys, laneways and sidewalks.

Similar requests were made by the MRCC for financial assistance for the installation of fibre optics throughout Town at the September 2015 Council meeting ($100,000 request) and the December 2013 Council meeting ($50,000 request), both of which were not provided.

Options (administrative recommendation marked with “x”):

☒ #1 – Provide administration with further direction with an approach Council would like to take.

Attachments
1) MRCC Request – February 2019
Public Auction – Tax Arrears

Background

As per the Municipal Government Act (MGA), the Town is required to undertake the tax recovery process for all properties that are in arrears with taxes. There are 2 such properties this year. The process is outlined within the MGA and it states that if all arrears are not paid within one year of a tax notification (2 years being in arrears) being placed on a title, the municipality must proceed with a public auction for the sale of the properties. Council is required to set a public auction date, a reserve bid and any conditions that will be applicable to each property.

Throughout the process, numerous letters have been sent to both property owners and all those people or entities registered on the title, following the process outlined in the Municipal Government Act. Further, in the notification sent to property owners, we are able to enter into a tax payment agreement with to assist with having a manageable approach to paying off these arrears. Neither homeowner has approached the town to enter into a tax payment agreement. If, at any time prior to the tax auction, all arrears are paid off, this process will be halted, and the tax notification caveat will be removed from the properties in question.

Options (administrative recommendation marked with “x”):

☒ #1 – Set the following reserve bids for the tax sale process (2018 assessment values):
  1) Lot 13, Block 3, Plan 2227Y: $63,920
  2) Southerly 13 Feet of Lot 5 and all of Lot 6, Block 1, Plan 2227Y: $33,740

☒ #2 – Set the Tax Sale public auction date for May 10, 2019 @ 2:00pm at the Town Office.

☒ #3 – Set the following conditions for the tax sale to be held on May 10, 2019 @ 2:00pm at the Town Office:
  • Bids will be accepted in a sealed envelope, with a public opening to occur on May 10, 2019 @ 2:00pm at the Town office
  • Property is sold as is where is
  • The Town makes no representation and provides no warranties whatsoever
  • 10% non-refundable deposit is due on the date of the sale and cash or certified cheque for the remaining amount is due within 30 days of the auction, including GST
  • No conditions of sale from the prospective purchaser will be accepted

☐ #4 – Provide administration with further direction with an approach Council would like to take.

Attachments
October 2019 Council Meeting

Background

The Council meeting in October would normally fall on Monday, October 14, 2019. This is Thanksgiving this year, and as such, at the 2018 Organizational meeting moved the meeting to Tuesday, October 15. The CAO has booked a holiday from October 2, 2019 – October 17, 2019, inclusive. Would Council like to move the Council meeting to Monday, October 21, 2019 or have another member of administration conduct the meeting on Tuesday, October 15, 2019, as originally scheduled.

Options (administrative recommendation marked with “x”):

Attachments
PURPOSE
In the day to day operation of the Town of Milk River, the need for Town employees to have access to transportation is required in order for them to carry out their designated responsibilities. The Town also recognizes transportation to and from employee residences to their place of work is the responsibility of the Town employee, but it may be more efficient to allow employees who are on 24 hour call to take the Town vehicle home.

GENERAL POLICY
1. Employees designated with 24 hour on call responsibilities will be assigned a Town vehicle at no cost to the employee, subject to the conditions of this policy. These employees shall not utilize Town vehicles for personal reasons. Place of work is deemed to be the nearest Town shop, building or facility to their residence. The following positions are designated as 24 hour on call positions:
   a) Foreman of Public Works or designated
   b) On Call Employees (Public Works Employees)

2. Town vehicles will be provided to other employees during operational hours and under emergency situations by their department head. These vehicles shall be used for Town purposes only.
3. Department heads may authorize employees to use a municipally owned vehicle for travel from their residences to their place of work when there is a financial advantage and increased efficiency to the Town and its operations. Department heads may also allow the use of a Town vehicle when it is in the Town's interest to allow an employee to secure parking and care for the vehicle over a short duration. If there is a personal use component and a taxable benefit is determined, the employee shall be required to cover the full cost of the taxes payable on the taxable benefit.
4. Department heads will keep accurate records (date and reasons) when allowing other employees to take vehicles home and shall submit an annual report to the Town Administrator.
5. No employees who have access to a Town vehicle shall utilize the vehicle for personal reasons being definite as “not work related activities”.

Policy Approval Date: 02/10/2014 Passed by Motion No.: 2014-02-19
Resource Communities of Canada – AUMA Request

Background

We received the attached email regarding a request to support the Resource Communities of Canada Coalition. What would council like to do?

Options (administrative recommendation marked with “x”):

☒ #1 – Provide administration with further direction with an approach Council would like to take.

Attachments

1) AUMA President Email
2) Sample Motion
Hello municipal colleagues,

Earlier this month, I met with our sister municipal associations across Western Canada to discuss forming a Resource Communities of Canada Coalition. We agreed there is a need to coordinate our Canadian municipal voice to:

- Advocate for a responsible resource industry.
- Ensure municipal perspectives are being heard on issues impacting resource development.
- Share factual information regarding resource development interests.

I invite you all to become involved in this movement. The Canadian resource industry is the backbone of our economy and is key to Canada’s future prosperity. Whether you are a summer village or a large urban center, there are direct and indirect economic benefits that will impact your community. I ask that you pass a motion at your next Council meeting to support the Resource Communities of Canada Coalition to ensure our municipal voice is heard. I have attached a motion template for you to use.

Our first three major activities are:

1. **Education Campaign at FCM Conference in Quebec**

   We want to enhance the support of energy infrastructure projects by educating elected officials and the public about the benefits of the resource and energy industry at the FCM Conference. We are currently working with a group of experts to solidify the messages and approach for the educational campaign. Stay tuned in the coming weeks for more information on the campaign and how you can get involved.

2. **Bill C-69 Advocacy**

   Although many people have termed Bill C-69 as the “pipeline” bill, we very are concerned that the proposed amendments to Bill C-69 will have a significant impact on municipalities, such as:
   - Directly impacting municipal land-use planning, construction and maintenance of infrastructure.
   - More municipal infrastructure projects falling under federal review.
   - Additional financial and administrative costs being added to municipal operations.

   I met with a group of independent Canadian senators on February 1st to discuss Bill C-69. This was important because the Canadian Senators can propose amendments before the House of Commons votes on the bill, likely during this session of parliament. We have also requested...
another meeting with the Senators in the near future.

3. **Formally Establish the Resource Communities of Canada**

   Although activities are already underway, we do want to formalize our group with a detailed terms of reference. We will be focusing on this after the educational campaign at the FCM Conference.

   There is great power in a structured and coordinated approach to represent municipal resource development interests across the country.

   Please support the Resource Communities of Canada to ensure our municipal perspectives are heard by passing a motion at your next council meeting. Please let me know if your council passed the motion or if you have any questions by emailing president@auma.ca.

   Best regards,

   Barry Morishita | President
   Mayor, City of Brooks

   C: 403.363.9224 | president@auma.ca
   Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6
   Toll Free: 310-AUMA | www.auma.ca
NOTICE OF MOTION

RE:  (Name of Municipality) Joining the Resource Communities of Canada Coalition

Sponsoring Councillor:  (Name of Councillor)

WHEREAS responsible resource development is essential for the future of Canadian municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interests.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

NOW THEREFORE BE IT RESOLVED THAT COUNCIL:

Approve (Name of Municipality) to support the Resource Communities of Canada Coalition.
Regional Emergency Management Committee

Background

As a part of joining the County of Warner in the regional emergency management approach, a Regional Emergency Management Committee will be developed. We will be required to appoint one member of Council to this committee.

The first meeting for this committee will be on Tuesday, March 26 @ 10:30am and the County Council Chambers. During this first meeting, discussions will take place on the regionalization process, committee appointments, bylaw amendments, etc. There will also be a quick run through of the content for the agency meetings. This will help all involved have a clear understanding of the proposed structure moving forward.

Options (administrative recommendation marked with “x”):

☒ #1 – Appoint Councillor ?? to the Regional Emergency Management Committee.

☐ #2 – Provide administration with further direction with an approach Council would like to take.

Attachments
February 7, 2019

RE: Approved FortisAlberta 2019 Distribution Rates

As a follow up to our correspondence of Sept. 25, 2018, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for FortisAlberta’s distribution rates, effective January 1, 2019. In addition, the AUC has approved transmission rider rates effective January 1, specifically the Balancing Pool Allocation Rider, Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider. FortisAlberta flows through and collects all transmission costs as billed by the Alberta Electric System Operator (AESO) as approved by the AUC.

The attached chart illustrates the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2018 and January 2019 bundled bill from your retailer. The bundled bill percentages indicated on the attached chart will vary slightly compared to the version you would have received in September, as it reflects the transmission rider rate adjustments.

In addition, adjustments were approved by the AUC for the Maximum Investment Levels effective January 1, 2019. The chart reflecting these approved levels is also included in this correspondence.

We thank you for the opportunity to advise you of these matters and invite you to contact me or your Stakeholder Relations Manager at any time should you have any questions or require further information.

Sincerely,

Dave Hunka
Manager, Municipalities & Key Accounts North
(780) 464-8311 Direct Line
(780) 868-7040 Cellular
(780) 464-8398 Fax
Dave.Hunka@FortisAlberta.com
## Average Monthly Bill Impacts by Rate Class

Including Energy, Retail, Distribution, Transmission and Rates & Riders

<table>
<thead>
<tr>
<th>Rate</th>
<th>Rate Class Description</th>
<th>Consumption Usage</th>
<th>Demand Usage</th>
<th>Dec 2018 Bill</th>
<th>Jan 2019 Bill</th>
<th>$ Difference</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Residential</td>
<td>300kWh</td>
<td>$ 70.31</td>
<td>72.16</td>
<td>$ 1.85</td>
<td>2.6%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>640kWh</td>
<td>115.53</td>
<td>117.67</td>
<td>$ 2.14</td>
<td>1.9%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1200kWh</td>
<td>189.98</td>
<td>192.66</td>
<td>$ 2.68</td>
<td>1.4%</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>FortisAlberta Farm</td>
<td>900kWh</td>
<td>$ 183.98</td>
<td>178.07</td>
<td>(5.91)</td>
<td>-3.2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,400kWh</td>
<td>305.75</td>
<td>295.65</td>
<td>(10.10)</td>
<td>-3.3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,500kWh</td>
<td>1,173.54</td>
<td>1,138.10</td>
<td>(35.44)</td>
<td>-3.0%</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>FortisAlberta Irrigation</td>
<td>6,000kWh</td>
<td>$ 1,647.98</td>
<td>1,782.60</td>
<td>134.62</td>
<td>8.2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>14,518kWh</td>
<td>3,411.60</td>
<td>3,737.66</td>
<td>$ 326.06</td>
<td>9.6%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>45,000kWh</td>
<td>10,445.90</td>
<td>11,456.60</td>
<td>$ 1,010.71</td>
<td>9.7%</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Street Lighting (Investment)</td>
<td>5,144kWh</td>
<td>$ 2,804.80</td>
<td>2,974.38</td>
<td>169.59</td>
<td>6.0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,900kWh</td>
<td>1,527.70</td>
<td>1,637.00</td>
<td>$ 109.30</td>
<td>7.2%</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Street Lighting (Non-Investment)</td>
<td>6,000kWh</td>
<td>$ 1,827.32</td>
<td>1,940.92</td>
<td>$ 113.60</td>
<td>6.2%</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Yard Lighting</td>
<td>5,000kWh</td>
<td>10,445.90</td>
<td>11,456.60</td>
<td>$ 1,010.71</td>
<td>9.7%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Based on 100 HPS Lights in assorted fixture wattages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Small General Service</td>
<td>1,083kWh</td>
<td>$ 197.43</td>
<td>198.91</td>
<td>$ 1.48</td>
<td>0.7%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,165kWh</td>
<td>372.38</td>
<td>374.83</td>
<td>$ 2.45</td>
<td>0.7%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,825kWh</td>
<td>1,771.97</td>
<td>1,782.18</td>
<td>$ 10.20</td>
<td>0.6%</td>
<td></td>
</tr>
<tr>
<td>44/45</td>
<td>Oil &amp; Gas Service</td>
<td>2,590kWh</td>
<td>$ 434.58</td>
<td>419.90</td>
<td>(14.68)</td>
<td>-3.4%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5,179kWh</td>
<td>839.19</td>
<td>811.11</td>
<td>(28.07)</td>
<td>-3.3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>25,895kWh</td>
<td>4,010.42</td>
<td>3,878.71</td>
<td>(131.71)</td>
<td>-3.3%</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>General Service</td>
<td>32,137kWh</td>
<td>$ 3,718.66</td>
<td>3,661.84</td>
<td>(56.82)</td>
<td>-1.5%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>63,071kWh</td>
<td>6,928.10</td>
<td>6,833.64</td>
<td>(94.45)</td>
<td>-1.4%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>482,055kWh</td>
<td>47,344.65</td>
<td>46,766.36</td>
<td>(578.29)</td>
<td>-1.2%</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Large General Service</td>
<td>824,585kWh</td>
<td>$ 85,610.13</td>
<td>83,701.39</td>
<td>(1,908.74)</td>
<td>-2.2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,529,769kWh</td>
<td>144,198.00</td>
<td>141,909.17</td>
<td>(2,288.83)</td>
<td>-1.6%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,298,338kWh</td>
<td>301,473.62</td>
<td>298,231.56</td>
<td>(3,242.07)</td>
<td>-1.1%</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
As approved by the Alberta Utilities Commission in Decision 23893-D01-2018 on December 19, 2018

**Riders Included:**
Municipal Franchise Fees
Municipal Assessment Rider (0.94% on July 1, 2018)
2019 Base Transmission Adjustment Rider
2018 Q4 & 2019 Q1 Quarterly Transmission Adjustment Rider
2019 Balancing Pool Allocation Rider

**Retail / Energy Price Assumptions:**
Rates 11 thru 44 -- January 2018 to December 2018 Average EPCOR Regulated Rate Tariff
Rates 61 & 63 -- November 2017 to October 2018 Average EPCOR Default Supply Rates
<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Maximum Investment Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate 11 Residential</td>
<td>$2,556 per service</td>
</tr>
<tr>
<td>Rate 11 Residential Development</td>
<td>$2,556 per service, less FortisAlberta’s costs of metering and final connection</td>
</tr>
<tr>
<td>Rate 21 FortisAlberta Farm and Rate 23 Grain Drying</td>
<td>$5,799 base investment, plus $830 per kVA of Peak Demand</td>
</tr>
<tr>
<td>Rate 26 Irrigation</td>
<td>$5,799 base investment, plus $923 per kW of Peak Demand</td>
</tr>
<tr>
<td>Rate 38 Yard Lighting</td>
<td>$825 per fixture</td>
</tr>
<tr>
<td>Rate 31 Street Lighting (Investment Option)</td>
<td>$2,985 per fixture</td>
</tr>
<tr>
<td>Rate 41 Small General Service</td>
<td>$5,799 base investment, plus $923 per kW of Peak Demand</td>
</tr>
<tr>
<td>Rate 45 Oil and Gas Service</td>
<td>$5,799 base investment, plus $923 per kW of Peak Demand</td>
</tr>
<tr>
<td>FortisAlberta invests as required per unmetered to metered service conversion program.</td>
<td></td>
</tr>
<tr>
<td>Rate 61 General Service (less than or equal to 2 MW)</td>
<td>$5,799 base investment, plus $923 per kW for the first 150 kW, plus $116 for additional kW of Peak Demand</td>
</tr>
<tr>
<td>Rate 63 Large General Service (over 2 MW) (Distribution Connected)</td>
<td>$104 per kW of Peak Demand, plus $115 per metre of Customer Extension</td>
</tr>
</tbody>
</table>

Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

**Proposed 2019 Annual Rate Adjustments filed September 10, 2018**

Effective: January 1, 2019 as approved in Decision 23893-D01-2018
MINUTES - 1 (2019)
EXECUTIVE COMMITTEE MEETING
Thursday, January 10, 2019 at 6:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:
Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg
Doug MacPherson (absent)

STAFF:
Lenze Kuiper – Director
Barb Johnson – Executive Secretary

AGENDA:

1. Approval of Agenda – January 10, 2019
2. Approval of Minutes – November 8, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
   (a) New Executive Orientation
   (b) New Employee – Bonnie Andres
   (c) Municipal Borrowing Bylaw – Subdivision Statistics (handout)
   (d) Subdivision Statistics (handout)
   (e) Fee For Service Update (handout)
5. Accounts
   (a) Office Accounts –
      (i) October 2018 (attachment)
      (i) November 2018 (attachment)
   (b) Financial Statements –
      (i) January 1 - October 31, 2018 (attachment)
      (i) January 1 - November 30, 2018 (attachment)
6. Director’s Report
7. Executive Report
8. Adjournment
CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 5:59 P.M.

1. **APPROVAL OF AGENDA**

   **Moved by: Jennifer Crowson**
   
   THAT the Executive Committee approve the agenda, as presented. **CARRIED**

2. **APPROVAL OF MINUTES**

   **Moved by: Don Anderberg**
   
   THAT the Executive Committee approve the minutes of November 8, 2018, as presented. **CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

   - None.

4. **NEW BUSINESS**

   **(a) New Executive Orientation**
   
   Director Lenze Kuiper welcomed Jennifer Crowson (Municipal District of Taber) and Margaret Plumtree (Town of Vauxhall) to the Executive Committee and presented them each a package containing information (ORRSC Regulation, Strategic Plan, Budget, etc.) to read at their leisure. He also generally explained the composition and role of the Executive Committee, frequency of meetings, remuneration, etc.

   **(b) New Employee – Bonnie Andres**
   
   Bonnie Andres began working on January 2, 2019 as a Municipal Planning Clerk (replacing Stacy Olsen who resigned in August 2018). Bonnie was an Executive Assistant at the Town of Redcliff for the past 4 years and has 8 years legal experience as well as 7.5 years of other public sector experience. She is also trained as a Subdivision and Development Appeal Board (SDAB) Clerk and Assessment Review Board (ARB) Clerk and we are confident she will be an asset to our organization. Her main function initially will be digitizing all subdivision files so they may be attached to parcels in GIS. She will also receive training as backup to the Subdivision Technician as well as assist in processing SDAB and ARB Appeals.

   - The Municipal Planner position we advertised last November closed in December and we are currently shortlisting. Due to a shortage of good candidates for the position, the competition may be opened up again.

   **(c) Municipal Borrowing Bylaw – ATB Financial**
   
   ORRSC maintains a $500,000 revolving line of credit for risk management purposes (which currently has a $0 balance and was last used in 2013). In order to maintain the line of credit, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year.
Because of the title “Municipal Borrowing Bylaw”, there was a discussion on whether three readings are required in accordance with the Municipal Government Act, or if only a resolution passed by the Executive Committee and the form signed by the Chair and Director are needed, as has been done each year since 2012 when the line of credit was established. The Director will investigate further and this item will be referred to the next Executive Committee meeting.

Moved by: Don Anderberg
THAT this agenda item be referred to the next Executive Committee meeting. CARRIED

(d) Subdivision Statistics

- As of November 30, 182 subdivision applications have been processed and $340,287.50 received in subdivision revenue during 2018. This is up slightly from the last several years.

Moved by: Ian Sundquist
THAT the Executive Committee accept the Subdivision Statistics, as information. CARRIED

(e) Fee For Service Update

- The Committee reviewed the Fee For Service – Current Projects attachment which is a snapshot showing the progress of current projects and what is outstanding. Payments are usually required in three installments (initial, draft, completion) which helps with cash flow. A one-year timeframe is generally expected, but there are exceptions, e.g. some pay ahead of schedule if they get grants for projects that need to be paid out by a certain date.

Moved by: Jennifer Crowson
THAT the Executive Committee accept the Fee For Service Update, as information. CARRIED

5. ACCOUNTS

(a) Office Accounts –

(i) October 2018

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5150</td>
<td>Staff Mileage</td>
<td>M. Burla</td>
<td>$142.50</td>
</tr>
<tr>
<td>5180</td>
<td>Staff Development</td>
<td>J. Maxwell</td>
<td>669.25</td>
</tr>
<tr>
<td>4140</td>
<td>Approval Fees</td>
<td>MD of Taber</td>
<td>200.00</td>
</tr>
<tr>
<td>5280</td>
<td>Janitorial Services</td>
<td>Madison Ave Business Services</td>
<td>475.00</td>
</tr>
<tr>
<td>5285</td>
<td>Building Maintenance</td>
<td>Weings Sprinkler Ltd.</td>
<td>100.00</td>
</tr>
<tr>
<td>5285</td>
<td>Building Maintenance</td>
<td>Lukas Tucek</td>
<td>500.00</td>
</tr>
<tr>
<td>5310</td>
<td>Telephone</td>
<td>Bell Mobility</td>
<td>605.36</td>
</tr>
<tr>
<td>5310</td>
<td>Telephone</td>
<td>Shaw Business</td>
<td>145.85</td>
</tr>
<tr>
<td>5320</td>
<td>General Office Supplies</td>
<td>Desjardin Card Services</td>
<td>299.81</td>
</tr>
<tr>
<td>5320</td>
<td>General Office Supplies</td>
<td>Desjardin Card Services</td>
<td>406.20</td>
</tr>
<tr>
<td>5330</td>
<td>Dues &amp; Subscriptions</td>
<td>Sunny South News</td>
<td>26.00</td>
</tr>
<tr>
<td>5350</td>
<td>Postage &amp; Petty Cash</td>
<td>Postage by Phone</td>
<td>3,500.00</td>
</tr>
<tr>
<td>5380</td>
<td>Printing &amp; Printing Supplies</td>
<td>Lethbridge Mobile Shredding</td>
<td>23.00</td>
</tr>
<tr>
<td>5440</td>
<td>Land Titles Office</td>
<td>Minister of Finance</td>
<td>170.00</td>
</tr>
<tr>
<td>5460</td>
<td>Public Relations</td>
<td>B. Johnson</td>
<td>350.00</td>
</tr>
<tr>
<td>5460</td>
<td>Public Relations</td>
<td>K. Sailer</td>
<td>50.00</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Supplier</td>
<td>Amount</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
<td>-------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>5480</td>
<td>Recruitment &amp; Relocation</td>
<td>AUMA</td>
<td>300.00</td>
</tr>
<tr>
<td>5490</td>
<td>Consultants</td>
<td>MPE Engineering</td>
<td>4,596.00</td>
</tr>
<tr>
<td>5500</td>
<td>Subdivision Notification</td>
<td>Lethbridge Herald</td>
<td>807.38</td>
</tr>
<tr>
<td>5531</td>
<td>GIS Grant</td>
<td>Geodesygroup Inc.</td>
<td>5,850.00</td>
</tr>
<tr>
<td>5570</td>
<td>Equipment Repairs &amp; Maintenance</td>
<td>Digitex</td>
<td>620.00</td>
</tr>
<tr>
<td>5570</td>
<td>Equipment Repairs &amp; Maintenance</td>
<td>Xerox</td>
<td>916.87</td>
</tr>
<tr>
<td>1160</td>
<td>GST Receivable</td>
<td>GST Receivable</td>
<td>757.90</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$21,511.12</strong></td>
</tr>
</tbody>
</table>

**ii) November 2018**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Supplier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5150</td>
<td>Staff Mileage</td>
<td>M. Burla</td>
<td>$154.00</td>
</tr>
<tr>
<td>5150</td>
<td>Staff Mileage</td>
<td>S. Johnson</td>
<td>141.00</td>
</tr>
<tr>
<td>5320</td>
<td>General Office Supplies</td>
<td>S. Johnson</td>
<td>222.63</td>
</tr>
<tr>
<td>5530</td>
<td>Coffee &amp; Supplies</td>
<td>S. Johnson</td>
<td>133.45</td>
</tr>
<tr>
<td>5151</td>
<td>Vehicle Gas &amp; Maintenance</td>
<td>Petty Cash</td>
<td>38.33</td>
</tr>
<tr>
<td>5320</td>
<td>General Office Supplies</td>
<td>Petty Cash</td>
<td>7.98</td>
</tr>
<tr>
<td>5350</td>
<td>Postage &amp; Petty Cash</td>
<td>Petty Cash</td>
<td>16.41</td>
</tr>
<tr>
<td>5520</td>
<td>Meetings</td>
<td>Petty Cash</td>
<td>49.87</td>
</tr>
<tr>
<td>5280</td>
<td>Janitorial Services</td>
<td>Madison Ave Business Services</td>
<td>765.00</td>
</tr>
<tr>
<td>5285</td>
<td>Building Maintenance</td>
<td>Kost Fire Equipment</td>
<td>139.10</td>
</tr>
<tr>
<td>5310</td>
<td>Telephone</td>
<td>Bell Mobility</td>
<td>558.16</td>
</tr>
<tr>
<td>5310</td>
<td>Telephone</td>
<td>Shaw Business</td>
<td>145.85</td>
</tr>
<tr>
<td>5310</td>
<td>Telephone</td>
<td>Shaw Business</td>
<td>145.85</td>
</tr>
<tr>
<td>5320</td>
<td>General Office Supplies</td>
<td>Total Office Plus</td>
<td>35.38</td>
</tr>
<tr>
<td>5320</td>
<td>General Office Supplies</td>
<td>Desjardin Card Services</td>
<td>319.24</td>
</tr>
<tr>
<td>5380</td>
<td>Printing &amp; Printing Supplies</td>
<td>Desjardin Card Services</td>
<td>466.79</td>
</tr>
<tr>
<td>5330</td>
<td>Dues &amp; Subscriptions</td>
<td>Vulcan Advocate</td>
<td>68.00</td>
</tr>
<tr>
<td>5330</td>
<td>Dues &amp; Subscriptions</td>
<td>Temple City Star</td>
<td>42.00</td>
</tr>
<tr>
<td>5330</td>
<td>Dues &amp; Subscriptions</td>
<td>AMDSP</td>
<td>2,270.00</td>
</tr>
<tr>
<td>5380</td>
<td>Printing &amp; Printing Supplies</td>
<td>Lethbridge Mobile Shredding</td>
<td>23.00</td>
</tr>
<tr>
<td>5380</td>
<td>Printing &amp; Printing Supplies</td>
<td>Peak Vocational</td>
<td>114.00</td>
</tr>
<tr>
<td>5440</td>
<td>Land Titles Office</td>
<td>Minister of Finance</td>
<td>232.00</td>
</tr>
<tr>
<td>5480</td>
<td>Recruitment &amp; Relocation</td>
<td>AUMA</td>
<td>450.00</td>
</tr>
<tr>
<td>5490</td>
<td>Consultants</td>
<td>Cameron Klassen</td>
<td>1,220.00</td>
</tr>
<tr>
<td>5490</td>
<td>Consultants</td>
<td>MPE Engineering</td>
<td>8,975.50</td>
</tr>
<tr>
<td>5500</td>
<td>Subdivision Notification</td>
<td>TAB</td>
<td>524.64</td>
</tr>
<tr>
<td>5500</td>
<td>Subdivision Notification</td>
<td>Lethbridge Herald</td>
<td>165.90</td>
</tr>
<tr>
<td>5570</td>
<td>Equipment Repairs &amp; Maintenance</td>
<td>Digitex</td>
<td>620.00</td>
</tr>
<tr>
<td>5570</td>
<td>Equipment Repairs &amp; Maintenance</td>
<td>Xerox</td>
<td>1,545.89</td>
</tr>
<tr>
<td>5590</td>
<td>Equipment &amp; Furniture Purchases</td>
<td>Total Office Plus</td>
<td>3,419.96</td>
</tr>
<tr>
<td>1160</td>
<td>GST Receivable</td>
<td>GST Receivable</td>
<td>958.15</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$23,968.08</strong></td>
</tr>
</tbody>
</table>

Moved by: Don Anderberg
THAT the Executive Committee approve the Office Accounts of October ($21,511.12) and November ($23,968.08) 2018, as presented. CARRIED
(b) **Financial Statements – January 1 - September 30, 2018**

**Moved by: Ian Sundquist**

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

- January 1 - October 31, 2018
- January 1 - November 30, 2018

**CARRIED**

6. **DIRECTOR’S REPORT**

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

7. **EXECUTIVE REPORT**

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

8. **ADJOURNMENT**

**Moved by: Jim Bester**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:25 p.m. until **Thursday, February 14, 2019 at 6:00 p.m.**

**CARRIED**

/ bj  

CHAIR: [Signature]
Minutes of the Canadian Badlands Board Meeting held on January 30, 2019, at 1:10 p.m.

CALL TO ORDER

PRESENT

Brian Varga  President, Canadian Badlands / Councillor, City of Medicine Hat
Sonia Ens  Vice President, Canadian Badlands / Councillor, Village of Linden
George Glazier  Secretary, Canadian Badlands / Councillor, County of Paintearth
Terri Kinsman  Director, Canadian Badlands / Rocking R Guest Ranch
Anne Marie
Philipsen  Director, Canadian Badlands / Councillor, County of Newell
Brad Slorstad  Director, Canadian Badlands / Advisory Council, Special Areas #2
Fernando Morales
Llan
Heather Colberg  Director-at-large, Canadian Badlands / Mayor, Town of Drumheller

REGRETS

Barry Morishita  Past President, Canadian Badlands / Mayor, City of Brooks

OTHERS IN ATTENDANCE

Lonna Hoggan  Administrative Manager, Canadian Badlands
Diana Watson  Executive Assistant, Canadian Badlands
Devona Moore  Bookkeeping Services, Brooks

1. CALL TO ORDER

President, Brian Varga, called the meeting to order at 1:10 p.m.
2. ADOPTION OF AGENDA

B.M.19.01 Sonia Ens made a motion to approve the Agenda with the following Amendment:

Item 3 Changed to: Review of Year-end Financial Reports by Bookkeeper Devona Moore.

CARRIED UNANIMOUSLY

3. YEAR-END FINANCIAL REPORT REVIEWED AND PRESENTED BY DEVONA MOORE

4. ADOPTION OF PREVIOUS MINUTES

December 13, 2018, Board Meeting

B.M.19.02 George Glazier made a motion to approve the previous Minutes as presented.

CARRIED UNANIMOUSLY

4.1 Business Arising from the Minutes

No business arising from the minutes.

5. ONGOING BUSINESS

5.1 Shareholder Retention

Discussion ensued regarding communication around tourism ideas and connecting communities.

5.2 Correspondence

Support Letter from CBT for Tourism Lethbridge
Letter from MD of Taber

5.2 Product Development Committee

- Next meeting is scheduled for Thursday, February 07, 2019
5.3 Financial Report

- Accountant update
  Year-end report from Bookkeeper

- Future Audit
  We will retain the same services from the 2016 and 2017 Auditor for the 2018 Audit.

B.M.19.03 Anne Marie Philipsen made a motion to approve the accountant Tyler Mossy at MNP Ltd., in Brooks, Alberta, to carry out the Audit for CBT for the 2018 fiscal year.

CARRIED
One dissenting vote by Heather Colberg

- 2019 Budget

B.M.19.04 George Glazier made a motion to approve the presented 2019 Budget as amended.

CARRIED UNANIMOUSLY

5.4 Destination Marketing Fund (DMF)

- Update provided by Brian Varga and Terri Kinsman

6. NEW BUSINESS

6.1 Set CBT Board Meeting date for March 2019

The next Board Meeting is already set for Wednesday, February 20, 2019. In the Drumheller office, to start at 1:00 pm.

CBT Board Meeting for March will be held after the AGM with the newly elected Board Members present, March 22, 2019. This meeting will be held in Lethbridge, Alberta.

7. ROUND TABLE

8. IN-CAMERA
9. ADJOURNMENT

B.M.19.05   Anne Marie Philipsen made a motion to adjourn the meeting at 4:25 p.m.

CARRIED UNANIMOUSLY

_______________________________________
Brian Varga, Vice President

_______________________________________
Lonna Hoggan, Administrative Manager
RIDGECOUNTRYHOUSING

January 17th, 2019

A Ridge Country Housing Board of Directors Meeting was held at the Ridgeview Lodge in Raymond, AB on January 17th, 2019 at 4:00 p.m.

In attendance were Tom Butler, Colette Glynn, Margaret McCanna, Peggy Losey, CAO Mike Pulsifer, South Regional / Site Manager, Dorothy Fraser and North Regional / Site Manager, Chris Sopal.

Absent: Phil Jensen, Kevin Nelson & Jim Depew

BUSINESS
MEETING

AGENDA
(19-01-01)  
1) Addition to Agenda – no additions or amendments to the agenda. Peggy Losey made a motion to adopt the agenda as presented.  

Motion Carried

MINUTES
(19-01-02)  
Minutes of the previous RCH Regular Board Meeting held on Dec 20th, 2018 were reviewed. Margaret McCanna made a motion to adopt the previous RCH Regular Board meeting minutes as presented.

Motion Carried

REGIONAL
MANAGER’S
REPORTS

(19-01-03)  
3) The RCH North Regional Managers’ report was prepared and presented by NR Manager, Chris Sopal and the RCH South Regional Managers’ report was prepared and presented by SR Manager, Dorothy Fraser.

Discussion held regarding vacancies in both Lodges, the waitlist for the New Ridgeview Lodge and the furniture that RCH is still waiting for in regards to Prairie Rose Lodge.

Colette Glynn made a motion to approve/accept the Regional Managers’ reports as presented.

Motion Carried

CAO’s ADMIN &
FINANCIAL REPORT

(19-01-04)  
4) The CAO’s Administration Report (Status of Operations) and Financial Reports were provided by CAO, Mike Pulsifer. Balance Sheets as at Dec 31st, 2018 and Budget to Actual Profit & Loss statements to December 31st, 2018 were presented. RCH is at 100% of budget as of Dec 31st, 2018. The December 2018 cheque listings for both Lodge and Housing Operating Accounts were provided by CAO, Mike Pulsifer for board review and approval.

Discussion was held regarding smoking issues at Wheatland and PRL, incident of an unknown person using drugs in the vestibule at Marigold Manor, furniture purchases at the New Ridgeview Lodge. Donations for the New Ridgeview Lodge, the Line of Credit balance for December

Maintenance expenses at Ridgeview Lodge and Utilities at the New Ridgeview Lodge.

Peggy Losey made a motion to approve/accept the CAO’s Administration and Financial Reports as presented.

Motion Carried

OLD BUSINESS

(19-01-05)  
5) Old Business was brought forward for discussion at this time.

5.1) RCH “New RVL” Development and Bi-weekly construction meeting update – CAO Mike Pulsifer reported that things were progressing nicely. A tour of the New Ridgeview Lodge could possibly happen for the Board Members in February as it will be close to completion then. A discussion was had regarding blinds at the New Ridgeview Lodge, flooring problems, and moving residents into the New Lodge. CAO Mike Pulsifer also reported that he attended a meeting with the Town of Raymond where it was decided that the Old Ridgeview Lodge will be demolished once the move is completed.

NEW BUSINESS

(19-01-06)  
6) New business – new business was brought forward at this time.

6.1) 2018 Annual Audit by Avail / entity Levels Controls Statement – North Regional Manager Chris Sopal provided an update on the 2018 Audit process and went through the Entity Levels Control Document and the role of the Board in ensuring that Ridge Country Housing conducted itself ethically and with integrity.

Ralph Price made a motion that the Board had reviewed and approved the Entity Level Control Document and that Ridge Country Housing forward it to the Auditor.
6.2) 2019 ASCHA Convention in Edmonton – Discussion was held regarding attending this year. Tom Butler will attend. 3 Hotel rooms will be booked and Chris Sopal will see if Phil Jensen, Kevin Nelson and/or Jim Depew would like to attend.

SPECIAL REPORTS

7) Special Reports – no special reports were brought forward at this time.

CLOSED SESSION

8) A closed “In Camera” session was not required at this time.

CORRESPONDENCE RECEIVED

9) Correspondence / communications that were provided in the Board package were reviewed.
9a) Email from ASCHA regarding 2019 Convention & Tradeshow;
9b) Field Report from Silver Ridge Construction re: New Ridgeview Lodge Progress;
9c) Email from Grace Luna re: Housing Quarterly Profile Summary;
9d) Email from Shawn Ewasiuk re: Housing Management Body Waitlist Survey;
9e) Email from Amber Gallant re: 2019 Budget and Capital Maintenance Renewal.

ROUND TABLE

10) A round table discussion was initiated.
Ralph Price – provided an update on the fundraising committee. A cheque for $54,810 was presented to RCH representing all donations received thus far. The fundraising committee is hoping for another $50,000 to be received by April 1st. A final Town push will occur this month and some other activities are planned for the spring. No other comments from other Board members or staff.

NEXT MEETING

11) The next RCH Board of Directors meeting will be held at 4:00 p.m. on Thursday Feb 21st, 2019 at the Prairie Rose Lodge in Milk River, Alberta.

ADJOURNMENT

(19-01-06)

12) Peggy Losey made a motion to adjourn the meeting at 5:16 p.m. Motion Carried

Chairman - RCH

CAO - RCH
COUNTY WARNER NO. 5  
NOTICE OF DECISION 

SCHEDULE 14  
FORM C  

NAME:  Beairst & Associates Engineering  
ADDRESS:  10940 92 Avenue Grande Prairie T8V 6B5  

In the matter of development of property located at: S ½ 8-3-16 W4  
In respect of works consisting of: Petroleum storage and transportation hub comprised of multiple above ground tanks storing up to 64,000 barrels and transportation loading areas.  
The development as specified in Application No: 19-02 has been:  
☐  APPROVED  
☒  APPROVED subject to the following conditions:  

1. No part of the building or structure shall be located within:  
   36.7 m (120 ft) from the property line of the right of way of any developed or undeveloped roadway which is not designated as a provincial highway by the Minister or under the Public Highway Development Act;  
2. 50 m (164 ft) from the centre line or 30m (98.4 ft.) from the property line, whichever is greater, of a provincial Minor Two-lane Highway;  
3. Any stipulated distance as specified by Alberta Transportation for development adjacent to provincial roadways classified as Freeways/Expressways, Multi-lane and Major Two-lane highways. For these highway classifications, development setbacks and accesses will be reviewed on highway by highway and development by development basis and require approval from Alberta Transportation.  
4. All structures (primary and ancillary) shall be setback a minimum of 6.1 metres (20 ft.) from all side and rear property lines  
5. The County, as a condition on a Development Permit for a dwelling or building that requires a private septic sewage system, requires that the applicant be responsible for having the private sewage system meet all provincial regulations or standards including the Alberta Private Sewage Systems Standard of Practice 1999 or any subsequent updates.  
6. The applicant is responsible for obtaining any necessary provincial building or safety code (inspection) permits.  

ADDITIONAL CONDITIONS:  
7. The applicant/developer is required to enter into a Development Agreement and/or Road Use agreement with the County of Warner No.5, which may be registered concurrently on title. The terms of the agreement as specified by the County of Warner No.5, may address the provisions of intersection upgrades, road upgrades and maintenance, dust suppression, snow removal, designated access routes, and any other matter the municipality deems necessary.  
8. The applicant/developer shall be responsible, at its expense, for adhering to any conditions or requirements of Alberta Transportation.
9. The applicant/developer shall be responsible for obtaining the necessary approval of the facility and operations by the Alberta Energy Regulator (AER) and comply with any of the AER conditions.

10. The applicant/developer is responsible for accessing the site across the railway track crossing, and entering into any required Crossing Agreement with CPR. Any required crossing or safety upgrades stipulated by CPR shall be provided by the applicant/developer at its expense.

11. The applicant/developer shall be responsible for adhering to any Alberta Environment (AEP) regulations and requirements.

12. The applicant/developer is responsible for providing any required signage as determined necessary by the County of Warner No.5 to designate access and haul routes. Any facility or company signage to be erected must be approved by the County of Warner No.5

13. The developments primary access shall be to the east onto the Old Hwy 4 (Hwy west service road) and the west access shall only be used as a secondary and emergency access route. The Secondary west route is limited to the portion of Range Road 16-5 as specified by the County in the Road Use Agreement.

14. The applicant/developer is responsible for obtaining and complying with all provincial regulatory regulations and requirements.

15. The applicant/developer shall contact and obtain all provincial Safety and Fire Code permits required for construction of the facility and structures, and file a copy with the municipality.

16. The applicant/developer is responsible for obtaining an approval under the Alberta’s Environmental Protection and Enhancement Act (EPEA) from Alberta Environment, if required, and file a copy with the municipality.

17. That the applicant is responsible for obtaining any required approvals from the Alberta Energy Regulator, pertaining to the tanks, storage, or site facilities as required under provincial regulations.

☐ REFUSED for the following reasons:

☐ Development Permit to be issued on: 12 day of March, 2019

☐ A development permit has been issued in accordance with this notice but shall not be valid until fourteen (14) days after the date of issue in accordance with section 686 of the Municipal Government Act which shall be presumed to be effected 7 days from the date of mailing if the document is mailed in accordance with the Interpretation Act, Revised Statutes of Alberta 2000, Chapter I-8.

DATE: February 19, 2019 SIGNED: [Signature]

Tyler Nelson, Development Officer

THIS DOES NOT CONSTITUTE A DEVELOPMENT PERMIT
(See over for more information)

This decision is appealable to the Development Appeal Board of the County of Warner No. 5 within fourteen (14) days of the date of this notice by any party considering themselves to be adversely affected which shall be presumed to be effected 7 days from the date of mailing if the document is mailed in accordance with the Interpretation Act, Revised Statutes of Alberta 2000, Chapter I-8.
Approved Agencies for Issuing Building Permits

Compliance Monitoring
Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance Monitoring in Non-Accredited Municipalities

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Building Permits</th>
<th>Electrical Permits</th>
<th>Gas Permits</th>
<th>Plumbing Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Safety Consulting</td>
<td>780-897-1998</td>
<td>780-539-7185</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1-877-780-7233</td>
<td>1-888-780-7232</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Enterprises</td>
<td>(403) 329-3747</td>
<td>(403) 329-8514</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1-800-621-5440</td>
<td>1-866-406-8484</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superior Safety Codes Inc.</td>
<td>403-320-0734</td>
<td>403-320-9969</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

For further information on Inspection Services please contact:
Alberta Safety Codes Authority
1000, 10665 Jasper Avenue NW
EDMONTON, AB T5J 3S9
Phone: 1-877-413-6725
Email: askasca@safetycodes.ab.ca
Web: www.safetycodes.ab.ca/ASCA
February 19, 2019

Her Worship Peggy L. Losey
Mayor
Town of Milk River
PO Box 270
Milk River AB T0K 1M0

Dear Mayor Losey,

In Budget 2018, and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full $11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

An amending agreement will be sent to the Chief Administrative Officer of your municipality formally extending the MSI funding terms until the conclusion of the program on March 31, 2022.

Our government reached a remarkable milestone when the City Charters Fiscal Framework Act was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. I remain optimistic that through continued dialogue with the municipal associations, we will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

[Signature]

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Ryan Leuzinger, Chief Administrative Officer, Town of Milk River
AGENDA - 1 (2019)

OLDMAN RIVER REGIONAL SERVICES COMMISSION

GENERAL BOARD OF DIRECTORS' MEETING

Thursday, March 7, 2019 – 7:00 p.m.

ORRSC Conference Room
3105 - 16th Avenue North, Lethbridge (rear parking lot & entrance)

1. Approval of Agenda – March 7, 2019

2. Approval of Minutes – December 6, 2018 (attachment)

3. Business Arising from the Minutes

4. GUEST SPEAKER –

Larry Randle, Director of Community Services – Lethbridge County
"Parliamentary Procedures for Municipal Government"

5. Reports
   (a) Executive Committee Report (attachment)
   (b) GIS Update

6. Business
   (a) Regional Subdivision and Development Appeal Board
   (b) Annual General Meeting and Bus Tour - June 6, 2019
   (c) Subdivision Historical Resources Act Compliance (attachment)

7. Accounts
   (a) Summary of Balance Sheet and Statement of Income for the
       12-month period: January 1 to December 31, 2018 (attachment)

8. Adjournment – June 6, 2019
OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 4 (2018)
ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS’ MEETING
Thursday, December 6, 2018 – 7:00 p.m.
ORRSCC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:
Kevyn Stevenson................................ Village of Arrowwood
Delbert Bodnarek................................ Village of Barnwell
Ed Weistra ........................................... Village of Barons
Tom Rose ............................................ Town of Bassano
Norman Gerestein ................................. City of Brooks
Jim Bester ........................................... Cardston County
Richard Bengry .................................... Town of Cardston
Peggy Hovde ........................................ Village of Carmangay
Jamie Smith (absent) ............................ Village of Champion
Brad Schlossberger – alternate ................................. Town of Claresholm
Butch Pauls (absent) ................................ Town of Coaldale
Elizabeth Christensen .............................. Town of Coaldale
Tanya Smith ........................................ Village of Coutts
Warren Mickels (absent) .......................... Village of Cowley
Dave Fiipuzzi ..................................... Mun. Crowsnest Pass
Dean Ward ........................................... Mun. Crowsnest Pass
Gordon Wolstenholme .............................. Town of Fort Macleod
Gerry Carter ....................................... Village of Glenwood
Duncan McLean .................................... Town of Granum
Suzanne French .................................... Village of Hill Spring
Morris Zeinstra ..................................... Lethbridge County
Brad Koch (absent) ................................. Village of Lomond
Richard Van Ee .................................. Town of Magrath
Peggy Losey ........................................ Town of Milk River
Sheldon Walker (absent) ............................. Village of Milo
Dan McLellan ..................................... Town of Nanton
Anne Marie Philipson - alternate ............ County of Newell
Marinus de Leeuw ................................ Village of Nobleford
Henry de Kok (absent) ............................. Town of Picture Butte
Bev Everts .......................................... M.D. of Pincher Creek
Don Anderberg ..................................... Town Pincher Creek
Ronald Davis ........................................ M.D. of Ranchland
Stewart Foss ....................................... Town of Raymond
Don Norby ......................................... Town of Slavey
Matthew Foss ....................................... Village of Stirling
Jennifer Crowson ................................ M.D. of Taber
Margaret Pluntree ................................ Town of Vauxhall
Jason Schneider ................................. Vulcan County
Lyle Magnuson ................................... Town of Vulcan
David Cody ........................................ County of Warner
Eric Burns .......................................... Village of Warner
Ian Sundquist .................................. M.D. Willow Creek

STAFF:
Lenze Kuiper ........................................ Director
Mike Burt .......................................... Senior Planner
Diane Horvath ..................................... Senior Planner
Steve Hardy ....................................... Senior Planner
Gavin Scott ........................................ Senior Planner
Ian MacDougall .................................. Planner
Erin Graham ...................................... Assistant Planner
Hailey Winder .................................... Assistant Planner
Barb Johnson ..................................... Executive Secretary

AGENDA:
1. Approval of Agenda – December 6, 2018
2. Approval of Minutes – September 6, 2018 (attachment)
3. Business Arising from the Minutes

4. Recognition of Members and Alternate Members for 2018/2019 (attachment)

5. Appointment of Officers and Executive Committee for 2018/2019 (attachment)
   (a) Election of Chair
   (b) Election of Vice-Chair
   (c) Election of Executive Committee
   (d) Destruction of Ballots

6. Staff Presentation

7. Reports
   (a) Executive Committee Report (attachment)
   (b) GIS Report

8. Business
   (a) Proposed 2019 Budget (attachment)
   (b) Regional Subdivision and Development Appeal Board Agreement and Bylaw
   (c) Village of Duchess Membership
   (d) Reaffirm Provision of GIS Services to Non-Member Municipalities

9. Accounts
   (a) Summary of Balance Sheet and Statement of Income for the 10-month period:
       January 1 - October 31, 2018 (attachment)

10. Adjournment – March 7, 2019

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

1. APPROVAL OF AGENDA

   Moved by: Eric Burns
   THAT the Board of Directors approve the agenda of December 6, 2018, as amended:
   ADD: 4(c) Village of Duchess Membership
   4(d) Reaffirm Provision of GIS Services to Non-Member Municipalities CARRIED

2. APPROVAL OF MINUTES

   Moved by: Richard Van Ee
   THAT the Board of Directors approves the minutes of September 6, 2018, as presented. CARRIED

3. BUSINESS ARISING FROM THE MINUTES

   None.
4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2018/2019

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Member</th>
<th>Alternate Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrowwood – Village</td>
<td>Kevyn Stevenson</td>
<td>Matt Crane</td>
</tr>
<tr>
<td>Barnwell – Village</td>
<td>Delbert Bodnarek</td>
<td>Ian Matheson</td>
</tr>
<tr>
<td>Barons – Village</td>
<td>Ed Weistra</td>
<td>Ron Gorzitza</td>
</tr>
<tr>
<td>Bassano – Town</td>
<td>Tom Rose</td>
<td>Ron Wickson</td>
</tr>
<tr>
<td>Brooks – City</td>
<td>Norman Gerestein</td>
<td>Barry Morishita</td>
</tr>
<tr>
<td>Cardston – County</td>
<td>Jim Bester</td>
<td>Roger Houghton</td>
</tr>
<tr>
<td>Cardston – Town</td>
<td>Richard Bengry</td>
<td></td>
</tr>
<tr>
<td>Carmangay – Village</td>
<td>Peggy Hovde</td>
<td>JoAnne Juce</td>
</tr>
<tr>
<td>Champion – Village</td>
<td>Jamie Smith</td>
<td>Trevor Wagenvoort</td>
</tr>
<tr>
<td>Claresholm – Town</td>
<td>Doug MacPherson</td>
<td>Brad Schlossberger</td>
</tr>
<tr>
<td>Coaldale – Town</td>
<td>Butch (Henry) Pauls</td>
<td></td>
</tr>
<tr>
<td>Coalhurst – Town</td>
<td>Elizabeth Christensen</td>
<td></td>
</tr>
<tr>
<td>Couts – Village</td>
<td>Tanya Smith</td>
<td>Marvin Bohne</td>
</tr>
<tr>
<td>Cowley – Village</td>
<td>Warren Mickels</td>
<td></td>
</tr>
<tr>
<td>Crownsnest Pass – Municipality</td>
<td>Dave Filipuzzi &amp; Dean Ward</td>
<td></td>
</tr>
<tr>
<td>Fort Macleod – Town</td>
<td>Gordon Wolstenholme</td>
<td>Brent Feyter</td>
</tr>
<tr>
<td>Glenwood – Village</td>
<td>Gerry Carter</td>
<td></td>
</tr>
<tr>
<td>Granum – Town</td>
<td>Duncan McLean</td>
<td>Arlette Heck</td>
</tr>
<tr>
<td>Hill Spring – Village</td>
<td>Suzanne French</td>
<td></td>
</tr>
<tr>
<td>Lethbridge – County</td>
<td>Morris Zeinstr</td>
<td></td>
</tr>
<tr>
<td>Lomond – Village</td>
<td>Brad Koch</td>
<td></td>
</tr>
<tr>
<td>Magrath – Town</td>
<td>Richard Van Ee</td>
<td></td>
</tr>
<tr>
<td>Milk River – Town</td>
<td>Peggy Losey</td>
<td></td>
</tr>
<tr>
<td>Milo – Village</td>
<td>Sheldon Walker</td>
<td>Scott Schroeder</td>
</tr>
<tr>
<td>Nanton – Town</td>
<td>Dan McLeLand</td>
<td>Victor Czop</td>
</tr>
<tr>
<td>Newell – County</td>
<td>Clarence Amulung</td>
<td>Anne Marie Philipson</td>
</tr>
<tr>
<td>Nobleford – Village</td>
<td>Marinus de Leeuw</td>
<td>Don McDowell</td>
</tr>
<tr>
<td>Picture Butte – Town</td>
<td>Henry de Kok</td>
<td>Teresa Feist</td>
</tr>
<tr>
<td>Pincher Creek – M.D. No. 9</td>
<td>Bev Everts</td>
<td>Quentin Stevick</td>
</tr>
<tr>
<td>Pincher Creek – Town</td>
<td>Don Anderberg</td>
<td>Brian McGillivray</td>
</tr>
<tr>
<td>Ranchland – M.D. No. 66</td>
<td>Ronald Davis</td>
<td>Harry Streeter</td>
</tr>
<tr>
<td>Raymond – Town</td>
<td>Stewart Foss</td>
<td></td>
</tr>
<tr>
<td>Stavely – Town</td>
<td>Don Norby</td>
<td></td>
</tr>
<tr>
<td>Stirling – Village</td>
<td>Matthew Foss</td>
<td>Rob Edwards</td>
</tr>
<tr>
<td>Taber – Municipal District</td>
<td>Jennifer Crowson</td>
<td>Tamara Miyanaga</td>
</tr>
<tr>
<td>Vauxhall – Town</td>
<td>Margaret Plumtree</td>
<td>Marilyn Forchuk</td>
</tr>
<tr>
<td>Vulcan – County</td>
<td>Jason Schneider</td>
<td>Doug Logan</td>
</tr>
<tr>
<td>Vulcan – Town</td>
<td>Lyle Magnuson</td>
<td>Paul Taylor</td>
</tr>
<tr>
<td>Warner – County No. 5</td>
<td>David Cody</td>
<td>Morgan Rockenbach</td>
</tr>
<tr>
<td>Warner – Village</td>
<td>Eric Burns</td>
<td>Colleen Jennings</td>
</tr>
</tbody>
</table>
Moved by: Tom Rose
THAT the Board of Directors approve the list of Members and Alternate Members for 2018/2019, as presented. CARRIED

5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2018/2019

- A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

(a) Election of Chair
Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)
Nominations from the floor: None

Gordon Wolstenholme was elected Chair by acclamation.

(b) Election of Vice-Chair
Advance Nominations: Jim Bester (Cardston County)
Nominations from the floor: None

Jim Bester was elected Vice-Chair by acclamation.

(c) Election of Executive Committee
Advance Nominations: Ian Sundquist (M.D. of Willow Creek)
Donald Anderberg (Town of Pincher Creek)
Doug MacPherson (Town of Claresholm)

Nominations from the floor:
Margaret Plumtree (Town of Vauxhall) nominated by Morris Zeinstra (Lethbridge County)
Jennifer Crowson (M.D. of Taber) nominated by Del Bodnarek (Village of Barnwell)

Ian Sundquist, Donald Anderberg, Doug MacPherson, Margaret Plumtree and Jennifer Crowson were all elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 6, 2018 to December 5, 2019:

Gordon Wolstenholme – Chair
Jim Bester – Vice-Chair
Ian Sundquist
Donald Anderberg
Doug MacPherson
Margaret Plumtree
Jennifer Crowson

(d) Destruction of Ballots – None (all elected by acclamation)
6. STAFF PRESENTATION

- Director Lenze Kuiper would like to get members' input on possible guest speakers or topics they would like addressed at upcoming Board meetings. Also, ORRSC used to take bus tours to areas of interest in our region for the Annual General meeting in June, and we could start doing this again. An email will be forwarded to Board members in the new year requesting your suggestions.

7. REPORTS

(a) Executive Committee Report ................................................................. (attachment)

   Moved by: David Cody
   THAT the Board of Directors receive the Executive Committee Report for the meetings of October 11 and November 8, 2018, as information. CARRIED

(b) GIS Report

- The current platform ORRSC uses for GIS is 11 years old and is no longer supported by the parent company. Therefore, we are migrating to a new web-based delivery platform by 2020 (testing to commence in 2019) at significant cost and resources required. There shouldn't be any loss of service during this time and hopefully a better product will result.

   Moved by: Don Anderberg
   THAT the Board of Directors receive the verbal GIS report, as information. CARRIED

8. BUSINESS

(a) Proposed 2019 Budget

- Highlights of the proposed 2019 Budget are as follows:

2019 Budget Highlights

   1. Membership fees increase overall by 1.58% raising $953,084
   2. (floor & ceiling remain but are adjusted to reflect average income)
   3. GIS fees to increase by 1.5% raising $590,000
   4. ($584/capita & $5.32/capita)
   5. Fixed Revenues need to meet Fixed Expenses
   6. $50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves.
   7. Subdivision revenues expected to remain stable.
   8. Fee for Service discounted due to few factors.
Membership Fees

- GIS Fees

2019 Budget Highlights

- Staff Salaries subject to 2.0% cost-of-living adjustment
- (corresponding increase to Staff Benefits)
- Computer Hardware & Software costs continue to increase
- All other expenses held
- Planned replacement of a fleet vehicle in early spring
- Building Maintenance and Infrastructure increases due to age of building and mechanicals.

- A net income of $38,434 has been budgeted for 2019.

Moved by: Peggy Losey

THAT the 2019 Budget, as presented, be approved by the Board, as recommended by the Executive Committee.

CARRIED
(b) Regional Subdivision and Development Appeal Board Agreement and Bylaw

- SDAB training has been completed for Clerks and Board members. ORRSC may be able to provide training in the future.
- Staff has prepared an agreement, bylaw and procedural guidelines/manual for the new Regional Subdivision and Development Appeal Board. A presentation to CAOs to review and rollout is tentatively scheduled for late January.

(c) Village of Duchess Membership

- A request from the Village of Duchess to become a member of ORRSC has been received. This requires approval from the Board of Directors before a request can be made to Municipal Affairs to amend the Oldman River Regional Services Commission Regulation.

Moved by: Anne Marie Phillipson
THAT the Board approve membership of the following municipality to the Oldman River Regional Services Commission:

Village of Duchess

AND THAT the Board requests the Minister of Municipal Affairs formally amend the Oldman River Regional Services Commission Regulation – Alberta Regulation 303/2003

CARRIED

(d) Reaffirm Provision of GIS Services to Non-Member Municipalities

- In November 2013, Municipal Affairs authorized ORRSC to provide GIS services to several non-member municipalities for five years. A motion from the Board is needed to request continuation of this approval.
- There was some discussion on the differential between the GIS fee for members and non-members and whether the fee cap for non-members should be removed. The Director will review the issue to determine if any changes are warranted in the future.

Moved by: Elizabeth Christensen
THAT the Board approve the continued provision of Geographic Information System services (web-delivered) to the following non-member municipalities outside of the Oldman River Regional Services Commission boundaries:

Town of Bow Island
Town of Innisfail
Town of Olds
Town of Penhold
Town of Sundre
Town of Taber
Village of Alix
Village of Duchess
Village of Rosemary

AND THAT the Board seek renewed authorization from the Minister of Municipal Affairs.

CARRIED
9. ACCOUNTS

(a) Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2018

Moved by: Ed Weistra

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2018, as information. CARRIED

8. ADJOURNMENT

Moved by: Morris Zeinstra

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:02 p.m. until **Thursday, March 7, 2019 at 7:00 p.m.** CARRIED

/bj

CHAIR: ______________________________
EXECUTIVE COMMITTEE REPORT
Meetings of January 10 and February 14, 2019

January 10:

- **New Executive Orientation** – Jennifer Crowson (Municipal District of Taber) and Margaret Plumtree (Town of Vauxhall) were welcomed to the Executive Committee and each presented with a package containing information (ORRSC Regulation, Strategic Plan, Budget, etc.) to read at their leisure. The composition and role of the Executive Committee, frequency of meetings, remuneration, etc. were also explained.

- **New Employee** – Bonnie Andres began working on January 2, 2019 as a Municipal Planning Clerk (replacing Stacy Olsen who resigned in August 2018). Bonnie was an Executive Assistant at the Town of Redcliff for the past 4 years and has 8 years legal experience as well as 7.5 years of other public sector experience. She is also trained as a Subdivision and Development Appeal Board (SDAB) Clerk and Assessment Review Board (ARB) Clerk and we are confident she will be an asset to our organization. Her main function initially will be digitizing all subdivision files so they may be attached to parcels in GIS. She will also receive training as backup to the Subdivision Technician as well as assist in processing SDAB and ARB Appeals.

The Municipal Planner position advertised last November closed in December. Due to a shortage of good candidates for the position, the competition may be opened up again.

- **Municipal Borrowing Bylaw - ATB Financial** – ORRSC maintains a $500,000 revolving line of credit for risk management purposes (which currently has a $0 balance and was last used in 2013). In order to maintain the line of credit, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year. Because of the title "Municipal Borrowing Bylaw", there was a discussion on whether three readings are required in accordance with the Municipal Government Act, or if only a resolution passed by the Executive Committee and the form signed by the Chair and Director are needed, as has been done each year since 2012 when the line of credit was established. The Director will investigate further and this item was referred to the next Executive Committee meeting.

- **Subdivision Statistics** – As of November 30, 182 subdivision applications have been processed and $340,287.50 received in subdivision revenue during 2018. This is up slightly from the last several years.

- **Fee For Service Update** – The Committee reviewed the Fee For Service – Current Projects attachment which is a snapshot showing the progress of current projects and what is outstanding. Payments are usually required in three installments (initial, draft, completion) which helps with cash flow. A one-year timeframe is generally expected, but there are exceptions, e.g. some pay ahead of schedule if they get grants for projects that need to be paid out by a certain date.

February 14:

- **Borrowing Bylaw - ATB Financial** – This item was referred from the January 10 Executive Committee meeting so the Director could investigate whether or not three readings of this bylaw are required due to recent Municipal Government Act amendments.
Part 15.1 Regional Services Commissions (2) and (5) of the MGA states,

15.1(2) A reference to a bylaw or resolution in this Act outside this Part does not include a bylaw or resolution passed by a commission.

(5) The Regulations Act does not apply to the bylaws of a commission.

Regulations Act (2)(ii) states,

(2) The following are not regulations within the meaning of subsection (1)(f):

(ii) a corporation incorporated under a public Act

Therefore, it was determined that three readings of the Borrowing Bylaw are not required and the Chair and Director received authorization to sign the 2019 bylaw.

- **Regional SDAB Agreement, Bylaw and Procedural Guidelines** – Approximately 30 municipalities were represented at an information meeting hosted by ORRSC on Friday, February 1, 2019 to introduce the draft Agreement, Bylaw and Procedural Guidelines for the proposed Regional Subdivision and Development Appeal Board. ORRSC will charge an annual fee to cover administration costs and the municipality where the appeal originates will bear the cost of the appeal. A small advisory committee of interested CAOs was established to determine administration fees, remuneration, etc. and finalize the documents before the April 1, 2019 deadline. Clerks and Board Members must certify every three years and Municipal Affairs will allow ORRSC to provide this training. A resolution was passed authorizing administration to proceed with the establishment of agreements to provide Regional Subdivision and Development Appeal Board services to interested member municipalities.

- **Town of Taber GIS** – ORRSC received a letter from the Town of Taber which gave 12-month formal written notice of termination of GIS services. Their intent is to maintain services for the 2019 calendar year and terminate services as of February 1, 2020.

- **Board of Directors’ Meeting March 7, 2019 - Guest Speaker** – Larry Randle, Director of Corporate Services for Lethbridge County, will be the guest speaker at the March 7, 2019 Board of Directors’ meeting regarding "Parliamentary Procedure". The Director plans to put out a quick survey to all Board members asking for ideas on possible bus tour destinations for the June Board meeting.

- **Subdivision Activity 2018 and January 2019** – Subdivision revenue totalled $352,687.50 in 2018, and $25,950.00 was received in January 2019.

- **CPAA Conference in Red Deer – April 29 - May 1, 2019** – Four Executive Committee members will attend the 2019 CPAA Conference in Red Deer on April 29 - May 1, 2019 on behalf of ORRSC: Gordon Woistenholme, Jim Bester, Ian Sundquist and Margaret Plumtree. The theme of this year’s conference is “Intersection of Planning and Politics”.

- **Directors’ Insurance Coverage** – AMSC has included Directors & Officers (D&O) Liability Coverage to our insurance package ($650/year) which protects our directors and officers from claims against their personal property arising from their leadership role in our organization. Benefits of this coverage include $1 million of protection per claim with a small deductible of $1,000 per participant in the event of a claim, and no administration fees. ORRSC has until February 22, 2019 to opt out of this coverage. A resolution was passed to include the D&O coverage in the ORRSC insurance package.
Subdivision Historical Resources Act Compliance

PURPOSE: To identify the circumstances under which proposed subdivisions require Historical Resources Act approval and to provide guidelines for the submission of applications to obtain approval.

SCOPE: Subdivision applicants, developers, municipalities, and other planning authorities in Alberta.

BACKGROUND: In accordance with Section 5(5) of the Subdivision and Development Regulation, applications for subdivision of areas containing or likely to contain historic resources must be referred to Alberta Culture and Tourism. This applies equally to private and public lands.

PROCEDURES - ROUTINE:

Subdivision

The subdivision authority and/or the owner/developer must consult Alberta Culture and Tourism’s Listing of Historic Resources¹ to determine if the lands that are subject to subdivision have been flagged as having a Historic Resource Value (HRV).

1. **If the subject lands do not overlap areas identified in the Listing of Historic Resources**, Historical Resources Act approval is not required, although the provisions of Section 31 of the Historical Resources Act still apply.²

¹ Alberta Culture and Tourism’s Listing of Historic Resources is a publicly available list of lands that contain, or are likely to contain, significant historic resources. Updated twice yearly, the Listing is an information resource for residential, commercial, and industrial developers and can guide the regulatory approval process. The Listing and Instructions for Use are available at: [https://www.alberta.ca/listing-historic-resources.aspx](https://www.alberta.ca/listing-historic-resources.aspx).

² It is important to note that, even if Historical Resources Act approval is not required prior to the initiation of land surface disturbance activities, or if Historical Resources Act approval has been granted, Section 31 of the Act requires that anyone who discovers a historic resource, such as an archaeological, palaeontological, historic structures or Aboriginal Traditional Use site, during the course of development activities must cease work and notify Alberta Culture and Tourism immediately for further direction on the most appropriate action. Details about who to contact can be found in Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources.
2. If the subject lands wholly or partially overlap areas identified as having an HRV of 1, 2, 3, or 4 in the Listing of Historic Resources, Historical Resources Act approval is required. A Historic Resources (HR) Application must be submitted to Alberta Culture and Tourism via the Online Permitting and Clearance (OPaC) system. Development activities, including any land disturbance, may not proceed until Historical Resources Act approval has been obtained in writing.

3. If the subject lands wholly or partially overlap areas identified as having an HRV of 5 (and no other value) in the Listing of Historic Resources, Historical Resources Act approval must be obtained through the submission of an HR Application, with the following exceptions:

   - First parcel out
   - 80-acre split
   - Lot line/boundary adjustment
   - Parcel consolidation

   Subdivisions for these four purposes do not require Historical Resources Act approval if situated in lands assigned an HRV of 5 only. Subdivision of HRV 5 lands for all other purposes do require Historical Resources Act approval, and development, including any land disturbance, may not proceed until this approval has been obtained in writing.

   Lands that contain, or are likely to contain, significant historic resources may require the conduct of a Historic Resources Impact Assessment (HRIA) prior to development. If required, this direction will be communicated in Alberta Culture and Tourism’s response to the HR application. An HRIA must be conducted by a qualified heritage consultant on behalf of the developer, at the developer’s expense. Results of the HRIA must be reported to Alberta Culture and Tourism and subsequent Historical Resources Act approval must be granted before development proceeds.

   Where a proposed subdivision includes lands that overlap areas with HRVs on the Listing, a Subdivision Authority may choose to submit the details for review in an HR Application prior to subdivision approval or condition Historical Resource Act approval as part of their subdivision approval. In these instances, no development activities are to commence until Historical Resources Act approval has been granted.

---

3 Information regarding Historic Resources Applications and the OPaC system can be found at: https://www.alberta.ca/online-permitting-clearance.aspx.

4 Where Historical Resources Act approval is required, the Historic Resources Application must include all lands in the subdivision area, not just those identified as having an HRV.
Area Structure and Redevelopment Plans

Alberta Culture and Tourism recommends that municipalities and/or developers submit for review through the OPaC system, all Area Structure Plans, Area Redevelopment Plans, and other long-term planning documents. The outcome of this review will provide the applicant with information about historic resource concerns in the planning areas and may offer guidance for developing strategies to address these concerns.

PROcedures – non-routine:

Notwithstanding the instruction provided above, if Alberta Culture and Tourism is made aware of historic resource concerns associated with lands not included in the Listing of Historic Resources, direction may be given to submit an HR application. This direction is made under Section 37(2) of the Historical Resources Act and can be applied to any type of project.

For further information please contact:

Head, Regulatory Approvals & Information Management
Historic Resources Management Branch
Alberta Culture and Tourism

Approved by: Darryl Bereziuk, Director, Archaeological Survey

Date: January 22, 2019
## OLDMAN RIVER REGIONAL SERVICES COMMISSION

### Balance Sheet (12 months) Unaudited

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th></th>
<th>BUDGET</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Fund</td>
<td>$616,455.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Capital Fund</td>
<td>$629,758.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$1,246,213.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities &amp; Equity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Fund</td>
<td>$257,790.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Capital Fund</td>
<td>$724,405.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess Rev/Exp</td>
<td>$264,018.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities &amp; Equity</strong></td>
<td>$1,246,213.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OLDMAN RIVER REGIONAL SERVICES COMMISSION

### Income Statement (12 months) Unaudited

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th></th>
<th>BUDGET</th>
<th></th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$2,343,919.00</td>
<td></td>
<td>$2,333,530.00</td>
<td></td>
<td>$(0.45)</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Staff Salaries</td>
<td>$1,580,070.00</td>
<td></td>
<td>$1,698,500.00</td>
<td></td>
<td>6.97%</td>
</tr>
<tr>
<td>Total Staff Benefits</td>
<td>$292,560.00</td>
<td></td>
<td>$332,000.00</td>
<td></td>
<td>11.88%</td>
</tr>
<tr>
<td>Total Staff Travel &amp; Mogs</td>
<td>$22,641.00</td>
<td></td>
<td>$27,000.00</td>
<td></td>
<td>16.14%</td>
</tr>
<tr>
<td>Total Members Travel &amp; Mogs</td>
<td>$12,744.00</td>
<td></td>
<td>$13,000.00</td>
<td></td>
<td>1.97%</td>
</tr>
<tr>
<td>Total Office &amp; Renovations</td>
<td>$39,974.00</td>
<td></td>
<td>$31,000.00</td>
<td></td>
<td>-28.95%</td>
</tr>
<tr>
<td>Total Telephone &amp; Supplies</td>
<td>$33,508.00</td>
<td></td>
<td>$25,000.00</td>
<td></td>
<td>-34.03%</td>
</tr>
<tr>
<td>Total Printing &amp; Duplication</td>
<td>$9,195.00</td>
<td></td>
<td>$7,000.00</td>
<td></td>
<td>-31.36%</td>
</tr>
<tr>
<td>Total Other Operating Exps</td>
<td>$146,106.00</td>
<td></td>
<td>$119,400.00</td>
<td></td>
<td>-22.37%</td>
</tr>
<tr>
<td>Total Fixed Assets</td>
<td>$49,301.00</td>
<td></td>
<td>$44,000.00</td>
<td></td>
<td>-12.05%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$2,186,099.00</td>
<td></td>
<td>$2,296,900.00</td>
<td></td>
<td>4.82%</td>
</tr>
</tbody>
</table>

### TOTAL BUDGET EXCESS REV/EXP

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th></th>
<th>BUDGET</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$157,820.00</td>
<td></td>
<td>$36,630.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

• SUMMARY

• BY THE NUMBERS
  Early Childhood Development
  Parent Education
  Family Support
  Information and Referrals
  Triple P
  Ages & Stages

• FCSS OUTCOMES

• SUCCESS STORIES

• PARENT LINK CENTRE EVALUATION
  Barons - Eureka - Warner
  South Region
Happy New Year and welcome to Q4 Report for Barons-Eureka-Warner Family and Community Support Services 2018.

As you'll see, we are launching a new quarterly format. You will still find many testimonials from our clients and participants, but in addition we have added some statistics and feature stories.

Q4 2018 FCSS Parent Program and Parent Link Centre’s (PLC) Highlights.

This report reviews the number of parents, caregivers and families that FCSS staff have connected with and supported throughout 2018 – and the numbers are impressive!

The work of our Parent Program and PLC staff is the bread and butter of the organization. With a clear focus on prevention services, our staff provides parents and caregivers with tools and resources to support the healthy development of children and families.

Through 15 different regular program locations and multiple other community sites, FCSS staff bring programs and services into each community within our region.

However, FCSS doesn’t do all the work! FCSS works closely with our local partners to provide the best services to families within our communities. We’d like to thank and give credit to our many partners such as municipal staff, schools, adult literacy programs, libraries, AHS, and all other organizations and individuals who contribute towards the healthy development of families in our region.

We recently launched a new website www.fcss.ca. Please visit and let us know what you think.

Finally, thank you to our municipalities and Board members for their support. Together we are Strengthening Families!

Zakk Morrison
Executive Director
January - December 2018

BY THE NUMBERS

EARLY CHILDHOOD DEVELOPMENT

Parent–child relationships are enhanced when families have positive experiences working or playing together. Our programs provide children with a range of interactive, play-based problem-solving experiences can help develop their readiness to learn and ensure they start school “equipped for success.”

Children 0 - 5 ..................... 7625
Children 6 - 17 ..................... 578
Parents/Caregivers ..................... 1623

“This program is a necessity for the community. It’s helpful for parents of babies of all ages. The variety of presenters provided a lot of helpful information, as well as taught participants all of the resources available in and around the community for families to access. It’s a great way to connect with other parents.” – Preschool Parent Program (PPP) Participant

PARENT EDUCATION

Parent education programs help “to build parents’ skills and confidence in providing a nurturing environment for their children.”

* They address the needs of all types of parents, regardless of family structure, composition or socio-economic background.

Children 0 - 5 ..................... 2334
Children 6 - 17 ..................... 145
Parents/Caregivers ..................... 1406

“Stay & Play is a great place to come for social and exploration experience during the winter.” – Parent

FAMILY SUPPORT

Family support services are intended to be preventive measures designed “to help parents identify and develop their strengths…and be active, involved, concerned directors of their families’ lives and their children’s development.”

* Family support services may include a range of social, educational and recreational programs and activities.

Children 0 - 5 ..................... 302
Children 6 - 17 ..................... 496
Parents/Caregivers ..................... 202

“Lots of fun. I really like that there is always something for the very little kids as well as the older ones.” – Parent
INFORMATION AND REFERRALS

Parent Link Centres provide an information portal that connects parents with programs, tools and resources that can help them raise strong, healthy, well-adjusted children. This is a service that is often difficult to track as resources and information is provided and shared in conversation.

99 Information Referrals: The total number of information referrals made by our program to other services for families.

25 Supported Referrals: The total number of supported referrals made by our program to other services for families.

“\textbf{This has been an excellent resource and a safe place to come. It would be nice to have parents of older kids with additional needs to talk to and have as a resource.}” – Parent

TRIPLE P (Positive Parenting Program)

33 Parents participated in Triple P seminars throughout the year.

52 Families participated in Triple P parent education sessions.

\textbf{WHAT IS TRIPLE P?} Triple P is a parenting program, but it doesn’t tell you how to be a parent. It’s more like a toolbox of ideas. You choose the strategies you need. You choose the way you want to use them. It’s all about making Triple P work for you.

\textbf{WHAT DOES TRIPLE P DO?} The three Ps in ‘Triple P’ stand for ‘Positive Parenting Program’ which means your family life is going to be much more enjoyable. Triple P helps you:

- Raise happy, confident kids
- Manage misbehaviour so everyone in the family enjoys life more
- Set rules and routines that everyone respects and follows
- Encourage behaviour you like
- Take care of yourself as a parent
- Feel confident you’re doing the right thing

AGES & STAGES

The Ages & Stages Questionnaires® is a developmental screening tool designed to measure progress in children between the ages of one month to 5 ½ years for use by early educators and health care professionals. It relies on parents as experts, is easy-to-use, family-friendly and creates the snapshot needed to catch developmental delays and celebrate milestones. For more information visit https://agesandstages.com/

217 – Number of ASQ’s distributed

178 - Number of children screened

Ages & Stages Questionnaires® - Social-Emotional (ASQ*:SE) is a parent-completed, highly reliable system focused solely on social and emotional development in young children.

138 – Number of ASQ-SE distributed

121 – Number of children screened

FCSS OUTCOMES

Parents were asked about their experience after attending a FCSS parent program:

✓ I am more aware of how my child’s needs change as he/she grows and develops. \bf{82\%} either Agree or Strongly Agree

✓ I have more information on what resources are available for my family. \bf{93\%} either Agree or Strongly Agree

✓ I have met other parents in our neighborhood/community I can ask for help and support. \bf{86\%} either Agree or Strongly Agree

(NOTE: The survey questions were developed by FCSS Provincial Outcome Measure Trainers to measure the impact of FCSS programs).
Parents as Teachers is a home visitation program that takes information about child development out to families in the Horizon School Division on an individual basis. The program is funded through a partnership with FCSS.

Parents as Teachers works together and co-facilitates programming and events for preschool aged children including providing a roving gym and programs such as Welcome to Your Child’s Brain and Loose Parts.

"Parents as Teachers is an existing program already in many communities around Lethbridge, but Milk River and Warner didn’t have the program," said Petra DeBow from FCSS.

DeBow believes Parents as Teachers is a fantastic program and it has a very clear curriculum. It’s all based on early childhood development. “The great part is they actually go into the home and provide services to parents of young children directly in the home.”

DeBow noted that is why FCSS made the decision to partner and fund this position. “It’s not a service FCSS provides. We don’t go into the home and we don’t necessarily do a long-term connection with families. This is a great partnership.”

Parents as Teachers is a great fit with what FCSS offers, DeBow said. “We can partner with running programs in those communities. We’re all focused on the same early intervention strategies, educating parents, and supporting parents. It’s a great partnership without duplicating services.”

PPP or the Parent Preschool Program of Southwestern Alberta celebrates 30 years of operation. The board-guided program has parent representation from each community group, the Lethbridge College, and Family and Community Support Services (FCSS).

PPP includes an informative and exciting speaker program for parents and caregivers and has been educating, stimulating, and entertaining children since 1989. The program acts as a practicum site for the Lethbridge College Early Childhood Education Program (ECE) and students are supervised by a child development professional. Together — the team organizes the children’s play stations and activities.

Parent board member Jackie Fiorino from FCSS said it’s been a great partnership with the college. “The parents just love the program in all of the areas.” Areas with PPP also include Taber, Nobleford, Picture Butte, and Coalhurst. Jackie said PPP is a great asset for both the parents and the kids enrolled. “The parents are very close by, so if they have issues transitioning away from their parents — they are close by to make that transition a little bit easier for them.” According to Jackie, the college also provides an incredible variety of themed activities to keep the children engaged.

Sabrina Nesbit, an Early Childhood Educator and graduate of Lethbridge College, said PPP is not like your typical traditional preschool. “The children do all of their learning through play. Based off of observations I take on the children and then I do reflections on their development and their stages of development and I just plan activities and play areas based off of their interests and where they are development-wise,” Sabrina explained.

Coaldale Early Childhood Educator Kelsey Reichert absolutely loves the program. “We get to experience over 100 children a week per route, so that’s over 200 children in southern Alberta and all of the families that come to it. There’s a lot of parent education portions that come with it and the children get to experience a lot of programming they don’t get in typical centres,” Kelsey noted.

PPP also won a Minister’s Award of Excellence in Child Development in 2016. Awards are given yearly to child development professionals who make life better for children and families.

For more information about the program or to register please visit online at parentpreschool.org.
SIGN LANGUAGE CAN INCREASE THE LEVEL OF VOCABULARY FOR A CHILD

FCSS introduces a brand new Baby Sign Language program in Coaldale, with the hope to branch out to the other FCSS centres around Alberta.

Amanda Webster is the program facilitator of the program. The six-week program teaches infants usually aged six to nine month and their parents between 100-150 signs.

There’s an activity and a song with signs each class that helps parents remember the signs, which include “more,” “all done,” “milk,” “eat” and “drink.” Other signs covered in the program include “mom,” “dad,” “baby”— and similar signs.

Children, Webster said, seem to gravitate towards animal signs. “They really like to learn the animals, because I do offer some animals to play with. The parents can teach the signs to the babies, because the animals are there — little stuffed animals.”

According to Webster, there is a lot of research that shows that teaching a child baby signing can actually increase the level of vocabulary for a child — when they are beginning to speak.

FCSS CONNECTS WITH LGM COMMUNITIES IN SOUTHERN ALBERTA

Family and Community Support Services (FCSS) works with Low-German Mennonite (LGM) families throughout Lethbridge County — providing support, parenting strategies, and resources.

Susie Peters is new to FCSS and specifically works with the LGM community, as a family liaison.

“I do a lot of community advocacy and translation, but more than that, I work with the families to help them navigate through systems — being able to understand the systems and giving them the resources to meet the needs of the family,” she said. Peters said, she also offers families support if they need it including referrals to counselling, doing taxes for lower income families under the volunteer tax clinic, helping with parenting strategies and she offers assistance for families to apply for EI benefits.

Maria Klassen, FCSS parenting and family coach, said if FCSS is unable to help a family — “We will get them to the resources or refer them to what they need.”

Getting LGM families through the door in Barons is one of the Parent Link Centre’s main objectives. “So we are able to offer everything we can to them,” said Klassen, adding she works primarily with children up to the age of five with programs to support early childhood development. The Triple P or Positive Parenting Program is also offered through the Barons location, which offers parenting strategies and teaches parents how to create a learning environment for their children.

“And, they’re with their families — always. It’s never a drop-off. It’s always parents on-site with the children,” she noted.

Klassen said the centre’s primary program Stay and Play runs Wednesdays in Barons at the United Church.

“It consists of open play for the first part and then we all have a snack together and then we transition into a circle time, which is really the heart of the program. There, we sing songs and we do rhymes, and we have stories. There’s a lot of early literacy happening right there,” Klassen said, adding the programs are offered to those in Barons and from the surrounding area.
PARENT LINK CENTRE EVALUATION:

PROGRAM PARTICIPANT SURVEY RESULTS 2018

The following summary presents the results of the annual Parent Link Centre evaluation completed for 2018 for our PLC. It includes:

• Who used Parent Link Centres in your service area
• How parents used Parent Link programs and services
• Outcomes and satisfaction associated with PLCs programs and services

BARONS - EUREKA - WARNER

A little bit about the parents from Barons - Eureka - Warner Parent Link Centre:

• 143 parents completed evaluation surveys
• The majority of parents were married female; 59% were between ages 30-39 yrs

How long have parents in your region been using your Parent Link Centre:

• 79% of parents reported visiting Parent Link Centres for over a year
• 8% had been visiting for less than 3 months

How often are parents in your region visiting your Parent Link Centre:

• 56% of parents reported visiting once a week

Top three reasons parents say they attended your Parent Link Centre:

• Wanted child to try new things/play with other children
• Wanted to meet other parents
• Wanted to be a better parent

Most popular services at your Parent Link Centre (most to least used):

1. Early Childhood Development
2. Family Support Service
3. Parent Education Service
4. Development Screening
5. Triple P (Positive Parenting Program)
6. Information and Referral Service

Things we learned about the effect of your Parent Link Centre on parent outcomes:

Top two largest increases in parenting knowledge and skills after participation at your Parent Link Centre:

• Awareness of how children change as they learn and grow
• Handling the everyday challenges of things

Top two largest increases in psychosocial well-being following participation at your Parent Link Centre:

• Knowing where to get answers to their parenting questions
• Knowing who to contact in the community when they need help

Parents were highly satisfied with programming offered through your Parent Link Centre
A little bit about the parents from South Region:
- 392 parents completed evaluation surveys
- The majority of parents were married females between ages 30-39 yrs

How long have parents/caregivers in your region been using Parent Link Centres:
- 67% of parents reported visiting Parent Link Centres for over a year
- 11% had been visiting for 3 - 6 months

How often are parents in your region visiting Parent Link Centres:
- 46% of parents reported visiting once a week

Top three reasons parents say they attended your Parent Link Centre:
- Wanted child to try new things/play with other children
- Wanted to meet other parents
- Wanted to be a better parent

Most popular services at your Parent Link Centre (most to least used):
1. Early Childhood Development
2. Family Support Service
3. Parent Education Service
4. Development Screening
5. Triple P (Positive Parenting Program)
6. Information and Referral Service

Things we learned about the effects of Parent Link Centre on parent outcomes:
Top two statistically significant increases in knowledge and skill after participation at Parent Link Centres:
- Awareness of how children change as they learn and grow
- Doing things with and for their child to help them learn

Top two statistically significant increases in psychosocial well-being following participation at Parent Link Centres:
- Knowing where to get answers to their parenting questions
- Knowing who to contact in the community when they need help

Parents were highly satisfied with programming offered through your Parent Link Centre
Serving:

Barnwell | Barons | Coaldale | Coalhurst | Lethbridge County
County of Warner | Coutts | Milk River | M.D. of Taber | Nobleford
Picture Butte | Raymond | Stirling | Taber | Vauxhall | Warner
Councillor Liebelt report for March 11, 2019

Milk River Community Business assoc. Feb 13, 2019
- Grace Oswald has been hired to supervisor at the Visitor information center, 3 more to be hired yet to be starting May 1st
- The MRCBA will once again provide lunch for the Canada day event at the VIC
- We have interest in more businesses putting their signs up on the big bill board sign at each end of town so we are looking into options to make that work
- Discussed possibly renting out the MRCBA cook trailer

Pool Fundraising Committee
- Only 3 people in attendance including myself
- Discussed how to get more people interested, there were 3 interested that ended up not being able to make it so hopefully next meeting will be better
- A few really good fund raising ideas thrown around most needing more help then we currently have available
- Discussed some of the things council also discussed about options, totally new verses revamping existing pool etc.
- Discussed that if we have a better idea what exactly we are raising money to attain, maybe we could get more people interested and more people willing to donate to the project.

Canada Day
- I have decided to Organize the Canada Day event again this year
- MRCBA has agreed to supply the cook trailer food and supplies needed for the lunch again
- Linda Cavanaugh advised that the tri community pantry is going to help again this year so any proceeds from donation jar will go to them. We raised over $800 each of the last 2 years.
- I will be sending out request letters to the sponsors from last year to see if everyone is willing to donate again.