



Town of Olds

**Regular and In-Camera Council Agenda
for Monday, January 22, 2018 at 6 p.m.
to be held in the Council Chambers,
Town Office at 4512 – 46 Street, Olds, AB**

Our Vision: Dedicated, Helpful, Knowledgeable

Our Mission: We engage all stakeholders in order to listen, learn, understand and communicate the current opportunities and challenges

Our Values: **U**nderstand, **N**egotiate, **I**ntegrity, **T**rust

1. CALL TO ORDER

A.) ADDED ITEM(s)

B.) ADOPTION OF THE AGENDA

2. ADOPTION OF PREVIOUS MINUTES

Pages 3-9 2A) **Regular Council Meeting Minutes – January 8, 2018**

3. PRESENTATION AND DELEGATIONS

4. BUSINESS ARISING OUT OF MINUTES

5. BYLAWS

Pages 10-17 5A) **Bylaw 2017-17 Land Use Bylaw (LUB) Amendment**
(Public hearing be held and consideration be given to second and third reading.)

Pages 18-28 5B) **Bylaw 2017-24 Land Use Bylaw (LUB) Amendment**
(Public hearing be held and consideration be given to second and third reading.)

Pages 29-36 5C) **Bylaw 2018-03 Road Closure**
(Consideration be given for first reading and a public hearing date set.)

6. UNFINISHED BUSINESS

7. NEW BUSINESS

Pages 37-51 7A) **Town of Olds Civic Addressing Council Policy 704C**

Pages 52-53 7B) **Pink Shirt Day – Proclamation**

Pages 54-55 7C) Letter of Support Request - Olds Golf Club

Pages 56-66 7D) Development Permit DP18-002 Sundial Growers Inc.

Pages 67-73 7E) CARES Grant Funding

Page 74 7F) Fire Services Mutual Aid

8. REPORTS FROM COUNCIL , BOARDS AND COMMITTEES

Pages 75-324 8A) Reports from Council, Boards and Committees

9. QUARTERLY FINANCIAL POSITION UPDATE

10. ACCOUNTS PAYABLE

**Pages 325-337 10A) Accounts Payable Cheque Register November 1, 2017 to
December 31, 2017**

11. CORRESPONDENCE AND INFORMATION

Pages 338-349 11A) Correspondence and Information

12. QUESTION PERIOD

13. IN-CAMERA

Municipal Government Act

“Public presence at meetings

197(1) Councils and council committees must conduct their meetings in public unless subsection (2) or (2.1) applies.

(2) Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act.*”

1. Land (x1)

14. ADJOURNMENT



Town of Olds

Request for Decision

3

Adoption of the Meeting Minutes

January 22, 2018

2A

RECOMMENDATION

- 1. That the minutes from the January 8, 2018 regular Council meeting minutes be adopted as presented.

BACKGROUND

The purpose of this RFD is to adopt the previous minutes of Council as described in the *Municipal Government Act Division 9, Part 6, Section 208 Performance of major administrative duties. 'The chief administrative officer must ensure that (c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting.'*

And the *Town of Olds Procedure Bylaw 2014-18* excerpt: *Minutes*

MINUTES:

- 1. All minutes of council meetings shall be recorded in the English language, without note or comment.
- 2. The names of the Councillors present at the meetings shall be recorded as present, the names of the Councillors absent shall be recorded as absent.
- 3. The minutes of each council meeting shall be presented to Council for adoption at the next council meeting.
- 4. The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left or joined the meeting.
- 5. The CAO, or as designated by the CAO, is responsible for recording the minutes of Council and responsible for causing the minutes to be prepared.

ALTERNATIVE OPTIONS

- 1. The minutes of the Regular Council meeting can be adopted as amended; Council would need to be specific in an amendment to the recording of the previous meeting minutes.

ATTACHMENTS

- 1. Prior to Adoption: regular Council meeting minutes of January 8, 2018.

Submitted By	Marcie McKinnon Legislative Clerk	Date: January 17, 2018
CAO Signature:		Date: Jan 17/2018

PRIOR TO ADOPTION

4

Minutes of the Town of Olds Regular and In-Camera Council meeting held on Monday, January 8, 2018 at 1:00 p.m. in the Council Chambers, Olds Town Office.

PRESENT – ELECTED OFFICIALS:

In the Chair Mayor Michael Muzychka
Councillor Wanda Blatz; Councillor Mary Jane Harper; Councillor Mary Anne Overwater; and
Councillor Heather Ryan.

Councillor Debbie Bennett joined the meeting at 1:22 p.m.

ABSENT– ELECTED OFFICIALS:

Councillor Wade Bearchell

PRESENT for the Regular meeting of Council – STAFF:

Michael Merritt, Chief Administration Officer; Doug Wagstaff, Director of Community Services;
Garth Lucas, Director of Finance; Monica Leatherdale, Communications Coordinator and
Marcie McKinnon, Legislative Clerk.

Scott Chant, Director of Operations joined the meeting at 1:13 p.m.

1. CALL TO ORDER

Mayor Muzychka called the meeting to order at 1:00 p.m.

A.) ADDED ITEM(s)

Councillor Overwater requested one item be added:

In-Camera – FOIP – Labour

Councillor Blatz requested one item be added:

In-Camera – FOIP - Labour

CAO Merritt requested one item be added:

In-Camera – FOIP - Labour

B.) ADOPTION OF THE AGENDA

Moved by Councillor Harper, “to accept the Regular Council Agenda for January 8, 2018 as amended.”

Motion Carried 18-01

2. ADOPTION OF PREVIOUS MINUTES

2A) Regular Council Meeting Minutes – December 11, 2017

Moved by Councillor Overwater, “that the minutes from the December 11, 2017 regular Council meeting be adopted as presented.”

Motion Carried 18-02

3. PRESENTATION AND DELEGATIONS

None

4. BUSINESS ARISING OUT OF MINUTES

None

5. BYLAWS

5A) Subdivision and Development Appeal Board Bylaw 2017-22

Moved by Councillor Harper, “that Bylaw 2017-22, being a bylaw to establish a Subdivision and Development Appeal Board, be introduced and given first reading.”

Motion Carried 18-03

Moved by Councillor Ryan, “that Bylaw 2017-22, being a bylaw to establish a Subdivision and Development Appeal Board, be given second reading.”

Motion Carried 18-04

Moved by Councillor Overwater, “that Bylaw 2017-22, being a bylaw to establish a Subdivision and Development Appeal Board, be given unanimous consent.”

Motion Carried 18-05

Moved by Councillor Blatz, “that Bylaw 2017-22, being a bylaw to establish a Subdivision and Development Appeal Board, be given third reading.”

Motion Carried 18-06

5B) Policies and Priorities Committee Bylaw 2017-23

Moved by Councillor Blatz, “that Bylaw 2017-23, being a bylaw to establish a Policies and Priorities Committee, be introduced and given first reading.”

Motion Carried 18-07

Moved by Councillor Overwater, “that Bylaw 2017-23, being a bylaw to establish a Policies and Priorities Committee, be given second reading.”

Motion Carried 18-08

Moved by Councillor Ryan, “that Bylaw 2017-23, being a bylaw to establish a Policies and Priorities Committee, be given unanimous consent.”

Motion Carried 18-09

Moved by Councillor Harper, “that Bylaw 2017-23, being a bylaw to establish a Policies and Priorities Committee, be given third reading.”

Motion Carried 18-10

5C) Land Use Bylaw Amending Bylaw 2018-02

Moved by Councillor Harper, “that Bylaw 2018-02 be given first reading.”

Motion Carried 18-11

Council asked if option to “fast track” an application existed, CAO Merritt explained that with the definitive time frames in place it allows both parties access to timely communication and due process.

Scott Chant, Director of Operations joined the meeting at 1:13 p.m.

Moved by Councillor Blatz, “that a Public Hearing for Bylaw 2018-02 be set for February 12, 2018 at 1:00 pm in the Council Chambers.”

Motion Carried 18-12

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

7A) Personnel Policy 301C

CAO Merritt spoke to the proposed changes being presented to Council in the Town of Olds Personnel Policy 301C, which include legislated changes, housekeeping changes and process updates that align with existing procedures and policies as well as some administration recommendations to the document.

Councillor Harper asked if the Town has paid any additional insurance premiums as per section 2.19 in the policy which states:

The Town shall pay any employee the additional insurance premium that the employee is obligated to pay for using the employee's personal vehicle for Town business. A statement from the employee's insurance agent detailing that additional cost must support any claim.

Ms. Debbie Rogers, Manager of Human Resources advised that currently we have only one employee claiming extra insurance.

Councillor Harper encouraged that administration ensure all staff if aware of this item in the personnel policy and to provide the staff with all necessary paperwork/forms and ensure all parameters of the policy are being adhered too.

CAO Merritt will have the personnel policy updated with insurance liability being spoken to when staff is using personal vehicle for town business.

Councillor Debbie Bennett joined the meeting at 1:22 p.m.

Councillor Harper asked how the bookkeeping/tracking of hours and what compensation rate is to be used is being done to ensure the town employee volunteer firefighter is being properly compensated. As referenced in the policy under section 4.1.8 Volunteer Firefighter Leave.

Director of Operations, Scott Chant advised that in the past it had been done by the fire administrative support with the assistance of the employee attending the call, in the log the employee notes when signing in and out for the call. At this time there are only two paid employees on payroll, and this system is working.

Councillor Ryan asked about drug and alcohol testing and if we do it? Has concerns with the pending legalization of marijuana and how it will affect how we operate.

Ms. Debbie Rogers, advised that currently we do not do any testing prior to employment, or randomly when employed, she did advise that it could be requested based on a per-incident basis. It was advised that the Town must be considerate of our Occupational Health and Safety classification and Human Rights when requesting these tests. Mrs. Rogers further advised that the HR department is working with the Health and Safety Committee and they are currently reviewing all Town policies on the same item.

CAO Merritt spoke on the Federal Government and the Provincial Government which have not released the regulations on the legalization of marijuana, once they do municipalities will then have the opportunity to move forward accordingly. The Town does have a committee started regarding the legalization of marijuana.

Moved by Councillor Harper, "that Personnel policy 301C be accepted as presented and all the recommendations contained be approved."

Motion Carried 18-13

7B) Request for Cancellation of Tax Levy

Director of Finance, Garth Lucas spoke to the request to cancel the 2017 municipal tax levy for roll number 4300100 as contained in the agenda package.

CAO Merritt address that the finance department will be adjusting the process going forward to ensure this kind of error doesn't happen again with better practices.

Discussion ensued on if the Town should have a supplementary tax bylaw. Mr. Lucas advised that in the past it was not done as the revenue is not worth the process of having a supplementary tax bylaw.

CAO suggested that administration complete a review of the past 2 years and see what and where the town would have been in relations to revenue and expenses if a supplementary tax bylaw would have been in place and provide those results to Council.

Moved by Councillor Harper, "that Council cancels the 2017 municipal tax levy for Roll Number 4300100."

Motion Carried 18-14

Moved by Councillor Overwater, "that this meeting go in-camera."

Motion Carried 18-15

Scott Chant, Garth Lucas, Doug Wagstaff, Monica Leatherdale and Marcie McKinnon all left the meeting.

The meeting went in-camera at 1:45 p.m.

Moved by Councillor Overwater, "that this meeting reconvene to the regular Council meeting."

Motion Carried 18-16

The regular Council meeting reconvened at 1:48 p.m.

Scott Chant, Garth Lucas, Doug Wagstaff, Monica Leatherdale and Marcie McKinnon all joined the meeting.

7C) Olds Municipal Library Board Appointment

Moved by Councillor Ryan, "that Marlene Cook be appointed to the Olds Municipal Library Board, for a term of two years, to expire at the 2019 Organizational Meeting."

Motion Carried 18-17

7D) Olds Farmers and Farmerettes Donation

Moved by Councillor Overwater, "that a "Silver Sponsorship" of \$250.00 be approved for the 2018 Olds Farmers & Farmerettes Bonspiel."

Motion Carried 18-18

8. REPORTS FROM COUNCIL , BOARDS AND COMMITTEES

Moved by Councillor Ryan, "that the reports from Council, Authorities, Boards, Commissions, Committees and Task Forces, ending January 8, 2018 be received for information."

Councillor Harper reported on attending the Olds and District Chamber of Commerce meeting.

Motion Carried 18-19

9. QUARTERLY FINANCIAL POSITION UPDATE

10. ACCOUNTS PAYABLE

11. CORRESPONDENCE AND INFORMATION

11A) Correspondence and Information Report

Moved by Councillor Harper, “that the Correspondence and Information Report ending January 8, 2018 be received for information.”

Motion Carried 18-20

Moved by Councillor Harper, “that administration prepare letter for Mayor’s signature in response to Minister Sandra Jansen’s letter, extending invitation to visit the Town of Olds and meet with Council.”

Motion Carried 18-21

12. QUESTION PERIOD

Mayor Muzychka recessed the meeting at 1:55 p.m.

Scott Chant, Garth Lucas, Doug Wagstaff, Monica Leatherdale and Marcie McKinnon all left the meeting.

Mayor Muzychka reconvened the meeting at 2:05 p.m.

13. IN-CAMERA

Moved by Councillor Overwater, “that this meeting go in-camera.”

Motion Carried 18-22

The meeting went in-camera at 2:05 p.m.

Moved by Councillor Overwater, “that this meeting reconvene to the regular Council meeting.”

Motion Carried 18-23

The regular Council meeting reconvened at 2:29 p.m.

14. RISE AND REPORT

Moved by Councillor Ryan, “that Councillor Mary Anne Overwater attend the CAEP conference in Banff, Alberta from March 21-23, 2018 to a maximum cost of \$2,200 dollars.”

Motion Carried 18-24

Moved by Councillor Overwater, “that an Ad-Hoc committee be formed by Councillors Blatz, Bennett, Harper and Mayor Muzychka to complete regular performance of Chief Administrative Officer.”

Motion Carried 18-25

15. ADJOURNMENT

Moved by Councillor Bennett, “that this meeting adjourn.”

Motion Carried 18-26

The meeting adjourned at 2:32 p.m.

Michael Muzychka,
Mayor

Michael Merritt,
Chief Administrative Officer

These minutes approved this day of , 2018.

PRIOR TO ADOPTION



Town of Olds

Request for Decision
 Land Use Bylaw Amending Bylaw 2017-17
 January 22, 2018

10

5A

RECOMMENDATION

That a public hearing be given for Bylaw 2017-17.

That second reading be given to Bylaw 2017-17.

That third reading be given to Bylaw 2017-17.

PROPOSAL

The Town has received an application to redesignate a lot in the south east industrial area from Light Industrial District (I1) to the Direct Control 7 (DC7) land use district, which specific to a medical marijuana facility use and development. This change is presented as an amendment to Land Use Bylaw 01-23.

A redesignation from I1 to DC7 is required to enable favorable consideration of a development permit application to build a Medical Marijuana Facility development at this location.

BACKGROUND

Crescent Enterprises Inc. is in negotiations with the owner of the subject property to purchase the land in order to develop a federally licensed medical marijuana facility. As part of their requirements to obtain a Federal license to operate such a facility, they are required to obtain the required municipal development approvals. Rezoning the land to DC7 is required in order to accept a development permit application for a medical marijuana facility. Council is the development authority for all DC7 development permit applications. Attached is a prospective site plan, and preliminary building and site rendering for the proposed development.

For clarification, the Land Use Bylaw defines a “medical marijuana facility” as follows:

“Medical Marijuana Facility (MMF) means any building in which an activity authorized by the medical marijuana production regulations (Marijuana for Medical Purposes Regulations SOR/2013-119), or any successor or replacement legislation or regulation, is or may be conducted including such activities as growing, processing, labeling and packaging, storing, and transporting of marijuana.”

CIRCULATION

The proposed bylaw and the public hearing were advertised in the local newspaper for two consecutive weeks as required by the Municipal Government Act. It was also posted on the Town of Olds website (www.olds.ca) for 5 weeks. The notice of the public hearing was also circulated to Alberta Transportation, Mountain View County, and eight (8) area land owners. Both Alberta Transportation and Mountain View County stated that they had no objections in principle to the rezoning. One area landowner submitted a letter of support. See Attachment 5.

Planning and Development staff are in support of this application as subject parcel is in a location suitable for the proposed use.

- ATTACHMENTS:**
1. Site Location Map & Aerial Photo
 2. Area Land Use Districts Map
 3. Proposed Site Plan of Medical Marijuana Facility Development
 4. Project Description & Site Rendering – Submitted by Applicant
 5. Letter of Support – Sundial Growers Inc.
 6. Draft Bylaw 2017-17

Submitted By: Carey J. Keleman, Development Officer II		January 15, 2018
Director of Operational Services: Scott Chant		Jan 15/2018
Chief Administrative Officer: Michael Merritt		Jan 16/2018



Attachment 2: Area Land Use Districts



AEROCANN MARIJUANA FACILITY

Project Description:

- Standardized Medical Marijuana Production.
- Grown aeroponically and without the use of pesticides. Additionally, ethanol extraction will be used to make concentrate products.
- The facility will meet or exceed all Health Canada Regulations. Security will include a perimeter fence, cameras, all product will be stored in safes, and will have security patrol.
- Quality Control will be enhanced by internal air purification and odour removal for staff. All odours removed prior to venting (Health Canada Requirement).
- Expect to employ approximately 25 people initially, increasing to approximately 40 people. There will be various employment requirements. Job positions will include a General Manager/Senior Grower, Quality assurance Manager, Junior Growers, Tissue Culture Manager, Extraction Manager, Manager Shipping and Receiving, Maintenance Manager, and various support positions.

Scott Moon
Manager Business Development
Crescent Enterprises Inc.



Attachment 5:



GENERAL INFORMATION
4512-46 Street, Olds, AB
T4H 1R5

GENERAL INFORMATION
4512-46 Street, Olds, AB
T4H 1R5

15

Planning & Development

JAN 12 2018

Received

Town of Olds
4512 – 46 Street
Olds, Alberta, T4H 1R5
Attention: Carey Keleman, Development Officer

January 11, 2018

Dear Carey

Re: Letter of Support - Crescent Enterprises Inc.– Bylaw 2017-17 Lot 12, Southeast Industrial Park, Olds, AB

This is an official notification of support for Direct Control 7 zoning of lot 12, in the Southeast Industrial Park in Olds, being presented to Olds Council on January 22, 2018.

We are in favor of having Crescent Enterprises Inc. move forward with their intention to bring new business to Olds.

Regards,

Stan Swiatek, Founder and CEO.

c.c. Alan Moon, Crescent Enterprises Inc.
Scott Moom, Crescent Enterprises Inc.
Geoff Thompson, Sundial Growers inc.

**TOWN OF OLDS
BYLAW 2017-17**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, to provide for the amendment of the Land Use Bylaw No. 01-23

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, permit a Council by bylaw to amend the Land Use Bylaw,

AND WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Land Use Bylaw No. 01-23,

AND WHEREAS the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 regarding the advertising of this Bylaw and public hearing have been complied with;

NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF OLDS IN COUNCIL DULY ASSEMBLED, ENACTS THE FOLLOWING:

1. This Bylaw may be cited as the Land Use Amending Bylaw 2017-17
2. Bylaw No. 01-23, being the Town of Olds Land Use Bylaw, is hereby amended
 - (a) That the Land Use District Map, being Schedule A of Land Use Bylaw No. 01-23 be amended to change the designation of Lot 12, Block 1, Plan 151 1656 from Light Industrial District (I1) to Direct Control District 7 (DC7) as shown on the attached map (Schedule A).
 - (b) That Schedule C, Direct Control District 7 (DC7) be amended to add the following legal land description and map:

Lots 12, Block 1, Plan 151 1656; as shown on the sketch below, is designated Direct Control 7 (DC7).



3. This Bylaw comes into force on the date it is passed.

Read for a first time on the 11th day of December, 2017
 Public Hearing held on the th day of , 2018
 Read a second time on the th day of , 2018
 Read a third and final time on the th day of , 2018

Michael Muzychka, Mayor

Michael Merritt, Chief Administrative Officer

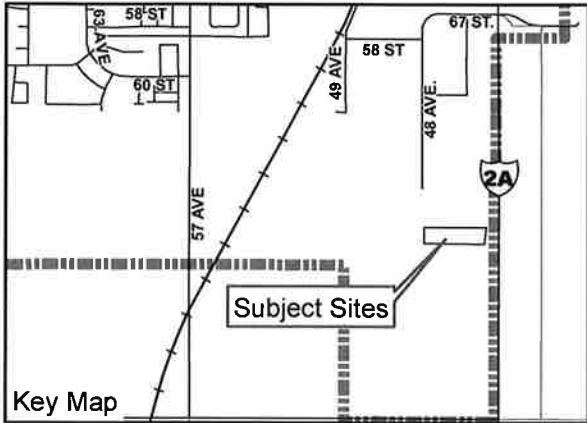
SIGNED by the Chief Elected Officer and the Chief Administrative Officer this ____ day of _____ 2018.

Town of Olds

Bylaw No. 2017-17

SCHEDULE A

To amend Land Use Bylaw No. 01-23

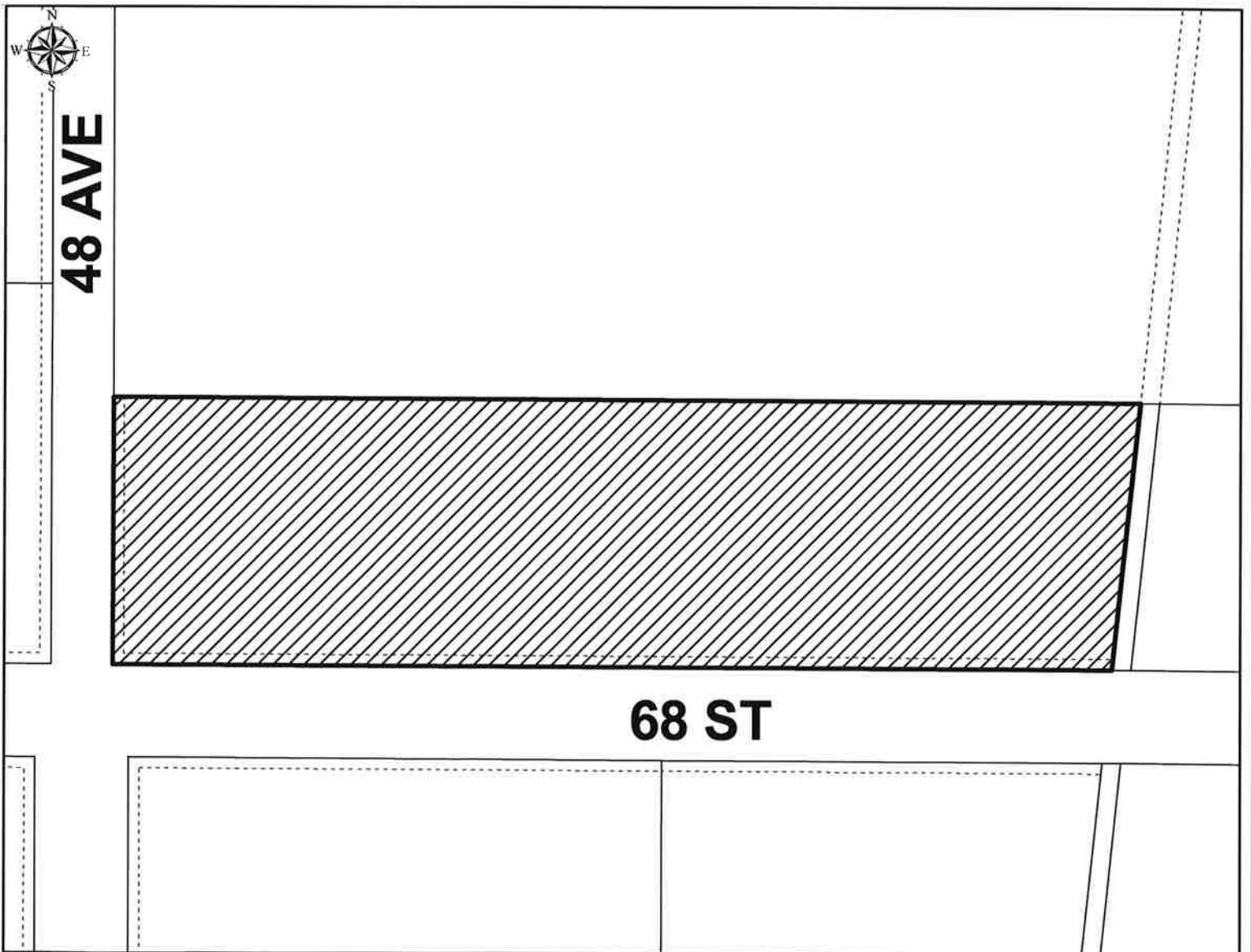


LEGAL DESCRIPTION:

Lot 12, Block 1, Plan 151 1656



From Light Industrial (I1) to Direct Control 7 (DC7)





Request for Decision

**Bylaw 2017– 24 Site Specific Amendment
(Amends the Town of Olds Land Use Bylaw – 01-23)**

January 22, 2018

5B

RECOMMENDATION

That a public hearing be held for Bylaw 2017-24.

That Second Reading be given to Town of Olds Bylaw 2017-24 – Site Specific Amendment, Bylaw to Amend Town of Olds Land Use Bylaw 01-23.

That Third Reading be given to Town of Olds Bylaw 2017-24 – Site Specific Amendment, Bylaw to Amend Town of Olds Land Use Bylaw 01-23.

PROPOSAL

This application proposes to adopt Bylaw 2017-24, a Site Specific Amendment of the Town of Olds Land Use Bylaw 01-23 Highway Commercial A district to permit on 4522 – 47 Avenue:

- As a discretionary use, a detached dwelling, and
- As the side yard setback, 1.52 m (5.00 ft), except 3.05 m (10.00 ft) where it abuts a road, OR as is required under the Alberta Building Code, whichever is greater.

BACKGROUND

This application is referred to as Ringheim Site Specific Amendment.

Property Details:

Civic Address:	4522 – 47 Avenue
Legal Address:	Ptn. SE 05-033-01-5, Lot 11B, Block 50, Plan 3944JK
Area:	467.79 m ² (5,035.25 sq. ft.)
Zoning:	Highway Commercial A (CHA)

Site Location:

The subject lands are located in west Olds just north of 46 Street / Highway 27, and is accessed from 47 Avenue.

The subject lands do not fall within any existing Area Structure Plans.

Under the Town of Olds Municipal Development Plan Map 2 – Land Use Concept, the lands are shown as being commercial. The subject lands and area lands were redesignated to Highway Commercial A (CHA) as part of blanket redesignation on January 13, 2003 under Bylaw 02-19.

Under the CHA land use district, any uses and/or developments existing at the time Bylaw 02-19 was passed, have been permitted to continue as Legal Non-conforming uses. This acknowledges that those existing developments do not conform with the current CHA district, but are legally allowed to remain.

Section 643 Non-Conforming Use and Non-Conforming Buildings, of Municipal Government Act, (which is repeated under Schedule B, Section 4 of the Town of Olds Land Use Bylaw), states the following:

- 1) If a development permit has been issued on or before the day on which a land use bylaw or a land use amendment bylaw comes into force in a municipality and the bylaw would make the development in respect of which the permit was issued a non-conforming use or non-conforming building, the development permit continues in effect in spite of the coming into force of the bylaw.
- 2) A non-conforming use of land or a building may be continued but if that use is discontinued for a period of 6 consecutive months or more, any future use of the land or building must conform with the land use bylaw then in effect.
- 3) A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made to it or in it.
- 4) A non-conforming use of part of a lot may not be extended or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed on the lot while the non-conforming use continues.
- 5) A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except
 - (a) to make it a conforming building,
 - (b) for routine maintenance of the building, if the development authority considers it necessary, or
 - (c) in accordance with a land use bylaw that provides minor variance powers to the development authority for the purposes of this section.
- 6) If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw.
- 7) The land use or the use of a building is not affected by a change of ownership or tenancy of the land or building.

Due to these regulations, where being completed for residential use, an owner is not able to perform structural repairs to the existing home, nor may the home be expanded or replaced. These changes or repairs would be permitted, under the current district if they were to accommodate a change of use to commercial.

Planning Review:

Planning has not noted any existing concerns with the residential use at its current level of intensity of one single family dwelling, and as a home with no known relaxations for size or location.

No duplexes or other dwelling styles will be permitted.

The amendment is proposed as a discretionary use. This allows the Town a greater degree of control over future development. It further discourages the likelihood of setback, size, or other relaxations to the district regulations.

Parking would remain the same, and requires the same on-site parking availability.

The allowance of a single family dwelling as a discretionary use, in no way prohibits an owner from pursuing a change to a commercial use. It also allows the owner to continue with their existing residential use until such time as they may choose to change to a commercial use. Should a residential use continue, a garage would remain a discretionary use as an accessory building.

There is no expiry on the residential use at this time. Should the property change to a commercial use, it will be prudent of the Town to review this amendment.

Responses:

Internal:

- PCPS: No concerns.
- Director of Community Services: No comments.

External:

- Alberta Transportation: No objections as access to the property is via the local road system.
- SHAW Communications: No comments
- Telus: No objections.

Area Landowners:

- APPLICANT: Letter, dated January 15, 2017
 - Summary: Letter in support.
- Letter: Jim Walton of 4618 – 46 Street.
 - Summary: Letter of concerns

ALTERNATIVE OPTIONS

1. That Council provides direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for additional readings at a later date.
2. That Council recesses the public hearing to a later date to allow the presentation of additional information.
3. That Council refuses second reading to the proposed Bylaw.

FINANCIAL IMPLICATIONS

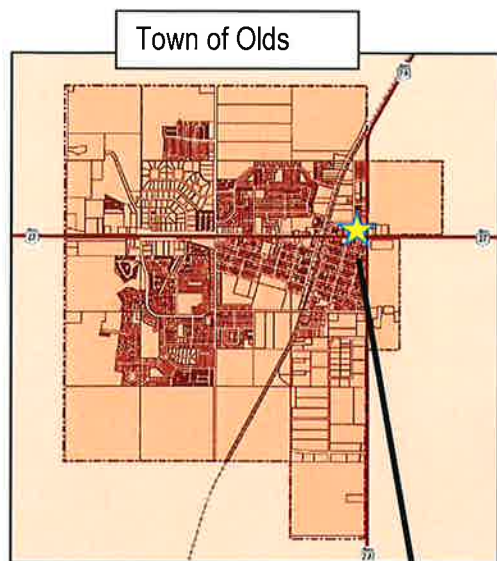
The applicant has paid applicable applications fees, according to fees set in the Land Use Bylaw, Rates Bylaw.

ATTACHMENTS

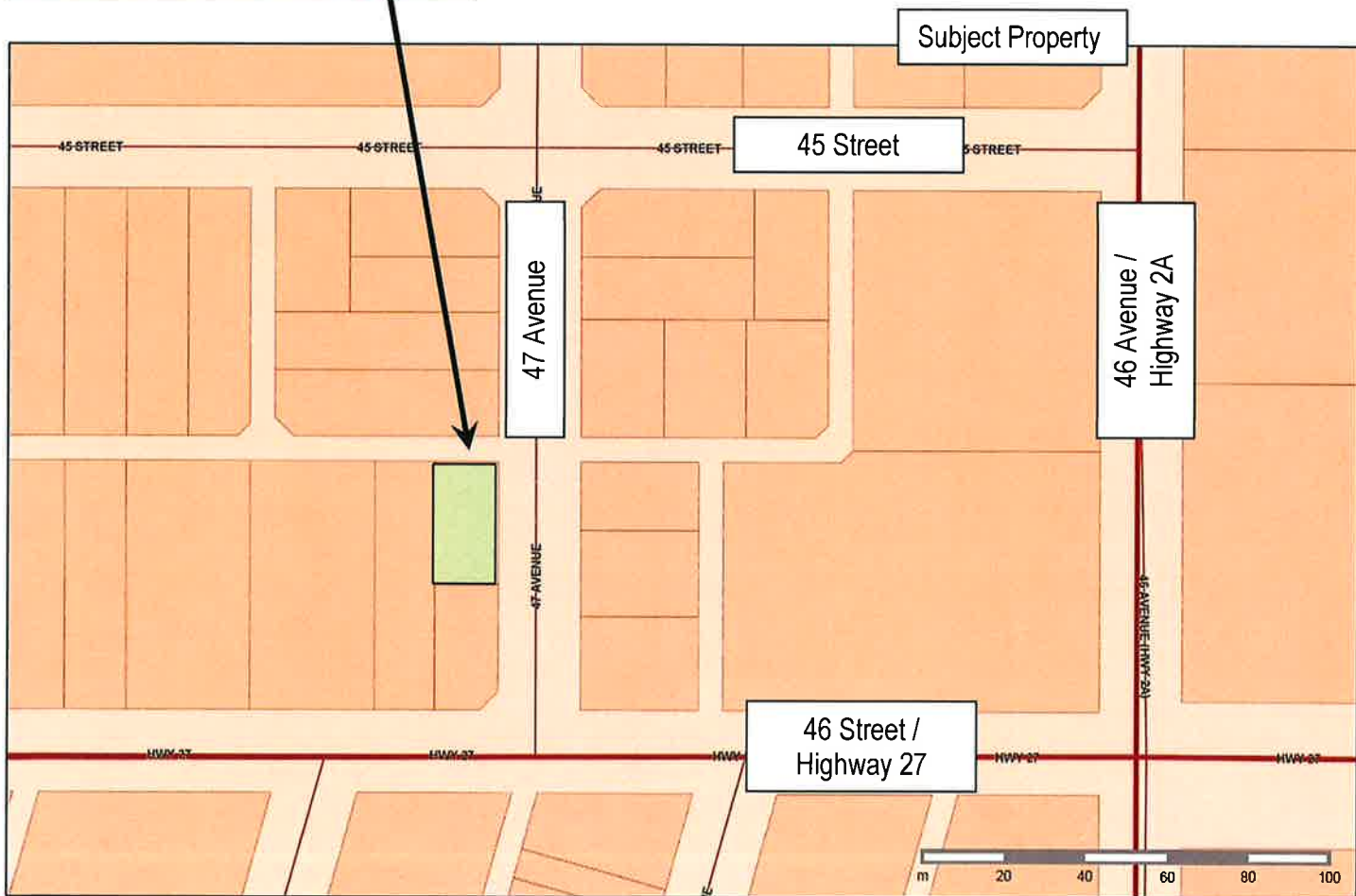
- Attachment 1: Subject Property Location
- Attachment 2: Subject Property Air Photo
- Attachment 3: Subject Property Photos
- Attachment 4: Bylaw No. 2017-24
- Attachment 5: Letter – Applicant / Owner
- Attachment 6: Letter – Area Landowner

Submitted By:	Kimberly Soutiere Municipal Planner	Date: Jan 17/18
Director Signature:	Scott Chant 	Date: Jan 17/18
CAO Signature:		Date: Jan 17/2018

Attachment 1 – Subject Property Location



Civic Address:	4522 – 47 Avenue
Legal Address:	Ptn. SE 05-033-01-5, Lot 11B, Block 50, Plan 3944JK
Area:	467.79 m ² (5,035.25 sq. ft.)
Zoning:	Highway Commercial A (CHA)



Attachment 2 – Subject Property Air Photo

Air Photo: 4522 – 47 Avenue



Attachment 3 – Subject Property Photos



View from 47 Avenue looking south towards 46 Street / Highway 27





View from 47 Avenue looking south west down the lane behind the subject lands.





View from 47 Avenue looking north.



Attachment 4 - Bylaw No. 2017-24

**TOWN OF OLDS
BYLAW NO. 2017-24**

A bylaw of the Town of Olds, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, to provide for the amendment of the Town of Olds Land Use Bylaw, Bylaw 01-23

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, permit a Council by bylaw to amend a statutory plan, and

AND WHEREAS the Council of the Town of Olds deems it necessary and expedient to amend the Town of Olds Land Use Bylaw, Bylaw 01-23,

AND WHEREAS the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 regarding the advertising of this Bylaw and public hearing have been complied with;

NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF OLDS IN COUNCIL ASSEMBLES, ENACTS THE FOLLOWING:

1. This Bylaw may be cited as **Town of Olds Bylaw 2017-24 – Ringheim Site Specific Amendment, Bylaw to Amend Town of Olds Land Use Bylaw 01-23.**
2. That Schedule C, Highway Commercial A District be amended to add:
 - a. Under Discretionary Uses:

Detached Dwelling (Ptn. SE 05-033-01-5, Lot 11B, Block 50, Plan 3944JK)
 - b. Under Minimum Side Yard:

Detached Dwelling: 1.52 m (5.00 ft), except 3.05 m (10.00 ft) where it abuts a road, OR as is required under the Alberta Building Code, whichever is greater.
3. This Bylaw comes into force on the date it is passed.

Read for a first time on the 11 day of December, 2017

Public Hearing held on the 22 day of January, 2018

Read a second time on the ____ day of _____, 2018

Read a third and final time on the ____ day of _____, 2018

Michael Muzychka, Mayor

Michael Merritt, Chief Administrative Officer

SIGNED by the Chief Elected Officer and the Chief Administrative Officer this ____ day of _____ 2018.

Attachment 5: Letter – Applicant / Owner

To the Town of Olds Council,

January 15, 2018

Good afternoon. We are sending this letter to explain our reasoning behind requesting “a site specific amendment to allow a detached dwelling as a discretionary use.”

In 2010, we bought this house under the assumption that the zoning was R2. We’re not going to go into detail and bore you BUT.....we did not realize it was Highway Commercial until we put it up for sale a little over a year ago. So.....it is what it is, our lesson learnt the hard way, and now we are trying to deal with it, the best we can.

As the majority of lots from just before 49th Ave. and east to the 2A, are double lots that are facing Hwy 27/46 St. and go north right to the back alley, we can understand them being “highway commercial”. Our lot and the one directly across the street from us, to the east, are the only two lots that are cut in half. Behind our lot to the north past the back alley is residential and a pile of duplexes were built on the east side. What we understand is that the cutoff for R2 is the back alley, so we are NOT facing the main highway and we do NOT have a double lot but yet we are highway commercial. In our minds, the only way our lot will sell for commercial is that someone comes along and buys our lot and the one directly south of us and what are the chances the owner of that property is ready to sell when we are???

We would truly appreciate this amendment to be passed, so that one day when our cute little old house has to be demolished, we can put up a new one and hopefully then be able to sell that property.

Thank you for your consideration to this application and we are looking forward to your decision.

Respectfully,



Terry and Cindy Ringheim

Attachment 6: Letter – Area Landowner

To Town Council,

My name is Jim Walton. I live at 4618-46st and am writing about the proposed Bylaw 2017-24 regarding the property at 4522-47 ave. This property is across and just north of us on 47th ave. I just have a few thoughts that have probably already been discussed by Council.

1. Will this Bylaw interfere with future commercial development on this block?
2. If a new structure is built, I am guessing that it would be a duplex for rental and not a private residence.
3. Will other property owners want to have the same opportunity?
4. If there is no room for extra parking on this lot, it would have to be on 47th ave. This avenue is fairly narrow and I know that with vehicles parked on both sides of the road, it becomes single lane traffic for the area where vehicles are parked. I have seen this when College students park on each side of 47th avenue.

Thankyou for your time,
Jim Walton



Town of Olds

Request for Decision

Bylaw 2018 – 03 Road Closure

January 22, 2018

5c

RECOMMENDATION

That First Reading be given to Town of Olds Bylaw 2018-03 – Road Closure.

That a public meeting for Bylaw 2018-03 be set for Monday, February 26, 2018 at 6:00 pm in the Town of Olds Council Chambers.

BACKGROUND

This application is referred to as Road Closure Portion of 64 Street.
The subject lands fall within the South East Industrial Area Structure Plan.

This request is supported by:

- *Municipal Government Act* – Chapter M-26, Part 3, Division 2 Section 22 no road...may be closed except by bylaw...bylaw closing a road must be advertised...has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading...a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the council;
- Alberta Transportation's established process for road closure bylaws that must be satisfied before their approval will be granted;

Property Details:

Civic Address:	Road – 64 Street, between 48 Avenue and 49 Avenue
Legal Address:	None
Area:	389.10 m x 20.00 m = 7782.00 m ² / 0.778 ha (1.92 ac)
Zoning:	N/A

The application proposes to close that portion of 64 Street between 48 Avenue and 49 Avenue for public travel, and allow for the disposing of the same.

Process:

This application has been submitted in response to a request by an area landowner. The process to close a portion of public road right of way is as follows:

- A bylaw is prepared and given first reading by Town Council;
- A notice is published in the local newspaper and notification is sent to landowners impacted by the proposed closure and utility companies providing or planning to provide service in the area;
- Town Council hosts a meeting to hear presentations and delegations relating to the propose road closure during a regular council meeting;

- Comments received by the municipality are summarized and forwarded to the Minister of Transportation along with the Town's rationale for proceeding if there are objections to the proposed closure;
- Alberta Transportation considers the road closure and the Minister may or may not approve;
- If the Minister approves, Town Council can consider second and third reading of the bylaw.

Once a bylaw closing the right-of-way has been passed by Town Council, the Town can submit the bylaw to Land Titles requesting that a title be issued for the property. This title will automatically be in the name of the municipality. From this point decisions can be made on the long term use and potential disposal of all or portions of the closed road.

The subject lands, and surround lands are currently undeveloped, and remain under agricultural use. While no development has occurred, the loss of a road allowance is also a loss of a future utility location. Development in the area will need to address road network options, and water looping options.

Of primary consideration for the Town is the purpose and function of the portion of road to be closed.

- At this time the road has not been constructed. This removes concerns regarding reclamation or contamination.

The overall development of the Industrial area requires deep utility connections. The removal of the road right-of-way removes a dedicated known corridor for the construction of utilities.

- There are no substantial limitations to future utility locations.

The overall road network for the South East Industrial area had been kept to a minimum number of roads. With this removal, the east/west connections between 48 Avenue and 49 Avenue are now located at a distance of $\frac{3}{4}$ of a mile apart. The long term plan for the internal road network is to build a full industrial road along the west boundary of NE 29-032-01-5, as the continuation of 49 Avenue.

The closure of the subject road does not limit access to any existing parcels within the Industrial area.

- The parcel of most concern, regarding access is 6001 – 49 Street. However, the long term plan is for 68 Street to continue west through 6001 – 49 Street and over the rail line. Staff have confirmed that additional access points could be available north and south off of this road.

ALTERNATIVE OPTIONS

1. That Council requests further information from Administration before proceeding with first reading of the bylaw.
2. That Council provides direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for first reading at a later date.



3. That Council refuses first reading to the proposed Bylaw.

FINANCIAL IMPLICATIONS

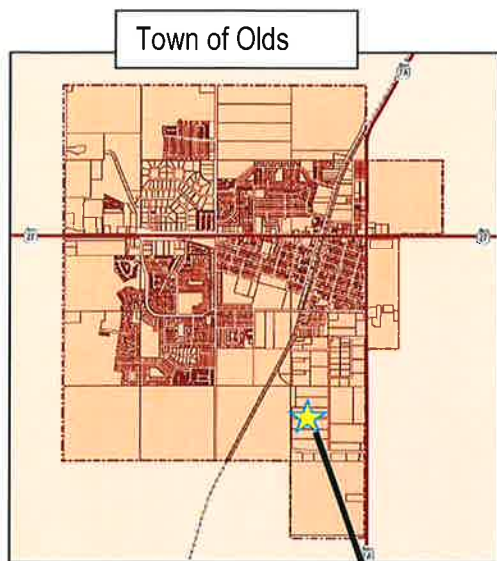
The applicant will be responsible for all costs associated with a road closure application.

ATTACHMENTS

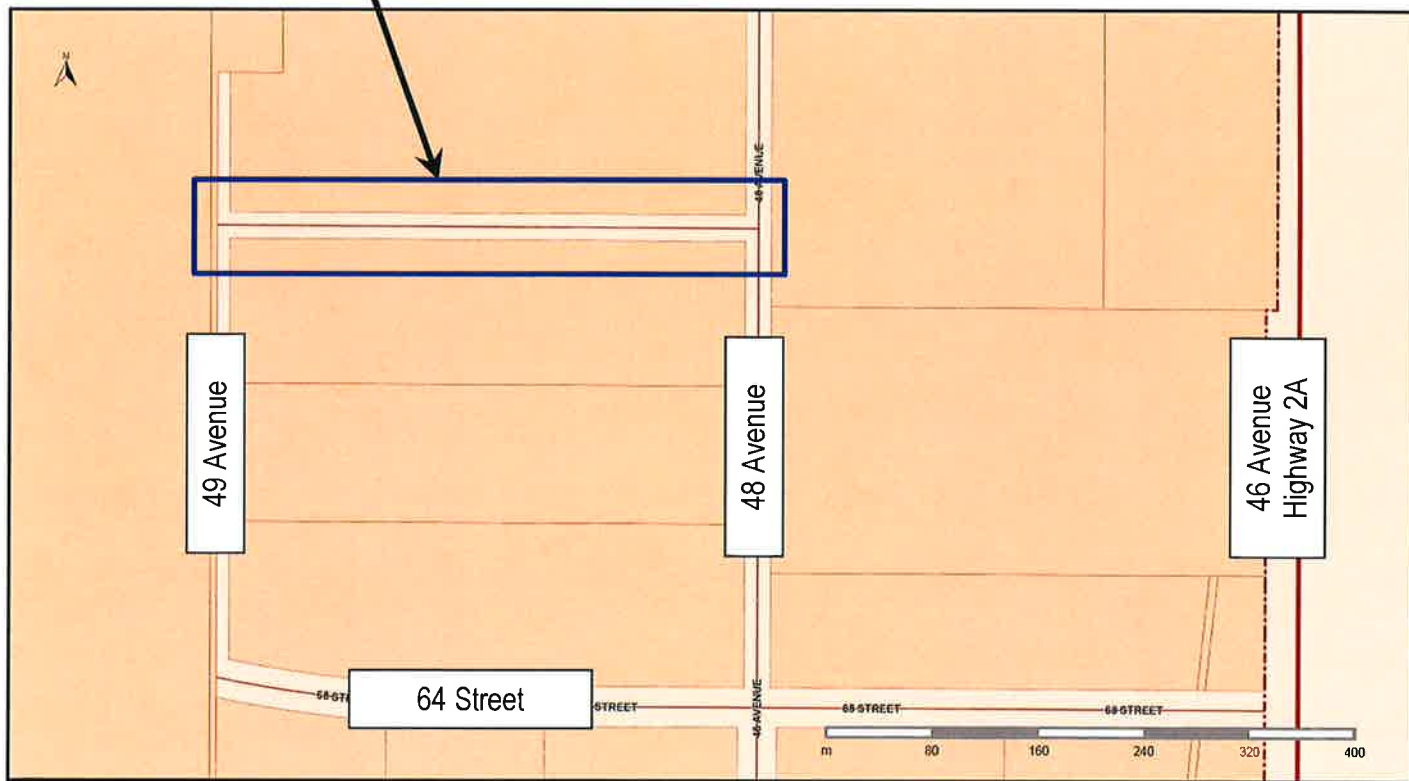
Attachment 1: Subject Property Location
 Attachment 2: Subject Property Air Photo
 Attachment 3: Bylaw No. 2018-03

Submitted By:	Kimberly Soutiere Municipal Planner	Date:	Jan 17/18
Director Signature:	Scott Chant 	Date:	Jan 17/18
CAO Signature:		Date:	Jan 17/18

Attachment 1 – Subject Property Location



Civic Address:	Road – 64 Street, between 48 Avenue and 49 Avenue
Legal Address:	None
Area:	389.10 m x 20.00 m = 7782.00 m ² / 0.778 ha (1.92 ac)
Zoning:	N/A



Attachment 2 – Subject Property Air Photo



Attachment 3 - Bylaw No. 2018-03

**TOWN OF OLDS
BYLAW NO. 2018-03**

A bylaw of the Town of Olds, in the Province of Alberta, for the purpose of closing to public travel and disposing of portions of a public highway in accordance with Section 22 of the Municipal Government Act, chapter M-26-1 revised statutes of Alberta, 2002, amended

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

WHEREAS, the Council of the Town of Olds deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof situated in the said municipality, thereafter disposing of same, and

WHEREAS, notice of intention to pass the bylaw has been published in a local newspaper on two consecutive weeks in accordance with section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW, THEREFORE, THE MUNICIPAL CORPORATION OF THE TOWN OF OLDS IN COUNCIL ASSEMBLES, AND DOES HEREBY CLOSE TO PUBLIC TRAVEL AND ALLOW FOR DISPOSING OF THE FOLLOWING DESCRIBED HIGHWAYS, SUBJECT TO RIGHTS OF ACCESS GRANTED BY OTHER LEGISLATION:

Plan 1511656

All that portion of 20 meter road lying south of the south boundary of lot 3, block 1, of the said plan

And lying north of the north boundary of lot 4, block 1, of the said plan.

Excepting thereout all mines and minerals.

As shown on the attached **Schedule 'A'** as "Road Closure Area"

This Bylaw comes into force on the date it is passed.

Read for a first time on the ____ day of _____, 2018

Michael Muzychka, Mayor

Michael Merritt, Chief Administrative Officer

Approved the _____ day of _____, 2018

Minister of Transportation

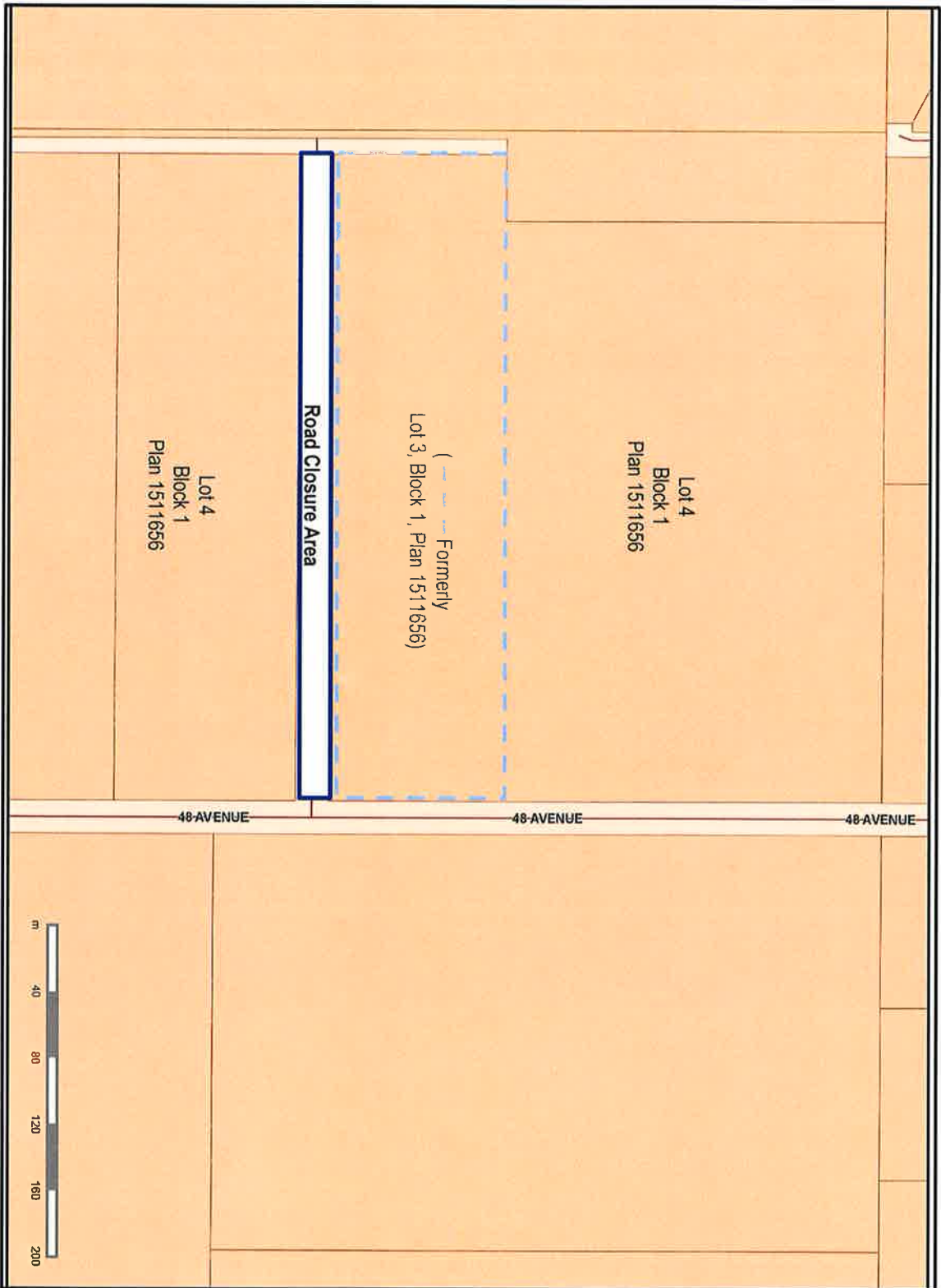
Read a second time in open council this ___ day of _____, 2018

Read a third time in open council and finally passed this __ day of _____, 2018.

Michael Muzychka, Mayor

Michael Merritt, Chief Administrative Officer

Schedule 'A' - Road Closure Area





Town of Olds

Request for Decision

37

Town of Olds Civic Addressing Policy 704C

January 22, 2018

7A

RECOMMENDATION

That the Town of Olds Civic Addressing Policy 704C be approved as presented.

That Council accept the Town of Olds Civic Addressing Procedure for information.

BACKGROUND

The intent of the Town of Olds Civic Addressing Policy is to create a comprehensive and cohesive addressing system that creates a base organizational system for the municipality. It enhances the ease with which property records may be accessed. Further, it facilitates municipal, emergency services, and public access to the physical lands.

Addressing for the Town of Olds was previously covered under the Civic Addresses Policy 3001. Policy 3001 came into effect on April 14, 2003, and had not been updated.

Policy and Procedure 704 has followed the direction of Policy 201P, having first been identified as a Policy in need of review, and then proceeding through revision by the Planning department, and review by the Coordinating Team. It was approved by the Leadership on November 21, 2017.

Council Policy 704C is now being brought forth to Council for adoption, with the supporting information contained in Procedure 704P.

Policy and Procedure 704 substantively enhance the detail previously provided under Policy 3001. The primary changes are:

- 704 covers a greater range of addressing situations.
- 704 corrects a typographical error to now maintain greater consistency in Town of Olds addressing.
- 704 removes directions to skip addressing numbers with negative cultural associations, such as the number 13 in Western cultures.
- 704 is more specific in delineating which staff positions are responsible for specific tasks.

ATTACHMENTS:

1. Town of Olds Civic Addressing Council Policy 704P
2. Town of Olds Civic Addressing Procedure 704C, (for information)

ALTERNATIVE OPTIONS

1. Approve Council Policy 704P as presented.
2. Direct Administration to consider other amendments and provide specific guidance as to the direction Administration shall investigate further.

Submitted By: Kimberly Soutiere Municipal Planner	Date: January ⁸ 22 ¹⁷ , 2018
Director Signature: 	Date: Jan 17/18
CAO Signature: 	Date: Jan 17/18



Town of Olds

704C Town of Olds Civic Addressing Policy

Prepared By: Planning and Development
 Effective Date:
 References:
 Administrative Policy 3001
 Function: Strategic

Council Approval Date:
 Council Resolution No.:
 Previous Revision Date: April 14, 2003

Supporting Procedure:
 Town of Olds Civic Addressing
 Procedure 704P

POLICY STATEMENT

A comprehensive and cohesive addressing system creates a base organizational system for the municipality. It enhances the ease with which property records may be accessed. Further, it facilitates municipal, emergency services, and public access to the physical lands.

Therefore, the Town of Olds desires to maintain a civic address system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town.

PURPOSE

To form a comprehensive and perpetual civic addressing system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town.

To ensure all buildings, properties, units, open spaces, roadways, and other amenities have a formalized address that conforms, to the closest extent possible, with this policy.

SCOPE AND GUIDELINES

This policy applies to the Town of Olds Council, and staff.

RESPONSIBILITIES

Council has authority over addressing.

For the purpose of efficiency, the authority over addressing is delegated to administration as follows:

Authority over addressing:

- As designated by Council, the Planning and Development Department shall have the authority over addressing.

Authority over road name selection:

- As designated by Council, the Municipal Planning Commission shall have the authority regarding road naming approval.



704P
Town of Olds Civic Addressing Procedure

Town of Olds

Prepared By: Planning and Development
 Responsibility:
 Effective Date: Upon Adoption
 References:
 Administrative Policy 3001
 Function: Administrative

APPROVALS:
 CAO: *Michael [Signature]*
 Date signed by CAO: *Apr 18/18*
 Leadership Approval Date: November 21, 2017

Related Policy:
 Town of Olds Civic Addressing Council Policy
 704C

PURPOSE

A comprehensive and cohesive addressing system creates a base organizational system for the municipality. It enhances the ease with which property records may be accessed. Further, it facilitates municipal, emergency services, and public access to the physical lands.

Therefore, the Town of Olds desires to maintain a civic address system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town:

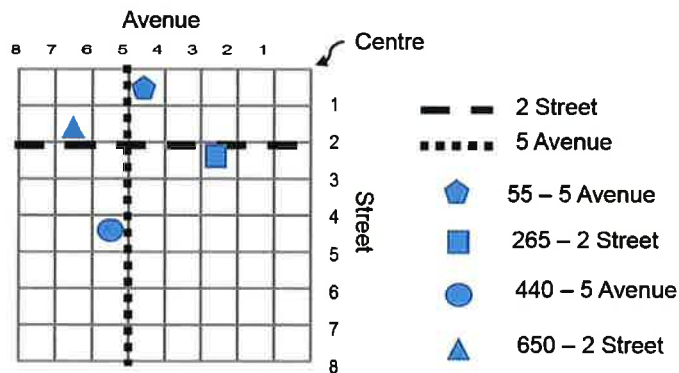
To form a comprehensive and perpetual civic addressing system to identify buildings, properties, units, open spaces, roadways, and amenities, within the Town;

To ensure all buildings, properties, units, open spaces, roadways, and other amenities, have a formalized civic address that conforms, to the closest extent possible, with this policy.

ACTION STEPS

For the purpose of addressing and road naming, the Town is generally divided in an equally spaced 8 x 8 grid pattern within each quarter section.

Figure 1: Example 8 x 8 grid and sample addresses



Sample Addresses:

(0)55 – 5 Avenue:

- East side = odd number
- Between center and 1 Avenue = (0)
- Middle of the block = ~50

265 – 2 Street:

- South side = odd number
- Between 2 Avenue and 3 Avenue = 2
- Closer to west end of block = >50

The grid overlay for the Town of Olds is attached to this policy as Schedule A – Town of Olds Street and Avenue Location Guide. Schedule A is the guide for determining the future numbering of new roads within the Town of Olds.

History:

The Village of Olds was established Tuesday May 26, 1896 and consisted of the N ½ of 32-032-1-5. All the roads at that time were constructed at right angles to the railway line. Road numbering worked outwards from the rail line beginning with Railway Avenue along the west side of the rail line and Railway Avenue East on the east side of the rail line. The avenues continued outward, increasing from First Avenue West and East respectively. The future Highway 27 functioned as a Centre Street, any streets created to the north being X Street North.

The street numbers were changed in the early 70's renumbering Highway 27 to 46 Street, and Highway 2A to 46 Avenue. While the Town is not officially on a quadrant system, the road numbering layout could be considered to be in the south west section of such a system. The 'Centre Avenue – Centre Street' intersection would theoretically be located within Mountain View County just south of what would be Township Road 333, and just west of Highway 2 (Queen Elizabeth II Highway) Range Road 10.

Road Identification:

- Road numbering shall be assigned with the aim of being as close as possible to the layout provided in Schedule A.
- Name designations for roads are generally discouraged, with preference given to the numerical road numbering system.
- Where a road is given a name designation, the signage shall, where it is coherent to do so, also include the corresponding numerical designation.
- Where a road is curvilinear, a name designation is generally preferred over a numerical designation.
- Extensions of collector and arterial roadways into new development areas should generally retain the existing roadway identification.

Roadway identification utilizing names shall be assigned, having due regard to avoiding possible confusion, as follows:

- Roadway names shall be of local or regional significance or, where appropriate, be named for some natural feature or landmark.
- Roadway theme names should generally be drawn from themes that will remain relevant over time. Theme names drawn from fads or trends are generally discouraged.
- Roadway theme names shall be distinct from those used for roadway names elsewhere in the municipality, by not sharing similar syllables or plural forms.
- Roadway names may not be duplicated.

Authority over road name selection:

- As designated by Council, the Municipal Planning Commission shall have the authority regarding road naming approval.
- The Municipal Planning Commission may reject, amend, or substitute names, as it deems appropriate.
- Responsibility to bring road name applications before the Municipal Planning Commission is assigned to the Planning and Development Department. Within Planning and Development, the Development Officer shall be responsible for this task unless it is otherwise assigned by the Director of Operations.

- Where a road naming request is related to a subdivision application, the Development Officer, or other assigned staff, shall be responsible for bringing the road naming application before the Municipal Planning Commission after subdivision approval.
- Where a road naming request is not related to a subdivision application, the Development Officer, or other assigned staff, may use their discretion in regards to the appropriate timing for presenting the application to the Municipal Planning Commission.
- Where an Area Structure Plan or other statutory plan is proposed, it may be appropriate to grant an initial review of the proposed road name list. These names will be subject to final approval at the time of subdivision approval.

Authority over addressing:

- As designated by Council, the Planning and Development Department shall have the authority over addressing.
- Within Planning and Development, the Development Officer shall be responsible for this task unless otherwise assigned by the Director of Operations.
- Where an addressing request is related to a subdivision or development permit application, the Development Officer, or assigned staff, shall determine the address(es) at the time of subdivision or development approval.
 - The Development Officer, or assigned staff member, shall determine all addressing in consultation with Emergency Services, as directed under Schedule C.
- Once the addressing has been assigned, the Development Officer or assigned staff, shall notify the departments and agencies as per attached Schedule C.
- Where addressing is not related to a subdivision application, the Development Officer, or other assigned staff, may use their discretion in regards to the appropriate timing for following the same above process.

Schedules:

Schedule A – Town of Olds Street and Avenue Location Guide

- Schedule A shall be maintained and updated by the Engineering Technician, unless otherwise assigned by the Director of Operations.
- Changes to established road designations will require the approval of the Director of Operations, in consultation with other departments as deemed required.

Schedule B – Town of Olds Road Nomenclature Guide

- Schedule B may be amended and/or updated from time to time at the discretion of the Development officer, or assigned staff, with consultation from the Director of Operations.

Schedule C – Town of Olds Addressing Circulation and Consultation List

- Schedule C may be amended and/or updated from time to time at the discretion of the Development officer, or assigned staff, with consultation from the Director of Operations.

Schedule D – Canada Post Addressing Guidelines (Excerpt)

- Schedule D should be amended and/or updated at such time that Canada Post shall update their documents, and may be done so by any staff member assigned by the Chief Operating Officer.

Civic Addresses:

- All parcels within the Town shall be assigned a civic address, regardless of size or function. This includes:
 - All titled parcels
 - All parcels created for development.
 - Parcels to be used as a green space or utility right-of-way, even where they are a linear parcel.
 - Where it aids in functionality, single titles in two or more physically separate parts, may be assigned two or more civic addresses.

The following are the preferred methods of addressing within the Town. However, where a preferred method may cause confusion or be an inadequate solution, alternative proposals may be accepted in consultation with Emergency Services, and those required under Schedule C.

- Addressing shall be assigned having due regard for avoiding confusion, as follows:
 - Address numbers:
 - Even numbers shall generally be assigned to the north and west sides of a roadway, excepting on curvilinear roads.
 - Odd numbers shall generally be assigned to the south and east sides of a roadway, excepting on curvilinear roads.
 - On curvilinear roads, address numbers should generally increase from north to south and/or from east to west, as is most functional. Odd and even numbers shall be assigned to separate road sides, but east/west and north/south does not have to be taken into consideration.
 - Avoidance or inclusion of certain numbers is not a required consideration in assigning addressing.
 - Numbering for addresses should generally increase by more than one unit at a time. This is to accommodate odd/even numbering, and possible future subdivisions and/or additional address requirements.
 - The assigned number shall generally relate to the location within a particular block. E.g.: Using 50 at the centre of a block, 12 at the lower end, and 79 closer to the upper end.
 - Secondary suites shall be assigned the same address number as the parcel on which it is located, and a letter suffix. E.g.: 250B – 4 Street
 - Change of Address Requests:

It is the general policy of the Town to refrain from address changes once an address has been assigned. Exceptions may be considered where an address change:

 - would fix anomalies or inconsistencies,
 - would accommodate additional parcel creation within an existing space, and/or

- is in recognition of reassigning an address number where there is a negative cultural association by the requestor.

- Addressing Multi-Unit Buildings:

- Attached residential units, where each unit, within the building structure, has a separate direct exterior access and is on a separate title, may choose between:
 - Using the primary addressing policy above, where each unit is addressed as if it were a detached residential building, or
 - Assigning a number to each unit within the building, just as with an apartment.
- Multi-unit buildings shall be assigned an address as per the primary addressing policies above. Within each building, separate units shall be assigned:

- Internal unit numbering:

As is most intuitive, use:

- Number in a clockwise manner, commencing from the main entrance to the building or respective floor, or
- Number by increasing even and odd numbers on each side of the hallway as if it were a road.

- Condominiums:

Where bare land or traditional condominium projects exist, the house numbers may be the same as the unit number assigned by Alberta Land Titles, insofar as the numbering does not cause confusion where more than one Land Titles plan may have been approved.

- Multi-story Buildings:

Unit numbering shall adhere to the following schedule to the extent that it is applicable:

- Basement units – numbered B1 to B99
- Main or first floor units – numbered 100 to 199
- Succeeding floors – numbered in accordance with (b) above, except that the first number for each unit will be respective to the floor number.

- Cul-de-Sac

- In a cul-de-sac with eight units or less, house numbers shall be assigned starting with 100 and continuing numerically in a clockwise manner commencing from the entrance to the cul-de-sac. (e.g. 100, 101, 102, 103 and so forth)
- In a cul-de-sac with more than eight units, house numbers shall be assigned as follows: Even house numbers are assigned to the north and/or west sides of a roadway and odd house numbers are assigned to the south and/or east sides of a roadway.

- Cul-de-sac addressing must accommodate addressing for green spaces, and potential re-subdivision.
- Curvilinear roads:
 - Where a road is curvilinear, or is difficult to uniformly be identified as a street or avenue, it should become a named road rather than a numerically designated road. Accordingly, the addressing shall be a running number series.
 - The road shall first be evaluated based on the ultimate potential build out of the road to determine its end points.
 - Building numbers should generally increase from north to south and/or from east to west, as is most functional.
 - Where addressing is proposed on a section of the curvilinear road that is not at its anticipated end at full build out, the numbering shall leave adequate addressing for those extensions.
 - Building identification numbers may have regard for cross roads, but it is not required where it may cause confusion.

● Insufficient Numbers:

The following are the preferred methods of addressing insufficient numbering. However, where the preferred method may cause confusion or be an inadequate solution, alternative proposals may be accepted in consultation with Emergency Services.

- Where there are insufficient available addressing numbers for the identification of a parcel that has been subdivided for additional attached residential units, (e.g., duplex units, town homes), further unit identification shall generally be assigned alphabetically from left to right as viewed from the street. (e.g. 581-A is the unit on the left side of the parcel and 581-B is the unit on the right side of the parcel).
 - Note: This is the same system used for secondary suites

Horizontal

581-A	581-B	581-C
-------	-------	-------

Vertical

581-A	581-C	581-E
581-B	581-D	581-F

OR

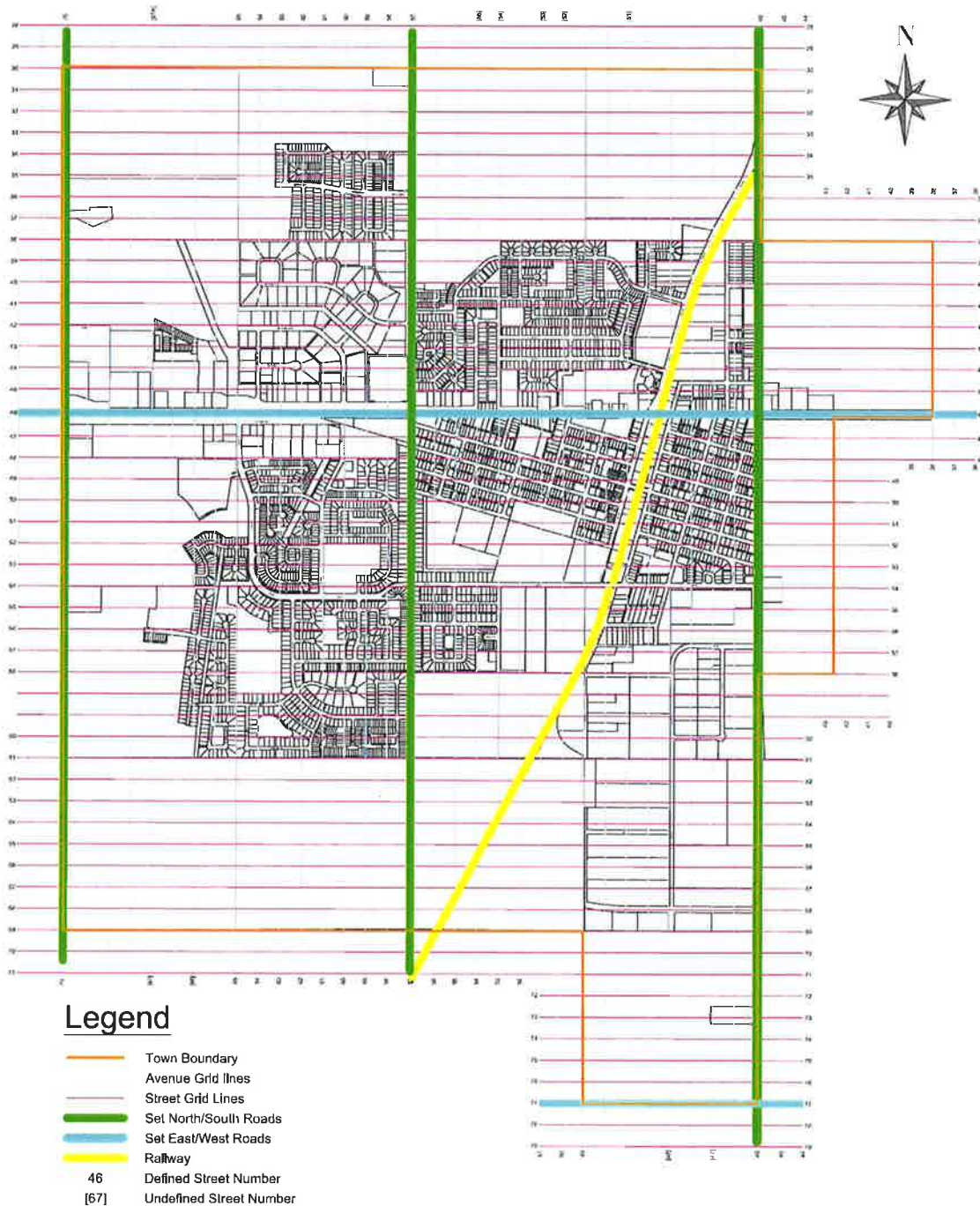
Unit identification may be assigned sequentially beginning with "A" from the side of the property adjacent to the lower numbered adjacent address, and proceeding alphabetically until reaching the adjacent higher numbered address.

- Where there are insufficient available addressing numbers for the identification of a parcel that has been subdivided for detached residential units the municipality may consider, in order:
 1. The system as presented above applying to attached residential units.

2. Other system, as may be acceptable to the municipality and Emergency Services, which does not involve the re-addressing of adjacent and/or area parcels.
 3. The re-addressing of adjacent and/or area parcels.
- Where there are insufficient available addressing numbers for all other development forms, the addressing may consider, in order:
1. Follow the residential addressing policy above.
 2. Determine another system, as may be acceptable to the municipality and Emergency Services, which does not involve the re-addressing of adjacent and/or area parcels.
 3. The re-addressing of adjacent and/or area parcels.

Schedule A – Town of Olds Street and Avenue Location Guide

Schedule A
The Town of Olds Street and Avenue Location Guide



Schedule B – Town of Olds Road Nomenclature Guide

Road styles and general guidelines for when to use them:

Road Type	Abbreviation	Notes on Use:
Avenue	Ave.	<ul style="list-style-type: none"> - Avenues shall dominantly run north-south. - Highway 2A/Range Road 14 is set as 46 Avenue. - Range Road 15 is set as 57 Avenue. - Range Road 20 is set as 70 Avenue.
Street	St.	<ul style="list-style-type: none"> - Streets shall dominantly run east-west. - Highway 27/Township Road 330 is set as 46 Street. - Where Township Road 331 would be, any future Town designated road would be set as 30 Street. - Where Township Road 324 passes through the Town, it is recognized as being equivalent to 77 Street.
Alley	Al.	
Bay	Ba.	
Boulevard	Blvd.	
Cape	Ca.	
Centre	Ce.	
Circle	Cir.	
Close	Cl.	
Common	Com.	
Court	Cor.	
Cove	Cv.	
Crescent	Cr.	
Drive	Dr.	
Gardens	Gard.	
Gate	Gt.	
Green	Gr.	
Grove	Gro.	
Heath	He.	
Heights	Hgt.	
Highway	Hwy.	
Hill	Hi.	
Island	Is.	
Landing	Ld.	
Lane	La.	
Link	Li.	
Manor	Man.	
Mews	Mew.	
Mount	Mon.	
Parade	Prd.	
Park	Pk.	
Parkway	PW.	
Passage	Pas.	
Path	Pth.	
Place	Pl.	
Plaza	Plz.	
Point	Pt.	
Rise	Rs.	
Road	Rd.	
Row	Rw.	
Square	Sq.	
Terrace	Ter.	
Trail	Tr.	
View	Vw.	
Villas	Vi.	
Walk	Wk.	
Walkway	Ww.	
Way	Wy.	

Schedule C – Town of Olds Addressing Circulation and Consultation List

The Development Officer, or assigned staff member, shall determine all future addressing in consultation with Emergency Services.

Once the addressing has been assigned, the Development Officer, or assigned staff, notify the departments and agencies as per Schedule C.

Circulation List:

Subject Parcel:

- Applicant
- Owner

Municipal Consultants and Staff:

- PCPS Community Planning Services
- Emergency Services
- Core Services
- Diamond Updates
- Mapping Updates
- Public Works
- Engineering Technician
- Update – Roll files
- Update – Development and Building Permit Files
- Update – Subdivision Files
- Update – Land Use Amendment Files

Agencies:

- Alberta Health Services
- Alberta 1 Call
- Canada Post – Olds
- Canada Post – Calgary
- RCMP
- ATCO
- Fortis Alberta
- Telus
- Telus – 911 Addressing

Schedule D – Canada Post Addressing Guidelines (Excerpt)

Symbols and Abbreviations Recognized by Canada Post

4.1 Street Types

Table 1: Street Types

Street Types	Abbreviation	Street Types	Abbreviation	Street Types	Abbreviation
Abbey	ABBEY	Farm	FARM	Pines	PINES
Acres	ACRES	Field	FIELD	Place (English)	PL
Allée	ALLÉE	Forest	FOREST	Place (French)	PLACE
Alley	ALLEY	Freeway	FWY	Plateau	PLAT
Autoroute	AUT	Front	FRONT	Plaza	PLAZA
Avenue (English)	AVE	Gardens	GDNS	Point	PT
Avenue (French)	AV	Gate	GATE	Pointe	POINTE
Bay	BAY	Glade	GLADE	Port	PORT
Beach	BEACH	Glen	GLEN	Private	PVT
Bend	BEND	Green	GREEN	Promenade	PROM
Boulevard (English)	BLVD	Grounds	GRNDS	Quai	QUAI
Boulevard (French)	BOUL	Grove	GROVE	Quay	QUAY
By-pass	BYPASS	Harbour	HARBR	Ramp	RAMP
Byway	BYWAY	Heath	HEATH	Rang	RANG
Campus	CAMPUS	Heights	HTS	Range	RG
Cape	CAPE	Highlands	HGHLDS	Ridge	RIDGE
Carré	CAR	Highway	HWY	Rise	RISE
Carrefour	CARREF	Hill	HILL	Road	RD
Centre (English)	CTR	Hollow	HOLLOW	Rond-point	RDPT
Centre (French)	C	Île	ÎLE	Route	RTE
Cercle	CERCLE	Impasse	IMP	Row	ROW
Chase	CHASE	Inlet	INLET	Rue	RUE
Chemin	CH	Island	ISLAND	Ruelle	RLE
Circle	CIR	Key	KEY	Run	RUN
Circuit	CIRCT	Knoll	KNOLL	Sentier	SENT
Close	CLOSE	Landing	LANDNG	Square	SQ
Common	COMMON	Lane	LANE	Street	ST
Concession	CONC	Limits	LMTS	Subdivision	SUBDIV
Corners	CRNRS	Line	LINE	Terrace	TERR
Côte	CÔTE	Link	LINK	Terrasse	TSSE
Cour	COUR	Lookout	LKOUT	Thicket	THICK
Cours	COURS	Loop	LOOP	Towers	TOWERS
Court	CRT	Mall	MALL	Townline	TLINE
Cove	COVE	Manor	MANOR	Trail	TRAIL

Crescent	CRES	Maze	MAZE	Turnabout	TRNABT
Croissant	CROIS	Meadow	MEADOW	Vale	VALE
Crossing	CROSS	Mews	MEWS	Via	VIA
Cul-de-sac	CDS	Montée	MONTÉE	View	VIEW
Dale	DALE	Moor	MOOR	Village	VILLGE
Dell	DELL	Mount	MOUNT	Villas	VILLAS
Diversion	DIVERS	Mountain	MTN	Vista	VISTA
Downs	DOWNS	Orchard	ORCH	Voie	VOIE
Drive	DR	Parade	PARADE	Walk	WALK
Échangeur	ÉCH	Parc	PARC	Way	WAY
End	END	Park	PK	Wharf	WHARF
Esplanade	ESPL	Parkway	PKY	Wood	WOOD
Estates	ESTATE	Passage	PASS	Wynd	WYND

Table 2: Street directions

Street Direction – English	Abbreviation	Street Direction – French	Abbreviation
East	E	Est	E
North	N	Nord	N
Northeast	NE	Nord-Est	NE
Northwest	NW	Nord-Ouest	NO
South	S	Sud	S
Southeast	SE	Sud-Est	SE
Southwest	SW	Sud-Ouest	SO
West	W	Ouest	O

The following are the most technologically efficient unit designators. In some cases, because of individual preference or other considerations, a mailer may use other unit designators.

Table 3: Unit designators

Unit Designator – English	Abbreviation	Unit Designator – French	Abbreviation
Apartment	APT	Appartement	APP
Suite	SUITE	Bureau	BUREAU
Unit	UNIT	Unité	UNITÉ



Town of Olds

Request for Decision

Proclamation: Pink Shirt Day February 28, 2018

January 22, 2018

7B

RECOMMENDATION

That the last Wednesday in February of each year be annually recognized as Pink Shirt Day in the Town of Olds commencing 2018 on Wednesday, February 28th.

BACKGROUND

Now a movement celebrated annually across the globe, Pink Shirt Day has humble beginnings. Inspired by an act of kindness in small-town Nova Scotia, when two students, David Shepherd and Travis Price, took a stand against homophobic bullying after student was harassed and threatened for wearing pink. After David and Travis' act of kindness in 2007, CKNW was inspired to help other youth affected by bullying, with many staff members wearing pink shirts and collecting funds to support Boys and Girls Clubs. Since then, the idea has only grown each year, with worldwide support and participation. Last year alone, people in almost 180 countries shared their support of Pink Shirt Day through social media posts and donations.

On February 28, 2018, we encourage everyone to practice kindness and wear pink to symbolize that you do not tolerate bullying. On Pink T-Shirt Day, we are encouraged to wear something pink to symbolize that we as a society will not tolerate bullying anywhere. Wearing a pink shirt on this day sends a strong message that people care.

The request for proclamation meets the criteria established in Policy 114C: Proclamations.

ALTERNATIVE OPTIONS

1. Council can pass a motion, that Wednesday, February 28th be recognized as Pink Shirt Day in the Town of Olds.
2. Council can receive the request for information thereby not making the declaration.
3. Council can make another recommendation being specific in what it wishes to direct as an alternate follow up.

ATTACHMENTS

Attachment 1 - Correspondence from the Boys & Girls Club of Olds & Area.

Submitted By:	Michelle Honeyman, Manager, Community Services	Date: January 12, 2018
Director Signature:		Date: January 16, 2018
CAO Signature:		Date: Jan 18, 2018



Boys & Girls Club of Olds & Area

53

January 12, 2018

Town of Olds
4512 46 St,
Olds, AB
T4H 1R5

RE: Pink Shirt Day

Bullying is a major problem in our schools, workplaces, homes and online. Throughout the month of February, and throughout the year Boys and Girls Club of Olds and Area aims to raise awareness about bullying, and provides programming for children and youth that assists in becoming "Bullyproof" with a special emphasis on "Bystander Power".

Pink Shirt day originated in 2007 when two high school students witnessed another student being bullied for wearing a pink shirt. The next day the two students showed up at school wearing pink and handed out pink shirts to as many of their peers as they could. When the bullied youth arrived at school he was overwhelmed by the support of his peers; the act of an entire school banding together as a unified front sent a strong message that bullying would not be tolerated.

Boys and Girls Club of Olds and Area would like to invite the Town of Olds to *proclaim the last Wednesday in February of each year Pink Shirt Day*. On February 28, 2018, we encourage everyone to practice kindness and wear pink to symbolize that we do not tolerate bullying in our community.

Sincerely,

A handwritten signature in red ink that reads "Letitia Gole".

Letitia Gole
Club Director
Boys and Girls Club of Olds and Area



Town of Olds

Request for Decision

54

Request for Letter of Support - Olds Golf Club

January 22, 2018

7c

RECOMMENDATION

“That Council direct the Mayor to write a general letter of support for the Olds Golf Club’s Community Initiative Program Grant Application for improvements to the Olds Golf Club Clubhouse siding and asphalt on the entrance road.”

BACKGROUND

On January 16, 2018, the Town of Olds received a letter (Attachment 1) from the Olds Golf Club requesting a letter of support from Council regarding the Club’s application for a Community Initiative Program (CIP) grant application.

The Town of Olds Policy 104C which was reviewed by Council in February 2016 states that, *“The Town of Olds values the opportunity to provide letters of support for activities and events in the community, therefore, a letter of support may be provided when particular requirements are met.”*

This request meets the criteria required by Policy: application for provincial or federal grant programs; consistent with the Town’s Strategic Plan; the project does not contradict, compromise, or duplicate the efforts of programs and services of the Town or other organizations.

The Town supports not-for-profit organizations in the community and their efforts to improve the social, environmental, cultural, and/or economic development.

ATTACHMENTS

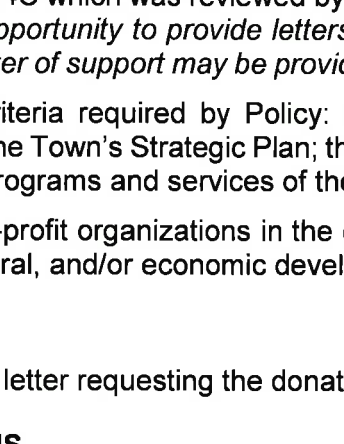
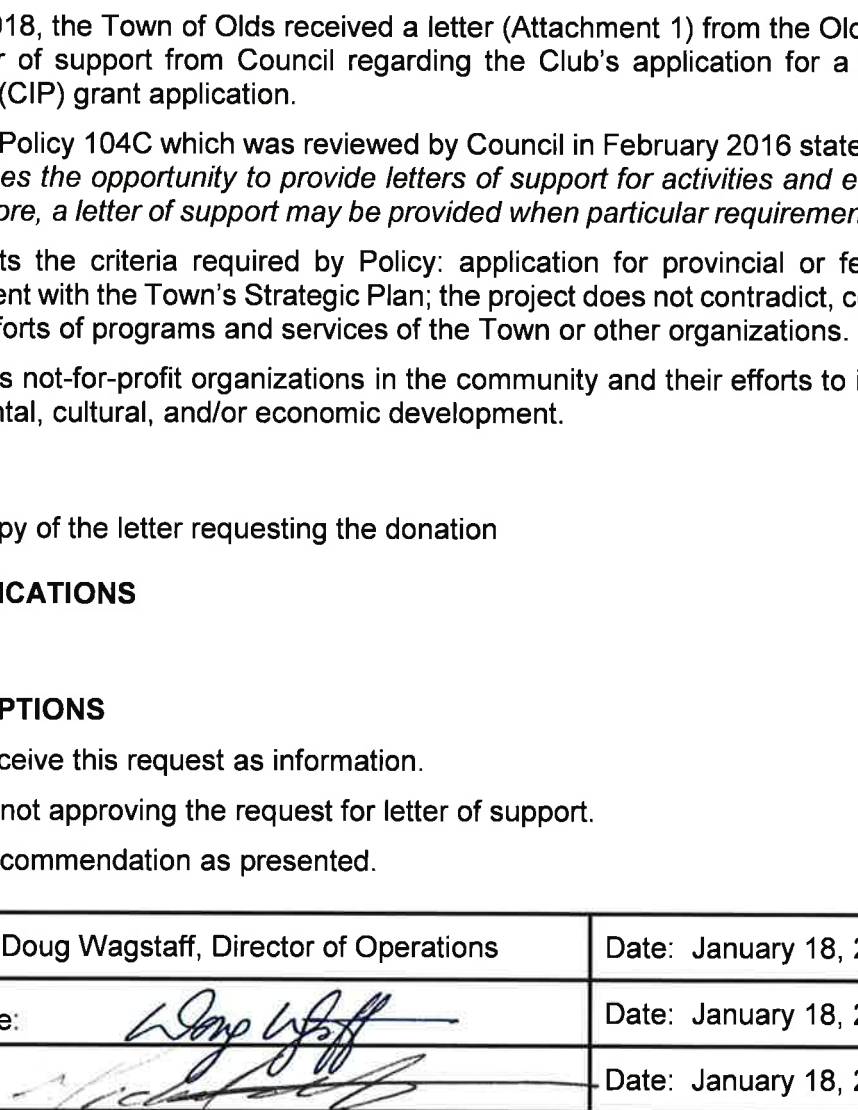
Attachment 1 - Copy of the letter requesting the donation

FINANCIAL IMPLICATIONS

None.

ALTERNATIVE OPTIONS

- 1. Council receive this request as information.
 - i. Thus not approving the request for letter of support.
- 2. Approve recommendation as presented.

Submitted By: Doug Wagstaff, Director of Operations	Date: January 18, 2018
Director Signature: 	Date: January 18, 2018
CAO Signature: 	Date: January 18, 2018



R.R. 1, Site 2, Box13, Olds, Alberta T4H 1P2
Pro Shop: 403-556-8008 • 1-800-310-9297
Fax: 403-556-6059

55

Mayor & Council;

The Olds Golf Club is again applying for CFEP and CIP grants. In the past the Town of Olds has provided us a letter of support. We are continually searching for grant opportunities that allow us to remain an affordable community nonprofit. The next project would be clubhouse siding and the deteriorating asphalt on our entrance road. We are again requesting a letter of support from council in order to help us obtain these invaluable grants.

Thanks for your consideration

Wade Bearchell

Pro Manager

Olds Golf Club

RECEIVED
JAN 16 2018



Town of Olds

Request for Decision

Development Permit Application 18-002

January 22, 2018

56

70

RECOMMENDATION

That Council approve Development Permit application 18-002 subject to the conditions listed in the attached draft Development Permit.

BACKGROUND

Land Use Bylaw amending Bylaw 2015-15 created the Direct Control 7 (DC7) land use district that is site specific and allows a Medical Marijuana Facility and related accessory uses. Council is the Development Authority for all development permits in the DC7 district.

The subject site area is located within the SE industrial area in the DC7 land use district –a 30 acre parcel that is addressed as 6102 – 48 Avenue. All other parcels to the north, south, and east are in the Light Industrial land use district. Land to the west is in the Urban Reserve land use district but slated for industrial use as well. See attached location map.

PROPOSAL

Sundial Growers Inc. are currently working on the development of Phases 1 of their Federally licensed medical marijuana facility as approved via development permit DP16-069 in 2016. Phase 1 includes the main office area, two (2) greenhouses, an accessory building, landscaping, front yard hard surfacing, and perimeter fencing. The development approval also includes a storm water retention pond, which is part of their storm water management plan.

In 2017, Council approved development permit DP17-106 for continuing Phases 2-4, which included the addition of three (3) more greenhouses. Sundial Growers has since revised their long term plan. They will not proceed with construction of approved DP17-106 but instead will cancel this permit. They are now applying for Phase 2 via DP18-002. They have decided to move to a different construction technology for Phase 2 of the development. This technology involves micro grow rooms that form a pod and this application is for three (3) such pods. DP18-002 also proposes to expand the storm pond (pending Alberta Environment & Park’s approval).

Planning & Development staff are of the opinion that the proposed development meets the requirements of the DC7 district in the Land Use Bylaw, and therefore recommend approval of the application.

ATTACHMENTS

1. Site Location Aerial Photo (2017)
2. Past Development Permit Approvals Site Plan
3. Draft Development Permit 18-002

Submitted By: Carey J. Keleman Development Officer II 	Date: January 15, 2018
Director of Operations: Scott Chant 	Date: Jan 15/2018
Chief Administrative Officer: Michael Merritt 	Date: Jan 16/2018

Attachment 1: Site Location 6102 – 48 Avenue





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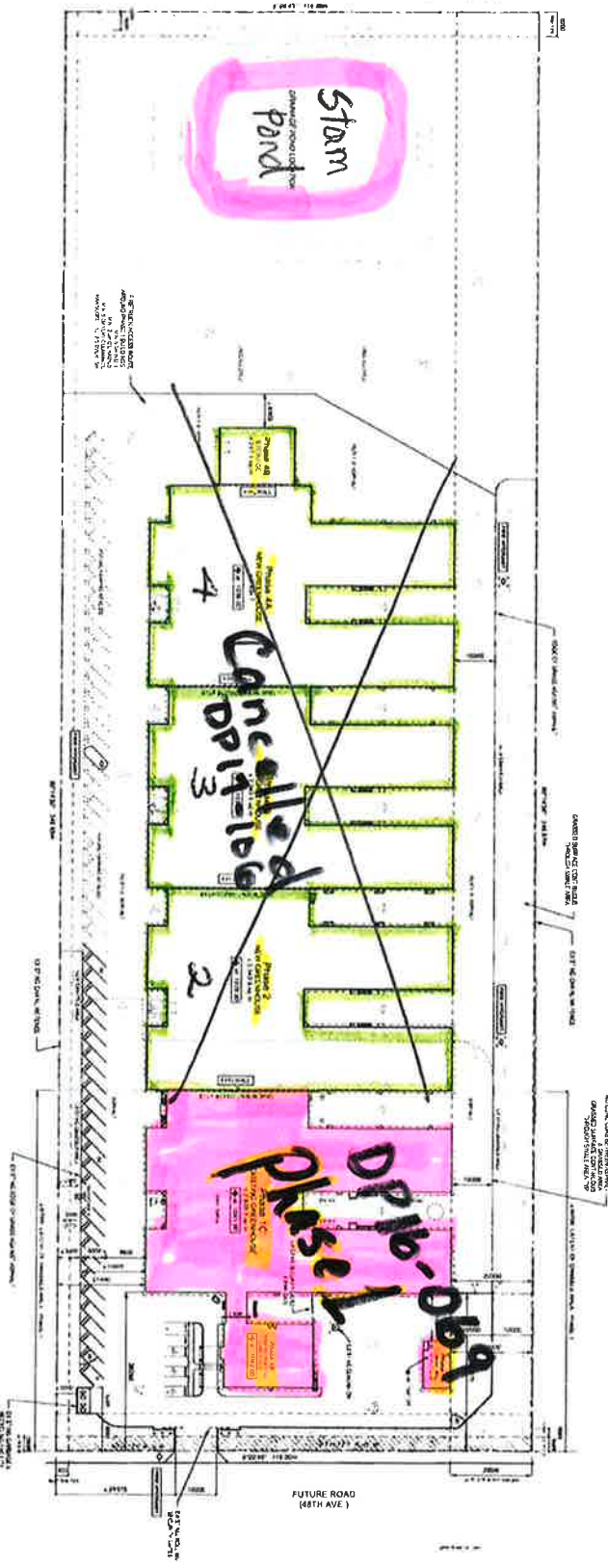
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Addition of Facility Phases 2, 3 & 4
SUNDAL GROWERS
 5102 43rd Avenue Dick, Alberta

Site Plan
 Site Assessment

Sheet DP1 of 6

SITE PLAN
 517 FURNISHING & FERTILISER DIVISION, SUNBURNERSHOPE INDUSTRIES



SECURITY NOTES SECURITY LAYOUT 8

1.0 General Security Requirements
 1.1 The security system shall be designed to provide a minimum level of protection for the facility and its contents.
 1.2 The security system shall be designed to detect, deter, delay, and deny unauthorized access to the facility.
 1.3 The security system shall be designed to provide a minimum level of protection for the facility and its contents.
 1.4 The security system shall be designed to detect, deter, delay, and deny unauthorized access to the facility.
 1.5 The security system shall be designed to provide a minimum level of protection for the facility and its contents.
 1.6 The security system shall be designed to detect, deter, delay, and deny unauthorized access to the facility.
 1.7 The security system shall be designed to provide a minimum level of protection for the facility and its contents.
 1.8 The security system shall be designed to detect, deter, delay, and deny unauthorized access to the facility.
 1.9 The security system shall be designed to provide a minimum level of protection for the facility and its contents.
 1.10 The security system shall be designed to detect, deter, delay, and deny unauthorized access to the facility.

SITE INFORMATION	LANDSCAPING
<p>BUILDING INFORMATION</p> <p>Project: 5102 43rd Avenue, Dick, Alberta Building 1: 1,000 sqm Building 2: 2,000 sqm Building 3: 3,000 sqm Building 4: 4,000 sqm Building 5: 5,000 sqm Building 6: 6,000 sqm Building 7: 7,000 sqm Building 8: 8,000 sqm Building 9: 9,000 sqm Building 10: 10,000 sqm</p>	<p>PAVING REQUIREMENTS</p> <p>Asphalt Paving: 1,000 sqm Concrete Paving: 2,000 sqm Gravel Paving: 3,000 sqm Grass Paving: 4,000 sqm Sand Paving: 5,000 sqm Stone Paving: 6,000 sqm Brick Paving: 7,000 sqm Cobble Paving: 8,000 sqm Slate Paving: 9,000 sqm Tile Paving: 10,000 sqm</p>





DEVELOPMENT PERMIT DP18-002

Proposal: Medical Marijuana Facility: Phase 2 – Three (3) Greenhouse Pod Buildings

Deemed Use: Permitted Use – Medical Marijuana Facility

Land Use Bylaw Designation: Direct Control District 7 (DC7)

Civic Address: 6102 – 48 Avenue

Legal Description: Lot 13, Block 1, Plan 171 0892

Applicant / Owner: Sundial Growers Inc.

Decision: **APPROVED** subject to the conditions outlined below:

1. The development of the buildings and site improvements must be constructed in accordance with the approved plans and conditions. Any modifications or changes to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority. The approved site plan is attached.
2. Prior to the issuance of a Building Permit, the developer/landowner must enter into a development agreement with the Town of Olds pursuant to Section 650 of the Municipal Government Act, to include, but not be limited to, the developer's contribution for the development and construction of the 48 Avenue extension road and water and sanitary sewer servicing.
3. Prior to the issuance of a Building Permit, the developer/landowner must pay required off-site as per Bylaw 2016-27.
4. Prior to the issuance of a Building Permit, the developer/applicant shall submit a development security in the form of either cash or an irrevocable letter of credit in the amount of 10% of the construction value of the project or a mutually agreed upon amount satisfactory to the Development Authority.
5. Prior to the issuance of a Building Permit, the developer/applicant shall submit a revised Storm Water Management Plan subject to the approval of the Town of Olds. Final grading of the lot must ensure that surface drainage does not adversely affect adjoining properties.
6. The driveway and parking stalls in the front yard must be hard surfaced within one year of the effective date of this permit.
7. Completion of landscaping must occur within one year of the completion of construction or the commencement of the use, whichever first occurs. All landscaping must be maintained for the life of the development. The approved landscaping plan is attached.
8. On-site provisions for municipal garbage must be provided to the satisfaction of the Development Authority. A commercial garbage bin shall be provided in accordance with the Waste Management Bylaw of the Town of Olds. The bin shall be placed in a screened enclosure at a location accessible by garbage collectors.
9. The Development Officer may suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.

10. If the development authorized by this development permit is not commenced within 12 months from the date of its issue, nor carried out with reasonable diligence as determined by the Town of Olds development authority, this development permit ceases to be effective, unless an extension of this period, being no longer than an additional 12 months, has previously been granted by the development authority.
11. Use and development of the subject site shall conform to all other applicable requirements of the Town of Olds Land Use Bylaw 01-23 except where a relaxation has been expressly granted.

Carey J. Keleman, Development Officer

Date of Decision: Regular Council Meeting – January 22, 2018

Date of Notice in Newspaper: January 30, 2018

Attachments:

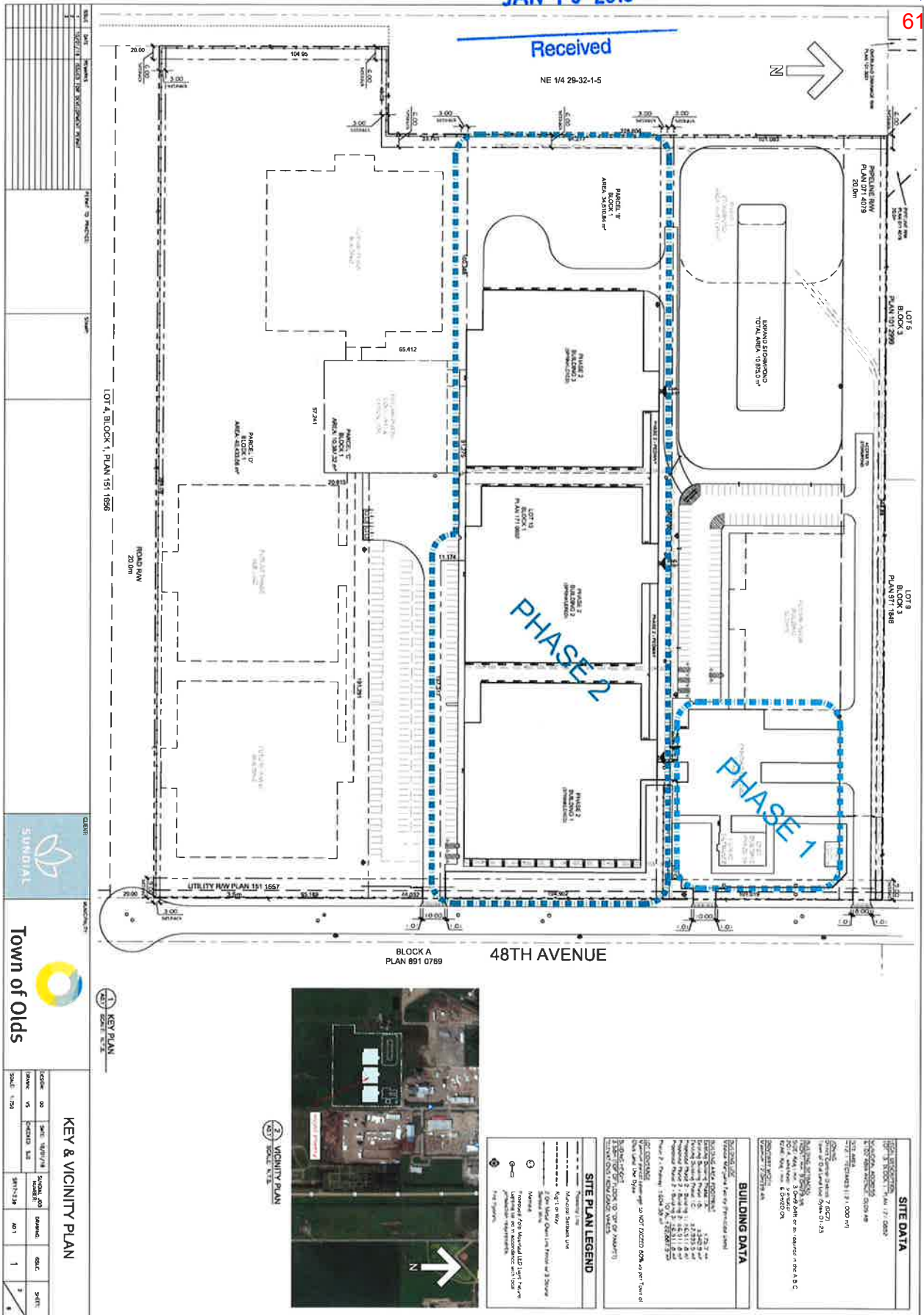
1. Phase Plan To Date of Completed Development: Date Stamped January 10, 2018
2. Site Plan: Date Stamped January 10, 2018
3. Landscaping Plan: Date Stamped January 10, 2018
4. Traffic Plan: Date Stamped January 10, 2018
5. Elevation Drawings: Date Stamped January 10, 2018
6. Floor Plan of Greenhouse Pod: Date Stamped January 10, 2108

1

Planning & Development

JAN 10 2018

18-002
Phase Plan



NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20	NO. 21	NO. 22	NO. 23	NO. 24	NO. 25	NO. 26	NO. 27	NO. 28	NO. 29	NO. 30	NO. 31	NO. 32	NO. 33	NO. 34	NO. 35	NO. 36	NO. 37	NO. 38	NO. 39	NO. 40	NO. 41	NO. 42	NO. 43	NO. 44	NO. 45	NO. 46	NO. 47	NO. 48	NO. 49	NO. 50	NO. 51	NO. 52	NO. 53	NO. 54	NO. 55	NO. 56	NO. 57	NO. 58	NO. 59	NO. 60	NO. 61	NO. 62	NO. 63	NO. 64	NO. 65	NO. 66	NO. 67	NO. 68	NO. 69	NO. 70	NO. 71	NO. 72	NO. 73	NO. 74	NO. 75	NO. 76	NO. 77	NO. 78	NO. 79	NO. 80	NO. 81	NO. 82	NO. 83	NO. 84	NO. 85	NO. 86	NO. 87	NO. 88	NO. 89	NO. 90	NO. 91	NO. 92	NO. 93	NO. 94	NO. 95	NO. 96	NO. 97	NO. 98	NO. 99	NO. 100
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Town of Olds

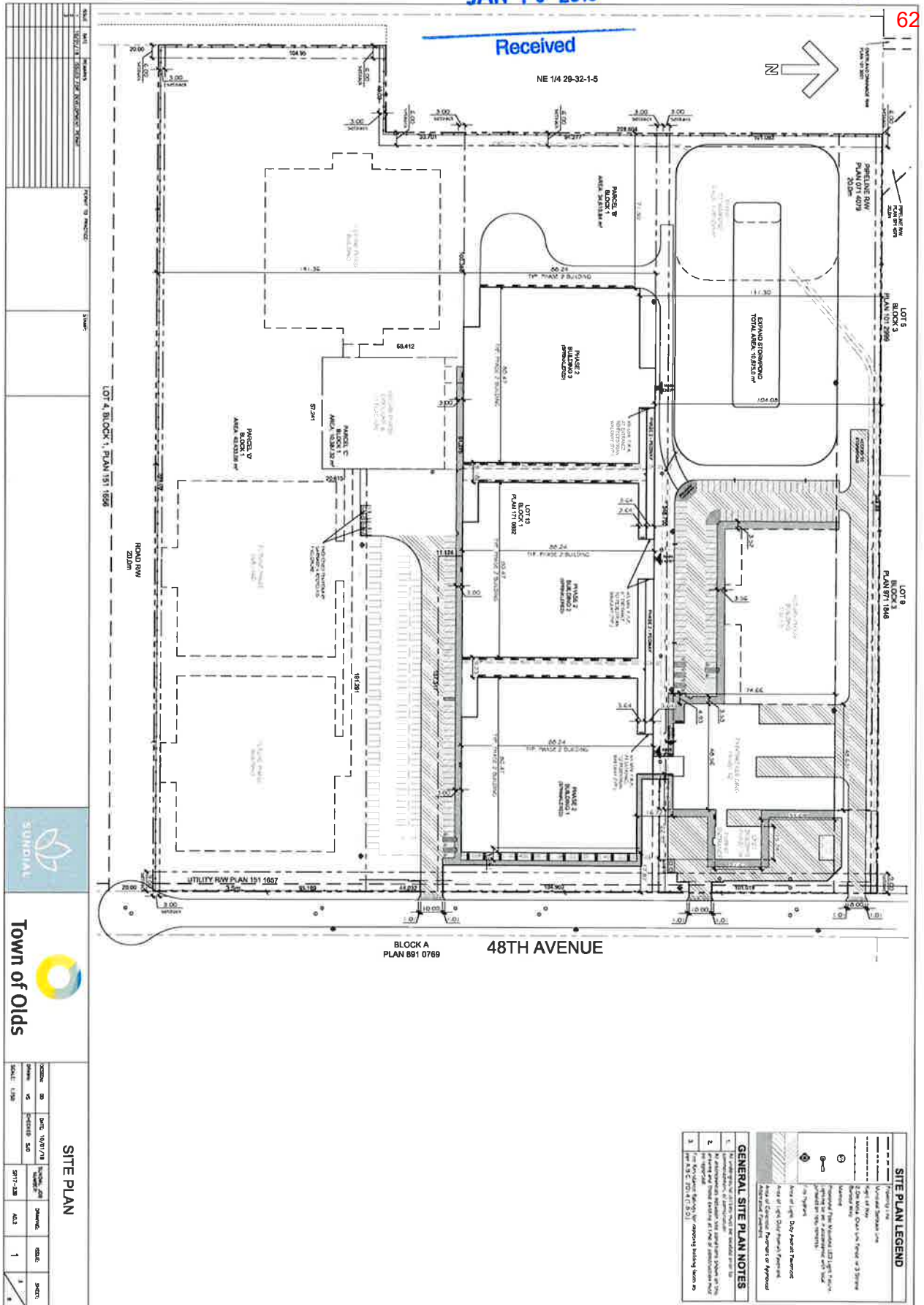
KEY PLAN		KEY & VICINITY PLAN	
NO. 1	NO. 2	NO. 3	NO. 4
NO. 5	NO. 6	NO. 7	NO. 8
NO. 9	NO. 10	NO. 11	NO. 12
NO. 13	NO. 14	NO. 15	NO. 16
NO. 17	NO. 18	NO. 19	NO. 20
NO. 21	NO. 22	NO. 23	NO. 24
NO. 25	NO. 26	NO. 27	NO. 28
NO. 29	NO. 30	NO. 31	NO. 32
NO. 33	NO. 34	NO. 35	NO. 36
NO. 37	NO. 38	NO. 39	NO. 40
NO. 41	NO. 42	NO. 43	NO. 44
NO. 45	NO. 46	NO. 47	NO. 48
NO. 49	NO. 50	NO. 51	NO. 52
NO. 53	NO. 54	NO. 55	NO. 56
NO. 57	NO. 58	NO. 59	NO. 60
NO. 61	NO. 62	NO. 63	NO. 64
NO. 65	NO. 66	NO. 67	NO. 68
NO. 69	NO. 70	NO. 71	NO. 72
NO. 73	NO. 74	NO. 75	NO. 76
NO. 77	NO. 78	NO. 79	NO. 80
NO. 81	NO. 82	NO. 83	NO. 84
NO. 85	NO. 86	NO. 87	NO. 88
NO. 89	NO. 90	NO. 91	NO. 92
NO. 93	NO. 94	NO. 95	NO. 96
NO. 97	NO. 98	NO. 99	NO. 100



<p>SITE DATA</p> <p>LOT 13, BLOCK 3, PLAN 071 4078</p> <p>AREA 1, 2, 3, 4, 5</p> <p>PHASE 1, 2</p> <p>UTILITY RW PLAN 151 1857</p> <p>ROAD SW 20.0m</p> <p>48TH AVENUE</p>	<p>BUILDING DATA</p> <p>Structure 1: 1, 2, 3, 4, 5</p> <p>Structure 2: 1, 2, 3, 4, 5</p> <p>Structure 3: 1, 2, 3, 4, 5</p> <p>Structure 4: 1, 2, 3, 4, 5</p> <p>Structure 5: 1, 2, 3, 4, 5</p>	<p>SITE PLAN LEGEND</p> <p>--- Mainline Station Line</p> <p>--- Key 1 or Key 2</p> <p>--- Key 3 or Key 4</p> <p>--- Key 5 or Key 6</p> <p>--- Key 7 or Key 8</p> <p>--- Key 9 or Key 10</p> <p>--- Key 11 or Key 12</p> <p>--- Key 13 or Key 14</p> <p>--- Key 15 or Key 16</p> <p>--- Key 17 or Key 18</p> <p>--- Key 19 or Key 20</p> <p>--- Key 21 or Key 22</p> <p>--- Key 23 or Key 24</p> <p>--- Key 25 or Key 26</p> <p>--- Key 27 or Key 28</p> <p>--- Key 29 or Key 30</p> <p>--- Key 31 or Key 32</p> <p>--- Key 33 or Key 34</p> <p>--- Key 35 or Key 36</p> <p>--- Key 37 or Key 38</p> <p>--- Key 39 or Key 40</p> <p>--- Key 41 or Key 42</p> <p>--- Key 43 or Key 44</p> <p>--- Key 45 or Key 46</p> <p>--- Key 47 or Key 48</p> <p>--- Key 49 or Key 50</p> <p>--- Key 51 or Key 52</p> <p>--- Key 53 or Key 54</p> <p>--- Key 55 or Key 56</p> <p>--- Key 57 or Key 58</p> <p>--- Key 59 or Key 60</p> <p>--- Key 61 or Key 62</p> <p>--- Key 63 or Key 64</p> <p>--- Key 65 or Key 66</p> <p>--- Key 67 or Key 68</p> <p>--- Key 69 or Key 70</p> <p>--- Key 71 or Key 72</p> <p>--- Key 73 or Key 74</p> <p>--- Key 75 or Key 76</p> <p>--- Key 77 or Key 78</p> <p>--- Key 79 or Key 80</p> <p>--- Key 81 or Key 82</p> <p>--- Key 83 or Key 84</p> <p>--- Key 85 or Key 86</p> <p>--- Key 87 or Key 88</p> <p>--- Key 89 or Key 90</p> <p>--- Key 91 or Key 92</p> <p>--- Key 93 or Key 94</p> <p>--- Key 95 or Key 96</p> <p>--- Key 97 or Key 98</p> <p>--- Key 99 or Key 100</p>
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JAN 10 2018

2



DATE		REVISION	BY
1/10/18		REVISED	SP

TOWN OF OLDS		
PROJECT NO	DATE	SCALE
18-002	1/10/18	1"=20'

SITE PLAN				
NO.	DATE	BY	CHECKED	APPROVED
1	1/10/18	SP	SP	SP

SITE PLAN LEGEND

- Property Line
- Vertical Street Line
- Lot Boundary
- 20' MIN. OVERLAP WITH LOT 3 DRIVE
- As Shown
- Proposed
- As Shown
- As Shown
- As Shown
- As Shown
- As Shown

GENERAL SITE PLAN NOTES

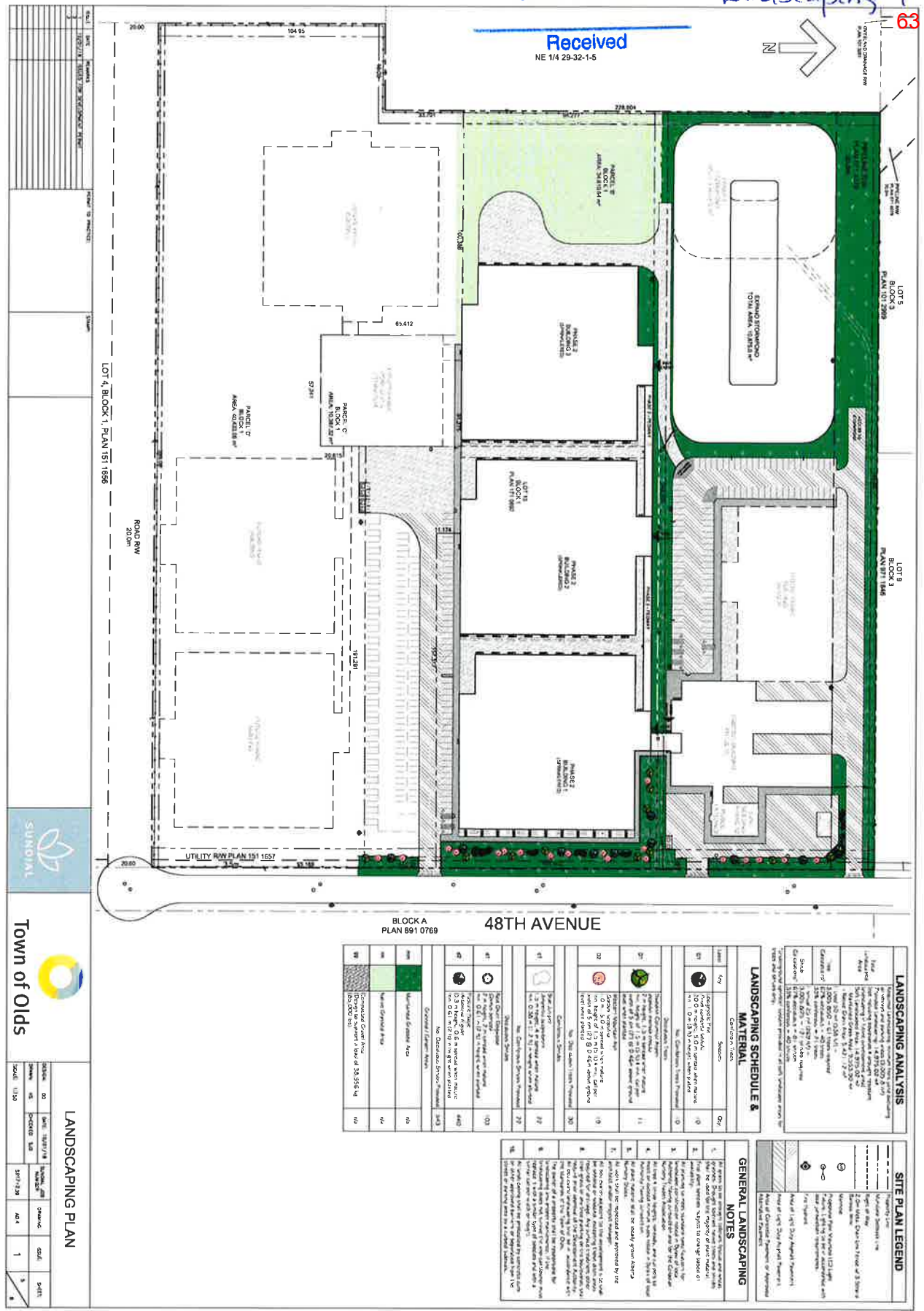
1. All dimensions are in feet unless otherwise noted.
2. All measurements are taken from the center of the lot.
3. All measurements are taken from the center of the lot.

3

JAN 10 2018

18-002

Landscaping Plan



LANDSCAPING ANALYSIS

Number of existing trees to be preserved: 10
Number of existing trees to be removed: 0
Number of new trees to be planted: 10
Total trees to be planted: 10

Planting Schedule:
Year 1: 10 trees
Year 2: 0 trees
Year 3: 0 trees
Year 4: 0 trees
Year 5: 0 trees

Planting Details:
Planting Area: 100 sq. ft.
Planting Density: 10 trees per 100 sq. ft.

LANDSCAPING SCHEDULE & MATERIAL

Item	Qty	Notes
1	10	Planting Area
2	10	Planting Area
3	10	Planting Area
4	10	Planting Area
5	10	Planting Area
6	10	Planting Area
7	10	Planting Area
8	10	Planting Area
9	10	Planting Area
10	10	Planting Area

GENERAL NOTES

1. All landscaping shall be installed in accordance with the approved landscaping plan.
2. All trees shall be planted in accordance with the approved landscaping plan.
3. All plants shall be installed in accordance with the approved landscaping plan.
4. All plants shall be installed in accordance with the approved landscaping plan.
5. All plants shall be installed in accordance with the approved landscaping plan.
6. All plants shall be installed in accordance with the approved landscaping plan.
7. All plants shall be installed in accordance with the approved landscaping plan.
8. All plants shall be installed in accordance with the approved landscaping plan.
9. All plants shall be installed in accordance with the approved landscaping plan.
10. All plants shall be installed in accordance with the approved landscaping plan.

LANDSCAPING PLAN

Scale: 1/8" = 1'-0"

DATE: 1/10/18

DRAWN BY: [Name]

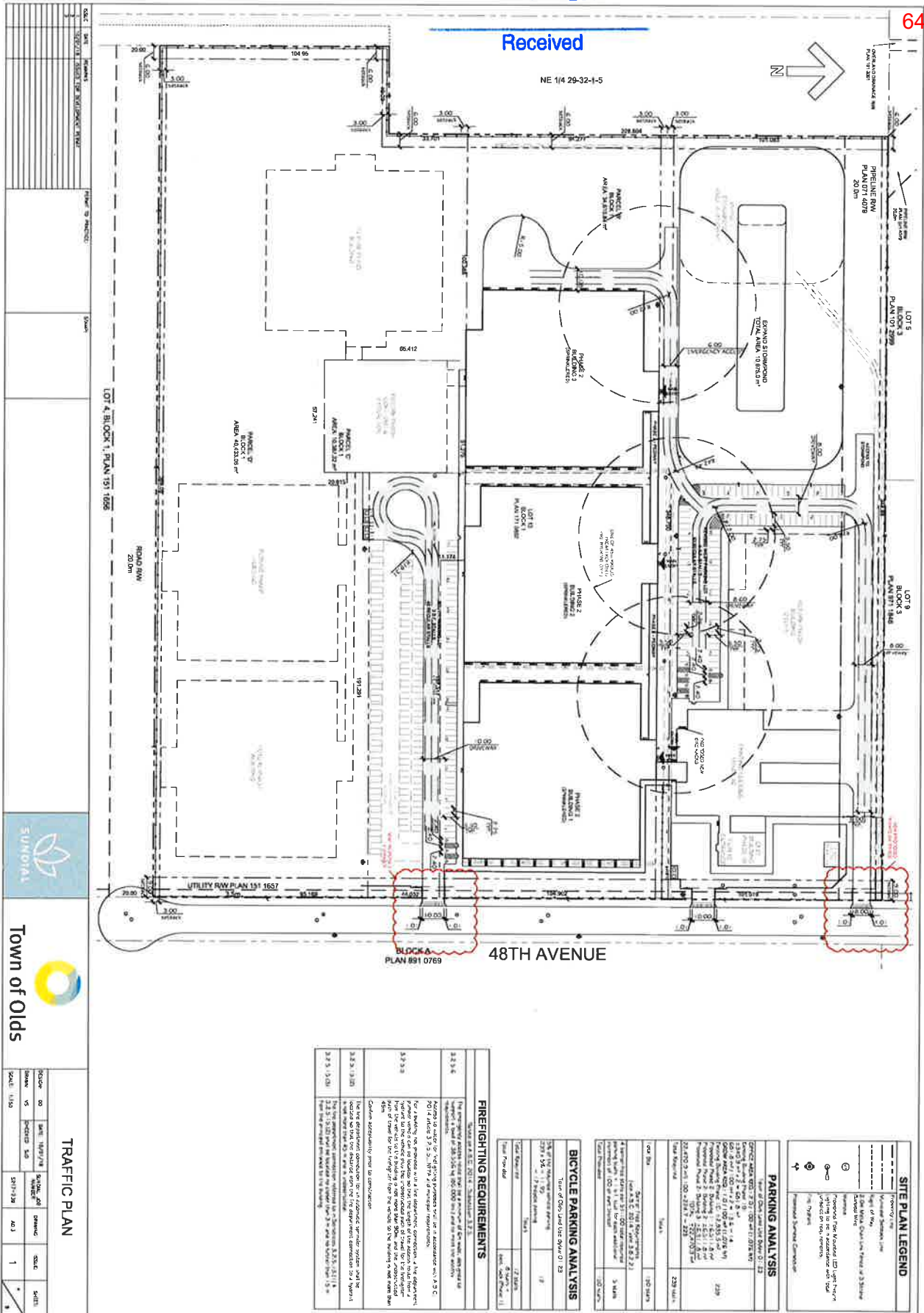
CHECKED BY: [Name]

APPROVED BY: [Name]

Town of Olds

SUNRIAL

A



TRAFFIC PLAN

Project No.	18-002	Scale	1:500
Client	SUNOPTA	Author	[Signature]
Project Name	ERIANO STATION	Date	JAN 10 2018
Sheet No.	1	Total Sheets	1

FIREFIGHTING REQUIREMENTS

3.2.9.4	Access to roads for fire fighting purposes shall be maintained at all times. The fire fighting access shall be maintained at all times. The fire fighting access shall be maintained at all times. The fire fighting access shall be maintained at all times.
3.2.9.5	Water supply shall be maintained at all times. The water supply shall be maintained at all times. The water supply shall be maintained at all times. The water supply shall be maintained at all times.

BICYCLE PARKING ANALYSIS

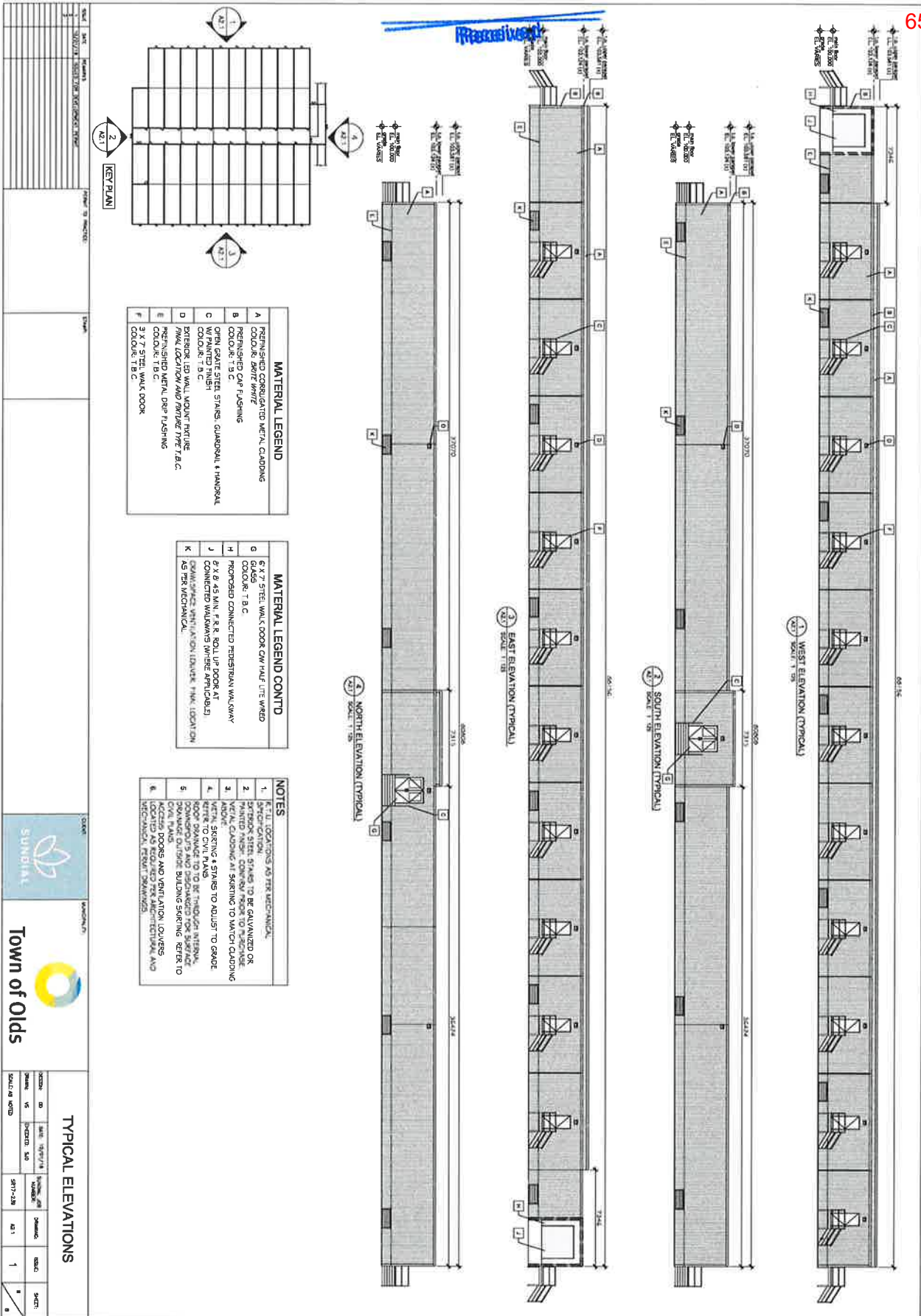
Project Name	ERIANO STATION
Project Location	Block A, Plan 891 0769
Project Area	2.7 Hektars
Project Population	11

PARKING ANALYSIS

Project Name	ERIANO STATION
Project Location	Block A, Plan 891 0769
Project Area	2.7 Hektars
Project Population	11

SITE PLAN LEGEND

Symbol	Description
[Symbol]	Proposed Building Footprint
[Symbol]	Proposed Parking
[Symbol]	Proposed Access Road

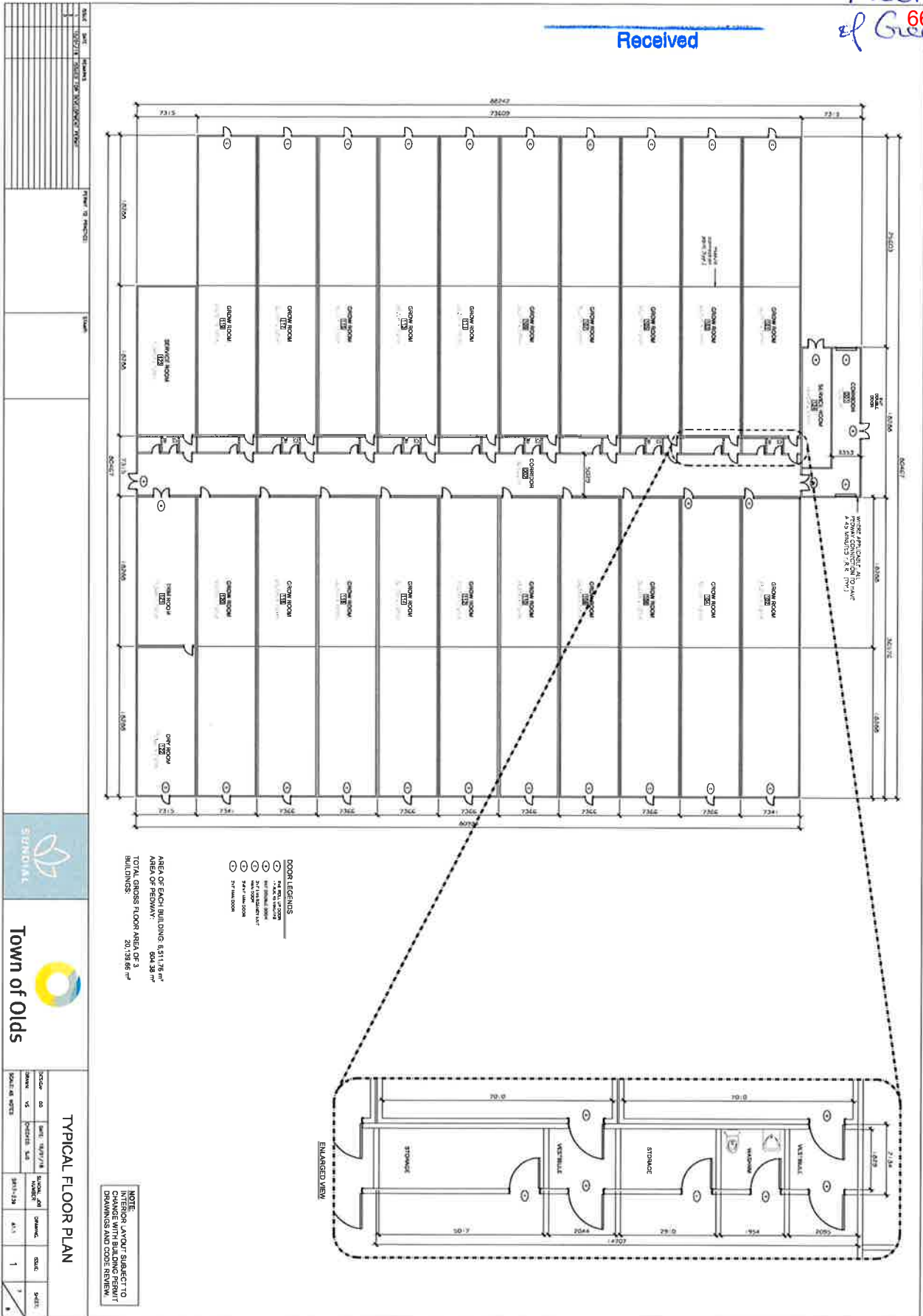


6

JAN 10 2018

Floor Plan of Greenhouse 66 Pod

Received



TYPICAL FLOOR PLAN

Project No.	Scale	Sheet No.	Revision	Date	By	Check
18-002	1:100	1	1	2018-01-10



Town of Olds

Request for Decision

67

CARES Grant Funding

January 22, 2018

TE

RECOMMENDATION

That Council approve six hundred thousand dollars (\$600,000) from operating reserves for a matching contribution to a Community and Regional Economic Support (CARES) program grant and authorize the Chief Administrative Officer to execute a grant agreement with the Government of Alberta for “Connectivity Project Management Capacity Development”.

BACKGROUND

The Town of Olds applied for the April 1, 2017, intake to the Community and Regional Economic Support (CARES) program for \$969,188.64. The Town submitted a grant proposal to the Minister entitled “Connectivity Project Management Capacity Development”. On October 11, 2017, the Town was approved for a \$600,000 matching grant.

The CARES program funds initiatives of Alberta municipalities that enhances local economic conditions, leverages regional economic development resources, and builds local and regional capacity for sustainable development delivery.

The Olds Institute mandate is for community economic development in the Olds community and region. The outcomes are for a strong economy, a vibrant cultural scene, a healthy environment and a strong social network as well diverse revenue streams and good governance. This project would lead to greater organizational capacity with in O-NET and support our mandate for community and regional economic development.

Support from the Government of Alberta and the Town of Olds through the CARES grant program will enable O-NET to get its services to other markets by:

- Contracting a relationship manager to market O-NET to other communities;
- Contracting a senior telecom business analyst to review opportunities and develop processes;
- Contracting project managers to support new wired and wireless deployments;
- Supporting the development of new products; and
- Completing the community Wi-Fi network to further demonstrate Olds commitment to being the most connected community in Canada.

Ultimately these activities will drive new growth leading development for broadband solutions that address the needs of rural municipalities and counties.

ALTERNATIVE OPTIONS

Council can:

1. That Council receive for information the recommendation as presented, thus the project will not proceed.
2. Council can direct Administration for further research and to bring back to Council at a future meeting. Council would need to be specific in the information that they require.

FINANCIAL IMPLICATIONS

The December 31, 2016, balance of the General Operating Reserve: \$1,645,050.

Cost	Source of Funding
\$ 600,000	General Operating Reserve
Total Cost \$ 600,000	

ATTACHMENTS

- Attachment 1 - 2017OCT11 Letter from Deron Bilous, Minister, Economic Development and Trade
- Attachment 2 - Connectivity Project Management Capacity Development Project Overview

Submitted By: Doug Wagstaff Director, Community Services	Date: January 16, 2018
Director Signature: 	Date: January 16, 2018
CAO Signature: 	Date: 



ALBERTA
ECONOMIC DEVELOPMENT AND TRADE

*Office of the Minister
Deputy Government House Leader
MLA, Edmonton-Beverly-Clareview*

AR 67543

OCT 11 2017

Mr. Doug Wagstaff
Chief Operations Officer
Town of Olds
4512 - 46 Street
Olds AB T4H 1R5



Dear Mr. Wagstaff,

I am pleased to advise you that your application to the April 1, 2017 intake of the Community and Regional Economic Support (CARES) program has been approved for funding. Applications were reviewed through a competitive evaluation process to ensure eligibility, as per the program guidelines.

Your application may receive full or partial funding. CARES program staff will be in touch with you to confirm the amount of funding and execute a grant agreement. If you have any questions or require further information, please contact Megan McNeill, Program Manager, at 780-427-6764 (dial 310-0000 for a toll-free connection) or by email at megan.mcneill@gov.ab.ca.

Congratulations on your successful application. I wish you continued success in working with community and regional leaders to accelerate and implement your initiative to help Alberta become more economically competitive and prosperous.

Sincerely,

Deron Bilous
Minister of Economic Development and Trade

cc: Mr. Nathan Cooper
MLA for Olds-Didsbury-Three Hills



Town of Olds

Connectivity Project Management Capacity Development Project Overview

Our proposal is to develop the capacity that will enable small urban, rural and remote rural connectivity for economic development, education and learning, culture and leisure that levels the playing field for children, businesses, and all citizens outside major urban centres.

The project would lead to greater organizational capacity with in O-NET and support the Olds Institute mandate for community and regional economic development. The Connectivity Project Management Capacity Development project will Increase the capacity of this local business and non-profit society that is working in collaboration to expand their products and markets through internet service delivery in the wired and wireless space. The project will allow this initiative to develop capacity to do analysis, identify emerging opportunities and implement services suited to our community's strengths. Olds' broadband journey is enabling us to attract and develop innovative and sustainable industries in the community that were not here previously. These initiatives will encourage investment that will drive high value job creation in multiple sectors.

These funds will allow O-NET to sub-contract experienced consulting professionals to support the most cost efficient way to advance rural and remote rural broadband, and enable O-NET to scale up and accelerate the work to support improved rural connectivity. This will create well paying jobs in an expanding industry sector and encourage growth across industries. O-NET can serve a much larger population base with their current electronics but needs additional resources to evaluate new products and forms of service delivery. Experienced project managers are required to manage hybrid forms of service deployment that can be offered on wired and wireless networks. There is no single solution that fits every community facing broadband challenges. Urban, rural and remote rural spaces will require different approaches. Contract professionals with experience are needed to address these challenges to improve connectivity in Alberta.

Olds is a living lab for technology and innovation adoption for small urban and rural Alberta communities. Investment in smart home and business technologies will diversify traditional industries and create new opportunities. A new Smart Home and Business Technician will support the adoption of the internet of things in homes, farms and businesses. (ie monitoring sensors, energy efficiency controls, and automation). Licensing and equipment costs to build this service into the existing data centre. The last component of the proposal includes the completion of the Olds wireless network in community spaces and public access areas.

In Olds, better connectivity and bandwidth has encouraged investment in the community and region. Expansion of O-NET's services in other communities will make these communities and the business in them more competitive. They will be better equipped to attract investment from a far and encourage growth of investment from within. Leveraging infrastructure for economic development is one of the top priorities for the Government of Alberta. The successes of O-NET as the first community owned fibre to the premise project presents several untapped opportunities. The premise of our application is to create sustainable economic growth.

*Town of Olds Vision Statement
Dedicated, Helpful, Knowledgeable*

Olds is Canada's first community owned and operated open access network

The CRTC has declared that broadband is a basic service and set targets for internet speeds. Olds Fibre Ltd operating as O-NET is a social enterprise owned by the Olds Institute that is a Made In Alberta solution that supports a sustainable diversified economy. Olds has the knowledge and experience to serve the growing number of communities that need assistance to create better connectivity. A strategic investment in Olds will enable the capacity for community ownership models to succeed in a time where significant telecommunications renewal is occurring. Community and Regional Economic Support funding will provide access to much needed investment at a critical time in the development of modern telecommunications for rural Alberta.

Olds is recognized for it's innovation and leadership

The Olds Institute held community engagement sessions in 2005 to discuss the strategies the organization would undertake. Creating a connection between the Alberta SuperNet and every home and business in the community was identified and reported widely. Research was undertaken by them to determine how residents could benefit from these connections and further community consultation took place. Incumbent providers were engaged and community information sessions were held. The community was polled to determine whether individuals were interested in the contemplated services and what they would be willing to pay. All the communities in Mountain View County were engaged and the municipalities co-authored a grant application to develop a network throughout the County. While that application was unsuccessful the residents of Olds opted to continue on. The Town of Olds has facilitated loans to the Olds Institute to lead the development of community connectivity. The process has been public and well documented. The Town of Olds has identified broadband development as a priority on an annual basis in business plans and so has the Olds Institute. Collectively the Town of Olds and the Olds Institute have been trying to diversify the regional economy by investing in broadband and other information communication technologies. This differentiates Olds among it's peer group of communities. Olds is an engaging community that fully support's broadband development in rural Alberta. This investment will enable O-NET to contract professionals to help many other areas of the province. This investment will also fill the holes in Olds wireless network which serves public access areas that support tourism, commerce, and innovation in the emerging digital economy.

Collaborative Partnership between Olds Institute and the Town of Olds

The Olds Institute is a non-profit society incorporated under the Society's act with a mandate to do community economic development. The core members of the Olds Institute are the Town of Olds, Olds College, Olds Regional Exhibition, Mountain View County and The Olds and District Chamber of Commerce. The Olds Institute has hundreds of public members and volunteers.

O-NET is a social enterprise. Profits from it's operations are returned to the Olds Institute to support community economic development, a mandate given to the organization by the Town of Olds. Programs offered through the Olds Institute strengthen the economy and social network in the community. They create a vibrant cultural scene in the community and help steward the community's natural resources.

Local business operating in Olds save hundreds of thousands of dollars a year collectively by operating Olds. An assessment of the first 75 businesses that transferred their services to

*Town of Olds Vision Statement
Dedicated, Helpful, Knowledgeable*

O-NET indicated that those businesses saved 40% of their overall telecommunications costs by switching to O-NET. Most telecommunications companies force consumers to purchase extra equipment and services. O-NET builds many of these products and services into its data centre. This creates efficiency and savings for business. Expansion into new areas will create direct benefits for business. The success of this project will improve the local business environment and economic conditions in the region.

We continue to collaborate with numerous communities and many of the Regional Economic Development Alliances on their broadband enablement projects. We are still the only community in Canada to develop a network and operate a community owned telecommunications company. Our development and earned knowledge make it possible for the province to build out broadband capacity block by block. O-NET is the only telecommunications company in the province with the desire to partner on sustainable municipal networks.

This is an economic development initiative

Economic diversification is the reason the community of Olds chose to embark upon the initial broadband project and is the reason the community of Olds is investing in wireless provision and community Wi-Fi. Wireless services are enabled by fibre optic broadband. It further increases the competitive advantage of the community. Our wireless efforts support inter-municipal collaboration, leading to improving services to rural and remote-rural citizens. Global Affairs Canada has prioritized wireless technology and software development as priority areas for investment attraction and is investing in innovation that can be supported by better connectivity.

The network is designed as a symmetrical network thus different than telecoms who are mainly interested in providing incremental download speeds to residential customers. The purpose for installing a symmetrical service is to encourage, attract and retain businesses that need larger upload and download bandwidth to take advantage of internet access worldwide.

Symmetrical bandwidth is differentiated as a service offering and spurs innovation. The savings O-NET provides business is a measurable benefit. Rather than limit data use they offer bandwidth as required. This creates advantages for Alberta based business. Building equipment into a community owned data centre creates an economy of scale and thus reduces costs for businesses. In rural and remote rural communities where wireless provision is the only feasible option O-NET will be able to dramatically improve bandwidth. Fibre backed tower infrastructures can offer 20 times the speed of copper backed systems. Back-hauling information with fibre connectivity will dramatically improve services in rural and remote rural places. O-NET is the only telecommunications company in Canada willing to share infrastructure and partner with municipalities. The incumbents: Bell, Rogers, Telus, Axia and Shaw have historically created barriers for competition that limit opportunities in Alberta for business. O-NET is a community owned social enterprise governed by an enterprising non-profit with an economic development mandate. This investment leverages Alberta's strengths and capabilities.

*Town of Olds Vision Statement
Dedicated, Helpful, Knowledgeable*

Olds' real benefits

In Olds, better connectivity and bandwidth has encouraged investment in the community and region. Mountain View Credit Union, Mistras, and Plains Midstream all cite broadband as a reason they invested in head offices or administrative centres in the community. A few years ago Banner Pharmacaps a pharmaceutical company and the community's largest employer was sold. The corporation had encapsulated vitamins and pharmaceutical products in Olds for more than 30 years. The new company laid off the workforce and cleaned out the facility. An investor chose to purchase the building and start over. Before investing they looked for efficiency. O-NET was beginning to service the area. The new company, Olds Soft Gels, was able to reduce their telecommunications cost by 50%. The service increased by ten-fold. The operation previously paid \$120,000 for a 100 megabyte connection. The new owner was able to get a gigabit connection for \$60,000 a year. A fabrication company in Olds was contemplating moving because the only way they could send their CAD files was via courier. O-NET service has enabled them to remain operational in a rural community. Many examples like this exist in Olds and can be replicated in other small urban, rural, and remote rural communities. Olds College recently received a 16 million dollar donation and a commitment to match that donation by 16 million dollars more. This is the largest donation in Canadian College history. The donor Mr. Werklund has donated to the development of a smart agriculture centre. This development would not have been possible if we had not made broadband and information communication technologies a priority in our community. A family from India is investing in a Canola Crusher in Olds. They cite connectivity as one of the reasons they are siting their facility in Olds. We believe these benefits will be replicated in other spaces, broadband is not an industry to attract in itself, but broadband connectivity is an enabler to attract and grow most other industries.

Expansion of O-NET's services in other communities will make these communities and the business in them more competitive. They will be better equipped to attract investment from a far and encourage growth of investment from within.



Town of Olds

Request for Decision

74

Fire Services Mutual Aid

January 22, 2018

7F

RECOMMENDATION

Each Municipal Area Partnership member municipality provide a letter of support to the Town of Carstairs for the application of funding from the Alberta Community Partnership Program. The funding from the program will be utilized to engage a facilitator for the development of a Mutual Aid Agreement for Fire Services and Regional Fire Services Partnership Agreement.

That the 2012 Mutual Aid Agreement for Fire Services be extended for a one year period (September 30, 2018).

BACKGROUND

The Firefighters that serve the communities in and around the Mountain View region provide exceptional services to the residents of the area. Operationally, the Fire Departments work well together and continually coordinate shared resources and knowledge. It is incumbent of Councils and Administrations to ensure that the Fire Departments have the regulatory requirement required to provide the services. As the region continues to grow and the services provided by the Fire Departments become more complex the municipalities must continually evaluate the mandate and levels of services provide by the Fire Departments.

On October 1, 2012, the Village of Cremona, Mountain View County and the Towns of Sundre, Olds, Didsbury and Carstairs entered into a Mutual Aid Agreement for Fire Services. The agreement had a five (5) year term and expired on September 30, 2017.

The purpose of the Mutual Aid Agreement is to provide mutual assistance to other Member Municipalities for control of fire, fire prevention, emergency medical services, hazardous materials control, and/or other emergency support in the event of a major fire disaster or other emergency.

ALTERNATIVE OPTIONS



1. The Council receives the RFD for information.
2. Council can table and ask for additional information. Council would need to be specific in the information they are seeking

FINANCIAL IMPLICATIONS

The financial expenditures would be dependent on the scope of the project as determined by the joint Fire Advisory Committees and the success of the grant application.

ATTACHMENTS

None

Submitted By:	Kelly Lloyd, Coordinator of Strategic Affairs	Date: January 22, 2018
Director Signature:		Date:
CAO Signature:		Date: Jan 18/2018



Town of Olds

Request for Decision

75

Reports from Council, Authorities, Boards, Commissions, Committees and Task Forces

January 22, 2018

8A

RECOMMENDATION

That the reports from Council, Authorities, Boards, Commissions, Committees and Task Forces, ending January 22, 2018 be received for information.

BACKGROUND

	Central Alberta Economic Partnership	✓	Municipal Planning Commission
✓	Citizens' on Patrol	✓	Olds & District Chamber of Commerce
	Community Learning Campus		Olds & District Community Policing Advisory Society
	Family & Community Support Services	✓	Olds & District Municipal Library Board
	Fire Committee		Olds Institute Technology Committee
	Mountain View Regional Waste Management Commission		Parkland Community Planning Services
✓	Mountain View Regional Water Services Commission		Parkland Regional Library Board
	Mountain View Seniors' Housing	✓	Red Deer River Municipal Users Group
	Mountain View County Highway 2/27 ASP Steering Committee		South Red Deer Regional Wastewater Commission
	Municipal Area Partnership		Southern Alberta Energy from Waste Association

ALTERNATIVE OPTIONS

1. Council can receive for information the minutes of the various authorities, boards, commissions and task forces.

ATTACHMENTS

Various minutes are attached.

Prepared By:	Marcie McKinnon Legislative Clerk	Date:	January 18, 2018
CAO Signature:		Date:	January 18, 2018



Olds Citizens on Patrol Society – Minutes
Tuesday, November 28th, 2017, 7 p.m. – 9 p.m.
Training room, Olds Emergency Services Building at 5110-65 Ave.

Attendees: Doug Wagstaff, Interim COP President, Michelle Honeyman, Interim COP Recording Secretary, Margaret Erickson, COP Treasurer, Ray Prohl, William Shaver, Ruth McCurdy, Phyllis Horpenuk, Robert Kearns, Gordon Whitmore, Vincent Clarke, Jamie Trudgeon, Gordon Bueckert, Leanne Finlay, Emery Hagert, Stephen Dalton, Allana Kaiser, Rose Jeges, Jason Sczesny, Shane Matchullis, Robert Deisman, Tamara Jeges, Brian Johnson, Sandee Kearns, Bill Clancy, Steven Jeges, Paul Dubois, Clem Lapointe, Michael Schell, Dan Coates, Ken Robbins, Grant McLennan, Constable Kurtis Mibrandt, Town of Olds Councillor Heather Ryan, Community Facilitator, Jennifer Lutz

1. CALL TO ORDER – Called to order at 7:00 pm by interim Cop President, Doug Wagstaff
2. Approval of the agenda – approved as presented
3. Introductions of the group:
 - a. 29 COP members were approved, 8 members pending and new applications still coming in.
4. COP Updates since Nov 8th meeting
 - a) Town of Olds Update – Heather Ryan – Informed the group that the Town Council is supportive of the COP program and will continue to support financially through the Town budget. Heather is at the table as a liaison to the committee and that the committee is a citizen's committee.
 - b) RCMP Update – Olds RCMP Detachment Member- Kurtis Milbrandt – He is the representative that COP will be working with as the group starts up, feel free to ask questions. Currently the detachment has 11 constables and a new staff sergeant is starting. There have been approximately 4000 calls for service this year. Calls have increased with more public reporting suspicious behaviour. Wants to work with the COP group to generate quality information to ensure the value of the program is accepted by all RCMP members. We anticipate setting up some good communication tools between COP and RCMP.

Question: How many more members would be required to run the office 24 hours-

Answer: 2 additional full time members- would likely cost the Town \$150,000 per year per member.

- Discussion about the feasibility of that and why we aren't 24 hours.
- Discussion on the loss of the auxiliary program to RCMP detachment and the impact.
- Discussion on how can the COP program best assist RCMP to make things better. Call in the right stuff and work together
- Discussed the process overall and acknowledged there will be some growing pains but will be best to work together.

COP Business Update: patrololds@gmail.com has been set up. COP members are being added to a COP member only email distribution list. Some people may have been asked for finger prints, this is related to having a similar birthdate to an offender and not a reflection on criminal concerns.

Jennifer received positive feedback on having Nov 8 COP meeting on the Olds Community Channel, there was 52 youtube views and another 50 estimated TV viewers. She will inquire about taping the Olds training session as a supplemental training tool.

Current Financial Statement: \$2483.73 with \$260 of gas gift cards on hand.

Brain storming activity: potential risks and supports

Jennifer introduced brainstorming and advised the group to write down anything that came up as the discussion continued.

What **risks or threats** do you see as potential barriers to the success of this group?
(from flipcharts)

- Safety
 - Potential retaliation to volunteers if identified
- Communication
- Burden to RCMP vs. resource
 - Risk on overloading RCMP with false or non-pertinent calls
- How to keep group positive with current crime
- “No room for cowboys”
- Consistent processes; areas that can allow for flexibility (vehicle signage)
- Multiple groups operating a COP or Community crime prevention under the same detachment; RCMP resources
- 24 hour and daytime patrols
- Technology barriers
- Role/scope/focus for COP
- Recruitment
- **From post-it cards:** Fundraising, support from insurance companies, measuring how COP is making a difference and communicating that
- Monotony of patrolling and not seeing crime (value is COP is a deterrent)
- Funding
- People not entirely sure what they are signing up for (roles/responsibilities)
- Going ahead with elections with new people still coming on
- Voting without being fully registered members
- Risk of all RCMP members not valuing COP volunteer contributions

Discussed active COP can be a deterrent to crime in a community. Placards or magnets on the side of the cars when patrolling was suggested. Discussion about a vehicle designated for COP. Group will make that decision as they move forward. Discussed east side is usually hit more often as the criminal see it as an easier in and out of the community.

a) What **supports** would be helpful or are necessary to ensure the success of group?
(from flipcharts)

- Education – when to call in
- On-going training (value add to volunteering and better program)
- Magnets for cars
- Facilitation support from the Town
- List from RCMP patrol routes, target areas, stats
 - ID problem areas

- \$5000 budget support from the Town initially
- Grants and fundraising
- Open communication and seeking opportunities to collaborate regionally with Rural Crime Watch and neighbouring COP's

Executive Committee and Board

Discussion: Current bylaws state there will be a President, Vice president, Secretary, Treasurer (the Secretary/Treasurer position could be combined). Doug stated that Olds COP bylaws are currently under review and Town Facilitators can help with the bylaw review process. As the group is newly forming we can use the bylaws as a guideline but as long as we document and have good rationale for what we are doing to get started he felt we should stay in good standing with ACOPA and the Societies Act. How we operate as a group needs to come from the new membership and executive.

Some examples of not being on-track with old bylaws were the prescribed meeting dates and discussion was had that a 3-4 member executive was not sufficient for the current group.

Board - What is needed to support re-booting the society? To support the formation of the new COP there was a desire from attendees to have additional Directors at large and an odd number on the executive board to support decision making.

Voting members were also discussed. It was decided to use the honor system versus voting cards and that people who had submitted the application forms could run for executive positions and vote. It was noted that several new people were still in the process of getting involved and that we could be missing potential volunteers for board positions. The group decided there was enough members to hold elections which would better support getting patrols started ASAP. Adjustments to bylaws included board composition, roles and responsibilities would be looked at by executive committee and brought back to membership.

Election of Officers

President

Shane Matchullis nominated Vincent Clarke for President. Emery Haggarty seconded.
Vincent accepted the nomination.

Vincent Clarke acclaimed as President.

Vice President

Tamara Jeges nominated Kyle Lamarsh as vice-president. Jamie Trudegon seconded.
Kyle was not in attendance but had confirmed he was willing to let his name stand.
Shane Matchullis nominated Gord Bueckert as vice-president. Jason Sczesmy seconded.
Gord accepted the nomination.

Shane Matchullis motioned that voting would be done by a show of hands. Phyllis Horpenuk –
Motion carried

Call for the vote. 18 voted in favor of Kyle Lamarsh and 6 in favour of Gord Bueckert

Kyle Lamarsh declared elected Vice President

Secretary

Vincent Clarke nominated Jamie Trudegon as secretary. Shane Machulis seconded. Jamie accepted the nomination

Jamie Trudegon was acclaimed as Secretary.

Treasurer

Vincent Clarke nominated Rob Kreese for Treasurer. Rob was not in attendance but had confirmed he was willing to let his name stand. Rob Kreese was acclaimed as Treasurer.

Nominations were taken for (5) Directors at Large

Brian Johnson
Emery Hagerty
Shane Matchullis
Phyllis Horpenuk
Gord Bueckert

5 Directors at Large were approved to the Executive Board. There is an expectation that new members and people who want to commit additional time to COP will have opportunities.

NEW BUSINESS

Upcoming Training:

- a) Dec 9th ACOPA training in Linden – Jennifer will send out an email to all members to remind them and for sign up for the Linden training. The group can meet at the Town office at 8 am and carpool from there. Lunch will be provided by the Town of Olds.
- b) Training in Olds – will be set up for a December date following the Linden training. Training will be provided by Olds RCMP detachment members.

As the group is forming, it was decided to aim for monthly group meetings.

Next COP meeting date: December 12th, 2017 at 7:00 pm at the Fire Hall.

It was recommended that the Board meet as soon as possible. Jennifer will email the Board separately and they can determine the meeting date.

Meeting adjourned at 8:46 pm.

Doug Wagstaff
Interim COP President

Margaret Erickson
COP Treasurer

Date_____

Date:_____

Minutes
 Organizational Meeting
 Mountain View Regional Water Services Commission
 9:00 am, November 8, 2017
 Meeting held at the Anthony Henday Water Treatment Plant

Present:

Rick Blair – Town of Carstairs - Chairman
 Robb Stuart – Town of Bowden
 Randy Brown – Town of Bowden
 Jim Romane – Town of Innisfail
 John Baswick – Town of Didsbury
 Bill Windsor – Town of Didsbury
 Jo Tennant – Town of Crossfield
 Wade Bearchell – Town of Olds
 John Van Doesburg - Manager
 Wes Olstad – Technical Services Manager
 Terry Stigings – Operations Manager
 Earl Kearns – Maintenance Manager
 Terry Wood – Recording Secretary and Finance Manager

Manager John Van Doesburg called the meeting to order at 9:00 am.

Introduction of Board Members

Each member identified themselves and the town that they represent.

Declaration of Director's Representation

The following individuals have been appointed as representatives and alternatives by their respective Town Councils:

Representatives

Jim Romane – Town of Innisfail
 Robb Stuart – Town of Bowden
 Wade Bearchell – Town of Olds
 John Baswick – Town of Didsbury
 Rick Blair – Town of Carstairs
 Jo Tennant – Town of Crossfield

Alternates

Gavin Bates – Town of Innisfail

Randy Brown – Town of Bowden
Wanda Blatz – Town of Olds
Bill Windsor – Town of Didsbury
Marty Ratz – Town of Carstairs
Devon Helfrich – Town of Crossfield

Election of Chairman for 2017

Jo Tennant nominated Rick Blair as Chairman. Rick Blair accepted the nomination.

There were 2 more calls for nominations. There were no further nominations.

Jim Romane moved nominations cease.

Carried

Rick Blair will be the Chairman for 2017.

Carried

Election of Vice Chairman

Robb Stuart nominated Jo Tennant as Vice Chairman. Jo Tennant accepted the nomination.

There were 2 more calls for nominations. There were no further nominations.

Robb Stuart moved that nominations cease.

Carried

Jo Tennant will be the Vice Chair for 2017

Carried

Signing Authorities

All Commission cheques must be signed by a board member and a member of administration.

Moved by Jo Tennant that all 6 members of the board will have signing authority on behalf of the board and that John Van Doesburg and Wesley Olstad will have signing authority on behalf of the administration.

Carried

Appointment of Auditor

Jim Romane moved that we reappoint Pivotal LLP Chartered Professional Accountants as auditor for the Commission.

Jim Romane moved that we reappoint Pivotal LLP Chartered Professional Accountants as auditor for the Commission.

Carried

Commission Meeting Dates and Times

Moved by Jo Tennant that the Commission meet every second Wednesday of each month with the exception of August. The meetings will commence at 9:00 am.

Carried

Adjournment

Wade Bearchell moved that the meeting be adjourned at 9:09.

Carried

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF ORGANIZATIONAL MEETING

Nov. 8, 2017

9:00 AM

Anthony Henday Water Treatment Plant

AGENDA

1. Call to Order - John Van Doesburg
2. Introductions
3. Declaration of Directors Representation
4. Commission Appointments
 - Chairman
 - Vice Chair
5. Signing Authorities
6. Appointment of Auditor
7. Commission Meetings Time and Dates
8. Adjournment

Minutes

Mountain View Regional Water Services Commission

Nov. 8, 2017

Meeting held at the Anthony Henday Water Treatment Plant

Members Present:

Rick Blair – Town of Carstairs - Chairman
Robb Stuart – Town of Bowden
Jim Romane – Town of Innisfail
John Baswick – Town of Didsbury
Jo Tennant – Town of Crossfield
Wade Bearchell – Town of Olds

Also Present:

John Van Doesburg – Manager
Terry Wood – Finance Supervisor and Board Secretary
Terry Stigings – Operations Manager
Wes Olstad – Technical Services Manager
Earl Kearns – Maintenance Manager
Randy Brown – Town of Bowden
Bill Windsor – Town of Didsbury

Chairman Rick Blair called the meeting to order at 9:10 am.

Adoption of Agenda

Moved by Wade Bearchell to adopt the agenda.

Carried**Approval of Oct. 11, 2017 Commission Meeting Minutes**

Moved by Jo Tennant to approve the minutes.

Carried**Reports**

Chairman Rick Blair presented the Chairman's Report.

Terry Stigings presented the Operations Report

Wes Olstad presented the Technical Report.

Earl Kearns presented the Maintenance Report

John Van Doesburg presented the Administrators Report.

Moved by Jim Romane to accept the Chair, Operations, Technical, Maintenance and Administrator Reports as information.

Carried

Finance Report

Terry Wood presented the Finance Report.

Moved by Jo Tennant to accept the Finance Report.

Carried

New Business

Date for Budget Meeting

Robb Stuart moved that the annual budget meeting be held in conjunction with the regular Commission Meeting to be held Dec. 13, 2017.

Carried

MVRWSC Business Plan

John encouraged Commission members to speak to the Minister of Municipal Affairs at the AUMA Conference if the opportunity presents itself and advocate for the swift approval of the MVRWSC Business Plan. This will hasten debt limit approvals that are necessary for the construction of the line twinning. Talking points will be distributed to the Commission Members.

Recognition of Past Commission Members

Wade Bearchell moved that we give gift certificates in the amount specified in policy (\$10 per year of service) to Brian Spiller and Lavar Adams to recognize their service to the Commission. Administration will contact the past members to determine the gift certificate of their choice.

Carried

Associated Engineering Proposal to Develop a Plan for Regaining the Log Removal Credit for the Membrane Treatment System

Moved by Jim Romane to engage Associated Engineering at the proposed fee of \$39500 to undertake the study.

Carried

Information

ISL Engineering Preliminary Design Report

Moved by Jo Tennant to accept for information

Carried

Next Meeting Date

Next Meeting will be the Regular Commission Meeting as well as the Annual Budget Meeting and will be held Dec. 13 at 9:00 am at the Anthony Henday Water Treatment Plant.

Adjournment

Moved by Jim Romane to adjourn the meeting at 10:20 am.

Carried

Chairman

Manager

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION**NOTICE OF COMMISSION MEETING****Nov. 8, 2017****Anthony Henday Water Treatment Plant****9:30 AM****AGENDA**

1. Call to Order
2. Adoption of Agenda
3. Approval of Oct. 11, 2017 Meeting Minutes
4. Reports
 - Chairman
 - Operations
 - Technical
 - Maintenance
 - Administrator
 - Finance
5. New Business
 - a. Date for Budget Meeting
 - b. MVRWSC Business Plan
 - c. Recognition of Commission Members
 - d. ISL Engineering Preliminary Report (Information will be e-mailed to Commission Members in advance of the meeting.)
6. Next Meeting
7. Adjournment

Operations Report November 8, 2017

- Train 4 – Suez installed new elements delivered. While on-site found more damaged elements, these elements were repaired to be functional and warranty replacements have been ordered.
 - Fitting leaks found again, on a half cassette. Warranty work to be done early next week

- SCADA Upgrade – waiting on delivery of draft report now.

- Master controls plan – Phase 1 start up meeting with John, Earl & Stantec.
 - Equipment has been ordered for phase one. Delivery and work not expected for a few weeks.

Technical Services November 8/17

- Instrumentation Service on Particle Counters, UV Absorbance Probe Purchased as Part of the UV Disinfection Upgrade Sent to Factory for Service Under Warranty

- Routine UV Reference Checks – Training with Operators

- New Laser Turbidimeters Installed on Each Membrane Filter

- Chlorine Gas Sensor Replaced

- Received Proposal for Membrane Upgrade Plan Study to Incorporate Daily Integrity Testing

Maintenance Report Oct.8/17

Plant:

- Changed out strainer motor #5.
- Replaced broken fittings on train 4 air separator.
- Routine maintenance.

Down Line:

- 1 of the crossings for Dream Developments done.
- 2 rail crossings for the Bowden grain terminal are complete.
- 1 crossing for Fortis by Bowden coming up.
- Meeting with the town of Olds for locating the south lateral.

S.R.D.

- Changed out level transducer at Penhold lift station.
- Pumping out vaults.
- Atco Gas crossing at the Penhold lift station is complete.
- Crossing for Alberta Products Pipe Line coming up by Penhold.
- O.M.F has a temporary liquid scrubber installed.
- A truck ran into an air release vault and destroyed the fence, the vent pipe, and lid.

MOUNTAIN VIEW REGIONAL MANAGERS REPORT November 2017

1. Administration
 - a. Budget
 - b. Crossing agreements
 - c. General adm
 - d. Business plan update
 - e. Start year end
2. Agreements
 - a. Start of agreement with Alberta Transportation for use of Highway 2A
3. Financial
 - a. Cash Flow is being monitored
4. Projects
 - a. Preliminary Plan for Pipeline Project
 - b. UV system update
 - c. SCADA approval to Stantec
5. Legal- None
6. SRD
 - a. Operating is going reasonably well
 - b. Crossings
 - c. OMF issues still continue
 - d. Penhold Generator replacement started
 - e. Waskasoo Line condition report has been reviewed and there are a number of issues to address
7. General
 - a. Day to Day items
8. Next Month Activities
 - a. General Adm
 - b. SRD Line operation
 - c. Start of Detailed design
 - d. Agreement for use of Highway 2A with Transportation
 - e. Commission Budget retreat

Finance Supervisor Report

Nov. 8, 2017

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Board, SRD etc.
- 2018 Budget
- Year-end and Audit prep

Mountain View Regional Water Commission					
Comparative Income Statement					
At October 31, 2017					
	Actual Oct. 1, 2017 to Oct. 31, 2017	Actual Jan. 1, 2017 to Oct. 31, 2017	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2017 to Dec. 31, 2017
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	113,044.50	1,136,064.90	0.98	1,154,864.08	1,391,402.50
Water Sales - Bowden Institution	14,012.50	144,124.05	1.05	137,381.60	165,520.00
Water Sales - Town of Bowden	14,958.00	115,354.40	1.07	107,329.38	129,312.50
Water Sales - Town of Olds	137,767.50	1,404,004.80	0.87	1,609,940.63	1,939,687.50
Water Sales - Town of Didsbury	67,590.00	618,277.00	1.07	579,578.63	698,287.50
Water Sales - Town of Carstairs	39,496.50	443,802.65	0.92	480,835.60	579,320.00
Water Sales - Town of Crossfield	71,377.50	624,925.05	1.04	601,044.50	724,150.00
Water Sales - TAQA North Energy	10,322.00	96,488.60	1.12	85,863.50	103,450.00
Water Sales - Carmen Jansen	65.00	652.50	1.01	647.40	780.00
Water Sales - Perfecto Cocjin	71.00	670.75	1.04	647.40	780.00
Water Sales - Wayne Cipperley	65.00	1,112.70	1.72	647.40	780.00
Water Sales - Robert Rowntree	65.00	650.00	1.00	647.40	780.00
Water Sales - John Kenschuk	65.00	650.00	1.00	647.40	780.00
Water Sales - Enmax Green Power Inc.	1,216.80	14,027.00	3.27	4,293.18	5,172.50
TOTAL Water Sales	470,116.30	4,600,804.40	0.97	4,764,368.08	5,740,202.50
Interest Income	0.00	60,495.62	1.46	41,500.00	50,000.00
Town of Penhold Contract	7,959.36	88,779.51	0.00	0.00	0.00
SRD Net Income	16,451.93	34,405.74	4.48	7,672.52	9,244.00
Other Income	0.00	8,208.55			
Other Income Outside Services	300.00	3,225.00	0.00	0.00	0.00
TOTAL Other Income	24,711.29	195,114.42	3.97	49,172.52	59,244.00
Total Revenue	494,827.59	4,795,918.82	1.00	4,813,540.60	5,799,446.50
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	34,405.64	815,865.38	1.03	788,500.00	950,000.00
Total Capital Expenditures	34,405.64	815,865.38	1.03	788,500.00	950,000.00
Payroll Expenses					
Wages - Hourly	66,366.47	667,940.75	0.97	690,736.79	832,213.00
Employee RRSP Expense	3,036.64	32,212.96	1.01	31,872.00	38,400.00
EI Expense	178.08	13,646.37	0.82	16,600.00	20,000.00
CPP Expense	815.51	32,702.55	1.09	29,880.00	36,000.00
WCB Expense	0.00	-435.42	-0.04	9,960.00	12,000.00
Payroll Processing Fees Expense	498.47	5,290.62	1.06	4,980.00	6,000.00
Employee Benefits & Pension Plans	13,623.45	94,567.31	1.04	90,589.52	109,144.00
Total Payroll Expense	84,518.62	845,925.14	0.97	874,618.31	1,053,757.00
General & Administrative Expenses					
Alberta First Call	189.00	2,109.00	0.85	2,490.00	3,000.00
Automobile Exp (gas, etc.)	1,335.60	8,800.45	1.33	6,640.00	8,000.00
Board Expenses	3,216.96	49,302.06	0.99	49,800.00	60,000.00
CAO Professional Development	1,667.79	2,463.87	0.99	2,490.00	3,000.00
Cassette Maintenance Contract	0.00	270,448.20	0.88	307,100.00	370,000.00
Cathodic Protection Expense	0.00	0.00	0.00	6,308.00	7,600.00

Chemicals Expense	0.00	146,512.52	0.88	166,000.00	200,000.00
Delivery & Freight Expense	0.00	742.99	0.60	1,245.00	1,500.00
Insurance Expense	0.00	35,191.82	0.57	62,250.00	75,000.00
Interest & Bank Charges Expense	40.12	569.00	1.37	415.00	500.00
Interest on Long Term Loans	0.00	662,846.99	1.03	644,037.67	775,949.00
ISO 14001 Expense	0.00	15,020.93	1.13	13,280.00	16,000.00
Janitorial Service & Supplies	1,775.62	16,081.43	1.68	9,545.00	11,500.00
Lab Supplies Expense	1,289.87	36,746.09	1.26	29,050.00	35,000.00
Legal Fees Expense	0.00	4,336.56	1.04	4,150.00	5,000.00
Lube & Oil - Pumps	0.00	841.00	0.39	2,158.00	2,600.00
Meals Expense	183.81	3,590.38	1.08	3,320.00	4,000.00
Memberships, Dues & Fees Expense	57.14	4,476.09	0.54	8,300.00	10,000.00
Office, Postage & General Expense	1,801.80	11,431.66	1.38	8,300.00	10,000.00
Professional Fees Expense	0.00	11,287.50	1.01	11,205.00	13,500.00
Rental Equipment Expense	0.00	0.00	0.00	1,245.00	1,500.00
Repairs & Main - Down Line	128.00	15,476.35	0.37	41,500.00	50,000.00
Repairs & Main - Grounds	0.00	11,553.96	1.39	8,300.00	10,000.00
Repairs & Main - Lagoon Cleanout	0.00	201,172.40	0.00	207,500.00	250,000.00
Repairs & Main - Plant	7,874.40	126,973.42	0.73	174,300.00	210,000.00
Repairs & Main - Vehicles & Equip	302.09	3,697.54	0.89	4,150.00	5,000.00
Small Tools & Supplies	0.00	1,443.22	0.87	1,660.00	2,000.00
Staff - Education, etc.	785.00	15,931.11	0.87	18,260.00	22,000.00
Staff - Safety Supplies	0.00	3,700.27	0.51	7,221.00	8,700.00
Telephone & Internet Expense	4,635.91	50,147.39	1.26	39,840.00	48,000.00
Town of Penhold Contract	7,959.36	88,779.51	0.00	0.00	0.00
Utilities - Meter Stations	1,064.79	13,868.58	1.04	13,280.00	16,000.00
Utilities - Mid Point Reservoir	8,930.03	84,938.18	0.89	95,450.00	115,000.00
Utilities - Plant Heating	406.74	22,417.28	0.78	28,635.00	34,500.00
Utilities - Power Plant	35,593.98	370,684.05	0.78	473,100.00	570,000.00
Waste Removal Expense	446.89	4,404.03	1.33	3,320.00	4,000.00
Debenture	0.00	644,534.83	1.09	591,953.23	713,196.66
Total General & Admin. Expenses	79,684.90	2,942,520.66	0.97	3,047,797.90	3,672,045.66
TOTAL EXPENSE	198,609.16	4,604,311.18	0.98	4,710,916.21	5,675,802.66
NET INCOME	296,218.43	191,607.64	1.87	102,624.39	123,643.84

Mountain View Regional Water Services Commission					
South Red Deer Comparative Income Statement					
At October 31, 2017					
	Actual Oct. 1, 2017 to Oct. 31, 2017	Actual Jan. 1, 2017 to Oct. 31, 2017	% YTD to YTD Budget	YTD Budget	Budget Jan. 1, 2017 to Dec. 31, 2017
Revenue					
SRD Administration Income	3,000.00	30,000.00	1.11	27,000.00	36,000.00
SRD Financial Services	1,733.33	17,333.30	1.11	15,600.00	20,800.00
SRD Office Space Rental	250.00	2,500.00	1.11	2,250.00	3,000.00
SRD Wage Income	20,700.00	196,914.00	1.05	187,500.00	250,000.00
SRD Overtime Income	0.00	990.00	-	4,500.00	6,000.00
SRD Call outs Income	2046.00	18,216.00	0.81	22,500.00	30,000.00
SRD Truck Income	13,337.88	127,626.76	1.48	86,250.00	115,000.00
SRD Monitoring Fee Income	2,976.00	29,280.00	1.12	26,250.00	35,000.00
Total SRD Revenue	44,043.21	422,860.06	1.14	371,850.00	495,800.00
				-	
Expenses					
				-	
SRD - Capital expenditures	0.00	52,565.25	1.00	52,500.00	70,000.00
SRD - Wages - Hourly	27,984.72	297,335.87	1.10	270,192.00	360,256.00
SRD - Automobile Exp (gas, etc)	437.81	5,658.47	0.75	7,500.00	10,000.00
SRD - Insurance Expense	0.00	1,500.00	1.00	1,500.00	2,000.00
SRD - Meal Expense	0.00	1,500.00	1.00	1,500.00	2,000.00
SRD - Facility Expense	0.00	15,375.00	1.00	15,375.00	20,500.00
SRD - Professional Fees Expens	0.00	6,500.00	1.33	4,875.00	6,500.00
SRD - Repairs & Mtn - Veh & Ec	0.00	2,500.00	0.67	3,750.00	5,000.00
SRD - Small Tools	0.00	0.00	-	750.00	1,000.00
SRD - Staff - Education, etc.	0.00	0.00	-	2,250.00	3,000.00
SRD - Staff - Safety Supplies	0.00	3,225.00	1.00	3,225.00	4,300.00
SRD - Telephone Expense	79.21	2,294.73	1.53	1,500.00	2,000.00
Total SRD Expenses	28,501.74	388,454.32	1.06	364,917.00	486,556.00
Net Income SRD	16,451.93	34,405.74	4.96	6,933.00	9,244.00

**Mountain View Regional Water Services Commission
Financial Statement October 31, 2017**

Royal Bank General Account

Statement Balance Forward as of Oct. 1, 2017		6,549,668.38
Transactions on or before Oct. 31, 2017		
Deposits recorded in Statement	526,740.27	
Withdrawals recorded in Statement	- 598,637.99	
Total Transactions	-	71,927.72
Statement End Balance as of Oct. 31, 2017		6,477,740.66
Outstanding Transactions as of Month End		
Outstanding Deposits	0	
Outstanding Withdrawals	-94948.91	
Total Outstanding Transactions		-94948.91
Adjusted Statement End Balance		<u><u>6,382,791.75</u></u>

General Ledger Account

Book Balance as of Sept. 30, 2017		6,175,444.06
Transactions on or before Oct. 31, 2017		
Debits recorded in account	526,710.27	
Credits recorded in account	- 319,362.58	
Net Amount recorded in account		207,347.69
Book Balance as of Oct. 31, 2017		<u><u>6,382,791.75</u></u>

Royal Bank Payroll Account

Statement Balance Forward as of Oct. 1, 2017		58,073.94
Transactions on or before Oct. 31, 2017		
Deposits recorded in Statement	80,126.07	
Withdrawals recorded in Statement	- 79,984.51	
Total Transactions		141.56
Statement End Balance		58,215.50
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawals	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		<u><u>58,215.50</u></u>

General Ledger Account

Book Balance as of Sept. 30, 2017		138,073.94
Transactions on or before Oct. 31, 2017		
Debits recorded in account	126.07	
Credits recorded in account	- 79,984.51	
Net Amount recorded in account		- 79,858.44
Book Balance as of Oct. 31, 2017		<u><u>58,215.50</u></u>

Royal Bank Short Term Deposit

Statement End Balance as of Oct. 31, 2017		<u><u>299,902.19</u></u>
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Total Funds on Hand Oct. 31, 2017

6,740,909.44



Project Information

Project Name:	Mountain View Regional Pipeline Twinning	Report Date:	2-Nov-17
Client:	Mountain View Regional Water Services Commission (MVRWSC)	Project Number:	26946
Client Contact:	John Van Doesburg	Project Manager:	Mark Black

Progress Summary for period ending October 27th 2017

PROJECT MANAGEMENT TASKS

- Invoicing & progress reporting
- Progress meetings (telecom)
- Project Scheduling

CONCEPT DESIGN TASKS

- Completion of analysis and costing exercise for increased flows to Crossfield.
- Geotech desktop investigation completed
- Environmental Desktop completed
- Preliminary Draft Report continuing
- Attended Board Meeting on 11th October to present on Crossfield flow costs

Planned Progress for period October 30th 2017 to November 24th 2017

- Completion of Preliminary Design Report
- Review of developer request for alignment change in Crossfield.
- Commencement of Detailed Design –
 - Environmental approval applications
 - Crossing applications
 - Alignment Design
 - Midline Pump Station mechanical design
 - Midline Pump Station electrical design
- Geotechnical Investigation drilling to commence

Key Milestones Table (those that represent significant project progress)

Id.	Description	Plan Completion Date	Forecast Completion Dates			Actual Completion Date
			As Reported Two Months Ago	As Reported Last Month	Current	
01	Draft design report	3 rd Nov 2017		3 rd Nov 2017	3 rd Nov 2017	
01	Final design report	14 th Nov 2017		14 th Nov 2017	14 th Nov 2017	
02	Draft Detailed design (Mid Line)	31 st Jan 2018		31 st Jan 2018	31 st Jan 2018	
02	Draft Detailed design (Pipeline)	31 st Mar 2018		31 st Mar 2018	31 st Mar 2018	
02	Final Detailed design (Mid Line)	30 th Apr 2018		30 th Apr 2018	30 th Apr 2018	
02	Final Detailed design (Pipeline)	30 th Jun 2018		30 th Jun 2018	30 th Jun 2018	
03	Tender Period	TBA		TBA	TBA	

Inspiring sustainable thinking



Actual Project To Date (incl GST) (Including last month)	\$116,915.71	Forecast Total (=planned+ changes)	\$539,855.00
Client Paid To Date (incl GST)	\$52,283.18		

Overdue Invoices		
Invoice No.	Amount	Date Sent
081460	\$21,713.53	12 th October 2017

Change Request History

Id.	Title	Amount (\$)	Schedule Change (If any)	Status	Comments
1	Geotechnical Investigation	\$75,600	None	Approved	

Other

Describe any major changes since the previous report, or any other commentary you feel is appropriate. Add anything else you think is appropriate, such as reports on any outside audits / reviews of the project and their key findings.



Associated
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Associated Engineering Alberta **99**
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Calgary, Alberta, Canada T3G 0B4

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FAX: 403.269.7640
www.ae.ca

November 6, 2017

File: CGY_P_2017.089

Wes Olstad
Technical Services Supervisor
The Mountainview Regional Water Services Commission
35566 Rge Rd 10
Red Deer County, AB T4G 0H5

**Re: THE MOUNTAINVIEW REGIONAL WATER SERVICES COMMISSION
MEMBRANE UPGRADE PLAN
REQUEST FOR PROPOSAL**

Dear Wes:

As per our discussions on October 23, 2017, this letter outlines a proposal to develop a plan for regaining the log removal credit for the membrane treatment systems at the Anthony Henday Water Treatment Plant (AHWTP).

1 OVERVIEW

The membrane treatment system, originally supplied by Zenon Environmental in 2001, was installed into three (3) existing sand filter basins, and the clarifier. The system is operating well, with online turbidity meters and particle counters, but no automated method for daily testing the integrity of the system. As a result, the regulator, Alberta Environment and Parks (AEP) has reduced log removal credits previously awarded to the membrane treatment system. AEP has requested that the Mountainview Regional Water Services Commission (MVRWSC) provides a plan for upgrading the membranes to incorporate daily integrity testing. Associated Engineering (AE) was asked by the MVRWSC to prepare a proposal to investigate the requirements and costs of incorporating daily/automated integrity testing and to prepare a membrane upgrading plan.

The scope of work will have two main stages. The objective of the first stage is to investigate whether an online automatic pressure decay test (PDT) is feasible with the current membrane tank configuration. The objective of the second stage is to confirm what modifications are required to provide for online pressure decay testing and to develop a conceptual design and cost estimate for such works.

The results of the investigation will be used to create a membrane upgrade plan for the Anthony Henday Water Treatment Plant. This plan will be suitable for submission to AEP for review and approval.



November 6, 2017
Wes Olstad
The Mountainview Regional Water Services Commission
- 2 -

2 SCOPE OF WORK

Initial Investigation

The investigation into the feasibility of the online pressure decay test will begin with a thorough review into the log removal credit calculations as detailed in the US EPA Membrane Filtration Guidance Manual 2005. Data from GE (now Suez) will be incorporated into the calculations along with physical data from the facility. Separate calculations will be completed for the membranes installed into the old filter basins and the old clarifier basin.

Once the base parameters are understood, it can be determined if the online pressure decay test is feasible with minimal upgrades. A feasible test is one in which:

- Be completed every day on each operational membrane treatment train in under thirty (30) minutes (maximum)
- Be completed without significant draining of any tanks other than lowering the water level to 100 mm above the membrane cassettes
- Demonstrate 3 log removal of cryptosporidium and giardia
- Be completed automatically without operator intervention
- Detect one 3 micron hole in the membranes which are being tested.

If feasible, options will be examined to allow the online pressure decay test to occur in the existing basins, with minimal upgrading required. At the end of this stage, a technical memo will be prepared and presented to outline the results of the investigation.

Anne Bridgman, a process engineer with over 20 years experience in the field of membrane treatment, will perform the investigation. She will be supported by Candice Pearce, Andy Barr, and Sutha Suthaker who all have extensive experience working with water treatment facilities in Alberta.

Pressure Decay Test Design and Cost Estimate

The results of the initial investigation will yield one of two potential results: the online pressure decay test can be completed in the existing basins (with minimal modifications), or it cannot. In the first case, the design of the online pressure decay test is relatively straightforward. In the second case, the solution could be more complex, for example requiring a separate and new building for one or all the membrane treatment trains, or extensive modifications to the existing basins or building. The scope of work for this second case would represent a significant effort involving multiple engineering disciplines. As such, it is considered beyond the scope of this proposal. If required, AE will provide an updated work breakdown and budget for this work.



November 6, 2017
Wes Olstad
The Mountainview Regional Water Services Commission
- 3 -

Assuming the online pressure decay test can be completed in the existing basins, this proposal outlines the scope of and budget for estimating the capital cost and operational implications of modifying the existing membrane trains and basins online integrity testing. The changes required may include, but would not be limited to:

- Installing isolation valves on the permeate pipes
- Evaluating and upgrading the current air compression equipment
- Programming additions.

Deliverables will include a cost estimate, a technical memo outlining the changes required, and a simple process flow diagram (PFD) to illustrate those changes.

As part of this look forward for the membranes, it would be prudent to review if the source water quality is anticipated to change. Across the province, municipalities are experiencing fluctuating source water conditions due to changing climate conditions which has been impacting the performance of existing water treatment infrastructure. AE will perform an assessment of the potential for future source water quality changes at the AHWTP and evaluate the potential impact on the existing and new membrane cartridges.

Short and Long-Term Membrane Upgrade Plan

The short and long-term membrane upgrade plan will combine the results of the initial investigation and pressure decay test design and cost estimate into one document that is suitable for presentation to AEP. The plan will detail:

- An implementation plan for the online PDT for each membrane train
- Projected timeline
- Timeline cashflows (the MVRWSC can determine whether this financial information will be appropriate to include in the AEP submission)

3 SCHEDULE

The following schedule is proposed:

Work Item	Schedule
Proposal Submittal	November 7, 2017
Proposal Acceptance, Start of Work	November 20, 2017
Submission of Initial Findings Technical Memo	January 17, 2018
Submission of Membrane Upgrade Plan	January 31, 2018





November 6, 2017
Wes Olstad
The Mountainview Regional Water Services Commission
- 4 -

4 FEE ESTIMATE

AE proposes to complete this assignment for a fixed fee of \$39,500 based on the following breakdown:

Work Item	Fee
Initial Investigation	\$13,900
Membrane Upgrade Plan	\$25,600
Total	\$39,500*

*Excluding GST

The fee estimate is based on the following assumptions:

- Capital cost estimates will include a 30 to 50 percent contingency
- If the online PDT test is not feasible for implementation within the existing membrane tankage, then the engineering required to investigate a new facility/tankage to house the membranes is beyond the scope of this proposal. AE will present a revised proposal to address this issue if required.

5 SUMMARY

AE would like to thank-you for continuing to engage us for services to support your facilities resilience and quality operation. We enjoy providing solutions to you. Please let us know if this proposal meets your requirements. We look forward to working for you.

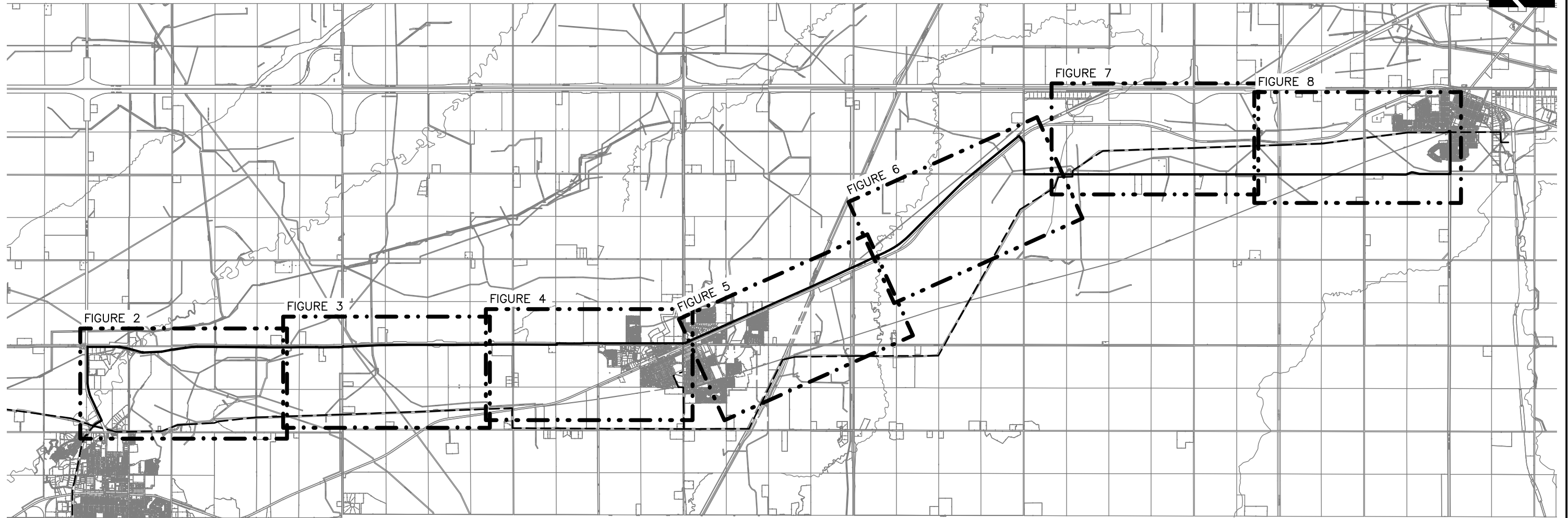
Yours truly,

Candice Pearce, P.Eng.
Project Manager

Andrew J. Barr, M.Sc., P.Eng.
Division Manager, Water

CP/lt

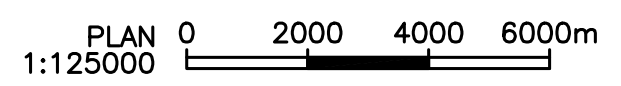




Angela Schabauer / Nov. 2, 17 / M:\2690026946_MVRWSC_Water_Main_Twinning\02_CADD\02_Drafting\26946_Plans.dwg

Legend:

- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE
- . . - . - FIGURE BOUNDARYS

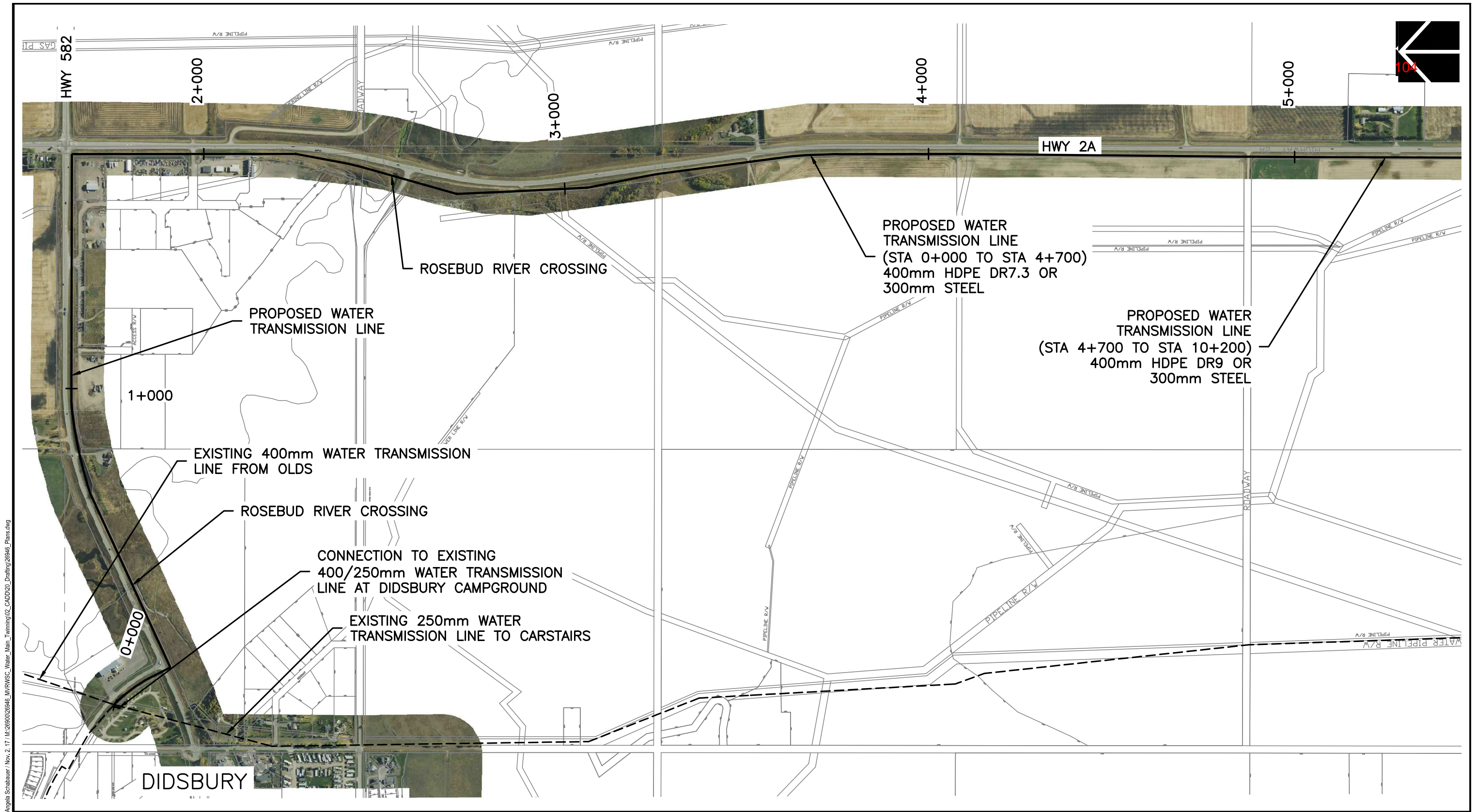


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**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING
PROPOSED WATER TRANSMISSION LINE
DIDSBURY TO CROSSFIELD
KEYPLAN**

**FIGURE 1
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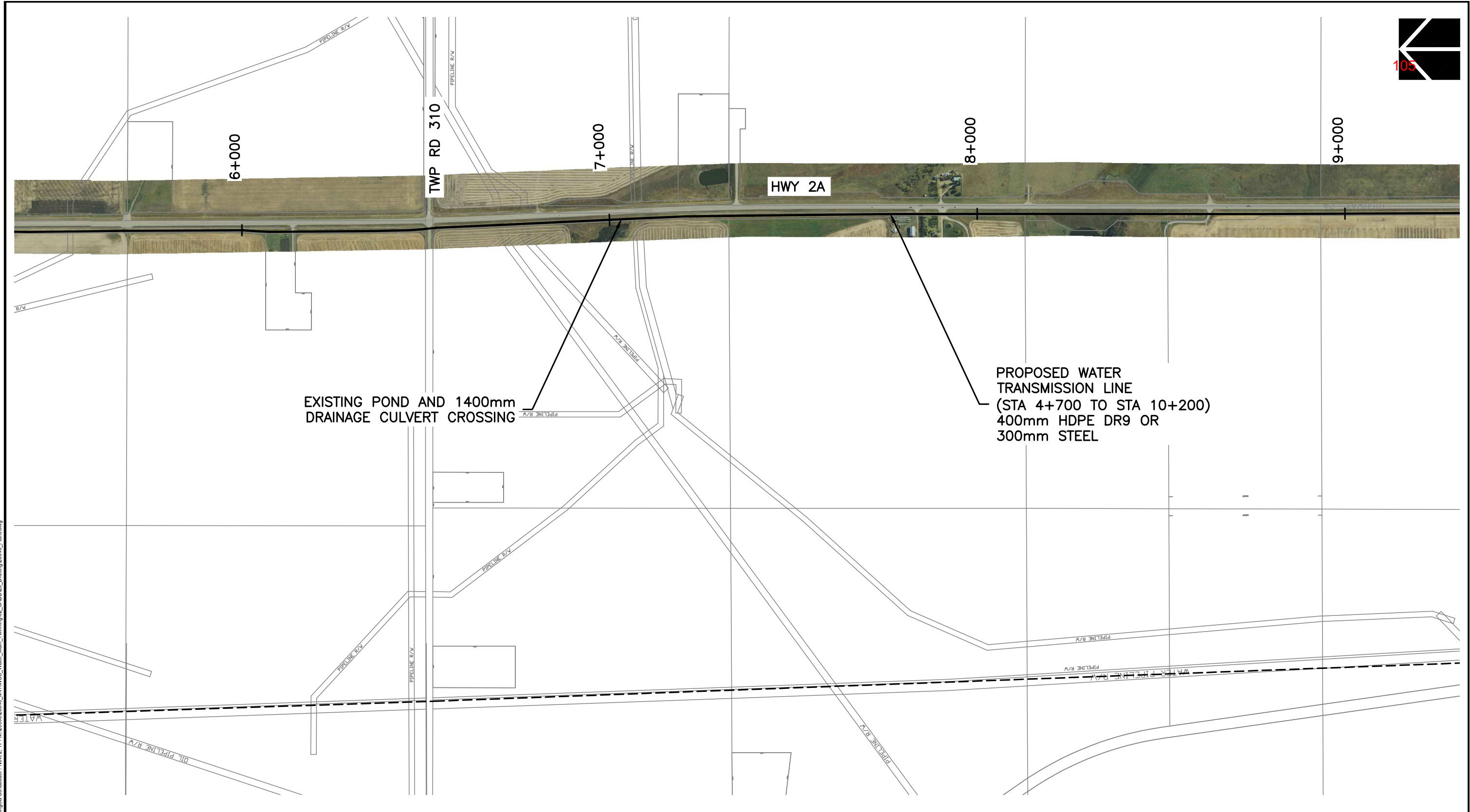
- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE



**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING**

**PROPOSED WATER TRANSMISSION LINE
DIDSBURY TO CROSSFIELD**

FIGURE 2
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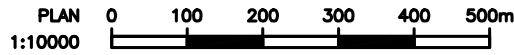


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Legend:

- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE

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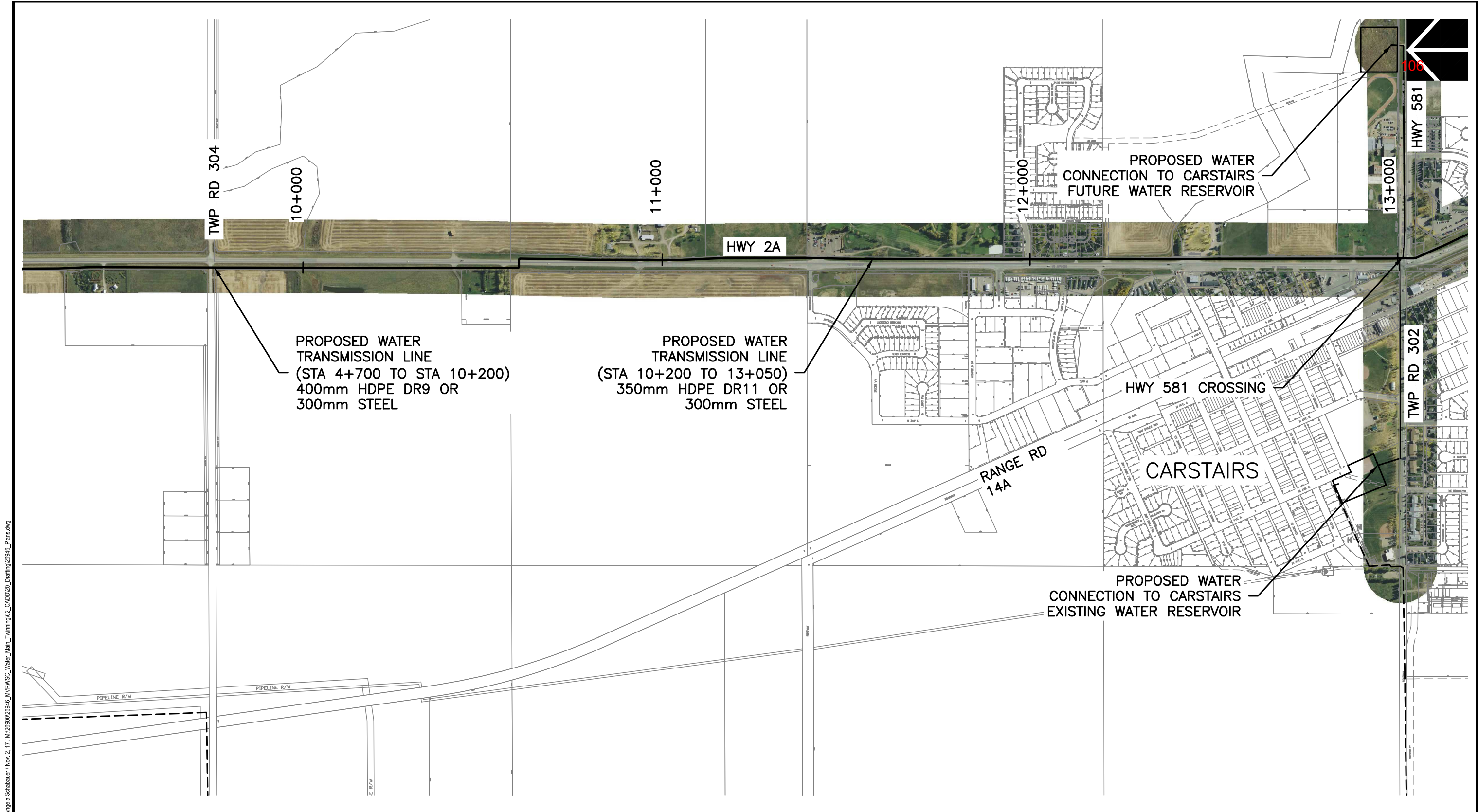


**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING**

**PROPOSED WATER TRANSMISSION LINE
DIDSBURY TO CROSSFIELD**

FIGURE 3
NOVEMBER 2017



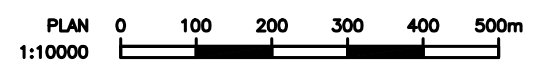


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Legend:

- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE

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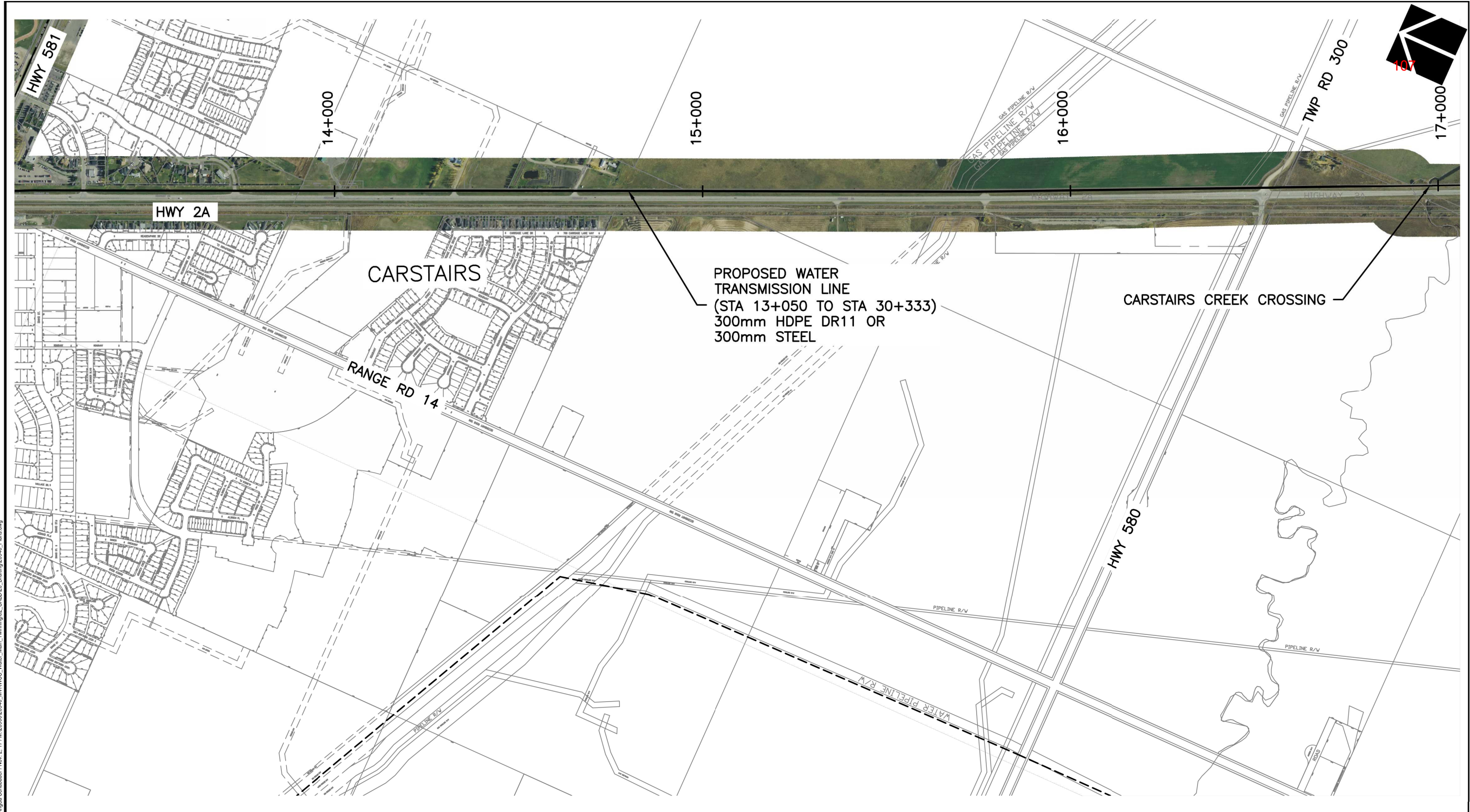


**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING**

**PROPOSED WATER TRANSMISSION LINE
DIDSBURY TO CROSSFIELD**

**FIGURE 4
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Legend:

- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE

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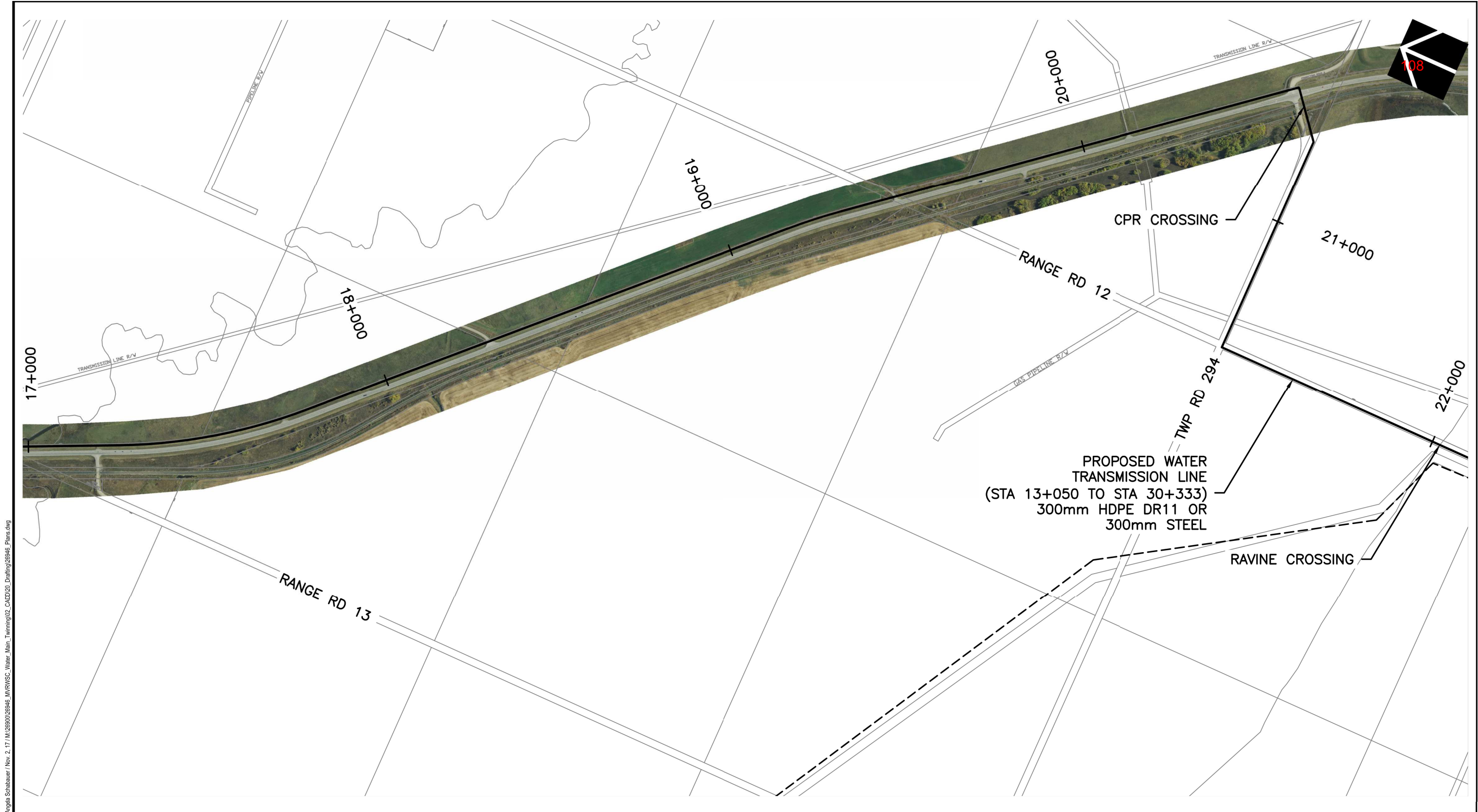


**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
 WATERMAIN TWINNING**

**PROPOSED WATER TRANSMISSION LINE
 DIDSBURY TO CROSSFIELD**

**FIGURE 5
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Legend:

- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE

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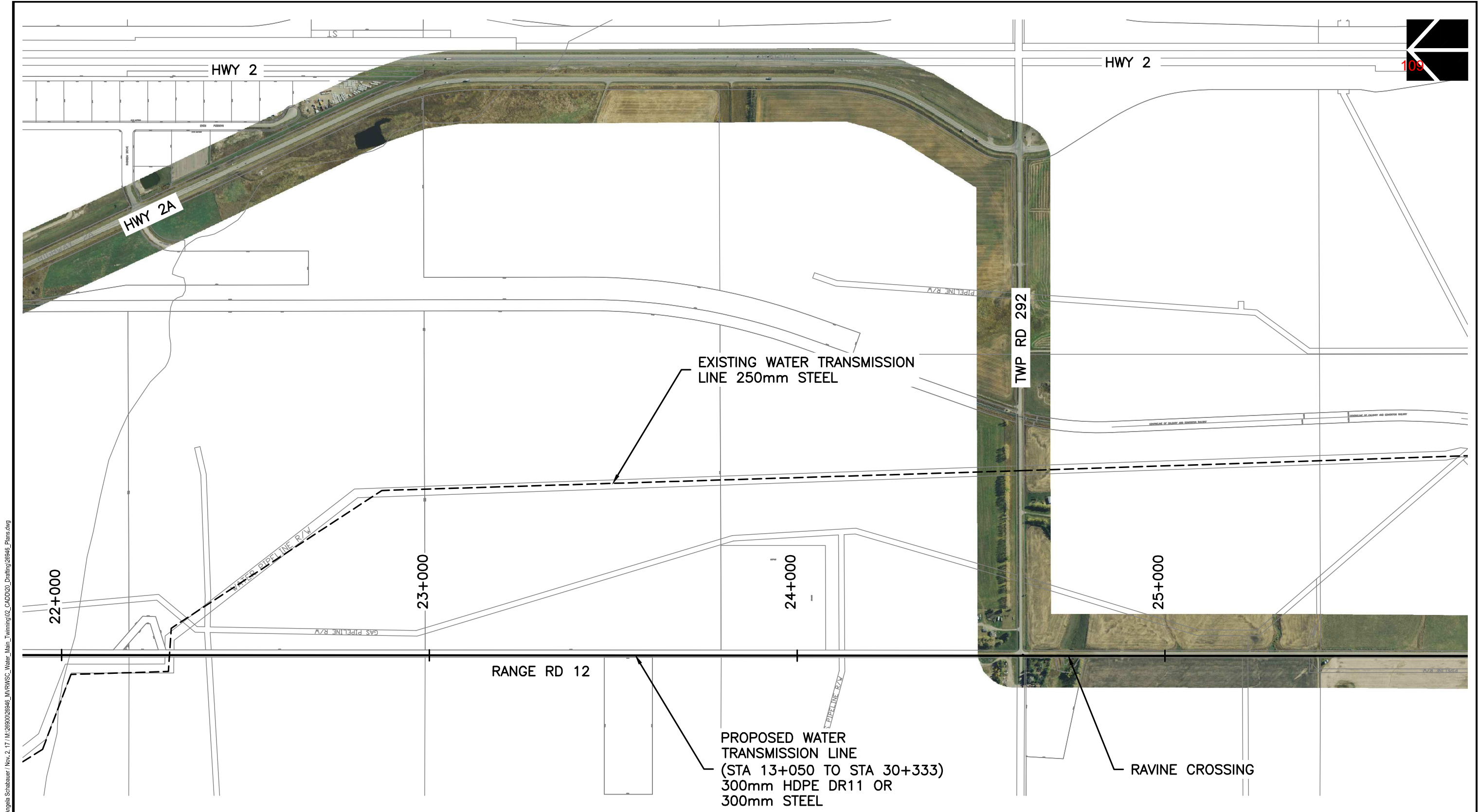


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WATERMAIN TWINNING**

**PROPOSED WATER TRANSMISSION LINE
DIDSBURY TO CROSSFIELD**

FIGURE 6
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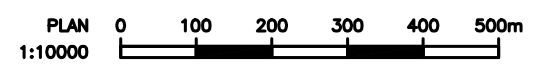
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Legend:

- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE

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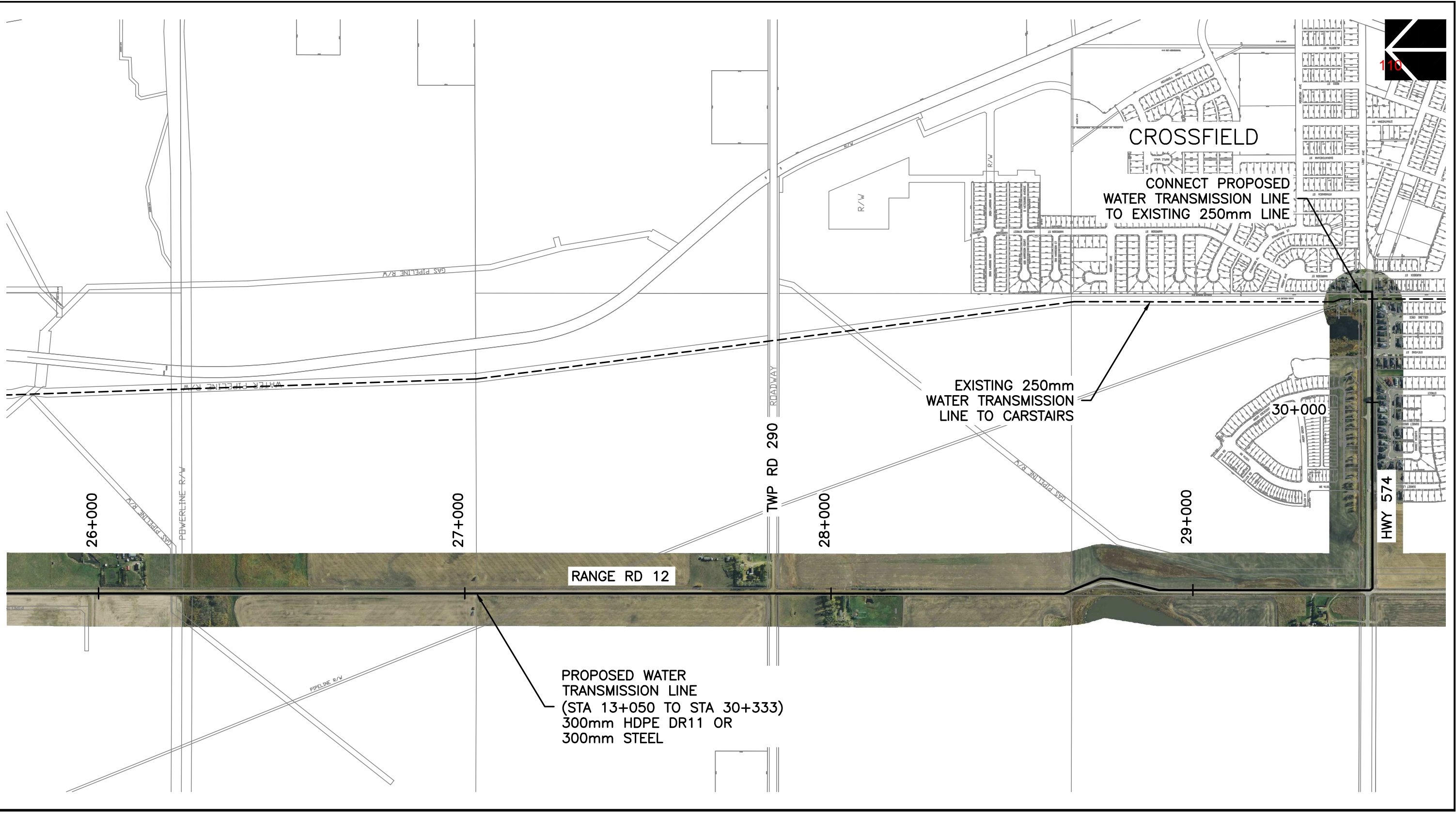
**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING**

**PROPOSED WATER TRANSMISSION LINE
DIDSBURY TO CROSSFIELD**

**FIGURE 7
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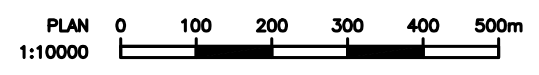
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Legend:

- EXISTING WATER TRANSMISSION LINE
- PROPOSED WATER TRANSMISSION LINE

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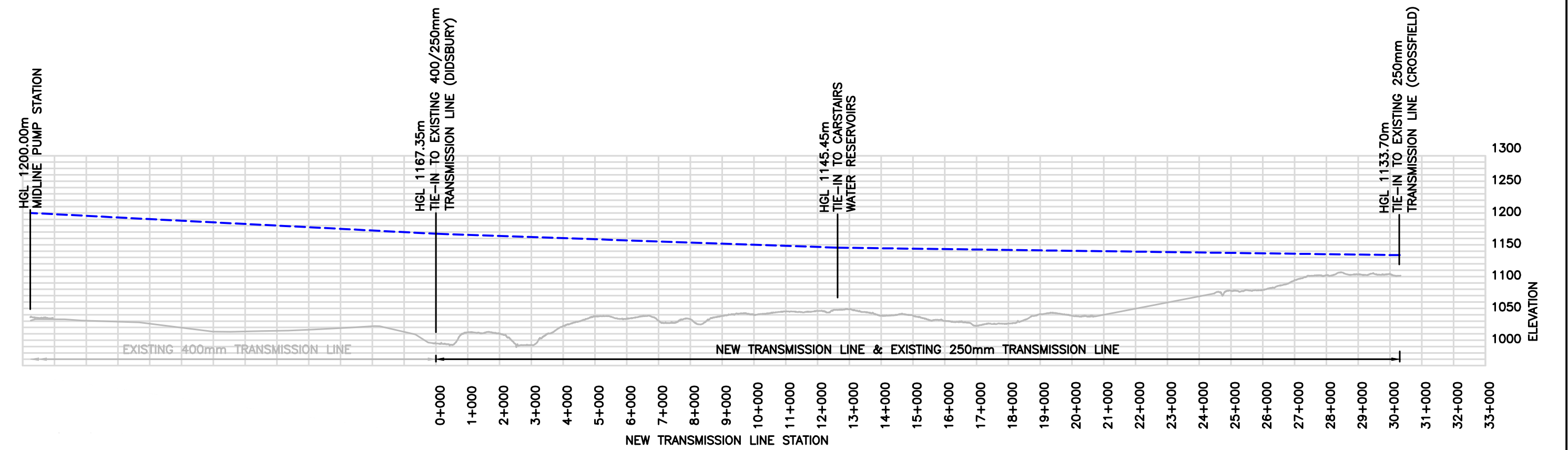
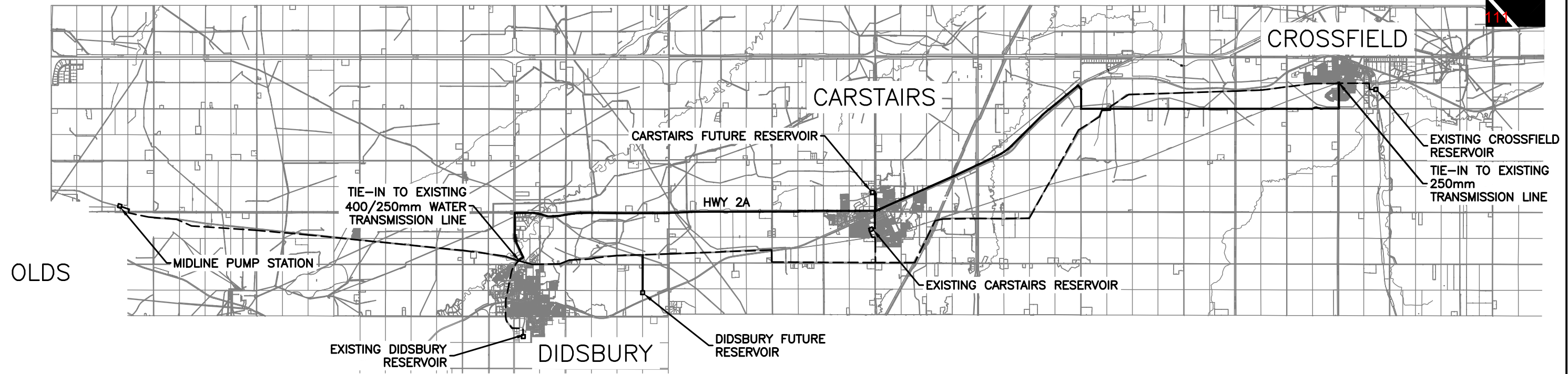
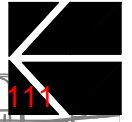


**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
 WATERMAIN TWINNING**

**PROPOSED WATER TRANSMISSION LINE
 DIDSBURY TO CROSSFIELD**

FIGURE 8
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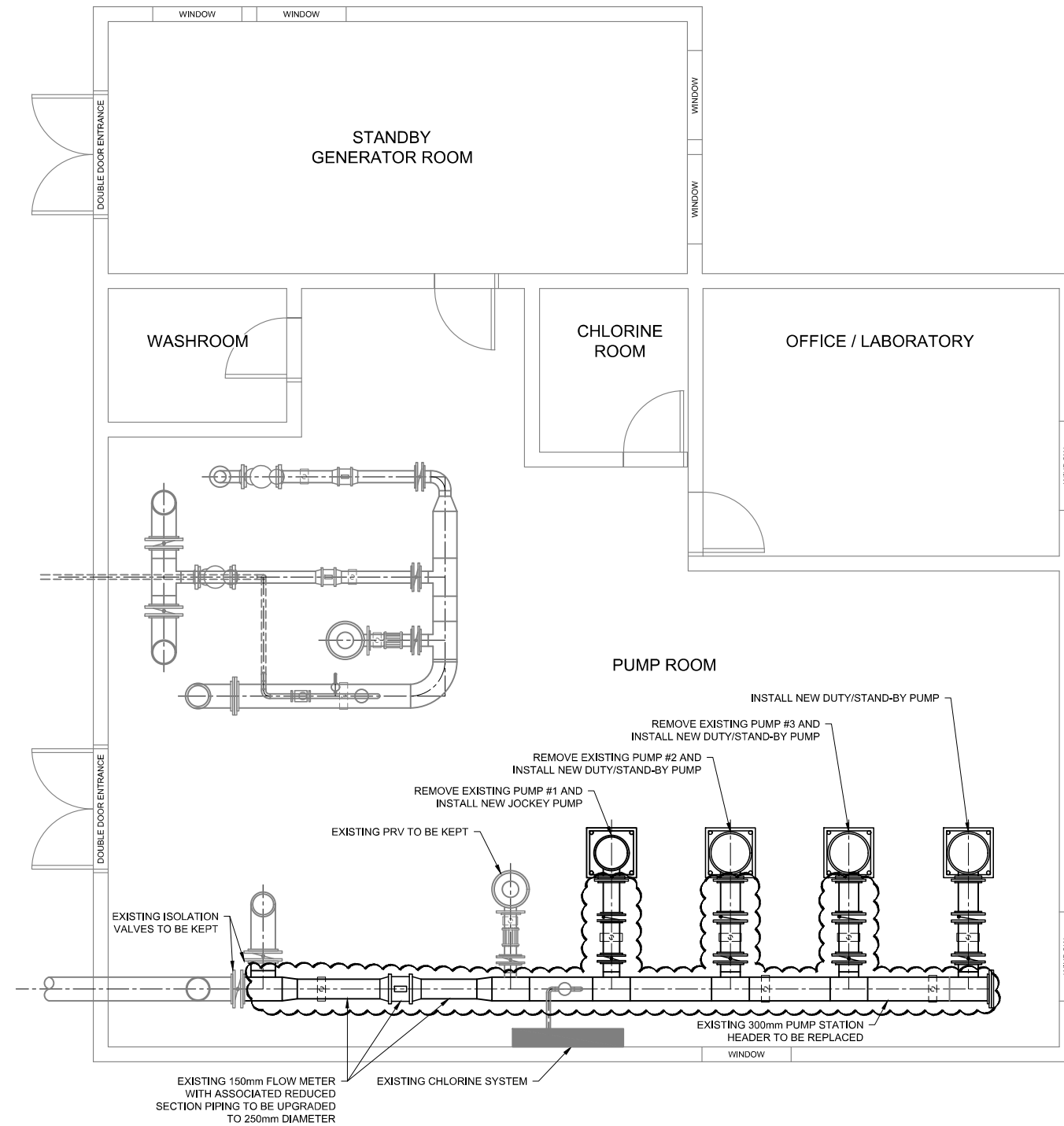
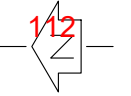
- EXISTING WATERMAIN
- PROPOSED WATERMAIN
- EXSITING GROUND PROFILE
- - - - - HYDRAULIC GRADE PROFILE
- HGL HYDRAULIC GRADE LEVEL

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING
MIDLINE PUMP STATION
NEW TRANSMISSION LINE
HYDRAULIC GRADE LINE PROFILE

FIGURE 9
NOVEMBER 2017





NOTE: ALL DRAWINGS ARE
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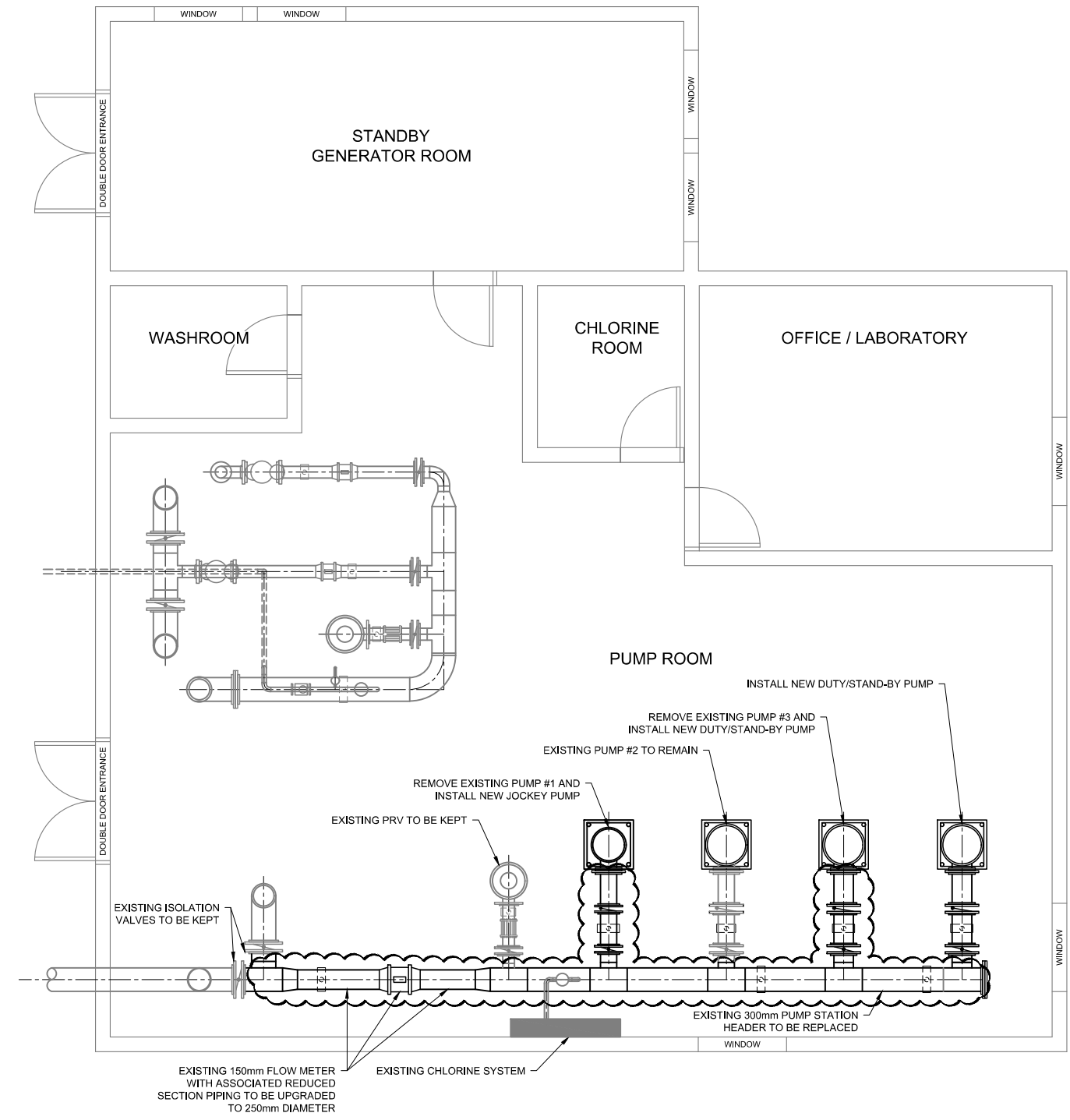
**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING
MIDLINE PUMP STATION
PROPOSED PUMPS AND PIPING
ALTERNATIVE 1**

FIGURE 10
NOVEMBER 2017



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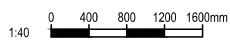
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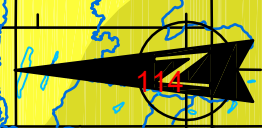
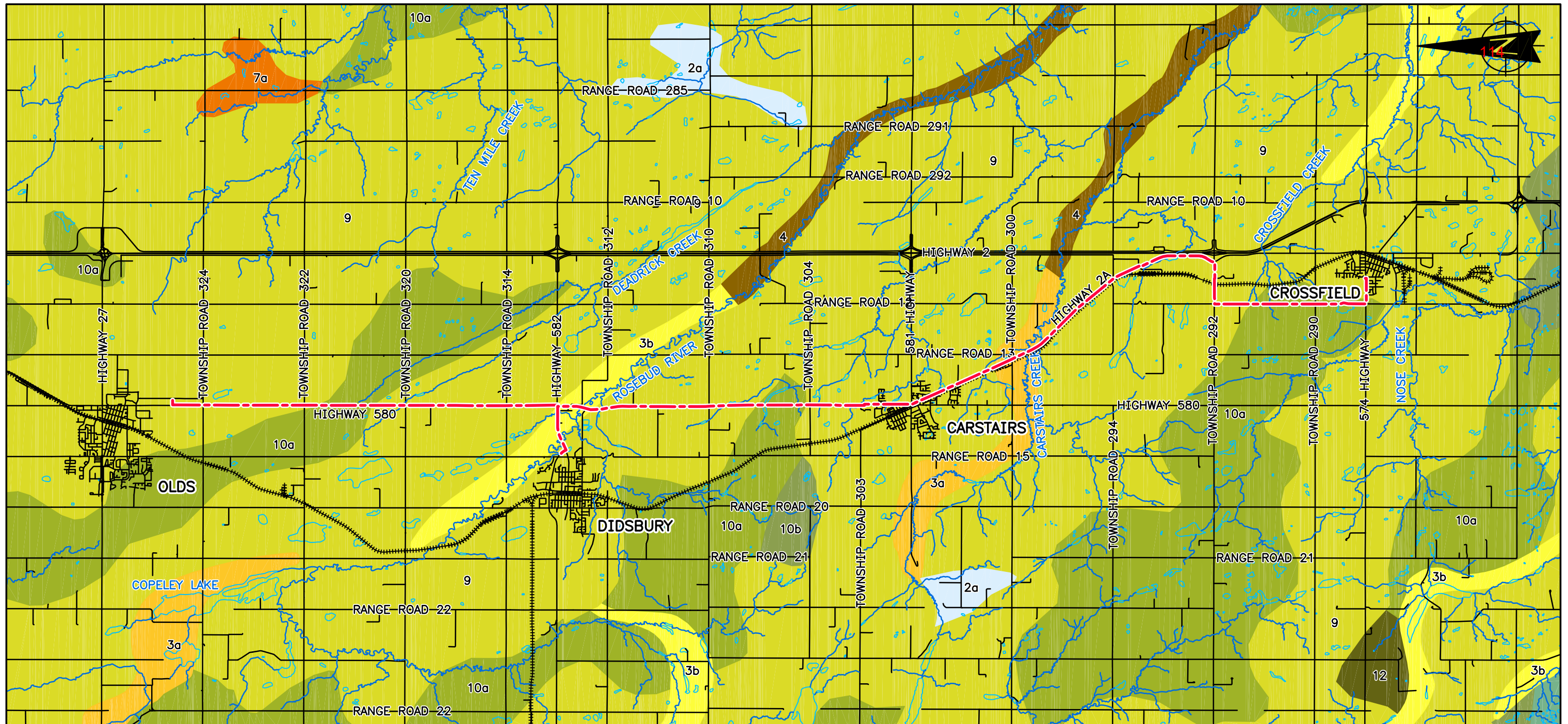
NOTE: ALL DRAWINGS ARE PRINTED AT HALF SCALE WHEN IN 11" x 17" FORMAT

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**MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
WATERMAIN TWINNING
MIDLINE PUMP STATION
PROPOSED PUMPS AND PIPING
ALTERNATIVE 2**

**FIGURE 11
NOVEMBER 2017**

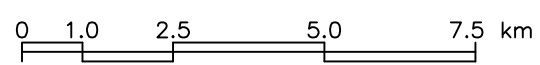




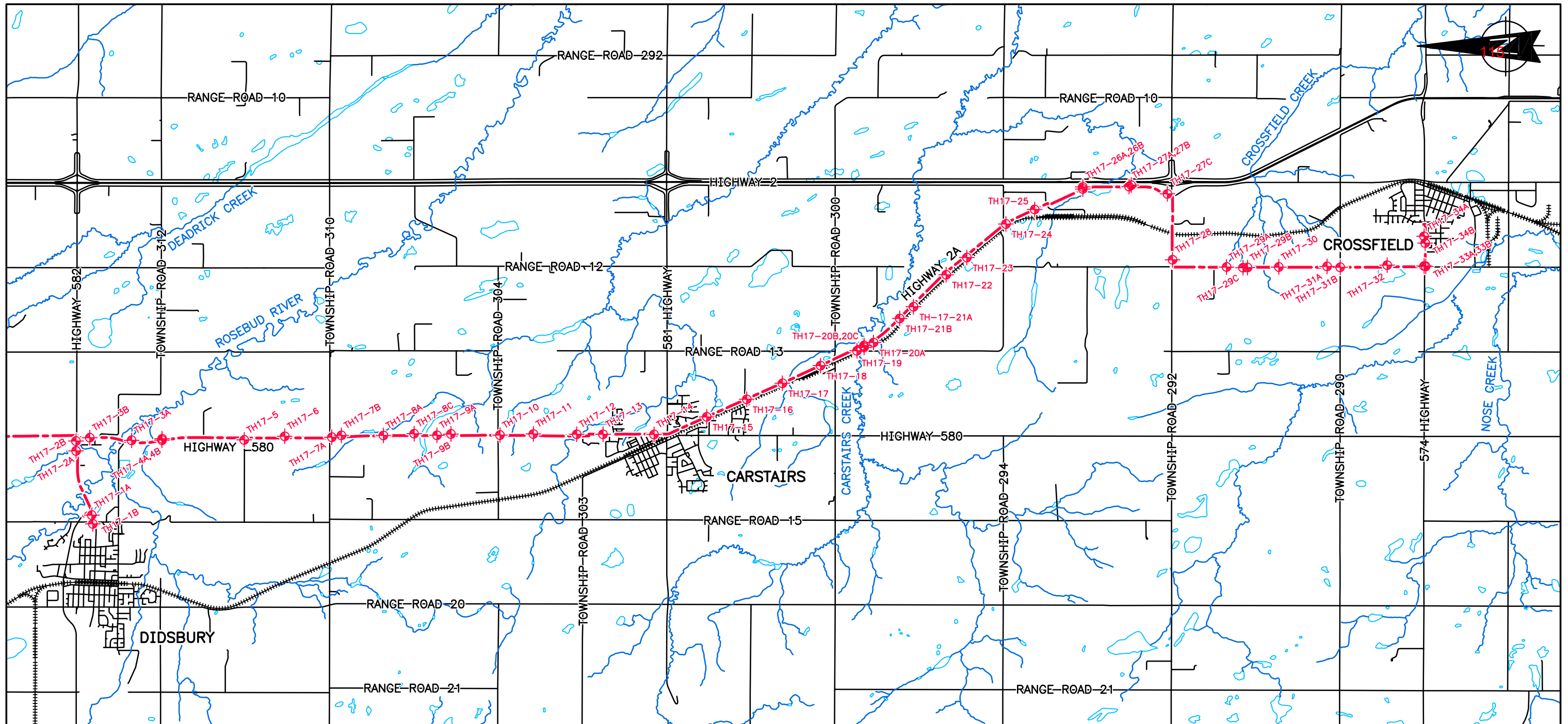
LEGEND:



PROPOSED WATER PIPELINE ALIGNMENT	
SURFICIAL GEOLOGY:	
LACUSTRINE DEPOSIT: SAND AND SILT AND CLAY WITH LOCAL ICE-RAFTED STONES	2a
FLUVIAL DEPOSITS: GRAVEL, SAND, SILT AND CLAY, INCLUDES LOCAL TILL AND BEDROCK EXPOSURES	3a
FLUVIAL DEPOSITS: GRAVEL, SAND, SILT AND CLAY, INCLUDES LOCAL TILL AND BEDROCK EXPOSURE	3b
ALLUVIUM AND COLLUVIUM DEPOSITS: STREAM AND SLOPEWASHED ERODED MATERIALS WITHIN SLOPES OF RIVER VALLEYS AND MELT-WATER CHANNELS, EXPOSED TILL AND BEDROCK	4
DRAPED MORAINES: TILL OF EVEN THICKNESS, WITH MINOR AMOUNT OF WATER-SORTED MATERIAL AND LOCAL BEDROCK EXPOSURE	9
STAGNATION MORAINES: TILL FORMING UNDULATING TERRAIN	10a
STAGNATION MORAINES: TILL FORMING HUMMOCKY TERRAIN	10b

- NOTES:**
- 1 DRAWING MUST BE USED IN CONJUNCTION WITH THE ATTACHED REPORT REFERENCE 18167 DATED OCTOBER 2017 AND IS SUBJECT TO ANY LIMITATIONS DESCRIBED THEREIN.
 - 2 SURFICIAL GEOLOGY FROM SHETSEN, I. QUATERNARY GEOLOGY OF SOUTHERN ALBERTA, ALBERTA GEOLOGICAL SURVEY, DIG2007_0018, 2007.
 - 3 PROPOSED WATER PIPELINE FROM OLDS TO DIDSBURY SUPPLIED BY CLIENT FILE "26946_PWAT_opt1.DWG" EMAILED SEPTEMBER 21, 2017.
 - 4 PROPOSED WATER PIPELINE FROM DIDSBURY TO CROSSFIELD SUPPLIED BY CLIENT FILE "Alignment .dwg" EMAILED OCTOBER 6, 2017.



MVRWSC WATER TRANSMISSION LINE OLDS TO CROSSFIELD	
SURFICIAL GEOLOGY	
FIGURE 12	
DRAWN BY	ICB
DESIGNED BY	TTC
APPROVED BY	DAF
SCALE	1:125 000
DATE	OCTOBER 5, 2017
FILE No.	18167-A1B
THURBER ENGINEERING LTD.	



LEGEND:
 PROPOSED TEST HOLE LOCATION 
 PROPOSED WATER PIPELINE ALIGNMENT 

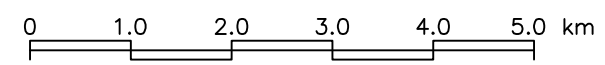
NOTES:
 1 DRAWING MUST BE USED IN CONJUNCTION WITH THE ATTACHED REPORT REFERENCE 18167 DATED OCTOBER 2017 AND IS SUBJECT TO ANY LIMITATIONS DESCRIBED THEREIN.
 2 PROPOSED WATER PIPELINE FROM OLDS TO DIDSBURY SUPPLIED BY CLIENT FILE "26946_PWAT_opt1.DWG" EMAILED SEPTEMBER 21, 2017.
 3 PROPOSED WATER PIPELINE FROM DIDSBURY TO CROSSFIELD SUPPLIED BY CLIENT FILE "Alignment .dwg" EMAILED OCTOBER 6, 2017.



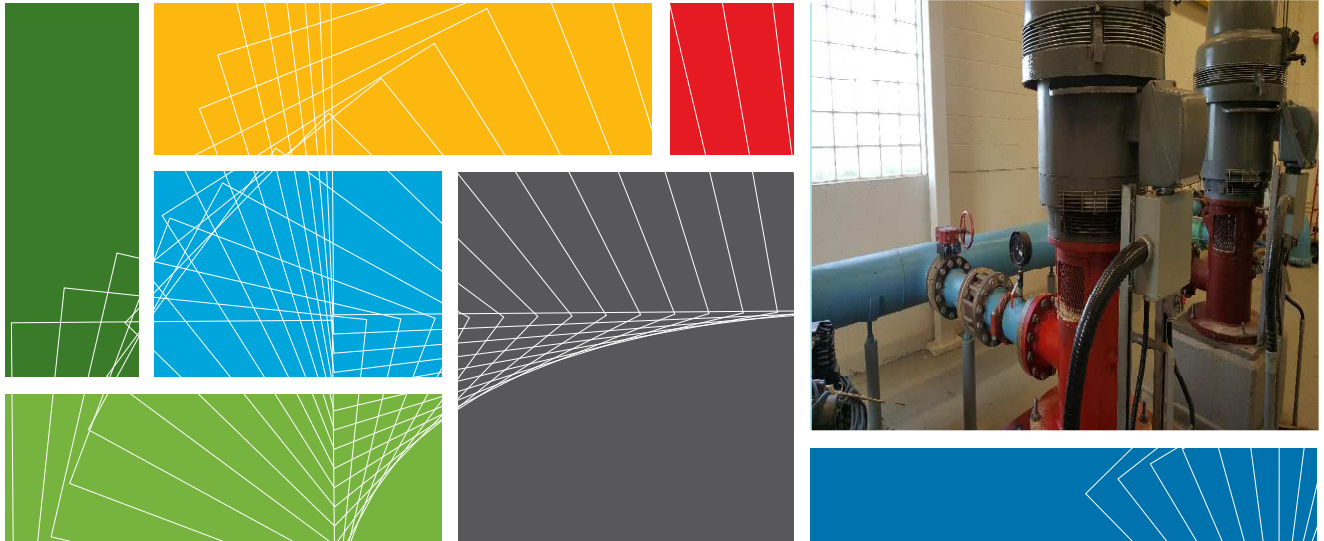
**MVRWSC WATER TRANSMISSION LINE
 OLDS TO CROSSFIELD**
**PROPOSED TEST HOLE LOCATION PLAN
 DIDSBURY TO CROSSFIELD**

FIGURE 13

DRAWN BY	ICB
DESIGNED BY	TTC
APPROVED BY	DAF
SCALE	1:75 000
DATE	OCTOBER 5, 2017
FILE No.	18167-A1B



Inspiring sustainable thinking



Mountain View Regional Water Services Commission

Draft Preliminary Design Report

Regional Water Transmission Line
Town of Olds to Town of Crossfield



November 2017



ISL Engineering and Land Services Ltd. is an award-winning full-service consulting firm dedicated to working with all levels of government and the private sector to deliver planning and design solutions for transportation, water, and land projects.



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1.0 Introduction

The Mountain View Regional Water Services Commission (MVRWSC) operates the Anthony Henday Water Treatment Plant (AHWTP). Water from the Red Deer River is treated and conveyed to the communities of Innisfail, Bowden, Olds, Didsbury, Carstairs, and Crossfield and other private customers within the same area. The treatment and supply system is 40 years old. To meet the anticipated future development and water consumption increase for the served communities, an upgrade to the system has been ongoing over the past 10 years.

Most recently, in 2014, MVRWSC completed the required upgrades to the water supply system from AHWTP to the Midline Reservoir south of Olds. MVRWSC is embarking on a second upgrade project of twinning the existing transmission line from Olds to Crossfield and increasing the capacity at the Midline Pump Station. A preliminary study in 2016 (*Mountain View Regional Water Services Commission – Preliminary Design Report for Line Twinning from Midline Reservoir to Crossfield*, by Stantec Engineering) defining the 25-year design flow horizon and options for twinning the existing water transmission line was completed and is used as a reference for this report (2016 Report).

In 2017, MVRWSC engaged ISL Engineering and Land Services (ISL) to complete the preliminary final design and the twinning of the transmission line. The scope includes the hydraulic analysis to confirm the required upgrades of the Midline Pump Station and the installation of a new water transmission line extending between Olds and Crossfield.

2.0 Existing Conditions

2.1 Midline Reservoir and Pump Station

The Midline Reservoir and Pump Station was built in 2000 south of the Town of Olds. It includes a water reservoir with a 6,800m³ capacity with a pump station on top of the water reservoir. This facility receives treated water from AHWTP via a newly installed 600 mm diameter pipeline that discharges into the Midline Reservoir and is then pumped to Didsbury, Carstairs, Crossfield and the privately owned TAQA site. The Pump Station comprises of two 150 hp and one 300 hp vertical turbine pumps. The 150 hp pumps have a capacity of 36.5 L/s each and the 300 hp pump has a capacity of 73 L/s. The anticipated capacity of the pump station with both the 150 hp pump and 300 hp pump in operation is 84 L/s. The 2016 Report stated that this is not achievable as the system breaker cannot handle the electrical load of both pumps operating at the same time. All pumps work on variable frequency drives (VFD), and are being operated one at a time depending on the water consumption downstream.

The pump station operates a chlorination system that controls the residual chlorine level of the water leaving the pump station and a pressure relief valve to control the maximum operating pressure of the pump station piping system. The facility has an indoor diesel standby generator to provide backup power in the event of a power outage.

2.2 Midline Pump Station Transmission Line

From the Midline Pump Station, water is conveyed 13 km south through a 400 mm diameter section to Didsbury and continues for about 11.7 km south with a 250 mm diameter section to Carstairs and extends after that for about 18.5 km south to connect to the Crossfield water storage reservoir at an approximate elevation of 1,105.50 m.

There are branch line connections from the transmission line to Didsbury and Carstairs. The Didsbury branch line is a 250 mm diameter line that extends west from the connection to the transmission line for around 3 km and discharges into the Didsbury water reservoir located at the top of a hill on the west side of the town at an elevation of around 1,061 m. The Carstairs branch line is a 300 mm diameter that extends south from the connection to the 250 mm Midline transmission line for around 1.35 km and discharges into the Carstairs water reservoir located at the east of the town at an elevation of around 1,106 m.



3.0 Design Basis

3.1 Design Flows

The 2016 Report defined the anticipated design flows based on a 25-year design horizon. The design flows are summarized in Table 3.1.

Table 3.1: Projected Midline System Maximum Daily Demand (MDD) Flows

System User	2015 MDD Flows (m ³ /day)	2020 MDD Flows (m ³ /day)	2025 MDD Flows (m ³ /day)	2030 MDD Flows (m ³ /day)	2035 MDD Flows (m ³ /day)	2040 MDD Flows (m ³ /day)
Didsbury	2,307	2,610	2,953	3,341	3,780	4,277
Carstairs	1,693	1,916	2,168	2,453	2,775	3,140
Crossfield	2,168	2,453	2,776	3,141	3,553	4,020
TAQA	123	123	123	123	123	123
Other	63	71	80	91	102	116
Total (m³/day)	6,355	7,173	8,100	9,148	10,333	11,675
Total (L/s)	74	83	94	106	120	136

3.2 Transmission Line Installation Method

Two options are proposed for the installation of the transmission line, typical open trench and trenchless installation by horizontal directional drilling (HDD). Based on discussions with different parties involved and installation restrictions, it is proposed to complete the installation of the new transmission line using the HDD techniques as it has the following advantages over open trench:

- It is proposed that a large section of the transmission line will be installed along the Highway 2A right-of-way (ROW). In negotiating with Alberta Transportation to use the ROW, they requested minimal ground disturbance and highway traffic not be impacted by the construction of the pipeline. This can only be achieved by HDD.
- HDD will eliminate the need for a Conservation and Reclamation Plan (refer to Section 8.0 for details).
- The HDD industry has experienced a considerable growth in the past few decades driven by the benefits offered by minimizing traffic disruption and ground disturbance damage. The feasibility and maximum length of the drilled path could vary up to 1,000 m depending on the geotechnical conditions, pipeline material and diameter, drilling rigs capacity and the alignment and profile of the installed pipeline.

3.3 Hydraulic Analysis

The hydraulic analysis for the existing and new Midline transmission lines were completed using WaterCAD software. The following principles and parameters were considered in the analysis:

- Friction losses estimated based on the Hazen – Williams formula with a pipe roughness coefficient, C-Value of 140. Minor losses were estimated individually for the different types of fittings and valves.
- Based on discussions with MVRWSC operators, it was found that the operating pressure of the Midline Pump Station is in the range of (1,500 to 1,800 KPa), depending on the operating pumps and flows. To avoid impacting the structural integrity of the existing steel transmission line, the generated pressure in the upgraded Midline transmission system (including the new and existing transmission lines) will stay within the same pressure range.
- Water velocities in the transmission system will vary based on the conveyed flows and water demands scenarios for the different pipe sections. To limit the friction losses and surges impact that will generate high pressures within the transmission system, the selected pipe diameters will take into consideration a velocity range of 1.5 m/s that should not be exceeded.

3.4 Pipe Material

Two types of material were considered for the transmission line, high-density polyethylene (HDPE) to PE4710 and steel spiral weld pipes. These are piping products suitable for municipal water application and can be installed by either open trench or HDD method. If needed to suit hydraulic conditions, these materials could be used in different combinations along the different sections of the transmission system.

3.4.1 HDPE

HDPE thermoplastic pipe is a corrosion-resistant piping product that does not require any corrosion protection. The material is considered as hydraulically smooth and produces relatively low friction losses. Pipes are normally fused together to form a monolithic system. HDPE pipes are produced under different pipe classes (DR) which dictate the pipe thicknesses and consequently the pipe pressure rating that would go up to 333 psi.

3.4.2 Steel

Steel pipe requires internal lining and external coating for corrosion protection in addition to the installation of cathodic protection that provides shielding for pipe areas with damaged coating. The material is considered as hydraulically smooth and produces relatively low friction losses. Pipes are normally welded together to form a monolithic system. Steel pipes are produced with different pipe wall thicknesses to match the required pressure rating, external loading and capability to resist pull tensile stresses during HDD installation.



Based on the proposed method of installation using HDD, the following points are mentioned regarding the two pipe materials proposed:

- The HDPE pipes have the capability to resist pull tensile stresses during HDD installation that would go up to 1,100 psi for a duration of 24 hours. Similarly to steel pipes, HDPE pipes are produced with different pipe wall thicknesses to resist the generated pull forces during HDD installation.
- For similar hydraulic capacity, the pipe wall thickness of HDPE is thicker than that of steel; consequently, HDPE pipe outer diameters will be larger than steel pipes. Therefore, the required drilling diameter for HDPE is relatively larger than for steel pipes and would yield a higher drilling cost.
- Steel pipes installed by HDD have an increased likelihood of experiencing coating damage as opposed to those installed using open trench method. A variety of anti-abrasion coating products were designed to protect the anti-corrosion coating from mechanical damage during HDD installation. One of the factors that should be considered during the final design is the choice of the coating to be used for this purpose.
- Steel pipes require special care to complete the joint lining and coating in parallel with the welding. The major factor involved with the joint coating is the fact that it is applied in the field and therefore is subjected to challenges not seen in a plant application.

4.0 Water Transmission Line - Alignment & Profile

4.1 Alignment Considerations

The existing water transmission line operated by MVRWSC is installed within an allocated ROW through mainly private land from Olds to Crossfield. In reviewing the current landowner agreements for the ROW, MVRWSC advised that installing the new water transmission line within the existing pipeline ROW would require extensive landowner renegotiation to secure new agreements. This would be a time-consuming and costly exercise estimated at \$3 million based on previous project costs) and would not meet the timelines for the project. As such, MVRWSC advised that installing the new transmission line in a new alignment within the Highway 2A ROW is the preferred option.

To pursue this option, MVRWSC and ISL approached Alberta Transportation, and through a series of meetings and correspondence, Alberta Transportation accepted the concept of installing the new transmission line within their Highway ROW, as indicated on Figures 1 to 8.

Other factors that were considered for the transmission line alignment were:

- Selecting the route taking the existing topographical conditions with the least number of challenges to the hydraulic performance of the pipeline.
- Restricting the installation to the public domain to avoid private land acquisition. This will avoid access restrictions to farmland or dwellings and considerably minimize the need for acquisition of private land.
- Accessibility and workspace conditions during installation and future maintenance.
- Avoid installing the transmission line across sensitive natural areas creating environmental issues.
- Considering the locations of interconnections to the existing transmission line and the connections to the existing and future storage reservoirs for the different communities.
- Minimizing interferences with existing utilities and structures.
- Locating air release vacuum valves at high points and washout drains at low areas along the water transmission line.
- Transmission line sections installed within Highway ROWs will be positioned at approximately 5 m away from the boundary to avoid interfering with future highway pavement expansion.

4.2 Proposed Alignment

The proposed alignment addresses the constraining factors listed above and presents a combined installation along Highway 2A and other local highways and roads. As described in Section 5.0, the twinning of the water transmission line is required between Didsbury and Crossfield. The existing transmission line between Olds and Didsbury will be kept without any upgrades as the projected flows can be achieved without twinning this section under the current operating regime.

The proposed alignment includes the following two main sections, and is illustrated on Figures 1 to 8.



Didsbury to Carstairs: The new transmission line will connect to the existing 400 mm transmission steel pipe at the Rosebud Valley Campground in Didsbury; the line continues east for 1.7 km along Highway 582 and south for 11.3 km along Highway 2A for connections in Carstairs.

Carstairs to Crossfield: From Carstairs, the water transmission line continues south for 7.6 km along Highway 2A and 10.6 km west along Township Road 292 and Range Road 12 south for connection in Crossfield.

4.3 Profile Considerations

It is anticipated that the proposed water line will be installed at an approximate depth of 4.0 m to 5.0 m below the existing ground level by HDD. The factors and restrictions that led to this choice are discussed below:

- Pipes will be installed below the frost line, which is estimated at 3.0 m below the finished ground.
- Pipes will be installed at a depth not exceeding 4.5 m to 5.0m below the finished ground level, to allow accessibility using open trench excavation for any maintenance requirements.
- Based on the geotechnical desktop review (refer to Section 7.0), the majority of the alignment is within areas mapped with 0 m to 10 m of till material. It is expected to encounter potential shallow bedrock at about 5.0 m below ground for about 50% of the transmission line alignment. The following are noted in this context:
 - The anticipated till material at 3.0 m to 5.0 m below ground is considered as feasible for HDD installation providing no bedrock is encountered.
 - The anticipated drilling length at 4.0 m to 5.0 m below ground would be in the range of 300 m to 500 m, depending on the pipe outer diameter and encountered soil conditions. Extending the drill lengths might increase the risks of frac-outs (i.e., the release of drilling fluid to the ground surface).
 - Going deeper across bedrock layers will require relatively larger rigs and might increase the risks of frac-outs. Based on discussions with experienced HDD contractors, the use of large rigs may result in an increased HDD cost.

The above is based on the geotechnical desktop overview. A detailed geotechnical site investigation will be completed and a more detailed HDD assessment will be carried out accordingly.

4.4 Existing Utility Crossings

The proposed transmission line will cross existing utility lines including gas and power. In general, these utilities are buried at a shallow depth; consequently, it is anticipated that the transmission line will cross underneath these utilities.

Based on existing utility data and site investigation, the proposed alignment for the new transmission line will cross the following major utilities. Special crossing agreements with utility

owners will be required prior to starting with the construction and should be finalized during the final design stage:

- 21 gas line crossings
- 1 power line crossing

4.5 Highway and Railway Crossings

The proposed transmission line will cross approximately 17 roads and highways and one railway crossing. Few roads will be crossed more than once. Highway and rail crossings are as follows:

- TWP Roads 312, 311, 310, 304, 300, 294 and 292
- Range Roads 13 and 12
- Highways 2A, 581 and 574
- CP Rail at TWP 292

In principle, all transmission lines crossing highways and railways are to be installed within steel casings placed using trenchless techniques. Crossing agreements with Alberta Transportation, Canadian Pacific Railway, Mountain View County, and Rocky View County are required prior to starting construction and will be finalized during the final design stage.

4.6 River and Creek Crossings

The proposed transmission line will cross the Rosebud River at two locations, Carstairs Creek, and two ravines. In addition, the new line will run across local low areas parallel to existing water bodies/ponds at three locations.



5.0 Midline System Hydraulics

The Midline system was hydraulically evaluated based on the anticipated 25-year horizon design MDD flow of 136 L/s. The assessment assumes that the existing transmission line will be kept in service and that the new transmission line will work in parallel to the existing transmission line to convey the anticipated future consumption flows from the Midline Pump Station. The hydraulics for the Midline system was optimized using WaterCAD software for the two alternatives of using steel pipes and HDPE pipe. The obtained optimized diameters for the new transmission line and upgraded pumping requirements are summarized in Table 5.1.

Table 5.1: Optimized Diameters and Pumping Capacities

Alternatives		Length (m)						Pumping Capacity/TDH (L/s / m)
		300 mm Steel	250 mm Steel	400 mm HDPE DR 7.3	400 mm HDPE DR 9	350 mm HDPE DR 11	300 mm HDPE DR11	
Steel Pipe Material	Didsbury to Carstairs	13,040						136_L/s @ 163_m
	Carstairs to Crossfield	18,250						
HDPE Pipe Material	Didsbury to Carstairs			4,700	5,500	2,900		
	Carstairs to Crossfield						18,250	

5.1 Hydraulic Analysis Findings

The hydraulic operation for the Midline system was assessed by running the water model for different assumed operational scenarios. The findings are as follows:

- The hydraulic grade along the new water transmission line for the design flow is indicated on Figure 9. The anticipated service pressures experienced for each section of the water transmission line for the design flow is indicated in Table 5.2.
- The operating pressure at the Midline pump station for the 25-year design flow of 136 L/s is approximately 1,500 KPa. If the supplied flow is increased by 10% at the most remote point of the transmission line (at Crossfield), the required operating pressure at the Midline Pump Station will increase to approximately 1,800 KPa, which is considered acceptable.

Table 5.2: Operating Service Pressures for Water Transmission Line

Transmission Line Section	Maximum Operating Pressure (KPa)	Minimum Operating Pressure (KPa)
Didsbury to Carstairs	1,650	910
Carstairs to Crossfield	1,140	215

6.0 Midline Pump Station Upgrades

In order to achieve the new flow demands, the pump station will require the replacement of the existing pumps and the associated piping system, controls and electrical components.

6.1 Pumps and Associated Piping Upgrades

The increase in pumping capacity will require the replacement of the existing vertical turbine pumps with new pumps totaling a capacity of 136 L/s. In addition, a jockey pump with minimal flow capacity will be installed in parallel to the new pumps to maintain a positive pressure within the transmission lines once the other supply pumps are turned off. The following two alternatives are proposed for the replacement of pumps. The proposed pumps and piping layouts for the two alternatives are indicated on Figures 10 and 11.

Table 6.1: Alternatives for Pump Upgrades

Alternatives	Duty Pump	Stand By Pump	Jockey Pump
Alternative 1	2 pumps 68 L/s @ 163 m TDH	1 pump 68 L/s @ 163 m TDH	1 pump 15 L/s @ 100 m TDH
Alternative 2	1 pump 135 L/s @ 163 m TDH	1 pump 135 L/s @ 163 m TDH	1 pump 15 L/s @ 100 m TDH

Based on the assessment for the pump upgrades, the following points are noted:

- The existing pumps are submerged in a 0.6 m deep wet well within the reservoir. The pump characteristics for the new pumps for Alternatives 1 and 2 require submergence of 1.25 m and 0.9 m, respectively. This would result in a loss of storage volume of 1,600m³ (24% of the total storage reservoir) for Alternative 1 due to the additional 0.65 m of additional submergence required on top of the wet well, and a loss of 900 m³ (17% of the total reservoir storage) for Alternative 2 due to the additional submergence of 0.3 m required on top of the wet well.
- The Midline Pump Station 300 mm diameter header has provision for two 150 mm diameter and one 200 mm diameter connections for pump installation. Alternative 1 would require three 200 mm and one 150 mm diameter connections for the pump installation. Alternative 2 would require two 250 mm and one 150 mm diameter connections. Consequently, new connection to the 300 mm header will be provided for both alternatives. The upgrades of the current connections could be done either by cutting through the existing 300 mm header or by replacing the above floor header section inside the pump station with a new pipe. To expedite the installation and avoid shutting down the Midline Pump Station for an extended period, replacing the header might offer a more feasible solution. Further coordination with MVRWSC Operations should be carried out during the detailed design stage to confirm the impact and schedule for putting the Midline Pump Station temporarily out of service during the replacement of the pump station header.
- The efficiency for the pumps under Alternatives 1 and 2 is within the same range. Consequently, there is no advantage in terms of power consumption for either alternative.
- The existing isolation and check valves for each pump should be upgraded to match the discharge outlet size for the new selected pumps.



- The existing flow meter on the Midline Pump Station header is a 150 mm diameter Halliburton turbine meter. As per Halliburton's technical specifications, the upgraded Midline Pump Station flow rate is on the higher limit of the flow meter rating. Although the meter will remain accurate, the generated excessive high velocity across the meter of 7 m/s will generate relatively high head loss across the meter and relevant straight pipe section of around 60 kPa. As such, it is recommended to replace the existing flow meter and straight section of pipe at a minimum diameter of 200 mm.

6.2 Electrical, Controls and Instrumentation Upgrades

6.2.1 Normal Power Supply

The estimated peak-load demand of the station is 1050 kW, with 600 HP being the single biggest motor load. The biggest motors would be operating at 575V/3Ph/60Hz. Based on this information, the existing utility power service can be retained as is.

Based on the condition (visual inspection) and age of existing power switchgear (main circuit breaker, utility metering, automatic transfer switch and distribution switchboard), it will be retained as is. As a part of the construction contract, the contractor will be required to conduct an infrared (IR) inspection of the retained electrical equipment, and any deficiencies discovered during IR inspection will be addressed accordingly.

Based on Canadian Electrical Code (CEC), for a 1,200 Amp rated main breaker, separate entrances are required to the building to allow operators to exit the building without crossing the point of failure. Also per CEC, a 1,200 Amp main breaker would require a ground fault monitoring module along with a shunt tripping mechanism in the event of ground fault. Both these conditions are satisfied with existing installation.

As per requirements of CSA Z-462 (Workplace Electrical Safety), an arc flash hazard analysis will be conducted by the equipment supplier. The contractor will be required to provide appropriate equipment warning labels, as per the arc flash hazard analysis.

In addition to utility power metering, there is an existing customer-owned digital power meter installed at the distribution switchboard. The existing digital power meter is installed at a considerable height from ground and is inaccessible without use of ladder. Design provisions will be made for a new digital power meter that will record the station power consumption and monitor various power quality parameters such as, supply voltage, transients, phase balancing, phase drop-outs, power factor, and harmonics.

A new transient voltage surge suppression (TVSS) will be provided for utility main service to protect sensitive equipment from switching shocks within the utility power supply system.

6.2.2 Emergency Power Supply

There is an existing 350 kW generator on site. Based on the proposed pump configurations, preliminary calculations indicate that the following standby generators will be required:

- Alternative 1: 750 kW Standby Gen-set
- Alternative 2: 1000 kW Standby Gen-set

The proposed gen-set sizes will handle the entire pump station's duty load started in single step, within acceptable voltage and frequency dip parameters. Because of its convenience and availability in the area, it is recommended that diesel be used as a fuel of choice for the standby power generator. It is recommended that a sub-base fuel tank, with 12-hour storage capacity at full load operation be provided.

The existing building space is not large enough to accommodate the new proposed gen-set. ISL evaluated the choice of indoor versus outdoor generators. Regarding indoor versus outdoor location, the primary factors of consideration are installation and maintenance costs, security and protection, and noise concerns for neighbours. The physical security is better and the noise mitigation measures are more effective in the case of indoor installation. However, given the substantial cost savings with an outdoor installation, we recommend that an outdoor installed unit with weatherproof enclosure be provided. Additional precautions, such as, fencing, security alarms, or video monitoring will be investigated and implemented to improve physical security. Acceptable sound levels will be determined for this location and soundproofing will be implemented accordingly.

The outdoor generator will be mounted on a cast-in-place structural concrete pad outside the building. New underground wiring will be placed from new gen-set to existing automatic transfer switch.

6.2.3 Motor Starters

With either of the proposed configurations, existing motor starting equipment cannot be reused. The existing motor starter cabinets will be removed and new motor starters will be installed.

Design provisions will be made for variable frequency drives (VFD) to control the speed of each pump motor. In addition to controlling speed, VFDs assist with slow ramp/stop of pump and thus aid with prevention of water hammering. However, non-linear loads, such as VFD, create line harmonics in the power distribution system. The line harmonic currents contribute to various undesirable conditions, such as additional line losses, interference with communication equipment, overheating of transformers and other branch circuit equipment, increased heating in motors connected across-the-line, and resonance with capacitors. Also, the power utility will specify maximum allowable harmonic current and voltage distortion levels at the point of common coupling (PCC) and penalize for exceeding these values. Design provisions will be made for harmonics mitigation measures, such as line reactors and harmonic filters.

6.2.4 Controls and Instrumentation

There is an existing programmable logic controller (PLC) control panel located in the office area. The existing PLC is Schneider Electric's Model Modicon 984 Series. This model of PLC is discontinued by the manufacturer, and it would be hard to obtain spare parts for any emergency repairs if required. Design provisions will be made to upgrade the existing PLC to the latest model from Schneider Electric (Modicon M340 Series). The existing control panel enclosure and



miscellaneous hardware inside the control panel can be retained as is. A cash allowance will be included in the Contract, for the Owner's preferred System Integrator to complete programming and integration.

A new touch-screen based human-machine interface (HMI) will be provided at the existing control panel enclosure to enable operators to enter control set-points and alarm limits, and monitor various device status and alarm conditions.

A new flow meter is proposed for the new piping configuration. New instrumentation will be selected taking into account the Owner's past experience with instrument vendors and available technical support.

6.2.5 Building Lighting and Miscellaneous Electrical

The existing building and site lighting appears to be adequate based on visual inspection. There were no relevant concerns from Operations regarding lighting and convenience receptacles. These systems will be retained as is.

7.0 Geotechnical

7.1 Introduction

7.1.1 General

This section of the report was prepared by Thurber Engineering Ltd. (Thurber) and presents the results of a desktop study, carried out by Thurber for ISL, to support the design of the Mountain View Regional Water Pipeline located between Olds and Crossfield in Alberta.

It is a condition of this report that Thurber's performance of its professional services is subject to the Statement of Limitations and Conditions.

7.1.2 Background

The pipeline design and construction will be broken up into different stages, with the initial stage of the work being the portion of new water pipeline between the Towns of Didsbury and Crossfield. The pipeline will be approximately 41 km long and will primarily follow within the right-of-way of Highways 2A and 580 as shown in Figure 12. Numerous crossings of roads, highways, creeks and one railway crossing have been identified along the alignment. ISL has stated that they anticipate the pipeline will predominantly be installed via Horizontal Directional Drilling (HDD) with a lesser portion using open trench construction. The depth of the pipeline will vary along the alignment; however, it is anticipated that a minimum of 3 m cover will be maintained for frost penetration considerations. It is also understood that ISL does not want the depth of the pipe to exceed approximately 5 m to allow for future excavation and maintenance. The diameter of the pipeline is expected to vary from 200 mm to 450 mm.

This report provides a desktop assessment of the expected geotechnical conditions and potential geohazards that would be encountered along the entire alignment between Olds to Crossfield. It includes a review of the existing geotechnical data relevant to the project and contains a proposed scope of work for field exploration to obtain additional information required to support a geotechnical study adequate for detailed design.

7.1.3 Scope of Work

The scope of work for this desktop geotechnical study was presented to ISL in our proposal dated March 28, 2017. A summary of the key tasks undertaken is as follows:

- Review of aerial photographs, digital elevation models, and published and unpublished geotechnical and geological information on the project vicinity and along the alignment, including test hole information from a previous Thurber investigation.
- Geohazard screening assessment along the pipeline alignment.
- Development of a subsequent geotechnical field exploration program to support detailed design.



All work was undertaken under ISL's subconsultant agreement with reference Project No. 26946, dated 21 September 2017.

7.1.4 Sources of Information

The following data sources were reviewed as part of the desktop screening study:

- Color orthophoto imagery; 0.3 m/pixel resolution – Provided by ISL.
- Color satellite imagery (2016); 2.5 m/pixel resolution (approx.).
- AltaLIS Digital Elevation Model 10 m/pixel (5 m vertical accuracy based on 1:60,000 airphotos).
- Shetsen, I., "Quaternary Geology, Southern Alberta", Map 207, Alberta Research Council, 1987.
- Thurber Engineering Ltd.- Internal Test Hole Database.

7.2 Physical Setting

7.2.1 General

The proposed MVRWSC Pipeline Project lies within the Western Alberta Plains physiographic region. The current alignment primarily follows within the eastern side of the alignment of Highways 2A and 580 as shown in Figure. 12. It is contained within the municipal boundaries of Mountain View County and Rocky View County and passes through or adjacent to the communities of Olds, Didsbury, Carstairs and Crossfield. The main pipeline alignment has a general north-south orientation with several east-west oriented tie-ins at the communities listed previously.

The proposed pipeline alignment encounters variable terrain conditions, including: one river crossing; minor stream valleys; naturally vegetated and treed areas; paved and unpaved roadways; private and commercial developments; and cultivated land.

Topography along the alignment generally is characterized by subdued to rolling plains with gentle slopes and elevations ranging from about 1120 m to 1000 m.a.s.l. The greatest relief is present within the crossing of the Rosebud River valley, characterized by valley walls up to approximately 25 m in height and slopes up to 20° inclination.

7.2.2 Bedrock Geology

Bedrock underlying the study area generally consists of sedimentary rock comprising interbedded sandstones, siltstones and claystones, with lesser proportions of thin limestone, pebble conglomerate and coal beds, belonging to the Paskapoo Formation.

The depth to bedrock is expected to vary substantially along the proposed alignment based on drift thickness mapping published by the Alberta Geological Survey. Much of the alignment is within areas mapped with 0 m to 10 m of drift with the exception of a 6 km segment around Carstairs that shows overburden up to 40 m thick. The potential for shallow bedrock exists along a significant portion of the pipeline alignment. Approximately 16 km of the mainline alignment is within areas mapped with drift thickness between 0 m to 5 m. The drift thickness mapping should

only be taken as a high-level estimate that would require additional test holes along the alignment to confirm.

7.2.3 Surficial Geology

The soils along the alignment are expected to predominantly comprise glacial deposits (till) that consist of an unsorted mixture of clay, silt, sand and gravel with local water-sorted material and bedrock. The majority of the till is expected to behave as a stiff, low to medium plastic clay. The area, as mapped and described by Shetsen (1987), includes deposits of draped and stagnation moraine (till), and bands of coarse fluvial (including glaciofluvial) sand and gravel deposits with minor silt beds and fine-grained fluvial deposits with minor gravel beds. The fluvial based soils consist of both active channel sediments and connecting, glacial-age channel valleys that have since become infilled. The alignment is noted to cross two channels with fluvial soils. These surficial landforms and related deposits are shown in Figure 12 (attached). The glacial landforms and features generally trend in a northwest to southeast orientation, reflective of the predominant direction of ice movement throughout this area. It should be noted that glacial till is a heterogeneous mixture that can often be variable within the same mapped unit and at different depths. Till can also contain cobbles, structure (i.e. seams or beds of sorted material) and interbedding soil units of multiple depositional origins (e.g. water-sorted sand and gravel layers).

7.3 Geohazard Screening Assessment

7.3.1 General

As part of our scope of work, the proposed alignment was assessed at a screening level for construction feasibility and a variety of geohazards using the information described in the previous sections.

The main geohazards identified along the alignment are the potential for slope instabilities on moderate slopes, high groundwater conditions within certain soils types along the route and shallow bedrock. These geohazards are discussed in the following sections.

The potential for encountering difficult ground conditions that may affect trenchless constructability is addressed in Section 7.4. Hydrotechnical hazards are not specifically addressed in this assessment; however, major stream crossings have been identified and discussed in Sections 7.3.2 and 7.3.3. It should also be noted the scope of this review did not include assessment of any potential environmental hazards or issues.

7.3.2 Landslides/Slope Instability

The area along the alignment with the highest potential for slope instability/landsliding includes the crossing of the Rosebud River valley. The smaller creek crossings including Deadrick and Carstairs Creek also contain slopes, although at much lower heights and angles. At these locations downcutting and ongoing toe erosion from the meandering water channels could contribute to shallow local instabilities of the river or creek slopes. Based on the airphotos and DEM data (which are low-res), active valley-scale instabilities (i.e. deep landslides) are not obvious along the proposed alignment and the terrain appears relatively stable. Ground inspection will be



required to determine localized stability or instability at the crossings. The terrain can be reviewed further for slope instability risks if high-resolution LIDAR becomes available.

In addition to the potential slope stability hazard on the valley and creek slopes, hydrotechnical hazards exist within the valley bottoms. However, assuming these water crossings will be directionally drilled from crest-to-crest, then both the slope stability and hydrotechnical hazards should be avoided if the HDD depth is sufficient.

7.3.3 High Groundwater Conditions

On a preliminary basis, areas identified as potentially having a high groundwater table and cohesionless soils include the crossing of the Rosebud River and Carstairs Creek. Although it is expected that the pipeline will have trenchless construction through these areas, there may be additional construction measures required (e.g. dewatering and/or shoring) for entry and exit pits.

During construction, high groundwater conditions can result in difficulties in excavation (i.e. sloughing trench) and at tie-ins, requiring local dewatering. However, where soil conditions are predominantly clay (or clay till) their permeability is generally low enough that infiltration into the trench is controllable with the use of sumps and pumps. However, trenching and tie-ins can be very difficult where ground conditions are cohesionless (i.e. silts, sands and gravels) and there is a high groundwater table.

7.3.4 Shallow Bedrock

Based on surficial drift mapping and previous test hole records in the vicinity, the potential for shallow bedrock within the zone of pipeline construction exists along a significant portion of the pipeline alignment. Approximately 16 km of the mainline alignment is within areas mapped with drift thickness between 0 m to 5 m. The drift thickness mapping should only be taken as a high-level estimate that requires additional test holes near the alignment to confirm. It should also be appreciated that in most cases, bedrock in this area is normally rippable with large excavators. However, if encountered, it could result in slower excavation rates and the possible need for pipe bedding and padding, if conventionally trenched. For HDD construction methods, it could result in the need for a mud motor and/or difficulty steering the drill string.

7.3.5 Other Geohazards

In addition to the geohazards described above, several other geohazards were considered as part of this screening study and have been assessed as being of low to moderate risk. These hazards are summarized in Table 7.1 below.

Table 7.1: Summary of Other Geohazards

Geohazard/ Process	Cause	Assessment	Hazard Potential
Swelling/Shrinkage	Drying and wetting of high plastic clay resulting in dramatic soil volume changes	Clays in Calgary area are typically low to medium plastic (minor high plastic) and are less susceptible to this process	Low
Frost Heave/Thaw Settlement	Freezing and thawing in frost susceptible soils resulting in ice lensing and seasonal ground heave/settlement	Silts and clays in study area are frost susceptible but no more so than in most other areas in Alberta. Pipeline depth expected to be below frost penetration along majority of alignment.	Low to Moderate
Mine Subsidence	Ground collapse at surface from abandoned mine workings; typically for coal.	No known mines in the study area based on AER mapping.	Low
Erosion	Uncontrolled surface runoff. Cohesionless soils are most susceptible	Areas with significant cohesionless materials are predominantly on level to gently sloping terrain (i.e. slopes less than 15%)	Low
Karst	Voids and sinkholes develop from solution within bedrock	Bedrock in study area not karst susceptible (i.e. not limestone)	Low
Seismicity/Liquefaction	Earthquakes resulting from movement of bedrock plates	Low seismic hazard area; mostly cohesive non-liquefiable soils	Low

7.4 Preliminary Trenchless Construction Assessment

ISL is proposing to construct the pipeline primarily with HDD construction while maintaining a depth of cover between 3 m to 5 m.

The expected ground conditions along the alignment are considered feasible for typical HDD installations. The majority of the alignment will be in till, which is expected to be cohesive and tends to be favorable for HDD as it has reasonable sidewall stability.



However, till can be variable and contain cohesionless regions (e.g. sand seams) that are at risk of bore instability and/or drill fluid loss within the formation and potentially at ground surface (i.e. “frac-out”). This risk of frac-out is significantly increased when drilling at shallow depths. During HDD installation these conditions are often mitigated by increasing the bore depth.

Additionally, the presence of larger granular clasts can sometimes make HDD within till difficult. Cobbles, and particularly boulders, can cause difficulties in steering the drill string. Cobbles and boulders can also be problematic by falling into the bore behind the drill bit or ahead of the reaming head, jamming the bit in the hole during pullback. Depending on the amount of sand and gravel size material present, and the density and natural moisture content of the deposit, tills can also sometimes be quite abrasive. In certain instances, the material can be readily drillable but can cause excessive bit wear. Dense till deposits can also exhibit fissures and joints. Depending on the nature of the deposits, some fluid loss can occur through these features during the HDD process, which is lost in formation or if shallow can be expressed at surface.

The fluvial soils expected at the river and creek crossings could pose construction challenges to HDD due to the potential of non-cohesive (i.e. granular) soils. This could include frac-out of the drill fluids to the ground surface if the bore depth is not sufficient to contain the drill mud pressure.

It is also expected to be challenging to perform HDD installation where the pipeline is to be installed in mixed face conditions, varying between bedrock and soil. Much of the alignment is expected to have bedrock within 5 m of the surface. Drilling within rock can result in difficulty directing the drill string at shallow depths and require the need for a mud motor which has increased cost implications.

7.5 Proposed Geotechnical Field Program

A geotechnical investigation including field exploration is recommended to further characterize the soil conditions along the proposed alignment between the Towns of Didsbury to Crossfield and to support the detailed design for this portion of the work. Thurber originally proposed 34 test holes in our proposal to ISL dated March 28, 2017. At this stage, it is expected this number of holes will be sufficient to characterize the soil conditions throughout the alignment. The approximate test hole spacing is typically between 800 m to 1500 m with tighter spacing around areas with expected variable conditions (e.g. river valleys) as shown by the tentative locations displayed on Figure 13. The anticipated depth of the test holes will typically range from 5 m to 15 m. As the proposed construction methods and the alignment becomes developed and/or revised; the locations, depths and number of test holes should be reviewed with ISL and adjusted as required to support detailed design prior to starting the field program.

8.0 Environmental

8.1 Introduction

The conceptual environmental desktop review primarily identified high-level constraints along the preliminary route of the pipeline, to determine potential regulatory requirements that would be required in the as part of the preliminary design. A more thorough environmental overview, including feature delineation will be completed as part of the preliminary design.

8.2 Methodology

8.2.1 Ecological Context

A desktop review was conducted of the Project Area for wetlands, watercourses, vegetation, and wildlife occurrences. The desktop review includes: databases (e.g., Alberta Conservation Information Management System [ACIMS], Fish and Wildlife Management Information System [FWMIS]), Landscape Analysis Tool [LAT]) and proximal important regional habitat features (e.g., Important Bird Areas, Migratory Bird Sanctuary, and Ducks Unlimited Canada projects).

Satellite Interpretation

During the initial evaluation of the pipeline route, satellite imagery was reviewed for the potential alignment to determine the presence of environmentally significant features, including vegetation occurrences of concern (e.g., rare plants and rare ecological community historical occurrences), wetlands, and watercourses. No historic aerial photography review was completed, however it will be completed during the subsequent stage of the design to delineate route-specific environmental features and constraints.

8.2.2 Historical Resources Desktop Review

A review of the Listing of Historical Resources was completed to determine potential requirements for a *Historical Resources Act* investigation. The Listing was queried to determine the potential Historical Resource Value for each quarter section crossed by the alignment.

8.2.3 Regulatory Overview

A summary of potential regulatory requirements that were identified at this time is provided.

8.3 Results

The typical environmental regulations for the Project are provided below, followed by the results of the preliminary review and the potential impact to the Project.



8.3.1 Regulatory Requirements

Environmental constraints for pipeline construction come from the regulatory requirements and parameters for permits and authorizations. Descriptions of each regulatory consideration are provided below. There are no restrictions to stop project construction; there are only environmental restrictions that require regulatory considerations prior to, during, or after pipeline installation to achieve regulatory compliance.

8.3.2 Federal

Fisheries Act

The *Fisheries Act* is administered by the Department of Fisheries and Oceans (DFO). The Act prohibits work, undertaking, or activity that results in serious harm to fish that are part of a commercial, recreational or Aboriginal fishery, or to fish that support such a fishery. Serious harm includes the death of fish or permanent alteration to, or destruction of, fish habitat (DFO 2013). The Act also prohibits the deposition of deleterious substances into waters used by fish, ensures the safe passage of fish, requires flow of water and passage of fish, and requires water intakes and diversions to have fish guards or screens. DFO is currently engaged in updating the *Fisheries Act* and therefore additional requirements, such as submitting of all crossings, may be required.

ISL does not anticipate that a DFO Review is required as this proposed Project should not result in the loss of fish habitat or cause serious harm to fish. Typically, if a watercourse crossing procedure is completed following the Alberta Code of Practice for Pipelines and Telecommunications Lines (see below), the assessment will determine further DFO requirements for the crossing.

Species at Risk Act

The *Species at Risk Act (SARA)* is administered by Environment Canada (EC). The Act identifies measures to protect listed wildlife species (including plants) through recovery strategies, protection of critical habitat, management of species of concern, agreements and permits, and project reviews. Species identified cannot be killed, harmed, harassed or captured, and their residences (e.g., nest, burrow) and habitats cannot be destroyed or moved under the Act.

A wildlife assessment, which would be required as part of the potential *Public Lands Act* requirement (see below), would determine any listed SARA species that would require mitigation during the Project, as will a vegetation assessment.

Migratory Birds Convention Act

The *Migratory Birds Convention Act (MBCA)* is administered by EC to ensure protection of migratory birds, their nests, and their eggs. Birds protected by the MBCA include waterfowl (such as ducks, geese and swans), insectivorous birds (such as wrens, robins, shrikes and woodpeckers), and some non-game birds (such as herons and gulls) (EC 2013).

The general migratory bird nesting period for the Project Area is April 1 to August 31 (EC 2014). During this period, construction activities require a pre-construction nest sweep to avoid disturbance and nest sweeps every 2 to 6 days where habitat occurs. If there is no habitat in the Project Area, but adjacent to the footprint, nest sweeps are also required as some species have large setbacks. In the event that nesting migratory birds are identified during the nest sweep, a setback may be identified through consultation with EC where feasible, or a permit would be required to remove the nest.

8.3.3 Province of Alberta

Environmental Protection and Enhancement Act

The *Environmental Protection and Enhancement Act (EPEA)* is administered either through Alberta Environment and Parks (AEP) for projects such as land development, or through the Alberta Energy Regulator (AER) for oil and gas related activities. The Act supports the protection, enhancement and wise use of the environment within a development framework; it manages air, land, and water. The EPEA and its accompanying regulations set out in detail the activities that require approvals and the requirements for obtaining them. An approval may be required for activities related to stormwater management, waste management, substance release, potable water, pesticides, designated materials, facility operational monitoring, and for conservation and reclamation.

Pursuant to the EPEA, a Conservation and Reclamation Approval is required for pipelines with an index (diameter in millimeters x length in kilometres) of 2,690 or greater. The goal of the Conservation and Reclamation Plan (CRP) will be to reclaim land to an equivalent capability following pipeline installation. The CRP provides pre-construction conditions on soils, weeds, watercourse/wetlands, and habitat. It also provides mitigation that must be followed during pipeline installation. A post-construction assessment to confirm that land reclamation objectives have been achieved is also required.

The intent of the Project is to avoid a CRP following preliminary design and the determination of the pipeline index. The CRP could be avoided by “ploughing-in” of the pipeline, or installation of the pipeline by directional drilling such that the index remains less than 2,690. A CRP will require extensive field surveys and reporting (approximately six to eight months) followed by the regulatory approval timeframe of three to six months. Field surveys could only occur during the appropriate field season (e.g., spring for wildlife, growing season for vegetation and wetlands) which would further delay the CRP to being completed in the late summer of 2018, followed by regulatory approval in late fall to early winter of 2018.

Public Lands Act

The *Public Lands Act (PLA)* requires a surface disposition be issued for the use of all public lands in Alberta. The Act is responsible for administering lands owned by the Crown. Under Section 3 of the Act, public lands include the bed and shore of all permanent and naturally occurring waterbodies, including wetlands, unless the title was previously granted to a private landowner.

Surveyed government road allowances (whether developed or not), registered roads, and unregistered roads used as public roads (Section 18(1) of the *Municipal Government Act*) fall under the jurisdiction of Alberta Transportation, and therefore do not fall under the PLA. As part of



the roadside development permit that would be coordinated with Alberta Transportation, no further public lands requirements would be required for work within any road allowance.

The Water Boundary Group for AEP makes a determination of Crown-claimed waterbodies under the PLA. All watercourses are assumed to be claimed by the Crown. Aerial imagery review and precipitation analysis of wetlands will occur as part of the desktop analysis, to determine the requirement to submit any wetlands for Crown-claimability. If any wetlands are determined as potential Crown-claimable, they will be submitted to the Water Boundary Group to determine Crown-claimability, a six to twelve months process.

If any portion of the Project falls within Crown lands, a Public Lands Disposition will be required for the Project prior to construction within these areas. The approval for the Public Lands Disposition can take up to six months, and requires a Landscape Analysis Tool (LAT) report. The LAT report dictates that a wildlife biologist will conduct appropriate pre-construction wildlife surveys. This includes a Sharp-Tailed Grouse Survey and a Sensitive Raptor Survey that would occur within the spring months, in addition to pre-construction nest sweeps.

Water Act

Within the *Water Act* a number of activities fall under the guidance of Code of Practice Notifications, including Pipeline Crossings (for watercourses and wetlands). Notification must be submitted to AEP at least 14 days prior to construction.

As part of the Wetland Policy, a completed Wetland Assessment and Impact Form (WAIF) would be required for any wetland crossing that is being submitted under the Code of Practice for Pipelines and Telecommunications Lines Crossings. The WAIF requires a historical photograph and precipitation analysis pursuant to the Wetland Policy for wetland identification, classification and delineation, and details on the expected. The historical photograph and precipitation analysis will also determine potential PLA requirements (as mentioned above).

For activities within waterbodies that do not fall under the guidance of a Code of Practice (e.g., channel realignment), a Water Act Approval is required which can take approximately six to twelve months.

Wildlife Act

In addition to the federal *MBCA*, birds may be protected provincially under the *Wildlife Act*. AEP administers the *Wildlife Act*, which influences and controls human activities that may have adverse effects on wildlife or wildlife habitat on both Crown and privately owned land. Section 36(1) of the *Wildlife Act* states that a person will not willfully molest, disturb or destroy a house, nest or den of prescribed wildlife or beaver dam in prescribed areas and prescribed times. As a result of the *Wildlife Act*, setbacks and restricted activity dates (RAD) were defined for important species.

While no specific approvals are required for the Project under the *Wildlife Act*, proactively completing pre-construction surveys or scheduling construction to occur outside of important wildlife timing (e.g., the nesting window) will decrease potential construction scheduling issues.

Weed Control Act

The *Weed Control Act* protects stakeholders from economic and invasive losses caused by weeds. Some weed species exhibit extreme growth habits, which can have consequences for line of sight at intersections, wildlife control along roadways, culvert and outfall maintenance, agricultural production, livestock forage quality, and many others. The Act prescribes activities that must be undertaken should a noxious or restricted weed be encountered. Each municipality is responsible for enforcing the Act (Government of Alberta 2010).

While no specific approvals are required for the Project under the *Weed Act*, proactively completing pre-construction surveys during the growing season for weeds provides the proponent with information for weed control prior, during and following construction, and provides a baseline on the weed species present and density of weeds for comparison to post-construction conditions. A pre-construction weed survey can be a cost saving measure should new weeds be introduced on site by construction or existing weeds be allowed to grow out of control beyond original conditions.

Historical Resources Act

The *Historical Resources Act* protects historical resources within Alberta, and therefore any project that is likely to result in the alteration or damage of a historic resource requires an approval.

A Statement of Justification (SoJ) or Historical Resources Overview (HRO) of the project will be completed by a consulting archaeologist to determine if a Historical Resources Impact Assessment (HRIA) should or should not be done. The SoJ/HRO will describe the area and proposed development impact, known historical resources in the area, and the potential of the area to hold unrecorded resources that may be impacted by development. If the archaeologist is of the opinion that an HRIA should not be done because of the land's condition and low archaeological potential, they will write a letter or brief report and accompanying clearance form to Alberta Culture addressed to the Assistant Deputy Minister requesting clearance for the lands/project. Should Alberta Culture concur, a clearance letter will be issued by the Assistant Deputy Minister and no further historical resource studies will be required or undertaken.

8.3.4 Ecological Context

The Project extends from Crossfield to Didsbury, crossing through the Foothills Fescue Subregion of the Grassland Natural Region extending through to the Central Parkland of the Parkland Natural Region. The Foothills Fescue Subregion is characterized by fescue on dry sites and aspen stands in moister areas (NRC 2006). Proximity to the Rocky Mountains causes a greater number of chinooks when compared to the other Parkland subregions, and therefore has the highest precipitation, warmest winters and coolest growing season of the subregions. Approximately 60% of the Subregion is native or improved rangeland.

The Central Parkland Subregion is characterized by 5% of the land base remaining under native vegetation cover; these remnant patches of native vegetation consist of aspen parkland and grasslands. The proposed Project lies within the southern portion of the Subregion, where native vegetation is characterized by open grassland dotted with aspen stands (NRC 2006).



The proposed Project is not located within or in close proximity (i.e., 1 km) to any Ramsar Wetlands of International Importance (Bureau of the Convention on Wetlands 2014), World Biosphere Reserves (United Nations Education, Scientific and Cultural Organization 2015), Western Hemisphere Shorebird Reserves (Western Hemisphere Shorebird Reserve Network 2012), Important Bird Areas (Bird Studies Canada and Nature Canada 2015) National Wildlife Areas (EC 2014b), Migratory Bird Sanctuaries (EC 2014b), DUC Projects (DUC 2015), Provincial Parks or Ecological Reserves (Alberta Tourism, Parks and Recreation 2015). Therefore, the Project avoids major environmental constraints and additional regulatory processes (e.g., *Alberta Parks Act*, Environment Canada).

Vegetation

No vegetation elements of concern were historically noted by ACIMS (2015) along the Project route; however, potential for rare plants and rare ecological communities to occur is present.

A pre-construction vegetation survey should be completed to assess for rare plants and rare ecological communities and their extent that may require mitigation during construction (e.g., relocation, avoidance, and narrowing-down). Willful or negligent destruction of rare species and habitats reflects poorly on proponents of public projects and is illegal if the species is listed in the SARA. In addition to a due diligence pre-disturbance assessment for rare plants, the pre-construction vegetation survey will also document vegetation communities present and provide valuable information for post-construction restoration and return of the land to equivalent land capability as required by the EPEA.

Wetlands

There are at least nine potential wetlands along the Project boundary based on satellite imagery review, however historic aerial photography review pursuant to the Wetland Policy will determine the total number of potential wetlands that may be intersected by the Project upon final route selection.

Aerial imagery review and precipitation analysis of wetlands will be conducted as part of the desktop analysis, and confirm the presence of any wetlands along the Project route, and determine the likelihood of potential Crown-claimability. If any wetlands are deemed to be potential Crown-claimed, they will be submitted to the Water Boundary Group to determine Crown-claimability, a six to twelve months process.

Watercourses

The Project crosses at least three watercourses, including the Rosebud River, Carstairs Creek, and the upper portion of Crossfield Creek. There are also a number of additional drainages and unnamed tributaries along the Project route.

Each watercourse will be assessed at a desktop level by a Qualified Aquatic Environmental Specialist (QAES) to determine the potential classification of the watercourse and determine if field studies are required to facilitate a Code of Practice Notification that meets the requirements under the *Water Act*. If feasible, if all crossings are installed following trenchless methods that meet the Code, no additional Water Act Approval would be required. If a Water Act Approval is required (e.g., channel realignment is required as part of the crossing), an additional six to twelve months of approval time is anticipated.

In addition, if any watercourse crossing occurs outside of a road allowance (see *Public Lands Act* section for additional information) there will also be a requirement to obtain a Public Land Act Disposition, which takes approximately six to twelve months.

Wildlife

The LAT report was retrieved for the Project Area and determined that the Project occurs within Sensitive Raptor Range and Sharp-Tailed Grouse range, and within Other Sensitive and Endangered Species range. If the Project requires any *Public Lands Act* approvals such as a DLO, a wildlife assessment would be completed following the Sensitive Species Inventory Guidelines, typically between March (sharp-tailed grouse) and June (raptors). Avoiding any Crown-owned land will remove this requirement under the *Public Lands Act*.

8.3.5 Historical Resources

The Project Area was reviewed against the Listing of Historical Resources (Alberta Culture and Tourism, 2017), and determined that the Project crosses at least six quarter sections with a Historical Resource Value (HRV) of 5.

Each land parcel in the Listing was assigned an HRV ranging from 1 to 5. The highest level of protection (HRV 1) is afforded to lands that were designated under the Act as Provincial Historical Resources. An HRV of 1 is also used to identify World Heritage Sites and lands owned by ACCS for historical resource protection and promotion purposes. Other HRVs are defined as follows:

- HRV 2: designated under the Act as a Municipal or Registered Historical Resource
- HRV 3: contains a significant historical resource that will likely require avoidance
- HRV 4: contains a historical resource that may require avoidance
- HRV 5: believed to contain a historical resource

Therefore, since the Project occurs within quarter sections that may have a historical resource present, a HRO will be completed for the Project to receive a Historical Resource Act Clearance. Historical Resources Act Clearance is mandatory for all Class I pipelines, as well as for *Public Lands Act* requirements; therefore at minimum a HRO will be completed for the Project to determine if a HRIA should be completed.



8.4 Summary

A summary of the potential regulatory requirements is provided in Table 8.1, based on the initial environmental review. Some regulatory requirements may only be triggered by the final design of the Project (e.g., Public Lands Act Approval may only be needed if pipeline occurs outside of the road allowances, within an area of Crown land). The regulatory requirements outlined below are based on the current understanding of the regulatory framework, which may change prior to obtaining approvals.

Table 8.1: Regulatory Overview

Regulation		Potential	Required	Recommend	Details	Timeline
Federal	<i>Fisheries Act</i>	<input checked="" type="checkbox"/>	-	-	It is not anticipated that a DFO Review is required as this proposed Project should not result in the loss of fish habitat or cause serious harm to fish, provided the crossing follows the Alberta <i>Water Act</i> Code of Practice.	If a self-assessment determines a Request-for-Review, approximately a three-month turn-around from DFO
	<i>Species at Risk Act</i>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	No submission required. Mitigate for rare species through pre-construction surveys. Rare plant surveys are recommended to prevent potential impact to rare plants and rare ecological communities along the Project route.	Pre-construction surveys may be required if <i>Public Lands Act</i> is triggered. Surveys completed in spring. Rare Plant surveys occur within the growing season (e.g., June to September).
	<i>Migratory Birds Convention Act</i>	-	<input checked="" type="checkbox"/>	-	No submission required. Mitigate for migratory birds through pre-construction surveys.	Immediately prior to construction. Can mitigate by clearing area prior to nesting period such that nesting does not occur.
Provincial	<i>Environmental Protection and Enhancement Act</i>	<input checked="" type="checkbox"/>	-	-	Conservation and Reclamation Plan (if deemed to be a Class I pipeline).	Pre-Disturbance Assessment would occur in the growing season (i.e., June to September). Approval takes approximately three to six months from submission of PDA-EPP.
	<i>Water Act</i>	-	<input checked="" type="checkbox"/>	-	Code of Practice for Pipelines and Telecommunication Lines Crossing a Water Body <ul style="list-style-type: none"> - Watercourse - Wetlands 	Code of Practice requires 14 days notice. Watercourses should have a QAES assessment (approximately 1 month) and wetlands require a Wetland Assessment and Impact Form (approximately 1 month).

Regulation		Potential	Required	Recommend	Details	Timeline
Provincial	<i>Public Lands Act</i>	<input checked="" type="checkbox"/>	-	-	Disposition for any infrastructure within Crown land, outside of Alberta Transportation road allowance.	Requires wildlife assessment (occur in spring – summer) and historical resources overview to be completed as part of submission. Disposition approval takes approximately six to 12 months
	<i>Wildlife Act</i>	<input checked="" type="checkbox"/>	-	-	No submission required to Wildlife Act. Wildlife survey may be required if <i>Public Lands Act</i> is triggered.	Wildlife sweep should occur prior to construction. Pre-construction surveys may be required if <i>Public Lands Act</i> is triggered. Surveys completed in spring.
	<i>Weed Control Act</i>	-	-	<input checked="" type="checkbox"/>	No submission required. Weed surveys are recommended to prevent potential introduction or spread of weeds along the Project route during construction.	Weeds must be controlled or destroyed during construction. Weed survey completed during growing season (June to September).
	<i>Historical Resource Act</i>	-	<input checked="" type="checkbox"/>	-	Obtaining Historical Resource Act Clearance for Project.	Complete following project routing. Approximately two-month turn around to determine further requirements.



9.0 Cost estimates

9.1 Capital Cost Estimates

The capital cost summary for the installation of the new water transmission line and upgrades of the existing Midline Pump Station for the assessed alternatives is presented in Tables 9.1 and 9.2, respectively. These costs are at a preliminary design level and include contingencies as noted.

Table 9.1: Capital Cost Estimates for the New Water Transmission Line

Work Description	HDPE Pipe Material			Steel Pipe Material		
	Unit Price	Quantity	Cost	Unit Price	Quantity	Cost
Mobilization and Demobilization			\$2,500,000			\$2,500,000
300 mm Steel Along Highways				\$700	20,700 m	\$14,490,000
300 mm Steel Along Local Roads				\$770	10,560 m	\$8,131,200
400 mm HDPE DR 7.3 Along Highways	\$870	4,700 m	\$4,089,000			
400 mm HDPE DR 9 Along Highways	\$810	5,500 m	\$4,455,000			
350 mm HDPE DR 11 Along Highways	\$695	2,900 m	\$2,015,500			
300 mm HDPE DR11 Along Highways	\$550	7,600 m	\$4,180,000			
300 mm HDPE DR11 Along Local Roads	\$605	10,650 m	\$6,443,250			
Air vacuum manholes	\$50,000	12 U	\$600,000	\$50,000	12 U	\$600,000
Drain manholes	\$50,000	14 U	\$700,000	\$50,000	14 U	\$700,000
Steel Casing Crossings for Watermain	\$1,200	800 m	\$960,000	\$1,200	800 m	\$960,000
200 mm Connections to Didsbury and Carstairs Reservoirs	\$1,850	415 m	\$767,750	\$1,850	415 m	\$767,750
Tie-in to Existing Watermain		3 U	\$100,000		3 U	\$100,000
Total 1			\$26,810,500			\$28,248,950
25% Contingencies			\$6,702,625			\$7,062,250
Total			\$33,513,125			\$35,311,200

Table 9.2: Capital Cost Estimates for the Upgrades of the Midline Pump Station

Work Description	Alternative 1 2 Duty + 1 Standby	Alternative 2 1 Duty + 1 Standby
Mobilization and Demobilization	\$120,000	\$120,000
Distribution and Jockey Pumps	\$455,000	\$430,000
Power Distribution and Motor Controls	\$275,000	\$350,000
Control Panel Upgrades	\$50,000	\$50,000
Upgrades of Pump Station Piping System	\$125,000	\$115,000
Instrumentation	\$10,000	\$10,000
Utility Power Service (Connection / Disconnection Coordination Only)	\$5,000	\$5,000
Emergency Power Equipment	\$175,000	\$200,000
Systems Integration	\$35,000	\$35,000
Total 1	\$1,250,000	\$1,315,000
25% Contingencies	\$312,500	\$328,750
Total	\$1,562,500	\$1,643,750



10.0 Recommendations

The Project should progress to the detailed design stage based on the following recommendations:

1. The proposed installation method for the water transmission line using HDD at 4.0 m to 5.0 m below ground is based on geotechnical desktop review and assumed bedrock depth. A detailed geotechnical assessment is required along the proposed route for the transmission line and should be completed in order to confirm the feasibility of installing the water transmission line using HDD technique at the proposed depth.
2. The alignment as indicated on Figures 1 to 8 is accepted as the preferred alignment and should be progressed with Stakeholders to confirm their acceptance, or include minor changes in the final design.
3. Two pipe materials, steel and HDPE, are proposed for the water transmission line. Taking into consideration the anticipated difference between the two options in terms of pipe material and installation cost, and the probability of impacting the performance of the steel pipes coating during the HDD installation, it is recommended to proceed with the option of using HDPE pipe material. The decision of excluding the use of steel pipes could be reconsidered if deemed preferred by the HDD final design.
4. The Midline Pump Station should be upgraded as follows:
 - a. Replace existing pumps with Alternative 1 arrangement
 - b. Replace existing flow meter with 200 mm
 - c. Replace existing pump connections, valves and pipe header with a new line
 - d. Replace the existing VFDs with new VFD to match the new pump motor rating
 - e. Replace the existing standby generator with a new outdoor unit
 - f. Maintain the existing chlorination system
5. Operate the new pump station at a maximum pressure of 1,800 kPa.

Minutes

Mountain View Regional Water Services Commission

Regular and Budget Meeting

Dec. 13, 2017

Meeting held at the Anthony Henday Water Treatment Plant

Members Present:

Rick Blair – Town of Carstairs - Chairman
Robb Stuart – Town of Bowden
Jim Romane – Town of Innisfail
John Baswick – Town of Didsbury
Jo Tennant – Town of Crossfield
Wade Bearchell – Town of Olds

Also Present:

John Van Doesburg – Manager
Terry Wood – Finance Supervisor and Board Secretary
Terry Stigings – Operations Manager
Wes Olstad – Technical Services Manager
Earl Kearns – Maintenance Manager
Mark Black – ISL Project Manager
Fadi Maalouf – ISL Engineering
Garnet Dawes – ISL Engineering
Robert Jenkins

Chairman Rick Blair called the meeting to order at 9:00 am.

Adoption of Agenda

Moved by Jo Tennant to adopt the agenda with the following additions to New Business;

- d. Developer Proposal
- e. Range Road 12 Route

Carried

Approval of Nov. 8, 2017 Organizational Meeting and Commission Meeting Minutes

Moved by Wade Bearchell to approve the minutes of both meetings.

Carried

ISL Engineering Presentation

Mark Black gave a presentation regarding the progress to date on the Line Twinning Project. Mr. Black, Mr. Maalouf and Mr. Dawes responded to board members' questions.

New Business Items d. Developer Proposal and e. Range Road 12 Route were discussed while the ISL Representatives were present in order to receive their input. ISL will provide the board with further information on these items before the next meeting.

Moved by Wade Bearchell to table both items to the next meeting

Carried

Mark Black, Fadi Maalouf and Garnet Dawes left the meeting at 10:30.

Reports

Chairman Rick Blair presented the Chairman's Report.

Terry Stigings presented the Operations Report

Wes Olstad presented the Technical Report.

Earl Kearns presented the Maintenance Report

John Van Doesburg presented the Administrators Report.

Moved by Jo Tennant to accept the Chair, Operations, Technical, Maintenance and Administrator Reports as information.

Carried

Finance Report

Terry Wood presented the Finance Report.

Moved by Jim Romane to accept the Finance Report as information.

Carried

Robert Jenkins joined the meeting at 10:45

New Business

MVRWSC 2018 System Business Plan

Robert Jenkins presented the highlights of the 2018 System Business Plan and responded to board members' questions. The Business Plan will be brought to the January 17 meeting for approval.

Robert Jenkins left the meeting at 11:30

Recess

At 11:30 Jim Romane moved that we recess for lunch.

Carried**Reconvene**

At 1:15 Jim Romane moved that we reconvene the meeting

Carried**New Business****c. MVRWSC 2018 Budget**

The board discussed the 2018 Budget

Jim Romane left the meeting at 1:35

c. i. MVRWSC 2018 Personnel Budget

Wade Bearchell moved to increase the MVRWSC Salary Grid by 1.4% as per the most recent Statistics Canada COL rate.

Carried

Jim Romane returned to the meeting at 2:05

c. ii. 2017 Rates Bylaw (Bylaw 10-2017)

Robb Stuart moved the first reading to approve the Bylaw with a rate of \$1.60 per cubic meter for Members, \$2.70 for Industrial Users and \$2.00 for Bowden Institution. Small users rate would remain the same as 2017.

Carried

John Baswick moved the second reading of the Bylaw.

Carried

Robb Stuart moved the third and final reading of the Bylaw. The vote was not unanimously in favour so the motion was defeated.

Defeated**c. iii. MVRWSC Operating and SRD Budget**

Jo Tennant moved that we approve the budget as presented as an interim budget and that the 2018 MVRWSC Budget be brought back to the January 17, 2018 meeting for further consideration.

Carried

Next Meeting Date

Next Meeting will be held January 17 at 9:00 am at the Anthony Henday Water Treatment Plant.

Adjournment

Moved by Wade Bearchell to adjourn the meeting at 2:25 am.

Carried

Chairman

Manager

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION**NOTICE OF COMMISSION MEETING****Dec. 13, 2017****Anthony Henday Water Treatment Plant****9:00 AM****AGENDA**

1. Call to Order
2. Adoption of Agenda
3. Approval of Nov. 8, 2017 Meeting Minutes
4. Reports
 - Chairman
 - Operations
 - Technical
 - Maintenance
 - Administrator
 - Finance
5. New Business
 - a. ISL Engineering Presentation
 - b. MVRWSC Business Plan
 - c. MVRWSC 2018 Budget
 - i. Personnel Budget
 - ii. 2017 Rates By-Law
 - iii. MVRWSC Operating and SRD Budget
6. Next Meeting
7. Adjournment

Note: We expect the meeting will last until approximately 2:30 p.m. Lunch will be provided.

Operations Report December 13,2017

- UPS wiring clean up
 - While wiring our plant SCADA server to the main UPS, we found multiple power feeds coming of each breaker. Installing fuses on each power feed.

- 2018 Operations Schedule completed

- Operations staff evaluations

- SCADA Upgrade - draft review with Stantec

- Train 5 – Clean and PDT passed.

- Emergency lighting tested and maintained.

Technical Services December 13/17

- First Full Service Completed on 2 UV Reactors
- UV Transmittance Probe Installed, Was Repaired Under Warranty
- Gas Detection Equipment Serviced
- Passed CALA Laboratory Proficiency Tests
- Meetings with Bowden and Didsbury, Bowden – Emergency Procedures, Didsbury – Planning New Reservoir & Surplus Analytical Equipment
- Received Alberta Environment and Parks Inspection Report, Passed Primary and Secondary Assessments

Maintenance Report Dec.13/17

Plant:

- Kone Cranes in to do there annual inspection.
- Repaired leaky packing on the booster pumps.
- Roofers in to install new roof on the control and lab rooms.
- Installed new drain line in basement.

Down Line:

- Changed out fire alarm batteries at M.P.R.
- Working with ISL on the new pipeline.
- The Fortis crossing by Bowden is complete.

S.R.D.

- Balzars working on changing out the air release lid that was ran into.
- Stantec is working on the OMF issues.
- Repaired flow meter at Penhold.
- Working on air handling unit at Penhold.

MOUNTAIN VIEW REGIONAL MANAGERS REPORT November 2017

1. Administration
 - a. Budget Completed
 - b. Personnel items
 - c. 2017 audit start up

2. Agreements
 - a. None

3. Financial
 - a. Cash Flow

4. Projects
 - a. Twinning Project meetings with Alberta Transportation and Environment
 - b. Contact with ISL
 - c. Detailed Design has started

5. Legal- None

6. SRD
 - a. Operating is going reasonably well
 - b. Crossings
 - c. OMF upgrade is underway
 - d. Prairie Environmental Air Quality Group are monitoring and there have been a few readings over but the issue it is coming from the City of Red Deer manholes
 - e. Penhold Generator replacement started
 - f. Waskasoo Line take over planning will start soon

7. General
 - a. Day to Day items

8. Next Month Activities
 - a. General Adm
 - b. SRD Line operation
 - c. Twinning line and contact with ISL
 - d. Personnel items

Finance Supervisor Report

December 13, 2017

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Board, SRD etc.
- Year-end payroll, LAPP and tax preparations. Commission Board Members will receive a T4A for their meeting fees.
- LAPP and APEX/AUMA Rates 2018
- New Signing Authority Documents for board

**Mountain View Regional Water Commission
Comparative Income Statement
At November 30, 2017**

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	Actual Nov. 1, 2017 to Nov. 31, 2017	Actual Jan. 1, 2017 to Nov. 30, 2017	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2017 to Dec. 31, 2017
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	103,378.50	1,239,443.40	0.97	1,280,090.30	1,391,402.50
Water Sales - Bowden Institution	12,593.20	156,717.25	1.03	152,278.40	165,520.00
Water Sales - Town of Bowden	15,126.00	130,480.40	1.10	118,967.50	129,312.50
Water Sales - Town of Olds	127,092.00	1,531,096.80	0.86	1,784,512.50	1,939,687.50
Water Sales - Town of Didsbury	65,215.50	683,492.50	1.06	642,424.50	698,287.50
Water Sales - Town of Carstairs	38,952.00	482,754.65	0.91	532,974.40	579,320.00
Water Sales - Town of Crossfield	63,177.00	688,102.05	1.03	666,218.00	724,150.00
Water Sales - TAQA North Energy	9,274.20	105,762.80	1.11	95,174.00	103,450.00
Water Sales - Carmen Jansen	65.00	717.50	1.00	717.60	780.00
Water Sales - Perfecto Cocjin	65.00	735.75	1.03	717.60	780.00
Water Sales - Wayne Cipperley	78.00	1,190.70	1.66	717.60	780.00
Water Sales - Robert Rowntree	65.00	715.00	1.00	717.60	780.00
Water Sales - John Konschuk	65.00	715.00	1.00	717.60	780.00
Water Sales -Enmax Green Power Inc.	0.00	14,027.00	2.95	4,758.70	5,172.50
TOTAL Water Sales	435,146.40	5,035,950.80	0.95	5,280,986.30	5,740,202.50
Interest Income	0.00	68,759.40	1.49	46,000.00	50,000.00
Town of Penhold Contract	8,287.00	97,066.51	0.00	0.00	0.00
SRD Net Income	44.11	34,449.85	4.05	8,504.48	9,244.00
Other Income	0.00	8,208.55		0.00	
Other Income Outside Services	450.00	3,675.00	0.00	0.00	0.00
TOTAL Other Income	8,781.11	212,159.31	3.89	54,504.48	59,244.00
Total Revenue	443,927.51	5,248,110.11	0.98	5,335,490.78	5,799,446.50
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	4,211.08	873,499.24	1.00	874,000.00	950,000.00
Total Capital Expenditures	4,211.08	873,499.24	1.00	874,000.00	950,000.00
Payroll Expenses					
Wages - Hourly	98,160.32	766,101.07	1.00	765,635.96	832,213.00
Employee RRSP Expense	4,530.20	36,743.16	1.04	35,328.00	38,400.00
EI Expense	120.05	13,766.42	0.75	18,400.00	20,000.00
CPP Expense	347.24	33,049.79	1.00	33,120.00	36,000.00
WCB Expense	0.00	2,153.32	0.20	11,040.00	12,000.00
Payroll Processing Fees Expense	737.88	6,028.50	1.09	5,520.00	6,000.00
Employee Benefits & Pension Plans	2,026.22	96,593.53	0.96	100,412.48	109,144.00
Total Payroll Expense	105,921.91	954,435.79	0.98	969,456.44	1,053,757.00
General & Administrative Expenses					
Alberta First Call	0.00	2,304.00	0.83	2,760.00	3,000.00
Automobile Exp (gas, etc.)	2,409.40	11,209.85	1.52	7,360.00	8,000.00
Board Expenses	4,733.57	54,035.63	0.98	55,200.00	60,000.00
CAO Professional Development	0.00	2,463.87	0.89	2,760.00	3,000.00
Cassette Maintenance Contract	90,149.40	360,597.60	0.97	370,000.00	370,000.00
Cathodic Protection Expense	0.00	0.00	0.00	6,992.00	7,600.00

Chemicals Expense	17,396.10	166,339.38	0.90	184,000.00	200,000.00
Delivery & Freight Expense	95.02	838.01	0.61	1,380.00	1,500.00
Insurance Expense	53,863.82	55,181.00	0.80	69,000.00	75,000.00
Interest & Bank Charges Expense	42.88	611.88	1.33	460.00	500.00
Interest on Long Term Loans	0.00	662,846.99	0.93	713,873.08	775,949.00
ISO 14001 Expense	0.00	15,020.93	1.02	14,720.00	16,000.00
Janitorial Service & Supplies	2,165.10	18,246.53	1.72	10,580.00	11,500.00
Lab Supplies Expense	0.00	42,851.89	1.33	32,200.00	35,000.00
Legal Fees Expense	0.00	4,336.56	0.94	4,600.00	5,000.00
Lube & Oil - Pumps	560.34	1,401.34	0.59	2,392.00	2,600.00
Meals Expense	281.86	3,920.74	1.07	3,680.00	4,000.00
Memberships, Dues & Fees Expense	0.00	4,476.09	0.49	9,200.00	10,000.00
Office, Postage & General Expense	653.82	12,227.94	1.33	9,200.00	10,000.00
Professional Fees Expense	0.00	11,287.50	0.91	12,420.00	13,500.00
Rental Equipment Expense	0.00	0.00	0.00	1,380.00	1,500.00
Repairs & Main - Down Line	1,823.10	18,669.40	0.41	46,000.00	50,000.00
Repairs & Main - Grounds	0.00	11,553.96	1.26	9,200.00	10,000.00
Repairs & Main - Lagoon Cleanout	0.00	201,172.40	0.80	250,000.00	250,000.00
Repairs & Main - Plant	27,117.34	154,550.76	0.80	193,200.00	210,000.00
Repairs & Main - Vehicles & Equip	620.62	4,318.16	0.94	4,600.00	5,000.00
Small Tools & Supplies	28.48	1,471.70	0.80	1,840.00	2,000.00
Staff - Education, etc.	378.30	16,309.41	0.81	20,240.00	22,000.00
Staff - Safety Supplies	1,339.54	5,039.81	0.63	8,004.00	8,700.00
Telephone & Internet Expense	4,394.83	55,380.64	1.25	44,160.00	48,000.00
Town of Penhold Contract	8,287.00	97,066.51	0.00	0.00	0.00
Utilities - Meter Stations	1,388.84	15,257.42	1.04	14,720.00	16,000.00
Utilities - Mid Point Reservoir	8,197.96	93,136.14	0.88	105,800.00	115,000.00
Utilities - Plant Heating	2,077.50	24,494.78	0.77	31,740.00	34,500.00
Utilities - Power Plant	37,071.62	407,755.67	0.78	524,400.00	570,000.00
Waste Removal Expense	117.51	4,521.54	1.23	3,680.00	4,000.00
Debenture	0.00	644,534.83	1.00	644,534.83	713,196.66
Total General & Admin. Expenses	265,193.95	3,185,430.86	0.94	3,378,282.01	3,672,045.66
TOTAL EXPENSE	375,326.94	5,013,365.89	0.96	5,221,738.45	5,675,802.66
NET INCOME	68,600.57	234,744.22	2.06	113,752.33	123,643.84

Mountain View Regional Water Services Commission

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South Red Deer Comparative Income Statement

At November 30, 2017

	Actual Nov. 1, 2017 to Nov. 30, 2017	Actual Jan. 1, 2017 to Nov. 30, 2017	% YTD to YTD Budget	YTD Budget	Budget Jan. 1, 2017 to Dec. 31, 2017
Revenue					
SRD Administration Income	3,000.00	33,000.00	1.00	33,120.00	36,000.00
SRD Financial Services	1,733.33	19,066.63	1.00	19,136.00	20,800.00
SRD Office Space Rental	250.00	2,750.00	1.00	2,760.00	3,000.00
SRD Wage Income	19,380.00	216,294.00	0.94	230,000.00	250,000.00
SRD Overtime Income	0.00	990.00	-	5,520.00	6,000.00
SRD Call outs Income	1980.00	20,196.00	0.73	27,600.00	30,000.00
SRD Truck Income	12,464.36	140,091.12	1.32	105,800.00	115,000.00
SRD Monitoring Fee Income	2,880.00	32,160.00	1.00	32,200.00	35,000.00
Total SRD Revenue	41,687.69	464,547.75	1.02	456,136.00	495,800.00
Expenses					
SRD - Capital expenditures	0.00	52,565.25	0.82	64,400.00	70,000.00
SRD - Wages - Hourly	41,060.56	338,396.43	1.02	331,435.52	360,256.00
SRD - Automobile Exp (gas, etc)	503.81	6,162.28	0.67	9,200.00	10,000.00
SRD - Insurance Expense	0.00	1,500.00	0.82	1,840.00	2,000.00
SRD - Meal Expense	0.00	1,500.00	0.82	1,840.00	2,000.00
SRD - Facility Expense	0.00	15,375.00	0.82	18,860.00	20,500.00
SRD - Professional Fees Expens	0.00	6,500.00	1.09	5,980.00	6,500.00
SRD - Repairs & Mtn - Veh & Ec	0.00	2,500.00	0.54	4,600.00	5,000.00
SRD - Small Tools	0.00	0.00	-	920.00	1,000.00
SRD - Staff - Education, etc.	0.00	0.00	-	2,760.00	3,000.00
SRD - Staff - Safety Supplies	0.00	3,225.00	0.82	3,956.00	4,300.00
SRD - Telephone Expense	79.21	2,373.94	1.29	1,840.00	2,000.00
Total SRD Expenses	41,643.58	430,097.90	0.96	447,631.52	486,556.00
Net Income SRD	44.11	34,449.85	4.05	8,504.48	9,244.00

**Mountain View Regional Water Services Commission
Financial Statement November 30, 2017**

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Royal Bank General Account

Statement Balance Forward as of Nov. 1, 2017	6,477,740.66
Transactions on or before Nov. 30, 2017	
Deposits recorded in Statement	530,521.53
Withdrawals recorded in Statement	- 363,202.76
Total Transactions	<u>167,318.77</u>
Statement End Balance as of Nov. 30, 2017	<u>6,645,059.43</u>
Outstanding Transactions as of Month End	
Outstanding Deposits	0
Outstanding Withdrawals	-77598.98
Total Outstanding Transactions	<u>-77598.98</u>
Adjusted Statement End Balance	<u><u>6,567,460.45</u></u>

General Ledger Account

Book Balance as of Oct. 31, 2017	6,390,571.72
Transactions on or before Nov. 30, 2017	
Debits recorded in account	522,741.56
Credits recorded in account	- 345,852.83
Net Amount recorded in account	<u>176,888.73</u>
Book Balance as of Nov. 30, 2017	<u><u>6,567,460.45</u></u>

Royal Bank Payroll Account

Statement Balance Forward as of Nov. 1, 2017	58,215.50
Transactions on or before Nov. 30, 2017	
Deposits recorded in Statement	120,114.49
Withdrawals recorded in Statement	- 77,769.80
Total Transactions	<u>42,344.69</u>
Statement End Balance	<u>100,560.19</u>
Outstanding Transactions	
Outstanding Deposits	0
Outstanding Withdrawals	0
Total Outstanding Transactions	<u>0</u>
Adjusted Statement End Balance	<u><u>100,560.19</u></u>

General Ledger Account

Book Balance as of Oct. 31, 2017	58,329.99
Transactions on or before Nov. 30, 2017	
Debits recorded in account	120,000.00
Credits recorded in account	- 77,769.80
Net Amount recorded in account	<u>42,230.20</u>
Book Balance as of Nov. 30, 2017	<u><u>100,560.19</u></u>

Royal Bank Short Term Deposit

Statement End Balance as of Nov. 30, 2017	<u><u>300,271.51</u></u>
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Total Funds on Hand Nov. 30, 2017

6,968,292.15

Bylaw No. 10- 2017
Mountain View Regional Water Services Commission

A Bylaw of the Mountain View Regional Water Services Commission of the Province of Alberta to establish rates and fees for the delivery of water services from the Mountain View Regional Water Services System to Members and Other Customers of the Commission

WHEREAS the Commission has, within the Commission's 2018 Budget, calculated and set out the fees for water services to be charged to Members and Customers, and

WHEREAS the provisions, terms and obligations for the payment to the Commission for services provided to the Members have been set out in the Water Supply Agreement between the Commission and the Member, and

WHEREAS, pursuant to the *Municipal Government Act* c. M-26, R.S.A. 2000, s. 602.07(1), the Commission must pass a bylaw governing the fees to be charged for services provided, and

NOW THEREFORE the Board of the Commission Enacts as follows:

Short Title:

1. This Bylaw may be referred to as the "**System Rates and Fees Bylaw**"

Definitions:

2. In this Bylaw:
 - a. "Commission" shall mean the Mountain View Regional Water Services Commission.
 - b. "Customer" shall mean those parties that purchase water from the Commission
 - c. "Member" shall mean a municipality that is a member of the Commission
 - d. "System" shall mean the Mountain View Regional Water Services Commission

Water Services to Customers

3. For general supply services, Members shall be charged within each calendar year the greater of the product of the per cubic meter rate set out in Schedule A and:
 - a. The actual volume of water delivered to the Customer by the Commission for supply by the System.

- 4. Charges for general water supply services shall be billed to the Customer monthly based on the actual volume of water delivered to the System.

Schedules as Part of Bylaw

- 5. Schedule A attached forms part of this Bylaw.

Bylaw in Effect

- 6. This Bylaw shall take effect the day of April 1, 2018.

READ A FIRST TIME this day of , 2017

Carried

READ A SECOND TIME this day of , 2017

Carried

That the Commission proceeds with the third and final reading of Bylaw 10-2017 on this day of , 2017 **Carried Unanimously**

READ A THIRD TIME this day of , 2017

Carried

DATED this day of , 2017.

Chairperson

Manager

Schedule A to Bylaw No. 10-2017**Rate for General Water Supply Services April 1, 2018**

1. The rate for general water supply services to Customers to be charged under Section 3 of the Bylaw shall be:
 - a. Members- \$1.55 per cubic meter
 - b. Industrial - \$2.65 per cubic meter
 - c. Bowden Institute- \$1.95 per cubic meter
 - d. Small Users- \$ Minimum of \$50.00 dollars a month or \$ 1.75 Per cubic meter, whichever is the greater

**Mountain View Regional Water Services Commission
2018 Operating Budget**

	2016	2017	2018
Revenue:			
Innisfail	\$1,345,000.00	\$1,391,402.50	\$1,440,000.00
Bowden Institution	\$160,000.00	\$165,520.00	\$170,000.00
Bowden	\$125,000.00	\$129,312.50	\$147,000.00
Olds	\$1,875,000.00	\$1,939,687.50	\$1,705,000.00
Didsbury	\$675,000.00	\$698,287.50	\$757,000.00
Carstairs	\$560,000.00	\$579,320.00	\$540,000.00
Crossfield	\$700,000.00	\$724,150.00	\$750,000.00
TAQA North	\$100,000.00	\$103,450.00	\$115,000.00
J Korschuk	\$780.00	\$780.00	\$780.00
C Jansen	\$780.00	\$780.00	\$780.00
P. Cocjin	\$780.00	\$780.00	\$780.00
W Cipperley	\$780.00	\$780.00	\$780.00
R Rowntree	\$780.00	\$780.00	\$780.00
Enmax Green Power	\$5,000.00	\$5,172.50	\$14,000.00
Interest Income	\$50,000.00	\$50,000.00	\$35,000.00
SRD Net Income	\$39,190.00	\$9,244.00	\$32,024.00
Total	\$5,638,090.00	\$5,799,446.50	\$5,708,924.00
Expenses:			
Salaries	\$810,600.00	\$832,213.00	\$857,179.39
Pensions and Benefits	\$265,000.00	\$221,544.00	\$250,000.00
AB 1st Call	\$3,000.00	\$3,000.00	\$3,090.00
Auto Expense	\$12,000.00	\$8,000.00	\$12,000.00
Board Expense	\$50,000.00	\$60,000.00	\$61,800.00

	2016	2017	2018
Capital Expense	\$274,000.00	\$950,000.00	\$335,000.00
ISO 14001	\$14,000.00	\$16,000.00	\$20,000.00
Cassette Maintenance	\$360,500.00	\$370,000.00	\$370,000.00
CAO Prof Development	\$3,000.00	\$3,000.00	\$3,000.00
Cathodic Protection	\$7,600.00	\$7,600.00	\$8,000.00
Chemicals	\$200,000.00	\$200,000.00	\$206,000.00
Delivery & Freight	\$2,000.00	\$1,500.00	\$1,550.00
Insurance	\$110,000.00	\$75,000.00	\$60,000.00
Interest & Bank Charges	\$1,000.00	\$500.00	\$1,000.00
Janitorial	\$17,000.00	\$11,500.00	\$18,000.00
Lab Supplies	\$32,000.00	\$35,000.00	\$38,000.00
Legal Fees	\$10,000.00	\$5,000.00	\$5,150.00
Lube and Oil	\$2,600.00	\$2,600.00	\$2,675.00
Meal Expense	\$6,000.00	\$4,000.00	\$5,000.00
Membership Dues & Fees	\$10,000.00	\$10,000.00	\$10,000.00
Office & Postage	\$12,000.00	\$10,000.00	\$12,000.00
Professional Fees	\$40,000.00	\$13,500.00	\$13,905.00
Rental Equipment	\$1,500.00	\$1,500.00	\$1,575.00
R&M Grounds	\$14,000.00	\$10,000.00	\$12,000.00
R&M Vehicles	\$7,000.00	\$5,000.00	\$5,150.00
R&M Plant	\$210,000.00	\$210,000.00	\$216,300.00
R&M Lagoon	\$250,000.00	\$250,000.00	\$227,000.00
R&M Down Line	\$50,000.00	\$50,000.00	\$51,500.00
Small Tools	\$3,000.00	\$2,000.00	\$2,060.00
Staff Education	\$25,000.00	\$22,000.00	\$22,600.00
Staff Safety Supplies	\$8,000.00	\$8,700.00	\$9,000.00

	2016	2017	2018
Interest Long Term Debt	\$775,949.00	\$775,949.00	\$775,949.00
Telephone & Fibre Optics	\$50,000.00	\$48,000.00	\$60,000.00
Meter Stn Power & Heat	\$15,000.00	\$16,000.00	\$16,500.00
Utilities MPR	\$100,000.00	\$115,000.00	\$110,000.00
Utilities Power Plant	\$500,000.00	\$570,000.00	\$525,000.00
Utilities Heat Plant	\$30,000.00	\$34,500.00	\$32,000.00
Waste Removal	\$3,500.00	\$4,000.00	\$2,000.00
Debenture (Principle)	\$688,798.00	\$688,798.00	\$688,798.00
Transfer to Reserve	\$600,000.00	\$0.00	\$600,000.00
Total	\$5,574,047.00	\$5,651,404.00	\$5,650,781.39
Total Revenue	\$5,821,905.00	\$5,799,446.50	\$5,708,924.00
Less:			
Total Expenses	\$5,739,468.00	\$5,651,404.00	\$5,650,781.39
Net Income	\$82,437.00	\$148,042.50	\$58,142.61
2018 Capital Expenses			
Computer Equipment	\$5,000.00		
Skidsteer	\$80,000.00		
Scada, plc	\$200,000.00		
Truck (Replacement)	\$50,000.00		
Total Capital	\$335,000.00		

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**Mountain View Regional Water Services Commission
2018 SRD Operating Budget**

	2016 Budget	2017 Budget	2018 Budget
Revenue:			
Administration	\$36,000.00	\$36,000.00	\$39,600.00
Financial Services	\$0.00	\$20,800.00	\$20,800.00
Rent Office Space	\$0.00	\$3,000.00	\$3,000.00
Wage Income	\$250,000.00	\$250,000.00	\$303,600.00
Overtime	\$6,000.00	\$6,000.00	\$6,336.00
Call Outs	\$30,000.00	\$30,000.00	\$26,280.00
Truck	\$115,000.00	\$115,000.00	\$161,000.00
Monitoring	\$35,000.00	\$35,000.00	\$38,544.00
Total Revenue	\$472,000.00	\$495,800.00	\$599,160.00
Expenses:			
Automobile	\$8,000.00	\$10,000.00	\$10,300.00
Capital Expenditures	\$25,000.00	\$70,000.00	\$120,000.00
Insurance	\$2,000.00	\$2,000.00	\$10,000.00
Meals	\$1,000.00	\$2,000.00	\$2,060.00
Office	\$2,000.00	\$5,000.00	\$5,000.00
Professional Fees	\$2,500.00	\$6,500.00	\$6,695.00
R&M Vehicle	\$4,000.00	\$5,000.00	\$10,000.00
Rent (Office, Garage)	\$50,000.00	\$15,500.00	\$15,965.00
Small Tools	\$1,000.00	\$1,000.00	\$1,030.00
Staff Education	\$2,000.00	\$3,000.00	\$3,090.00
Staff Safety Supplies	\$3,000.00	\$4,300.00	\$4,429.00
Telephone and Fibre Optics	\$1,000.00	\$2,000.00	\$7,500.00
Wages & Benefits	\$331,400.00	\$360,256.00	\$371,067.00
Total Expenses	\$432,900.00	\$486,556.00	\$567,136.00
Net Income	\$39,100.00	\$9,244.00	\$32,024.00



Mountain View Regional Water Services Commission

2018 System Business Plan

December 9, 2017
Draft 1.0

Member Municipalities

Town of Bowden

Town of Carstairs

Town of Crossfield

Town of Didsbury

Town of Innisfail

Town of Olds

Areas of Change from the 2016 Plan marked in **Gray Highlight**

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The Tables in this Plan are created using an interlinked spreadsheet. The amounts highlighted in yellow indicate those values that are variables within the spreadsheet. Those values not highlighted are created by calculation and formulae. As such, some columns of numbers because of rounding, may not add up exactly.

As well, forecasted numbers are not rounded off even though the model does not pretend to be able to forecast future numbers to that degree of accuracy. The numbers are retained as calculated to ensure that formulae are calculating as intended and linkages are retained

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Executive Summary

<to be Completed upon finalization of Draft Plan>

1. Introduction

1.1 Definitions

In this Plan:

- i) “Alberta Environment” means Alberta Environment and Parks or such successor ministries of the Government of Alberta responsible for water legislation and regulation.
- ii) “Bowden” means the Town of Bowden,
- iii) “Carstairs” means the Town of Carstairs,
- iv) “Commission” or “MV Commission” means the Mountain View Regional Water Services Commission incorporated under *Alberta Regulation 245/1992*,
- v) “Crossfield” means the Town of Crossfield,
- vi) “Didsbury” means the Town of Didsbury,
- vii) “Innisfail” means the Town of Innisfail,
- viii) “Member” means one of Bowden, Carstairs, Crossfield, Didsbury, Innisfail, or Olds,
- ix) “Members” means Bowden, Carstairs, Crossfield, Didsbury, Innisfail, or Olds collectively in the context of membership of the Commission,
- x) “*Municipal Government Act*” means the *Municipal Government Act*, R.S.A. 2000, c. M-26
- xi) “Municipalities” means Bowden, Carstairs, Crossfield, Didsbury, Innisfail, or Olds collectively in the context of municipal government and boundaries,
- xii) “Olds” means the Town of Olds,
- xiii) “Plan” means Mountain View Regional Water System Business Plan,
- xiv) “SRD System” means the wastewater transmission system of the South Red Deer Regional Wastewater Commission
- xv) “System” or “MV System” means the Mountain View Regional Water System owned and operated by the Commission, and
- xvi) “WTP” means the Anthony Henday Water Treatment Plant.

1.2 Background

1.2.1 Creation of Mountain View Regional Water System

The Province of Alberta developed a regional water system to replace the increasingly inadequate ground water sources for the Towns of Crossfield, Carstairs, Didsbury, Olds and Bowden. A water treatment plant was constructed on Red Deer River near Innisfail and a transmission line was constructed to

deliver water to the municipalities and private customers including, the Bowden Institution, industrial users and individual farm sites within the rural municipalities along the route of the line. The Town of Innisfail also drew a portion of its water needs from the System.

Responsibility for ownership and operation of the System was shifted from the Province to the municipalities in 1992 with the creation of the Mountain View Regional Water Services Commission (Commission). The Membership of the Commission is comprised of:

- a. Town of Crossfield,
- b. Town of Carstairs,
- c. Town of Didsbury,
- d. Town of Olds,
- e. Town of Bowden, and
- f. Town of Innisfail.

The major components of the System presently include:

- a. Anthony Henday Water Treatment Plant (WTP) located west of Innisfail on the Red Deer River, which draws raw water from the River for treatment, storage and pumping,
- b. Mid Line Reservoir and Pumping Station (Mid-Line Station) near the Town of Olds,
- c. Main Transmission Lines:
 - i. The original line from the WTP to the Mid-Line Station serving Bowden Institute, Bowden and Olds, (Original Line) and
 - ii. A second line from the WTP to the Mid-Line Station to increase volume capacity for Members and Customers in the southern portion of the System (2014 Line).
 - iii. The original line from the Mid-Line Station to Crossfield serving Didsbury, Carstairs, Crossfield and industrial customers near Crossfield.

- iv. Innisfail Transmission Line from WTP to Innisfail to supply the Town water distribution system and some directly connected private customers

The system delivers water to the storage facilities developed in and operated by the individual Municipalities and Customers.

Except for those current, directly connected customers in the rural municipalities, the Members are responsible for the development and operation of any storage, pumping and distribution systems necessary to meet the water consumption and fire flow needs of the Municipality.

1.2.2 Current Situation and Future Needs

The System has been upgraded and its capacity expanded over time to meet rising needs of the Members and Customers with more recent improvements, including:

- a. Upgrading of the water treatment system to a membrane filtration system,
- b. Expanding the capacity of the Innisfail Transmission Line, and
- c. Development of the Mid-Line reservoir and pumping facility.
- d. Installation in 2014 of a second transmission line from the WTP to the Mid-Line Station and added pumping capacity at the WTP (2014 Capacity Increase) to increase the ability of the System to deliver sufficient volumes of water to Olds, Didsbury, Carstairs, Crossfield and Customers on the southerly portion of the System.

The 2014 Capacity Increase resolved earlier supply issues for Members and Customers of the System particularly during periods of high demand in summer. As well, the capacity increase now enables the System to provide water services to new customer Mountain View County for development in Netook Crossing and other areas covered by the Highway 2/27 Area Structure Plan.

With continuing growth in the communities south of the Mid Line Station, however, the original transmission line south from the Mid Line Station to Crossfield, particularly that section between Didsbury and Carstairs, is nearing its capacity. While not implemented yet, water rationing may be needed when the pipeline is unable to meet peak flow factors. The situation will continue to worsen as water demand in the south portion of the System increases.

As well, Rocky View County (together with Mountain View County) has secured a water diversion license from the Red Deer River to provide for the water needs of development in Rocky View County. Rocky View County will be looking to the Commission to make arrangements for the treatment and transmission of water to the County's water distribution facilities at Crossfield. Depending on its magnitude, the Rocky View needs will accelerate the timing and the capacity for increasing the System transmission capacity south of the Mid Line Station.

The Town of Penhold is reaching the capacity of its groundwater sources and will need to look toward a surface supply soon. While the City of Red Deer does supply water to Red Deer County areas between the City and the Town, the City at this time does not have infrastructure capacity on the south side to supply Penhold's needs. The next closest source of water for Penhold is the System.

The Sylvan Lake Regional Water Commission has been formed to address the future water needs for the Town of Sylvan Lake and the Summer Villages and portions of Lacombe and Red Deer Counties in the Lake Area. The MV System is a potential source of water for the Sylvan Lake Commission.

1.3 Business Planning

1.3.1 Mandate and Strategic Directions of the Commission

The following strategic directions are reflected in this Plan:

1. The primary consideration for the Commission is to continue with optimizing and enhancing the present System to serve the Members and the original customers mandated under the Regulation. The Commission will set out within the present rate structure financial reserves to provide funds for capital improvements and long term asset replacement.
2. The role of the Commission will be to provide water services to its Members and, with the exception of the present directly connected customers, it will be the Member's responsibility to provide water services to the properties and customers within their respective municipal boundaries. The Commission will remain alert to non-traditional opportunities for sale of water.
3. While the Commission's primary obligation is to its present Members, the Commission will consider expansion of the System's treatment

capacity and transmission line network to provide water services to other municipalities that are not Members provided, however, that the long term interests of the Members and the Commission are not prejudiced

4. The Commission is intent on maintaining the System under the jurisdiction and control of the Members. The Commission will seek out such opportunities for cooperation, alliance and combination with other public water systems as means to enhance management, administration, operations, development and security of water supply of the System.
5. While acknowledging that the revenue of the System is very much dependent on the sale of water to the Members, the Commission recognizes the importance of conservation and proper stewardship of our water resources and will take such measures itself and will encourage the Members and customers to also take action to improve the conservation of water supplied by the System and ensure its appropriate use.
6. Beyond direct interests of the operation and development of the System, the Commission remain aware of and participate in the consideration and public debate with respect to larger water policy issues.

1.3.2 Business Plan Objectives and Scope

The continuing expansion of the Main Line Transmission capacity and the ongoing renewal, upgrading and expansion of the System represent significant capital investment by the Commission. The potential additional volumes for Rocky View, Penhold and/or Sylvan Lake will accelerate the timing for upgrading and replacement of System components. While possibilities, there is no certainty on any of these prospects and as such this Business Plan represents the 25 year planning for the present MV Commission Members and customers only. This Plan is intended to set out the following:

- a. Renewal, upgrading and expansion of the System needed over time to meet the water quality and quantity required to serve the future needs of the present Members and Customers and to support the continued development and growth in the South Red Deer corridor,
- b. Governance, management and operation of the System,
- c. Nature and timing of the expected capital works, how the costs of these respective works would be financed, and

- d. Projected operating revenues, expenditures and resultant rates and charges for water services to Members and Customers.

Specifically this Plan will:

- a. Set out the future mandate and goals for the Commission and the System with respect to supplying the present Members and Customers
- b. Identify the expected volumes of treated water to be required over the next 25 years for existing Members and Customers,
- c. Identify the capacity of the various components of the System,
- d. Set out the expected operating costs of the System for the years 2018 - 2022, and
- e. Project the rates to be charged for water services to Members and Customers.

The Plan and the associated financial model will provide a basis upon which to evaluate the impact of supplying water to any future prospects. As well, the Plan will become and will be maintained as part of the “corporate memory” of the Commission and be a reference and resource for present and future Board Directors, Commission management and administration and the Members as well a source of information for funding and regulatory agencies and for the general public.

1.3.3 Review of Business Plan

The Commission will review the provisions of this Plan each year as part of the cycle for preparing the financial plans and annual budget for the Commission. The Commission will undertake a more extensive, full review of the Plan:

- a. in the year following the year in which local elections are held beginning in 2018, or
- b. More frequently if the Commission determines a need to do so.

1.3.4 Public Policy

To ensure the long term water supply interests of the Commission and its Members, the Commission will remain aware of and participate in the consideration and public debate with respect to the following policy issues including:

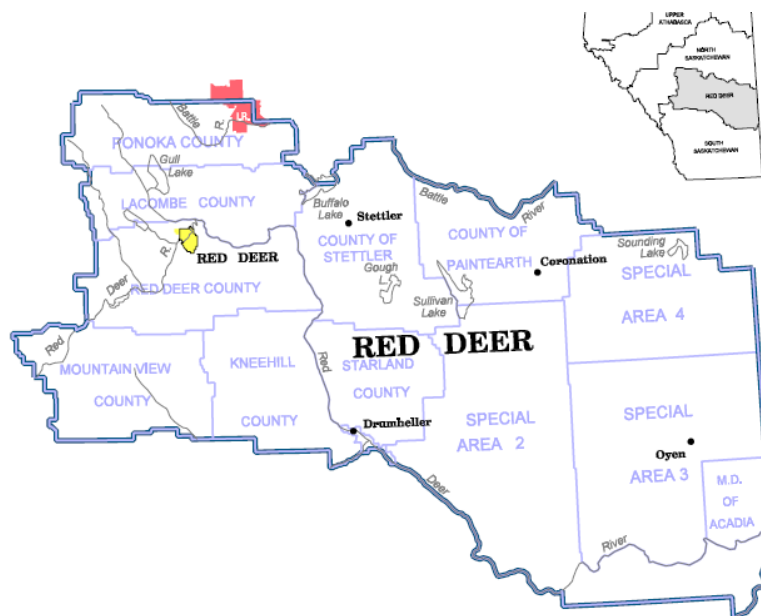
- a. Protection of watersheds and sources of water for municipal supply systems, and
- b. The allocation and licensing of surface water supplies by the Government of Alberta.

1.3.5 Compliance with ALSA Regional Plans

Under the provisions of Section 602.021 of the *Municipal Government Act*, a regional commission “must act in accordance with any applicable ALSA [*Alberta Land Stewardship Act*, S.A. 2009, c. A-26.8] regional plan. The ALSA provides for the implementation of the Alberta Land Use Framework under which the following regions in which the System will operate have been identified as regions for which a land use plan will be a requirement.”

The System Service Area is contained within the Red Deer Regional Plan (RDRP) area. At this time, the development of the RDRP has not started.¹

¹ Red Deer Region, Land Use Framework, Alberta Environment and Parks
<https://landuse.alberta.ca/RegionalPlans/RedDeerRegion/Pages/default.aspx>
Accessed December 9, 2017



The Commission will monitor and participate in the development of the Red Deer Region Land Use Plan to the extent necessary to safeguard and advocate for the long term water supply interests of the Commission. The Commission will consider participation in other municipal and multi-stakeholder groups such as the Red Deer River Municipal User Group or the Red Deer River Watershed Alliance that are concerned with the management and planning of the Red Deer River and its role in the larger South Saskatchewan River Basin.

The Commission will also monitor the progress, outcome and implementation the Red Deer River Basin Modelling Study which is part of the Climate Vulnerability and Sustainable Water Management in the South Saskatchewan River Basin Project as to the implications and opportunities for the Commission and System.

1.4 Previously Completed Studies, Plans and Reports

Studies, plans and reports considered in preparation of this business plan include:

- a. Mountain View Regional Water Services Commission Line Twinning, Pumping And Scada Preliminary Design Final Report (Stantec 2005), and
- b. Mountain View Regional Water Services Commission Highlift Pumping Upgrade Study Final Report (Stantec 2003).

- c. Mountain View Regional Water Services Commission Mountain View Line Twinning - Technical Memos 1 - 4 (Stantec 2015)
- d. Regional Water Transmission Line - Preliminary Design Report - ISL Engineering November 2017)

2. Governance and Management

2.1 Operation and Business Entity

2.1.1 Regional Services Commission

In order to assume the responsibility for owning and operating the System, the six Municipalities chose to form a regional services commission under the provisions of the *Municipal Government Act*. The Mountain View Regional Water Services Commission (“MVRWSC” or “Commission”) was created by Order in Council under Alberta Regulation AR245/92 (Regulation), which charged the Commission with the responsibility to supply water services to the Members and to all customers who were receiving water services at the date of acquisition of the System from the Government of Alberta. The Regulation also allows the Commission to service other customers as the Commission may determine. The text of the Regulation is set out in Appendix A of this Plan.

2.1.2 Consideration of Other Governance Forms

The regional services commission governance model is the one most commonly used in Alberta for the development and operation of regional water systems. Subject as it is to legislative provisions of the *Municipal Government Act*, the Board sees that the commission form imposes some constraints on the ability of the organization to approach its operation and development on a business and utility oriented approach. As well, Directors representing the Members must be members of the respective municipal councils and may not have the degree of corporate or utility background that might be beneficial to the organization. Moreover, municipal elections can result in significant turnover of Directors and loss of continuity. There may an advantage to the being able to appoint individuals to that are not directly connected to the Member municipalities.

There are other possible governance models which can be considered including the establishment of a Municipal Controlled Corporation under the *Business Corporations Act* or a Part 9 company under the *Companies Act*. The Commission will explore over the next year the merits of considering a corporate form of governance as an alternative to the Commission.

2.1.3 Commission Bylaws

The organization and constitution of the Commission was set out in Commission Bylaw No. 1, adopted by the Board and approved by the Minister

of Municipal Affairs, text of which is set out in Appendix B of this Plan. As many of the provisions of existing Bylaw No 1 do not need approval of the Minister, Alberta Municipal Affairs has been asking regional services commissions to separate out those provisions for which Ministerial approval is required. Subject to the Commission's decisions with respect to consideration of alternative governance forms, the Board intends to repeal existing Bylaw No. 1 and enact new Bylaws in replacement.

2.1.4 Governing Board

The Board of Directors (Board) consisting of one member of the municipal councils of each of the Members, as appointed by the Members, is responsible for the management and conduct of the affairs of the Commission. The operation of the Board and the Commission is set out under Bylaw 1 of the Commission adopted by the Board. A Chair and Vice Chair is selected annually by the Board from among its members.

2.2 Management

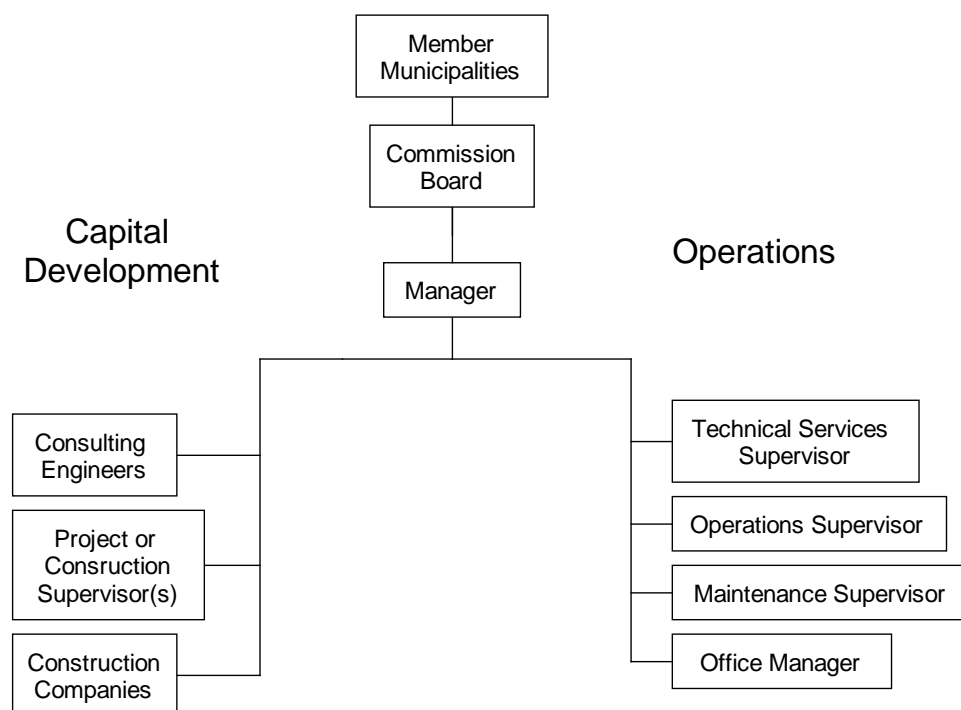
The Commission has appointed a Manager, which fulfills the role of Chief Administrative Officer ("CAO") of the Commission, as the ongoing administrative head. The Manager directs the operations of the Commission, the System and its employees and contractors.

The Manager will also oversee, coordinate and direct the construction of capital works of the System. The Manager will direct the Consulting Engineers engaged by the Board and any other specific project or construction supervisors that may be required. The Manager may constitute a technical committee of representatives from each of the Members and major customers to provide input and advice on the design and construction of capital improvements, as well as provide liaison between the System generally and water facilities staff of each of the Members and major customers.

The Manager may delegate any or all of the responsibilities of the Manager to the Operations Manager. The Commission will set out more formally the role and responsibility of the Manager in a new Bylaw.

2.3 Organization Chart

Figure 2.1
Mountain View Regional Water Commission
Organizational Chart



2.4 Allocation of System Capacity and Costs

1. The Members agree that the Members do not have a specifically assigned proportionate share of the ultimate design capacity of the System, but rather that the Commission is at liberty to allocate capacity to the Members and Customers as may be required to meet their respective needs.
2. As charged under the Regulation, the Commission will be responsible to meet the water services needs of the Members and the Commission will undertake ongoing capital planning and put in place capital financing to ensure that the needs of the Members will be met.

3. The Regulation provides that water shortages will be shared proportionately and for the purposes of interpretation of that provision, the Members agree that the proportion allocated for each Member and Customer will be based on the total volumes of water provided to the Members and Customers of the Commission in the previous year.
4. The Members agree that the operating cost and the annual costs associated with net capital costs of System renewal and expansion (after government grants, if any, and direct contributions from Members or Customers as may be required and received) will be recovered through uniform rates on actual volumes of water delivered.
5. The Members agree that should this uniform rate, because of less than expected water volumes, fail to generate sufficient revenue to meet the total annual costs of the System in a year, the shortfall of revenue, if it cannot otherwise be met from financial reserves or accumulated surplus, would be recovered in subsequent years by an increase in uniform rates.
6. The Members agree that Members and Customers will not resell water services to consumers for a rate lower than the sum of the cost of water services received from the System and the Members' or Customers' own costs of water distribution.

2.5 Addition of New Customers

1. The Commission may extend water service to additional customers provided the extension of services does not put at risk the water supply to the Members and existing customers and the application meets the requirements of the Commission,
2. In addition to the common cost of water services from the System, a new customer will be responsible to pay to the Commission in a manner and value to be determined between the new customer and the Commission:
 - a. A portion of the net capital costs of the System based on the proportion of expected water volume to total System volume, and
 - b. The additional net capital costs of any capital upgrades and connection costs required to supply service to the new customer.
3. The Commission will own and operate all components of the treatment, storage and transmission systems required to serve the needs of the new customer, including connection lines to the established point of sale,

4. If the water volume of the new customer is of sufficient magnitude to require additional license water diversion, the applicant and the Commission will jointly apply for an additional diversion license,
5. An applicant will be responsible to bear all costs associated with the application for consideration as a new customer, including any water licensing cost, and
6. A new customer will enter into an agreement with the Commission which, among other things, will set out the:
 - a. Financial obligations of the Customer for payment for:
 - i. Water services on a volume basis,
 - ii. Minimum annual charges, if any, required,
 - iii. Subsequent recovery of revenue shortfall for previous years,
 - iv. A portion of the net capital costs of the System, and
 - v. Costs for new capital works required to provide service for the Customer.
 - b. Particular arrangements, obligations or provisions that may be particular to the Customer, including boundaries for the supply of water services and point of sale water diversion license,
 - c. Obligations, if any, for Minimum annual Volumes,
 - d. Allowable Daily Volume and Maximum Rate of Delivery of water to the Customer,
 - e. Obligations of the Customer with respect to connection with the System, metering, environmental compliance and indemnification,
 - f. Provisions for suspension and shutdown of the Customer's Connection, and
 - g. Process for Dispute Resolution.

2.6 Withdrawal of Members from the Commission

1. Subject to the approval of the Government of Alberta, a Member may withdraw from the Commission upon five years written notice. The withdrawing Member will not be entitled to any compensation for any perceived equity or capacity built up in the System.
2. The withdrawing Member will still be responsible for a respective proportion of outstanding debt principle for which the System has assumed to create capacity for the Member's estimated 25 year water service requirements together with any outstanding current liabilities that have been incurred by the Commission to the benefit of the Member.
3. The withdrawing Member shall pay to the Commission the outstanding current liabilities and either pay the outstanding principle and any accrued interest for long term debt or agree to continue to pay the respective share of the annual payments on the debt.

2.7 Disposition of Assets

The Commission Board may not dispose of any "*land, buildings or personal property used in connection with the supply of water services*" without approval of the Government of Alberta. Approval may be given if:

- a. Grants from the Government of Alberta and outstanding debt associated with that portion of the land, buildings, equipment or inventory to be sold is repaid or retired,
- b. The sale would not have a significant adverse effect on the supply of water services the Commission provides, and
- c. The selling price of the assets to be disposed of is satisfactory.

3. System Description

3.1 Present and Future Service Areas

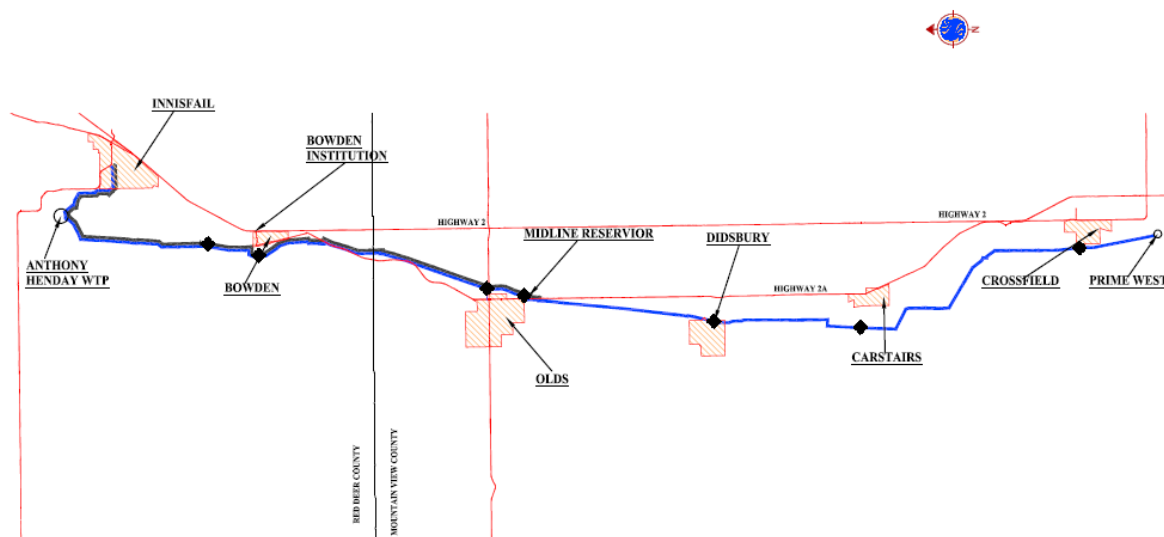
The System currently provides treated water services to the following municipalities:

- a. Town of Crossfield,
- b. Town of Carstairs,
- c. Town of Didsbury,
- d. Town of Olds,
- e. Town of Bowden, and
- f. Town of Innisfail.

As well, the System provides treated water services to the following direct Customers:

- a. Bowden Institution,
- b. Mountain View County
- c. Crossfield Area industrial users:
 - i. Enmax Green Power Inc.,
 - ii. Taqa North (formerly Prime West), and
 - iii. Ro-land Farms.
- d. Other private residential/farm sites.

Figure 3.1 – System Service Area



3.1.1 Mountain View County

Under a Memorandum of Understanding dated July 7, 2009, Rocky View County, Mountain View County and the Commission agreed to make an application for a license to divert additional water from the Red Deer River at the WTP for the two Counties. That license was granted in 2014 (See Section 3.4.1).

Mountain View County made application to the Commission for water services in 2010 and under an agreement completed in 2015 with the County, the Commission will supply water to Mountain View County as a Customer either directly or more likely through connection to Members' distribution systems.

3.1.2 Rocky View County

While preliminary discussions have taken place with Rocky View County as to potential timing and initial quantities of water that might be sought from the System, a formal application by Rocky View County to the Commission for water services from the System has not been received. Subject to the provisions of Section 2.6 of this Plan, the Commission is prepared to supply water services to Rocky View County if the necessary transmission capacity can be put in place.

The point of connection to the System would be at Crossfield with Rocky View County being responsible for the costs of connection.

3.1.3 Red Deer County

In 2010 Red Deer County made application to the Commission for the supply of water services to the Springbrook, Airport, Harvard Park, Gasoline Alley and Highway 42 residential, commercial and industrial areas. Ultimately Red Deer County secured long term water supplies from the City of Red Deer for these areas and consideration of this application ended.

Also the Commission and Red Deer County have explored the possible supply of water to a biodiesel plant between Innisfail and Penhold but this project did not proceed. There are no further indications or expressions of interest currently from Red Deer County as to possible water services from the System.

3.1.4 Town of Penhold

Initial discussions have been held with the Town of Penhold for the potential supply of the water from the System, however a formal application by Penhold water services from the System has not been made. Subject to the provisions of Section 2.6 of this Plan, the Commission is prepared to supply water services to the Town of Penhold should such an application be made.

3.1.5 Sylvan Lake Regional Water Commission

The Commission is aware that in identifying possible sources of water supply, the Sylvan Lake Commission is given consideration to seeking supply from the MV System. No formal approach or discussion has been initiated yet.

3.2 Population and Treated Water Volume Projections

The projected population and water volume needs over the 25 year time frame (2017 - 2040) for each of the Members and present Customers are set out in summary in Table 3.1 and in Table C1 - C4 in Appendix C of the Plan. Historical sales volumes, population and consumption analysis for 2012 - 2017 is set out Table C5.

3.2.1 Population

The population projections for System planning purposes are based on an expected overall annual growth rates. These growth rates in past planning have been forecast at a uniform 2.5%. In this Plan, the average annual growth rates have been modified to reflect the expected varied rate of growth among the Members. Populations for the Bowden Institution and Olds College are assumed

to remain at current levels. The projected population in 2040 is about 50,000, up 50% from the present population of 33,000.

While the annual average population increase for the Members has been adjusted to reflect forecasted rates of increase, the Commission is cognizant that there may arise continued changes in circumstance for individual Members in terms of future annexations and particular development projects such that individual growth rates may be higher. The Commission will, as part of the major reviews of this Plan, continue to review forecasts of population to be served by the System.

Table 3.1
Mountain View Regional Water System
2018 Business Plan Financial Model
25 Year Projected Population and Volume by Member and Customer
2040

Index	Population		Average Volume			Peak Day Demand		
	Annual Growth %	Number	Avg Day (lcd)	Daily Volume (m3)	Yearly Volume (m3)	Peak Day Factor	Daily Volume (m3)	Rate (l/s)
Members								
Town of Crossfield	1.5%	4,264	440	1,876	686,708	1.4	2,627	30.4
Town of Carstairs	3.0%	8,288	250	2,072	758,325	1.4	2,901	33.6
Town of Didsbury	1.5%	7,531	265	1,996	730,395	1.4	2,794	32.3
Town of Olds								
Town	2.5%	16,611						
College	0.0%	1,300						
Total Olds		17,911	350	6,269	2,294,443	1.4	8,777	101.6
Town of Bowden	0.5%	1,406	250	351	128,631	1.4	492	5.7
Town of Innisfail	1.0%	10,098	330	3,332	1,219,661	1.4	4,665	54.0
Total Members		49,498		15,897	5,818,161		22,255	257.6
Municipal Customers								
Mountain View County				1,202	439,749	1.4	1,682	19.5
Total Municipal Customers				1,202	439,749		1,682	19.5
Customers								
Bowden Institution	0.0%	1,000	270	270	98,820	1.4	378	4.4
Industrial - Taqa North				123	45,018	1.0	123	1.4
Industrial - Enmax				29	5,312	1.0	29	0.3
Small Users	0.0%	62		3	1,132	1.4	4	0.1
Total Other Customers		1,062		425	150,281		534	6.2
Total		50,560		17,523	6,408,191		24,472	283.2

3.2.2 Projected Treated Water Volumes

Over the 25 year planning period, the expected water demands are projected to increase from the current 3.5 million cubic meters (m³) per year to almost 6.5 million m³ per year by 2040.



The projected volumes are calculated on an expected per capita volume times the forecasted population. Over the past five years water sales volumes by the Commission to Members and Customers have failed to meet expected levels even in dry years where summer demand has typically increased. This would seem to be the effect from a combination of factors including:

- tighter distribution systems with less leakage
- more efficient plumbing fixtures,
- a general awareness and conservation stewardship among the citizens, and
- the increasing cost of individual water and wastewater utility services.

For this this Plan the factors for average water consumption per person per day, expressed in litres per person per day or lcd, have been reduced to reflect the 2012 - 2017 average consumption. As a result the future demand for water has been reduced by over 20% from previous forecasted demands.

The projected volumes for Mountain View County is expressed as a proportion of the available treated water produced from the maximum licensed volume for County and reflects the water use projections included in Mountain View County's initial application to the Commission.

The maximum day demands for treated water are based on a peaking factor 1.4 times the average daily demand (except in the case of Enmax). Currently, the average demand is estimated at about 11,000 m³ daily and rising to a peak of 15,200 m³ on a day with the highest demand. By the year 2040, the average daily demand would rise to over 17,500 m³ with a peak day estimated at nearly 25,000 m³.

3.3 Projected Raw Water Volumes

The water treatment process typically results in a 16.5% loss in volume as wastewater and for facility service. The raw water, treatment wastewater and treated water production for the years 2013 - 2017 is set out in Table 3.5. Projected raw water requirements into the future are set out in Table 3.6.

Table 3.2
Mountain View Regional Water System
2018 Business Plan Financial Model
Water Balance (m3)
2013 - 2017

Index	2013	2014	2015	2016	2017
Raw Water from Red Deer River	4,414,163	4,571,731	4,641,499	4,369,644	4,410,119
Wastewater Returned to River	737,421	800,337	708,545	682,415	801,132
Treated Water Production	3,676,742	3,771,394	3,932,954	3,687,229	3,608,987
% Water Loss in Treatment	16.7%	17.5%	15.3%	15.6%	18.2%
Sales to Customers and Members	3,751,906	3,826,795	3,976,521	3,698,943	3,617,861
% Sales Volumes / WTP Production	102.0%	101.5%	101.1%	100.3%	100.2%
 Average - Water Loss In Treatment		16.7%	16.3%	16.2%	16.5%

Table 3.3
Mountain View Regional Water System
2018 Business Plan Financial Model
Total Daily and Yearly Raw Water Requirements
2012 - 2040

Year	Waste Factor	Average Daily Volume		Maximum Day Volume		Yearly Volume (m3)
		l/s	m3/day	l/s	m3/day	
A 2012	15.9%	141	12,201	197	17,014	4,453,284
A 2013	16.7%	140	12,094	195	16,863	4,414,163
A 2014	17.5%	145	12,525	202	17,466	4,571,731
A 2015	15.3%	147	12,716	205	17,733	4,641,499
A 2016	15.6%	144	12,440	201	17,346	4,342,486
P 2017	18.2%	150	12,925	209	18,023	4,222,713
6 Year Avg	16.5%					
F 2018	16.5%	150	12,958	209	18,071	4,698,431
F 2019	16.5%	153	13,176	213	18,376	4,803,154
F 2020	16.5%	156	13,492	218	18,818	4,931,930
F 2021	16.5%	160	13,813	223	19,267	5,035,533
F 2022	16.5%	164	14,138	228	19,723	5,154,368
F 2025	16.5%	176	15,220	246	21,237	5,549,210
F 2030	16.5%	195	16,877	273	23,557	6,153,845
F 2040	16.5%	236	20,418	330	28,514	7,466,739

A - Actual

P - Projected Actual

F - Forecasted based on Treated Water Projections in Table C3

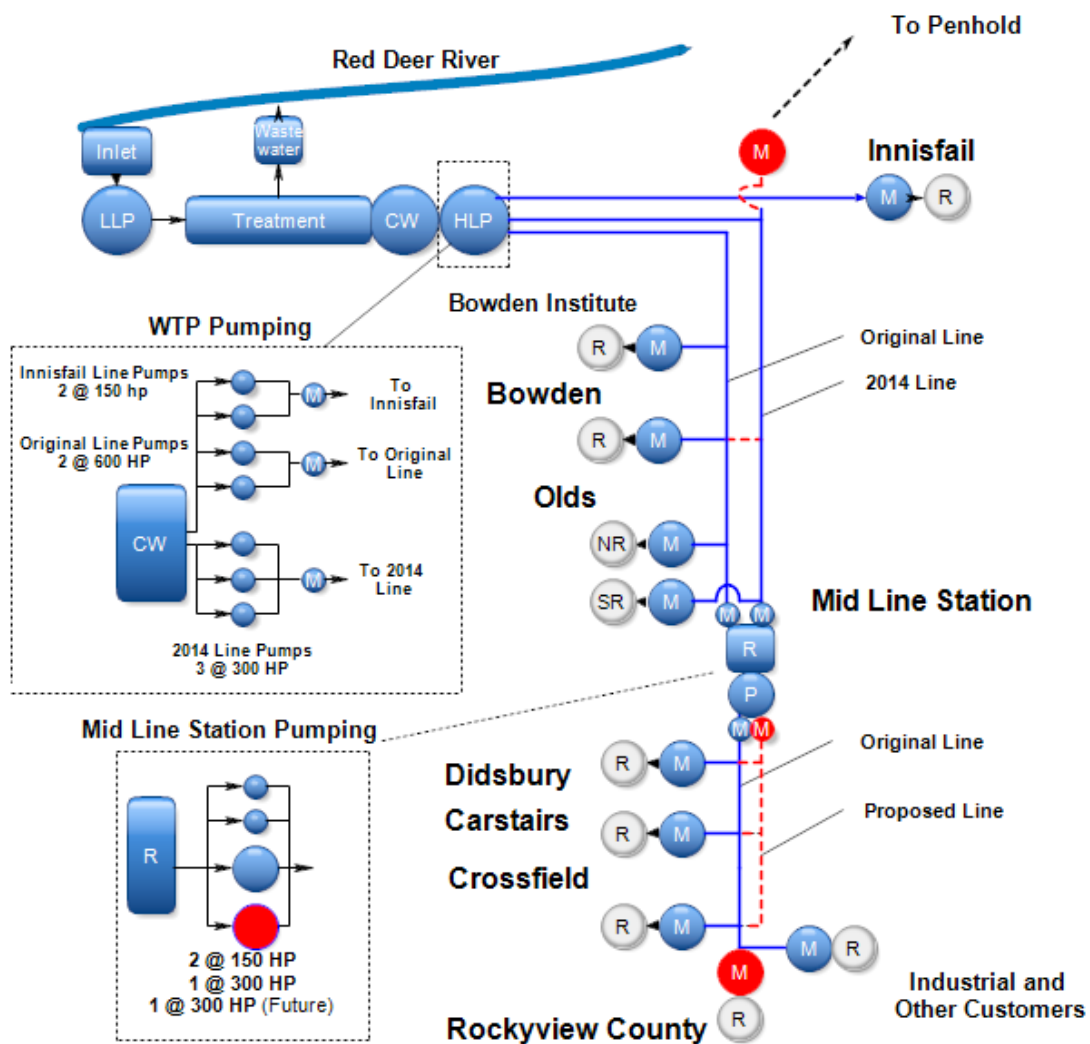
Factor for m3/day to l/s

0.01157407

3.4 Present System

The components of the present System and the estimated existing capacities² of these components are set out in the following subsections. The System is set out in schematic format on Figure 3.2.

Figure 3.2
Mountain View Regional Water System Schematic



² The capacities of the various System components are estimates derived from a variety of sources including detailed engineering design, preliminary engineering review and operator understandings. Capacities will be verified and made more precise as part of engineering of future upgrades

3.4.1 Water Licenses

The raw water source for the present System and its Members and present customers is the Red Deer River and the Commission holds Water Diversion License 8441. The priority number is 1975-07-02-01 and, as a senior license, does not expire.

As well, the Commission, on behalf of Mountain View and Rocky View Counties has been issued License 00160306-00-00. This license holds a priority number of 2001-11-26-010 and expires August 21, 2039.

The volumes and rates are summarized in Table 3.4. For the Commission's primary license, it is estimated that the raw water requirements for the System in 2040 would be about 70% of the licensed diversion volume. For the Mountain View and Rocky View Counties' license, the raw water diversion is projected at 15% of the licensed volume with only Mountain View volumes considered.

In 2010 Red Deer County was granted a Preliminary Certificate for water diversion of 4,500 m³/day from the Red Deer River through the WTP in support of its application to the Commission for water services. As that application was not pursued, this certificate expired.

As part of an earlier consideration by the Commission for potentially supplying a biodiesel plant a diversion license for 12,000 m³/day was granted to the Commission. This license lapsed when the project did not proceed.

If the Commission were to supply water services to the Town of Penhold or the Sylvan Lake Regional Water System, these entities would be required to acquire additional diversion licenses.

Table 3.4
Mountain View Regional Water System
2018 Business Plan Financial Model
Water Diversion License Summary

Mountain View Regional Water Services Commission

License No.	08441		Index
Priority No.	1975-07-02-01		
Date Issued	December 31, 1980 - Transferred to Commission - Sep 28, 1994		
Date or Expiry	Does Not Expire		
Annual Volume			
Licensed Maximum	8,070	acre feet	9,954,198 m3
2017 Volume	3,423		4,222,713 m3
2022 Volume	4,096		5,052,170 m3
2030 Volume	4,702		5,799,559 m3
2040			
Volume	5,638		6,954,349 m3
% of Maximum	70%		70%
Max Rate of Diversion			
Licensed Maximum	4,166	Imp. Gal / Min	316 l/s
2040			
Rate	2,910		221 l/s
% of Maximum	70%		70%

MVRWSC on Behalf of Mountain View County and Rocky View County

License No.	00160306-00-00		
Priority No.	2001-11-26-010		
Date Issued	8/22/2014		
Date or Expiry	8/21/2039		
Annual Volume			
Licensed Maximum			
Mountain View County	704,450	m3	
Rocky View County	2,676,545	m3	
Total	3,380,995	m3	
2020 Volume			
Mountain View County	34,159	m3	
Rocky View County	-	m3	
	34,159	m3	
2040			
Mountain View County	512,390	m3	
Rocky View County	-	m3	
	512,390	m3	
% of Maximum	15%		
Max Rate of Diversion			
Licensed Maximum	846		
2040			
Rate	16		
% of Maximum			

3.4.2 Raw Water Supply

The Commission is licensed to withdraw raw water from the Red Deer River at the WTP site 5 km west of Innisfail. Raw water flows by gravity from the Red Deer River through an intake structure in the bottom of the River and two 400 mm diameter steel lines to the Low Lift Pumping Station. The river water is filtered by an automatic cleaning screen, which intercepts large items of debris and fish. The lift station is equipped with one 50 hp submersible pump, one 75 hp vertical turbine pump and two 100 hp vertical turbine pumps to move water through a 400mm diameter steel pipe into the WTP.

The river intake has an originally rated maximum capacity of 31,800 m³ per day. However this is an original structure of the System and, as such, is some 40 years old. The practical capacity of this component may well be lower than that stated.

The Low Lift Pump Station can move up to 29,600 m³/day to the WTP.

3.4.3 Water Treatment

Raw water is treated at the WTP using a process of mixing, coagulation, clarification and filtration using GE membrane filtration and disinfection. The plant is now using 5 of 5 available filtration trains. With the 5th filtration train, the current maximum capacity of the WTP is about 31,000 m³ per day.

The WTP is certified as an ISO 14001: Environmental Management System Standard compliant system, most recently re-certified in June, 2017.

3.4.4 Treated Water Reservoirs

Treated water flows into the treated water storage (clear well) at the WTP for subsequent transmission. Storage of treated water within the clear well has two purposes. The first is to allow sufficient contact time for the disinfection process. To ensure effective disinfection generally a minimum of 3.5 hours should be maintained. The capacity of the clear well, at 3,400 m³, has about 8 hours contact time at current average day production or just under 5 hours at maximum day. At maximum plant treatment flow rate, this contact time would drop to 2.6 hours.

The second purpose of the clear well is to provide a buffer for pump flow and to avoid interrupting the WTP operation when transmission pumping is interrupted. Storage volume equal to an average day WTP production volume

would be advantageous. At present about 1,100 m³ of the Clear Well volume is available for buffering of about 3 hours.

The System also has treated water storage at the Mid-Line Station reservoir available to supply Members and Customers at the south end of the System, The Mid Line Station, constructed in 2000, has a capacity of 6,800 m³ or about 1.8 day's supply for current demand. If a minimum one average day volume is to be maintained, additional reservoir capacity will need to be addressed in about 2038

Beyond these two treated water reservoirs operated by the System, the Members and Customers individually are responsible to provide for reservoir capacity to meet the water consumption and fire flow needs of their respective communities.

3.4.5 Treated Water Transmission System

Two transmission pipeline systems are used to move treated water from the WTP to Members and Customers, a line to Innisfail (Innisfail Line) and the primary transmission line from the WTP to Crossfield providing water service to all of the other Members and Customers. (Main Line)

Innisfail Transmission Line

A separate transmission line is used to supply treated water from the WTP to Innisfail. This 250 mm steel pipeline, together with the dedicated capacity of two 150 hp pumps at the High Lift Pumping Station at the WTP, gives the Innisfail Line a capacity of up to 9,000 m³ per day. Current maximum day demand for Innisfail is about 3,900 m³ per day.

Main Transmission Line

The Main Line is composed of two segments:

WTP to Mid-Line Station

This segment of the Main Line is composed of two separate pipelines:

- the original line of 33 km of 400 mm steel pipe installed in 1971 which provides service to the Bowden Institute, Bowden and Olds North Reservoir (Original Line).
- A second 600 mm steel/FPVC line installed in 2014 which conveys water directly from the WTP to the Mid-Line Station and also provides service to the Olds South Reservoir. (2014 Line).

Provision has been made for an interconnection between to Original Line and the 2014 Line at Bowden

The Original Line is supplied by the two 600 hp vertical turbine pumps located at the WTP with an output capacity of about 127 l/s or 11,000 m³/day. The 2014 Line is supplied by three 300 hp vertical turbine pumps with an output capacity of 171 l/s or 15,000 m³/day.

The two originally installed 1,500 hp horizontal centrifugal pumps had not been used since 2002 and, with the much more efficient vertical turbine pumps in place, were removed during the 2014 upgrading project.

Mid - Line Station to Crossfield

The Original Line and the 2014 Line discharge into the reservoir at the Mid Line Station and water is then re-pumped into the second segment of the Original Line from the Mid Line Station 42 km to Crossfield bringing water services to Didsbury, Carstairs, Crossfield and existing industrial customers. This segment will also serve Mountain View County areas along the route.

The size of the pipeline decreases from the initial 400 mm to 250 mm from Didsbury to Crossfield. This size reduction limits the capacity from Didsbury south to 6,400 m³/day. (74 l/s)

Present pumping equipment at the Mid Line Station consists of two 150 hp and one 300 hp variable frequency drive pumps. An extra pedestal exists to accommodate a future 300 hp pump. Maximum output is 7,600 m³/day (88 l/s) with a sustainable output of 6,220 m³/day (72 l/s).

3.4.6 Connections for Members and Direct Customers

Each Member and Customer has one or more metered connections through which water is conveyed from the System to the Member or Customer. Members are responsible for the development and operation of any pumping and distribution system necessary to meet the water consumption and fire flow needs of the Member. Customers are responsible for the development and operation of any system of pipes, reservoirs and pumps that may be required to serve the needs of the Customer.

3.4.7 Rural Water Distribution Systems and Connections

The System transmission pipelines have alignments through the rural municipalities of Red Deer County, Mountain View County and Rocky View County. Where the Commission agrees to supply water to any of the rural municipalities for rural water distribution systems, the municipalities would be responsible to undertake or regulate the development of such distribution systems.

The System does provide direct connections to a few industrial users and individual farm/residential sites. Other than existing connections, further connection of individual service lines directly to the Transmission Lines will not be permitted.

3.4.8 Bulk Water Stations

The provision of bulk water stations for truck filling is the responsibility of the individual Members. Stations are located at Olds and Innisfail and each Member is free to set whatever conditions and rates for use.

3.5 Expansions and Upgrading of the System

To meet the 25 year projected volume needs of the Commission, the expansion and upgrading of some components of the System will be required and these are detailed in the following sub-sections. For each an approximate time frame is given where current demands reach the identified capacity thresholds or regulatory requirements. As these time frames approach the Commission will undertake further engineering review of the capacity needs of the System and the Commission will begin to plan for the needed upgrading.

Table 3.5 following summarizes:

- existing capacity or regulatory thresholds of the various components of the System,
- present, 2020, 2030 and 2040 volumes and rates of flow
- Potential time frames in which capacity may be reached

Table 3.5
Mountain View Regional Water System
Summary of Major Component Capacity and Upgrading Time Frames

Component	Threshold	2015	2020	2040	Time Reached
Raw Water Supply					
Licensed Diversion (m3/year)					
Commission Main License	9,954,198	4,583,554	5,603,117	8,935,175	+2040
Mountain View/Rockyview	3,380,995		129,244	510,172	+2040
Sylvan Lake Regional WC			-	-	
Raw Water Intake (m3/max day)	31,800	17,743	21,940	36,182	2034
Raw Water Pumps (m3/max day)	29,600	17,743	21,940	36,182	2030
Treatment					
Water Treatment Plant					
m3/day Maximum Day	31,000	16,436	18,860	31,102	2040
l/s	359	190	218	360	
Clear Well Contact Time with Current Disinfection Approach					
Capacity (m3)	3,400				
Max Day Contact Time (hours)	3.5	5.0	4.3	2.6	2016 - 2017
Treated Water Storage					
<u>Clear Well - Net Treated Volume</u>					
Target of 1 Average Day (m3)		11,783	13,515	22,259	
Current Net Treated Volume (m3)		1,100	700	(1,200)	2015
Net Volume / Average Day (days)	1	0.09	0.05	(0.05)	
<u>Mid-Line Treated Water Reservoir</u>					
Target of 1 Average Day (m3)		4,571	5,302	8,934	
Current Net Treated Volume (m3)		7,100	7,100	7,100	2023
Net Volume / Average Day	1	1.55	1.34	0.79	
Innisfail Transmission Line					
WTP Pumping (m3/day)	9,000	3,865	4,373	7,166	+2040
Transmission Line (m3/day)	9,000	3,865	4,373	7,166	+2040
Main Transmission Line					
<u>WTP to Mid Line Station</u>					
Pumping Capacity					
Original Line (m3/day)	11,000				
2014 Line (m3/day)	15,000				
	26,000	12,570	14,487	23,936	+2040
Transmission (2 lines)	26,000	12,570	14,487	23,936	+2040
<u>Mid Line Station to Crossfield</u>					
Mid Line Station Pumping					
Maximum (m3/day)	7,603				
Sustainable (m3/day)	6,307	6,339	7,362	12,447	2015
Transmission (1 line)					
Mid Line Station to Didsbury	16,243	6,339	7,362	12,447	2038
Didsbury to Carstairs	6,394	4,032	4,646	7,750	2018
Carstairs to Crossfield	6,394	2,338	2,623	4,190	2028

3.5.1 Raw Water Supply

The river intake structure was reconstructed in 2008 to reduce siltation problems. The intake was damaged by spring flooding in 2013 and the inlet remains susceptible to erosion, obstruction and damage from flood events. Water quality of the river at the current point of withdrawal remains an issue particularly in spring.

Based on projected water demands, the capacity of raw water (low lift) pumps would be approached some point after 2040. The river intake, if its capacity is as originally rated, would reach capacity also just after 2040.

While the capacity thresholds will not be reached until the end of the planning period, given water quality issues and the likelihood of further damage during flood conditions, the Commission will seek approval and financial support from the Government of Alberta to relocate the inlet to Glennifer Lake near the Dickson Dam on a sooner time frame. This would avoid any need to upgrade or replace the existing intake and pumps.

Engineering study was completed on the Glennifer Lake intake option in 1999. The cost of the project was estimated at about \$11 Million. Assuming construction cost inflation of 2.5% annually, the possible cost of the project in 2022 would be about \$20 Million.

3.5.2 Water Treatment

With the 5th membrane filtration train in service, the treatment capacity of the WTP is anticipated to meet the projected System demands beyond 2040. A further increase in capacity would require a major expansion of capacity including expansion of the WTP building will be required.

An upgrading of the disinfection process to incorporate ultraviolet (UV) disinfection, identified as a priority project in previous plans, has been completed over 2016 and 2017 at a total cost of \$776,000. Grant funding of 42% or \$325,000 was provided by the Government of Alberta.

The treated water storage capacity in the WTP (Clear Well) will also be examined to ensure adequate contact time. It is possible that contact time may no longer be necessary with UV disinfection. With a previous contact time target of 3.5 hours or greater, this minimum time will be reached in about 2030. Further engineering review and consultation with Alberta Environment will be under

taken in 2018 to determine future contact times required and the Clear Well volume that may be required.

A general allowance of \$200,000 per year for smaller upgrades and enhancements will be included in the System budget.

3.5.3 Treated Water Storage

WTP

The current Clear Well provides limited treated water storage after contact time volume is deducted and this will reduce over time if current contact time requirements continue. As part of any Clear Well capacity increase that might be required for disinfection contact time, the Commission will consider putting in place additional volume for treated water storage.

As part of a major treatment upgrade, an increase in treated water storage equivalent to 1 average day's volume in 2040 or about 23,000 m³ will be considered though, at a present day cost of perhaps \$750 / m³ or \$19 Million in 2020, the cost of this reservoir capacity may not be justified by the operational advantages of having this capacity in place.

Mid Line Station

The Commission will seek to maintain a minimum of 1 day's average treated water volume in the Mid Line reservoir and will consider adding a further 7,000 m³ in about 2025. An estimated cost at that time would be about \$7 Million.

3.5.4 Transmission Capacity – Innisfail Line

The current capacity of the Innisfail Line and its dedicated pumping is anticipated to be sufficient to meet the water needs of Innisfail for the 25 year design time frame.

3.5.5 Transmission Capacity - Main Line from WTP to Mid Line Station

With the capacity of the 2014 Line added to that of the Original Line the transmission pipeline capacity of the Main Line to the Mid Line Station is projected to be able volume needs until at least 2040. Similarly the pumping capacity at the WTP for the Main Transmission Line will be sufficient until at least 2040.

To facilitate flow and function of the Original Line and the 2014 Line and their respective pumps, the interconnection between the two lines will need to be completed at some point.

3.5.6 Transmission Capacity - Main Line from Mid Line Station to Crossfield

The capacity of the transmission system from the Mid-Line Station to Crossfield will be reached by 2020 and it will be necessary to install a second pipeline and increase the pumping capacity at the Mid-Line Station. Initially the Commission considered the following staging:

- **Stage 1 – 2017:** installation of a 300 HP pump on the available pedestal at the Mid Line Station
- **Stage 2 – 2018:** subject to grant availability, construction of a second 350 mm transmission pipeline from Didsbury to Carstairs. .
- **Stage 3 – 2030:** Construction of a second 300 mm pipeline from Carstairs to Crossfield
- **Stage 4 – 2040 or Beyond:** Construction of a second 500mm pipeline from Mid Line Station to Didsbury

Construction efficiencies are such that constructing the first three stages as one project is most advantageous. The addition of a second line from the Mid Line Station to Didsbury is not expected to be required until after 2040.

Fund approval has been received from Alberta Transportation and the Commission has engaged ISL Engineering and Land Services to complete the engineering design. Subject to the receipt of all approvals and finalizing of right of way, construction is planned for mid-2018.

4. Infrastructure Projects Expense and Funding

4.1 Overall Infrastructure Expense and Funding

The estimated capital expense and funding for a ten year period 2018 – 2027 is set out in Table 4.1. Total capital expense is estimated at about \$56 Million. Major Projects include

- 2018 – Capacity Increase – Mid Line Station to Crossfield – \$26 Million
- 2022 – Development of New Raw Water Supply Inlet - \$20 Million
- 2025 – Treated water storage at Mid Line – \$6.6 Million

The 2018 – 2027 Infrastructure Plan is an initial and preliminary look at the 10 year planning timeframe and the Commission will continue to detail and expand the scope of Plan in the next few years.

The sources of capital funding for the infrastructure expense capital expense set out in Table 4.1 include:

- Government of Alberta Funding - \$21.6 Million
- Water Services Sales Revenue - \$11.4 Million
- New Long Term Debt - \$20.8 Million

4.2 WTP to Mid Line Station Transmission Capacity Increase

This project was completed in 2014 at a final cost of just over \$43 Million. The Commission received \$10 Million in funding from the Government of Alberta. Under the agreement with Mountain View County for water services, the County is to pay 10% of net capital costs (after grant) of the project or \$3.3 Million. The County contributed one half of this contribution at the outset of the agreement in 2015 and the remaining \$1.65 Million in 2016.

The Commission provided the remaining funds through \$24 Million in debenture and \$7 Million from reserves.

4.3 South Transmission Capacity Increase - Mid Line Station to Crossfield

The South Transmission Capacity Increase – Mid-line Station to Crossfield including the upgrading the pumping capacity at the Mid-line Station and the installation of a second transmission line from Didsbury to Crossfield will be undertaken in 2018. Funding for 42% of the estimated project cost of \$26 Million or \$10.7 Million has been approved (a copy of Minister’s letter of approval is included in Schedule D. The

Table 4.1
Mountain View Regional Water System
2018 Business Plan Financial Model
10 Year Infrastructure Plan - 2018 to 2027

[Index](#)

Capital Expense

Raw Water Supply

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
Relocation of River Inlet						\$20,000,000						\$20,000,000
Raw Water Supply	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$0	\$0	\$0	\$0	\$0	\$20,000,000

Water Treatment

General Allowance			\$205,000	\$210,125	\$215,378	\$220,763	\$226,282	\$231,939	\$237,737	\$243,681	\$249,773	\$2,040,676
SCADA / PLC / Controls	\$150,000	\$200,000										\$350,000
Lab Equipment	\$60,000											\$60,000
Treatment Capacity Increase												\$0
Clear Well Contact Time Increase												\$0
Ultra Violet Disinfection	\$454,000											\$454,000
	\$664,000	\$200,000	\$205,000	\$210,125	\$215,378	\$220,763	\$226,282	\$231,939	\$237,737	\$243,681	\$249,773	\$2,904,676

Treated Water Storage

Clear Well Capacity Increase												\$0
Mid Line Station Increase									\$6,600,000			\$6,600,000
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,600,000	\$0	\$0	\$6,600,000

Transmission

South Transmission Capacity Increase - Mid Line Station to	\$115,000	\$25,885,000										\$26,000,000
	\$115,000	\$25,885,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000,000

Vehicles and Mobile Equipment

Skid Steer		\$80,000										\$80,000
Trucks		\$50,000	\$50,000	\$50,000								\$150,000

Building

Administration Building Expansion	\$177,500											\$177,500
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Equipment

Fibre Optic Installation	\$220,176											\$220,176
Computer		\$5,000										\$5,000

Transfer to Capital Reserve

	\$4,004	\$0	\$0	\$0	\$0	\$0						\$4,004
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Total Capital Expenditure

	\$1,180,680	\$26,220,000	\$255,000	\$260,125	\$215,378	\$20,220,763	\$226,282	\$231,939	\$6,837,737	\$243,681	\$249,773	\$56,141,356
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Table 4.1
Mountain View Regional Water System
2018 Business Plan Financial Model
10 Year Infrastructure Plan - 2018 to 2027

[Index](#)

Capital Financing

Grant Funding

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
Funding Rate		42%	42.0%			40%			40%			
Amount	\$190,680	\$10,737,287				\$8,000,000			\$2,640,000			\$21,567,967

Customer Contributions

Capacity Increase - WTP to Mid Line Station		\$0	\$0	\$0								\$0
South Transmission Capacity Increase	\$0			\$0								\$0
	\$0	\$0	\$0	\$0								\$0

Commission Funding

From Operating Revenue	\$950,000	\$335,000	\$255,000	\$260,125	\$215,378	\$220,763	\$226,282	\$231,939	\$237,737	\$243,681	\$249,773	\$3,425,678
Reserves (Restricted Surplus)	\$40,000	\$5,000,000				\$2,500,000			\$2,500,000			\$10,040,000
Unrestricted Surplus		\$262,713										\$262,713
Debenture Borrowing		\$9,885,000				\$9,500,000			\$1,460,000			\$20,845,000
Total Commission	\$990,000	\$15,482,713	\$255,000	\$260,125	\$215,378	\$12,220,763	\$226,282	\$231,939	\$4,197,737	\$243,681	\$249,773	\$34,573,391

Funding Yet to be Defined

\$0

Total Capital Financing

	\$1,180,680	\$26,220,000	\$255,000	\$260,125	\$215,378	\$20,220,763	\$226,282	\$231,939	\$6,837,737	\$243,681	\$249,773	\$56,141,358
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Commission will provide \$5.26 Million from the restricted and unrestricted surplus of the Commission from \$9.89 Million in additional long term borrowing.

4.4 Other Major Projects

The two other major projects in the 10 Year Infrastructure Plan – the development of a new raw water supply and the addition of treated water storage are projects that would be eligible for funding under the Alberta Municipal Water/Wastewater Partnership Program of Alberta Transportation. It is anticipated that the Commission will be successful in securing funding (about 40%) from that program or another provincial or federal infrastructure funding program. The Commission would fund its share from a combination of cash reserves and long term debt.

4.5 Long Term Debt

The details of the Commission's present and planned debt is set out Table 4.4. The Commission has incurred borrowing of \$24.2 Million to undertake the 2014 capacity upgrading. Borrowing was taken out in four 25 year debentures with an average annual interest rate of 3.6%. Bylaw No 4 authorized borrowing of \$22 Million but only \$20 Million has been drawn.

Annual payments of interest and principal total \$1.46 Million and are fixed for the duration of the debentures. Payment of annual debt servicing costs are funded from water rates.

Debenture borrowing for the South Line Capacity Increase is expected in 2018 for about \$9.89 Million. At a forecast interest rate of 3.5%, annual payments of \$597,000 or \$.16 per m³ would begin in 2019.

Debenture borrowing for the New Raw Water Inlet would be drawn in 2022 in the amount of \$9.5 Million at 5% interest with payments of \$670,000 annually or \$.18 / m³.

Table 4.4
Mountain View Regional Water System
2018 Business Plan Financial Model
Debenture Borrowing Details

Debenture Borrowing - 25 year Amortization, Semi-Annual Payments

Index	Drawn	Interest Rate	Matures	Principal	Interest	Total to Repay
Transmission Line Twinning - WTP to Mid-Line Station						
Bylaw 3	March 15, 2011	4.389%	March 15, 2036	\$4,175,000	\$2,742,588	\$6,917,588
Bylaw 4 - Draw 1	March 15, 2012	3.263%	March 15, 2037	\$5,000,000	\$2,352,130	\$7,352,130
Bylaw 4 - Draw 2	September 15, 2012	3.123%	September 15, 2037	\$10,000,000	\$4,480,703	\$14,480,703
Bylaw 4 - Draw3	December 15, 2013	3.895%	December 15, 2038	\$5,000,000	\$2,868,254	\$7,868,254
Total Present Borrowing				\$24,175,000	\$12,443,674	\$36,618,674
Transmission Line Twinning - Mid-Line Station to Crossfield						
Bylaw 2018-1 - Draw 1	September 15, 2018	3.5%	September 15, 2043	\$9,885,000	\$5,028,457	\$14,913,457
Relocation of River Inlet						
Bylaw 2022-1 - Draw 1	September 15, 2022	5.0%	September 15, 2047	\$9,500,000	\$7,247,578	\$16,747,578
Total Future Borrowing				\$19,385,000	\$12,276,035	\$31,661,035
Total Borrowing				\$43,560,000	\$24,719,709	\$68,279,709

Annual Borrowing Costs

	2018 Budget	2019 Estimated	2020 Estimated	2021 Estimated	2022 Estimated	2023 Estimated
Transmission Line Twinning - WTP to Mid-Line Station						
Bylaw 3	\$276,704	\$276,704	\$276,704	\$276,704	\$276,704	\$276,704
Bylaw 4 - Draw 1	\$294,085	\$294,085	\$294,085	\$294,085	\$294,085	\$294,085
Bylaw 4 - Draw 2	\$579,228	\$579,228	\$579,228	\$579,228	\$579,228	\$579,228
Bylaw 4 - Draw3	\$314,730	\$314,730	\$314,730	\$314,730	\$314,730	\$314,730
	<u>\$1,464,747</u>	<u>\$1,464,747</u>	<u>\$1,464,747</u>	<u>\$1,464,747</u>	<u>\$1,464,747</u>	<u>\$1,464,747</u>
Transmission Line Twinning - Mid-Line Station to Crossfield						
Bylaw 2018-1 - Draw 1	\$0	\$596,538	\$596,538	\$596,538	\$596,538	\$596,538
Relocation of River Inlet						
Bylaw 2022-1 - Draw 1	\$0	\$0	\$0	\$0	\$0	\$669,903
Total Annual Payment	\$1,464,747	\$2,061,285	\$2,061,285	\$2,061,285	\$2,061,285	\$2,731,188
Total Interest	\$726,270	\$1,043,859	\$1,007,795	\$970,433	\$931,727	\$1,364,190
Total Principal	\$738,477	\$1,017,426	\$1,053,491	\$1,090,852	\$1,129,559	\$1,366,998
Total Annual Payment	\$1,464,747	\$2,061,285	\$2,061,285	\$2,061,285	\$2,061,285	\$2,731,188
Debenture Debt Principal Owning	\$20,013,985	\$29,009,033	\$27,960,043	\$26,873,851	\$25,749,116	\$33,887,112

4.5.1 Debt Limit

Under the *Regional Services Commission Debt Limit Regulation AR 76/2000*, there are two limitations to the amount of debt, operating and capital that a commission can carry to develop the public utility:

- a. Total debt cannot exceed two times the annual revenue, and
- b. Total debt servicing cost (principal and interest payments) cannot exceed 35% of the annual revenue.

If the borrowing required exceeds the debt limit of the Regulation, the Minister of Municipal Affairs, upon presentation of an acceptable business plan, may authorize an extension of the debt limit.

Under Ministerial Order L:136/11, the Commission has an approved debt limit of \$26.4 Million and an approved annual debt servicing limit of \$5.415 Million. A debt limit analysis is set out in Table 4.5. At December 31, 2017, the total of the outstanding debt of the Commission was \$20.01 Million or 3.6 times the projected 2017 Commission revenue. Debt servicing costs for 2018 will be \$1.464 Million or 26% of the 2017 Commission revenue, well within the authorized debt servicing limit and below the 35% statutory debt servicing limit.

South Transmission Capacity Increase Project

The Commission will exceed the authorized debt limit with the 2018 borrowing for the South Transmission Capacity Project and will need to make application the Minister of Municipal Affairs to increase the long term debt limit to \$32 Million or 4.7 times the annual revenue expected in 2019. A short term debt limit of up to \$40 Million would be required to accommodate construction project interim financing needs until grant fund are received.

Annual debt servicing costs for existing and new debt would be \$2.06 Million beginning in 2019, about 32% of expected 2019 Commission revenue.

New Raw Water Intake Project

Further debt limit extension would be required in order to borrow the required funds for the New Raw Water Intake project. An increase of limits to:

- Long Term Debt Limit - \$39 Million
- Interim Borrowing Debt Limit - \$47 Million

Table 4.5
Mountain View Regional Water System
2018 Business Plan Financial Model
Debt Limit Analysis

Current Debt Limit

Regulatory Debt Limit (AR 76/2000)

2017 Annual Revenue	\$5,533,733
Debt Limit at 2 times Annual Revenue	\$11,067,466
Debt Servicing Limit at 35% of Annual Revenue	\$1,936,807

Current Debt

Debenture Debt Principal at December 31, 2017	\$20,013,985
Operating Line of Credit Drawn (Approved up to \$5 Million)	\$0
	\$20,013,985
Approved Debt Extension - Ministerial Order L:136/11	\$26,400,000
Debt Limit Remaining	\$6,386,015

Debt as a factor of 2017 Annual Revenue 3.6

Current Debt Servicing

Approved Debt Extension - Ministerial Order L:136/11	\$5,415,377
2017 Debenture Debt Payments	\$1,464,747
Debt Servicing Limit Remaining	\$3,950,630

Debt Servicing as a % of 2017 Annual Revenue 26%

South Transmission Capacity Increase - 2018

Debt Limit Extension

Debt Principal - December 31, 2017	\$20,013,985
Proposed Borrowing - 2018	\$9,885,000
Operating Line of Credit Drawn (Approved up to \$5 Million)	\$0
Total Borrowing	\$29,898,985

Annual Revenue in 2019	\$6,356,905
Approved Debt Limit Extension	\$26,400,000
Long Term Debt Limit Extension	\$32,000,000
Interim Borrowing Limit Extension	\$40,000,000

Debt as a Factor of 2019 Annual Revenue 4.7

Debt Servicing Cost

Total Capital Borrowing Annual Payments	\$2,061,285
Annual Debt Servicing Limit as % of Annual Revenue in 2019	32%

Table 4.5
Mountain View Regional Water System
2018 Business Plan Financial Model
Debt Limit Analysis

Development of New Raw Water Intake - 2022

Debt Limit Extension

Debt Principal - December 31, 2021	\$26,873,851
Proposed Borrowing - 2022	\$9,500,000
Operating Line of Credit Drawn (Approved up to \$5 Million)	\$0
Total Borrowing	\$36,373,851
Annual Revenue in 2023	\$7,483,754
Long Term Debt Limit Extension	\$39,000,000
Interim Borrowing Limit Extension	\$47,000,000
Debt as a Factor of 2023 Annual Revenue	4.9

Debt Servicing Cost

Total Capital Borrowing Annual Payments	\$2,731,188
Annual Debt Servicing Limit as % of Annual Revenue in 2019	36%

5. System Operation

The Board will continue to examine the best alternatives for management, administration and system operations.

5.1 Management, Administration and Operations

The Commission ensures that the duties and requirements of management administration and operation are fulfilled and has engaged a Manager to supervise and direct the employees of the Commission and any contractors hired. The administrative center for the Commission and the System is at the WTP.

5.1.1 Contracted Operation of the South Red Deer Regional Wastewater System

In 2013 the Commission entered into a 5 year agreement with the South Red Deer Regional Wastewater Commission (SRD Commission) to undertake the operation of the South Red Deer Regional Wastewater System. (SRD System). The MV Commission responsibility under the Agreement has been initially for the staged startup of the new transmission line and lift stations to the point of stable operation and integration of the existing Waskasoo System and then for operation of the entire SRD System on an ongoing basis. The Commission has used a combination of existing staff and resources together with additional operations staff and resources to deliver the required operations services.

The initial agreement was due to expire March 31, 2018. The SRD Commission and MV Commission have agreed to extend the operation services contract for a further 5 years to August 31, 2023.

5.2 Financial Management

The Commission will continue to keep in place policies and procedures which ensure the proper management of the financial affairs of the Commission and System. The Manager will ensure that detailed records and books of account are kept and maintained in accordance with generally accepted accounting principles and meet the requirements of the provisions of Commission Bylaws, *the Municipal Government Act* and any other relevant legislation.

The Commission in the setting of its rates and budgets seeks to recover the full annual costs each year as prescribed in Section 4 of the Regulation which requires “*annual full*

cost recovery for supplying the services, including an allowance for the reserve accounts ... for the works to provide for renewals, alterations, extensions and contingencies in respect to the works” This is also reflective of Section 602.21(1) of the *Municipal Government Act* which provides that *“If the total revenues and transfers of a commission over a 3-year period are less than the total expenditures and transfers of the commission for the same period, the operating budget for the commission for the year following the 3-year period must include an expenditure to cover the deficiency.”*

5.2.1 Financial Plans and Budgets

The Commission’s financial year is the calendar year. In the fall of each year a Financial Plan for the next three years will be prepared and will include the specific operating and capital budgets for the next ensuing year.

In reflection of the provisions of Section 602.2(1) of the *Municipal Government Act*, the Financial Plan and budgets will set out the:

- a. Estimated expenditures for:
 - i. Operation of the Commission Board and administration,
 - ii. Operation of the System,
 - iii. Capital development of the System,
 - iv. Repayment of debt obligations,
 - v. A return on equity or, if necessary, amounts for depreciation or depletion,
 - vi. Any other non cash expenditures, and
 - vii. Any amount needed to recover any deficiency.
- b. Estimated amount and sources of revenue required to meet or exceed the estimated expenditures,
- c. Rates and fees to be charged to Members and Customers of the System,
- d. Expected magnitude and timing of the contributions required of the Members, and
- e. Rates of remuneration and expenses to be provided to the Directors of the Commission.

5.2.2 Financial Reports

The Manager will prepare for the Commission Board quarterly financial reports for operations which will set out details of budgeted revenue estimates and expenditure appropriations, actual revenues and expenditures to date and in the case of the third quarter report, estimated final revenues and expenditures.

The Manager will prepare for the Commission Board ongoing financial reports for capital project activities which will set out details of authorized capital expenditure appropriations and expected capital financing, actual expenditures and financing to date and the estimated final expenditures and financing.

The Board will provide for the appointment of an auditor and the presentation of an audited financial statement at the Commission's Annual meeting to be held no later than April 30th of each year. The audited financial statements will be distributed to each Member within thirty (30) days of the Commission's approval.

5.2.3 Cash Management and Authorization of Expenditures

The Manager will establish and maintain such accounts with a financial institution or institutions authorized by the Board that may be necessary to handle the financial transactions of the Commission related to capital construction and to operations.

The Commission Board will authorize, as may be required, such:

- a. Interim and long term borrowing as may be required to meet the capital construction expenditures of the System, and
- b. Interim borrowing as may be required to meet the operating expenditures of the System.

The Manager will manage the flow of cash to ensure that sufficient funds are in place in a timely fashion to meet the financial obligations of the Commission and that surplus cash is invested appropriately.

The Commission will require two signatures to make, sign, draw, accept, negotiate, endorse, execute and deliver any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money or other instruments, whether negotiable or not, on behalf of the Commission. One signature must be that of the Chair, or in the Chair's absence, the Vice-Chair

and the second signature shall be the Manager, or in the Manager's absence, any other person authorized by the Manager.

5.2.4 Interim Capital Borrowing and Operating Line of Credit

The Commission will maintain with the Commission's financial agency, an ongoing line of credit in the amount of up to \$5 Million to ensure adequate cash flow for operating purposes.

During the term of construction of capital projects, the Commission will seek to arrange with the Commission's financial agency, interim capital borrowing as may be required to ensure adequate cash flow for capital construction purposes subject to the limits of the Commission approved debt limit.

5.3 Asset Management Planning

The Commission will put in place by the end of 2019 an Asset Management Plan to assist the Commission in making the best possible decisions regarding the construction, operation, maintenance, renewal, replacement, expansion and disposal of infrastructure assets of the Commission

- ensuring the provision of safe drinking water in the quantity required to meet the Members and Customers long term needs, and
- minimizing risk and cost to Members and customers

5.4 Insurance and Risk Management

The Commission will keep in place sufficient types and levels of insurance coverage to ensure that the Commission corporately, as well as its Directors, Officers and staff, are adequately protected, including, but not limited to:

- a. General Umbrella Liability Insurance,
- b. Liability Insurance for Directors, Officers and staff,
- c. Environmental Impairment Insurance,
- d. Property and Fire Insurance,
- e. Stationary Machinery, Equipment and Boiler Insurance,
- f. Vehicle and mobile Machinery and Equipment Insurance, and
- g. Business Continuation Insurance.

The insurance coverage shall be sufficient in terms and quantity to hold harmless and otherwise indemnify the Members for any liability that might be incurred in relation to any activities on Commission property or actions by the Commission for which the Commission or other third party is solely responsible.

The Commission will require of any contractor, agent or third party undertaking activities on Commission facilities or acting on behalf of the Commission to have sufficient liability and builders' insurance coverage to protect the interests of the Commission. The Commission will also require that such contractors, agents or third parties have in place, where it is appropriate to do so, such financial security and guarantees to ensure that any works or activities undertaken may be completed at no additional cost to the Commission.

5.5 Regulatory Operating Licenses and Approvals

Approval 170000-02-00 which sets out the approval, conditions and requirements for the operation of the Anthony Henday Water Treatment Plant and transmission line waterworks system, a renewal of earlier approvals, became effective August 2, 2009 and will expire on August 1, 2019.

Document 170000-02-02 issued November 12, 2012 required the Commission to complete a Drinking Water Safety Plan by December 31, 2013 and requires the Commission to undertake an annual review and updating of the Drinking Water Safety Plan annually.

Document 170000-02-03 issued May 5, 2014 authorizes the extension to August 1, 2016 the requirement for completing the installation of ultraviolet disinfection for the System.

5.6 Policy Development

The Commission will undertake, on an ongoing basis, the development and adoption of policies that may be necessary or appropriate to guide and govern the:

- a. Decision making of the Commission Board, and
- b. The actions of the Project Manager / CAO in the administration, operation and capital development of the System.

Policies and Plans to be maintained, reviewed and upgraded on an annual basis include:

- a. Drinking Water Safety Plan
- b. Emergency Response Plan

6. Operating Costs and Revenue

6.1 Commission and System Annual Expenditures

These annual expenditures for the Commission and the revenue to be raised from rates for the 5 year period 2018 to 2022 is set out in Table 6.1. Details of the budgeted and projected expenditures for the annual operation of the Commission and System are set out in Table E1.

Table 6.1 includes the net operating revenue from the contracted operation of the SRD System by the Commission. Details of revenue and expenditure relating to this operating agreement are set out in Table E2.

The projected annual costs for 2018 reflect the draft 2018 annual budget of the Commission. The years 2019 - 2022 reflect a continuation of the present approach with regard to management and operations and are generally based on the 2018 budget with a 2% increase allowed annually for inflation. A further increase is allowed in variable costs arising from increased volumes.

Table 6.1 also includes the following annual costs:

- a. An annual appropriation of \$200,000 toward small capital upgrading and enhancement projects
- b. Ongoing transfers to capital reserves
- c. Annual debt repayment costs of \$1.46 Million rising to \$2.06 Million beginning 2019.

Total annual costs of the Commission rise from the budgeted \$5.65 Million in 2018 to \$6.71 Million by 2022.

6.2 Required Annual Revenues

The primary source of revenue for the Commission will be the rates levied for the supply of water services to Members and Customers, the calculation of which is addressed in the following section. The Commission has minor revenues annually from the sale of other types of services and from investment income on capital reserves and that portion of unrestricted surplus not required for ongoing cash transactions. As well, non-rate revenue includes the net operating revenue from contract operations of the SRD System of about \$32,000 in 2018 to \$121,000 in 2022.

The net annual revenue required to be raised from rates to meet these annual costs and to generate an annual surplus of 1% to ensure an adequate operating cash supply is set out in Table 6.1 and will rise from \$5.6 Million budgeted in 2018 to \$6.7 Million by 2022.

Table 6.1
Mountain View Regional Water System
2018 Business Plan Financial Model
Annual Water Supply Expenditures and Revenue to be Raised from Rates
2017 - 2022

Index	2017 Budget	2018 Estimated	2019 Estimated	2020 Forecast	2021 Forecast	2022 Forecast
Operating Expenditures (Detailed in Table E1)						
Board	\$60,000	\$61,800	\$63,036	\$64,297	\$65,583	\$66,894
Staffing	\$1,087,457	\$1,141,779	\$1,164,615	\$1,187,907	\$1,211,665	\$1,235,899
Administrative Services	\$194,500	\$203,695	\$207,769	\$211,924	\$216,163	\$220,486
Operating Services	\$383,100	\$381,575	\$396,755	\$412,543	\$428,964	\$437,543
Operating Supplies	\$251,100	\$266,735	\$276,272	\$286,170	\$296,442	\$302,371
Repairs and Maintenance	\$525,000	\$511,950	\$522,189	\$532,633	\$543,285	\$554,151
Utilities	\$735,500	\$683,500	\$710,461	\$743,497	\$772,855	\$788,313
Total Operating Expense	\$3,236,657	\$3,251,034	\$3,341,096	\$3,438,971	\$3,534,957	\$3,605,656
Transfer to Operating Reserves						
General Operating	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purposes						
Debt Payments	\$1,464,747	\$1,464,747	\$2,061,285	\$2,061,285	\$2,061,285	\$2,061,285
To Capital Expenditure	\$950,000	\$335,000	\$255,000	\$260,125	\$215,378	\$220,763
To Capital Reserves	\$0	\$600,000	\$630,000	\$770,000	\$825,000	\$825,000
Total Capital Purposes	\$2,414,747	\$2,399,747	\$2,946,285	\$3,091,410	\$3,101,663	\$3,107,048
Total Expenditures	\$5,651,404	\$5,650,781	\$6,287,381	\$6,530,381	\$6,636,620	\$6,712,705
Add: Surplus						
% of Operating Expenditures	1%	1%	1%	1%	1%	1%
Surplus Target	\$56,514	\$0	\$62,874	\$65,304	\$66,366	\$67,127
Less: Other Revenues						
Investment Income	\$50,000	\$35,000	\$30,000	\$41,000	\$50,000	\$48,000
SRD System Operations	\$9,244	\$32,024	\$106,542	\$111,188	\$115,964	\$120,875
Other						
Non Rate Revenue	\$59,244	\$67,024	\$136,542	\$152,188	\$165,964	\$168,875
Total Other Revenues	\$118,488	\$134,048	\$273,084	\$304,376	\$331,928	\$337,750
Net Expenditure Raised from Rates	\$5,648,674	\$5,583,757	\$6,213,713	\$6,443,497	\$6,537,022	\$6,610,957

6.3 Rates and Charges

6.3.1 Principles Governing the Establishment of Long Term Rates

As noted, the operating projections and rates of this Plan reflect the *“annual full cost recovery for supplying the services, including an allowance for the reserve accounts ... for the works to provide for renewals, alterations, extensions and contingencies in respect to the works”* as prescribed in Section 4 of the Regulation. The Commission rates do not reflect the principles of the “Utility Rate Model” but the planned annual contributions to capital reserves do reflect the expense of depreciation of the capital assets of the System. The adoption of these rates and fees are adopted by bylaw of the Commission Board.

The Regulation requires that each Member *“receive water services from the Commission at the same rate”* and the Commission endorses the use of a “postage stamp” approach because it achieves:

- a. Equity – Uniform rates provide the same operation, maintenance, transmission, and treatment rates per volume for each municipality regardless of their distance from the water treatment plant,
- b. Simplicity – Easy to understand and to apply for the Committee, the simplicity of a postage stamp rate is one of its chief advantages,
- c. Revenue Stability – The stability of revenues provide a stable financial base for the Committee which allows for a constant approach to long term planning, and
- d. Conservation – A postage stamp rate structure will provide incentives for communities to reduce the amount of water produced and to conserve valuable water resources.

Charges to Customers will be calculated by adding the uniform increase in rates that will be charged to Members to the current historic rate in effect for the classes of Customer or the individual Customers.

6.3.2 Projected Sales Volumes

The projected sales volumes to each Member and customer for the years 2017 - 2022 are detailed in Table E3 and summarized on Table 6.2. The projected volumes identified Table 3.1 earlier in this Plan (and Table C3) were developed for the purposes of engineering design and System capacity evaluation. Those volumes however are not used in determining the rates for water services to the

Members and Customers. Instead rates are based the projected volume communicated in the fall of each year to the Commission by the Member or Customer that is expected to be required in the ensuing calendar year.

Volumes for 2018 - 2022 are projected in reflection of actual sales volumes in 2013 - 2016 and the project final sales volumes for 2017. The total projected volume for 2018 assumes virtually no increase in sales volume from 2017.

Mountain View County is expected to begin drawing volumes in 2020.

6.3.3 Calculation of Rates

The calculation of rates is set out in Table 6.2. Based on the expected sales volume, the overall rate per m³ required to meet annual costs rises from \$1.54 / m³ in 2018 to \$1.75 per m³ in 2022.

For Members, the 2017 rate of \$1.50 per cubic meter (m³) has been increased to \$1.55/m³ in 2018. The rate for 2019 increases to \$1.70 / m³ to fund the additional debt servicing costs from the borrowing for the South Transmission Capacity Increase Project. For 2020 - 2022 rates are projected at about \$1.75. While beyond, the 5 year financial projection timeframe, the debt payments for borrowing for the New Raw Water Inlet Project in 2022 will increase the rate to about \$1.94 / m³.

Similarly for Municipal Customers which includes Mountain View County and Other Governments and Institutions which includes the Bowden Institution, the 2017 rate of \$1.90 has been increased to \$1.95 in 2018 and by the same incremental change in Members rates for 2019 - 2022. For Non-Government Customers including industrial users and private farm connections, the 2017 rate of \$2.60 /m³ has been increased to \$2.65 for 2018 and the same incremental increases in Members rates thereafter.

Rates change become effective April 1 in each year of change. The revenue from rates for each of the Members and Customers of the System are set out Table 6.3

Table 6.2
Mountain View Regional Water System
2018 Business Plan Financial Model
Rate Calculation for Water Services
2017 - 2022

[Index](#)

	2017 Projected	2018 Estimate	2019 Estimate	2020 Forecast	2021 Forecast	2022 Forecast
Projected Annual Volume in m3 per year						
Members						
Crossfield	505,457	489,282	494,175	499,117	504,108	509,149
Carstairs	350,609	352,362	355,886	359,445	363,039	366,669
Didsbury	503,353	493,286	498,219	503,201	508,233	513,315
Olds	1,116,037	1,111,573	1,122,689	1,133,915	1,145,255	1,156,707
Bowden	97,697	95,743	96,700	97,667	98,644	99,631
Innisfail	904,044	939,302	948,695	958,182	967,763	977,441
Total Members	3,477,197	3,481,548	3,516,363	3,551,527	3,587,042	3,622,913
Municipal Customers	-	-	-	4,397	11,695	21,927
Other Government/Institutional	89,624	88,000	88,000	88,000	88,000	88,000
Non Government Customers	51,040	51,383	51,383	51,383	51,383	51,383
Prospective Municipal Customers	-	-	-	-	-	-
Total Volume in M3	3,617,861	3,620,931	3,655,746	3,695,307	3,738,120	3,784,223
Net Revenue to be Raised from Rates						
Net Revenue to be Raised	\$ 5,648,674	\$ 5,583,757	\$ 6,213,713	\$ 6,443,497	\$ 6,537,022	\$ 6,610,957
Overall Rate Per M3 Required	\$1.56	\$1.54	\$1.70	\$1.74	\$1.75	\$1.75
Established / Projected Rate per m3						
Effective - April 1						
Members *	\$ 1.50	\$ 1.55	\$ 1.72	\$ 1.72	\$ 1.72	\$ 1.73
% Increase over Previous Year	3.4%	3.0%	3.0%	2.0%	1.0%	1.0%
Rates Components						
Operating Expenditures	\$0.87	\$0.87	\$0.90	\$0.86	\$0.87	\$0.88
Surplus	-\$0.03	\$0.02	\$0.02	\$0.02	\$0.02	\$0.03
Capital: Reserves / Expenditures	\$0.26	\$0.26	\$0.24	\$0.28	\$0.28	\$0.28
Debt Payments	\$0.40	\$0.40	\$0.56	\$0.56	\$0.55	\$0.54
	\$1.50	\$1.55	\$1.72	\$1.72	\$1.72	\$1.73
Customers *						
Municipal Customers	\$ 1.90	\$ 1.95	\$ 2.13	\$ 2.13	\$ 2.13	\$ 2.14
Other Government/Institutional	\$ 1.91	\$ 1.95	\$ 2.13	\$ 2.17	\$ 2.19	\$ 2.21
Non Government Customers	\$ 2.60	\$ 2.65	\$ 2.83	\$ 2.83	\$ 2.83	\$ 2.84
Overall Average Rate Revenue /m3	\$1.51	\$1.56	\$1.70	\$1.75	\$1.75	\$1.76

Table 6.3
Mountain View Regional Water System
2018 Business Plan Financial Model
Revenue from Rates
2017 - 2022

Index	2017 Projected	2018 Estimate	2019 Estimate	2020 Forecast	2021 Forecast	2022 Forecast
Members						
Town of Crossfield	\$751,867	\$750,437	\$828,361	\$858,481	\$867,066	\$879,555
Town of Carstairs	\$521,531	\$540,435	\$596,553	\$618,245	\$624,427	\$633,421
Town of Didsbury	\$748,738	\$756,577	\$835,139	\$865,506	\$874,161	\$886,752
Town of Olds	\$1,660,105	\$1,704,875	\$1,881,907	\$1,950,335	\$1,969,838	\$1,998,212
Town of Bowden	\$145,324	\$146,846	\$162,094	\$167,988	\$169,668	\$172,112
Town of Innisfail	\$1,344,765	\$1,440,654	\$1,590,250	\$1,648,072	\$1,664,553	\$1,688,530
	\$5,172,331	\$5,339,824	\$5,894,304	\$6,108,627	\$6,169,713	\$6,258,582
Municipal Customers						
Mountain View County	\$0	\$0	\$0	\$9,345	\$24,851	\$46,760
Other Government/Institutional						
Bowden Institute	\$170,092	\$170,803	\$183,150	\$189,805	\$192,171	\$194,092
Non Government Customers						
Taqa North	\$115,149	\$117,374	\$123,771	\$125,718	\$125,718	\$126,052
Enmax Generation	\$13,960	\$14,229	\$15,005	\$15,241	\$15,241	\$15,281
Small Users	\$2,958	\$3,919	\$4,133	\$4,198	\$4,198	\$4,209
	\$132,066	\$135,522	\$142,909	\$145,157	\$145,157	\$145,542
Total Rate Revenue	\$5,474,489	\$5,646,150	\$6,220,363	\$6,452,933	\$6,531,891	\$6,644,976

6.3.4 Minimum Volume Charges

The rates set out sub-section 6.3.2 are calculated assuming a certain volume of water annually from the Members. Members, however, will be charged on the actual volume of water delivered to the System. To ensure that the Commission is able to meet fixed costs for operation of the System, Members will be required in advance of each year to estimate the anticipated volume of water for the ensuring year. A Member will be charged for either the actual volume of water or 90% of the estimated volume whichever is higher.

6.3.5 Public Utility Disputes

The Commission does not need to have its rates approved by the Alberta Utilities Commission (AUC). However Section 602.14 of the *Municipal Government Act* RSA 2000, c. M-26 provides that

if there is a dispute between a commission and another commission or a commission and any municipal authority with respect to

- (a) rates, tolls or charges for a service that is a public utility,*
- (b) compensation for the acquisition by the commission of facilities used to provide a service that is a public utility, or*
- (c) the commission's use of any road, square, bridge, subway or watercourse to provide a service that is a public utility,*

any party involved in the dispute may submit it to the Alberta Utilities Commission and the Alberta Utilities Commission may issue an order on any terms and conditions that the Alberta Utilities Commission considers appropriate.

The Commission would be entitled to charge a rate determine using the Cost of Service or utility rate model basis.

6.3.6 Cost of Service Rate Basis (Utility Rate Model)

The utility world generally uses what is termed the Cost of Service or utility rate model basis in calculating and defending rates. This rate basis is used in this region by the City of Red Deer in selling water services to the North Red Deer Regional Water System and wastewater services to the SRD System, the Town of Drumheller in selling water services to Starland County and Aqua Seven Regional Water System and the Town of Stettler in selling water services to the Highway 12/21 and Shirley McClellan Regional Water Systems. It is a rate calculation approach based on the Principles of Water Rates, Fees and Charges developed by the American Water Works Association (AWWA) and recognized by utility regulatory agencies including the Alberta Utilities Commission (AUC). Rates calculated on this accounting basis are what a municipality is entitled to charge if the rate was reviewed by the AUC.

The approach differs from the accrual basis described above in that the capital amortization expense is reduced by an offsetting amortization of capital revenue funding provided by outside contributions such as grants or the acquisition of capital assets in kind. This is termed No Cost Capital (NCC) under the utility rate model. As well, the utility owner is entitled to a return on equity in the net capital assets of the utility.

As shown on Table 6.6 following, under this approach the rate that could be charged in 2018 would be \$2.15/m³, \$0.60/m³ above the 2018 rate of \$1.55 levied under the cash basis on Members. By 2022 the overall cash rate for Members is projected at \$1.73/m³. The Cost of Service rate would be \$2.46/m³.

6.4 Financial Summaries

6.4.1 Summary of Revenue and Expenditures

The Income Statement Summary is set out in Table 6.4. For 2018, total revenue for the Commission is budgeted at \$5.71 Million with total cash expenses of \$5.65 Million leaving a cash surplus of about \$60,000, or 1% of revenue. Annual Transfers to capital reserves range over the five years from \$600,000 to \$825,000 annually. Cash surpluses of about 1% - 1.5% of annual revenue are generated from 2019 - 2022.

6.4.2 Summary of Selected Balance Sheet Items

The summary of selected assets and liabilities are shown on Table 6.5.

1. The net book value of tangible capital assets (original cost less accumulated depreciation) are included and are based on the details in Table E4. Plant, pumping equipment, reservoirs and pipelines are depreciated over an average of 40 years. By 2022, the total original cost of System would be \$107 Million which with the deduction of accumulated depreciation in the amount of \$25 Million would leave a net book value of about \$83 Million.
2. Long term debt owing at year end 2022 will be \$25.75 Million
3. Restricted Surplus (Capital Reserve) values rise and fall through the 5 year period as funding is drawn out for Infrastructure Projects and annual allocations from rate revenue are added each year. The reserve drops to \$78,000 at the end of 2018, rises to \$2.3 Million by 2021 before dropping to \$627,000 at the end of 2022.
4. Unrestricted Surplus (accumulated operating fund surplus) accumulates to \$2.37 Million 2022 provided an operating surplus is generated each year in the amount envisioned. In 2018 \$262,000 is

drawn out of unrestricted surplus to assist in funding the 2018 Infrastructure Projects.

Table 6.4
Mountain View Regional Water System
2018 Business Plan Financial Model
Summary of Income Statement Items
Years 2017 - 2022

	2017	2018	2019	2020	2021	2022
	Projected	Projected	Projected	Projected	Projected	Projected
Revenue						
Rates	\$5,474,489	\$5,646,150	\$6,220,363	\$6,452,933	\$6,531,891	\$6,644,976
Sale of Operating Services	\$9,244	\$32,024	\$106,542	\$111,188	\$115,964	\$120,875
Other Revenue	\$50,000	\$35,000	\$30,000	\$41,000	\$50,000	\$48,000
Drawn from Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$5,533,733	\$5,713,174	\$6,356,905	\$6,605,121	\$6,697,855	\$6,813,851
Expenditure						
<u>Operating Purposes</u>						
Operating Expense	\$3,236,657	\$3,251,034	\$3,341,096	\$3,438,971	\$3,534,957	\$3,605,656
Transfer to Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$0
	\$3,236,657	\$3,251,034	\$3,341,096	\$3,438,971	\$3,534,957	\$3,605,656
<u>Capital Purposes</u>						
Debt Payments	\$1,464,747	\$1,464,747	\$2,061,285	\$2,061,285	\$2,061,285	\$2,061,285
Operating Funds to Capital Exp	\$950,000	\$335,000	\$255,000	\$260,125	\$215,378	\$220,763
Operating Funds to Reserves	\$0	\$600,000	\$630,000	\$770,000	\$825,000	\$825,000
	\$2,414,747	\$2,399,747	\$2,946,285	\$3,091,410	\$3,101,663	\$3,107,048
Total Cash Expenditure	\$5,651,404	\$5,650,781	\$6,287,381	\$6,530,381	\$6,636,620	\$6,712,705
Cash Surplus (Deficit)	-\$117,671	\$62,393	\$69,524	\$74,740	\$61,235	\$101,147
% of Revenue	-2.1%	1.1%	1.1%	1.1%	0.9%	1.5%
Accrued Surplus						
Cash Surplus	-\$117,671	\$62,393	\$69,524	\$74,740	\$61,235	\$101,147
Add: Transfers to Reserves	\$0	\$600,000	\$630,000	\$770,000	\$825,000	\$825,000
Add: Debenture Principal	\$713,197	\$738,477	\$1,017,426	\$1,053,491	\$1,090,852	\$1,129,559
Less: Amortization	-\$1,581,571	-\$1,981,850	-\$2,342,350	-\$2,371,440	-\$2,371,440	-\$2,371,440
Accrued Surplus/Deficit	-\$986,045	-\$580,981	-\$625,400	-\$473,209	-\$394,353	-\$315,735

Table 6.5
Mountain View Regional Water System
2018 Business Plan Financial Model
Summary of Balance Sheet Items
Years 2017 - 2022

Index	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected	2022 Projected
<u>Tangible Capital Assets</u>						
Existing System	\$59,783,440	\$60,118,440	\$86,373,440	\$86,633,565	\$86,848,943	\$87,069,706
South Capacity Expansion		\$26,000,000				
New Raw Water Intake						\$20,000,000
Total Original Cost	\$59,783,440	\$86,118,440	\$86,373,440	\$86,633,565	\$86,848,943	\$107,069,706
Less: Accum Amortization	-\$12,720,927	-\$14,702,777	-\$17,045,127	-\$19,416,567	-\$21,813,448	-\$24,482,137
Net Book Value	\$47,062,513	\$71,415,663	\$69,328,313	\$67,216,998	\$65,035,495	\$82,587,569
<u>Liabilities</u>						
Long Term Debt	\$20,752,462	\$20,013,985	\$29,009,033	\$27,960,043	\$26,873,851	\$25,749,116
<u>Restricted Surplus</u>						
<u>Capital Reserve</u>						
Opening Balance	\$4,513,654	\$4,477,658	\$77,658	\$707,658	\$1,477,658	\$2,302,658
Additions from Operating	\$0	\$600,000	\$630,000	\$770,000	\$825,000	\$825,000
Additions from Capital	\$4,004	\$0	\$0	\$0	\$0	\$0
(Withdrawals) Table 4.1	-\$40,000	-\$5,000,000	\$0	\$0	\$0	-\$2,500,000
Closing Balance	\$4,477,658	\$77,658	\$707,658	\$1,477,658	\$2,302,658	\$627,658
<u>Unrestricted Surplus</u>						
Opening Balance	\$2,381,915	\$2,264,244	\$2,063,924	\$2,133,448	\$2,208,188	\$2,269,423
Annual Surplus/(Deficit)	-\$117,671	\$62,393	\$69,524	\$74,740	\$61,235	\$101,147
Reductions	\$0	-\$262,713	\$0	\$0	\$0	\$0
Closing Balance	\$2,264,244	\$2,063,924	\$2,133,448	\$2,208,188	\$2,269,423	\$2,370,569
Total Restricted/Unrestricted Surplus	\$6,741,902	\$2,141,582	\$2,841,106	\$3,685,846	\$4,572,081	\$2,998,227

6.4.3 Accrued Deficit

The year-end audited financial statement of the Commission, which is in a format mandated by Alberta Municipal Affairs, uses an accrued accounting basis which among other differences includes amortization of tangible capital assets as an expense. The accrued surplus calculation is set out in the lower portion of Table 6.4. The Commission does not achieve a surplus on an accrued basis because the amount of funds diverted to capital reserves are less than the annual amortization of capital assets.

Table 6.6
Mountain View Regional Water System
2018 Business Plan Financial Model
Rate Calculation - Utility Rate Model
Years 2017 - 2022

[Index](#)

	2017 Projected	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Cash Expense						
Total Operating Expense (Table 6.4)	\$3,236,657	\$3,251,034	\$3,341,096	\$3,438,971	\$3,534,957	\$3,605,656
Non-Cash Expense						
Net Book Value (Table 6.5)	\$59,783,440	\$86,118,440	\$86,373,440	\$86,633,565	\$86,848,943	\$107,069,706
Net Plant in Service mid Year	\$59,197,102	\$72,950,940	\$86,245,940	\$86,503,503	\$86,741,254	\$96,959,324
Add: Necessary Working Capital	\$404,582	\$406,379	\$417,637	\$429,871	\$441,870	\$450,707
Total Utility Rate Base Mid Year	\$59,601,684	\$73,357,319	\$86,663,577	\$86,933,374	\$87,183,124	\$97,410,031
No Cost Capital (NCC) Funding Applied						
Unamortized Balance (Table E5)	\$12,214,432	\$22,476,655	\$21,867,375	\$21,258,095	\$20,861,500	\$28,146,835
Unamortized Balance at Mid Year	\$12,220,072	\$17,345,544	\$22,172,015	\$21,562,735	\$21,059,797	\$24,504,168
Total Debt at year end	\$20,752,462	\$20,013,985	\$29,009,033	\$27,960,043	\$26,873,851	\$25,749,116
Total Debt at Mid- Year	\$21,109,060	\$20,383,224	\$24,511,509	\$28,484,538	\$27,416,947	\$26,311,483
Capital Return Calculation						
Rate Base	\$59,601,684	\$73,357,319	\$86,663,577	\$86,933,374	\$87,183,124	\$97,410,031
Less: No Cost Capital	-\$12,220,072	-\$17,345,544	-\$22,172,015	-\$21,562,735	-\$21,059,797	-\$24,504,168
Sub-Total	\$47,381,612	\$56,011,776	\$64,491,562	\$65,370,639	\$66,123,326	\$72,905,864
Less: Deemed Equity @ 40%	-\$18,952,645	-\$22,404,710	-\$25,796,625	-\$26,148,256	-\$26,449,331	-\$29,162,345
Long Term Debt @ 60%	\$28,428,967	\$33,607,065	\$38,694,937	\$39,222,383	\$39,673,996	\$43,743,518
Less Actual Debt at Mid Year	-\$21,109,060	-\$20,383,224	-\$24,511,509	-\$28,484,538	-\$27,416,947	-\$26,311,483
Deemed Long Term Debt	\$7,319,907	\$13,223,842	\$14,183,428	\$10,737,845	\$12,257,049	\$17,432,035
Return on Long Term Debt						
Total Debt at Mid Year	\$21,109,060	\$20,383,224	\$24,511,509	\$28,484,538	\$27,416,947	\$26,311,483
Average Interest Rate	3.530%	3.521%	3.521%	3.521%	3.521%	3.844%
Calculated Return	\$745,205	\$717,791	\$863,168	\$1,003,077	\$965,482	\$1,011,395
Return on Deemed Debt						
Deemed Long Term Debt	\$7,319,907	\$13,223,842	\$14,183,428	\$10,737,845	\$12,257,049	\$17,432,035
Return on Deemed Debt	3.79%	3.46%	3.55%	3.51%	3.46%	3.43%
Calculated Return	\$277,644	\$457,942	\$503,228	\$376,469	\$424,462	\$597,744
Return on Deemed Equity						
Deemed Equity @ 40%	\$18,952,645	\$22,404,710	\$25,796,625	\$26,148,256	\$26,449,331	\$29,162,345
Return on Deemed Equity	8.500%	8.500%	8.500%	8.500%	8.500%	8.500%
Calculated Return	\$1,610,975	\$1,904,400	\$2,192,713	\$2,222,602	\$2,248,193	\$2,478,799
Total Return On Rate Base	\$2,633,824	\$3,080,133	\$3,559,109	\$3,602,148	\$3,638,137	\$4,087,939
Revenue Required						
Cash Operating Expenses	\$3,236,657	\$3,251,034	\$3,341,096	\$3,438,971	\$3,534,957	\$3,605,656
Non Cash Expenses						
Depreciation	\$1,581,571	\$1,981,850	\$2,342,350	\$2,371,440	\$2,371,440	\$2,371,440
Amortization of NCC	-\$336,779	-\$475,064	-\$609,280	-\$609,280	-\$611,972	-\$714,665
Return on Rate Base	\$2,633,824	\$3,080,133	\$3,559,109	\$3,602,148	\$3,638,137	\$4,087,939
Total Non-Cash Expense	\$3,878,615	\$4,586,919	\$5,292,179	\$5,364,307	\$5,397,604	\$5,744,714
Less: Other Revenue	-\$50,000	-\$35,000	-\$30,000	-\$41,000	-\$50,000	-\$48,000
Net Revenue Required from Rates	\$7,065,272	\$7,802,953	\$8,603,275	\$8,762,278	\$8,882,561	\$9,302,370
Volume						
Volume	3,617,861	3,620,931	3,655,746	3,695,307	3,738,120	3,784,223
Rate per m3 Required	\$1.95	\$2.15	\$2.35	\$2.37	\$2.38	\$2.46

6.5 Metrics and Comparisons

Certain measurement, benchmark and comparison information is included in Table 6.7.

Unrestricted Surplus - The unrestricted surplus is anticipated to be \$2.37 Million at the end of 2022 or about 35% of total income. In that the Commission currently exceeds an overall target of ¼ of revenue, the annual cash surpluses in the years 2018 through 2022 have been targeted at about 1% of annual revenue.

Capital Reserve Diversion - For 2018 the Commission will divert about 30% of annual amortization of capital assets to capital reserves. By 2020, the capital reserve diversion will be about 35% of amortization.

Table 6.7
Mountain View Regional Water System
2018 Business Plan Financial Model
Metrics and Comparisons
2018 - 2021

[Index](#)

	2017 Projected	2018 Budget	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast
Cost of Water from WTP						
Volume (m3)	3,617,861	3,620,931	3,655,746	3,695,307	3,738,120	3,784,223
Operating Cost	\$3,236,657	\$3,251,034	\$3,341,096	\$3,438,971	\$3,534,957	\$3,605,656
Cost / m3	\$0.89	\$0.90	\$0.91	\$0.93	\$0.95	\$0.95
Capital Purposes and Reserves	\$2,414,747	\$2,399,747	\$2,946,285	\$3,091,410	\$3,101,663	\$3,107,048
Cost / m3	\$0.67	\$0.66	\$0.81	\$0.84	\$0.83	\$0.82
Total Cost						
Cost / m3	\$1.56	\$1.56	\$1.72	\$1.77	\$1.78	\$1.77
Water Services Rate						
Members Rate per m3	\$1.50	\$1.55	\$1.72	\$1.72	\$1.72	\$1.73
Government Customers	\$1.90	\$1.95	\$2.13	\$2.13	\$2.13	\$2.14
Non Government Customers	\$2.60	\$2.65	\$2.83	\$2.83	\$2.83	\$2.84
Unrestricted Surplus						
Accumulated Surplus	\$2,264,244	\$2,063,924	\$2,133,448	\$2,208,188	\$2,269,423	\$2,370,569
% of Total Income	41%	36%	34%	33%	34%	35%
Target = 1/8 of Total Income	12.5%	12.5%	12.5%	12.5%	12.5%	12.5%
Capital Reserve Diversion						
Diverted to Capital Reserves	\$0	\$600,000	\$630,000	\$770,000	\$825,000	\$825,000
Amortization of Capital Assets	\$1,581,571	\$1,981,850	\$2,342,350	\$2,371,440	\$2,371,440	\$2,371,440
%	0%	30%	27%	32%	35%	35%
Debt as Ratio of Revenue						
	3.8	3.5	4.6	4.2	4.0	3.8
Debt Servicing as % of Revenue						
	26%	26%	32%	31%	31%	30%

7. Risks and Barriers

<To be Completed upon discussion with the Board.>

8. Due Diligence

The Member municipalities have demonstrated due diligence in regards to their approach to this project and the decisions that have been made. The Members have:

- a. Engaged **ISL Engineering** as a team of consultants well experienced in the design and construction of water systems and the development and operation of regional services commissions,
- b. Commissioned the preparation of detailed engineering studies and carefully considered the information presented, and
- c. Engaged the services of R Jenkins Consulting Ltd. with principal Robert Jenkins to undertake Business Planning with the Commission.

This due diligence is further reflected in the scope and detail of this Business Plan, which:

- a. Sets out clearly the need and viability of this project, and
- b. Will form a sound basis upon which this important regional service will proceed.

Appendix A

Mountain View Regional Water Services Commission Regulation

ALBERTA REGULATION 245/92

Municipal Government Act

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION REGULATION

Table of Contents

- 1 Commission established
- 2 Members
- 3 Services
- 4 Fees for water services
- 5 Transfer of property
- 6 Operating deficits

Commission established

1 There is hereby established a regional services commission known as the Mountain View Regional Water Services Commission.

AR 245/92 s1

Members

2 The following municipalities shall be members of the Commission:

- (a) the Town of Bowden;
- (b) the Town of Carstairs;
- (c) the Town of Crossfield;
- (d) the Town of Didsbury;
- (e) the Town of Innisfail;
- (f) the Town of Olds.

AR 245/92 s2

Services

3(1) The Commission shall supply water services

- (a) to all municipalities referred to in section 2,
 - (b) to all customers who are, on the effective date of acquisition of the Mountain View Regional Water System, receiving water services from the Anthony Henday Water Treatment Plant and transmission lines constituting the system, and
 - (c) to any additional persons to whom the board of directors of the Commission decides to supply water services.
- (2) Water services shall be supplied to all customers on an as required basis and water shortages shall be shared proportionately.

AR 245/92 s3

Fees for water services

- 4(1)** The fees to be charged by the Commission to its customers for the supplying of water services shall be based on the annual full cost recovery for supplying the services, including an allowance for the reserve accounts established under subsection (3).
- (2) Without limiting the generality of subsection (1), the cost referred to in subsection (1) includes the debt service cost of debenture repayments.
- (3) The Commission may establish and maintain one or more reserve accounts for the works to provide for renewals, alterations, extensions and contingencies in respect to the works and shall credit the reserve accounts and expend, use, apply and appropriate funds from them for the purposes and in the amounts it determines.
- (4) The amounts in a reserve account established under subsection (3) may be blended with other reserve accounts established by the Commission, and any interest accruing to those accounts shall be credited to each account in an amount that reflects the proportion that each account bears to all of the accounts.
- (5) The total amount to be placed in reserve accounts by the Commission shall be established by the Board of Directors on an annual basis.
- (6) Each member municipality shall receive water services from the Commission at the same rate.
- (7) Retail water rates shall be determined by each of the member municipalities.

AR 245/92 s4

Transfer of property

- 5(1)** The Commission shall not sell any of the land, buildings or personal property used in connection with the supply of water services without the approval of the Lieutenant Governor in Council.
- (2) The Lieutenant Governor in Council may give his approval under subsection (1) if satisfied
- (a) as to the selling price of the land, buildings or personal property,
 - (b) as to the repayment of provincial grants and outstanding debt associated with that portion of the land, buildings or personal property to be sold, and

- (c) that the sale would not have a significant adverse effect on the supply of water services by the Commission.

AR 245/92 s5

Operating deficits

6 The Commission shall not assume operating deficits with respect to the land, buildings or personal property that are shown on the books of any of the municipalities that are members of the Commission or of the Mountain View Regional Water Board.

AR 245/92 s6

Appendix B Commission Bylaws

BY-LAW NO. 1 **OF THE MOUNTAIN VIEW REGIONAL** **WATER SERVICES COMMISSION**

I. NAME

1.01 The name of the Commission shall be the Mountain View Regional Water Services Commission, hereinafter referred to as "the Commission".

II. OBJECT

2.01 The object of the Commission is to provide wholesale water transmission and treatment services to its member municipalities.

2.02 The Commission may communicate and cooperate with:

- (1) federal, provincial and/or municipal governments;
- (2) associations or organizations with common concerns and objectives;
- (3) individuals, businesses and/or corporations;

in the furtherance of its object.

2.03 Without limiting the generality of the foregoing, the Commission may undertake such studies, research, projects and/or programs as may be deemed necessary or desirable in the furtherance of its object.

III. MEMBERSHIP

3.01 (a) Municipal membership shall be available to urban municipalities situated on or adjacent to the Commission facilities upon application and payment of the relevant costs. These member municipalities shall comprise the membership of the Commission.

- (b) The Commission may grant associate (observer) member status to those municipalities and other organizations with whom they regularly liaise.
- 3.02 (a) The Board of Directors, hereinafter referred to as "the Board", shall be comprised of one representative of each member municipality appointed in accordance with the Act.
- (b) A council may appoint an alternate member to act in place of each member in accordance with the Act.
- 3.03 The Board of Directors may create a temporary category or categories of membership for the purpose of entertaining questions of provision of associated services (e.g. Water Service, Storm Drainage or Waste Management Services) by any municipality in the region.
- 3.04 The membership year shall be the fiscal year of the Commission.

IV. ANNUAL AND SPECIAL MEETINGS

- 4.01 The Annual Meeting of the Commission shall be held at such time and location as the Board of Directors may determine on or before February 15 in each year.
- 4.02 Notice of the date of the Annual Meeting shall be provided to each member by mail postmarked not less than 30 days prior to the date of the meeting.
- 4.03 A Special Meeting of the Commission may be held at the call of the chairman and notice shall be provided to each member by mail postmarked not less than 14 days or by phone faxed before the date of the meeting.
- 4.04 A quorum at an Annual or Special Meeting shall consist of representatives of six (6) municipal members.
- 4.05 Voting at the Commission's Annual Meeting and Special Meetings shall be one (1) per member municipality.

V. DUTIES OF THE COMMISSION

- 5.01 On the first regularly scheduled meeting date following Municipal General Elections and the Organizational meetings, the chairman will cause to be selected from among the members present a nomination for chairman for the ensuing one year period. The name of this nominee shall forthwith be transmitted to the

Lieutenant Governor in Council through the Minister of Municipal Affairs for appointment.

- 5.02 The Board shall hold regular monthly meetings on the 1st Wednesday of each month.
- 5.03 A quorum of the Board shall consist of five (5) members of the Board.
- 5.04 The Board shall formulate programs, policies, procedures, rules and regulations concerning all aspects of the affairs of the Commission in accordance with the Regional Municipal Services Act
- 5.05 The Board shall manage the affairs of the Commission between Annual Meetings.
- 5.06 The Board may appoint such committees consisting of its members or of other persons or any combination thereof as it may deem expedient for the furtherance of the objects of the Commission and in so doing may delegate any of its powers or duties and prescribe such terms of reference as it may deem fit.
- 5.07 The Board may employ, discipline or terminate and fix the conditions of remuneration, employee benefits, hours of work and any other relevant matter of such employees as may be deemed necessary.
- 5.08 The Board may provide such accommodation, equipment and supplies as may be deemed necessary for the operation of the Commission.
- 5.09 The Board shall establish and publish rules and rates for the reimbursement of actual expenses incurred on Commission business by directors, employees or any other person.
- 5.10 The Board shall establish and publish rules and procedures for the submission and consideration of resolutions at the annual or general meeting and for the conduct of its own meetings.
- 5.11 Vacancies of the Board of Directors occurring between Municipal General Elections may be filled for the remainder of the term in accordance with the requirements of the Regional Municipal Services Act.
- 5.12 The Board of Directors shall in each year authorize the Secretary-Treasurer to charge rates, for the service provided, based on volume of demand, against all

consumer municipalities sufficient to produce the sums necessary to meet the estimated expenditures of the Commission. Any deficit incurred in one year shall become the first item of expenditure in the following year.

VI. PASSING OF RESOLUTION

6.01 A minimum majority of four (4) members of the Commission shall be required to pass any resolution of the Commission except those so mentioned in section 12.01

VII. OFFICERS

7.01 The Secretary-Treasurer shall be the custodian of the records, funds, securities or properties of the Association and shall receive and account for all funds and properties in accordance with such rules as the Board of Directors may adopt and the Regional Municipal Services Act and regulations may require.

VIII. SEAL

8.01 The Secretary-Treasurer shall have charge of the Seal of the Commission. Whenever used, the Seal shall be authenticated by the signature of the Chairman or Secretary-Treasurer.

IX. FISCAL YEAR

9.01 The fiscal year of the Commission shall be the calendar year.

X. BOOKS AND RECORDS

10.01 The Commission shall cause to be kept correct books and records as may be required by the Regional Municipal Services Act including:

- (a) minutes and records of proceedings of meetings;
- (b) membership and voting delegate lists;
- (c) records of amounts.

10.02 Every member of the Board of Directors shall at all times have access to and the right of inspection of all books and records of the Commission.

10.03 A duly audited statement of accounts shall be presented at each Annual Meeting.

10.04 At each Annual Meeting, the Commission shall appoint a person or firm as auditor. The auditor shall be a qualified auditor.

XI. BORROWING POWER

11.01 The borrowing powers shall be in accordance with the Regional Municipal Services Act.

XII. AMENDMENTS

12.01 These by-laws may be amended by special resolution at any general meeting of the Commission upon a 3/4 majority vote of the municipal members or at a special meeting called for the purpose.

12.02 Written notice of the proposed amendment shall be provided to each member by mail, such notice to be postmarked not less than 21 days before the meeting at which the amendment is to be proposed.

12.03 An amendment shall be proposed as a special resolution as set forth in the Societies Act of Alberta.

MOVED by Bill Dallas and SECONDED by Dave Sharpe THAT BY-LAW NO. 1 BE APPROVED this 16th day of September 1993.

MOTION CARRIED

MOVED by Bill Dallas that second reading be given this By-law.

MOTION CARRIED

MOVED by Dean Joyce that third and final reading be given this By-law.

MOTION CARRIED

Robert Armstrong
Chairman

John Van Doesburg
Secretary

Appendix C
Detailed Population and Volume Projections

**Table C1
Mountain View Regional Water System
2018 Business Plan Financial Model
Projected Population by Member & Customers
2017 - 2040**

Index	Projected Growth											
	2016 Plan %	Avg 2013-2016	Revised %	2017	2018	2019	2020	2021	2022	2025	2030	2040
Members												
Town of Crossfield	2.5%	1.1%	1.5%	3,028	3,073	3,119	3,166	3,214	3,262	3,411	3,674	4,264
Town of Carstairs	2.5%	4.3%	3.0%	4,199	4,325	4,455	4,589	4,726	4,868	5,320	6,167	8,288
Town of Didsbury	2.5%	1.5%	1.5%	5,347	5,427	5,509	5,591	5,675	5,760	6,023	6,489	7,531
Town of Olds												
Town	2.5%	2.8%	2.5%	9,414	9,649	9,890	10,137	10,391	10,651	11,470	12,977	16,611
College	0.0%		0.0%	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300
Total Olds				10,714	10,949	11,190	11,437	11,691	11,951	12,770	14,277	17,911
Town of Bowden	2.5%	0.0%	0.5%	1,253	1,260	1,266	1,272	1,279	1,285	1,304	1,337	1,406
Town of Innisfail	2.5%	0.1%	1.0%	8,033	8,113	8,194	8,276	8,359	8,442	8,698	9,142	10,098
				32,574	33,147	33,733	34,332	34,943	35,568	37,526	41,086	49,498
Customers												
Bowden Institution	0.0%		0.0%	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Others	0.0%		0.0%	62	62	62	62	62	62	62	62	62
Total Population				33,636	34,209	34,795	35,394	36,005	36,630	38,588	42,148	50,560
Total Population with Prospectives				33,636	34,209	34,795	35,394	36,005	36,630	38,588	42,148	50,560

Table C2
Mountain View Regional Water System
2018 Business Plan Financial Model
Projected Average Annual Daily Treated Water Demands based on Historical Average (m3)
2015 - 2040

[Index](#)

	Litres Per Capita Per Day			2017	2018	2019	2020	2021	2022	2025	2030	2040
	2005 - 2014	2012 - 2017	Projected									
Members												
Town of Crossfield	466	437	440	1,332	1,352	1,372	1,393	1,414	1,435	1,501	1,617	1,876
Town of Carstairs	328	246	250	1,050	1,081	1,114	1,147	1,182	1,217	1,330	1,542	2,072
Town of Didsbury	275	263	265	1,417	1,438	1,460	1,482	1,504	1,526	1,596	1,720	1,996
Town of Olds	399	347	350	3,750	3,832	3,917	4,003	4,092	4,183	4,469	4,997	6,269
Town of Bowden	329	251	250	313	315	317	318	320	321	326	334	351
Town of Innisfail	388	330	330	2,651	2,677	2,704	2,731	2,758	2,786	2,870	3,017	3,332
Total Daily Volume - Members				10,513	10,696	10,883	11,074	11,269	11,469	12,093	13,226	15,897
Municipal Customers												
<u>Mountain View County</u>												
Licensed Volume (net)				1,602	1,602	1,602	1,602	1,602	1,602	1,602	1,602	1,602
% Drawn				0%	0%	0%	5%	10%	15%	34%	52%	75%
Total Daily Volume				-	-	-	80	160	240	545	833	1,202
Total Daily Volumes - Municipal Customers				-	-	-	80	160	240	545	833	1,202
Non-Municipal Customers												
Bowden Institute	303	270	270	270	270	270	270	270	270	270	270	270
Industrial - Taqa North (m3/day)		111	123	123	123	123	123	123	123	123	123	123
Industrial - Enmax Generation *			0.0%	29	29	29	29	29	29	29	29	29
Small Users	4.2		3.1	3.1	3.1	3.1	3.1	3.1	3.1	3.1	3.1	3.1
Total Daily Volume - Customers				425	425	425	425	425	425	425	425	425
Total Daily Volume				10,938	11,121	11,308	11,579	11,855	12,134	13,062	14,484	17,523

Table C3
Mountain View Regional Water System
2018 Business Plan Financial Model
Projected Annual Treated Water Requirements (m3)
2017 - 2040

[Index](#)

	2017	2018	2019	2020	2021	2022	2025	2030	2040
Members									
Town of Crossfield	505,457	493,550	500,953	509,860	516,094	523,836	547,764	590,097	686,708
Town of Carstairs	350,609	394,683	406,523	419,866	431,280	444,219	485,410	562,723	758,325
Town of Didsbury	458,649	503,353	532,823	542,297	548,927	557,161	582,611	627,638	730,395
Town of Olds	1,116,037	1,398,727	1,429,543	1,465,133	1,493,506	1,526,692	1,631,311	1,823,855	2,294,443
Town of Bowden	97,697	114,948	115,523	116,419	116,681	117,265	119,032	122,038	128,631
Town of Innisfail	904,044	977,193	986,965	999,566	1,006,803	1,016,871	1,047,684	1,101,126	1,219,661
Annual Flow - Members	3,432,493	3,882,454	3,972,331	4,053,141	4,113,293	4,186,044	4,413,812	4,827,477	5,818,161
Municipal Customers									
Mountain View County	-	-	-	29,317	58,473	87,710	198,808	304,060	439,749
Annual Flow Municipal Customer:	-	-	-	29,317	58,473	87,710	198,808	304,060	439,749
Non-Municipal Customers									
Bowden Institute	89,624	98,550	98,550	98,820	98,550	98,550	98,550	98,550	98,820
Industrial - Taqa North (m3/day)	44,895	44,895	44,895	45,018	44,895	44,895	44,895	44,895	45,018
Industrial - Enmax Generation	5,395	5,312	5,312	5,312	5,312	5,312	5,312	5,312	5,312
Small Users	1,143	1,132	1,132	1,132	1,132	1,132	1,132	1,132	1,132
Annual Flow Non Municipal Cust	141,057	149,888	149,888	150,281	149,888	149,888	149,888	149,888	150,281
Total Annual Volume	3,573,550	4,032,342	4,122,219	4,232,739	4,321,654	4,423,641	4,762,508	5,281,425	6,408,191

Table C4
Mountain View Regional Water System
2018 Business Plan Financial Model
Maximum Daily Treated Water Demands (m3)
2015 - 2040

	Max Day Factor	2017	2018	2019	2020	2021	2022	2025	2030	2031	2040
Members											
Town of Crossfield	1.4	1,865	1,893	1,921	1,950	1,980	2,009	2,101	2,263	2,297	2,627
Town of Carstairs	1.4	1,470	1,514	1,559	1,606	1,654	1,704	1,862	2,158	2,223	2,901
Town of Didsbury	1.4	1,984	2,014	2,044	2,074	2,105	2,137	2,235	2,407	2,443	2,794
Town of Olds	1.4	5,250	5,365	5,483	5,604	5,729	5,856	6,257	6,996	7,155	8,777
Town of Bowden	1.4	439	441	443	445	448	450	457	468	470	492
Town of Innisfail	1.4	3,711	3,748	3,786	3,823	3,862	3,900	4,019	4,223	4,266	4,665
Maximum Day Volume - Members		14,718	14,974	15,236	15,504	15,777	16,056	16,930	18,516	18,855	22,255
Municipal Customers											
Mountain View County	1.4	-	-	-	112	224	336	763	1,166	1,234	1,682
Maximum Day - Municipal Customers		-	-	-	112	224	336	763	1,166	1,234	1,682
Non-Municipal Customers											
Bowden Institute	1.4	378	378	378	378	378	378	378	378	378	378
Industrial - Taqa North (m3/day)	1.0	123	123	123	123	123	123	123	123	123	123
Industrial - Enmax Generation	1.0	29	29	29	29	29	29	29	29	29	29
Small Users	1.4	4	4	4	4	4	4	4	4	4	4
Max Day Volume - Non Mun Customers		534	534	534	534	534	534	534	534	534	534
Total Max Day Volume		15,252	15,509	15,771	16,150	16,536	16,927	18,227	20,217	20,623	24,472
Max Day litres/second		176.5	179.5	182.5	186.9	191.4	195.9	211.0	234.0	238.7	283.2

**Table C5
Mountain View Regional Water System
2018 Business Plan Financial Model
Historical Consumption**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average Daily Volume
Crossfield														
2012	31,221	34,311	37,110	43,176	38,372	37,292	41,730	38,293	42,564	37,070	36,296	37,542	454,977	1,243
2013	33,397	28,895	31,763	28,684	35,584	35,345	33,860	37,912	35,939	34,934	38,103	33,630	408,046	1,118
2014	35,045	34,193	34,246	34,295	42,069	40,885	44,887	48,794	42,529	42,582	41,849	37,665	479,039	1,312
2015	41,888	37,787	44,562	43,968	44,040	47,835	44,747	39,686	43,674	31,409	41,244	35,510	496,350	1,360
2016	37,068	36,579	38,519	38,098	45,143	45,933	46,034	38,750	36,220	37,059	33,436	33,667	466,506	1,275
2017	39,240	33,007	39,422	40,497	40,142	43,691	47,393	42,204	47,158	47,585	42,118	43,000	505,457	1,385
Carstairs														
2012	23,208	23,922	24,731	28,647	26,539	27,890	35,744	31,313	26,956	24,145	27,646	21,164	321,905	880
2013	23,258	22,958	25,246	24,786	31,241	28,611	31,472	35,145	31,173	25,644	24,854	25,122	329,510	903
2014	26,243	25,287	25,874	29,165	27,805	29,858	36,644	31,256	26,763	26,740	25,617	27,052	338,304	927
2015	28,885	24,085	28,448	29,355	31,731	35,068	33,889	31,578	28,553	27,464	27,192	27,542	353,790	969
2016	28,321	26,465	28,514	29,358	40,200	40,108	35,571	31,702	29,781	30,797	25,387	25,973	372,177	1,017
2017	29,557	25,122	28,498	26,522	30,219	34,397	38,343	32,315	27,337	26,331	25,968	26,000	350,609	961
Didsbury														
2012	33,034	33,902	35,069	39,736	37,627	35,488	42,413	40,511	40,823	37,903	37,012	41,579	455,097	1,243
2013	34,966	37,146	43,025	41,260	46,577	42,501	43,680	47,217	45,828	41,243	43,504	43,508	510,455	1,399
2014	45,540	40,037	35,583	35,645	44,992	45,223	46,351	43,637	40,725	43,902	40,893	42,419	504,947	1,383
2015	45,621	38,390	45,391	47,393	49,567	54,552	47,832	41,869	42,244	40,006	40,422	42,591	535,878	1,468
2016	38,426	33,420	35,659	37,889	45,253	41,851	40,114	38,531	38,410	37,890	35,157	36,049	458,649	1,253
2017	40,061	32,348	38,331	38,756	41,514	42,382	50,073	43,736	43,615	45,060	43,477	44,000	503,353	1,379
Olds														
2012	106,141	114,217	117,612	124,747	119,796	114,020	120,674	113,745	113,513	98,239	96,007	104,928	1,343,639	3,671
2013	101,656	91,196	102,077	96,688	106,166	96,773	107,152	107,706	106,955	98,119	106,798	106,449	1,227,735	3,364
2014	118,300	99,818	102,472	105,966	113,372	112,700	129,367	124,705	111,747	114,498	109,981	109,570	1,352,496	3,705
2015	126,531	98,148	116,624	116,574	117,371	123,091	121,993	116,905	118,394	113,234	109,753	108,939	1,387,557	3,802
2016	111,139	104,760	113,065	112,958	130,424	110,323	96,374	89,924	94,277	118,436	101,688	94,026	1,277,394	3,490
2017	109,183	92,914	107,077	102,071	99,883	85,365	90,857	80,705	86,409	91,845	84,728	85,000	1,116,037	3,058

Table C5
Mountain View Regional Water System
2018 Business Plan Financial Model
Historical Consumption

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average Daily Volume
Bowden														
2012	10,187	10,588	10,746	12,096	12,804	11,306	14,983	15,262	14,170	12,166	11,921	12,755	148,984	407
2013	11,912	11,469	12,684	11,799	13,380	16,468	17,154	18,304	15,865	13,771	12,415	8,688	163,909	449
2014	9,232	8,287	7,967	6,628	8,034	7,441	7,932	7,856	6,672	6,575	6,209	7,067	89,900	246
2015	7,889	6,203	7,881	8,150	8,827	13,691	7,820	7,715	7,154	7,478	6,528	6,742	96,078	263
2016	7,383	6,537	6,946	7,306	8,574	7,415	7,923	6,952	6,794	6,721	6,378	6,674	85,603	234
2017	7,670	6,513	7,119	6,835	6,959	7,370	8,661	7,883	8,631	9,972	10,084	10,000	97,697	268
Innisfail														
2012	76,308	77,862	83,615	85,983	85,943	85,636	92,909	94,696	93,998	87,297	82,262	86,299	1,032,808	2,822
2013	81,924	77,068	98,327	78,461	88,723	68,433	82,147	84,080	80,411	75,491	76,457	77,430	968,952	2,655
2014	72,557	66,601	80,022	81,874	81,844	79,892	94,012	78,089	76,628	82,060	78,596	76,274	948,449	2,598
2015	72,557	78,811	86,676	76,413	86,018	95,648	91,995	87,140	74,798	76,115	74,083	83,117	983,371	2,694
2016	79,814	77,795	80,456	75,564	91,404	78,024	73,515	69,740	71,365	75,092	66,710	71,001	910,480	2,488
2017	90,095	65,841	76,516	69,949	77,178	75,498	82,522	78,472	73,691	75,363	68,919	70,000	904,044	2,477
Bowden Institute														
2012	7,957	7,555	6,582	7,660	9,228	7,639	8,337	7,601	8,443	7,657	7,613	6,960	93,232	255
2013	6,866	6,540	6,995	6,699	8,213	7,169	6,531	6,941	6,363	7,154	7,616	5,723	82,810	227
2014	6,418	6,016	5,767	6,680	6,403	6,029	6,038	6,322	5,969	6,699	6,554	6,497	75,392	207
2015	7,324	6,129	5,926	6,247	6,818	7,008	7,378	7,255	8,211	7,123	7,040	7,471	83,930	230
2016	7,243	6,482	6,908	7,128	7,980	7,812	8,145	7,069	7,378	7,397	6,392	6,238	86,172	235
2017	7,541	5,861	7,165	7,442	8,270	8,365	8,423	7,908	8,046	7,375	6,628	6,600	89,624	246
Taqa North														
2012	5,132	4,296	4,139	4,324	4,594	3,479	2,759	3,842	4,537	3,382	3,500	2,944	46,928	128
2013	3,961	2,686	5,831	1,177	3,863	3,047	3,517	3,504	3,637	3,840	3,430	2,863	41,356	113
2014	3,541	2,807	2,102	2,790	3,226	3,305	3,736	3,049	1,655	2,170	2,451	2,507	33,339	91
2015	2,690	2,103	2,295	3,101	4,467	4,784	2,465	3,162	3,066	2,464	3,446	2,683	36,726	101
2016	3,104	2,944	3,049	3,859	5,054	2,795	2,850	4,034	2,313	3,511	2,709	2,597	38,819	106
2017	4,361	3,249	4,038	4,188	3,037	3,218	4,641	3,189	3,444	3,970	3,567	3,600	44,502	122

**Table C5
Mountain View Regional Water System
2018 Business Plan Financial Model
Historical Consumption**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average Daily Volume
Enmax														
2012	-	-	-	-	646	1,090	649	581	941	-	-	-	3,907	11
2013	-	-	-	136	4,756	1,167	623	1,296	897	309	-	-	9,184	25
2014	-	-	-	177	452	467	1,204	791	283	430	3	-	3,807	10
2015	-	-	-	245	-	-	875	391	-	137	-	-	1,648	5
2016	-	-	147	340	999	-	64	-	-	-	-	-	1,550	4
2017	-	-	-	-	435	-	1,508	1,840	1,144	468	-	-	5,395	15
All Season														
2012	27	24	36	161	61	61	959	523	609	273	-	198	2,932	8
2013	-	590	-	4,448	-	1,076	761	100	29	224	-	-	7,228	20
Private Connections														
2012	87	83	94	244	114	88	121	99	83	109	129	155	1,406	3.8
2013	130	106	150	131	1,297	135	164	154	136	130	56	132	2,721	7.5
2014	100	98	97	85	75	102	119	90	99	92	67	98	1,122	3.1
2015	108	78	99	101	86	152	116	88	94	89	91	91	1,193	3.3
2016	105	84	85	112	166	230	170	276	96	106	86	77	1,593	4.4
2017	84	64	71	71	98	84	185	124	139	76	72	75	1,143	3.1
Total Members														
2012	280,099	294,802	308,883	334,385	321,081	311,632	348,453	333,820	332,024	296,820	291,144	304,267	3,757,410	10,266
2013	287,113	268,732	313,122	281,678	321,671	288,131	315,465	330,364	316,171	289,202	302,131	294,827	3,608,607	9,887
2014	306,917	274,223	286,164	293,573	318,116	315,999	359,193	334,337	305,064	316,357	303,145	300,047	3,713,135	10,173
2015	323,371	283,424	329,582	321,853	337,554	369,885	348,276	324,893	314,817	295,706	299,222	304,441	3,853,024	10,556
2016	302,151	285,556	303,159	301,173	360,998	323,654	299,531	275,599	276,847	305,995	268,756	267,390	3,570,809	9,756
2017	315,806	255,745	296,963	284,630	295,895	288,703	317,849	285,315	286,841	296,156	275,294	278,000	3,477,197	9,527
Total Cusomters														
2012	13,203	11,958	10,851	12,389	14,643	12,357	12,825	12,646	14,613	11,421	11,242	10,257	148,405	405
2013	10,957	9,922	12,976	12,591	18,129	12,594	11,596	11,995	11,062	11,657	11,102	8,718	143,299	393
2014	10,059	8,921	7,966	9,732	10,156	9,903	11,097	10,252	8,006	9,391	9,075	9,102	113,660	311
2015	10,122	8,310	8,320	9,694	11,371	11,944	10,834	10,896	11,371	9,813	10,577	10,245	123,497	338
2016	10,452	9,510	10,189	11,439	14,199	10,837	11,229	11,379	9,787	11,014	9,187	8,912	128,134	350
2017	11,986	9,174	11,274	11,701	11,840	11,667	14,757	13,061	12,773	11,889	10,267	10,275	140,664	385

**Table C5
Mountain View Regional Water System
2018 Business Plan Financial Model
Historical Consumption**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average Daily Volume
Total														
2012	293,302	306,760	319,734	346,774	335,724	323,989	361,278	346,466	346,637	308,241	302,386	314,524	3,905,815	10,672
2013	298,070	278,654	326,098	294,269	339,800	300,725	327,061	342,359	327,233	300,859	313,233	303,545	3,751,906	10,279
2014	316,976	283,144	294,130	303,305	328,272	325,902	370,290	344,589	313,070	325,748	312,220	309,149	3,826,795	10,484
2015	333,493	291,734	337,902	331,547	348,925	381,829	359,110	335,789	326,188	305,519	309,799	314,686	3,976,521	10,895
2016	312,603	295,066	313,348	312,612	375,197	334,491	310,760	286,978	286,634	317,009	277,943	276,302	3,698,943	10,106
2017	327,792	264,919	308,237	296,331	307,735	300,370	332,606	298,376	299,614	308,045	285,561	288,275	3,617,861	9,912

	Population						Per Capita Consumption
	Official	Federal	Extrapolated	% Incr	Olds Coll	Adjusted	
Crossfield							
2012	2,853		2,853				436
2013	2,853		2,886	1.1%			387
2014	2,918		2,918	1.1%			450
2015	2,918		2,951	1.1%			461
2016	2,918	2,983	2,983	1.1%			427
2017	2,983		3,016	1.1%			458
Carstairs							
2012	3,442		3,442				256
2013	3,442		3,601	4.6%			251
2014	3,442		3,760	4.4%			247
2015	3,442		3,918	4.2%			247
2016	3,442	4,077	4,077	4.1%			249
2017	4,077		4,242	4.1%			226
Didsbury							
2012	4,957		4,957				251
2013	4,957		5,035	1.6%			278
2014	4,957		5,113	1.5%			271
2015	4,957		5,190	1.5%			283
2016	4,957	5,268	5,268	1.5%			238
2017	5,268		5,347	1.5%			257
Olds							
2012	8,235		8,235		1,300	9,535	385
2013	8,511		8,472	2.9%	1,300	9,772	343
2014	8,617		8,710	2.8%	1,300	10,010	369
2015	8,617		8,947	2.7%	1,300	10,247	370
2016	8,617	9,184	9,184	2.7%	1,300	10,484	333
2017	9,184		9,428	2.7%	1,300	10,728	284

Population						Per Capita Consumption
Official	Federal	Extrapolated	% Incr	Olds Coll	Adjusted	

Bowden

2012	1,241		1,241			328
2013	1,241		1,241	0.0%		362
2014	1,241		1,241	0.0%		198
2015	1,241		1,241	0.0%		212
2016	1,241	1,240	1,241	0.0%		188
2017	1,240		1,240	-0.1%		215

Innisfail

2012	7,922		7,922			356
2013	7,922		7,930	0.1%		335
2014	7,922		7,938	0.1%		327
2015	7,953		7,945	0.1%		339
2016	7,953	7,847	7,953	0.1%		313
2017	7,847		7,961	0.1%		310

Bowden Insti

- 2012
- 2013
- 2014
- 2015
- 2016
- 2017

Taqa North

- 2012
- 2013
- 2014
- 2015
- 2016
- 2017

Appendix D
Capital Expenditure and Funding Details



ALBERTA
TRANSPORTATION

Office of the Minister

May 3, 2017

AR 70335

Mr. Rick Blair
Chairperson
Mountain View Regional Water Services Commission
Site 22, PO Box 1, RR 1
Innisfail, AB T4G 1T6

Dear Mr. Blair:

I am pleased to offer cost-shared grant funding under the Alberta Municipal Water/Wastewater Partnership for the Line Twinning from Midline Reservoir to Crossfield.

Based on our review of the information provided, the Mountain View Regional Water Services Commission will receive a grant of 42 per cent of the estimated eligible project costs, or up to \$10,737,287 for the project under this program.

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

Alberta Transportation staff will contact you in the near future to make arrangements for the grant payments.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brian Mason'.

Brian Mason
Minister

**Table D3
Mountain View Regional Water System
2018 Business Plan Financial Model
Transmission Line Twinning - WTP to Mid-Line Station
Debenture Schedule**

Borrowing **Bylaw 3**
First Payment 15-Sep-11 (yyy-mm-dd)
Last Payment 2035 **Accrual Days** 108
Amount of Loan \$4,175,000
Annual Percentage 4.389%
Payments per Year 2.00
Number of Years 25.00
Number of Payments 50.00

Start or End of Period end

Regular Payment \$138,352 **Annual Payment** \$276,704

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2025	28	\$138,352	\$54,376	\$83,975	\$2,393,875	15-Mar-25	
2025	29	\$138,352	\$52,534	\$85,818	\$2,308,057	15-Sep-25	\$2,308,057
2026	30	\$138,352	\$50,650	\$87,701	\$2,220,355	15-Mar-26	
2026	31	\$138,352	\$48,726	\$89,626	\$2,130,729	15-Sep-26	\$2,130,729
2027	32	\$138,352	\$46,759	\$91,593	\$2,039,137	15-Mar-27	
2027	33	\$138,352	\$44,749	\$93,603	\$1,945,534	15-Sep-27	\$1,945,534
2028	34	\$138,352	\$42,695	\$95,657	\$1,849,877	15-Mar-28	
2028	35	\$138,352	\$40,596	\$97,756	\$1,752,120	15-Sep-28	\$1,752,120
2029	36	\$138,352	\$38,450	\$99,901	\$1,652,219	15-Mar-29	
2029	37	\$138,352	\$36,258	\$102,094	\$1,550,125	15-Sep-29	\$1,550,125
2030	38	\$138,352	\$34,018	\$104,334	\$1,445,791	15-Mar-30	
2030	39	\$138,352	\$31,728	\$106,624	\$1,339,167	15-Sep-30	\$1,339,167
2031	40	\$138,352	\$29,388	\$108,964	\$1,230,203	15-Mar-31	
2031	41	\$138,352	\$26,997	\$111,355	\$1,118,848	15-Sep-31	\$1,118,848
2032	42	\$138,352	\$24,553	\$113,799	\$1,005,050	15-Mar-32	
2032	43	\$138,352	\$22,056	\$116,296	\$888,754	15-Sep-32	\$888,754
2033	44	\$138,352	\$19,504	\$118,848	\$769,906	15-Mar-33	
2033	45	\$138,352	\$16,896	\$121,456	\$648,450	15-Sep-33	\$648,450
2034	46	\$138,352	\$14,230	\$124,122	\$524,328	15-Mar-34	
2034	47	\$138,352	\$11,506	\$126,845	\$397,483	15-Sep-34	\$397,483
2035	48	\$138,352	\$8,723	\$129,629	\$267,854	15-Mar-35	
2035	49	\$138,352	\$5,878	\$132,474	\$135,380	15-Sep-35	\$135,380
2036	50	\$138,352	\$2,972	\$135,380	\$0	15-Mar-36	

Table D4
Mountain View Regional Water System
Transmission Line Twinning - WTP to Mid-Line Station
Debenture Schedule

Borrowing **Bylaw 4 - Draw 1**

First Payment 15-Sep-12 (yyyy-mm-dd)

Last Payment 2036 **Accrual Days** 108

Amount of Loan \$5,000,000

Annual Percentage 3.263%

Payments per Year 2.00

Number of Years 25.00

Number of Payments 50.00

Start or End of Period end

Regular Payment \$147,043 **Annual Payment** \$294,085

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2012	1	\$147,043	\$81,575	\$65,468	\$4,934,532	15-Sep-12	\$4,934,532
2013	2	\$147,043	\$80,507	\$66,536	\$4,867,997	15-Mar-13	
2013	3	\$147,043	\$79,421	\$67,621	\$4,800,375	15-Sep-13	\$4,800,375
2014	4	\$147,043	\$78,318	\$68,724	\$4,731,651	15-Mar-14	
2014	5	\$147,043	\$77,197	\$69,846	\$4,661,805	15-Sep-14	\$4,661,805
2015	6	\$147,043	\$76,057	\$70,985	\$4,590,820	15-Mar-15	
2015	7	\$147,043	\$74,899	\$72,143	\$4,518,677	15-Sep-15	\$4,518,677
2016	8	\$147,043	\$73,722	\$73,320	\$4,445,356	15-Mar-16	
2016	9	\$147,043	\$72,526	\$74,517	\$4,370,840	15-Sep-16	\$4,370,840
2017	10	\$147,043	\$71,310	\$75,732	\$4,295,107	15-Mar-17	
2017	11	\$147,043	\$70,075	\$76,968	\$4,218,139	15-Sep-17	\$4,218,139
2018	12	\$147,043	\$68,819	\$78,224	\$4,139,916	15-Mar-18	
2018	13	\$147,043	\$67,543	\$79,500	\$4,060,416	15-Sep-18	\$4,060,416
2019	14	\$147,043	\$66,246	\$80,797	\$3,979,619	15-Mar-19	
2019	15	\$147,043	\$64,927	\$82,115	\$3,897,504	15-Sep-19	\$3,897,504
2020	16	\$147,043	\$63,588	\$83,455	\$3,814,049	15-Mar-20	
2020	17	\$147,043	\$62,226	\$84,816	\$3,729,233	15-Sep-20	\$3,729,233
2021	18	\$147,043	\$60,842	\$86,200	\$3,643,032	15-Mar-21	
2021	19	\$147,043	\$59,436	\$87,607	\$3,555,426	15-Sep-21	\$3,555,426
2022	20	\$147,043	\$58,007	\$89,036	\$3,466,390	15-Mar-22	
2022	21	\$147,043	\$56,554	\$90,488	\$3,375,902	15-Sep-22	\$3,375,902
2023	22	\$147,043	\$55,078	\$91,965	\$3,283,937	15-Mar-23	
2023	23	\$147,043	\$53,577	\$93,465	\$3,190,472	15-Sep-23	\$3,190,472
2024	24	\$147,043	\$52,053	\$94,990	\$3,095,482	15-Mar-24	
2024	25	\$147,043	\$50,503	\$96,540	\$2,998,942	15-Sep-24	\$2,998,942
2025	26	\$147,043	\$48,928	\$98,115	\$2,900,827	15-Mar-25	
2025	27	\$147,043	\$47,327	\$99,716	\$2,801,111	15-Sep-25	\$2,801,111
2026	28	\$147,043	\$45,700	\$101,342	\$2,699,769	15-Mar-26	

**Table D4
Mountain View Regional Water System
Transmission Line Twinning - WTP to Mid-Line Station
Debenture Schedule**

Borrowing **Bylaw 4 - Draw 1**

First Payment 15-Sep-12 (yyyy-mm-dd)

Last Payment 2036 Accrual Days 108

Amount of Loan \$5,000,000

Annual Percentage 3.263%

Payments per Year 2.00

Number of Years 25.00

Number of Payments 50.00

Start or End of Period end

Regular Payment \$147,043 Annual Payment \$294,085

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2026	29	\$147,043	\$44,047	\$102,996	\$2,596,773	15-Sep-26	\$2,596,773
2027	30	\$147,043	\$42,366	\$104,676	\$2,492,097	15-Mar-27	
2027	31	\$147,043	\$40,659	\$106,384	\$2,385,713	15-Sep-27	\$2,385,713
2028	32	\$147,043	\$38,923	\$108,120	\$2,277,593	15-Mar-28	
2028	33	\$147,043	\$37,159	\$109,884	\$2,167,709	15-Sep-28	\$2,167,709
2029	34	\$147,043	\$35,366	\$111,676	\$2,056,033	15-Mar-29	
2029	35	\$147,043	\$33,544	\$113,498	\$1,942,535	15-Sep-29	\$1,942,535
2030	36	\$147,043	\$31,692	\$115,350	\$1,827,184	15-Mar-30	
2030	37	\$147,043	\$29,811	\$117,232	\$1,709,952	15-Sep-30	\$1,709,952
2031	38	\$147,043	\$27,898	\$119,145	\$1,590,808	15-Mar-31	
2031	39	\$147,043	\$25,954	\$121,089	\$1,469,719	15-Sep-31	\$1,469,719
2032	40	\$147,043	\$23,978	\$123,064	\$1,346,655	15-Mar-32	
2032	41	\$147,043	\$21,971	\$125,072	\$1,221,583	15-Sep-32	\$1,221,583
2033	42	\$147,043	\$19,930	\$127,112	\$1,094,470	15-Mar-33	
2033	43	\$147,043	\$17,856	\$129,186	\$965,284	15-Sep-33	\$965,284
2034	44	\$147,043	\$15,749	\$131,294	\$833,990	15-Mar-34	
2034	45	\$147,043	\$13,607	\$133,436	\$700,554	15-Sep-34	\$700,554
2035	46	\$147,043	\$11,430	\$135,613	\$564,941	15-Mar-35	
2035	47	\$147,043	\$9,217	\$137,826	\$427,115	15-Sep-35	\$427,115
2036	48	\$147,043	\$6,968	\$140,074	\$287,041	15-Mar-36	
2036	49	\$147,043	\$4,683	\$142,360	\$144,682	15-Sep-36	\$144,682
2037	50	\$147,043	\$2,361	\$144,682	\$0	15-Mar-37	

Table D5
Mountain View Regional Water System
2018 Business Plan Financial Model
Transmission Line Twinning - WTP to Mid-Line Station
Debenture Schedule

Name	Bylaw 4 - Draw 2		
First Payment	15-Mar-13	(yyy-mm-dd)	
Last Payment	2037		Accrual Days 292
Amount of Loan		\$10,000,000	
Annual Percentage		3.123%	
Payments per Year		2.00	
Number of Years		25.00	
Number of Payments		50.00	
Start or End of Period		end	
Regular Payment	\$289,614		Annual Payment \$579,228

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2013	1	\$289,614	\$156,150	\$133,464	\$9,866,536	15-Mar-13	
2013	2	\$289,614	\$154,066	\$135,548	\$9,730,988	15-Sep-13	\$9,730,988
2014	3	\$289,614	\$151,949	\$137,665	\$9,593,323	15-Mar-14	
2014	4	\$289,614	\$149,800	\$139,814	\$9,453,509	15-Sep-14	\$9,453,509
2015	5	\$289,614	\$147,617	\$141,998	\$9,311,511	15-Mar-15	
2015	6	\$289,614	\$145,399	\$144,215	\$9,167,297	15-Sep-15	\$9,167,297
2016	7	\$289,614	\$143,147	\$146,467	\$9,020,830	15-Mar-16	
2016	8	\$289,614	\$140,860	\$148,754	\$8,872,076	15-Sep-16	\$8,872,076
2017	9	\$289,614	\$138,537	\$151,077	\$8,720,999	15-Mar-17	
2017	10	\$289,614	\$136,178	\$153,436	\$8,567,564	15-Sep-17	\$8,567,564
2018	11	\$289,614	\$133,783	\$155,832	\$8,411,732	15-Mar-18	
2018	12	\$289,614	\$131,349	\$158,265	\$8,253,467	15-Sep-18	\$8,253,467
2019	13	\$289,614	\$128,878	\$160,736	\$8,092,731	15-Mar-19	
2019	14	\$289,614	\$126,368	\$163,246	\$7,929,485	15-Sep-19	\$7,929,485
2020	15	\$289,614	\$123,819	\$165,795	\$7,763,690	15-Mar-20	
2020	16	\$289,614	\$121,230	\$168,384	\$7,595,306	15-Sep-20	\$7,595,306
2021	17	\$289,614	\$118,601	\$171,013	\$7,424,293	15-Mar-21	
2021	18	\$289,614	\$115,930	\$173,684	\$7,250,609	15-Sep-21	\$7,250,609
2022	19	\$289,614	\$113,218	\$176,396	\$7,074,213	15-Mar-22	
2022	20	\$289,614	\$110,464	\$179,150	\$6,895,063	15-Sep-22	\$6,895,063
2023	21	\$289,614	\$107,666	\$181,948	\$6,713,115	15-Mar-23	
2023	22	\$289,614	\$104,825	\$184,789	\$6,528,326	15-Sep-23	\$6,528,326
2024	23	\$289,614	\$101,940	\$187,674	\$6,340,652	15-Mar-24	
2024	24	\$289,614	\$99,009	\$190,605	\$6,150,047	15-Sep-24	\$6,150,047
2025	25	\$289,614	\$96,033	\$193,581	\$5,956,466	15-Mar-25	
2025	26	\$289,614	\$93,010	\$196,604	\$5,759,862	15-Sep-25	\$5,759,862
2026	27	\$289,614	\$89,940	\$199,674	\$5,560,189	15-Mar-26	

**Mountain View Regional Water System
2018 Business Plan Financial Model
Transmission Line Twinning - WTP to Mid-Line Station
Debenture Schedule**

Name **Bylaw 4 - Draw 2**
First Payment 15-Mar-13 (yyy-mm-dd)
Last Payment 2037 **Accrual Days** 292
Amount of Loan \$10,000,000
Annual Percentage 3.123%
Payments per Year 2.00
Number of Years 25.00
Number of Payments 50.00

Start or End of Period end

Regular Payment \$289,614 **Annual Payment** \$579,228

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2026	28	\$289,614	\$86,822	\$202,792	\$5,357,397	15-Sep-26	\$5,357,397
2027	29	\$289,614	\$83,656	\$205,958	\$5,151,439	15-Mar-27	
2027	30	\$289,614	\$80,440	\$209,174	\$4,942,264	15-Sep-27	\$4,942,264
2028	31	\$289,614	\$77,173	\$212,441	\$4,729,824	15-Mar-28	
2028	32	\$289,614	\$73,856	\$215,758	\$4,514,066	15-Sep-28	\$4,514,066
2029	33	\$289,614	\$70,487	\$219,127	\$4,294,939	15-Mar-29	
2029	34	\$289,614	\$67,065	\$222,549	\$4,072,390	15-Sep-29	\$4,072,390
2030	35	\$289,614	\$63,590	\$226,024	\$3,846,367	15-Mar-30	
2030	36	\$289,614	\$60,061	\$229,553	\$3,616,814	15-Sep-30	\$3,616,814
2031	37	\$289,614	\$56,477	\$233,138	\$3,383,676	15-Mar-31	
2031	38	\$289,614	\$52,836	\$236,778	\$3,146,898	15-Sep-31	\$3,146,898
2032	39	\$289,614	\$49,139	\$240,475	\$2,906,423	15-Mar-32	
2032	40	\$289,614	\$45,384	\$244,230	\$2,662,193	15-Sep-32	\$2,662,193
2033	41	\$289,614	\$41,570	\$248,044	\$2,414,149	15-Mar-33	
2033	42	\$289,614	\$37,697	\$251,917	\$2,162,232	15-Sep-33	\$2,162,232
2034	43	\$289,614	\$33,763	\$255,851	\$1,906,381	15-Mar-34	
2034	44	\$289,614	\$29,768	\$259,846	\$1,646,535	15-Sep-34	\$1,646,535
2035	45	\$289,614	\$25,711	\$263,903	\$1,382,631	15-Mar-35	
2035	46	\$289,614	\$21,590	\$268,024	\$1,114,607	15-Sep-35	\$1,114,607
2036	47	\$289,614	\$17,405	\$272,209	\$842,398	15-Mar-36	
2036	48	\$289,614	\$13,154	\$276,460	\$565,938	15-Sep-36	\$565,938
2037	49	\$289,614	\$8,837	\$280,777	\$285,161	15-Mar-37	
2037	50	\$289,614	\$4,453	\$285,161	\$0	15-Sep-37	\$0

Table D6
Mountain View Regional Water System
2018 Business Plan Financial Model
Transmission Line Twinning - WTP to Mid-Line Station
Debenture Schedule

Borrowing **Bylaw 4 - Draw3**

First Payment 15-Jun-14 (yyyy-mm-dd)
Last Payment 2038 **Accrual Days** 200
Amount of Loan \$5,000,000
Annual Percentage 3.895%
Payments per Year 2.00
Number of Years 25.00
Number of Payments 50.00

Start or End of Period end

Regular Payment \$157,365 **Annual Payment** \$314,730

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2014	1	\$157,365	\$97,375	\$59,990	\$4,940,010	15-Jun-14	
2014	2	\$157,365	\$96,207	\$61,158	\$4,878,852	15-Dec-14	\$4,878,852
2015	3	\$157,365	\$95,016	\$62,349	\$4,816,502	15-Jun-15	
2015	4	\$157,365	\$93,801	\$63,564	\$4,752,938	15-Dec-15	\$4,752,938
2016	5	\$157,365	\$92,563	\$64,802	\$4,688,137	15-Jun-16	
2016	6	\$157,365	\$91,301	\$66,064	\$4,622,073	15-Dec-16	\$4,622,073
2017	7	\$157,365	\$90,015	\$67,350	\$4,554,723	15-Jun-17	
2017	8	\$157,365	\$88,703	\$68,662	\$4,486,061	15-Dec-17	\$4,486,061
2018	9	\$157,365	\$87,366	\$69,999	\$4,416,062	15-Jun-18	
2018	10	\$157,365	\$86,003	\$71,362	\$4,344,700	15-Dec-18	\$4,344,700
2019	11	\$157,365	\$84,613	\$72,752	\$4,271,948	15-Jun-19	
2019	12	\$157,365	\$83,196	\$74,169	\$4,197,779	15-Dec-19	\$4,197,779
2020	13	\$157,365	\$81,752	\$75,613	\$4,122,166	15-Jun-20	
2020	14	\$157,365	\$80,279	\$77,086	\$4,045,080	15-Dec-20	\$4,045,080
2021	15	\$157,365	\$78,778	\$78,587	\$3,966,493	15-Jun-21	
2021	16	\$157,365	\$77,247	\$80,118	\$3,886,375	15-Dec-21	\$3,886,375
2022	17	\$157,365	\$75,687	\$81,678	\$3,804,697	15-Jun-22	
2022	18	\$157,365	\$74,096	\$83,269	\$3,721,428	15-Dec-22	\$3,721,428
2023	19	\$157,365	\$72,475	\$84,890	\$3,636,538	15-Jun-23	
2023	20	\$157,365	\$70,822	\$86,543	\$3,549,995	15-Dec-23	\$3,549,995
2024	21	\$157,365	\$69,136	\$88,229	\$3,461,766	15-Jun-24	
2024	22	\$157,365	\$67,418	\$89,947	\$3,371,819	15-Dec-24	\$3,371,819
2025	23	\$157,365	\$65,666	\$91,699	\$3,280,120	15-Jun-25	
2025	24	\$157,365	\$63,880	\$93,485	\$3,186,635	15-Dec-25	\$3,186,635
2026	25	\$157,365	\$62,060	\$95,305	\$3,091,330	15-Jun-26	
2026	26	\$157,365	\$60,204	\$97,161	\$2,994,168	15-Dec-26	\$2,994,168
2027	27	\$157,365	\$58,311	\$99,054	\$2,895,115	15-Jun-27	

Table D7
Mountain View Regional Water System
2018 Business Plan Financial Model
Transmission Line Twinning - Mid-Line Station to Crossfield
Debenture Schedule

Borrowing Bylaw 2018-1 - Draw 1

First Payment	15-Mar-19	(yyyy-mm-dd)		
Last Payment	2043		Accrual Days	292
Amount of Loan			\$9,885,000	
Annual Percentage			3.500%	
Payments per Year			2.00	
Number of Years			25.00	
Number of Payments			50.00	

Start or End of Period end

Regular Payment \$298,269 **Annual Payment** \$596,538

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2019	1	\$298,269	\$172,988	\$125,282	\$9,759,718	15-Mar-19	\$9,759,718
2019	2	\$298,269	\$170,795	\$127,474	\$9,632,244	15-Sep-19	
2020	3	\$298,269	\$168,564	\$129,705	\$9,502,539	15-Mar-20	\$9,502,539
2020	4	\$298,269	\$166,294	\$131,975	\$9,370,565	15-Sep-20	
2021	5	\$298,269	\$163,985	\$134,284	\$9,236,280	15-Mar-21	\$9,236,280
2021	6	\$298,269	\$161,635	\$136,634	\$9,099,646	15-Sep-21	
2022	7	\$298,269	\$159,244	\$139,025	\$8,960,621	15-Mar-22	\$8,960,621
2022	8	\$298,269	\$156,811	\$141,458	\$8,819,163	15-Sep-22	
2023	9	\$298,269	\$154,335	\$143,934	\$8,675,229	15-Mar-23	\$8,675,229
2023	10	\$298,269	\$151,817	\$146,453	\$8,528,776	15-Sep-23	
2024	11	\$298,269	\$149,254	\$149,016	\$8,379,761	15-Mar-24	\$8,379,761
2024	12	\$298,269	\$146,646	\$151,623	\$8,228,137	15-Sep-24	
2025	13	\$298,269	\$143,992	\$154,277	\$8,073,861	15-Mar-25	\$8,073,861
2025	14	\$298,269	\$141,293	\$156,977	\$7,916,884	15-Sep-25	
2026	15	\$298,269	\$138,545	\$159,724	\$7,757,160	15-Mar-26	\$7,757,160
2026	16	\$298,269	\$135,750	\$162,519	\$7,594,642	15-Sep-26	
2027	17	\$298,269	\$132,906	\$165,363	\$7,429,279	15-Mar-27	\$7,429,279
2027	18	\$298,269	\$130,012	\$168,257	\$7,261,022	15-Sep-27	
2028	19	\$298,269	\$127,068	\$171,201	\$7,089,821	15-Mar-28	\$7,089,821
2028	20	\$298,269	\$124,072	\$174,197	\$6,915,623	15-Sep-28	
2029	21	\$298,269	\$121,023	\$177,246	\$6,738,378	15-Mar-29	\$6,738,378
2029	22	\$298,269	\$117,922	\$180,348	\$6,558,030	15-Sep-29	
2030	23	\$298,269	\$114,766	\$183,504	\$6,374,526	15-Mar-30	\$6,374,526
2030	24	\$298,269	\$111,554	\$186,715	\$6,187,811	15-Sep-30	
2031	25	\$298,269	\$108,287	\$189,982	\$5,997,829	15-Mar-31	\$5,997,829
2031	26	\$298,269	\$104,962	\$193,307	\$5,804,522	15-Sep-31	
2032	27	\$298,269	\$101,579	\$196,690	\$5,607,832	15-Mar-32	\$5,607,832

Table D7
Mountain View Regional Water System
2018 Business Plan Financial Model
Transmission Line Twinning - Mid-Line Station to Crossfield
Debenture Schedule

Borrowing Bylaw 2018-1 - Draw 1

First Payment 15-Mar-19 (yyyy-mm-dd)
Last Payment 2043 **Accrual Days** 292
Amount of Loan \$9,885,000
Annual Percentage 3.500%
Payments per Year 2.00
Number of Years 25.00
Number of Payments 50.00

Start or End of Period end

Regular Payment \$298,269 **Annual Payment** \$596,538

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2032	28	\$298,269	\$98,137	\$200,132	\$5,407,700	15-Sep-32	
2033	29	\$298,269	\$94,635	\$203,634	\$5,204,065	15-Mar-33	\$5,204,065
2033	30	\$298,269	\$91,071	\$207,198	\$4,996,867	15-Sep-33	
2034	31	\$298,269	\$87,445	\$210,824	\$4,786,043	15-Mar-34	\$4,786,043
2034	32	\$298,269	\$83,756	\$214,513	\$4,571,530	15-Sep-34	
2035	33	\$298,269	\$80,002	\$218,267	\$4,353,263	15-Mar-35	\$4,353,263
2035	34	\$298,269	\$76,182	\$222,087	\$4,131,176	15-Sep-35	
2036	35	\$298,269	\$72,296	\$225,974	\$3,905,202	15-Mar-36	\$3,905,202
2036	36	\$298,269	\$68,341	\$229,928	\$3,675,274	15-Sep-36	
2037	37	\$298,269	\$64,317	\$233,952	\$3,441,322	15-Mar-37	\$3,441,322
2037	38	\$298,269	\$60,223	\$238,046	\$3,203,276	15-Sep-37	
2038	39	\$298,269	\$56,057	\$242,212	\$2,961,064	15-Mar-38	\$2,961,064
2038	40	\$298,269	\$51,819	\$246,451	\$2,714,614	15-Sep-38	
2039	41	\$298,269	\$47,506	\$250,763	\$2,463,850	15-Mar-39	\$2,463,850
2039	42	\$298,269	\$43,117	\$255,152	\$2,208,699	15-Sep-39	
2040	43	\$298,269	\$38,652	\$259,617	\$1,949,082	15-Mar-40	\$1,949,082
2040	44	\$298,269	\$34,109	\$264,160	\$1,684,922	15-Sep-40	
2041	45	\$298,269	\$29,486	\$268,783	\$1,416,139	15-Mar-41	\$1,416,139
2041	46	\$298,269	\$24,782	\$273,487	\$1,142,652	15-Sep-41	
2042	47	\$298,269	\$19,996	\$278,273	\$864,379	15-Mar-42	\$864,379
2042	48	\$298,269	\$15,127	\$283,143	\$581,237	15-Sep-42	
2043	49	\$298,269	\$10,172	\$288,098	\$293,139	15-Mar-43	\$293,139
2043	50	\$298,269	\$5,130	\$293,139	\$0	15-Sep-43	

Table D8
Mountain View Regional Water System
2018 Business Plan Financial Model
Relocation of River Inlet
Debenture Schedule

Borrowing **Bylaw 2022-1 - Draw 1**
First Payment 15-Mar-23 (yyyy-mm-dd)
Last Payment 2047 **Accrual Days** 292
Amount of Loan \$9,500,000
Annual Percentage 5.0000%
Payments per Year 2.00
Number of Years 25.00
Number of Payments 50.00

Start or End of Period end

Regular Payment \$334,952 **Annual Payment** \$669,903

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2023	1	\$334,952	\$237,500	\$97,452	\$9,402,548	15-Mar-23	
2023	2	\$334,952	\$235,064	\$99,888	\$9,302,661	15-Sep-23	\$9,302,661
2024	3	\$334,952	\$232,567	\$102,385	\$9,200,276	15-Mar-24	
2024	4	\$334,952	\$230,007	\$104,945	\$9,095,331	15-Sep-24	\$9,095,331
2025	5	\$334,952	\$227,383	\$107,568	\$8,987,763	15-Mar-25	
2025	6	\$334,952	\$224,694	\$110,257	\$8,877,505	15-Sep-25	\$8,877,505
2026	7	\$334,952	\$221,938	\$113,014	\$8,764,491	15-Mar-26	
2026	8	\$334,952	\$219,112	\$115,839	\$8,648,652	15-Sep-26	\$8,648,652
2027	9	\$334,952	\$216,216	\$118,735	\$8,529,917	15-Mar-27	
2027	10	\$334,952	\$213,248	\$121,704	\$8,408,213	15-Sep-27	\$8,408,213
2028	11	\$334,952	\$210,205	\$124,746	\$8,283,467	15-Mar-28	
2028	12	\$334,952	\$207,087	\$127,865	\$8,155,602	15-Sep-28	\$8,155,602
2029	13	\$334,952	\$203,890	\$131,062	\$8,024,540	15-Mar-29	
2029	14	\$334,952	\$200,614	\$134,338	\$7,890,202	15-Sep-29	\$7,890,202
2030	15	\$334,952	\$197,255	\$137,696	\$7,752,506	15-Mar-30	
2030	16	\$334,952	\$193,813	\$141,139	\$7,611,367	15-Sep-30	\$7,611,367
2031	17	\$334,952	\$190,284	\$144,667	\$7,466,700	15-Mar-31	
2031	18	\$334,952	\$186,667	\$148,284	\$7,318,416	15-Sep-31	\$7,318,416
2032	19	\$334,952	\$182,960	\$151,991	\$7,166,424	15-Mar-32	
2032	20	\$334,952	\$179,161	\$155,791	\$7,010,634	15-Sep-32	\$7,010,634
2033	21	\$334,952	\$175,266	\$159,686	\$6,850,948	15-Mar-33	
2033	22	\$334,952	\$171,274	\$163,678	\$6,687,270	15-Sep-33	\$6,687,270
2034	23	\$334,952	\$167,182	\$167,770	\$6,519,500	15-Mar-34	
2034	24	\$334,952	\$162,988	\$171,964	\$6,347,536	15-Sep-34	\$6,347,536
2035	25	\$334,952	\$158,688	\$176,263	\$6,171,273	15-Mar-35	
2035	26	\$334,952	\$154,282	\$180,670	\$5,990,603	15-Sep-35	\$5,990,603
2036	27	\$334,952	\$149,765	\$185,186	\$5,805,417	15-Mar-36	

Table D8
Mountain View Regional Water System
2018 Business Plan Financial Model
Relocation of River Inlet
Debenture Schedule

Borrowing **Bylaw 2022-1 - Draw 1**
First Payment 15-Mar-23 (yyyy-mm-dd)
Last Payment 2047 **Accrual Days** 292
Amount of Loan \$9,500,000
Annual Percentage 5.000%
Payments per Year 2.00
Number of Years 25.00
Number of Payments 50.00

Start or End of Period end

Regular Payment \$334,952 **Annual Payment** \$669,903

Year	Payment	Paid	Interest	Principal	Balance	Payment Date	Balance at Year End
2036	28	\$334,952	\$145,135	\$189,816	\$5,615,601	15-Sep-36	\$5,615,601
2037	29	\$334,952	\$140,390	\$194,562	\$5,421,039	15-Mar-37	
2037	30	\$334,952	\$135,526	\$199,426	\$5,221,614	15-Sep-37	\$5,221,614
2038	31	\$334,952	\$130,540	\$204,411	\$5,017,202	15-Mar-38	
2038	32	\$334,952	\$125,430	\$209,521	\$4,807,681	15-Sep-38	\$4,807,681
2039	33	\$334,952	\$120,192	\$214,760	\$4,592,921	15-Mar-39	
2039	34	\$334,952	\$114,823	\$220,129	\$4,372,793	15-Sep-39	\$4,372,793
2040	35	\$334,952	\$109,320	\$225,632	\$4,147,161	15-Mar-40	
2040	36	\$334,952	\$103,679	\$231,273	\$3,915,889	15-Sep-40	\$3,915,889
2041	37	\$334,952	\$97,897	\$237,054	\$3,678,834	15-Mar-41	
2041	38	\$334,952	\$91,971	\$242,981	\$3,435,854	15-Sep-41	\$3,435,854
2042	39	\$334,952	\$85,896	\$249,055	\$3,186,798	15-Mar-42	
2042	40	\$334,952	\$79,670	\$255,282	\$2,931,517	15-Sep-42	\$2,931,517
2043	41	\$334,952	\$73,288	\$261,664	\$2,669,853	15-Mar-43	
2043	42	\$334,952	\$66,746	\$268,205	\$2,401,648	15-Sep-43	\$2,401,648
2044	43	\$334,952	\$60,041	\$274,910	\$2,126,738	15-Mar-44	
2044	44	\$334,952	\$53,168	\$281,783	\$1,844,954	15-Sep-44	\$1,844,954
2045	45	\$334,952	\$46,124	\$288,828	\$1,556,127	15-Mar-45	
2045	46	\$334,952	\$38,903	\$296,048	\$1,260,078	15-Sep-45	\$1,260,078
2046	47	\$334,952	\$31,502	\$303,450	\$956,629	15-Mar-46	
2046	48	\$334,952	\$23,916	\$311,036	\$645,593	15-Sep-46	\$645,593
2047	49	\$334,952	\$16,140	\$318,812	\$326,781	15-Mar-47	
2047	50	\$334,952	\$8,170	\$326,781	\$0	15-Sep-47	\$0

Appendix E
Annual Financing Cost and Revenue Details

**Table E1
Mountain View Regional Water System
2018 Business Plan Financial Model
Detailed Operating Expenditure
Years 2017 - 2022**

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	2017	2018	2019	2020	2021	2022
	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Cost Inflation Factor		2%	2%	2%	2%	2%
Volume Increase Over Previous Year	-2.0%	0.1%	1.0%	1.1%	1.2%	1.2%
Volume Related Cost Increase Factor			1.02	1.02	1.02	1.00
Board	\$60,000	\$61,800	\$63,036	\$64,297	\$65,583	\$66,894
Staffing						
Wages and Benefits	\$832,213	\$857,179	\$874,323	\$891,809	\$909,646	\$927,839
Employee Benefits	\$221,544	\$250,000	\$255,000	\$260,100	\$265,302	\$270,608
Employer RSP Contributions						
CAO Professional Development	\$3,000	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247
Staff Education and Training	\$22,000	\$22,600	\$23,052	\$23,513	\$23,983	\$24,463
Safety Equipment	\$8,700	\$9,000	\$9,180	\$9,364	\$9,551	\$9,742
	\$1,087,457	\$1,141,779	\$1,164,615	\$1,187,907	\$1,211,665	\$1,235,899
Administrative Services						
Consulting and Professional Fees	/ \$13,500	\$13,905	\$14,183	\$14,467	\$14,756	\$15,051
Legal Fees	\$5,000	\$5,150	\$5,253	\$5,358	\$5,465	\$5,575
Subcontractors	\$0	\$0	\$0	\$0	\$0	\$0
Alberta First Call	\ \$3,000	\$3,090	\$3,152	\$3,215	\$3,279	\$3,345
Membership and Dues	\$10,000	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
ISO 14001 Expense	\$16,000	\$20,000	\$20,400	\$20,808	\$21,224	\$21,649
Meals	\$4,000	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412
Travel	\$8,000	\$12,000	\$12,240	\$12,485	\$12,734	\$12,989
Delivery and Freight Services	\$1,500	\$1,550	\$1,581	\$1,613	\$1,645	\$1,678
Bad Debts	\$0	\$0	\$0	\$0	\$0	\$0
Interest and Bank Charges	\$500	\$1,000	\$1,020	\$1,040	\$1,061	\$1,082
Telephone / Internet / Air Cards	\$48,000	\$60,000	\$61,200	\$62,424	\$63,672	\$64,946
Insurance	\$75,000	\$60,000	\$61,200	\$62,424	\$63,672	\$64,946
Office Supplies and Postage	\$10,000	\$12,000	\$12,240	\$12,485	\$12,734	\$12,989
	\$194,500	\$203,695	\$207,769	\$211,924	\$216,163	\$220,486

**Table E1
Mountain View Regional Water System
2018 Business Plan Financial Model
Detailed Operating Expenditure
Years 2017 - 2022**

[Index](#)

	2017	2018	2019	2020	2021	2022
	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Cost Inflation Factor		2%	2%	2%	2%	2%
Operating Services						
Cassette Maintenance	\$370,000	\$370,000	\$384,948	\$400,500	\$416,680	\$425,014
Cathodic Protection	\$7,600	\$8,000	\$8,160	\$8,323	\$8,490	\$8,659
Rental of Equipment	\$1,500	\$1,575	\$1,607	\$1,639	\$1,671	\$1,705
Waste Removal Services	\$4,000	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165
	\$383,100	\$381,575	\$396,755	\$412,543	\$428,964	\$437,543
Operating Supplies						
Lab Supplies	\$35,000	\$38,000	\$38,760	\$39,535	\$40,326	\$41,132
Janitorial Supplies and Service	\$11,500	\$18,000	\$18,360	\$18,727	\$19,102	\$19,484
Small Tools	\$2,000	\$2,060	\$2,101	\$2,143	\$2,186	\$2,230
Chemicals and Supplies	\$200,000	\$206,000	\$214,322	\$222,981	\$231,989	\$236,629
Lube and Oil -Pumps	\$2,600	\$2,675	\$2,729	\$2,783	\$2,839	\$2,896
	\$251,100	\$266,735	\$276,272	\$286,170	\$296,442	\$302,371
Repairs and Maintenance						
Repairs/Maint - Vehicles	\$5,000	\$5,150	\$5,253	\$5,358	\$5,465	\$5,575
Repairs/Maint - Grounds	\$10,000	\$12,000	\$12,240	\$12,485	\$12,734	\$12,989
Repairs/Maint - Plant	\$210,000	\$216,300	\$220,626	\$225,039	\$229,539	\$234,130
Repairs/Maint - Down Line	\$50,000	\$51,500	\$52,530	\$53,581	\$54,652	\$55,745
Repairs/Maint - Lagoon	\$250,000	\$227,000	\$231,540	\$236,171	\$240,894	\$245,712
Cleanout	\$0	\$0	\$0	\$0	\$0	\$0
	\$525,000	\$511,950	\$522,189	\$532,633	\$543,285	\$554,151
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Utilities						
Utilities - Meter Station	\$16,000	\$16,500	\$17,167	\$17,860	\$18,582	\$18,953
Utilities - Mid Line Station	\$115,000	\$110,000	\$114,444	\$124,068	\$129,080	\$131,661
Utilities - Plant Heating	\$34,500	\$32,000	\$32,640	\$33,293	\$33,959	\$34,638
Utilities - Plant Power	\$570,000	\$525,000	\$546,210	\$568,277	\$591,235	\$603,060
	\$0	\$0	\$0	\$0	\$0	\$0
	\$735,500	\$683,500	\$710,461	\$743,497	\$772,855	\$788,313
Total Expense	\$3,236,657	\$3,251,034	\$3,341,096	\$3,438,971	\$3,534,957	\$3,605,656

**Mountain View Regional Water System
2018 Business Plan Financial Model**

South Red Deer Regional Wastewater System Contracted Operation

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	2017 Budget	2018 Budget	2019 Estimate	2020 Projected	2021 Projected	2022 Projected
Revenue Escalation			2.5%	2.5%	2.5%	2.5%
Revenue						
Administration Fee	\$36,000	\$39,600	\$40,590	\$41,605	\$42,645	\$43,711
Financial Services	\$20,800	\$20,800	\$21,320	\$21,853	\$22,399	\$22,959
Office Space Rental	\$3,000	\$3,000	\$3,075	\$3,152	\$3,231	\$3,311
Re-Imburse Attributed						
Salary, Wage and Benefit	\$250,000	\$303,600	\$309,672	\$315,865	\$322,183	\$328,626
Overtime	\$6,000	\$6,336	\$6,494	\$6,657	\$6,823	\$6,994
On Call	\$30,000	\$26,280	\$26,937	\$27,610	\$28,301	\$29,008
Truck	\$115,000	\$161,000	\$165,025	\$169,151	\$173,379	\$177,714
System Monitoring	\$35,000	\$38,544	\$39,508	\$40,495	\$41,508	\$42,545
Total Revenue	\$495,800	\$599,160	\$612,621	\$626,388	\$640,469	\$654,869
Expenditure						
Cost Escalation	0%	2%	2%	2%	2%	2%
System Expansion Factor	1	1	1	1	1	1
Personnel Costs						
Wages and Benefits	\$360,256	\$371,067	\$378,488	\$386,058	\$393,779	\$401,655
Staff Education	\$3,000	\$3,090	\$3,152	\$3,215	\$3,279	\$3,345
Staff Safety Supplies	\$4,300	\$4,429	\$4,518	\$4,608	\$4,700	\$4,794
Total Personnel Costs	\$367,556	\$378,586	\$386,158	\$393,881	\$401,758	\$409,794
Vehicle Operations	\$10,000	\$10,300	\$10,506	\$10,716	\$10,930	\$11,149
Insurance	\$2,000	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
Telephone	\$2,000	\$7,500	\$7,650	\$7,803	\$7,959	\$8,118
Meals	\$2,000	\$2,060	\$2,101	\$2,143	\$2,186	\$2,230
Office	\$5,000	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412
Professional Services	\$6,500	\$6,695	\$6,829	\$6,965	\$7,105	\$7,247
Repairs and Maintenance	\$5,000	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
Rent (Office Garage)	\$15,500	\$15,965	\$16,284	\$16,610	\$16,942	\$17,281
Small Tools	\$1,000	\$1,030	\$1,051	\$1,072	\$1,093	\$1,115
Total Operating Expense	\$416,556	\$447,136	\$456,079	\$465,200	\$474,504	\$483,994
Capital Expense	\$70,000	\$120,000	\$50,000	\$50,000	\$50,000	\$50,000
Total Annual Expense	\$486,556	\$567,136	\$506,079	\$515,200	\$524,504	\$533,994
Excess of Revenue over Expense	\$9,244	\$32,024	\$106,542	\$111,188	\$115,964	\$120,875

Table E3
Mountain View Regional Water System
2018 Business Plan Financial Model
Annual Volumes for Revenue Calculation
2017 - 2022

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	2017 Projected	2018 Budget	2019 Estimate	2020 Estimate	2021 Forecast	2022 Forecast
Members						
Town of Crossfield						
Projected Volume - Table C3		493,550	500,953	509,860	516,094	523,836
Actual Volume	505,457					
Projected Volume for Revenue Calculation	487,000	489,282	494,175	499,117	504,108	509,149
Actual / Expected Growth	8.3%	-3.2%	1.0%	1.0%	1.0%	1.0%
Projected Population	3,028	3,073	3,119	3,166	3,214	3,262
Litres per person per day (lcd)	457	436	434	432	430	428
Town of Carstairs						
Projected Volume - Table C3		394,683	406,523	419,866	431,280	444,219
Actual Volume	350,609					
Projected Volume for Revenue Calculation	390,000	352,362	355,886	359,445	363,039	366,669
Actual / Expected Growth	-6%	0.5%	1.0%	1.0%	1.0%	1.0%
Projected Population	4,199	4,325	4,455	4,589	4,726	4,868
Litres per person per day (lcd)	229	223	219	215	210	206
Town of Didsbury						
Projected Volume - Table C3		503,353	532,823	542,297	548,927	557,161
Actual Volume	503,353					
Projected Volume for Revenue Calculation	470,000	493,286	498,219	503,201	508,233	513,315
Actual / Expected Growth	9.7%	-2.0%	1.0%	1.0%	1.0%	1.0%
Projected Population	5,347	5,427	5,509	5,591	5,675	5,760
Litres per person per day (lcd)	258	249	248	247	245	244
Town of Olds						
Projected Volume - Table C3		1,398,727	1,429,543	1,465,133	1,493,506	1,526,692
Actual Volume	1,116,037					
Projected Volume for Revenue Calculation	1,305,000	1,111,573	1,122,689	1,133,915	1,145,255	1,156,707
Actual / Expected Growth	-12.6%	-0.4%	1.0%	1.0%	1.0%	1.0%
Projected Population (With College)	10,714	10,949	11,190	11,437	11,691	11,951
Litres per person per day (lcd)	285	278	275	272	268	265
Town of Bowden						
Projected Volume - Table C3		114,948	115,523	116,419	116,681	117,265
Actual Volume	97,697					
Projected Volume for Revenue Calculation	87,000	95,743	96,700	97,667	98,644	99,631
Actual / Expected Growth	14.1%	-2.0%	1.0%	1.0%	1.0%	1.0%
Projected Population	1,253	1,260	1,266	1,272	1,279	1,285
Litres per person per day (lcd)	214	208	209	210	211	212

Table E3
Mountain View Regional Water System
2018 Business Plan Financial Model
Annual Volumes for Revenue Calculation
2017 - 2022

[Index](#)

	2017 Projected	2018 Budget	2019 Estimate	2020 Estimate	2021 Forecast	2022 Forecast
Town of Innisfail						
Projected Volume - Table C3		977,193	986,965	999,566	1,006,803	1,016,871
Actual Volume	904,044					
Projected Volume for Revenue Calculation	935,700	939,302	948,695	958,182	967,763	977,441
Actual / Expected Growth	-0.7%	3.9%	1.0%	1.0%	1.0%	1.0%
Projected Population	8,033	8,113	8,194	8,276	8,359	8,442
Initially Projected Icd	-	330	330	331	330	330
Revised Projected Icd	319	317	317	317	317	317
Municipal Customers						
Mountain View County						
Projected Volume - Table C3	-	-	-	29,317	58,473	87,710
Actual Volume						
Projected Volume for Revenue Calculation	-	-	-	4,397	11,695	21,927
Proportion Connected		10%	15%	15%	20%	25%
Other Government/Institutional						
Bowden Institute						
Projected Volume - Table C3		98,550	98,550	98,820	98,550	98,550
Actual Volume	89,624					
Projected Volume for Revenue Calculation	88,000	88,000	88,000	88,000	88,000	88,000
Actual / Expected Growth	4%					
Non Government Customers						
Taq North						
Projected Volume - Table C3		44,895	44,895	45,018	44,895	44,895
Actual Volume	44,502					
Projected Volume for Revenue Calculation	46,429	44,502	44,502	44,502	44,502	44,502
Actual / Expected Growth	15%	0%	0%	0%	0%	0%
Enmax						
Projected Volume - Table C3		5,312	5,312	5,312	5,312	5,312
Actual Volume	5,395					
Projected Volume for Revenue Calculation	1,962	5,395	5,395	5,395	5,395	5,395
Actual / Expected Growth	248%	0%	0%	0%	0%	0%
Small Users						
Projected Volume - Table C3		1,132	1,132	1,132	1,132	1,132
Actual Volume	1,143					
Projected Volume for Revenue Calculation		1,486	1,486	1,486	1,486	1,486
Actual / Expected Growth	-28%	30%	0%	0%	0%	0%
Total Actual /Project Volume	3,617,861	3,620,931	3,655,746	3,695,307	3,738,120	3,784,223

Table E4
Mountain View Regional Water System
2018 Business Plan Financial Model
Tangible Capital Assets

	Water System	Building	Machinery	Vehicles	Total
Amortization Period	40	20	10	6	
2017					
Opening Cost Value	\$57,763,778	\$351,407	\$253,306	\$242,273	\$58,610,764
Additions	\$0	\$177,500	\$995,176	\$0	\$1,172,676
Closing Cost Value	\$57,763,778	\$528,907	\$1,248,482	\$242,273	\$59,783,440
Opening Accumulated Amortization	\$10,816,453	\$14,686	\$121,866	\$186,351	\$11,139,356
Amortization	\$1,444,094	\$22,008	\$75,089	\$40,379	\$1,581,571
Closing Accumulated Amortization	\$12,260,547	\$36,694	\$196,955	\$226,730	\$12,720,927
Net Carrying Amount Year End	\$45,503,231	\$492,213	\$1,051,527	\$15,543	\$47,062,513
2018					
Opening Cost Value	\$57,763,778	\$528,907	\$1,248,482	\$242,273	\$59,783,440
Additions	\$26,000,000		\$205,000	\$130,000	\$26,335,000
Closing Cost Value	\$83,763,778	\$528,907	\$1,453,482	\$372,273	\$86,118,440
Opening Accumulated Amortization	\$12,260,547	\$36,694	\$196,955	\$226,730	\$12,720,927
Amortization	\$1,769,094	\$26,445	\$135,098	\$51,212	\$1,981,850
Closing Accumulated Amortization	\$14,029,642	\$63,139	\$332,054	\$277,942	\$14,702,777
Net Carrying Amount Year End	\$69,734,136	\$465,768	\$1,121,428	\$94,331	\$71,415,663
2019					
Opening Cost Value	\$83,763,778	\$528,907	\$1,453,482	\$372,273	\$86,118,440
Additions	\$0		\$205,000	\$50,000	\$255,000
Closing Cost Value	\$83,763,778	\$528,907	\$1,658,482	\$422,273	\$86,373,440
Opening Accumulated Amortization	\$14,029,642	\$63,139	\$332,054	\$277,942	\$14,702,777
Amortization	\$2,094,094	\$26,445	\$155,598	\$66,212	\$2,342,350
Closing Accumulated Amortization	\$16,123,736	\$89,585	\$487,652	\$344,154	\$17,045,127
Net Carrying Amount Year End	\$67,640,042	\$439,322	\$1,170,830	\$78,119	\$69,328,313
2020					
Opening Cost Value	\$83,763,778	\$528,907	\$1,658,482	\$422,273	\$86,373,440
Additions	\$0		\$210,125	\$50,000	\$260,125
Closing Cost Value	\$83,763,778	\$528,907	\$1,868,607	\$472,273	\$86,633,565
Opening Accumulated Amortization	\$16,123,736	\$89,585	\$487,652	\$344,154	\$17,045,127
Amortization	\$2,094,094	\$26,445	\$176,354	\$74,546	\$2,371,440
Closing Accumulated Amortization	\$18,217,831	\$116,030	\$664,006	\$418,700	\$19,416,567
Net Carrying Amount Year End	\$65,545,947	\$412,877	\$1,204,601	\$53,573	\$67,216,998

Table E4
Mountain View Regional Water System
2018 Business Plan Financial Model
Tangible Capital Assets

	Water System	Building	Machinery	Vehicles	Total
Amortization Period	40	20	10	6	
2021					
Opening Cost Value	\$83,763,778	\$528,907	\$1,868,607	\$472,273	\$86,633,565
Additions	\$0	\$0	\$215,378	\$0	\$215,378
Closing Cost Value	\$83,763,778	\$528,907	\$2,083,985	\$472,273	\$86,848,943
Opening Accumulated Amortization	\$18,217,831	\$116,030	\$664,006	\$418,700	\$19,416,567
Amortization	\$2,094,094	\$26,445	\$197,630	\$78,712	\$2,396,882
Closing Accumulated Amortization	\$20,311,925	\$142,475	\$861,636	\$497,412	\$21,813,448
Net Carrying Amount Year End	\$63,451,853	\$386,432	\$1,222,349	-\$25,139	\$65,035,495
2022					
Opening Cost Value	\$83,763,778	\$528,907	\$2,083,985	\$472,273	\$86,848,943
Additions	\$20,000,000	\$0	\$220,763	\$0	\$20,220,763
Closing Cost Value	\$103,763,778	\$528,907	\$2,304,748	\$472,273	\$107,069,706
Opening Accumulated Amortization	\$20,311,925	\$142,475	\$861,636	\$497,412	\$21,813,448
Amortization	\$2,344,094	\$26,445	\$219,437	\$78,712	\$2,668,689
Closing Accumulated Amortization	\$22,656,020	\$168,921	\$1,081,072	\$576,124	\$24,482,137
Net Carrying Amount Year End	\$81,107,758	\$359,986	\$1,223,675	-\$103,851	\$82,587,569

Table E5
Mountain View Regional Water System
2018 Business Plan Financial Model
Amortization of No Cost Capital

Index	Existing System	New Transmission Line	New Raw Water Inlet	Total
Amorization Period in Years	40	40	40	
2017				
Opening Original No Cost Capital	\$13,308,422	\$0		\$13,308,422
Additions	\$325,500	\$0		\$325,500
Closing Original No Cost Capital Value	\$13,633,922	\$0		\$13,633,922
Opening Accumulated Amortization	\$1,082,711	\$0		\$1,082,711
Amortization	\$336,779	\$0	\$0	\$336,779
Closing Accumulated Amortization	\$1,419,490	\$0	\$0	\$1,419,490
Net No Cost Capital Value Year End	\$12,214,432	\$0		\$12,214,432
2018				
Opening Original No Cost Capital	\$13,633,922	\$0		\$13,633,922
Additions	\$0	\$10,737,287		\$10,737,287
Closing Original No Cost Capital Value	\$13,633,922	\$10,737,287		\$24,371,209
Opening Accumulated Amortization	\$1,419,490	\$0		\$1,419,490
Amortization	\$340,848	\$134,216	\$0	\$475,064
Closing Accumulated Amortization	\$1,760,338	\$134,216		\$1,894,554
Net No Cost Capital Value Year End	\$11,873,584	\$10,603,071		\$22,476,655
2019				
Opening Original No Cost Capital	\$13,633,922	\$10,737,287		\$24,371,209
Additions	\$0			\$0
Closing Original No Cost Capital Value	\$13,633,922	\$10,737,287		\$24,371,209
Opening Accumulated Amortization	\$1,760,338	\$134,216		\$1,894,554
Amortization	\$340,848	\$268,432	\$0	\$609,280
Closing Accumulated Amortization	\$2,101,186	\$402,648		\$2,503,834
Net No Cost Capital Value Year End	\$11,532,736	\$10,334,639		\$21,867,375
2020				
Opening Original No Cost Capital	\$13,633,922	\$10,737,287		\$24,371,209
Additions	\$0	\$0		\$0
Closing Original No Cost Capital Value	\$13,633,922	\$10,737,287		\$24,371,209
Opening Accumulated Amortization	\$2,101,186	\$402,648		\$2,503,834
Amortization	\$340,848	\$268,432	\$0	\$609,280
Closing Accumulated Amortization	\$2,442,034	\$671,080		\$3,113,114
Net No Cost Capital Value Year End	\$11,191,888	\$10,066,207		\$21,258,095

Table E5
Mountain View Regional Water System
2018 Business Plan Financial Model
Amortization of No Cost Capital

[Index](#)

	Existing System	New Transmission Line	New Raw Water Inlet	Total
Amorization Period in Years	40	40	40	
2021				
Opening Original No Cost Capital	\$13,633,922	\$10,737,287		\$24,371,209
Additions	\$215,378	\$0		\$215,378
Closing Original No Cost Capital Value	\$13,849,300	\$10,737,287		\$24,586,587
Opening Accumulated Amortization	\$2,442,034	\$671,080		\$3,113,114
Amortization	\$343,540	\$268,432	\$0	\$611,972
Closing Accumulated Amortization	\$2,785,574	\$939,513		\$3,725,087
Net No Cost Capital Value Year End	\$11,063,726	\$9,797,774		\$20,861,500
2022				
Opening Original No Cost Capital	\$13,849,300	\$10,737,287		\$24,586,587
Additions	\$0	\$0	\$8,000,000	\$8,000,000
Closing Original No Cost Capital Value	\$13,849,300	\$10,737,287	\$8,000,000	\$32,586,587
Opening Accumulated Amortization	\$2,785,574	\$939,513	\$0	\$3,725,087
Amortization	\$346,232	\$268,432	\$100,000	\$714,665
Closing Accumulated Amortization	\$3,131,807	\$1,207,945	\$100,000	\$4,439,752
Net No Cost Capital Value Year End	\$10,717,493	\$9,529,342	\$7,900,000	\$28,146,835

PRIOR TO ADOPTION

283

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **December 21, 2017** at 8:30 a.m. in Council Chambers at the Olds Town Office.

Present – MPC Members

Public at Large: Anne Blackburn, Janice Thompson and Andy Weiss.
Elected Officials: Mayor Michael Muzychka, Councillor Wanda Blatz and Councillor Debbie Bennett.

Absent – MPC Members

Absent: Rudy Durieux.

Present – Staff

Scott Chant, Chief Operating Officer; Carey Keleman, Development Officer II; and Karol Jorgensen, Recorder.

Attendees & Delegates

None.

1. Call to Order

Chair Weiss called the meeting to order at 8:32 a.m.

1A. Added Item(s)

None.

1B. Adoption of Agenda

Agenda revision: Home Occupation Class 2 - Yoga ~~Glasses~~ Classes & Nutritional Consulting

Moved by Commissioner Thompson, "to adopt the Agenda for the Municipal Planning Commission meeting of December 21, 2017 as amended."

Motion Carried 17.66

2. Adoption of Previous Minutes

Moved by Mayor Muzychka, "to adopt the meeting minutes from the November 9, 2017 Municipal Planning Commission meeting as presented."

Motion Carried 17.67

3. Business Arising from the Minutes

None.

4. New Business

4A) DP17-153

**Manufactured Home with Front & Rear Yard Relaxations
66, 5800 - 46 Street**

Development Officer Keleman presented this application as contained in the Agenda. There is a substantial MR on the West side of the mobile home park.

Discussion:

Development Officer Keleman responded to the question of whether there have been other applications similar to this one. She noted there have been, with one located across the road from the proposed site.

Manufactured homes built today are larger than they were built when this mobile home park was established.

Councillor Bennett asked if the issue of relaxations could be dealt with on an administrative level, allowing the Development Officer to process these types of applications in future. Development Officer Keleman responded that this could be brought forward to Council as a Land Use Bylaw amendment. There are the three mobile home parks in Olds that may be affected.

Development Officer Keleman also noted that the road in this mobile home park is a private road.

Moved by Councillor Bennett, "that the Municipal Planning Commission approve Development Permit Application DP17-153 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 17.68

4B) DP17-162
Home Occupation Class 2 - K-12 Tutoring Services
5924 - 56 Street

Development Officer Keleman presented this application as contained in the Agenda. The applicant was in attendance at the meeting.

Moved by Commissioner Thompson, "that the Municipal Planning Commission approve Development Permit Application DP17-162 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 17.69

4C) DP17-163
Home Occupation Class 2 - Home Office & Storage for Electrical Contracting Business
5122 - 43 Street

Development Officer Keleman presented this application as contained in the Agenda.

Discussion:
Development Officer Keleman noted there will not be large equipment parking or outdoor storage on the property.

Moved by Councillor Blatz, "that the Municipal Planning Commission approve Development Permit Application DP17-163 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 17.70

4D) DP17-164
Home Occupation Class 2 - Yoga Classes & Nutritional Consulting
5210 - 42 Street

Development Officer Keleman presented this application as contained in the Agenda.

Discussion:
Development Officer Keleman noted there will be up to five (5) people participating in yoga classes at one time. There is parking in the driveway and adequate parking on the street.

The applicant was in attendance at the meeting and confirmed the maximum number of people participating at one time. ²⁸⁵

Moved by Councillor Bennett, “that the Municipal Planning Commission approve Development Permit Application DP17-164 as presented, subject to conditions listed in the attached draft Development Permit.”
Motion Carried 17.71

5. Correspondence and Information

5A) Development & Building Permits and Monthly Building Permit Statistics

Development Officer Keleman reported on the list of development and building permit files for November 2017 and the Monthly Building Permit Statistics.

Moved by Commissioner Thompson, “that the development updates be received as information.”
Motion Carried 17.72

6. Adjournment

The next Municipal Planning Commission meeting will be Thursday, January 18, 2018 at 8:30 a.m. in Town of Olds Council Chambers.

Mayor Muzychka moved to adjourn the Municipal Planning Commission meeting at 8:50 a.m.
Motion Carried 17.73

These Minutes approved _____.

ANDY WEISS
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

2017 BUILDING PERMIT STATISTICS - Town of Olds

	Residential										Commercial	Industrial	Institutional	286 TOTALS				
	Detached		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value				#	Value	#	Value	#
Jan	1	\$ 335,000	0	0	0	0	0	0	4	\$ 207,000	2	\$ 90,000	0	0	0	0	7	\$ 632,000
Feb	0	0	2	2	\$ 450,000	0	0	0	2	\$ 22,000	2	\$ 170,000	0	0	0	0	6	\$ 642,000
Mar	2	\$ 680,000	0	0	0	0	0	0	3	\$ 52,000	2	\$ 76,500	0	0	1	\$ 1,572	8	\$ 810,072
Apr	2	\$ 685,000	0	0	0	0	0	0	8	\$ 94,600	1	\$ 25,000	1	\$ 10,000	1	\$ 830,000	13	\$ 1,644,600
May	3	\$ 780,000	0	0	0	0	0	0	7	\$ 68,500	1	\$ 200,000	0	0	2	\$ 397,900	13	\$ 1,446,400
Jun	1	\$ 362,500	0	0	0	0	0	0	3	\$ 93,000	2	\$ 27,000	2	\$ 118,000	0	0	8	\$ 600,500
Jul	0	0	0	0	0	1	22	\$4,500,000	1	\$ 2,500	0	0	2	\$3,520,000	0	0	4	\$ 8,022,500
Aug	1	\$ 320,000	0	0	0	0	0	0	5	\$ 58,000	5	\$ 481,000	0	0	1	\$ 212,000	12	\$ 1,071,000
Sep	1	\$ 425,000	0	0	0	0	0	0	1	\$ 2,500	3	\$ 419,242	1	\$ 12,900	2	\$ 57,000	8	\$ 916,642
Oct	4	\$1,150,000	2	2	\$ 450,000	0	0	0	3	\$ 118,000	1	\$ 14,500	0	0	1	\$ 175,000	11	\$ 1,907,500
Nov	1	\$ 360,000	2	2	\$ 450,000	0	0	0	0	0	2	\$ 24,700	0	0	0	0	5	\$ 834,700
Dec																		
	16	\$ 5,097,500	6	6	\$ 1,350,000	1	22	\$4,500,000	37	\$ 718,100	21	\$1,527,942	6	\$3,660,900	8	\$ 1,673,472	95	\$18,527,914

2016 BUILDING PERMIT STATISTICS - Town of Olds

	Residential										Commercial	Industrial	Institutional	TOTALS				
	Detached		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value				#	Value	#	Value	#
Jan	1	\$ 440,000	0	0	0	0	0	0	1	\$ 1,000	2	\$ 1,175,000	0	0	0	0	4	\$1,616,000
Feb	0	0	1	2	\$ 330,000	0	0	0	0	0	2	\$ 80,000	0	0	0	0	3	\$ 410,000
Mar	2	\$ 190,000	0	0	0	0	0	0	5	\$ 98,000	3	\$ 290,000	1	\$ 70,000	2	\$ 172,600	13	\$ 820,600
Apr	1	\$ 340,000	0	0	0	0	0	0	7	\$ 67,000	2	\$ 130,000	0	0	1	\$1,100,000	11	\$ 1,637,000
May	0	0	2	2	\$ 500,000	0	0	0	6	\$ 98,072	3	\$ 88,000	0	0	1	\$ 40,000	12	\$ 726,072
Jun	2	\$ 359,000	1	2	\$ 650,000	0	0	0	8	\$ 111,700	3	\$ 60,075	0	0	1	\$ 85,000	15	\$ 1,265,775
Jul	0	0	0	0	0	0	0	0	4	\$ 97,500	7	\$ 2,763,230	1	\$ 220,000	4	\$ 769,486	16	\$ 3,850,216
Aug	1	\$ 325,000	0	0	0	0	0	0	3	\$ 67,000	3	\$ 48,000	0	0	0	0	7	\$ 440,000
Sep	1	\$ 270,000	1	2	\$ 500,000	0	0	0	5	\$ 57,000	2	\$ 22,500	0	0	0	0	7	\$ 579,500
Oct	5	\$ 1,488,500	2	2	\$ 400,000	0	0	0	4	\$ 75,000	1	\$ 1,000	0	0	0	0	12	\$ 1,964,500
Nov	0	0	0	0	0	0	0	0	1	\$ 22,000	1	\$ 250,000	0	0	1	\$ 10,200	3	\$ 282,200
Dec	0	0	0	0	0	0	0	0	0	0	1	\$ 100,000	1	\$ 18,000	0	0	2	\$ 118,000
	13	\$ 3,412,500	7	10	\$ 2,380,000	0	0	0	44	\$ 694,272	30	\$ 5,007,805	3	\$ 308,000	10	\$2,177,286	105	\$13,979,863

Town of Olds Development & Building Permits

November 2017

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#	Applicant	Owner	Civic Address	Lot	Blk	Plan	App Description	Value
17-140	Beverley Barby	Beverley Barby	5309 52 Street	12	47	5359HR	Home Occupation Class 2 - Home office and parking stalls for taxi business.	\$ -
17-141	Lyle Bliss	Lyle & Irene Bliss	5437 55 Street	9A	1	7710985	Home Occupation Class 2 - parking stalls for 2 taxis.	\$ -
17-150	Foxx Builders Ltd.	Foxx Builders Ltd.	10 Destiny Lane	5	13	1510189	Duplex with Front Attached Garage	\$ 225,000
17-151	Foxx Builders Ltd.	Foxx Builders Ltd.	12 Destiny Lane	6	13	1510189	Duplex with Front Attached Garage	\$ 225,000
17-152	Nancy Latimer	Nancy Latimer	6201 Douglas Place	19	4	9411632	6'x10' Deck - post construction	\$ -
17-154	Patti Kilpatrick	Patti Kilpatrick	5209 47 Avenue	8	32	674JK	Home Occupation Class 1 - Home office for mobile foot care service.	\$ -
17-156	Rod Pederson	Betty Pederson	4410 54 Avenue	9C	2	4956JK	2 Rear Decks - post construction	\$ -
17-157	Jared Friske	Jared Friske	6021 Ash Street	4	6	7811071	Home Occupation Class 1 - Home office for a renovation business	
17-158	Smoker's Corner Ltd.	Forty Six Square Ltd.	#310, 4602 46 Street	5	51	1513229	Commercial Tenant Improvements	\$ 17,000
17-159	Normark Homes	1893298 Alberta Ltd.	14 Wigham Close	55	4	1413182	Detached Dwelling with Front Attached Garage	\$ 360,000
17-160	Country Signs	Parkland Fuel Corporation	4902 54 Avenue	14 & 15	42	3636HI	2 Commercial Fascia Signs	\$ 7,700
17-161	Susan Smyth	Susan Smyth	4621 44 Street	32	52	0914533	Home Occupation Class 1 - Home office for a personal assistant business.	\$ -
								<u>\$ 834,700</u>



Olds & District Chamber of Commerce Board of Directors Meeting

MINUTES

Wednesday, November 22, 2017 – 4:30 – 6:00 pm in Chamber/OI Board Room

VISION: To see our vibrant community grow and prosper.

MISSION: To foster a positive business environment by providing services, advocacy and leadership to our members.

Present: President Ben Stone, Bill Hall, Tracy Gardner, Doug Collie, Janice Widmer-Anderson, Vicky Barzey, David Burchat, Judy Schlichenmayer, Executive Director Caroline Bodmer
Regrets: Britnie Cook, Mary Jane Harper, Tanya McDonald, Doug Parcels, Melissa Maschke
Chairperson: Ben Stone
Recording: Caroline Bodmer, Executive Director

Meeting was called to Order by Chair Ben Stone @ 5:12 pm

1. **Call to Order/Agenda Approval** – President Ben Stone called the meeting to order with quorum present.

1. **REVIEW & APPROVAL OF AGENDA**

Addition: Item 3.8 SEAL Luncheon (Tracy Gardner)

MOTION: by Tracy Gardner that agenda be accepted as amended. CARRIED.

2. **REVIEW & APPROVAL of September 20, 2017 MEETING MINUTES**

MOTION: by Janice Anderson that minutes be accepted as circulated. CARRIED.

3. **COMMITTEE AND/OR PROJECT/EVENT REPORTS**

3.1 **Executive Committee Report (Ben Stone)**

Ben Stone advised no report. Next Executive meeting will be held December 12, in lieu of a December Board meeting.

3.2 **Olds Institute for Community & Regional Development (Ben S/Bill H)**

Bill Hall reported on budget discussions and priorities with orientation of new council.

ACTION: Bring forward to next Executive Committee meeting for discussion of potential funding implications for OI and Chamber operations for 2019.

3.3 **OI B.A.R.E Committee (Bill Hall)**

Bill Hall advised on October 25 meeting.

3.4 **Finance Committee (Judy S)**

- * Accounts Payable – to November 22, 2017
- * Month End Financial Reports –Sep 30, 2017
- * Executive Committee Budget

MOTION: by Bill Hall that Accounts Payable as listed in the amount of \$6,546.53 be authorized. CARRIED.

3.5 Uptowne Olds Committee (Doug Collie)

Excellent events of Hallowe'en Howl with Harry Potter theme. Businesses reported large increases in foot traffic. Full families in dress-up were common. Candy distribution at a new high. Uptowne businesses are enthused for future events using the theme.

Midnight Madness continues the shopping promotion through to Christmas. Active business participation and promotion experienced this year.

3.6 Business Awards Committee (Ben Stone/Caroline Bodmer)

Final collections in progress. Consolidation of bookkeeping between old and new systems will be done with year end. *ACTION: Final report to be tabled.*

3.7 Luncheon/Sponsored Committee Report (Vicky Barzey)

Nov.8, 2017 Sponsored Luncheon with FBC
Anytime Fitness (tentative) and Dec.13, 2017 To Be Determined.

3.8 Executive Director's Report (Caroline Bodmer) - Circulated

Given the desire to move the meeting forward, members were requested to refer to the report at their leisure and refer questions if desired.

MOTION: By Janice Widmer Anderson, that the Committee reports be accepted for information as presented and attached. CARRIED.

4.0 CORRESPONDENCE RECEIVED /ACTION

4.1 **AUMA** – Council request for Messages to Government Officials - previously circulated.

4.2 **Counterfeit Bills, Circulating Scams, Kijiji Fraud Deposits** – A number of resources will be circulated to membership with weekly updates. Members commented on illegal activity and need for diligence in the area.

Rural Crime Watch - recognized as a valuable community resource for information and assisting in alerting . They will be hosting an information session on November 27.

RECOMMENDATION: Rural Crime Watch will be encouraging letters to be written to put pressure on the government to take more action on rural crime prevention and protecting business assets.

David Burchat - reported on known theft at friends' property;

Bill Hall - reported on professional thefts at Olds Coop particularly targeting meat department using
ACTION: Continue information and monitor for alerts.

4.3 **Parade of Lights Invitation from ORE** – Previously circulated to membership

ACTION: Promote to members for participation.

Tracy Gardner – Recommended to send application ahead of time, but advised anyone is accepted on the night of Light Up.

5.0 BUSINESS ARISING

5.1 Website Quote (Judy Schlichenmayer)

Estimate was reviewed along with timeline expected for work to be done. Recommendation from Treasurer and Executive Director was given on priority activities.

MOTION: By Vicky Barzey that consideration for proceeding be tabled until Spring. CARRIED.

5.2 Municipal Election Results: (Ben Stone)

Ben Stone confirmed Mary Jane Harper’s appointment as Chamber representative, with Wanda Blatz as alternate.

5.3 Olds Fashioned Christmas Chamber Involvement: (Janice Anderson)

Christmas Light Up event is Nov 25. Janice Anderson confirmed attendance at meetings representing the Chamber. She reviewed volunteers arranged and will be buying Santa hats for them to wear. Volunteers are asked to be at the park by 2:15 to set up and cook hot dogs.
ACTION: Refer volunteers for the event to Janice.

ORE has set up the Light Up Santa Claus Parade of Lights for 5 pm on Nov 25.
ACTION: Members were asked to support participation of businesses throughout the community.

6.0 NEW BUSINESS

6.1 Strategic Planning Committee (Ben S/ Bill H)

Planning meeting has been set with the facilitator.
ACTION: Committee will provide doodle poll to Board to choose a date, and work with facilitator on process and venue.

6.2 Christmas Social Dinner for Board Members and Guest (Ben Stone)

Pending availability of members, an event is suggested for December 11 or 13.
ACTION: Executive will provide doodle poll to Board to check availability and advise.

6.3 Executive Committee (Ben Stone)

Scheduled for December 12, 2017 at Torrock Towing Office at 5 pm.

6.4 Chamber Plan – (Caroline Bodmer)

Meeting has been set with the representative on November 24 at 11 am to review administrative and promotional responsibilities. Members were invited to attend if interested. They will be invited to present at a Spring Luncheon to promote the value-added benefits to members.

7.0 IN CAMERA SESSION

MOTION: By Judy Schlichenmayer to go in camera. CARRIED.
MOTION: By Judy Schlichenmayer to go out of camera meeting. CARRIED.

DATE OF NEXT MEETING

** Regular Board of Directors Meeting at Chamber-OI Board Room
Wednesday, January 17, 2018 – 5:00 pm
_____ volunteered to provide a light lunch for the next meeting.*

8.0 ADJOURNMENT

MOTION: by Chair, at 7:45 pm that the meeting be adjourned. CARRIED.

President - Chair

Secretary or Treasurer



**Olds and District Chamber of Commerce
Executive Committee Meeting
Tuesday, December 12, 2017 – 5:30 pm
Torrock Sales & Services Meeting Room**

Present: Ben Stone, Judy Schlichenmayer, Doug Collie, Caroline Bodmer
Regrets: Bill Hall, Vicky Barzey

Minutes

1. REVIEW AND APPROVAL OF THE AGENDA

MOTION: by Doug Collie, that the agenda be accepted as presented. **CARRIED.**

2. NEW BUSINESS

2.1 2017 November Month End Financial Review *(circulated at meeting)*

MOTION: by Judy S to accept financial report, seconded by Doug C. **CARRIED.**

2.2 2017 December 12 Accounts Payable Approval

MOTION: by Judy S, to approve list of payables as presented, seconded by Doug C. **CARRIED.**

2.3 Exceptional Customer Service Nominations

- 2 nominations received for November; 1 to date for December

ACTION: to forward to Murray E and committee for follow up.

2.4 Uptowne, BAR&E, Chamber Strategic Planning or moving forward

RECOMMENDATION: to Board by Judy S, seconded by Doug C. **CARRIED.**

Discussion was held regarding meetings tomorrow – with attendance and approach; plan is to contribute to the deliberations at the meetings and set date for January or February facilitated joint planning meeting as appropriate.

ACTION: to bring forward to next meeting pending results of meetings.

2.5 Work Plan/ Coverage during January, Executive Director Contract

The Executive Director and Treasurer reviewed the negotiation with Everything Olds Staff Team for coverage of office during planned holiday absence of ED.

- Office front door, social media – referral and assistance by Debra, Patti, Mitch
- Mail, phone, email coverage – monitoring by copy of emails sent to personal email c.s.bodmer@gmail.com; phone plan acquired to give unlimited North American calling and texting to enable monitoring by ED and follow up
- Banking, financial – Treasurer will collect mail and deal with any items requiring payment or follow up
- Priorities for December for ED – marketing, highway signs, membership renewal pkg, A/R, financial year end work with Treasurer
- Priorities for January – strategic planning outcomes, financial YE and Budget
- Compensation Plan for January 1, 2018 to be set – bring forward to next meeting.

2.6 Chamber Strategic Planning

President Ben S reported Jennifer Lutz has indicated willingness to assist as soon as we set date/venue pending availability of Board members. Recommending Town will cover cost of food, and recommending Fire Hall may be an available venue option at no cost. ***ACTION: to await meetings outcomes and recommend to Board dates by doodle poll appropriately.***

2.7 Chamber Board Social

Given the hectic pace of everyone's calendars the Executive recommended moving an event to January or foregoing entirely in lieu of a date for Strategic Planning as a priority. This date is to be determined. ***ACTION: to await meetings outcomes and bring forward to future meeting.***

3. DATE OF NEXT MEETING - At call of the President

4. ADJOURNMENT

MOTION: By the President, at 7:00 p.m.

President

Secretary or Treasurer



**Olds and District Chamber of Commerce
Executive Committee Meeting
Tuesday, December 28, 2017 – 4-4:30 pm
Everything Olds Meeting Room**

MINUTES

Present: Ben Stone, Judy Schlichenmayer, Doug Collie, Caroline Bodmer
Regrets: Bill Hall, Vicky Barzey

1. CALL TO ORDER; REVIEW AND APPROVAL OF THE AGENDA

MOTION: by Doug Collie, that the agenda be accepted as presented. **CARRIED.**

2. NEW BUSINESS

2.1 Contract with Executive Director commencing Jan 1, 2018

Recommendation: that the contract for services be framed at 35 hours per week commencing January 1, 2018, with opportunity for adjustments and setting targets through Strategic Planning. Noted expectation of significant reduction in hours of time off in lieu being made in January.

MOTION: to recommend to Board by Judy S, seconded by Doug C. **CARRIED.**

2.2 Coverage Plan for ED during Absence

- Itemized Coverage plan has been prepared and reviewed by Judy S and ED.
- ED advised Debra Martens will handle mail pick up, phones and walk in traffic, as well as managing luncheon registrations as required. Chamber Chat will be prepared for period of absence, and ED will work with Patti Simoneau on social media and other promotion in Communications Plan for Roger Brooks, Luncheon promotion, etc.
- Primary activities that will continue during absence will be AR/AP and Year End preparation, as well as membership and website support.
- Ben Stone offered to assist with email follow up if required.
- Judy S will provide weekly follow up on deposits, writing cheques and other correspondence.

2.3 Financial Review

2.3.1 2017 Accounts Payable Approval

- ACC & CCC Membership/ Affiliation Fees	\$2,356.20
- ACE Membership Fee	\$ 63.00
- Bookkeeping	
- ED Month End	\$1,782.35
- Postage costs to be determined	
- Dunrite Printing (photocopying)	\$ 154.82

MOTION: by Doug C, that the payments of accounts itemized be authorized. **CARRIED.**

2.3.2 2017 December Month End Financial Review

- Collections are approaching \$14,545.63 in all categories not in AR to Sept 30, 2017
- Collections Aged at \$14531.31 as of Sept 30-2017 Accounts Receivable
- Updating of anticipated write offs is next step with Treasurer in preparation for Year End

2.4 Annual Report for Society

ACTION: Signature provided by President – Treasurer will submit with Financial Report from last year and list of Officers and Directors.

2.5 Calendar Updates

- Draft Chamber Calendar for 2018 was circulated.
- Luncheon meeting for January was discussed. Ben advised he will be unavailable from January 1-22, as he will need to cover other partner's absence before 2 pm daily.
CONSENSUS: Focus on Roger Brooks Launch and February Luncheon instead.
- Workshops and Roger Brooks Launch Strategy- Caroline will meet with Harvey Walsh to coordinate messaging for sessions.

2.6 Membership Strategy – Package Changes (Members, Non-members)

- Draft **Letter from President** as prepared by ED was circulated for review and input. Simplified package will be presented so members receive information in more manageable bites. Invoices being prepared and expecting distribution of mailed copy.
- Revised Draft **Why Join Chamber** presented for non-members – strategy to send out via email.

2.7 Chamber /Uptowne Strategic Planning

- Jan 4 set 6:30 – 8:30 at ORE Foyer
ACTION: invitation to Board members to attend will be sent out by ED, with RSVP.
CONSENSUS: Food Catering costs to be split between Uptowne and Chamber.

2.8 SMART Communities Application

Invitation reviewed for Green Initiatives Grant application.
CONSENSUS: Focus on Roger Brooks Launch and February Luncheon instead.

2.9 Chamber Strategic Planning & Board Social

RECOMMENDATION: combine & set date for Strategic Planning late February.
ACTION: ED will send out target dates of Febr 14 Luncheon; as Michael Merritt and Mayor Muzychka to attend as guest speakers, save the date for Board Meeting on 21 and recommend Strategic Planning for Febr. 28 – evening. This will allow for progress prior to AGM on March 14.

3. **DATE OF NEXT MEETING** - At call of the President

4. **ADJOURNMENT** - at 4:45 pm by the Chair.

President

Secretary or Treasurer

**Olds & District Chamber of Commerce
 Profit & Loss
 January through December 2017**

	Jan - Dec 17
Income	
4010 · MEMBERSHIP DUES	37,229.73
4020 · MEMBERSHIP DUES - CORPORATE	7,233.75
4025 · CHAMBER INSURANCE INCOME	4,240.92
4028 · FIRST DATA / ATB ADMIN FEE	35.33
4035 · INTEREST INCOME	101.70
4040 · ANNUAL GENERAL MEETING REVENUE	780.96
4050 · HIGHWAY SIGN REVENUE	35,078.39
4100 · WEBSITE REVENUE	333.34
4130 · LUNCHEONS / SPECIAL EVENTS REV	5,240.17
4140 · SEAL LUNCHEON REVENUE	4,740.91
4150 · BUSINESS AWARDS WEEK REVENUE	19,927.88
4160 · MEMBER 2 MEMBER REVENUE	900.00
4170 · CHAMBER / MEMBER MEDIA AD. REV	-11.52
4172 · EVENTS CALENDAR REVENUE	1,361.93
4177 · CAREER FAIRS / TRADE SHOWS REV	-25.44
4228 · MISCELLANEOUS REVENUE	455.25
Total Income	117,623.30
Expense	
5010 · CONTRACT - EXECUTIVE DIRECTOR	15,558.85
5012 · BOOKKEEPING SERV	1,341.88
5015 · SALARIED E.D.	35,185.15
5017 · BONUS	1,000.00
5020 · CPP EXPENSE	1,785.00
5022 · INCOME TAX COLLECTED	293.09
5025 · EI EXPENSE	875.59
5050 · LEGAL / PROF FEES	583.33
5060 · POSTAGE / DELIVERY EXP	799.70
5070 · OFFICE SUPPLIES EXPENSE	1,078.25
5080 · TELEPHONE / INTERNET EXPENSE	1,062.42
5090 · INSURANCE EXPENSE	2,213.37
5100 · ADVERT / PROMO EXPENSES	1,378.52
5105 · PROMOTION MATERIALS	106.00
5110 · PRINTING EXPENSE	571.75
5150 · TRAINING EXPENSE	19.02
5160 · MEETING EXPENSE	503.30
5170 · AB CHAMBERS MEMBER DUES	2,468.29
5175 · BANK EXPENSES	154.42
5177 · CREDIT CARD EXP	45.21
5180 · GENERAL MEMBERSHIP EXPENSE	217.24
5185 · MISCELLANEOUS EXPENSE	243.03
5240 · ANNUAL GENERAL MEETING EXPENSE	1,507.70
5250 · HIGHWAY SIGN EXPENSE	13,568.33
5260 · ADVERTISING - NEWSLETTER EXP	44.19
5450 · WEBSITE EXPENSES	1,760.52
5475 · LUNCH / SPEC EVENT EXPENSES	1,844.52
5480 · SEAL LUNCHEON EXPENSES	4,843.17
5500 · BUSINESS AWARDS WEEK EXPENSES	
5502 · ADVERTISING - CUSTOMER SERV AWA	402.50
5503 · ADVERTISING - BUSINESS AWARDS	848.28
5500 · BUSINESS AWARDS WEEK EXPENSES - Other	11,386.67
Total 5500 · BUSINESS AWARDS WEEK EXPENSES	12,637.45
5505 · BUSINESS AWARDS - BEER & BLUE J	2,824.94
5520 · MEMBER 2 MEMBER PROMO EXPENSE	172.56
5578 · CAREER FAIRS / TRADE SHOWS EXP.	300.00
5590 · OTHER - MISC EXPENSE	328.35
Total Expense	107,115.14
Net Income	10,508.16

Olds & District Chamber of Commerce
Balance Sheet
As of 31 December 2017

2018-01-13

Accrual Basis

	<u>31 Dec 17</u>
ASSETS	
Current Assets	
Chequing/Savings	
1003 · HOLDING ACCOUNT FOR SAGE TRANSF	12,110.37
1005 · MVCU - EQUITY	422.01
1020 · MVCU - CHEQUING	16,523.48
1025 · CASH - HOLDING ACCT	-9.53
1030 · TERM DEPOSITS - MVCU	-850.77
1035 · T ACCOUNT - MVCU	14,514.31
Total Chequing/Savings	<u>42,709.87</u>
Other Current Assets	
12000 · Undeposited Funds	989.00
Total Other Current Assets	<u>989.00</u>
Total Current Assets	<u>43,698.87</u>
Fixed Assets	
1650 · COMPUTER	6,440.45
1700 · ACCUMULATED DEPRECIATION	-6,440.45
1760 · OFFICE EQUIPMENT	579.00
1800 · ACCUM DEPREC - OFFICE EQUIPMENT	-579.00
1850 · COMPUTER PROGRAMS	978.96
1900 · ACCUM AMORT - COMPUTER PROGRAMS	-815.62
Total Fixed Assets	<u>163.34</u>
TOTAL ASSETS	<u><u>43,862.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2250 · GST COLLECTED	-3,906.34
2260 · GST PAID	1,139.58
25500 · GST/HST Payable	1,114.18
Total Other Current Liabilities	<u>-1,652.58</u>
Total Current Liabilities	<u>-1,652.58</u>
Total Liabilities	<u>-1,652.58</u>
Equity	
30000 · Opening Balance Equity	70,952.66
3560 · RETAINED EARNINGS	-35,946.03
Net Income	10,508.16
Total Equity	<u>45,514.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>43,862.21</u></u>

OLDS CHAMBER - FINANCIAL PERFORMANCE REVIEW - @ DECEMBER 31, 2017

	2016 ACTUAL	2017 BUDGET	ACT TO DEC	NOTES
MEMBERSHIP - GEN	30,346.98	35,498.00	37,229.73	193
MEMBERSHIP - CORP	8,267.02	10,127.00	7,233.75	6
LESS - A-R LIABILITIES				27,767.79
CH INSUR INCOME	4,120.00	4,127.00	4,240.92	
ATB / FIRST DATA	53.00	55.00	35.33	
DONATIONS / OTHER				
INTEREST	160.00	130.00	101.70	
TOTAL - GENERAL	42,947.00	49,937.00	48,841.43	
PROJECTS - REVENUE				
AGM	1,018.33	1,000.00	780.96	
HIGHWAY SIGN	25,800.00	24,050.00	35,078.39	
NEWLETTER / ADVERT				
MARKETING COMM				
PANCAKE BRFT / EVENT		700.00		
WEBSITE			333.34	THIS IS FROM OLD SITE
BR & E COMM / OI				
LUNCHEONS / SPEC EVENTS	2,350.36	4,200.00	5,240.17	7 HOSTED
SEAL LUN	5,795.86	7,200.00	4,740.91	
BUS AWARDS	20,282.34	22,430.00	19,927.88	
M 2 M	729.11	900.00	900.00	
CH / MEMBER MEDIA ADVERT	WHAT IS THIS		-11.52	
ALL CANDIDATES FORUM				
EVENTS CALENDAR	1,760.00	1,760.00	1,361.93	
O F X				
WORKSHOPS / SEMINARS		693.00		
CAREER FAIRS / TRADE SHOWS			-25.44	coding issue??
SHOP LOCAL				
OTHER			455.25	coding issue??
TOTAL - PROJECTS REVENUE	57,736.00	62,933.00	68,781.87	
TOTAL REVENUE			117,623.30	
EXPENSES - GENERAL				
CONTRACT ED	32,000.00		15,558.85	
ED - ADMIN	3,971.00	35,008.00	36,185.15	
BOOKKEEPING			1,341.88	
CPP - EMPLOYER		2,302.00	1,785.00	
IT COLLECTED			293.09	
EI - EMPLOYER		1,171.00	875.59	
WCB				
OFFICE RENTAL / UTILITIES			????	
LEGAL / PROF			583.33	bookkeeping
POSTAGE / DEL	953.00	955.00	799.70	
OFFICE SUPP	1,111.00	1,100.00	1,078.25	
PHONE /COMMUN/ INTERNET	2,618.00	1,642.00	1,062.42	
INSUR	1,187.00	1,187.00	2,213.37	
ADVERT / PROMO	1,800.00	1,800.00	1,378.52	
PRMO MATERIALS			106.00	
PRINTING	1,641.00	1,642.00	571.75	
TRAINING		1,000.00	19.02	AB CH IN JULY
MEET / TRAVEL	586.00	2,000.00	503.30	AB CH AGM--BRD-COUNCIL MTG
TOWN COUNCIL / AGM	??????	800.00		
AB CH MEMBER DUES & MEMBERSHIPS	2,290.15	2,291.00	2,468.29	
BANK	????	15.00	154.42	
CREDIT CARD EXP			45.21	
GEN MEMBERSHIP EXP	1,301.85	2,200.00	217.24	MBR PLAQUES,
CORPORATE MEM RECOG		1,356.00		CORP TO AGM-BA-SEAL
COMPUTER - UPGRADES				
MISC			243.03	
BAD DEBTS				
AMORITIZATION	249.00	249.00		
TOTAL GEN EXPENSES	49,708.00	56,718.00	67,483.41	
PROJECTS: - EXPENSES				
AGM	1,716.80	2,128.00	1,507.70	30 HRS-3 RETIRE
HIGHWAY SIGN	1,655.00	293.00	13,568.33	ED - 7 HOURS

NEWSLETTER / ADVERT	1,340.00	1,308.00	44.19	WKLY ADVERT/E-NEWSLET 17 HRS ED
MEMBER SURVEY	530.89	500.00		298
MARKETING		1,505.00		ED - 17 HOURS / EVENT HOSTED
PANCAKE BRFT / EVENT		1,330.00		HARVEST
WEBSITE	1,471.22	1,560.00	1,760.52	
BR & E COMM /OI	4,960.02	0.00	no longer relevant	was ED - OI BRD MTGS ????? OI-BARE ?????
LUNCHEONS/SP EVENTS/BA HOURS	4,347.65	4,430.00	1,844.52	COST FOR 3 LESS 4 SPON
SEAL LUNCHEON	7,222.47	7,715.00	4,843.17	ED - 30 HOURS CREATED BY COM
BUS AWARDS	18,008.86	20,107.00	12,637.45	ED - 90 HOURS CREATED BY COM
BUS AWARDS - ADVERT				
BUS AWARDS - BEER n BLUE JEANS			2,624.94	
M 2 M	901.25	789.00	172.56	ED - 19 HOURS
CHAMBER / MEMBER ADVERT EXP	2,339.47	2,085.00		WHAT IS THIS?
ALL CANDIDATES FORUM		475.00		
EVENTS CALENDAR - WEBSITE	230.00	400.00		
O F X	925.00	800.00		ED - 28 HOURS
WORKSHOPS / SEMINARS		930.00		ED - 24 HOURS
SHOP LOCAL	2,989.20	3,155.00		ED - 26 HOURS
CAREERS FAIR / TRADE SH / CONF			300.00	
OTHER - ED RECRUIT	1,476.17		328.35	
TOTAL PROJ EXPENSES	50,114.00	49,510.00	39,631.73	
TOTAL EXP	99,822.00	106,228.00	107,115.44	1,000.00
NET	861.00	6,642.00	10,508.16	

OLDS CHAMBER - PROJECTS REVIEW

DEC 31, 2017

	REVENUES		EXPENSES		
	2016 ACTUAL	2017 BUDGET	ACT TO DEC	ACT TO DEC	NET
MEMBERSHIP - GEN	30,348.98	35,498.00	37,229.73	67,483.41	-30,253.68
MEMBERSHIP - CORP	8,267.15	10,127.00	7,233.75		7,233.75
CH INSUR INCOME	4,119.75	4,127.00	4,240.92		4,240.92
ATB / FIRST DATA	53.28	55.00	35.33		35.33
DONATIONS / OTHER			0.00		0.00
INTEREST	154.72	130.00	101.70		101.70
TOTAL - GENERAL	42,941.88	49,937.00	48,841.43	67,483.41	-18,641.98
PROJECTS - REVENUE					0.00
AGM	1,018.33	1,000.00	780.96	1,507.70	-726.74
HIGHWAY SIGN	25,800.00	24,050.00	35,078.39	13,588.33	21,510.06
NEWLETTER / ADVERT				44.19	-44.19
MARKETING COMM				0.00	0.00
PANCAKE BRFT / EVENT		700.00		0.00	0.00
WEBSITE			333.34	1,760.52	-1,427.18
ECON DEV/OI				0.00	0.00
LUNCHEONS / SPEC EVENTS	2,350.36	4,200.00	5,240.17	1,844.52	3,395.65
SEAL LUN	5,795.86	7,200.00	4,740.91	4,843.17	-102.26
BUS AWARDS	20,282.34	22,430.00	19,927.88	12,637.45	7,290.43
BUS AWARDS - BEER & BLUE JEANS				2,624.94	
M 2 M	728.75	900.00	900.00	172.56	727.44
CH / MEMBER MEDIA ADVERT	WHAT IS THIS		-11.52		-11.52
ALL CANDIDATES FORUM				0.00	0.00
EVENTS CALENDAR	1,760.00	1,760.00	1,361.93	0.00	1,361.93
O F X				0.00	0.00
WORKSHOPS / SEMINARS		693.00		0.00	0.00
CAREER FAIRS / TRADE SHOWS			-25.44	300.00	-325.44
SHOP LOCAL					0.00
OTHER			455.25	328.35	126.90
TOTAL - PROJECTS REVENUE	57,735.64	62,933.00	68,781.87	39,631.73	29,150.14
				39,631.73	0.00
TOTAL REVENUE / EXP			117,623.30	107,115.14	10,508.16

1.0 Overall Responsibilities

During the months of November and December, 2017, the focus remained building understanding of OI partners, supporting board and committee functions with meeting planning and logistics, and building working relationships with the support team at Everything Olds.

2.0 Financial Management

Following up on Accounts Receivable, promotion of membership renewal and new memberships while visiting businesses, and negotiating the processes required for highway signage were predominant in most activities.

Bookkeeping transitions required systems establishment with new services contracted through Torrock Towing. The advantages of the Treasurer's familiarity with the operations and previous budgeting practices made this a strong strategy as we evolve our operations to a store front, focus on the needs of business today, and build the relevance of Chamber membership going forward.

Anticipated work on a new budget, merging the bookkeeping between the previous program and new QuickBooks program, and preparing for Year End reports, audit process and Annual General Meeting preparations will occupy our priorities in the new year.

3.0 Membership Relations

Business visitations throughout November and December allowed opportunities for productive conversations with both membership and prospective members. We learned of business closures, new businesses, business sales, heavy impacts of the economy on some sectors, protracted effects and downsizing in petrochemical activity, struggles in food, accommodation and service industries as a result of fewer crews and construction in the area.

We were energized by the optimism in the business community as a result of the prospective growth to come from new industries establishing in the SE Industrial Park. The ability to respond to the nimbleness of business and the need for Chamber to support business to optimize their operations were clear come-aways from the past two months.

With a view to reaching out to more of the agricultural sector and tradespeople, our luncheon in November featured a presentation on financial services built for agricultural operators and small business and trades people in rural areas. The RCMP also provided information on their programming and security recommendations for the spate of rural crime hitting both our rural and urban areas.

4.0 Chamber Promotion

Following through on the Marketing Committee's establishment of a priority project for website launch we continued offering support to business in activating their profile and visibility on the new website. Promotion of the website project in newspaper, social media, at events, in weekly updates, at workshop settings, and through Tech Talks (hosted at Pandora's Boox) were consistently repeated during this window. Most effective progress was made

from one-to-one conversations in person, with assisting businesses through the staff person most competent and confident in the technology and platform. This was most often not the individual to whom Chamber information is sent, therefore new strategies need to be engaged to make progress on this important objective. ³⁰¹

Volunteers stepped up to offer assistance by phone, in person, or in workshop settings. While progress was made in creating greater use of the website, the number of members represented on the visible directory remains too low, thus continuing this as a priority in 2018.

We continue to offer full support for mini website creation through referral to volunteers. Uptake on that offer has been light, and primarily only with one-to-one conversation. Timing of website launch process was ambitiously optimistic going into the September busy return-to-school activities, made more difficult during the busy Midnight Madness, Christmas – Boxing day week sales and year end activities.

We see the value of the project once operational. We have learned from other Chambers and organizations undergoing website change that the time to implement is not unexpected. We are encouraged that the website is seen as a value by some members who have not had a website presence previously and see this can be a strong value-add to that segment. To those who have had large website development costs in the past, who do not use it as a hands-on promotional tool, we have the opportunity to show them by effectively using the platform to promote members all in one spot.

As more collaboration is possible with the Entrepreneurial Centre, we will build the resources as greater value to members. This portal will serve to organize and bring learning and professional development to our members. Our library will include our information additions, links to government resources, newsletters, articles relating to legislation at provincial and federal levels, and more.

5.0 Event Organization

November event included November 8 Lunch and Learn held at Olds Regional Exhibition. Topics discussed included new member introductions, financial planning and record keeping for agricultural and small business operations, strategies for simplifying record keeping, security for property in rural and urban areas, and crime prevention. Members were reminded to nominate individuals for Exceptional Customer Service.

6.0 Advocacy

New Mayor and Council orientation created an opportunity to ensure familiarity with vision, mission, objectives and role of Chamber as a partner in Olds Institute and Everything Olds. Efforts continue to create public awareness of the collaborative nature of our work and space. Traffic to the Centre grows each day, and we are evolving as we experience the interest and energy of the committees, organizations and groups that use our space.

7.0 Strategic Planning / Visioning

Efforts to set a date for the next steps for Chamber's Strategic Planning process were interrupted by the priority to participate in BARE Committee and meet with the Uptowne Committee. These conversations continue as partners and the community help craft the space that Chamber can best support.

We are tracking the concerns of business and community as we engage with people on a day-to-day basis and are responding with topics of greatest relevance. 302

We are anticipating the Board will meet in late February to resume the Strategic Planning review and adjustment, prior to the Annual General Meeting in March.

Chamber is offering to take an active role in hosting the Roger Brooks series on Destination Marketing and Community Economic Development, commencing alternating Tuesday evenings on January 23.

8.0 Risk Analysis

Membership growth, creating greater value-added awareness, and financial sustainability will be strongly represented in discussions and planning for the New Year.

9.0 Policy, Planning and Board Support

In response to the working relationship with the Board and Committees developed during the past four months, the Executive Committee has been presented with a proposal for contracted services for the New Year. Consideration of the resources and person-power required to take the Chamber to its next level will engage the Board at the January and February meetings.

We look forward to 2018 with enthusiasm, optimism and realization that there is much good work to be done. Recruitment of retiring Board and Committee members will bring new ideas forward, and we look forward to seeing who is ready to step forward into leadership on the Chamber for the upcoming terms.

OLDS & DISTRICT MUNICIPAL LIBRARY**BOARD MEETING**

January 17, 2017 6:30 pm

MINUTES**Present:****Staff:**

Lesley Winfield (Library Manager)
Marilyn Thiessen (Assistant Librarian)

Other:**Board:**

Kimberly Dykin (Chair)	Carolyn Horne
Jean-Pierre Mulago Shamvu	Carol Brown
Shawna Cevraini (Secretary)	Heather Ryan (Council Rep)
Inez Hannett	Arliss Chute-Ibsen (Vice Chair)
Marlene Cook - new member	Guests from Parkland Regional Library: Rhonda O'Neill - consultant librarian Katy Moore - consultant librarian

Regrets:**Recording:** Shawna Cevraini**Call to order:** Kimberly Dykin called the meeting to order at 6:34 p.m.**Approval of agenda:** Carolyn Horne moved for approval. Seconded by Heather Ryan. Motion carried.**Approval of Minutes:** Shawna Cevraini moved to approve the minutes. Seconded by Jean-Pierre Shamvu. Motion carried.**Outstanding Business:**

1. BMFF volunteers - Lesley presented the request for the Banff Mountain Film Festival - we should have an email for it. Respond to the email or talk to Lesley.
2. Strategic Planning - Parkland consultants here to help us (handouts supplied) went over these:
 - a. What is it? Why?
 - b. Current Plan of Service

- c. Community Needs Review
- d. Library Service Responses
- e. Goals and Objectives
- f. ACTION - Have the Board decide on 3 Service Responses - Each person is to pick 3 and bring them to the next meeting

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New Business:

1. Nothing at this time.

Correspondence:

None at this time.

Reports

Treasurer: Report attached to agenda and presented by Jean-Pierre Shamvu. Carol Brown motioned to accept the report. Seconded by Arliss Chute-Ibsen. Motion carried.

Chair: Kimberly Dykin. No report.

Personnel Committee: Kimberly Dykin. No Report.

Community Relations: Shawna Cevraini - Update from the committee meeting on January 16th. Pillage the Village is our next fundraiser. We are looking for key people in charge of the five main things:

- o Food and Beverage - Shawna
- o Decorations - Kim
- o Vendor Showcase - Heather
- o Sponsorship/Silent Auction -
- o Entertainment -

Lesley is going to email the handbook for each of these jobs to the staff

Finance: Jean-Pierre Shamvu. - as above Treasurer's report

Safety: Kimberly Dykin. No report

Library Manager: Lesley Winfield - there is an email from Lesley about what is coming up in the library

Next Meeting: February 28, 2017

Adjournment: Kimberly Dykin adjourned the meeting at 8:29pm

RED DEER RIVER MUNICIPAL USERS GROUP

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2018 Election of Officers

The current structure of the RDRMUG is as follows:

In 2008 the RDRMUG choose to become a society and the Red Deer River Municipal Users Group Association was formed. The bylaws require that the Society be governed by an Executive Committee/Board of Directors to be elected annually that will include:

- 2 (TWO) Co-Chairs, RDRMUG Members, one being from an “urban” municipality and one being from a “rural” municipality.
- A minimum of 5 Directors elected from the RDRMUG membership.

By-Law Amendments:

At the 2009 AGM it was unanimously approved to elect 6 (SIX) Directors

At the 2011 AGM it unanimously approved to elect a MINIMUM of 5 (FIVE) Directors

2017 RDRMUG Executive Committee/Board of Directors **(PRIOR TO 2017 MUNICIPAL ELECTIONS)**

Rural Co-Chair: Councillor Jean Bota

Urban Co-Chair: Councillor Patt Churchill

Councillor Al Campbell, Town of Stettler

Councillor Gerald (Brass) Campion, Town of Hanna

Councillor Susan Grudecki, M.D. of Acadia Valley #34

Mayor Terry Leslie, Town of Sundre

Councillor Anne Marie Philipsen, County of Newell

Mayor Ray Reckseidler, Village of Delburne

Mr. Bill Shaw, City of Red Deer Water Advisor

Councillor Barb Shepherd, Lacombe County

Councillor Dianne Wyntjes, City of Red Deer

Mayor Terry Yemen, Town of Drumheller

Mr. Jay Slempp, Special Areas

CONSIDERATIONS:

1. Is the number of Board members adequate?
2. Is the structure of the Board still sufficient? (re. rural-urban split)
3. Do we want to have different length of terms? ie. 1 year terms and 2 year terms so that there is continuity on the Board of Directors.

**Annual General Meeting
Red Deer River Municipal Users Group
January 19, 2017 – Badlands Community Facility - Drumheller**

1. Call to Order – 2:59 PM

- 2. Attendance:** Co-Chair Jean Bota - Red Deer County, Co-Chair Patt Churchill, Murray Marshall - Starland County, Terry Leslie - Town of Sundre, Gerald Campion - Town of Hanna, Richard Poole - Town of Blackfalds, Mark Garneau - Town of Trochu, Susan Grudecki - MD of Acadia, Gordon Christensen - Village of Alix, Ron Howe - Town of Three Hills, Al Campbell - Town of Stettler, Tim Fox - County of Stettler, Chris Lust - Town of Sylvan Lake, Rocky Dahmer - County of Paintearth, Jeremy Sayer - Mountain View County, Ray Romanetz - Town of Drumheller, Bill Shaw - City of Red Deer / Advisor to RDRMUG, Keith Ryder – RDRMUG Executive Director, Kyle Greenwood - Clearwater County, Jerry Wittstock - Kneehill County, Harvey Walsh - Town of Olds, Ray Reckseidler - Village of Delburne, Andre Asselin - Alberta Water Council, Recording Secretary - Libby Vant.

3. Introductions

4. Adoption of Agenda

MOTION G. Campion moved that the agenda for the December 3, 2015 Red Deer River Municipal User Group Annual Meeting be adopted as presented. Carried unanimously.

5. Confirmation of Minutes

- 5.1 Confirmation of Minutes of the Annual General Meeting of December 3, 2015.
(Correction of the spelling of “Bota” in Attendance and Election for clarify Rural Chairman)
- 5.2 Business arising from the Minutes of December 3, 2015.

MOTION H. Walsh moved that the Red Deer River Municipal User Group Annual Meeting minutes of December 3, 2015 be adopted as amended. Carried unanimously.

1.0 Annual 2015 Financial Report (Approved by Appointed RDRMUG Members)

MOTION R. Poole moved to approve the Annual 2015 Financial Report as presented. Carried.

2.0 Election of Officers:

6.1 Election for Urban Chairman

MOTION G. Campion moved that Patt Churchill - Town of Innisfail be nominated for Urban Chair. Carried. K. Ryder asked if there were any other nominations, there were none.

MOTION A. Campbell moved that nominations cease. Carried.

Councillor Patt Churchill – Town of Innisfail was appointed Urban Chairman.

6.2 Election for Rural Chairman

MOTION R. Reckseidler moved that Jean Bota - Red Deer County be nominated for Rural Chair. Carried. K. Ryder asked if there were any other nominations, there were none.

MOTION G. Campion moved that nominations cease. Carried.

Councillor Jean Bota - Red Deer County was appointed Rural Chairman.

6.3 Minimum of Five (5) Directors

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K. Ryder noted a bylaw amendment in 2011 allows for a minimum of five (5) directors and for this number to be increased if deemed necessary. He further explained the role of the Board of Directors includes; directing the affairs of RDRMUG, overseeing the performance of the Executive Director, strategic planning, signing authority, accountability to MUG members and attending meetings at the call of the Co-Chairs. K. Ryder advised that Susan Grudecki and Terry Yemen advised him that, if nominated, they would allow their names to stand for election.

2017 Board of Directors is as follows:

Councillor Al Campbell - Town of Stettler
Councillor Gerald Campion - Town of Hanna
Councillor Susan Grudecki - M.D. of Acadia #34
Mayor Terry Leslie - Town of Sundre
Councillor Chris Lust, Town of Sylvan Lake
Mayor Ray Reckseidler - Village of Delburne
Bill Shaw, City of Red Deer (Water Advisor) Resource
Councillor Barb Shepherd - Lacombe County
Councillor Dianne Wyntjes - City of Red Deer
Mayor Terry Yemen, Town of Drumheller
Councillor Jay Slemp - Special Areas
Councillor Rocky Dahmer - County of Paintearth
Councillor Richard Poole - Town of Blackfalds

MOTION P. Churchill moved that nominations cease. Carried unanimously.

MOTION A. Campbell moved the appointments of the 2017 Board of Directors. Carried unanimously.

7.0 Financial

7.1 Appointment of Auditors or Review Committee for 2016 Financial Statements:

K. Ryder, Executive Director stated that the Bylaws of RDRMUG Society provide for a Committee of two (2) Members to review and approve the annual financial records or an Auditor can be appointed at the groups discretion; the financial information is to be audited every third year; 2017 will require a financial audit.

MOTION G. Campion moved that the RDRMUG appoint Councillor Barb Shepherd and Mayor Terry Yemen as the Committee of Two (2) Members to review and approve the annual financial records. Carried unanimously.

8.0 Approval of Signing Authority:

K. Ryder advised that the current signing officers are any two (2) of the following: Tim Fox - County of Stettler, Ray Romanetz - Town of Drumheller and Mayor Terry Yemen - Town of Drumheller.

MOTION M. Marshall, C. Lust moved that the signing officers: any two (2) of the following are Ray Romanetz - Town of Drumheller, Tim Fox - County of Stettler, Mayor Terry Yemen - Town of Drumheller. Carried unanimously.

9.0 Approval of Administrative Authority:

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K. Ryder advised that the Town of Drumheller has been the Administrative Authority for RDRMUG since the start of the group. Currently RDRMUG has an agreement with the Town of Drumheller to perform the duties of administrative authority for the compensation of up to \$4,800. He advised that an increase amount that reflects the Town of Drumheller's wage increase for 2016 would be in line.

MOTION G. Campion moved that the Town of Drumheller remain as the Administrative Authority for RDRMUG at a compensation rate that reflects the Town of Drumheller's wage increase for 2017. Carried unanimously.

MOTION A. Campbell moved to adjourn the meeting at 3:16 PM. Carried unanimously.

Red Deer River Municipal User Group Association
224 Centre Street
Drumheller, Alberta T0J 0Y4

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**Balance Sheet (un-audited)
For The Year Ended December 2016**



Assets			
Current Assets			
Cash on Hand	-		
Bank - General	-		
Bank - Investments	-		
Bank - Chinook	77,740.12		
Prepaid Expenses	-		
Accounts Receivable	-		
Accrued Revenue	-		
GST Clearing	953.38		
GST Recoverable	-		
			78,693.50
Capital Assets			
Furniture and Fixtures	-		
Equipment	-		
Tools and Software	-		
			-
Total Assets			78,693.50
Liabilities and Equity			
Current Liabilities			
Accounts Payable	3,798.27		
Accrued Liabilities	-		
Deferred Memberships	-		
Reserves	-		
			3,798.27
Surplus			
Opening Surplus	89,234.20		
Surplus (Loss) for Year	(14,338.97)		
Closing Surplus			74,895.23
Total Liabilities and Surplus			78,693.50

Red Deer River Municipal User Group Association
224 Centre Street
Drumheller, Alberta T0J 0Y4

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**Statement of Revenue and Expense (un-audited)
For The Year Ended December 2016**

	Budget	Actual	Variance
Revenue			
Municipal Membership	64,000	65,230.50	1,230.50
Interest Earned	1,000	711.02	(288.98)
	<u>65,000.00</u>	<u>65,941.52</u>	<u>941.52</u>
Expenses			
Administration			
Contract Services (includes per diems)	42,500	40,064.77	(2,435.23)
Meeting Expense	2,400	1,114.37	(1,285.63)
Bank Charges	100	-	(100.00)
Town of Drumheller	4,800	4,920.00	120.00
Memberships/subscriptions	200	120.00	(80.00)
Office Supplies	600	440.00	(160.00)
Conference, Meetings	1,000	113.07	(886.93)
Travel Expense (Staff)	2,500	2,554.71	54.71
Web Site Maintenance	1,000	479.70	(520.30)
Miscellaneous	500	-	(500.00)
Accounting/Legal		(400.00)	(400.00)
GST Expense		-	-
Members Expenses			
Per Diems (Members)	1,000	-	(1,000.00)
Travel (Members)	1,000	-	(1,000.00)
Projects			
Special Projects	5,000	-	(5,000.00)
Consulting/Professional	5,000	-	(5,000.00)
Pamphlets and Written	1,000	166.05	(833.95)
Miscellaneous		-	-
RDRMUG Water Quality Water Protection Plan			
Contract Staff	46,125	28,502.18	(17,622.82)
Travel	3,000	280.10	(2,719.90)
Facility/Office Rental	1,200	1,190.00	(10.00)
Printing, mailing, etc.	3,000	735.54	(2,264.46)
Miscellaneous	600	-	(600.00)
	<u>122,525.00</u>	<u>80,280.49</u>	<u>(42,244.51)</u>
Surplus (Loss) for Year	<u>(57,525.00)</u>	<u>(14,338.97)</u>	<u>43,186.03</u>

Reviewed by:  
18 MAY 2017 18 May 2017

Date: _____

2016 Red Deer River Municipal User Group Association

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Membership is for the period of January 2016 to December 2016
For The Year Ended December 2016

Chq Date	Deposited	Municipality	Amount Paid	Commitment	Population	Outstanding	Arrears
14-Mar-16	22-Mar-16	Acadia Valley, County	123.75	123.75	495	-	
14-Mar-16	22-Mar-16	Acme, Village	163.25	163.25	653	-	
17-Mar-16	22-Mar-16	Alix, Village	207.50	207.50	830	-	
		<i>Bashaw, Town</i>		-		-	
15-Mar-16	22-Mar-16	Big Valley, Village	86.75	86.75	347	-	
18-Mar-16	01-Apr-16	Blackfalds, Town	2,198.25	2,198.25	8,793	-	
30-Mar-16	04-Apr-16	*Bowden, Town	620.50	310.25	1,241	-	310.25
30-Mar-16	04-Apr-16	*Carstairs, Town	860.50	860.50	3,442	-	
17-Mar-16	04-Apr-16	Clearwater, County	3,069.50	3,069.50	12,278	-	
14-Mar-16	22-Mar-16	Consort, Village	180.50	180.50	722	-	
		<i>Coronation, Town</i>		-		-	
15-Mar-16	22-Mar-16	*Crossfield, Town	729.50	729.50	2,918	-	
16-Mar-16	22-Mar-16	Delburne, Village	207.50	207.50	830	-	
15-Aug-16	17-Aug-16	*Didsbury, Town	1,239.25	1,239.25	4,957	-	
17-May-16	26-May-16	Donalda, Village	64.75	64.75	259	-	
09-Mar-16	22-Mar-16	Drumheller, Town	2,007.25	2,007.25	8,029	-	
		<i>Elnora, Village</i>		-		-	
12-Apr-16	22-Apr-16	Halkirk, Village	30.25	30.25	121	-	
18-Mar-16	01-Apr-16	Hanna, Town	668.25	668.25	2,673	-	
16-Mar-16	01-Apr-16	*Innisfail, Town	1,988.25	1,988.25	7,953	-	
18-Mar-16	01-Apr-16	Kneehill, County	1,230.25	1,230.25	4,921	-	
30-Mar-16	04-Apr-16	Lacombe County	2,578.00	2,578.00	10,312	-	
23-Mar-16	01-Apr-16	Linden, Village	181.25	181.25	725	-	
22-Mar-16	01-Apr-16	Mountain View County	3,089.75	3,089.75	12,359	-	
		Munson, Village		51	204	204	153
12-Apr-16	22-Apr-16	Newell, County	1,784.50	1,784.50	7,138	-	
07-Apr-16	22-Apr-16	*Olds, Town	2,154.25	2,154.25	8,617	-	
11-Mar-16	22-Mar-16	Oyen, Town	251.50	251.50	1,006	-	
17-Mar-16	22-Mar-16	Paintearth, County	507.25	507.25	2,029	-	
16-Mar-16	22-Mar-16	Red Deer, City	25,201.75	25,201.75	100,807	-	
24-Mar-16	01-Apr-16	Red Deer, County	4,587.75	4,587.75	18,351	-	
16-Mar-16	22-Mar-16	Special Areas	1,124.75	1,124.75	4,499	-	
23-Mar-16	01-Apr-16	Starland, County	517.75	517.75	2,071	-	
12-Apr-16	06-May-16	Stettler, County	1,275.75	1,275.75	5,103	-	
24-Mar-16	04-Apr-16	Stettler, Town	1,437.00	1,437.00	5,748	-	
24-Mar-16	01-Apr-16	Sundre, Town	673.75	673.75	2,695	-	
18-Mar-16	01-Apr-16	Sylvan Lake, Town	3,577.50	3,577.50	14,310	-	
17-Mar-16	22-Mar-16	Three Hills, Town	807.50	807.50	3,230	-	
16-Mar-16	22-Mar-16	Trochu, Town	268.00	268.00	1,072	-	
		<i>Veteran, Village</i>		-		-	
		* members of the Mountain View Regional Water Services Commission				0.00	
Paid Communities: 34			65,693.75	65,383.50	261,738	-	310.25
							(310.25)

2016 Red Deer River Municipal User Group Association

Membership is for the period of January 2016 to December 2016
For The Year Ended December 2016

Deferred Membership Analysis

Month Ended	to Revenue	Added	Municipality	Balance
Invoices				65,369.75
31-Jan-16	5,447.48			59,922.27
28-Feb-16	5,447.48			54,474.79
31-Mar-16	5,447.48			49,027.31
30-Apr-16	5,447.48	64.75	Donalda	43,644.58
31-May-16	5,455.57			38,189.01
30-Jun-16	5,455.57			32,733.44
31-Jul-16	5,455.57			27,277.87
31-Aug-16	5,455.57	(204.00)	Munson	21,618.30
30-Sep-16	5,404.58			16,213.72
31-Oct-16	5,404.57			10,809.15
30-Nov-16	5,404.58			5,404.57
31-Dec-16	5,404.57			0.00
	<u>65,230.50</u>	<u>(139.25)</u>		

Minutes of the Red Deer River Municipal User Group Regular Meeting held on December 7, 2017 at 1:00 PM, Badlands Community Facility, Drumheller, Alberta

1.0 Call to Order: Co-Chair Jean Bota called the meeting to order at 1:02 PM.

Attendance:

Chair Jean Bota – Red Deer County, Ron Hoyt – MD of Acadia, Bert Jackson – Village of Acme, Tim Besuijen – Village of Alix, Richard Poole - Town of Blackfalds, Michelle Swanson – Clearwater County, Bill Chandler – Village of Delburne, Gerald Campion - Town of Hanna, Gavin Bates – Town of Innisfail, Glen Keiver – Kneehill County, Bruce Beattie – Mountain View County, Wanda Blatz – Town of Olds, Joe Lazzari – Town of Oyen, Tim Ainscough – City of Red Deer, Michael Dawe - City of Red Deer, Jay Slempe – Special Area, Murray Marshall - Starland County, Dave Grover – Stettler County, Al Campbell – Town of Stettler, Terry Leslie – Town of Sundre, Richard Warnock - Town of Sundre, Graham Parsons - Town of Sylvan Lake, Bonnie Munro – Town of Trochu, Chris Reeds – Town of Trochu, Bill Shaw - City of Red Deer / Advisor to RDRMUG, Keith Ryder – RDRMUG Executive Director, Recording Secretary – Libby Vant

2.0 Adoption of Agenda

2.1 Additions

2.2 Approval of Agenda

MOTION D. Grover moved that the agenda for the December 7, 2017 Red Deer River Municipal User Group Meeting be adopted as presented. Carried unanimously.

3.0 Confirmation of Minutes

3.1 Confirmation of minutes of the Regular Meeting of September 21, 2017

MOTION R. Poole moved that the Red Deer River Municipal User Group Meeting minutes of September 21, 2017 be adopted as presented. Carried unanimously.

4.0 Business Arising from Minutes

4.1 Minutes of September 21, 2017

4.1.1 Letter from Mountain View County [Click Here](#)

5.0 Financial

5.1 Financial Statements to October 31, 2017

K. Ryder, Executive Director, provided an overview of the unaudited financial statements to October 31, 2017 as follows:

Balance Statement: Closing Surplus – \$81,116.42

Statement of Revenue and Expenses – Revenue - \$55,180.60; Expenses - \$59,845.91

(Surplus) Loss for Year: -\$4,665.31.

MOTION J. Lazzari moved to accept the Financial Report to October 31, 2017 as presented. Carried.

6.0 PRESENTATIONS

6.1 RDRMUG Update and New Member Orientation: (K. Ryder, Executive Director)

- 6.1.1 History, Mandate and Objectives of RDRMUG
- 6.1.2 Society Information, AGM, Bylaws and Membership
- 6.1.3 Financial – budgeting, current position, funding
- 6.1.4 Executive Committee – Elected Annually at AGM; explain current function.
- 6.1.5 Working Relationships – RDRWA, Alberta Environment, MLA's, Minister of Environment
- 6.1.6 Red Deer River Information: Current Allocation, Apportionment Agreements, Licensing Process, Dickson Dam, Recent Flooding Issues, Drought Concern and meeting water shortage scenarios.
- 6.1.7 RDRMUG Website: www.rdrmug.ca

K. Ryder provided an overview of RDRMUG as an orientation to the new members, highlighting the following: the creation of RDRMUG in 2006 with then Mayor of Drumheller Paul Ainscough; an overview of the Red Deer River Basin; an overview of apportionment, allocation and water licensing; how water conservation principles began to gain acceptance in the area; an overview of water use by category:

21.82% municipalities and rural communities, 21% irrigation, 12% petroleum industry, 11% Buffalo Lake stabilization, 7.35% cooling (i.e. Sheerness Plant), as well as others K. Ryder advised that RDRMUG is comprised of 36 municipalities that border the Red Deer River Basin or receive their water supply from it, which encompasses approximately 300,000 people, and focuses on bringing the municipal perspective forward on the supply, use, delivery and quality of water. [Click Here](#) for full presentation.

MOTION T. Besuijen moved to accept the RDRMUG update and New Member Orientation as presented by K. Ryder, Executive Director. Carried.

6.2 Water Quality Action Plan: (BPS Consulting Ltd. - Bill Shaw)

- 6.2.1 Review of Source Water Quality Primer [Click Here](#)
- 6.2.2 Presentation of Toolkit for Protecting Source Water quality in the Red Deer River Basin [Click Here](#)
- 6.2.3 Proposed Action Plan (handout) to implement Toolkit [Click Here](#)

As an orientation to the new members, B. Shaw provided an overview of the Water Quality Action Plan, and highlighted the following: potable water versus source water; in protecting source water and its quality there are three key spheres of influence: watershed, water and education; that RDRMUG has already identified 34 threats to water quality in the Red Deer River Basin; that the Toolkit for Protecting Source Water and the proposed Action Plan can be used by municipalities to evaluate threats, take action and collaborate with other municipalities regarding their water quality; that all RDRMUG members are asked to take the proposed Action Plan back to their municipalities to discuss.

MOTION R. Poole moved that RDRMUG accept the report by BPS Consulting Ltd. as presented. Carried.

7.0 Executive Committee / Administration Items:

8.0 Executive Director Report

K. Ryder presented information on the 10 Year Review of the South Saskatchewan River Basin Management Plan. He advised that he will attend the upcoming Red Deer River Watershed Alliance meeting to ensure that the RDRMUG interests are brought forward, and that an update on the meeting will be provided at a future meeting.

9.0 Agenda Additions:

10.0 Municipal Project Review: *An opportunity for all representatives to share their current and future water/waste water projects.*

11.0 Correspondence & Articles: *Handouts at meeting.*

12.0 Next Meeting: January 18, 2018

13.0 Adjournment

MOTION A. Campbell moved to adjourn the meeting at 3:00 PM. Carried.

Red Deer River Municipal User Group Association
224 Centre Street
Drumheller, Alberta T0J 0Y4

Balance Sheet (un-audited)
For The Year Ended December 2017

Assets			
Current Assets			
Cash on Hand		-	
Bank - Scotiabank		64,543.61	
Bank - Investments		-	
Bank - Chinook		16.93	
Prepaid Expenses		-	
Accounts Receivable		-	
Accrued Revenue		-	
GST Clearing		1,319.09	
GST Recoverable		-	
		<hr/>	65,879.63
Capital Assets			
Furniture and Fixtures		-	
Equipment		-	
Tools and Software		-	
		<hr/>	-
Total Assets			<hr/> <hr/> 65,879.63
Liabilities and Equity			
Current Liabilities			
Accounts Payable		6,312.99	
Accrued Liabilities		5,000.00	
Deferred Memberships		-	
Reserves		-	
		<hr/>	11,312.99
Surplus			
Opening Surplus		74,895.23	
Surplus (Loss) for Year		(20,328.59)	
Closing Surplus		<hr/>	54,566.64
Total Liabilities and Surplus			<hr/> <hr/> 65,879.63

Red Deer River Municipal User Group Association
224 Centre Street
Drumheller, Alberta T0J 0Y4

Statement of Revenue and Expense (un-audited)
For The Year Ended December 2017

	Budget	Actual	Variance
Revenue			
Municipal Membership	65,000	65,319.00	319.00
Interest Earned	1,000	927.79	(72.21)
	<u>66,000.00</u>	<u>66,246.79</u>	<u>246.79</u>
Expenses			
Administration			
Contract Services (includes per diems)	42,000	43,578.18	1,578.18
Meeting Expense	1,500	725.47	(774.53)
Bank Charges	100	-	(100.00)
Town of Drumheller	5,000	5,125.00	125.00
Memberships/subscriptions	300	166.13	(133.87)
Office Supplies	750	440.00	(310.00)
Conference, Meetings	1,000	671.14	(328.86)
Travel Expense (Staff)	2,500	2,366.80	(133.20)
Web Site Maintenance	1,200	-	(1,200.00)
Miscellaneous	500	-	(500.00)
Accounting/Legal	5,000	5,000.00	-
GST Expense		-	-
Members Expenses			
Per Diems (Members)	1,000	-	(1,000.00)
Travel (Members)	1,000	-	(1,000.00)
Projects			
Special Projects	7,500	600.36	(6,899.64)
Consulting/Professional	7,500	-	(7,500.00)
Pamphlets and Written	1,000	-	(1,000.00)
Miscellaneous		-	-
RDRMUG Water Quality Water Protection Plan			
Contract Staff	30,000	26,199.00	(3,801.00)
Travel	2,000	60.47	(1,939.53)
Facility/Office Rental		-	-
Printing, mailing, etc.	3,000	1,642.83	(1,357.17)
Miscellaneous	1,000	-	(1,000.00)
	<u>113,850.00</u>	<u>86,575.38</u>	<u>(27,274.62)</u>
Surplus (Loss) for Year	<u>(47,850.00)</u>	<u>(20,328.59)</u>	<u>27,521.41</u>

2017 Red Deer River Municipal User Group Association

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Membership is for the period of January 2017 to December 2017
For The Year Ended December 2017

Chq Date	Deposited	Municipality	Amount Paid	Commitment	Population	Outstanding	Arrears
17-Feb-17	27-Feb-17	Acadia Valley, County	123.75	123.75	495	-	
13-Feb-17	27-Feb-17	Acme, Village	163.25	163.25	653	-	
17-Feb-17	27-Feb-17	Alix, Village	207.50	207.50	830	-	
		<i>Bashaw, Town</i>		-		-	
15-Feb-17	27-Feb-17	Big Valley, Village	86.75	86.75	347	-	
16-Feb-17	27-Feb-17	Blackfalds, Town	2,377.50	2,377.50	9,510	-	
03-May-17	11-Apr-17	*Bowden, Town	310.25	310.25	1,241	-	
14-Feb-17	27-Feb-17	*Carstairs, Town	860.50	860.50	3,442	-	
09-Feb-17	27-Feb-17	Clearwater, County	3,069.50	3,069.50	12,278	-	
13-Feb-17	27-Feb-17	Consort, Village	180.50	180.50	722	-	
		<i>Coronation, Town</i>		-		-	
07-Feb-17	27-Feb-17	*Crossfield, Town	729.50	729.50	2,918	-	
03-Feb-17	27-Feb-17	Delburne, Village	207.50	207.50	830	-	
03-May-17	11-Apr-17	*Didsbury, Town	1,239.25	1,239.25	4,957	-	
14-Feb-17	27-Feb-17	Donalda, Village	64.75	64.75	259	-	
08-Feb-17	27-Feb-17	Drumheller, Town	2,007.25	2,007.25	8,029	-	
		<i>Elnora, Village</i>		-		-	
08-Feb-17	27-Feb-17	Halkirk, Village	30.25	30.25	121	-	
28-Feb-17	31-Mar-17	Hanna, Town	668.25	668.25	2,673	-	
08-Feb-17	27-Feb-17	*Innisfail, Town	1,988.25	1,988.25	7,953	-	
10-Feb-17	27-Feb-17	Kneehill, County	1,230.25	1,230.25	4,921	-	
16-Feb-17	27-Feb-17	Lacombe County	2,578.00	2,578.00	10,312	-	
08-Feb-17	27-Feb-17	Linden, Village	181.25	181.25	725	-	
14-Feb-17	27-Feb-17	Mountain View County	3,089.75	3,089.75	12,359	-	
		<i>Munson, Village</i>		-		-	
13-Feb-17	27-Feb-17	Newell, County	1,784.50	1,784.50	7,138	-	
24-Feb-17	03-Mar-17	*Olds, Town	2,154.25	2,154.25	8,617	-	
09-Feb-17	27-Feb-17	Oyen, Town	251.50	251.50	1,006	-	
09-Feb-17	27-Feb-17	Paintearth, County	507.25	507.25	2,029	-	
22-Feb-17	27-Feb-17	Red Deer, City	24,958.00	24,958.00	99,832	-	
10-Feb-17	27-Feb-17	Red Deer, County	4,587.75	4,587.75	18,351	-	
16-Mar-17	31-Mar-17	Special Areas	1,124.75	1,124.75	4,499	-	
08-Feb-17	27-Feb-17	Starland, County	517.75	517.75	2,071	-	
22-Feb-17	03-Mar-17	Stettler, County	1,275.75	1,275.75	5,103	-	
10-Feb-17	27-Feb-17	Stettler, Town	1,437.00	1,437.00	5,748	-	
10-Feb-17	27-Feb-17	Sundre, Town	673.75	673.75	2,695	-	
09-Feb-17	27-Feb-17	Sylvan Lake, Town	3,577.50	3,577.50	14,310	-	
09-Feb-17	27-Feb-17	Three Hills, Town	807.50	807.50	3,230	-	
14-Feb-17	27-Feb-17	Trochu, Town	268.00	268.00	1,072	-	
		<i>Veteran, Village</i>		-		-	
		* members of the Mountain View Regional Water Services Commission			0.00	-	
Paid Communities: 34			65,319.00	65,319.00	261,276	-	-

2017 Red Deer River Municipal User Group Association

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Membership is for the period of January 2017 to December 2017
For The Year Ended December 2017

Deferred Membership Analysis

Month Ended	to Revenue	Added	Municipality	Balance
Invoices				65,319.00
31-Jan-17	→ 5,443.25			59,875.75
28-Feb-17	5,443.25			54,432.50
31-Mar-17	5,443.25			48,989.25
30-Apr-17	5,443.25			43,546.00
31-May-17	5,443.25			38,102.75
30-Jun-17	5,443.25			32,659.50
31-Jul-17	5,443.25			27,216.25
31-Aug-17	5,443.25			21,773.00
30-Sep-17	5,443.25			16,329.75
31-Oct-17	5,443.25			10,886.50
30-Nov-17	5,443.25			5,443.25
31-Dec-17	5,443.25			-
	<u>65,319.00</u>	<u>-</u>		

2018 RDRMUG DRAFT OPERATING BUDGET (January 18, 2018)

	2017	2018		
	Actual			
Opening 8 Surplus (Deficit) 85	74,895.23	55,566.64		
REVENUE		@.25 per capita		
Memberships	65,319.00	67,500.00		Note 5
Interest Earned	927.79	1,000.00		Note 1
Total Revenue	66,246.79	68,500.00		
EXPENSES				
Administration				
Contract Services/per diems	43,578.18	45,000.00		Note 7
Meeting Expenses	725.47	1,000.00		
Bank Charges		100.00		
Town of Drumheller	5,125.00	5,000.00		
Membership/Subscriptions	166.13	300.00		
Office Supplies	440.00	750.00		
Conference, Meetings	671.14	800.00		
Travel Expense (staff)	2,366.80	2,500.00		
Web Site Maintenance		1,000.00		
Miscellaneous		500.00		
Accounting Legal	5,000.00	-	Audit Required 2020	Note 3
GST Expense				
Sub Total	58,072.72	56,950.00		
Members Expenses				
Per Diems (Members)		500.00		
Travel Expense (Members)		500.00		
Sub Total	-	1,000.00		
Projects				
Special Projects	600.36	2,500.00		
Consulting/Professional		2,500.00		
Promotional Material		500.00		
Sub Total	600.36	5,500.00		
RDRMUG Water Quality Water Protection Pr			Note 8	
Contract Staff	26,199.00	22,000.00		
Travel	60.47	1,000.00		
Facility/Office Rental	(1,000.00)	1,000.00		
Printing, mailing, etc.	1,642.83	1,000.00		
Miscellaneous		1,000.00		
Sub Total	26,902.30	26,000.00		
Total Expenses	85,575.38	89,450.00		

2018 RDRMUG DRAFT OPERATING BUDGET (January 18, 2018)

Surplus (Loss) for Year	(19,328.59)	(20,950.00)	-	
Closing \$ ^{\$} Surplus	55,566.64	34,616.64		
NOTES:				
Exec Director Comments:				
1. 2018 revenue is based on Estimated Membership population of 266000 (to be confirmed by most recent census)				
2. 2017 totals are actual to December 31, 2017				
3. RDRMUG Bylaws require an external audit every 3 years. 2020 is the next audit year.				
4. Revenue is based on a percapita rate of .25 cents as approved September 21, 2017				
5. All projects must be approved by the RDRMUG membership prior to being committed				
6. Any expenditures that are not covered in the approved RDRMUG budget or exceed a budgeted amount must be approved by the RDRMUG membership prior to any financial commitment being made.				
7. Executive Director's 2017 Contract hourly rate is approved to be \$53.85 per hour (increased 2.6% from \$52.50 - 2016 rate) (2017 Budget allows for contract fees of \$42,000.00 plus \$2000.00 for per diems).				
8. If Implementation Plan is approved funding will be required to support as noted.				



Town of Olds

Request for Decision

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**Accounts Payable Cheque Register
November 1, 2017 – November 30, 2017
December 1, 2017 – December 31, 2017**

January 22, 2018

10A

RECOMMENDATION

That the November 1, 2017 – November 30, 2017 and the December 1, 2017 – December 31, 2017 Accounts Payable reports be received for information.

BACKGROUND

Accounts Payable System Cheque Register Reports containing cheques numbered 002916 to 003023 for the month of November in the amount of \$1,232,010.14 as issued.

Accounts Payable System Cheque Register Reports containing cheques numbered 003024 to 003170 for the month of December in the amount of \$1,326,672.70 as issued.

Electronic payments numbered 3229 to 3386 for the month of November in the amount of \$644,877.73

Electronic payments numbered 3387 to 3524 for the month of December in the amount of \$1,692,966.95

Pre-Authorized Payments for the month of November in the amount of \$287,890.10

Pre-Authorized Payments for the month of December in the amount of \$2,191,144.85

ATTACHMENTS

- Attachment 1 – Accounts Payable Cheque Register - November
- Attachment 2 – Accounts Payable Deposit Register - November
- Attachment 3 – Summary of Pre-Authorized Payments – November
- Attachment 4 – Accounts Payable Cheque Register - December
- Attachment 5 – Accounts Payable Deposit Register - December
- Attachment 6 – Summary of Pre-Authorized Payments – December

Submitted By: Sheena Linderman <i>Manager of Finance</i>	Date: January 16, 2018
Director of Finance Signature: <i>[Signature]</i>	Date: <i>Jan 16/18</i>
CAO Signature: <i>[Signature]</i>	Date: <i>Jan 17/18</i>

Ranges: From: To: 326
 Cheque Number 0001 1000000
 Vendor ID First Last Cheque Date 11/1/2017 11/30/2017
 Vendor Name First Last Chequebook ID First Last

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
002916	181001	1811133 ALBERTA INC	11/3/2017	GENERAL	PMCHQ00000213	\$4,000.00
002917	2AC001	2A CAR WASH	11/3/2017	GENERAL	PMCHQ00000213	\$25.41
002918	ALB008	ALBERTA MAINTENANCE ENFORCEMEN	11/3/2017	GENERAL	PMCHQ00000213	\$457.00
002919	ALB013	ALBERTA MUNICIPAL SERVICES COR	11/3/2017	GENERAL	PMCHQ00000213	\$693.01
002920	AMS001	AMSC INSURANCE SERVICES LTD	11/3/2017	GENERAL	PMCHQ00000213	\$33,253.22
002921	BRA007	BRANDSON, LEONARD	11/3/2017	GENERAL	PMCHQ00000213	\$22.71
002922	BUK001	BUKSA ASSOCIATES INC	11/3/2017	GENERAL	PMCHQ00000213	\$850.00
002923	COC002	COCHRANE, CARA	11/3/2017	GENERAL	PMCHQ00000213	\$24.18
002924	DOO001	DOOR SERVICE BY MOONLIGHT LTD	11/3/2017	GENERAL	PMCHQ00000213	\$1,039.50
002925	DOW001	DOWLAND AUTOMOTIVE LTD	11/3/2017	GENERAL	PMCHQ00000213	\$2,100.79
002926	DRE004	DREGER, JASON & MELISSA	11/3/2017	GENERAL	PMCHQ00000213	\$1,000.00
002927	ENG001	ENGINEERED AIR	11/3/2017	GENERAL	PMCHQ00000213	\$110.23
002928	EQU001	EQUINOX ENVIRONMENTAL	11/3/2017	GENERAL	PMCHQ00000213	\$3,134.25
002929	FEE001	FEEG'S PROPANE LTD	11/3/2017	GENERAL	PMCHQ00000213	\$611.97
002930	IMA002	IMAGINE WIRELESS	11/3/2017	GENERAL	PMCHQ00000213	\$66.11
002931	OLD008	OLDS COLLEGE	11/3/2017	GENERAL	PMCHQ00000213	\$523.95
002932	PAI001	PAINT POT (OLDS) LTD	11/3/2017	GENERAL	PMCHQ00000213	\$48.49
002933	REC001	RECEIVER GENERAL	11/3/2017	GENERAL	PMCHQ00000213	\$369.99
002934	ROY002	ROYAL CANADIAN LEGION #105	11/3/2017	GENERAL	PMCHQ00000213	\$367.50
002935	SMI006	SMIT, JASON	11/3/2017	GENERAL	PMCHQ00000213	\$1,000.00
002936	SPI001	SPICERS CANADA ULC	11/3/2017	GENERAL	PMCHQ00000213	\$1,104.56
002937	SUM003	SUMMIT TIRE	11/3/2017	GENERAL	PMCHQ00000213	\$114.46
002938	SWE001	SWEETGRASS CAFE	11/3/2017	GENERAL	PMCHQ00000213	\$239.09
002939	TEL002	TELUS COMMUNICATIONS INC	11/3/2017	GENERAL	PMCHQ00000213	\$139.12
002940	TEMP0000000074	ALGRA, JOLENE N	11/3/2017	GENERAL	PMCHQ00000213	\$1,113.95
002941	UNI005	UNITED RENTALS OF CANADA INC	11/3/2017	GENERAL	PMCHQ00000213	\$1,250.38
002942	WIC002	WIC JOHNSTON CONSULTING LTD	11/3/2017	GENERAL	PMCHQ00000213	\$4,368.00
002943	AGA001	A GALLERY OF FLOORS LTD	11/9/2017	GENERAL	PMCHQ00000215	\$157.50
002944	ALB008	ALBERTA MAINTENANCE ENFORCEMEN	11/9/2017	GENERAL	PMCHQ00000215	\$207.00
002945	AMS001	AMSC INSURANCE SERVICES LTD	11/9/2017	GENERAL	PMCHQ00000215	\$333.76
002946	BEH001	BEHREND'S BRONZE INC	11/9/2017	GENERAL	PMCHQ00000215	\$7,805.00
002947	COR003	CORSIATTO, ROBBIN R	11/9/2017	GENERAL	PMCHQ00000215	\$2,725.00
002948	DOM002	DOMINION VOTING SYSTEMS CORPOR	11/9/2017	GENERAL	PMCHQ00000215	\$3,631.11
002949	DOO002	DOORMASTERS INC	11/9/2017	GENERAL	PMCHQ00000215	\$1,096.46
002950	FIT002	FITZSIMONDS, DENNIS	11/9/2017	GENERAL	PMCHQ00000215	\$1,000.00
002951	FOR007	FORTY SIX SQUARE LTD	11/9/2017	GENERAL	PMCHQ00000215	\$40,000.00
002952	HOW001	HOWITT CONSTRUCTION LTD	11/9/2017	GENERAL	PMCHQ00000215	\$156,455.39
002953	OLD007	OLDS COLLEGE	11/9/2017	GENERAL	PMCHQ00000215	\$16,926.84
002954	OLD012	OLDS CONTRACTING LTD	11/9/2017	GENERAL	PMCHQ00000215	\$794.34
002955	OLD042	OLDS REGISTRIES LTD	11/9/2017	GENERAL	PMCHQ00000215	\$131.25
002956	OTT001	OTTO'S ELECTRIC INC	11/9/2017	GENERAL	PMCHQ00000215	\$68.24
002957	PET003	PETTY CASH	11/9/2017	GENERAL	PMCHQ00000215	\$95.70
002958	PLA003	PLAINS MIDSTREAM CANADA	11/9/2017	GENERAL	PMCHQ00000215	\$9,300.00
002959	RIC001	RICHARDSON BROS (OLDS) LTD	11/9/2017	GENERAL	PMCHQ00000215	\$5,054.29
002960	SPE006	SPECIFIED TECHNICAL SALES LTD	11/9/2017	GENERAL	PMCHQ00000215	\$1,003.98
002961	TAB001	TAB	11/9/2017	GENERAL	PMCHQ00000215	\$1,192.51
002962	TEL002	TELUS COMMUNICATIONS INC	11/9/2017	GENERAL	PMCHQ00000215	\$139.12
002963	WES004	WESTVIEW CO-OP ASSOC LTD	11/9/2017	GENERAL	PMCHQ00000215	\$12.57
002964	ALB013	ALBERTA MUNICIPAL SERVICES COR	11/17/2017	GENERAL	PMCHQ00000217	\$693.01
002965	ALT001	ALTALIS	11/17/2017	GENERAL	PMCHQ00000217	\$323.40
002966	ALV001	ALVIN F GANSER BARRISTER & SOL	11/17/2017	GENERAL	PMCHQ00000217	\$1,470.00
002967	AMB001	AMBUSCH SECURITIES LTD	11/17/2017	GENERAL	PMCHQ00000217	\$294.00
002968	BIG003	BIG HILL SERVICES LTD	11/17/2017	GENERAL	PMCHQ00000217	\$1,030.26
002969	BUN001	BUNCH & LUDWAR WELDING LTD	11/17/2017	GENERAL	PMCHQ00000217	\$5,526.68
002970	CAN020	CAN PAK ENVIRONMENTAL INC	11/17/2017	GENERAL	PMCHQ00000217	\$26,419.01
002971	DOW001	DOWLAND AUTOMOTIVE LTD	11/17/2017	GENERAL	PMCHQ00000217	\$440.77

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* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
002972	KUL001	KULING, LUKE	11/17/2017	GENERAL	PMCHQ00000217	\$135.70
002973	NOR011	NORTHSIDE CONSTRUCTION PARTNER	11/17/2017	GENERAL	PMCHQ00000217	\$740,538.29
002974	OLD050	OLDS VETERINARY CENTRE LTD	11/17/2017	GENERAL	PMCHQ00000217	\$30.00
002975	TEMP00000000076	GOODSEED CANADA CORP	11/17/2017	GENERAL	PMCHQ00000217	\$621.83
002976	THI001	THINK TANK PRODUCTS INC	11/17/2017	GENERAL	PMCHQ00000217	\$3,024.00
002977	WOR001	WORKER'S COMPENSATION BOARD	11/17/2017	GENERAL	PMCHQ00000217	\$16,937.16
002978	ZEP001	ZEP SALES & SERVICE OF CANADA	11/17/2017	GENERAL	PMCHQ00000217	\$2,296.11
002979	ALB033	ALBERTA INFRASTRUCTURE	11/23/2017	GENERAL	PMCHQ00000220	\$2,415.00
002980	ALV001	ALVIN F GANSER BARRISTER & SOL	11/23/2017	GENERAL	PMCHQ00000220	\$288.75
002981	AND005	ANDREWS, SHEREE	11/23/2017	GENERAL	PMCHQ00000220	\$500.00
002982	AUR001	AURORA FLAGS & BANNERS INC	11/23/2017	GENERAL	PMCHQ00000220	\$477.75
002983	BOO002	BOOMER, ANNETTE	11/23/2017	GENERAL	PMCHQ00000220	\$134.39
002984	CAN008	CANADIAN NETWORK OF ASSET MANA	11/23/2017	GENERAL	PMCHQ00000220	\$262.50
002985	CAN015	CANADIAN TIRE #475	11/23/2017	GENERAL	PMCHQ00000220	\$276.17
002986	FOR003	FORD CREDIT CANADA LEASING	11/23/2017	GENERAL	PMCHQ00000220	\$471.58
002987	GRE009	GREEN, LAVERYNE (HARMONY CATS)	11/23/2017	GENERAL	PMCHQ00000220	\$800.00
002988	RAI003	RAINBOW THE CLOWN	11/23/2017	GENERAL	PMCHQ00000220	\$525.00
002989	ROY002	ROYAL CANADIAN LEGION #105	11/23/2017	GENERAL	PMCHQ00000220	\$397.76
002990	STRO01	STROCHER, KAREN	11/23/2017	GENERAL	PMCHQ00000220	\$234.00
002991	SWE001	SWEETGRASS CAFE	11/23/2017	GENERAL	PMCHQ00000220	\$193.20
002992	TAB001	TAB	11/23/2017	GENERAL	PMCHQ00000220	\$2,932.25
002993	TEL001	TELUS	11/23/2017	GENERAL	PMCHQ00000220	\$63.00
002994	TEL002	TELUS COMMUNICATIONS INC	11/23/2017	GENERAL	PMCHQ00000220	\$4,434.02
002995	TEMP00000000075	1370757 ALBERTA LTD	11/23/2017	GENERAL	PMCHQ00000220	\$111.39
002996	194001	1948626 ALBERTA LTD	11/29/2017	GENERAL	PMCHQ00000222	\$787.50
002997	2AC001	2A CAR WASH	11/29/2017	GENERAL	PMCHQ00000222	\$93.55
002998	674001	674451 ALBERTA LTD	11/29/2017	GENERAL	PMCHQ00000222	\$756.00
002999	911001	911 SUPPLY	11/29/2017	GENERAL	PMCHQ00000222	\$37.74
003000	ALB008	ALBERTA MAINTENANCE ENFORCEMEN	11/29/2017	GENERAL	PMCHQ00000222	\$207.00
003001	ALB013	ALBERTA MUNICIPAL SERVICES COR	11/29/2017	GENERAL	PMCHQ00000222	\$693.01
003002	AND006	ANDREW, MONICA	11/29/2017	GENERAL	PMCHQ00000222	\$56.00
003003	APP002	APPLEDALE PROPERTY MANAGEMENT	11/29/2017	GENERAL	PMCHQ00000222	\$56.11
003004	CAM003	CAMFIL CANADA INC	11/29/2017	GENERAL	PMCHQ00000222	\$1,156.80
003005	CAP001	CAP SOLAR PUMPS LTD	11/29/2017	GENERAL	PMCHQ00000222	\$48,138.30
003006	CHE002	CHEM INTERNATIONAL	11/29/2017	GENERAL	PMCHQ00000222	\$312.44
003007	DOW001	DOWLAND AUTOMOTIVE LTD	11/29/2017	GENERAL	PMCHQ00000222	\$958.87
003008	HAL001	HALL, ROGER & DONNA	11/29/2017	GENERAL	PMCHQ00000222	\$459.49
003009	HEA001	HEAR WELL AUDIOLOGY CLINICS IN	11/29/2017	GENERAL	PMCHQ00000222	\$35.00
003010	JOR004	JORDAN CLELAND CONSULTING INC	11/29/2017	GENERAL	PMCHQ00000222	\$5,296.04
003011	KTI001	KTI LIMITED	11/29/2017	GENERAL	PMCHQ00000222	\$1,461.80
003012	LEO001	LEO'S BUILDING SUPPLIES LTD	11/29/2017	GENERAL	PMCHQ00000222	\$867.39
003013	NOR004	NORMARK HOMES	11/29/2017	GENERAL	PMCHQ00000222	\$100.00
003014	OVE001	OVERWATER, MARY ANNE	11/29/2017	GENERAL	PMCHQ00000222	\$1,040.15
003015	POL006	POLLARD, AMBER	11/29/2017	GENERAL	PMCHQ00000222	\$64.00
003016	SUM003	SUMMIT TIRE	11/29/2017	GENERAL	PMCHQ00000222	\$64.58
003017	TAY001	TAYLOR, IAN & MARY	11/29/2017	GENERAL	PMCHQ00000222	\$1,000.00
003018	THE007	THE OLDS CAR & TRUCK WASH	11/29/2017	GENERAL	PMCHQ00000222	\$313.60
003019	THO008	THOMS, JULIE	11/29/2017	GENERAL	PMCHQ00000222	\$50.00
003020	URB001	URBAN SYSTEMS	11/29/2017	GENERAL	PMCHQ00000222	\$46,383.24
003021	UTC001	UTC FIRE & SECURITY CANADA INC	11/29/2017	GENERAL	PMCHQ00000222	\$988.31
003022	VER005	VERANOVA	11/29/2017	GENERAL	PMCHQ00000222	\$45.96
003023	VER006	VERMEULEN, BRANDY & COURTNEY	11/29/2017	GENERAL	PMCHQ00000222	\$132.35

Total Cheques: 108

Total Amount of Cheques: \$1,232,010.14

Ranges: From: To: From: To: **328**
 Cheque Number EFT000000000001 EFT100000000000 Cheque Date 11/1/2017 11/30/2017
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000003229	AAM001	AAMD&C	11/3/2017	GENERAL	PMCHQ00000214	\$267.25
EFT000000003230	AMR001	AMRE SUPPLY LTD	11/3/2017	GENERAL	PMCHQ00000214	\$168.14
EFT000000003231	AUT001	AUTO PARTS PLUS	11/3/2017	GENERAL	PMCHQ00000214	\$143.17
EFT000000003232	BEA002	BEARCHELL, WADE S	11/3/2017	GENERAL	PMCHQ00000214	\$9.36
EFT000000003233	BIG004	BIG RACK RENTALS	11/3/2017	GENERAL	PMCHQ00000214	\$37.28
EFT000000003234	BLA004	BLACKWELL, LISA	11/3/2017	GENERAL	PMCHQ00000214	\$96.40
EFT000000003235	CAB001	CAB-K BROADCASTING LTD	11/3/2017	GENERAL	PMCHQ00000214	\$73.50
EFT000000003236	CHA012	CHANT, KATHI	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003237	CIN003	CINTAS LOCATION #851	11/3/2017	GENERAL	PMCHQ00000214	\$137.76
EFT000000003238	CIT009	CITY OF RED DEER	11/3/2017	GENERAL	PMCHQ00000214	\$500.00
EFT000000003239	CLM001	CLM DISTRIBUTION	11/3/2017	GENERAL	PMCHQ00000214	\$153.49
EFT000000003240	COW002	COWLING, MAUREEN	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003241	DIG001	DIGITEX INC	11/3/2017	GENERAL	PMCHQ00000214	\$85.34
EFT000000003242	DPL001	D PLUMBING & HEATING	11/3/2017	GENERAL	PMCHQ00000214	\$255.11
EFT000000003243	ESK001	LLOYD, KELLY L	11/3/2017	GENERAL	PMCHQ00000214	\$83.41
EFT000000003244	HIL001	HILDEBRAND MOTORS LTD	11/3/2017	GENERAL	PMCHQ00000214	\$311.85
EFT000000003245	HYD001	HYDRODIG CANADA INC	11/3/2017	GENERAL	PMCHQ00000214	\$1,467.38
EFT000000003246	INL001	INLAND CONCRETE LTD	11/3/2017	GENERAL	PMCHQ00000214	\$214.20
EFT000000003247	KAN001	KANANEN, PAULETTE	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003248	KIN002	KING, ROBERT	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003249	KOH001	KOHL, KELLY	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003250	KRO001	KROETSCH, GLENDA	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003251	MEN001	MENGERSEN, MARK	11/3/2017	GENERAL	PMCHQ00000214	\$100.00
EFT000000003252	MER005	MERRITT, MICHAEL	11/3/2017	GENERAL	PMCHQ00000214	\$476.95
EFT000000003253	MOB001	MOBIL 1 LUBE EXPRESS	11/3/2017	GENERAL	PMCHQ00000214	\$2,612.79
EFT000000003254	MOU006	MOUNTAIN VIEW PUBLISHING INC	11/3/2017	GENERAL	PMCHQ00000214	\$1,111.32
EFT000000003255	OLD015	OLDS ELECTRIC & LIGHTING LTD	11/3/2017	GENERAL	PMCHQ00000214	\$455.16
EFT000000003256	ORK001	ORKIN CANADA CORP	11/3/2017	GENERAL	PMCHQ00000214	\$107.63
EFT000000003257	OUR001	OUR CAN CO LTD	11/3/2017	GENERAL	PMCHQ00000214	\$3,381.00
EFT000000003258	ROG001	ROGERS, DEBRA	11/3/2017	GENERAL	PMCHQ00000214	\$669.50
EFT000000003259	SEL001	SELECT COFFEE SERVICE	11/3/2017	GENERAL	PMCHQ00000214	\$164.47
EFT000000003260	SIG001	SIGNS BY JAN	11/3/2017	GENERAL	PMCHQ00000214	\$220.50
EFT000000003261	STA005	STAPLES	11/3/2017	GENERAL	PMCHQ00000214	\$426.41
EFT000000003262	TAR001	TARAPASKI, JOHN	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003263	THE015	THEITEAM LTD	11/3/2017	GENERAL	PMCHQ00000214	\$2,847.60
EFT000000003264	ULT002	ULTIMATE SAFETY ALBERTA	11/3/2017	GENERAL	PMCHQ00000214	\$699.99
EFT000000003265	UNI001	UNIFIRST CANADA LTD	11/3/2017	GENERAL	PMCHQ00000214	\$241.61
EFT000000003266	WAS001	WASTE MANAGEMENT	11/3/2017	GENERAL	PMCHQ00000214	\$802.11
EFT000000003267	WIC001	WICKWIRE, CATHY	11/3/2017	GENERAL	PMCHQ00000214	\$275.00
EFT000000003268	WOL002	WOLSELEY INDUSTRIAL CANADA INC	11/3/2017	GENERAL	PMCHQ00000214	\$765.77
EFT000000003269	AAM001	AAMD&C	11/9/2017	GENERAL	PMCHQ00000216	\$306.39
EFT000000003270	AET001	AETAN HOLDINGS LTD	11/9/2017	GENERAL	PMCHQ00000216	\$4,713.51
EFT000000003271	AIR001	AIRENET INTERNET SOLUTIONS	11/9/2017	GENERAL	PMCHQ00000216	\$420.00
EFT000000003272	BES003	BEST SHREDDING	11/9/2017	GENERAL	PMCHQ00000216	\$57.75
EFT000000003273	BMH002	B & M HARDWARE - TOWN OFFICE A	11/9/2017	GENERAL	PMCHQ00000216	\$146.45
EFT000000003274	CAN005	CANADIAN CORPS OF COMMISSIONAI	11/9/2017	GENERAL	PMCHQ00000216	\$2,268.00
EFT000000003275	CER002	CERVUS CONTRACTORS EQUIPMENT L	11/9/2017	GENERAL	PMCHQ00000216	\$150.63
EFT000000003276	CIN003	CINTAS LOCATION #851	11/9/2017	GENERAL	PMCHQ00000216	\$137.76
EFT000000003277	CLE003	CLEARTECH INDUSTRIES INC	11/9/2017	GENERAL	PMCHQ00000216	\$959.70
EFT000000003278	COC002	COCHRANE, CARA	11/9/2017	GENERAL	PMCHQ00000216	\$41.96
EFT000000003279	COM009	COMPANIONS CARING 4 U	11/9/2017	GENERAL	PMCHQ00000216	\$451.00
EFT000000003280	ILO002	MIKE BAYNE O/A I LOCK AND KEY	11/9/2017	GENERAL	PMCHQ00000216	\$114.45
EFT000000003281	INT001	INTERCON MESSAGING INC	11/9/2017	GENERAL	PMCHQ00000216	\$329.56
EFT000000003282	JOR003	JORGENSON, JANELLE J	11/9/2017	GENERAL	PMCHQ00000216	\$56.14
EFT000000003283	KCL001	KCL CONSULTING INC	11/9/2017	GENERAL	PMCHQ00000216	\$7,891.72
EFT000000003284	MCP001	MCPHEE, BEN	11/9/2017	GENERAL	PMCHQ00000216	\$175.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000003285	NIE002	NIEMEYER'S WELDING & MACHINING	11/9/2017	GENERAL	PMCHQ00000216	\$173.18
EFT000000003286	OLD015	OLDS ELECTRIC & LIGHTING LTD	11/9/2017	GENERAL	PMCHQ00000216	\$1,505.80
EFT000000003287	ONE001	O-NET	11/9/2017	GENERAL	PMCHQ00000216	\$90.27
EFT000000003288	ORK001	ORKIN CANADA CORP	11/9/2017	GENERAL	PMCHQ00000216	\$102.38
EFT000000003289	POL001	POLAND, DIANE K	11/9/2017	GENERAL	PMCHQ00000216	\$175.00
EFT000000003290	SAF002	SAFETY CODES COUNCIL	11/9/2017	GENERAL	PMCHQ00000216	\$463.03
EFT000000003291	SEL001	SELECT COFFEE SERVICE	11/9/2017	GENERAL	PMCHQ00000216	\$163.40
EFT000000003292	THE015	THEITEAM LTD	11/9/2017	GENERAL	PMCHQ00000216	\$8,529.08
EFT000000003293	ULT002	ULTIMATE SAFETY ALBERTA	11/9/2017	GENERAL	PMCHQ00000216	\$52.40
EFT000000003294	UNI001	UNIFIRST CANADA LTD	11/9/2017	GENERAL	PMCHQ00000216	\$214.63
EFT000000003295	WOL002	WOLSELEY INDUSTRIAL CANADA INC	11/9/2017	GENERAL	PMCHQ00000216	\$417.69
EFT000000003296	ACK001	ACKLANDS GRAINGER	11/17/2017	GENERAL	PMCHQ00000218	\$163.38
EFT000000003297	ALB014	ALBERTA ONE-CALL LOCATION CORP	11/17/2017	GENERAL	PMCHQ00000218	\$308.70
EFT000000003298	ALT005	AL-TERRA ENGINEERING LTD	11/17/2017	GENERAL	PMCHQ00000218	\$27,975.90
EFT000000003299	AUT001	AUTO PARTS PLUS	11/17/2017	GENERAL	PMCHQ00000218	\$9.03
EFT000000003300	BIG004	BIG RACK RENTALS	11/17/2017	GENERAL	PMCHQ00000218	\$165.48
EFT000000003301	CAN009	CANADIAN PACIFIC RAILWAY CO	11/17/2017	GENERAL	PMCHQ00000218	\$558.00
EFT000000003302	CIN003	CINTAS LOCATION #851	11/17/2017	GENERAL	PMCHQ00000218	\$131.93
EFT000000003303	COM003	COMMUNICATIONS GROUP	11/17/2017	GENERAL	PMCHQ00000218	\$551.26
EFT000000003304	DIG001	DIGITEX INC	11/17/2017	GENERAL	PMCHQ00000218	\$85.67
EFT000000003305	DRI001	D R INSPECTIONS & PERMITS LTD	11/17/2017	GENERAL	PMCHQ00000218	\$8,408.99
EFT000000003306	FOR001	FOR TREES COMPANY LTD	11/17/2017	GENERAL	PMCHQ00000218	\$3,214.31
EFT000000003307	JOE001	JOE JOHNSON EQUIPMENT INC	11/17/2017	GENERAL	PMCHQ00000218	\$171.15
EFT000000003308	MOT001	MOTOCAR AUTOMOTIVE LTD	11/17/2017	GENERAL	PMCHQ00000218	\$722.11
EFT000000003309	MOU006	MOUNTAIN VIEW PUBLISHING INC	11/17/2017	GENERAL	PMCHQ00000218	\$294.42
EFT000000003310	MTV001	MT VIEW REGIONAL WASTE MGMT CO	11/17/2017	GENERAL	PMCHQ00000218	\$9,102.25
EFT000000003311	MTV002	MT VIEW REGIONAL WATER SERV CO	11/17/2017	GENERAL	PMCHQ00000218	\$137,767.50
EFT000000003312	NAP001	NAPA AUTO PARTS	11/17/2017	GENERAL	PMCHQ00000218	\$42.15
EFT000000003313	NIE002	NIEMEYER'S WELDING & MACHINING	11/17/2017	GENERAL	PMCHQ00000218	\$28.10
EFT000000003314	OLD015	OLDS ELECTRIC & LIGHTING LTD	11/17/2017	GENERAL	PMCHQ00000218	\$1,305.15
EFT000000003315	PAR002	PARKLAND COMMUNITY PLANNING SE	11/17/2017	GENERAL	PMCHQ00000218	\$102.52
EFT000000003316	PAR003	PARKLAND GEOTECHNICAL CONSULTI	11/17/2017	GENERAL	PMCHQ00000218	\$41,910.69
EFT000000003317	ROA001	ROADDATA SERVICES LTD	11/17/2017	GENERAL	PMCHQ00000218	\$213.15
EFT000000003318	SIG001	SIGNS BY JAN	11/17/2017	GENERAL	PMCHQ00000218	\$189.00
EFT000000003319	SOU002	SOUTH RED DEER REGIONAL WASTEW	11/17/2017	GENERAL	PMCHQ00000218	\$207,439.83
EFT000000003320	STA005	STAPLES	11/17/2017	GENERAL	PMCHQ00000218	\$419.90
EFT000000003321	TRA001	TRACKSIDE SALES & SERVICE	11/17/2017	GENERAL	PMCHQ00000218	\$188.84
EFT000000003322	ULT002	ULTIMATE SAFETY ALBERTA	11/17/2017	GENERAL	PMCHQ00000218	\$23.00
EFT000000003323	UNI003	UNITED FARMERS OF ALBERTA	11/17/2017	GENERAL	PMCHQ00000218	\$450.83
EFT000000003324	UNI004	UNITED FARMERS OF ALBERTA- CAR	11/17/2017	GENERAL	PMCHQ00000218	\$6,957.46
EFT000000003325	WAS001	WASTE MANAGEMENT	11/17/2017	GENERAL	PMCHQ00000218	\$4,492.62
EFT000000003326	WEG001	W E GREER LTD	11/17/2017	GENERAL	PMCHQ00000218	\$1,401.10
EFT000000003327	WIN002	WINDSOR, KATHLEEN	11/17/2017	GENERAL	PMCHQ00000218	\$196.88
EFT000000003328	AAM001	AAMD&C	11/23/2017	GENERAL	PMCHQ00000221	\$335.98
EFT000000003329	ACK001	ACKLANDS GRAINGER	11/23/2017	GENERAL	PMCHQ00000221	\$37.72
EFT000000003330	ALB012	ALBERTA MUNICIPAL SERVICES COR	11/23/2017	GENERAL	PMCHQ00000221	\$7,504.14
EFT000000003331	ALL004	ALLSTREAM INC	11/23/2017	GENERAL	PMCHQ00000221	\$218.40
EFT000000003332	BES003	BEST SHREDDING	11/23/2017	GENERAL	PMCHQ00000221	\$210.00
EFT000000003333	BMH002	B & M HARDWARE - TOWN OFFICE A	11/23/2017	GENERAL	PMCHQ00000221	\$2,918.23
EFT000000003334	CJA001	CJ ACCOUNTING SERVICES	11/23/2017	GENERAL	PMCHQ00000221	\$302.72
EFT000000003335	CLE003	CLEARTECH INDUSTRIES INC	11/23/2017	GENERAL	PMCHQ00000221	\$1,183.46
EFT000000003336	DOY001	DOYLE, KATHARINE M	11/23/2017	GENERAL	PMCHQ00000221	\$10.50
EFT000000003337	EDD001	EDDIES'S HANG-UP DISPLAY LTD	11/23/2017	GENERAL	PMCHQ00000221	\$149.31
EFT000000003338	HON001	HONEYMAN, MICHELLE L	11/23/2017	GENERAL	PMCHQ00000221	\$133.68
EFT000000003339	JAM002	JAMES ELECTRIC MOTOR SERV LTD	11/23/2017	GENERAL	PMCHQ00000221	\$692.31
EFT000000003340	LUC001	LUCAS, GARTH G	11/23/2017	GENERAL	PMCHQ00000221	\$84.00
EFT000000003341	LUT001	LUTZ, JENNIFER	11/23/2017	GENERAL	PMCHQ00000221	\$391.13
EFT000000003342	ONE001	O-NET	11/23/2017	GENERAL	PMCHQ00000221	\$5,570.49
EFT000000003343	PUR001	PUROLATOR COURIER	11/23/2017	GENERAL	PMCHQ00000221	\$23.56
EFT000000003344	SEL001	SELECT COFFEE SERVICE	11/23/2017	GENERAL	PMCHQ00000221	\$263.92
EFT000000003345	SIG001	SIGNS BY JAN	11/23/2017	GENERAL	PMCHQ00000221	\$144.90
EFT000000003346	TUR001	TURNER SIGNS (2009) LTD	11/23/2017	GENERAL	PMCHQ00000221	\$293.16
EFT000000003347	AAM001	AAMD&C	11/29/2017	GENERAL	PMCHQ00000223	\$440.70

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000003348	ACC001	ACCREDITED SUPPORTS TO THE COM	11/29/2017	GENERAL	PMCHQ00000223	\$122.40
EFT000000003349	ACK001	ACKLANDS GRAINGER	11/29/2017	GENERAL	PMCHQ00000223	\$119.95
EFT000000003350	AUT001	AUTO PARTS PLUS	11/29/2017	GENERAL	PMCHQ00000223	\$284.07
EFT000000003351	BIG004	BIG RACK RENTALS	11/29/2017	GENERAL	PMCHQ00000223	\$399.00
EFT000000003352	BRE001	B & R ECKEL'S TRANSPORT LTD	11/29/2017	GENERAL	PMCHQ00000223	\$805.50
EFT000000003353	CAN005	CANADIAN CORPS OF COMMISSIONAI	11/29/2017	GENERAL	PMCHQ00000223	\$2,268.00
EFT000000003354	CEN004	CENTRAL SHARPENING LTD	11/29/2017	GENERAL	PMCHQ00000223	\$180.60
EFT000000003355	CER002	CERVUS CONTRACTORS EQUIPMENT L	11/29/2017	GENERAL	PMCHQ00000223	\$341.59
EFT000000003356	CIN003	CINTAS LOCATION #851	11/29/2017	GENERAL	PMCHQ00000223	\$111.34
EFT000000003357	DIG001	DIGITEX INC	11/29/2017	GENERAL	PMCHQ00000223	\$1,696.08
EFT000000003358	ELI001	ELITE AUTOMATION ENGINEERING S	11/29/2017	GENERAL	PMCHQ00000223	\$2,126.25
EFT000000003359	ELL001	ELLENTON, PHILIP A	11/29/2017	GENERAL	PMCHQ00000223	\$26.25
EFT000000003360	FOR001	FOR TREES COMPANY LTD	11/29/2017	GENERAL	PMCHQ00000223	\$7,810.71
EFT000000003361	HYD001	HYDRODIG CANADA INC	11/29/2017	GENERAL	PMCHQ00000223	\$451.50
EFT000000003362	JAM002	JAMES ELECTRIC MOTOR SERV LTD	11/29/2017	GENERAL	PMCHQ00000223	\$372.59
EFT000000003363	JOR002	JORGENSEN, KAROL	11/29/2017	GENERAL	PMCHQ00000223	\$15.83
EFT000000003364	LOO002	LOOMIS EXPRESS	11/29/2017	GENERAL	PMCHQ00000223	\$98.29
EFT000000003365	MMJ001	M & M JANITORIAL	11/29/2017	GENERAL	PMCHQ00000223	\$2,205.00
EFT000000003366	MOB001	MOBIL 1 LUBE EXPRESS	11/29/2017	GENERAL	PMCHQ00000223	\$107.96
EFT000000003367	MOT001	MOTOCAR AUTOMOTIVE LTD	11/29/2017	GENERAL	PMCHQ00000223	\$119.07
EFT000000003368	NIE001	NIEMEYER'S OILFIELD SUPPLIES	11/29/2017	GENERAL	PMCHQ00000223	\$616.79
EFT000000003369	NIE002	NIEMEYER'S WELDING & MACHINING	11/29/2017	GENERAL	PMCHQ00000223	\$709.59
EFT000000003370	OLD011	OLDS CONCRETE (2014) LTD	11/29/2017	GENERAL	PMCHQ00000223	\$1,771.56
EFT000000003371	OLD015	OLDS ELECTRIC & LIGHTING LTD	11/29/2017	GENERAL	PMCHQ00000223	\$1,127.44
EFT000000003372	OLD049	OLDS VACUUM 2000	11/29/2017	GENERAL	PMCHQ00000223	\$175.35
EFT000000003373	ORK001	ORKIN CANADA CORP	11/29/2017	GENERAL	PMCHQ00000223	\$107.63
EFT000000003374	PAR003	PARKLAND GEOTECHNICAL CONSULTI	11/29/2017	GENERAL	PMCHQ00000223	\$6,404.32
EFT000000003375	RUB002	RUBYDALE ASPHALT WORKS LTD	11/29/2017	GENERAL	PMCHQ00000223	\$73,113.48
EFT000000003376	SEL001	SELECT COFFEE SERVICE	11/29/2017	GENERAL	PMCHQ00000223	\$833.16
EFT000000003377	SIG001	SIGNS BY JAN	11/29/2017	GENERAL	PMCHQ00000223	\$733.32
EFT000000003378	STA005	STAPLES	11/29/2017	GENERAL	PMCHQ00000223	\$96.59
EFT000000003379	SYB001	SYBERTECH WASTE REDUCTION LTD	11/29/2017	GENERAL	PMCHQ00000223	\$6,676.32
EFT000000003380	THE015	THEITEAM LTD	11/29/2017	GENERAL	PMCHQ00000223	\$330.75
EFT000000003381	TRA001	TRACKSIDE SALES & SERVICE	11/29/2017	GENERAL	PMCHQ00000223	\$232.87
EFT000000003382	TYC001	TY-CAL INSPECTION SERVICES INC	11/29/2017	GENERAL	PMCHQ00000223	\$2,691.20
EFT000000003383	ULT002	ULTIMATE SAFETY ALBERTA	11/29/2017	GENERAL	PMCHQ00000223	\$378.53
EFT000000003384	WEG001	W E GREER LTD	11/29/2017	GENERAL	PMCHQ00000223	\$863.58
EFT000000003385	WOL001	WOLSELEY CANADA INC	11/29/2017	GENERAL	PMCHQ00000223	\$909.08
EFT000000003386	WOL003	WOLSELEY WATERWORKS GROUP	11/29/2017	GENERAL	PMCHQ00000223	\$151.25

Total Cheques: 158

Total Amount of Cheques: \$644,877.73

**Pre-Authorized Payments
Nov-17**

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Monthly Payments			
Timing of Payment	Vendor	Description	PAP Amount
2017			
1-Nov	Ricoh	Lease Payment: Administration Photocopier	\$ 280.83
1-Nov	John Deere	Lease Payment: JD 997 Z-Trak mower	\$ 456.39
1-Nov	John Deere	Lease Payment: John Deere Utility Tractor	\$ 1,185.61
1-Nov	John Deere	Lease Payment: John Deere 1600 Turbo Wide Area	\$ 1,305.89
3-Nov	Golf Lease	Lease Payment: Toro Mowers	\$ 4,396.35
3-Nov	Golf Lease	Lease Payment: Sweeper	\$ 691.95
6-Nov	Lease	Wet Water Industries	\$ 253.68
8-Nov	De Lage Landen	Lease Payment: Vac Truck	\$ 6,774.37
15-Nov	Roynat Lease	Fire Hall Photocopier	\$ 70.35
15-Nov	Roynat Lease	Public Works Photocopier/Color Printer/Scanner	\$ 91.35
15-Nov	Roynat Lease	Development Photocopier/ Color Printer/ Scanner	\$ 813.75
22-Nov	Caterpillar	Lease Payment: Caterpillar Financial	\$ 2,992.68
27-Nov	CDN Western	Lease Payment: Grader	\$ 2,241.35
30-Nov	Kubota	Kubota Mower	\$ 289.57
Total of Monthly Payments			\$ 21,844.12

Automatic Payments			
1-Nov	Rogers	Cell Phones	\$ 1,651.13
8-Nov	Receiver General	Payroll Deductions/Contributions	\$ 51,937.10
8-Nov	LAPP	LAPP	\$ 38,138.93
9-Nov	ATB	Mastercard Payments	\$ 139.40
9-Nov	Mountain View Power	Hwy Sign Power	\$ 97.78
9-Nov	ATB	Mutual Funds	\$ 1,224.79
14-Nov	Royal Bank	Corporate Creditor Fee	\$ 76.79
16-Nov	Transcanada	Electricity	\$ 67,412.52
22-Nov	Receiver General	Payroll Deductions/Contributions	\$ 46,749.73
22-Nov	LAPP	LAPP	\$ 38,064.72
23-Nov	ATB	Mastercard Payments	\$ 14,551.09
24-Nov	ATB	Mutual Funds	\$ 1,224.79
27-Nov	Telus Communication	Telephone	\$ 4,434.02
29-Nov	Mountain View Power	NU2U Natural Gas	\$ 343.19
Total of Monthly Payments			\$ 266,045.98

Total Pre-Authorized Payments \$ 287,890.10

332

Ranges: From: To: From: To:
 Cheque Number 0001 1000000 Cheque Date 12/1/2017 12/31/2017
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
003024	ADO002	ADOLPH, BILLEEN	12/8/2017	GENERAL	PMCHQ00000224	\$47.87
003025	AMB001	AMBUSCH SECURITIES LTD	12/8/2017	GENERAL	PMCHQ00000224	\$523.95
003026	CAN014	CANADIAN RED CROSS SOCIETY	12/8/2017	GENERAL	PMCHQ00000224	\$1,512.26
003027	CAN015	CANADIAN TIRE #475	12/8/2017	GENERAL	PMCHQ00000224	\$23.09
003028	CAT002	CATV1 LTD	12/8/2017	GENERAL	PMCHQ00000224	\$300.00
003029	COC001	COCOA TREE BAKE SHOPPE	12/8/2017	GENERAL	PMCHQ00000224	\$150.00
003030	DNK001	DNK ENTERPRISES	12/8/2017	GENERAL	PMCHQ00000224	\$1,148.70
003031	GOV002	GOVERNMENT OF ALBERTA	12/8/2017	GENERAL	PMCHQ00000224	\$300.00
003032	GRO003	GROUP2 ARCHITECTURE INTERIOR D	12/8/2017	GENERAL	PMCHQ00000224	\$3,853.50
003033	IMA002	IMAGINE WIRELESS	12/8/2017	GENERAL	PMCHQ00000224	\$1,707.29
003034	LAS001	LASERGRAVE PRODUCTIONS DIV OF	12/8/2017	GENERAL	PMCHQ00000224	\$267.70
003035	LIM002	LIMEHAM, AMANDA	12/8/2017	GENERAL	PMCHQ00000224	\$100.00
003036	NAK001	NAKAMATO, YVETTE	12/8/2017	GENERAL	PMCHQ00000224	\$140.00
003037	ODE001	ODERSKY, ERNIE W	12/8/2017	GENERAL	PMCHQ00000224	\$150.00
003038	OLD038	OLDS MOBILE LOCKSMITH	12/8/2017	GENERAL	PMCHQ00000224	\$105.00
003039	OTT001	OTTO'S ELECTRIC INC	12/8/2017	GENERAL	PMCHQ00000224	\$84.00
003040	POW001	POWELL, BRIAN	12/8/2017	GENERAL	PMCHQ00000224	\$614.01
003041	SPE006	SPECIFIED TECHNICAL SALES LTD	12/8/2017	GENERAL	PMCHQ00000224	\$166.95
003042	STO004	STOKES INTERNATIONAL	12/8/2017	GENERAL	PMCHQ00000224	\$124.69
003043	SWE001	SWEETGRASS CAFE	12/8/2017	GENERAL	PMCHQ00000224	\$163.01
003044	TEL002	TELUS COMMUNICATIONS INC	12/8/2017	GENERAL	PMCHQ00000224	\$139.12
003045	THI001	THINK TANK PRODUCTS INC	12/8/2017	GENERAL	PMCHQ00000224	\$6,247.50
003046	TOT002	TOTAL CONTROL SECURITY ALBERTA	12/8/2017	GENERAL	PMCHQ00000224	\$1,589.19
003047	TST001	TST CANADA	12/8/2017	GENERAL	PMCHQ00000224	\$598.42
003048	UPT002	UPTOWNE EYE CARE	12/8/2017	GENERAL	PMCHQ00000224	\$360.00
003049	WEB003	WEBB, LUCE	12/8/2017	GENERAL	PMCHQ00000224	\$1,000.00
003050	WES004	WESTVIEW CO-OP ASSOC LTD	12/8/2017	GENERAL	PMCHQ00000224	\$270.12
003051	DAH001	DAHL, JUDY	12/8/2017	GENERAL	PMCHQ00000226	\$1,200.00
003052	DUR001	DURIEUX, RUDOLPH F	12/8/2017	GENERAL	PMCHQ00000226	\$100.00
003053	WAL004	WALSH, D HARVEY	12/8/2017	GENERAL	PMCHQ00000226	\$2,000.00
003054	ALB008	ALBERTA MAINTENANCE ENFORCEMEN	12/13/2017	GENERAL	PMCHQ00000227	\$207.00
003055	ALB013	ALBERTA MUNICIPAL SERVICES COR	12/13/2017	GENERAL	PMCHQ00000227	\$693.01
003056	ATC001	ATCO GAS	12/13/2017	GENERAL	PMCHQ00000227	\$30,008.19
003057	BEN005	BENJAMIN, CHANTELE	12/13/2017	GENERAL	PMCHQ00000227	\$70.00
003058	BIG003	BIG HILL SERVICES LTD	12/13/2017	GENERAL	PMCHQ00000227	\$2,021.85
003059	CAN015	CANADIAN TIRE #475	12/13/2017	GENERAL	PMCHQ00000227	\$210.71
003060	CAN020	CAN PAK ENVIRONMENTAL INC	12/13/2017	GENERAL	PMCHQ00000227	\$1,005.94
003061	DAR002	D'ARCY NOEL	12/13/2017	GENERAL	PMCHQ00000227	\$1,252.00
003062	DPO001	DPOC	12/13/2017	GENERAL	PMCHQ00000227	\$9,568.04
003063	FUL002	FULLER, HANNAH	12/13/2017	GENERAL	PMCHQ00000227	\$70.00
003064	IMA002	IMAGINE WIRELESS	12/13/2017	GENERAL	PMCHQ00000227	\$117.52
003065	JOH001	JOHN DEERE FINANCIAL	12/13/2017	GENERAL	PMCHQ00000227	\$33.42
003066	JOR004	JORDAN CLELAND CONSULTING INC	12/13/2017	GENERAL	PMCHQ00000227	\$18,900.00
003067	KRU001	KRUKOWSKI, SHARI	12/13/2017	GENERAL	PMCHQ00000227	\$109.99
003068	LAP002	LAPOINTE, PATTY	12/13/2017	GENERAL	PMCHQ00000227	\$547.90
003069	MOUN003	MOUNTAIN VIEW COUNTY	12/13/2017	GENERAL	PMCHQ00000227	\$2,711.29
003070	OLD042	OLDS REGISTRIES LTD	12/13/2017	GENERAL	PMCHQ00000227	\$156.45
003071	REC004	RECREATION FACILITY PERSONNEL	12/13/2017	GENERAL	PMCHQ00000227	\$285.00
003072	SAU002	SAUNDERS, ROB	12/13/2017	GENERAL	PMCHQ00000227	\$1,000.00
003073	SUM003	SUMMIT TIRE	12/13/2017	GENERAL	PMCHQ00000227	\$1,313.66
003074	SWI001	SWISS ALPINE INC	12/13/2017	GENERAL	PMCHQ00000227	\$21,945.00
003075	TEL002	TELUS COMMUNICATIONS INC	12/13/2017	GENERAL	PMCHQ00000227	\$139.12
003076	TEMP0000000077	HASSARD, KEVIN & MICHELLE	12/13/2017	GENERAL	PMCHQ00000227	\$96.55
003077	THO001	THOMPSON, BRANDON J	12/13/2017	GENERAL	PMCHQ00000227	\$525.00
003078	UNI013	UNION STREET GEOTECHNICAL LTD	12/13/2017	GENERAL	PMCHQ00000227	\$20,878.20
003079	URB001	URBAN SYSTEMS	12/13/2017	GENERAL	PMCHQ00000227	\$2,315.25

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* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
003080	WEB002	WEBB'S EXCAVATING LTD	12/13/2017	GENERAL	PMCHQ00000227	\$1,864.80
003081	AIC001	AIC CONSTRUCTION LTD	12/13/2017	GENERAL	PMCHQ00000227	\$20.00
003082	DFS001	DFSI INC	12/13/2017	GENERAL	PMCHQ00000227	\$10.00
003138	ALB019	ALBERTA TRAFFIC SUPPLY LTD	12/21/2017	GENERAL	PMCHQ00000229	\$262.48
003139	AMS001	AMSC INSURANCE SERVICES LTD	12/21/2017	GENERAL	PMCHQ00000229	\$32,658.07
003140	BEN004	BENTLEY SYSTEMS INC	12/21/2017	GENERAL	PMCHQ00000229	\$3,034.50
003141	BOU002	Boutwell, Jarett	12/21/2017	GENERAL	PMCHQ00000229	\$600.00
003142	CHI003	CHINOOK COUNTRY VETERINARY CLI	12/21/2017	GENERAL	PMCHQ00000229	\$515.40
003143	CUB001	CUBEX LIMITED	12/21/2017	GENERAL	PMCHQ00000229	\$462.79
003144	EAG001	EAGLE SIGNS	12/21/2017	GENERAL	PMCHQ00000229	\$1,159.05
003145	FEN001	FENNINGS DE VAN DIJK, SUSAN	12/21/2017	GENERAL	PMCHQ00000229	\$682.50
003146	FOR003	FORD CREDIT CANADA LEASING	12/21/2017	GENERAL	PMCHQ00000229	\$469.05
003147	HOF001	HOFFMAN, JACO	12/21/2017	GENERAL	PMCHQ00000229	\$1,679.67
003148	HOP003	HOPE POINTE COMMUNITY CHURCH	12/21/2017	GENERAL	PMCHQ00000229	\$1,710.00
003149	HOW001	HOWITT CONSTRUCTION LTD	12/21/2017	GENERAL	PMCHQ00000229	\$129,077.73
003150	JAC005	JACKSON, COOPER	12/21/2017	GENERAL	PMCHQ00000229	\$70.00
003151	JEN001	JENSEN'S MENS WEAR LTD	12/21/2017	GENERAL	PMCHQ00000229	\$3,943.85
003152	LEO001	LEO'S BUILDING SUPPLIES LTD	12/21/2017	GENERAL	PMCHQ00000229	\$26.21
003153	NOR011	NORTHSIDE CONSTRUCTION PARTNER	12/21/2017	GENERAL	PMCHQ00000229	\$861,331.11
003154	OLD004	OLDS & DISTRICT HOSPICE SOCIET	12/21/2017	GENERAL	PMCHQ00000229	\$5,000.00
003155	OLD007	OLDS COLLEGE	12/21/2017	GENERAL	PMCHQ00000229	\$3,562.83
003156	OLD025	OLDS HIGH SCHOOL	12/21/2017	GENERAL	PMCHQ00000229	\$3,655.00
003157	PHI003	PHILLIPS, ELEANOR & KLUSERITS,	12/21/2017	GENERAL	PMCHQ00000229	\$2,019.59
003158	PIL001	Piller, Lorraine	12/21/2017	GENERAL	PMCHQ00000229	\$148.61
003159	RED001	RED DEER CATHOLIC REGIONAL DIV	12/21/2017	GENERAL	PMCHQ00000229	\$89,834.65
003160	ROB001	ROBERTS, LYNN	12/21/2017	GENERAL	PMCHQ00000229	\$1,040.71
003161	ROY002	ROYAL CANADIAN LEGION #105	12/21/2017	GENERAL	PMCHQ00000229	\$289.96
003162	SWE002	SWEETMAN, ERICA	12/21/2017	GENERAL	PMCHQ00000229	\$104.96
003163	TBS001	TBS THE TEAM & CORPORATE STORE	12/21/2017	GENERAL	PMCHQ00000229	\$769.25
003164	TED001	TEDD'S FOOD MART	12/21/2017	GENERAL	PMCHQ00000229	\$2,137.28
003165	TEL002	TELUS COMMUNICATIONS INC	12/21/2017	GENERAL	PMCHQ00000229	\$4,450.43
003166	UPT001	UPTOWNE OLDS	12/21/2017	GENERAL	PMCHQ00000229	\$295.00
003167	URB001	URBAN SYSTEMS	12/21/2017	GENERAL	PMCHQ00000229	\$30,489.70
003168	VOL001	VOLUNTEER ALBERTA	12/21/2017	GENERAL	PMCHQ00000229	\$120.00
003169	WES004	WESTVIEW CO-OP ASSOC LTD	12/21/2017	GENERAL	PMCHQ00000229	\$10.06
003170	YOU003	YOUTH EMPOWERMENT & SUPPORT PR	12/21/2017	GENERAL	PMCHQ00000229	\$2,000.00

Total Cheques: 92

Total Amount of Cheques: \$1,326,672.70

Ranges: From: To: From: To: **334**
 Cheque Number EFT000000000001 EFT100000000000 Cheque Date 12/1/2017 12/31/2017
 Vendor ID First Last Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000003387	AAM001	AAMD&C	12/8/2017	GENERAL	PMCHQ00000225	\$1,196.04
EFT000000003388	ABF001	AB FIRETECH LTD	12/8/2017	GENERAL	PMCHQ00000225	\$2,953.48
EFT000000003389	AET001	AETAN HOLDINGS LTD	12/8/2017	GENERAL	PMCHQ00000225	\$4,713.51
EFT000000003390	ALC001	ALCOCK-BOYD, JENNIFER L	12/8/2017	GENERAL	PMCHQ00000225	\$176.73
EFT000000003391	AND002	ANDREW, JUSTIN	12/8/2017	GENERAL	PMCHQ00000225	\$183.84
EFT000000003392	BEN001	BENNETT, DEBBIE	12/8/2017	GENERAL	PMCHQ00000225	\$1,279.99
EFT000000003393	BIG004	BIG RACK RENTALS	12/8/2017	GENERAL	PMCHQ00000225	\$273.00
EFT000000003394	BLA005	BLATZ, WANDA	12/8/2017	GENERAL	PMCHQ00000225	\$377.25
EFT000000003395	BMH001	B & M HARDWARE - FIRE HALL ACC	12/8/2017	GENERAL	PMCHQ00000225	\$126.11
EFT000000003396	BOG001	BOGGAN, CIARAN	12/8/2017	GENERAL	PMCHQ00000225	\$264.00
EFT000000003397	CAB001	CAB-K BROADCASTING LTD	12/8/2017	GENERAL	PMCHQ00000225	\$1,401.75
EFT000000003398	CAM001	CAM CLARK FORD (OLDS) LTD	12/8/2017	GENERAL	PMCHQ00000225	\$305.45
EFT000000003399	CAN005	CANADIAN CORPS OF COMMISSIONAI	12/8/2017	GENERAL	PMCHQ00000225	\$2,268.00
EFT000000003400	CLE003	CLEARTECH INDUSTRIES INC	12/8/2017	GENERAL	PMCHQ00000225	\$538.00
EFT000000003401	DIG001	DIGITEX INC	12/8/2017	GENERAL	PMCHQ00000225	\$447.19
EFT000000003402	DIX001	DIXON, HEATHER J	12/8/2017	GENERAL	PMCHQ00000225	\$579.92
EFT000000003403	FIR002	FIRE HALL UTILITY	12/8/2017	GENERAL	PMCHQ00000225	\$1,000.00
EFT000000003404	GOV001	GOVERNMENT FINANCE	12/8/2017	GENERAL	PMCHQ00000225	\$619.50
EFT000000003405	GUI001	GUILLEVIN SAFETY & INDUSTRIAL	12/8/2017	GENERAL	PMCHQ00000225	\$6,009.33
EFT000000003406	HAR001	HARPER, MARY JANE	12/8/2017	GENERAL	PMCHQ00000225	\$900.91
EFT000000003407	INT001	INTERCON MESSAGING INC	12/8/2017	GENERAL	PMCHQ00000225	\$294.51
EFT000000003408	JOR001	JORGENSEN, H MICHELLE	12/8/2017	GENERAL	PMCHQ00000225	\$324.46
EFT000000003409	LAK001	LAKELAND COLLEGE	12/8/2017	GENERAL	PMCHQ00000225	\$995.00
EFT000000003410	LAN002	LANGILLE, BROOKE	12/8/2017	GENERAL	PMCHQ00000225	\$17.60
EFT000000003411	LEA001	LEATHERDALE, MONICA	12/8/2017	GENERAL	PMCHQ00000225	\$100.21
EFT000000003412	MER005	MERRITT, MICHAEL	12/8/2017	GENERAL	PMCHQ00000225	\$1,818.22
EFT000000003413	MOU006	MOUNTAIN VIEW PUBLISHING INC	12/8/2017	GENERAL	PMCHQ00000225	\$4,138.37
EFT000000003414	MUZ002	MUZYCHKA, MICHAEL	12/8/2017	GENERAL	PMCHQ00000225	\$1,144.49
EFT000000003415	NAP001	NAPA AUTO PARTS	12/8/2017	GENERAL	PMCHQ00000225	\$201.66
EFT000000003416	OLD015	OLDS ELECTRIC & LIGHTING LTD	12/8/2017	GENERAL	PMCHQ00000225	\$882.53
EFT000000003417	ORK001	ORKIN CANADA CORP	12/8/2017	GENERAL	PMCHQ00000225	\$217.35
EFT000000003418	OUR001	OUR CAN CO LTD	12/8/2017	GENERAL	PMCHQ00000225	\$168.00
EFT000000003419	OVE001	OVERWATER, MARY ANNE	12/8/2017	GENERAL	PMCHQ00000225	\$675.55
EFT000000003420	PUR001	PUROLATOR COURIER	12/8/2017	GENERAL	PMCHQ00000225	\$23.75
EFT000000003421	ROC003	ROCKY MOUNTAIN PHOENIX EMERGEN	12/8/2017	GENERAL	PMCHQ00000225	\$2,819.00
EFT000000003422	RYA004	RYAN, HEATHER	12/8/2017	GENERAL	PMCHQ00000225	\$340.86
EFT000000003423	STA005	STAPLES	12/8/2017	GENERAL	PMCHQ00000225	\$480.62
EFT000000003424	SUN005	SUNSET GLASS LTD	12/8/2017	GENERAL	PMCHQ00000225	\$5,013.75
EFT000000003425	THE015	THEITTEAM LTD	12/8/2017	GENERAL	PMCHQ00000225	\$7,613.27
EFT000000003426	TUR001	TURNER SIGNS (2009) LTD	12/8/2017	GENERAL	PMCHQ00000225	\$129.16
EFT000000003427	TYC001	TY-CAL INSPECTION SERVICES INC	12/8/2017	GENERAL	PMCHQ00000225	\$1,161.80
EFT000000003428	ULT002	ULTIMATE SAFETY ALBERTA	12/8/2017	GENERAL	PMCHQ00000225	\$173.09
EFT000000003429	UNI001	UNIFIRST CANADA LTD	12/8/2017	GENERAL	PMCHQ00000225	\$285.51
EFT000000003430	UNI004	UNITED FARMERS OF ALBERTA- CAR	12/8/2017	GENERAL	PMCHQ00000225	\$4,388.07
EFT000000003431	WFR001	WFR WHOLESALE FIRE & RESCUE LT	12/8/2017	GENERAL	PMCHQ00000225	\$5,919.63
EFT000000003432	WIN001	WINDELER, HELEN	12/8/2017	GENERAL	PMCHQ00000225	\$473.18
EFT000000003433	AAM001	AAMD&C	12/13/2017	GENERAL	PMCHQ00000228	\$20.20
EFT000000003434	ACK001	ACKLANDS GRAINGER	12/13/2017	GENERAL	PMCHQ00000228	\$221.99
EFT000000003435	AGA002	AGAT LABORATORIES	12/13/2017	GENERAL	PMCHQ00000228	\$616.35
EFT000000003436	AIR001	AIRENET INTERNET SOLUTIONS	12/13/2017	GENERAL	PMCHQ00000228	\$420.00
EFT000000003437	AUT001	AUTO PARTS PLUS	12/13/2017	GENERAL	PMCHQ00000228	\$297.54
EFT000000003438	BLA004	BLACKWELL, LISA	12/13/2017	GENERAL	PMCHQ00000228	\$120.00
EFT000000003439	CAN009	CANADIAN PACIFIC RAILWAY CO	12/13/2017	GENERAL	PMCHQ00000228	\$558.00
EFT000000003440	CAR002	CARMICHAEL, NICOLE	12/13/2017	GENERAL	PMCHQ00000228	\$245.19
EFT000000003441	CEN004	CENTRAL SHARPENING LTD	12/13/2017	GENERAL	PMCHQ00000228	\$121.80
EFT000000003442	CIN003	CINTAS LOCATION #851	12/13/2017	GENERAL	PMCHQ00000228	\$55.67

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000003443	COL001	COLLINS CONCRETE & BOBCAT LTD	12/13/2017	GENERAL	PMCHQ00000228	\$1,396.50
EFT000000003444	COM009	COMPANIONS CARING 4 U	12/13/2017	GENERAL	PMCHQ00000228	\$407.00
EFT000000003445	DIG001	DIGITEX INC	12/13/2017	GENERAL	PMCHQ00000228	\$218.74
EFT000000003446	DIX001	DIXON, HEATHER J	12/13/2017	GENERAL	PMCHQ00000228	\$457.19
EFT000000003447	DRI001	D R INSPECTIONS & PERMITS LTD	12/13/2017	GENERAL	PMCHQ00000228	\$3,845.52
EFT000000003448	ESR001	ESRI CANADA	12/13/2017	GENERAL	PMCHQ00000228	\$1,071.00
EFT000000003449	FOR004	FORTIS ALBERTA INC	12/13/2017	GENERAL	PMCHQ00000228	\$229,876.87
EFT000000003450	ILO002	MIKE BAYNE O/A I LOCK AND KEY	12/13/2017	GENERAL	PMCHQ00000228	\$202.65
EFT000000003451	ING001	INGENIOUS SOFTWARE	12/13/2017	GENERAL	PMCHQ00000228	\$2,792.58
EFT000000003452	JUS004	JUSTIN ANDREW SERVICE	12/13/2017	GENERAL	PMCHQ00000228	\$2,460.00
EFT000000003453	MOU006	MOUNTAIN VIEW PUBLISHING INC	12/13/2017	GENERAL	PMCHQ00000228	\$1,666.98
EFT000000003454	MTV001	MT VIEW REGIONAL WASTE MGMT CO	12/13/2017	GENERAL	PMCHQ00000228	\$15,669.90
EFT000000003455	NIE002	NIEMEYER'S WELDING & MACHINING	12/13/2017	GENERAL	PMCHQ00000228	\$1,309.41
EFT000000003456	OLD015	OLDS ELECTRIC & LIGHTING LTD	12/13/2017	GENERAL	PMCHQ00000228	\$417.70
EFT000000003457	OLD032	OLDS INSTITUTE FOR COMMUNITY &	12/13/2017	GENERAL	PMCHQ00000228	\$549,812.00
EFT000000003458	OUR001	OUR CAN CO LTD	12/13/2017	GENERAL	PMCHQ00000228	\$1,653.75
EFT000000003459	PUR001	PUROLATOR COURIER	12/13/2017	GENERAL	PMCHQ00000228	\$23.75
EFT000000003460	RIC002	RICK MARTIN TRUCKING LTD	12/13/2017	GENERAL	PMCHQ00000228	\$6,641.51
EFT000000003461	ROG001	ROGERS, DEBRA	12/13/2017	GENERAL	PMCHQ00000228	\$78.00
EFT000000003462	RUB002	RUBYDALE ASPHALT WORKS LTD	12/13/2017	GENERAL	PMCHQ00000228	\$2,730.00
EFT000000003463	SAF002	SAFETY CODES COUNCIL	12/13/2017	GENERAL	PMCHQ00000228	\$203.40
EFT000000003464	SIG001	SIGNS BY JAN	12/13/2017	GENERAL	PMCHQ00000228	\$134.40
EFT000000003465	STA005	STAPLES	12/13/2017	GENERAL	PMCHQ00000228	\$537.83
EFT000000003466	TRA001	TRACKSIDE SALES & SERVICE	12/13/2017	GENERAL	PMCHQ00000228	\$1,545.40
EFT000000003467	TYC001	TY-CAL INSPECTION SERVICES INC	12/13/2017	GENERAL	PMCHQ00000228	\$3,388.43
EFT000000003468	ULT002	ULTIMATE SAFETY ALBERTA	12/13/2017	GENERAL	PMCHQ00000228	\$152.20
EFT000000003469	UNI001	UNIFIRST CANADA LTD	12/13/2017	GENERAL	PMCHQ00000228	\$400.80
EFT000000003470	UNI004	UNITED FARMERS OF ALBERTA- CAR	12/13/2017	GENERAL	PMCHQ00000228	\$12,478.50
EFT000000003471	WAS001	WASTE MANAGEMENT	12/13/2017	GENERAL	PMCHQ00000228	\$4,816.79
EFT000000003472	WEG001	W E GREER LTD	12/13/2017	GENERAL	PMCHQ00000228	\$2,820.58
EFT000000003473	WIN002	WINDSOR, KATHLEEN	12/13/2017	GENERAL	PMCHQ00000228	\$425.25
EFT000000003474	WOL003	WOLSELEY WATERWORKS GROUP	12/13/2017	GENERAL	PMCHQ00000228	\$1,074.50
EFT000000003475	AAM001	AAMD&C	12/21/2017	GENERAL	PMCHQ00000230	\$2,918.48
EFT000000003476	AGA002	AGAT LABORATORIES	12/21/2017	GENERAL	PMCHQ00000230	\$616.35
EFT000000003477	ALB012	ALBERTA MUNICIPAL SERVICES COR	12/21/2017	GENERAL	PMCHQ00000230	\$15,439.12
EFT000000003478	ALB014	ALBERTA ONE-CALL LOCATION CORP	12/21/2017	GENERAL	PMCHQ00000230	\$122.85
EFT000000003479	ALT005	AL-TERRA ENGINEERING LTD	12/21/2017	GENERAL	PMCHQ00000230	\$38,670.37
EFT000000003480	AUT001	AUTO PARTS PLUS	12/21/2017	GENERAL	PMCHQ00000230	\$51.38
EFT000000003481	BEA002	BEARCHELL, WADE S	12/21/2017	GENERAL	PMCHQ00000230	\$1,333.45
EFT000000003482	BES003	BEST SHREDDING	12/21/2017	GENERAL	PMCHQ00000230	\$105.00
EFT000000003483	BMH002	B & M HARDWARE - TOWN OFFICE A	12/21/2017	GENERAL	PMCHQ00000230	\$286.45
EFT000000003484	BRO002	BROWNLEE LLP (EDMONTON)	12/21/2017	GENERAL	PMCHQ00000230	\$346.09
EFT000000003485	CAB001	CAB-K BROADCASTING LTD	12/21/2017	GENERAL	PMCHQ00000230	\$233.34
EFT000000003486	CAN005	CANADIAN CORPS OF COMMISSIONAI	12/21/2017	GENERAL	PMCHQ00000230	\$2,268.00
EFT000000003487	CIN003	CINTAS LOCATION #851	12/21/2017	GENERAL	PMCHQ00000230	\$148.09
EFT000000003488	CJA001	CJ ACCOUNTING SERVICES	12/21/2017	GENERAL	PMCHQ00000230	\$302.72
EFT000000003489	COM001	COMFORTEC HEATING SERVICES	12/21/2017	GENERAL	PMCHQ00000230	\$1,064.70
EFT000000003490	DIG001	DIGITEX INC	12/21/2017	GENERAL	PMCHQ00000230	\$843.85
EFT000000003491	FAH002	FAHLMAN, VANESSA	12/21/2017	GENERAL	PMCHQ00000230	\$643.00
EFT000000003492	FOR001	FOR TREES COMPANY LTD	12/21/2017	GENERAL	PMCHQ00000230	\$3,063.37
EFT000000003493	FOU001	FOUNTAIN TIRE	12/21/2017	GENERAL	PMCHQ00000230	\$145.74
EFT000000003494	HAR001	HARPER, MARY JANE	12/21/2017	GENERAL	PMCHQ00000230	\$31.20
EFT000000003495	HIW001	HI-WAY 9 EXPRESS LTD	12/21/2017	GENERAL	PMCHQ00000230	\$34.35
EFT000000003496	JAM002	JAMES ELECTRIC MOTOR SERV LTD	12/21/2017	GENERAL	PMCHQ00000230	\$5,433.75
EFT000000003497	KCL001	KCL CONSULTING INC	12/21/2017	GENERAL	PMCHQ00000230	\$7,177.72
EFT000000003498	LAT001	LATOURE, ROXANNE	12/21/2017	GENERAL	PMCHQ00000230	\$2,829.75
EFT000000003499	LEG001	LEGERE, APRIL	12/21/2017	GENERAL	PMCHQ00000230	\$64.06
EFT000000003500	LOO002	LOOMIS EXPRESS	12/21/2017	GENERAL	PMCHQ00000230	\$71.97
EFT000000003501	MMJ001	M & M JANITORIAL	12/21/2017	GENERAL	PMCHQ00000230	\$2,205.00
EFT000000003502	MOT001	MOTOCAR AUTOMOTIVE LTD	12/21/2017	GENERAL	PMCHQ00000230	\$22.95
EFT000000003503	MTV002	MT VIEW REGIONAL WATER SERV CO	12/21/2017	GENERAL	PMCHQ00000230	\$127,092.00
EFT000000003504	NAP001	NAPA AUTO PARTS	12/21/2017	GENERAL	PMCHQ00000230	\$8.39
EFT000000003505	NIE001	NIEMEYER'S OILFIELD SUPPLIES	12/21/2017	GENERAL	PMCHQ00000230	\$430.71

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000003506	NIE002	NIEMEYER'S WELDING & MACHINING	12/21/2017	GENERAL	PMCHQ00000230	\$4.60
EFT000000003507	OLD015	OLDS ELECTRIC & LIGHTING LTD	12/21/2017	GENERAL	PMCHQ00000230	\$16.76
EFT000000003508	OLD032	OLDS INSTITUTE FOR COMMUNITY &	12/21/2017	GENERAL	PMCHQ00000230	\$15,000.00
EFT000000003509	ONE001	O-NET	12/21/2017	GENERAL	PMCHQ00000230	\$5,764.84
EFT000000003510	OUR001	OUR CAN CO LTD	12/21/2017	GENERAL	PMCHQ00000230	\$2,866.50
EFT000000003511	OVE001	OVERWATER, MARY ANNE	12/21/2017	GENERAL	PMCHQ00000230	\$371.80
EFT000000003512	PAB001	PABISIAK, ALAN	12/21/2017	GENERAL	PMCHQ00000230	\$175.00
EFT000000003513	REC002	RECEIVER GENERAL FOR CANADA	12/21/2017	GENERAL	PMCHQ00000230	\$336,575.86
EFT000000003514	ROA001	ROADDATA SERVICES LTD	12/21/2017	GENERAL	PMCHQ00000230	\$274.05
EFT000000003515	ROC003	ROCKY MOUNTAIN PHOENIX EMERGEN	12/21/2017	GENERAL	PMCHQ00000230	\$453.08
EFT000000003516	SEL001	SELECT COFFEE SERVICE	12/21/2017	GENERAL	PMCHQ00000230	\$261.10
EFT000000003517	SIG001	SIGNS BY JAN	12/21/2017	GENERAL	PMCHQ00000230	\$236.25
EFT000000003518	SOU002	SOUTH RED DEER REGIONAL WASTEW	12/21/2017	GENERAL	PMCHQ00000230	\$193,170.62
EFT000000003519	THE015	THEITEAM LTD	12/21/2017	GENERAL	PMCHQ00000230	\$27.56
EFT000000003520	TOM001	TOMBSTONE STUDIOS	12/21/2017	GENERAL	PMCHQ00000230	\$325.00
EFT000000003521	TYC001	TY-CAL INSPECTION SERVICES INC	12/21/2017	GENERAL	PMCHQ00000230	\$3,809.25
EFT000000003522	ULT002	ULTIMATE SAFETY ALBERTA	12/21/2017	GENERAL	PMCHQ00000230	\$581.86
EFT000000003523	UNI001	UNIFIRST CANADA LTD	12/21/2017	GENERAL	PMCHQ00000230	\$148.31
EFT000000003524	WEG001	W E GREER LTD	12/21/2017	GENERAL	PMCHQ00000230	\$100.80
Total Cheques: 138						Total Amount of Cheques: \$1,692,966.95

**Pre-Authorized Payments
Dec-17**

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Monthly Payments			
Timing of Payment	Vendor	Description	PAP Amount
2017			
1-Dec	Ricoh	Lease Payment: Administration Photocopier	\$ 280.83
1-Dec	John Deere	Lease Payment: JD 997 Z-Trak mower	\$ 456.39
1-Dec	John Deere	Lease Payment: John Deere Utility Tractor	\$ 1,185.61
1-Dec	John Deere	Lease Payment: John Deere 1600 Turbo Wide Area	\$ 1,305.89
4-Dec	Golf Lease	Lease Payment: Toro Mowers	\$ 4,396.35
4-Dec	Golf Lease	Lease Payment: Sweeper	\$ 691.95
6-Dec	Lease	Wet Water Industries	\$ 253.68
8-Dec	De Lage Landen	Lease Payment: Vac Truck	\$ 6,774.37
15-Dec	Roynat Lease	Fire Hall Photocopier	\$ 70.35
15-Dec	Roynat Lease	Public Works Photocopier/Color Printer/Scanner	\$ 91.35
15-Dec	Roynat Lease	Development Photocopier/ Color Printer/ Scanner	\$ 813.75
22-Dec	Caterpillar	Lease Payment: Caterpillar Financial	\$ 2,992.68
27-Dec	CDN Western	Lease Payment: Grader	\$ 2,241.35
Total of Monthly Payments			\$ 21,554.55

Automatic Payments			
4-Dec	Rogers	Cell Phones	\$ 1,682.58
6-Dec	Receiver General	Payroll Deductions/Contributions	\$ 54,666.49
6-Dec	LAPP	LAPP	\$ 42,869.06
7-Dec	Receiver General	Payroll Deductions/Contributions	\$ 185.61
7-Dec	ATB	Mutual Funds	\$ 1,224.79
8-Dec	Receiver General	Payroll Deductions/Contributions	\$ 2,914.59
11-Dec	Mountain View Power	Hwy Sign Power	\$ 100.89
14-Dec	Royal Bank	Corporate Creditor Fee	\$ 75.35
15-Dec	ACFA	OI Debenture	\$ 56,956.88
15-Dec	ACFA	Headworks Debenture	\$ 69,817.95
15-Dec	ACFA	Police Debenture	\$ 123,157.88
15-Dec	ACFA	Library Debenture	\$ 20,460.82
15-Dec	ACFA	OI Debenture	\$ 140,682.02
15-Dec	ACFA	Library Debenture	\$ 154,463.98
18-Dec	Transcanada	Electricity	\$ 73,545.86
18-Dec	ACFA	OI Debenture	\$ 211,029.25
20-Dec	Receiver General	Payroll Deductions/Contributions	\$ 80,691.61
20-Dec	LAPP	LAPP	\$ 40,134.28
21-Dec	ATB	Mastercard Payments	\$ 5,380.75
21-Dec	ATB	Mutual Funds	\$ 1,224.79
22-Dec	Receiver General	Payroll Deductions/Contributions	\$ 56.69
29-Dec	Mountain View Power	NU2U Natural Gas	\$ 384.53
29-Dec	ASFF	Fourth Quarter Requisition	\$ 1,087,791.65
29-Dec	Land Titles	Land Titles	\$ 92.00
Total of Monthly Payments			\$ 2,169,590.30

Total Pre-Authorized Payments

\$ 2,191,144.85



Town of Olds

Request for Decision

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Correspondence and Information

January 22, 2018

11A

RECOMMENDATION

That the Correspondence and Information Report ending January 18, 2018 be received for information.

BACKGROUND

The Correspondence and Information Report is a collection of general information received at the Town Office and is provided to Council as information. Council may choose to provide direction to Administration on any item contained in this report.

Council Policy 105C excerpt:

- d. *Ensure that all mail to the "Mayor", "Council", or the "Mayor and Council" is:*
 - i. *immediately forwarded to the Mayor's office, CAO and added to the Correspondence File which will appear on the next Council Agenda,*
 - ii. *reviewed by the CAO to see if administrative analysis and report is required,*
 - iii. *mail requiring a response, is answered to by signature of the Mayor, CAO or designate.*

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

ITEM #	FROM / TO	REGARDING
A	Avail LLP Chartered Professional Accountants- letter dated December 31, 2017	Audit of financial statements of the Town of Olds
B	Olds Institute – email from January 18, 2018	Sneak peak at events, updates and news from OI
C		

ALTERNATIVE OPTIONS

1. Council can provide further direction on any of the correspondence or information items.
2. Council can pass make another recommendation being specific in what it wishes to direct as an alternate follow up.

ATTACHMENTS

Correspondence and Information packet is attached.

Submitted By:	Marcie McKinnon Legislative Clerk	Date: January 18, 2018
CAO Signature:		Date:

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Trans

[Sneak peak at events, updates and news from OI.](#)

[View this email in your browser](#)



For Community and Regional Development

2018 is out of the gate and running!

By now we are settling back into our post-holiday routines, and some of us may be adding a few new routines in order to follow through on those New Year's resolutions. ;)

Happening soon...

There are a number of events and opportunities coming in the following weeks that are of importance to the community and local businesses:

- **January 23:** We are bringing back the **Roger Brooks video webinar series** beginning with a focus on "Building Critical Mass Downtown".
- **January 29 - March 2: Visitor-Friendly Alberta** requires 8 - 10 business that want to make their businesses the star of the show in Olds! Want some business growth and bigger customer spend? [Register today!](#)
- **January 31:** Olds Institute will be hosting a community engagement discussion to harvest suggestions for the **Smart Cities Challenge**.

Information on all these events are outlined at the end of this newsletter.

This just in...

The **Tourism Entrepreneurship Startup Seminar (TESS)** provides entrepreneurs with free expert advice and information about the opportunities and challenges facing the tourism industry. The goal is to help new businesses get the information and resources they need to start up and succeed.

The seminar series launches on Feb. 7 in Cold Lake and addresses **key tourism industry topics like seasonality, financing and marketing** in a one-day seminar format. There is no cost to attend, but advance registration is required and subject to availability. **340**

TESS is part of Culture and Tourism's suite of **Tourism Entrepreneurship Programs**, which offer tools and services to help entrepreneurs start new tourism businesses and help existing tourism entrepreneurs innovate, expand or refresh their operations. The programs support the government's efforts to increase the development of **must-experience tourism destinations to grow tourism in Alberta**. They also support the Rural Alberta Economic Development Action Plan and Small Business Strategy.

Seminar dates and locations

- Feb. 7 – Cold Lake
- Feb. 12 – High Prairie
- March 19 – Drumheller
- April 12 – Airdrie

More seminar locations will be announced on an ongoing basis, based on demand. Visit the TESS webpage at culturetourism.alberta.ca/TESS for up-to-date information.

Did you know?

- Tourism development helps diversify the economy, create jobs, and encourage investment in communities across the province.
- In 2015, more than 34 million people visited Alberta and spent \$8.1 billion (*Statistics Canada*).

Come in to see us at the Everything Olds Information and Entrepreneurship Centre to learn how we can support you in your entrepreneurial venture and tourism endeavours!

Olds Institute Communications...

Our brilliant videographer, Kristen, is **in need of some assistance with video projects and studio work** she has on the go. This is a great opportunity for you (or a young adult you may know) to learn some of the ins-and-outs of video production. She is in need of assistance **this Friday, January 19** and throughout the year. (*Hint: This is a great way to earn some volunteer hours toward Grad...*) To learn more, **please email Kristen directly at video@oldsinstitute.com**

This newsletter got real long, real fast. That speaks to how much we have in the hopper here at OI. To help simplify matters, I am in the process of 're-jigging' our newsletters. In 2018, these emails will be pared down to quarterly mailings, through 3 targeted channels each with specific audience and content:

- **Everything Olds** - will focus on community events, tourism, activities, storytelling³⁴¹ and community marketing;
- **#MyOlds** - is news for and from our local business community, with information specific to events, economic development activity, business news, entrepreneur programs, partnership and training opportunities; and
- A third newsletter with updates on OI committees and initiatives, community volunteer development and support in the community, and social good.

And you may have noticed, I don't have a name for that third newsletter! So I am going to run a **little contest**... submit your suggestions to me at office@oldsinstitute.com, and the winning selection will receive a "goodie basket" prize package!

There may be occasional specific and timely notices in between our quarterly communications (i.e., Community Showcase, Power Up! Conference, etc.) Please follow us on social media for day-to-day news ([@OldsInstitute](#) and [@EverythingOlds](#)) in the meantime and in-between time.

Best wishes for a fantastic year,
Patti

Want to get your event posted online?

You can submit your event to the Calendar of Events at everythingolds.ca

Simply follow these 3 simple steps:

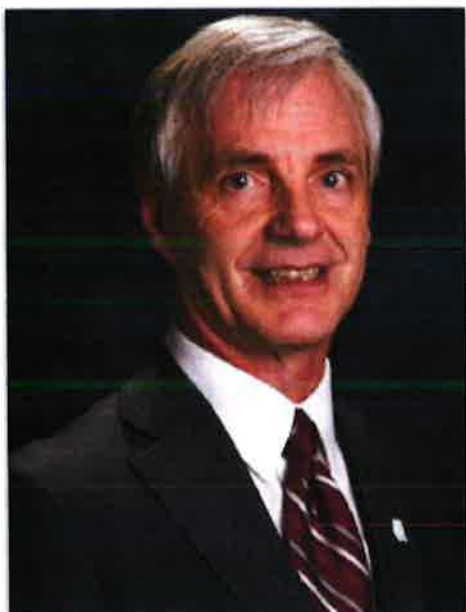
1. Go to everythingolds.ca and hover over the "Calendar of Events" on the top menu
2. Click the drop-down "Submit a Community Event"
3. Complete the form on the following page and click "Submit".

That's it! You're done!

Your event will be on the calendar once approved, typically in under 24 hours.

Check everythingolds.ca regularly to see what's happening in the community... and watch as we continue to update your experience at this community website this year.

Olds Institute is excited to have **Harvey Walsh** join our team as an Entrepreneur Coach at the Everything Olds Information and Entrepreneurship Centre. Harvey will be in the office Tuesday and Thursday mornings starting February 1, and is ready to help start-ups through the process of creating something new. He's excited to help get new



ventures launched in the community and 342
grow our local business sector.

Are you looking to start or grow your business
to the next level? Call to book an appointment
with Harvey at 403-556-1105, or email
hwalsh@oldsinstitute.com



Roger Brooks - Destination Development Association FREE WEBINAR

Tuesday, January 23 | 7 pm | Everything Olds Information Centre
#1 5102 - 51 Street (west of the Post Office)

Change your perception of what a downtown can and should be. Roger will address
his 10-10-10 rule for downtowns and how to adopt a "mall mentality".
Bring your ideas, recommendations and willingness to openly discuss the potential of
our own downtown in your community. Get a peek at the webinar here:

<https://youtu.be/YME7pM1OLiM>



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IS YOUR BUSINESS VISITOR FRIENDLY?

January 29 - March 2, 2018

This course is intended for owners, managers & supervisors

- 2-hour introductory webinar
- 1-day interactive classroom course
- One-on-one coaching session to help you build your Action Plan
\$3,000 value for only \$100 commitment fee

Make sure YOUR business is a super-star in the community!

Contact dmartens@oldsinstitute.com to register



What will the community look like in 20 years?

And how can we get there in 10?

The Olds Connected Community Committee wants to hear ideas from the community on what can make this community better, smarter and ready for the future leveraging technology and data. This committee of OI is taking a lead role in applying for the federal Smart Cities Challenge Grant. Join the conversation on

Wednesday, January 31, 6:30 pm at the Holy Trinity Catholic School.

For more information, email dmartens@oldsinstitute.com

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December 31, 2017

To the Mayor and Council
Town of Olds
4512 46 Street
Olds, Alberta T4H 1R5

Ladies and Gentlemen:

Objective and scope

You have requested that we audit the financial statements of the Town of Olds, which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statement of operations, changes in net financial assets (debt), and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

Our responsibilities as auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Management's responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

- (a) For the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards,

Mayor and Council
Town of Olds
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December 31, 2017

- (b) For such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) To provide us with:
 - (i) Access to all information of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - (ii) Additional information that we may request from management for the purpose of the audit; and
 - (iii) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, where appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit.

We look forward to full cooperation from your staff during our audit.

Working papers

We will ask that your personnel, to the extent possible, prepare various schedules and analyses in order to minimize your investment in the audit process. The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

File inspections

In accordance with professional regulations, our client files may periodically be reviewed by practice inspectors and by other file quality reviewers to ensure that we are adhering to professional and our Firm's standards. File reviewers are required to maintain the confidentiality of client information.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Town of Olds unless:

- a) We have been specifically authorized with prior consent;
- b) We have been ordered or expressly authorized by law or by the Rules of Professional Conduct; or
- c) The information requested is (or enters into) public domain.

In performing our services, we will send messages and documents electronically. You acknowledge that electronic communication carries the possibility of inadvertent misdirection, interception or non-delivery of confidential material, or infection by a virus. If you do not consent to our use of electronic communications, please notify us in writing.

We do not accept responsibility and will not be liable for any damage or loss caused in

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Town of Olds
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December 31, 2017

connection with the interception or corruption of an electronic communication.

Indemnity

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Town of Olds of its obligations.

Billing

It is understood and agreed that accounts for services rendered by Avail LLP Chartered Professional Accountants will have G.S.T. added where applicable, and are payable upon receipt of invoice. It is understood and agreed that the Town of Olds will pay to Avail LLP Chartered Professional Accountants the principal amount reflected on all invoiced accounts for services rendered together with interest on any unpaid balance thereof, commencing 30 days following the invoice date at the rate of 1.5% per month or 19.562% per annum. In the event accounts go unpaid, Avail LLP Chartered Professional Accountants reserves the right to discontinue work on behalf of the client at any time.

Fees paid in advance

In the event you pay all or a portion of your fees in advance, the firm agrees to the following:

- (a) To render invoices on a periodic basis and/or upon the completion of the engagement.
- (b) To render statements to you on a periodic basis detailing issuances of invoices and applications of advance fees paid.
- (c) To retain as a credit in your account to be applied against fees for future engagements any advance fees paid in excess of the rendered invoices for this engagement, unless you request a refund.
- (d) To refund the excess of advance fees on hand in the event the firm determines the agreed professional services cannot be completed.

Costs of responding to government or legal processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response, and to reimburse us for any direct out-of-pocket costs, including applicable G.S.T.

Other services

In addition to the audit services referred to above, we will, as allowed by the Rules of Professional Conduct, prepare your federal and provincial income tax returns and other special reports as required. Management will provide the information necessary to complete these returns/reports and will file them with the appropriate authorities on a timely basis.

Use of information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

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Town of Olds
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December 31, 2017

- (a) You represent to us that management has obtained any required consents for the collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- (b) We will hold all personal information in compliance with our Privacy Statement.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of
Town of Olds

We have audited the accompanying financial statements of the Town of Olds, which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statement of operations, changes in net financial assets (debt), and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

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

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

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

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

Opinion

Mayor and Council
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Page 5
December 31, 2017

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Town of Olds as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

AVAIL LLP
[Date of the auditor's report]
[Auditor's address]

Depending on the results of our audit findings, the form and content of our report may need to be amended.

The terms of our engagement as outlined above will continue in effect from year to year until amended or terminated in writing.

If the above terms are acceptable to you, please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

AVAIL LLP



Chartered Professional Accountants

Acknowledged and agreed on behalf of the Town of Olds by:

Name and Title:

Michael Semet, CAO

Date:

January 5th, 2018