

**REGULAR COUNCIL MEETING AGENDA**  
**March 12, 2018 – 1:00 PM**  
**COUNCIL CHAMBERS**

- 0.0 PUBLIC HEARING
- 1.0 CALL TO ORDER
  - 1.1 Conflict of Interest Declaration: Pecuniary and Non-pecuniary
- 2.0 ADDITIONS TO/ADOPTION OF THE AGENDA
- 3.0 ADOPTION OF THE MINUTES
  - 3.1 Special Council Meeting Minutes – February 14, 2018
  - 3.2 Regular Council Meeting Minutes – February 26, 2018
- 4.0 BUSINESS ARISING FROM THE MINUTES
- 5.0 DELEGATION
  - 5.1 1:05pm, Family Fun Run – Council photo – C. Van Raalte, Marketing Coordinator
  - 5.2 1:15pm, Chinook Arch Regional Library System – R. Hopher, CEO
- 6.0 BYLAWS
- 7.0 NEW BUSINESS
  - 7.1 Canadian Badlands – B. Chapman
  - 7.2 Southern Alberta Emergency Management Resource Sharing Agreement  
- M. Murphy
  - 7.3 Municipal Affairs – ICF & IDP Workshop March 14, 2018 – K. Hastings
- 8.0 DEPARTMENTAL REPORTS
  - 8.1 Municipal Government Board – Annexation Approval – S. Croil
  - 8.2 Development Statistics – February 2018 – C. L’Hirondelle
  - 8.3 November 2017 Bank Reconciliation – M. Overbeeke

- 8.4 December 2017 Bank Reconciliation – M. Overbeeke
- 8.5 February 2018 Cheque Listing – M. Overbeeke
- 8.6 Regional CPO Update – M. Murphy

9.0 COUNCIL REPORTS

10.0 CORRESPONDANCE

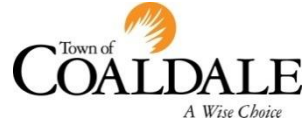
11.0 INFORMATION ITEMS

- 11.1 BEW FCSS – Board Meeting Minutes, December 2017
- 11.2 Request for Letter of Support to Prevention of Quagga and Zebra Mussels

12.0 IN CAMERA

- 12.1 CPO Regionalization Agreement (FOIP Sections 21, 23, 24 and 27)
- 12.2 Statistical Reporting by Police – B. Kaye (FOIP Sections 23, 24 and 27)
- 12.3 CAO Report – K. Hastings (FOIP Sections 16, 17, 23 and 24)

13.0 ADJOURNMENT



**SPECIAL COUNCIL MEETING MINUTES  
FEBRUARY 14, 2018 – 5:30PM  
COUNCIL CHAMBERS**

**PRESENT:**

Mayor	K. Craig
Councillors	D. Lloyd, B. Chapman, J. Abrey, B. Simpson
Administration/Staff	K. Hastings
Recording Secretary	K. Hastings
Gallery	

**ITEM 046      1.0      CALL TO ORDER**

- Mayor Craig called the meeting to order at 5:30 p.m.

**ITEM 047      2.0      ADDITIONS/ADOPTION OF THE AGENDA**

**MOTION 052.18**      *Councillor Chapman moved that Council accept the Special Council Meeting Agenda for February 14, 2018, as presented.  
5-0 Carried*

**MOTION 053.18**      *Councillor Simpson moved to go into camera at 5:31 p.m.  
5-0 Carried*

**MOTION 054.18**      *Councillor Lloyd moved to come out of camera at 5:47 p.m.  
5-0 Carried*

**ITEM 048      12.1      LAND MATTER – K. Hastings (FOIP Sections 23, 24, 25 and 27)**

**MOTION 055.18**      *Councillor Chapman moved that Council approve the land sale under the parameters as discussed.  
5-0 Carried*

**MOTION 056.18**      *Councillor Lloyd moved to adjourn the meeting at 5:49 p.m.  
5-0 Carried*

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**Kim Craig, MAYOR**

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**Kalen Hastings, CAO**



**REGULAR COUNCIL MEETING MINUTES**  
**FEBRUARY 26, 2018 – 5:30 PM**  
**COUNCIL CHAMBERS**

**PRESENT:**

<b>Mayor</b>	<b>K. Craig</b>
<b>Councillors</b>	<b>J. Abrey, B. Chapman, R. Hohm, B. Simpson, D. Lloyd, B. Pauls</b>
<b>Administration/Staff</b>	<b>K. Hastings, M. Overbeeke, K. Bly, S. Croil</b>
<b>Recording Secretary</b>	<b>L. Unger</b>
<b>Media Gallery</b>	

**ITEM 049      1.0      CALL TO ORDER**

- Mayor Craig called the meeting to order at 5:30 p.m.

**ITEM 050      1.1      CONFLICT OF INTEREST DECLARATION**

- Mayor Craig inquired as to any declarations of pecuniary or non-pecuniary interest in the meeting. Councillor Simpson and Chapman indicated that they would be excused from discussion on Item 12.2. None other declared.

**ITEM 051      2.0      ADDITIONS TO/ADOPTION OF THE AGENDA**

**MOTION 057.18      *Councillor Simpson moved that Council accept the February 26, 2018, Agenda as presented.***

***7-0 Carried***

**ITEM 052      3.1      REGULAR COUNCIL MEETING MINUTES – FEBRUARY 12, 2018**

- Councillor Chapman noted an error to the minutes in reference to the amount of Council votes after Councillor Hohm left the meeting at 6:57 p.m. The number of votes to Motions 048.18 to 051.18 should be amended to be 6-0.

**MOTION 058.18      *Councillor Chapman moved that Council accept the Regular Council Meeting minutes from February 12, 2018, as amended.***

***7-0 Carried***

**ITEM 053      7.1      BEW FCSS – ALL COUNCILS MEETING – K. BLY**

- Mayor Craig shared that the meeting is open to all Council members. Further sharing that this is a networking meeting with information about the programs and testimonials from those benefited.
- Mayor Craig asked if Council would inform of their interest before March 21, 2018.

**MOTION 059.18      *Councillor Chapman moved that Council receive for information.***  
**7-0 Carried**

**ITEM 054      7.2      SEPTEMBER 2017 BANK RECONCILIATION – M. OVERBEEKE**

- Councillor Chapman inquired about what the definition of returned cheques is. M. Overbeeke, Director of Financial Services, responded that these are NSF cheques and are an unpredicted amount each month.

**MOTION 060.18      *Councillor Chapman moved that Council approve the September 2017 Bank Reconciliation.***  
**7-0 Carried**

**ITEM 055      7.3      OCTOBER 2017 BANK RECONCILIATION – M. OVERBEEKE**

**MOTION 061.18      *Councillor Hohm moved that Council approve the October 2017 Bank Reconciliation.***  
**7-0 Carried**

**ITEM 056      7.4      DECEMBER 2017 ACCOUNTS PAYABLE – M. OVERBEEKE**

- Councillor Chapman inquired about cheque 71967 payable to the City of Lethbridge, indicated as *2017 Attractions*. M. Overbeeke responded that this was a joint effort with the City. S. Croil added that his understanding is that it is related to the Town's participation in the Summer Games.
- Councillor Chapman further inquired about cheque 72081 payable to Write Way Fencing and asked what was repaired exactly. M. Overbeeke responded that there is fencing around the compressors at NE corner of the arena. M. Overbeeke was unsure if the damages were caused externally or internally.

**MOTION 062.18      *Councillor Simpson moved that Council approve the Accounts Payable Cheque Lists for cheque numbers 071929 to 071956; 071957 to 072027; and 072028 to 072100.***  
**7-0 Carried**

**ITEM 057      7.5      JANUARY 2018 ACCOUNTS PAYABLE – M. OVERBEEKE**

**MOTION 063.18**            **Councillor Pauls moved that Council approve the Accounts Payable Cheque Lists for cheque numbers 072101 to 072141; 072142 to 072163; 072164 to 072196; 072197 to 072232; 072233 to 072249; 072250 to 072272; and 072273 to 072306.**  
**7-0 Carried**

**ITEM 058**            **7.6**            **SPRING 2018 MUNICIPAL LEADERS' CAUCAS – K. CRAIG**

- Mayor Craig shared that this event was formerly called the Mayor's Caucus but is open to all Council members.

**MOTION 064.18**            **Councillor Chapman moved that approve the attendance of Mayor Kim Craig to the Spring 2018 Municipal Leaders' Caucus March 14 and 15, 2018.**  
**7-0 Carried**

**ITEM 059**            **12.0**            **IN CAMERA**

**MOTION 065.18**            **Councillor Chapman moved that Council go in-camera at 5:38 p.m.**  
**7-0 Carried**

*In addition to Council and the CAO, the following persons were in attendance during the in-camera session to provide information and/or administrative support: M. Overbeeke, S. Croil.*

*Councillor Chapman and Councillor Simpson exited Council Chambers at 5:40 p.m.  
M. Overbeeke and S. Croil exited Council Chambers at 6:04 p.m.*

**MOTION 066.18**            **Councillor Hohm moved that Council come out of camera at 7:12 p.m.**

**ITEM 060**            **12.2**            **DEVELOPMENT MATTER – S. CROIL  
(FOIP SECTIONS 23, 24, 25 AND 27)**

**MOTION 067.18**            **Councillor Lloyd moved that Council receive the development matter report as information.**  
**5-0 Carried**

**Councillors Simpson and Chapman were excluded from the vote for pecuniary reasons.**

*Councillor Chapman and Councillor Simpson entered back into Council Chambers at 6:04 p.m.*

**ITEM 061**            **12.1**            **CAO REPORT – K. HASTINGS (FOIP SECTIONS 16, 17, 23 AND 24)**

**MOTION 068.18**            **Councillor Chapman moved that Council accept the CAO report as information.**

**7-0 Carried**

**MOTION 069.18**      *Councillor Pauls moved that Council adjourn at 7:13 p.m.*  
**7-0 Carried**

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**Kim Craig, MAYOR**

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**KALEN HASTINGS, CAO**



## Request for Decision

**MAR 12, 2018 REGULAR COUNCIL MEETING**

### **SOUTHERN AB EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT REPORT**

#### **PURPOSE:**

The following report requests approval from council with regards to the Southern AB Emergency Management Resource Sharing Agreement (SAEMRSA).

#### **BACKGROUND:**

In 2007 the City of Lethbridge acted upon the opportunity to develop a single mutual aid agreement that could replace the multitude of individual, municipal to municipal mutual aid agreements that existed between communities in Southern Alberta. This was a successful endeavour that resulted in the implementation of the single Agreement on Area Resource Sharing with thirty-five municipal parties as participants.

In 2016 it was recognized that the 2007 Agreement had become somewhat outdated in its terminology and scope and was absent of a few key items, namely; the ability to delegate authority, request resources in a standardized manner and identify what type of incident would trigger the use of the Agreement.

#### **OVERVIEW:**

The SAEMRSA was developed using the same principle as the 2007 Agreement on Area Resource Sharing: to facilitate efficient emergency mutual aid in Southern Alberta through one agreement. This updated version is not intended to replace the original 2007 version but as an alternative, it provides for a more comprehensive tool to facilitate mutual aid with a focus specifically on Type 3, 2, or 1 Incidents (Incidents of greater scope and severity.).

The foundation of the Agreement is based upon the applied principles of emergency management best practices and a regionalized, integrated management system, which includes a viable and sustainable solution to the overwhelming need for resources during incidents of larger scale through a resource sharing agreement.

If the town is affected by a large-scale emergency or disaster, the town will need the assistance of our neighbouring communities to help respond and recover from the incident. This agreement will formalize the process and provide greater clarity with regards to resource procurement.



**RECOMMENDATION:**

**Option 1:** THAT Council approve the SAEMRSA and direct town staff to forward a signed copy to the City of Lethbridge which is acting as the administrative coordinator of the agreement.

**Option 2:** That Council not approve the agreement.

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Respectfully Submitted:

Mark Murphy  
Director of Emergency Management and Public Safety

This report has been prepared in consultation with the following listed departments:

<b>Department</b>	<b>Signature</b>
CDES Fire Chief	
CAO	



**Southern Alberta  
Emergency Management  
Resource Sharing  
Agreement**

# SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

**THIS AGREEMENT** made this 1<sup>st</sup> day of September A.D. 2017

**BETWEEN:** As per list of parties identified in Appendix D

**WHEREAS** a major emergency could affect any community, municipality(s), and/or First Nations at any time, regardless of size to such a degree that local resources would be inadequate to stabilize the situation.

**AND WHEREAS** the parties to this agreement desire to progressively work toward a high level of emergency management preparedness and state of readiness for prompt regional collaboration in support of two or more parties as identified in Appendix D and Appendix E during a Type 3, 2, 1 incident/event as defined by ICS Public Safety Canada.

**AND WHEREAS** the parties to this Agreement are not limited to Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

**AND WHEREAS** each party to this Agreement is required to provide *Emergency Services* within their respective boundaries;

**AND WHEREAS** each of the parties acknowledge and agree that it is desirable and to the parties mutual benefit, that from time to time, each be able to provide assistance to any or all of the other parties to this Agreement;

**AND WHEREAS** each of the parties desire to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request resources and assistance from another party or parties to this Agreement and to respond where/when possible to such requests;

**AND WHEREAS** the parties understand that this agreement is intended for the purposes of transitioning toward formal regionalization and effective incident management for Type 3 escalating, Type 2 and/or 1 incidents to best provide public protection;

**AND WHEREAS** the authority for local authorities to enter into this agreement by bylaw is provided in Sections 7 (a & f) and 54 of the current Municipal Government Act and/or Band Council Resolution (BCR).

**NOW THEREFORE** in consideration of the mutual covenants contained herein and other good and valuable consideration the receipt of which are hereby acknowledged, each municipality and First Nations Council that is a party to this Agreement agrees as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

a) “*Assistance*” shall mean *Emergency Services* and/or multidisciplinary resources made

SAEMRSA  
June 29, 2017

- available pursuant to this Agreement. *Assistance* may relate to incidents that the *Requesting Party* may or may not attend, and/or incidents that the *Requesting Party* does attend, but believes it would be prudent to require additional resources for augmenting response purposes.
- b) “*Consumables*” shall mean tools; equipment and products once used cannot likely be recovered.
  - c) “*Designated Officer*” shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegation of authority for the provision of *Emergency services*.
  - d) “*Emergency Services*” shall be multidisciplinary organizations who evaluate and/or respond to all hazards incidents and/or events for the purposes of providing public safety protection.
  - e) “*Equipment*” shall mean vehicles, apparatus and equipment by type and by kind, commensurate with the degree of complexity of the incident.
  - f) “*Fee Schedule*” shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta’s Ministry of Infrastructure and Transportation shall be utilized.
  - g) “*FOIPPA*” The parties hereby acknowledge and agree that this Agreement and its contents may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPPA), Alberta*, and nothing in this Agreement shall require a party to violate any duty or obligation the party has or may have under *FOIPPA*.
  - h) “*Governance*” of this agreement shall be accomplished through the Chair of *SAEMRSA* whom shall be chosen by committee members by whatever means deemed appropriate by the committee and will be responsible for a one-year term to coordinate meetings, assign a minute taker who will distribute minutes to all parties.
  - i) “*Incident Complexity*” typing shall be defined in concert with ICS Public Safety Canada as per Appendix G
  - j) “*Incident Management Team*” as defined as per Appendix F
  - k) “*Local Authority*”: is defined in Section 1 (g) of the current *Emergency Management Act, Alberta*.
  - l) “*Municipality*” is defined in Section 1 (i) of the current *Emergency Management Act, Alberta*.
  - m) “*Municipal Emergency*” is defined as any situation where the resources of the Local Authority and its service providers are involved in efforts to mitigate immediate threat

- to life, property, environment and/or economy within the municipality.
- n) “*Personnel*” shall mean those individuals who respond to requests for *Assistance* and who comply with all standards under the *Occupational Health and Safety Act and Regulations, Alberta*.
  - o) “*Requesting Party*” shall mean any party to this Agreement that requests *Assistance* from another party to this Agreement.
  - p) “*Responding Party*” “*Responding Party*” shall mean any party to this Agreement that responds to the request for *Assistance* made by a *Requesting Party*.
  - q) “*SAEMRSA*” shall mean Southern Alberta Emergency Management Resource Sharing Agreement.
2. The “Southern Alberta Emergency Management Resource Sharing Agreement” may be activated when two or more municipalities or First Nations are involved in an incident or event that has, or will likely, overwhelm mutual aid resources.
  3. Subject to the terms and conditions of this Agreement, any *party* to this Agreement may request the *Assistance* of another *party* to this Agreement.
  4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide *Assistance* to the *Requesting Party* upon request. At all times, whether or not assistance will be provided, and the nature of the *Assistance* to be provided, if any, will be in the unfettered discretion of the *Responding Party*.
  5. Any *Party* to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
  6. All requests for *Assistance* pursuant to this Agreement shall be directed to the *Designated Officer* or authorized representative of the *Responding Party*, as soon as reasonably possible. If the *Responding Party’s Designated Officer* or designate cannot be contacted, the next person in the chain of command of the *Responding Party* may, but will not be required to respond.

NOTE: The *Requesting Party* shall complete the request form in “Appendix A” and forward to the manager or designate of the *Responding Party* at the time of request or as soon as reasonably possible.

7. The *Requesting Party’s Designated Officer* may delegate authority to a *Responding Party* to request, employ or command equipment or personnel as defined. When operating under the *delegation of authority* the party doing so, shall present the *delegation of authority* form to the on-site *Requesting Party*.

NOTE: The *Delegation of Authority* form is provided in Appendix C of this Agreement.

8. A *Responding Party* may, after responding to a request for *Assistance*, withdraw their *Assistance* in the event that the *Responding Party*, the *Responding Party’s Designated Officer*, or their designate of either of them, deems it prudent or desirable to withdraw

*Assistance*. Without restricting the generality of the forgoing, *Assistance* may be withdrawn if the *Responding Party's* Equipment or services are required elsewhere, or it is deemed to be prudent and/or unsafe to provide or continue providing *Assistance*.

9. When providing *Assistance*, the following command and control structure applies:
    - a. The *Requesting Party* shall have incident command authority over all incidents which occur within its geographic boundaries, provided that the *Requesting Party's Emergency Services* is in attendance and does not relinquish incident command to the *Responding Party*;
    - b. The *Requesting party* agrees that in the event that a *Responding Party* is the first response to arrive at the scene of an incident, that *Responding Party* will assume and establish incident command until such time as the *Requesting Party* assumes and/or unifies command or the *Responding party* transfers command.
    - c. Formal requests including a recommendation for a *declaration of a state of local emergency* by the Incident Commander or qualified designate, shall be communicated in accordance with incident command structure protocol.
    - d. "*Declaration of a state of local emergency*" as defined in Section 21 (1) of the *Emergency Management Act, Alberta*.
  10. In providing *Assistance*, a *Responding Party* shall not be required to provide Equipment that is not owned by the *Responding Party*, or employees or volunteers who are not employed or usually utilized by the *Responding Party*.
  11. It is acknowledged and agreed by the signatories hereto that a *Responding Party* providing *Assistance* pursuant to this Agreement shall be entitled to bill or charge the *Requesting Party* for Equipment and/or services, or support for *Assistance* provided.
- NOTE: The fee schedule for the purposes of billing as defined in Appendix B of this agreement.
- NOTE: Where the fee schedule is in dispute the current Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized.
12. The *Requesting Party* shall indemnify, defend, pay on behalf of and hold harmless the *Responding Party*, its officers, officials, agents, representatives, employees and volunteers from and against all losses, claims, demands, costs (including solicitor/client costs), damages, actions, suits, or proceedings arising, directly or indirectly, out of or in connection with the provision of *Assistance* by the *Responding Party*, except where the losses, claims, demands, costs, damages, actions, suite or proceedings arose due to the gross negligence of any employee, volunteer or representative of the *Responding Party*. The liability of the *Requesting Party* shall survive the termination of this Agreement.
  13. Notwithstanding Article 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a *Responding Party* will not in any way be liable to a *Requesting Party* for:

- a. Failure to respond to a request for *Assistance*, or failure to provide *Assistance*;
  - b. Failure to respond to a request for *Assistance* within a certain period of time, or in a timely fashion;
  - c. Consequential, indirect, exemplary or punitive damages;
  - d. Economic loss;
  - e. Any Claims that arise as a result of a party's refusal to provide *Assistance*;
  - f. Any Claim that arises or results from the manner in which a *Responding Party* provides or does not provide *Assistance*, save and except Claims directly arising from the gross negligence of the *Responding Party* while providing *Assistance*.
14. The *parties* hereto shall, at their own respective cost and expense, maintain in full force and effect during the life of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
  15. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the signatories hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
  16. The party providing *Assistance* will be responsible for submitting to the *Requesting Party* a written invoice for the services provided to the *Requesting Party* within 30 days of the service(s) being provided.
  17. The *Requesting Party* will be responsible for the payment of all costs associated with the provision of the service and or support within 60 days of receipt of a written invoice for services provided. Extensions may be provided upon approval of the *Responding party(s)*
  18. No signatory to this Agreement may assign this Agreement to a non-signatory without the written consent of the other signatories' hereto.
  19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
  20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vise-versa, as the context of this Agreement may require.
  21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
  22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party

arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.

23. The parties shall notify their respective *Designated Officers* and *Emergency Services* officers of this Agreement so that they may become familiar with this Agreement, and its terms.
24. Appendix 'D' herein will serve as the record of the parties to this Agreement. The parties to this Agreement further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of *Emergency Services* within the Province of Alberta.



**APPENDIX A - Resource Request Form**

Name of Incident or Event: \_\_\_\_\_

*Requesting Party:* \_\_\_\_\_

*Responding Party:* \_\_\_\_\_

The *Requesting Party* formally requests the following resources from the *Responding Party* for an estimated duration of \_\_\_\_\_ days.

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

If further resources are required attach an addition sheet.

A- The *Requesting Party* agrees that if personnel are to be deployed for greater than 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.

B- The *Requesting Party* agrees to ensure adequate food and lodging are supplied to Responding Party personnel if deployed greater than 24 (twenty four) hours.

C- The *Requesting Party* agrees to pay the *Responding Party* at agreed upon rates as agreed upon in Appendix B.

D- The *Responding Party's Designated Officer* will communicate, by any means available i.e., email, text, cell phone etc., as to what resources can be supplied.

*Requesting Party Designated Officer:* \_\_\_\_\_ Contact Information:

Signature: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPENDIX B - Fee Schedule

*Fee Schedule* shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized. Potential Resources (not exhaustive) that may be requested:

1. Mileage – Under one-ton to and from event.
2. Mileage – Over one-ton to and from event.
3. Lodging
4. Meals include healthy Breakfast – Lunch – Supper
5. *Consumables*
6. Personnel (Career)
7. Personnel (Volunteer)
8. Personnel (Paid on Call)
9. Damaged Equipment – Insurance or Cost Recovery of repair or replacement.
10. Fire Apparatus (without staffing):
  - a. Type 1 – 2 Engines
  - b. Type 3 – 5 Engines
  - c. Type 6 – 7 Engines
  - d. Ladder
  - e. ATV – UTV
  - f. Rescue (Light, Medium or Heavy)
  - g. Squad/Car
  - h. Sprinkler Trailer
  - i. Specialty Apparatus – i.e.: Hazmat
11. Fire Apparatus: Based on 24 Hour Day (without staffing):
  - a. Command Vehicle
  - b. Command Center
12. Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
13. One Time Administration Fee
14. Responding Party will provide backup data for cost recovery items.

**APPENDIX C - Delegation of Authority**

1. Authority has been assigned to \_\_\_\_\_ to act on behalf of the Municipality of \_\_\_\_\_, to mitigate, respond/stabilize, and/or aid in the recovery of the \_\_\_\_\_ incident.

2. You have full authority to (request, employ or command) \_\_\_\_\_ equipment, personnel required. Your primary responsibility is to organize and direct your assigned or ordered resources for efficient and effective control of the incident.

3. You are accountable to \_\_\_\_\_ or his/her designated representative listed below.

4. Financial limitations will be consistent with the best approach to the values at risk. Specific direction for this incident covering the management and other concerns are:

A: \_\_\_\_\_

B: \_\_\_\_\_

C: \_\_\_\_\_

D: \_\_\_\_\_

E: \_\_\_\_\_

F: \_\_\_\_\_

\_\_\_\_\_ will represent me on any occasion that I am not immediately available.

5. This authority is effective: Date: \_\_\_\_\_ Time: \_\_\_\_\_.

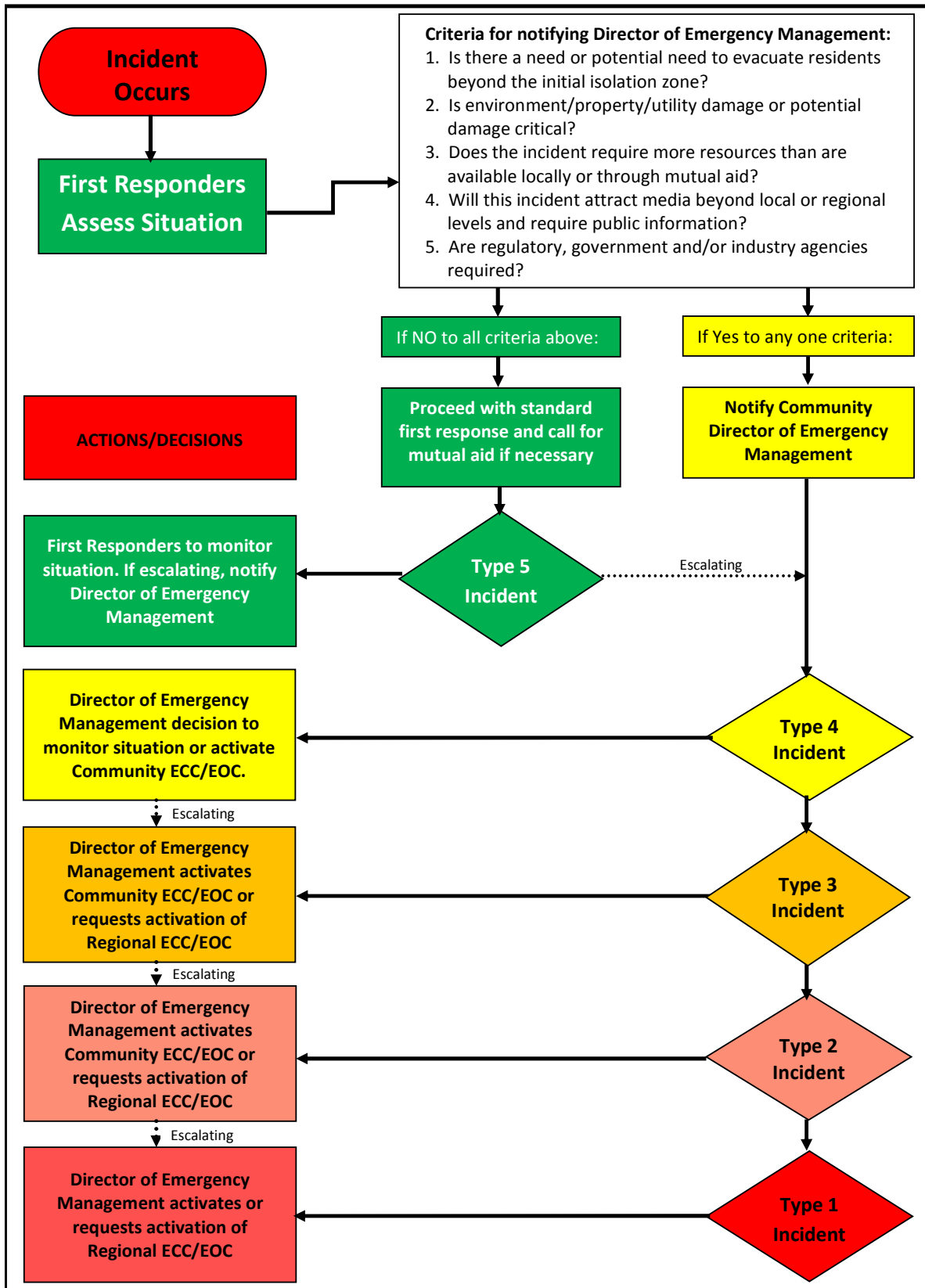
\_\_\_\_\_  
Requesting Designated Officer

\_\_\_\_\_  
Designated Officer Signature

\_\_\_\_\_  
Date and Time



**APPENDIX E - Model Incident Threshold Notification / Activation Chart**



## APPENDIX F - Incident Management Teams

Incident management starts as the smallest unit and escalates according to the complexity of the emergency. The five types of IMTs are as follows:

### **Type 1:**

Federal and Provincial Level – a federally or provincially certified team; is the most robust IMT with the most training and experience.

### **Type 2:**

Federal and Provincial Level – a federally or provincially-certified team; has less training, staffing and experience than Type 1 IMTs, and is typically used on smaller national or provincial scale incidents.

### **Type 3:**

Provincial or Metropolitan Area Level – a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a Province or large Metropolitan area, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the province or large portions of the province, depending upon provincial-specific laws, policies, and regulations.

### **Type 4:**

City, County or Special District Level – a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6–12 hours and possibly transition to a Type 3 IMT.

### **Type 5:**

Local Village and Township Level – a "pool" of primarily Emergency Services officers from two or more neighboring departments trained to serve in Command and General Staff positions during the first 6–12 hours of a major or complex incident.

## APPENDIX G - Incident Complexity by Type

Incident and/or event complexity determines emergency and incident response personnel responsibilities. ICS Public Safety Canada training recommendations reflect the following five levels of incident complexity:

### **Type 1 Incidents or Events:**

- This type of incident is the most complex, requiring provincial/national resources for safe and effective management and operation.
- All command and general staff positions are filled by trained personnel.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base or EOC/ECC is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

### **Type 2 Incidents or Events**

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

### **Type 3 Incidents or Events**

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

**Type 4 Incidents or Events**

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

**Type 5 Incidents**

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.



**From:** Larry Randle  
**Sent:** February 16, 2018 11:07 AM  
**Subject:** March 14th ICF/IDP Workshop Invitation

Hello CAOs;

On Wednesday, March 14, 2018 Lethbridge County with support from the Town of Coaldale, is hosting an Inter-Municipal Collaboration Framework (ICF) and Inter-Municipal Development Plan (IDP) workshop. The workshop will be given by Municipal Affairs at the Coaldale Community Hall located at 1217 20<sup>th</sup> Avenue in the Town of Coaldale. The workshop will be from 10:00am to 3:00pm and lunch will be provided.

The workshop is open to any rural or urban municipality in the province who wish to attend. Several identical workshops are being held around the province at various locations and dates.

This workshop is intended for the Chief Elected Official (CEO – Mayor or Reeve), Chief Administrative Officers (CAOs) and any relevant staff, for a maximum total of 3 attendees from each municipality please. Feel free to forward this invitation to any other CAOs at municipalities you may have an email address for.

Please reply as soon as possible if you plan to attend and provide the names and titles of those who will attend. Please reply to me directly.

Municipal Affairs promises an engaging session. We hope to see you on March 14th.

Thank you,

**Larry Randle, BA, MMC**  
Director of Community Services  
Lethbridge County  
905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

[403.328.5525](tel:403.328.5525) office  
[403.317.6057](tel:403.317.6057) direct  
[403.328.5602](tel:403.328.5602) fax  
[lrandle@lethcounty.ca](mailto:lrandle@lethcounty.ca)  
[www.lethcounty.ca](http://www.lethcounty.ca)

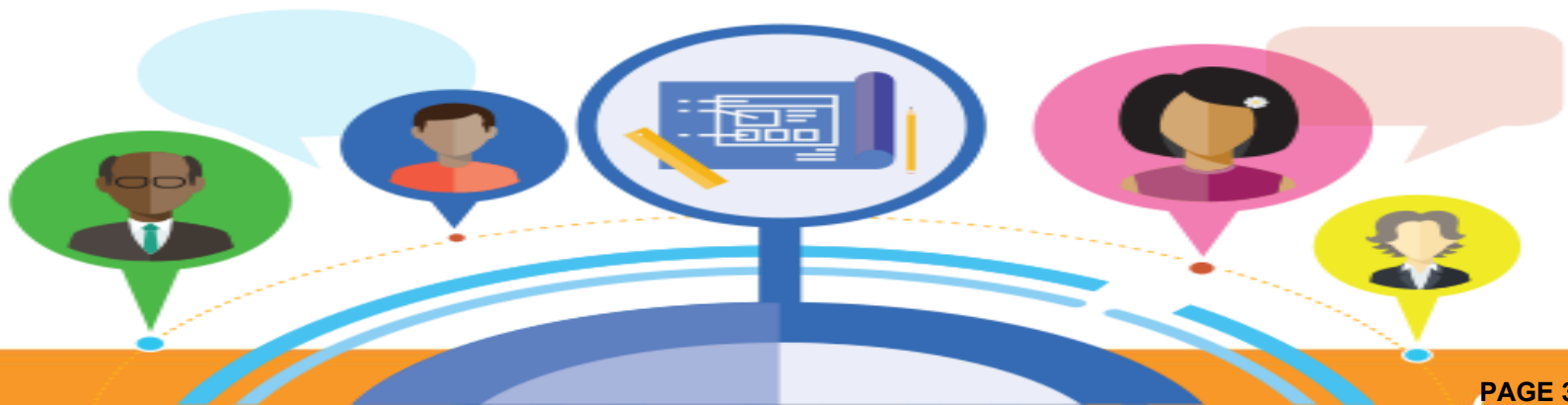
**2018**  
**Intermunicipal**  
**Collaboration**  
**Framework &**  
**Intermunicipal**  
**Development**  
**Plan**  
**Workshop**



# Objectives of the Session

- Understand ICF and IDP legislation
- Introduce ICF and IDP tools
- Assess what work and strategic approach is needed to complete the ICFs with your municipal neighbours
- Understand the resources available to complete ICFs and IDPs.

## SHARED PURPOSE



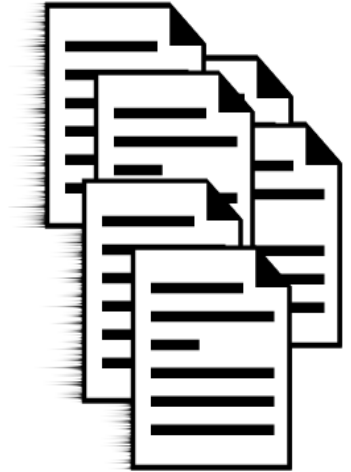
# Workshop Outline

- Overview of ICF and IDP legislation
- Question and Answers
- Break Out groups with Municipal Neighbours
  - Individual Municipality Preparation (Tool A & B)
  - Intermunicipal Preparation (Tool C)
- Question and Answers
- Resources

# Disclaimer

This presentation is provided for informational and guidance purposes. This presentation is not direction to municipalities, is not intended for use as a template and does not constitute legal advice.

At this time we will speak to the legislation and the regulations.



# Intermunicipal Collaboration Framework (ICF)

- Purpose
  - To provide for integrated and strategic planning, delivery, and funding of intermunicipal services
  - Efficient stewardship of scarce resources in providing local services
  - To ensure municipalities contribute funding to services that benefit residents
- Highlight and formalize existing collaborative work between adjacent municipalities, and
- Provide a forum for neighbouring municipalities to work together.

# ICF

Recreation Agreement



AG Society Agreement



Water Commission



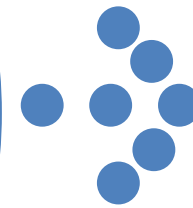
Emergency services agreement



List of Individual  
Municipal Services

Summary of  
Intermunicipal  
Services,  
and

Third Party Services



Adopted  
Matching  
Bylaws

# Intent of an ICF - Common Misconceptions

## Does Mean ...

- you have discussions about how you will provide services to the region
- you provide a summary of how services will be provided
- you maintain intermunicipal services (that both municipalities agree to)

## Does Not Mean ...

- the municipalities must provide an intermunicipal service if they agree that the service is better provided on their own
- you have to change existing agreements (that both municipalities agree to)

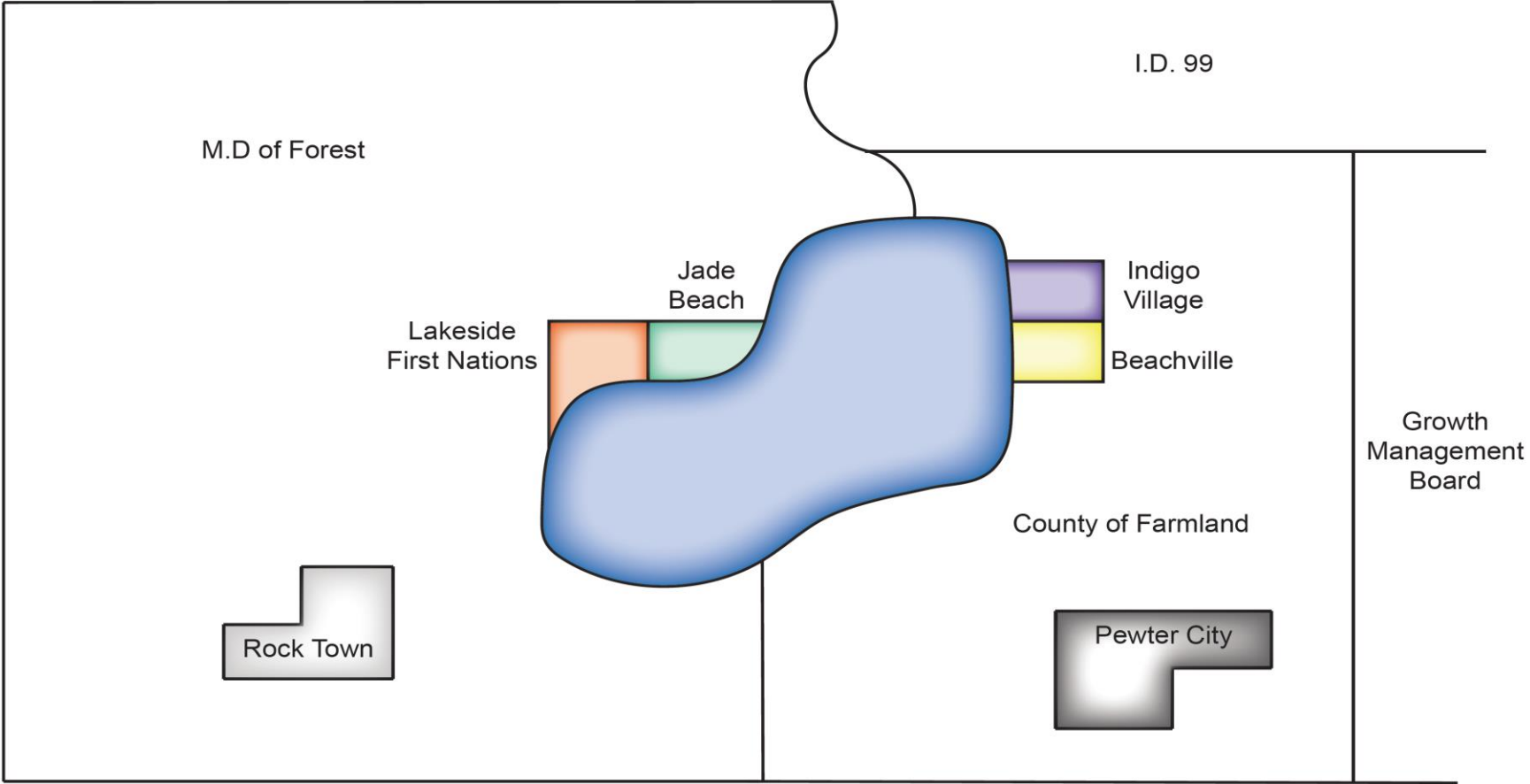


# ICF Requirement

The new *MGA* will require municipalities to:

- Adopt Intermunicipal Collaboration Frameworks (ICFs) bylaw and
- Intermunicipal Development Plans (IDPs).
- All municipalities with common boundaries must, **within 2 years** of the act coming into force, adopt a framework
- Municipalities that do not have common boundaries may be parties to a framework

# Intermunicipal Collaboration Frameworks - Examples Map



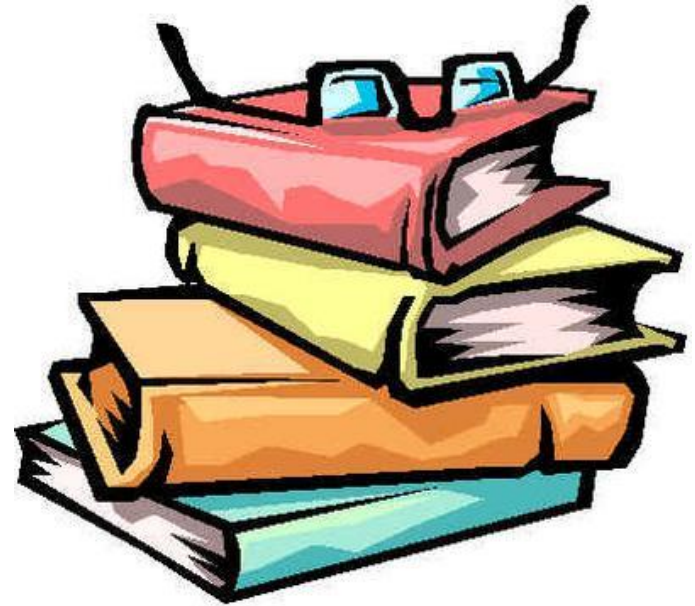
Prepared by Municipal Affairs  
Oct. 2017

# Required Contents of an ICF — Section 708.29

- each municipality must list all of the services that they provide to residents
- identify which services are best provided on a municipal, intermunicipal, or third party basis
- outline how intermunicipal services are delivered
- set a time frame for implementation for those services that change
- term of review not to exceed 5 years
- a binding dispute resolution process

## Required Services included in an ICF - Section 708.29

- transportation
- water and wastewater
- solid waste
- emergency services
- recreation and
- other services that benefit residents in more than one municipality



# Example – List of Services

## Town of Pleasantville

- Bylaw enforcement
- Transportation and roads
- Waste Water
- Parks
- Planning and Development

## Town and County Shared Services

- Shared Services of A & B
- Fire and EMS (Agreement)
- Solid Waste Commission with 5 other member municipalities
- Water commission with 12 other member municipalities
- Recreation (Agreement)
- Northern Light Regional Library System
- FCSS
- Economic Development
- Ag Society
- Authorities

## Stepford County

- Transportation and roads
- Waster Water
- Public Works
- Bridges
- Ag Services
- Pest control
- Rat Patrol
- Weed Control
- Campgrounds
- RV Park
- Ski Hill
- Planning and Development

# Key elements required for every service

- **Summary** of the service that is provided (overview)
- **How is the service provided?**
  - individually, intermunicipally, 3<sup>rd</sup> party
- If provided **Intermunicipally**:
  - Who is the **lead** municipality
  - **Description** of how the service is being provided
  - How is the service **funded**
  - **Term of review** (optional as can be overarching-not to exceed 5 yrs)
  - **Binding Dispute resolution process** (optional as can be overarching entire ICF)
  - **Timeline** for implementation (if newly joint)
  - **Transition plan** (optional if newly joint) that includes decommissioning of current service provision to intermunicipal delivery

# Summary Example:

## No shared intermunicipal service

### Transportation:

Transportation services are provided independently by both Counties.

### Water and Wastewater:

Water and wastewater services are provided independently by both Counties.

Used with permission from Leduc County & County of Westaskiwin ICF DRAFT

<http://www.county.wetaskiwin.ab.ca/documentcenter/view/1573>

# Summary Example of Existing Agreement

## Transportation:

The Counties entered into a Joint Use of Grader and Grader Operators agreement on the 16<sup>th</sup> day of August 1988. As a mutual service agreement there is no managing partner. Cost sharing is done on a usage basis.

Used with permission from Camrose County & County of Westaskiwin ICF DRAFT

<http://www.county.wetaskiwin.ab.ca/documentcenter/view/1571>



# Summary Example of an Authority

## Solid Waste:

The Counties, jointly with several urban municipalities entered into an Agreement dated the 2nd day of July 1996 establishing the West Dried Meat Lake Regional Solid Waste Authority to provide for solid waste management and disposal. The partner municipalities entered into an Amended and Restated Authority Agreement on the 8th day of September, 2017. The Amended and Restated Authority Agreement supersedes all previous agreements. The managing partner is Camrose County. The operational costs of the landfill are based on the volume of waste delivered to the landfill by each member municipality.

## Summary Example Recreation:

Camrose County and Leduc County, jointly with several urban municipalities are members of regional library systems to provide Library services. Camrose County is part of the Parkland Regional Library System and Leduc County is part of the Yellowhead Regional Library System. Both municipalities have additional funding agreements with their urban municipalities to provide library facilities and services.

Used with permission from Camrose County & Leduc County ICF DRAFT

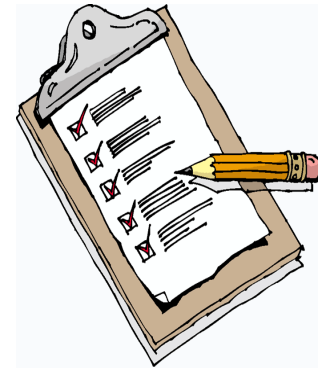
<http://www.leduc-county.com/public/download/documents/41410>

# Summary Example of Third Party

## West Central Planning Agency

Ponoka County and the County of Wetaskiwin No. 10 along with the City of Wetaskiwin, Town of Millet and Town of Rimbey entered into an agreement to establish the West Central Planning Agency commencing operations on the 1<sup>st</sup> day of April, 1995. As an agency, there is no managing partner. Cost sharing is done annually on a population basis for agreed upon services. Additional land related work requested by individual municipalities will be paid by each municipality directly to the agency.

# Completing an ICF



- ICF is **not** complete unless municipalities involved have also adopted an IDP under section 631 of the *MGA* or the IDP can be included as an appendix. section 708.3 (1)
- The ICF and IDP may not contain provisions that are inconsistent with a growth plan under Part 17.1 or with the *Alberta Land Stewardship Act* regional plan.

# Finalizing a framework - Section 708.33

(1) Municipalities must create a framework by adopting matching bylaws that contain the framework.

(2) An intermunicipal development plan created as part of a framework may be adopted by the same bylaw that adopts the framework if the requirements of section 692 are met with respect to that plan.

# Finalizing a framework - Section 708.33

(3) In creating or reviewing a framework, the municipalities must negotiate in good faith.

(4) Once the municipalities have adopted a framework, the municipalities must ensure that a copy of it is filed with the Minister within 90 days of its creation.

# Timelines and Milestones

- Creation of An ICF – 2 years from the date the ICF section of the Act is put into force
- If after 2 years an ICF is not created the municipalities must go into arbitration
- Arbitration
  - Voluntary arbitration can occur anytime
  - Mandatory arbitration begins after 2 years of coming into force and must conclude within 1 year
- ***Bylaws must align with ICF within 2 years other than Land Use Bylaws ( in Regulations)***
- Must be reviewed within 5 years

# Relationship of Intermunicipal Development Plans (IDPs) to ICFs



# Linkages between the IDP and ICF

- Planning and service provision go hand in hand.
- The IDP is an integral part of an ICF.
  - An ICF is not complete unless it includes a complete IDP.
  - As such, an incomplete IDP would go to an arbitrator in the same manner as an incomplete ICF would.
  - What to ask yourself to ensure a complete IDP (See workbook):
    - Do you currently have an IDP with all municipalities you share boarders with?
      - No. Complete IDP(s).
      - Yes. Does the IDP(s) comply with new MGA requirements for an IDP?
        - No. Complete IDP(s).
        - Yes, Has the IDP (s) been adopted by By-Law?
          - No. Complete IDP(s).
          - Yes. Submit your IDP(s) to MA with your ICF.

# Linkages between the IDP and ICF

## Continued

- Timelines to complete IDPs are the same as an ICF (2 years).

### **What this Means:**

- IDPs compose the land use portion of the ICF.
- ICFs and IDPs need to be linked together, and be consistent with one another.
  - Matters that are dealt with in the ICF regarding servicing do not need to be repeated in the IDP. Likewise, matters dealt with in the IDP regarding land use do not need to be repeated in the ICF

- ICFs look at shared services and infrastructure.
- IDPs look at land use, location of infrastructure and servicing areas.

IDP Road Example	ICF Road Example
<ul style="list-style-type: none"> <li>• road location,</li> <li>• capacity,</li> <li>• area that will be serviced</li> <li>• width/standard</li> </ul>	<ul style="list-style-type: none"> <li>• maintenance,</li> <li>• joint emergency response</li> <li>• an agreement for shared use/access</li> </ul>

# Intermunicipal Development Plans (IDP)

New

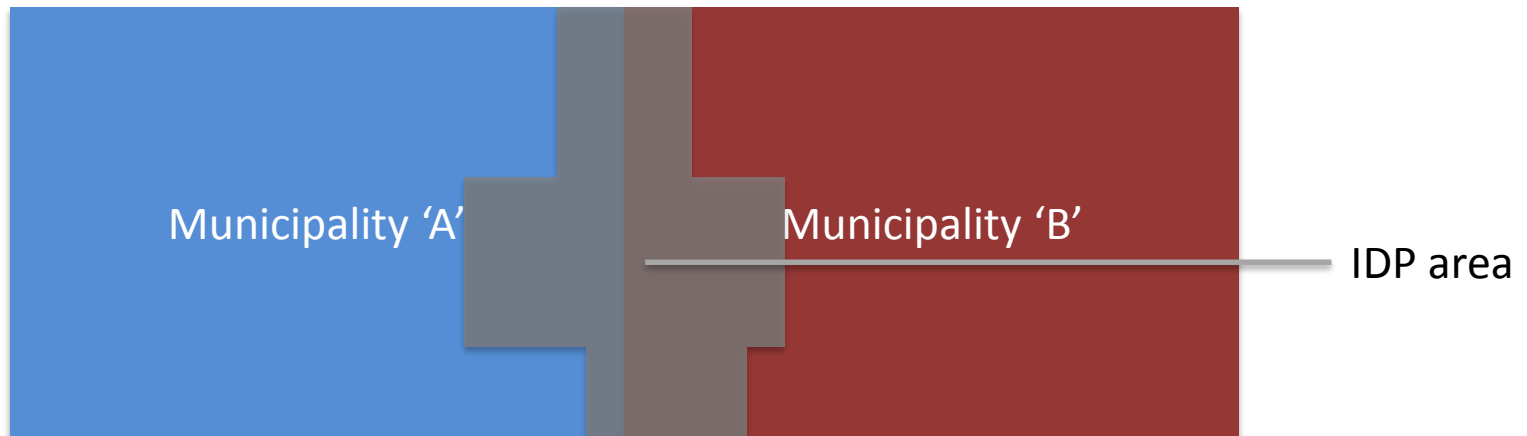
**Under New *MGA*, in addition to the previous requirements, an IDP must address:**

- Future land use.
- The manner of and the proposals for development.
- The provision of transportation systems.
- The coordination of intermunicipal programs.
- Environmental matters.
- Any other matters related to the social, physical and economic development of the area that the councils consider necessary.

# IDP

Key Aspect of an IDP (Area to be included in the plan):

The area to be included in the plan is at the discretion of the municipalities.



# IDP – Public Engagement

When creating an IDP, a municipality must:

- Provide a means for any person who may be affected by it to make suggestions and representations.
- Notify the public of the plan preparation process and of the means to provide input.
- Notify the school boards within the jurisdiction.
- Hold a Public Hearing per S. 692 of the *MGA*.

Note: This public input may be subject to a new public engagement policy under section 216.1 of the *MGA*, which now requires all municipalities to have a public participation policy (E.g. open houses, online or mail-in submissions, surveys etc.)

# Arbitration

Part 17.2 (ICF-IDP)

Discussion-Negotiation-Mediation  
Process led by Municipalities

Year 1

Year 2

Arbitration  
Process led by Arbitrator

1 Year

ICF-IDP  
Complete

**If ICF-IDP not adopted**

Arbitrator Appointed  
Jointly by municipalities or  
if no agreement by Minister

Matching Bylaw  
Approval Process

Adopted matching ICF and IDP must be filed with the Minister



# Role of Arbitrator - Section 708.36

- To hear the parties and make a binding decision using the criteria from the legislation.
- Regulations further define the powers of an arbitrator to create an ICF.

## Arbitrator Selection — Section 708.35

*(2) The arbitrator must be chosen by the municipalities or, if they cannot agree, by the Minister.*

*(3) Any mediator who has assisted the municipalities in attempting to create a framework is eligible to be an arbitrator under this Division.*

*(4) Where municipalities for whom an arbitrator is appointed create a framework by agreement, the arbitration process ends.*

## **Role of Municipality** – Section 708.37

*(1) Where a dispute is referred to an arbitrator under section 708.35, each municipality must*

- (a) provide to the arbitrator a report setting out what that municipality considers are the specific reasons why the municipalities are unable to create a framework, and*
- (b) participate in the arbitration process in accordance with the regulations.*

## Role of Municipality – Section 708.37

*(2) Where a municipality fails to participate in the arbitration process, the arbitrator may*

*(a) require the chief administrative officer of the municipality to produce any information required by the arbitrator, or*

*(b) settle the dispute or create a framework without the participation of that municipality.*

- Minister has broad authority to ensure compliance (Bill 21 section 708.43)

# Dispute Resolution

Part 17.2 (ICF-IDP)

Discussion-Negotiation-Mediation  
Process led by Municipalities

Arbitration  
Process led by Arbitrator

ICF-IDP  
Complete

Year 1

Year 2

1 Year

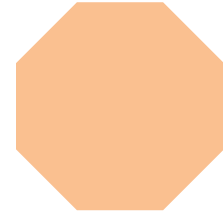
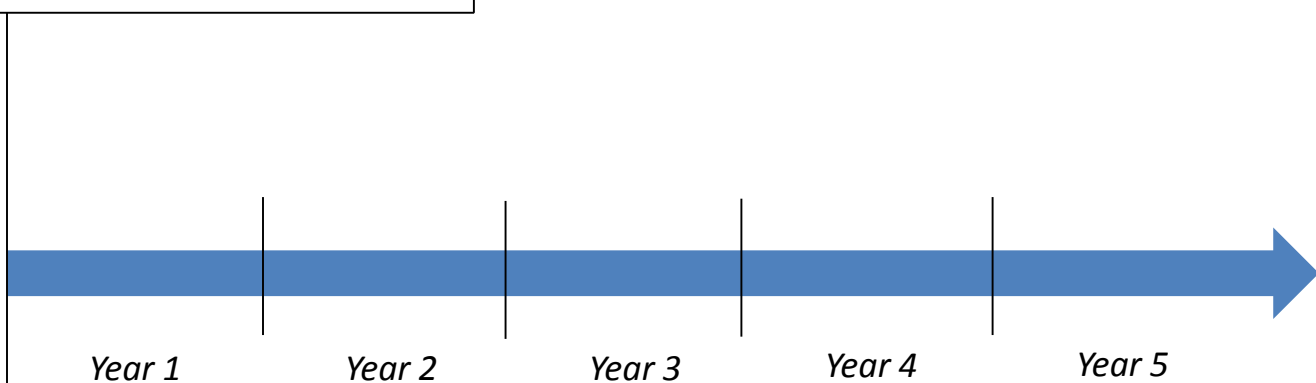
**If ICF-IDP not adopted**

Arbitrator Appointed  
Jointly by municipalities or  
if no agreement by Minister

Matching Bylaw  
Approval Process

Adopted matching ICF and IDP must be filed with the Minister

ICF-IDP Bylaw Passed



An ICF review must be completed within 5 years

## Binding Dispute Resolution Process

As outlined in ICF-IDP or if silent,  
Model Dispute Resolution in  
Regulations  
(may or may not include arbitration)

# Resources

## Advisory and Coaching

- Intermunicipal Relations Team
- Planning Unit
- Peer Mentors

## Grants

- Facilitation and Mediation of ICF – ACP-MCP
- Technical Assistance – ACP-IC



# Online Resources

- **MGA resource webpage** <https://www.alberta.ca/mga-change-management.asp>
  - <https://open.alberta.ca/publications/mga-implementation-fact-sheets>
- **ICF information bulletin**
  - <https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/9fedc3c0-d036-44bc-9f72-4b5d07f47110/download/Intermunicipal-Collaboration-Frameworks-.pdf>
- **ICF – Arbitration information bulletin**
  - <https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/cf2c5e46-220f-401c-ace4-708c68824691/download/Intermunicipal-Collaboration-Frameworks---Arbitration.pdf>
- **ICF Regulation**
  - [http://www.qp.alberta.ca/documents/Regs/2017\\_191.pdf](http://www.qp.alberta.ca/documents/Regs/2017_191.pdf)
- **MGA (online)**  
[http://www.qp.alberta.ca/1266.cfm?page=m26.cfm&leg\\_type=Acts&display=html](http://www.qp.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&display=html)

# Questions



# Lunch.



Feed your curiosity™

# Break Out groups with Municipal Neighbours

- Individual Municipality Preparation (Tool A & B)
- Intermunicipal Preparation (Tool C)

# Exercise – Individual Reflection

## TOOL A: INDIVIDUAL MUNICIPAL PREPARATION

- A. Which municipalities do you share a common boundary with that you will be required to complete an ICF and IDP with? (please list)
- B. Which municipalities does your partnering municipality need to create an ICF and IDP with? (Please list; this is to help understand the amount of work that collectively needs to be done.)
- C. Which other municipalities do you currently share services with?
- D. Are there any First Nation with whom do currently share services or could in the future?
- E. **Desired Outcomes of the ICF/IDP Process:** What does your municipality want to achieve with an ICF and IDP?  
 improved intermunicipal relations; better services to our collective citizens;  
 attraction of business and residents to our area; managed growth;  
 managed growth;  
 other \_\_\_\_\_
- F. **ICF Services Inventory:** Complete the *Link: Services Inventory Tool* on what services need to be negotiated and determine what services your municipality would like to discuss/negotiate with your municipal neighbour. List the services below your municipality would like to discuss and what the rationale is for discussing it.
- G. **IDP Assessment:** What **work** needs to be done on your IDP?  
 a. Do you have an IDP in place with the adjacent municipalities listed above?  
 i. If yes, does it meet the **new requirements of the MGA?**  
 ii. Does it address any emergent growth trends in your area?
- H. **Key IDP Focus Areas:** What are the potential growth areas in your region, and what implications might they have for municipal services. Should these growth areas be reflected with in a Intermunicipal Development Plan?
- I. If you are not able to reach agreement on some intermunicipal services or IDP focus areas in two years, how are the municipalities going to address those services or areas? (*link to section that talks about options*)

**TOOL G:**  
IDP

## TOOL B: SERVICES INVENTORY DEVELOPMENT

Service	Assess Current State			Looking Forward			Action or next steps that need to be taken with this service
	Municipal	Intra-municipal	Third Party	Keep current agreement or arrangement	Needs to be negotiated	Slight adjustments needed	
Transportation							
Water							
Waste Water							
Solid Waste							
Emergency Services							
Recreation							
<b>Other Services of Mutual Benefit:</b> List any other intermunicipal services that you have identified in your Self-Assessment Tool and rationale for that service. This may be as exhaustive or as finite as you deem beneficial.							

Please note: there are a wide variety of services which may or may not apply in different areas (e.g. public transit, snow clearing, maintenance, etc. for Transportation, fire, police, disaster planning, etc. for Emergency Services, and so on).

Please list any new intermunicipal services your municipality would like to see and the rationale for providing that service intermunicipally.	
Service	Rationale

Please note: if arbitration is required for a new service that any municipality disagrees with, a rationale for intermunicipal provision of that service needs to be indicated.

# Individual Municipality Preparation

## (Tool A & B)

- Desired outcomes of the ICF/IDP
- Service inventory: what services do the municipalities want to discuss?
- IDP Focus Areas: what work needs to be done on the IDP?
- IDP Focus Areas: which services may have an effect of your ability to implement your IDP?
- How do you want to address any outstanding services prior to April 1, 2020?

# Tool C – Intermunicipal Preparation

## TOOL C: INTERMUNICIPAL PREPARATION

- A. Compare with your municipal neighbours:
  - a. Desired outcomes of the ICF/IDP: what collectively do you want to achieve with ICFs and IDPs?
  - b. Service inventory: what services do the municipalities want to negotiate?
  - c. IDP Focus Areas: what work needs to be done on the IDP? (high level)
  - d. IDP Focus Areas: which services may have an effect of your ability to implement your IDP?
- B. Given what your collective desired outcomes are, which ICF services and IDP focus each municipality wants to talk about, what are some approaches would be effective and efficient to negotiating and exploring these identified services? The following are process options. They are not an exhaustive list and are provided to help create discussion.
  - a. Separate negotiations with all municipalities;
  - b. Negotiation by identified municipalities on individual services that would serve all municipalities;
  - c. Negotiation of an overarching ICF for multiple municipalities (i.e. County and 4 summer villages around the same lake)
- C. How are you going to negotiate? Develop an Intermunicipal Negotiation Committees Terms of Reference/Negotiation Protocols (complete Terms of Reference worksheet)
  - a. Who needs to be on the negotiation committee?
  - b. When and where should they meet?
  - c. How are you going to keep the respective councils informed and get their input?
  - d. How are we going to communicate with the public and media?
- D. Determine what assistance and information is needed to negotiate the identified services and/or IDP
  - a. Provide a checklist/tool to determine if a facilitator/mediator is needed.
  - b. What information is needed to negotiate and make a decision on the service?
    - i. Given the information needed, how are we going to get the information? Do we have in-house resources or do we need to contract it out?
  - c. Various other tools could be provided in this section, including: Asset Management, etc.
- E. If you are not able to reach agreement on some intermunicipal services in two years, how are municipalities going to address those services?
- F. Once you've negotiated your services, you can use the following form to determine how to summarize your services in your ICF. (link to summary worksheet)

- Share:
  - Desired outcomes;
  - Services to discuss;
  - IDP work and focus areas
- What are some approaches to negotiating & exploring these identified services & IDP areas?
- How do you want to address any outstanding services prior to April 1, 2020?

# Resources

## Grants

- Facilitation and Mediation of ICF
  - Alberta Community Partnership – Mediation and Cooperative Processes
- Technical Assistance
  - Alberta Community Partnership – Intermunicipal Collaboration

## Advisory and Coaching – Call (780) 427-2225

- Intermunicipal Relations Team
- Planning Unit
- Peer Mentors [www.peermentors.ca](http://www.peermentors.ca)



# Resources

## ICF IDP Workbook

- Anticipated release February 2018

## ICF Workshops

- Grande Prairie – February 20<sup>th</sup>
- MD of Foothills & High River– March 8<sup>th</sup>
- Lethbridge County & Coaldale – March 14<sup>th</sup>
- Brooks & County of Newell – March 16<sup>th</sup>
- Athabasca – April 11<sup>th</sup>
- Red Deer – April 13<sup>th</sup>
- St. Paul – April 26<sup>th</sup>
- Special Areas – to be confirmed

# Online Resources

ICF Workbook (tba)

MGA Resources webpage

<https://www.alberta.ca/mga-change-management.asp>

<https://open.alberta.ca/publications/mga-implementation-fact-sheets>

ICF and IDP Information Bulletin

[https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-](https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/9fedc3c0-d036-44bc-9f72-4b5d07f47110/download/Intermunicipal-Collaboration-Frameworks-.pdf)

[1eeb0fe23090/resource/9fedc3c0-d036-44bc-9f72-](https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/9fedc3c0-d036-44bc-9f72-4b5d07f47110/download/Intermunicipal-Collaboration-Frameworks-.pdf)

[4b5d07f47110/download/Intermunicipal-Collaboration-Frameworks-.pdf](https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/9fedc3c0-d036-44bc-9f72-4b5d07f47110/download/Intermunicipal-Collaboration-Frameworks-.pdf)

ICF Arbitration Information Bulletin

[https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-](https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/cf2c5e46-220f-401c-ace4-708c68824691/download/Intermunicipal-Collaboration-Frameworks---Arbitration.pdf)

[1eeb0fe23090/resource/cf2c5e46-220f-401c-ace4-](https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/cf2c5e46-220f-401c-ace4-708c68824691/download/Intermunicipal-Collaboration-Frameworks---Arbitration.pdf)

[708c68824691/download/Intermunicipal-Collaboration-Frameworks---](https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/cf2c5e46-220f-401c-ace4-708c68824691/download/Intermunicipal-Collaboration-Frameworks---Arbitration.pdf)

[Arbitration.pdf](https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/cf2c5e46-220f-401c-ace4-708c68824691/download/Intermunicipal-Collaboration-Frameworks---Arbitration.pdf)

# Questions



# *Municipal Government Act and Regulations*

## *Modernized Municipal Government Act:*

[http://www.qp.alberta.ca/1266.cfm?page=2016ch24\\_unpr.cfm&leg\\_type=Acts&isbncln=9780779799350](http://www.qp.alberta.ca/1266.cfm?page=2016ch24_unpr.cfm&leg_type=Acts&isbncln=9780779799350)

## Intermunicipal Collaboration Framework Regulation:

[http://www.qp.alberta.ca/1266.cfm?page=2017\\_191.cfm&leg\\_type=Regs&isbncln=9780779799183](http://www.qp.alberta.ca/1266.cfm?page=2017_191.cfm&leg_type=Regs&isbncln=9780779799183)

# For More Information

780-427-2225

(310-0000 Toll Free)

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<http://municipalaffairs.gov.ab.ca/index>

Extra Slides to refer to if we get questions in that area and need to refer to them.

# Hierarchy of Plans

Current

The *MGA* does not explicitly state the relationship among different statutory plans, i.e. Intermunicipal Development Plan, Municipal Development Plan, Area Structure Plan and Area Redevelopment Plan

New

The *MMGA* sets out the consistency requirements among statutory plans that must be considered in planning decision making.

A subdivision and/or development authority, subdivision & development appeal board, and Municipal Government Board **is bound by the provisions of the hierarchy of plans** in the event of an inconsistency as well as the consistency of these plans.

# Hierarchy of Plans





# Municipal Development Plan (MDP)



- Require all municipalities, despite the population, to adopt a MDP by bylaw
- Municipalities that do not have an MDP must adopt an MDP, within 3 years after proclamation of Bill 8.
- MDPs must be consistent with an IDP in respect of land identified in both plans.
- Where there is an inconsistency the Hierarchy of Plans governs.

# Key elements of an MDP

An MDP **must** address:

- Future land use within the municipality
- Manner and proposals for future development
- Coordination of land use, future growth patterns and other infrastructure with adjacent municipalities
- Provision of transportation systems either generally or specifically

# Key elements of an MDP

An MDP **must** address:

- Provision of municipal services and facilities generally or specifically
- Policies respecting provision of municipal and school reserve lands, and school requirements
- Policies protecting agricultural operations and guidance with respect to location of land uses adjacent to sour gas facilities
- Allow for public input in creation and a public hearing on the bylaw to adopt the MDP.

# Optional elements of an MDP

An MDP **may** contain:

- Policies respecting conservation reserves [Bill 8. s.632(g)]
- Statements regarding the municipality's development constraints, including the results of any studies, policies or corporate strategies.
- Other matters related to the physical, social or economic development of the municipality.

# Statutory Plans

- When preparing **new** Area Structure Plans (ASP) that are **within 1.6 km proximity** to a provincial highway, a municipality **must notify the Minister of Transportation** of the plan preparation and provide opportunity for the Minister to make suggestions and representations.
- When preparing a new MDP or ASP, the municipality **must notify** and provide a means for **any adjacent First Nation or Métis Settlement** to make suggestions and representations on the plan.

# Growth Management Board (GMB)

**Growth Management Boards and related plans for Edmonton and Calgary regions will be mandatory.**

- The mandate of these boards will be expanded to address the planning, delivery, and funding of regional services.
- Other municipalities may want to initiate a GMB on a voluntary basis
- Regulations under development

# Growth Management Boards (GMB)

## *Section 708.28*

- GMB members are required to create a framework only for those matters that are not addressed in the growth plan
- GMB members must create a framework with non-GMB municipalities where there is a common boundary

# *ICF Regulations ()*

- Create a new regulation to:
  - Establish requirements for adopting, implementing, and amending an ICF;
  - Outlines dispute resolution requirements;
  - Set a default dispute resolution process; and
  - Confirm the powers of an arbitrator to create an Intermunicipal Collaboration Framework when timelines are not met.



# Criteria to be considered by an Arbitrator

Bill 21 section 708.38

- (1)** *In resolving a dispute or creating a framework, an arbitrator must have regard to:*
- (a) the services and infrastructure provided for in other frameworks,*
  - (b) consistency of services provided to residents*
  - (c) equitable sharing of costs among municipalities,*
  - (d) environmental concerns within the municipalities,*
  - (e) the public interest, and*
  - (f) any other matters prescribed by the regulations.*

# REGULATIONS

- Arbitrator must be independent/ impartial and disclose bias
- Conduct of the arbitration (set process)
- Preliminary meeting (within 21 days of appointment)
- Rules of evidence
- Production of documents
- Use of experts and public input
- Public
- Arbitrator Order
  - Writing, reasons, timelines, costs
- Submission to Minister (within 7 days)

# Dispute Resolution Process

The Dispute Resolution Process:

- is part of an ICF
- comes into effect once an ICF is adopted
- can be overarching or applied to specific services

# Model Dispute Resolution Process

- If the ICF does not contain the required dispute resolution clause, then the municipalities must follow the model binding dispute resolution process provisions in the regulations

# Dispute Resolution Provisions

Section 708.45

(1) Every framework must contain provisions respecting a binding dispute resolution process that meets the requirements of the regulations for resolving disputes with respect to

(a) the interpretation, implementation or application of the framework, and

(b) any contravention or alleged contravention of the framework.

(2) If a framework does not contain one or more of the provisions required by subsection (1), the framework is deemed to contain the model provisions prescribed by the regulations respecting matter in respect of which the framework is silent.

# Regulations Dispute Resolution Process

*Key elements of that process **must** include:*

- *when the parties meet*
- *the process will include negotiation, facilitation and mediation*
- *how notice of the dispute is to be given and to who*
- *how a decision maker will be chosen and what powers, duties and functions they will have*
- *the decision maker's practice and procedures*

# Regulations Dispute Resolution Process

*Key elements of that process **must** include (cont):*

- *a binding dispute resolution mechanism*
- *how dispute resolution process costs are shared*
- *how records are maintained*
- *how parties and/or public are identified*
- *if and how parties and/or public, will be notified and engaged in the dispute resolution process*

**Municipal Government Board (MGB)**

Summerside Business Centre, 1229 - 91 Street, Edmonton Alberta Canada T6X 1E9  
Tel 780.427.4864 Fax 780.427.0986 Email mgbmail@gov.ab.ca



Our File: AN16/COAL/T-01

February 23, 2018

Kalen Hastings  
Chief Administrative Officer  
✓ Town of Coaldale  
1920 17 Street  
Coaldale AB T1M 1M1

~~Rick Robinson  
Chief Administrative Officer  
Lethbridge County  
100-905 4 Ave South  
Lethbridge AB T1J 4E4~~

**Re: Annexation**

Enclosed is one copy of Order in Council No. 029/2018 dated February 21, 2018 which approves the application for annexation of certain lands to the Town of Coaldale.

The Municipal Government Board (MGB) recommendation regarding this annexation can be found in the table located at [http://municipalaffairs.gov.ab.ca/abc\\_MGB\\_board\\_order\\_search](http://municipalaffairs.gov.ab.ca/abc_MGB_board_order_search).

If you would prefer a copy of the MGB recommendation mailed to you, please contact our office at 780-427-4864.

Yours truly,

Rick Duncan  
Case Manager

Enc.

cc: Interested Parties





Province of Alberta  
Order in Council

O.C. 029/2018

FEB 21 2018

# ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor  
or  
Administrator

The Lieutenant Governor in Council makes the Order Annexing Land from Lethbridge County to the Town of Coaldale as set out in the attached Appendix.

CHAIR

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For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act  
(section 125)

## APPENDIX

### Municipal Government Act

#### ORDER ANNEXING LAND FROM LETHBRIDGE COUNTY TO THE TOWN OF COALDALE

- 1** In this Order, “annexed land” means the land described in Schedule 1 and shown on the sketch in Schedule 2.
- 2** Effective April 1, 2018, the land described in Schedule 1 and shown on the sketch in Schedule 2 is separated from Lethbridge County and annexed to the Town of Coaldale.
- 3** Any taxes owing to Lethbridge County at the end of March 31, 2018 in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of Coaldale together with any lawful penalties and costs levied in respect of those taxes, and the Town of Coaldale upon collecting those taxes, penalties and costs must pay them to Lethbridge County.
- 4(1)** For the purpose of taxation in 2019 and subsequent years, the assessor for the Town of Coaldale must assess the annexed land and the assessable improvements to it.
- (2)** For the purpose of taxation in 2018 and in each subsequent year up to and including 2041, the annexed land and assessable improvements to it
  - (a)** must be assessed by the Town of Coaldale on the same basis as if they had remained in Lethbridge County, and
  - (b)** must be taxed by the Town of Coaldale in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by Lethbridge County for property of the same assessment class.
- 5(1)** Subject to subsection (2), where in any taxation year up to and including 2041
  - (a)** a portion of the annexed land becomes a new parcel of land created by any method at the request of or on behalf of the landowner, including, without limitation,

- (i) subdivision,
  - (ii) separation of title by registered plan of subdivision,  
or
  - (iii) instrument,
- (b) a portion of the annexed land is redesignated, at the request of or on behalf of the landowner, under the Town of Coaldale Land Use Bylaw to another designation, or
  - (c) a portion of the annexed land is connected, at the request of or on behalf of the landowner, to water or sanitary sewer services provided by the Town of Coaldale,

section 4(2) ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

(2) Subsection (1) does not apply

- (a) to a portion referred to in subsection (1)(a) if, immediately before April 1, 2018, the original parcel from which that portion is subdivided or otherwise separated was larger than 10 acres (4.046 hectares), excluding any roads taken for road widening, or
- (b) to a portion referred to in subsection (1)(c) if, immediately before April 1, 2018,
  - (i) the portion was immediately adjacent to existing water or wastewater lines for the water or sanitary sewer services provided by the Town of Coaldale, and
  - (ii) the improvement to which the services are being connected was situated within 100 meters from the water supply or wastewater lines referred to in subclause (i).

(3) After section 4(2) ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the same manner as other property of the same assessment class in the Town of Coaldale is assessed and taxed.

**6** The Town of Coaldale shall pay to Lethbridge County

- (a) one hundred and one thousand three hundred and seven dollars (\$101 307) on or before September 30, 2018,
- (b) one hundred and one thousand three hundred and seven dollars (\$101 307) on or before September 30, 2019, and
- (c) one hundred and one thousand three hundred and seven dollars (\$101 307) on or before September 30, 2020.

**Schedule 1**

DETAILED DESCRIPTION OF THE LANDS SEPARATED FROM LETHBRIDGE COUNTY AND ANNEXED TO THE TOWN OF COALDALE.

ALL THAT PORTION OF THE NORTH HALF OF SECTION THREE (3), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN LYING WEST OF THE WEST BOUNDARY OF PLAN 6LK.

THE NORTH EAST QUARTER OF SECTION FOUR (4), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN.

THE EAST HALF OF SECTION NINE (9), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN INCLUDING ALL THAT PORTION OF THE NORTH-SOUTH ROAD ALLOWANCE ADJACENT TO THE EAST SIDE OF SAID HALF SECTION.

ALL THAT PORTION OF SECTION TEN (10), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN NOT WITHIN THE TOWN OF COALDALE.

THE SOUTH EAST QUARTER OF SECTION SIXTEEN (16), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN.

THE SOUTHWEST QUARTER OF SECTION FIFTEEN (15), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN.

ALL THAT PORTION OF THE NORTH EAST QUARTER OF SECTION FIFTEEN (15), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN LYING SOUTH OF THE SOUTH BOUNDARY OF LEGAL SUBDIVISION FIFTEEN (15) AND SIXTEEN (16) IN SAID QUARTER SECTION.

ALL THAT PORTION OF SECTION FOURTEEN (14), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN NOT WITHIN THE TOWN OF COALDALE INCLUDING ALL THAT PORTION OF THE NORTH-SOUTH ROAD ALLOWANCE ADJACENT TO THE EAST SIDE OF SAID SECTION AND EXCLUDING THAT PORTION OF THE NORTH-SOUTH ROAD LYING NORTH OF THE PROJECTION EAST OF THE NORTH BOUNDARY OF LOT 1, BLOCK 11, PLAN 091 2068 AND WEST OF THE EAST BOUNDARY OF RIGHT OF WAY PLAN GL70.

ALL THAT PORTION OF THE SOUTH WEST QUARTER OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN LYING EAST OF THE WEST BOUNDARY OF LEGAL SUBDIVISIONS THREE (3) AND SIX (6) IN SAID QUARTER SECTION AND INCLUDING ALL THAT PORTION OF PLAN 171 2056 ADJACENT TO THE SOUTH BOUNDARY OF SAID QUARTER SECTION.

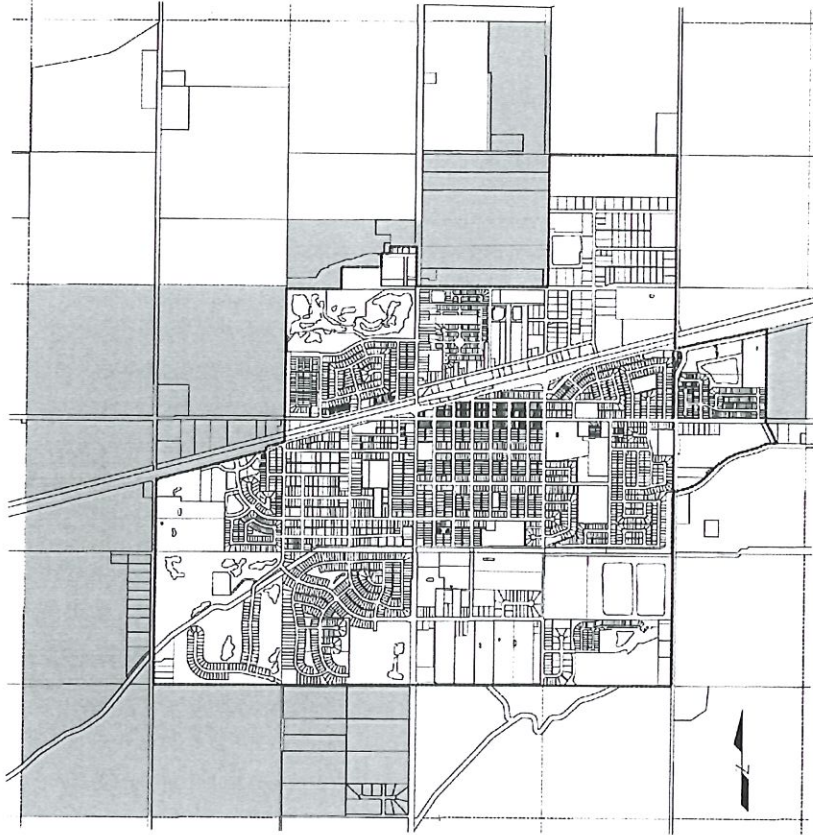
LOT 1, BLOCK 3, PLAN 081 1507 INCLUDING ALL THAT LAND LYING SOUTH OF THE SOUTH BOUNDARY OF LOT

1, BLOCK 3, PLAN 081 1507 AND NORTH OF THE SOUTH  
BOUNDARY OF PLAN 841 1052.

ALL THAT PORTION OF THE EAST HALF OF SECTION  
ELEVEN (11), TOWNSHIP NINE (9), RANGE TWENTY (20),  
WEST OF THE FOURTH (4) MERIDIAN NOT WITHIN THE  
TOWN OF COALDALE AND INCLUDING ALL THAT LAND  
LYING WEST OF THE EAST BOUNDARY OF THE NORTH-  
SOUTH ROAD ALLOWANCE ADJACENT TO THE EAST  
SIDE OF SAID HALF SECTION.

Schedule 2

A SKETCH SHOWING THE GENERAL LOCATION OF THE  
AREAS SEPARATED FROM LETHBRIDGE COUNTY  
AND ANNEXED TO THE TOWN OF COALDALE



Legend

- ..... Existing Town of Coaldale Boundary
- Annexation Areas



# FEBRUARY 2018 Development Summary

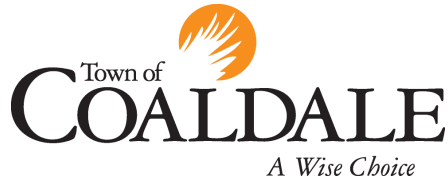
DEVELOPMENT PERMITS																					
MONTH	NEW HOME VALUE		RESIDENTIAL ADDITION OR RENOVATION VALUE		MOBILE HOME VALUE		MULTI-FAMILY UNITS VALUE		INDUSTRIAL VALUE		COMMERCIAL VALUE		INSTITUTIONAL VALUE		MONTHLY TOTAL VALUE	Home Occ.	Sign	Use Change	Other	MONTHLY TOTAL PERMITS	
January	3	\$534,000	3	\$17,500	1	\$210,000	1	1	\$300,000	1	\$1,500,000	0	\$0	0	\$0	\$2,561,500	2	1	1	1	<b>14</b>
February	0	\$0	2	\$65,000	2	\$37,000	0	0	\$0	0	\$0	0	\$0	0	\$0	\$102,000	3	0	0	1	<b>8</b>
March	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
April	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
May	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
June	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
July	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
August	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
September	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
October	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
November	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
December	0	\$0	0	\$0	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	<b>0</b>
TOTAL	<b>3</b>	<b>\$534,000</b>	<b>5</b>	<b>\$82,500</b>	<b>3</b>	<b>\$247,000</b>	<b>1</b>	<b>1</b>	<b>\$300,000</b>	<b>1</b>	<b>\$1,500,000</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$2,663,500</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>22</b>

NEW HOUSING STARTS BY SUBDIVISION	
Cottonwood Estates – Phase I, Stage I	
Cottonwood Estates – Phase I, Stage II	
Cottonwood Estates – Phase I, Stage IV	
Cottonwood Estates - Phase I, Stage V	
Cottonwood Estates - Phase I, Stage VI and VII	
Cottonwood Estates - Phase I, Stage VIII	
Cottonwood Estates - Phase I, Stage VIII & X	
South Coaldale Country Residential	
Parkside Acres – Phase IV	
Parkside Acres – Phase V	
Waterfront Harbour - Phase I	
Westgate Landing	<b>3</b>
Other Areas (In-fill)	
Station Grounds	
The Seasons - Phase I	
The Seasons - Phase IB	

YEAR TO DATE
TOTAL VALUE ALL DEVELOPMENT PERMITS
<b>\$2,663,500</b>
TOTAL NEW DWELLINGS / DWELLING UNITS
<b>8</b>
TOTAL NUMBER OF RE-ZONING APPLICATIONS
<b>0</b>
TOTAL APPLICATIONS FOR SUBDIVISION
<b>0</b>

COMPLIANCE LETTERS	
January	9
February	8
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	





## STAFF REPORT

### MARCH 12, 2018 REGULAR COUNCIL MEETING

#### NOVEMBER 2017 BANK RECONCILIATION

##### **PURPOSE:**

*To approve the attached Bank Reconciliation for the month of November 2017. By approving the bank reconciliation, Council is informing the citizens that they have reviewed the documentation and have asked any questions that they wishes to have answered.*

##### **BACKGROUND:**

On a monthly basis Council is presented with our cash position on any bank accounts that are open. These account balances usually decrease in the first half of the year while there is a large increase in June every year when property taxes are due. The balance continues to decrease from July until the end of the year.

Over the years that the TIPP program has been in place we are establishing a more consistent cash flow reducing the drastic increases and decreases on a monthly basis.

Every quarter Council will also be given a breakdown on our investments that we currently have in place.

##### **RECOMMENDATIONS AND/OR OPTIONS:**

THAT Council Approve the Bank Reconciliation for the month of November 2017.

---

Respectfully Submitted:

Michelle Overbeeke, CPA, CMA  
CFO

##### **ATTACHMENTS:**

- Bank Reconciliations as outlined above

This report has been prepared in consultation with the following listed departments:

<b>Department</b>	<b>Signature</b>
Administration	

TOWN OF COALDALE  
 BANK RECONCILIATION STATEMENT  
 FOR THE MONTH ENDED November 30, 2017

BOOK Balance at end of Prev. Month	Current ATB Account		\$ 7,192,580.13
ADD: Receipts for the Month			
Interest Earned during month	9,192.42	\$ 9,192.42	
Investment during month	0.00		
LESS: Disbursements for the month			
Drafts for land sale	0.00	\$ 0.00	
CURRENT ATB ACCOUNT BALANCE AT END OF MONTH			\$7,201,772.55

---

CAO - Kalen Hastings

---

MAYOR - Kim Craig

TOWN OF COALDALE  
 BANK RECONCILIATION STATEMENT  
 FOR THE MONTH ENDED November 30, 2017

BOOK Balance at end of Prev. Month	Current BNS Account	\$ 10,563,131.55	BANK Balance at end of Month		
ADD: Receipts for the Month			Current Account - BNS	\$ 9,413,358.57	
Pool	0.00		Recreation GIC Investment	<u>1,000,000.00</u>	10,413,358.57
Library	984.72				
Museum	5,893.72				
General	332,143.04				
DEFT/TIPP/Telepay	<u>493,480.26</u>				
		832,501.74	ADD: Outstanding Deposits		78,496.02
Alberta Treasury Direct Deposit		71,413.00			
Scotia Telepay put into Oct 2017		0.00	LESS: Outstanding Cheques		<u>-598,034.75</u>
GST		19,950.10			<u>-519,538.73</u>
Interest Earned during month		11,435.52			
Fortis Franchise Fee		32,799.02			
Atco Gas Franchise Fee		56,817.83	YE Adj		0.00
Visa Rebate		2,152.50			
US Draft Overage		12.80			
Bank credit (correction)		0.00			
Alberta Capital Finance Authority		<u>0.00</u>	BALANCE END OF MONTH		<u>\$ 9,893,819.84</u>
		1,027,082.51			
LESS: Disbursements for the month					
Accounts Payable	1,301,641.21				
Council Payroll	10,595.02				
Payroll	<u>302,059.94</u>		Balancing		\$0.00
		1,614,296.17			
Bank of Nova Scotia Service Charges		544.14			
Bank Visa Payment		23,531.27			
ATB Mastercard Payment		100.00			
Alberta School Foundation Fund		0.00			
Group RRSP		7,078.82			
ATB Loan Payments		8,007.00			
Alberta School Foundation Fund		0.00			
2X Drafts Mathews Dinsdale, Maclauchlan McNab		42,228.14			
Debenture - Payments		0.00			
Returned Cheques:		<u>608.68</u>			
		(1,696,394.22)			
		<u>(669,311.71)</u>	CAO - Kalen Hastings		MAYOR - Kim Craig
CURRENT BNS ACCOUNT BALANCE AT END OF MONTH		<u>\$ 9,893,819.84</u>			

TOWN OF COALDALE  
 BANK RECONCILIATION STATEMENT  
 FOR THE MONTH ENDED November 30, 2017

BOOK Balance at end of Prev. Month	Current ATB Account		\$ 7,192,580.13
ADD: Receipts for the Month			
Interest Earned during month	9,192.42	\$ 9,192.42	
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LESS: Disbursements for the month			
Drafts for land sale	0.00	\$ 0.00	
CURRENT ATB ACCOUNT BALANCE AT END OF MONTH			\$7,201,772.55

---

CAO - Kalen Hastings

---

MAYOR - Kim Craig

TOWN OF COALDALE  
 BANK RECONCILIATION STATEMENT  
 FOR THE MONTH ENDED November 30, 2017

BOOK Balance at end of Prev. Month	Current BNS Account	\$ 10,563,131.55	BANK Balance at end of Month		
ADD: Receipts for the Month			Current Account - BNS	\$ 9,413,358.57	
Pool	0.00		Recreation GIC Investment	<u>1,000,000.00</u>	10,413,358.57
Library	984.72				
Museum	5,893.72		ADD: Outstanding Deposits		78,496.02
General	332,143.04				
DEFT/TIPP/Telepay	<u>493,480.26</u>		LESS: Outstanding Cheques		<u>-598,034.75</u>
		832,501.74			<u>-519,538.73</u>
Alberta Treasury Direct Deposit		71,413.00		YE Adj	0.00
Scotia Telepay put into Oct 2017		0.00			
GST		19,950.10	BALANCE END OF MONTH		<u>\$ 9,893,819.84</u>
Interest Earned during month		11,435.52			
Fortis Franchise Fee		32,799.02			
Atco Gas Franchise Fee		56,817.83			
Visa Rebate		2,152.50			
US Draft Overage		12.80			
Bank credit (correction)		0.00			
Alberta Capital Finance Authority		<u>0.00</u>			
		1,027,082.51			
LESS: Disbursements for the month					
Accounts Payable	1,301,641.21				
Council Payroll	10,595.02				
Payroll	<u>302,059.94</u>				
		1,614,296.17		Balancing	\$0.00
Bank of Nova Scotia Service Charges		544.14			
Bank Visa Payment		23,531.27			
ATB Mastercard Payment		100.00			
Alberta School Foundation Fund		0.00			
Group RRSP		7,078.82			
ATB Loan Payments		8,007.00			
Alberta School Foundation Fund		0.00			
2X Drafts Mathews Dinsdale, Maclauchlan McNab		42,228.14			
Debenture - Payments		0.00			
Returned Cheques:		<u>608.68</u>			
		(1,696,394.22)			
		<u>(669,311.71)</u>	CAO - Kalen Hastings		MAYOR - Kim Craig
CURRENT BNS ACCOUNT BALANCE AT END OF MONTH		<u>\$ 9,893,819.84</u>			



## Request for Decision

### MARCH 12, 2018 REGULAR COUNCIL MEETING

#### DECEMBER 2017 PRELIMINARY BANK RECONCILIATION

##### **PURPOSE:**

*To approve the attached Bank Reconciliation for the month of December 2017.* By approving the bank reconciliation, Council is informing the citizens that they have reviewed the documentation and have asked any questions that they wishes to have answered.

##### **BACKGROUND:**

On a monthly basis Council is presented with our cash position on any bank accounts that are open. These account balances usually decrease in the first half of the year while there is a large increase in June every year when property taxes are due. The balance continues to decrease from July until the end of the year.

Over the years that the TIPP program has been in place we are establishing a more consistent cash flow reducing the drastic increases and decreases on a monthly basis.

Every quarter Council will also be given a breakdown on our investments that we currently have in place.

##### **OVERVIEW:**

N/A

##### **PUBLIC ENGAGEMENT:**

N/A

##### **RECOMMENDATION:**

THAT Council Approve the Preliminary Bank Reconciliation for the month of December 2017.

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Respectfully Submitted:

Michelle Overbeeke, CPA,CMA  
Director of Financial Services

**ATTACHMENTS:**

- Bank Reconciliations as outlined above.

This report has been prepared in consultation with the following listed departments:

<b>Department</b>	<b>Signature</b>



TOWN OF COALDALE  
 BANK RECONCILIATION STATEMENT  
 FOR THE MONTH ENDED December 31, 2017

BOOK Balance at end of Prev. Month	Current ATB Account		\$ 7,201,772.55
ADD: Receipts for the Month			
Interest Earned during month	13,353.83	\$ 13,353.83	
Investment during month	0.00		
LESS: Disbursements for the month			
Drafts for land sale	0.00	\$ 0.00	
CURRENT ATB ACCOUNT BALANCE AT END OF MONTH			\$7,215,126.38

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CAO - Kalen Hastings

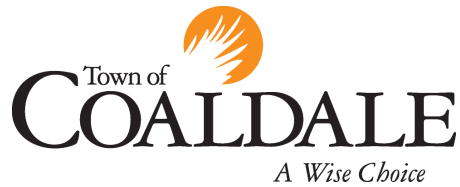
MAYOR - Kim Craig

TOWN OF COALDALE  
 BANK RECONCILIATION STATEMENT  
 FOR THE MONTH ENDED December 31, 2017

BOOK Balance at end of Prev. Month	Current BNS Account Recreation GIC	\$ 8,837,002.01 1,000,000.00	BANK Balance at end of Month Current Account - BNS Recreation GIC	\$ 8,169,382.71 1,000,000.00	
ADD: Receipts for the Month					
Pool	0.00				
Library	45,181.71				
Museum	2,693.79				
General	1,064,215.28				
DEFT/TIPP/Telepay	<u>471,582.39</u>				
		1,583,673.17	ADD: Outstanding Deposits		916,680.33
Alberta Treasury Direct Deposit		59,728.50			
Tax Payment		2,238.77	LESS: Outstanding Cheques		<u>-193,902.70</u>
Police Grant		0.00			
Interest Earned during month		10,346.59			
Fortis Franchise Fee		35,049.93			<u>722,777.63</u>
Atco Gas Franchise Fee		21,767.90			
Annexation Hearing Lunch		0.00	YE Adj		0.00
Eventbrite		526.50			
Bank credit (correction)		230.20			
Alberta Capital Finance Authority		<u>0.00</u>			
		1,713,561.56	BALANCE END OF MONTH		<u>\$ 9,892,160.34</u>
LESS: Disbursements for the month					
Accounts Payable	611,453.29				
Council Payroll	8,348.38				
Payroll	<u>199,857.92</u>				
		819,659.59	Balancing		\$0.00
Bank of Nova Scotia Service Charges		331.77			
Bank Visa Payment		24,717.25			
ATB Mastercard Payment		0.00			
Alberta School Foundation Fund		572,898.21			
Group RRSP		4,952.49			
Canada Savings Bonds payments		0.00			
Alberta School Foundation Fund		0.00			
3X Drafts Mathews Dinsdale, Maclauchlan McNab		101,720.00			
Debenture - Payments		132,961.68			
Returned Cheques:		<u>1,162.24</u>			
		(1,658,403.23)			
		<u>55,158.33</u>	CAO - Kalen Hastings		MAYOR - Kim Craig
CURRENT BNS ACCOUNT BALANCE AT END OF MONTH		<u>\$ 9,892,160.34</u>			

## Total Interest Earned

	<i>ATB</i>	<i>BNS</i>	<i>Total</i>	<i>Bank Balances</i>
2014	\$ 16,553.43	125,668.11	\$ 142,221.54	13,828,307.43
2015	\$ 74,821.29	75,725.61	\$ 150,546.90	14,086,844.81
2016	\$ 148,949.52	73,493.15	\$ 222,442.67	15,664,769.90
2017	\$ 156,809.67	101,868.04	\$ 258,677.71	16,275,482.33
2018			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	



**Request for Decision**

**MARCH 12, 2018 REGULAR COUNCIL MEETING**

**FEBRUARY 2018 ACCOUNTS PAYABLE CHEQUE LISTS**

**PURPOSE:**

To approve the attached Accounts Payable Cheque List(s). By approving the accounts payable lists, Council is informing the citizens that they have reviewed the documentation and have asked any questions that they wished to have answered.

**BACKGROUND:**

Attached are cheque lists for cheque numbers: 072307 to 072338; 072339 to 072360; 072361 to 072362; 072363 to 072396; 072397 to 072400; 072401 to 072429; and 072430 to 072463.

**OVERVIEW:**

Does Council require any more information about any of the cheques in the attached cheque lists?

**PUBLIC ENGAGEMENT:**

N/A

**RECOMMENDATION:**

THAT Council approve the Accounts Payable Cheque Lists for cheque numbers: 072307 to 072338; 072339 to 072360; 072361 to 072362; 072363 to 072396; 072397 to 072400; 072401 to 072429; and 072430 to 072463.

---

Respectfully Submitted:

Michelle Overbeeke, CPA CMA  
Director, Financial Services

**ATTACHMENTS:**

- Accounts Payable Cheque Lists as outlined above.

This report has been prepared in consultation with the following listed departments:

<b>Department</b>	<b>Signature</b>

Bank code: 01 Bank of Nova Scotia  
From date: 0000/00/00 To date: 9999/99/99

Cheque #	Cheque Date	Vendor Name	Description	Cheque Amount
72307	2018/02/01	ALBERTA ASSOC. OF MUNICIPAL DISTRICTS &	WATER LINE PARTS	9,369.31 ✓
72308	2018/02/01	ALBERTA DEVELOPMENT OFFICERS ASSOCIATION	2018 YEARLY MEMBERSHIP	125.00 ✓
72309	2018/02/01	ALBERTA URBAN MUNICIPALITIES ASSOCIATION	2018 AUMA MEMBERSHIP	8,688.79 ✓
72310	2018/02/01	ALL-TRA BATTERY	BATTERIES CDES	208.86 ✓
72311	2018/02/01	ALLDATA CANADA SERVICES LTD.	ONE YEAR PREPAID SUBSCRIPTION	1,575.00 ✓
72312	2018/02/01	AMSC INSURANCE SERVICES LTD.	GROUP INSURANCE COVERAGE	<i>mo</i> 25,653.23 ✓
72313	2018/02/01	BDI A DIVISION OF BELL MOBILITY INC.	CELL PHONE PURCHASE	241.49 ✓
72314	2018/02/01	BRILAND MECHANICAL LTD	T101 SERVICE	360.33 ✓
72315	2018/02/01	CANADIAN ENERGY	WATER PLANT GENERATOR	474.81 ✓
72316	2018/02/01	COALDALE FOOD BANK	COMM FEST PANCAKE BREAKFAST ,	500.00 ✓
72317	2018/02/01	COALDALE HOME BUILDING CENTRE	ICE MELT FOR SIDE WALKS	670.37 ✓
72318	2018/02/01	COALDALE SENIOR CITIZENS CENTRE	COMM FEST CRIB TOURNAMENT ,	250.00 ✓
72319	2018/02/01	COLLIN MAY LAW	P 1810235 B 1 L 15	<i>mo</i> 80,220.00 ✓
72320	2018/02/01	DYCK, ERIC	OFFICER PAGE ILLUSTRATION	150.00 ✓
72321	2018/02/01	ENNS, JULIA	RENTAL DAMAGE DEPOSIT REFUND	300.00 ✓
72322	2018/02/01	IMPERIAL OIL	IMPERIAL OIL	2,385.92 ✓
72323	2018/02/01	LETHBRIDGE COUNTY	2018 MEMBERSHIP	150.00 ✓
72324	2018/02/01	MASTER IMAGE LTD	SCANNING DOCUMENTS	672.00 ✓
72325	2018/02/01	NAPA AUTO PARTS	BATTERY POWER START , +	181.19 ✓
72326	2018/02/01	OAKCREEK GOLF & TURF INC.	BRUSHES	669.06 ✓
72327	2018/02/01	PARAMOUNT PRINTERS LTD.	PERFORATED PAPER	172.60 ✓
72328	2018/02/01	PETLAND	COMM FEST PETTING ZOO ,	557.00 ✓
72329	2018/02/01	RAYNARD AUTOMOTIVE SUPPLY	SHOP SUPPLIES	63.00 ✓
72330	2018/02/01	REALITY ENGINE	SET UP COALDALE FORUMS	787.50 ✓
72331	2018/02/01	RECREATION FACILITY PERSONNEL	2018 AARFP MEMBERSHIP	400.00 ✓
72332	2018/02/01	STINTECH ELECTRONICS	CP 200 BATTERIES	585.17 ✓
72333	2018/02/01	TOTAL AUTOMOTIVE LTD	BALANCING OF TIRES	68.67 ✓
72334	2018/02/01	TOTAL OFFICE PLUS	OFFICE SUPPLIES	86.18 ✓
72335	2018/02/01	UNIFIRST CANADA LTD	SHOP SUPPLIES , +	342.96 ✓
72336	2018/02/01	VARJASSY, CLAYTON J	WIRELESS CONF. MIC SYSTEM ,	4,082.38 ✓
72337	2018/02/01	WIEBE, CRISS	COMM FEST FACE PAINTER ,	190.00 ✓
72338	2018/02/01	556436 AB LTD.	SHARPEN ICE KNIFE	214.20 ✓

\*\*\* Total # Of Cheques: 32

\*\*\* Total: \$ 140,395.02

*Michelle  
Ovaskalla  
Feb 1/18*

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Accounts Payable System  
Cheque Ratification List

2017

Bank code: 01 Bank of Nova Scotia  
From date: 0000/00/00 To date: 9999/99/99

Cheque #	Cheque Date	Vendor Name	Description	Cheque Amount
72339	2018/02/02	ABREY, JACEN	STRAT PLANNING - CDL LIBRARY	100.00 ✓
72340	2018/02/02	ALBERTA BIRDS OF PREY FOUNDATION	WETLANDS REPORT	7,875.00 ✓
72341	2018/02/02	ALBERTA MUNICIPAL SERVICES CORPORATION	GAS/POWER	<i>mj</i> 62,278.29 ✓
72342	2018/02/02	CHAPMAN, WILLIAM	COUNCIL TRAVEL EXPENSE STATE.	117.68 ✓
72343	2018/02/02	COALDALE HOME BUILDING CENTRE	BIT SET	85.04 ✓
72344	2018/02/02	CRAIG, KIM	STRAT PLANNING - CDL LIBRARY	100.00 ✓
72345	2018/02/02	HARRY'S AUTO SERVICE	MACHINE ROTORS UNIT 9004	26.25 ✓
72346	2018/02/02	HOHM, ROGER	STRAT PLANNING - CDL LIBRARY	100.00 ✓
72347	2018/02/02	IMPERIAL OIL	RETAIL FUEL PURCHASES	3,924.70 ✓
72348	2018/02/02	JOHN DEERE FINANCIAL INC	PARTS	306.19 ✓
72349	2018/02/02	KTI LIMITED	METERS	4,097.02 ✓
72350	2018/02/02	LETHBRIDGE COUNTY	SAND/SALT	1,130.35 ✓
72351	2018/02/02	LLOYD, DOREEN	STRAT PLANNING - CDL LIBRARY	100.00 ✓
72352	2018/02/02	NAPA AUTO PARTS	HD AIR FILTER & ASST PARTS	595.61 ✓
72353	2018/02/02	OLDMAN RIVER REGIONAL SERVICES COMMISSIO	TECH TIME-RCMP MAP	130.00 ✓
72354	2018/02/02	PAULS, HENRY F	COUNCIL STRAT PLANNING-CDL LIB	100.00 ✓
72355	2018/02/02	SIMPSON, BRIANE P	STRAT PLANNING - CDL LIBRARY	100.00 ✓
72356	2018/02/02	SOUTHWEST DESIGN & CONSTRUCTION	SIDEWALK REPAIRS RE: KUSTOM	6,772.50 ✓
72357	2018/02/02	SUPERIOR SAFETY CODES INC.	CLOSED PERMITS	<i>mj</i> 23,454.69 ✓
72358	2018/02/02	TNS BUSINESS CENTRE LTD	OPERATOR TALK TIME	45.66 ✓
72359	2018/02/02	TOWN & COUNTRY LOCKSMITHS	7 PADLOCKS	205.80 ✓
72360	2018/02/02	324700 ALBERTA LTD.	IRRIGATION WATER FEES	2,142.00 ✓

\*\*\* Total # Of Cheques: 22

\*\*\* Total: \$ 113,786.78

*Michelle Overkeke*  
*Feb 3/18*

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Accounts Payable System  
Cheque Ratification List

Bank code: 01 Bank of Nova Scotia  
From date: 0000/00/00 To date: 9999/99/99

Cheque #	Cheque Date	Vendor Name	Description	Cheque Amount
72361	2018/02/06	MATTHIES, DAVID	U/T REFUND: 0970007600	128.71 ✓
72362	2018/02/06	TD CANADA TRUST	TAX REFUND: 0301371600	4,080.32 ✓
*** Total # Of Cheques:			2	*** Total: \$ 4,209.03

*Michelle  
Oversee  
Feb 6/18*



Bank code: 01 Bank of Nova Scotia  
From date: 0000/00/00 To date: 9999/99/99

Cheque #	Cheque Date	Vendor Name	Description	Cheque Amount
72363	2018/02/12	ALBERTA ASSOC. OF MUNICIPAL DISTRICTS &	FILTERS UNIT 9062	218.18 ✓
72364	2018/02/12	ALBERTA UNION OF PROVINCIAL EMPLOYEES	DUES P/P #3	933.07 ✓
72365	2018/02/12	BRAVERY BLENDS	COFFEE SUPPLIES	155.00 ✓
72366	2018/02/12	BRO-DART CANADA COMPANY	LIBRARY SUPPLIES	124.70 ✓
72367	2018/02/12	BROWN OKAMURA & ASSOCIATES LTD.	IRON POST PHASE 4	2,422.44 ✓
72368	2018/02/12	CARSCADDEN, REBECCA	TWEEN CLUB SUPPLIES	29.64 ✓
72369	2018/02/12	CITY OF LETHBRIDGE	SAND/SALT PURCHASE	3,654.00 ✓
72370	2018/02/12	COLLEY, KRISTINA L	COLLEY- CLOTHING ALTERATIONS	359.00 ✓
72371	2018/02/12	GURR, JERRY D	USE OF FORCE TRAINING (COFFEE)	34.21 ✓
72372	2018/02/12	JACKSON, BRIAN	REFUND FOR ICE BKNG	87.15 ✓
72373	2018/02/12	JOE JOHNSON EQUIPMENT INC	AUTO PARTS	330.97 ✓
72374	2018/02/12	KIRKS TIRECRAFT	TIRES X4 FIRE CHIEF	2,318.61 ✓
72375	2018/02/12	LETHBRIDGE MOBILE SHREDDING INC.	SHREDDING JAN 2018	160.65 ✓
72376	2018/02/12	LOCAL AUTHORITIES PENSION - ALBERTA PENS	LAPP JAN 21 - FEB 3	<i>mw</i> 26,099.45 ✓
72377	2018/02/12	NAPA AUTO PARTS	ASST. FILTERS & PARTS, +	571.47 ✓
72378	2018/02/12	NEOPOST CANADA LTD.	PHOTO RADAR ENVELOPES	425.75 ✓
72379	2018/02/12	NERDS ON SITE	QNAP TS-831 XU	5,500.00 ✓
72380	2018/02/12	OLDMAN RIVER REGIONAL SERVICES COMMISSIO	JAN 1 - MAR 31/18	<i>mw</i> 16,737.50 ✓
72381	2018/02/12	POULIN'S PEST CONTROL	PEST CONTROL	98.70 ✓
72382	2018/02/12	RECEIVER GENERAL	TAX CPP/EI-EE/ER COUNCIL TAX	<i>mw</i> 53,649.09 ✓
72383	2018/02/12	REIVE PLUMBING & HEATING LTD	PLUMBING REPAIR	204.95 ✓
72384	2018/02/12	RFS CANADA	EM COPIER & BYLAW 1064	153.23 ✓
72385	2018/02/12	ROCKY MOUNTAIN PHOENIX	SAFETY MASKS	2,031.82 ✓
72386	2018/02/12	RON'S APPLIANCE SERVICE LTD.	COMMUNITY CENTRE	86.78 ✓
72387	2018/02/12	SHAW CABLESYSTEMS G.P.	BUSINESS INTERNET	122.80 ✓
72388	2018/02/12	STAPLES #118	OFFICE SUPPLIES	71.74 ✓
72389	2018/02/12	STILL, PHIL AND MARILYN	HAY RIDE FOR COMM FEST	700.00 ✓
72390	2018/02/12	TAB PRODUCTS OF CANADA CO.	LASER LABELS	219.17 ✓
72391	2018/02/12	TOTAL OFFICE PLUS	OFFICE SUPPLIES, +	593.70 ✓
72392	2018/02/12	UNIFIRST CANADA LTD	SHOP SUPPLIES, +	482.33 ✓
72393	2018/02/12	UPS CANADA	SPEED SIGN FREIGHT	46.10 ✓
72394	2018/02/12	WESCLEAN EQUIPMENT & CLEANING SUPPLIES L	JANITORIAL SUPPLIES	816.76 ✓
72395	2018/02/12	WORKERS COMPENSATION BOARD	WCB	127.59 ✓
72396	2018/02/12	556436 AB LTD.	SHARPENING ICE KNIFE	130.20 ✓

\*\*\* Total # Of Cheques: 34

\*\*\* Total: \$ 119,696.75

*Michelle*

*Oversee*

*Mar Feb 12/18*

Bank code: 01 Bank of Nova Scotia  
From date: 0000/00/00 To date: 9999/99/99

2017

Cheque #	Cheque Date	Vendor Name	Description	Cheque Amount
72397	2018/02/16	ALBERTA MUNICIPAL SERVICES CORPORATION	DECEMBER NG/ELEC	13,176.44 ✓
72398	2018/02/16	MPE ENGINEERING LTD.	WASTEWATER MASTER PLAN	23,428.65 ✓
72399	2018/02/16	OPUS STEWART WEIR LTD	LEGAL SURVEY	5,118.75 ✓
72400	2018/02/16	SAUCE, JOHN PATRICK	PHOTO RADAR CELL CALLS	212.42 ✓
*** Total # Of Cheques: 4			*** Total: \$	41,936.26

Michelle  
Overseer  
Feb 16/18

Bank code: 01 Bank of Nova Scotia  
From date: 0000/00/00 To date: 9999/99/99

Cheque #	Cheque Date	Vendor Name	Description	Cheque Amount
72401	2018/02/16	ALBERTA ASSOC. OF MUNICIPAL DISTRICTS &	TIRES & INSTALL UNIT 9055	301.12 ✓
72402	2018/02/16	ALBERTA MUNICIPAL SERVICES CORPORATION	JAN NG/ELEC	57,106.01 ✓
72403	2018/02/16	BROWN OKAMURA & ASSOCIATES LTD.	SUBDIVISION MALLOY DRAIN	183.77 ✓
72404	2018/02/16	CHINOOK ARCH REGIONAL LIBRARY SYSTEM	SALC CONFERENCE	367.50 ✓
72405	2018/02/16	CLOVERDALE PAINT INC.	CLEANING SUPPLIES	46.00 ✓
72406	2018/02/16	COALDALE HOME BUILDING CENTRE	BARRICADE PARTS	1,266.52 ✓
72407	2018/02/16	COUNTY OF LETHBRIDGE COMMUNITY LEARNING	FAMILY LITERACY DAY ITEMS	64.05 ✓
72408	2018/02/16	CRISS WIEBE FACE DESIGN	FACE PAINTER, 2 HRS COMM FEST	190.00 ✓
72409	2018/02/16	CSN KUSTOM AUTO BODY	UNIT 9034 & 9031	850.52 ✓
72410	2018/02/16	DIGITAL CONNECTION INC	PHOTO COPY COSTS	1,065.48 ✓
72411	2018/02/16	DIGITEX CANADA INC.	COPIER CONTRACT	34.65 ✓
72412	2018/02/16	EECOL ELECTRIC CORP.	FLOURESCENT LAMP	302.40 ✓
72413	2018/02/16	ELITE CLEANING SERVICE	JAN 2018 RCMP CLEANING	378.00 ✓
72414	2018/02/16	LIFESAVING SOCIETY	AFFILIATION FEES	100.00 ✓
72415	2018/02/16	MASTER IMAGE LTD	DIGITIZING OF FILES	630.00 ✓
72416	2018/02/16	NAPA AUTO PARTS	AUTOMOTIVE	594.43 ✓
72417	2018/02/16	POULIN'S PEST CONTROL	PEST CONTROL @ THE POOL	373.27 ✓
72418	2018/02/16	PRESS, SHAWN	COLLEY TRAINING, RADAR/LASER	300.00 ✓
72419	2018/02/16	RMW CONSULTING INC.	COLLECTION OF WASTE/RECYCLE	76,947.37 ✓
72420	2018/02/16	SENSYS AMERICA, INC	SENSYS CONTRACT	<del>2,451.20</del>
72421	2018/02/16	SOLIDCAD	AUTOCAD SINGLE USER	2,010.75 ✓
72422	2018/02/16	TELUS MOBILITY INC.	MOBILITY BILL	124.48 ✓
72423	2018/02/16	TOTAL OFFICE PLUS	OFFICE SUPPLIES	133.45 ✓
72424	2018/02/16	UNIFIRST CANADA LTD	TOILETRY SUPPLIES	391.16 ✓
72425	2018/02/16	W.E. GREER LTD.	SUPPLIES	562.29 ✓
72426	2018/02/16	WATER PURE & SIMPLE	WATER	104.50 ✓
72427	2018/02/16	WORKERS COMPENSATION BOARD	WCB PREMIUMS	8,136.53 ✓
72428	2018/02/16	WURTH CANADA LIMITED	SHOP SUPPLIES	197.50 ✓
72429	2018/02/16	BANK OF NOVA SCOTIA	SENSYS CONTRACT	2,451.20 ✓

\*\*\* Total # Of Cheques: 29

\*\*\* Total: \$ 157,664.15

*Michelle*  
*Overselke*  
*Feb 16/18*

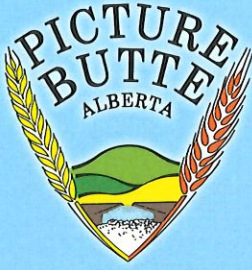
Bank code: 01 Bank of Nova Scotia  
 From date: 0000/00/00 To date: 9999/99/99

Cheque #	Cheque Date	Vendor Name	Description	Cheque Amount
72430	2018/02/22	ALBERTA UNION OF PROVINCIAL EMPLOYEES	DUES P/P #4	940.78 ✓
72431	2018/02/22	BADGER DAYLIGHTING INC.	HYDROVAC	1,459.50 ✓
72432	2018/02/22	BENCHMARK ASSESSMENT CONSULTANTS INC.	ASSESSMENT FEES	8,235.50 ✓
72433	2018/02/22	CANADIAN PACIFIC RAILWAY COMPANY	FLASHER W/O GATE SHARED	248.00 ✓
72434	2018/02/22	CANADIAN SEASONS	SNOW REMOVAL	882.00 ✓
72435	2018/02/22	CITY OF LETHBRIDGE	FREE DISPOSAL	312.20 ✓
72436	2018/02/22	COALDALE HOME BUILDING CENTRE	FH SUPPLIES	74.16 ✓
72437	2018/02/22	GARNER, MELODY C	PER DIEM	100.00 ✓
72438	2018/02/22	GOVERNMENT OF ALBERTA	LAND TITLES	1,500.00 ✓
72439	2018/02/22	HOWG, RAELENE	PROCESSING COSTS	162.50 ✓
72440	2018/02/22	IPL INC.	CARTS	<i>mw</i> 114,867.06 ✓
72441	2018/02/22	LETHBRIDGE HERALD	ADVERTISING	139.36 ✓
72442	2018/02/22	LOCAL AUTHORITIES PENSION - ALBERTA PENS	LAPP	25,954.25 ✓
72443	2018/02/22	MPE ENGINEERING LTD.	ENGINEERING	1,849.07 ✓
72444	2018/02/22	NAPA AUTO PARTS	AUTOMOTIVE	45.73 ✓
72445	2018/02/22	NEOPOST CANADA LTD.	POSTAGE CONTRACT	1,776.93 ✓
72446	2018/02/22	OLDMAN RIVER REGIONAL SERVICES COMMISSIO	GIS SERVICES 2018	<i>mw</i> 40,800.00 ✓
72447	2018/02/22	OVERBEEKE, MICHELLE	EXCHANGE RATES	153.20 ✓
72448	2018/02/22	PELLEY, PETE	KM RTN & PER DIEM	150.75 ✓
72449	2018/02/22	PIONEER PROMOTIONS LTD.	FLASHES	18.38 ✓
72450	2018/02/22	PITNEY BOWES	POSTAGE	1,067.69 ✓
72451	2018/02/22	PUROLATOR FREIGHT	POSTAGE	205.63 ✓
72452	2018/02/22	RECEIVER GENERAL	TAX/PPP	<i>mw</i> 52,549.86 ✓
72453	2018/02/22	RFS CANADA	COPIER CHARGES	714.79 ✓
72454	2018/02/22	SAFETY MATTERS	SAFETY CONSULT	656.25 ✓
72455	2018/02/22	SCHINDLER ELEVATOR CORPORATION	ELEVATOR MAINT CONTRACT	589.27 ✓
72456	2018/02/22	SILVER AUTOMOTIVE LTD.	AUTOMOTIVE PARTS	62.68 ✓
72457	2018/02/22	SYLOGIST, LTD.	SOFTWARE AGREEMENT	<i>mw</i> 11,771.51 ✓
72458	2018/02/22	TELUS COMMUNICATIONS INC.	TELUS	2,386.29 ✓
72459	2018/02/22	TOTAL OFFICE PLUS	OFFICE SUPPLIES	157.84 ✓
72460	2018/02/22	TYCOM CONSULTANTS LIMITED	FINANCIAL ANALYSIS	1,023.75 ✓
72461	2018/02/22	UNIFIRST CANADA LTD	KITCHEN SUPPLIES/AUTO SUPPLIES , †	469.10 ✓
72462	2018/02/22	WESCLEAN EQUIPMENT & CLEANING SUPPLIES L	KENNEL SUPPLIES	226.57 ✓
72463	2018/02/22	1ST TECHNICAL SYSTEMS INC.	TELEPHONE ADDITION & TRAINING	236.25 ✓

\*\*\* Total # Of Cheques: 34

\*\*\* Total: \$ 271,786.85

*Michelle Overbeke  
 Feb 23/18*



# Picture Butte

## Picture Perfect!

27 February 2018

Kalen Hastings - CAO  
1920 – 17<sup>th</sup> Street  
Coaldale, AB.  
T1M 1M1




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**Re: 2018-2020 Community Peace Officer Amended Budget**

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Dear Kalen:

At their regular Council meeting held on the 26<sup>th</sup> of February, 2018, Council considered the Coaldale and District Municipal Enforcement 2018-2020 amended budget. The following motion was made and carried:

*“MOVED by Councillor de Kok to accept the Coaldale and District Municipal Enforcement 2018 Budget as proposed.”*

We hope that the service will continue to improve and be a success. If you have any questions please contact me.

Sincerely,

Keith Davis  
CAO  
Town of Picture Butte

*TOWN of*  
**COALHURST**



February 26, 2018



Kalen Hastings  
Chief Administrative Officer  
Town of Coaldale  
1920 – 17 St  
Coaldale, Alberta T1M 1M1

Dear Mr. Hastings:

This is to advise that the Coaldale & District Municipal Enforcement 2018 Amended Budget proposal was presented to the Council of the Town of Coalhurst at a February 20, 2018 Regular meeting.

As a result, after careful deliberation on the matter, the following motion was passed:

*“...moved that the Council of the Town of Coalhurst hereby authorizes Chief Administrative Officer Hauta to submit a letter to the Town of Coaldale, with a copy to the Town of Picture Butte and the Village of Barons, advising that the Town of Coalhurst does not approve the proposed 2018 Amended Operating and Capital Budget for the Coaldale and District Municipal Enforcement Service.”*

Thank you for your attention.

Yours truly,

R.K. Hauta  
Chief Administrative Officer

Cc: Keith Davis, Chief Administrative Officer  
Town of Picture Butte

Laurie Beck, Administrator  
Village of Barons



Lana Unger &lt;admin@coaldale.ca&gt;

---

**Re: CPO budget**

1 message

---

**Lana Unger** <admin@coaldale.ca>  
To: Lana Unger <admin@coaldale.ca>

Tue, Mar 6, 2018 at 4:30 PM

----- Forwarded message -----

From: [barons@figment.ca](mailto:barons@figment.ca) <barons@figment.ca>  
Date: Mon, Mar 5, 2018 at 9:29 AM  
Subject: Re: CPO budget  
To: Mark Murphy <emergencyservices@coaldale.ca>  
Cc: [keith@picturebutte.ca](mailto:keith@picturebutte.ca), Kim Hauta <rkhauta@coalhurst.ca>

Good morning Mark -

At the recent Council meeting, discussion was held regarding the budget. Please be advised that a motion was made, "**to not approve the revised CPO budget as presented**".

Thanks

*Laurie Beck*  
*Administrator*  
*Village of Barons*  
[403-757-3633](tel:403-757-3633)  
*Box 129*  
*Barons, Alberta*  
*TOL OGO*

## **Barons-Eureka-Warner Family & Community Support Services Minutes of Board Meeting – Wednesday, December 6, 2017**

### **Attendance**

Merrill Harris, Don Heggie, Margaret McCanna, Garth Bekkering, Joan Harker, Cynthia Papworth, Bill Chapman, Robert Horvath, Michelle Tarditi and staff members: Zakk Morrison, Evelyn Florence-Greene and Linda Hashizume.

### **Observer**

Matthew Foss, Village of Stirling  
Linda English, Town of Vauxhall

### **Call to Order**

M. Harris called the meeting to order at 5:04 p.m.

### **Approval of Agenda**

D. Heggie moved the Board approve the agenda as amended.

- 4 l) Lisa McMullin, Consultant
- 6 c) Signing Authority
- 6 d) Municipal Levy
- 6 e) Local Municipality Tours

**Carried Unanimously**

### **Minutes**

M. Tarditi moved the minutes of the November 1, 2017 regular FCSS Board meeting be approved as presented.

**Carried Unanimously**

Round table introductions were made.

### **Business Arising from Minutes**

M. Harris called for nominations for the position of Vice-Chairperson.

R. Horvath nominated Bill Chapman.

M. Harris called a second time for nominations for the position of Chairperson.

M. Harris called a third time for nominations for the position of Chairperson.

B. Chapman accepted the nomination.

D. Heggie moved nominations cease.

**Carried Unanimously**

B. Chapman was acclaimed Vice-Chairperson.

Joan Harker arrived at the meeting.



## Correspondence

The following correspondence was presented for information:

- Family and Community Support Services Association of Alberta (FCSSAA) – 2017 Annual Report
- FCSSAA Storybook
- Town of Coaldale–Board appointment
- Lethbridge County– Board appointment
- Town of Milk River– Board appointment
- Town of Picture Butte– Board appointment
- Town of Raymond– Board appointment
- M.D. of Taber– Board appointment
- Town of Taber– Board appointment
- Town of Vauxhall– Board appointment
- County of Warner No. 5– Board appointment

M. Tarditi moved the Board receive the correspondence as presented for information.

**Carried Unanimously**

Lisa McMullin, Consultant joined the meeting to report on the process taken to update the counselling program policies during the summer/fall of 2017.

## Reports

### Director

Z. Morrison reviewed the Director's report.

G. Bekkering moved the Board approve the Director's Report.

**Carried Unanimously**

### Financial Report

Z. Morrison reviewed the Financial Report.

D. Heggie moved the Board approve the Director to request a funding carry forward of up to 5% to Human Services.

**Carried Unanimously**

D. Heggie moved the Board approve one motion for the Financial Report rather than individual motions for the financial statement, mastercard statement and monthly accounts.

**Carried Unanimously**

J. Harker moved the Board approve the October 2017 Financial Report.

**Carried Unanimously**

## New Business

### Regular Council Visits to Observer Municipalities

Z. Morrison reported he has contacted all Municipalities with Observer status and indicated he would be available to attend a Council meeting to provide an update

on FCSS. He indicated that those Board members who represent more than one community would be welcome to attend the visit as well.

Z. Morrison noted each Municipality is notified monthly that the Board meetings minutes are available on the BEW FCSS website.

The Board Operating Guidelines were discussed.

G. Bekkering moved the Board appoint B. Chapman, G. Bekkering, M. Tarditi and M. Harris to a Committee to review the Board Operating Guidelines.

**Carried Unanimously**

New Year's Party

Z. Morrison noted the Barons-Eureka-Warner FCSS Board and staff New Year's Party is scheduled for January 13, 2018. Please let Linda Hashizume know if you will be attending.

Signing Authority

C. Papworth moved the Board authorize Administration to establish signing authority with two signatures being required for each cheque, as follows:

The Director (currently Zachary Morrison) and one of the following:  
The Program Manager (currently Milton Iwaasa) or  
The Executive Assistant (currently Linda Hashizume) or  
The Signatory (currently Tanie Reid-Walker)

Or in the absence of the Director, two of the following:  
The Program Manager (currently Milton Iwaasa) or  
The Executive Assistant (currently Linda Hashizume) or  
The Signatory (currently Tanie Reid-Walker)

**Carried Unanimously**

Municipal Levy

The Board discussed the Municipal Levy for 2018.

M. Harris asked the Board to keep the levy in mind when working on their Municipal budget.

Local FCSS/Parent Link Centre Tours

Z. Morrison indicated to the Board members if they would like to tour their local FCSS/Parent Link Centre to contact him.

**Closed Session**

B. Chapman moved the Board move in-camera at 6:43 p.m.

**Carried Unanimously**

M. McCanna moved the Board move to regular session at 7:15 p.m.

**Carried Unanimously**

**Date of Next Meeting**

G. Bekkering moved the Board cancel the January 3, 2018 Board.

**Carried Unanimously**

The date of the next regular Board meeting will be February 7, 2017 at 5:00 pm at the Coaldale Hub.

**Adjournment**

R. Horvath moved the meeting adjourn at 7:17 p.m.

**Carried Unanimously**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Director

**District of Sicamous**

446 Main Street  
 PO Box 219  
 Sicamous, BC  
 V0E 2V0

T: 250 836 2477  
 F: 250 836 4314  
 E: info@sicamous.ca  
 sicamous.ca



November 29, 2017

Honourable George Heyman  
 Minister of Environment and Climate Change Strategy  
 Via E-mail: ENV.Minister@gov.bc.ca  
 PO Box 9047 Stn Prov Govt  
 Rm 112, Parliament Buildings  
 Victoria, BC V8W9E2

**Re: Prevention of Quagga and Zebra Mussels**

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Dear Honourable Heyman,

On behalf of the District of Sicamous we write to express our concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the borders - cost British Columbia Millions to guard the borders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols - this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)

- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing BC’s commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – “British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations”. This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All British Columbia tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let’s work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we’ll need to manage the problem. This is how can we help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



Terry Rysz, Mayor  
**DISTRICT OF SICAMOUS**

Cc: Mark Zarcharias, Deputy Minister (via email: [DM.ENV@gov.bc.ca](mailto:DM.ENV@gov.bc.ca))  
Wendy Booth, UBCM President (via email: [wndbooth@gmail.com](mailto:wndbooth@gmail.com))  
UBCM Members (via emails)

DATE, YEAR

Honourable Shannon Phillips  
Minister of Environment and Parks, Minister Responsible for the Climate Change Office  
Office of the Minister  
Environment and Parks  
208 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB  
T5K 2B6

Via E-mail: AEP.Minister@gov.ab.ca

Re: Prevention of Quagga and Zebra Mussels

---

Dear Honourable Heyman,

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- Out of province user pay at all boat ramps
- Lake passes for boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,

Cc: Al Kemmere, aamdc President (via email: [akenmere@aamdc.com](mailto:akenmere@aamdc.com))  
aamdc Members (via emails)

# Chinook Arch Regional Library System

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Presentation to Municipal Partners

March 2018





# Outline

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- Overview of Regional Library Service in Alberta
- Brief History of Chinook Arch
- System Agreement and Plan of Service
- Budgets, Funding, and Governance
- Chinook Arch Services
- Highlights from 2017

# Alberta's Regional Library Systems

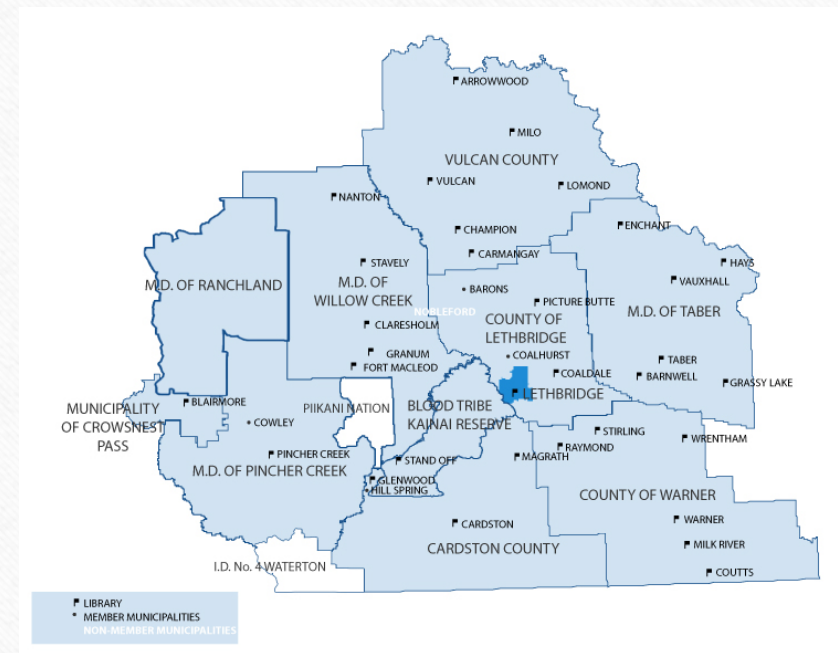
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- Serve 1.1 million Albertans
- Are libraries under the Act
- Partner with municipalities to raise the level of library service in urban and rural areas
- Permit local library staff to focus on serving the public



# History of Chinook Arch

- Inaugurated in 1992
- Started with 22 members; now 40 member municipalities and one school authority
- History of innovation



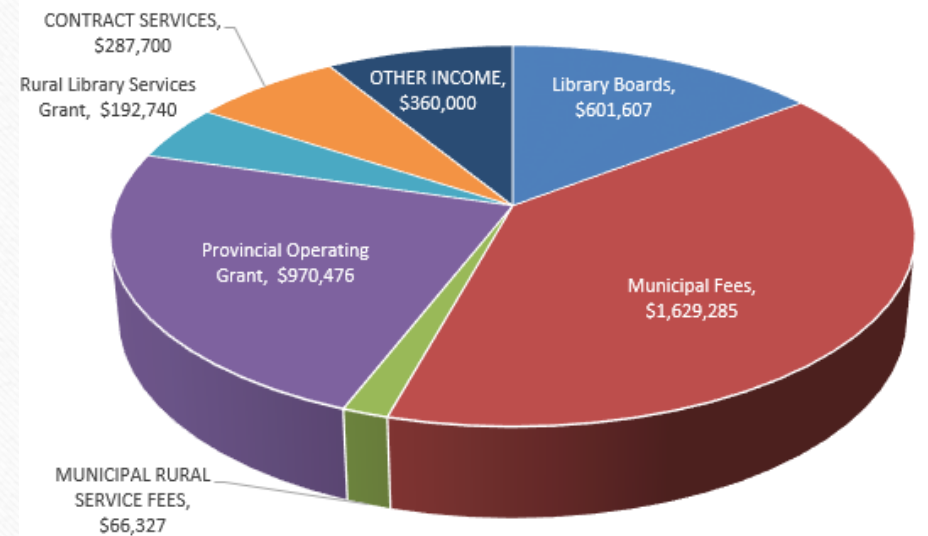
# System Agreement and Plan of Service

- System Agreement lays out our roles; Plan of Service guides how we will fill those roles
- Planning and budget cycles coincide with municipal election cycle
- Current Plan of Service is 2015-2018
- 2019-2022 Plan of Service currently in development



# Funding and Budgets

- Four year budget 2015-2018; 2018 budget is \$4 million
- Funding comes from members and the Government of Alberta
- Any increase in member levies must be approved by member councils
- Fund raising



# Governance

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- Board is a one member, one vote model
- Members appointed by council/school division
- Standing Committees:
  - Finance/Personnel
  - Planning/Facilities
  - Marketing/Communications
  - Ad hoc committees as needed



# Chinook Arch Services

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- Bibliographic Services

- Centralized ordering, cataloguing, and processing of materials
- Fund management
- Vendor relations
- Collection development support
- Reporting and statistics
- Online catalogue
- Online payment



# Chinook Arch Services (cont.)

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- Information Technology Services
  - Purchasing services for IT equipment
  - Staging and deploying computers and equipment
  - Internet connectivity
  - Software license management (PC Reservation, Deep Freeze, etc)
  - Centralized services (email, file server, backup, threat protection)
  - Help Desk





# Chinook Arch Services (cont.)

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- Public Services

- Training and professional development
- Consulting support
- Direct patron assistance
- Online services (hoopla, OverDrive, Gale Courses, online databases, etc.)
- Marketing and communications
- Managing various regional committees and working groups

# Chinook Arch Services (cont.)

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- Resource sharing
  - Delivery
  - Interlibrary loans
- Board development
- Fundraising support
- Services to First Nations



# Highlights from 2017

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- Almost 1.7M items borrowed by area residents
- Lending between member libraries: 254,000
- 150,000 OverDrive downloads (ebooks, audiobooks)
- hoopla checkouts increased 10% over 2016 (up to 46,000 from 41,000)
- 4,456 delivery stops; 151,000 km travelled
- 71,115 items catalogued
- 6,000 interlibrary loans





# Questions/Feedback

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Robin Hepher, CEO

403-380-1505

[rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca)

