



Town of Olds

**Regular Council Agenda
for Monday, April 25, 2016 at 7 p.m.
to be held in the Council Chambers,
Town Office at 4512 – 46 Street, Olds, AB**

1. CALL TO ORDER

2. A.) ADDED ITEM(s)

B.) ADOPTION OF THE AGENDA

3. ADOPTION OF PREVIOUS MINUTES

Pages 3-6 3A) Regular Council Meeting Minutes – April 11, 2016

4. PRESENTATION AND DELEGATIONS

Pages 7-10 4A) LIONS Delegation – P.U.G. Day (Pick Up Garbage) Update

Pages 11-34 4B) Young Parkyn McNab LLP Delegation – 2015 Audited Financial Statements

Page 35 4C) Chief Financial Officer Garth Lucas - 2016 Budget Adjustment

5. BUSINESS ARISING OUT OF MINUTES

6. BYLAWS

Pages 36-86 6A) Public Hearing Bylaw 2016-06
(The Highlands Area Structure Plan)

Pages 87-93 6B) 2016 Tax Rate Bylaw 2016-08
(Consideration of first, second, unanimous consent and third and final reading)

7. UNFINISHED BUSINESS

Pages 94-98 7A) Municipal Area Partnership – Terms of Reference

8. NEW BUSINESS

Pages 99-100 8A) International Firefighters Day 2016 - Proclamation

Pages 101-103 8B) Hospice Palliative Care Week 2016 - Proclamation

Pages 104-112 8C) Certificates of Compliance Policy 703C

Pages 113-118 8D) Medicine River Wildlife Centre

Pages 119-126 8E) Loonies for Lappage Funding Campaign

9. REPORTS FROM COUNCIL, BOARDS AND COMMITTEES

Pages 127-184 9A) Reports from Council and minutes from various authorities.

10. QUARTERLY FINANCIAL POSITION UPDATE

Pages 185-189 10A) Financial Update January 1st, 2016 to March 31st, 2016

11. ACCOUNTS PAYABLE

Pages 190-197 11A) Accounts Payable Report – March 1st to March 31st, 2016

12. CORRESPONDENCE AND INFORMATION

Pages 198-202 12A) Correspondence and Information Report

13. QUESTION PERIOD

14. ADJOURNMENT



Town of Olds

Request for Decision

3

Adoption of Previous Minutes

April 25, 2016

3A

RECOMMENDATION

- 1. That the minutes from the April 11, 2016 Regular Council meeting be adopted as presented.

BACKGROUND

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

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

MINUTES:

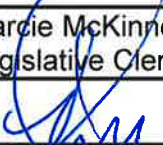

- 1. All minutes of council meetings shall be recorded in the English language, without note or comment.
- 2. The names of the Councillors present at the meetings shall be recorded as present, the names of the Councillors absent shall be recorded as absent.
- 3. The minutes of each council meeting shall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

ALTERNATIVE OPTIONS

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

ATTACHMENTS

Attachment 1 - Prior to Adoption: Regular Council meeting minutes of April 11, 2016.

Submitted By	Marcie McKinnon Legislative Clerk	Date: April 20, 2016
CAO Signature:		Date: 

PRIOR TO ADOPTION

Minutes of the Town of Olds Regular Council meeting held on Monday, April 11, 2016 at 1:00 p.m. in the Council Chambers, Olds Town Office.

PRESENT – ELECTED OFFICIALS:

In the Chair Mayor J. Dahl;
Councillor M.J. Harper; Councillor H. Walsh; Councillor R. Durieux and Councillor M.A. Overwater; Councillor W. Bearchell and Councillor D. Bennett

ABSENT– ELECTED OFFICIALS:

PRESENT for the Regular meeting of Council – STAFF:

Norman McInnis, Chief Administration Officer; Garth Lucas, Chief Financial Officer; Doug Wagstaff, Chief Operating Officer; Scott Chant, Chief Operating Officer; Monica Leatherdale, Communications Coordinator; and Marcie McKinnon, Legislative Clerk.

1. CALL TO ORDER

Mayor Dahl called the Regular Council meeting to order at 1:00 p.m.

A.) ADDED ITEM(s)

Added Item 6A) Tour of Alberta – Mountain View County & Town of Olds FINISH

B.) ADOPTION OF THE AGENDA

Moved by Councillor Durieux, "to accept the Regular Council Agenda for April 11, 2016 as amended."

Motion Carried 16-135

2. ADOPTION OF PREVIOUS MINUTES

3A) Regular Council Meeting Minutes – March 29, 2016

Moved by Councillor Bennett, "that the minutes from the March 29, 2016 Regular Council meeting be adopted as amended."

Motion Carried 16-136

3. PRESENTATION AND DELEGATIONS

Mayor Dahl moved item 7D) **YES Program - Proclamation** up on agenda to allow for Mrs. Raelynn Notley to speak to the proclamation request.

Mrs. Notley discussed their partnerships with local schools, Uptowne Olds, and local business and clubs. As well, introduced the "Let's Chalk about it Campaign" and invited Mayor and Council to participate in this event.

Moved by Councillor M.J. Harper, "that May 2-8, 2016, be proclaimed as "Mental Health Week" in the Town of Olds; and further that the Town of Olds promote the declaration over social media."

Motion Carried 16-137

4. BUSINESS ARISING OUT OF MINUTES

5. BYLAWS

5A) Sidewalk Café & Sales Bylaw 2016-05 (Consideration of First Reading)

Moved by Councillor Overwater, "that Sidewalk Café & Sales Bylaw 2016-05 is given first reading."

Motion Carried 16-138

Moved by Councillor Walsh, "that Council direct Administration to coordinate public engagement regarding proposed Bylaw 2016-05 prior to second and third reading."

Motion Carried 16-139

5B) Land Use Amendment Bylaw 2016-07 (Consideration of First Reading and Set Public Hearing)

Moved by Councillor Bearchell, "that first reading be given to Bylaw 2016-07."

Motion Carried 16-140

Moved by Councillor Bennett, "that a public hearing for Bylaw 2016-07 be set for Monday May 9, 2016 at 1:00 pm in the Council Chambers."

Motion Carried 16-141

6. UNFINISHED BUSINESS

6A Tour of Alberta - Mountain View County & Town of Olds – FINISH

Moved by Councillor Bearchell, "that a contribution of \$15,000 be made toward the \$150,000 rights fee for the Mountain View County - Olds stage two finish host community of the Tour of Alberta on Friday, September 2, 2016, be approved."

Motion Carried 16-142

Moved by Councillor Bennett, "that Council direct Administration to work with the Tour of Alberta and community partners to support showcasing our community and region for the Tour of Alberta 2016."

Motion Carried 16-143

7. NEW BUSINESS

7A) Development Security Policy 702C

Moved by Councillor Durieux, "that Development Security Policy 702C be approved as presented."

Motion Carried 16-144

7B) 2016 Rope Skipping National Championships – Donation

Moved by Councillor Bearchell, "that a "GOLD Sponsor Level" of \$ 1000.00 be approved for the 2016 Rope Skipping Canada National Championships, being held in the Town of Olds on May 20th to 23rd, 2016 at the Ralph Klein Center."

Motion Carried 16-145

7C) Farm Safety Centre – Donation

Moved by Councillor M.J. Harper, "that Council approve sponsorship of \$ 250.00 to the Farm Safety Centre Safety Smarts Program as a one-time contribution; with future funding decisions made year to year."

Motion Carried 16-146

Councillor Bearchell left meeting at 2:13 p.m.

Councillor Bearchell rejoined meeting at 2:15 p.m.

Mr. Lucas left meeting at 2:15 p.m.

Mr. Lucas rejoined meeting at 2:17 p.m.

7E) WCB – National Day of Mourning – Proclamation

Moved by Councillor Overwater, “that April 28, 2016 be proclaimed 'National Day of Mourning' in the Town of Olds.”

Motion Carried 16-146

7F) Municipal Area Partnership (MAP) – Terms of Reference

Comments regarding: number of representatives, key messages and terms of reference will be taken back to regional CAO's and MAP for consideration.

8. REPORTS FROM COUNCIL

9. QUARTERLY FINANCIAL POSITION UPDATE

10. ACCOUNTS PAYABLE

11. CORRESPONDENCE AND INFORMATION

12. QUESTION PERIOD

Councillor Overwater asked Administration for final budget on the Splash Park project and Oldstoberfest.

COO Wagstaff advised it will be brought back to Council as soon as it is completed.

13. ADJOURNMENT

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

Motion Carried 16-

The meeting adjourned at 2:39 p.m.

Judy Dahl
Mayor

Norman McInnis,
Chief Administrative Officer

These minutes approved this day of 2016.



Town of Olds

Request for Decision

7

L.I.O.N.S. Garbage Cleanup Day

April 25, 2016

4A

RECOMMENDATION

That Council receive the Olds Lions Club update on the community garbage clean-up project "P.U.G." (Pick Up Garbage) Day set for Friday May 13, 2016 in the Town of Olds.

BACKGROUND

Henry Czarnota, Dennis Wilkins, and Marty Konsmo with Olds Lions Club are requesting time to speak to Council to update Council on the P.U.G. Day Community Project. The project "Local Initiative in Olds for Neat Surroundings" makes the acronym: L.I.O.N.S. This project is being proposed by the Olds Lions Club which will coordinate the many partners in the Town of Olds for a garbage cleanup date of the entire community. It is their intention to make this an annual event; running on a preferred day of cleanup being the first or second Friday of May; between the hours of 1:00 p.m. and 4:00 p.m.

Following the Community Cleanup the LIONS Club will host a barbecue in Centennial Park at 4:30 p.m.; fifty (50) plus door prizes for participating children sponsored by local businesses and community partners will be handed out.

They are looking to develop this Community Project with the Town of Olds and other Community Partners, and would like to form a committee to work out the details.

Goal: To be the "CLEANEST TOWN IN ALBERTA".

ALTERNATIVE OPTIONS

- 1. Council can receive the request for information thereby not making the declaration or,
- 2. Council can pass make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL IMPLICATIONS

Cost	Source of Funding
No budget provided.	
Total Cost	

ATTACHMENTS

- Attachment 1 - L.I.O.N.S. Presentation
- Attachment 2 – April 14, 2016 Minutes
- Attachment 3 – Town Map with garbage bags deposit points

Submitted By:	Marcie McKinnon Legislative Clerk	Date:	April 21, 2016
CAO Signature:		Date:	April 21/16

Introducing a new Community Project

LOCAL INITIATIVE in OLDS for NEAT SURROUNDINGS

Acronym: **L.I.O.N.S**

P.U.G. DAY

AKA: PICK UP GARBAGE day

Last update: April 14, 2016

A project proposed by the Olds Lions Club which will coordinate the many partners in the town of Olds for a garbage cleanup day of the entire community.

An annual event

Preferred day of cleanup: **Friday, May 13, 2016** (pick up garbage on Thursday, May 12 in evening if unable to help on Friday)

Alternate date if weather requires: Monday, May 16, 2016

Time of day: 1:00 PM to 4:00 PM

Barbecue in Centennial Park at 4:30 PM (sponsored by Town of Olds)

50+ Door prizes for participating children sponsored by businesses and community partners. (all participants eligible for these draws
IPAD Draw courtesy of Olds Lions Club – IPAD Air – 32 Gb (Participants in grades 1-12 eligible for this draw.

Command Centre: Centennial Park for bags and gloves on May 13.

Clean-up Details: To be developed with the Town of Olds and other Community Partners (map developed)

Invite us to a meeting to work out the details

We could be the “CLEANEST TOWN IN ALBERTA”

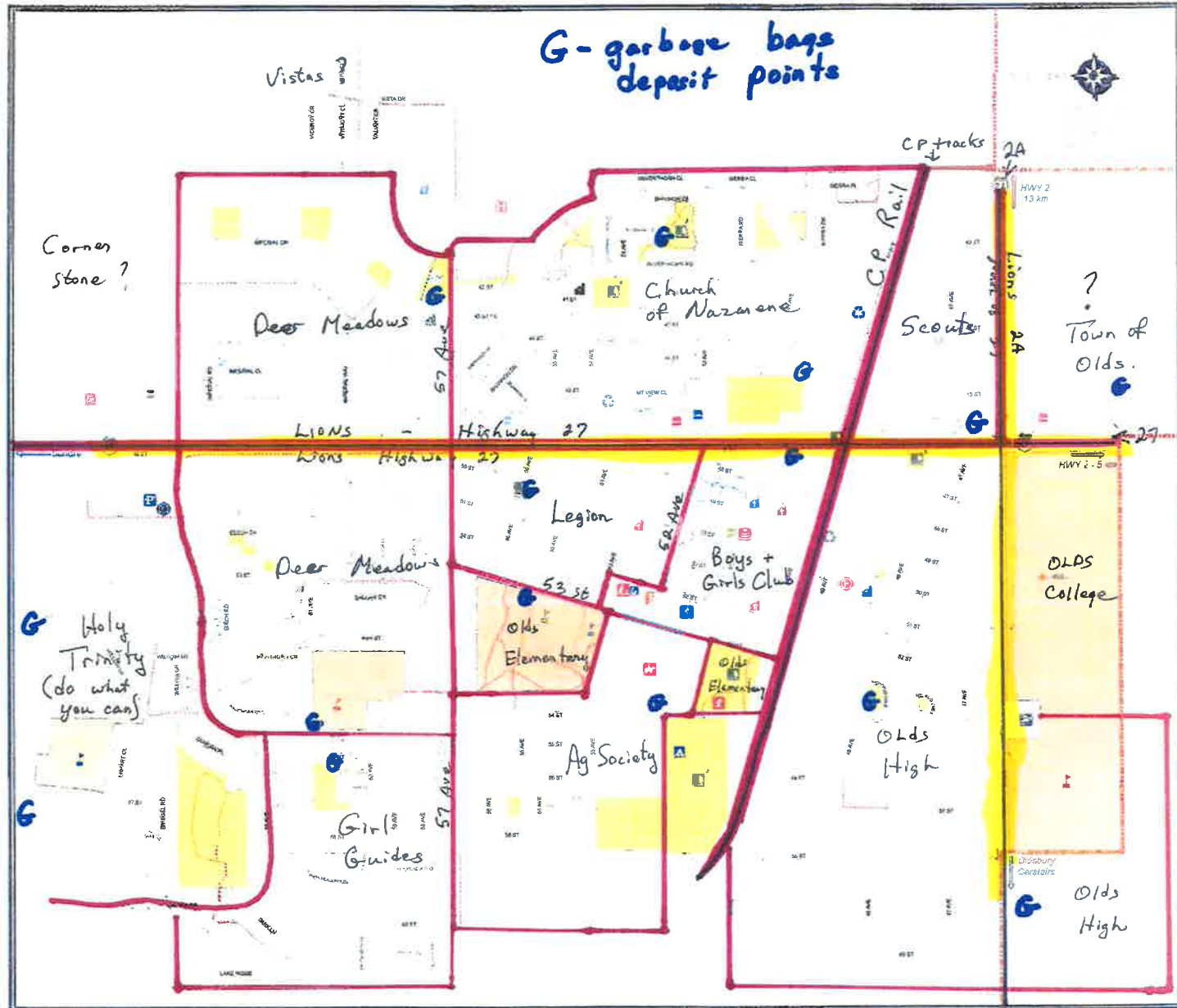
PARTNERS: Olds Lions Club, Town of Olds, Olds Chamber of Commerce, Communities in Bloom, Legion, Church of The Nazarene, Olds College, Olds High School, CKFM/Rock 104.5, Holy Trinity School, CP Rail, Olds Elementary School, Deer Meadow School, Canmasters, Ag Society, Boys and Girls Club, Girl Guides, Boy Scouts



LOCAL INITIATIVE in OLDS for NEAT SURROUNDINGS
L.I.O.N.S.
P.U.G. MEETING – April 14, 2016 AT LEGION

MINUTES OF MEETING

1. ATTENDANCE: Henry (chair), Marty, Don, Dennis W. Randy, Al Taylor, Al Prevost, Karen Doyle REGRETS: Jordan.
2. Review of Partners: Add three new partners: Girl Guides, Scouts, Boys and Girls Club
3. Business cards for draws: 2500 blue (IPAD draw) and 500 White (Door Prize draws) have been ordered from Dun Rite
4. Lions Vests: Have arrived.
5. Map: Updated. See separate attachment.
6. Advertising: Henry to contact Monica Leathedale about Town Newsletter.
7. Contact List: Henry will develop list which will identify
 - i) Partner
 - ii) Contact Name
 - iii) Phone number
 - iv) Email address
8. Garbage pickup: Town wants bags dropped off at parks. 15 spots are noted on the map with a "G"
9. NEXT MEETING: Monday April 25, 2016 at 7:00 PM at the Curling Rink (Tentative venue)





Town of Olds

Request for Decision

11

2015 Audited Financial Statements
(Young Parkyn McNab LLP Representatives in attendance)

April 25, 2016

4B

RECOMMENDATION

That the Town of Olds 2015 Audited Financial Statements and the 2015 Province of Alberta Financial Information Return be approved as presented.

BACKGROUND

Through an RFP process, the accounting firm of Young Parkyn McNab LLP was awarded the contract to complete the Town's year-end audit for a 3-year period. The 2015 calendar year audit was the third year of this 3-year contract.

The audit by Young Parkyn McNab LLP of the Town of Olds entails completing the Town's:

- Audited Financial Statements
- Financial Information Return (FIR)
- Local Authorities Pension Plan review
- Annual Income Tax Return
- FCSS review

Young Parkyn McNab LLP representatives will be present to review the 2015 audit findings and their recommendations to Council. Council may also choose to meet with the Young Parkyn McNab LLP representatives independent of Administration.

ALTERNATIVE OPTIONS

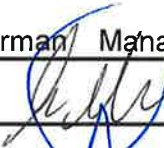

- 1) Council can approve the Town of Olds 2015 Audited Financial Statements and the 2015 Province of Alberta Financial Information Return, as presented.
- 2) Council can direct Young Parkyn McNab LLP to investigate or provide additional or detailed financial information and report back to Council. Council would need to be specific in the matter(s) they wished to have Young Parkyn McNab LLP report on.

FINANCIAL IMPLICATIONS

	Cost	Source of Funding
	27,910	2016 Budget
Total Cost	27,910	

ATTACHMENTS

- Attachment 1 – Town of Olds 2015 Audit Report
- Attachment 2 – Town of Olds 2015 Financial Statements
- Attachment 3 – Province of Alberta 2015 Financial Information Return

Submitted By: Sheena Linderman, Manager of Finance	Date: April 19, 2016
Director Signature: 	Date: April 20, 2016
CAO Signature: 	Date: April 21/16

TOWN OF OLDS
Consolidated Financial Statements
For the year ended December 31, 2015

Draft - April 20, 2016

TOWN OF OLDS¹³
TABLE OF CONTENTS
For the year ended December 31, 2015

INDEPENDENT AUDITOR'S REPORT	1
MANAGEMENT REPORT	2
FINANCIAL STATEMENTS	
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	3
CONSOLIDATED STATEMENT OF OPERATIONS	4
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS	5
CONSOLIDATED STATEMENT OF CASH FLOW	6
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS	7 - 18
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS	19 - 21

INDEPENDENT AUDITOR'S REPORT

To: The Mayor and Members of Council of
the Town of Olds

We have audited the accompanying consolidated financial statements of the Town of Olds which comprise the consolidated statement of financial position as at December 31, 2015, and the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Olds as at December 31, 2015 and the results of its operations, changes in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Lethbridge, Alberta

Monday, April 25, 2016

Chartered Accountants

MANAGEMENT REPORT

The consolidated financial statements are the responsibility of the management of the Town of Olds.

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

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

The elected Council of the Town of Olds is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the committee of the whole.

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

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

Municipal Manager

TOWN OF OLDS¹⁶
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2015

	2015	2014
Financial assets		
Cash and temporary investments (note 2)	\$ 3,173,203	\$ 1,016,445
Taxes and grants in place of taxes receivable (note 3)	466,181	365,154
Trade and other receivables (note 4)	1,919,475	2,311,797
Loan receivable (note 5)	13,680,030	10,955,236
Investments (note 6)	6,360,377	9,769,160
Inventory held for resale	14,267	7,680
	25,613,533	24,425,472
Liabilities		
Line of credit (note 7)	380,000	-
Accounts payable and accrued liabilities	2,345,375	2,157,016
Employee benefit obligations (note 8)	172,067	191,741
Deposits	13,455	16,755
Deferred revenue (note 9)	479,763	762,699
Long-term debt (note 10)	18,527,381	17,896,799
	21,918,041	21,025,010
Net financial assets	3,695,492	3,400,462
Non-financial assets		
Prepaid expenses	116,339	15,489
Tangible capital assets (schedule 2)	71,369,567	69,367,458
	71,485,906	69,382,947
Accumulated surplus (note 12)	\$ 75,181,398	\$ 72,783,409

Commitments and contingencies (note 21)

Approved on behalf of Council:

Mayor

Councillor

TOWN OF OLDS
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2015

	2015 Budget (Unaudited)	2015	2014
Revenue			
Net municipal taxes (note 15)	\$ 8,131,358	\$ 8,122,514	\$ 7,668,794
User fees and sales of goods	7,925,855	8,328,768	7,461,703
Government transfers for operating (note 16)	1,047,130	1,058,692	1,016,567
Investment income	190,000	225,068	215,515
Penalties and costs of taxes	304,500	297,421	276,484
Development levies	-	70,131	190,675
Licenses and permits	369,600	253,603	395,348
Franchise and concession contracts	1,129,410	1,120,819	1,069,435
Rentals and other	200,500	207,644	201,927
Sales to other governments	192,900	204,898	188,292
	<u>19,491,253</u>	<u>19,889,558</u>	<u>18,684,740</u>
Expenses (note 17)			
Legislative	303,852	298,721	332,424
Administration	1,550,700	1,653,817	1,393,248
Protective services	2,305,820	2,555,861	2,389,999
Transportation services	1,723,947	2,826,148	2,904,481
Water and waste water	2,476,615	3,103,590	3,020,632
Wastewater treatment and disposal	3,043,590	3,376,585	2,707,562
Waste management	1,285,430	1,193,752	982,930
Public health and welfare services	534,420	507,475	511,736
Planning and development	1,330,490	1,146,588	1,131,701
Recreation, parks and culture	4,115,381	4,447,297	4,265,213
	<u>18,670,245</u>	<u>21,109,834</u>	<u>19,639,926</u>
Deficiency of revenue over expenses before other	<u>821,008</u>	<u>(1,220,276)</u>	<u>(955,186)</u>
Other			
Government transfers for capital (note 16)	3,260,510	3,051,717	2,838,027
Capital donations	-	566,548	-
Contributed assets	750,000	-	269,895
	<u>4,010,510</u>	<u>3,618,265</u>	<u>3,107,922</u>
Excess of revenue over expenses	<u>4,831,518</u>	<u>2,397,989</u>	<u>2,152,736</u>
Accumulated surplus, beginning of year	<u>72,783,409</u>	<u>72,783,409</u>	<u>70,630,673</u>
Accumulated surplus, end of year	<u>\$ 77,614,927</u>	<u>\$ 75,181,398</u>	<u>\$ 72,783,409</u>

TOWN OF OLDS¹⁸

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the year ended December 31, 2015

	2015 Budget (Unaudited)	2015	2014
Excess of revenue over expenses	\$ 4,831,518	\$ 2,397,989	\$ 2,152,736
Acquisition of tangible capital assets	(6,586,950)	(5,141,868)	(3,978,045)
Amortization of tangible capital assets	463,370	2,924,837	2,734,787
Contributed assets	(750,000)	-	(269,895)
Loss on disposal of tangible capital assets	(72,500)	14,270	38,473
Proceeds on disposal of tangible capital assets	-	200,653	70,647
	(6,946,080)	(2,002,108)	(1,404,033)
Net change in prepaid expense	-	(100,851)	(975)
Change in net financial assets	(2,114,562)	295,030	747,728
Net financial assets, beginning of year	3,400,462	3,400,462	2,652,734
Net financial assets, end of year	\$ 1,285,900	\$ 3,695,492	\$ 3,400,462

Draft - April 20, 2016

TOWN OF OLDS¹⁹
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2015

	2015	2014
Operating transactions		
Excess of revenue over expenses	\$ 2,397,989	\$ 2,152,736
Adjustments for items which do not affect cash		
Loss on disposal of tangible capital assets	14,270	38,473
Amortization of tangible capital assets	2,924,837	2,734,787
Contributed assets	-	(269,895)
	5,337,096	4,656,101
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(101,027)	79,881
Trade and other receivables	392,320	(542,328)
Loan receivable	(2,724,794)	(5,843,422)
Inventory held for resale	(6,587)	8,974
Prepaid expenses	(100,851)	(975)
Accounts payable and accrued liabilities	188,359	3,599
Employee benefit obligations	(19,674)	(5,390)
Deposits	(3,300)	(2,650)
Deferred revenue	(282,936)	106,552
Cash provided by (applied to) operating transactions	2,678,606	(1,539,658)
Capital transactions		
Proceeds on disposal of tangible capital assets	200,653	70,647
Acquisition of tangible capital assets	(5,141,868)	(3,978,045)
Cash applied to capital transactions	(4,941,215)	(3,907,398)
Investing transactions		
Purchase of investments	(5,387,750)	(4,471,009)
Proceeds on sale of investments	8,796,535	-
Cash provided by (applied to) investing transactions	3,408,785	(4,471,009)
Financing transactions		
Proceeds of long-term debt	1,600,000	6,400,000
Repayment of long-term debt	(969,418)	(943,844)
Cash provided by financing transactions	630,582	5,456,156
Increase (decrease) in cash and cash equivalents	1,776,758	(4,461,909)
Cash and cash equivalents, beginning of year	1,016,445	5,478,354
Cash and cash equivalents, end of year	\$ 2,793,203	\$ 1,016,445
Cash and cash equivalents consists of:		
Cash and temporary investments (note 2)	\$ 3,173,203	\$ 1,016,445
Line of credit (note 7)	(380,000)	-
	\$ 2,793,203	\$ 1,016,445

TOWN OF OLDS²⁰
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

1. Significant accounting policies

The consolidated financial statements of the Town of Olds are the representations of management prepared in accordance with public sector accounting standards for local government established by the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity

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

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

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

(b) Basis of accounting

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

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

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

(c) Inventories for resale

Inventory held for resale is recorded at the lower of cost and net realizable value.

(d) Investments

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

(e) Debt charges recoverable

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

1. Significant accounting policies, continued

(f) Requisition over-levy and under-levy

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

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

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

(g) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(h) Tax revenue

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

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

(i) Contaminated sites liability

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

(j) Government transfers

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

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

(k) Non-financial assets

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

TOWN OF OLDS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

1. Significant accounting policies, continued

(k) Non-financial assets, continued

(i) Tangible capital assets

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

	Years
Land improvements	15-25
Buildings	25-50
Engineered structures	15-75
Machinery and equipment	5-40

Assets under construction are not amortized until put into use.

(ii) Contributions of tangible capital assets

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

(iii) Leases

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

(iv) Inventories

Inventories of materials and supplies are valued at the lower of cost or net realizable value with cost determined by the first-in first-out method.

(v) Cultural and historical tangible capital assets

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

2. Cash and temporary investments

	2015	2014
Cash	\$ 114,276	\$ 1,016,445
Temporary investments	3,058,927	-
	\$ 3,173,203	\$ 1,016,445

Temporary investments consist of guaranteed investment certificates with maturities of three months or less.

TOWN OF OLDS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

3. Taxes and grants in place of taxes receivables

	2015	2014
Current taxes and grants in place of taxes receivable	\$ 368,511	\$ 246,097
Arrears taxes receivable	94,032	122,937
(Over) under-levies	3,638	(3,880)
	\$ 466,181	\$ 365,154

4. Trade and other receivables

	2015	2014
Utility accounts receivable	\$ 855,435	\$ 795,898
Goods and services tax	119,027	119,667
Trade and other receivable	945,013	1,396,232
	\$ 1,919,475	\$ 2,311,797

5. Loan receivable

Olds Institute for Community and Regional Development (OICRD) was granted a loan to fund the installation of fibre optics within the Town boundaries in order to provide high speed internet service for residents and businesses. Principal and interest are payable in installments which match the payments on the debenture the Town has taken from Alberta Capital Finance. The term of the receivable matches the term of the debentures, maturing between 2021 and 2030.

The loan receivable is secured by a collateral mortgage over land, a mortgage of rights of way, an assignment of insurance policies, an assignment of leases and rents, an assignment of contracts, construction documents, plans, and designs, an assignment of the network system, an unlimited guarantee from Olds Fibre Ltd., and general security agreements.

6. Investments

Investments consist of guaranteed investment certificates that bear interest at rates ranging from 1.2% to 2.35% (2014 - 1.7% to 2.55%) per annum and mature in periods from 2016 through 2018.

TOWN OF OLDS²⁴
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

7. Line of credit

The Town has established a line of credit with a Canadian chartered bank to a maximum of \$500,000 which bears interest at prime less 0.25% per annum.

8. Employee benefit obligations

	2015	2014
Vacation payable	\$ 160,720	\$ 177,131
Overtime payable	11,347	14,609
	<u>\$ 172,067</u>	<u>\$ 191,741</u>

Vacation and overtime

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

9. Deferred revenue

	2015	2014
Municipal Sustainability Initiative - capital	\$ 302,153	\$ 420,354
Federal Gas Tax Fund - capital	40,562	235,194
New Police Officers Grant	25,000	25,000
Other	112,048	82,151
	<u>\$ 479,763</u>	<u>\$ 762,699</u>

10. Long-term debt

	2015	2014
Debentures supported by general tax levies	\$ 4,673,748	\$ 4,894,189
Debentures supported by utility rates	1,886,070	2,046,665
Debentures supported by loan repayment agreement	11,967,563	10,941,723
Royal Bank of Canada long-term borrowing	-	14,222
	<u>\$ 18,527,381</u>	<u>\$ 17,896,799</u>
Current portion	<u>\$ 1,130,994</u>	<u>\$ 937,254</u>

TOWN OF OLDS
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

10. Long-term debt, continued

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2016	\$ 1,130,994	\$ 622,357	\$ 1,753,351
2017	1,489,548	579,968	2,069,516
2018	1,592,899	529,002	2,121,901
2019	1,646,540	475,361	2,121,901
2020	1,702,295	419,605	2,121,900
Thereafter	10,965,105	2,403,875	13,368,980
	\$ 18,527,381	\$ 5,030,168	\$ 23,557,549

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.226% to 6.25% per annum, before Provincial subsidy, and matures in periods 2021 through 2042.

Debenture debt is issued on the credit and security of the Town at large.

Interest on long-term debt amounted to \$313,089 (2014 - \$333,585).

The Town's total cash payments for interest were \$323,025 (2014 - \$342,324).

11. Contaminated sites liability

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

The Town's sewage treatment plant was shutdown in August, 2015. A reasonable estimate to decommission the plant cannot be made until Alberta Environment has approved the Town's decommissioning plan.

12. Accumulated surplus

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

	2015	2014
Unrestricted surplus	\$ 3,427,733	\$ 3,286,189
Internally restricted surplus (reserves) (note 13)	6,943,916	7,084,838
Equity in tangible capital assets (note 14)	64,809,749	62,412,382
	\$ 75,181,398	\$ 72,783,409

TOWN OF OLDS²⁶
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

13. Reserves

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

	2015	2014
Operating		
General	\$ 1,398,014	\$ 1,261,116
Perpetual care	192,838	192,838
Utilities	6,219	-
NU2U	60,102	60,585
Olds Fashioned Christmas	16,476	16,476
Fire reserve	50,940	37,683
RCMP DARE reserve	5,190	5,190
Snow removal	147,000	110,000
	<u>1,876,779</u>	<u>1,683,888</u>
Capital		
Utility reserve	909,121	909,121
Road and other infrastructure	566,895	591,895
South Red Deer Regional Wastewater Commission	59,580	570,244
General	451,571	545,825
Building reserve	1,037,395	709,680
Offsite levies - transportation	510,242	572,866
Offsite levies - water	316,710	407,636
Offsite levies - wastewater	195,286	286,212
Offsite levies - storm sewer	175,568	175,568
Equipment replacement	461,412	242,961
Parks	65,736	65,736
Municipal reserve	138,087	135,684
Restricted reserves for specific purposes	76,497	91,497
Fire - small equipment	103,037	96,025
	<u>5,067,137</u>	<u>5,400,950</u>
	<u>\$ 6,943,916</u>	<u>\$ 7,084,838</u>

14. Equity in tangible capital assets

	2015	2014
Tangible capital assets (schedule 2)	\$ 123,778,847	\$ 119,921,379
Accumulated amortization (schedule 2)	(52,409,280)	(50,553,921)
Long-term debt (note 10)	(18,527,381)	(17,896,799)
Non-capital long-term debt (note 10)	11,967,563	10,941,723
	<u>\$ 64,809,749</u>	<u>\$ 62,412,382</u>

TOWN OF OLDS²⁷
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

15. Net municipal property taxes

	2015 Budget (Unaudited)	2015	2014
Taxation			
Real property taxes	\$ 11,784,613	\$ 11,584,597	\$ 11,020,753
Linear property taxes	-	150,028	132,876
Frontage taxes	8,100	8,037	8,037
Government grants in place of property taxes	-	41,207	51,486
	11,792,713	11,783,869	11,213,152
Requisitions			
Alberta School Foundation Fund	3,478,801	3,478,801	3,363,130
Mountain View Senior Housing	182,554	182,554	181,228
	3,661,355	3,661,355	3,544,358
	\$ 8,131,358	\$ 8,122,514	\$ 7,668,794

16. Government transfers

	2015 Budget (Unaudited)	2015	2014
Transfers for operating:			
Provincial conditional grants	\$ 680,520	\$ 677,676	\$ 642,023
Other local governments	366,610	381,016	374,544
	1,047,130	1,058,692	1,016,567
Transfers for capital			
Provincial grants	2,608,590	2,307,557	2,312,135
Federal grants	651,920	674,160	230,340
Other local governments	-	70,000	295,552
	3,260,510	3,051,717	2,838,027
	\$ 4,307,640	\$ 4,110,409	\$ 3,854,594

TOWN OF OLDS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

17. Expenditures by object

	2015 Budget (Unaudited)	2015	2014
Salaries, wages and benefits	\$ 6,432,104	\$ 6,345,487	\$ 5,872,013
Contracted and general services	4,086,010	3,560,206	3,899,168
Purchases from other governments	4,404,445	4,824,978	3,908,740
Materials, goods, supplies and utilities	1,912,245	1,927,113	1,857,374
Amortization of tangible capital assets	463,370	2,924,837	2,734,787
Transfers to organizations and others	1,075,360	1,129,064	942,035
Interest on long-term debt	316,661	313,089	333,585
Bank charges and short-term interest	36,900	38,217	39,971
Loss on disposal of tangible capital assets	(72,500)	14,270	38,473
Other expenditures	15,650	32,573	13,780
	\$ 18,670,245	\$ 21,109,834	\$ 19,639,926

18. Local Authorities Pension Plan

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

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

The Town is required to make current service contributions to the LAPP of 11.39% (2014 - 11.39%) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% (2014 - 15.84%) on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 10.39% (2014 - 10.39%) of pensionable salary up to the year's maximum pensionable salary and 14.84% (2014 - 14.84%) on pensionable salary above this amount.

Total current service contributions by the Town to the Local Authorities Pension Plan in 2015 were \$424,932 (2014 - 383,338). Total current service contributions by the employees of the Town to the Local Authorities Pension Plan in 2015 were \$462,670 (2014 - \$352,134).

At December 31, 2014, the LAPP disclosed an actuarial deficiency of \$2.45 billion.

TOWN OF OLDS²⁰¹⁹
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

19. Salary and benefits disclosure

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

	(1) Salary	(2) Benefits & allowances	2015	2014
Council				
Mayor Dahl	\$ 54,064	\$ 6,175	\$ 60,239	\$ 57,971
Councillor Bearchell	22,027	5,034	27,061	28,884
Councillor Bennett	23,476	5,238	28,714	31,514
Councillor Durieux	25,501	5,140	30,641	30,965
Councillor Harper	24,776	2,693	27,469	30,109
Councillor Overwater	25,856	5,150	31,006	33,441
Councillor Walsh	31,901	5,348	37,249	35,137
 Chief Administrative Officer	 \$ 163,338	 \$ 38,318	 \$ 201,656	 \$ 191,680

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

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees. Benefits and allowances figures also include the Town's share of the costs of additional taxable benefits including travel allowances and car allowances.

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

20. Segmented disclosure

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

Refer to the Schedule of Segmented Disclosure (schedule 3).

TOWN OF OLDS³⁰
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

21. Commitments and contingencies

a) The Town of Olds is a member of the Alberta Municipal Insurance Exchange. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

b) The Town has agreed to guarantee a line of credit for \$4,000,000 received by the Olds Institute for Community and Regional Development from a local financial institution for a period not to exceed five years beginning August 27, 2012. As at December 31, 2015, the principal balance of the loan was \$3,883,798 (2014 - \$3,131,404).

c) The Town has entered into operating leases for vehicles and equipment as follows.

Payments over the next three years are as follows:

2016	\$	198,941
2017		164,751
2018		152,663
		\$ 516,355

22. Debt limits

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

	2015	2014
Total debt limit	\$ 29,834,340	\$ 28,027,110
Total debt	22,411,179	21,028,203
	\$ 7,423,161	\$ 6,998,907
Debt servicing limit	\$ 4,972,390	\$ 4,671,185
Debt servicing	1,753,351	1,570,724
	\$ 3,219,039	\$ 3,100,461

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

The total debt of \$22,411,179 includes the principal balance of the loan guarantee (\$3,883,798) for the Olds Institute for Community and Regional Development, as disclosed in note 21.

TOWN OF OLDS

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

23. Budget amounts

The 2015 budget for the Town was approved by Council on April 27, 2015 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budgeted surplus per financial statements		\$ 4,831,518
Less:	Capital expenses	(6,586,950)
	Long-term debt repayments	(398,249)
	Transfers to reserves	(1,484,679)
Add:	Transfers from reserves	3,638,360
Equals:	Approved budget	\$ -

24. Financial instruments

The Town's financial instruments consist of cash and temporary investments, accounts receivable, investments, loans receivable, accounts payable and accrued liabilities, deposit liabilities, and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

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

25. Approval of financial statements

These financial statements were approved by Council and Management.

26. Comparative figures

Where necessary the comparative figures for the 2014 year, have been reclassified to conform with 2015 financial statement presentation.

TOWN OF OLDS³²
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

Schedule of changes in accumulated surplus
Schedule 1

	Unrestricted	Restricted	Equity in tangible capital assets	2015	2014
Balance, beginning of year	\$ 3,286,189	\$ 7,084,838	\$ 62,412,382	\$ 72,783,409	\$ 70,630,673
Excess of revenue over expenses	2,397,989	-	-	2,397,989	2,152,736
Unrestricted funds designated for future use	(1,177,374)	1,177,374	-	-	-
Restricted funds used for operations	164,232	(164,232)	-	-	-
Restricted funds used for tangible capital assets	-	(1,154,064)	1,154,064	-	-
Current year funds used for tangible capital assets	(3,987,804)	-	3,987,804	-	-
Disposal of tangible capital assets	214,922	-	(214,922)	-	-
Amortization of tangible capital assets	2,924,837	-	(2,924,837)	-	-
Capital long term debt repaid	(395,258)	-	395,258	-	-
Change in accumulated surplus	141,544	(140,922)	2,397,367	2,397,989	2,152,736
Balance, end of year	\$ 3,427,733	\$ 6,943,916	\$ 64,809,749	\$ 75,181,398	\$ 72,783,409

TOWN OF OLDS
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

Schedule of tangible capital assets

Schedule 2

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction in progress	2015	2014
Cost:									
Balance, beginning of year	\$ 3,574,401	\$ 1,750,201	\$ 22,579,149	\$ 83,728,478	\$ 3,816,840	\$ 4,129,602	\$ 342,708	\$ 119,921,379	\$ 115,914,839
Acquisitions	-	1,476,879	348,479	2,669,739	580,614	45,816	20,341	5,141,868	4,247,940
Construction-in-progress	-	9,583	118,535	109,589	-	-	(237,707)	-	-
Disposals	-	-	-	(609,956)	(83,190)	(591,254)	-	(1,284,400)	(241,400)
Balance, end of year	3,574,401	3,236,663	23,046,163	85,897,850	4,314,264	3,584,164	125,342	123,778,847	119,921,379
Accumulated amortization:									
Balance, beginning of year	-	443,716	7,653,952	39,383,582	1,582,758	1,489,912	-	50,553,921	47,951,412
Annual amortization	-	219,872	507,291	1,677,935	283,896	235,843	-	2,924,837	2,734,787
Disposals	-	-	-	(556,276)	(15,722)	(497,480)	-	(1,069,478)	(132,278)
Balance, end of year	-	663,588	8,161,243	40,505,241	1,850,932	1,228,275	-	52,409,280	50,553,921
Net book value	\$ 3,574,401	\$ 2,573,075	\$ 14,884,920	\$ 45,392,609	\$ 2,463,332	\$ 2,355,889	\$ 125,342	\$ 71,369,567	\$ 69,367,458
2014 net book value	\$ 3,574,401	\$ 1,306,486	\$ 14,925,197	\$ 44,344,895	\$ 2,234,081	\$ 2,639,690	\$ -	\$ 69,367,458	

TOWN OF OLDS
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2015

Schedule of segmented disclosure

Schedule 3

	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
Revenue								
Net municipal taxes	\$ 8,122,514	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,122,514
User fees and sales of goods	91,701	132,432	11,675	7,249,824	158,652	51,294	633,190	8,328,768
Government transfers for operating	-	376,075	-	-	233,348	-	449,269	1,058,692
Investment income	225,068	-	-	-	-	-	-	225,068
Penalties and costs of taxes	90,552	188,453	-	18,416	-	-	-	297,421
Development levies	-	-	32,535	37,596	-	-	-	70,131
Licenses and permits	-	22,240	2,821	-	-	228,542	-	253,603
Franchise and concession contracts	1,120,819	-	-	-	-	-	-	1,120,819
Rentals and other	-	202,644	-	-	-	-	5,000	207,644
Sales to other governments	-	196,898	8,000	-	-	-	-	204,898
	9,650,654	1,118,742	55,031	7,305,836	392,000	279,836	1,087,459	19,889,558
Expenses								
Salaries, wages and benefits	1,010,369	720,339	553,443	1,039,066	275,930	649,517	2,096,823	6,345,487
Contracted and general services	559,350	340,299	458,617	1,334,848	55,949	207,922	603,221	3,560,206
Materials, goods, supplies and utilities	309,743	151,612	670,866	227,250	11,385	15,438	540,819	1,927,113
Bank charges and short term interest	24,252	-	-	-	864	-	13,101	38,217
Interest on long term debt	-	147,829	-	115,391	-	-	49,869	313,089
Other expenditures	-	-	-	(104)	-	32,677	-	32,573
Transfers to organizations and others	-	5,000	-	355,159	155,717	150,000	463,187	1,129,064
Purchases from other governments	-	898,597	-	3,835,347	-	91,035	-	4,824,978
Amortization of tangible capital assets	48,822	268,190	1,145,098	769,263	12,416	-	681,047	2,924,837
Loss on disposal of tangible capital assets	-	23,995	(1,876)	(2,292)	(4,786)	-	(770)	14,270
	1,952,536	2,555,861	2,826,148	7,673,928	507,475	1,146,589	4,447,297	21,109,834
Deficiency of revenue over expenses before other	7,698,118	(1,437,119)	(2,771,117)	(368,092)	(115,475)	(866,753)	(3,359,838)	(1,220,276)
Other								
Government transfers for capital	238,314	-	1,844,086	463,982	-	-	505,335	3,051,717
Capital donations	-	-	4,000	-	-	-	562,548	566,548
	238,314	-	1,848,086	463,982	-	-	1,067,883	3,618,265
Excess of revenue over expenses	\$ 7,936,432	\$ (1,437,119)	\$ (923,031)	\$ 95,890	\$ (115,475)	\$ (866,753)	\$ (2,291,955)	\$ 2,397,989



Town of Olds

Request for Decision

35

2016 Budget Adjustment

April 25, 2016

4C

RECOMMENDATION

That Council approves the adjustments to the 2016 approved operating budget in the amount of \$200,340 for a total 2016 Operating Budget of \$26,768,890 as presented.

BACKGROUND

Council approved the 2016 Operating Budget at the February 22, 2016 Council Meeting (Motion 16-74). That budget, as presented and approved, contained a proposed revenue from taxes of \$12,075,810.

The actual value of the 2015 property assessment which is used for the 2016 tax levy and the 2016 education requisition from the provincial government are now known whereas when the budget was approved these items were only estimates.

The change in the municipal tax levy due to using the actual assessment values is an increase of \$246,430. The decrease in the estimated education requisition is \$46,090 for a net increase in the 2016 Operating budget of \$200,340.

The increase in revenue will be offset by an increase to the transfers to reserves. This creates a reserve that could be used to fund future capital projects, offset the impact that possible future reductions in market values would have on assessment values and therefore municipal tax revenues or funding potential unforeseen expenses that are not anticipated within the operating budget.

ALTERNATIVE OPTIONS

1. Council can approve the recommended changes to the 2016 Operating budget as identified.
2. Council can request other changes to the 2016 Operating budget. Council would need to be specific in what changes they wish be made. Any additions or deletions by Council would require a reworking of the budgets which could delay the approval of the Tax Rate Bylaw.
3. Council can receive the proposed changes to the 2016 Operating budget for information. This would require a change to the proposed 2016 Tax Rate Bylaw.

Submitted By: Garth Lucas	Chief Financial Officer	Date: April 20, 2016
CFO Signature:		Date: April 20, 2016
CAO Signature:		Date: April 21/16



Request for Decision

36

Bylaw 2016-06 to Adopt the *The Highlands Area Structure Plan*

April 25, 2016

6A

RECOMMENDATION

That a public hearing be held for Bylaw 2016-06.

That Council provide direction to Administration on changes to the proposed bylaw with the amended bylaw coming to Council May 24, 2016.

BACKGROUND

This application is referred to as *The Highlands Area Structure Plan*. The subject lands are the same as covered by existing Bylaw 2009-08 *Richardson Area Structure Plan* (with amendments).

Property Details:

Civic Addresses:	5701 – 70 Avenue and all others within the same quarter section.
Legal Address:	SW 31-032-01-5
Area:	64.64 ha (159.72 ac)
Zoning:	Urban Reserve (UR) and other

History:

The Town of Olds adopted the *Richardson Area Structure Plan, Bylaw 2009-08*, on May 11, 2009. Since that time five (5) phases of development have occurred in accordance with the original plan. The developer has brought forth proposed changes to the existing area structure plan that, in the view of the Town of Olds Planning Department, warrant a replacement of the existing *Richardson Area Structure Plan* rather than an amendment.

PROPOSAL

The application proposes to adopt Bylaw 2016-06 which would adopt the *The Highlands Area Structure Plan* (H-ASP).

The primary changes include:

- All residential lots to be lane-less, excepting parcels on the south side of 57 Street.
- Redesign of the stormwater pond and management facilities, and their footprint.
- Inclusion of a new collector road design.
- Reallocation of R3 – Medium Density Residential parcels
- Reallocation of institutional uses to within proposed CN Neighbourhood Commercial parcel.
- Redesign of residential road network.
- The inclusion of 5401 – 70 Avenue, (Ptn. SW 31-032-01-5, Lot 1, Plan 0010031)

The H-ASP proposes to create **807 dwelling units**, [12.48 dwelling units / gross developable hectare (5.05 dwelling units / gross developable acre)] which is just over the minimum requirement under section 10.2 of Bylaw 2007-22 – Town of Olds Municipal Development Plan, which would require a minimum of 799 units [12.35 dwelling units / gross developable hectare (4.99 dwelling units / gross developable acre)]

Staff Comments:

- Municipal Planner
 - Blue Line ASP
- Urban Systems (Town Engineering Consultant)
 - Memorandum of April 18, 2016
 - Stormwater Management Report covering the full ASP area, completed and accepted by the Town prior to any contrition within the drainage area for proposed south west pond.
- Town Engineering Technologist:
 - Comment Table

Adjacent Municipality

- Some comments relate to areas north of Highway 27, and other long-term constructions. It is recommended by staff these be taken for information within the context of this application.
- They note the absence of a current Traffic Impact Assessment (TIA), and feel there may be potential impacts on 70 Avenue (Range Road 20), Range Road 15 outside of Town limits (57 Avenue where it is in the Town), and Township Road 332.
- They support the proposed trail concept. Suggest additional detail for park amenity space around the stormwater facilities.
- Expectation that any modified road designs will be accompanied by appropriate detailed design work and information prior to acceptance.
- Requesting clarification and additional information on the existing provided stormwater information.
- Run off water quality must be formally addressed. It is not addressed in the current information.

Agency Comments:

- Alberta Transportation April 5, 2016
 - Outside of the jurisdiction of Alberta Transportation.
 - Recommend the completion of a Traffic Impact Assessment.
 - Noted that the Town would be responsible for arranging the improvements at Highway 27 and 70 Avenue, if required.
- ATCO Gas, April 12, 2016
 - See letter.
- TransCanada Pipelines / Lehman & Associates, April 20, 2016
 - Preference to maintain a separation distance of 7.00 m from the edge of the right-of-way to permanent structures. [Note: The Town of Olds minimum rear yard setback in the R1 and R2 districts are 6.00 m.]
 - Crossing agreements and excavation requirements are detailed in the response.

Area Landowner Comments:

At the time of writing, approximately five (5) area landowners have approached staff with verbal concerns.

Verbally submitted concerns focused mainly on traffic issues with the traffic volumes on Winter Drive being the most notable in that it was felt the volume of traffic currently exceeded the capacity of the road. Noted from the discussions were the following:

- General feeling that roads were not adequate for existing traffic, particularly on Winter Drive.
- What would the effect of internal traffic volumes be on external networks, including 70th Avenue, and Highway 27 connections.
- Concern of cutting through the neighbourhood to access development on future Neighbourhood Commercial site along the west boundary.
- Concern over potential for public access on proposed temporary access to the north into the Kasawal ASP area, particularly as it connects to a local road rather than an arterial.

Written submissions Attached

- Ron & Penny Coyne, April 14, 2016
- Esther & Peter Herzog, 26 Willow Lane, April 19, 2016
- Gerald Zenn, 5813 – 63 Avenue, Olds, April 21, 2016

ALTERNATIVE OPTIONS

1. That That Second Reading be given to Town of Olds Land Use Amending Bylaw 2015-22; and That Third Reading be given to Town of Olds Land Use Amending Bylaw 2015-22.
2. That That Second Reading be given to Town of Olds Land Use Amending Bylaw 2015-22, and That Council provide direction to Administration on changes to the proposed bylaw with the amended bylaw coming to Council May 24, 2016.

FINANCIAL IMPLICATIONS

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

ATTACHMENTS

Attachment 1: Subject Property Location

Attachment 2: Bylaw No. 2016-06 (For Schedule A of bylaw, please see March 14, 2016 Agenda Package)

Attachment 3: Circulation Responses

Internal / Consultant Responses

- Municipal Planner – Blue Line ASP
- Urban Systems, Letter dated April 18, 2016 (2 pages)
- Town Engineering Technologist – Comment Table (1 page)

Adjacent Municipality

- Mountain View County (6 pages)

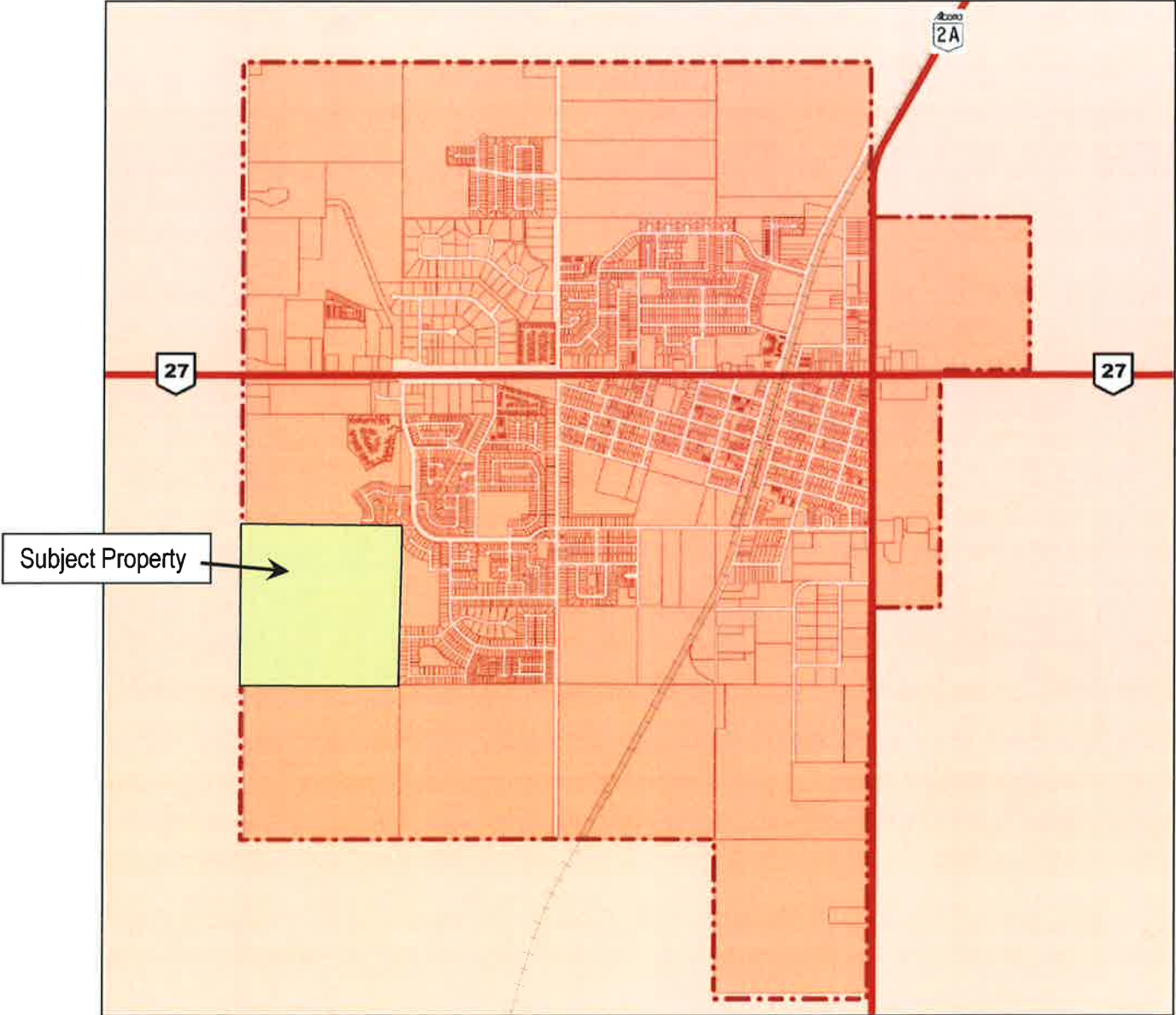
Agency Responses

- Alberta Transportation April 5, 2016 (1 page)
- ATCO Gas, April 12, 2016 (3 pages)
- TransCanada Pipelines / Lehman & Associates, April 20, 2016 (3 pages)

Landowner Responses

- Ron & Penny Coyne, April 14, 2016 (1 page)
- Esther & Peter Herzog, 26 Willow Lane, April 19, 2016 (4 pages)
- Gerald Zenn, 5813 – 63 Avenue, Olds, April 21, 2016 (1 page)

Submitted By:	Kimberly Soutiere Municipal Planner	Date:
COO Signature:		Date: 2016 APR 21
CAO Signature:		Date: CSM 20/16



Attachment 2 - Bylaw No. 2016-06
(For Schedule A of bylaw, please see March 14, 2016 Agenda Package)

TOWN OF OLDS
BYLAW NO. 2016-06
A BYLAW TO ADOPT THE “THE HIGHLANDS AREA STRUCTURE PLAN”

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF OLDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

WHEREAS Section 633(1) of the *Municipal Government Act*, as amended, allows the Council of a Municipality to adopt an area structure plan; and

AND WHEREAS the *The Highlands Area Structure Plan*, has been prepared in accordance with the requirements of Part 17 of the *Municipal Government Act*, as amended; and

AND WHEREAS Council deems it desirable to adopt the *The Highlands Area Structure Plan* to guide the future growth and development of lands within the SW 31-032-01-5;

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

1. The adoption of Bylaw 2016-06, to be known as The Highlands Area Structure Plan, being the document attached hereto as Schedule A.
2. Citation: This bylaw may be cited as “The Highlands Area Structure Plan Bylaw 2016-06”.
3. This Bylaw comes into force on the date it is passed.

Read for a first time on the 14th day of March, 2016
Public Hearing held on the ____ day of _____, 2016
Read a second time on the ____ day of _____, 2016
Read a third and final time on the ____ day of _____, 2016

Judy Dahl, Mayor

Norm McInnis, Chief Administrative Officer

SIGNED by the Chief Elected Officer and the Chief Administrative Officer this ____ day of _____ 2016.

Attachment 3: Circulation Responses

The Highlands ASP Staff Comments 2016-04

Note: Remove the file path on the bottom of the document.

Note: Stantec Logo – The logo is to be removed from the body of the document. It may remain on the back of the cover page, and on the figures. The size of the logo on the figures is to be reduced.

Note: Update page numbers for inserted figures.

Note: General wording:

- Where *The Highlands Area Structure Plan* or other plan names are written in full, they are to be italicized.
- The *The Highlands Area Structure Plan* and the Highlands ASP
- The Richardson ASP – past, the Highlands ASP – current, and development under the Highlands ASP – future.

Cover Page:

[Information additions will be required pending Bylaw decision]

Cover Page – Back

Stantec Consulting Ltd. has prepared *the The Highlands Area Structure Plan* on behalf of Richardson Bros (Olds) Ltd. (Developer). ~~All information within this document is the property of Richardson Bros (Olds) Ltd.~~

The Developer’s commitment through this ASP is to develop a balanced community of residential and recreational opportunities with complimentary land uses. In order to achieve this, ~~the Richardsons~~ Richardson Bros (Olds) Ltd. intend to integrate the neighbourhood with interconnected parks and open spaces providing linkages to those already provided for by the Town of Olds. [May expand this statement if desired]

TABLE OF CONTENTS

ABBREVIATIONS

V

FORWARD

1.0 INTRODUCTION	1
1.1 PURPOSE	1
1.2 DEFINITION OF PLAN AREA	1
1.3 APPROVAL PROCESS	5
1.4 AUTHORITY	5
1.5 POLICIES AND RELEVANT PLANNING DOCUMENTS	5
Town of Olds Municipal Development Plan (MDP)	6
Town of Olds/Mountain View County Intermunicipal Development Plan (IDP)	7
Town of Olds Land Use Bylaw (LUB)	7
Town of Olds Minimum Design Standards for Development (MDS)	7
Chinook Meadows Area Structure Plan	8
Kasawal Area Structure Plan	8
Deer Ridge Estates	8
1.6 INTERPRETATIONS	8
2.0 SITE CONTEXT & DEVELOPMENT CONSIDERATIONS	10
2.1 TOPOGRAPHY	10
2.2 SOIL	10
2.3 VEGETATION	10
2.4 HISTORICAL RESOURCES	10
2.5 EXISTING LAND USE	10
2.5.1 Utility Rights-of-Way	11
2.6 EXISTING CONSTRUCTION	11
3.0 DEVELOPMENT OBJECTIVES & PRINCIPLES	14
3.1 DEVELOPMENT OBJECTIVES AND PRINCIPLES	14

3.1.1 Residential	14
3.1.2 Municipal Reserves and Educational/Community Facilities	15
3.1.3 Transportation	15
3.1.4 Ecological Stewardship	15
4.0 DEVELOPMENT CONCEPT	16
4.1 RESIDENTIAL USES	19
4.1.1 R1 Low Density Residential	19
4.1.2 R2 General Residential	19
4.1.3 R2N General Residential Narrow Lot District	19
4.1.4 R3 Medium Density Residential District	19
4.1.5 Transition between Housing Types and Uses	20
4.2 COMMERCIAL USE	21
4.3 PARKS AND OPEN SPACES	21
4.3.1 Central Park and School Site	21
4.3.2 Linear Parks	21
4.3.3 Walkways and Multi-Use Trail	21
4.3.4 Stormwater Management Facilities (SWMF)	22
5.0 TRANSPORTATION NETWORK	25
5.1 ROADWAYS	25
5.1.1 Arterial Roads	25
5.1.2 Collector Roads	25
5.1.3 Local Roads	26
5.1.4 Laneways	26
5.2 PEDESTRIAN AND CYCLING MOVEMENT	26
5.3 TRAFFIC CALMING MEASURES	26
5.4 ROADWAY STAGING	26
6.0 SERVICING SYSTEMS	33
6.1 STORMWATER DRAINAGE	33
6.2 MAJOR STORM DRAINAGE PLAN	34
6.3 SANITARY SERVICING	37
6.4 WATER DISTRIBUTION	37
6.5 SHALLOW UTILITIES	38
7.0 IMPLEMENTATION	41
7.1 DEVELOPMENT STAGING	41
7.2 REDISTRICTING AND SUBDIVISION	41
8.0 CONCLUSION	43

LIST OF FIGURES [To be added]

Notes:

- On any figure where the school yard is shown, remove the baseball diamond and replace with an east/west soccer pitch. Applies to: Cover, Figures 2.0, 5.0, 6.0, and 6.1.
- Renumber the figures to match the document section to which they apply.

Figure ~~1.0~~ 1.1: Location Plan

Figure ~~2.0~~ 1.2: Surrounding Planning

Figure ~~3.0~~ 1.3: Portion of Town of Olds, Municipal Development Plan (Bylaw 2007-22) – Land Use Concept Map

Figure ~~4.0~~ 2.1: Canada Land Inventory: Land Capability for Agriculture

Figure ~~5.0~~ 4.1: Development Concept

Figure ~~6.0~~ 4.2: Parks and Trails Concept

Figure ~~6.1~~ 4.3: Parks and Trails Details

Figure ~~7.0~~ 5.1: Roadway Network

Figure ~~7.1~~ 5.3: Transportation Details

Figure ~~7.2~~ 5.4: Transportation Details

Figure ~~7.3~~ 5.5: Modified Collector Details

Figure ~~8.0~~ 6.1: Proposed Storm Drainage Plan

Figure ~~9.0~~ 6.2: Overall Storm Drainage Plan

Figure ~~10.0~~ 6.3: Sanitary Sewer System

Figure ~~11.0~~ 6.4: Water System

Figure ~~12.0~~ 7.0: Phasing Plan

LIST OF TABLES

Table 1.0 2.1 - Pipeline Information	11
Table 2.0 2.2 - Existing Construction Statistics	13
Table 3.0 4.1 - Land Use Statistics	16
Table 4.0 4.2 - Dwelling Unit Estimations	17

ABBREVIATIONS

ac	Acre
ASP	Area Structure Plan
Developer	Richardson Bros (Olds) Ltd.
du	Dwelling Unit
ha	Hectare
LUB	Land Use Bylaw
MDP	Municipal Development Plan
MR	Municipal Reserve
NDA	Net Developable Area
PUL	Public Utility Lot
R/W	Right-of-Way
SWMF	Stormwater Management Facility
Town	Town of Olds

FORWARD |Added Section|

The *The Highlands Area Structure Plan, Bylaw 2016-06* (Highlands ASP) is located along the southerly portion of the west boundary of the Town of Olds (Town). The Highlands ASP covers an area of 64.64 ha (159.7ac) comprising the full area of SW 30-32-01-W5M.

Richardson Area Structure Plan

The area forming the Highlands ASP, had previously commenced developed under the *Richardson Area Structure Plan, Bylaw 2009-08* (Richardson ASP). The Richardson ASP was adopted by the Town on May 11, 2009 under Bylaw 2009-08. The Richardson ASP also covered the full lands of SW 31-32-01-W5M, which included, at that time, two parcels, the balance of the quarter section and a 2.02 ha (5.0 ac) undeveloped parcel in the north west corner of the quarter, belonging to a separate owner. Subsequent to the adoption of the Richardson ASP, five phases of subdivision have been approved. These subdivisions have created the following:

- 5.38 ha (13.30 ac) of School and Municipal Reserve lands, which include a developed school site;
- 2.36 ha (5.82 ac) of Public Utility lands, which include the existing storm water management pond in the North East corner;
- 154 Low Density Residential (R1) parcels; and
- 8 General Residential (R2) parcels.

The Highlands Area Structure Plan

In the years following the adoption of the Richardson ASP in 2009, time and changes led to the Developer to review the economic landscape and trends in the housing market. As a result the Developer brought forth proposed changes to the Richardson ASP. Based on the nature of the changes a new ASP, *The Highlands Area Structure Plan*, presented in this document, was proposed.

The primary changes accommodated by the Highlands ASP include the following:

- The internal road network has been revised to accommodate the proposed design changes.
- The main north/south roadway has been widened to a 42.50 m (139.44 ft.) right-of-way. It will include one way service road access for the residential parcels located on both the east and west sides of the road.
- Only the residential parcels located on the south side of the portion of 57 Street where it is east of the main north/south roadway, will contain lane access.
- The arterial roadway along the south boundary has been removed.
- The allocated institutional use area along the south boundary has been removed.
- A neighbourhood commercial area, which could also accommodate institutional uses, is now proposed on the south boundary of the west end of 57 Street.
- The proposed stormwater management facility in the south west corner has been expanded, along with the surrounding reserve lands.
- The north west corner parcel has been purchased by the developer and has now been more fully integrated in to the Highlands ASP.

1.0 INTRODUCTION

The *The Highlands Area Structure Plan* (Highlands ASP) is located along the southerly portion of the west boundary of the Town of Olds (Town).

The Highlands ASP has been designed as a high quality residential neighbourhood that provides a variety of low density and multi-family housing options, and will be home to approximately 1,935 residents. Integrated recreational areas and trail linkages have also been provided to meet the needs of a range of potential residents and provide connectivity to community park spaces, the school site, and surrounding areas.

1.1 PURPOSE

The purpose of ~~the Highlands Area Structure Plan (Highlands ASP)~~ of an Area Structure Plan is to describe the land use pattern and development objectives for the Plan Area. ~~The Highlands ASP will implement the land use framework and development objectives~~ by identifying the following:

- the size and location of various land uses;
- the alignment of roadways, multi-use trail system, and lanes;
- the open space and linear park system;
- the proposed development density;
- servicing concepts for deep utility servicing; and
- the development staging sequence.

The purpose of the Highlands ASP is to create a community that... [insert description/list]

The detailed design of each phase (redistricting and plans of subdivision) will further refine the concept presented by the ASP.

1.2 DEFINITION OF PLAN AREA

As shown on **Figure 1.0 1.1– Location Plan**, the Highlands ASP lands are located within the Town of Olds's [a thing, not possession] municipal boundary, in the southwest portion of the Town.

The Highlands ASP consists of the full SW ¼ of Section 31-32-1-W5M, which is an area of approximately 64.64 ha (159.72 ac). As shown in **Table 2.0 2.2 – Existing Construction Statistics**, approximately 22.37 ha (55.27 ac) of land located in the Plan Area has been partially developed under the approved Richardson ASP.

The existing parcels that form the Highlands are:

- Ptn. SW 31-032-01-W5M, 40.39ha (99.92ac). Urban Reserve District (UR)
 - Contains an existing approved, but unregistered 2016 Subdivision for 9 R1 parcels.
- Ptn. SW 31-032-01-W5M, Plan 0010031, 2.02 ha (4.99 ac).
- Ptn. SW 31-032-01-W5M, Plan 0915582, 4.13 ha (10.21 ac), School.
- Ptn. SW 31-032-01-W5M, Plan 1014447, 10.27 ha (25.38 ac), 88 R1 parcels.
- Ptn. SW 31-032-01-W5M, Plan 1313404, 4.13 ha (10.21 ac), 26 R1 parcels.
- Ptn. SW 31-032-01-W5M, Plan 1413182, 3.76 ha (9.29 ac), 32 R1 parcels and 8 R2 parcels.

As shown on **Figure 2.0 - Surrounding Planning**, the Highlands Plan Area is defined by the following boundaries:

- North Boundary – Partially developed residential subdivision of Kasawal
- West Boundary – 70 Avenue, undeveloped agricultural land
- East Boundary – Residential subdivision of Deer Ridge Estates, treed reserve zoned as Environmental Open Space
- South Boundary – Chinook Meadows Area Structure Plan area, currently undeveloped agricultural land

The Highlands ASP constitutes a logical planning unit with respect to identifiable plan boundaries and servicing considerations. It has been designed to respect existing Town policies and be supportive of existing development in the southwest Olds. [Include a statement to indicate how the ASP is respecting town policies, and how it is supportive of existing development.] The construction of the Highlands neighbourhood will be completed based on market conditions and staged in a manner that allows for the incremental extension of servicing.

Figure 1-0 1.1: Location Plan
 Figure 2-0 1.2: Surrounding Planning

1.3 APPROVAL PROCESS

~~The Highlands ASP was brought to the Town of Olds in 2016 as an amendment to the Richardson Area Structure Plan, a document previously approved by Council in 2009. This amendment was completed by the Developer in consultation with the Town of Olds' administration and reviewed by the Town in accordance to their standard approval process.~~

~~Following administrative review, the Highlands ASP was presented to Council for 1st reading. It was then presented by the Town of Olds staff at a public hearing of Town Council following the required advertisement schedules; 2nd and 3rd readings of the ASP following the public hearing and the ASP was then adopted via bylaw.~~

1.3.1 Richardson Area Structure Plan

In conformance with the Town of Olds application, review and approval process, the Richardson ASP was originally submitted to the Town of Olds administration for review, circulation and comments in 2009. Upon receipt of the Town of Olds comments and after the developer facilitated open houses, revisions to the document were made and resubmitted to the Town allowing the plan to be forwarded to staff and council for their review.

Two public open houses were facilitated by the Developer to inform the public of the project and to gather public comments and opinions. The ASP was formally submitted to the Town for approval after the revisions had been made based upon the public comments and opinions from the open houses.

The ASP was presented to Council for 1st reading. Following the required advertisement schedules, the ASP was presented by the Town of Olds staff at a public hearing, hosted by Council with the 2nd and 3rd readings following the public hearing. The ASP was then adopted via bylaw by the Town of Olds.

1.3.2 The Highlands Area Structure Plan

~~The Highlands ASP will be adopted via Town of Olds Council as an amendment of the Richardson ASP. It was brought to the Town of Olds in 2015 as a revision and update of the existing Highland ASP. It then –Mirror the above paragraphs and leave blanks where the dates are not yet known.~~

1.4 AUTHORITY

This Plan is prepared pursuant to provincial legislation outlined in s.633 of the Municipal Government Act (MGA) (Revised Statutes of Alberta, 2000, Chapter M-26) which authorizes a council to adopt an area structure plan as follows:

- 633 (1) *For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may, by bylaw, adopt an area structure plan.*
- (2) *An area structure plan*
- (a) *must describe*
 - (i) *the sequence of development proposed for the area,*
 - (ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*
 - (iii) *the density of population proposed for the area either generally or with respect to specific parts of the area, and*
 - (iv) *the general location of major transportation routes and public utilities, and*
 - (b) *may contain any other matters the council considers*

1.5 POLICIES AND RELEVANT PLANNING DOCUMENTS

The following relevant documents have been reviewed and in preparation of this ASP to create a plan that is generally consist with their content:

Town of Olds Municipal Development Plan (MDP)

The MDP addresses future land use within the municipality. The Highlands ASP takes consideration of the policies of the MDP throughout its policies and not in particular the following highlights:

Conceptual Plan

Prior to both the Richardson ASP and the Highlands ASP, the Town set forth their conceptual plan for the subject lands within their MDP. Figure 3.0 - Town of Olds, Municipal Development Plan (Bylaw 2007 -22) Land Use Concept Map (Portion) is a portion of the Town of Olds's Municipal Development Plan (Bylaw 2007-22) – Land Use Concept Map. It shows a conceptual rendition of the future development of the Highlands ASP and surrounding lands. The conceptual map anticipated:

- residential land use for the majority of the site;
- a centrally located open space along the east boundary, to accommodate a school; and
- arterial roadway connections to the west and south.

The Highlands ASP incorporates each of these three conceptual elements.

Variations

It should be noted that the MDP concept plan has not been amended to reflect the approval of Chinook Meadows, the neighbourhood south of the Highlands. The approved Chinook Meadows concept is shown on Figure 2.0 – Surrounding Planning to provide a contextual view of the proposed Highlands concept in relation to other approved plans.

Two variations exist between the proposed concept shown in the MDP and that approved for Chinook Meadows: roadway layout and commercial areas. As shown, on Figure 2.0 – Surrounding Planning, the approved Chinook Meadows collector roadway layout runs from west to east from 70th Avenue to 57th Avenue unlike the roadway shown in the MDP which runs from the Highlands to 57th Avenue. In addition, two commercial areas have been approved in Chinook Meadows, one in the northwest corner of the Plan Area, and one in the west central portion; whereas, the MDP does not show any commercial development for either the Highlands or Chinook Meadows. These variations have been taken into consideration for the development of the Highlands.

Applicable Policies

The following policies are identified in the MDP which have shaped the development of the Highlands.

- 10.2 Residential Density for New Neighbourhoods

The residential density for new neighbourhoods shall be at least 12.35 dwelling units per gross developable hectare.

» As identified in Table 4.0 – Dwelling Unit Estimation, the residential density for the Highlands is 12.48 du/ha.

- 10.3 Housing Mix

The Town shall require a mix of housing types and forms in all residential neighbourhood and avoid excessive concentration of any single type of housing. Duplex and multi-family residential units shall make up at least 30% of the total housing units in a residential neighbourhood unless otherwise approved in an area structure plan. ⁴⁹

» As identified in Table 4.0 – Dwelling Unit Estimation, multi-family dwelling units make up 33.0% of the Highland's total housing stock.

Town of Olds/Mountain View County Intermunicipal Development Plan (IDP)

The Town of Olds/Mountain View County Intermunicipal Development Plan is intended to ensure orderly development in the area surrounding the Town of Olds, both within and surrounding the Town's municipal boundary. In alignment with the Highlands ASP, the Plan Area is identified in the IDP for future residential development.

Town of Olds Land Use Bylaw (LUB)

The Town of Olds Land Use Bylaw identifies all possible land use districts to be utilized throughout the Town. In addition, regulations are identified for uses permitted in each district, parking requirements, minimum lot sizes, etc.

Land uses identified in the Highlands ASP directly correspond to those identified in the Land Use Bylaw and are intended to provide direction at the time of future land use redesignation.

Town of Olds Minimum Design Standards for Development (MDS)

The Town of Olds Minimum Design Standards for Development identifies requirements for inclusion in all development proposals and illustrates all roadway cross-sections and infrastructure design for use throughout the Town.

As described in Section 5.1 - Roadways, a custom roadway cross-section is being proposed for use in the Highlands development. The Developer worked with the Town to develop a cross-section that will act as gateway into the neighbourhood, provide protected parking and driving areas for residents along the roadway, and facilitate traffic flow along the roadway. All variations proposed for the Highlands, which do not conform to the Town of Olds Minimum Design Standards for Development, will be approved by the Town of Olds at the time of detailed design, prior to construction. All other roadways will conform to the Town's existing standards.

Chinook Meadows Area Structure Plan

The Chinook Meadows Area Structure Plan refers to the neighbourhood located immediately south of the Highlands. As shown on Figure 2.0 – Surrounding Planning, the north boundary of the Chinook Meadows neighbourhood includes commercial development with single family detached housing along the remainder of the north boundary. These land uses have been considered during the re-design of the Highlands to create a transition between the Chinook Meadows neighbourhood and the Highlands.

Also previously described, the Chinook Meadows arterial roadway previously identified along the south boundary of the Highlands, was redesigned to run through the centre of the Chinook Meadows Plan Area. This was done due to concerns voiced by existing residents in the area and to provide access to the Town Centre and 57th Avenue. Although the Highlands ASP Amendment reflects the roadway realignment, the Town's MDP has not yet been updated to reflect this change.

A connection to the Chinook Meadows's main west-east collector roadway has been provided through the provision of the Highlands's custom collector roadway to provide vehicular and pedestrian connectivity to the Chinook Meadows Town Centre and the neighbourhood's open space network.

Kasawal Area Structure Plan

50

As shown on Figure 2.0 – Surrounding Planning, the Kasawal Area Structure Plan refers to the neighbourhood located immediately north of the Highlands. The south boundary of the Kasawal neighbourhood includes single family detached housing; this land use inclusion has been considered during the design of the Highlands to provide a transition between uses. In addition, the north-south collector roadway in the Kasawal neighbourhood has been continued into the Highlands development to provide consistency and trail connectivity.

Deer Ridge Estates

As shown on Figure 2.0 – Surrounding Planning, the Deer Ridge Estates development is located directly east of the proposed Plan Area. The average lots within Deer Ridge Estates are between $\frac{1}{8}$ and $\frac{1}{4}$ acre in size and are zoned Low Density Residential; this land use and lot size has been considered during the design of the Highlands to provide a transition between uses.

1.6 INTERPRETATIONS

Maps, Plan, and Figures: Unless specifically identified within this Plan Area, all boundaries and location of any land use district boundaries and/or symbols shown are approximate and shall be interpreted as such. Unless identified as absolute locations, the enclosed maps and figures are not intended to define exact locations.

Figure 3.0 1.3: Portion of Town of Olds, Municipal Development Plan (Bylaw 2007-22) – Land Use Concept Map

2.0 SITE CONTEXT & DEVELOPMENT CONSIDERATIONS

2.1 TOPOGRAPHY

The site topography of the Plan Area is characterized by a broad, irregular plateau through the north/south midline of the site. This plateau reached the highest elevations of 1036.0m near the centre and 1033.0m to the north and south. The topography sloped gently to an elevation of 1029.0m to the northeast and more steeply to the lowest elevation on site of 1022.0m to the west. The high to low elevations had a total difference of approximately 14.0m.

2.2 SOIL

As shown on Figure 4.0 – Canada Land Inventory: Land Capability for Agriculture, approximately 75% of the Plan Area is identified by the Canada Land Inventory as presenting moderately severe limitations to agricultural production due to topographic limitations.

2.3 VEGETATION

The undeveloped portion of the Highlands ASP Plan Area is agricultural in nature.

There is limited vegetation of height existing within the Plan Area, aside from a stand of trees located in the northeast portion of the development. These trees are located within a Municipal Reserve lot near the existing storm water management pond.

2.4 HISTORICAL RESOURCES

There were no historical resources for this land identified in the September 2015 publication of Alberta Historical Resources' A Listing of Significant Historical Sites and Areas.

A Historical Resources Act Clearance has been obtained for the Plan Area and will be submitted to the Town under separate cover.

2.5 EXISTING LAND USE

An existing acreage of approximately 5.0ac is located in the northwest corner of the Plan Area. Previously identified as an Out Parcel, the acreage has been incorporated in The Highlands neighbourhood concept plan as part of this 2016 amendment.

2.5.1 Utility Rights-of-Way

A gas pipeline right-of-way, registered by The Alberta Gas Trunkline Company Limited, runs north to south through the eastern portion of the site. This pipeline is protected by a utility right-of-way with development permitted to the edge of this right-of-way.

Table 1.0 2.1 - Pipeline Information

Pipeline License/Line Number:	80394-11
Pipeline Plan Number:	761 0212
Right-of-Way Width:	18.29m (60')
Owner of Pipeline:	Nova Gas Transmission Ltd.
Transporting:	Natural Gas (0h2s) (Zero - H ₂ S)
Setback Restrictions:	0m from right-of-way boundary

In accordance to the information identified in Table 1.0 – Pipeline Information and as shown on Figure 5.0 – Development Concept, residential development is permitted up to the right-of-way

boundary and the utility right-of-way has been used as a portion of the neighbourhood’s open space network. 52

2.6 EXISTING CONSTRUCTION

Since the ASP’s approval in 2009, a portion of the Plan Area has been constructed. This development is shown on Figure 2.0 – Surrounding Planning. A summary of the land use areas associated with this construction is described in Table 2.0 – Existing Construction Statistics.

Figure 4.0 2.1: Canada Land Inventory: Land Capability for Agriculture

Table 2.0 2.1 - Existing Construction Statistics

	Area (ha)	Area (ac)	% Of Gross Plan Area	Units
Gross Plan Area	64.64	159.72	100.0%	
Residential Uses	10.77	26.60	16.7%	154
R1 Low Density Residential	10.36	25.61	16.0%	146
R2 General Residential	0.40	0.99	0.6%	8
R2N General Residential Narrow Lot	0.00	0.00	0.0%	0
R3 Medium Density Residential	0.00	0.00	0.0%	0
<i>Row Housing</i>	0.00	0.00	0.0%	0
<i>Apartment</i>	0.00	0.00	0.0%	0
Commercial Uses	0.00	0.00	0.0%	
CN Neighbourhood Commercial	0.00	0.00	0.0%	
Open Spaces	5.38	13.30	8.3%	
Municipal Reserve	1.25	3.09	1.9%	
School Reserve	4.13	10.21	6.4%	
Public Utility Lots	2.36	5.82	3.6%	
Public Utility Lot	2.01	4.96	3.1%	
Roadway Network	0.35	0.86	0.5%	
70th Avenue	3.87	9.55	6.0%	
Collector Roadways	0.00	0.00	0.0%	
Local Roadways	0.47	1.15	0.7%	
Lanes	3.33	8.22	5.1%	
Total Constructed Areas	0.07	0.18	0.1%	154

[Check errors]

3.0 DEVELOPMENT OBJECTIVES & PRINCIPLES

3.1 DEVELOPMENT OBJECTIVES AND PRINCIPLES

The Highlands ASP has been prepared as a comprehensively planned residential neighbourhood respective of both natural topography and local area attributes. The main objectives of The Highlands ASP are:

- develop a plan that is consistent with the general intent and purpose of the Town of Olds MDP
- provide a framework to deliver high quality, comprehensively planned residential areas
- define the general pattern and composition of land uses, linkages, servicing designs and development staging
- implement the plan in an orderly, phased manner

Development of the various land uses within The Highlands ASP is defined through the following general principles.

3.1.1 Residential

- Encourage a variety of housing types; including single detached housing, row housing, and multi-storey apartment buildings by incorporating a variety of different residential land use districts. All housing forms and options will recognize consumer preferences and be in conformance with municipal standards and policies set forth by the Town of Olds.
- Locate residential lots to respect existing topography and take advantage of potential mountain views to the west.
- Emphasize pedestrian friendly streetscapes and building siting by utilizing roadway crosssections with monolithic sidewalks on both sides of the roadway.
- Provide direct and safe pedestrian linkages through sidewalk and trail connections to community nodes such as the open space areas, existing tree reserve, and the future school site.
- Locate residential development to integrate with and take advantage of features such as greenways, stormwater management facilities, parks/open spaces and a future school site.
- Locate multi-family sites adjacent to the collector and / or major collector road system to enhance access.

3.1.2 Municipal Reserves and Educational/Community Facilities

- A school site has been included in the Highlands through the dedication of municipal reserves.
- Allow for the provision of dispersed park space within the neighbourhood to provide open space and opportunities for recreation for residents through the dedication of Municipal Reserves.
- Provide integrated trail linkages and greenways between various community amenities.

3.1.3 Transportation

- Provide a logical, safe and efficient transportation system within the plan area to address pedestrian, bicycle and other multi-use modes, and the transit/vehicular transportation needs of residents moving to, from and within The Highland ASP as well as the adjacent areas.
- Provide collector access to 70th Avenue via a single collector roadway connection and provide suitable right-of-way for future upgrades and utility alignments for 70th Avenue.

- Provide non-vehicular circulation options throughout the plan area with special attention to linkages to the future school and park sites.
- Minimize walking distances by creating an interconnected street network and providing walkways where roadway connections are not feasible.
- Whereas the Town of Olds and existing residents of Winter Drive have expressed concern over traffic capacity of this collector roadway, design a road network and implement policy to limit traffic volumes and types on Winter Drive to the satisfaction of the Town of Olds.

3.1.4 Ecological Stewardship

- Develop land in an efficient manner and encourage intensive urban development.
- Employ parallel land uses where possible by incorporating open spaces with the stormwater management facilities and the utility corridors to optimize the use of these areas.
- Encourage naturalized landscaping on public and private lands to the extent acceptable to and the Town of Olds to minimize environmental and economic costs associated with their maintenance.
- Promote the development of open spaces and walkway linkages for pedestrian, bicycle and other multi-use travel, and connect them to the surrounding areas.

4.0 DEVELOPMENT CONCEPT

55

The development concept for The Highlands ASP has been prepared in response to current and anticipated residential market trends within the Town of Olds and the Central Alberta region, as well as existing policies in the Town. An analysis of these trends and an assessment of their implications assist in shaping the plan with respect to the type, size and location of various land uses.

The existing boundaries, as described in Section 1.2 - Definition of Plan Area, create a logical planning unit and the basis for the design as shown on Figure 5.0 – Development Concept. The land use statistics and densities are represented in Table 3.0 - Land Use Statistics and Table 4.0 – Dwelling Unit Estimations.

Table 3.0 4.1 - Land Use Statistics

	Area (ha)	Area (ac)	% Of Net Developable Area
Gross Plan Area	64.64	159.72	
Environmental Reserve	0.00	0.00	
Net Developable Area (NDA)	64.64	159.72	100.0%
Residential Uses	34.82	86.03	53.9%
R1 Low Density Residential	17.97	44.40	27.8%
R2 General Residential	11.97	29.57	18.5%
R2N General Residential Narrow Lot	2.03	5.02	3.1%
R3 Medium Density Residential	2.85	7.05	4.4%
<i>Street-fronting Row Housing</i>	<i>1.37</i>	<i>3.39</i>	<i>2.1%</i>
<i>Multi-Family Site</i>	<i>1.48</i>	<i>3.66</i>	<i>2.3%</i>
Commercial Uses	1.94	4.80	3.0%
CN Neighbourhood Commercial	1.94	4.80	3.0%
Open Spaces	9.89	24.43	15.3%
Municipal Reserve	5.76	14.22	8.9%
School Reserve	4.13	10.21	6.4%
Public Utility Lots	4.33	10.69	6.7%
Public Utility Lot	2.67	6.60	4.1%
Stormwater Management Facility	1.65	4.09	2.6%
Roadway Network	13.66	33.76	21.1%
70th Avenue	0.80	1.99	1.2%
Collector Roadways	3.76	9.28	5.8%
Local Roadways	8.84	21.84	13.7%
Lanes	0.26	0.65	0.4%
Total Constructed Areas	64.64	159.72	100.0%

[Check]

Table 4.0 4.2 - Dwelling Unit Estimations

Residential Use	Area (ha)	Area (ac)	Dwelling Units	% of Housing Stock	Population ¹
R1 Low Density Residential	17.97	44.40	280	34.7%	672
R2 General Residential	11.97	29.57	301	37.3%	722
R2N General Residential Narrow Lot	2.03	5.02	67	8.3%	160
R3 Medium Density Residential	2.85	7.05	159	19.7%	381
<i>Row Housing</i>	<i>1.37</i>	<i>3.39</i>	<i>59</i>	<i>7.3%</i>	<i>141</i>
<i>Apartment</i>	<i>1.48</i>	<i>3.66</i>	<i>100</i>	<i>12.4%</i>	<i>240</i>
Total	34.82	86.03	807	100.0%	1,935

Overall Density ²		12.48 du/ha (5.05 du/ac)	56
------------------------------	--	--------------------------	----

1 Population estimation calculated using an average household size of 2.4 persons/dwelling unit which was recorded by Statistics Canada for the Town of Olds in the 2011 Census.

2 Overall Density = (Total Dwelling Units) / (Net Developable Area)

Figure 5.0 4.1: Development Concept

Note:

- Add traffic calming locations back at:
 - Williams Avenue and Winter Drive intersection;
 - the greenspace crossing to the south west pond;
 - the second location on the local road by the south west pond.

RESIDENTIAL USES

The Highlands has been designed to reflect the Developer’s vision of community that provides residents with a variety of high quality single and multi-family options on large lots that have convenient physical or visual access to public open spaces.

The majority of land within the Highlands is intended for residential development, provided using three districts intended for single-family housing and one district intended for multi-family housing. In addition to incorporating four different residential land use districts, each district will include a variety of different housing types such as bungalows, bi-levels, modified bi-levels, two storeys, houses with front garages and those without, houses with walkout basements and those without. The combination of single family and multi-family options provides housing at a range of sizes and price points to suit the diverse needs and preferences of residents.

4.1.1 R1 Low Density Residential

The general intent of the R1 Low Density Residential district is to provide an area for larger lot single family detached dwellings with a minimum parcel size of 445m² for interior parcels, and 500m² for corner parcels. It is anticipated that the majority of lots located in the R1 district will be sized at approximately 35.0m (115ft) depth and 18.3m (60ft) width.

4.1.2 R2 General Residential

The majority of the R2 General Residential land use districts have been used in the Highlands to accommodate medium lot single family housing with a minimum lot size of 375m² for interior parcels, and 420m² for corner parcels. The majority of the single family lots located in the R2 district will be sized at approximately 35m depth.

In addition to the single family housing areas, the R2 P-Loop in the northwest corner of the Plan Area is intended to accommodate duplex housing.

4.1.3 R2N General Residential Narrow Lot District

The R2N General Residential Narrow Lot land use district has been used in the Highlands to accommodate smaller lot single family housing with a minimum lot size of 285m² for interior parcels, and 320m² for corner parcels. The majority of lots located in the R2N district will be sized at approximately 35m depth.

4.1.4 R3 Medium Density Residential District

As shown on Figure 5.0 – Development Concept, there are two areas designated for multi-family residential development. These areas are primarily intended for the development of row houses, or multi-story apartment buildings. The multi-family residential areas have been situated to provide

convenient vehicle and pedestrian access to proposed amenities, direct access to collector roadways, and close proximity to the linear park system. ⁵⁷

The R3 Medium Density Residential land use district has been used to accommodate a range of multi-family housing including those identified below.

Apartment

Apartment buildings consist of at least 3 dwelling units and typically have shared entries, hallways, and sometimes building amenities such as a fitness centre or hot tub. One area has been identified in the Highlands for the development of apartment style multifamily dwellings. This area is located along the north boundary of the Plan Area. This area will provide convenient vehicular access to the site from 67th Avenue and encourages the use of the adjacent open site by apartment residents.

Row Housing

Row housing consists of 3 or more dwelling units, each separated by a common wall and having a separate front and rear access to the outside grade. As per the Town of Old's Land Use Bylaw, row housing parcels will be design with a minimum of 185m² for interior parcels and 275m² for corner parcels.

One area has been identified in the Highlands for the development of street-fronting row housing. This area is located along the north boundary of the Plan Area adjacent to the R3 multifamily site and is intended to act as a transitional residential use between the higher density apartment area and duplex housing in the northwest corner of the neighbourhood. This area also encourages use of the adjacent open space by residents.

4.1.5 Transition between Housing Types and Uses

Transitioning between housing types has been considered through the design of the Highlands. Transitions from one land use district to another have been located across lanes or open spaces, shared side yards, and across the flanking streets of corners parcels where one lot may face the side yard of another. This transitioning has been considered to provide consistency between housing with front attached garages.

The lots in the existing community adjacent to the southeast portion of the Plan Area are an average of 22.3m in width and 42.0m in depth resulting in an average area of 936.6m². In order to transition from the existing Deer Ridge Estates neighbourhood into the Highlands Plan Area, lots against the east boundary are similar in size with lot corners matched where possible.

4.2 COMMERCIAL USE

One 1.94 ha (4.8 ac) Neighbourhood Commercial site has been identified along the west boundary of the Plan Area for the development of a church site. Place of worship sites are defined as public or quasi-public uses in the Town of Olds Land Use Bylaw and listed as permitted uses within the CN Neighbourhood Commercial District.

he CN site will be designed in consultation with the Town of Olds and may be accessible from 70th Avenue to minimize outside traffic in the Highlands neighbourhood.

4.3 PARKS AND OPEN SPACES

4.3.1 Central Park and School Site

At the time of the Richardson ASP approval, the Red Deer Catholic School Board indicated an immediate need for a new school site in the Town of Olds. The central park site was thereby

designed to accommodate an elementary/middle school with a capacity of 500 students. The Holy Trinity Catholic School has since been built and now accommodates students from prekindergarten to grade 8. ⁵⁸

4.3.2 Linear Parks

As shown on Figure 6.0 – Parks and Trails Concept and Figure 6.1 – Parks and Trails Details, two linear park systems are included in the Highlands. The first is a north/south park along the gas pipeline right-of-way that provides a major pedestrian linkage from existing development and amenities in the north to the proposed and future development south as well as the proposed arterial roadway south of the development.

The second linear park system within residential segments in the central portion of the plan area provides further connections from the school site and east trail to the neighborhood and park in the southwest.

4.3.3 Walkways and Multi-Use Trail

The Highlands ASP concept plan is designed with an extensive neighbourhood pathway system to convey pedestrian and bike traffic throughout the neighbourhood and linking to adjacent major collector roadways, adjacent developments, and the school / park site. As shown on Figure 6.0 – Parks and Trails Concept, the proposed pedestrian circulation path will be accommodated by means of a typical 2.5m to 3.0m wide paved asphalt trail and sidewalk connections along the main collector roadway.

4.3.4 Stormwater Management Facilities (SWMF)

As shown on Figure 5.0 – Development Concept, two stormwater management facilities (SWMF) have been identified in the northeast and southwest corners on the Plan Area. The northeast corner SWMF will protect the existing trees within the area. The existing trees within this area will not be removed and included in the overall Municipal Reserve. The southwest corner SWMF will be a wet pond. Both SWMF will be designed to address water quality.

Figure 6.0 4.2: Parks and Trails Concept

Figure 6.1 4.3: Parks and Trails Details

5.0 TRANSPORTATION NETWORK

59

5.1 ROADWAYS

The system of roads proposed for The Highlands neighbourhood provides its residents and the traveling public with safe and efficient access from and to this area as shown on Figure 7.0 – Roadway Network.

5.1.1 Arterial Roads

An arterial roadway has been proposed in the Town of Olds MDP along the south boundary of the Plan Area to connect 70th Avenue to areas in the east of the Town. Since the time of The Highlands ASP approval, this roadway has been relocated to the center of Chinook Meadows, located south of the Plan Area.

5.1.2 Collector Roads

5.1.2.1 Williams Avenue

Williams Avenue is a proposed modified collector roadway that runs north-south from 57th Street to the main collector roadway in Chinook Meadows, south of the Highlands Plan Area.

As shown on Figure 7.1 – Transportation Details and Figure 7.3 – Modified Collector Details, this roadway has been designed with two one-way travel and parking lanes of a total 7.75m width running in either direction and two one-way 6.0m wide driving lanes separated by a 3.0m landscaped boulevard and 4.0m wide median. This roadway will also include a 1.5m wide monolithic sidewalk on either side.

In some areas the roadway will be designed with two one-way travel and parking lanes of a total 7.75m width running in either direction and one 8.0m wide two-way driving lane separated by a 3.0m landscaped boulevard.

Additional details regarding this proposed roadway are described in a memo prepared by Stantec Consulting, submitted under separate cover. Regardless of what is shown in this ASP, the design of Williams Avenue will be determined in consultation with the Town of Olds at the time of detailed design.

5.1.2.2 22.0m Collector Roadways

The western portion of 57th Street and 67A Avenue have been proposed as 22.0m width collector roadways to facilitate higher volumes of traffic and provide convenient connectivity to 70th Avenue and Kasawal neighbourhood. As shown on Figure 7.1 – Transportation Details, this collector roadway will include a carriage width of 12.0m to accommodate one 3.5m wide driving lane, a 2.5m wide parking lane, and a 1.1m monolithic sidewalk in either direction.

5.1.3 Local Roads

The system of local roads has been planned to provide access to individual development cells while at the same time discouraging outside traffic from short cutting through local roads. All local roads proposed will have monolithic curbs and gutters as shown on Figure 7.2 – Transportation Details. The proposed local roads will have a carriage width of 10.5m and a right-of-way width of 17.0m. All Local roads will be designed to standards as set forth by the Town of Olds.

5.1.4 Laneways

Laneways are proposed only where residential lots are proposed to have frontage on the collector roadways. All laneways will be designed to standards as set forth by the Town of Olds, as shown on Figure 7.2 – Transportation Details. 60

5.2 PEDESTRIAN AND CYCLING MOVEMENT

Pedestrian movement throughout the Highlands has been accommodated through an interconnected network of sidewalks and pedestrian trails located in the community's open space system as described in Section 4.3.3 - Walkways and Multi-Use Trail. Sidewalks have been located along all roadways within the Highlands to facilitate continuous pedestrian movement throughout the neighbourhood.

Cycling is anticipated to be accommodated in the Highlands through the roadway network, using shared lanes. Should the Town of Olds identify any portion of the Highlands's roadway network as a primary bicycling route for the Town, shared lane markings may be recommended to highlight the route for cyclists and motorists and acting as a safety mechanism.

5.3 TRAFFIC CALMING MEASURES

Several locations will require traffic calming measures due to the length and location of the road ways as shown on Figure 5.0 – Development Concept. All traffic calming measures will be designed to standards as set forth by the Town of Olds.

5.4 ROADWAY STAGING

At the time of initial ASP approval, it was determined that the school site would require suitable roadway access in the initial phase of the development. Due to significant servicing and implementation constraints, it was not deemed viable to complete the permanent connection to 70th Avenue in the initial phases; therefore, the Developer constructed a suitable temporary roadway connection. This roadway was intended to be replaced by a permanent connection when development proceeded to the west.

It has also been determined that a third access into the neighbourhood would be required prior to 600 units. This roadway will be provided as shown on Figure 7.0 – Roadway Network and constructed as a temporary gravel roadway.

Figure 7.0 5.1: Roadway Network

Figure 7.1 5.3: Transportation Details

Figure 7.2 5.4: Transportation Details

Figure 7.3 5.5: Modified Collector Details

6.0 SERVICING SYSTEMS

61

6.1 STORMWATER DRAINAGE

As identified in Section 2.2 - Topography, the Highlands Plan Area land contains a broad, irregular plateau through the midline of the site in a north/south manner. This land formation causes storm water to drain both east and west, from the mid-point of this Plan Area which creates the need for separate stormwater management facilities (SWMF). One SWMF will be developed in the northeast corner of the Plan Area, while the second SWMF will be developed on the southwest side as shown on Figure 8.0 – Proposed Storm Drainage Plan.

All runoff from the Highlands will be drained into one of two detention storage facilities, via minor and major systems. The minor system will be sized to accommodate runoff from the 1:5 year event storm based on the rational design method. The major system will be designed to accommodate excess runoff not accommodated by the minor system, for up to at least the 1:100 year return period storm event.

The SWMF located in the northeast corner of the Plan Area will collect stormwater from the east half of the Plan Area and connect into the existing stormwater system located northeast of the Plan Area. The size of this SWMF has been calculated in detail and the downstream effects have been intensively modeled to verify capacities and storage volumes. This SWMF is envisioned to be a wet detention pond. The pond has also been designed to protect the existing trees in the northeast corner of the Plan Area but will operate independently from the existing stormwater drainage from the adjacent development and environmental reserve. Any overflow from this pond in a major storm event would be conveyed east from the north end of this pond more or less along the route of the existing pathway to 65th Avenue. This drainage route would be created with some minor grading in this area. The proposed discharge rate from this pond is 600 l/s.

The second SWMF will be a wet storm detention pond, which has been designed to improve water quality to an established level before discharging into the receiving water body. This SWMF will collect storm water from the west half of the Plan Area and eventually convey storm water to Olds Creek at a controlled rate. Stormwater will be discharged into the ditch along 70th Avenue to drain south to the existing wetland area. Any overflow from this pond in a major storm event would also drain south along this route.

All storm sewers within the development will be sized to accommodate 1 in 5 year stormwater events with the stormwater being conveyed on the streets to the stormwater detention facilities during extreme stormwater events.

All SWMF's and storm sewers will be designed in accordance with the Town of Olds Design Guidelines and will be turned over to the Town of Olds after a two-year maintenance period. The storm system for the west drainage catchment area will also be designed to accommodate weeping tile connections to the homes via a shallow or deep storm connection.

These findings are supported by the Town of Olds 2011 Flow Monitoring Program and confirmed by a stormwater analysis completed by Stantec in December 2015, submitted under separate cover.

6.2 MAJOR STORM DRAINAGE PLAN

As shown on Figure 9.0 – Overall Storm Drainage Plan, a significant stormwater catchment to the south of Olds historically drained to Olds Creek in a northwest direction. Over time, municipal development impacted these drainage routes with most of the drainage being accommodated with stormwater systems. However, some of this drainage has been rerouted by informal channelizing and ditching in an attempt to convey the water westward to the southeast corner of the Plan Area and prevent drainage through the existing developed area. As a result, drainage problems were transferred to the east portion of the Plan Area, which naturally drains to the northwest. This has led to drainage issues in the existing environmental reserve and developed area to the north. The Developer has made attempts to mitigate this by constructing temporary ditches to channel water west towards Olds Creek.

This issue has been considered in previous stormwater reports, with the recommendation to construct a proper stormwater channel through the lands south of the Plan Area westward towards Olds Creek. 62

Figure 8-0 6.1: Proposed Storm Drainage Plan

Figure 9-0 6.2: Overall Storm Drainage Plan

6.3 SANITARY SERVICING

As identified in Figure 10.0 – Sanitary Sewer System, the initial phases of the sanitary servicing will connect into the Town of Olds system at two points. A 200mm sanitary line, within Winter Drive, east of the Plan Area; and a 250 mm line, located within 65th Avenue, northeast of the Plan Area. As further development occurs, additional sanitary connections will occur; including a connection northwest of the Plan Area.

Dual servicing is shown along the modified collector roadway; however if this is deemed unnecessary at the time of detailed design, only one line will be provided.

An east/west 375mm sanitary line exists midway through NW 31-32-1-W5M, the quarter section to the north. Prior to, or as part of, the development of phase 6; a connection will be required to this existing 375mm line.

Also shown on this Plan, is a connection on the south side of this quarter section. This connection will allow future development from the south to connect into the Town of Olds sanitary system. The Connection to the south shall be a 375mm line which will run through the development to the Northern 375mm line. This trunk line will ensure capacity for future development. Show Trunk line on figure 11.0

The overall sanitary sewers system, as shown conceptually on Figure 10.0 – Sanitary Sewer System will be designed in accordance with the Town of Olds Design Guidelines and will be turned over to the Town of Olds after a two-year maintenance period.

6.4 WATER DISTRIBUTION

An existing water line located in Winter Drive and an existing water line in 65th Avenue will be utilized as the main water feeds for the initial phases of development. As development of phase 5 occurs an additional water line will be required. This water line will be connected into the subdivision to the North. An exact route for this line will need to be negotiated with the landowners to the north.

The overall water distribution system needed to service the plan area is shown conceptually on Figure 11.0 – Water System. Dual servicing is shown along the modified collector roadway; however if this is deemed unnecessary at the time of detailed design, only one line will be provided. All water lines will be designed in accordance with the Town of Olds Design Guidelines and will be turned over to the Town of Olds after a two-year maintenance period.

6.5 SHALLOW UTILITIES

There are no major servicing concerns regarding shallow utilities (gas, power, telephone, fiber optics and cable). All shallow utilities will be extensions of those already in place in adjacent developments to the north and east.

Shallow utility servicing in the form of electricity, gas, cable, conduit for fiber optic cable as part of the Olds Fiber to the Home Network and telephone will follow typical Town of Olds standards including shallow bury within easements paralleling the road rights-of-way.

Figure 10-0 6.3: Sanitary Sewer System

Figure 11-0 6.4: Water System

7.0 IMPLEMENTATION

63

In accordance with Section 633 (2) (a) (i), of the MGA, an Area Structure Plan must describe the sequence of development proposed for the area.

7.1 DEVELOPMENT STAGING

The build out of The Highlands ASP will generally move from the north east towards the south and west. The progression of development will be determined by three factors: connection to utilities and servicing, construction capacity, and market capacity. As noted in Section 6.0 - Conceptual Servicing, The Highland connects to existing Town servicing for water, sanitary services, and storm water; as well as the existing Town road network.

Phases 7-11 drain to the south west pond and therefore the second SWMF must be built before these phases are developed as discussed in Section 6.1 – Stormwater Drainage.

Prior to the development reaching 600 dwelling units, a third access will be required to supplement the Winter Drive and 57th Street access as discussed in Section 5.4 – Roadway Staging.

The phasing boundaries, as shown on Figure 12.0 – Phasing Plan, are conceptual, and may vary at the time of re-districting and subdivision.

7.2 REDISTRICTING AND SUBDIVISION

Redistricting and subdivision applications to conform to the land use designations described in the ASP will be undertaken as necessary. Guided by the Town of Olds MDP, redistricting and subdivisions will be required to adhere to the Town of Olds LUB and the informational requirements necessary for each application.

Figure 12.0 7.0: Phasing Plan

8.0 CONCLUSION

64

The Highlands ASP has been comprehensively planned to be reflective of the existing and proposed developments surrounding it. ~~These Neighbourhoods~~ are intended to be supportive of one another and include ~~integrated road networks and~~ continuous on and off-street pedestrian connections. ~~The Highlands ASP meets this through its [Insert information]~~

~~As described in the document's Forward, The *The Highlands Area Structure Plan*, Bylaw 2016-06, adopted [date] replaces is intended to replace the *Richardson Area Structure Plan*, Bylaw 2009-08, adopted May 11, 2009. previously approved by the Town of Olds Council in 2009.~~

MEMORANDUM

Date: April 18, 2016
To: Stephen Procee, CET and Kimberly Soutiere, BAsE
From: Meghan Aebig
File: 0715.0000.00
Subject: Highlands Area Structure Plan – Stormwater Management Information Requirements

INTRODUCTION

The Town of Olds (Town) retained Urban Systems to conduct a review of the Area Structure Plan (ASP) and supporting documentation for the Highlands Development located in the southwest part of Town. The intent of the review was to confirm that the information provided in the documents, pertaining to stormwater management, is appropriate to take development to detailed design and construction.

INFORMATION REVIEW

The information on stormwater management included in the ASP document is supported by a Stormwater Modelling Analysis memo developed by Stantec Consulting in 2007, and updated in March 2016 to reflect changes in the layout of the subdivision. The information in these documents includes SWMHYMO modeling input and output data, assumptions and conceptual figures showing overall drainage directions and the location of proposed facilities.

The stormwater management scheme for the subdivision consists of two major drainage basins, each one controlled by its own stormwater management facility. The facilities are located at the northeast and southwest corners of the subdivision.

It is important to note that the northeast stormwater management facility has already been constructed. According to the information provided, this facility discharges into the existing piped system located northeast of the development at a maximum release rate of 600 L/s. Initial model runs indicated that the surcharging occurred and that the receiving system would not be able to convey the controlled runoff from the pond without proper upsizing. It is unclear at this time whether the recommended upsizing of the downstream system was conducted at the time of construction of the facility.

The southwest facility has yet to be constructed, and the information provided contains little information regarding the impacts on the receiving water course, namely Olds Creek. It should be noted that since this facility is discharging into a natural stream, a Stormwater Management Report will need to be submitted to, and approved by Alberta Environment and Parks prior to detailed design and construction.

RECOMMENDATIONS

Given the lack of detail in the information provided, and in light of the requirement for approval by Alberta Environment and Parks, it is recommended that an updated Stormwater Management Plan report be prepared for the entire ASP area. This report should contain, at a minimum, the following information:

1. Project Overview:
 - Project location within the larger hydrologic context (including a location plan).
 - Objectives of the stormwater management plan.

MEMORANDUM

Date: April 18, 2016
File: 0715.0000.00
Subject: Highlands Area Structure Plan – Stormwater Management Information Requirements
Page: 2 of 2

- Past studies (if any).
2. Pre-Development Conditions:
- Figures and discussion on existing topography and drainage patterns, pre-development catchments and existing stormwater outlets.
 - Given that no Master Drainage Plan currently exists for the Town, pre-development discharge rates will need to be determined and justified based on the existing and/or pre-development conditions of receiving systems (e.g. current capacity of downstream pipes, pre-development flows on Olds creek based on regional hydrologic analyses).
3. Post-Development Conditions:
- Design Criteria and Methodology, including assumptions and modeling parameters.
 - Post-Development drainage patterns.
 - Preliminary design of major/minor stormwater management systems, including pipe sizing (i.e. Unit Area Release Rates per catchment or rational method calculations), and pond sizing (area-capacity curves, design elevations and outlet locations).
 - Stage-Storage, Stage Discharge and Drawdown curves for each facility.
 - Conceptual design of outlet structures and controls.
 - Emergency spill routes and outlet locations.
 - A summary of water quality targets and an explanation of the targets achieved by the ponds in relation to TSS removal requirements as per AEP.
 - Modeling input parameters and results.
4. Conclusions and Recommendations

Please note that AEP and Town approval of the Stormwater Management Plan should be required in order to allow construction of the southeast facility to proceed and in order to issue CCCs for any of the phases that will drain into this facility.

Sincerely,

URBAN SYSTEMS LTD.

Prepared By:

Nicolas Abarca, M.Sc., P.Eng.
/NA

Highlands ASP First Submission Comments - Stephen Procee			67
#	Location	Comment	Reasoning
1	Pg. 18	Add Traffic Calming Locations back at: Williams Avenue and Winter Drive Intersection Greenspace Crossing to Pond Second location on Local near Pond	These are on Current ASP for area. No reason to remove as traffic calming device would still be required.
2	Pg. 22	Show Pathways Around South West SWMF	Improved Network for Trails (on current ASP)
3	Pg. 22	On the North Side of 57th Avenue, From SW Corner of Catholic School Site to 70th Avenue, Switch from sidewalk to Trail System	Improved Network for Trails
4	Pg. 22	Show Trail on West side of 67 Avenue to North	Improved Network for Trails
5	Pg. 25	Provide Traffic Impact assessment as requested	TIA provides backup information confirming Development design in functional
6	Pg. 25 - 5.1.2.1	5.1.2.1 - Remove Final sentence referring to changes in design	Leaves opening to deviate from agreed upon design at this point
7	Pg. 25 - 5.1.2.1	In paragraph describing one way travel lanes, mention no parking signage to avoid people parking in travel lane	Will Prevent people from parking in Travel Lane. This is from discussion with the City of Airdrie on a similar cross section design
8	Pg. 28	Transportation Details Dimensions are not Visible	
9	Pg. 33	Provide Stormwater Management Plan Report for ASP	Need to have this in order for further Development as per Alberta Environment requirements
10	Pg. 33 - Paragraph 2	Paragraph States all Stormwater runs into 1 of 2 Ponds, This is not the Case. Area of Development Drains Directly into Minor Storm System, bypassing NE Pond.	if the Stormwater Management plan is different than what exists, this would need to be corrected.
11	Pg. 34 Paragraph 2	How does the Town of Olds 2011 Flow Monitoring Program support anything in regards to Stormwater? This report is based on Sanitary Flow Monitoring and was created for the Chinook Meadows ASP to the South.	Sanitary Reports should not be mentioned in Stormwater Section
12	Pg. 34 Paragraph 2	Stormwater Analysis in December 2015 does not align with what is existing	
13	Pg. 37	Provide Sanitary Servicing Report	Sanitary Servicing report that was completed for the Development. Was to be included and mentioned in ASP submission as per Stantec
14	Pg. 37 - Paragraph 2	Remove note that states " however if this is deemed unnecessary at time of detailed design, only one line will be provided."	Dual Lines were a Direct request from the Town if the Modified collector Roadway was to be used. This wording opens the door for the removal of the Dual lines without Town Approval
15	Pg. 37 - Paragraph 4	Remove "show Trunk line on figure 11.0"	This is a note for whoever was working on the document
16	Pg. 37 - Water	Provide Water Modeling report	Water Modeling that was completed for the Development. Was to be included and mentioned in ASP submission as per Stantec
17	Pg. 37 6.4 paragraph 2	Remove note that states " however if this is deemed unnecessary at time of detailed design, only one line will be provided."	Dual Lines were a Direct request from the Town if the Modified collector Roadway was to be used. This wording opens the door for the removal of the Dual lines without Town Approval
18	pg. 41 7.1 paragraph 2	Third Access is to be gated for emergency access only	To be used only in emergency situations



April 20, 2016

Sent via email: kjorgensen@olds.ca

Town of Olds
4512 – 46 Street
Olds, AB
T4H 1R5

Attention: Karol Jorgensen

Dear Karol:

Re: Highlands ASP Circulation

Thank you for your email dated March 29, 2016 with respect to the above noted Application. The letter and material was circulated to the Planning and Development Services Department as well as the Operational Services Department with comments as follows:

1. Manager of Planning Services: No concerns with Planning Policies of ASP. An Amendment to the text of Bylaw No. 2016-06 may be appropriate to indicate that Bylaw No. 2009-08 will be repealed upon bylaw No. 2016-06 receiving third reading.
2. Engineering Technologist: Transportation - MVC was not provided with the Traffic Impact Assessment for review. However, based on the information available we provide the following comments:
 - T1 The Town of Olds to consider upgrading Rge Rd. 20, Twp Rd 332 and Rge Rd 15 as shown on Enclosure I. Currently Rge Rd. 15 north of the Town boundary (at 57 Avenue terminus) is chip sealed; other roads are graveled. The projected (short term) traffic volume is approximately 13,000 on 70 Avenue north of HWY 27.
 - T2 A bypass Arterial road between 70 Avenue and HWY 2A is essential, as shown on enclosure II. This will allow reduced traffic on HWY 27. The bypass road will be consistent with the Town's MDP.
 - T3 70 Avenue is planned to be an Arterial roadway with projected daily traffic volume up to 15,000. Any connecting road especially future Arterials from 70 Avenue will require signalization. In this regard, the Town to monitor growth in the general area to assist with future signal warrants. The Town should also ensure that the number of Collectors to 70 Avenue is minimized.

5303 43rd Street | Phone: 403.694.3100 | Fax: 403.694.3101
 5303 43rd Street | Phone: 403.694.3100 | Fax: 403.694.3101

Building Rural Better

- T4 The Town of Olds to consider upgrading segments of Rge Rd 20, Rge Rd 15 and Twp Rd 324, as shown on Enclosure II. Currently, these segments are chip sealed.
- T5 The Town must ensure that 70 Avenue at the terminus of Rge Rd 20 is properly constructed and maintained, as shown on Enclosure III. We noted that this portion of the road was recently upgraded to ACP.
- T6 The proposed multi use trail (MUT) network is a great initiative allowing residents to take advantage of the amenities available to them without having to use vehicles.
- T7 Modified collector road (William Avenue) with landscaped median will likely limit all directional accesses to the adjacent properties. Any traffic calming measures should be discussed with the Town and the residents prior to implementation. Although turning movement summery was provided by Stantec, it is expected that detailed design will be undertaken to ensure parking, median design and drive lanes will meet town's standard.

Stormwater Management Plan

It is our understanding that the original Stormwater Management Plan was completed in 2007 which showed 3 wet ponds (storage capacity of 13,100 m³) for this ASP area. The revised layout now contains 2 storm ponds with increased capacity of 28,584 m³. Based on this information, we offer the following comments:

- S1 Using Rational method to calculate run off appears fine as the proposed ASP area is less than 65 hectares.
- S2 The discharge rate was kept the same as the 2007 Report. Only major change noted was the retention volume. In this regard it is not clear as to why retention volume changed significantly given the overall catchment area remained more or less the same. Consultant to provide clarification.
- S3 ICD calculations were not included with the circulation. SWMHYHO output reflects both 500mm and 445mm control devices.
- S4 One of the key components of urban water runoff design is water quality control. The report and subsequent revision does not address runoff quality. Please have the consultant address this.
- S5 1:100 storm retention ponds should be landscaped and fitted with multi-use trails as proposed on Figure 6(ASP). Town should consider resting area comprised of benches, Street lights etc.

Water and Wastewater

No comments or concerns as the proposed water and wastewater system will be tied into the town's already existing network.

General Comments

- G1 The proposed ASP is not consistent with the Town's MDP.

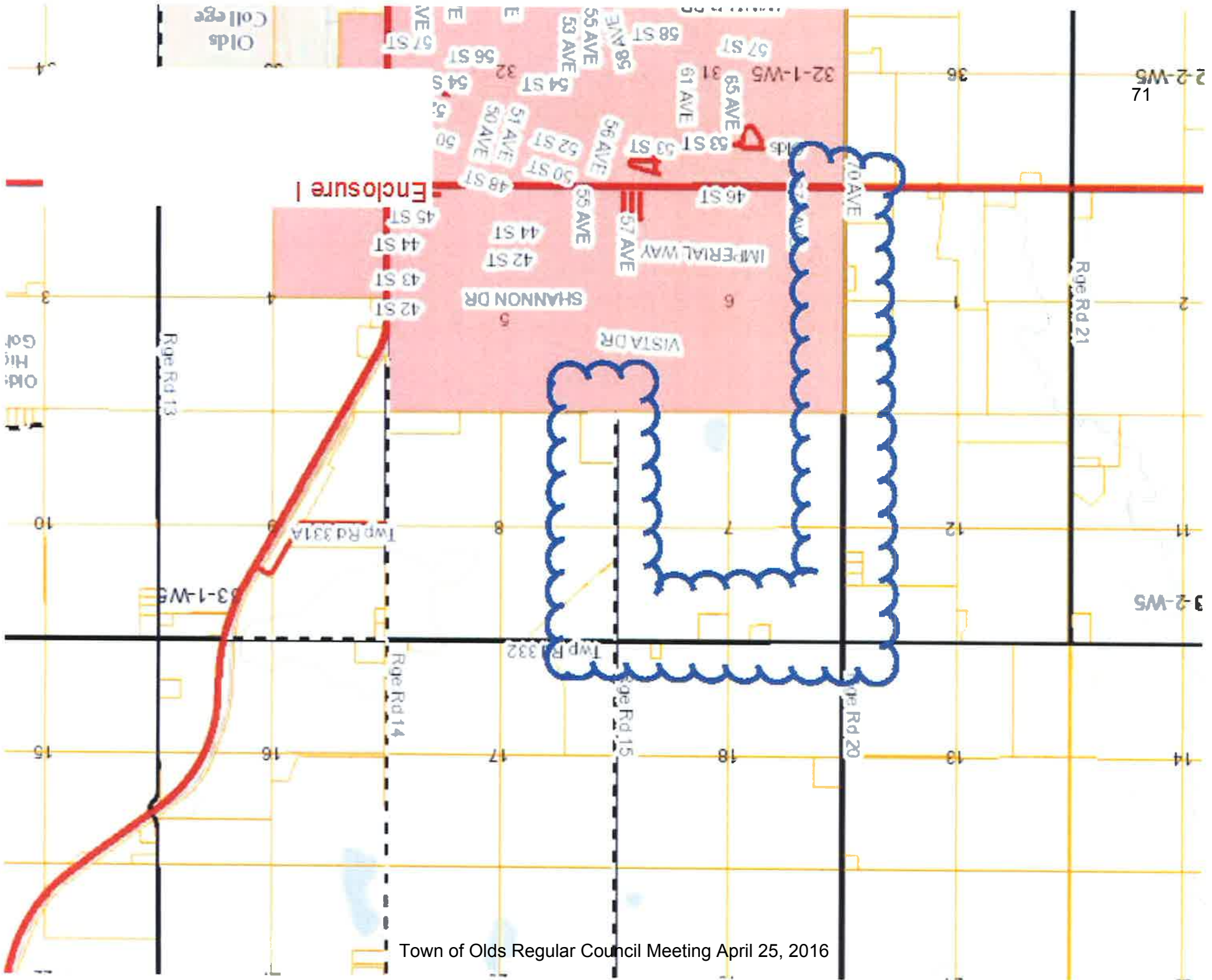
G2 Any major developments adjacent to MVC boundary will likely impact the CCN (County Collector Network). The Town must continue to work with MVC to ensure that required upgrades are jointly planned.

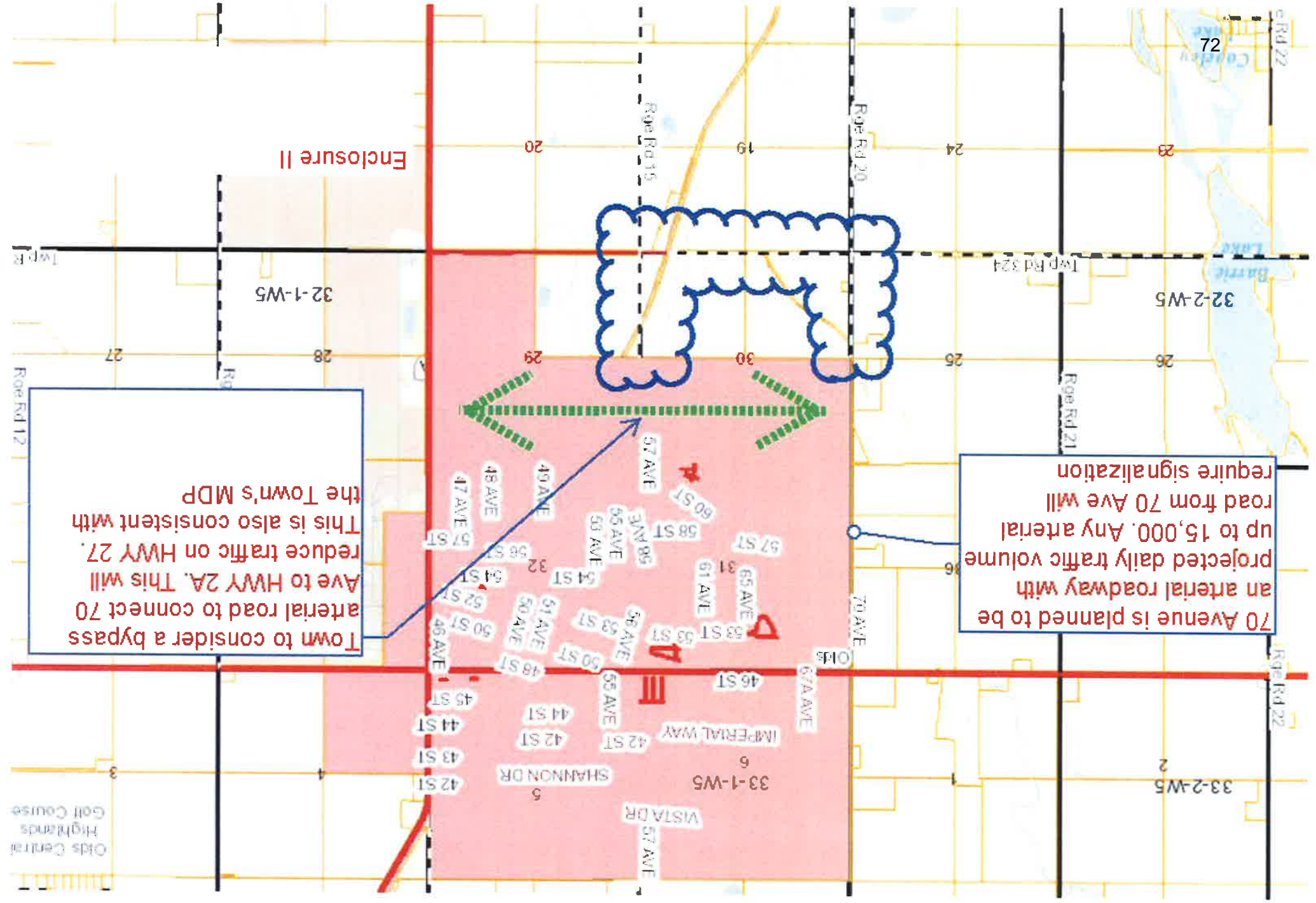
Thank you for your consideration to include us in your referral agencies.

Sincerely,



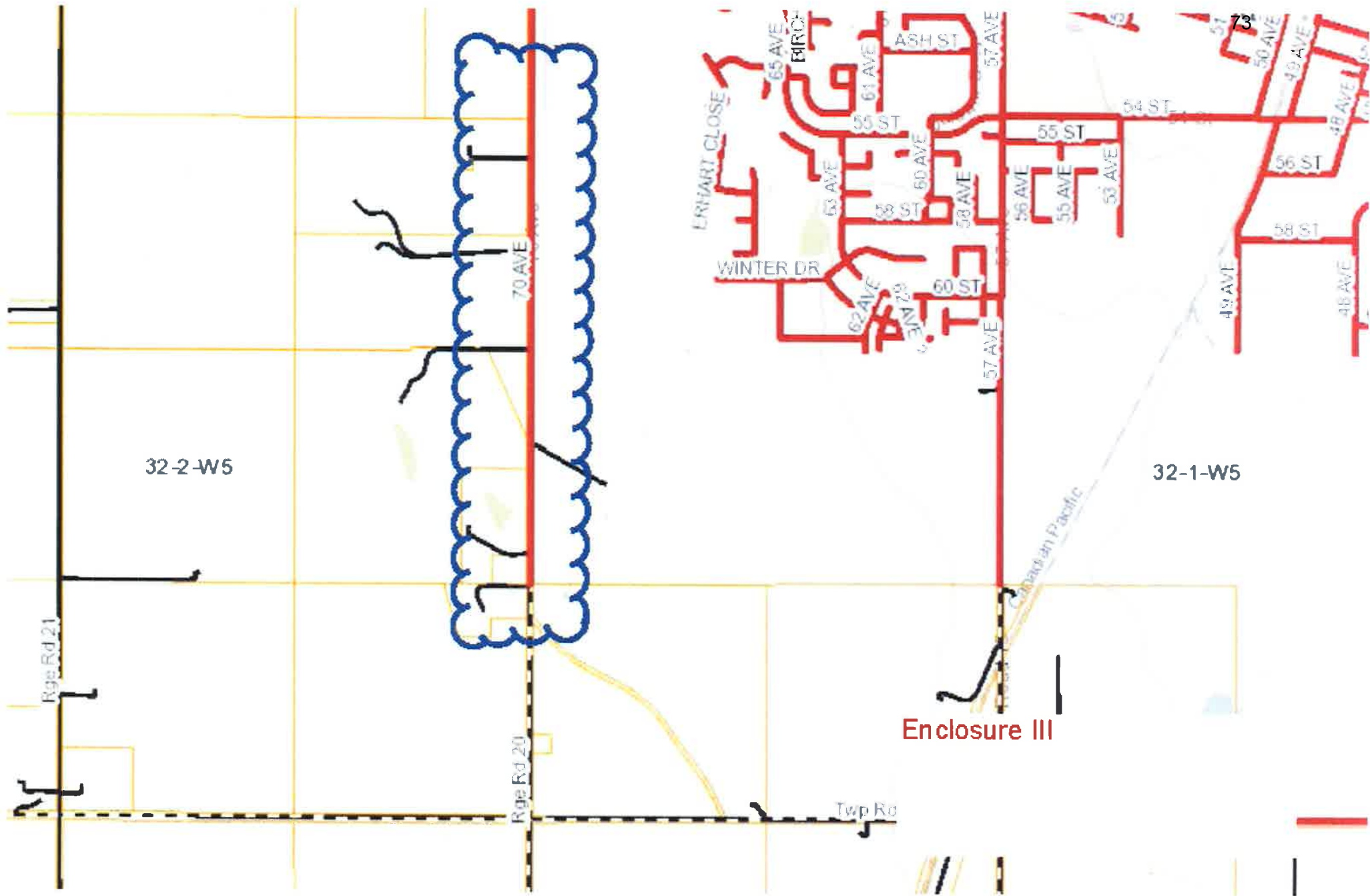
Lee Ann Gaudette, Administrative Assistant
Planning and Development Services
/lg





Town to consider a bypass arterial road to connect 70 Ave to HWY 2A. This will reduce traffic on HWY 27. This is also consistent with the Town's MDP

70 Avenue is planned to be an arterial roadway with projected daily traffic volume up to 15,000. Any arterial road from 70 Ave will require signalization



Office of the Operations Manager
Central Region

#401, 4920 - 51 Street
Red Deer, Alberta

Telephone 403/340-5166
Fax 403/340-4876

April 5, 2016

Our File: Olds (2300)

Town of Olds
ksoutiere@olds.ca
4512 46 St
Olds, Alberta T4H 1R5

E-MAILED

Attention: Kimberly Soutiere, Municipal Planner

**RE: PROPOSED AREA STRUCTURE PLAN
THE HIGHLANDS
TOWN OF OLDS**

With reference to the above, I would confirm that the proposed Area Structure Plan is beyond the jurisdictional limits of a provincial highway.

If approval is considered, the department would recommend a Traffic Impact Assessment be submitted. Consideration should be given to the impact of the development traffic on to Highway 27. If improvements are required at the intersection of the local road (70th Avenue) and Highway 27, the Town of Olds would be responsible for arranging the improvements.

If you have any questions or concerns please contact Carly Cowles or Lee Bowman at the number noted above.

Yours truly,



Lee Bowman
Development/Planning Technologist

/cc



April 12, 2016

Re: The Highlands Area Structure Plan Bylaw 2016-06

The Engineering Department of ATCO GAS, an Operating Name of ATCO Gas and Pipelines Ltd. have reviewed the above-named plan and have no objections, subject to the following:

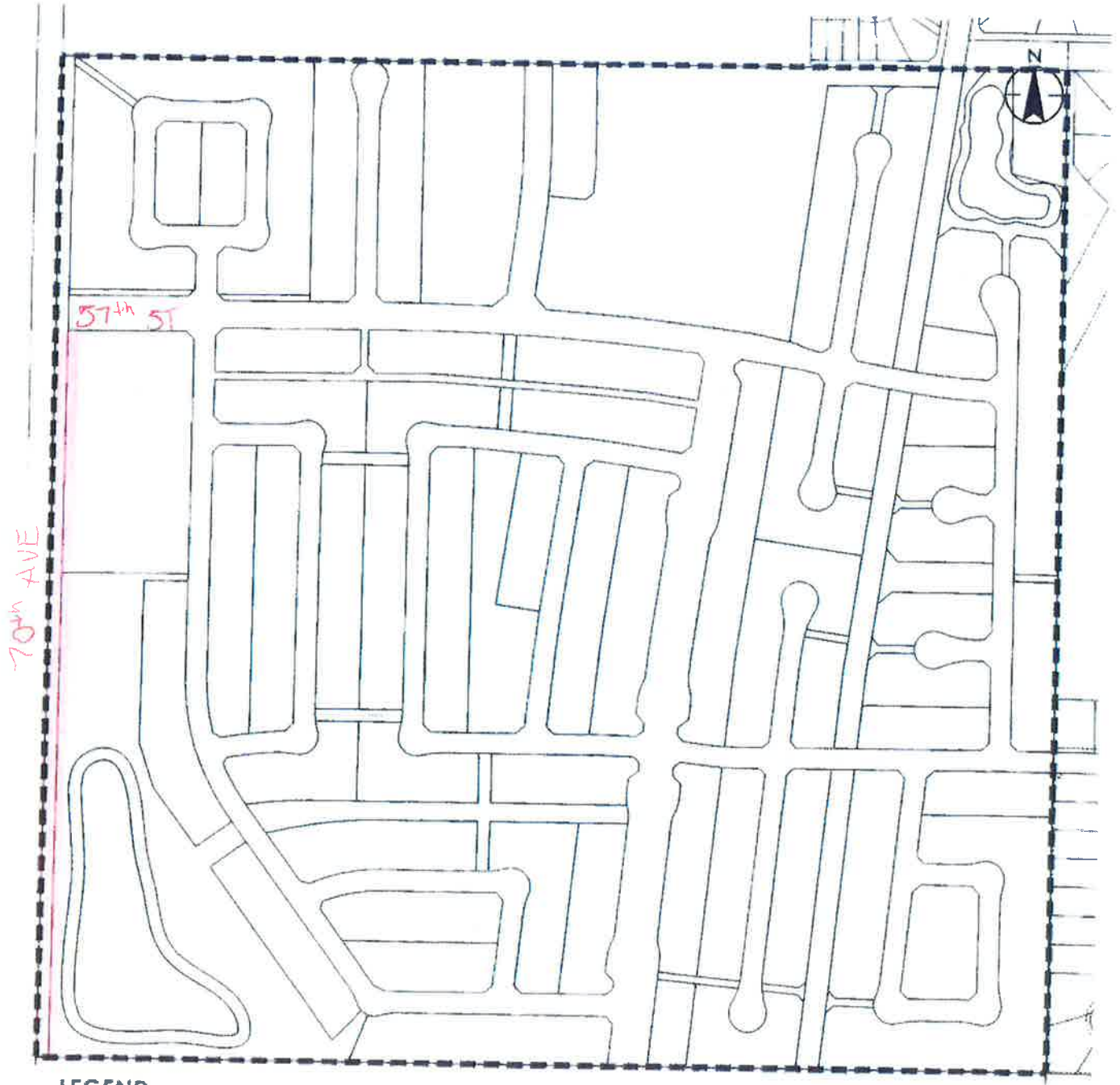
1. The subdivision will be serviced with gas from a front lot alignment.
2. This is a 4-party development. Please note that servicing of shallow utilities must follow the current applicable 4-party standards at the time of development. Contact ATCO Gas and/or the power utility provider in regards to servicing standards.
3. ATCO Gas requires front lot rights-of-way be registered paralleling municipal roadways. The Developer is responsible for the registration of these rights-of ways. Contact ATCO Gas for standard right-of-way requirements.
4. Each lot will require its own individual gas service. If each lot cannot have its own individual service, additional rights-of-way may be required.
5. This subdivision requires the installation of a gas feeder main. The feeder main will be located along the east side of 70th Avenue from 57th Street to the South end of subdivision. See attached Schedule A. An MR lot with a right-of-way or the existing roadway with a free and clear alignment must be provided by the Developer and/or Municipality.
Note: Feeder mains are meant to service the entire subdivision and not individual customers. The installation of the feeder could take up to a year.
6. It's the Developer's responsibility to install road sleeves where gas mains are expected to cross. Please contact ATCO Gas Engineering Department at (403)357 5200 for more information. The cost is to be borne by the developer.
7. Advise ATCO Gas on any phasing of subdivision information. (Attach phasing plan)

If you have any questions or concerns, please do not hesitate to call.

Yours truly,

Dave Weinkauf
Senior Engineer
Red Deer District Operations
cc Nicole Smith

'Schwartz A'

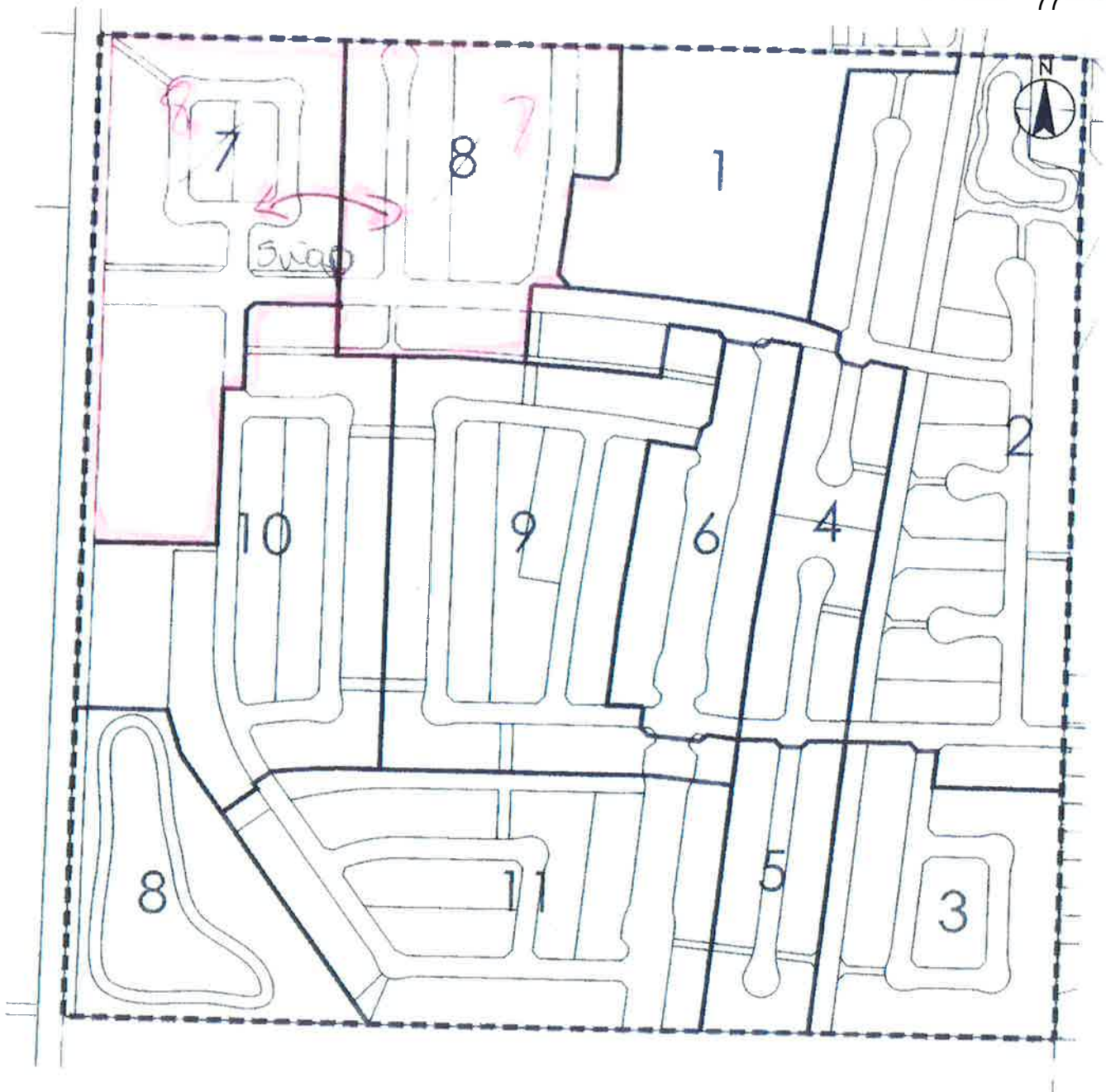


LEGEND

FEEDER 

ATCO GAS

FIGURE 12.0
77



LEGEND

- - - ASP BOUNDARY
- - - PHASE BOUNDARY

2 PHASING SEQUENCE

ATCO Grass
PHASING PLAN COMMENTS
HIGHLANDS ASP



April 20th, 2016

Ms. Kimberly Soutiere,
The Town of Olds
4512 - 46 Street
Olds, AB
T4H 1R5

Via email: ksoutiere@olds.ca

Dear Ms. Soutiere:

**Re: The Highlands Area Structure Plan
Our File No. PAR 32983**

We have reviewed the Area Structure Plan noted above and offer the following comments:

Nova Gas Transmission Limited (NGTL) has one high pressure sweet natural gas pipeline crossing the lands subject to the Area Structure Plan. NGTL is regulated by the National Energy Board (NEB) which is a federal body. The National Energy Board Act (NEBA) and its regulations provide municipalities with the opportunity to ensure its interests are represented when any new facilities are proposed. NGTL's main goal is for landowners and developers to be aware of their facilities and know when they are required to contact NGTL.

NGTL's pipe integrity group has indicated that future development in this area may trigger a pipe class upgrade to our pipeline. We will require additional information to determine whether or not a pipe replacement is necessary as well as construction timelines.

NGTL must comply with Canadian Standards Association (CSA) Z662. If this development increases the population density in the area, has road or railway crossings etc., NGTL may be required to replace its pipeline in order to comply with CSA Z662. As such, we request future development/subdivision applications are circulated to our office for review and comment.

We request the following regulatory and development requirements are included in the Area Structure Plan:

LEHMAN
& ASSOCIATES

Authorized commenting Agency for

97 Collier St.,
Barrie, ON L4M 1H2
(705) 727-0663



1. NGTL's preference is to maintain a separation distance of 7m for permanent structures from the edge of the pipeline right-of-way.
2. Section 112 of the National Energy Board Act (NEBA) requires that anyone excavating with power-operated equipment within 30m of the pipeline right-of-way must obtain leave from the pipeline company before starting any work. To satisfy this NEB Act requirement, you may send your request for leave through Alberta One Call at 1-800-242-3447 at least 72 hours before the start of any excavation using power-operated equipment and the use of explosives within 40m of the pipeline right-of-way limits.
3. All crossings of the pipeline right-of-way by any facility as defined by the National Energy Board Act (NEB Act) Section 112 must have NGTL's prior written authorisation. A crossing facility may include, but is not limited to, driveways, roads, access ramps, trails, pathways, utilities, berms and attenuation fences. In accordance with the NEB Act, the owner shall be required to enter into a crossing agreement with NGTL prior to the construction of any facility. The owner agrees to meet all clearances and design requirements outlined in the crossing agreement and the NEB Act Pipeline Crossing Regulations. Please contact NGTL's crossing staff at crossings@transcanada.com or call 1-877-872-5177 for more information.
4. Landscaping of NGTL's right-of-way is to be approved in writing by NGTL and done in accordance with NGTL's Landscaping Guidelines.
5. Where the installation of a pathway requires a ground disturbance, and the pathway is within five (5) metres (but no closer than three (3) metres) to the Grantor's pipeline, Grantor's pipeline must be hand-exposed at certain intervals to be determined. Any pathway crossings must be installed at as close to 90 degrees as possible.
6. Any grading not otherwise permitted by Section 112 of the NEB Act and regulations that may affect the right-of-way or drainage onto it, regardless of whether or not the grading is conducted on the right-of-way, must receive NGTL's prior written approval. Grading activities on the right-of-way will only be permitted when a NGTL representative is present to inspect and supervise them.
7. The appropriate agreements from the Land Services Department must be in place prior to any work being undertaken on the right-of-way including crossings, landscaping or ground disturbance.

LEHMAN
& ASSOCIATES

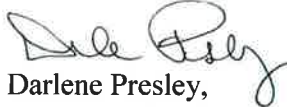
Authorized commenting Agency for

97 Collier St.,
Barrie, ON L4M 1H2
(705) 727-0663



We also request the decision for the Area Structure Plan. If the decision can be provided either by email to darlene@lehmanplan.ca or by fax at 705-727-9217 it would be greatly appreciated. If you have any questions, please do not hesitate to contact our office.

Sincerely,



Darlene Presley,
Project & Planning Coordinator

LEHMAN
& ASSOCIATES

Authorized commenting Agency for

97 Collier St.,
Barrie, ON L4M 1H2
(705) 727-0663



Kimberly Soutiere

From: penny coyne <pcoyne47@hotmail.com>
Sent: April-14-16 10:27 AM
To: Kimberly Soutiere
Subject: Highlands Area Structure Plan/Residential Issues

81

Further to our meeting with you on Monday April 11/16 we discussed the new structural plans on the Highlands Subdivision. One area we discussed was the proposal of Williams Ave. One plan shows a three roadway system which not only encourages u turns but also would make it difficult for snow removal. Keeping in mind this will be a connector to 57 Street from Winter Drive.

Also we discussed the drainage issue behind 86 Briegel Rd which affects not only our home but also 90 & 82. When we have any significant rain, there is not enough drainage for the water to get to the retention pond due to the elevation of the walkway.

This was addressed by Richardson's and still has not been rectified. Scott Chant has received pictures of this problem. We have had to put up plastic barriers to divert the water out of our yard. We have had to replace trees due to the water that collects and has no where to drain.

We would also like signage on the retention pond, the same as Winter Lake informing people not to throw rocks into the pond. We have seen kids and adults alike throwing trees and rocks into the pond regularly. These rocks were place there to prevent erosion not just decoration.

On Briegel Rd prior to 57 street we would like a sign indicating "No Thru Traffic " as numerous vehicles including large trucks are forced to turn around because they are not aware that Briegel is a cul de sac.

Respectfully submitted;
Ron & Penny Coyne

Sent from my iPad

Esther & Peter Herzog
26 Willow Lane
Olds
T4H 1Y9

Kimberly Soutiere
Municipal Planner
Town of Olds
4512 46 Street
Olds T4H 1R5

April 19, 2016

For the attention of Town Council

Dear Sir / Madam

Bylaw 2016-06 Highlands Area Structure Plan

Proposed building of a Temporary Gravel Accesses Road from Willow Way to 67A Avenue

We write in connection with the above planning application. I have examined the plans and I know the site well. **We wish to object strongly to the development of that temporary Access road in this location.**

Willow Pointe is a dispersed settlement where lots of young families live with small children playing outside. We are afraid that with the building of that temporary access road from Willow Way to the backside of the Holy Trinity Catholic School, Traffic from parent's taking a short cut to access the school for drop off/pick up instead through 70 Ave or Winter Drive will be unbearable. Given the fact that our street with parking on both sides isn't built to handle that volume of traffic as well as the safety factor that comes with that.

We understand that a majority of our neighbors share these concerns and hope they expressed it towards Council as well.

Yours faithfully,



Transportation Network

collector roadway will include a carriage width of 12.0m to accommodate one 3.5m wide driving lane, a 2.5m wide parking lane, and a 1.1m monolithic sidewalk in either direction.

5.1.3 Local Roads

The system of local roads has been planned to provide access to individual development cells while at the same time discouraging outside traffic from short cutting through local roads. All local roads proposed will have monolithic curbs and gutters as shown on **Figure 7.2 – Transportation Details**. The proposed local roads will have a carriage width of 10.5m and a right-of-way width of 17.0m. All Local roads will be designed to standards as set forth by the Town of Olds.

5.1.4 Laneways

Laneways are proposed only where residential lots are proposed to have frontage on the collector roadways. All laneways will be designed to standards as set forth by the Town of Olds, as shown on **Figure 7.2 – Transportation Details**.

5.2 PEDESTRIAN AND CYCLING MOVEMENT

Pedestrian movement throughout the Highlands has been accommodated through an interconnected network of sidewalks and pedestrian trails located in the community's open space system as described in **Section 4.3.3 - Walkways and Multi-Use Trail**. Sidewalks have been located along all roadways within the Highlands to facilitate continuous pedestrian movement throughout the neighbourhood.

Cycling is anticipated to be accommodated in the Highlands through the roadway network, using shared lanes. Should the Town of Olds identify any portion of the Highlands's roadway network as a primary bicycling route for the Town, shared lane markings may be recommended to highlight the route for cyclists and motorists and acting as a safety mechanism.

5.3 TRAFFIC CALMING MEASURES

Several locations will require traffic calming measures due to the length and location of the road ways as shown on **Figure 5.0 – Development Concept**. All traffic calming measures will be designed to standards as set forth by the Town of Olds.

5.4 ROADWAY STAGING

At the time of initial ASP approval, it was determined that the school site would require suitable roadway access in the initial phase of the development. Due to significant servicing and implementation constraints, it was not deemed viable to complete the permanent connection to 70th Avenue in the initial phases; therefore, the Developer constructed a suitable temporary



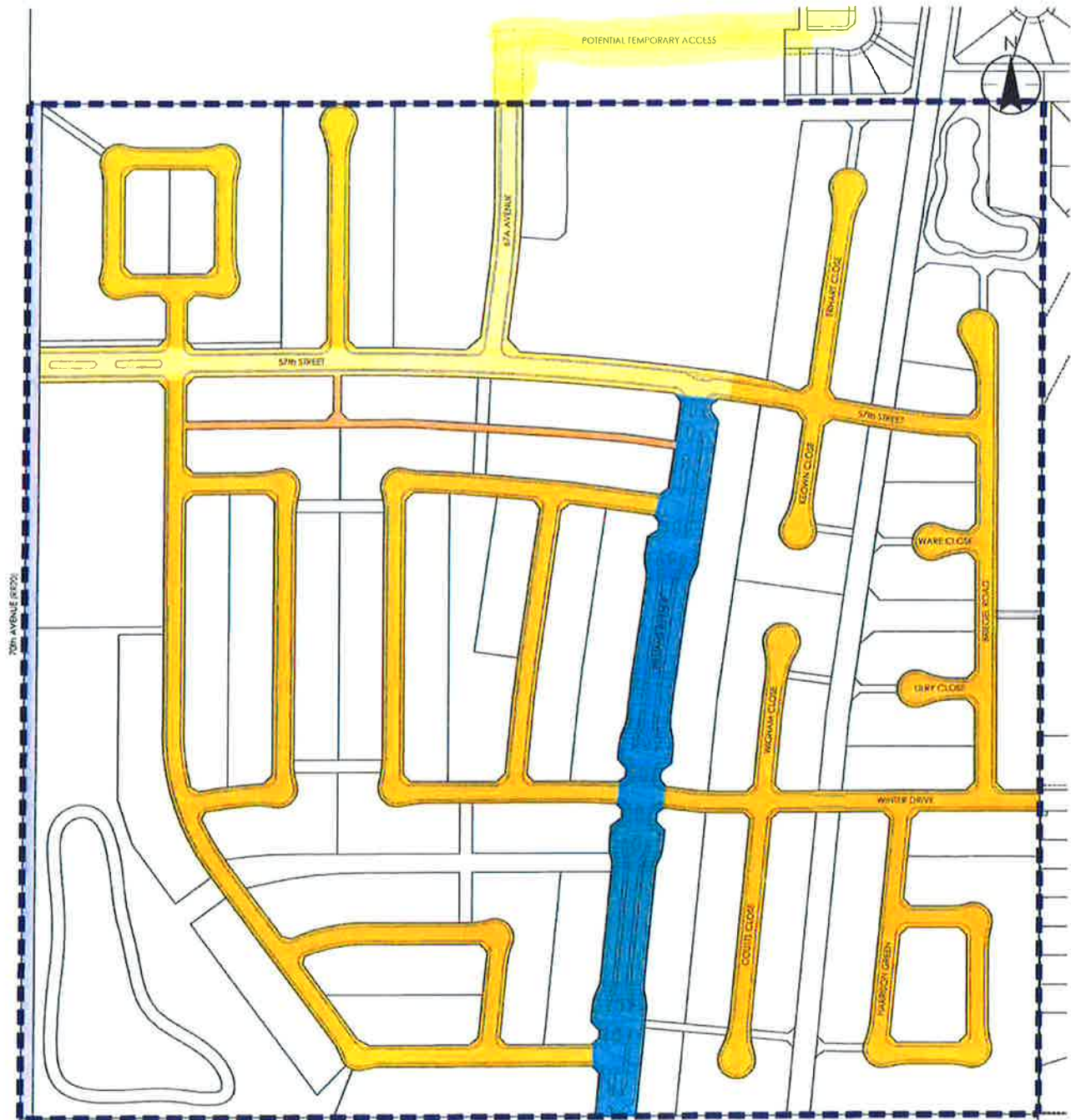
Transportation Network

roadway connection. This roadway was intended to be replaced by a permanent connection when development proceeded to the west.

It has also been determined that a third access into the neighbourhood would be required prior to 600 units. This roadway will be provided as shown on **Figure 7.0 – Roadway Network** and constructed as a temporary gravel roadway.



FIGURE 350



LEGEND

- ASP BOUNDARY
- 42.5m / 34.5m MODIFIED COLLECTOR ROADWAY
- 22.0m COLLECTOR ROADWAY
- 17.0m LOCAL ROADWAY
- 6.1m LANE
- 5.0m ROAD WIDENING

**ROADWAY NETWORK
HIGHLANDS ASP**



APR 2 2016

April 21, 2016 86

Town of Olds

Community Standards Bylaw

My concern is about all the speeding traffic coming out of mainly the Richardson area coming up Winter Drive turning on to 63 Ave to get north.

63 Ave has traffic from 60 St, Lake Ridge and now the whole Richardson Development.

Where is the road north from the middle of Richardson Development to highway 27. No Planning.

Instead of putting in Ehart close it should have gone straight north to Hwy 27. You have closed off all north access except for 63 + 70 Ave. What traffic will go all the way west to 70 Ave when they can come east to 63 Ave?

When you wanted to open winter drive west people opposed it and now you are only going to make it worse.

The speed + noise on 63 Ave is pathetic and the stop sign on 58 St. is almost never adhered to.

I observed traffic at the stop sign on 58 St west end for 1 hr.

Lots of traffic not 1 vehicle stopped.

When are you going to get this area seriously patrolled and start to hand out tickets for speed, noise, and not stopping, This goes on until 2 AM.

I am not against Richardsons Development but when an area is proposed for development the one main requirement should be that proper access roads be in place so all the new traffic does not infringe on other residential properties.

Reduced speed, speed bumps, even closing off winter drive east should be considered.

Gerald Jenni

5813-63 Ave, Olds, AB

403-554-2746



Town of Olds

Request for Decision

87

2016 Tax Rate Bylaw 2016-08

April 25, 2016

6B

RECOMMENDATION

That Tax Rate Bylaw 2016-08 is given first reading;

That Tax Rate Bylaw 2016-08 is given second reading;

That Council give unanimous consent for presentation of the third reading of Tax Rate Bylaw 2016-08; and

That Tax Rate Bylaw 2016-08 is given third and final reading.

BACKGROUNDLEGISLATIVE REQUIREMENT / AUTHORITY:

MGA Section 353(1) – Property Tax Bylaw requires Council to pass a Tax Rate Bylaw annually in the municipality to raise revenue to be used toward the payment of a) the expenditures and transfers budget set out in the of the municipality, and b) the requisitions from other entities. Revisions are permissible until the Bylaw has been adopted.

General Background:

The 2015 Operating Budget contained tax rate increase of 2.25% required to fund the Town's share of the development of a splash park. The 2016 Operating Budget, as presented and approved February 22, 2016, removes this tax rate increase. After this decrease in the tax rate the tax rate would have been the same tax rate as the tax rate used in 2012 and 2013. The 2016 Operating Budget as approved proposes a 1.5% tax rate increase for municipal purposes for both residential and non-residential properties.

The assessed value of a residential property is a calculation based upon the market value of a property and reflects a combination of any changes/improvements made to the property and the current real estate market conditions for residential properties. For non-residential properties the assessed value could reflect one or more of the estimated business value based on profit estimates, the estimated value of the investment in the business or the estimated cost of replacement of the business or components of the business.

The average assessment for single family residential properties for 2016 is \$318,509 (2015 - \$304,483). This is a 4.61% increase. Combined with the tax rate changes for municipal purposes anticipated in the 2016 Operating Budget would mean a 2016 municipal tax increase of \$66.25 for the average residential property for an increase of 3.84% or \$5.52 per month.

The average assessment of a non-residential commercial property for 2016 is \$898,335 (2015 - \$845,042). This is a 6.31% increase. Combined with the tax rate changes for municipal purposes anticipated in the 2016 Operating Budget would mean the average non-residential property would see an increase of \$362.22 for the 2016 municipal taxes for an increase of 5.53%.

The 2016 Educational Property Tax Requisition is \$3,571,817 (2015 - \$3,478,801) or a 3.44% increase from the 2015 requisition. The residential component is \$2,447,201 (2015 - \$2,447,201) or a 3.27% increase and the non-residential component is \$1,031,600 (2015 - \$1,031,600) or a 3.83% increase. There is an under levy for the education requisition of \$3,314 which will increase the actual levy used to calculate the tax rate.

The requisition from Mountain View Seniors Housing for 2016 is \$190,687 (2015 - \$182,554), an increase of 4.46%. There is an under levy of \$323 which will increase the actual levy used to calculate the tax rate.

The Town does not have any recourse but to pass along the Educational Property Tax requisition or the Seniors Housing Property Tax requisition to its rate payers.

The proposed tax rates and the change in assessed values translate into the following tax changes:

	2016	2015	2014	2013
Single Family Dwelling				
Average assessment	318,509	304,483	282,906	284,099
Municipal Tax Rate	5.6263	5.6679	5.7095	5.5432
Municipal Taxes	1,792.03	1,725.78	1,615.25	1,574.82
ASFF Tax Rate	2.3547	2.3596	2.5239	2.6511
ASFF Taxes	749.99	718.46	714.03	753.18
Seniors Tax Rate	0.13660	0.13789	0.14784	0.07591
Seniors Taxes	<u>43.51</u>	<u>41.99</u>	<u>41.82</u>	<u>21.57</u>
Total Taxes	2,585.53	2,486.23	2,371.10	2,349.57

	2016	2015	2014	2013
Non-Residential Commercial				
Average assessment	898,335	845,042	837,177	842,167
Municipal Tax Rate	7.6973	7.7541	7.8110	7.5835
Municipal Taxes	6,914.75	6,552.54	6,539.19	6,386.61
ASFF Tax Rate	3.3779	3.6911	3.6549	3.5565
ASFF Taxes	3,034.49	3,119.13	3,059.80	2,995.17
Seniors Tax Rate	0.13660	0.13789	0.14784	0.07591
Seniors Taxes	<u>122.71</u>	<u>116.52</u>	<u>123.77</u>	<u>63.93</u>
Total Taxes	10,071.95	9,788.19	9,722.76	9,445.71

Properties in the recently annexed area that have not been sold or further developed might be affected by the tax rate that is set by Mountain View County since they are taxed at the lowest rate of either the Town or the County. This agreement is in effect until December 31, 2017.

ALTERNATIVE OPTIONS.

1. Council can approve Tax Rate Bylaw 2016-08 as presented.
2. Council can recommend changes or amendments to the proposed tax rates. Any recommended change to the proposed municipal tax rates may delay the approval of the Bylaw. A special meeting of Council might be required in order to approve the tax rate Bylaw with sufficient time to mail the tax notices earlier enough to have the tax payment deadline of June 30, 2016.



FINANCIAL IMPLICATIONS

Cost	Source of Funding	89
\$8,513,640	Total of Municipal tax levy	
\$3,575,131	Alberta School Foundation Fund requisition	
\$191,010	Mountain View Seniors Housing requisition	
Total Cost		

ATTACHMENTS

Attachment 1 - 2009 – 2016 Historical Tax Rate Chart

Attachment 2 - Town of Olds Bylaw 2016 – 08 – Tax Rate Bylaw

Submitted By: Garth Lucas	Chief Financial Officer	Date: April 20, 2016
Director Signature:		Date: April 20, 2016
CAO Signature:		Date: Apr 21/16

Tax Rate Comparison

Residential Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	5.6263	5.6679	5.7095	5.5432	5.5432	5.3870	5.3635	5.0476
Blended School Rate	2.3547	2.3596	2.5239	2.6511	2.5755	2.4102	2.3793	2.2764
Senior's Foundation	0.13660	0.13789	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Residential Rate	8.1176	8.1654	8.3812	8.2702	8.1939	7.8751	7.8557	7.4436

County Residential Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	2.7200	2.7200	2.3104	2.2431	2.2431	2.1800	2.3500	2.3200
Blended School Rate	2.3547	2.3596	2.5239	2.6511	2.5755	2.4102	2.3793	2.2764
Senior's Foundation	0.13660	0.13789	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Residential Rate	5.2113	5.2175	4.9821	4.9701	4.8938	4.6681	4.8422	4.7160

Non - Residential Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	7.6973	7.7541	7.8110	7.5835	7.5835	7.3698	7.1146	7.1238
Blended School Rate	3.3779	3.6910	3.6490	3.5565	3.6701	3.5173	3.2479	3.4858
Senior's Foundation	0.13660	0.13789	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Non-Residential Rate	11.2118	11.5830	11.6078	11.2159	11.3288	10.9650	10.4754	10.7292

County Non - Residential Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	7.6973	7.7541	7.8110	7.5835	7.5835	7.3698	7.1146	7.1238
Blended School Rate	3.3779	3.6910	3.6490	3.5565	3.6701	3.5173	3.2479	3.4858
Senior's Foundation	0.13660	0.13789	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Non-Residential Rate	11.2118	11.5830	11.6078	11.2159	11.3288	10.9650	10.4754	10.7292

Vacant Residential Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	7.6973	7.7541	7.8110	7.5835	7.5835	7.3698	7.1146	7.1238
Blended School Rate	2.3547	2.3596	2.5239	2.6511	2.5735	2.4102	2.3793	2.2764
Senior's Foundation	0.13660	0.13789	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Vacant Residential Rate	10.1886	10.2516	10.4827	10.3105	10.2322	9.8579	9.6068	9.5198

County Vacant Residential Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	2.7200	2.7200	2.3112	2.2439	2.2439	2.1800	2.3500	2.3200
Blended School Rate	2.3547	2.3596	2.5239	2.6511	2.5755	2.4102	2.3793	2.2764
Senior's Foundation	0.13660	0.13789	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Vacant Residential Rate	5.2113	5.2175	4.9829	4.9709	4.8946	4.6681	4.8422	4.7160

County Farmland	2016	2015	2014	2013	2012	2011	2010	2009
County Farmland	5.6263	5.6679	5.7091	5.5428	5.5428	5.3870	5.3635	5.0476
Blended School Rate	2.3547	2.3596	2.5239	2.6511	2.5755	2.4102	2.3793	2.2764
Senior's Foundation	0.13660	0.13789	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Farmland	8.1176	8.1654	8.3808	8.2698	8.1935	7.8751	7.8557	7.4436

Seniors Housing Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	0.0000	0.0000	5.7095	5.5431	5.5431	5.3870	5.3635	5.0476
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined Seniors Housing Rate	0.0000	0.0000	5.7095	5.5431	5.5431	5.3870	5.3902	5.0882

Machinery & Equipment	2016	2015	2014	2013	2012	2011	2010	2009
General Municipal	7.6973	7.7541	7.8110	7.5835	7.5835	7.3698	7.1146	7.1238
Senior's Foundation	0.13660	0.13760	0.14784	0.0759	0.0752	0.0779	0.0862	0.0790
Ambulance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0267	0.0406
Combined M&E Rate	7.8339	7.8917	7.9588	7.6594	7.6587	7.4477	7.2275	7.2434

Summary Mill Rates	2016	2015	2014	2013	2012	2011	2010	2009
Residential	8.1176	8.1654	8.3812	8.2702	8.1939	7.8751	7.8557	7.4436
County Residential	5.2113	5.2175	4.9821	4.9701	4.8938	4.6681	4.8422	4.7160
Non-Residential	11.2118	11.5830	11.6078	11.2159	11.3288	10.9650	10.4754	10.7292
County Non-Residential	11.2118	11.5830	11.6078	11.2159	11.3288	10.9650	10.4754	10.7292
Vacant Residential	10.1886	10.2516	10.4827	10.3105	10.2322	9.8579	9.6068	9.5198
County Vacant Residential	5.2113	5.2175	4.9829	4.9709	4.8946	4.6681	4.8422	4.7160
County Farmland	8.1176	8.1654	8.3808	8.2698	8.1935	7.8751	7.8557	7.4436
Senior Citizen Housing	0.0000	0.0000	5.7095	5.5431	5.5431	5.3870	5.3902	5.0882
Machinery & Equipment	7.8339	7.8917	7.9588	7.6594	7.6587	7.4477	7.2275	7.2434

**BYLAW NO. 2016-08
2016 TAX RATE**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF OLDS FOR THE 2016 TAXATION YEAR.

WHEREAS, the Council of the Town of Olds shall, by Bylaw, authorize the levying of taxes at such uniform rates on the dollar as the Council deems sufficient to produce the amount of revenue required. Section 353 of the Municipal Government Act RSA 2000 Chapter M-26, as amended, requires Council to annually pass a property tax bylaw;

AND WHEREAS, a property tax bylaw authorizes a Council to impose a tax in respect of property to raise revenue to be used towards the payment of requisitions and expenditures and transfers set out in a municipality budget;

AND WHEREAS, the assessed value of all property in the Town of Olds as shown on the 2015 Assessment roll is:

	Total Assessment	Non-Taxable Assessment	Taxable Assessment
Municipal	\$1,653,593,080	\$255,391,110	\$1,398,201,970
Education	\$1,653,593,080	\$263,471,990	\$1,390,121,090
Senior's Housing	\$1,653,593,080	\$255,391,110	\$1,398,201,970

WHEREAS, the Town of Olds has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council meeting held on February 22, 2016.

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Olds for 2016 total \$26,768,890.

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$14,492,740 and the balance of \$12,276,150 is to be raised by general municipal taxation; and

WHEREAS, the requisitions pursuant to Sec. 359 (1) Requisitions, are:

Alberta School Foundation Fund (ASFF)	\$3,571,820
Mountain View Senior's Housing	\$190,690

NOW THEREFORE, under Section 354 (1) of the Municipal Government Act, the Council of the Town of Olds, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the 2015 assessment roll of the Town of Olds.

	Tax levy Required	Assessment	Mill Rate	Tax Rate
General Municipal				
Residential/Farmland	\$6,069,825	\$1,078,830,640	5.6263	0.0056263
Vacant Residential	\$101,961	\$13,246,400	7.6973	0.0076973
County Residential	\$5,430	\$1,996,500	2.7200	0.0027200
County Farmland	\$1,223	\$217,350	5.6263	0.0056263
County Vacant Residential	\$2,237	\$822,400	2.7200	0.0027200
Non-Residential	\$2,270,764	\$295,007,800	7.6973	0.0076973
Machinery & Equipment	\$62,200	\$8,080,880	7.6973	0.0076973
Total	\$8,513,640	\$1,398,201,970		
Alberta School Foundation Fund				
Residential/Farmland	\$2,578,622	\$1,095,113,290	2.3547	0.0023547
Non-residential	\$ 996,509	\$295,007,800	3.3779	0.0033779
Total ASFF	\$3,575,131	\$1,390,121,090		
Includes an Under Levy of	\$3,314			
M.V. Senior's Housing	\$191,010	\$1,322,951,720.	0.13660	0.00013660
Includes an Under Levy of	\$323			
Grand Total	\$12,279,781.			

2. Notwithstanding the above, all properties which were separated from Mountain View County and annexed to the Town of Olds by the Province of Alberta Order in Council 243-2008 must be taxed by the Town of Olds in respect of each assessment class that applies to the annexed land and the assessable improvements to it from 2008 to 2017 inclusive, using

- (1) the municipal tax rate established by Mountain View County , or
- (2) the municipal tax rate established by the Town of Olds, whichever is lower

3. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this ___ day of _____, 2016

Read a second time this ___ day of _____, 2016

Received Unanimous Consent for presentation of third reading this ___ day of _____, 2016

Read a third and final time this ___ day of _____, 2016

Judy Dahl, Mayor

Norman McInnis
Chief Administrative Officer

SIGNED by the Chief Elected Officer and the Chief Administrative Officer this ___ day of _____, 2016



Request for Decision
MAP Terms of Reference
April 25, 2016

7A

RECOMMENDATION

That the Municipal Area Partnership Terms of Reference by approved as presented.

BACKGROUND

The Municipal Area Partnership has been reviewing its terms of reference. A draft of the terms of reference was reviewed by the Town of Olds Council on April 11, 2016. The final Terms of Reference are presented to Council for approval.

ALTERNATIVE OPTIONS

- 1. The Terms of Reference could be referred back to the Municipal Area Partnership for further review based on Town of Olds Council comments.

ATTACHMENTS

Attachment 1 - Prior to Adoption: Regular Council meeting minutes of April 11, 2016.

Submitted By	Norm McInnis CAO	Date: April 21, 2016
CAO Signature:		Date:

Municipal Area Partnership (MAP) Terms of Reference

1. Purpose and Goals

- a) Purpose of MAP;
 - i) To discuss regional opportunities
 - ii) To increase information sharing amongst the region
 - iii) To have opportunities for Councils within the Mountain View County borders to network
 - iv) To provide information back to Municipal Councils
 - v) To provide a forum for ideas, proposals and solutions to be discussed on regional issues
 - vi) To provide support for one or more Municipality's issues and ideas from other regional Municipalities.
- b) Goals of MAP;
 - i) Increase discussion and sharing of problem solving ideas
 - ii) Increase communication with the intention to build better regional relationships and reduce the divisiveness amongst Municipalities
 - iii) More focus on "US/WE" and not "I"
 - iv) Increased sharing of information across Municipalities
 - v) Increased ability to apply for inter-Municipal collaboration grants and other funding opportunities
 - vi) Regional Municipal recognition

2. Membership

- a) The partnership shall consist of Council Members as well as the CAO from member municipalities
 - i) Mountain View County
 - ii) Town of Carstairs
 - iii) Town of Didsbury
 - iv) Town of Olds
 - v) Town of Sundre
 - vi) Village of Cremona
- b) As an advisory committee to the member municipalities, there will be one Council member from each of the member municipalities except for the Mountain View County, which shall have three Council members (in order to balance representation from all areas of the County).

3. Decision Making

- a) MAP is not intended to be a decision making committee, but rather an advisory committee Partnership. The intention of MAP is to adhere to and respect the Municipal authority of decision making within individual Councils. The aim of MAP is to provide feedback to all respective Councils on regional issues and opportunities either for information or for consideration. The decision making and subsequent funding and administrative support which would be required to carry forward any Municipal decisions by individual Councils would be at the discretion of each approving Council, either as a stand-alone project or a collaborative effort between multiple Municipalities based on each Municipalities decision to participate.
- b) The only decision making authority that the MAP committee shall assume is that regarding the MAP budget. The MAP budget is considered to be the monies held in the MAP bank account at any one time. MAP does not have the authority to set or direct individual Councils to contribute to the account. Further contribution to the MAP account would be the decision of individual Councils.
- c) At the end of each MAP meeting, the committee agrees to generate key messages from the meeting which will be shared with all Councils to ensure that all MAP members are receiving consistent information. It is the responsibility of each MAP committee member to ensure that these key messages are reported back to their respective Councils.
- d) In order to support the success of MAP and create inclusiveness of all Municipal Councils, all Councils will be requested to add to their regular council agenda a MAP item for discussion. The purpose of this is to give all Councils the opportunity to have input into issues and opportunities that would be utilized to create the subsequent MAP agendas.
- e) The Agenda for the subsequent MAP meetings will be set at the end of the current MAP meeting. This will allow all Councils to have time to reflect on the agenda for the next MAP meeting and have the opportunity, through their MAP representative, to have input into the discussion. The MAP agenda will be based on the issues brought forward for consideration by individual Councils.

4. Meetings

- a) The Partnership shall meet monthly, unless the Partnership agrees to meet more frequently, or less frequently.

5. Voting

- a) Consensus: The Partnership, for all purposes other than financial items, will operate by a consensus process. By consensus, MAP will determine what items will be supported to be referred back to individual councils for consideration.

“Consensus” means “we can live with it, are comfortable with the result and will own it when we take it to our Councils”.

- b) Voting on Financial items: MAP currently holds a bank account. The Partnership will provide a motion to any and all expenditures from that account. The motion will be tabled and the Partnership Chair will call for the vote. A majority vote is a carried motion.

6. Quorum

- a) A quorum of MAP shall be representation from five of the six member municipalities. There is opportunity for member municipalities to appoint an alternate if the normal representative for that Municipality is unable to attend a meeting. Alternates to MAP will be the Deputy Mayors, Deputy Reeve, or whomever the municipalities appoint as the alternate.

7. Officers

- a) The officers of MAP shall consist of a Chair and Vice-Chair.
- b) Chair: The Chair shall be appointed at the first meeting of the Partnership following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Chair will chair all meetings of MAP and will be responsible for sending out the agenda for all MAP meetings. The Chair will rotate through the member municipalities of the Partnership based on the following rotation;
- i) Town of Sundre
 - ii) Town of Olds
 - iii) Mountain View County
 - iv) Town of Didsbury
 - v) Town of Carstairs
 - vi) Village of Cremona
- c) Vice Chair: The Vice Chair shall be appointed at the first meeting of the Partnership following the annual organizational meetings of the member

municipalities and will sit for a term of one year. The Vice Chair will be from the member community that will serve as Chair in the following year. The Vice Chair shall preside over the MAP meetings in the absence of the Chairman.

8. Recording Secretary

- a) The Recording Secretary shall be appointed at the first meeting of the Partnership following the annual organizational meetings of the member municipalities and will sit for a term of one year. The Recording Secretary will be responsible for keeping the minutes for the Partnership.

9. Financial

- a) The allocated MAP account shall be managed by Mountain View County unless changed by a motion of MAP. All expenditures from the MAP account shall be via motion and vote. All future financial support required by MAP shall be discussed at a MAP meeting and suggested budget contributions from member municipalities relayed through a request for decision process back to all member municipal councils for consideration.



Request for Decision

99

Proclamation: International Firefighters Day
Wednesday, May 4, 2016

April 25, 2016

8A

RECOMMENDATION

That Wednesday, May 04, 2016 be proclaimed as International Firefighters Day in the Town of Olds.

BACKGROUND

“International Firefighters’ Day (IFFD) is observed on May 4. It was instituted after a proposal was emailed out across the world on January 4, 1999 due to the deaths of five firefighters in tragic circumstances in a wildfire at Linton in Victoria, Australia.

On December 2, 1998 in Linton, Australia firefighters (from Linton) were fighting a large wildfire and called for assistance. A crew from the Geelong West Fire Brigade attended the scene and while refilling their tanker with water “there was a sudden violent wind change and engulfed the truck in flames and killed all five members.”

The letters of support and fellowship that flowed from the tragedy spurred JJ Edmondson, a volunteer Lieutenant and firefighter in Victoria, Australia to organise an internationally recognised symbol of support and respect for ALL firefighters and a date for which this could be co-ordinated worldwide.

The Date – May 4

“The date chosen for International Firefighters’ Day was linked to the feast day of **St Florian** (the patron saint of all firefighters). St Florian was the first known commander of a firefighting squad in the Roman Empire. He lost his life, as well as those of his colleagues, for protecting the same humane ideas which firefighters all over the world share today.”



The IFFD Ribbons

“The IFFD ribbons are linked to colours symbolic of the main elements firefighters work with – red for fire and blue for water. These colours also are internationally recognised as representing emergency service.”

ALTERNATIVE OPTIONS

1. Council can pass the recommendation, that May 04, 2016 be proclaimed as International Firefighters Day in the Town of Olds.
2. Council can pass a motion other than the recommendation in option 1.

ATTACHMENTS

Attachment 1-Council Policy 114C Proclamations

Prepared By: Lorne Thompson, Fire Chief	Date: April 19, 2016
CAO Signature:	Date:



Town of Olds

114C
Proclamations

Prepared By: Office of the CAO

Council Approval Date: Jan 28, 2013

Effective Date: January 28, 2013

Council Resolution No.: 13-23

References: Policy 203, Procedure 203-1

Previous Revision Date:

Function: Council / Strategic

POLICY STATEMENT

The Town Council values the opportunity to consider a request for a proclamation from a charitable organization and endorsed by a citizen of Olds.

PURPOSE

To establish criteria to evaluate proclamation requests and to inform those seeking Council's endorsement for a specific cause.

SCOPE

This policy applies to all proclamation requests received by the Town of Olds.

RESPONSIBILITIES

The Office of the CAO is responsible for proclamation requests to be evaluated and presented to Council.

STANDARDS

1. Requests for a proclamation must be in writing and received at least seven (7) days prior to the Council Meeting at which the request will go forward. The request can be sent to the following:
 - Town of Olds Council
 - 4512 – 46 Street,
 - Olds, AB T4H 1R5
 - Email: legislative@olds.ca
 - Fax: (403) 556-6537
2. All requests must contain draft wording of the proclamation. The Town of Olds may revise the wording as deemed appropriate.
3. At least one of the following criteria must be met:
 - a) The sponsoring agency be a charitable organization located or having a presence within the Town of Olds;
 - b) The cause be one of national significance and be brought forward and endorsed by a citizen of Olds;
 - c) The cause be of benefit to the majority of the citizens of Olds;
 - d) The cause is an initiative of the Town of Olds (the corporation).
4. Requests for proclamations with commercial or political overtones will not be considered.
5. Organizations may only request one proclamation annually.



Town of Olds

Request for Decision

101

Proclamation: Hospice Palliative Care Week

April 25, 2016

8B

RECOMMENDATION

That May 1-7, 2016 be declared “Hospice Palliative Care Week”, in the Town of Olds.

BACKGROUND

The Olds & District Hospice Society is requesting that Town Council proclaim the week of May 1-7, 2016 as “Hospice Palliative Care Week” in Olds.

This particular week is recognized nationwide, and it is an opportunity to offer education, and awareness to the importance of walking with others in the journey of end of life.

“Hike for Hospice”, will be held on Saturday April 30, 2016. In the past, the Hike for Hospice has been a wonderful event to recognize the journey people have shared with their loved ones. In the last few years of offering volunteer services in Olds, Sundre, and Didsbury and Mountain View County, the Olds and District Hospice Society has been able to support many families as they journey with their loved ones.

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

ALTERNATIVE OPTIONS

1. Council can receive the request for information thereby not making the declaration or,
2. Council can pass make another recommendation being specific in what it wishes to direct as an alternate follow up.

ATTACHMENTS

Attachment 1 - Correspondence from the Olds and District Hospice Society

Submitted By:	Marcie McKinnon Legislative Clerk	Date: April 21, 2016
CAO Signature:		Date: April 21/16



Helping people live until they die.

6700-46 Street • PO Box 70026 • Olds AB T4H 3Z0 • Phone 403-586-9992 • hospice.olds@gmail.com

April 10, 2016

Dear Mayor Judy and Council:

On behalf of the Olds and District Hospice Society we are sending a request as in previous years, to declare May 1-7, 2016 Hospice Palliative Care Week in Olds. This particular week is recognized nationwide, and it is an opportunity to offer education, and awareness to the importance of walking with others in the journey of end of life.

The board and volunteers of Olds & District Hospice Society, would like to invite you to our annual fundraising event at our new site and day.. "Hike for Hospice", Saturday April 30th , 2016. We would be honoured if you would bring greetings from the town of Olds in our opening ceremonies. In the past 4 years this has been a wonderful event to recognize the journey people in our communities have shared with their loved ones. Information and pledge sheets are available on our website.

This is our fifth year hosting the Hike , and we look forward to the day as a collaboration with many communities, and businesses, as well as our super star volunteers. It is an exciting event, as it is the 14th year of the Hike, which is a fundraising, and awareness campaign through the Canadian Hospice Palliative Care Association. It is important to note that CHPCA supports us in delivering information, but 100% of the funds raised in each community remain in that community.

In the last four years of offering volunteer service in our communities of Olds, Sundre, and Didsbury and Mountain View County, we have been able to support over 120 families as they journey with their loved ones.

We look forward to your response and sincerely hope you'll join us in this exciting community event. You can contact me at the attached Hospice sites. We appreciate your support thus far as we strive to 'care better' for those facing end of life.

Sincerely,

Kathy Kemmere
Vice President
Olds & District Hospice Society
403-556-7900
www.oldshospice.com

Compassionate, quality end-of-life care in a home-like environment for individuals, their families and their friends.



Save the date!

5th Annual Hike for Hospice Palliative Care
Saturday, April 30th, 2016

Holy Trinity Catholic School ~ 6610 57 Street Olds Alberta
Visit www.oldshospice.com for details and pledge sheet.

103



Town of Olds

Request for Decision

Certificates of Compliance Policy 703C

April 25, 2016

104

BC

RECOMMENDATION

That Certificates of Compliance Policy 3002 be repealed.

That Certificates of Compliance Policy 703C be approved as presented.

BACKGROUND

The issuance of Certificates of Compliance is a service provided by the Town of Olds to property owners within the Town to assist with arrangements for the sale or transfer of properties.

Certificates of Compliance issued by the Town of Olds relate to the placement of the principal and accessory buildings on a site relative to the Land Use Bylaw requirements for minimum yards and setbacks. The Development Officer also may note on the Certificate of Compliance any encroachments, lack of development and/or building permits, and other violations of the Land Use Bylaw, such as parcel coverage and driveway width.

The current Certificate of Compliance Policy 3002 (attached) was up for administrative review and upon review, it was decided that Policy 3002 should be split into a Council policy and an administrative procedure.

The proposed Certificate of Compliance Policy 703C outlines the purpose of such a policy and the definitions. Essentially the content is the same as the current Policy 3002.

Administration has developed a procedure (attached 703P) to be employed by Town of Olds staff for Certificates of Compliance Procedure 703P was reviewed and approved by the Leadership Team on March 15, 2016.

The attached recommended Council Policy 703C, accompanied with the applicable Administrative Procedure 703P, is proposed to replace Certificates of Compliance Policy 3002, and therefore Policy 3002 will require being repealed by Council.

FINANCIAL IMPLICATIONS

The Town of Olds 2015 revenue for the service of providing Certificates of Compliance was \$ 11,400.

ATTACHMENTS

- Certificates of Compliance Policy 703C
- Certificates of Compliance Administrative Procedure 703P – Presented as information.
- Current Certificates of Compliance Policy 3002

Submitted By: Carey J. Keleman; Development Officer	April 19, 2016
COO Signature: Scott Chart 	<i>April 19/2016</i>
CAO Signature: 	<i>April 21/16</i>



Town of Olds

105

703C CERTIFICATES OF COMPLIANCE POLICY

Prepared By: Core Services
(Planning & Development)

Council Approval Date:

Council Resolution:

Effective Date: Immediately

References: Certificate of Compliance Policy 3002 – Repealed _____, 2016
Town of Olds Land Use Bylaw
Town of Olds Fee Schedule

Function: Strategic

Supporting Procedure: 703P

POLICY STATEMENT:

The issuance of Certificates of Compliance is a service provided by the Town of Olds to property owners within the Town's jurisdiction to assist with arrangements for the sale or transfer of properties. The Town of Olds will provide a consistent approach to the processing and issuance of Certificates of Compliance.

PURPOSE:

To establish a system regarding requests for Certificates of Compliance and to eliminate any responsibility and/or liability for any mistake, inaccuracy, or error which may arise from the information supplied by or on behalf of the applicant.

To clarify for property owners and those involved in real estate transactions the process used for Certificates of Compliance.

DEFINITIONS:

In this Certificate of Compliance Policy:

- (a) "Accessory Building" means a building as defined in the Town of Olds Land Use Bylaw;
- (b) "Building" includes anything constructed or placed on, in, over or under land but does not include a highway or road or bridge forming part of a highway or road;
- (c) "Certificate of Compliance" or "Compliance Certificate" means a written statement from the Town of Olds that development on a property conforms to the requirements set out in the Land Use Bylaw;
- (d) "Council" means the Council of the Town of Olds;
- (e) "Development Officer" means a person appointed as a Development Officer (or their designate) pursuant to the Land Use Bylaw;
- (f) "Development Permit" means a document authorizing a development issued pursuant to the Land Use Bylaw;

- (g) "Encroachment" means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground (excluding sound attenuation structures, sidewalks, fences, or any other municipal improvement required and owned by the Town), that extends over a property line and shall include but not be limited to the following:
- (i) buildings and all projections (including eaves, cantilevers, etc.) and siding;
 - (ii) sheds including those attached to a dwelling and/or a fence;
 - (iii) fences;
 - (iv) asphalt, concrete or brick sidewalks, curbs, parking pads, aprons or driveways;
 - (v) structures (including decks, stairs, patios, balconies, etc.);
 - (vi) retaining walls;
 - (vii) swimming pools and hot tubs;
 - (viii) shrubs, trees or other organic landscaping materials planted in Reserves or Town owned parcels;
 - (ix) hard landscaping (including but not limited to fire pits and planters);
 - (x) light standards; and
 - (xi) signs
- (h) "Land Use Bylaw" means the bylaw that has been adopted by Council for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Town of Olds;
- (j) "Principal Building" means a building as defined in the Town of Olds Land Use Bylaw;
- (i) "Real Property Report" or "RPR" means a legal document prepared by an Alberta Land Surveyor that clearly illustrates the location of significant visible building(s) relative to property boundaries.
- (j) "Town" means the Municipal Corporation of the Town of Olds in the Province of Alberta, and/or the area contained within the corporate boundaries of the said municipality, as the context may require.

SCOPE

This policy applies to Core Services staff (Development Officers) dealing with the processing and issuing of Certificates of Compliance for property owners.

RESPONSIBILITIES

Core Services staff (Development Officers) shall process requests for Certificates of Compliance, review Real Property Reports and issue Certificates of Compliance in a timely manner.



Town of Olds

703P

CERTIFICATE OF COMPLIANCE PROCEDURE

Prepared by: Core Services
(Planning & Development)

Effective date: Immediately

References:

Town of Olds Land Use Bylaw
Town of Olds Fee Schedule Bylaw

Function: Administrative

APPROVALS:

CAO *[Signature]*

Date signed by CAO MAR 15/16

Leadership Approval Date: March 15, 2016

Related Policy:

Certificates of Compliance Policy 703C

PURPOSE:

To establish a system regarding the processing of requests from property owners for Certificates of Compliance and to eliminate any responsibility and/or liability for any mistake, inaccuracy, or error which may arise from the information supplied by or on behalf of the applicant/property owner.

PROCEDURES

These procedures provide the administrative process to implement Policy 703C and to ensure consistency.

1. All requests for a certificate of compliance submitted to the Town of Olds must be accompanied by:
 - a. A minimum of one original of the valid real property report for the property with:
 - (i) The RPR being no older than 10 (ten) years; and
 - (ii) Where the date of the RPR is greater than 1 (one) year prior to the date of applying for a certificate of compliance, it is accompanied with a statutory declaration indicating that no changes, alterations or additions to the property have been made since the real property report was prepared;
 - b. An application fee as described in the fee schedule adopted by Council and amended from time to time; and
 - c. An application/request form (Schedule A) filled out or a letter requesting a Certificate of Compliance, signed by the Applicant (owner or representative of the owner).
2. Certificates of Compliance issued by the Town of Olds only relate to the placement of the principal building and accessory buildings on a site relative to the Land Use Bylaw requirements for minimum yards and setbacks. The Development Officer may, if deemed necessary, provide a note on the Certificate of Compliance indicating any encroachments, lack of development and/or building permits, and other violations of the Land Use Bylaw, such as parcel coverage and driveway width.
3. The Development Officer shall not sign real property reports submitted to the Town as part of the request for a Certificate of Compliance.

4. The Development Officer shall establish appropriate forms to be issued as a Certificate of Compliance. These forms shall address properties that conform to the Land Use Bylaw, properties with non-conforming buildings due to the age of the development, and properties that are in breach of the Land Use Bylaw. Every Certificate of Compliance shall include the following qualifier statements:
 - a. The Town of Olds is relying entirely on the Real Property Report/Survey Certificate (copy attached) supplied by or on behalf of the applicant in respect of the location of the buildings within the property and the Town makes no representations as to the actual location of the buildings.
 - b. The Town of Olds may not have conducted an inspection of the property.
 - c. The Town of Olds assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact which arises from the information supplied by or on behalf of the applicant.
 - d. This Certificate relates only to the yard and setback requirements of the Town of Olds Land Use Bylaw and does not relate to the requirements of any federal, provincial or other municipal legislation not to the terms or conditions of any easement, covenant, building scheme, agreement or other document affecting the building(s) or land.
5. Where a Certificate of Compliance is issued indicating a non-conforming or breach situation, the Applicant may submit a Development Permit application to remedy the situation in accordance with the Land Use Bylaw.
6. When a Development Permit application granting a variance from the Land Use Bylaw regulations is approved, and if after fourteen (14) days no appeal has been initiated, the Development Officer will issue a Certificate of Compliance quoting the Development Permit number.
7. When a Development Permit approval is granted to remedy a non-conforming or breach situation, there will be no charge for the issuance of a new Certificate of Compliance if the Development Permit approval is granted within 1 (one) year from the date the original Certificate of Compliance was issued.
8. To interpret the information on a RPR, The Development Officer shall round dimensions relating to minimum yard and setback requirements to the nearest full integer following the decimal point.
Eg: 1.46m – 1.5m, 1.44m = 1.4m
9. The Development Officer shall keep and file a scanned copy and photocopy of completed Certificates of Compliance and Real Property Report, and keep a database of all Certificates of Compliance completed.

Attachment: Schedule A: Request for Certificate of Compliance





Town of Olds

4512 46 Street
 Olds AB T4H 1R5
 Main: 403.556.6981
 Fax: 403.507.4856
 Email: planning@olds.ca

Name of APPLICANT (or Person Acting on Behalf of Owner)	
Mailing Address	
Email	Phone

Signature of APPLICANT

Date

Property Address		
Lot	Block	Plan
Comments / Instructions for Pickup		

OFFICE USE ONLY

Paid \$ _____	Receipt # _____	Date _____
Roll # _____		

The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIPP Coordinator at 4512 46 Street, Olds, AB T4H 1R5. Phone 403-556-6981, Fax 403-556-6537, or email FOIP@olds.ca

TOWN OF OLDS		POLICY STATEMENT	
DEPARTMENT:	Planning and Development	DEPT. NO.	3000
POLICY TITLE:	CERTIFICATES OF COMPLIANCE	POLICY NO.	3002
AUTHORITY:	Council		
ORIGINAL APPROVAL DATE:	January 09, 2006 – repealed August 24, 2009 - approved	MOTION NO.	06-021 09-297
AMENDED DATE:		MOTION NO.	

Policy Statement:

The issuance of certificates of compliance is a service provided by the Town of Olds to property owners within the Town's jurisdiction to assist with arrangements for the sale or transfer of properties. The Town of Olds will provide a consistent approach to the processing and issuance of certificates of compliance.

Purpose:

To establish a system regarding requests for certificates of compliance and to eliminate any responsibility and/or liability for any mistake, inaccuracy, or error which may arise from the information supplied by or on behalf of the applicant.

To clarify for landowners and those involved in real estate transactions the process used for certificates of compliance.

Definitions:

In this Certificate of Compliance Policy:

- (a) "Accessory building" means a building as defined in the Town of Olds Land Use Bylaw;
- (b) "Building" includes anything constructed or placed on, in, over or under land but does not include a highway or road or bridge forming part of a highway or road;
- (c) "Certificate of Compliance" or "Compliance Certificate" means a written statement from the Town of Olds that development on a property conforms to the requirements set out in the Land Use Bylaw;
- (d) "Council" means the Council of the Town of Olds;
- (e) "Development Officer" means a person appointed as a Development Officer (or their designate) pursuant to the Land Use Bylaw;
- (f) "Development permit" means a document authorizing a development issued pursuant to the Land Use Bylaw;

POLICY NO:	3002
NO. OF PAGES	3

- (g) "Land Use Bylaw" means the bylaw that has been adopted by Council for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Town of Olds;
- (h) "Principal building" means a building as defined in the Town of Olds Land Use Bylaw;
- (i) "Real Property Report" or "RPR" means a legal document prepared by an Alberta Land Surveyor that clearly illustrates the location of significant visible building(s) relative to property boundaries.

Procedures:

KEY AREAS OF RESPONSIBILITY	RESPONSIBILITY
<p>1. All requests for a certificate of compliance submitted to the Town must be accompanied by:</p> <p>a. A minimum of one original and one photocopy of the valid real property report for the property with:</p> <p>(i) The RPR being no older than 10 (ten) years; and</p> <p>(ii) Where the date of the RPR is greater than six (6) months prior to the date of applying for a certificate of compliance, it is accompanied with a statutory declaration indicating that no changes, alterations or additions to the principal building have been made since the real property report was prepared;</p> <p>b. An application fee as described in the fee schedule adopted by Council and amended from time to time; and</p> <p>c. An application form filled out and signed by the Applicant.</p>	Development Officer
<p>2. Certificates of compliance issued by the Town of Olds only relate to the placement of the principal building and accessory buildings on a site relative to the Land Use Bylaw requirements for minimum yards and setbacks.</p>	Development Officer
<p>3. The Development Officer shall not sign real property reports submitted to the Town as part of the request for a certificate of compliance.</p>	Development Officer

POLICY NO:	3002
NO. OF PAGES	3

KEY AREAS OF RESPONSIBILITY	RESPONSIBILITY
<p>4. The Development Officer shall establish appropriate forms to be issued as a Certificate of Compliance. These forms shall address properties that conform to the Land Use Bylaw, properties with non-conforming buildings due to the age of the development, and properties that are in breach of the Land Use Bylaw. Every Certificate of Compliance shall include the following qualifier statements:</p> <ul style="list-style-type: none"> a. The Town of Olds is relying entirely on the Real Property Report/Survey Certificate (copy attached) supplied by or on behalf of the applicant in respect of the location of the buildings within the property and the Town makes no representations as to the actual location of the buildings. b. The Town of Olds may not have conducted an inspection of the property. c. The Town of Olds assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact which arises from the information supplied by or on behalf of the applicant. d. This Certificate relates only to the yard and setback requirements of the Town of Olds Land Use Bylaw and does not relate to the requirements of any federal, provincial or other municipal legislation not to the terms or conditions of any easement, covenant, building scheme, agreement or other document affecting the building(s) or land. 	<p>Development Officer</p>
<p>5. Where a real property report indicates an encroachment onto Town land or over a Town utility right-of-way, the existence of the encroachment shall be noted on the certificate of compliance along with the need for the new property owner to enter into the appropriate encroachment agreement with the Town of Olds. The fee for entering into an encroachment agreement shall also be noted on the certificate of compliance.</p>	<p>Development Officer</p>
<p>6. To interpret the information on a RPR, The Development Officer shall round dimensions relating to minimum yard and setback requirements to the nearest full integer following the decimal point.</p>	<p>Development Officer</p>



Town of Olds

Request for Decision

113

Medicine River Wildlife Centre

April 25, 2016

8D

RECOMMENDATION

That Council direct Administration to contribute \$500.00 from the 2016 operations budget to the Medicine River Wildlife Centre.

BACKGROUND

At the January 11, 2016 Council Meeting, Council's motioned, "that the CAO bring back further information in a Request For Decision by Council on the Medicine River Wildlife Centre letter dated December 17, 2015." Motion Carried 16-14

ALTERNATIVE OPTIONS

1. Council can direct Administration to contribute an amount more or less than \$500.00.
2. Council can make a decision to donate an amount from Council Promotions.
3. Council can receive this request as information only, thus not approving consideration for funding to the Medicine River Wildlife Centre.
4. Council can refer the matter back to Administration for further research and to bring back to Council at a future meeting. Council would need to be specific in the information that they require.

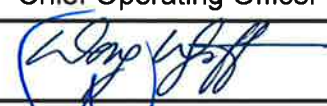

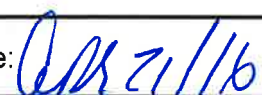
FINANCIAL IMPLICATIONS

Cost	Source of Funding
\$500.00	Bylaw
Total Cost \$500.00	

ATTACHMENTS

Attachment 1- Briefing Note Medicine River Wildlife Centre

Attachment 2- Letter dated December 17, 2015

Submitted By:	Doug Wagstaff, Chief Operating Officer	Date: April 18, 2016
COO Signature:		Date: April 18, 2016
CAO Signature:		Date: 



MEDICNE RIVER WILDLIFE CENTRE

114

Support Services

April 18, 2016

PURPOSE

For information on the activities of Medicine River Wildlife Centre (MRWC) within Olds.

SCOPE

MRWC respond to calls originating within Olds and other areas of Central Alberta. They will also respond to calls throughout Alberta. They are a non-profit organization that provides care for the injured, orphaned or compromised wildlife with the aim of returning them to the wild. They also promote an understanding and respect of wildlife through educational programs offered free of charge.

BACKGROUND

MRWC has been operating since 1984 from their site located 40 km west of Innisfail:

- MRWC is a registered charity and receives no regular, ongoing, operational, government or corporate funding. They rely on community support.
- The site consists of an animal hospital that is being rebuilt in 2016, an Interpretive Centre (closed for renovations) and nature trails.
- 8 full time and 1 part time staff, approximately 100 volunteers sit on the Board of Directors or are drivers to bring injured animals to the Centre and approximately 12 international students have volunteered at the Centre over the summer in the past few years,
- Referrals are taken by phone calls in to the Centre.
- MRWC covers calls from Central Alberta but will respond to calls throughout Alberta. Other rehabilitation centers in Alberta that deal with wild animals are located in Calgary, Edmonton and Madden.

MRWC has an association with the Town in the following ways:

1. Patients received from the Town or just outside the Town limits: adult ducks, ducklings, adult deer, hawks, raven, robins, blue jays, a blackbird, pigeons, muskrat and a few domestic stray animals like pheasants, duck and a rabbit.
2. There are currently 8 residents of Olds who volunteer to pick up wildlife and drive them to the Centre when the person making the call is not able to do this themselves.
3. The following is a list of presentations done in the past 3 years:

2013 – Olds college x2
 Holy Trinity School
 World Plowing Event
 Olds Library x2
 Koinonia School
 Mount View Seniors Lodge

2014 – Olds College
Boys and Girls Club
Olds Elementary x3

115

2015 – Olds College
Olds Scout Banquet

MRWC is involved in the following activities within Central Alberta:

- Providing 24-hour phone support and care for injured, orphaned or compromised wildlife with the aim of returning them to the wild.
- Responds to lost and found exotic pets that other organizations do not accept.
- Promoting an understanding and respect of wildlife through educational programs available to interested individuals, groups and organizations (receive donations only)
- Assisting Albertans in the understanding and more peaceful living with their wild neighbours through our Community Wildlife Liaison program.
- Researching the "fostering wild orphans to wild families" project and sharing our findings internationally.

"When one tugs at a single thing in nature, you find it attached to the rest of the world." - John Muir, Conservationist

- Promoting a cooperative effort between individuals and private or public agencies to benefit wildlife.
- Aiding in the preservation, conservation and enhancement of natural habitat.
- Welcoming tourists on the trails and in the education centre each year (Interpretive Centre is now closed for renovations, fundraising is underway).
- Work with communities and organizations to reduce the number of feral and free roaming cats.

Intervention for Wildlife Issues in the Town:

Municipal Enforcement is not equipped to handle calls and complaints regarding wildlife. Fish & Wildlife will intervene for large animals; they do not respond to injury or pest control related to wild animals such as skunks and crows. MRWC will respond if the wild animal is injured, they will also offer information on dealing with a pest control issue.


OVERVIEW

MRWC is currently canvassing municipalities in Central Alberta for donations. Starting in 2015 Red Deer committed an annual support of \$25,000. Other municipalities are considering making a donation but none has been received as of January 2016. Funds are used to cover the costs of staff, vehicle and other expenses incurred while responding to community calls and programs.

REFLECTION POINTS

1. MRWC is the Town's source of information for wild animals and a place where injured animals can be taken.
2. The Town could support the Medicine River Wildlife Centre to cover the costs of staff, vehicle and other expenses incurred while responding to community calls and programs in Olds.
3. The following baseline could be considered for funding:

- a. The City of Red Deer donates \$25,000 per year, approximately \$0.25 per person (based on population of 100,000).
 - b. Using \$0.25 per person Olds would equate to \$2,150 (population of 8600).
 - c. An amount reflective to a specific expense (i.e. Educational program donation).
 - d. Provide an amount not related to specific expenses nor per capita formula.
4. Consideration be given through service level reviews the value return for supporting this organization's activity in the Olds community.
- a. In future budgets provide annual support directly as an expense allocated to Bylaw as a budget line item.
 - i. Town could make a 2016 contribution to the Medicine River Wildlife Centre, and evaluate ongoing support at the appropriate time in the future.
 - b. Consider Council sponsorship on as a reoccurring annual request.
 - i. Council could make a 2016 donation to the Medicine River Wildlife Centre, and consider/evaluate forthcoming donations at the appropriate time in the future.

Staff Contact/Lead	Doug Wagstaff Chief Operating Officer	Date: April 14, 2016
Submitted By:	Karol Jorgensen Admin Assistant, Planning & Municipal Enforcement	Date: February 4, 2016
COO Signature:		Date: April 18, 2016



Medicine River WILDLIFE CENTRE

117

☎ 403.728.3467 | ✉ INFO@MRWC.CA | BOX 115 | SPRUCE VIEW, AB | T0M 1V0 | WWW.MRWC.CA

December 17, 2015

Town of Olds
4512 - 46 Street
Olds, AB T4H 1R5

Attention: Norm McInnis, CAO

Dear Mr. McInnis:

The Medicine River Wildlife Centre (MRWC) respectfully requests the Town of Olds council consider our non-profit organization in your next budget.

Our Request

The demand for the services we provide increases annually, putting a strain on MRWC resources. In 2015, Red Deer City recognized the value of the services and committed to an annual support of \$25,000. **In the past year, 5 % of wildlife MRWC treated were transported from the Town of Olds. As well, 5 educational programs were delivered to 181 members of your community.** We would very much appreciate your consideration for annual support in an amount appropriate to your community.

Funds will be used to cover the costs of staff, vehicle, and other expenses incurred while responding to community calls and programs.

Who is Medicine River Wildlife Centre

MRWC is a wildlife hospital and education centre located ½ hour west of Innisfail and providing a wide range of services. The Centre works with individuals, communities and organizations to learn about our wild neighbours, respect our environment and reduce conflicts between wildlife and the people. The Centre has existed since 1984 beginning as a small wildlife hospital that admitted only 14 patients in the first year. Today the Centre sees 2000 wild patients and provides a wide range of educational opportunities and services province wide with an emphasis on Central Alberta. For more information, please visit www.mrwc.ca

What We Do

MRWC has a strong volunteer and education focus that provides the following services to your community:

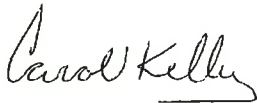
- Offer phone support for injured, orphaned and compromised wildlife calls 24 hours a day assisting after normal business hours

- The Centre offers 150-200 education programs at no charge to schools and community organizations
- Attend trade shows and community functions to provide information to the public on healthy yards, living with our wild neighbours and reducing wildlife conflicts
- Respond to problem wildlife calls – Alberta Animal Service (AAS) no longer deals with any wildlife calls and SRD Fish & Wildlife (F&W) respond only to dangerous wildlife calls and seriously injured deer and moose.
- The Centre also responds to lost and found exotic pets that other organizations do not accept such as parrots, snakes, bearded dragons, etc. MRWC has developed ways to successfully capture stray parrots, budgies and cockatiels.
- Work with communities, F&W, AAS and cat rescue organizations to reduce the number of feral and free roaming cats. Free roaming cats live short violent lives, damage property, spread disease and are the number one reason why songbirds are declining.

Do not hesitate to contact me if you would like to meet and discuss how your community may contribute to wildlife care in central Alberta.

Sincerely,

MEDICINE RIVER WILDLIFE CENTRE



Executive Director / Founder

403-728-3467

carol.kelly@mrwc.ca

www.mrwc.ca

cc: **Mayor Judy Dahl**

Rec'd
DEC 23 2015
jd



Request for Decision

Loonies for Lappage

April 25, 2016

A stylized red logo consisting of the letters "B" and "E" in a bold, cursive-like font.

RECOMMENDATION

That the Loonies for Lappage fundraising campaign by the Town of Olds be approved and that the Town of Olds match the Lappage Go Fund Me pledges up to a maximum of \$5,000.

BACKGROUND

The Loonies for Lappage Funding Campaign was presented to the Policies & Priorities Committee on April 18. Administration was directed to prepare an Request for Decision for the April 25, 2016 Council Agenda.

It is a rare thing for a small community to send one of their own to the Olympics. This summer Danielle Lappage will compete in Rio at the 2016 Summer Olympics in wrestling. The Community of Olds has held a number of events to support Danielle as she puts her full focus on training in preparation for the games.

This report is presented to gain support of Town Council to consider contributing to a unique and special cause. Administration have drafted the Loonies for Lappage campaign. The campaign suggested that the Town of Olds match community donations to Danielle made through her Go Fund Me social media site. The Town could match up to \$5,000 donations made from citizens.

The Town of Olds has a population of 8,617. Many people will remember the story of the Loonie frozen at centre ice at the 2010 Winter Olympics in Vancouver and the power of that in bringing Gold to both our Men's and Women's hockey teams. Imagine what 8,617 Loonies could do in pushing Danielle to Gold in Rio!

If everyone donated just a Loonie, and the Town contributed up to \$5,000, the Go Fund Me goal of raising \$10,000 would be met and exceeded. Residents may also bring their loonies to the Olds Administration Office and sign their name on a Town of Olds Flag. This would be a great way to involve our school children – after all Danielle began her career at the age of 13 with coach/teacher George Grant.

Danielle/and or her support group in Rio could wave the signed flag, and perhaps our little Alberta Town would receive some international attention on a very big stage. Facilitators may try and make arrangements to take the Town Flag to schools and various other locations within our community, providing an extra opportunity for those person(s) wanting to sign their name and join in the spirit of cheering on Danielle!

ALTERNATIVE OPTIONS

1. Council can direct Administration to contribute an amount more or less than \$5000.00.
2. Council can receive this request as information only, thus not approving consideration for funding or Town of Olds leading this campaign.
3. Council can refer the matter back to Administration for further research and to bring back to Council at a future meeting. Council would need to be specific in the information that they require.

FINANCIAL IMPLICATIONS

Cost	Source of Funding
Max \$5,000	2-11-03-221-01 Promotions and Public Relations
Total Cost	

ATTACHMENTS

Attachment 1- Loonies for Lappage Poster

Attachment 2 – Go Fund Me Page

Submitted By: Norm McInnis	Date: April 21, 2016
CAO Signature: 	Date: 

LOONIES FOR LAPPAGE!



Cheer on our Golden Girl!

You Make Us Proud!

Town of Olds



Born and raised in Olds, Alberta Danielle Lappage is on the road to Rio as she 'wrestles' her way to a gold medal in the 2016 Summer Olympics!

Donate a LOONIE!
write a message of support & sign your name on the
Town of Olds Flag!

Help support Local Olympian Danielle Lappage as she "wrestles" her way to RIO!

Lappage Family Road To Rio



T4R 0R5

WISHES

\$2,860 of \$10k

Raised by 30 people in 2 months

Donate Now

SHARE ON FACEBOOK

277 SHARES

SHARE

TWEET



Created January 31, 2016
Emily Gatez

UPDATE #4

1 MONTH AGO

30 DONATIONS

RECENT

Be the first to like this update

A message from Danielle:

Hey Everyone,

I have competed in 3 tournaments in 2016 so far. I competed in the Olympic Test Event in Rio, which was held January 31st, where I placed 1st, the Outstanding Ukrainian Wrestlers and Coaches Memorial on February 14th, where I placed 2nd, and the Sweden Ladies Open on February 20th, where I placed 3rd. I am currently ranked 6th in the world in the 63kg weight class.

I have had training camps in Sweden, and in Calgary in between tournaments. And most recently, I attended the Pan Am Olympic qualifier in Dallas, Texas, where I cheered the rest of team Canada to several more Olympic berths. Canada now has all 6 women's weight classes qualified for Rio- and is the first country to have qualified all six weights. It was an incredible and exciting weekend, and I felt so much

\$100

Roy & Carol Schneider
2 days ago

\$500

Stirling and Donna McLeod
9 days ago

You are a wonderful ambassador for your sport and our community. Best of luck in Rio!

\$40

Angela Pelkey
11 days ago

\$50

Lynn Young
12 days ago

All the best, Danielle. We will be

We use cookies. By continuing to use the website, you will be agreeing to our [Use of Cookies](#).

123

[Search](#) [Help](#) [Start a Fundraiser](#)

[SHARE](#)

[TWEET](#)

[DONATE](#)

Ontario. I will be spending the remainder of my time training in both Calgary and Vancouver.

I am ready and excited to use each day to better myself as a wrestler. I am now a full time Olympic Athlete and I have 5 months until the Games. I know the next five months will not be easy, and will be filled with a lot more blood, sweat, and tears. However, the struggles I have and will continue to endure will pale in comparison to what I have already gained through this sport. I also know that I have so much support behind me and unimaginable experiences still to come on this journey, which pushes me each and everyday.

I know that if I do everything I possibility can do to prepare myself for the Olympics that I will be successful on August 18th. So, I am so unbelievably excited for the months ahead and that I get the opportunity to live this dream!

I cannot thank everyone enough for the love, well wishes, and support. You have no idea how much it all means, and how big of a difference it has made and continues to make on my life and in my athletic pursuits. Thank you, thank you, thank you!

So much love,

Danielle

[Christa Duquette](#)

13 days ago

Congratulations and Well Done. Keep shining and working hard. We are all proud.

\$20

Anonymous

1 month ago

\$100

Jordan & Jody Cleland

1 month ago

Eye of the Tiger kid!

\$100

Mark & Vicky Wright

1 month ago

\$100

Aaron & Rae Anne Wright

1 month ago

\$100

Dean Owen

1 month ago

1-10 of 30 donations

We use cookies. By continuing to use the website, you will be agreeing to our Use of Cookies.

124

[Search](#) [Help](#) [Start a Fundraiser](#)

[SHARE](#)

[TWEET](#)

[DONATE](#)



[Subscribe to Updates](#) [Show More](#)

[SHARE](#)

[TWEET](#)

[DONATE](#)

Help Olds, Alberta small town girl, Danielle Lappage, accomplish her dream of winning gold at the Rio Summer Olympics.



Danielle Lappage is a Canadian freestyle wrestler. She has achieved many successes in her athletic career, the most significant being her qualification to represent Canada in the 63kg weight class at the Rio 2016 Olympic Summer Games. She has overcome many obstacles to get where she is today, including reconstructive ACL knee surgery in November of 2014. After recovering from

We use cookies. By continuing to use the website, you will be agreeing to our [Use of Cookies](#).

125

[Search](#) [Help](#) [Start a Fundraiser](#)

[SHARE](#)

[TWEET](#)

[DONATE](#)

home to Canada in August.

Danielle grew up in small town, Olds, Alberta, and this is where her passion for wrestling began. Olds has such an amazing sense of community spirit, and Danielle carries that same spirit with her in her Olympic dream. The community, her friends, and her family have all been such a large support system that she has used to fuel her desire to succeed. We want to provide an opportunity for her support system to watch Danielle compete live with her own personal cheering section!

She is faced with great financial stress for the upcoming year. All of her focus and energy will be geared towards training, leaving her ability to gain employment to finance her athletic pursuits and living costs to a minimum. Danielle is looking for donors and sponsors to fuel her athletic endeavors to best allow her to achieve her Olympic goals and dream. The sport of wrestling is experiencing a downfall in funding and her limited personal resources will not make up for the shortcomings that she is faced with. We are asking for your support with her financial needs, as well as to cheer her on all the way to Rio!

With your financial support, Danielle will keep you informed of her training and competition plans, along with progress reports containing her stats including rankings and athletic pursuits.

We want to see Danielle follow through with her Olympic dream, and for her parents to be in the stands to support her. The road to Rio has already begun for Danielle, and the goal of having her family by her side for the entire journey! Please donate today to help our hometown girl go for gold!

GO DANIELLE GO!!

277 SHARES

[SHARE](#)

[TWEET](#)

[DONATE](#)

COPY, PASTE & SHARE: <https://www.gofundme.com/lappageroad2rio>

What is GoFundMe?
Fundraising made easy >>

[REPORT](#)

[POSTER](#)

[LINK](#)

[CONTACT](#)

NO COMMENTS YET

Please use Facebook to leave a comment below:

[CONTINUE](#)

Nothing gets posted to your wall. Only your Facebook name & photo are used.

We use cookies. By continuing to use the website, you will be agreeing to our [Use of Cookies](#).

126

[Search](#) [Help](#) [Start a Fundraiser](#)

[SHARE](#)

[TWEET](#)

[DONATE](#)

GET STARTED

- [How it Works](#)
- [Success Stories](#)
- [Common Questions](#)
- [Ask a Question](#)
- [Sign Up Now](#)

LEARN MORE

- [Watch the Video](#)
- [GoFundMe Reviews](#)
- [Pricing & Fees](#)
- [Fundraising Ideas](#)
- [We're Hiring!](#)

MAJOR EVENTS

- [Flint Crisis](#)
- [Southern US Storms](#)
- [Carolina Flood Relief](#)
- [Nepal Earthquake](#)
- [Ferguson Rebuilds](#)

CONNECT WITH US

- [Ask a Question](#)
- [Common Questions](#)
- [Help Center](#)
- [Meet the Team](#)
- [Media Center](#)

[Supported Currencies](#)

[Follow @gofundme](#) 416K followers

[Like](#) 372K

[Blog](#) | [Legal](#) | [Terms](#) | [Privacy Policy](#) | © 2010-2016 GoFundMe



Town of Olds

Request for Decision

127

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

April 25, 2016

9A

RECOMMENDATION

That the reports from Council, Authorities, Boards, Commissions, Committees and Task Forces, ending April 25, 2016 be received for information.

BACKGROUND

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

ALTERNATIVE OPTIONS

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

ATTACHMENTS

Various minutes are attached.

Prepared By:	Marcie McKinnon Legislative Clerk	Date:	April 20, 2016
CAO Signature:		Date:	Apr 21/16

Minutes

Mountain View Regional Water Services Commission

February 10, 2016

9:00 AM

Meeting held at the Anthony Henday Water Treatment Plant

Members Present:

Rick Blair – Town of Carstairs - Chairman

Robb Stuart – Town of Bowden

Brian Spiller – Town of Innisfail

Lavar Adams – Town of Didsbury

Wade Bearchell – Town of Olds

Jo Tennant – Town of Crossfield

Also Present:

John Van Doesburg – Manager

Wes Olstad – Technical Services Manager

Chairman Rick Blair called the meeting to order at 9:07 am.

Adoption of Agenda

Addition of Quote for Engineering Services for Log Removal Study.

Moved by Lavar Adams that the agenda be adopted as amended;

Carried**Adoption of Minutes of January 13, 2015 Minutes**

Jo Tennant's name is missing from list of Member's Present.

Moved by Jo Tennant that the minutes be adopted as amended.

Carried**Reports****Chairman's Report**

Chairman Blair outlined his activities during the past month.

Moved by Wade Bearchell to accept the staff reports as information.

Carried

Finance Report

Moved by Jo Tennant that the finance report be accepted as information.

Carried

Staff & Manager's Reports

Moved by Robb Stuart that the staff and manager's reports be accepted as information.

Carried

New Business**a. Rocky View County Agreement**

The Commission is waiting for the results of a meeting. Administration will follow up.

b. Log Removal – Engineering Services

Associated Engineering has provided a quote for the investigation of the log removal numbers for submission to the Province of Alberta.

Moved by Brian Spiller that Associated Engineering provide a study for Log Removal.

Carried

c. Tour of Plant

The Members of the Commission toured the plant.

Next Meeting Date March 24, 2016 at 9:00 am.

Adjournment

Moved by Lavare Adams to adjourn the meeting at 10:08.

Carried

Chairman

Manager

Minutes**Mountain View Regional Water Services Commission****March 23, 2016****9:00 AM****Meeting held at the Anthony Henday Water Treatment Plant****Members Present:**

Rick Blair – Town of Carstairs - Chairman
Robb Stuart – Town of Bowden
Brian Spiller – Town of Innisfail
Sheila Schulz – Town of Didsbury (Alternate)
Wade Bearchell – Town of Olds
Jo Tennant – Town of Crossfield

Also Present:

John Van Doesburg – Manager
Wes Olstad – Technical Services Manager
Earl Kearns – Maintenance Manager
Terry Stigings - Operations Manager
Terry Wood- Finance Manager and Recording Secretary
Marti Ratz - Alternate Town of Carstairs
Rose Marie Monea – Pivotal LLP
Keith McPhedran – Pivotal LLP

Chairman Rick Blair called the meeting to order at 9:02 am.

Adoption of Agenda

Moved by Jo Tennant to adopt the agenda.

Carried**Adoption of Minutes of February 10, 2016 Minutes**

Moved by Wade Bearchell to adopt the February 10, 2016 minutes.

Carried**Reports****Chairman's Report**

Chairman Blair outlined his activities during the past month.

Staff & Manager's Reports

Terry Stigings presented the Operations Report.

Earl Kearns presented the Maintenance Report.

Wesley Olstad presented the Technical Report.

John Van Doesburg presented the Administrator's Report.

Moved by Brian Spiller that the Chair and Staff reports be accepted for information.

Carried

Finance Report

Terry Wood presented the Finance Report

Moved by Jo Tennant that the finance report be accepted for information.

Carried

New Business**a. Draft Audit Report**

Rose Marie Monea and Keith McPhedron presented the Draft 2015 Audit Report.

Motion arising from discussion on Draft 2015 Audit**Interest and Principal to be received from Mountain View County Agreement**

Moved by Jo Tennant that both Principal and Interest received re: Mountain View County Agreement be allocated to the internally restricted reserve.

Carried

Moved by Wade Bearchell that the Draft 2015 Audit Report be accepted for information.

Carried

b. Water Inspection Report

Moved by Robb Stuart that the Water Report be accepted for information.

Carried

c. Alberta Environment – Membrane Update

Moved by Brian Spiller that the Membrane Update be accepted for information.

Carried

d. Feb. 23 Letter From Rocky View County

Moved by Jo Tennant to accept for information.

Carried

e. Response to Letter From Rocky View County

Moved by Jo Tennant to accept for information.

Carried

f. County of Red Deer – Development Permit Application

Moved by Robb Stuart to accept for information.

Carried

g. MVRWSC and Town of Carstairs Funding Partnership

Moved by Sheila Schulz to proceed with the funding application.

Carried

h. Meeting with Minister Mason

Chairman Rick Blair, John Doesburg and Brian Spiller will meet with Minister Mason on May 26.

i. Staff Benefits

Jo Tennant moved to go in camera.

Carried

Sheila Schulz moved to come out of camera.

Carried

Next Meeting Date April 13, 2016. Annual Meeting at 9:00 am, General Meeting at 9:30.

Adjournment

Moved by Jo Tennant to adjourn the meeting at 10:35.

Carried

Chairman

Manager



BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Board Meeting, March 17, 2016

- The MVSH Board met at the NEW Sundre Senior's Supportive Living Facility for their regular scheduled Board meeting and tour of the new project.

Presentations

- An update on MVSH Health Care risks and management by Joyce Wicks, MVSH Care Consultant.
- An update on the Sundre Project was received from Wayne Milaney, Sundre Project Manager.
- An update on MVSH 2015 Auditor Report and 2015 Audited MVSH Financial Statements and Notes by Heather MacPherson, MVSH CFO
- An update on MVSH Human Resources and Organizational Development by Kristi Gingrich, MVSH Director of HR.
- An update on Sundre Project F&E and Sundre Operations by Stacey Dick, General Manager for Sundre Operations and Project Manager for new facility F&E and training.

Visit with Alberta Minister of Senior's

- The Board has once again expressed its desire to pursue a meeting with the Minister of Seniors to ensure the agenda with Alberta Housing is clear and moving forward. The hope is to have this meeting with the Minister of Seniors soon and invite to our Grand Opening in September 2016 (Date TBD).
- So far announcements from the new Provincial Government have had little impact on MVSH. Commitment for seniors' housing and care and for capital programs for seniors' lodges are expected to be honoured by the Province and supported in future budget processes

MVSH Long Term Planning Retreat – Site Development and Demand Study

- MVSH is reviewing its long term plans and is preparing for another Board Retreat to be held in the next few months. The Board sees the opportunity to expand its sites in Olds, Didsbury and potentially build a new project in Carstairs.
- MVSH has commissioned a County-wide demand study to provide a reference data base for its long term facility planning. This demand study is partially funded by a CMHC grant and will provide research for all Municipalities and demonstrate the need for Senior's Housing across the continuum from independent through all levels of health care.



- No projects or expansion will be undertaken without sufficient demand to justify the risk involved in a capital project. The demand study will be completed and ready for discussion and input to the Board conversations at the Retreat Planning Session.

Mountain View Seniors' Housing Foundation Update

- The Foundation continues to develop its capital campaign to reach \$1 Million dollars with naming opportunities and donations in support of the new Sundre facility. Community and donor engagement activities have already commenced.
- The Foundation is planning a "Powered by People" fund raising Gala event at the Site on Saturday April 23, 2016 to show case our new project and raise awareness and donor support.
- We hope everyone will come support our Foundation and this special celebration event.

Sundre Supportive Living Facility Project

- The new Facility has now reached substantial completion ahead of schedule and on budget.
- The Project is now scheduled for several months of commissioning, moving furniture and equipment, and staff hiring and training. We are planning to start operations on June 1, 2016 for Lodge and Life Lease only, and open operations on July 1, 2016 for the SL4/SL4D operations.
- Site tours are possible, for any and all Municipal stakeholders to see the project. Please contact MVSH CAO Sam Smalldon or your Board Director to arrange such a tour.
- The Board is planning a public Open House Event to Celebrate in June 2016 and a Grand Opening Ceremony for September 2016. So stay tuned!

Life Lease Suites in Sundre

- We currently have 12 suites sold which is 66% of available suites.
- We hold information and marketing sessions twice each month at the new site now that it is available for viewing. We advertise in local and area newspapers. Our next information session is April 12, 2016 at 1:30 pm at the new facility site in Sundre.
- With this renewed marketing effort, we fully expect all Life Lease suites to be sold when we open this summer. If you have any questions regarding Life Leases, please contact MVSH CAO Sam Smalldon or any Board Director.

Director of Care Position

- MVSH now has a direct search in place to hire a new Director of Care, our risk management position to guide resident care management and care quality. This role is currently being filled by Joyce Wicks as the MVSH Care Consultant during this interim period while MVSH prepares for opening of the new Sundre Seniors' Supportive Living Facility.



2015 Audit and 2016 Budget

- The Board received and approved the 2015 Audit Report and 2015 Audited Financial Statements and Notes which are available on our website at www.mvsh.ca.
- Vacancy rates have now stabilized returning MVSH to full capacity in 2016. MVSH has increased marketing efforts for new applications to fill vacancies and continue to add to our waitlists. MVSH has also reduced revenue expectations in 2016 going forward for both these Lodges from 95% to 90% occupancy.
- In 2015 and early 2016, we have experienced higher costs for food, which have skyrocketed this past year and this is expected to continue. We will carefully monitor and manage food costs to ensure we avoid any negative impact for our senior's. We will continue to deliver quality meals and dietary services for residents of all our Lodges.
- In 2016, expectations are for some one time costs associated with commissioning and start-up of the new Sundre Seniors Supportive Living Facility. We will have 7 months of operation starting June 1, 2016. Our objective is to manage towards our balanced budget in 2016, so we will monitor all costs on a quarterly basis and report regularly to the Board for accountability with implementation of the new Facility start-up and commissioning.
- In 2016, there will be de-commissioning of the old Foothills Lodge in late June. The Board as tenants and operators of the Foothills Lodge have reached out to the Province as owners, to initiate discussions with the Town of Sundre related to re-purposing and future use of the building and site.
- The outcome of de-commissioning is also to re-purpose the site and it is expected to benefit the Sundre Community once MVSH leaves and transfers obligation for this site and facility back to the Province. There is now a meeting set with the Assistant Deputy Minister (ADM) for Alberta Seniors on Friday April 1, 2016 to discuss this de-commissioning and re-purposing plan with the Mayor of Sundre and MVSH.

Current Events at MVSH

- With many activities occurring over the next few months, the Board wishes to share the following calendar of events for MVSH.

March 2016

31st Career Information Session for Employment Opportunities at our new Sundre facility.

April 2016

5th Foothills Residents and Family Tour of their new home at the new Sundre facility.

7th Career Information Session for Employment Opportunities at our new Sundre facility.

11th to 14th MVSH Volunteer Appreciation Teas at all MVSH Lodges



12th MVSH and AHS host the LTC Sundre Hospital Residents and Families for a tour of their new home at the new Sundre SL4/SL4D facility.

23rd Foundation "Powered by People" Fundraising Gala at new Sundre facility

May 2016

1st MVSH Sundre management and staff training and transitions to new facility start.

5th MVSH Annual Staff Appreciation Night in Didsbury at the Memorial Complex.

12th Foothills Lodge "Good-bye Party" at Foothills Lodge and sponsored by a Committee of Local Sundre Volunteers – for Residents, Families and Staff but everyone is invited

June 2016

1st New facility opens for operations of Lodge and Life Lease only.

Date to be determined for Public Open House (likely later in June)

20th MVSH Graduation Ceremony for MVSH/NorQuest HCA Program Students

Staff Training for SL4/SL4D preparing for opening July 1, 2016

July 2016

1st New facility opens for operations of SL4/SL4D

Transitions and moves for new residents of SL4/SL4D will occur over a period of weeks. We are advised by AHS first transitions are from LTC at Sundre Hospital and then from AHS Waitlists for SL4/SL4D and then from those wishing to return to Sundre Area for SL4/SL4D will complete the initial occupancy for the 40 units.

August 2016

Normally a busy vacation time. No MVSH events planned for August at present.

September 2016

Date to be determined for Grand Opening Event for the new Sundre Seniors Supportive Living Facility (following protocol - invites and requests for available dates are first out to Premier of Alberta, Minister of Alberta Seniors and Minister of Alberta Health at the moment).

15th Foundation Annual Golf Tournament at Coyote Creek Golf Course in Sundre

Next MVSH Board Meeting

- The next regular Board meeting will be Thursday June 16, 2016 @ 6:30-9:00 PM at the new Sundre Seniors' Supportive Living Facility, in Sundre, AB

Contact or Questions

- If you require any information or there are any questions related to this communication please contact a Board Director or Sam Smalldon, CAO for MVSH at 403-556-2957 or by email at sam.smalldon@mvsh.ca.



VILLAGE OF
Cremona



138

**Minutes of the Municipal Area Partnership Committee Meeting
held on Monday, April 11th, 2016 at 9:00 a.m.
Council Chambers, Mountain View County - 1408 - Twp Rd 320**

PRESENT:

Elected Officials:

- Judy Dahl, Mayor, Town of Olds
- Mayor Terry Leslie, Town of Sundre
- Patricia McKean, Councillor Mountain View County
- Jeremy Sayer, Councillor, Mountain View County
- Lance Colby, Mayor, Town of Carstairs
- Tim Hagen, Mayor, Village of Cremona
- Rick Mousseau, Mayor, Town of Didsbury
- Angela Aalbers, Councillor, MountainView County

Appointed Officials:

- Tony Martens, Chief Administrative Officer, Mountain View County
- Carl McDonnell, Chief Administrative Officer, Town of Carstairs
- Dave Dubauskas, Chief Administrative Officer, Town of Sundre

- Patty LaPointe, Legislative Executive Assistant, Town of Sundre (minute taker)

Absent:

- Luana Smith, Chief Administrative Officer, Village of Cremona
- Norm McInnis, Chief Administrative Officer, Town of Olds
- Harold Northcott, Chief Administrative Officer, Town of Didsbury
- Bruce Beattie, Reeve Mountain View County

1.0 CALL TO ORDER

Mayor Terry Leslie, Town of Sundre, called the meeting to order at 9:02 a.m.

2.0 ADOPTION OF AGENDA

Moved by Mayor Tim Hagen, Mayor, Village of Cremona, that the Municipal Area Partnership Committee adopt the agenda for the April 11th, 2016 Municipal Area Partnership Meeting as amended.

*Additions: 4.1a Consensus-Based Decision Making Process – Councillor Aalbers
5.3 Long Term Care – Mayor Leslie*

Carried

3.0 ADOPTION OF PREVIOUS MINUTES

Moved by _____, that the Municipal Area Partnership Committee adopt the minutes of the March 14, 2016 Municipal Area Partnership Meeting as presented.

4.0 UNFINISHED BUSINESS**4.1 Terms of Reference**

Throughout the document there is no consistency between the use of the terms "MAP" and "Partnership". It was agreed that the document would be amended to consistently use "MAP" when referring to the Committee.

Mayor Dahl recommended the each of the Councils review and adopt the Terms of Reference to ensure all are adopting the same process throughout.

4.1a Consensus-Based Decision-Making Process

Each committee member was provided a copy of the handout and suggested that each take to their respective councils as information on what the Committee means and what it is trying to achieve. MAP is an information sharing body, not a decision making body and that all councils will be respected as information sharing only.

4.2 Red Deer River Flood Mitigation

Mayor Leslie advised Committee Alberta Community Resilience Flood Program would be in Sundre on April 19th, 2016 to discuss river issues.

Councillor Aalbers questioned the plan and purpose of the meeting and the possibility of including other invitees, such as the Watershed Alliance, to participate and bring forward any concerns.

CAO Dubauskas commented that the purpose is to gather concerns on different areas, such as McDougall Flats, Bearberry Creek, tanks and contamination to the water and have them taken back to the minister.

5.0 NEW BUSINESS**5.1 Date for all Councils for 20/20 Presentation**

CAO's are meeting on April 22nd, 2016 and will select dates at that time.

5.2 Ideas for future MAP meetings –

Councillor McKean – attended a meeting in Kananaskis and the Better Business Bureau (BBB) presented on Business Diversification. Perhaps municipalities could present on education. How can we help businesses diversify.

Mayor Dahl will check with the Business Attraction Retention and Expansion (BARE) Committee at Olds Institute for Community and Regional Development (OICRB) and will bring information back to the next meeting.

Councillor Aalbers suggested the “white board” ideas from the January 11th meeting. Also suggested to bring back ideas from respective councils to the next meeting.

5.3 Long Term Care Beds

Mayor Leslie handed out a timeline of Background Notes and summarized these for the Committee adding that the Alberta Union of Provincial Employees (AUPE) also met last Wednesday (April 6) to stop the closure.

Mayor Dahl concerned about the reference to Mountain View Seniors Housing (MVSH) and whether or not CAO Sam Smalldon was aware of the correspondence and reference to MVSH without first consulting MVSH.

Councillor McKean unsure over the whole situation and how many beds and jobs would be affected by the closure of the 15 beds and other reports of the new facility creating 31 jobs.

Moved by Mayor Judy Dahl, that the handout package for Background Notes and letter(s) be delivered to CAO of MVSH for information. Carried

Councillor Aalbers suggested perhaps a community consultation in the future and questioned the proposal from Hospital Futures Committee. Mayor Leslie provided information that Sundre Councillor Chris Vardas sits on the Hospital Futures Committee and provided the recommendation to the Minister. It is the intention of the Committee to work positively with AHS, but lack trust. Councillor Aalbers also questioned AHS Regions and what is encompassed and the boundaries and whether it would also be worthwhile to put a group together for this issue. Aware that MVSH is doing needs assessment, but will issue be transferred to other municipalities in the region with the closure of 15 beds.

Councillor Sayer commented that MVSH has an ironclad contract with AHS and closure of the beds would have no financial impact on MVSH. Mayor Leslie added that there is no contract between MVSH and AHS to supply long term care, nor has information been shared by AHS.

6.0 KEY MESSAGES – ROUND TABLE

1. Terms of Reference not yet adopted by all councils. Amend the term “partnership” to be “MAP” throughout.
2. Consensus – Councils to review and adopt for information not decision and understand MAP function and it’s process.
3. Information brought forward regarding invitation to River meeting on April 19th.
4. Long Term Care bed closures of the Sundre Hospital
5. CAO’s meeting on April 22nd and will bring possible proposed dates for All Council meeting
6. Cremona and County were successful in their application for a joint ACP grant to enlarge the apparatus bay of the Cremona Firehall – \$160,000. Also the whole area received a collaboration grant for the ICI.

7.0 NEXT MEETING

The next Municipal Area Partnership Meeting will be held on Monday, May 9, 2016 at 9:00 a.m. at Mountain View County office.

9.1 Next Agenda:

- Terms of Reference
- Regional Topics brought for discussion brought forward from council and CAO meeting
- Executive Summary on OICRB - BARE committee and what they provide and their purpose (Mayor Dahl)

8.0 ADJOURNMENT

Moved by Mayor Lance Colby, that the Municipal Area Partnership meeting adjourn at 10:32 a.m.

Carried

Chair, Municipal Area Partnership Committee

Secretary, Municipal Area Partnership Committee



Town of Olds

Prior to Approval

Minutes of the Municipal Planning Commission (MPC) Meeting, Thursday, April 21, 2016 at 8:30 a.m. in the Town of Olds Council Chambers.

PRESENT – MPC MEMBERS

Public at Large: Don Dwyer, Dave Harris, and Andy Weiss.

Elected Officials: Mayor Dahl, Councillor Wade Bearchell and Councillor Mary Jane Harper.

ABSENT – MPC MEMBERS

Absent: Heather Ryan.

PRESENT – STAFF

Doug Wagstaff, Chief Operating Officer; Carey Keleman, Development Officer II; Jane Archer, Development Officer I; and Karol Jorgensen, Recorder.

ATTENDEES & DELEGATES

Darcy and Nicolle Cruickshanks

1. CALL TO ORDER

Chairperson Dwyer called the meeting to order at 8:30 a.m.

2. ADDED ITEM(S)

None.

3. ADOPTION OF AGENDA

Moved by Mayor Dahl, "to adopt the, April 21, 2016 Municipal Planning Commission Agenda as presented."

Motion Carried 16.14

4. ADOPTION OF PREVIOUS MINUTES

Moved by Commissioner Weiss, "to adopt the March 17, 2016 Municipal Planning Commission Minutes as presented."

Motion Carried 16.15

5. BUSINESS ARISING FROM MINUTES

None.

6. ITEMS TO BE DELIBERATED

6A) DP16-019

4118 - 46 Avenue

Change of Use to 'Fitness Centre'

Development Officer Archer presented this application as contained in the Agenda. The applicants were present at the meeting.

Discussion:

The applicant has met the permit requirement of 15 parking stalls.

Moved by Councillor Bearchell, “that the Municipal Planning Commission approve Development Permit Application DP16-019 as presented, subject to conditions listed in the attached draft Development Permit.”

Motion Carried 16-16

6B) DP16-020

6 Violet Close

Home Occupation Class 2 - Personal Services

Development Officer Keleman presented this application as contained in the Agenda.

Moved by Mayor Dahl, “that the Municipal Planning Commission approve Development Permit Application DP16-020 as presented, subject to conditions listed in the attached draft Development Permit.”

Motion Carried 16-17

6C) DP16-021

5405 Silverthorn Road

Home Occupation Class 2 - Personal Services

Development Officer Keleman presented this application as contained in the Agenda.

In regards to the letter of concern from a citizen, Ms. Keleman noted that the applicant has designated the driveway for customer parking.

Discussion:

Commission members discussed parking on the front lawn and parking of a large truck as noted in the letter of concern. There was concern for parking in the area; although this property is a corner lot. Proposals were brought forward to approve a temporary permit or a one year permit.

Development Officer Keleman noted that Condition 5 would allow the permit to be revoked at any time if the conditions of the home occupation were violated by any provision of the Bylaw or conditions of the permit.

Moved by Mayor Dahl, “that the Municipal Planning Commission approve Development Permit Application DP16-021 as presented, subject to conditions listed in the attached draft Development Permit.”

Motion Carried 16-18

7. DEVELOPMENT UPDATES

7A) March 2016 Development & Building Permits and Monthly Building Permit Statistics

Development Officer Keleman reported on the list of development and building permit files for March 2016 and the Monthly Building Permit Statistics.

Moved by Councillor Harper, “that the development updates be received as information.”

Motion Carried 16-19

8. ADJOURNMENT

The next MPC meeting will be Thursday, May 19, 2016 at 8:30 a.m. in Town of Olds Council Chambers.

Councillor Harper moved to adjourn the Municipal Planning Commission meeting at 8:52 a.m.

Motion Carried 16-20

These Minutes approved _____.

DON DWYER
CHAIRPERSON

SCOTT CHANT
CHIEF OPERATING OFFICER



Minutes of the Municipal Planning Commission (MPC) Meeting, Thursday, March 17, 2016 at 8:30 a.m. in the Town of Olds Council Chambers.

PRESENT – MPC MEMBERS

Elected Officials: Mayor Dahl, Councillor Wade Bearchell and Councillor Harvey Walsh.
Public at Large: Don Dwyer, Dave Harris, Heather Ryan and Andy Weiss.

ABSENT – MPC MEMBERS

Absent: Councillor Mary Jane Harper.

PRESENT – STAFF

Doug Wagstaff, Chief Operating Officer; Carey Keleman, Development Officer II; Jane Archer, Development Officer I; and Karol Jorgensen, Recorder.

ATTENDEES & DELEGATES

None.

1. CALL TO ORDER

Chairperson Dwyer called the meeting to order at 8:30 a.m.

2. ADDED ITEM(S)

7) Richardson Area Structure Plan

Chairperson Dwyer welcomed Andy Weiss, the newly appointed Public Member At Large to the Municipal Planning Commission.

3. ADOPTION OF AGENDA

Moved by Mayor Dahl, "to adopt the, March 17, 2016 Municipal Planning Commission Agenda as amended."

Motion Carried 16.09

4. ADOPTION OF PREVIOUS MINUTES

Moved by Commissioner Ryan, "to adopt the February 23, 2016 Municipal Planning Commission Minutes as presented."

Motion Carried 16.10

5. BUSINESS ARISING FROM MINUTES

None.

6. ITEMS TO BE DELIBERATED

**6A) DP16-014
Manufactured Home with Side Yard Relaxation
51, 5800 46 Street**

Development Officer Archer presented this application as contained in the Agenda.

Discussion:

The previous manufactured home did not have a side yard relaxation. The air photo shows where the previous manufactured home was located. The Fire Chief requested the 3 (three) meter setback for reasons of fire safety.

Commissioner Weiss noted that the Land Use Bylaw contemplates an 8 metre setback. Each of the mobile homes have a setback distance of less than 8 metres and asked if administration will be updating setback distances.

Development Officer Keleman noted that ongoing revisions to the Land Use Bylaw are in progress. Revisions to the R4 district will be done in the future. A good portion of the existing mobile homes are encroaching into the MR.

As older mobile homes are replaced with the larger sized manufactured homes the owner will need to address the setback issue as new development takes place.

Moved by Councillor Walsh, "that the Municipal Planning Commission approve Development Permit Application DP16-014 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 16-11

7. DEVELOPMENT UPDATES

Development Officer Keleman summarized the development and building permit report for February 2015 and the monthly building permit statistics for 2016.

The development permit for the commercial development at 4529 49 Ave has not been closed. There is a requirement for landscaping. The front yard is on the West side. The sign was revised from the site plan so sight lines would not be impeded. The terms of the development permit are required to be met prior to the security deposit being released.

The Town Minimum Design Standards are in place; the newly approved landscaping requirements have been included in the Land Use Bylaw.

Moved by Mayor Dahl that the, "development updates be received as information."
Motion Carried 16-12

Chief Operating Officer Wagstaff and Development Officer Keleman gave major highlights of the proposed Highland Area Structure Plan changes as presented to Council on March 14:

- Inclusion of a north south collector road design
- Relocation of the Institutional parcel to a Neighborhood Commercial parcel on the west side.
- The greenspace for the stormwater pond has been increased.
- The zoning for the parcels to the west of the Catholic School have been revised.


The Public Hearing for the Highlands Area Structure Plan Amendments, Bylaw 2016-06, is set for April 25, 2016 at 7:00 p.m. in the Town of Olds Council Chambers.

8. ADJOURNMENT

The next MPC meeting will be Thursday, April 21, 2016 at 8:30 a.m. in Town of Olds Council Chambers.

Commissioner Ryan moved to adjourn the Municipal Planning Commission meeting at 9:57 a.m.
Motion Carried 16-13

These Minutes approved April 21, 2016.



DON DWYER
CHAIRPERSON



DOUG WAGSTAFF
CHIEF OPERATING OFFICER



**Olds and District Chamber of Commerce
Board of Directors Meeting Minutes
Wednesday, March 16, 2016 – 6:00 p.m.
Olds College, Duncan Marshall Place – Board Room**

147

Present: Directors Harvey Walsh representing Councillor Mary Jane Harper, Judy Schlichenmayer, Trent Dunn, Bill Hall, Stephen Dodwell, Melissa Maschke, Doug Collie arrived at 6:30 pm
Regrets: Directors: Dean Owen, Tracy Gardner, Tammy Forbes, Ben Stone

Chairperson: Stephen Dodwell **Recording:** Barb Babiak

VISION: To see our vibrant community continue to grow and prosper.

MISSION STATEMENT: The mission of the Olds and District Chamber of Commerce is to foster a positive business environment by providing services, advocacy and leadership to our members.

DELEGATION: Henry Czarnota, Olds Lions Club re: Town Clean Up (10 minutes)

Henry shared a new Lion's Club initiative called PUG (Pick Up Garbage) Day scheduled for Friday, May 13, 2016 – 1:00 – 4:00 pm throughout the community. The Lion's Club is asking for the different groups / organizations throughout the community to participate in this initiative. The Olds Lion's Club Members will coordinate the event. The request for the Chamber to support this initiative is by supporting the project in principle, to encourage the business community to get involved and to encourage the business community to provide door prizes. Door prizes would be given out to youth (18 years and under) assisting in this initiative. The Lion's Club to provide a poster with all pertinent information that can be forwarded to the businesses.

**The Executive Director to conduct the Election of Executive:
President, Past President, Vice President, Treasurer, Secretary**

- the Executive Director providing names of Board Members who would let their name stand for the 5 (five) Executive Positions as follows: President, Stephen Dodwell; Vice President, Ben Stone; Past President, Bill Hall; Treasurer, Judy Schlichenmayer; Secretary, Trent Dunn

- There being no other Board Members to come forward after three calls from the floor; each of the above Board Members would take over the Executive roles by acclamation

AGENDA (Amended)

1. REVIEW AND APPROVAL OF AGENDA
2. REVIEW AND APPROVAL of February 17, 2016 BOARD MINUTES (attachment)
3. COMMITTEE AND/OR PROJECT/EVENT REPORTS
 - 3.1 Executive Committee Report (Stephen Dodwell)
- Meeting Update
 - 3.2 Olds Institute for Community & Regional Development (Bill Hall / Barb Babiak)
* March 15, 2015 OI Committee/Board Engagement Meeting

- 3.3 **OI BARE Committee** (*Bill Hall / Barb Babiak*)
 - * February 24, 2016 Meeting (*attachment*)
- 3.4 **Finance Committee** (*Judy Schlichenmayer*)
 - * *Amended Accounts Payable* – March 16, 2016 (*attachments*)
 - * Month End Financial Reports – February 29, 2016 (*attachments*)
 - * Motion: re 2016 / 2017 Signing Authorities
- 3.5 **Marketing Committee** (*Melissa M / Judy S*)
 - * Update
- 3.6 **Luncheon Meetings Update** (*Barb B*)
 - * Safety Training / Robbery Prevention & Management – May 11/16
 - * Chambers Group Insurance / Alberta Healthy Living Programs – June 8/16
- 3.7 **Annual Employee Appreciation Luncheon Update** (*Tracy Gardner*)
 - * Event Update
 - * 50/50 Draw

4. CORRESPONDENCE RECEIVED

- 4.1 *Volunteer Appreciation Event – April 11/16*
- 4.2 *Olds Rural Crime Watch Correspondence March 10/16 re: Shoplifting / Theft Suspects*
- 4.3 *Olds and District Hospice Society re: Thank You Letter – February 20/16*

5. BUSINESS ARISING

- 5.1 **Communities in Bloom Response**
re: **September 2016 Harvest Festival**
- 5.2 **Town of Olds Council Report** (*Councillor Harper*)

6. NEW BUSINESS

- 6.1 **New Members:** Sunrise Encore, Carlson Agricultural Ent Ltd, Success Innovations Inc.
- 6.2

7. DATE OF NEXT MEETING

- * ***Regular Board of Directors Meeting***
Olds College, DMP Board Room
Wednesday, April 20, 2016 – 6:00 pm

8. ADJOURNMENT

The Meeting was called to Order at 6:08 pm

1. REVIEW & APPROVAL OF AGENDA

MOTION: Judy Schlichenmayer moved acceptance of the Agenda as amended. **Seconded. Carried.**

2. REVIEW & APROVAL of February 17, 2016 MEETING MINUTES

MOTION: Trent Dunn moved acceptance of the February 17, 2016 Board Meeting Minutes as circulated. **Seconded. Carried.**

3. COMMITTEE AND/OR PROJECT/EVENT REPORTS

149

- 3.1 Executive Committee Report** (*Stephen Dodwell*)
 - * no meeting to report on
- 3.2 Olds Institute for Community & Regional Development** (*Bill Hall / Barb Babiak*)
 - * Bill Hall reported on the March 16, 2016 OI Board Meeting.
- 3.3 OI B.A.R.E Committee** (*Bill Hall / Barb Babiak*)
 - * Bill Hall reported on the February 24, 2016 BARE Committee Meeting
 - * there was lengthy discussion on all partners being invited to look at tourism
 - * BVP (Business Visitation Program) and local business surveys were discussed also
- 3.4 Finance Committee** (*Judy Schlichenmayer*)

3.4.1 Accounts Payable – March 16, 2016 (*attachment*)

MOTION: Judy Schlichenmayer moved acceptance of the Amended Accounts Payable of March 16, 2016 in the amount of \$8,081.96 as circulated. **SECONDED. CARRIED**

3.4.2 Month End Financial Reports – February 29, 2016 (*attachments*)

MOTION: Judy Schlichenmayer moved acceptance of the Month End Financial Reports as at February 29, 2016 as circulated. **SECONDED CARRIED**

3.4.3 MOTION re: 2016 / 2017 Signing Authorities

MOTION: Harvey Walsh moved acceptance of the 2016 / 2017 Signing Authorities being Stephen Dodwell, President; Ben Stone, Vice President and Judy Schlichenmayer, Treasurer. **SECONDED. CARRIED.**

3.5 Olds Chamber Marketing Committee (*Melissa Maschke / Judy Schlichenmayer*)

- * no report as the committee has not met recently

3.6 Luncheon Meeting Update (*Barb Babiak*)

- * Safety Training / Robbery Prevention & Management – May 11/16
- * Chambers Group Insurance / Alberta Healthy Living Programs – June 8/16

3.7 Annual Employee Appreciation Luncheon Committee Update (*Tracy Gardner*)

- * Event Update & 50/50 Draw

* in Tracy's absence Barb Babiak reported on ticket sales being down from previous years. As in past years, there will be lots of good raffle & door prizes for attendees to win, the 'Trip for 2' draw is valued at \$800 towards a trip

* Barb is unsure what is happening with the 50/50 draw. At the last Committee Meeting, Tracy had mentioned she would see if ORE would look aft the 50/50 draw. To-date, we haven't received an update on this.

4. CORRESPONDENCE RECEIVED

4.1 Volunteer Appreciation Event – April 11/16

- information only

4.2 Olds Rural Crime Watch Correspondence March 10/16 re: Shoplifting / Theft Suspects

- Judy Schlichenmayer will forward a poster to the Olds Chamber Office to be circulated to the Chamber Members

- 4.3 Olds and District Hospice Society re: Thank You Letter – February 20/16
- information only

150

5. BUSINESS ARISING

**5.1 Communities in Bloom Response
re: September 2016 Harvest Festival**

- the Communities in Bloom Committee are experiencing a lack of volunteers thus they asking other groups to get involved and take over portions of the Harvest Festival events that happen in September each year

5.2 Town of Olds Council Report (Councillor Harper)
- a verbal report was provided

5.3 Olds Lion's Club PUG (Pick Up Garbage) Day

- it was the consensus of those present that we offer support in principle for this initiative by encouraging businesses to participate by cleaning up their premises and if possible volunteer in other areas. The Chamber to also encourage businesses to provide door prizes

6. NEW BUSINESS

6.1 New Members: Sunrise Encore, Carlson Agricultural Ent Ltd, Success Innovations Inc.

6.2

7. DATE OF NEXT MEETING

*** Regular Board of Directors Meeting
Olds College, DMP Board Room
Wednesday, April 20, 2016 – 6:00 pm**

8. ADJOURNMENT

- 7:10 pm

Date: _____

Witness

President

Witness

Secretary

BALANCE SHEET

151

DATE: MARCH 31 2016		CURRENT MONTH	PREVIOUS MONTH
ASSETS			
CURRENT ASSETS			
MVCU - EQUITY		406.73	406.73
CASH FLOAT		150.00	150.00
VISA ACCT - TD BANK		0.00	0.00
BANK - MVCU		30,755.70	32,414.51
TERM DEPOSITS - MVCU		9,134.64	9,133.52
T ACCOUNT - MVCU		24,444.31	24,439.14
PREPAID MEMBERSHIPS		0.00	-
PREPAID HWY COMMERCIAL SIGNAGE		0.00	-
PREPAID EXPENSES		0.00	-
PREPAID INSURANCE		0.00	-
INTEREST RECEIVABLE		0.00	-
ACCOUNTS RECEIVABLE		2,826.00	896.00
TOTAL CURRENT ASSETS		67,717.38	67,439.90
CAPITAL ASSETS			
COMPUTER		6,440.45	6,440.45
ACCUM.AMORT.-COMPUTER		-6,373.02	(6,373.02)
OFFICE EQUIPMENT		579.00	579.00
ACCUM.AMORT.-OFFICE EQUIP.		(579.00)	(579.00)
COMPUTER PROGRAMS		978.96	978.96
ACCUM.AMORT.-COMPUTER PROGRAMS		-634.56	-634.56
TOTAL CAPITAL ASSETS		411.83	411.83
TOTAL ASSETS		68,129.21	67,851.73
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE		0.00	0.00
ALBERTA EMPLOYMENT		0.00	0.00
GST COLLECTED		2,382.08	1,994.07
GST PAID		-834.57	-452.90
ITC ADJUSTMENTS		0.00	0.00
TOTAL CURRENT LIABILITIES		1,547.51	1,541.17
LONG TERM LIABILITIES			
DEFERRED MEMBERSHIPS		0.00	0.00
TOTAL LONG TERM LIABILITIES		-	-
TOTAL LIABILITIES		1,547.51	1,541.17
EQUITY			
EARNINGS			
RETAINED EARNINGS		35,085.19	35,085.19
CURRENT EARNINGS		31,496.51	31,225.37
TOTAL EARNINGS		66,581.70	66,310.56
TOTAL EQUITY		66,581.70	66,310.56
LIABILITIES AND EQUITY		68,129.21	67,851.73

YEAR 2016 GENERAL and PROJECT REVENUE and EXPENSES VERSUS BUDGET

OLDS & DISTRICT CHAMBER OF COMMERCE						
ACTUAL TO BUDGET REVENUE & EXPENSES				MARCH 31 2016		
JANUARY 1, 2016 TO DECEMBER 31, 2016						
				YEAR 2015	YEAR 2016	YEAR 2016
<u>REVENUE:</u>				<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>
GENERAL						
	Membership Dues (General)		30,851.05	32,760.00	29,692.65	
	Membership Dues (Corporate)		9,185.75	9,646.00	8,267.15	
	Chamber Insurance Income		3,970.97	3,971.00	1,132.48	
	ATB / First Data Admin Fees		408.01	102.00	9.07	
	Donations / Other		102.04	0.00		
	Interest Income		197.49	178.00	22.11	
	TOTAL GENERAL REVENUE		44,715.31	46,657.00	39,123.46	
PROJECTS						
	Annual General Meeting		602.59	720.00	980.24	
	Highway Sign Project		23,350.00	25,180.00	2,300.00	
	Newsletter / Advertising		0.00	0.00		
	Member Survey Committee		0.00	0.00		
	Marketing Committee		0.00	0.00		
	Pancake Bkft / Event		999.99	1,000.00		
	Web Site		0.00	0.00		
	BR & E Committee / Olds Institute		0.00	0.00		
	Luncheons/Special Events		2,518.56	2,700.00	387.85	
	SEAL Luncheon		6,676.27	7,868.00	5,428.63	
	Business Awards Week		23,262.73	23,089.00		
	Member 2 Member Program		1,065.00	1,200.00	728.75	
	Chamber / Member Media Advertising		0.00	0.00	0.00	
	All Candidates Forum		0.00	0.00	0.00	
	Events Calendar		1,840.00	1,840.00	200.00	
	Olds Fashioned Christmas		0.00	0.00	0.00	
	Workshops / Seminars		496.95	693.00		
	Customer Service Program - Shop Local Pron		0.00	0.00	0.00	
	Other		0.00	0.00	0.00	
	TOTAL PROJECT REVENUE		60,812.09	64,290.00	10,025.47	
	GROSS REVENUE		105,527.40	110,947.00	49,148.93	
<u>EXPENSES:</u>						
GENERAL						
	Contract Position - Exec. Position		31,620.04	32,000.00	5,313.34	
	Membership Salesperson		0.00	0.00		
	Legal / Professional Fees		0.00	0.00		
	Postage / Delivery Expense		832.00	950.00	698.20	
	Office Supplies Expense		1,087.93	1,100.00	528.26	
	Telephone / Internet Expense		3,066.28	3,050.00	458.75	
	Insurance Expense		1,148.94	1,200.00	592.26	
	Advertising / Promo Expense		1,797.29	1,800.00	205.00	
	Printing Expense		1,585.89	1,600.00		
	Training Expense		0.00	0.00	-	

2016 OVERALL BUDGET

YEAR 2016 GENERAL and PROJECT REVENUE and EXPENSES VERSUS BUDGET

ACTUAL TO BUDGET REVENUE & EXPENSES			
JANUARY 1, 2016 TO DECEMBER 31, 2016			
PAGE 2 OF 2		MARCH 31 2016	
	<u>YEAR 2015 ACTUAL</u>	<u>YEAR 2016 BUDGET</u>	<u>YEAR 2016 ACTUAL</u>
EXPENSES: (continued)			
Meeting / Travel Expense	1,154.90	1,200.00	
Alta Chamber Member Dues	2,352.00	2,406.00	2,290.75
Bank Charges Expenses	12.00	15.00	
General Membership Expense	1,791.91	1,300.00	740.00
Computer/Program Upgrade Exp.	287.35	-	0.00
Miscellaneous Expense	-	0.00	0.00
Bad Debts Expense	0.00	0.00	0.00
Amoritization Expense	330.65	263.00	0.00
TOTAL GENERAL EXPENSE	47,067.18	46,884.00	10,826.56
PROJECTS			
Annual General Meeting Expenses	1,764.85	1,770.00	1,716.80
Highway Sign Expenses	1,980.00	1,620.00	55.00
Newsletter / Advert. Expenses	1,615.00	1,652.00	150.00
Member Survey Committee	475.00	500.00	
Marketing Committee	3,912.98	2,579.00	
Pancake Bkft / Event Expenses	1,323.64	1,435.00	
Website Maintenance	1,628.70	1,550.00	205.00
BR & E Committee / Olds Institute	5,550.00	5,750.00	415.00
Luncheons/Sp.Events/BA Hours	4,291.25	4,575.00	532.50
SEAL Luncheon Expenses	7,275.23	8,472.00	2,091.96
Business Awards Week Expenses	16,722.20	21,561.00	
Member 2 Member Promotion	963.00	1,116.00	176.25
Chamber / Member Advert. Exp.	3,361.99	3,545.00	160.00
Events Calendar	150.00	475.00	100.00
Olds Fashioned Christmas	925.00	925.00	
Workshops / Seminars	950.00	1,497.50	
All Candidates Political Forum	175.00	0.00	
Customer Service Program - Shop Local Pr	2,603.34	3,409.00	1,223.35
Other	0.00	0.00	0.00
TOTAL PROJECTS EXPENSE	55,667.18	62,431.50	6,825.86
TOTAL EXPENSES	102,734.36	109,315.50	17,652.42
NET	2,793.04	1,631.50	31,496.51
# OF VOLUNTEERS	130	115	31
VOLUNTEER HOURS	22,088	19,500	851
Contract Person Volunteer Hours	61	35	7

2016 OVERALL BUDGET

**OLDS & DISTRICT MUNICIPAL LIBRARY
ANNUAL GENERAL MEETING
March 16, 2016**

154

Present: Lesley Winfield
Amanda Koch
Rudy Durieux
Connie Bullock
Karole-Anne Christenson
Marilyn Thiessen
Nana McKernan
Daniel McPherson
Jayne Wright
Steve Algra

Recording: Amanda Koch

Call to Order and Introductions: Rudy Durieux called meeting to order at 6:30 pm.

Approval of Agenda: Jayne Wright moved to approve the agenda, motion carried.

Approval of Minutes: Amanda Koch moved to approve the minutes as amended, motion carried.

Reports:

Chairperson's Report:

- a) Provided by Rudy Durieux.

Financial Report:

- a) Provided by Daniel McPherson. Amanda Koch moved to accept the Financial Report, Rudy Durieux seconded. Motion carried. Rudy Durieux moved that 100% of the surplus be moved to the reserves. Steve Algra seconded, motion carried.

Personnel Committee Report:

- a) Provided by Rudy Durieux.

Community Relations Report:

- a) Provided by Amanda Koch.

Safety Committee Report:

- a) Provided by Daniel McPherson.

Librarian Report:

- a) Provided by Lesley Winfield.

Daniel McPherson moved to accept all reports, Steve Algra seconded, motion carried.

Election of Executive:

- a) Chair - Amanda Koch nominated Rudy Durieux to the position of Chair. No other nominations. Rudy Durieux accepted and is acclaimed to the position of Chair.
- b) Vice Chair - Daniel McPherson nominated Steve Algra to the position of Vice Chair. No other nominations. Steve Algra accepted and is acclaimed to the position of Vice Chair.

- c) Treasurer - Jayne Wright nominated Daniel McPherson to the position of Treasurer. No other nominations. Daniel McPherson accepted and is acclaimed to the position of Treasurer.
- d) Secretary - Steve Algra nominated Jayne Wright to the position of Secretary. No other nominations. Jayne Wright accepted and is acclaimed to the position of Secretary.

Standing Committee Appointments - Rudy Durieux made a motion that new Committee Appointments be approved as follows:

- a) **Personnel** - Kim Dyken, Rudy Durieux,
- b) **Finance** - Daniel McPherson, Connie Bullock
- c) **Community Relations** - Connie Bullock, Amanda Koch, Jayne Wright
- d) **Safety** - Steve Algra, Daniel McPherson, Amanda Koch

Daniel McPherson moved to approve the new committee appointments. Jayne Wright seconded. Motion carried.

Signing Authority - Daniel McPherson made a motion to remove Amanda Koch from signing authority and add Steve Algra, Connie Bullock seconded, motion carried.

Steve Algra moved to adjourn, Daniel Mcpherson seconded, motion carried.

Adjourned: Rudy Durieux adjourned AGM at 7:30

Next Meeting: April 20, 2016

PARKLAND COMMUNITY PLANNING SERVICES
MINUTES

156

Board of Directors Meeting Wednesday, February 24, 2016

Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, AB

ATTENDANCE: Rudy Durieux, Chairman
Mark Kemball, Vice-Chairman – entered the meeting at 10:20 a.m.
Arlene Nelson
Ray Reckseidler
Dionne Comeau, Director
Lynda Fiedler, Recording Secretary

REGRETS: Christina Lust

1. CALL TO ORDER – The Chairman called the meeting to order at 10:05 a.m.
2. ADOPTION OF AGENDA –*Ray Reckseidler moved approval of the agenda. CARRIED*
3. ADOPTION OF MINUTES OF January 13, 2016 MEETING (Attachment #1)
Arlene Nelson moved adoption of the minutes of January 13, 2016. CARRIED
4. GIS – Presentation - ORRSC – Jaimie Thomas of ORRSC provided an oral presentation via Skype outlining how ORRSC could provide GIS services to Members of PCPS. He also confirmed that the current PCPS Members who belong to ORRSC could terminate their contract with one year's notice and that the data is the property of each municipality and would be provided in the format we are currently using. (Attachment #2)
Ray Reckseidler moved to receive as information. CARRIED
5. LOBBYING STRATEGY – Dionne met with the Mackenzie Municipal Service Agency, West Central Planning Agency, Old Man River Regional Services Commission, and the Palliser Regional Municipal Service on January 28, 2016 to gather information about each of the agencies and stratifying the services they provide at the request of Deputy Minister of Municipal Affairs, Brad Pickering. She then met with the Deputy Minister on February 19, 2016 with the information that was requested. The DM indicated that Municipal Affairs is not inclined to supply funds for core operating costs as he believes organizations may come to depend on that type of funding. They discussed a 50/50 cost sharing model, and he stated that with progress on the Land Use Framework and mandatory planning documents, organizations like PCPS will be needed. The DM has instructed Dionne to call him the first week of March to learn the outcome of the funding request.
6. EWA - hunting/fishing research (Attachment #3) – Dionne presented a final draft of the Employee Wellness Account policy.
Arlene Nelson moved that the policy be accepted as presented. CARRIED

- 7. LEASE – Dionne spoke with the landlord, Herman Nicolay, as requested by the Board and he was willing to allow PCPS to adopt a month to month lease effective November 1, 2016 to March 31, 2017. The rental rate remains the same and the offer for further space is still available.

Ray Reckseidler moved to accept the month to month lease proposed by the Board.
CARRIED

- 8. NEXT MEETING – Wednesday, March 30, 2016, 10:00 am
- 9. ADJOURNMENT – *Mark Kemball moved adjournment at 11:52 am..*

Director

Chairman

PARKLAND COMMUNITY PLANNING SERVICES
MINUTES

158

Board of Directors Meeting Thursday March 3, 2016

Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, AB

ATTENDANCE: Rudy Durieux, Chairman
Mark Kemball, Vice-Chairman
Arlene Nelson
Chris Lust – entered the meeting at 11:30 a.m.
Dionne Comeau, Director
Lynda Fiedler, Recording Secretary

REGRETS: Ray Reckseidler

1. CALL TO ORDER – The Chairman called the meeting to order at 11:06 a.m.
2. ADOPTION OF AGENDA – *Mark Kemball moved approval of the agenda. CARRIED*
3. ADOPTION OF MINUTES OF February 24, 2016 meeting. (Attachment 1)
Arlene Nelson moved adoption of the minutes of February 24, 2016. CARRIED
4. LOBBYING STRATEGY – Dionne relayed to the Board her brief conversation with Deputy Minister, Brad Pickering regarding the request for funding. The Deputy Minister told her that the request was in the grant department and she should call back in a week or so to see where they are with things. Dionne will call him back on March 14 to see if the final decision has been made.
5. STAFFING – Dionne informed the Board that Meghan Jenkins had offered her resignation as Planning Manager effective April 15, 2016 and it had been accepted. Meghan has agreed to continue working with PCPS on a contract basis as she did prior to her acceptance as Planning Manager. This will be project specific with no set amount of hours. Dionne Comeau also offered her resignation as Director to the Board and it was accepted. She will resume her previous position of Office Administrator upon the hiring of a new Director. During discussion it was agreed that the new Director will have a planning background, as did the previous Directors, and the Director's job description will revert back to the previous description prior to Dionne's hiring. It was also discussed that the Planning Manager position will not be refilled and that the new Director will provide this role as the two Directors previous to Dionne had done.
6. SYLVAN CONTRACT (Attachment 2) – A letter dated February 26, 2016 was received from staff at the Town of Sylvan Lake stating that they wished to terminate the contract with PCPS without cause. The effective termination date to be the end of the contract on March 31, 2017.
8. NEXT MEETING – Thursday, March 24, 2016, 10:00 am
9. ADJOURNMENT – *Chris Lust moved adjournment at 12:30 a.m.*



Director



Chairman

26th February 2016

Dionne Comeau
Director, PCPS
Unit B, 4730 Ross Street
Red Deer, AB
T4N 1X2

Dear Dionne,

Termination of PCPS/Town of Sylvan Lake Planning Services Agreement

Further to our discussion with Betty this morning, I wish to formally give notice to PCPS for the termination of our contract without cause. It is understood that as per the requirement of Clause 37 of our contract, the effective date of termination will be the end of the PCPS fiscal year which in this case will be March 31st 2017.

As I mentioned earlier, this was a difficult decision for us but in the long run will be in the best interests of the Town. May I take the opportunity to express sincere gratitude for the excellent services PCPS has provided over the years. We will be in touch over the transference of planning/subdivision files in due course.

Sincerely



Ken Kaliral
Director Planning and Development

PARKLAND COMMUNITY PLANNING SERVICES
MINUTES

Board of Directors Meeting Thursday March 24, 2016

Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, AB

ATTENDANCE: Rudy Durieux, Chairman
Mark Kemball, Vice-Chairman
Arlene Nelson
Chris Lust
Ray Reckseidler
Dionne Comeau, Director
Lynda Fiedler, Recording Secretary

1. CALL TO ORDER – The Chairman called the meeting to order at 10:12 a.m.
2. ADOPTION OF AGENDA – *Ray Reckseidler moved approval of the agenda. CARRIED*
3. ADOPTION OF MINUTES OF March 3, 2016 meeting. (Attachment 1)
Mark Kemball moved adoption of the minutes of March 3, 2016. CARRIED
4. FINANCIAL UPDATE – (Attachment 2) Dionne presented the financial update which shows that we have a surplus of \$3,858.48 primarily due to the rate increase in January. Board members requested that the expense item called “Members” be changed to “Board” for clarity.
Mark Kemball moved to accept the information as presented. CARRIED
5. LOBBYING STRATEGY – Dionne relayed to the Board that she had not yet received a response from Brad Pickering regarding the lobbying strategy. He had been in meetings and was now away on vacation until April 4. Dionne will call again at that time.
6. SYLVAN CONTRACT – (Attachment 3) - The formal motion from the Town of Sylvan Lake cancelling their contract t with PCPS, effective March 31, 2017, has been received.
Ray Reckseidler moved to have the Director send a letter to all member municipalities requesting a response by May 15, 2016 regarding their intent to remain a member of PCPS at the end of the 2014-2017 contract period. CARRIED
7. DIRECTOR RECRUITMENT – The Board reviewed the resumes currently received, and discussed the composition of the interview panel, which will be fully determined at a later date.
8. ORGANIZATIONAL STRUCTURE – (Attachment 4) - Dionne presented the current organizational structure and the changes that would take place upon the hiring of a new Director. The Board requested the position of Receptionist fall under the supervision of the Office Administrator as before. This was received as information only.
9. JOB DESCRIPTIONS – (Attachment 5) - Board members went over past and present job descriptions for the Director and the Office Administrator positions.
Chris Lust moved that changes to the Director and Office Administrator positions become effective upon the hiring of a new Director. CARRIED
10. SIGNING AUTHORITY – Currently, Meghan Jenkins has signing authority on PCPS accounts.
Arlene Nelson moved that Meghan Jenkins signing authority be revoked effective April 15, 2016. CARRIED

- 11. DRAFT BUDGET – (Attachment 6) – The draft budget for 2016-2017 was presented to the Board Members. This showed an overall surplus of \$8,539.00. A draft for 2017-2018 was also provided. This draft includes the new personnel changes and adjustment relating to Sylvan’s departure. Dionne indicated that these are only preliminary numbers and the Board discussed the need for the Finance Committee to set up another meeting to continue working on the financial structure for the 2017 contracts.

Ray Reckseidler moved to accept as information. CARRIED

- 12. OTHER – SALARIES – *Mark Kemball moved that staff be given a 2% COLA and merit increases as recommended by the Director to those staff not at the top of their scale.* CARRIED

- 13. NEXT MEETING – April 21, 2016 at 1:00 p.m.

- 14. ADJOURNMENT – *Arlene Nelson moved adjournment at 11:26 a.m.*

Director
Chairman



BOARD OF DIRECTORS

Thursday March 24, 2016 @ 10:00 a.m.

AGENDA

PCPS
Unit B 4730 Ross Street
Red Deer, AB

1. Call to Order
2. Adoption of Agenda
3. Minutes of March 3/2016 (Attachment #1)
4. Financial Update (Attachment #2)
5. Lobbying Strategy
6. Sylvan Contract (Attachment #3)
7. Director Recruitment
8. Organizational Structure (Attachment #4)
9. Job Descriptions (Attachment #5)
10. Signing Authority
11. Draft Budget (Attachment #6)
12. Other
13. Next Meeting
14. Adjournment

PARKLAND COMMUNITY PLANNING SERVICES
MINUTES

Board of Directors Meeting Thursday March 3, 2016

Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, AB

ATTENDANCE: Rudy Durieux, Chairman
Mark Kemball, Vice-Chairman
Arlene Nelson
Chris Lust – entered the meeting at 11:30 a.m.
Dionne Comeau, Director
Lynda Fiedler, Recording Secretary

REGRETS: Ray Reckseidler

1. CALL TO ORDER – The Chairman called the meeting to order at 11:06 a.m.
2. ADOPTION OF AGENDA – *Mark Kemball moved approval of the agenda. CARRIED*
3. ADOPTION OF MINUTES OF February 24, 2016 meeting. (Attachment 1)
Arlene Nelson moved adoption of the minutes of February 24, 2016. CARRIED
4. LOBBYING STRATEGY – Dionne relayed to the Board her brief conversation with Deputy Minister, Brad Pickering regarding the request for funding. The Deputy Minister told her that the request was in the grant department and she should call back in a week or so to see where they are with things. Dionne will call him back on March 14 to see if the final decision has been made.
5. STAFFING – Dionne informed the Board that Meghan Jenkins had offered her resignation as Planning Manager effective April 15, 2016 and it had been accepted. Meghan has agreed to continue working with PCPS on a contract basis as she did prior to her acceptance as Planning Manager. This will be project specific with no set amount of hours. Dionne Comeau also offered her resignation as Director to the Board and it was accepted. She will resume her previous position of Office Administrator upon the hiring of a new Director. During discussion it was agreed that the new Director will have a planning background, as did the previous Directors, and the Director's job description will revert back to the previous description prior to Dionne's hiring. It was also discussed that the Planning Manager position will not be refilled and that the new Director will provide this role as the two Directors previous to Dionne had done.
6. SYLVAN CONTRACT (Attachment 2) – A letter dated February 26, 2016 was received from staff at the Town of Sylvan Lake stating that they wished to terminate the contract with PCPS without cause. The effective termination date to be the end of the contract on March 31, 2017.
8. NEXT MEETING – Thursday, March 24, 2016, 10:00 am
9. ADJOURNMENT – *Chris Lust moved adjournment at 12:30 a.m.*

Director

Chairman

**PARKLAND COMMUNITY PLANNING SERVICES
COMPARATIVE INCOME STATEMENT**

	Actual 2015/04/01 to 2016/02/29	Budget 2015/04/01 to 2016/03/31	91.7% Percent	Balance
REVENUE				
Subdivision Fees	1,800.00	0.00	0.00%	(1,800.00)
Printing & Sale of Maps	0.00	0.00	0.00%	0.00
Interest Income	2,654.45	2,655.00	99.98%	0.55
Miscellaneous Revenue	10.00	0.00	0.00%	(10.00)
Service Fees	635,477.98	619,660.00	102.55%	(15,817.98)
Proceeds on Sale of Assets	0.00	0.00	0.00%	0.00
TOTAL	639,942.43	622,315.00	102.83%	(17,627.43)
TOTAL REVENUE	639,942.43	622,315.00	102.83%	(17,627.43)

EXPENSE	Actual	Budget	91.7%	Balance
	2015/04/01 to 2016/02/29	2015/04/01 to 2016/03/31	Percent	
Salaries				
Salaries, Permanent	463,448.66	499,528.00	92.78%	36,079.34
Salaries, Contract (Intern)	0.00	0.00	0.00%	0.00
Total Salaries	463,448.66	499,528.00	92.78%	36,079.34
Benefits				
Benefits, CPP	16,563.10	15,783.00	104.94%	(780.10)
Benefits, LAPP	49,546.90	60,105.00	82.43%	10,558.10
Benefits - EWA	2,332.92	3,300.00	70.69%	967.08
Benefits - AUMA	12,233.67	17,000.00	71.96%	4,766.33
Benefits, EI	8,933.23	8,384.00	106.55%	(549.23)
Total Benefits	89,609.82	104,572.00	85.69%	14,962.18
Members				
Members, Fees & Mileage	3,263.67	5,550.00	58.80%	2,286.33
Annual Meeting	288.48	300.00	96.16%	11.52
Total Members	3,552.15	5,850.00	60.72%	2,297.85
Staff				
Staff Travel	1,378.45	900.00	153.16%	(478.45)
Staff Training	952.73	5,350.00	17.81%	4,397.27
Staff General	0.00	0.00	0.00%	0.00
Staff Membership Fees	1,846.13	1,785.00	103.42%	(61.13)
Total Staff	4,177.31	8,035.00	51.99%	3,857.69
Operations				
Office Supplies, Books/Subscription	49.50	50.00	99.00%	0.50
Accounting & Audit	6,500.00	8,000.00	81.25%	1,500.00
Corporate Memberships	55.00	550.00	10.00%	495.00
Computer & Program Consultants	0.00	300.00	0.00%	300.00
Planning Consultants	0.00	0.00	0.00%	0.00
Insurance (non-bldg)	6,506.94	7,900.00	82.37%	1,393.06
Staff Recruitment	2,150.00	6,800.00	0.00%	4,650.00
Legal Fees	0.00	0.00	0.00%	0.00
Public Relations/Marketing	849.18	5,000.00	16.98%	4,150.82
Registered Plans & Titles	(48.00)	0.00	0.00%	48.00
Total Operations	16,062.62	28,600.00	56.16%	12,537.38
Supplies				
Office Supplies, Stationery	96.00	500.00	19.20%	404.00
Computer Supplies	1,039.63	1,500.00	69.31%	460.37
Office Supplies, General	1,330.25	1,000.00	133.03%	(330.25)
Furniture & Equipment	40.00	0.00	0.00%	(40.00)
Bank Charges	497.51	650.00	76.54%	152.49
Duplicating Paper	73.98	500.00	14.80%	426.02
Drafting Paper	131.05	500.00	26.21%	368.95
Drafting Supplies	0.00	0.00	0.00%	0.00
Total Supplies	3,208.42	4,650.00	69.00%	1,441.58

Communications

Postage	289.86	50.00	579.72%	(239.86)
Phone/Fax/Internet	3,574.35	3,700.00	96.60%	125.65
Courier	0.00	0.00	0.00%	0.00
Total Communications	3,864.21	3,750.00	103.05%	(114.21)

Facility and Equipment Costs

Depreciation	9,495.42	10,358.00	91.67%	862.58
Lease - 4730 Ross	32,679.13	35,650.00	91.67%	2,970.87
Office Repairs & Maintenance	1,029.90	500.00	205.98%	(529.90)
Computer Maintenance	7,432.45	7,200.00	103.23%	(232.45)
Total Facility & Equipment Costs	50,636.90	53,708.00	94.28%	3,071.10

Sundry Costs

General, Miscellaneous	1,523.86	1,400.00	108.85%	(123.86)
Total Sundry Costs	1,523.86	1,400.00	108.85%	(123.86)

TOTAL EXPENSE	636,083.95	710,093.00	89.58%	74,009.05
----------------------	-------------------	-------------------	---------------	------------------

NET INCOME	3,858.48	(87,778.00)	-4.40%	(91,636.48)
-------------------	-----------------	--------------------	---------------	--------------------

NON BUDGET ITEMS**Revenue:**

Loss (gain) Disposal Property	0.00
Cost Recovery (see Project Costs)	21,315.99
Grant Revenue	0.00

Expenditures:

Project Costs (see Cost Recovery)	19,287.31
Salaries, Overtime	1,672.48
Salaries, Vacation	8,613.97
Bad Debt/Write-Offs	0.00
Grant Expense	101,913.37

PARKLAND COMMUNITY PLANNING SERVICES
General Ledger Report 01/04/2015 to 29/02/2016
Sorted by: Date

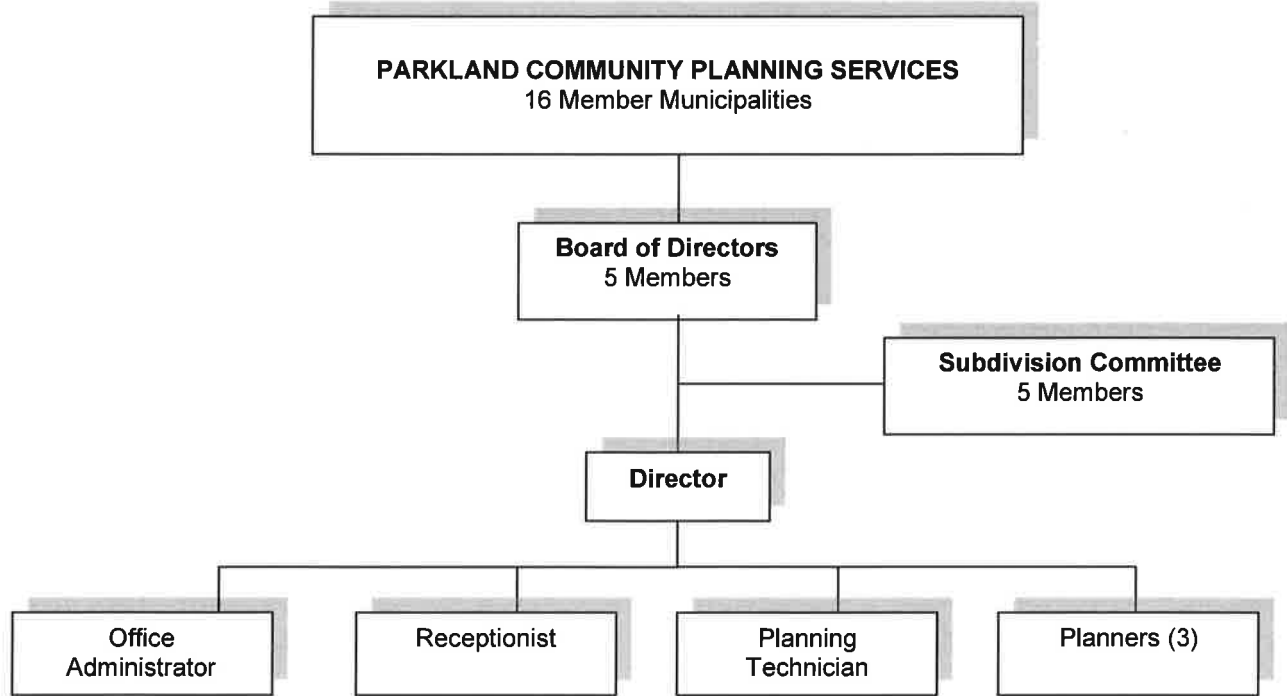
Date	Comment	Source #	JE#	Debits	Credits	Balance	
5469	Marketing - Grant Expenses					0.00	Dr
02/04/2015	Copies Now	15-1277	J330	275.50	0.00	275.50	Dr
21/04/2015	AMSC	AMSC00039	J328	1,500.00	0.00	1,775.50	Dr
01/05/2015	Siteground.com Inc	Web Hosting	J33	696.02	0.00	2,471.52	Dr
27/05/2015	Brownlee	415639	J137	1,803.95	0.00	4,275.47	Dr
19/06/2015	Cafe Millennium	159591	J174	302.86	0.00	4,578.33	Dr
24/06/2015	Lynda Silts Fiedler	Petty Cash June-15	J183	11.12	0.00	4,589.45	Dr
24/06/2015	Karen Sander	Expenses June-15	J313	25.97	0.00	4,615.42	Dr
25/06/2015	Transitional Solutions	9000	J296	7,500.00	0.00	12,115.42	Dr
10/07/2015	Association of Summer Villages	ASVA 002-15	J331	300.00	0.00	12,415.42	Dr
05/08/2015	Waskasoo Environmental Education Society	479	J444	75.00	0.00	12,490.42	Dr
11/08/2015	Cafe Millennium	159200	J432	133.33	0.00	12,623.75	Dr
11/08/2015	Transitional Solutions	9001	J554	2,500.00	0.00	15,123.75	Dr
14/08/2015	ARMAA Tradeshow	Tradeshow	J431	300.00	0.00	15,423.75	Dr
14/08/2015	Town of Penhold	Fall Festival	J439	300.00	0.00	15,723.75	Dr
14/08/2015	REaction Marketing	1841-2	J440	10,870.38	0.00	26,594.13	Dr
02/09/2015	Transitional Solutions	9002	J553	21,500.50	0.00	48,094.63	Dr
02/09/2015	Transitional Solutions	9003	J555	2,800.00	0.00	50,894.63	Dr
03/09/2015	Lynda Silts Fiedler	Petty Cash Aug	J531	50.00	0.00	50,944.63	Dr
04/09/2015	Dionne Comeau	Sept 4/15	J556	161.48	0.00	51,106.11	Dr
04/09/2015	Dionne Comeau	Sept 13/15	J557	164.98	0.00	51,271.09	Dr
04/09/2015	Minuteman Press	21631	J558	707.29	0.00	51,978.38	Dr
18/09/2015	9921, Cafe Millennium	159831	J641	200.00	0.00	52,178.38	Dr
30/09/2015	Dionne Comeau	expenses Sept	J661	288.44	0.00	52,466.82	Dr
30/09/2015	Meghan Jenkins	Sept 2015	J663	144.92	0.00	52,611.74	Dr
30/09/2015	REaction Marketing	2151	J813	284.63	0.00	52,896.37	Dr
01/10/2015	Transitional Solutions	9004	J764	2,783.50	0.00	55,679.87	Dr
01/10/2015	Transitional Solutions	9005	J765	15,760.10	0.00	71,439.97	Dr
23/10/2015	ASVA	ASVA lunch	J921	20.00	0.00	71,459.97	Dr
29/10/2015	Dionne Comeau	Oct 15	J811	95.24	0.00	71,555.21	Dr
03/11/2015	TBS The Team and Corporate Store	25030-1	J867	1,040.00	0.00	72,595.21	Dr
03/11/2015	Transitional Solutions	1001	J1005	10,950.00	0.00	83,545.21	Dr
10/11/2015	City of Red Deer	Sign Permit	J915	67.80	0.00	83,613.01	Dr
13/11/2015	Dionne Comeau	Nov expenses	J922	323.82	0.00	83,936.83	Dr
23/11/2015	Transitional Solutions	1003	J1036	11,868.30	0.00	95,805.13	Dr
25/11/2015	City of Red Deer	Circulation fee	J961	250.00	0.00	96,055.13	Dr
27/11/2015	Shenanigans Concession	1085	J995	288.00	0.00	96,343.13	Dr
03/12/2015	Minuteman Press	23019	J1034	610.00	0.00	96,953.13	Dr
20/01/2016	Transitional Solutions	1009	J1334	4,835.00	0.00	101,788.13	Dr
29/01/2016	Red Deer & District Museum Society	20160007	J1437	30.00	0.00	101,818.13	Dr
29/02/2016	Dionne Comeau	Feb 2016	J1431	95.24	0.00	101,913.37	Dr
				101,913.37	0.00		

Generated On: 16/03/2016

Hello Dionne, as per our recent discussions, please find below an extract from the minutes of the Council meeting of 14th March 2016. Please let me know if you need further information. I trust we should now be able to proceed with the formal termination of the contract as at 31st March 2017.

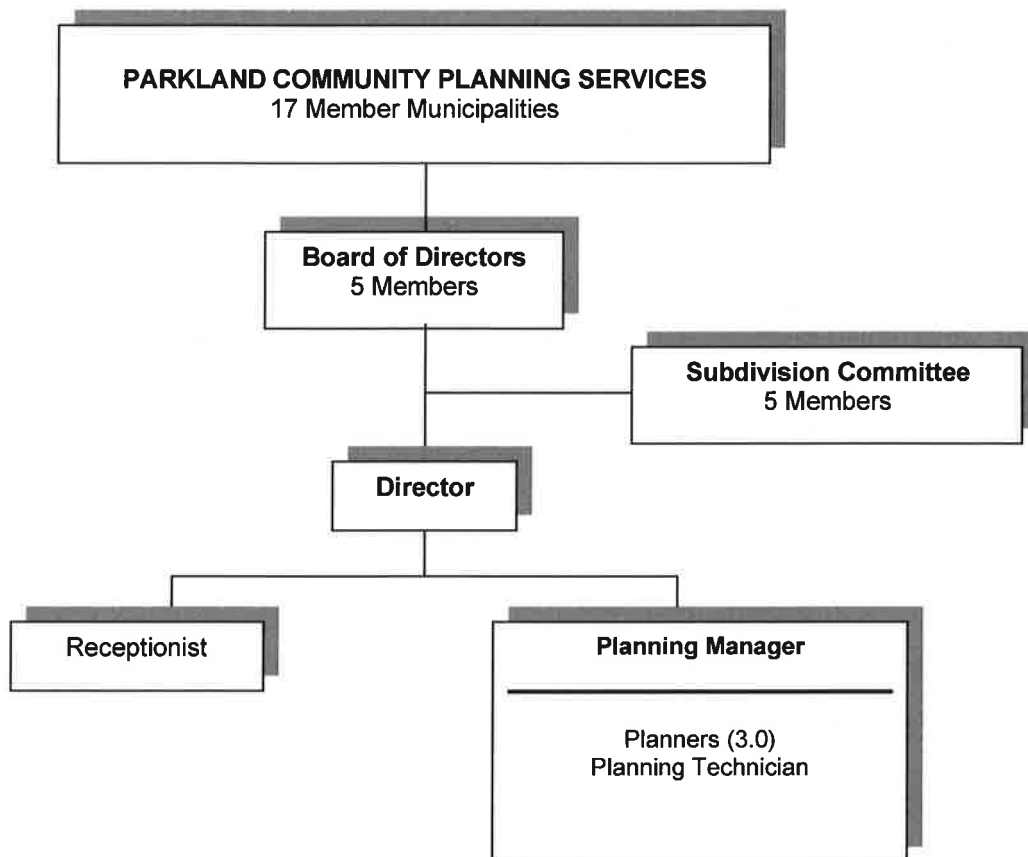
Parkland Community Planning Services 94-03-14	MOVED by Clr. Payne THAT Council terminates without cause and with six month's written notice, the planning services contract between the Town and Parkland Community Planning Services, dated 1 st April 2014. Owing to the fiscal year ending 31 March 2017, the termination of the contract will take place at that time. CARRIED
--	---

ORGANIZATION STRUCTURE



(Updated: September 20, 2004)

ORGANIZATION STRUCTURE



(Updated: Oct 18, 2013)

POSITION TITLE: Office Administrator
SUPERVISOR: Director (or designate)
SUBORDINATES: None

POSITION SUMMARY:

The Office Administrator is responsible for a broad range of administrative duties, which include responsibility for sound administration services to PCPS regarding personnel, budgeting, payroll, financial reporting, purchasing and general office procedures, as well as advising the Director on various policy and administrative matters.

RESPONSIBILITIES:

1. Assist clerical support staff with effective and efficient secretarial and reception services.
2. Administers the general budget system, including payroll, receivables and payables, reconciliation of accounts, and therein ensuring that proper accounting procedures are followed and accurate personnel time records are maintained.
3. Maintains various databases corresponding to preparation of accounting records and assists the auditors in the preparation of year-end financial statement, as well as assists the Director in preparation of an annual budget.
4. Prepares quarterly financial statements for the Director's presentation to the Board.
5. Monitors office space and equipment utilization; reviews capital assets allocation and their use, and recommends to the Director/Management Team required changes and major equipment purchases.
6. Prepares and maintains the personnel manual and employee regulations, including employee orientation information and other personnel documents.
7. May be required to assist with job performance review of clerical support staff.
8. Prepares and administers various contracts that PCPS may enter from time to time.
9. Assists the Director/Management Team in the preparation and implementation of an organizational procedure manual.
10. Exercises signing authority in the execution of the disbursements of funds, within the authority given by the Director and Board.
11. Approves purchases in accordance with the budget and recommends unbudgeted purchases over specified limits to the Director.
12. Corresponds with municipal administrators, staff and clients on invoicing and billing matters.
13. Attends management, board of directors and semi-annual meetings, prepares agendas and records minutes.
14. Advances and assists with implementation of PCPS' business plan.
15. Promotes and maintains positive relations with existing and potential clients and maintains positive working relationships with other PCPS staff.
16. Undertakes continuous staff development and training as identified with the Director to maintain administrative skills and knowledge.
17. Performs other duties as assigned.

QUALIFICATIONS:

University degree in business administration or directly related discipline, and extensive related experience; or an equivalent combination of education and experience.

CONDITIONS OF WORK:

Works primarily in office although is required from time to time to travel within the local area. Must have own transportation.

AUTHORITY:

1. To approve expenditures (i.e. cheque signing authority).
2. To sign contracts in accordance with approved programs and procedures.
3. To implement PCPS policy and provincial legislation.
4. To carry out duties in accordance with approved programs, budget and procedures.

CLASSIFICATION ON SALARY GRID:

Office Administrator

POSITION TITLE: Director

SUPERVISOR: Board of Directors

SUBORDINATES: All Positions

POSITION SUMMARY:

This is the Chief Executive Officer position of Parkland Community Planning Services. The Director is responsible to the Board of Directors and ultimately to all PCPS members for the effective and cost-efficient administration of PCPS' activities. This includes the overall direction of PCPS staff with regards to its budget and work program, the provision of advice to municipalities, clients and other agencies, the administration of subdivision approving authority, and the promotion of sound planning. The Director may delegate responsibilities but remains accountable to the Board of Directors.

RESPONSIBILITIES:

1. Directs the operation of PCPS and its staff through the preparation and implementation of a Board approved business plan, organizational manual and procedures manual.
2. Advises the Board on financial, personnel and other organizational matters which may affect the operation of PCPS.
3. Recommends and directs PCPS' annual budget and work program.
4. Exercises signing authority in the execution of the decisions of the Board and in the disbursement of funds, within the authority given by the Board.
5. Directs the development and implementation of PCPS' personnel policies including good staff relations amongst staff and PCPS members and clients.
6. Directs an effective staff structure to fulfil the roles of PCPS, including being responsible for the hiring and release of staff.
7. Monitors the provision of planning advice and assistance to municipalities and clients.
8. Encourages public participation in planning matters, and the education of the public in planning.
9. Represents PCPS to judicial and quasi-judicial hearing bodies, municipal councils, provincial departments and agencies, and other bodies.
10. Meets and corresponds with municipal councils and administrators, government departments and public and private sector agencies.
11. Administers the general budget system, including payroll, receivables and payables, reconciliation of accounts, and therein ensuring that proper accounting procedures are followed and accurate personnel time records are maintained.
12. Maintains various databases corresponding to preparation of accounting records and assists the auditors in the preparation of year-end financial statement
13. Prepares quarterly financial statements for presentation to the Board
14. Monitors office space and equipment utilization; reviews capital assets allocation and their use, makes required changes and major equipment purchases.
15. Prepares and maintains the personnel manual and employee regulations, including employee orientation information and other personnel documents
16. Prepares and administers various contracts that PCPS may enter from time to time.
17. Prepares and implements the organizational procedure manual
18. Corresponds with municipal administrators, staff and clients on invoicing and billing matters
19. Undertakes continuous staff development and training
20. Performs other duties as assigned by the Board of Directors.

QUALIFICATIONS:

Date Last Revised: October 18, 2013
 Approved by Board of Directors April 1, 2005

Page 1 of 2

University degree in business administration or directly related discipline, and extensive related experience in a senior and managerial role; or an equivalent combination of education and experience..

CONDITIONS OF WORK:

Works primarily in office although is required from time to time to travel within the local area.
Must have own transportation

AUTHORITY:

1. To staff PCPS, including hiring, terminations and suspensions and manage a team of workers (i.e. PCPS staff).
2. To set objectives and priorities within overall programs and budgets.
3. To commit human resources in accordance with approved work programs and procedures (i.e. assign work) and in accordance with budgets and procedures (i.e. purchase order signing).
4. To approve expenditures (i.e. cheque signing authority) and sign contracts in accordance with approved programs and procedures.
5. To implement PCPS policy and provincial legislation.
6. To carry out duties in accordance with approved programs, budget and procedures.
7. To delegate roles and responsibilities.

CLASSIFICATION ON SALARY GRID:

Director

POSITION TITLE: Director

SUPERVISOR: Board of Directors

SUBORDINATES: All Positions

POSITION SUMMARY:

This is the Chief Executive Officer position of Parkland Community Planning Services. The Director is responsible to the Board of Directors and ultimately to all PCPS members for the effective and cost-efficient administration of PCPS' activities. This includes the overall direction of PCPS staff with regards to its budget and work program, the provision of advice to municipalities, clients and other agencies, the administration of subdivision approving authority, and the promotion of sound planning. The Director may delegate responsibilities but remains accountable to the Board of Directors for them.

RESPONSIBILITIES:

1. Directs the operation of PCPS and its staff through the preparation and implementation of a Board approved business plan, organizational manual and procedures manual.
2. Advises the Board on financial, personnel and other organizational matters which may affect the operation of PCPS.
3. Recommends and directs PCPS' annual budget and work program.
4. Exercises signing authority in the execution of the decisions of the Board and in the disbursement of funds, within the authority given by the Board.
5. Directs the development and implementation of PCPS' personnel policies including good staff relations amongst staff and PCPS members and clients.
6. Directs an effective staff structure to fulfil the roles of PCPS, including being responsible for the hiring and release of staff.
7. Directs and recommends on the exercise of subdivision approving authority and, where delegated exercises subdivision approving authority responsibilities
8. Monitors the provision of planning advice and assistance to municipalities and clients.
9. Undertakes or assists in land use studies and planning projects, as necessary
10. Encourages public participation in planning matters, and the education of the public in planning.
11. Represents PCPS to judicial and quasi-judicial hearing bodies, municipal councils, provincial departments and agencies, and other bodies.
12. Makes presentations on planning matters to municipal councils, committees, boards, and other authorities or groups, as necessary
13. Meets and corresponds with municipal councils and administrators, government departments and public and private sector agencies.
14. Undertakes continuous staff development and training to maintain planning skills and knowledge
15. Performs other duties as assigned by the Board of Directors.

QUALIFICATIONS:

University degree in planning or directly related discipline, preferably at a post-graduate level, with and extensive related experience in a senior and managerial planning role; or an equivalent combination of education and experience. Membership in CIP is mandatory.

CONDITIONS OF WORK:

Works primarily in office although is required from time to time to travel within the local area.
Must have own transportation

AUTHORITY:

1. To staff PCPS, including hiring, terminations and suspensions and manage a team of workers (i.e. PCPS staff).
2. To set objectives and priorities within overall programs and budgets.
3. To commit human resources in accordance with approved work programs and procedures (i.e. assign work) and in accordance with budgets and procedures (i.e. purchase order signing).
4. To approve expenditures (i.e. cheque signing authority) and sign contracts in accordance with approved programs and procedures.
5. To fulfil subdivision authority responsibilities and endorse subdivision documents.
6. To implement PCPS policy and provincial legislation.
7. To carry out duties in accordance with approved programs, budget and procedures.
8. To delegate roles and responsibilities.

CLASSIFICATION ON SALARY GRID:

Director

**PARKLAND COMMUNITY PLANNING SERVICES
SCHEDULE OF OPERATING EXPENDITURES**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Budget	2016/17 Draft	2017/18 Draft
Subdivision Fees	33007	19557	1400	0	0	0
Printing and Sale of Maps	319	0	0	0	0	0
Interest Income	5,561	2,639	2,178	2,655	4,145	5,645
Miscellaneous Revenue		79	107			
Project fees			3508			
Service Fees	402,721	450,637	533,835	619,660	765,600	619,650
Proceeds on Sale of Assets	100	0	0	0		
Municipal Grant			18170			
TOTAL REVENUES	441708	472912	559198	622315	769745	625295

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Budget	2016/17 Draft	2017/18 Draft
Salaries						
Salaries and Wages	392443	410657	392,908	499,528	533,310	481,472
Salaries, Intern (contract)	0	0	0	0		
Total Salaries	392,443	410,657	392,908	499,528	533,310	481,472
Benefits						
Canada Pension	13827	12523	15094	15783	15808	14000
L.A.P. Pension	41267	48416	41856	60105	56299	63015
Alberta Health Care/EWA	2455	3345	2982	3300	2738	2800
AUMA Insurance	8532	11661	10557	17000	14149	14500
Employment Insurance	7254	6331	8653	8384	8603	7900
Total Benefits	73,335	82,276	79,142	104,572	97,596	102,215
Members						
Members, Fees and Mileage	1,595	1,238	3346	5550	5500	5500
Annual Meeting	825	1,009	721	300	300	300
Total Members	2,420	2,247	4,067	5,850	5,800	5,800
Staff						
Travel	867	997	544	900	1500	1500
Training	1810	1748	86	5350	5350	5350
National Conference	0	0	0	0	0	0
General	195	0	0	0	0	0
Provincial Conference	0	0	0	0	0	0
Staff Membership Fees	1350	2375	117	1785	1785	1785
Total Staff	4,222	5,120	747	8035	8635	8635
Operations						
Aerials, Maps & Photos	0	0	0	0	0	0
Books/Subscriptions	219	589	50	50	50	50
Printing & Graphics	0	0	0	0	0	0
Accounting & Audit	9475	8000	7175	8000	5000	5000
Corporate Memberships	550	550	50	550	55	55
Computer & Program consultants	405	240	226	300	300	300
Planning Consultants	0	0	1407	0	25350	15730
Insurance (non-bldg)	6599	6820	7264	7900	6700	6700
Staff Recruitment	7441	720	8017	6800	6800	6800
Legal Fees	0	0	0	0	0	0
Public Relations/Marketing	369	1330	886	5000	5000	5000
Grant Expense			18170			
Reg. Plans & Titles	30	83	-7	0	0	0
Project Costs						
Total Operations	25088	18332	43238	28600	49255	39635

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Budget	2016/17 Draft	2017/18 Draft
Supplies						
Stationery	310	184	49	500	500	500
Computer Supplies	1,298	878	1955	1500	1500	1500
General	714	816	1262	1000	1400	1400
Furniture & Equipment	0	0	0	0	0	0
Bank Charges	626	571	555	650	650	650
Duplicating Paper	410	0	210	500	500	500
Drafting Paper	657	270	419	500	500	500
Drafting Supplies	0	0	0	0	0	0
Total Supplies	4,015	2,719	4,450	4,650	5,050	5,050
Communication						
Postage	-29	420	-343	50	350	350
Telephone/Fax	3,933	3,583	3685	3700	3700	3700
Courier	0	0	0	0	0	0
Total Communications	3,904	4,003	3,342	3,750	4,050	4,050
FACILITY & EQUIPMENT COSTS						
Depreciation	14,524	10,728	10419	10358	12260	12260
Lease - Equipment	-964	51	0	0	0	0
Lease - 4808 Ross	14,889	-2,174	0	0	0	0
Lease - 4730 Ross	35,410	38,621	35650	35650	35650	35650
Office Repairs & Maintenance	0	321	0	500	500	500
Computer Maintenance	5,213	5,815	7125	7200	7500	7500
Total Facility & Equipment	69,072	53,362	53,194	53,708	55,910	55,910
SUNDRY COSTS						
Annual Workshop	0	0	0	0	0	0
Miscellaneous	1,470	2,646	1313	1400	1600	1600
Total Sundry Costs	1,470	2,646	1,313	1,400	1,600	1,600
TOTAL EXPENDITURES	575,969	581,362	582,401	710,093	761,206	704,368
income/deficit	-134261	-108450	-23203	-87778	8539	-79073

SOUTHERN ALBERTA ENERGY from WASTE ASSOCIATION



Minutes from Board Meeting held on Thursday, March 24, 2016		
The Lodge, 231 Centre Street, Vulcan, AB		
Call to Order: 12:05 pm. Chair Craig called the meeting to order		
	Director/Member	Director/Member
Directors Present: 11 Directors Absent: 3 Alternates Present: 2 Non-Voting Present: 4 Non-voting Absent: 1 Quorum: 10 Guests: 4	Chair, Kim Craig Town of Coaldale <i>Town of Coaldale</i>	Paul Ryan MD of Bighorn <i>Bow Valley Waste Management Commission*</i>
Minutes: Sherry Poole SAEWA Manager <i>*The listing of the Waste Jurisdiction for each Director only indicates the Jurisdiction the community is a member of, and does not indicate representation of that Jurisdiction.</i>	Ben Armstrong Berniece Bland - alternate Wheatland County <i>Drumheller & District Solid Waste *</i>	Val Warnock Town of Trochu <i>Drumheller & District Solid Waste *</i>
	Tom Grant Town of Vulcan <i>Vulcan District Waste Commission</i>	Tom White - absent Lethbridge County <i>Lethbridge County</i>
	Greg Sheppard Special Areas <i>Special Areas/Big Country</i>	Ray Juska Village of Duchess <i>Newell Regional Solid Waste Management Authority Ltd</i>
	Dennis Cassie - absent Town of Coalhurst <i>Town of Coalhurst</i>	Ben Goetz Town of Glenwood <i>Chief Mt Regional Waste Commission*</i>
	Joe Watson Town of Picture Butte <i>Town of Picture Butte</i>	George Piper Village of Foremost <i>South Forty Waste Services Commission</i>
	Rafael Zea - absent Village of Milo <i>Village of Milo</i>	Jim Deacon - alternate Town of Black Diamond <i>Foothills Regional Services Commission*</i>
	Patricia McKean – absent Mountain View County <i>Mountain View County</i>	Steven Procee Town of Olds <i>Town of Olds</i>
Al Gil Town of Carstairs <i>Town of Carstairs</i>	Terry Diack Town of Three Hills <i>Town of Three Hills</i>	Chris Vardas - absent Town of Sundre <i>Town of Sundre</i>
Guests: 4	Mountain View Regional Waste Commission - Mary Anne Overwater, Chair; and Verna McFadden Drumheller & District Solid Waste - Ron Wickstrom; and Dick Ellis	

SOUTHERN ALBERTA ENERGY from WASTE ASSOCIATION



<u>Agenda Item #</u>	<u>Motion</u>
<u>Item 1:</u>	1.0 Meeting called to order by Chair Craig @ 12:05 pm. Meeting commenced with introductions and welcomed guests.
<u>Item 2:</u> Adoption of Agenda 2016-03-24 MTN B2016-03-01	2.0 MOTION BY MEMBER Goetz to adopt the 2016-03-24 Agenda. <p align="right">CARRIED ALL</p>
<u>Item 3:</u> Adoption of Board Minutes 2016-02-19 MTN B2016-03-02	3.0 MOTION BY MEMBER Armstrong to adopt the 2015-02-19 Board Minutes as presented. <p align="right">CARRIED ALL</p>
<u>Item 4:</u> For Information MTN B2016-03-03	4.0 MOTION BY MEMBER Piper to receive Executive Meeting Minutes - draft 2016-03-14 for information. <p align="right">CARRIED ALL</p>
<u>Item 5:</u> Business Arising MTN B2016-03-04 MTN B2016-03-05	5.0 BUSINESS ARISING FROM THE BOARD MINUTES: 5.1 MOTION BY MEMBER Warnock to receive the action log updates up to and including 2016-03-24 as received for information. <p align="right">CARRIED ALL</p> 5.2 MOTION BY MEMBER Goetz to receive Detailed Waste Stream Characterization report identifying (4) locations for Spring Session Waste Field Events, as listed: 1. (i) MD of Bighorn and (ii) Francis Cooke (C & D waste analysis); 2. Special Areas to be facilitated at the Transfer Site; 3. North 40 and South 40 (combined); and 4. Mountain View Regional Waste Commission (HDR field coordinator in contact with CAO to coordinate planning for this location) <p align="right">CARRIED ALL</p> 5.3 MOTION BY MEMBER Juska to receive Member Ryan verbal report re: HDR personnel and transition update informing the Board of the upcoming Transition Meeting 2016-04-04 with HDR and Member Ryan (SAEWA) to be held in Toronto (HDR has agreed to reimburse SAEWA for travel expenses for Member Ryan to attend); Member Ryan also reported that HDR will be providing formal introduction to the New VP, Bruce Howie at the 2016-04-22 Board Meeting. <p align="right">CARRIED ALL</p>

	<p>5.4 Administration informed that FCM has confirmed acceptance of the Site and Transportation Study Funding Application advising that the application has been presented for Peer Review, then subject to approval will be submitted to the Funding Council for consideration of award. (the review process will take approximately 5 – 8 weeks and should be completed by end May 2016. Member Grant asked if HDR will be performing the studies and Member Ryan advised on behalf of the Board that a formal selection process will take place.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>Item 6:</u></p>	
<p>ACTION ITEM</p>	<p>6.0 NEW BUSINESS:</p> <p>6.1 AGM discussion included further consideration of the Society Act where administration has advised that the Society of Alberta – Corporate Registry did confirm SAEWA as per the date of incorporation of May 25 and year end registered as December 31 annually, that it is required to file AGM approved audited statements, along with Director List prior to May 25 to be in accordance with the Society Act requirements. – Member Ryan further advised that he will work with HDR to expedite delivery of draft Detailed Business Plan and Waste Stream Characterization Spring Analysis as these must be received in order to effectively plan the AGM date. This item to be brought forward for additional discussion 2016-04-22 Board Agenda to allow for Member Ryan to work with HDR to expedite process delays.</p> <p style="text-align: right;">ACTION ITEM</p>
<p>ACTION ITEM</p>	<p>6.2 KPMG Partner Representative, Derek Taylor did present in person the 2015 Audited Financial Statements – draft whereby in the review of the Board recommendation was put forward in request of a revision to capture Stakeholder Engagement as a separate line item from Project Consultant Fees as this will better align with the budget line items as are approved by the Board; therefore a note is to be included in the financial statements re: Stakeholder Engagement and the revision is to be presented back to the Executive on 2016-04-08 to the Board 2016-04-22.</p> <p style="text-align: right;">ACTION ITEM</p>
<p>ACTION ITEM</p>	<p>6.3 (a) Administration confirmed distribution of the New Member Policy and Governance Model Report as requested prior.</p> <p>(b) Chair Craig informed that he has received confirmation from (4) members previously holding seats on the Governance Committee have agreed to remain on the Governance Committee, and those members include:</p> <p>(i) Member Tom Grant, Town of Vulcan (ii) Member Ben Goetz, Town of Glenwood</p>

	<p>(iii) Member Tom White, Lethbridge County (iv) Dene Cooper, Reeve, MD of Bighorn (vi) Stephen Process, Town of Olds has been approved by the Board to fill the vacant seat</p> <p>In conclusion: The SAEWA Governance Committee consists of (5) member representatives as recognized, a newly appointed Chair will be elected at first official meeting date that is to be coordinated following the Executive Meeting 2016-04-11.</p> <p>The Governance Committee in accordance with the Terms of Reference will determine as part of the 1st meeting agenda items:</p> <ol style="list-style-type: none"> 1. AGM - Qualifications 2. AGM – Order of Business, as well elevation of non-voting status <p style="text-align: right;">ACTION ITEM</p> <p>6.4 Chair Craig reported on recent presentation provided to the Mayors and Reeves, SW Chapter regarding Taber MRF development which included an informal discussion on the topic.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>6.5 Member Ryan and Member Armstrong reported feedback re: AAMDC 2016 Spring Conference mentioning that there were some opportunities available to network directly to inform provincial representatives of SAEWA.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>Item 7:</u> For Information MTN B2016-03-06</p> <p>MTN B2016-03-07</p>	<p>7.0 ITEMS FOR INFORMATION:</p> <p>MOTION BY MEMBER Goetz to receive items 7.1 – 7.3 for information.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>MOTION BY MEMBER Warnock to approve payment of general Invoices as presented, as well as MD of Bighorn Invoice received 2016-03-01.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item 8:</u> Member Reports</p>	<p>8.0 MEMBER REPORTS:</p> <p>8.1 Dick Ellis did inform the Board of the upcoming SWANA, Northern Lights – Signs of the Times seminar location: Calgary, May 11 - 13, 2016. Link to: https://swananorthernlights.org/conference/conference-2016/</p> <p>8.2 Member Juska reiterated experience of communication challenges in lieu of coordination of Detailed Waste Stream Characterization planning – Spring sessions.</p>

SOUTHERN ALBERTA ENERGY from WASTE ASSOCIATION



	8.3 Member Warnock spoke in receipt of DDSWMA Manager confirmation of payment being submitted for 2016 Membership dues. 8.4
Meeting Adjourned: 2:25 pm MTN B2016-03-08	MOTION BY MEMBER Ryan In adjournment of meeting at 2:25 pm. Greg Sheppard, Special Area will be host to the April 22nd Board Meeting. Location: New - Fire Hall, 405 Fox Lake Trail, Hanna, AB. www.saewa.ca / meeting & events calendar - April 2016 <p style="text-align: right;">CARRIED ALL</p>

Draft



Town of Olds

Request for Decision

185

Financial Update to March 31, 2016

April 25, 2016

IOA

RECOMMENDATION

That the financial report for the nine month period January 1st, 2016 to March 31, 2016 be accepted for information.

BACKGROUND

As a routine practice, Council is provided with financial reports to indicate the Town's financial position, and to demonstrate how actual activity is tracking in relation to the approved annual Budget. Reports are provided showing revenue and spending for both operating and capital budgets during the 03 months of 2016; that being January 1, 2016 to March 31, 2016 or 25% of the way through fiscal year.

Council approved the 2016 operating on February 22, 2016 and the capital budget on January 25, 2016.

As can be seen by the data provided in the schedules, at 25% of the way through the 2016 fiscal year, the Operating budget is 13% spent while the Capital budget is 0% spent. Invoicing does lag slightly and therefore the total amount spent and committed to be spent would be slightly higher.

ALTERNATIVE OPTIONS

1. Any specific questions regarding revenue generation/collection and the timing of spending against both the capital and operating budgets can be answered by the applicable program managers.
2. The 03-month financial reports for 2016 can be accepted for information.

ATTACHMENTS

- Schedule 1: Operating & Capital - Revenue & Expense Statements - by Function.
- Schedule 2: Balance Sheet as at March 31, 2016.
- Schedule 3: Operating Revenue & Expense Summary - by Department.
- Schedule 4: Capital Financing & Spending Summary by Department.

Submitted By: Sheena Linderman	Manager of Finance	Date: April 19, 2016
Chief Financial Officer Signature:		Date: Apr 20, 2016
CAO Signature:		Date: Apr 21/16



Revenue and Expense Statements - by Function
For the 03 Months Ended March 31, 2016

Schedule I

Town of Olds

186
%
COLLECTED
USED

	2015 Dec-31	2016 BUDGET	2016 Y-T-D ACTUAL	REMAINING DOLLARS	
OPERATING					
REVENUES					
Taxation	(11,753,043)	(12,083,910)	0	12,083,910	0%
Grants in Lieu of Taxes	(30,827)	0	0	0	--
Sale to Other Govt's	(242,494)	(233,545)	(2,929)	230,616	1%
Sale of Goods and Services	(8,704,531)	(9,787,640)	(2,448,799)	7,338,841	25%
Other Revenue/Franchise Fees	(1,680,826)	(1,698,230)	(317,801)	1,380,430	19%
Conditional Grants	(1,049,096)	(1,019,270)	(98,515)	920,755	10%
Other	(47,967)	(39,230)	(3,721)	35,509	9%
Transfer From Other Functions	(1,765,088)	(1,660,775)	0	1,660,775	0%
Transfer From Reserves	(1,695,422)	(45,950)	0	45,950	0%
TOTAL REVENUES	<u>(26,969,293)</u>	<u>(26,568,550)</u>	<u>(2,871,765)</u>	<u>23,696,785</u>	<u>11%</u>
EXPENDITURES					
Salaries, Wages & Benefits	6,344,116	6,705,600	1,421,912	(5,283,688)	21%
Contracted & General Services	3,560,879	3,543,835	704,386	(2,839,449)	20%
Purchases from Other Government	4,825,240	5,576,120	505,510	(5,070,610)	9%
Materials, Goods, Supplies & UT	1,927,551	1,822,750	209,733	(1,613,017)	12%
Transfer Payments	4,775,419	4,797,725	376,862	(4,420,863)	8%
Financial Service Charges	3,671,454	693,330	230,393	(462,937)	33%
Other Transactions	32,521	35,000	(203)	(35,203)	-1%
Transfer to Other Functions	1,790,088	1,685,765	0	(1,685,765)	0%
Transfer to Capital	864,663	663,140	0	(663,140)	0%
Transfer to Reserves	1,015,982	1,045,285	0	(1,045,285)	0%
TOTAL EXPENDITURES	<u>28,807,914</u>	<u>26,568,550</u>	<u>3,448,594</u>	<u>(23,119,956)</u>	<u>13%</u>
CAPITAL					
FINANCES ACQUIRED					
Long-term Debt & Debentures	0	0	0	0	
Other Revenue from Other Sources	(566,548)	(337,500)	0	337,500	--
Sale of Fixed Assets	42,141	(72,500)	0	72,500	--
Conditional Grants	(3,051,717)	(2,440,500)	0	2,440,500	
Transfer from Operating	(864,663)	(683,140)	0	683,140	
Transfer from Reserves	(862,474)	(990,950)	0	990,950	
TOTAL FINANCES ACQUIRED	<u>(5,303,261)</u>	<u>(4,524,590)</u>	<u>0</u>	<u>2,850,500</u>	
FINANCES APPLIED					
Fixed Asset Additions	5,141,868	4,524,590	0	(4,524,590)	0%
Transfer Payments	161,393	0	0	0	--
TOTAL FINANCES APPLIED	<u>5,303,261</u>	<u>4,524,590</u>	<u>0</u>	<u>(4,524,590)</u>	<u>0%</u>
Y-T-D (SURPLUS) / DEFICIT	<u>38,629</u>	<u>38,629</u>	<u>38,629</u>	<u>(1,097,261)</u>	



BALANCE SHEET
As at March 31, 2016

Town of Olds

	2015	2016	
	December 31, 2015	March 31, 2016	
ASSETS			
Cash on Hand & On Deposit	9,533,580	8,235,928	Note 1
Receivables	16,065,686	15,232,675	Note 2
Other Assets	36,339	0	
Inventories	14,267	14,267	
Net Fixed Assets	71,369,567	71,369,567	Note 3
TOTAL ASSETS	<u>\$ 97,019,439</u>	<u>\$ 94,852,437</u>	
LIABILITIES			
Accounts Payable	(2,345,375)	(859,904)	
Long term Debt Obligation	(18,527,381)	(18,285,525)	Note 4
Other Liabilities	(565,522)	(607,025)	
Deferred Revenue	(479,763)	(369,561)	
Reserves	(6,943,915)	(6,943,915)	
Equity In Fixed Assets	(67,949,512)	(68,155,366)	Note 5
Net Accumulated Operating Surplus - opening	(2,046,591)	(207,970)	
plus: Accumulated Surplus Y-T-D 2015	1,838,620	576,829	
TOTAL LIABILITIES	<u>\$ (97,019,439)</u>	<u>\$ (94,852,437)</u>	

Note 1: Contains deposits in the ATB and RBC operating account of \$408,579.29
 Dominion Securites of \$2,124,185.48 and MFCU of \$5,268,548.49
 OI Security GIC of \$80,000
 Includes Petty Cash and other deposits of \$2,685.47

Note 2: Taxes outstanding as of March 31 -\$(913,812.16)
 Utilities receivable is \$215,380.77
 Includes a receivable of \$13,995,998.14 from OIRCD
 Other receivables total \$1,935,108.25

Note 3: TCA and Amortization are only recorded at year end

Note 4: Debentures with Alberta Capital Finance & RBC Bank Loan

Note 5: Equity in Fixed Assets increases as debenture and loan payments are made



Operating Revenue & Expenditures by Department
for the 3 Months Ended
March 31, 2016
 25% of the year

Per Budget Loaded Department	REVENUES				EXPENDITURES				Actual Contribution to Surplus
	Budget	YTD Actual	Remaining Dollars	% Collected	Budget	YTD Actual	Remaining Dollars	% Used	
0 General Government	-13,550,240	-261,131	-13,289,109	2%	4,965,600	190,687	4,774,913	4%	70,444
11 Council & Legislation	0	0	0	0%	315,950	74,804	241,146	24%	-74,804
12 Administration	-117,230	-26,613	-90,617	23%	956,440	224,218	732,222	23%	-197,604
12-01 Office of the CAO	0	0	0		491,260	89,035	402,226	18%	-89,035
21 RCMP	-654,090	-65,139	-588,951	10%	1,506,930	65,285	1,441,645	4%	-146
23 Fire Services	-423,565	-27,719	-395,846	7%	975,840	180,849	794,991	19%	-153,130
24 Disaster Services	0	0	0	0%	23,420	894	22,526	4%	-894
26 Bylaw Enforcement	-32,800	-21,354	-11,446	65%	296,600	50,197	246,403	17%	-28,844
32 Roads	-402,100	-692	-401,408	0%	1,907,050	315,799	1,591,251	17%	-315,107
37 Storm Water	-36,050	0	-36,050	0%	36,050	0	36,050	0%	0
41 Water	-2,892,920	-717,545	-2,175,375	25%	2,892,920	508,753	2,384,167	18%	208,793
42 Wastewater	-4,482,110	-1,103,483	-3,378,627	25%	4,482,110	428,639	4,053,471	10%	674,845
43 Solid Waste	-916,260	-237,652	-678,608	26%	916,260	112,967	803,293	12%	124,685
51 F.C.S.S.	-220,760	-97,515	-123,245	44%	288,350	35,888	252,462	12%	61,627
52 Social Development	-128,500	-31,831	-96,669	25%	134,460	25,286	109,174	19%	6,545
56 Cemetery	-48,380	-7,723	-40,657	16%	109,565	15,711	93,854	14%	-7,989
61 Planning & Development	-339,500	-102,670	-236,830	30%	813,420	110,506	702,914	14%	-7,837
61 Economic Development	-5,000	0	-5,000	0%	485,780	105,192	380,588	22%	-105,192
62 Sunshine Bus	-13,000	-2,685	-10,315	21%	63,530	6,884	56,646	11%	-4,199
72 Recreation Administration	-598,830	0	-598,830	0%	598,830	210,174	388,656	35%	-210,174
72 Aquatic Centre	-471,150	-51,600	-419,550	11%	1,319,040	248,260	1,070,780	19%	-196,659
72 Rec. Complex	-523,550	-112,491	-411,059	21%	1,236,540	166,211	1,070,329	13%	-53,721
72 Parks	-9,860	-435	-9,425	4%	787,800	116,876	670,924	15%	-116,441
72 Special Events	-25,800	-1,550	-24,250	6%	48,150	4,778	43,372	10%	-3,228
72 Splash Park	0	-1,736	1,736	0%	42,210	138	42,072	0%	1,598
72 Sports Fields	-6,000	-200	-5,800	3%	190,790	17,092	173,698	9%	-16,892
72 Campground	-11,500	0	-11,500	0%	2,800	0	2,800	0%	0
72 Weed & Pest Control	0	0	0	0%	21,500	0	21,500	0%	0
74 Museum	-50,390	0	0	0%	50,390	9,671	40,719	19%	-9,671
74 Evergreen Centre	-7,870	0	0	0%	7,870	1,325	6,545	17%	-1,325
74 Library	-506,865	0	-506,865	0%	506,865	112,187	394,678	22%	-112,187
74 Heritage	-94,230	0	-94,230	0%	94,230	20,289	73,941	22%	-20,289
Amortization	0	0	0	0%	0	0	0	0%	0
Total Operating	-26,568,550	-2,871,764	-23,696,786	11%	26,568,550	3,448,594	23,119,956	13%	-576,829



Town of Olds

**Capital Financing and Spending by Department
For the 03 months ended March 31, 2016**

25% of the year

Department	Capital Spending		Capital Financing					Budget Total Funds	Major Projects
	2016 Budget	2016 Actual	Funding Sources						
			Municipal Taxes	Utility Funds	Grants	Other	Reserves		
12 Administration									
23 Fire Services	715,950				337,500	337,500	40,950	715,950	SCBA, Small equipment replacement, 621 Pumper
26 Municipal Enforcement	7,800		7,800					7,800	In car camera
31 Operations Equipment	117,840		45,340	0		72,500		117,840	skid steer, leaf vacuum, mower, blade runner, truck repl.
32 Roads	595,000				245,000		350,000	595,000	solar pwered pedestrian crosswalks (4), trails, new ops shop detailed design, wayfinding project, advanced green signals (57th ave)
37 Storm Sewer									
41 Water	450,000			100,000			350,000	450,000	reduction of water loss North and South pump station fire pump engines
42 Wastewater	150,000				150,000			150,000	wireless flow monitors in sanitary lines (15)
Street Improvement Program	2,063,000			510,000	1,553,000			2,063,000	
72 Aquatic Centre	30,000						30,000	30,000	Pool heat exchanger and tank replacement
72 Rec. Complex	155,000				155,000			155,000	Concession upgrade
72 Parks	240,000		20,000				220,000	240,000	christmas lights, playground upgrades, hwy 27 beautification, parks signage replacement, playing fields
Grand Total	4,524,590	0	73,140	610,000	2,440,500	410,000	990,950	4,524,590	

0.0%



Town of Olds

Request for Decision

190

**Accounts Payable Cheque Register
March 1, 2016 – March 31, 2016**

April 25, 2016

11A

RECOMMENDATION

That the March 1, 2016 – March 31, 2016 Accounts Payable report be received for information.

BACKGROUND

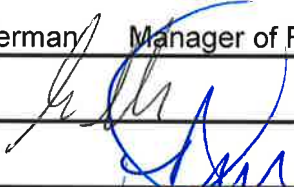

Accounts Payable System Cheque Register Reports containing cheques numbered 00347 to 00467 in the amount of \$187,702.34 as issued.

Electronic payments numbered 547 to 665 in the amount of \$522,871.88

Pre-Authorized Payments for the month of March in the amount of \$1,442,403.76

ATTACHMENTS

- Attachment 1 – Accounts Payable Cheque Register
- Attachment 2 – Accounts Payable Deposit Register
- Attachment 3 – Summary of Pre-Authorized Payments

Submitted By: Sheena Linderman	Manager of Finance	Date: April 20, 2016
CFO Signature:		Date: April 20, 2016
CAO Signature:		Date: April 21/16

Ranges: From: To: From: To: **191**
 Cheque Number 0001 1000000 Cheque Date 3/1/2016 3/31/2016
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
00347	651001	651759 ALBERTA LTD O/A DL CONT	3/11/2016	GENERAL	PMCHQ00000037	\$498.30
00348	ALB008	ALBERTA MAINTENANCE ENFORCEMEN	3/11/2016	GENERAL	PMCHQ00000037	\$414.00
00349	ALB011	ALBERTA MUNICIPAL HEALTH & SAF	3/11/2016	GENERAL	PMCHQ00000037	\$1,953.00
00350	ALB013	ALBERTA MUNICIPAL SERVICES COR	3/11/2016	GENERAL	PMCHQ00000037	\$796.68
00351	ALB023	AWWOA	3/11/2016	GENERAL	PMCHQ00000037	\$661.50
00352	ALT001	ALTALIS	3/11/2016	GENERAL	PMCHQ00000037	\$266.70
00353	AMB001	AMBUSCH SECURITIES LTD	3/11/2016	GENERAL	PMCHQ00000037	\$327.60
00354	BER001	BERRN CONSULTING LTD / AED4LIF	3/11/2016	GENERAL	PMCHQ00000037	\$113.62
00355	BIG003	BIG HILL SERVICES LTD	3/11/2016	GENERAL	PMCHQ00000037	\$4,057.53
00356	BLU001	BLUE SPRUCE PHONE BOOKS	3/11/2016	GENERAL	PMCHQ00000037	\$265.65
00357	CAN019	CANSEL - CALGARY	3/11/2016	GENERAL	PMCHQ00000037	\$1,895.07
00358	CAS002	CASEY, DEAN	3/11/2016	GENERAL	PMCHQ00000037	\$425.00
00359	CIN003	CINTAS LOCATION #851	3/11/2016	GENERAL	PMCHQ00000037	\$123.24
00360	COM002	COMMERCIAL AQUATIC SUPPLIES	3/11/2016	GENERAL	PMCHQ00000037	\$612.26
00361	DOO002	DOORMASTERS INC	3/11/2016	GENERAL	PMCHQ00000037	\$469.62
00362	DOW001	DOWLAND AUTOMOTIVE LTD	3/11/2016	GENERAL	PMCHQ00000037	\$3,213.92
00363	EQU001	EQUINOX ENVIRONMENTAL	3/11/2016	GENERAL	PMCHQ00000037	\$5,213.25
00364	FOR003	FORD CREDIT CANADA LEASING	3/11/2016	GENERAL	PMCHQ00000037	\$444.62
00365	GOV006	GOVERNMENT OF ALBERTA	3/11/2016	GENERAL	PMCHQ00000037	\$1,970.14
00366	ILO001	I LOCK & KEY O/A 1646794 ALBER	3/11/2016	GENERAL	PMCHQ00000037	\$470.61
00367	ISL001	ISL ENGINEERING AND LAND SERVI	3/11/2016	GENERAL	PMCHQ00000037	\$2,256.82
00368	JAB001	JABS SERVICES	3/11/2016	GENERAL	PMCHQ00000037	\$6,541.64
00369	JOH001	JOHN DEERE FINANCIAL	3/11/2016	GENERAL	PMCHQ00000037	\$696.39
00370	KIC001	KICKSTART ENTERTAINMENT	3/11/2016	GENERAL	PMCHQ00000037	\$1,575.00
00371	KIR001	KIRTON, DARWIN	3/11/2016	GENERAL	PMCHQ00000037	\$1,275.00
00372	LEO001	LEO'S BUILDING SUPPLIES LTD	3/11/2016	GENERAL	PMCHQ00000037	\$19.16
00373	NET001	NETOOK CONSTRUCTION	3/11/2016	GENERAL	PMCHQ00000037	\$3,464.74
00374	OFF001	OFFICE OF THE FIRE COMMISSIONE	3/11/2016	GENERAL	PMCHQ00000037	\$315.00
00375	OLD002	OLDS & DISTRICT CHAMBER OF COM	3/11/2016	GENERAL	PMCHQ00000037	\$198.80
00376	OLD012	OLDS CONTRACTING LTD	3/11/2016	GENERAL	PMCHQ00000037	\$4,580.00
00377	OLD042	OLDS REGISTRIES LTD	3/11/2016	GENERAL	PMCHQ00000037	\$170.10
00378	OTT001	OTTO'S ELECTRIC INC	3/11/2016	GENERAL	PMCHQ00000037	\$314.95
00379	PAD001	PADNOMA SUPPORT SERVICES	3/11/2016	GENERAL	PMCHQ00000037	\$180.00
00380	RED005	REDNECK BOBCAT & TRUCKING LTD	3/11/2016	GENERAL	PMCHQ00000037	\$4,085.30
00381	SMI001	SMITH ZOE	3/11/2016	GENERAL	PMCHQ00000037	\$110.00
00382	SOC001	SOCIETY OF LOCAL GOVERNMENT MA	3/11/2016	GENERAL	PMCHQ00000037	\$869.00
00383	STA005	STAPLES	3/11/2016	GENERAL	PMCHQ00000037	\$345.11
00384	SWI001	SWISS ALPINE INC	3/11/2016	GENERAL	PMCHQ00000037	\$7,795.20
00385	TEL001	TELUS	3/11/2016	GENERAL	PMCHQ00000037	\$42.00
00386	TEL002	TELUS COMMUNICATIONS INC	3/11/2016	GENERAL	PMCHQ00000037	\$4,760.66
00387	THE021	THE CITY OF RED DEER	3/11/2016	GENERAL	PMCHQ00000037	\$500.00
00388	TIT003	TITUS CONSTRUCTION & EXCAVATIN	3/11/2016	GENERAL	PMCHQ00000037	\$5,688.38
00389	TOW004	TOWN OF ECKVILLE	3/11/2016	GENERAL	PMCHQ00000037	\$100.00
00390	TOW006	TOWN OF OLDS SOCIAL CLUB	3/11/2016	GENERAL	PMCHQ00000037	\$4,228.01
00391	TRE001	TREADPRO TIRE CENTRE	3/11/2016	GENERAL	PMCHQ00000037	\$465.80
00392	TRU002	TRU-MARK WOODWORKING LTD	3/11/2016	GENERAL	PMCHQ00000037	\$591.15
00393	LAT001	LATOUE, ROXANNE	3/11/2016	GENERAL	PMCHQ00000037	\$100.00
00394	WIN001	WINDELER, HELEN	3/11/2016	GENERAL	PMCHQ00000037	\$50.00
00395	BEA009	BEAUTIFUL BLINDS	3/17/2016	GENERAL	PMCHQ00000039	\$10.00
00396	CAN012	CANADIAN PIZZA UNLIMITED/ AB C	3/17/2016	GENERAL	PMCHQ00000039	\$10.00
00397	KIM001	KIM'S HAIR DESIGN	3/17/2016	GENERAL	PMCHQ00000039	\$10.00
00398	MAR038	MARTINSON & HARDER LAW OFFICE	3/17/2016	GENERAL	PMCHQ00000039	\$13.50
00399	NOT004	NOT PULLING YOUR LEG HOME REPA	3/17/2016	GENERAL	PMCHQ00000039	\$10.00
00400	VIK001	VIKING DRYWALL LTD	3/17/2016	GENERAL	PMCHQ00000039	\$20.00
00401	WEN001	WENDY'S RESTAURANT OF CANADA I	3/17/2016	GENERAL	PMCHQ00000039	\$10.00
00402	2AC001	Town of Olds Regular Council Meeting April 25, 2016			PMCHQ00000039	\$82.10

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
00403	ABS001	ABSA	3/17/2016	GENERAL	PMCHQ00000039	\$497.00
00404	AMS001	AMSC INSURANCE SERVICES LTD	3/17/2016	GENERAL	PMCHQ00000039	\$27,137.48
00405	AQU002	AQUAM	3/17/2016	GENERAL	PMCHQ00000039	\$1,726.83
00406	AWA001	AWARE360 LTD	3/17/2016	GENERAL	PMCHQ00000039	\$2,864.40
00407	BAR002	BARTHOLOW, KENDRA	3/17/2016	GENERAL	PMCHQ00000039	\$150.00
00408	BEZ001	BEZJACK, JOANNA	3/17/2016	GENERAL	PMCHQ00000039	\$20.00
00409	BLU002	BLUEWAVE ENERGY LTD	3/17/2016	GENERAL	PMCHQ00000039	\$191.01
00410	CAM005	CAMPBELL, VINCENT A	3/17/2016	GENERAL	PMCHQ00000039	\$100.00
00411	CAN014	CANADIAN RED CROSS SOCIETY	3/17/2016	GENERAL	PMCHQ00000039	\$3,690.05
00412	CAN015	CANADIAN TIRE #475	3/17/2016	GENERAL	PMCHQ00000039	\$280.39
00413	CAN020	CAN PAK ENVIRONMENTAL INC	3/17/2016	GENERAL	PMCHQ00000039	\$43.53
00414	CEN002	CENTRAL ALBERTA TILE ONE INC	3/17/2016	GENERAL	PMCHQ00000039	\$2,973.58
00415	CER003	CERVUS EQUIPMENT	3/17/2016	GENERAL	PMCHQ00000039	\$18.71
00416	COM002	COMMERCIAL AQUATIC SUPPLIES	3/17/2016	GENERAL	PMCHQ00000039	\$332.48
00417	CON004	CONCANNON, MICHAEL F	3/17/2016	GENERAL	PMCHQ00000039	\$100.00
00418	DPO001	DPOC	3/17/2016	GENERAL	PMCHQ00000039	\$5,278.27
00419	HAR007	HARDER, DAVID	3/17/2016	GENERAL	PMCHQ00000039	\$75.00
00420	LEO001	LEO'S BUILDING SUPPLIES LTD	3/17/2016	GENERAL	PMCHQ00000039	\$31.90
00421	MIL002	MILLER, ELLEEN M	3/17/2016	GENERAL	PMCHQ00000039	\$75.00
00422	OLD050	OLDS VETERINARY CENTRE LTD	3/17/2016	GENERAL	PMCHQ00000039	\$173.25
00423	OLD055	OLDS & DISTRICT MINISTERIAL AS	3/17/2016	GENERAL	PMCHQ00000039	\$60.00
00424	ROA001	ROADDATA SERVICES LTD	3/17/2016	GENERAL	PMCHQ00000039	\$54.60
00425	STA005	STAPLES	3/17/2016	GENERAL	PMCHQ00000039	\$109.15
00426	STE005	STEWART, JUNE SHIRLEY	3/17/2016	GENERAL	PMCHQ00000039	\$54.71
00427	SUM003	SUMMIT TIRE	3/17/2016	GENERAL	PMCHQ00000039	\$751.81
00428	TEMP0000000004	LOWE, DUANE & ERIN	3/17/2016	GENERAL	PMCHQ00000039	\$470.61
00429	URB001	URBAN SYSTEMS	3/17/2016	GENERAL	PMCHQ00000039	\$966.21
00430	WOL001	WOLSELEY CANADA INC	3/17/2016	GENERAL	PMCHQ00000039	\$309.61
00431	WOL002	WOLSELEY INDUSTRIAL CANADA INC	3/17/2016	GENERAL	PMCHQ00000039	\$887.25
00432	WOR001	WORKER'S COMPENSATION BOARD	3/17/2016	GENERAL	PMCHQ00000039	\$22,102.32
00433	KEY002	KEY EMPLOYMENT SERVICES	3/22/2016	GENERAL	PMCHQ00000041	\$10.00
00434	ALB008	ALBERTA MAINTENANCE ENFORCEMEN	3/22/2016	GENERAL	PMCHQ00000041	\$207.00
00435	ALB013	ALBERTA MUNICIPAL SERVICES COR	3/22/2016	GENERAL	PMCHQ00000041	\$796.68
00436	ALB023	AWWOA	3/22/2016	GENERAL	PMCHQ00000041	\$60.00
00437	ALC001	ALCOCK-BOYD, JENNIFER L	3/22/2016	GENERAL	PMCHQ00000041	\$42.46
00438	BAT001	BATEMAN, CASEY	3/22/2016	GENERAL	PMCHQ00000041	\$492.99
00439	BER001	BERRN CONSULTING LTD / AED4LIF	3/22/2016	GENERAL	PMCHQ00000041	\$1,518.65
00440	BIG003	BIG HILL SERVICES LTD	3/22/2016	GENERAL	PMCHQ00000041	\$494.97
00441	CIN003	CINTAS LOCATION #851	3/22/2016	GENERAL	PMCHQ00000041	\$123.24
00442	CUB001	CUBEX LIMITED	3/22/2016	GENERAL	PMCHQ00000041	\$1,041.59
00443	DID001	DIDYK, LEONA	3/22/2016	GENERAL	PMCHQ00000041	\$90.00
00444	DOW001	DOWLAND AUTOMOTIVE LTD	3/22/2016	GENERAL	PMCHQ00000041	\$2,695.32
00445	EPC001	EPCOR NETWORKS CANADA	3/22/2016	GENERAL	PMCHQ00000041	\$70.15
00446	FAN001	FANTASYLAND HOTEL	3/22/2016	GENERAL	PMCHQ00000041	\$5,384.13
00447	FOR003	FORD CREDIT CANADA LEASING	3/22/2016	GENERAL	PMCHQ00000041	\$469.05
00448	FUT001	FUTURE AG INC	3/22/2016	GENERAL	PMCHQ00000041	\$121.84
00449	GRA006	GRABER MANUFACTURING INC	3/22/2016	GENERAL	PMCHQ00000041	\$7,641.30
00450	HBI001	HB INDUSTRIES (DRUMHELLER) LTD	3/22/2016	GENERAL	PMCHQ00000041	\$3,467.42
00451	HOS001	HOSE HEADQUARTERS (RED DEER) L	3/22/2016	GENERAL	PMCHQ00000041	\$160.83
00452	LAS001	LASERGRAVE PRODUCTIONS DIV OF	3/22/2016	GENERAL	PMCHQ00000041	\$30.19
00453	LEO001	LEO'S BUILDING SUPPLIES LTD	3/22/2016	GENERAL	PMCHQ00000041	\$7.96
00454	OLD008	OLDS COLLEGE	3/22/2016	GENERAL	PMCHQ00000041	\$1,000.00
00455	OTT001	OTTO'S ELECTRIC INC	3/22/2016	GENERAL	PMCHQ00000041	\$420.00
00456	REC004	RECREATION FACILITY PERSONNEL	3/22/2016	GENERAL	PMCHQ00000041	\$1,050.00
00457	SER002	SERENITY IN GRANITE	3/22/2016	GENERAL	PMCHQ00000041	\$1,460.00
00458	STA005	STAPLES	3/22/2016	GENERAL	PMCHQ00000041	\$1,349.23
00459	TEL001	TELUS	3/22/2016	GENERAL	PMCHQ00000041	\$63.00
00460	TEL002	TELUS COMMUNICATIONS INC	3/22/2016	GENERAL	PMCHQ00000041	\$4,583.67
00461	TEMP0000000005	KERSELL, NORMA M	3/22/2016	GENERAL	PMCHQ00000041	\$173.42
00462	TEMP0000000006	MARSHALL, ERNEST A ESTATE OF	3/22/2016	GENERAL	PMCHQ00000041	\$73.37
00463	TEMP0000000007	ALMAZAN, SHIRLEY	3/22/2016	GENERAL	PMCHQ00000041	\$246.61
00464	THE007	THE OLDS CAR & TRUCK WASH	3/22/2016	GENERAL	PMCHQ00000041	\$47.78
00465	WAS001	WASTE MANAGEMENT	3/22/2016	GENERAL	PMCHQ00000041	\$4,884.85

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
00466	WES004	WESTVIEW CO-OP ASSOC LTD	3/22/2016	GENERAL	PMCHQ00000041	\$133.37
00467	WES007	WESTERN FINANCIAL GROUP	3/22/2016	GENERAL	PMCHQ00000041	\$90.00
Total Cheques: 121						Total Amount of Cheques: \$187,702.34

Ranges: From: To: From: To: **194**
 Cheque Number EFT0000000001 EFT0000120000 Cheque Date 3/1/2016 3/31/2016
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000000547	AAM001	AAMD&C	3/11/2016	GENERAL	PMCHQ00000038	\$779.40
EFT000000000548	AET001	AETAN HOLDINGS LTD	3/11/2016	GENERAL	PMCHQ00000038	\$2,493.75
EFT000000000549	AIC001	AIC CONSTRUCTION LTD	3/11/2016	GENERAL	PMCHQ00000038	\$14,827.63
EFT000000000550	AMR001	AMRE SUPPLY LTD	3/11/2016	GENERAL	PMCHQ00000038	\$42.26
EFT000000000551	AUM001	AUMA	3/11/2016	GENERAL	PMCHQ00000038	\$9,070.12
EFT000000000552	AUT001	AUTO PARTS PLUS	3/11/2016	GENERAL	PMCHQ00000038	\$71.33
EFT000000000553	BOY002	BOYS & GIRLS CLUB OF OLDS & AR	3/11/2016	GENERAL	PMCHQ00000038	\$360.00
EFT000000000554	BRA001	BRANDT TRACTOR LTD	3/11/2016	GENERAL	PMCHQ00000038	\$78.23
EFT000000000555	BRO002	BROWNEE LLP (EDMONTON)	3/11/2016	GENERAL	PMCHQ00000038	\$1,521.14
EFT000000000556	CAB001	CAB-K BROADCASTING LTD	3/11/2016	GENERAL	PMCHQ00000038	\$58.80
EFT000000000557	CAN005	CANADIAN CORPS OF COMMISSIONAI	3/11/2016	GENERAL	PMCHQ00000038	\$3,402.00
EFT000000000558	CAN009	CANADIAN PACIFIC RAILWAY CO	3/11/2016	GENERAL	PMCHQ00000038	\$385.00
EFT000000000559	COL001	COLLINS CONCRETE & BOBCAT LTD	3/11/2016	GENERAL	PMCHQ00000038	\$1,764.00
EFT000000000560	COM003	COMMUNICATIONS GROUP	3/11/2016	GENERAL	PMCHQ00000038	\$455.70
EFT000000000561	COM009	COMPANIONS CARING 4 U	3/11/2016	GENERAL	PMCHQ00000038	\$580.50
EFT000000000562	DEN001	DENNIS SHEWKENEK BOBCAT SERVIC	3/11/2016	GENERAL	PMCHQ00000038	\$3,826.73
EFT000000000563	DIA001	DIAMOND SOFTWARE INC	3/11/2016	GENERAL	PMCHQ00000038	\$17,002.92
EFT000000000564	DIG001	DIGITEX INC	3/11/2016	GENERAL	PMCHQ00000038	\$1,020.98
EFT000000000565	DIR001	DIRECT ENERGY REGULATED SERVIC	3/11/2016	GENERAL	PMCHQ00000038	\$161.94
EFT000000000566	DRI001	D R INSPECTIONS & PERMITS LTD	3/11/2016	GENERAL	PMCHQ00000038	\$2,028.60
EFT000000000567	DUR001	DURIEUX, RUDOLPH F	3/11/2016	GENERAL	PMCHQ00000038	\$62.40
EFT000000000568	GOV001	GOVERNMENT FINANCE	3/11/2016	GENERAL	PMCHQ00000038	\$1,050.00
EFT000000000569	GRE002	GREYHOUND COURIER EXPRESS	3/11/2016	GENERAL	PMCHQ00000038	\$26.25
EFT000000000570	GUI001	GUILLEVIN SAFETY & INDUSTRIAL	3/11/2016	GENERAL	PMCHQ00000038	\$141.75
EFT000000000571	HAR002	HARTLEY'S EQUIPMENT RENTALS IN	3/11/2016	GENERAL	PMCHQ00000038	\$1,427.61
EFT000000000572	HAY001	HAY CITY PROJECTS LTD	3/11/2016	GENERAL	PMCHQ00000038	\$3,150.00
EFT000000000573	HIW001	HI-WAY 9 EXPRESS LTD	3/11/2016	GENERAL	PMCHQ00000038	\$91.73
EFT000000000574	HON001	HONEYMAN, MICHELLE L	3/11/2016	GENERAL	PMCHQ00000038	\$70.72
EFT000000000575	INT001	INTERCON MESSAGING INC	3/11/2016	GENERAL	PMCHQ00000038	\$350.91
EFT000000000576	JAC002	JACOBSEN, DERRICK I	3/11/2016	GENERAL	PMCHQ00000038	\$28.95
EFT000000000577	JAM002	JAMES ELECTRIC MOTOR SERV LTD	3/11/2016	GENERAL	PMCHQ00000038	\$74.32
EFT000000000578	JUS004	JUSTIN ANDREW SERVICE	3/11/2016	GENERAL	PMCHQ00000038	\$300.00
EFT000000000579	KWI001	K WILDES BOBCAT & TRUCKING LTD	3/11/2016	GENERAL	PMCHQ00000038	\$1,085.96
EFT000000000580	LAW001	LAWSON PRODUCTS INC (ONTARIO)	3/11/2016	GENERAL	PMCHQ00000038	\$183.79
EFT000000000581	LIF001	LIFESAVING SOCIETY	3/11/2016	GENERAL	PMCHQ00000038	\$258.46
EFT000000000582	MOB001	MOBIL 1 LUBE EXPRESS	3/11/2016	GENERAL	PMCHQ00000038	\$287.45
EFT000000000583	MOU006	MOUNTAIN VIEW PUBLISHING INC	3/11/2016	GENERAL	PMCHQ00000038	\$1,347.70
EFT000000000584	MOU007	MOUNTAIN VIEW SENIORS HOUSING	3/11/2016	GENERAL	PMCHQ00000038	\$190,687.31
EFT000000000585	NAP001	NAPA AUTO PARTS	3/11/2016	GENERAL	PMCHQ00000038	\$96.48
EFT000000000586	NEL001	NEL, Z WILLIAM	3/11/2016	GENERAL	PMCHQ00000038	\$425.00
EFT000000000587	NIE001	NIEMEYER'S OILFIELD SUPPLIES	3/11/2016	GENERAL	PMCHQ00000038	\$175.46
EFT000000000588	OAK001	OAKCREEK GOLF & TURF INC	3/11/2016	GENERAL	PMCHQ00000038	\$33.60
EFT000000000589	OLD014	OLDS DROPLETS WATER CO	3/11/2016	GENERAL	PMCHQ00000038	\$15.20
EFT000000000590	OLD015	OLDS ELECTRIC & LIGHTING LTD	3/11/2016	GENERAL	PMCHQ00000038	\$473.55
EFT000000000591	OLD022	OLDS FIREFIGHTERS ASSOCIATION	3/11/2016	GENERAL	PMCHQ00000038	\$500.00
EFT000000000592	OLD032	OLDS INSTITUTE FOR COMMUNITY &	3/11/2016	GENERAL	PMCHQ00000038	\$32,000.00
EFT000000000593	ONE001	O-NET	3/11/2016	GENERAL	PMCHQ00000038	\$3,057.60
EFT000000000594	PAR002	PARKLAND COMMUNITY PLANNING SE	3/11/2016	GENERAL	PMCHQ00000038	\$188.73
EFT000000000596	PRA001	PRAIRIE HYDRAULIC EQUIPMENT LT	3/11/2016	GENERAL	PMCHQ00000038	\$343.44
EFT000000000597	PRO001	PROCEE, STEPHEN	3/11/2016	GENERAL	PMCHQ00000038	\$40.00
EFT000000000598	SAF002	SAFETY CODES COUNCIL	3/11/2016	GENERAL	PMCHQ00000038	\$109.50
EFT000000000599	SEL001	SELECT COFFEE SERVICE	3/11/2016	GENERAL	PMCHQ00000038	\$689.86
EFT000000000600	SIG001	SIGNS BY JAN	3/11/2016	GENERAL	PMCHQ00000038	\$66.15
EFT000000000601	ULT002	ULTIMATE SAFETY ALBERTA	3/11/2016	GENERAL	PMCHQ00000038	\$160.44
EFT000000000602	UNI001	UNIFIRST CANADA LTD	3/11/2016	GENERAL	PMCHQ00000038	\$552.30
EFT000000000603	WAL004	WALTON	3/11/2016	GENERAL	PMCHQ00000038	\$136.24

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT00000000604	WIN002	WINDSOR, KATHLEEN	3/11/2016	GENERAL	PMCHQ00000038	\$441.00
EFT00000000605	AAM001	AAMD&C	3/17/2016	GENERAL	PMCHQ00000040	\$1,609.88
EFT00000000606	AIR001	AIRENET INTERNET SOLUTIONS	3/17/2016	GENERAL	PMCHQ00000040	\$420.00
EFT00000000607	ALB014	ALBERTA ONE-CALL LOCATION CORP	3/17/2016	GENERAL	PMCHQ00000040	\$25.20
EFT00000000608	AUT001	AUTO PARTS PLUS	3/17/2016	GENERAL	PMCHQ00000040	\$7.79
EFT00000000609	BMH002	B & M HARDWARE - TOWN OFFICE A	3/17/2016	GENERAL	PMCHQ00000040	\$16.20
EFT00000000610	CAN005	CANADIAN CORPS OF COMMISSIONAI	3/17/2016	GENERAL	PMCHQ00000040	\$2,268.00
EFT00000000611	CAN009	CANADIAN PACIFIC RAILWAY CO	3/17/2016	GENERAL	PMCHQ00000040	\$621.00
EFT00000000612	CEN004	CENTRAL SHARPENING LTD	3/17/2016	GENERAL	PMCHQ00000040	\$119.70
EFT00000000613	CJA001	CJ ACCOUNTING SERVICES	3/17/2016	GENERAL	PMCHQ00000040	\$302.72
EFT00000000614	CLE003	CLEARTECH INDUSTRIES INC	3/17/2016	GENERAL	PMCHQ00000040	\$923.79
EFT00000000615	DOU003	DOUGAN, MIKE	3/17/2016	GENERAL	PMCHQ00000040	\$50.00
EFT00000000616	DPL001	D PLUMBING & HEATING	3/17/2016	GENERAL	PMCHQ00000040	\$157.50
EFT00000000617	ESC001	ESC AUTOMATION INC	3/17/2016	GENERAL	PMCHQ00000040	\$921.29
EFT00000000618	HER002	HERZOG, PETER	3/17/2016	GENERAL	PMCHQ00000040	\$175.00
EFT00000000619	HIW001	HI-WAY 9 EXPRESS LTD	3/17/2016	GENERAL	PMCHQ00000040	\$31.83
EFT00000000620	HON001	HONEYMAN, MICHELLE L	3/17/2016	GENERAL	PMCHQ00000040	\$239.89
EFT00000000621	KCL001	KCL CONSULTING INC	3/17/2016	GENERAL	PMCHQ00000040	\$7,024.59
EFT00000000622	LOO002	LOOMIS EXPRESS	3/17/2016	GENERAL	PMCHQ00000040	\$389.58
EFT00000000623	MEN001	MENGERSEN, MARK	3/17/2016	GENERAL	PMCHQ00000040	\$50.00
EFT00000000624	MMJ001	M & M JANITORIAL	3/17/2016	GENERAL	PMCHQ00000040	\$2,205.00
EFT00000000625	MOT001	MOTOCAR AUTOMOTIVE LTD	3/17/2016	GENERAL	PMCHQ00000040	\$79.99
EFT00000000626	MTV001	MT VIEW REGIONAL WASTE MGMT CO	3/17/2016	GENERAL	PMCHQ00000040	\$7,687.90
EFT00000000627	MTV002	MT VIEW REGIONAL WATER SERV CO	3/17/2016	GENERAL	PMCHQ00000040	\$146,664.00
EFT00000000628	OLD049	OLDS VACUUM 2000	3/17/2016	GENERAL	PMCHQ00000040	\$43.05
EFT00000000629	OUR001	OUR CAN CO LTD	3/17/2016	GENERAL	PMCHQ00000040	\$147.00
EFT00000000630	PAP001	PAPER CUTS	3/17/2016	GENERAL	PMCHQ00000040	\$152.25
EFT00000000631	TYC001	TY-CAL INSPECTION SERVICES INC	3/17/2016	GENERAL	PMCHQ00000040	\$12,590.16
EFT00000000632	ULT002	ULTIMATE SAFETY ALBERTA	3/17/2016	GENERAL	PMCHQ00000040	\$11.50
EFT00000000633	UNI001	UNIFIRST CANADA LTD	3/17/2016	GENERAL	PMCHQ00000040	\$285.52
EFT00000000634	UNI004	UNITED FARMERS OF ALBERTA- CAR	3/17/2016	GENERAL	PMCHQ00000040	\$4,152.44
EFT00000000635	WEG001	W E GREER LTD	3/17/2016	GENERAL	PMCHQ00000040	\$2,196.79
EFT00000000636	WOL003	WOLSELEY WATERWORKS GROUP	3/17/2016	GENERAL	PMCHQ00000040	\$220.50
EFT00000000637	AAM001	AAMD&C	3/22/2016	GENERAL	PMCHQ00000042	\$249.95
EFT00000000638	ALB012	ALBERTA MUNICIPAL SERVICES COR	3/22/2016	GENERAL	PMCHQ00000042	\$8,507.02
EFT00000000639	ALT002	ALTERNATOR & STARTER EXPERTS	3/22/2016	GENERAL	PMCHQ00000042	\$89.67
EFT00000000640	AMR001	AMRE SUPPLY LTD	3/22/2016	GENERAL	PMCHQ00000042	\$167.99
EFT00000000641	BMH002	B & M HARDWARE - TOWN OFFICE A	3/22/2016	GENERAL	PMCHQ00000042	\$1,115.20
EFT00000000642	CAR002	CARMICHAEL, NICOLE	3/22/2016	GENERAL	PMCHQ00000042	\$81.44
EFT00000000643	CEN005	CENTRATECH TECHNICAL SERVICES	3/22/2016	GENERAL	PMCHQ00000042	\$772.14
EFT00000000644	DIG001	DIGITEX INC	3/22/2016	GENERAL	PMCHQ00000042	\$137.47
EFT00000000645	DUN001	DUNRITE PRINTING SERVICES	3/22/2016	GENERAL	PMCHQ00000042	\$37.80
EFT00000000646	ESK001	LLOYD, KELLY L	3/22/2016	GENERAL	PMCHQ00000042	\$214.93
EFT00000000647	GUI001	GUILLEVIN SAFETY & INDUSTRIAL	3/22/2016	GENERAL	PMCHQ00000042	\$521.85
EFT00000000648	HON001	HONEYMAN, MICHELLE L	3/22/2016	GENERAL	PMCHQ00000042	\$238.92
EFT00000000649	JAC002	JACOBSEN, DERRICK L	3/22/2016	GENERAL	PMCHQ00000042	\$1,470.82
EFT00000000650	JOR001	JORGENSEN, H MICHELLE	3/22/2016	GENERAL	PMCHQ00000042	\$32.00
EFT00000000651	MOO001	MOODY'S EQUIPMENT	3/22/2016	GENERAL	PMCHQ00000042	\$216.71
EFT00000000652	MOU006	MOUNTAIN VIEW PUBLISHING INC	3/22/2016	GENERAL	PMCHQ00000042	\$2,302.30
EFT00000000653	NAP001	NAPA AUTO PARTS	3/22/2016	GENERAL	PMCHQ00000042	\$17.42
EFT00000000654	NEL001	NEL, Z WILLIAM	3/22/2016	GENERAL	PMCHQ00000042	\$30.00
EFT00000000655	OLD005	OLDS & DISTRICT KIWANIS	3/22/2016	GENERAL	PMCHQ00000042	\$1,000.00
EFT00000000656	OLD011	OLDS CONCRETE (2014) LTD	3/22/2016	GENERAL	PMCHQ00000042	\$3,568.16
EFT00000000657	OLD014	OLDS DROPLETS WATER CO	3/22/2016	GENERAL	PMCHQ00000042	\$15.20
EFT00000000658	OLD015	OLDS ELECTRIC & LIGHTING LTD	3/22/2016	GENERAL	PMCHQ00000042	\$6,978.09
EFT00000000659	ORK001	ORKIN CANADA CORP	3/22/2016	GENERAL	PMCHQ00000042	\$91.88
EFT00000000660	SIG001	SIGNS BY JAN	3/22/2016	GENERAL	PMCHQ00000042	\$930.80
EFT00000000661	TYC001	TY-CAL INSPECTION SERVICES INC	3/22/2016	GENERAL	PMCHQ00000042	\$272.10
EFT00000000662	ULT002	ULTIMATE SAFETY ALBERTA	3/22/2016	GENERAL	PMCHQ00000042	\$315.00
EFT00000000663	UNI001	UNIFIRST CANADA LTD	3/22/2016	GENERAL	PMCHQ00000042	\$122.97
EFT00000000664	UNI004	UNITED FARMERS OF ALBERTA- CAR	3/22/2016	GENERAL	PMCHQ00000042	\$578.56
EFT00000000665	WIN001	WINDELER, HELEN	3/22/2016	GENERAL	PMCHQ00000042	\$944.54

196

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
-----						-----
Total Cheques:	118				Total Amount of Cheques:	\$522,871.88
						=====

**Pre-Authorized Payments
March 2016**

Monthly Payments			
Timing of Payment	Vendor	Description	PAP Amount
2016			
1-Mar	John Deere	Lease Payment: JD 997 Z-Trak mower	\$ 284.17
1-Mar	Ricoh	Lease Payment: Administration Photocopier	\$ 280.83
7-Mar	Lease	Wet Water Industries	\$ 253.68
8-Mar	De Lage Landen	Lease Payment: Vac Truck	\$ 6,774.37
15-Mar	Roynat Lease	Fire Hall Photocopier	\$ 70.35
15-Mar	Roynat Lease	Public Works Photocopier/Color Printer/Scanner	\$ 178.50
15-Mar	Roynat Lease	Development Photocopier/ Color Printer/ Scanner	\$ 558.60
15-Mar	Kubota	Lease Payment Kubota	\$ 472.04
22-Mar	Caterpillar	Lease Payment: Caterpillar Financial	\$ 2,992.68
28-Mar	Kubota	Lease Payment: Kubota Mowers	\$ 236.80
28-Mar	CDN Western	Lease Payment: Grader	\$ 2,241.35
Total of Monthly Payments			\$ 14,343.37
Automatic Payments			
1-Mar	ACFA	Aquatic Centre Debenture	\$ 88,071.35
2-Mar	Receiver General	Payroll Deductions/Contributions RP0001	\$ 52,756.33
2-Mar	Receiver General	Payroll Deductions/Contributions RP0002	\$ 6,139.13
2-Mar	LAPP	LAPP	\$ 34,269.28
4-Mar	ATB	Mutual Funds	\$ 1,188.82
10-Mar	Mountain View Power	Traffic light power	\$ 105.61
14-Mar	Royal Bank	Corporate Creditor Fee	\$ 75.22
15-Mar	Bell Mobility	Cell Phones	\$ 2,031.64
15-Mar	ACFA	Fire Hall Debenture	\$ 84,760.84
15-Mar	ACFA	OI Debenture	\$ 27,388.50
16-Mar	ACFA	OI Debenture	\$ 3,948.00
16-Mar	Transcanada	Electricity	\$ 72,484.81
16-Mar	Receiver General	Payroll Deductions/Contributions RP0001	\$ 51,351.92
16-Mar	Receiver General	Payroll Deductions/Contributions RP0002	\$ 5,957.09
16-Mar	LAPP	LAPP	\$ 38,824.90
17-Mar	ATB	Mutual Funds	\$ 1,188.82
17-Mar	ACFA	OI Debenture	\$ 42,035.92
30-Mar	Receiver General	Payroll Deductions/Contributions RP0001	\$ 51,389.81
30-Mar	Receiver General	Payroll Deductions/Contributions RP0002	\$ 6,830.60
30-Mar	LAPP	LAPP	\$ 34,415.98
31-Mar	ATB	Mutual Funds	\$ 1,188.82
31-Mar	Land Titles	Land Titles	\$ 20.00
31-Mar	ASFF	First Quarter Requisition	\$ 821,637.00
Total of Monthly Payments			\$ 1,428,060.39
Total Pre-Authorized Payments			\$ 1,442,403.76



Request for Decision

198

Correspondence and Information

April 25, 2016

12A

RECOMMENDATION

That the Correspondence and Information Report ending April 25, 2016 be received for information.

BACKGROUND

The Correspondence and Information Report is a collection of general information received at the Town Office and is provided to Council as information. Council may choose to provide direction to Administration on any item contained in this report.

Council Policy 105C excerpt:

- d. *Ensure that all mail to the "Mayor", "Council", or the "Mayor and Council" is:*
 - i. *immediately forwarded to the Mayor's office, CAO and added to the Correspondence File which will appear on the next Council Agenda,*
 - ii. *reviewed by the CAO to see if administrative analysis and report is required,*
 - iii. *mail requiring a response, is answered to by signature of the Mayor, CAO or designate.*

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

ITEM #	FROM / TO	REGARDING
A	Alberta Justice and Solicitor General	Government introduces amendments to simplify and streamline how minor offences are enforced. Dated April 13, 2016
B	Town of Olds to Minister of Seniors and Housing	Grants in lieu of taxes (GILT)

ALTERNATIVE OPTIONS

1. Council can provide further direction on any of the correspondence or information items.
2. Council can pass make another recommendation being specific in what it wishes to direct as an alternate follow up.

ATTACHMENTS

Correspondence and Information packet is attached.

Submitted By:	Marcie McKinnon Legislative Clerk	Date: April 20, 2016
CAO Signature:		Date:



© Apr 13, 2016

Government introduces amendments to simplify and streamline how minor offences are enforced

Bill 9 proposes two sets of amendments that would make the enforcement of provincial laws and municipal bylaws more effective, efficient and proportionate.

One set of amendments in an Act to Modernize Enforcement of Provincial Offences would, if passed, end the practice of issuing warrants for unpaid fines for minor infractions such as not shoveling a sidewalk or not paying a transit fare. Instead, these infractions would be enforced using other civil measures, including restriction of motor vehicle registry services, filing writs against property, and garnisheeing wages, bank accounts, income tax refunds and GST rebates.

These proposed changes would free up police, court and correctional resources to focus on serious crime while still holding those who commit minor infractions to account.

"Our government is committed to finding efficiencies that will help address the challenges of these fiscal times to ensure stability for key public services. It makes sense to stop issuing warrants for unpaid fines for vulnerable people who, in the past, have ended up in jail—potentially putting their safety at risk, perpetuating a cycle of incarceration and poverty, and working against our goals to create a safer community for everyone."

- Kathleen Ganley, Minister of Justice and Solicitor General

"The introduction of Bill 9 will allow police to free up officers and civilian staff to focus on predators and serious criminal offenders. As a result of modernized technology and this new approach, a significant reduction in administrative processes and paperwork is expected."

- Rod Knecht, Edmonton Police Chief

It is estimated that court staff spend 9,000 hours each year processing warrants for minor infractions. Thousands of additional hours are also spent by other justice system partners, including justices, judges, police and corrections dealing with these warrants. The issuing, managing and executing of warrants for minor infractions is a costly, labour-intensive process that is not effective in holding offenders to account, ensuring compliance with the law or reducing repeat infractions.

“At the John Howard Society we see many people who are caught up in a cycle of poverty and incarceration and often their stories started with unpaid fines and other minor administration of justice issues. We truly feel that these amendments will help to break this cycle, ultimately saving taxpayers money while at the same time enhancing community safety.”

- *Chris Hay, Executive Director, John Howard Society of Alberta*

Bill 9 also introduces an amendment that would help modernize how tickets are processed, making it easier to use electronic tickets in place of paper tickets. This proposed change would streamline the ticket processing steps for police to allow them to file tickets electronically with the courts rather than in paper form. Individuals who are issued a ticket would still receive a paper copy. If Bill 9 is passed, the benefits of electronic tickets include fewer ticket errors, faster filing, improved service for Albertans, lower costs and the elimination of redundant data entry for police and court staff.

The amendments would not change the standard for charging someone with an offence or create new opportunities to issue tickets. Officers would still be required to have reasonable grounds to believe an offence was committed in order to issue a violation ticket. Other provinces, including Saskatchewan, Manitoba and Nova Scotia, have implemented a similar process.

The amendments in An Act to Modernize Enforcement of Provincial Offences amend the Provincial Offences Procedure Act and the Traffic Safety Act.

Media inquiries

✉ **Veronica Jubinville**

☎ 780-720-0305

Press Secretary, Justice and Solicitor General



Town of Olds

April 21, 2016

Honourable Lori Sigurdson
Minister of Seniors and Housing
404 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

COPY

Re: Grants in lieu of taxes (GILT)

Dear Minister Sigurdson:

Lori

Greetings, trust this finds you well. Town of Olds Council is very uneasy that your ministry does not intend to reinstate the Grants in Lieu of Taxes for 25,000 senior's apartments and community social housing units owned by the Province and operated by public housing management bodies across our province. The elimination of this grant was made without consultation or prior communication with municipalities and impacts sixteen (75) units in our municipality.

This downloading of costs on municipalities is not appropriate. These properties receive municipal services like every other property in the Town of Olds, and as the key property owner, the Government of Alberta should be responsible for paying the same taxes that all other property owners pay, in order for this essential infrastructure service to be provided.

The removal of this funding means our municipality must increase property taxes for all other property owners by 0.5 per cent to cover the \$46,250.00 of costs that have been downloaded onto the rest of our community's property taxpayers.

Our Council supports AUMA's request to legislate these grants under the Alberta Housing Act by amending section 27(1) by taking the word "may" out of the clause and replacing it with "shall" and by deleting section 27(2).

We urge you to reinstate the grant in lieu of tax so that the costs of \$46,250.00 are not downloaded on our community and our property tax payers.

Yours In Service,



Her Worship,
Mayor Judy Dahl
Town of Olds

CC: The Honourable Rachel Notley, Premier of Alberta
Mr. Nathan Cooper, MLA for Olds, Didsbury and Three Hills
Mrs. Lisa Holmes, AUMA President
Mr. Sam Smalldon CAO, Mountain View Seniors' Housing
Mr. Garth Lucas, Chief Financial Officer – Town of Olds