Town of OLDS

Regular Council Agenda
for Monday, February 22, 2021 at 1:00 p.m.
to be held electronically via Council Chambers, Town Office at 4512 – 46 Street, Olds, AB

As of March 27, 2020 the *Meeting Procedures (COVID-19 Suppression) Regulation* was enacted to assist local municipal governments meet *Municipal Government Act* legislative requirements for holding Council meetings.

This Regular Council Meeting will be conducted through electronic communications and will be held without the public body present at meeting location and is being electronically communicated through ZOOM MEETINGS. **The PUBLIC will have opportunity to HEAR the meeting by calling this number 1 587 328 1099 (within Canada) and when prompted enter the Meeting ID 337 948 8245 and then Password 943170 to listen in to the live meeting.**

TO JOIN THE TOWN OF OLDS ZOOM MEETING
https://us02web.zoom.us/j/3379488245?pwd=WmhhUGUrcmlLckZyRzNwL2NjYncvUT09

1. CALL TO ORDER

A.) ADDED ITEM(s)

B.) ADOPTION OF THE AGENDA

2. ADOPTION OF PREVIOUS MINUTES

Pages 3-7	**2A)**	**Regular Council Meeting Minutes – February 8, 2021**

3. PRESENTATION AND DELEGATIONS

Pages 8-17	**3A)**	**Emergency Management Agency – COVID Update**
Pages 18-108	**3B)**	**Emergency Management Agency – Emergency Response Plan Annual Review**

4. BUSINESS ARISING OUT OF MINUTES / UNFINISHED BUSINESS

5. BYLAWS

Pages 109-114	**5A)**	**Bylaw 2021-02 Land Use Bylaw 01-23 Amendment – Murals (Consideration be given for first reading and set public hearing.)**

6. NEW BUSINESS

Pages 115-128	**6A)**	**Olds College Sponsorship Request**
Pages 129-130	**6B)**	**Proclamation - International Women's Day March 8**
Pages 131-134	**6C)**	**Proclamation – Economic Development Week May 9-15**
Pages 135-138	**6D)**	**Council Policy 120C Public Art**

7. REPORTS FROM COUNCIL, BOARDS AND COMMITTEES

Pages 139-557	**7A)**	**Reports from Council, Boards and Committees**

8. QUARTERLY FINANCIAL POSITION UPDATE

9. CORRESPONDENCE AND INFORMATION

Pages 558-584 9A) Correspondence and Information

10. ADJOURNMENT

PUBLIC INFORMATION:
Media Scrum: any questions arising from the media can be sent to our 'Communications Coordinator" at communications@olds.ca and they will be forwarded on to the person addressed.

CLOSED SESSION INFORMATION:
When Council goes into a **CLOSED SESSION,** meeting attendees have two options for continued participation in the virtual Council meeting:

1) You may click on the 'leave meeting' button and leave the meeting and then watch our Town of Olds Website and Facebook pages for **LIVE Updates** as to when Council will return. Administration will post when the meeting will reconvene and the meeting attendees are able to re-join the virtual meeting at that time; *or you may*

2) Stay online in the virtual meeting platform, and Administration will move all meeting attendees into the meeting 'waiting room', while Council is in their **CLOSED SESSION**. Once Council has returned, all meeting attendees in the 'waiting room' will be brought back into the open meeting forum.

For a member of the public to speak to Council during a Council meeting, the item for discussion must fall under either one of the two excerpts noted below, as per the Town of Olds Procedural Bylaw.

Queries to Council during Council Meetings:
Excerpts from Town of Olds Procedural Bylaw
Conduct of Meetings
4. The Mayor or other presiding Chair may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.

Delegations
4. Delegations who have not submitted a written letter may be granted by the Mayor or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Mayor or other presiding officer shall determine if the delegation is to be granted time to present the matter outlined.

Queries to Council can be sent via email during the Council meeting to legislative@olds.ca

Town of OLDS

Request for Decision

Adoption of Meeting Minutes

February 22, 2021

RECOMMENDATION
That the minutes from the February 8, 2021, Regular Council meeting be adopted as presented.

STRATEGIC ALIGNMENT
The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made. The Town of Olds is committed to transparent and inclusive processes that are responsive and accountable.

LEGISLATIVE AUTHORITY
Municipal Government Act Division 9, Part 6, Section 208(1)
The chief administrative officer must ensure that
(a) minutes of each council meeting
(i) are recorded in the English language without note or comment,
(ii) include the names of the councillors present at the council meeting,
(iii) are given to council for adoption at a subsequent council meeting, and
(iv) are recorded in the manner and to the extent required under section 230(6) when a public hearing is held;

Town of Olds Procedural Bylaw 2020-15.

BACKGROUND
The purpose of this RFD is to adopt the previous minutes of Council as described in the Municipal Government Act and the Town of Olds Procedural Bylaw.

RISK/CONSEQUENCES
1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded and no motion would be actioned by administration.
2. The minutes of the Council meetings can be adopted as amended; Council would need to be specific in an amendment to the recording of the previous meetings minutes.

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS
1. Prior to Adoption: Regular Council meeting minutes of February 8, 2021.

Author:	Marcie McKinnon Legislative Clerk	Date: February 12, 2021
CAO Signature:	Michael Merritt	Date: February 19, 2021

Minutes of the Town of Olds Regular Council meeting conducted electronically through ZOOM Meetings on Monday, February 8, 2021 at 1:00 p.m. in the Council Chambers, at the Town Municipal Office.

As of March 27, 2020 the *Meeting Procedures (COVID-19 Suppression) Regulation* was enacted to assist local municipal governments meet *Municipal Government Act* legislative requirements for holding Council meetings. The PUBLIC had the opportunity to HEAR the meeting by calling this number 1 587 328 1099 (within Canada) and when prompted enter the Meeting ID 337 948 8245 and then Password 943170 to listen in to the live meeting**.**

PRESENT – ELECTED OFFICIALS:

In the Chair, Mayor Michael Muzychka (From Chambers.)
Councillor Debbie Bennett, Councillor Wanda Blatz, Councillor Mary Jane Harper, Councillor Mary Anne Overwater, Councillor Heather Ryan and Councillor Mitch Thomson participated virtually.

ABSENT– ELECTED OFFICIALS:

Participating virtually in the Regular meeting of Council – STAFF:

Chief Administrative Officer, Michael Merritt; Doug Wagstaff, Director of Community Services; Sheena Linderman, Director of Finance; Scott Chant, Director of Operations; Chief Justin Andrew, Director of Protective Services; Monica Leatherdale, Communication Coordinator and Marcie McKinnon, Legislative Clerk.

1. CALL TO ORDER

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

A.) ADDED ITEM(s)

Mayor – Name an Ad Hoc to conduct the Chief Administrative Officer's evaluation as item 6G)

B.) ADOPTION OF THE AGENDA

Moved by Councillor Harper, "to accept the Council agenda for the Monday, February 8, 2021 Regular and Closed Council meeting as amended."
Motion Carried 21-45

2. ADOPTION OF PREVIOUS MINUTES

2A) Regular Council Meeting Minutes

Moved by Councillor Blatz, "to accept the Regular Council Meeting Minutes - January 25, 2021, as presented."
Motion Carried 21-46

3. PRESENTATION AND DELEGATIONS

3A) Delegation - MLA Nathan Cooper

MLA Nathan Cooper was online and provided Council with his annual update and responded to Council questions.

Moved by Councillor Ryan, "that MLA Cooper be thanked for his attendance to the February 8, 2021 Regular Council Meeting and speaking to Council."
Motion Carried 21-47

3B) Black History Month Proclamation

PRIOR TO ADOPTION

Dieulita Datus & Sadia Khan, Community Mobilizers with UBUNTU Mobilizing Central Alberta were participating online and provided council with information on Black History Month.
Website: https://ubuntualberta.com
Facebook Page: https://www.facebook.com/Ubuntucentralalberta/

First annual Black History Month set for February 1st, 2021, Event honours Black History Month in Central Alberta (February 1, 2021) – The first annual Black History Month to be celebrated in Central Alberta. The Black History month events will showcase Black, Indigenous and People of colour's experiences, contributions, and achievements in our society. Our theme this year is to remember, educate, and celebrate the narratives, both past and contemporary. The central theme for 2021 is to "Remember, Educate, and Celebrate the narratives; Past and Contemporary". Ubuntu - Mobilizing Central Alberta; is committed to bringing light to the Black, Indigenous and People of colour's experiences, contributions, and achievements in our society. We are dedicated to creating an inclusive space to address, decolonize and reclaim history to overcome barriers and creating future possibilities that are progressive within our Red Deer community and society at large.

Moved by Councillor Blatz, "that February 2021 be recognized as Black History Month in the Town of Olds."
Motion Carried 21-48

3C) COVID-19 Update
Emergency Managements Agency's Director, Brian Powell made PowerPoint Presentation to Council on the local state of COVID-19, as contained in the agenda package.

Moved by Councillor Overwater, "that Council accept the Emergency Managements Agency's presentation on COVID-19 as information."
Motion Carried 21-49

4. BUSINESS ARISING OUT OF MINUTES/UNFINISHED BUSINESS
Councillor Overwater asked when the Transportation Master Plan will be on the website. Director Chant indicated that it will be placed on the site shortly.

5. BYLAWS
None

6. NEW BUSINESS
6A) Family and Community Support Services Grant Recommendations

Moved by Councillor Blatz, "that Council approves FCSS grants for 2021 as recommended by the FCSS Advisory Committee dated January 21, 2021, as follows:

ORGANIZATION	RECOMMENDED
Boys and Girls Club	$55,000
Chinook's Edge - Family School Wellness	$21,666
HOPE	$5,916
Mountain View Emergency Shelter Society	$850
Mountain View Moccasin House	$3,540
Olds and District Hospice Society	$4,000

PRIOR TO ADOPTION

YES Program	$15,130
TOTAL	**$106,102**

Motion Carried 21-50

Council suggested groups present annually to Council.
Council requested the dollar amounts be filled in on the Project Description List and circulated.

Moved by Councillor Overwater, "that Council approves $5,000, allocated in the FCSS budget, to be approved by the Director of Community Services in increments up to $2000.00 to be distributed to eligible projects that may apply throughout the year."
Motion Carried 21-51

6B) Pink Shirt Day Proclamation
Moved by Councillor Thomson, "that Wednesday, February 24, 2021, be proclaimed as Pink Shirt Day in the Town of Olds."
Motion Carried 21-52

6C) Heritage Day Proclamation
Moved by Councillor Harper, "that February 15, 2021, be recognized as Heritage Day in the Town of Olds, supporting Heritage Week in Canada."
Motion Carried 21-53

6D) Development Permit Fees 2021
Moved by Councillor Ryan, "that the Town of Olds waive Development Permit Fees pertaining to the "Residential" and "Commercial/Industrial/Institutional/Recreational" categories of the Development Permit Fees section on Schedule 'E' Bylaw 2020-17 that being the "Rates Bylaw" for the 6 month period January 1, 2021 to June 30, 2021."
Motion Carried 21-54

6E) Tax Recovery Sale Conditions and Reserve Bid
Moved by Councillor Overwater, "that Council set the Terms and Conditions of the Tax Recovery Sale scheduled for Friday March 26, 2021 at 2:00 p.m. in the Town of Olds Council Chambers as follows:

1. These properties are being offered for sale on an "as is, where is" basis;

2. These properties are being offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title;

3. Payment of successful bid shall be made by cash or certified cheque payable to the Town of Olds; a non-refundable deposit of 20% at the time of sale with the balance of 80% of bid due within 10 days.

Motion Carried 21-55

Moved by Councillor Blatz, "that Roll #4420600 – Lot 29, Block 4, Plan 7710679 – have a reserve bid of $277,380 placed on it for the public auction scheduled for Friday March 26, 2021 at 2:00 p.m. in the Town of Olds Council Chambers."
Motion Carried 21-56

Moved by Councillor Thomson, "that Roll #4304800 – Lot 5B, Block 11, Plan 414LK – have a reserve bid of $144,090 placed on it for the public auction scheduled for Friday March 26, 2021

PRIOR TO ADOPTION

at 2:00 p.m. in the Town of Olds Council Chambers."
Motion Carried 21-57

6F) Elected Official Event Request
Moved by Councillor Overwater, "that Council approve the request from Councillor Overwater to attend the Alberta Association of Police Governance, Annual Conference on April 23 & 24, 2021 and approve the proposed expenses of $1713.20 for that conference, as presented."
Motion Carried 21-58

ADDED ITEM
6G) Name an Ad Hoc to conduct the Chief Administrative Officer (CAO) evaluation
Mayor Muzychka spoke to the annual requirements to conduct the CAO's evaluation and requested Council strike up an ad-hoc committee to do review. Councillor Ryan and Councillor Blatz let their name stand.

Moved by Councillor Overwater, "that Mayor Muzychka, Councillor Blatz and Councillor Ryan be struck as the Ad-hoc Committee for the Chief Administrative Officer (CAO) elevation."
Motion Carried 21-59

7. REPORTS FROM COUNCIL, BOARDS AND COMMITTEES

7A) Reports from Council, Boards and Committees
Moved by Councillor Blatz, "that the reports from Council, Authorities, Boards, Committees and Commissions ending February 8, 2021 be received for information."
Motion Carried 21-60

8. QUARTERLY FINANCIAL POSITION UPDATE

9. CORRESPONDENCE AND INFORMATION

9A) Correspondence and Information
Moved by Councillor Ryan, "that the Correspondence and Information Report ending February 8, 2021, be received for information."
Motion Carried 21-61

Moved by Councillor Harper, "that Mayor Muzychka respond to the letter from MD of Bonnyville in reflection on the conversation held by Council today and that it be copied to AUMA, President and RMA, President."
Motion Carried 210-62

10. ADJOURNMENT

Moved by Councillor Overwater, "that this meeting be adjourned at 3:22 p.m."
Motion Carried 21-63

Michael Muzychka, Mayor	Michael Merritt, Chief Administrative Officer

These minutes were approved on the ___ day of February, 2021.

PRIOR TO ADOPTION

Town of OLDS

Request for Decision

COVID-19 UPDATE

February 22, 2021

RECOMMENDATION

That Council accept the Emergency Managements presentation on COVID-19 as information.

STRATEGIC ALIGNMENT

The Town of Olds will provide the necessary resources to ensure a safe, secure and healthy community. The Town of Olds is committed to transparent and inclusive processes that are responsive and accountable. The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made.

LEGISLATIVE AUTHORITY

The *Emergency Management Act*, the *Local Authority Emergency Management Regulation and Bylaw 2019-15 Municipal Emergency Management*, provides the legislative framework for local and provincial management of emergencies and disasters. The Local Authority Emergency Management Regulation 3.(2)(e) Incident Command System (ICS) will be used to support all Emergency Management responses.

BACKGROUND

Town of Olds Director of Emergency Management, Brian Powell will provide an update on the Incident Command Post and the current status of the COVID-19 situation in Olds.

RISK/CONSEQUENCES

1. Council can make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS - Not known at this time.

ATTACHMENTS – Presentation

Submitted By:	Jennifer Lutz, Deputy Director of Emergency Management	Date: February 18, 2021
CAO Signature:	Michael Merritt	Date: February 19, 2021

COVID-19
Incident Command Post
UPDATE

Town of Olds Council Meeting

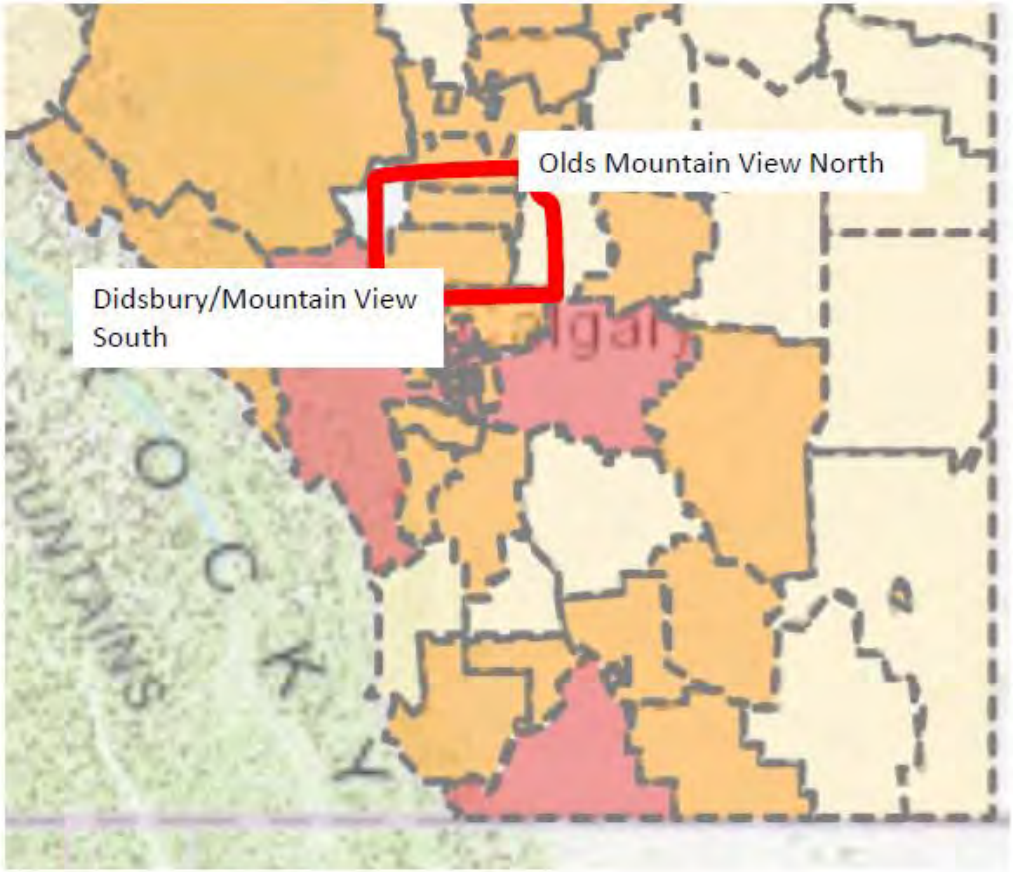
February 22, 2021

Town of OLDS

COVID-19 Case Data

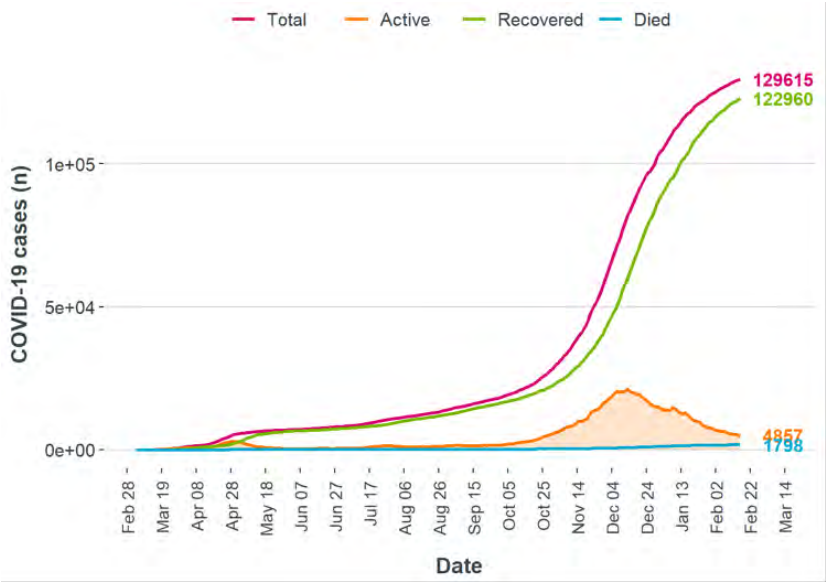
The area representing local COVID-19 case reporting is based on patient postal codes using the mid-year Alberta Health Care Insurance Plan population file. The area mirrors the local Fire Services map. Population data (12452) differs from Olds census data.

https://www.alberta.ca/stats/covid-19-alberta-statistics.htm#geospatial

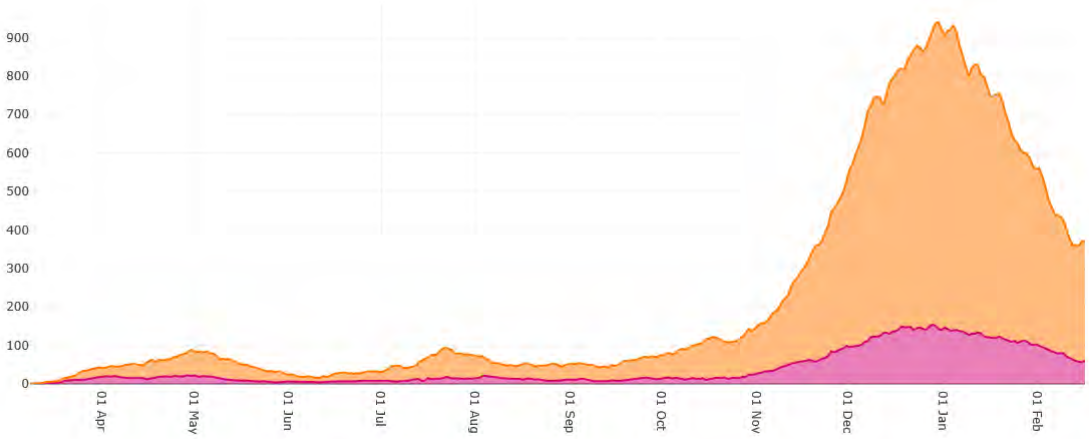


Feb 18, 2021
Olds – 2
Mountain View County - 10

Provincial COVID-19 cases



COVID-19 patients in hospital, ICU and non ICU



ICP – Update

Incident Commander (Deputies)

- Monitoring and oversite.
- Retracted ICP.

Communications Officer

- Focus on supporting business and re-opening information.

Liaison Officer

- On-going communication with RCMP, AHS, Olds Hospital, Olds College, Sundial, Mountain View Seniors Housing, Alberta Emergency Management Agency. All partners are in similar holding pattern.

ICP – Update

Operations:

Municipal Enforcement:

- Over-all good compliance with Public Health Orders.
- Working closely with AHS on a few isolated incidents.
- Rally postponed.

ESS

- Continuing monitoring.

Public Works

- Maintaining normal operations.

Fire

- Essential classroom training with appropriate PPE being worn, Maintaining COVID-19 response protocols.

ICP – Update

Planning:

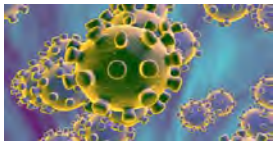
- Status Quo.

Logistics:

- Provincial PPE supply is good.

Finance/Admin:

- Status Quo.



COVID-19 RECOVERY PLAN
February 2021

Town of OLDS

15

- Temporary, ad-hoc committees to provide advice, expertise and recommendations to enhance COVID-19 recovery efforts.
- Comprised of key stakeholders and administratively lead, with recommendation to include a member of Council.
- Accountable to the Emergency Operations Centre through Planning Chief and/or Deputy Planning Chief.

Business Recovery Task Team

Community Recovery Task Team

Emergency Operations Centre

- Liaison
- Safety
- Information

Planning | Operations | Logistics | Fin/Admin

Recovery/Demobilization

Business Sector Support	Objective 1
Community Services	Objective 2
Facilities	Objective 3
Service Delivery	Objective 4
Economic Resilience	Objective 5
Employee Support	Objective 6

Recovery Best Practices:

- Recovery requires local leadership – high level guidance will come from the province, how it applies to specific municipalities could require direction by the local authority.
- Recovery is holistic involving the entire organization and community.
- Kick-off for recovery runs in parallel with the response and beyond.
- Recovery is an emergency management phase and the use of the Incident Command System helps to keep focus and ensures coordination.
- Accept ambiguity, support people, promote self-care.
- Think long-term, recovery takes time and patience.
- This event is unlike anything the majority of us has seen in our live time. We will learn and come out the other end stronger.

Recovery Objective Updates[16]

- Business Sector Support
  - Information sharing – “Did You Know” regarding resources for business
  - Working with Partners, EDA Minister Budget Session, Provincial Budget Session, AUMA Budget Analysis, Secretariat with Alberta Government Teams session. Economic Development scheduled for March 1 Council Agenda.

- Facilities
  - Sportsplex open for scheduled appointments only.
  - Planning to re-open Olds Aquatic Centre March 1.

- Economic Resilience
  - Development permit waiver.

- Employee Support
  - Shared employee survey with staff, working on continuous improvement.

Questions?

Town of OLDS

Request for Decision

COVID-19 UPDATE

February 22, 2021

RECOMMENDATION
That Council shall approve the Town of Olds Emergency Management plan.

STRATEGIC ALIGNMENT

The Town of Olds will provide the necessary resources to ensure a safe, secure and healthy community. The Town of Olds is committed to transparent and inclusive processes that are responsive and accountable. The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made.

LEGISLATIVE AUTHORITY

The *Emergency Management Act*, the *Local Authority Emergency Management Regulation and Bylaw 2019-15 Municipal Emergency Management*, provides the legislative framework for local and provincial management of emergencies and disasters. The Local Authority Emergency Management Regulation 3.(2)(e) Incident Command System (ICS) will be used to support all Emergency Management responses.

BACKGROUND

The Town of Olds Deputy Director of Emergency Management, Jennifer Lutz will provide an update on the Town of Olds Emergency Management Program.

RISK/CONSEQUENCES

1. Council can make recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS – None at this time.

ATTACHMENTS

1. Municipal Emergency Management Advisory Committee Update - Presentation
2. Community Emergency Management Plan - Self-Assessment
3. Community Emergency Management Plan - Risk Assessment
4. *Town of Olds Emergency Response Plan – Confidential due to personal information – was provided in separate cover*.

Submitted By:	Jennifer Lutz, Deputy Director of Emergency Management	Date: February 18, 2021
CAO Signature:	Michael Merritt	Date: February 19, 2021

Municipal Emergency Management Advisory Committee

Annual Update
February 22, 2021

Town of OLDS

Emergency Framework

- Olds Emergency Management Agency
  - DEM, DDEMS, CAO, and Directors
- Mountain View Regional Emergency Management Agency
  - Mountain View County - Ryan Morrison
  - Town of Carstairs – Rob McKay
  - Town of Didsbury – Craig Fox
  - Town of Sundre – Kevin Heerema
  - Village of Cremona – Aaron Gertzen
  - Other attendees – Alberta Emergency Management, Olds College, RCMP, Alberta Health Services, Central Region Emergency Social Services (CRESS), Red Cross.
  - Meet at least quarterly

Emergency Framework

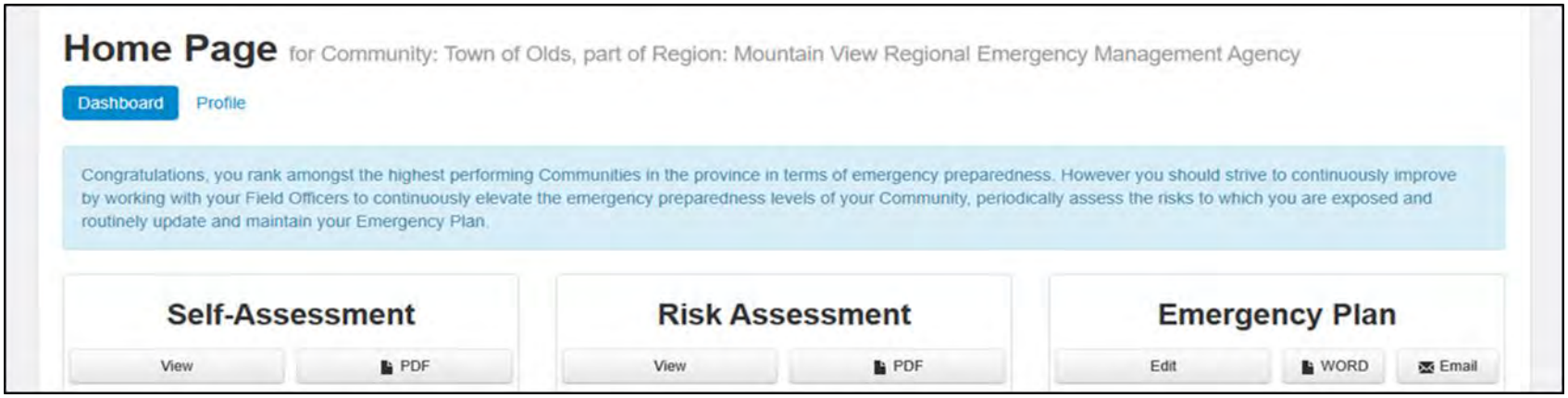
- Olds is a member of the Central Region All-Hazard Incident Management Team (CRAHIMT)
  - Developed and supported by the province.
  - CRAHIMT support to a Incident Commander with personnel trained and qualified in specific ICS positions.

Annual AEMA Review

- Checklist
  - Community Self-Assessment
  - Risk Assessment
  - Town of Olds ERP
  - Training and Exercises
  - Meeting or exceed requirements prescribed in the *Local Authority Emergency Management Regulation*

AEMA Review – Self Assessment

- **Community Self Assessment**
  - Improvements for documentation
  - Creation of policy and procedure documents
  - Build capacity (bench strength)



AEMA Annual Review - Risk Assessment

Priority	Hazard	Risk Score	Risk Level
1	Major Road Accident (Vehicular)	75	Extreme
2	High Intensity Residential Fire	72	Extreme
3	Hazmat (Transportation) - Rail	48	Very High
4	Hazmat (Transportation) - Road	48	Very High
5	Human Health Emergency	48	Very High
6	Oil and Gas Emergency	36	High
7	Pipelines	36	High
8	Rail Accident	36	High
9	Toxic Gas Release	36	High
10	Blizzards	30	Moderate
11	Hail	24	Moderate
12	Drought	18	Low
13	Floods (Rainfall / Run-off)	18	Low
14	Tornado	18	Low
15	Communication Equipment Failure	16	Low
16	Computer / Hardware / Software Failure	16	Low
17	Utility Disruption	16	Low
18	Snow	15	Low
19	Agricultural Plant Disease / Pest Infestation	12	Low
20	Chemical, Biological, Radiological, Nuclear Event	12	Low
21	Extreme Cold	12	Low
22	Ice Storm	12	Low
23	Water Main Break	12	Low
24	Civil Disturbance	9	Very Low
25	Farm Animal Disease	9	Very Low
26	Terrorism	9	Very Low
27	Water Pollution / Contamination	9	Very Low
28	Water Shortage	0	Very Low
29	Wind	0	Very Low

	Impact				
	Negligible	Minor	Moderate	Significant	Severe
Very Likely	Low Med	Medium	Med Hi	High	High
Likely	Low	Low Med	Medium	Med Hi	High
Possible	Low	Low Med	Medium	Med Hi	Med Hi
Unlikely	Low	Low Med	Low Med	Medium	Med Hi
Very Unlikely	Low	Low	Low Med	Medium	Medium

AEMA Annual Review – Response Plans

- **Emergency Response Plans**
  - *Town of Olds ERP
    - Business Continuity Plan
  - *Mountain View Regional Emergency Management (MVREMA) Plan
    - MVREMA Emergency Social Services Plan

AEMA Annual Review – Training

- Mandatory training requirements:
  - Municipalities must adopt the Incident Command System (ICS).
  - Municipal staff who support Emergency Management, ICS 100/200.
  - DEM/DDEM - Director of Emergency Management course, minimum ICS 300.
  - Must conduct an annual exercise (unless there is a full-scale activation i.e. COVID-19 Pandemic).

AEMA Annual Review – Training

- Staff proficient in:
  - Basic Emergency Course
  - ICS 100, 200, 300 and 400
  - Emergency Public Information, Alberta Emergency Alert System
  - Emergency Operations Centre, DEM/DDEM training
  - Scribing, Planning
  - Emergency Social Services
  - Disaster Finance Assistance Program

Disaster Services Training: Have you taken any of the below courses?	# YES	Min # Required	65% of Min	Difference
Basic Emergency Preparedness	23	3	15	12
Emergency Public Information Officer	9	2	6	4
Disaster Social Services	8	2	5	3
Emergency Site Management	7	2	5	3
Emergency Operations Centre	14	4	9	5
Incident Command System - 100	27	15	18	3
Incident Command System - 200	14	10	9	-1
Incident Command System - 300	6	4	4	0
Incident Command System - 400	2	2	1	-1
Emergency Public Warning System	7	2	5	3

AEMA Annual Review - Other

- **Other requirements**
  - Municipal Bylaw is current
  - Appointment of the Emergency Management Advisory Committee
  - Appointment of DEM/DDEM
  - Annual Agency Meeting

- Annual review to be completed by March 31, 2021

Questions?

Town of OLDS

Community Emergency Management Program

Self-Assessment for Community

Town of Olds

Last Modified on February 17, 2021 at 12:57 PM by Brian Boutin
Generated on February 18, 2021 at 09:32 AM

Table of Contents

31
1 Program Management 3
2 Program Management for Regional Agencies / Organizations 6
3 Risk Assessment 7
4 Implementation 8
4.1 Mitigation 8
4.2 Preparedness 8
4.3 Response 9
4.4 Communications and Warning 11
4.5 Training 12
4.6 Recovery 13
5 Business Continuity 14
6 Emergency Social Services (ESS) 15
7 Program Evaluations, Exercises and Corrective Actions 16
8 Management Review 17

1 Program Management

1. Is a bylaw or resolution in effect to establish and maintain an emergency advisory committee of council to advise on the development of emergency plans and programs?

YES - Bylaw No. 2019-15 Municipal Emergency Management approved September 23, 2019 (Bylaw No. 2007-31 repealed).

2. Does the emergency advisory committee of council meet at least annually to review the emergency management plans and programs?

YES - Emergency Management Advisory Committee reviewed the Town of Olds emergency management plan on February 22, 2021.

3. Is a bylaw or resolution in effect to establish and maintain the emergency management agency/group?

YES - WHEREAS the Council of the Town of Olds is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency.
The Emergency Advisory Committee is hereby established to advise on the development of emergency plans and programs and to exercise the powers delegated to the Committee by this bylaw.

4. Does the emergency management agency/group meet at least annually?

YES - As per Bylaw 2019-15, the Municipal Emergency Management Committee shall:
(a) review the Municipal Emergency Plan and related plans and programs on a regular basis; and
(b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

5. Is a bylaw or resolution in effect to appoint a director of the emergency management agency/group?

YES - As per Bylaw 2019-15, the Emergency Advisory Committee shall meet to review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once per year, to ensure that the Town of Olds is prepared to address any potential Emergency or Disaster;

6. Has council appointed a director of the emergency management agency/group?

YES - Request for Decision

Deputy Director(s) of Emergency Management Appointment

June 25, 2018

7. New Business
7A) Deputy Director of Emergency Management
Moved by Councillor Blatz, "that Council appoint Brian Powell as Director of Emergency Management (DEM) for the Town of Olds."
Motion Carried 18-266

7B) Deputy Director of Emergency Management Appointments
Moved by Councillor Harper, "that Council rescind the appointment of Michelle Honeyman as Deputy Director of Emergency management (DDEM) for the Town of Olds effective immediately."
Motion Carried 18-267

Moved by Councillor Ryan, "that Council appoint Jennifer Lutz to the position of Deputy Director of Emergency management (DDEM) for the Town of Olds, effective June 25, 2018."
Motion carried 18-268

Moved by Councillor Bennett, "that Council continue Scoot Chant's appointment of Deputy Director of Emergency management (DDEM) for the Town of Olds."
Motion carried 18-269

2) That Council appoint Community Facilitator Jennifer Lutz to the position of Deputy Director of Emergency Management (DDEM) for the Town of Olds, effective June 25, 2018; and further,

That Council continue Scott Chant’s appointment as Deputy Director of Emergency Management (DDEM) for the Town of Olds.

7. Does the emergency management bylaw or resolution outline the duties of the director of the emergency management agency/group?

YES - 10. Director of Emergency Management
10.1. The DEM shall:
a) prepare and co-ordinate emergency plans and programs for the Town in accordance with the Act;
b) act as director of emergency operations on behalf of the Agency with the power to delegate authority;
c) cause an emergency plan or program to be put into operation;
d) shall direct and control the emergency response;
e) co-ordinate all emergency services and other resources used in an Emergency;
f) review emergency response plans submitted by other municipal stakeholders;
g) complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act; and
h) perform other duties as prescribed by the Town of Olds.

8. Does the emergency management agency/group have a budget for the emergency management program?

YES - The 2021 Budget for Emergency Management is $113,588.00. It includes wages, training, public education, supplies and, support to the regional emergency management agency (MVREMA).

9. Does council receive at least a yearly written report from the emergency management agency/group?

YES

10. Are all emergency advisory committee and emergency management agency/group meeting minutes, reports and important documents such as program reviews retained?

YES

11. Has council established an emergency management policy that outlines the community emergency management framework including a vision, scope, mission statement, roles and responsibilities?

YES - This is in progress.

12. Does the director of the emergency management agency/group know and understand the provincial emergency management legislation and the provincial emergency management framework?

YES

2 Program Management for Regional Agencies / Organizations

1. Is the community part of a formal or semi-formal regional emergency management agency/group or organization? (Formal being one of the three legislative options as per section 11.3(1)(a, b, c) Emergency Management Act. Semi-formal agencies/organizations should establish governance of a regional council committee and should be based on a formal regional agreement established by bylaw by each partner community).

   YES - Mountain View Regional Emergency Management Agency (MVREMA) and is a member of the Central Alberta All-Hazard Incident Management Team (CRAHIMT).

2. If the community is a summer village, have emergency management powers or duties been delegated to another local authority under authorization of a ministerial order? (Section 11.3(1)(c) Emergency Management Act)

   NO

3 Risk Assessment

1. Has the emergency management agency/group conducted a risk assessment? The Hazard Identification Risk Assessment (HIRA) process is recommended.

YES

2. Is a risk assessment required for planning community events, such as large outdoor events or events that have the potential to overwhelm local resources?

YES

3. Is the risk assessment reviewed at least annually and after a significant event?

YES

4. Are the risk assessment results included in the emergency management agency/group report to council?

YES

5. Does the community have a system to monitor the identified hazards and adjust the level of preventative measures commensurate with the risk?

YES

6. Does the risk assessment result in mitigation/prevention strategies?

YES

7. Does the risk assessment result in hazard-specific response planning?

YES

8. Have secondary consequences of the significant hazards been considered in the risk assessment process?

NO

4 Implementation

4.1 Mitigation

1. Do mitigation procedures/guidelines include personal preparedness programs for residents?

   YES

2. Do the mitigation plans, strategies, and procedures/guidelines establish interim and long-term actions to eliminate hazards in the community?

   YES

4.2 Preparedness

1. Has the community established emergency management mutual aid agreements or memorandums of understanding?

   YES

2. Are the emergency management mutual aid / mutual assistance agreements referenced in the community emergency plan?

   YES

4.3 Response

1. Does the community emergency plan contain operational procedures/guidelines?

   YES

2. Are the operational procedures/guidelines based on the all-hazards principle?

   YES

3. Do the operational procedures/guidelines include notification, activation and emergency coordination centre procedures/guidelines?

   YES

4. Do the operational procedures/guidelines include a summary response chart or a decision tree?

   YES

5. Has the community established an Incident Management System to direct, control, and coordinate operations during and after an emergency?

   YES

6. Do operational procedures/guidelines include an evacuation procedure/guideline?

   YES

7. Do operational procedures/guidelines identify a primary emergency coordination centre?

   YES

8. Do operational procedures/guidelines identify alternate emergency coordination centre(s)?

   YES

9. Do operational procedures/guidelines outline the equipment and resources required to operate the emergency coordination centre?

   YES

10. Do the operational procedures/guidelines include contingency planning for emergency coordination centre staff and equipment?

    YES

11. Do the operational procedures/guidelines include a Declaration of State of Local Emergency procedure/guideline that includes declaration, public announcement, renewal and termination forms?

    YES

12. Do operational procedures/guidelines include post-event procedures/guidelines?

    YES

13. Do post-event procedures/guidelines include counselling procedures/guidelines that outline post-event counselling to the public, responders, volunteers and staff?

YES

14. Do post-event procedures/guidelines include a post-event debrief resulting in lessons-learned documentation?

YES

15. Are post-event debrief results shared with all members of the emergency management agency/group?

YES

16. Are post-event debrief results included in the emergency management agency/group report to council?

YES

17. Do the operational procedures/guidelines include the management of donations of solicited and unsolicited goods and money?

YES

4.4 Communications and Warning

1. Does the community have an adequate number of authorized users of the Alberta Emergency Alert (AEA)?

YES

2. Is an Alberta Emergency Alert procedure/guideline in place that includes a listing of currently authorized users?

YES - In the regional plan.

3. Does the Alberta Emergency Alert procedure/guideline require that practice alerts are documented?

NO

4. Do the operational procedures/guidelines include emergency public information procedures/guidelines?

YES

5. Do the operational procedures/guidelines include communication and interaction with the media (TV, newspapers, radio) during an event?

YES

6. Do the emergency public information procedures/guidelines include social media messaging (Facebook, Twitter, etc.)?

YES

7. Do operational procedures/guidelines include a telecommunication plan?

YES

8. Do communication procedures/guidelines include guidelines and forms to advise potentially impacted populations to shelter in place, evacuate, or take any other action as directed?

YES

9. Have procedures/guidelines been developed to disseminate public awareness and education information (e.g. 72hr Personal Preparedness, shelter in place, severe weather, etc.)?

YES

4.5 Training

1. Has the emergency management agency/group developed a training plan?

   YES - Ongoing use of AEMA ICS training on-line.
   Mentoring staff during the COVID-19 response through roles in the ICP.
   February 2021 - ICS 200
   Oct 2020 - EOC training
   June 2018 - Identified staff who would potentially support emergency response and require training.
   June - DRP workshop - sent 2 staff members
   July - sent staff to Red Deer County Scribe Training
   August - sent staff to Red Deer County ICS 200/300
   August - sent staff to Edmonton ICS 400
   October - ICS 100 - tabletop - Two 1-day sessions for staff, Olds Fire Department, Council. Will invite a key mutual aid partner, Mountain View County, potentially AHS/Olds College and AEMA Field Officers.

   December - Emergency Alert - sending one staff member, unless more spots become available.

   Enroll staff designated for specialty areas when available through AEMA (Scribes, ESS, IO, ect).

   Budget resources to support DEM/DDEM participating in the regional response team.

2. Does the training plan include a list of currently available provincial and other training resources?

   YES - List may not be as exhaustive and it could be.

3. Does the training plan require the Basic Emergency Management Course for all emergency management agency/group members?

   YES

4. Have council members participated in a Municipal Elected Officials Course or an emergency management council briefing?

   YES

5. Does the training plan outline specific training for all emergency coordination centre and emergency social services staff, including staff contingencies?

   YES

6. Is the training plan included in the emergency management agency/group meeting agenda?

   YES

7. Is the training plan part of the emergency management agency/group report to council?

   YES

8. Are training records maintained?

   YES - Human Resources updates the list of staff with Emergency Management Training. It is also recorded in our Business Continuity Plan.

4.6 Recovery

1. Do public information procedures/guidelines include communication with residents and businesses during recovery?

   YES - Town of Olds webpage, Community Facebook page, electronic sign and Community TV channel are the main sources of external communication. Town of Olds has a media liaison and would produce press releases to support public communication.

2. Is the director of the emergency management agency/group aware of provincial recovery programs (Disaster Recovery Program and the Municipal Wildfire Assistance Program)?

   YES

3. Do the operational procedures/guidelines include an initial damage assessment process to identify municipal infrastructure, critical infrastructure, residential, small business and agricultural impact?

   YES

4. Does the emergency management program include a recovery strategy?

   YES - We have a strong Community Service team and work with the local Economic Development group on recovery efforts.

5. Does the recovery strategy include measures to assess vulnerability of the community during the recovery period?

   YES - Currently rely on regional plan, have Community Services staff who work with local FCSS partners.

5 Business Continuity

1. Has the effect of a major disruption of community services been considered for each community department?

   YES

2. Has council approved a policy to guide the development of a business continuity plan?

   NO

3. If emergency response or community services are outsourced, are critical services restored first after emergencies?

   N/A

4. Have mitigation efforts been taken to prevent potential critical data loss?

   YES

5. Have business continuity plans been integrated with emergency plans?

   YES - Currently, the primary Business Continuity Plan is also referred to as the Town of Olds Pandemic Plan.

6. Are the business continuity strategies based on the results of the business impact analysis?

   YES

7. Do the business continuity strategies include the identification of critical, vital, necessary and desirable community services and infrastructure?

   YES

8. Is the risk assessment used to identify and prioritize business continuity procedures/guidelines?

   YES

9. Are business continuity protocols validated through regular exercises?

   N/A - The plan has been validated by the pandemic response.

6 Emergency Social Services (ESS)

1. Does the community have an emergency social services plan?

   YES - In conjunction with Regional Plan (MRVEMA), do not have site special plan for the Town of Olds yet.

2. Is the emergency social services plan integrated into the community emergency management program?

   YES -

3. Is the emergency social services function integrated into the emergency coordination centre?

   YES - We also work In conjunction with the Regional Plan (MRVEMA).

4. Is the emergency social services plan updated in conjunction with community emergency plan?

   YES - In conjunction with Regional Plan (MRVEMA), do not have site special plan for the Town of Olds yet.

5. Are emergency social services training and exercises coordinated with the community emergency training and exercise plan?

   YES - We work with MRVEMA, CRESS, and PESS to build capacity with Town of Olds staff.

6. Does the community have a reception centre kit with sufficient materials that are required to operate a reception centre?

   YES

7. Does the emergency social services plan include a volunteer recruitment plan?

   YES - We work with MRVEMA, CRESS and mutual aid partners Olds Institute, FCSS groups.

8. Does the emergency social services plan include service agreements with vendors for services such as registration and inquiry, food, clothing, lodging and personnel services?

   YES - We have policy processes in place to support vendor requests for services.

9. Does the emergency social services plan include considerations for persons with functional needs?

   YES - In regional plan and in site-specific workplace safety plans.

7 Program Evaluations, Exercises and Corrective Actions

1. Has the emergency management agency/group developed an exercise plan?

   YES

2. Does the exercise plan require participation by all emergency coordination centre, site and emergency social services staff, including replacement staff?

   YES

3. Does the exercise plan utilize all exercise types such as table top, functional and full scale exercises?

   YES

4. Do all exercises require a debrief process and an exercise report?

   YES

5. Are exercise reports included in the emergency management agency/group reports to council?

   YES

8 Management Review

1. Is the emergency management program, including plans and procedures/guidelines, reviewed at least annually?

YES

2. Are plan and procedure/guideline reviews documented in a review log?

YES

3. Are plan amendments documented in an amendment log?

YES

4. Are community emergency management bylaws and policies reviewed at least every four years?

YES

5. Are community emergency management mutual aid agreements, memorandums of understanding or regional agreements reviewed at least every four years?

NO

6. Does the emergency management agency/group have a formal process for making recommendations for improvement to the overall community emergency management program?

YES

7. Have procedures/guidelines been established to take corrective action on any substantive deficiency identified during a review or program evaluation?

NO

Community Emergency Management Program

Risk Assessment for Community

Town of Olds

Last Modified on February 18, 2021 at 9:23 AM by Jennifer Lutz
Generated on February 18, 2021 at 09:27 AM

Summary Page

Priority	Hazard	Risk Score	Risk Level
1	Major Road Accident (Vehicular)	75	Extreme
2	High Intensity Residential Fire	72	Extreme
3	Hazmat (Transportation) - Rail	48	Very High
4	Hazmat (Transportation) - Road	48	Very High
5	Human Health Emergency	48	Very High
6	Oil and Gas Emergency	36	High
7	Pipelines	36	High
8	Rail Accident	36	High
9	Toxic Gas Release	36	High
10	Blizzards	30	Moderate
11	Hail	24	Moderate
12	Drought	18	Low
13	Floods (Rainfall / Run-off)	18	Low
14	Tornado	18	Low
15	Communication Equipment Failure	16	Low
16	Computer / Hardware / Software Failure	16	Low
17	Utility Disruption	16	Low
18	Snow	15	Low
19	Agricultural Plant Disease / Pest Infestation	12	Low
20	Chemical, Biological, Radiological, Nuclear Event	12	Low
21	Extreme Cold	12	Low
22	Ice Storm	12	Low
23	Water Main Break	12	Low
24	Civil Disturbance	9	Very Low
25	Farm Animal Disease	9	Very Low
26	Terrorism	9	Very Low
27	Water Pollution / Contamination	9	Very Low
28	Water Shortage	0	Very Low
29	Wind	0	Very Low

General Comments

Frequency:
Although Olds is considered a mid-sized agriculture community there are many hazards in and around the town that are not associated with agriculture. As with most Alberta communities, there is oil and gas activity, industrial plants, rail corridors, and vehicle transportation corridors that all bring their share of risks.
It is also worth noting that there is an emerging cannabis industry developing in and around Olds, It is difficult to know what the associated risks will be with this industry but ii is worth tracking until more history can be obtained.

Factors that may change the hazard frequencies:
Climate change is impacting the risk factors of some of these identified hazards. Also as Olds grows and the community footprint increases, this also increases the risk factors of many of these hazards.

Social impacts of the hazards:
Major road accidents (vehicular) is the number one cause of human fatalities and injuries in Olds, Alberta. A pandemic is the number one incident where a prolonged response may be required.

Other consequences:

Factors that may change the vulnerability to these hazards, and would thus change the hazards' impact:
The increased risks for many of these hazards can be directly attributed to population growth.

(1) Hazard: Major Road Accident (Vehicular)

Risk: Extreme (75)

Priority: 1

Mitigation Strategy: Better infrastructure. Increased enforcement. Better signage and traffic control signals.

Frequency: Likely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Moderate

Injuries: Moderate

Evacuation: Minor

Other consequences:

Property Damage: Moderate

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

(1) Hazard: Major Road Accident (Vehicular)

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(2) Hazard: High Intensity Residential Fire

Risk: Extreme (72)

Priority: 2

Mitigation Strategy: Improved building codes. Highly trained fire department. Improved fire fighting technology and equipment.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Severe

Critical Infrastructure Disruption: Moderate

Environmental Damage: Moderate

Financial Impact: Severe

Psychosocial Impact: Moderate

(2) Hazard: High Intensity Residential Fire

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(3) Hazard: Hazmat (Transportation) - Rail

Risk: Very High (48)

Priority: 3

Mitigation Strategy: Better signage at crossings. Trains moving slower in and around urban populations. Increased rail maintenance.Better technology. Public education.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

(3) Hazard: Hazmat (Transportation) - Rail

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(4) Hazard: Hazmat (Transportation) - Road

Risk: Very High (48)

Priority: 4

Mitigation Strategy: Improved infrastructure. Increased enforcement. Better signage and traffic control signals.Public education.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

(4) Hazard: Hazmat (Transportation) - Road

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(5) Hazard: Human Health Emergency

Risk: Very High (48)

Priority: 5

Mitigation Strategy: Multiple government agencies monitor and respond to this threat. Alberta Pandemic Plan.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Moderate

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: Severe

Psychosocial Impact: Severe

(5) Hazard: Human Health Emergency

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(6) Hazard: Oil and Gas Emergency

Risk: High (36)

Priority: 6

Mitigation Strategy: Industry is highly regulated. The Alberta Energy Regulator has many acts, regulations, rules,and directives which require industry to be prepared and respond appropriately to emergencies. Multiple government agencies trained and prepared to respond to industry emergencies. Public education on industry hazards. Improving oil and gas surveillance and maintenance systems.

Frequency: Probable

Frequency risk can be attributed to leaking abandon wells, orphan wells, and brown field sites.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

Environmental factors should include grass fires, which can impact above ground infrastructure.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

(6) Hazard: Oil and Gas Emergency

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(7) Hazard: Pipelines

Risk: High (36)

Priority: 7

Mitigation Strategy: The industry is highly regulated. The Alberta Energy Regulator has many acts, regulations, rules, and directives which require industry to be prepared and respond appropriately to emergencies. Multiple government agencies trained and prepared to respond to industry emergencies. Public education on industry hazards. Improving pipeline surveillance and maintenance systems.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: None

(7) Hazard: Pipelines

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(8) Hazard: Rail Accident

Risk: High (36)

Priority: 8

Mitigation Strategy: The industry is highly regulated. The Transportation Board requires the industry to be prepared and respond appropriately to emergencies. Multiple government agencies trained and prepared to respond to industry emergencies.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

(8) Hazard: Rail Accident

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(9) Hazard: Toxic Gas Release

Risk: High (36)

Priority: 9

Mitigation Strategy: Increased awareness of hazard within the boundaries of the community. Emergency response agencies train and are prepared to respond to these industry threats.

Frequency: Probable

A number of sources in and around Olds make this hazard note worthy. These sources include but are not limited to a fertilizer plant, canola extraction plant, and transfer station.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

(9) Hazard: Toxic Gas Release

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(10) Hazard: Blizzards

Risk: Moderate (30)

Priority: 10

Mitigation Strategy: Improved meteorological monitoring systems, which provide timely public warnings of this hazard.

Frequency: Likely

This hazard encompasses all winter environmental events, i.e. snow, ice storm, and extreme cold.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

Climate change is impacting environmental factors.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

(10) Hazard: Blizzards

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(11) Hazard: Hail

Risk: Moderate (24)

Priority: 11

Mitigation Strategy: Improved meteorological monitoring systems, which provide timely public warnings of this hazard.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

Climate change is impacting environmental factors.

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: Moderate

Critical Infrastructure Disruption: None

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

(11) Hazard: Hail

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(12) Hazard: Drought

Risk: Low (18)

Priority: 12

Mitigation Strategy: Improved meteorological monitoring systems. Better allocation of water use. Alberta Drought Plan.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

No

Climate change is impacting environmental factors.

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: None

Environmental Damage: Moderate

Financial Impact: Severe

Psychosocial Impact: Moderate

(12) Hazard: Drought

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(13) Hazard: Floods (Rainfall / Run-off)

Risk: Low (18)

Priority: 13

Mitigation Strategy: Improved meteorological monitoring systems. Alberta Flood Plan identifies Flood Plain areas and municipal building codes restrict some development within the Flood Plain. Public education.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

Climate change is impacting environmental factors.

Social impacts of this hazard:

Fatalities: None

Injuries: Minor

Evacuation: Minor

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: None

Psychosocial Impact: None

(13) Hazard: Floods (Rainfall / Run-off)

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(14) Hazard: Tornado

Risk: Low (18)

Priority: 14

Mitigation Strategy: Improving meteorological data for tornado predictions. Improving public notification system.

Frequency: Rare

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

No

Climate change is impacting environmental factors.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Moderate

Other consequences:

Property Damage: Severe

Critical Infrastructure Disruption: Moderate

Environmental Damage: Moderate

Financial Impact: Severe

Psychosocial Impact: Severe

(14) Hazard: Tornado

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(15) Hazard: Communication Equipment Failure

Risk: Low (16)

Priority: 15

Mitigation Strategy: Better technology and redundant systems being applied and updated.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: Moderate

(15) Hazard: Communication Equipment Failure

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(16) Hazard: Computer / Hardware / Software Failure

Risk: Low (16)

Priority: 16

Mitigation Strategy: Better technology and redundant systems being applied and updated.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: Moderate

(16) Hazard: Computer / Hardware / Software Failure

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(17) Hazard: Utility Disruption

Risk: Low (16)

Priority: 17

Mitigation Strategy: Better infrastructure. Redundant supply systems, i.e. power feeds from different sources. Improving technology and training.

Frequency: Probable

This hazard includes power, gas, potable water, and waste water disruptions.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

Climate change is impacting environmental factors for these hazards as more severe weather events cause more utility disruptions.

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: Minor

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: None

(17) Hazard: Utility Disruption

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(18) Hazard: Snow

Risk: Low (15)

Priority: 18

Mitigation Strategy: Improved meteorological monitoring systems, which provide timely public warnings of this hazard.

Frequency: Likely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

No

Social impacts of this hazard:

Fatalities: None

Injuries: Minor

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

(18) Hazard: Snow

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(19) Hazard: Agricultural Plant Disease / Pest Infestation

Risk: Low (12)

Priority: 19

Mitigation Strategy: Government agencies provide surveillance of this industry so as to protect plant and animal health, and protect the public.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: None

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

(19) Hazard: Agricultural Plant Disease / Pest Infestation

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(20) Hazard: Chemical, Biological, Radiological, Nuclear Event

Risk: Low (12)

Priority: 20

Mitigation Strategy: Enforcement agencies monitor and train for such events. Increased surveillance by enforcement community.

Frequency: Rare

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: Minor

Other consequences:

Property Damage: Moderate

Critical Infrastructure Disruption: Moderate

Environmental Damage: Severe

Financial Impact: Moderate

Psychosocial Impact: Moderate

(20) Hazard: Chemical, Biological, Radiological, Nuclear Event

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(21) Hazard: Extreme Cold

Risk: Low (12)

Priority: 21

Mitigation Strategy: Improved meteorological monitoring systems, which provide timely public warnings of this hazard.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

No

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: Moderate

(21) Hazard: Extreme Cold

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(22) Hazard: Ice Storm

Risk: Low (12)

Priority: 22

Mitigation Strategy: Improved meteorological monitoring systems, which provide timely public warnings of this hazard.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

No

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: Minor

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Severe

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: None

(22) Hazard: Ice Storm

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(23) Hazard: Water Main Break

Risk: Low (12)

Priority: 23

Mitigation Strategy: All Town-owned underground assets are registered with Alberta 1-call. Ground disturbance education shared with stakeholders proceeding with development.

Frequency: Probable

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: None

(23) Hazard: Water Main Break

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(24) Hazard: Civil Disturbance

Risk: Very Low (9)

Priority: 24

Mitigation Strategy: Work with Municipal, RCMP, and other government bodies to support peaceful protests.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: Minor

Evacuation: None

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: None

(24) Hazard: Civil Disturbance

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(25) Hazard: Farm Animal Disease

Risk: Very Low (9)

Priority: 25

Mitigation Strategy: Government agencies provide surveillance of this industry so as to protect plant and animal health, and protect the public.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

Olds is utilized as a quarantine area. Olds College studies farm animal diseases.

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: Moderate

(25) Hazard: Farm Animal Disease

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(26) Hazard: Terrorism

Risk: Very Low (9)

Priority: 26

Mitigation Strategy: Increased surveillance by enforcement community. Enforcement agencies prepare for incidents of this nature. Public awareness to be on the alert for suspicious activity.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: Moderate

(26) Hazard: Terrorism

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(27) Hazard: Water Pollution / Contamination

Risk: Very Low (9)

Priority: 27

Mitigation Strategy: Regular monitoring at pump stations, water sampling weekly. Follow Alberta Environment standards.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: None

(27) Hazard: Water Pollution / Contamination

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(28) Hazard: Water Shortage

Risk: Very Low (0)

Priority: 28

Mitigation Strategy: Improved meteorological monitoring systems, which provide timely public warnings of this hazard.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: None

(28) Hazard: Water Shortage

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

(29) Hazard: Wind

Risk: Very Low (0)

Priority: 29

Mitigation Strategy: Improved meteorological monitoring systems, which provide timely public warnings of this hazard.

Frequency: Unlikely

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

No

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

No

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: None

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: None

(29) Hazard: Wind

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Town of OLDS

Request for Decision

Bylaw No. 2021-01 Land Use Bylaw Amendment - Murals

February 22, 2021

RECOMMENDATION

That Bylaw No. 2021-01 to amend the Land Use Bylaw be given first reading.

That Council sets Monday, March 22, 2021 at 1:00 pm in as the date, time, and place for a Public Hearing on Bylaw No. 2021-01 to be held via virtual meeting.

STRATEGIC ALIGNMENT

In Council's Strategic Plan for the 2017-2021, focus area one is Good Governance. The goal for this area is: *"The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made."*

LEGISLATIVE AUTHORITY

1. *Municipal Government Act* – Chapter M-26, Part 17, Division 5 Section 639 every municipality must pass a Land Use Bylaw.

2. *Municipal Government Act* – Chapter M-26, Part 5, Division 9, Section 191(1) the power to pass a bylaw…includes a power to amend or repeal the bylaw.

BACKGROUND

In October 2020, Council reviewed the results of a community survey and engagement about the development of murals. Administration was directed to prepare amendments to the Land Use Bylaw for Council consideration. Bylaw No. 2021-01 contains proposed changes to the Land Use Bylaw.

The main elements of the approach that Bylaw No. 2021-01 would put in place are as follows:

1. Murals is treated as a separate use distinct from all other forms of sign to allow for specific regulation;

2. Murals would be allowed as a discretionary use in all commercial, industrial and recreation facility Districts and in residential Districts if the mural is associated with a public and quasi-public use such as a place of worship or similar institutional/community building;

3. Murals would not be allowed on a residential building in a residential District;

4. Municipal Planning Commission (MPC) will decide on the development permit for a mural with input on the content and design of the mural having been provided by the Town's Public Art Advisory Committee (PAAC);

5. Applicants must obtain written sign off regarding the acceptability of the mural from PAAC before the Development Officer will accept their application as complete and start to process the development permit;

6. The PAAC will have 30 days to provide their written comments on a proposed mural to the Development Officer;

7. Murals will be subject to specific provisions relating to the number and placement on a building, the content of a mural, and expectations for ongoing maintenance;

8. In deciding on the development permit, MPC will have to apply the specific provisions of the Land Use Bylaw and will be guided, but not bound, by the input from the PAAC. The intent is to assist MPC with input from those more accustomed to addressing issues of artistic impression and aesthetics; and

9. The decision of MPC on the development permit may be appealed by the applicant and other affected parties. Notice of the MPC decision to approve a mural would appear in the newspaper.

RISK/CONSEQUENCES

1. Council may request further information from Administration prior to proceeding with first reading of the bylaw.
2. Council may provide direction to Administration on changes to the proposed bylaw with the amended bylaw coming before Council for first reading at a later date.
3. Council may defeat first reading of the bylaw.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1. Bylaw No. 2021-01

Author: Craig Teal, RPP MCIP, Director, PCPS	Date: February 12, 2021
Director Signature:	Date: Feb 15/2021
CAO Signature:	Date: Feb 16/2021

TOWN OF OLDS
BYLAW NO. 2021-01

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

WHEREAS Section 639 of the Municipal Government Act, being Chapter M-26 of the Revised Statues of Alberta 2000, and amendments thereto, provides that every municipality must pass a land use bylaw; and

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

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

NOW THEREFORE, the Council of the Town of Olds duly assembled enacts as follows:

1. That Section 1.3 Definitions is amended by adding the following definition of "mural" where it would appear in alphabetical order:

   "**mural**" means a picture, scene, graphic or diagram displayed on the exterior wall or surface of a building for the primary purpose of decoration or artistic expression and not created to solely display a commercial message or depiction;"

2. That Section 1.3 Definitions is amended by adding the following definition of "sign" where it would appear in alphabetical order:

   "**sign**" means any device, except a mural, used to identify or advertise a place of business or a product, whether words or numbers are used or not."

3. That Schedule D: Signs Section 3.0 Definitions is amended by replacing the definition of "sign" with the following:

   "**sign**" means any device, except a mural, used to identify or advertise a place of business or a product, whether words or numbers are used or not."

4. That Schedule D: Signs Section 3.0 Definitions is amended by deleting the following definition and related graphic:

   "**supergraphics**" means a graphic design painted on a building, which does not convey a defined advertising message or logo and includes a mural."

5. That Schedule D: Signs Section 3.0 Definitions is amended by deleting the following from the definition of “painted wall sign”:

   “and also includes supergraphics”

6. That Schedule C: Land Use District Regulations is amended by adding “Murals” to the list of discretionary uses where it would appear in alphabetical order in the following Districts:

   College COL
   Central Commercial C1
   Highway Commercial CH
   Highway Commercial A CHA
   Shopping Centre Commercial C-SC
   Neighbourhood Commercial CN
   Light Industrial I1
   Heavy Industrial I2
   Industrial Business IB
   Recreation Facility RF
   Direct Control 4 DC 4
   Direct Control – Mixed Use 1 DC-MU1

7. That Schedule C: Land Use District Regulations is amended by adding “Murals if affixed to a building containing a public and quasi-public use” to the list of discretionary uses where it would appear in alphabetical order in the following Districts:

   Low Density Residential R1
   Country Residential R5
   Country Residential A R5A

8. That the following is added as Schedule D-1: Murals after Schedule D: Signs:

SCHEDULE D-1: MURALS

1.0 General Purpose

The purpose of this section is to regulate and provide direction for the development of murals as a means of adding visual appeal.

2.0 Applications

(1) Notwithstanding Section 2.3 (1)(a) and (b), an application for a development permit for a mural shall be accompanied by the following:
   (a) name and address of the applicant;
   (b) name and address of the lawful owner of the property and building to which the mural is proposed to be affixed (if different from the applicant);
   (c) location of the mural, including legal description and civic address;

(d) elevation drawing showing placement of the mural on the building including dimensions for height, width and area of the mural;
(e) site plan of the property showing the mural location relative to property lines, approaches or driveways, existing building(s) and existing signs;
(f) detailed illustration of the mural indicating;
  (i) content and design of the mural including colours and materials;
  (ii) if the mural will be illuminated and the proposed manner of illuminating the mural;
  (iii) means to be used to affix the mural to the building; and
(g) a written artist's statement that describes the concept, message and interpretation of the mural; and
(h) such additional information as the Development Officer deems necessary.

(2) Notwithstanding Section 2.3 (1)(a) and (b), an application for a development permit for a mural shall not be considered complete and final and received for processing until:
  (a) the Development Officer determines that all the information needed to assess the application has been provided by the applicant; and
  (b) written confirmation from the Public Art Advisory Committee established by the Town of Olds has been provided to the Development Officer indicating that the Committee has reviewed the proposed mural and deemed the content to be acceptable.

(3) Upon receipt of the items listed in Section 2.0 (1) of Schedule D-1 from the applicant, the Development Officer shall forward these items and any additional information pertaining to the application to the Public Art Advisory Committee. The Public Art Advisory Committee shall provide their written review and comments on the application to the Development Officer within 30 calendar days of the date that the application materials were provided to the Committee by the Development Officer.

3.0 General Provisions

(1) No more than one mural shall be allowed per building unless otherwise specifically authorized by the Development Authority.

(2) The location, content, construction materials and size associated with the mural shall be to the satisfaction of the Development Authority.

(4) No mural shall be applied to a building in a manner that has a negative effect on historically significant elements of a building or key architectural features that define the overall appearance or character of a building.

(4) The mural must be a painting or other decorative work (artistic rendering/scene) and no mural shall be created to solely display a commercial message or depiction.

(5) The Development Authority may require that the mural content be reflective of the Town's history or heritage.

(6) Display of text, including a business name or commercial message, within a mural shall not exceed ten percent (10%) coverage of the mural surface area, up to a maximum coverage of 9.3 m2 (100 ft^2).

(7) No mural shall contain or portray the following:
- (a) obscene or offensive language, symbols or messages;
- (c) hateful language, symbols or messages;
- (d) racist or exclusionary imagery or messages;
- (e) political viewpoints or content;
- (f) religious viewpoints or content; or
- (g) any content that is or has the potential to cause divisiveness in the community.

(8) Murals shall be encouraged to have a linkage to:
- (a) historical events or periods that impacted the community;
- (b) residents who have helped build the community;
- (c) representative landscapes and physical environments;
- (d) current and past area functions and activities; and/or
- (e) local culture.

(9) Where lighting of a mural surface is proposed, all light shall be directed to the mural surface and not cause any spill over light onto other parts of the building, property or adjacent land.

(10) The owner(s) of a building with a mural shall be responsible for maintaining the mural in a proper state of repair and shall:
- (a) keep it properly painted at all times;
- (b) ensure that all structural elements needed to support the mural are properly attached and meet applicable safety standards; and
- (c) clean all mural surfaces as it becomes necessary.

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

Read for a first time on the ____ day of _____, 2021

Public Hearing held on the ____ day of _____, 2021

Read a second time on the ____ day of _____, 2021

Read a third and final time on the ____ day of _____, 2021

_____ _____

Michael Muzychka, Mayor Michael Merritt, Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this ____ day of _____ 2021.

Town of OLDS

Request for Decision

2021 Olds College – A Celebration of Alberta AG

February 22, 2021

RECOMMENDATION

That the Town of Olds sponsor a Bronze Package for the Olds College - A Celebration of Alberta AG event, taking place virtually on Friday, April 9, 2021.

STRATEGIC ALIGNMENT

This sponsorship fits into the Town of Olds' Strategic Plan under Goal Four: Growth and Expansion and Goal Six: Communication and Engagement.

LEGISLATIVE AUTHORITY

Administration reviewed the request to ensure it meets basic criteria and required information per Council Policy 803C Requests for Donations, Sponsorships and Promotional Items.

BACKGROUND

Due to the provincial restrictions currently in Alberta, Olds College is once again unable to host the annual Homestead Feast. Instead, they will be hosting *A Celebration of Alberta Ag* — a free two hour livestreamed event in celebration of Alberta's agriculture industry and the important role that it plays in our world.

Streamed live from the Learning Commons on the Olds College campus, the evening's program will include the musical talents of Alberta born country music star — Corb Lund, as well as showcasing the hands-on program offering and student experience, celebrate their industry partners, and as always, help to bring awareness and raise funds for student bursaries.

The Bronze Sponsors ($1,000) will support the overall event and enjoy the following benefits:

- Company logo featured throughout the event
- Logo acknowledgement in event program
- Logo on the event webpage
- Pre-event and post-event Olds College print media recognition
- Non-charitable receipt

In the past, as part of Council's strategic relationships, Council has participated in Olds College's annual gala event by purchasing a table for Council and CAO or Town designates. Previously such a commitment ranged between $1,200 - $1,500. Considering the level of sponsorships available, a Bronze package for 2021 is the recommendation provided.

ALTERNATIVE OPTIONS

Council can:

1. Approve another level of sponsorship for the event;
2. Receive this request as information only, thus not approving the request.

FINANCIAL IMPLICATIONS

Cost	Source of Funding
$1,000 / Bronze Level of Sponsorship	Public Relations Activity 2-1103-221-03
Total Cost	$1,000.00

PUBLIC RELATIONS Budget	
2021	**$3,000.00**
2021 - Actual to Date	**-**

ATTACHMENTS

Attachment 1 – **2021 Olds College – A Celebration of Alberta AG**

Submitted By:	Terri Sperle Grant Coordinator & Admin Support – Community Services	Date: February 11, 2021
Director Signature:	Electronically Approved	Date: February 16, 2021
CAO Signature:	Michael Merritt	Date: February 19, 2021

A CELEBRATION OF ALBERTA AG

with special appearance by **Corb Lund**

Friday, April 9, 2021 from 7 to 9 p.m.

Sponsorship Opportunities

OLDS COLLEGE EST. 1913

A CELEBRATION OF ALBERTA AG

Friday, April 9, 2021
from 7 to 9 p.m.

with special appearance by

Corb Lund

Presented by

OLDS COLLEGE EST. 1913

LIVE

Livestreamed on

oldscollege.ca/CelebrateAlbertaAg

WARNING
WARNING
WARNING

We are living through unprecedented times. Due to the increasing COVID-19 case numbers in Alberta, Olds College is once again unable to host our annual Homestead Feast. Instead, we will be hosting *A Celebration of Alberta Ag* — a free two-hour livestreamed event in celebration of Alberta's agriculture industry and the important role that it plays in our world.

Streamed live from our Learning Commons on the Olds College campus, the evening's program will include the musical talents of Alberta born country music star — Corb Lund, as well as showcasing our hands-on program offering and student experience, celebrate our industry partners, and as always, help to bring awareness and raise funds for student bursaries.

Presenting Sponsor $20,000

Your brand will be associated with everything *A Celebration of Alberta Ag* related and will accompany all promotional materials.

- Company logo featured on invitation
- Company logo throughout livestream event
- Full page program acknowledgment/advertisement*
- Acknowledgement by the MC in opening and closing segments
- Post-event acknowledgment in *Horizons* (15,000 circulation)
- Direct link to sponsor's website from *A Celebration of Alberta Ag* event webpage: oldscollege.ca/CelebrateAlbertaAg
- Logo on pre-event and post-event Olds College social and print media
- Pre-event and post-event radio recognition
- Non-charitable receipt

**Logo and advertisements provided by Sponsor.*
Olds College reserves the right of refusal due to content.

Live Broadcast Sponsor $15,000

Exclusive live broadcast sponsorship supporting the live-remote broadcast of the event and promotional and marketing services.

- Company logo throughout livestream event
- ½ page program acknowledgment/advertisement*
- Post-event acknowledgment in *Horizons* (15,000 circulation)
- Logo on the event webpage
- Direct link to sponsor's website from *A Celebration of Alberta Ag* event webpage: oldscollege.ca/CelebrateAlbertaAg
- Logo on pre-event and post-event Olds College social and print media
- Non-charitable receipt

**Logo and advertisements provided by Sponsor.*
Olds College reserves the right of refusal due to content.

Audio Visual Sponsor $10,000

Exclusive sponsorship of audio visual needs for the 2021 *A Celebration of Alberta Ag* event. Audio Visual sponsorship provides an opportunity for significant visibility.

- Company Logo throughout all segments
- Banner advertisement throughout the event
- ½ page program acknowledgment/advertisement*
- Post-event acknowledgment in *Horizons* (15,000 circulation)
- Logo on the event webpage
- Direct link to sponsor's website from *A Celebration of Alberta Ag* event webpage: oldscollege.ca/CelebrateAlbertaAg
- Logo on pre-event and post-event Olds College social and print media
- Non-charitable receipt

**Logo and advertisements provided by Sponsor.*
Olds College reserves the right of refusal due to content.

Text-to-Give / Gold Sponsor $5,000

Sponsor the carrier-based mobile fundraising technology that allows attendees to donate via text message. All proceeds to benefit student bursaries. Or, support the overall event to enjoy the following benefits:

- Banner advertisement throughout the event
- ¼ page program acknowledgment/advertisement*
- Post-event acknowledgment in *Horizons* (15,000 circulation)
- Logo on the event webpage
- Logo on pre-event and post-event Olds College social and print media
- Non-charitable receipt

**Logo and advertisements provided by Sponsor.*
Olds College reserves the right of refusal due to content.

Segment / Silver Sponsors $2,500

Sponsor one of the segments for this event which are exclusively designed to highlight our diverse programming and initiatives to advance agriculture in Alberta and beyond. Or, support the overall event to enjoy the following benefits:

- Company logo featured in the sponsored segment or banner advertisement throughout the event
- 1/8 page program acknowledgement/advertisement*
- Logo on the event webpage
- Pre-event and post-event Olds College social and print media recognition
- Non-charitable receipt

**Logo and advertisements provided by Sponsor.*
Olds College reserves the right of refusal due to content.

Shout-Outs / Bronze Sponsors $1,000

Sponsor one of the shout-out videos designed to spotlight event segments highlighting programming and initiatives at Olds College. Videos will feature community and industry leaders. Or, support the overall event to enjoy the following benefits:

- Company logo featured in sponsored shout-out or banner advertisement throughout the event
- Logo acknowledgement in event program*
- Logo on the event webpage
- Pre-event and post-event Olds College print media recognition
- Non-charitable receipt

**Logo and advertisements provided by Sponsor.*
Olds College reserves the right of refusal due to content.

Community Sponsors $500

Help ensure *A Celebration of Alberta Ag's* success. Help us build community.

- Banner advertisement throughout the event
- Event program recognition
- Acknowledgement on the event webpage
- Pre-event and post-event Olds College print media recognition
- Non-charitable receipt

**Logo and advertisements provided by Sponsor.*
Olds College reserves the right of refusal due to content.

CONTACT US TODAY!

Angela Sharpe
Development, Olds College

403.556.8242
development@oldscollege.ca

OLDS COLLEGE EST. 1913

Town of OLDS

Request for Decision

Proclamation: International Women's Day 2021

February 22, 2021

RECOMMENDATION

That Monday March 8, 2021 be recognized as International Women's Day in Olds.

STRATEGIC ALIGNMENT

Service Sustainability; safe, affordable and cost-effective service delivery to our community and region. The Town of Olds will enhance the quality of life in the community by supporting programs through direct and indirect means.

Growth and Expansion; responsible and sustainable growth. The Town of Olds will foster relationships with partners that provide culture and social development programs and services in the community.

Communication and Engagement; transparent and inclusive processes that are responsive and accountable. The Town of Olds will facilitate community neighbourliness.

LEGISLATIVE AUTHORITY

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

BACKGROUND

International Women's Day (IWD) is a global day of recognition celebrating the social, economic, cultural and political achievements of women. IWD has occurred for well over a century, with the first IWD gathering in 1911 supported by over a million people in Austria, Denmark, Germany and Switzerland. Today, IWD belongs to all groups collectively, everywhere. It is not a country, group or organization specific event. International Women's Day is an opportunity to reflect on the progress made towards achieving gender equality and celebrate the acts of courage and determination by individuals who have played an extraordinary role in advancing gender equality in their communities.

Council has proclaimed International Women's Day in Olds in previous years.

RISK/CONSEQUENCES

Council can make another recommendation being specific in what it wishes to direct as an alternate follow up. Council would need to be specific in the information they are seeking.

FINANCIAL CONSIDERATIONS

Advertising within approved 2021 Budget.

ATTACHMENTS

Attachment 1 - International Women's Day Proclamation

Submitted By:	Michelle Jorgensen Heritage Advisor	Date: February 16, 2021
Director Signature:	Approved Electronically	Date: February 16, 2021
CAO Signature:		Date:

Town of OLDS

OFFICE OF THE MAYOR

PROCLAMATION "International Women's Day"

Monday, March 8, 2021

International Women's Day is a globally recognized day celebrating the social, economic, cultural and political achievements of women with the aim of taking the time to reflect on the contributions women have made and continue to make their communities and countries better places in which to live, work and grow.

On March 8, 2021, everyone is encouraged to celebrate on the progress made to advance women's equality and to reflect on the challenges facing women today.

WHEREAS, International Women's Day is observed around the world and provides an opportunity to acknowledge and reflect on the progress made to advance women's equality and celebrate the gains made by women in our society;

WHEREAS; International Women's Day is a time to recognize challenges facing women today, focus greater attention on women's rights and gender equality, encourage and mobilize all people to do their part to bring about positive change;

WHEREAS; International Women's Day and Week is a time to envision a world where each woman and girl can exercise her choices, such as participating in politics, getting an education, earning an income, and living in societies free from violence and discrimination;

AND WHEREAS, in the Town of Olds we recognize the contributions of women to our community as entrepreneurs, decision-makers, caregivers, employees, and citizens; and,

THEREFORE, we, the Elected Officials of the Town of Olds, do hereby proclaim Monday, March 8th, 2021 as **"International Women's Day"** in the Town of Olds.

"INTERNATIONAL WOMEN'S DAY" in the Town of Olds.

Signed this ____ day of February, 2021.

_____

His Worship,
Mayor Michael Muzychka

4512 46 St. Olds, (Alberta) Canada T4H 1R5
Main 403.556.6981 Fax 403.556.6537
Email admin@olds.ca
www.olds.ca

Town of OLDS

Request for Decision

Proclamation: Economic Development Week May 9 – 15, 2021

February 18, 2021

RECOMMENDATION

That Council proclaim May 9 – 15, 2021 as Economic Development Week in the Town of Olds.

STRATEGIC ALIGNMENT

Goal 4: The Town of Olds will lay the foundation to ensure responsible and sustainable growth. 4.11 Foster relationships with partners that provide culture and social development programs and services in the community.

Goal 6: The Town of Olds is committed to transparent and inclusive processes that are responsive and accountable.

LEGISLATIVE AUTHORITY

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

BACKGROUND

Created by the International Economic Development Council in 2016, the goal of Economic Development Week (EDW) is to increase awareness for local programs that create jobs, advance career development opportunities and increase the quality of life in communities everywhere. Economic Development Week includes activities in communities large and small designed to highlight the importance of economic development and the good work that economic developers do every day. These goals are also in strategic alignment with that of the Olds Economic Development Secretariat.

RISK/CONSEQUENCES

1. Council can receive the request for information thereby not making the declaration.
2. Council can proclaim May 9 – 15, 2021 as Economic Development Week in the Town of Olds.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. 2021 Proclamation of Economic Development Week
2. Economic Development Week Attachment from Economic Developers Alberta's Website
3. International Economic Developers Council Brochure: How Economic Development Programs Help

Submitted By:	Olds Economic Development Secretariat Chair: Larry Wright	Date: February 18, 2021
CAO Signature:		Date: February 18, 2021

Town of OLDS

OFFICE OF THE MAYOR

PROCLAMATION "Economic Development Week"

May 9 – 15, 2021

Created by the International Economic Development Council in 2016, the goal of Economic Development Week (EDW) is to increase awareness for local programs that create jobs, advance career development opportunities and increase the quality of life in communities everywhere. Economic Development Week includes activities in communities large and small designed to highlight the importance of economic development and the good work that economic developers do every day.

WHEREAS, Economic Development Week is observed in Olds as an opportunity to:

- Articulate: Voice the value of local contributions to our economy through the Olds Economic Development Secretariat;
- Organize: Build a base of support within the community;
- Show and Tell: Emphasize the importance of economic development through tangible examples and peer case studies; and
- Amplify: Spread the message and increase exposure of the good work the Olds Economic Development Secretariat does.

AND WHEREAS, the Town of Olds supports economic development to create high-quality jobs, develop a vibrant community and improve the quality of life in our region.

THEREFORE, we, the Elected Officials of the Town of Olds, do hereby proclaim May 9 – 15, 2021 as "*Economic Development Week*" in the Town of Olds.

May 9 – 15, 2021, "Economic Development Week" in the Town of Olds.

Signed this ____ day of February, 2021.

His Worship,
Mayor Michael Muzychka

4512 46 St. Olds, (Alberta) Canada T4H 1R5
Main 403.556.6981 Fax 403.556.6537
Email admin@olds.ca
www.olds.ca

ECONOMIC DEVELOPMENT PROGRAMS HELP...

ENTREPRENEURS ACHIEVE THEIR DREAMS

Economic developers help with:
- Expedited permitting and licensing
- Gap financing
- Technical assistance

EXISTING BUSINESSES EXPAND

Economic developers help with:
- Infrastructure improvements
- Export assistance
- Tax abatement

NEW BUSINESSES FIND SITES AND WORKERS

Economic developers help with:
- Community and economic data
- Site improvements
- Incentive negotiations

WORKERS GET TRAINING

Economic developers help with:
- Partnering with businesses and workforce development organizations to design training programs for workers

REVITALIZE NEIGHBORHOODS

Economic developers help with:
- Strategic Planning
- Placemaking

PARTNER ORGANIZATIONS GET DATA

Economic developers help with:
- Data and insights into local business
- Access to business leaders

PROMOTE THE COMMUNITY

Economic developers help with:
- Advocating for business friendly policies
- Marketing the community to domestic and international businesses

ASSIST DISASTER IMPACTED COMMUNITIES

Economic developers help with:
- Pre-disaster planning
- Post-disaster recovery
- Long-term resiliency

2021 International Economic Development Week

May 9 - 15, 2021

International Economic Development Week is a North America-wide celebration and recognition of economic development professionals and the essential work they are doing every day.

Our strategic partner, the International Economic Development Council (IEDC) designates this week every year and EDA plans a series of initiatives to recognize the hard work of economic development professionals in Alberta.

More details coming soon on our 2021 plans!

Other Resources

VIDEO:

Economic Development Matters - EDA joined economic development organizations from across the country to create a website and to produce a short video that demonstrates the importance of economic development to the fabric of a community. This website contains the video in both official languages. Feel free to download these videos and make good use of them.

ONE-PAGERS:

- Why Invest in Economic Development in Good Times?- An excellent resource when the value of economic development programs is called into question. This brochure provides the rationale of why investing in economic development is good for a community.
- Who Economic Development Programs help and How- This brochure gives a higher level overview of who and how economic development programs help, including examples of some of the services that EDOs typically provide.
- **PRESENTATION:** Introduction to Economic Development- This powerpoint presentation highlights how economic development is the intentional practice of improving improving a community's economic well-being and quality of life.

Town of OLDS

Request for Decision

120C Public Art Policy

February 22, 2021

RECOMMENDATION

That Council Policy 120C Public Art be approved.

STRATEGIC ALIGNMENT

In Councils Strategic Plan for the 2017-2021 term, focus area one is Good Governance. The goal for this area is:

> *"The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made."*

One of the strategies to accomplish this is identified as:

> *"Develop a strategic, comprehensive review of all by-laws and policies over the next four years."*

LEGISLATIVE AUTHORITY

- Council's principal role in municipal organization: Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality; and
- General Duties of Councillors: Section 153(b) Councillors have the following duties to participate generally in developing and evaluating the policies and programs of the municipality.

BACKGROUND

At the February 1, 2021, Policies and Priorities Committee meeting the Land Use Bylaw proposed amendment on Murals was presented. Stemming from this discussion was the identification to review the Public Art Policy and ensure alignment to the Public Art Advisory Committee's process and authority. As a result, policy 120C is presented with revisions for Council's direction.

RISK/CONSEQUENCES

Council can accept this for information. In doing so, the additional clarity on the role of Council's designated authority to Municipal Planning Commission or other potential designated authorities may continue to be cause for confusion regarding the process for reporting recommendations or advice from PAAC.

FINANCIAL CONSIDERATIONS

None.

ATTACHMENTS

1. Policy 120C Public Art

Author:	Kelly Lloyd Coordinator of Strategic Affairs	Date: February 17, 2021
Director Signature:	Doug Wagstaff – Electronically Reviewed and Approved.	Date: February 17, 2021
CAO Signature:	Michael Merritt	Date: February 19, 2021

120C

Public Art

Supporting Procedure 220P

Prepared By: Community Services

Effective Date: Upon Approval

References:

Council Approval Date:

Council Resolution No.:

POLICY STATEMENT

The Town of Olds is committed to the long-term development of Public Art. Communities gain value through Public Art – cultural, social, and economic value. Public Art is a distinguishing part of our public history and our evolving culture. The Town of Olds strives to be a place where people want to live and visit having a particular community identity with strong Public Art expressions.

PURPOSE

To incorporate a community-based process for the integration of Public Art in Town Spaces and support Public Art in Public Spaces with:

a) Standards in place for the process of planning, funding acquisition, maintenance and promotion of a Public Art Collection;
b) Fair and effective processes for the Town in selecting, purchasing, commissioning, placing, maintaining and documenting Public Art;
c) Enhancement of Public Spaces for residents and visitors;
d) Increased richness of the community by creating a cultural legacy through Public Art.

SCOPE

The acquisition, installation, maintenance, management, and stewardship of Public Art for the Town of Olds, and encouragement for the display of Public Art in private developments.

RESPONSIBILITIES

The Chief Administrative Officer shall:

a) Ensure the implementation of this policy within the terms and conditions established;
b) Establish a Public Art Advisory Committee;
c) Report to Council annually on Town of Olds Public Art.

The Public Art Advisory Committee shall:

a) Make recommendations on Public Art to Council or designated authority, for final approval.

Town Council shall:

a) Approve funding for Town of Olds Public Art through the budget process;
b) Promote the public display of art throughout the community;
c) Review additions or removals to the Town of Olds Public Art Collection.

DEFINITIONS

“Artist” means a practicing professional or amateur art-maker recognized by peers as such; commissioned specifically to create an artwork or design project, or to collaborate on a design

team to complete Public Art.

"Public Art" means visual works, which are displayed in public spaces including, but not limited to:

a) Sculpture - free standing, wall supported or suspended, kinetic, electronic in any material or combination of materials;
b) Paintings, drawings, prints, or murals in any variety of materials;
c) Photography or prints;
d) Crafts and folk art works in clay, fiber, textiles, glass, wood, metal, mosaics, plastics and other materials;
e) Architectural embellishments, imbedded forms, street inlays or landscaping features with artistic intent, while architecture, interior design, and landscaping are artistic in nature and have artistic components, this policy defines Public Art as a distinct component of a project that, while it may be integrated to the site or project, is created by a person engaged as an Artist or its creation is directed by an Artist.

"Public Art Advisory Committee" means a committee comprised of but not limited to: individuals qualified to ensure an artwork's suitability to the community and who are visual artists, curators, community representatives, architects; ~~a~~ two (2) Councillors as appointed by Council; and gift donor representatives and Town staff representatives as required. ~~The Committee will make recommendations to Council for final approval.~~

"Public Art Collection" means all visual art assets recognized as being owned or held in trust by The Town of Olds.

"Public ~~Place~~ Space(s)" means any place to which the public may have either express or implied access, including, but not limited to, areas such as streets, boulevards, sidewalks, pathways, trails, parks, exteriors of buildings, interiors of Town-owned buildings, and any fixture or sculpture located in such area.

"Town Space" means Town owned and/or operated property.

STANDARDS

Administration is responsible for implementing a management strategy that shall:

a) Align Public Art to the overall direction and priorities determined by Council to act as a blueprint for the implementation and administration of the Policy;
b) Clearly outline the administrative processes and procedures, roles and responsibilities, lines of communication, accountability, and defined outcomes.

FUNDING

Funding for acquisition and management of Public Art in, or adjacent to, new or existing municipal buildings, infrastructure projects, parks and other Town owned land and facilities shall be considered annually through the budget process.

PUBLIC ART ADVISORY COMMITTEE

~~The purpose of the Public Art Advisory Committee is to provide expert and community input on Public Art for The Town of Olds. The Committee may provide recommendations and advice to Town Administration on policies, guidelines, plans and issues as they relate to Public Art. The Committee may have the authority to make decisions on the selection of Public Art based on the criteria in the Public Art Administrative Policy.~~

The purpose of the Public Art Advisory Committee:

- is to provide expert and community input on Public Art for The Town of Olds
- is to provide recommendations and advice to Town Administration on policies, guidelines, plans and issues as they relate to Public Art
- may have the authority to make decisions on the selection of Public Art based on the direction of Council and/or administration. ~~criteria in the Public Art Administrative Policy.~~

Approved January 14, 2019 *Motion No. 19-18*

DRAFT

Town of OLDS

Request for Decision

Reports from Council, Authorities, Boards Committees and Commissions

February 22, 2021

RECOMMENDATION
That the reports from Council, Authorities, Boards, Committees and Commissions ending February 22, 2021 be received for information.

STRATEGIC ALIGNMENT
The Town of Olds is committed to transparent and inclusive processes that are responsive and accountable.

LEGISLATIVE AUTHORITY
Excerpt from Council Member Appointment Policy:
Members of Olds Town Council are appointed to Authorities, Boards, and Commissions annually. Authority, Board, Commission (ABC)" means a committee that is granted the authority by Council to make decisions on behalf of Council to which elected officials are appointed to at the Town of Olds Organizational Meeting.

BACKGROUND
The appointment of elected officials the various, authorities, boards, commissions and committees provide for the interest of the town to be expressed and to provide a direct communication link on matters that Council as a whole, should be informed of.

	Central Alberta Economic Partnership (CAEP)		Olds & District Chamber of Commerce
	Broadband Investment Committee		Olds Citizens' on Patrol
	Emergency Management		Olds Institute for Community & Regional Development (OICRD)
	Family & Community Support Services (FCSS)		Olds Institute Technology Committee
	Inter-municipal Cooperation Committee (ICC)		Olds Municipal Library Board (OML)
	Inter-municipal Planning Commission		Olds Policing Advisory Committee (OPAC)
	Inter-municipal Subdivision and Development Appeal Board		Parkland Community Planning Services (PCPS)
	Mountain View Regional Waste Management Commission (MVRWMSC)		Parkland Regional Library Board (PRL)

	Mountain View Regional Water Services Commission (MVRWSC)		Public Art Advisory Committee (PAAC)
	Mountain View Seniors' Housing (MVSH)		Red Deer River Municipal Users Group (RDRMUG)
	Municipal Area Partnership (MAP)		South Red Deer Regional Wastewater Commission (SRDRWC)
	Municipal Planning Commission (MPC)		Southern Alberta Energy from Waste Association (SAEWA)

RISK/CONSEQUENCES

- Council can pass/make another recommendation being specific in what it wishes to direct as an alternate follow up.

FINANCIAL CONSIDERATIONS

✓ **Approved by budget** ☐ **New = Budget Adjustment**

Cost	**Funding Source** (budget/in kind/grant) with **G/L Code**
Council Personal Development Plans	2021 Operation Budget
Total Cost	

ATTACHMENTS

Various minutes are attached

Author:	Marcie McKinnon Legislative Clerk	Date: February 12, 2021
CAO Signature:	Michael Merritt	Date: February 19, 2021

Town of
OLDS

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **April 16, 2020** at 8:30 a.m., Electronically through ZOOM.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters, Rudy Durieux, Janice Thompson

Elected Officials: Councillor Debbie Bennett, Councillor Mary Jane Harper

Absent – MPC Members

Absent: Councillor Mary Anne Overwater

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Roxanne Latour, Operations Administrative Assistant, Jane Archer, Planning & Development Administrative Assistant, Kimberly Soutiere, Planner

Absent – Staff

Absent:

1. Call to Order

Chair Rudy Durieux called the meeting to order at 8:38 a.m.

1A. Added Item(s)

1B. Adoption of Agenda

Moved by Commissioner Janice Thompson, "to adopt the agenda for the Municipal Planning Commission meeting of April 16, 2020 as presented."
Motion Carried 19.87

2. Adoption of Previous Minutes

Moved by Commissioner Dan Peters, "to adopt the meeting minutes from February 20, 2020 Municipal Planning Commission meeting as presented."
Motion Carried 19.88

3. Business Arising from the Minutes

4. New Business

4A) DP20-015
Home Occupation Class 2: Esthetic Services
4513 55 Ave

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Commissioner Leon Muir, "that the Municipal Planning Commission approve Development Permit Application DP20-015 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.89

4B) DP20-020
Home Occupation Class 2 – Esthetic Services
15 Wigham Close

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Commissioner Dan Peters, "that the Municipal Planning Commission approve Development Permit Application DP20-020 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.90

4C) DP20-034
Rear Yard Relaxation for Existing Semi-Detached Dwelling
4122 Silverpark Estates Close

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Councillor Debbie Bennett, "that the Municipal Planning Commission approve Development Permit Application DP20-034 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.91

4D) DP20-033
Change of Use to Offices & Instructional Facility
5017 49 Avenue

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Commissioner Leon Muir, "that the Municipal Planning Commission approve Development Permit Application DP20-033 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.92

5. Correspondence and Information

5A) Monthly Development & Building Permits and 2019 Building Permit Statistics

Scott Chant, Municipal Planning Commission Secretary, reported on the list of development and building permit approvals and the building permit statistics for February & March 2020.

Moved by Councillor Mary Jane Harper, "that the development updates be received as information."
Motion Carried 19.93

6. Adjournment

The next Municipal Planning Commission meeting will be Thursday, May 21, 2020 at 8:30 am, Electronically via Zoom.

Commissioner Janice Thompson moved to adjourn the Municipal Planning Commission meeting at 9:10 a.m.
Motion Carried 19.94

These Minutes approved Feb 20, 2020

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

Town of OLDS

Development & Building Permits March 2020

Permit	Applicant	Owner	Address	Lot	Blk	Plan	Description	Value
20-024	Five Star Permits / David Atkinson	Long Sky Developments Ltd / Canadian Property Holdings (Alberta) Inc.	830, 6700 46 Street	7	12	0710120	Commercial Fascia Sign - Hearing Life	$7,480.00
20-025	Sarah Pike	Sarah & Michelle Pike	4414 46 Avenue	22	52	0810938	16' X 24' Storage Shed/Garage	$6,000.00
20-026	The Flower Child Soap Co. / Brady Morland	Singh Enterprises Corp.	4529 49 Avenue, Unit 140	1	50	2652S	Change of Use to Indoor Merchandise Sales - The Flower Child Soap Co.	$2,250.00
20-029	Barry McCurdy / 999553 Alberta Ltd.	Barry McCurdy	66 Balsam Crescent	26	4	7811071	Front yard relaxation to allow 5.1 metre setback (DP only)	$0.00
20-030	Lee Cenaiko / Zebedeez	Robert Bach	4909C 49 Avenue	6-8	9	2186H	6' X 16' Fascia sign (DP only)	$2,000.00
20-032	Stevenson Homes	Richardson Bros. (Olds) Limited	83 Harrison Green	22	1	1313404	Detached Dwelling with Front Attached Garages	$410,000.00
								$427,730.00

2020 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan											2	$216,000.00			1	$200,000.00	3	$416,000.00
Feb									1	$16,000.00	4	$153,000.00					5	$169,000.00
Mar	1	$410,000.00															1	$410,000.00
Apr																	0	$0.00
May																	0	$0.00
Jun																	0	$0.00
Jul																	0	$0.00
Aug																	0	$0.00
Sep																	0	$0.00
Oct																	0	$0.00
Nov																	0	$0.00
Dec																	0	$0.00
	1	$410,000.00	0	0	$0.00	0	0	$0.00	1	$16,000.00	6	$369,000.00	0	$0.00	1	$200,000.00	9	**$995,000.00**

2019 BUILDING PERMIT STATISTICS

	Residential									Commercial		Industrial		Institutional		TOTALS	
	Detached Dwelling		Duplex		Multi-Unit			Acc. Bldg/Other									
	#	Value	# / Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan	0	0	0	0	0	0	0	0	0	3	$ 383,000	3	$ 223,365	1	$ 900,000	7	$1,506,365
Feb	0	0	0	0	0	0	0	2	$ 20,000	1	$ 594,960	4	$ 4,980,000	0	0	7	$ 5,594,960
Mar	0	0	0	0	0	0	0	0	0	2	$ 132,500	4	$ 2,600,000	1	$ 80,000	7	$ 2,812,500
Apr	0	0	0	0	0	0	0	5	$ 55,000	2	$ 7,000	2	$ 8,950,000	1	$ 3,000	10	$ 9,015,000
Ma	1	$ 410,000	4	$ 750,000	0	0	0	7	$ 159,240	3	$ 76,200	2	$, 143,500	2	$ 340,000	19	$ 1,878,940
Jun	0	0	0	0	0	0	0	7	$ 70,292	5	$ 1,543,500	0	0	1	$ 2,500	13	$ 1,616,292
Jul	1	$ 436,800	0	0	0	0	0	8	$ 101,179	3	$ 15,000	1	$ 24,000	1	$ 50,000	14	$ 626,979
Au	0	0	2	$ 500,000	0	0	0	3	$ 42,000	0	0	0	0	0	0	5	$ 542,000
Sep	0	0	0	0	0	0	0	3	$ 25,700	0	0	0	0	0	0	3	$ 25,700
Oct	1	$ 495,000	2	$ 440,000	0	0	0	4	$ 119,000	3	$ 275,810	2	$ 33,000	0	0	12	$1,362,810
No v	1	$ 319,920	0	0	0	0	0	3	$ 222,000	2	$ 35,000	1	$ 18,000	0	0	7	$ 594,920
Dec	0	0	0	0	0	0	0	1	$ 40,000	2	$ 30,415	0	0	1	$7,881,879	4	$ 7,952,294
	4	$ 1,661,720	8	$ 1,690,000	0	0	0	43	$ 854,411	26	$ 3,093,385	19	$ 16,971,865	8	$ 9,257,379	108	**$33,528,760**

Town of
OLDS

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **May 21, 2020** at 8:30 a.m., Electronically through ZOOM.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters, Rudy Durieux, Janice Thompson

Elected Officials: Councillor Debbie Bennett, Councillor Mary Anne Overwater

Absent – MPC Members

Absent: Councillor Mary Jane Harper

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Roxanne Latour, Operations Administrative Assistant, Jane Archer, Planning & Development Administrative Assistant

Absent – Staff

Absent:

1. Call to Order

Chair Rudy Durieux called the meeting to order at 8:31 a.m.

1A. Added Item(s)

1B. Adoption of Agenda

Moved by Commissioner Janice Thompson, "to adopt the agenda for the Municipal Planning Commission meeting of May 21, 2020 as presented."
Motion Carried 19.95

2. Adoption of Previous Minutes

Moved by Commissioner Dan Peters, "to adopt the meeting minutes from April 16, 2020 Municipal Planning Commission meeting as presented."
Motion Carried 19.96

3. Business Arising from the Minutes

4. New Business

4A) DP20-031
Residential Accessory Building – 22'x28' Garage
5109 48 St

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Councillor Debbie Bennett, "that the Municipal Planning Commission approve Development Permit Application DP20-031 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.97

4B) DP20-043
Front Yard Relaxation for Proposed Addition of a Deck
4502 Shannon Drive

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Commissioner Leon Muir, "that the Municipal Planning Commission approve Development Permit Application DP20-043 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.98

4C) DP20-045
Home Occupation Class 2 – Hair Salon
9 Beech Crescent

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Councillor Debbie Bennett, "that the Municipal Planning Commission approve Development Permit Application DP20-045 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.99

5. Correspondence and Information

5A) Monthly Development & Building Permits and 2020 Building Permit Statistics

Jane Archer, Planning & Development Administrative Assistant, reported on the list of development and building permit approvals and the building permit statistics for April 2020.

Moved by Commissioner Janice Thompson, "that the development updates be received as information."
Motion Carried 19.100

6. Adjournment

The next Municipal Planning Commission meeting will be determined.

Commissioner Janice Thompson moved to adjourn the Municipal Planning Commission meeting at 8:40 a.m.
Motion Carried 19.101

These Minutes approved April 16, 2020

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

Town of OLDS

Development & Building Permits April 2020

Permit #	Roll #	Owner	Applicant	Civic Address	Lot	Block	Plan	Legal Description	Land Use District	Application Type	App Description	Category	Value of Project
20-035	4416900	Donald & Cynthia Leverton	First Call Restorations Ltd. - Chris Jackson	4006 Silverthorn Road	30	3	7710679		R1	Building Permit	Repair Burned Garage - BP only	Residential Accessory Building	$34,778.00
20-036	4406000	Shirley Hill	Paul Davis Restoration Red Deer / Kyle Zaburs	5310 44 Street	4	3	1518JK		R1	Building Permit	Repair burned out garage - BP only	Residential Accessory Building	$25,000.00
20-037	4415200	Terence Shepherd	1893298 Alberta Ltd.	5229 Silverthorn Road	13	3	7710679		R1	Development Permit/Building Permit	Demolition of burned out garage & shed	Demolition	$3,000.00
20-038	4607100	1214002 Alberta Ltd	1214002 Alberta Ltd	#102, 6116 46 Street	1	11	8110794		CH	Building Permit	Tenant improvements - Eye Wearhouse	Commercial Renovation	$125,000.00
20-039	4100000	The Board of Governors of Olds College	Derek Kennedy	4500 50 Street				5-1-32-33-NW	COL	Building Permit	Library Renovation at College	Institutional Renovation	$400,000.00
20-040	4416800	Aaron & Cassandra Stromsmoe	Aaron Stromsmoe	4010 Silverthorn Road	29	3	7710679		R1	Development Permit/Building Permit	Rebuild 18' X 24' burned garage on existing concrete pad	Residential Accessory Building	$22,500.00
20-042	4500700	1506858 Alberta Ltd. / Jian Ma	Jian Ma	5602 46 Street	6	8	3678JK		CH	Development Permit/Building Permit	Change of Use to add offices and interior renovations	Commercial Renovation and Change of Use	$13,000.00
20-044	3656000	Michele & April Legere	Michele & April Legere	79 Hawthorn Way	47	3	0213480		R1	Building Permit	Deck Reconstruction - applicant put $600 value for project	Residential Addition	$4,000.00
													$627,278.00

2020 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		150 TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan											2	$216,000.00			1	$200,000.00	3	$416,000.00
Feb									1	$16,000.00	4	$153,000.00					5	$169,000.00
Mar	1	$410,000.00							1	$6,000.00	3	$11,730.00					5	$427,730.00
Apr									5	$89,278.00	2	$138,000.00			1	$400,000.00	0	$627,278.00
May																	0	$0.00
Jun																	0	$0.00
Jul																	0	$0.00
Aug																	0	$0.00
Sep																	0	$0.00
Oct																	0	$0.00
Nov																	0	$0.00
Dec																	0	$0.00
	1	$410,000.00	0	0	$0.00	0	0	$0.00	7	$111,278.00	11	$518,730.00	0	$0.00	2	$600,000.00	13	**$1,640,008.00**

2019 BUILDING PERMIT STATISTICS

	Residential									Commercial		Industrial		Institutional		TOTALS	
	Detached Dwelling		Duplex		Multi-Unit			Acc. Bldg/Other									
	#	Value	# / Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan	0	0	0	0	0	0	0	0	0	3	$ 383,000	3	$ 223,365	1	$ 900,000	7	$1,506,365
Feb	0	0	0	0	0	0	0	2	$ 20,000	1	$ 594,960	4	$ 4,980,000	0	0	7	$ 5,594,960
Mar	0	0	0	0	0	0	0	0	0	2	$ 132,500	4	$ 2,600,000	1	$ 80,000	7	$ 2,812,500
Apr	0	0	0	0	0	0	0	5	$ 55,000	2	$ 7,000	2	$ 8,950,000	1	$ 3,000	10	$ 9,015,000
Ma	1	$ 410,000	4	$ 750,000	0	0	0	7	$ 159,240	3	$ 76,200	2	$, 143,500	2	$ 340,000	19	$ 1,878,940
Jun	0	0	0	0	0	0	0	7	$ 70,292	5	$ 1,543,500	0	0	1	$ 2,500	13	$ 1,616,292
Jul	1	$ 436,800	0	0	0	0	0	8	$ 101,179	3	$ 15,000	1	$ 24,000	1	$ 50,000	14	$ 626,979
Au	0	0	2	$ 500,000	0	0	0	3	$ 42,000	0	0	0	0	0	0	5	$ 542,000
Sep	0	0	0	0	0	0	0	3	$ 25,700	0	0	0	0	0	0	3	$ 25,700
Oct	1	$ 495,000	2	$ 440,000	0	0	0	4	$ 119,000	3	$ 275,810	2	$ 33,000	0	0	12	$1,362,810
No v	1	$ 319,920	0	0	0	0	0	3	$ 222,000	2	$ 35,000	1	$ 18,000	0	0	7	$ 594,920
Dec	0	0	0	0	0	0	0	1	$ 40,000	2	$ 30,415	0	0	1	$7,881,879	4	$ 7,952,294
	4	$ 1,661,720	8	$ 1,690,000	0	0	0	43	$ 854,411	26	$ 3,093,385	19	$ 16,971,865	8	$ 9,257,379	108	**$33,528,760**

Town of OLDS

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **June 18, 2020** at 8:30 a.m.**,** Electronically through ZOOM.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters, Rudy Durieux, Janice Thompson

Elected Officials: Councillor Debbie Bennett, Councillor Mary Anne Overwater, Councillor Mary Jane Harper

Absent – MPC Members

Absent:

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Roxanne Latour, Operations Administrative Assistant, Jane Archer, Planning & Development Administrative Assistant

Absent – Staff

Absent:

1. Call to Order

Chair Rudy Durieux called the meeting to order at 8:30 a.m.

1A. Added Item(s)

1B. Adoption of Agenda

Moved by Councillor Mary Anne Overwater, "to adopt the agenda for the Municipal Planning Commission meeting of June 18, 2020 as presented."
Motion Carried 19.102

2. Adoption of Previous Minutes

Moved by Commissioner Janice Thompson, "to adopt the meeting minutes from May 21, 2020 Municipal Planning Commission meeting as presented."
Motion Carried 19.103

3. Business Arising from the Minutes

4. New Business

4A) DP20-048
Residential Accessory Building – with Relaxation to allow 90 sq m (976 sq ft) Garage
5305 43 St

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Commissioner Dan Peters, "that the Municipal Planning Commission approve Development Permit Application DP20-048 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.104

Commissioner Leon Muir joined the meeting at 8:40 am.

4B) DP20-051
Parcel Coverage Relaxation – Discretionary Use
5410 46 St

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Councillor Mary Jane Harper recused herself from any further discussion and vote at 8:40 a.m.

Moved by Commissioner Dan Peters, "that the Municipal Planning Commission approve Development Permit Application DP20-051 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.105

Councillor Mary Jane Harper returned to the meeting at 8:45 a.m.

4C) DP20-060 (Withdrawn – Applicant already possesses a Home Occupation Class 2)
Home Occupation Class 2 – Photography Studio
4818 56 St

4D) DP20-061
Residential Addition (Enclose Existing Deck)
4102 50 Ave

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Councillor Debbie Bennett, "that the Municipal Planning Commission approve Development Permit Application DP20-061 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.106

5. Correspondence and Information

5A) Monthly Development & Building Permits and 2020 Building Permit Statistics

Jane Archer, Planning & Development Administrative Assistant, reported on the list of development and building permit approvals and the building permit statistics for May 2020.

Moved by Commissioner Janice Thompson, "that the development updates be received as information."
Motion Carried 19.107

6. Adjournment

The next Municipal Planning Commission meeting will be July 16, 2020 via Zoom. The August meeting will be determined after this.

Commissioner Janice Thompson moved to adjourn the Municipal Planning Commission meeting at 8:55 a.m.
Motion Carried 19.108

These Minutes approved July 16, 2020.

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

NOTE- include stats in pdf

Town of OLDS

Development & Building Permits May 2020

Permit #	Roll #	Owner	Applicant	Civic Address	Lot	Block	Plan	Legal Description	Land Use District	Application Type	App Description	Category	Value of Project
20-064	4900157		Lorraine & Craig Piller	37 Valiant Crescent	18	4	0712632		R2	Development Permit/Building Permit	10' X 16' Garden Shed	Residential Accessory Building	$3,400.00
20-062	3415100		Jalin Homes / Justin Matz	21 Vireo Avenue	14	5	1512052		R1	Development Permit	Post construction roof over deck - DP only	Residential Addition	$2,500.00
20-059	3813000		Mr. Mikes Steakhouse Casual / Mehul Patel	5509 & 5513 46 St	6	42	9512962		CH	Development Permit	Portable temporary sign	Sign (Portable)	$0.00
20-058	2703200		Mike Beukeboom	5009 50 Avenue	1	A	5062JK		C1	Development Permit	Change of Use to Offices - DP only	Change of Use	$0.00
20-057	4605200		Spearhead Manufacturing Inc. / 1872791 Alberta Ltd.	6010 Imperial Way	1	2	8010541		I1	Development Permit	Industrial Fascia Signs - Spearhead Manufacturing Inc. - DP only	Sign (Permanent)	$5,000.00
20-056	4424100		Jim & Kathy Moench	202 Silverthorn Close	16	5	7710679		R1	Development Permit/Building Permit	12' X 25' Deck	Residential Addition	$15,000.00
20-052	3642300		Kaleb Furst	184 Balsam Crescent	16	1	9210408		R1	Development Permit	Home Occupation Class 1 - Lawn Care	Home Occupation	$0.00
20-050	4209600		Mountain View Child Care Society / Cal Corsiatto	4410 47 Avenue				5-01-033-05-SE	IB	Development Permit/Building Permit	Gazebo at Day Care	Commercial Renovation	$4,000.00
20-049	3626600		Greg Hutchings	49 Balsam Crescent	7	5	7811071		R1	Building Permit	Reconstruct deck	Residential Addition	$3,000.00
20-047	4407800		Complete Concrete Services - Byron Campbell	5305 43 Street	21	3	2167JK		C1	Development Permit/Building Permit	Demolition of detached garage	Demolition	$0.00
20-046	4415200		1893298 Alberta Ltd. / Normark Homes	5229 Silverthorn Road	13	3	7710679		R1	Development Permit/Building Permit	Replace burned out garage, add 208 square feet to slab	Residential Accessory Building	$30,000.00
20-045	3609400		Cynthia Harper	9 Beech Crescent	5	10	8011536		R2	Development Permit	Home Occupation Class 2 for Hair Salon - Cindy's	Home Occupation	$0.00
20-043	4511700		Juanito & Demherose Baysa	4502 Shannon Drive	11	9	7711469		R1	Development Permit/Building Permit	Deck with front yard relaxation to allow 14.7 feet	Residential Addition	$500.00
20-031	3824200		Todd Allen	5109 48 Street	22	20	0310360		C1	Development Permit/Building Permit	Detached Garage in C1 District - MPC May 21	Residential Accessory Building	$8,500.00
													$71,900.00

Town of OLDS

2020 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		155 TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan											2	$216,000.00			1	$200,000.00	3	$416,000.00
Feb									1	$16,000.00	4	$153,000.00					5	$169,000.00
Mar	1	$410,000.00							1	$6,000.00	3	$11,730.00					5	$427,730.00
Apr									5	$89,278.00	2	$138,000.00			1	$400,000.00	8	$627,278.00
May									5	$51,900.00	2	$8,500.00	1	$4,000.00			8	$64,000.00
Jun																	0	$0.00
Jul																	0	$0.00
Aug																	0	$0.00
Sep																	0	$0.00
Oct																	0	$0.00
Nov																	0	$0.00
Dec																	0	$0.00
	1	$410,000.00	0	0	$0.00	0	0	$0.00	12	$163,178.00	13	$527,230.00	1	$4000.00	2	$600,000.00	13	**$1,704,408.00**

2019 BUILDING PERMIT STATISTICS

	Residential									Commercial		Industrial		Institutional		TOTALS	
	Detached Dwelling		Duplex		Multi-Unit			Acc. Bldg/Other									
	#	Value	# / Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan	0	0	0	0	0	0	0	0	0	3	$ 383,000	3	$ 223,365	1	$ 900,000	7	$1,506,365
Feb	0	0	0	0	0	0	0	2	$ 20,000	1	$ 594,960	4	$ 4,980,000	0	0	7	$ 5,594,960
Mar	0	0	0	0	0	0	0	0	0	2	$ 132,500	4	$ 2,600,000	1	$ 80,000	7	$ 2,812,500
Apr	0	0	0	0	0	0	0	5	$ 55,000	2	$ 7,000	2	$ 8,950,000	1	$ 3,000	10	$ 9,015,000
Ma	1	$ 410,000	4	$ 750,000	0	0	0	7	$ 159,240	3	$ 76,200	2	$, 143,500	2	$ 340,000	19	$ 1,878,940
Jun	0	0	0	0	0	0	0	7	$ 70,292	5	$ 1,543,500	0	0	1	$ 2,500	13	$ 1,616,292
Jul	1	$ 436,800	0	0	0	0	0	8	$ 101,179	3	$ 15,000	1	$ 24,000	1	$ 50,000	14	$ 626,979
Au	0	0	2	$ 500,000	0	0	0	3	$ 42,000	0	0	0	0	0	0	5	$ 542,000
Sep	0	0	0	0	0	0	0	3	$ 25,700	0	0	0	0	0	0	3	$ 25,700
Oct	1	$ 495,000	2	$ 440,000	0	0	0	4	$ 119,000	3	$ 275,810	2	$ 33,000	0	0	12	$1,362,810
No v	1	$ 319,920	0	0	0	0	0	3	$ 222,000	2	$ 35,000	1	$ 18,000	0	0	7	$ 594,920
Dec	0	0	0	0	0	0	0	1	$ 40,000	2	$ 30,415	0	0	1	$7,881,879	4	$ 7,952,294
	4	$ 1,661,720	8	$ 1,690,000	0	0	0	43	$ 854,411	26	$ 3,093,385	19	$ 16,971,865	8	$ 9,257,379	108	**$33,528,760**

Town of OLDS

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **July 16, 2020** at 8:30 a.m., Electronically through ZOOM.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters, Rudy Durieux,

Elected Officials: Councillor Debbie Bennett, Mayor Michael Muzychka, Councillor Mary Jane Harper

Absent – MPC Members

Absent: Councillor Mary Anne Overwater, Janice Thompson

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Cara Cochrane, Scribe, Jane Archer, Planning & Development Administrative Assistant

Absent – Staff

Absent:

1. Call to Order

Chair Rudy Durieux called the meeting to order at 8:31 a.m.

1A. Added Item(s)

1B. Adoption of Agenda

Moved by Councillor Mary Jane Harper, "to adopt the agenda for the Municipal Planning Commission meeting of July 16, 2020 as presented."
Motion Carried 19.109

2. Adoption of Previous Minutes

Moved by Councillor Mary Jane Harper, "to adopt the meeting minutes from June 18, 2020 Municipal Planning Commission meeting as presented."
Motion Carried 19.110

3. Business Arising from the Minutes

4. New Business

4A) DP20-068
Home Occupation Class 2: Natural Health Coaching
4610 47 Street

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Commissioner Dan Peters, second by Mayor Michael Muzychka, "that the Municipal Planning Commission approve Development Permit Application DP20-068 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.111

4B) DP20-070
Relaxation to Allow 1.82 metre Fence in Front Yard
5437 54 Street

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Moved by Commissioner Dan Peters, second by Commissioner Leon Muir, "that the Municipal Planning Commission approve Development Permit Application DP20-070 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.112

4C) DP20-071
Change of Use to Offices – Discretionary Use
5410 46 Street

Jane Archer, Planning and Development Administrative Assistant, presented this application as contained in the agenda.

Councillor Mary Jane Harper recused herself from any further discussion and vote at 8:40 a.m.

Moved by Commissioner Leon Muir, second by Commissioner Dan Peters, "that the Municipal Planning Commission approve Development Permit Application DP20-071 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.113

Councillor Mary Jane Harper returned to the meeting at 8:43 a.m.

5. Correspondence and Information

5A) June 2020 Development & Building Permits and Monthly Building Permit Statistics

Jane Archer, Planning & Development Administrative Assistant, reported on the list of development and building permit approvals and the building permit statistics for June 2020.

Moved by Commissioner Leon Muir, second by Councillor Debbie Bennett, "that the development updates be received as information."
Motion Carried 19.114

6. Adjournment

The next Municipal Planning Commission meeting will be August 20, 2020 at 8:30 a.m. possibly held at the Town of Olds Council Chambers, dependent on COVID-19 situation. The September meeting will be determined after this.

Councillor Mary Jane Harper moved to adjourn the Municipal Planning Commission meeting at 8:47 a.m. **Motion Carried** 19.115

These Minutes approved August 20, 2020.

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

NOTE- include stats in pdf

Town of OLDS

Development & Building Permits June 2020

Permit #	Roll #	Owner	Applicant	Civic Address	Lot	Block	Plan	Legal Description	Land Use District	Application Type	App Description	Category	Value of Project
20-051	4501100	1415981 Alberta Ltd / Jeremy Tookey	1415981 Alberta Ltd / Jeremy Tookey	5410 46 Street	3	1	9160GE		CH	Development Permit	Parcel coverage relaxation - DP only	Variance	$0.00
20-063	3216100	Michael Lipiec	Michael Lipiec	5611 55 Avenue	37	5	9912224		R1	Development Permit/Building Permit	24' X 30' Garage	Residential Accessory Building	$20,000.00
20-067	6012400	Lyle Stevenson	Stevenson Homes	38 Harrison Green	11	1	1313404		R1	Development Permit/Building Permit	Detached Dwelling with front attached garage	Residential Dwelling	$450,000.00
20-069	3319600	Rodney & Georgie Perigny	Rodney & Georgie Perigny	6214 Douglas Place	6	4	9411632		R1	Development Permit	Post construction deck	Residential Addition	$3,000.00
20-072	3410800	Jack & Judith Johnston	Judith Johnston	19 Vera Close	43	4	0914716		R1	Development Permit/Building Permit	12' X 20' Roof over existing Deck	Residential Addition	$8,552.25
													$481,552.25

Town of OLDS

2020 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		160 TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan											2	$216,000.00			1	$200,000.00	3	$416,000.00
Feb									1	$16,000.00	4	$153,000.00					5	$169,000.00
Mar	1	$410,000.00							1	$6,000.00	3	$11,730.00					5	$427,730.00
Apr									5	$89,278.00	2	$138,000.00			1	$400,000.00	8	$627,278.00
May									5	$51,900.00	2	$8,500.00	1	$4,000.00			8	$64,400.00
Jun	1	$450,000.00							3	$31,552.25							4	$481,552.25
Jul	1	$500,000.00	1	2	$900,000.00				16	$244,274.95	1	$500.00					19	$1,644,774.95
Aug																	0	$0.00
Sep																	0	$0.00
Oct																	0	$0.00
Nov																	0	$0.00
Dec																	0	$0.00
	3	$1,360,000.00	1	2	$900,000.00	0	0	$0.00	31	$439,005.20	14	$527,730.00	1	$4,000.00	2	$600,000.00	52	**$3,830,735.20**

2019 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan	0	0	0		0	0	0	0	0	0	3	$383,000	3	$223,365	1	$900,000	7	$1,506,365
Feb	0	0	0		0	0	0	0	2	$20,000	1	$594,960	4	$4,980,000	0	0	7	$5,594,960
Mar	0	0	0		0	0	0	0	0	0	2	$132,500	4	$2,600,000	1	$80,000	7	$2,812,500
Apr	0	0	0		0	0	0	0	5	$55,000	2	$7,000	2	$8,950,000	1	$3,000	10	$9,015,000
May	1	$410,000	4		$750,000	0	0	0	7	$159,240	3	$76,200	2	$, 143,500	2	$340,000	19	$1,735,440
Jun	0	0	0		0	0	0	0	7	$70,292	5	$1,543,500	0	0	1	$2,500	13	$1,616,292
Jul	1	$436,800	0		0	0	0	0	8	$101,179	3	$15,000	1	$24,000	1	$50,000	14	$626,979
Aug	0	0	2		$500,000	0	0	0	3	$42,000	0	0	0	0	0	0	5	$542,000
Sep	0	0	0		0	0	0	0	3	$25,700	0	0	0	0	0	0	3	$25,700
Oct	1	$495,000	2		$440,000	0	0	0	4	$119,000	3	$275,810	2	$33,000	0	0	12	$1,362,810
Nov	1	$319,920	0		0	0	0	0	3	$222,000	2	$35,000	1	$18,000	0	0	7	$594,920
Dec	0	0	0		0	0	0	0	1	$40,000	2	$30,415	0	0	1	$7,881,879	4	$7,952,294
	4	$1,661,720	8	0	$1,690,000	0	0	$0	43	$854,411	26	$3,093,385	19	$16,828,365	8	$9,257,379	108	**$33,385,260**

Town of
OLDS

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **August 20, 2020** at 8:30 a.m.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters, Rudy Durieux

Elected Officials: Councillor Debbie Bennett, Councillor Mary Jane Harper, Councillor Mary Anne Overwater

Absent – MPC Members

Absent: Janice Thompson

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Terri McLaughlin, Scribe

Absent – Staff

Absent: Jane Archer, Planning & Development Administrative Assistant

1. Call to Order

Chair Rudy Durieux called the meeting to order at 8:30 a.m.

1A. Added Item(s)

1B. Adoption of Agenda

Moved by Councillor Debbie Bennett, "to adopt the agenda for the Municipal Planning Commission meeting of August 20, 2020 as presented."
Motion Carried 19.116

2. Adoption of Previous Minutes

Moved by Commissioner Dan Peters, "to adopt the meeting minutes from July 16, 2020 Municipal Planning Commission meeting as presented."
Motion Carried 19.117

3. Business Arising from the Minutes

4. New Business

4A) DP20-086
Home Occupation Class 2: Beauty Salon
6511 57 Street

Scott Chant, Municipal Planning Commission Secretary presented this application as contained in the agenda.

Councillor Mary Jane Harper expressed concern that neighbors may not be expecting a busy business in their neighborhood given its R1 zoning, and that a next-door neighbor has sent a letter detailing their concerns with the application.

Councillor Mary Anne Overwater suggested adding the conditions for appeal to the website.

Moved by Councillor Mary Jane Harper, "to amend the conditions to limit the business hours to 10am – 6pm." The motion was defeated.

Moved by Councillor Mary Jane Harper, "to amend the conditions to limit the number of clients to 5 per day." The motion was defeated.

Moved by Councillor Debbie Bennet, "that the Municipal Planning Commission approve Development Permit Application DP20-086 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.118

Moved by Councillor Mary Anne Overwater, "to direct administration to follow up with the applicant and the neighbor who expressed concerns."
Motion Carried 19.119

4B) DP20-098
Parking Facility
5230 50 Street

Scott Chant, Municipal Planning Commission Secretary presented this application as contained in the agenda.

Moved by Commissioner Dan Peters, "that the Municipal Planning Commission approve Development Permit Application DP20-098 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.120

Councillor Debbie Bennett recused herself from any further discussion and vote at 9:08 a.m.

5. Correspondence and Information

5A) July 2020 Development & Building Permits and Monthly Building Permit Statistics

Scott Chant, Municipal Planning Commission Secretary reported on the list of development and building permit approvals and the building permit statistics for July 2020.

Moved by Councillor Mary Jane Harper, "that the development updates be received as information."
Motion Carried 19.121

6. Adjournment

The next Municipal Planning Commission meeting will be September 17, 2020 at 8:30 a.m. at the Town of Olds Council Chambers. The October meeting will be determined after this.

Councillor Mary Jane Harper moved to adjourn the Municipal Planning Commission meeting at 9:13 a.m. **Motion Carried** 19.122

These Minutes approved July 16, 2020

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

NOTE- include stats in pdf

Town of OLDS

Development & Building Permits July 2020

Permit #	Roll #	Owner	Applicant	Civic Address	Lot	Block	Plan	Legal Description	Land Use District	Application Type	App Description	Category	Value of Project
20-048	4407800	Vonda Todd	Complete Concrete Services Ltd. / Byron Campbell	5305 43 Street	21	3	2167JK		R1	Development Permit/Building Permit	Oversize detached garage - June 18, 2020 MPC	Residential Accessory Building	$30,000.00
20-066	3338300	Bonita Marsh	Bonita Marsh	6003 60 Street	25	5	0212812		R1	Development Permit/Building Permit	Roof over existing deck	Residential Addition	$18,872.70
20-071	4501100	1415981 Alberta Ltd. / Jeremy & Cindy Tookey	Clare & Merrell Dickie	5410 46 Street	3	1	9160GE		CH	Development Permit/Building Permit	Change of Use to Offices & Interior Renovations	Change of Use	$0.00
20-072	3410800	Jack & Judith Johnston	Judith Johnston	19 Vera Close	43	4	0914716		R1	Development Permit/Building Permit	12' X 20' Roof over existing Deck	Residential Addition	$8,552.25
20-074	6020000	Richardson Bros (Olds) Limited	Greg Kreese	22 Coutts Close	49	1	1711397		R1	Development Permit/Building Permit	Detached Dwelling with front attached garage	Residential Dwelling	$500,000.00
20-075	3332300	Chad Taylor & Kelly-Leigh Meeks	Chad Taylor	54 Lake Ridge	34	4	0011001		R1	Development Permit	Home Occupation Class 1 - Modern Handyman Services	Home Occupation	$0.00
20-076	4900157	Craig & Lorraine Piller	MHR Law	37 Valiant Crescent	18	4	0712632		R2	Development Permit	Roof over Deck - DP only	Residential Addition	$500.00
20-077	4502700	Thomas & Megan Fisher	Tom Fisher	4421 55 Avenue	2A	2	4956JK		R1	Building Permit	Basement Renovation	Residential Renovation	$15,000.00
20-078	4320000	Brian & Joanne Braun & Rosemarie McCutcheon	Brian & Joanne Braun & Rosemarie McCutcheon	4234 51 Avenue	8	10	8110046			Development Permit	5.79 metre wide driveway	Driveway / Parking Pad	$0.00
20-079	3824800	Vasilios Holdings Ltd.	Darren MacDonald	4710 50 Avenue	3-6	1	868E		C1	Development Permit	Outdoor Patio 24' X 32' - fenced in with no roof	Commercial	$500.00
20-080	3714600	Shirley Almazan	Shirley Almazan	5229 51 Street	13	40	4572FM		R2	Development Permit/Building Permit	16' X 10.6' Deck	Residential Addition	$1,500.00
20-081	3612200	Mitch Williams	Mitch Williams	72 Beech Crescent	18 & 19	8	8011536		R2	Development Permit	Add 40" strip to existing driveway	Driveway / Parking Pad	$0.00
20-082	4903200	Manor Investments Ltd.	Meridian Custom Builders / Matt Becker	50 & 54 Violet Close	14 & 15	4	1312643		R2	Development Permit	DP only	Residential Duplex	$900,000.00
20-082A	49032	Manor Investments Inc.	Meridian Custom Builders	50 Violet Close	14	4	1312643		R2	Building Permit	Half duplex - Side A	Residential Duplex	$0.00
20-082B	4903100	Manor Investments Ltd	Meridian Custom Builders / Matt Becker	54 Violet Close	15	4	1312643		R2	Building Permit	Half Duplex - Side B	Residential Duplex	$0.00
20-083	3410500	Tyler Gooch & Julie Preston	Tyler Gooch	13 Vera Close	40	4	0914716		R1	Building Permit	Basement Renovation	Residential Renovation	$10,000.00
20-084	4900237	Oleksii & Iryna Semenov	Oleksii & Iryna Semenov	71 Valiant Crescent	31	4	0715166		R1	Development Permit/Building Permit	14' X 20' garden shed	Residential Accessory Building	$2,000.00
20-085	3610800	Nabila & Fazal Mirza	Nabila Mirza	44 Beech Crescent	4	8	8011536		R2	Building Permit	Basement Renovation	Residential Renovation	$2,350.00
20-087	4525100	Ernie Erion	Ernie Erion	5632 Sunrise Crescent	37	11	9511271		R2	Development Permit	5.86 metre driveway	Driveway / Parking Pad	$0.00
20-088	3913401	Trevor & Kristy Hartt	Trevor & Kristy Hartt	4623A 50 Street	22	34	0712601		R2	Development Permit/Building Permit	18' X 24' Detached Garage with Height Relaxation	Residential Accessory Building	$12,000.00
20-089	3331800	Greg Kreese	Melissa Hammer	44 Lake Ridge	29	4	0011001		R1	Development Permit	Post construction deck	Residential Addition	$1,000.00
20-090	3717700	Cody R. Becker	Cody R. Becker	5113 56 Avenue	11	45	0915305		R1	Development Permit	DP only at this time	Residential Addition	$125,000.00
20-091	3308200	Trevor Lygas	Trevoe Lygas	5617 58 Avenue	11	4	8111119		R1	Development Permit/Building Permit	40' X 10' Deck	Residential Addition	$4,500.00
20-092	4010900	Prairie Sky Developments Ltd.	Prairie Sky Developments Ltd.	4726 48 Street	4	24	2652S		R2	Development Permit/Building Permit	Demoltion of Detached Dwelling	Demolition	$7,500.00
20-094	3332600	Gus Ziegler	Gus Ziegler	51 Lake Ridge	37	4	0011001		R1	Development Permit/Building Permit	10' X 16' Shed	Residential Accessory Building	$4,500.00
20-096	4323900	Salomon & Sylvia Sandoval	Salomon & Sylvia Sandoval	3 Sierra Road	60	3	0012459		R1	Development Permit/Building Permit	Roof over ground level patio - post construction	Residential Addition	$1,000.00
20-097	4320100	Wayne & Marilyn Sanderman	Wayne & Marily Sanderman	4230 51 Avenue	9	10	8110046		R1	Development Permit	Widen driveway to 7 m	Driveway / Parking Pad	$0.00
													$1,644,774.95

Town of OLDS

2020 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		165 TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan											2	$216,000.00			1	$200,000.00	3	$416,000.00
Feb									1	$16,000.00	4	$153,000.00					5	$169,000.00
Mar	1	$410,000.00							1	$6,000.00	3	$11,730.00					5	$427,730.00
Apr									5	$89,278.00	2	$138,000.00			1	$400,000.00	8	$627,278.00
May									5	$51,900.00	2	$8,500.00	1	$4,000.00			8	$64,400.00
Jun	1	$450,000.00							3	$31,552.25							4	$481,552.25
Jul	1	$500,000.00	1	2	$900,000.00				16	$244,274.95	1	$500.00					19	$1,644,774.95
Aug			1	2	$477,000.00				3	$32,500.00	1	$7,500.00			2	$550,000.00	7	$1,067,000.00
Sep			1	2	$440,000.00				4	$172,500.00							5	$612,500.00
Oct																	0	$0.00
Nov																	0	$0.00
Dec																	0	$0.00
	3	$1,360,000.00	3	6	$1,817,000.00	0	0	$0.00	38	$644,005.20	15	$535,230.00	1	$4,000.00	4	$1,150,000.00	64	**$5,510,235.20**

2019 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan	0	0	0		0	0	0	0	0	0	3	$383,000	3	$223,365	1	$900,000	7	$1,506,365
Feb	0	0	0		0	0	0	0	2	$20,000	1	$594,960	4	$4,980,000	0	0	7	$5,594,960
Mar	0	0	0		0	0	0	0	0	0	2	$132,500	4	$2,600,000	1	$80,000	7	$2,812,500
Apr	0	0	0		0	0	0	0	5	$55,000	2	$7,000	2	$8,950,000	1	$3,000	10	$9,015,000
May	1	$410,000	4		$750,000	0	0	0	7	$159,240	3	$76,200	2	$, 143,500	2	$340,000	19	$1,735,440
Jun	0	0	0		0	0	0	0	7	$70,292	5	$1,543,500	0	0	1	$2,500	13	$1,616,292
Jul	1	$436,800	0		0	0	0	0	8	$101,179	3	$15,000	1	$24,000	1	$50,000	14	$626,979
Aug	0	0	2		$500,000	0	0	0	3	$42,000	0	0	0	0	0	0	5	$542,000
Sep	0	0	0		0	0	0	0	3	$25,700	0	0	0	0	0	0	3	$25,700
Oct	1	$495,000	2		$440,000	0	0	0	4	$119,000	3	$275,810	2	$33,000	0	0	12	$1,362,810
Nov	1	$319,920	0		0	0	0	0	3	$222,000	2	$35,000	1	$18,000	0	0	7	$594,920
Dec	0	0	0		0	0	0	0	1	$40,000	2	$30,415	0	0	1	$7,881,879	4	$7,952,294
	4	$1,661,720	8	0	$1,690,000	0	0	$0	43	$854,411	26	$3,093,385	19	$16,828,365	8	$9,257,379	108	**$33,385,260**

Town of OLDS

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **October 15, 2020** at 8:30 a.m.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters,

Elected Officials: Councillor Debbie Bennett, Councillor Mary Jane Harper, Councillor Mary Anne Overwater

Absent – MPC Members

Absent: Rudy Durieux, Janice Thompson (with regrets has resigned effective immediately)

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Cara Cochrane, Scribe

Absent – Staff

Absent: Jane Archer, Planning & Development Administrative Assistant

1. Call to Order

Chair Councillor Mary Jane Harper called the meeting to order at 8:32 a.m.

1A. Added Item(s)

1B. Adoption of Agenda

Moved by Leon Muir, "to adopt the agenda for the Municipal Planning Commission meeting of October 15, 2020 as presented."
Motion Carried 19.123

2. Adoption of Previous Minutes

Moved by Commissioner Dan Peters, "to adopt the meeting minutes from August 20, 2020 Municipal Planning Commission meeting as presented."
Motion Carried 19.124

3. Business Arising from the Minutes

4. New Business

4A) DP20-110
Detached Development
4102 50 Avenue

Scott Chant, Municipal Planning Commission Secretary presented this application as contained in the agenda.

Councillor Debbie Bennet expressed appreciation for this request and feels it is a good idea.

Dan Peters "questions regarding waste and where the original septic is located. Would not tie in to existing septic tank for waste water.

Councillor Mary Jane Harper requested information on utilities regarding the location of the suite. "We need to ensure this is stated that this is a separate dwelling and doing our best to ensure esthetically for the Town as well".

Applicant James Rosenbrrger was present and spoke to question presented.

Moved by Leon Muir, "that the Municipal Planning Commission approve Development Permit Application DP20-110 Option 2 as presented subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.125

4B) DP20-111
Animal Wellness Hospital
6312 46 Avenue

Scott Chant, Municipal Planning Commission Secretary presented this application as contained in the agenda.

Councillor Mary Anne Overwater requesting information on disposal of deceased animals

Applicant, Susan Luzi, was present and spoke to questions presented.

Moved by Councilor Debbie Bennett, "that the Municipal Planning Commission approve Development Permit Application DP20-111 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.126

4C) DP20-118
Fitness Centre
6619 Imperial Way

Scott Chant, Municipal Planning Commission Secretary presented this application as contained in the agenda.

Councilor Overwater feels a great idea to utilize existing vacant buildings. Is building tall enough to hold these activities
Applicant Chris Gurdeski was present and spoke to questions presented.

Moved by Commissioner Dan Peters, "that the Municipal Planning Commission approve Development Permit Application DP20-118 as presented, subject to conditions listed in the attached draft Development Permit."
Motion Carried 19.127

5. Correspondence and Information

5A) August and September 2020 Development & Building Permits and Monthly Building Permit Statistics

Scott Chant, Municipal Planning Commission Secretary reported on the list of development and building permit approvals and the building permit statistics for August and September 2020.

Moved by Councillor Debbie Bennett, "that the development updates be received as information."
Motion Carried 19.128

6. Adjournment

The next Municipal Planning Commission meeting will be November 19, 2020 at 8:30 a.m. at the Town of Olds Council Chambers. The November meeting will be determined after this.

Commissioner Leon Muir moved to adjourn the Municipal Planning Commission meeting at 9:08 a.m.
Motion Carried 19.129

These Minutes approved Aug 20, 2020.

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

NOTE- include stats in pdf

Town of OLDS

Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **December 17, 2020** at 8:30 a.m.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters, Phyllis Horpenuk, Rudy Durieux

Elected Officials: Councillor Mitch Thomson, Councillor Mary Jane Harper, Councillor Mary Anne Overwater, Mayor Michael Muzychka

Absent – MPC Members

Absent:

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Kyle Sloan Development Officer, Craig Teal PCPS

Absent – Staff

Absent:

1. Call to Order

Chair: Scott Chant MPC Secretary called the meeting to order at 8:31 a.m.

1A. Added Item(s)

Election – Chair and Vice Chair positions

Secretary Scott Chant called for nominations for the position of Chair.
Councillor Mary Jane Harper nominated Commissioner Rudy Durieux.
Commissioner Rudy Durieux accepted the nomination.
After the 3rd call for nominations and hearing none then nominations closed

Commissioner Rudy Durieux has been re-elected Chair of the Municipal Planning Commission.

Secretary Scott Chant called for nominations for the position of Vice Chair.
Councillor Mary Anne Overwater nominated Commissioner Dan Peters.
Commissioner Dan Peters accepted the nomination.
After the 3rd call for nominations and hearing none then nominations closed

Commissioner Dan Peters has been re-elected Vice Chair of the Municipal Planning Commission.
Chair Rudy Durieux presided over the Municipal Planning Commission and introduced the new Council members, Councillor Thomson & and Phylllis Horpenuk, Public at Large.

Chair Rudy Durieux took over the meeting after the election.

Chair Rudy Durieux spoke to the passing of Jane Archer the towns Administrative support to planning and development on her many years of dedication to the town and condolences of her passing.

1B. Adoption of Agenda

Moved by Leon Muir, "to adopt the agenda for the Municipal Planning Commission meeting of December 17, 2020 as presented."
Motion Carried 19.130

2. Adoption of Previous Minutes

Moved by Commissioner Dan Peters, "to adopt the meeting minutes from October 15, 2020 Municipal Planning Commission meeting as presented."
Motion Carried 19.131

3. Business Arising from the Minutes

4. New Business

4A) MPC Training for new members and existing members presented by Craig Teal from PCPS

No other files presented

5. Correspondence and Information

5A) October and November 2020 Development & Building Permits and Monthly Building Permit Statistics

Scott Chant, Municipal Planning Commission Secretary reported on the list of development and building permit approvals and the building permit statistics for October and November 2020.

Moved by Commissioner Leon Muir, "that the development updates be received as information."
Motion Carried 19.132

6. Adjournment

The next Municipal Planning Commission meeting will be January 21, 2021 at 8:30 a.m. at the Town of Olds using the electronic platform (Via ZOOM).

Commissioner Dan Peters moved to adjourn the Municipal Planning Commission meeting at 10.32 a.m.
Motion Carried 19.133

These Minutes approved Oct 15, 2020.

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

Town of OLDS

Development & Building Permits October 2020

Permit #	Roll #	Owner	Applicant	Civic Address	Lot	Block	Plan	Land Use District	App Description	Category	Value of Project
20-126	5222500	Doug Niemi	Doug Niemi	14 Destiny Place	5	11	0811965	DC5	Covered Patio Roof	Residential Addition	$4,000.00
20-124	3656600	Daniel N. Leatherdale	Daniel N. Leatherdale	55 Hawthorn Way	41	3	0213480	R1	Uncovered Deck	Residential Addition	$2,000.00
20-122	9006300	Ross Wilson	Ross Wilson	6, 5210 65 Avenue	5	1	0513391	R4	Sun Roof Over Deck	Residential Renovation	$10,500.00
20-127	3714900	Theodore Leischner	Theodore Leischner	5217 51 Street, Olds, Alberta	16	40	4572FM	R2	Installation of Wood Burning Stove	N/A	$6,000.00
20-125	4505900	Randy Nelson	Randy Nelson	4418 55 Avenue	8	7	2183JK	R1	Replacing etnry doors, basement windows, etc.	Residential Renovation	$10,000.00
20-117	5216000	Trevor Redgwell	Trevor Redgwell	107 Willow Green	12	2	0410118	R1	24 x 26 Garage	Residential Accessory Building	$28,000.00
20-090	3717700	Cody R. Becker	Cody R. Becker	5113 56 Avenue	11	45	0915305	R1	DP cancelled - Plans changed to reno	Residential Addition	$8,500.00
20-027	4605800	Rocar Holdings Ltd.	Mukhdeep Singh Mangat	17 Imperial Close	18A	11	0814721	DC7	DP time extension 19-015,Change of Use and interior renovations for Cannabis Production and Distribution	Industrial Renovation	$100,000.00
20-028	4415300	Geoffrey Lynn	Belfour Property Restoration	5225 Silverthorn Road	14	3	7710679	R1	Repair to burned garage (roof) BP only	Residential Renovation	$26,076.63
20-021	4323900	Salomon & Sylvia Sandoval	Salomon & Sylvia Sandoval	3 Sierra Road	60	3	0012459	R1	Basement Development - BP only	Residential Renovation	$60,000.00
20-095	2701500	Narcissus Management Inc.	Narcissus Management Inc. / Wes Budd	4950 49 Avenue	1	8	9212227	C1	4 Bay Commercial Building	Commercial	$240,000.00
20-041	3901500	Randall & Joan Ainsworth	Randall Ainsworth	6 McLeod Crescent	6	29	5803JK	R1	Sunroom over existing deck	Residential Addition	$2,000.00
20-120	3321400	Dan Fedyshen	Dan Fedyshen	6208 Davis Place	24	4	9710674	R1	Deck Addition	Residential Addition	$1,000.00
20-123	1648800	Lynn Contway	Ken White	5712 57 Avenue Close	7	4	9411739	R2	New Egress Window Installation	Residential Renovation	$1,486.82
											$499,563.45

Town of OLDS

Development & Building Permits November 2020

Permit #	Roll #	Owner	Applicant	Civic Address	Lot	Block	Plan	Land Use District	App Description	Category	Value of Project
20-111	4605700	2246131 Alberta Ltd.	Andrea Ramondi	6312 46 Street	5B	11	931043	CH	Change of Use - Animal Hospital	Commercial	$200,000.00
20-118	4604400	912420 Alberta Ltd.	Christopher Jason Grudeski	6619 Imperial Way	9-10	8	7810829	I1	Multisport facility - turf and courts	Industrial	$10,000.00
20-121	4605700	Olds College	Olds College	4500 50 Street				COL	Renovation	Institutional Renovation	$9,500,000.00
20-129	3643200	Joanne Lynn Hall	Erica Sweetman	147 Balsam Cres.	5	2	9210408	R1	Deck addition	Residential Renovation	$1,000.00
20-130	3719400	Pat Hemminger	Pinnacle Contracting	5613 51 Street	30	44	511JK	R1	Add on 30x35 to existing house with 14x30 kitchen, living area and garage.	Residential Renovation	$120,000.00
20-131	6012900	Dallas Jorgensen	Normark Homes	58 Harrison Green	16	1	1313404	R1	New Home	Residential Dwelling	$370,000.00
20-132	4605700	Olds College	Olds College	4500 50 Street	NW	33	32, 1-5	COL	New fire alarm panel	Institutional	$35,000.00
20-133	4605700	Olds College	Steven Boyd	4500 50 Street	NW	33	32, 1-5	COL	Renovation & expansion of the Animal Health Education Centre	Institutional	$14,440,000.00
20-137	4604600	Ram River Pipeline	CC Homes	6620 Imperial Way	1	10	7810829	I1	Building Addition	Industrial	$100,000.00
20-142	4200100	157435 Alberta Ltd.	Norm Broomfield	4530 49 Avenue	4		7710400	CHA	Office Tenant Fit u	Commercial Renovation	$10,000.00
20-144	3602501	1385635 Alberta Ltd.	Tyler Murphy	6307 46 Street	8	D	8411125	CH	Interior Renovatior	Commercial Renovation	$10,000.00
											$24,796,000.00

Town of OLDS

2020 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		173 TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan											2	$216,000.00			1	$200,000.00	3	$416,000.00
Feb									1	$16,000.00	4	$153,000.00					5	$169,000.00
Mar	1	$410,000.00							1	$6,000.00	3	$11,730.00					5	$427,730.00
Apr									5	$89,278.00	2	$138,000.00			1	$400,000.00	8	$627,278.00
May									5	$51,900.00	2	$8,500.00	1	$4,000.00			8	$64,400.00
Jun	1	$450,000.00							3	$31,552.25							4	$481,552.25
Jul	1	$500,000.00	1	2	$900,000.00				16	$244,274.95	1	$500.00					19	$1,644,774.95
Aug			1	2	$477,000.00				3	$32,500.00	1	$7,500.00			2	$550,000.00	7	$1,067,000.00
Sep			1	2	$440,000.00				4	$172,500.00							5	$612,500.00
Oct									12	$159,563.45	1	$240,000.00	1	$100,000.00			14	$499,563.45
Nov	1	$370,000.00							2	$121,000.00	3	$220,000.00	2	$110,000.00	3	$23,975,000.00	11	$24,796,000.00
Dec																	0	$0.00
	4	$1,730,000.00	3	6	$1,817,000.00	0	0	$0.00	52	$924,568.65	19	$995,230.00	4	$214,000.00	7	$25,125,000.00	89	**$30,805,798.65**

2019 BUILDING PERMIT STATISTICS

	Residential										Commercial		Industrial		Institutional		TOTALS	
	Detached Dwelling		Duplex			Multi-Unit			Acc. Bldg/Other									
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value	#	Value
Jan	0	0	0		0	0	0	0	0	0	3	$383,000	3	$223,365	1	$900,000	7	$1,506,365
Feb	0	0	0		0	0	0	0	2	$20,000	1	$594,960	4	$4,980,000	0	0	7	$5,594,960
Mar	0	0	0		0	0	0	0	0	0	2	$132,500	4	$2,600,000	1	$80,000	7	$2,812,500
Apr	0	0	0		0	0	0	0	5	$55,000	2	$7,000	2	$8,950,000	1	$3,000	10	$9,015,000
May	1	$410,000	4		$750,000	0	0	0	7	$159,240	3	$76,200	2	$, 143,500	2	$340,000	19	$1,735,440
Jun	0	0	0		0	0	0	0	7	$70,292	5	$1,543,500	0	0	1	$2,500	13	$1,616,292
Jul	1	$436,800	0		0	0	0	0	8	$101,179	3	$15,000	1	$24,000	1	$50,000	14	$626,979
Aug	0	0	2		$500,000	0	0	0	3	$42,000	0	0	0	0	0	0	5	$542,000
Sep	0	0	0		0	0	0	0	3	$25,700	0	0	0	0	0	0	3	$25,700
Oct	1	$495,000	2		$440,000	0	0	0	4	$119,000	3	$275,810	2	$33,000	0	0	12	$1,362,810
Nov	1	$319,920	0		0	0	0	0	3	$222,000	2	$35,000	1	$18,000	0	0	7	$594,920
Dec	0	0	0		0	0	0	0	1	$40,000	2	$30,415	0	0	1	$7,881,879	4	$7,952,294
	4	$1,661,720	8	0	$1,690,000	0	0	$0	43	$854,411	26	$3,093,385	19	$16,828,365	8	$9,257,379	108	**$33,385,260**

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

February 12, 2020 - 9:00 AM

Anthony Henday Water Treatment Plant

AGENDA

1. Call to Order

2. Adoption of Agenda — Page

3. Approval of Dec. 11, 2019 Meeting Minutes — 1.

4. ISL Engineering Final Project Review

5. Reports
   - Chairman
   - Operations — 4.
   - Technical — 5.
   - Maintenance — 6.
   - Administrator — 7.
   - Finance — 8.

6. Old Business
   a. Board Conference Protocol — 24.

7. New Business
   a. Genesis — 25.
   b. Open House
   c. Nov.11, 2020 Remembrance Day meeting date

8. Information/Correspondence
   a. Innisfail News Article — 27.
   b. Briefing Paper – Raw Water Intake Site Investigation and Concept Study — 28.
   c. Pivotal Audit — 65.
   d. Alberta Capital Finance Authority — 69.

9. Next Meeting March 11, 2020

10. Adjournment

Minutes

Mountain View Regional Water Services Commission

Regular Meeting

December 11, 2019

Meeting held at the Anthony Henday Water Treatment Plant

Members Present:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail - Vice
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jane Harper – Town of Olds

Also Present:
John Van Doesburg – Manager
Wes Olstad – Technical Manager
Van Stonehocker – Maintenance manager
Samantha Lafontaine – Finance Manager
Terry Wood – Finance Manager/Consultant
Erhard Poggemiller – Town of Didsbury alternate

1. Call to Order

Chairman Rick Blair called the meeting to order at 10:00 am.

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda as amended to include Conference Protocol in New Business C.

Carried

3. Approval of Nov 20, 2019 Organizational/Regular Meeting Minutes

Mary Jane Harper motioned to amend the minutes showing that her name was spelled incorrectly on the Organizational Meeting Minutes, that Mary Anne Overwater was spelled incorrectly and Jo Tennant was not present for the Organizational Meeting. Mary Jane Harper then motioned to accept the minutes as amended.

Moved by John Baswick to approve the Regular Meeting Minutes.

Carried

4. ISL Engineering Project Review

John Van Doesburg presented the ISL Engineering's Progress Report.

5. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Van Stonehocker presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Mary Jane Harper asked John Van Doesburg to email speaking notes to the Board, as per the last meeting.

Jo Tennant motioned to accept reports for information.

Carried

Finance Report – Samantha Lafontaine and Terry Wood presented the Finance Report.

Moved by Robb Stuart to accept the Financial Report for information.

Carried

6. New Business

a. Rates Bylaw 14-2019 – 2nd & 3rd Reading

Jo Tennant motioned to approve the 2nd Reading of Rates Bylaw 14.

Carried

John Baswick motioned to approve the third and final reading of Bylaw 14-2019.

Carried

c. Conference Protocol

Board Conference Protocol Policy presented. Mary Jane Harper suggested the policy needs more detail and information prior to passing. John Van Doesburg will amend and present at the January 8, 2020 meeting.

8. Next Meeting January 8, 2020 at Anthony Henday Water Treatment Plant

9. Adjournment

Moved by Jo Tennant to adjourn the meeting at 11:20.

Carried

_____

Chairman

_____

Manager

MOUNTAIN VIEW REGIONAL WATER LINE TWINNING

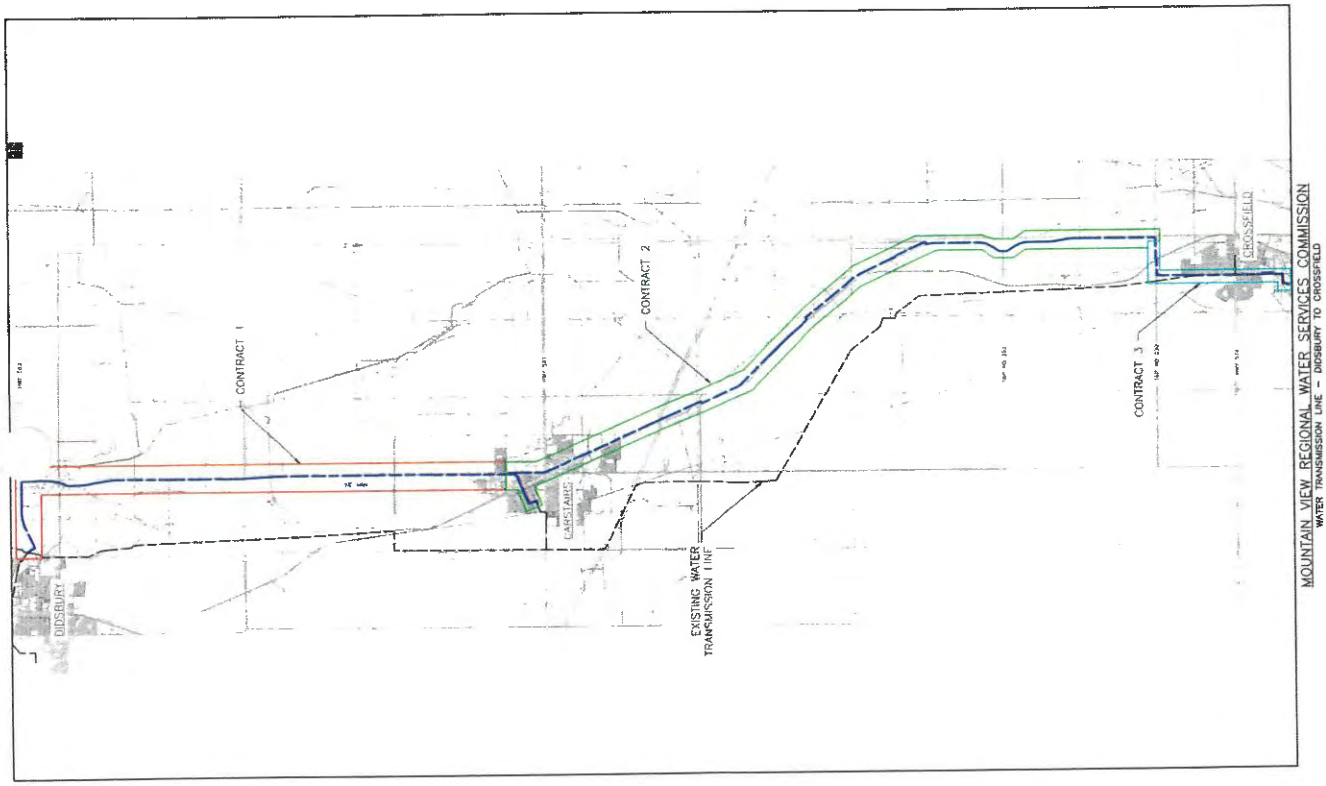
Progress Update

February 12th 2019

Town of Olds Regular Council Meeting Monday, February 22, 2021

AGENDA

- Contract 1, 2 & 3 – Pipeline twinning Didsbury to Crossfield
- Contract 4 – Midline Pump Station upgrade



Inspiring sustainable thinking
islengineering.com
ISL Engineering and Land Services

Pipeline Contracts 1, 2 & 3

- All work on pipeline including pressure testing, disinfection was completed by November 2019 and the main was put into service.
- Restoration of disturbed ground and installation of pipeline marker posts was largely completed in December 2019. About 2% of restoration could not be completed before the snows started.
- Substantial Completion has been awarded to both Pidherney (Contract 1) and Hamm (Contracts 2 & 3)
- Hold back on all contracts has been released
- Inspection will be undertaken during the Spring to ensure that deficiencies have been rectified and restoration is satisfactory.
- Now in 2 year warranty period

Contract Summary

ISL Engineering and Land Services

Inspiring sustainable thinking

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION					
	CONTRACT 1	CONTRACT 2	CONTRACT 3		TOTAL
ORIGINAL CONTRACT VALUE	$ 12,938,384.00	$ 12,702,068.81	$ 3,325,843.91		$ 28,966,296.72
CHANGE ORDER TOTAL	$ 748,048.10	$ 1,450,321.48	$ 116,453.57		$ 2,314,823.15
	6%	11%	4%		8%
FINAL CONTRACT VALUE	$ 13,686,432.10	$ 14,152,390.29	$ 3,442,297.48		$ 31,281,119.87
Contribution from Creation Communities			$ 466,172.65		$ 466,172.65

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
CONTRACT 1 - CHANGE ORDER REGISTER

			ORIGINAL CONTRACT VALUE	$ 12,938,384.00
CHANGE ORDER NUMBER	DESCRIPTION	CHANGE ORDER VALUE	REVISED CONTRACT VALUE	
1	Use of Electrofusion couplings	$ -	$ 12,938,384.00	
2	Change of pipe material for drainage crossing #2 from DR7.3 to DR7	$ (15,360.00)	$ 12,923,024.00	
3	Additional Air Release Valve at tie in with Contract 2	$ 52,700.00	$ 12,975,724.00	
4	Line Stop Connection	$ 55,388.10	$ 13,031,112.10	
	Alternative Mud Site	$ 210,000.00	$ 13,241,112.10	
5	Additional Trihawk for 16" DR9	$ 66,531.00	$ 13,307,643.10	
6	Cash allowance for investigative work into raising pipeline	$ 10,000.00	$ 13,317,643.10	
7	Additional Trihawk for 16" DR9	$ 128,037.00	$ 13,445,680.10	
8	Additional Trihawk for 16" DR9	$ 122,610.00	$ 13,568,290.10	
9	Additional Trihawk for 16" DR9	$ 80,802.00	$ 13,649,092.10	
10	Additional Trihawk for 16" DR 7.3	$ 33,366.00	$ 13,682,458.10	
11	Final adjustment for installed pipe	$ (9,754.00)	$ 13,672,704.10	
12	Chlorination	$ -	$ 13,672,704.10	
13	Tie in and spare parts	$ 13,728.00	$ 13,686,432.10	
Total		$ 748,048.10		

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
CONTRACT 2 - CHANGE ORDER REGISTER

			ORIGINAL CONTRACT VALUE	$ 12,702,068.81
CHANGE ORDER NUMBER	DESCRIPTION	CHANGE ORDER VALUE	REVISED CONTRACT VALUE	
2	Additional Trihawk as per Progress claim 3	$ 6,900.50	$ 12,708,969.31	
3	Additional Trihawk as per Progress claim 4	$ 494,172.00	$ 13,203,141.31	
4	Additional drill shot length for Drainage Crossing #4	$ 9,166.00	$ 13,212,307.31	
5	Connection at Carstairs Res	$ (18,096.77)	$ 13,194,210.54	
6	Additional Trihawk as per Progress claim 5	$ 655,761.00	$ 13,849,971.54	
7	Ex gratia payment for trihawk	$ 150,000.00	$ 13,999,971.54	
8	Additonal Trihawk as per progress claim 6	$ 137,376.00	$ 14,137,347.54	
		$ 9,717.75	$ 14,147,065.29	
11	Pipeline signage	$ 5,325.00	$ 14,152,390.29	
Total		$ 1,450,321.48		

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
CONTRACT 3 - CHANGE ORDER REGISTER

			ORIGINAL CONTRACT VALUE	$ 3,325,843.91
CHANGE ORDER NUMBER	DESCRIPTION	CHANGE ORDER VALUE	REVISED CONTRACT VALUE	
9	Connection at Crossfield Reservoir	$ 24,153.57	$ 3,349,997.48	
10	Additional Trihawk as per progress claim 12	$ 92,300.00	$ 3,442,297.48	
Total		$ 116,453.57		

Contract 4 – Midline Pump Station

LOCATION PLAN

Contract 4 – Midline Pump Station

- All pumps have been installed, tested and commissioned.
- Problem with one of the smaller pumps (leaking seal). Part has been ordered and should be installed by end of the month.
- Problem with flow meter not reading correctly, Contractor working with supplier on a solution
- All deficiency items (except the two noted above) have been corrected.
- Substantial completion was awarded for three pumps for 10th December.
- ISL will attend final commissioning when fourth pump is repaired
- Commissioning created problems within the system – A lot of debris was stirred up (not sure where this came from) and blocked the flow control valves at the reservoirs. Ops teams have successfully cleared these and valves are OK again.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
CONTRACT 4 - CHANGE ORDER REGISTER

			ORIGINAL CONTRACT VALUE	$643,340.00
CHANGE ORDER NUMBER	DESCRIPTION	CHANGE ORDER VALUE	REVISED CONTRACT VALUE	
1	Core openings for new pumps	$ 15,000.00	$658,340.00	
2	Electrical supervision and production of record drawings	$ 23,100.00	$681,440.00	
3	Additional I/O cards	$ 8,673.00	$690,113.00	
4	Pump Pedestals	$ 27,816.00	$717,929.00	
5	Delete pressure transmitter	$ (3,175.00)	$714,754.00	
6	Pump Credit	$ (10,000.00)	$704,754.00	
Total		$ 61,414.00		

Next Steps

- ISL to prepare record drawings for contract 1- Expected by end of February
- ISL to attend final commissioning - Expected by end of February
- ISL to attend inspection in Spring for pipeline restoration and any other operational items
- ISL to prepare record drawings and O&M manuals for contract 4 – Expected in March

Operations Report February 12,2020

- Olds North fill valve – Yokogowa failure, changed to controlling from PLC.
  - Ryan (AE) programmed and tuned loop, working well
  - Tim Kelly found internal valve boards issue and repaired

- Innisfail Fill valve passing
  - Adjusted zero on actuator.

- 2020 Master controls upgrade
  - Kick off meeting Jan 22. Tasks
  - 1) main plant PLC replacement
  - 2) Olds North PLC and Cabinet replacement
  - 3) LLPH Strainer controls upgrade
  - 4) other remote sites

- Carstairs Fill valve – cleaned out, packed with rocks and plastic again

- TAQA fill valve – removed with anticipation of being plugged. Was very clean. Some other flow restriction to them. Flowing up with TAQA

- Didsbury Fill Valve control – Yokogowa also problematic, switching to PLC control similar to OLDS North.

- Spring Run-off Preparation

  - Chemical ordering – Potassium Permanganate
  - Testing of equipment with updated programming
- Feb. 8th – SCADA PC failure – Ryan (AE) repaired and functioning well.

Technical Services February 12/20

- Downline Turbidity Issues During Pipeline Commissioning
- Statistics Canada Survey
- TDG Training
- Alberta Environment and Park Introducing Lead Management Program

Maintenance Report January 2020

Plant:

1. Pump 4 sent out for repair {ordered new pump}
2. ATC completed boiler inspections
3. installed new pressure relief valve for domestic water system
4. Painting the halls in plant

Down line

1. Start getting Olds north building ready for PLC upgrade
2. Fix meter at Carstairs { looking into y strainer}
3. Work on control valves at Olds north and Didsbury
4. Auto transfer switch at midpoint needs work

MOUNTAIN VIEW REGIONAL MANAGERS REPORT- January / February 2020

1. Administration
   a. Project Financing
   b. 2020 Budget Implementation
   c. Year End
   d. Preparing for auditors

2. Agreements
   a. Number of Agreements has slowed down

3. Financial
   a. Cash Flow
   b. Year end invoices

4. Project
   a. Mid Line pump the final item to be completed
   b. As- builts are being forwarded for records

5. Legal- None

6. General
   a. Day to Day items

7. Next Month Activities
   a. General Adm
   b. Twinning line project final items
   c. Cash Flow
   d. Daily Adm
   e. Project Accounting
   f. Auditors

Finance Supervisor Report

February 12, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Year End – WCB, LAPP, AUMA year end reporting are complete, T4A's, T4's, Pension Adjustments, Audit requirements for next week, Payroll changes, spreadsheet updating
- GST Rebate submitted, review happening now but should be done by next week.
- Twinning – Terry will compile a report once all is complete.

Mountain View Regional Water Services Commission
Financial Statement December 31, 2019

Royal Bank General Account		
Statement Balance Forward as of December 1, 2019		2,902,340.91
Transactions on or before December 31, 2019		
Deposits recorded in Statement	989,463.62	
Withdrawls recorded in Statement	- 482,880.40	
Total Transactions		506,583.22
Statement End Balance as of December 31, 2019		3,408,924.13
Outstanding Transactions as of Month End		
Outstanding Deposits	0.00	
Outstanding Withdrawls	-8940.08	
Total Outstanding Transactions		-8940.08
Adjusted Statement End Balance		**3,399,984.05**
General Ledger Account		
Book Balance as of November 30, 2019		2,811,921.08
Transactions on or before December 31, 2019		
Debits recorded in account	989,463.62	
Credits recorded in account	- 401,400.65	
Net Amount recorded in account		588,062.97
Book Balance as of November 30, 2019		**3,399,984.05**
Royal Bank Payroll Account		
Statement Balance Forward as of December 1, 2019		95,014.17
Transactions on or before December 31, 2019		
Deposits recorded in Statement	120,174.24	
Withdrawls recorded in Statement	- 164,575.27	
Total Transactions		- 44,401.03
Statement End Balance		50,613.14
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**50,613.14**
General Ledger Account		
Book Balance as of November 30, 2019		175,014.17
Transactions on or before December 31, 2019		
Debits recorded in account	40,174.24	
Credits recorded in account	- 164,575.27	
Net Amount recorded in account		- 124,401.03
Book Balance as of December 31, 2019		**50,613.14**
Twinning Project Account		
Statement End Balance as of December 31, 2019		**4,124.25**
Total Funds on Hand December 31, 2019		**3,454,721.44**

Mountain View Regional Water Services Commission
Comparative Income Statement
At December 31, 2019

	Actual Dec. 1, 2019 to Dec. 30, 2019	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2019 to Dec. 31, 2019
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	117,486.60	1,518,448.80	1.02	1,494,700.00	1,494,700.00
Water Sales - Bowden Institution	12,804.96	158,268.46	0.87	180,941.00	180,941.00
Water Sales - Town of Bowden	11,404.80	160,656.50	1.03	156,485.00	156,485.00
Water Sales - Town of Olds	132,146.85	1,820,846.35	1.11	1,633,500.00	1,633,500.00
Water Sales - Town of Didsbury	46,883.10	677,435.15	0.84	807,725.00	807,725.00
Water Sales - Town of Carstairs	43,241.55	579,967.25	1.01	574,800.00	574,800.00
Water Sales - Town of Crossfield	58,358.85	812,470.70	1.02	798,400.00	798,400.00
Water Sales - TAQA North Energy	11,507.68	146,211.98	1.21	120,833.00	120,833.00
Water Sales - Carmen Jansen	67.00	861.90	1.07	804.00	804.00
Water Sales - Perfecto Cocjin	67.00	883.00	1.10	804.00	804.00
Water Sales - Wayne Cipperley	67.00	798.00	0.99	804.00	804.00
Water Sales - Robert Rowntree	67.00	798.00	0.99	804.00	804.00
Water Sales - John Konschuk	67.00	798.00	0.99	804.00	804.00
Water Sales -Enmax Green Power Inc.	-	9,144.80	0.37	25,000.00	25,000.00
TOTAL Water Sales	434,169.39	5,887,588.89	1.00	5,796,404.00	5,796,404.00
Interest Income	6,418.37	71,097.45	-	-	-
SRD Net Income	-	35,088.25	1.61	21,761.35	21,761.35
Other Income Outside Services	-	1,800.00	-	-	-
Grant Gov't of Alberta	-	-	-	-	-
Gain or Loss on Sale of Assets	-	-	-	-	-
TOTAL Other Income	6,418.37	107,985.70	4.96	21,761.35	21,761.35
				-	
Total Revenue	440,587.76	5,995,574.59	1.03	5,818,165.35	5,818,165.35
				-	
				-	
				-	
EXPENSE				-	
				-	
Capital Expenditures					
Capital Expenditures Expense	49,236.51	194,247.27	0.36	540,000.00	540,000.00
Total Capital Expenditures	49,236.51	194,247.27	0.36	540,000.00	540,000.00
				-	
				-	
				-	
Payroll Expenses					
Wages - Hourly	134,602.87	998,478.08	1.10	908,000.00	908,000.00
Employee RRSP Expense	3,397.79	31,082.07	0.62	49,770.00	49,770.00
EI Expense	257.17	13,966.02	0.78	18,000.00	18,000.00
CPP Expense	657.12	37,345.99	1.04	36,000.00	36,000.00
WCB Expense	2,584.68	16,079.14	1.30	12,360.00	12,360.00
Payroll Processing Fees Expense	944.12	7,292.29	1.01	7,210.00	7,210.00
Employee Benefits & Pension Plans	22,251.61	143,135.50	1.39	103,165.00	103,165.00
Total Payroll Expense	164,695.36	1,247,379.09	1.10	1,134,505.00	1,134,505.00
				-	
				-	
General & Administrative Expenses					
Alberta First Call	21.00	1,929.00	0.61	3,182.70	3,182.70
Automobile Exp (gas, etc.)	3,032.69	7,977.93	0.53	15,000.00	15,000.00
Board Expenses	4,438.37	49,920.57	0.78	63,654.00	63,654.00
CAO Professional Development	-	2,263.38	0.75	3,000.00	3,000.00
Cassette Maintenance Contract	-	374,541.84	0.98	382,000.00	382,000.00
Cathodic Protection Expense	-	3,574.00	0.43	8,240.00	8,240.00
Chemicals Expense	10,253.63	195,946.74	0.92	212,180.00	212,180.00
Delivery & Freight Expense	134.17	1,116.08	0.74	1,500.00	1,500.00
Insurance Expense	5,000.00	60,000.00	0.97	61,800.00	61,800.00

Interest & Bank Charges Expense	85.50	955.66	0.96	1,000.00	1,000.00	
Interest on Long Term Loans	83,196.19	887,777.65	1.00	890,000.00	890,000.00	
ISO 14001 Expense	-	16,177.82	0.79	20,600.00	20,600.00	
Janitorial Service & Supplies	1,639.74	21,587.93	1.08	20,000.00	20,000.00	
Lab Supplies Expense	2,159.40	26,363.61	0.67	39,140.00	39,140.00	
Legal Fees Expense	-	3,220.70	0.63	5,150.00	5,150.00	
Lube & Oil - Pumps	-	2,881.63	1.11	2,600.00	2,600.00	
Meals Expense	1,475.60	5,847.83	1.17	5,000.00	5,000.00	
Memberships, Dues & Fees Expense	36.00	9,226.48	0.92	10,000.00	10,000.00	
Office, Postage & General Expense	1,729.50	14,755.66	0.98	15,000.00	15,000.00	
Professional Fees Expense	-	13,700.00	0.96	14,322.00	14,322.00	
Rental Equipment Expense	-	-	-	1,500.00	1,500.00	
Repairs & Main - Down Line	1,103.13	53,564.94	1.05	51,000.00	51,000.00	
Repairs & Main - Grounds	3,500.00	13,894.00	1.16	12,000.00	12,000.00	
Repairs & Main - Lagoon Cleanout	-	13,490.00	0.07	200,000.00	200,000.00	
Repairs & Main - Plant	16,124.02	274,611.40	1.27	216,000.00	216,000.00	
Repairs & Main - Vehicles & Equip	315.95	- 316.94	- 0.06	5,150.00	5,150.00	
Small Tools & Supplies	-	1,308.78	0.44	3,000.00	3,000.00	
Staff - Education, etc.	-	8,522.20	0.38	22,600.00	22,600.00	
Safety	540.73	18,673.62	0.62	30,000.00	30,000.00	
Telephone & Fibre Optics	2,864.01	42,558.71	0.85	50,000.00	50,000.00	
Utilities - Meter Stations	1,096.80	13,273.77	0.80	16,500.00	16,500.00	
Utilities - Mid Point Reservoir	6,446.24	94,105.36	0.86	110,000.00	110,000.00	
Utilities - Plant Heating	2,561.87	25,707.60	0.80	32,000.00	32,000.00	
Utilities - Power Plant	26,059.73	443,626.96	0.89	500,000.00	500,000.00	
Waste Removal Expense	292.94	3,327.84	0.95	3,500.00	3,500.00	
Debenture	74,168.87	924,444.20	1.00	926,969.45	926,969.45	
Total General & Admin. Expenses	248,276.08	3,630,556.95	0.92	3,953,588.15	3,953,588.15	
				-		
Trsf to Reserve	12,500.00	150,000.00	1.00	150,000.00	150,000.00	
				-		
TOTAL EXPENSE	474,707.95	5,222,183.31	0.90	5,778,093.15	5,778,093.15	
				-		
NET INCOME	- 34,120.19	773,391.28		40,072.20	40,072.20	

Mountain View Regional Water Services Commission
Financial Statement Jan. 31, 2020

Royal Bank General Account		
Statement Balance Forward as of Jan. 1, 2020		3,408,924.13
Transactions on or before January 31, 2020		
Deposits recorded in Statement	479,116.97	
Withdrawls recorded in Statement	- 1,261,759.01	
Total Transactions		- 782,642.04
Statement End Balance as of January 31, 2020		2,626,282.09
Outstanding Transactions as of Month End		
Outstanding Deposits	42	
Outstanding Withdrawls	-7706.97	
Total Outstanding Transactions		-7664.97
Adjusted Statement End Balance		**2,618,617.12**
General Ledger Account		
Book Balance as of December 31, 2019		3,382,075.07
Transactions on or before January 31, 2020		
Debits recorded in account	411,884.56	
Credits recorded in account	- 1,175,302.01	
Net Amount recorded in account		- 763,417.45
Book Balance as of January 31, 2020		**2,618,657.62**
Royal Bank Payroll Account		
Statement Balance Forward as of January 1, 2020		50,613.14
Transactions on or before January 31, 2020		
Deposits recorded in Statement	80,216.29	
Withdrawls recorded in Statement	- 84,421.52	
Total Transactions		- 4,205.23
Statement End Balance		46,407.91
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**46,407.91**
General Ledger Account		
Book Balance as of December 31, 2019		130,829.43
Transactions on or before January 31, 2020		
Debits recorded in account	-	
Credits recorded in account	- 84,386.87	
Net Amount recorded in account		- 84,386.87
Book Balance as of January 31, 2020		**46,442.56**
Twinning Project Account		
Statement End Balance as of January 31, 2020		**- 1,697,184.87**
Total Funds on Hand January 31, 2020		**967,915.31**

Mountain View Regional Water Services Commission
Comparative Income Statement
At January 31, 2020

	Actual Jan. 1, 2020 to Jan. 31, 2020	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE				
Sales Revenue				
Water Sales - Town of Innisfail	117,237.45	0.91	128,243.77	1,539,541.00
Water Sales - Bowden Institution	13,354.98	0.94	14,161.00	170,000.00
Water Sales - Town of Bowden	12,333.75	0.92	13,426.29	161,180.00
Water Sales - Town of Olds	145,765.95	0.99	147,160.28	1,766,630.00
Water Sales - Town of Didsbury	52,800.00	0.80	65,836.90	790,359.00
Water Sales - Town of Carstairs	42,900.00	0.87	49,317.27	592,044.00
Water Sales - Town of Crossfield	61,993.80	0.90	68,501.92	822,352.00
Water Sales - TAQA North Energy	15,225.24	1.47	10,370.85	124,500.00
Water Sales - Carmen Jansen	67.00	1.00	66.97	804.00
Water Sales - Perfecto Cocjin	67.00	1.00	66.97	804.00
Water Sales - Wayne Cipperley	67.00	1.00	66.97	804.00
Water Sales - Robert Rowntree	67.00	1.00	66.97	804.00
Water Sales - John Konschuk	67.00	1.00	66.97	804.00
Water Sales -Enmax Green Power Inc.	2.84	0.00	999.60	12,000.00
TOTAL Water Sales	461,949.01	0.93	498,352.75	5,982,626.00
Interest Income	6,681.86	0.00	4,165.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	0.00	0.00	0.00
TOTAL Other Income	6,681.86	1.60	4,165.00	50,000.00
Total Revenue	468,630.87	0.93	502,517.75	6,032,626.00
EXPENSE				
Capital Expenditures				
Capital Expenditures Expense	995.00	0.05	21,907.90	263,000.00
Total Capital Expenditures	995.00	0.05	21,907.90	263,000.00
Payroll Expenses				
Wages - Hourly	86,866.79	0.99	88,056.43	1,057,100.00
Employee RRSP Expense	1,536.62	0.91	1,683.16	20,206.00
EI Expense	1,623.81	1.39	1,166.20	14,000.00
CPP Expense	4,586.18	1.57	2,915.50	35,000.00
WCB Expense	0.00	0.00	1,029.59	12,360.00
Payroll Processing Fees Expense	504.28	0.86	583.10	7,000.00
Employee Benefits & Pension Plans	11,809.92	0.74	16,047.75	192,650.00
Total Payroll Expense	106,927.60	0.96	111,481.72	1,338,316.00
General & Administrative Expenses				
Alberta First Call	0.00	0.00	208.25	2,500.00

Automobile Exp (gas, etc.)	0.00	0.00	1,249.50	15,000.00	
Board Expenses	2,178.49	0.41	5,371.35	64,482.00	
CAO Professional Development	0.00	0.00	249.90	3,000.00	
Cassette Maintenance Contract	0.00	0.00	32,457.01	389,640.00	
Cathodic Protection Expense	0.00	0.00	686.39	8,240.00	
Chemicals Expense	2,938.68	0.17	17,674.59	212,180.00	
Delivery & Freight Expense	15.95	0.13	124.95	1,500.00	
Insurance Expense	5,833.33	1.00	5,831.00	70,000.00	
Interest & Bank Charges Expense	75.15	0.90	83.30	1,000.00	
Interest on Long Term Loans	0.00	0.00	88,958.82	1,067,933.00	
ISO 14001 Expense	0.00	0.00	1,715.98	20,600.00	
Janitorial Service & Supplies	1,886.61	0.94	1,999.20	24,000.00	
Lab Supplies Expense	143.10	0.05	3,165.40	38,000.00	
Legal Fees Expense	0.00	0.00	416.50	5,000.00	
Lube & Oil - Pumps	0.00	0.00	216.58	2,600.00	
Meals Expense	345.32	0.59	583.10	7,000.00	
Memberships, Dues & Fees Expense	1,622.14	1.95	833.00	10,000.00	
Office, Postage & General Expense	561.86	0.39	1,457.75	17,500.00	
Professional Fees Expense	0.00	0.00	1,457.75	17,500.00	
Rental Equipment Expense	0.00	0.00	124.95	1,500.00	
Repairs & Main - Down Line	1,424.85	0.34	4,248.30	51,000.00	
Repairs & Main - Grounds	0.00	0.00	208.25	2,500.00	
Repairs & Main - Lagoon Cleanout	0.00	0.00	20,825.00	250,000.00	
Repairs & Main - Plant	8,447.05	0.46	18,326.00	220,000.00	
Repairs & Main - Vehicles & Equip	1,972.16	2.37	833.00	10,000.00	
Small Tools & Supplies	628.48	2.51	249.90	3,000.00	
Staff - Education, etc.	175.00	0.13	1,332.80	16,000.00	
Safety	3,041.37	1.83	1,666.00	20,000.00	
Telephone & Fibre Optics	3,330.09	1.14	2,915.50	35,000.00	
Utilities - Meter Stations	1,367.71	1.00	1,374.45	16,500.00	
Utilities - Mid Point Reservoir	8,999.85	0.98	9,163.00	110,000.00	
Utilities - Plant Heating	3,140.86	1.18	2,665.60	32,000.00	
Utilities - Power Plant	35,931.44	0.86	41,650.00	500,000.00	
Waste Removal Expense	91.86	0.37	249.90	3,000.00	
Debenture	0.00	0.00	90,943.90	1,091,763.55	
Total General & Admin. Expenses	84,151.35	0.23	361,516.88	4,339,938.55	
			0.00		
Trsf to Reserve	6,250.00	1.00	6,247.50	75,000.00	
TOTAL EXPENSE	198,323.95	0.40	501,154.00	6,016,254.55	
NET INCOME	270,306.92	198.21	1,363.74	16,371.45	

Title:	**Board Conference Protocol**	**MVRWSC**
Date:	February 12, 2020	
Approved By:	Board of Directors	Page 1 of 1

Mountain View Regional Water Services Commission

Board Conference Protocol

Background:

The Mountain View Regional Water Services Commission regularly sends the Chairman or Vice Chairman to conferences to represent the Commission and lobby on behalf of Commission issues.

Policy:

In the event the Chairman cannot attend the Rural Municipality Association Conference or the Federal Canadian Municipality Conference, the Vice-Chair or delegate will be contacted to attend the conference on behalf of the Commission. Attendance at any other conference is subject to commission approval and the current year's budget.

Date Presented: **February 12, 2020**

Date Approved: _____

Date Amended: _____

Approved by Board of Directors
Mountain View Regional Water Services Commission

_____

Chair, Richard Blair
February 12, 2020

Genesis

January 22, 2020

RE: Genesis Annual General Meeting

ATTN: Genesis Subscriber

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place **March 16, 2020, from 4:15 pm - 5:15 pm, at the Edmonton Convention Centre (formerly the SHAW Conference Centre), 9797 Jasper Avenue, Edmonton, Alberta in Salon 4.** The meeting will be followed by an open house sponsored by the RMA Business Services within the tradeshow in Halls A,B& C. All subscribers to Genesis should find attached a proxy form to appoint an individual to attend the meeting if they are unable to attend.

We are committed to holding our AGM's at the RMA Spring Convention each year. **We hope that each subscriber will have an elected or administrative official in attendance**, or assign a proxy. We strongly encourage all subscribers to participate.

Please find the proxy document attached. The Agenda, 2019 Audited Financials and 2019 Actuarial Report will be sent out before the end of February.

For any questions regard this meeting please contact Sheila Ashton at sheila@rmalberta.com, or at 780-955-4093.

Sincerely,

Duane Gladden
Genesis Principal Attorney

Genesis

ANNUAL GENERAL MEETING OF

THE GENESIS RECIPROCAL INSURANCE EXCHANGE

PROXY

The Undersigned Subscriber to the Genesis Reciprocal Insurance Exchange ("Genesis") hereby appoints: (choose one)

☐ _____

OR

☐ Duane Gladden, Director of Business Services of the RMA and Genesis Principal Attorney

to act as proxy at the Annual General Meeting of Genesis to be held on Monday, March 16, 2020.

My proxy shall have full authority to vote on behalf of the Undersigned.

Dated _____, 2020.

_____
Subscribing Member

_____
Signing Officer

***Note that no proxy is required if a member is represented at the meeting by its most senior elected or most senior administrative personnel.**

Million-dollar project prepares region for growth

204

Innisfail-area water twinning project complete

BY Craig Lindsay, *MVP Staff*

A multi-million dollar project that saw the twinning of the water line from the Anthony Henday Water Treatment Plant near Innisfail down the 2A corridor from Didsbury to Crossfield is now complete and in operation, say officials.

Rick Blair, chair of Mountain View Regional Water Service Commission and deputy mayor of Carstairs, said the project went well although there were some delays.

"We twinned the line through Didsbury, Carstairs and Crossfield," said Blair. "It is finished. It was on time and on budget. It went like construction. It went really well. There are always some bumps but nothing that was unforeseen."

The second phase of the project began in October 2018 and wrapped up in December, said Blair.

The total cost for Phase 2 was $33.8 million. The total cost for Phase 1 (from the Anthony Henday plant in Innisfail to Didsbury) and Phase 2 combined is about $80 million, he said.

Some parts of construction took longer, he said.

"There was some issues with the 2A as people complained about speed limits and such but that was for safety," he said. "Some short-term pain but definite long- term gains for the municipalities."

The twinning of the water lines will prepare the municipalities on the 2A corridor for future growth, he said.

"Probably in the last 10 years we've been on water rationing in the summer at least once or twice a year because the water usage was more than the water commission could get to the southern towns," he said.

Construction underway on a new water pipeline off Highway 2A north of Carstairs on March 1.

Noel West?MVP Staff

"This gives the southern towns, really all towns in the municipality room to grow.

"Without it you couldn't have industrial or commercial users coming in that need water."

Twinning the line will more than double the capacity, he said.

"That probably gets us to 2040 or 2050 depending on what the growth spurts are in these municipalities," he said. "It's certainly a long-term project."

The commission also upgraded the pumps at the midline pumping station near Olds, he said.

All the work has been commissioned and tested and is working well and in full operation, he said.

Of the $33.8-million price tag for Phase 2, Blair said 42 per cent of the cost is from provincial funding from the Water for Life program.

"It's taken almost nine years from the very start with engineering and everything," he said. "It's taken a lot of time of the commission but it's a big project."

Town of Olds Regular Council Meeting Monday, February 22, 2021

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

Briefing Paper -Raw Water Intake Site Investigation and Concept Study

Commission

The Mountain View Water Commission (MV) operates the Anthony Henday Water Treatment Plant (AHWTP)located on the Red Deer River west of Innisfail.

Commission is composed of 6-member communities. The AHWTP has been in operating since 1976. The AHWTP is comprised of a Raw Water intake. State of the Art membrane filtration system and pumping facilities that pump water to the commission customers.

Project – Raw Water Intake Site Investigation and Concept Study

The AHWTP has had long term issues with water silt and flooding over the over 40 years of operation. The intake has been blocked with rocks and silting a number of times which has resulted in complicated steps of clearing intake lines. The commission has to undertake regular back flushing to ensure that rocks and silt accumulation does not shout down the intake operation.

In addition to the silting there has been 3 major flood events that have caused damage to intake and deflection berms. In fact, the deflection berm has been totally replaced on 2 occasions.

In addition, the intake is below the Little Red and Medicine River outlets into the Red Deer River which annually results in poor water quality conditions and increases filtration and operations to be undertaken.

The raw water intake is 44 years old and will be requiring a refit or replacement in the near future. The study will outline the best direction for the Commission to proceed. A major factor of consideration is the upgrading of intake standards to today standards from the standards of 1976.

The Commission is considering relocation of the intake to the Glennifer Lake Reservoir located 14 kms to the west of the AHWT. The costs of the review of sites, and data collection is **$175,700**

Project Report

The Project Report will include the following items

1. Scope and / Methodology
2. Intake Site Investigation
    a. Present site
    b. Identification of potential sites
3. Intake Hydrotechnical Assessment
4. Environmental and Regulatory Consultation
5. Intake Assessment
6. Reporting to Board
7. Design Flows
8. Pipeline alignments
9. Cost estimates of Alternatives
10. Sampling Program
11. Survey
12. Fisheries Assessment

Study would take approximately 18 months to complete

Reports available

Raw Water Supply Study – November 2018

Raw Water Intake Site Investigation and Concept Proposal – January 2019

REPORT

Mountain View Regional Water Services Commission

Raw Water Supply Study Report Update

DRAFT

November 2018

DRAFT

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REPORT

Table of Contents

SECTION		PAGE NO.
Table of Contents		i
List of Tables		ii
List of Abbreviations		iii
1	Background	1
2	Scope of Work	1
3	Design Criteria	2
4	Pipeline Route	3
4.1	Route No. 1	3
4.2	Route No. 2	6
4.3	Route No. 2A	6
4.4	Route No. 3	6
5	Pipe Size & Material	10
6	New Intake/Pump Station	11
7	Regulatory Summary	14
7.1	Other Environmental/Regulatory Considerations	14
8	Estimated Costs	18
9	Discussion	19
10	Conclusions	19

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List of Tables

		PAGE NO.
Table 6-1	Raw Water Intake Comparison	13
Table 6-2	Pump Discharge Pressure	14
Table 7-1	Regulations Under Which Permit Applications are Required for Each Outfall Option	16

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List of Abbreviations

AE	Associated Engineering
AEP	Alberta Environmental Protection
AVV	Air / Vacuum Relief Valve
Eng.	Engineering
Geo.	Geotechnical, Hydrogeotechnical
Gov.	Government
km	kilometres
kPa	kilo Pascals
L/s	Litres per second
L	Litres
m/s	metres per second
m/hr	metres per hour
m	metres
m3	cubic metres
mg/L	milligrams per Litre
Mlgpd	Million Imperial gallons per day
ML/d	Million Litres per day
mm	millimetres
MVRWSC	Mountain View Regional Water Services Commission
NTU	Nephelometric Turbidity Unit
PE	Polyethylene
Vol	Volume
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant

DRAFT

REPORT

1 Background

The raw water intake for the Anthony Henday Water Treatment Plant (AHWTP), originally constructed in 1975, is currently located in a severe bend of the Red Deer River just to the north west of the water treatment plant facility. Associated Engineering (AE) was engaged by the Mountain View Regional Water Services Commission (MVRWSC) in 1998 to compile options for relocating or improving the raw water intake. In the report produced by AE in 1998 entitled "Mountain View Regional Water Services Commission, Raw Water Supply Study", it indicated "the WTP has been experiencing intermittent problems at the Red Deer River Intake of the Anthony Henday WTP. Specifically, the problems include excessive colour, silt and sand, and frazil ice." These problems persist in 2018 but are now compounded by the age of the infrastructure. It is suspected that the existing raw water intake has damage to one or both intake pipes, and perhaps the in-river intake coarse screens structure. The Operators must frequently backflush the intake structure, and are observing high levels of sand, leaves and silt in the AHWTP.

AE has been engaged to update the 1998 report for the sections that described an alternate raw water supply from the Gleniffer Lake/Dickson Dam. This alternative location is being considered for the following reasons:

- Potentially lower silt, sand and debris load due to the settling function of the Gleniffer Lake,
- Lower frazil ice formation,
- Lower organics, colour, pesticides, fertilizers and other by products of agriculture as the intake would be upstream of the Medicine River and Little Red Deer River which have been identified as the primary sources of these contaminants.

2 Scope of Work

The update to the original report written by AE in 1998 includes the following sections:

- Chapter 1 – Introduction
- Chapter 2.1 – Design Criteria
- Chapter 2.2 – Description of Pipeline Routes
- Chapter 2.3 – Pipe Size and Material
- Chapter 2.4 – New Intake/Pump Station
- Chapter 2.6 – Approvals
- Table 2-1 – Estimated Costs

These sections describe the costs and implications of moving the raw water intake to the Glennifer Lake or just downstream of it on the Red Deer River. The costing information has been updated to 2018 levels. The Environmental Approval Section (Section 7, Chapter 2.6 in 1998 report) has been updated to reflect the current regulatory conditions.

3 Design Criteria

AE considered the following items while investigating the feasibility of constructing a new raw water intake and pipeline:

- Three basic pipe routes between the new intake and WTP were examined for ease of access, length of construction in the Little Red Deer River flood plain, length of route, and degree of construction through wet or boggy zones.
- The intake location would be within the Gleniffer Lake reservoir, or downstream of the Dickson Dam on the Red Deer River. These locations were considered because they are upstream of the zone of the Red Deer River where frazil ice begins to form, they are also upstream of the Little Red Deer and Medicine Rivers, and they are permanent water bodies.
- Approximate sizes of pumping facilities and pipe.
- Consideration of pipe material alternatives.

The conceptual designs of the new intake, pump station and raw water pipeline are based on the following:

- Gross water demand (pipe flow) - 358 L/s (31 ML/d)
- Minimum pressure - 460 kPa
- Maximum pressure – 885 kPa
- Velocity at intake screen - 0.11 m/s
- Maximum pipeline velocity - 2.0 m/s
- Minimum pressure required at 1 mm strainer – 200 kPa

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4 Pipeline Route

The evaluation of constructing a new intake, pump station and raw water supply pipeline included the examination of three possible pipeline routings and two intake locations. Three basic pipe routes between the new intake and WTP were examined for ease of access, length of construction in the Little Red Deer River flood plain, length of route, and degree of construction through wet or boggy zones. A fourth route (Route No. 2a) was also examined, for a total of four possible routes. The intake location could be either within the Gleniffer Lake reservoir, or in the Red Deer River approximately 1.6 km downstream of the Dickson Dam.

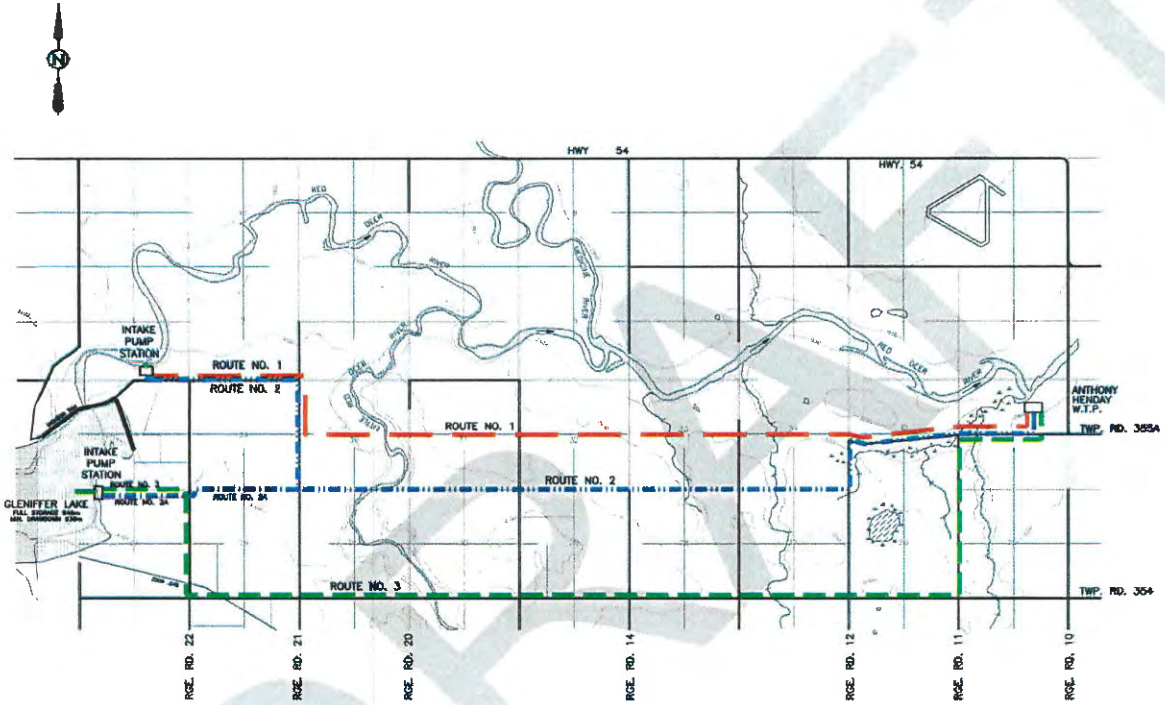
4.1 ROUTE NO. 1

Route No. 1 is the most northerly and shortest of the pipeline routes examined (see Drawings 3332-00-C-7001 and 3332-00-C-7002). The length of this route is approximately 13.9 km. The route alignment would involve traversing approximately 7.7 km of land in private ownership and 6.2 km within the existing road allowances. The route would cross the property of several separate owners. Access for construction and future maintenance is available from Range Roads 12, 13, 15 and 21. Road allowances would cross the proposed pipeline at Range Roads 14 and 20.

The alignment for this option will require the crossings of three creeks and the Little Red Deer River. There are some areas where low lying marshy ground may be encountered. Along TWP Road 355A, an alignment within the road allowance west to Range Road 12 should avoid much of the marshy area in this section. Between Range Road 12 and Range Road 14, marshy, wet areas are evident in the low lying creek basins. These areas may be prone to flooding and vehicle access from established roads is poor. Road access to within 1 km of the pipeline at its crossing of the Little Red Deer River is possible. There is no indication that flooding in this reach of the Little Red Deer River is of concern.

Information obtained from Canadian Western National Gas indicates that five small diameter (less than 50 mm) gas pipe crossings can be expected. An oil pipeline may cross the proposed route on TWP Road 360 near Range Road 22. Confirmation of its location, type and pressure will be required at the preliminary design stage. This information has not been updated from the AE 1998 report.

Combination Air/Vacuum Relief Valves (AVV's) will be required at all high points in the line. Approximately two AVV's will be required at high points, based upon the detail currently available on the land along the pipe route, plus an additional 14 stationed at regular intervals along the pipe. Blowoffs will be required at all low points in the line, to allow for drainage of the line. Approximately two blowoffs will be required.



PIPELINE LENGTHS

ROUTE NO. 1.....13860m
ROUTE NO. 2.....15660m
ROUTE NO. 2A.....14770m
ROUTE NO. 3.....18000m

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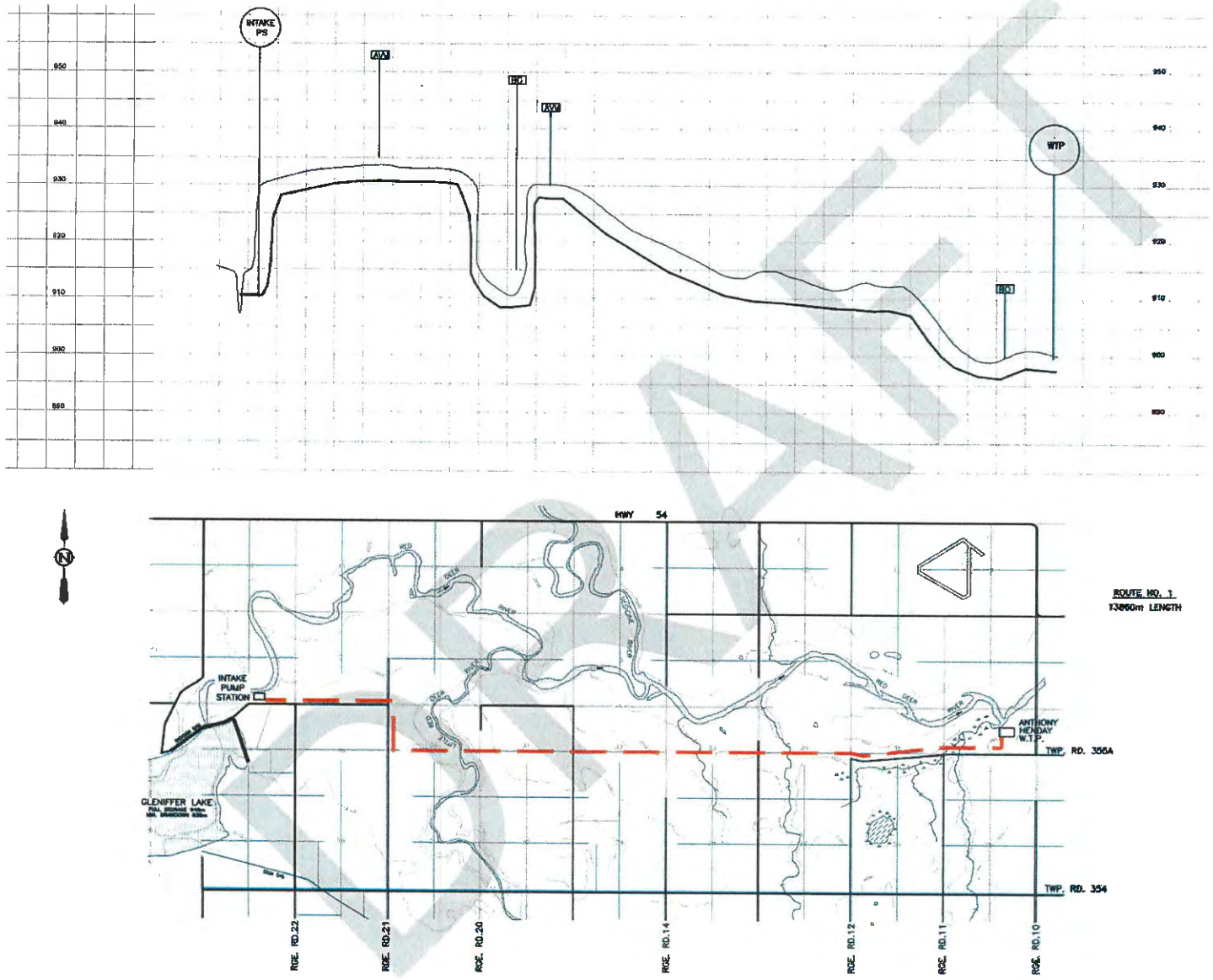
3332-00-C-7001

MOUNTAIN VIEW REGIONAL
WATER SERVICES COMMISSION

CIVIL
RAW WATER PIPELINE OPTIONS

AE PROJECT No.	20183332-00
SCALE	1:35000
APPROVED	C. ARKELL
DATE	2018NOV15
REV	A
DESCRIPTION	ISSUED FOR REPORT



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BEST MANAGED COMPANIES

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3332-00-C-7002

MOUNTAIN VIEW REGIONAL
WATER SERVICES COMMISSION

CIVIL
RAW WATER PIPELINE ROUTE 1

AE PROJECT No.	20183332-00
SCALE	H - 1:35000 V - 1:350
APPROVED	C. ARKELL
DATE	2018NOV15
REV	A
DESCRIPTION	ISSUED FOR REPORT

4.2 ROUTE NO. 2

This route is generally located parallel to Route No. 1 and 0.8 km further south (see Drawings 3332-00-C-7003 and 3332-00-C-701). The length of the pipeline is approximately 15.7 km. The alignment would traverse approximately 8.5 km of private land held by at least nine property owners. The remaining 7.2 km would follow within existing road allowances. Construction and maintenance access would be available from Range Roads 12, 13, 14, 15, and 21. A road allowance will cross the route at Range Road 20.

Crossings of the Little Red Deer River and three creeks will be required. Like Route No. 1, low marshy areas will be encountered between Range Roads 12 and 14. As this route is located farther upstream on the creeks than Route No. 1, it is expected to be somewhat drier and flooding is less likely. Access to the crossing of the Little Red Deer River would be within a kilometre of Range Road 21.

This route can expect to encounter the crossings of four small diameter natural gas lines. Like Route No. 1, an oil pipeline crossing may be encountered on TWP Road 360. Approximately four AVV's would be required at high points, plus an additional 15 at regular intervals along the pipe. Three blowoffs will be required for this pipe route.

4.3 ROUTE NO. 2A

This option is a variation of Route No. 2 (see Drawings 3332-00-C-7003 and 3332-00-C-7001). At Range Road 21, rather than turning north to the river, the alignment continues west to an intake and pump station located on the east side of Gleniffer Lake. This route is approximately 890 metres shorter than Route No. 2. The intake elevation at the reservoir would be approximately 25 m higher than a river intake elevation. Several land owners would be affected, with the pipeline crossing a total of 11.6 km of privately held property. Approximately 3.2 km would follow existing road allowances.

Approximately three AVV's will be required at high points, plus an additional 13 at regular intervals along the pipe. Three blowoffs would be required for this pipe route.

4.4 ROUTE NO. 3

Route No. 3, for the most part, follows existing road allowances taking an east-west alignment along TWP Road 354 (see Drawings 3332-00-C-7004 and 3332-00-C-7001). The length of this pipeline is approximately 18 km. The alignment would cross approximately 2 km of private land involving at least three properties. The remaining 16 km would be located within existing road allowances.

Two creeks and the Red Deer River would have to be crossed. Two 200 mm gas mains, one oil pipeline, as well as 13 small diameter gas lines would be crossed along this route. Construction and maintenance access is superior to the other route options, with only 1.3 km not directly accessible from existing roads.

Approximately three AVV's would be required at high points, plus an additional 18 at regular intervals along the pipe. Two blowoffs would be required with this pipe route.

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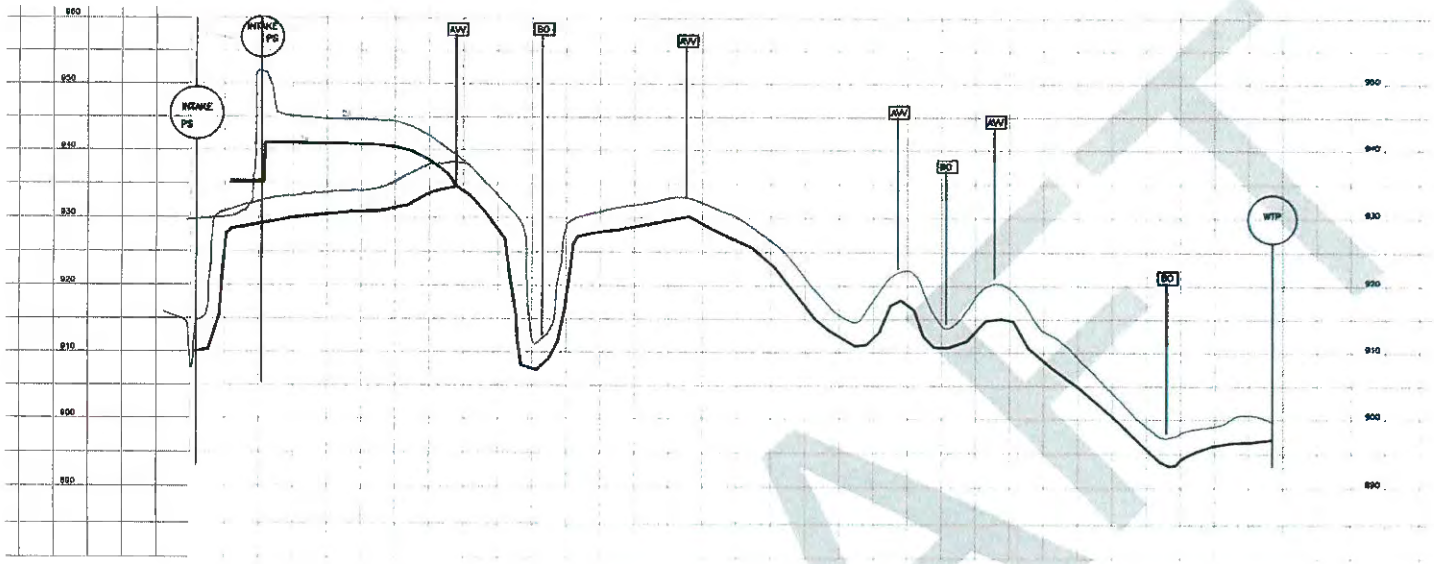

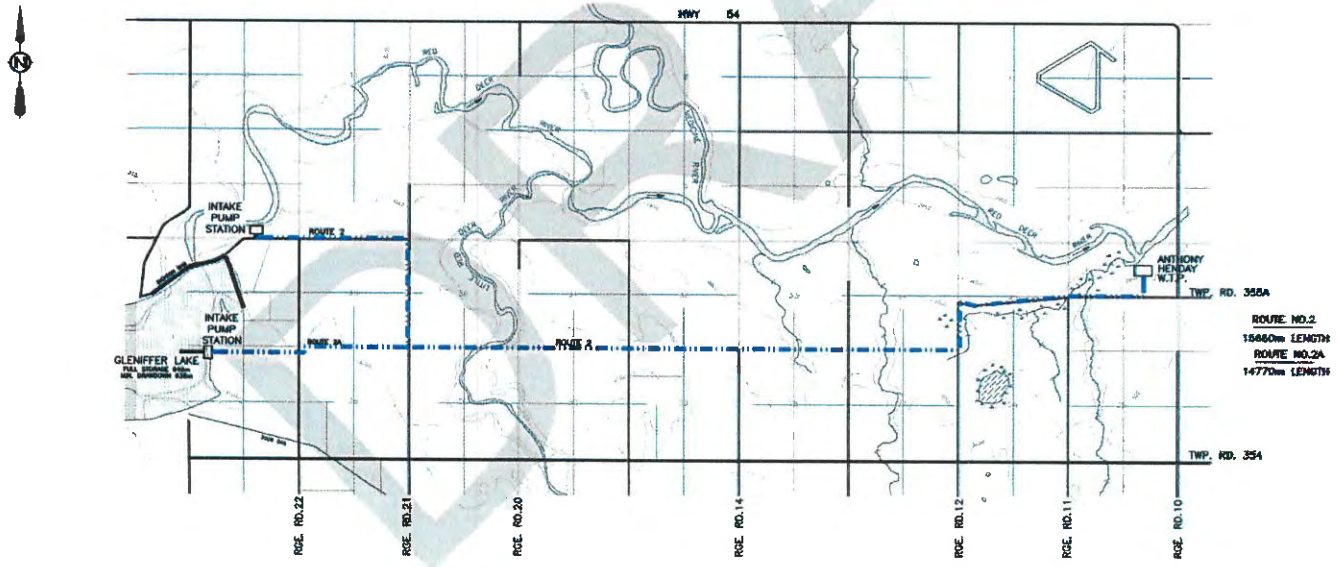

ROUTE NO.2
15460m LENGTH
ROUTE NO.2A
14770m LENGTH

Associated Engineering
BEST MANAGED COMPANIES

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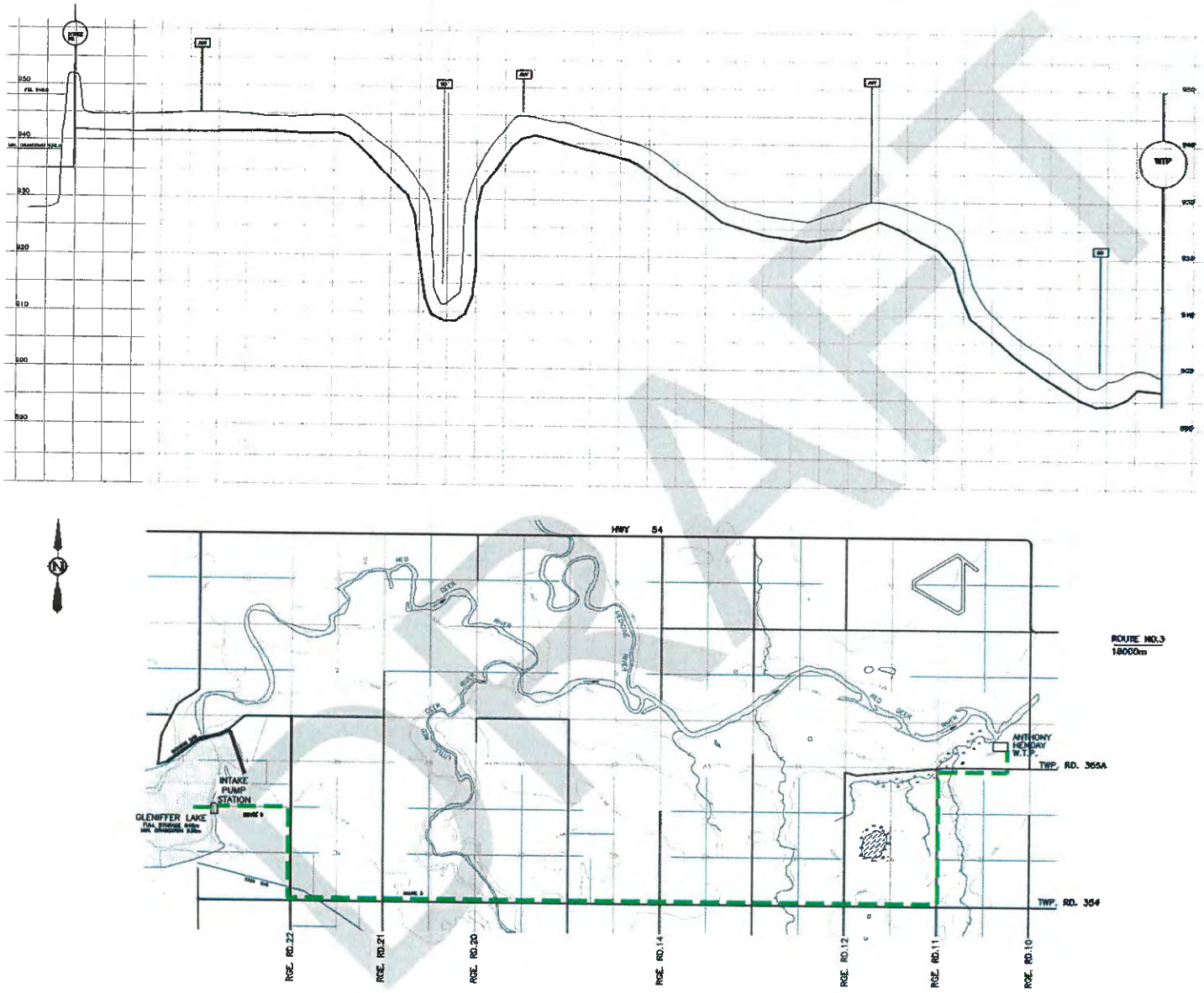
3332-00-C-7003

MOUNTAIN VIEW REGIONAL
WATER SERVICES COMMISSION

CIVIL
RAW WATER PIPELINE ROUTE 2 AND 2A

AE PROJECT No.	20183332-00
SCALE	H - 1:35000 V - 1:350
APPROVED	C. ARKELL
DATE	2018NOV15
REV	A
DESCRIPTION	ISSUED FOR REPORT



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3332-00-C-7004

MOUNTAIN VIEW REGIONAL
WATER SERVICES COMMISSION

CIVIL
RAW WATER PIPELINE ROUTE 3

AE PROJECT No.	20183332-00
SCALE	H - 1:35000 V - 1:350
APPROVED	C. ARKELL
DATE	2018NOV15
REV	A
DESCRIPTION	ISSUED FOR REPORT

5 Pipe Size & Material

It is advisable to limit the velocity of flow through the pipeline to 1.5-2.0 m/s to minimize friction losses. High friction losses result in higher pumping energy, and larger pumps. To accommodate a maximum day water demand of 358 L/s flowing through the pipe at a velocity no greater than 2.0 m/s, a minimum inside diameter of approximately 470 mm is required.

A maximum operating pressure of 885 kPa (130 psi) is anticipated for a new raw water pipeline. For the purpose of this study, a pressure rating of 1,380 kPa (200 psi) was used to select pipe, since the possibility of transient surge effects is significant. Transient pressure waves result from sudden changes in water velocity at some point along the pipeline, such as would be caused by the closure of a valve or a power failure during pumping. It is recommended that, at the predesign stage, a formal evaluation of possible transient surge effects be completed.

Three pipe materials were evaluated - polyethylene (PE), polyvinyl chloride (PVC), and steel. To meet the required inside diameter and pressure rating requirements, 650 mm diameter PE pipe with a dimension ratio of 9 would be required. PE has the most expensive material price of the three, but savings in installation costs may be achieved because it can be assembled outside the trench and installed in large lengths. PE also has the advantage in crossings of creeks and the Red Deer River, in that it may be installed by directional drilling, a trenchless technique. This would result in considerably less complex approval processes through provincial and federal regulatory bodies.

PVC pipe would require a nominal diameter of 600 mm, with a dimension ratio of 18 or 21, to meet the pressure and flow requirements of this project. PVC is slightly less expensive than PE, but the savings in material cost would likely be lost due to increased installation costs. PVC is a gasketed pipe and cannot be installed as quickly as PE. Joint restraints could allow larger sections of pipe to be installed, but the material costs would be higher. PVC cannot be installed trenchlessly under creeks and rivers unless a casing pipe is installed first, and the PVC carrier pipe has restrained joints.

Steel pipe would be similar in price to PVC but would require cathodic protection to prevent corrosion. Coatings and linings may be installed at extra cost but could be damaged during installation. Because of the extra cost of cathodic protection, and the risk of coating damage, the use of steel is not recommended in this case.

6 New Intake/Pump Station

A new intake structure and pump station must incorporate the impacts of future weather patterns and resulting water levels into the design to ensure resiliency of the structure. AE has previously studied the Red Deer River watershed, and has information preassembled to be used in the design. Climate models for the next twenty years are predicting greater drought and flood cycles, increased water temperature, and more violent storm events. A new raw water intake must be designed to accommodate all these conditions and still remain operational.

Two proposed raw water intake and pump station options have been considered; one drawing from the Red Deer River, and the other from Gleniffer Lake. The proposed Red Deer River intake is located approximately 1.6 km downstream of the Dickson Dam is in a stretch of the river which usually has year round open water. If this location is to be given further study, then at the predesign stage a detailed evaluation should be carried out with respect to high water levels, river bank stability, construction and maintenance access, dam flow discharges and the fishery and water quality considerations discussed elsewhere in this report. From the standpoint of the hydraulics, the river location is less favourable than Gleniffer Lake because pumping facilities would have to overcome higher total dynamic head to pump to the WTP. This would result in higher energy costs than pumping directly from the reservoir.

Based on Historical Hydrometric Data from the Government of Canada website for Gleniffer Lake at Dickson Dam the average water level varies from 948.0 m to a low drawdown of 938.0 m. The reservoir intake elevation has been set to elevation 935.0. The pumps will operate against a much lesser head when the reservoir is at its more normal level of 946.0 in the summer.

There are many recreational users of the reservoir during the summer from nearby campgrounds and resorts. It is expected that the use of the reservoir will continue to increase, which could ultimately have a deteriorating effect on reservoir water quality, particularly if future recreational development is concentrated near the proposed reservoir intake location.

Current design guidelines of the Department of Fisheries and Oceans for the sizing of water intake screens requires a maximum screen water velocity of 0.11 m/s. It has been assumed that a dual screened intake would be provided, sized to provide a flow of 31 ML/d at this velocity.

A bed intake and pipeline installed at elevation 935.0 m supplying a gravity pump well on the reservoir shore is the most reliable and maintainable intake option. The bed intake would be fitted with cylindrical passive intake screens with air scour piping to help clean the screens.

The 1998 AE report identified the following silting considerations:

- Along the east shore of the reservoir the slope of the reservoir bed is very flat.
- This was visually confirmed when the reservoir was drawn down in 1996.
- The soils also appeared to be fairly weak, requiring a shallow angle of repose.
- Construction of a bed intake and pipeline in this area will therefore be challenging.
- Construction would also have to be timed with the drawdown of the reservoir to minimize the required height of a coffer dam

For both the river and reservoir option the raw water intake pump station will consist of an underground wet well and an aboveground pump station. The proposed raw water intake pump station superstructure, will be approximately 30 m x 20 m and house the pumps, discharge pipe and valves, electrical and instrumentation controls equipment. The wet well would be divided into two main cells, providing redundancy during wet well or pump maintenance. The wet well and forebay would be approximately 14 m deep.

For the river intake option each cell would have a forebay and pump wet well. The forebay would house the river intake sluice gates and passive stationary screens. The pumps would be in the wet well separated from the forebay by the screens. Access to the fixed screen would be via hatches at ground level located inside the building. The raw water intake pump station design would allow for the possible replacement of the proposed fixed screens with a mechanical travelling water screen, if cleaning of the manual screens proves to be operationally too burdensome. For the river intake structure, the river water would flow through a trash rack, and sluice gates will allow isolation of the forebay section from the river when required.

For the reservoir intake the two cells will only comprise of the wet well. For the reservoir intake water will be piped into the wet well from the reservoir bed screen by gravity flow. The vertical turbine pump (VTP) motors and discharge pipe will be located on the main floor level with the vertical turbine pumps extending down into the wet well. The reservoir intake will require an air system to clear the screens.

The table below further compares the Glennifer Lake and Red Deer River proposed intake pump station options:

Table 6-1
Raw Water Intake Comparison

	Reservoir Intake	River Intake
Raw Water Inflow	Bed intake pipeline with passive inlet screens. Location minimizes the risk of damage from ice flows, and high debris flows. The reservoir bed pipeline and screen maintenance would need to be performed by divers.	River inflow through trash rack and sluice gates
Screening	Passive screens on the reservoir bed.	Stationary screens in the forebay with provision to replace with travelling screens.
Fish Return Pumping	Not required.	May be required.
Frazil Ice	May not be required, ice cover forms over the reservoir.	Mitigation measures likely required. Adding capital, maintenance and operational costs.
Other items	Reduced debris inflow.	Increase operation and maintenance requirements in the event of flooding and debris.

The cost estimates developed for the both the locations have been based on using vertical turbine pumps (VTP). VTPs have a smaller footprint and lower construction cost. To meet the design peak day flow rate of 31 ML/d, a minimum of three pump sets would be provided, two duty and one standby, each with a capacity of 15.5 ML/d.

The pump discharge pressure requirements are shown based on 650 mm PE pipe is shown in the following table:

Town of Olds Regular Council Meeting Monday, February 22, 2021

Table 6-2
Pump Discharge Pressure

	Route No. 1	Route No. 2	Route No. 2A	Route 3
Pump Head (m)	80	90	47	57

During predesign a life cycle cost for the different pump and pipeline options should be considered.

Other equipment to be provided in the pump station would be building mechanical equipment, electrical and instrumentation controls equipment. It is assumed that pumps will be removed for maintenance through roof hatches by a temporary mobile crane. A hydraulic transient analysis of the pump station and supply pipeline will be required during the design phase. Based on the results of the transient analysis, addition of equipment may be required with an increase in construction costs.

7 Regulatory Summary

Table 7-1 identifies the environmental legislation applicable to this project that require permits, approvals, and/or notifications specific to the intake and pipeline routing options identified. Intake requirements and pipeline requirements have been separated and identified for each of the four pipeline options. Triggers for regulatory requirements are also identified within the table. These triggers depend highly on construction design and techniques. This summary should be revisited regularly as design progresses to define permit requirements early.

Estimated approval timelines have been provided as part of Table 7-1. This project has the potential to trigger regulatory applications with long lead times (i.e. greater than 1 year). These estimates are not a guarantee of approval timeline, and regulatory applications should be submitted with sufficient lead-time prior to construction. Timing requirements for site assessments as required for regulatory submission packages should also be considered in the project planning stages.

7.1 OTHER ENVIRONMENTAL/REGULATORY CONSIDERATIONS

The following environmental considerations should be considered during design and construction plans progress, as they may have timeline/due diligence/compliance implications. Some of these may influence regulatory permit supplemental documents.

- **Contractor Requirements.** Portions of this project assumed to be the responsibility of the contractor have not been identified in Table 7-1 including the Environmental Construction Operation plan, and any Fish Research License and activities if isolation activities are required as part of construction works.

- **Private Lands.** Private and utility land agreements have not been identified as part of Table 7-1.
- **Contamination/Soil Management.** Review final alignment for potential for contamination to be present.
- **Erosion and Sediment Controls.** Erosion and Sediment Control details will likely be required to be submitted with application submissions.
- **Tree Clearing.** Where required, plan tree clearing to take place between August 31 and February 15 to simplify compliance under the Migratory Birds Convention Act and provincial Wildlife Act. This timing window is based on nesting periods of:
  - Mid-April to Late- August for Migratory birds in Canadian Nesting Zone B4;
  - March 15 to July 15 for sensitive raptors as the proposed project is located within a Sensitive Raptor Range for Prairie Falcon and Bald Eagle;
  - March 15 to June 15 for Sharp-Tail Grouse lekking period as the project is located within a Sharp-tailed grouse survey area; and
  - Potential early nesting periods for owl and raptor species.
- **First Nations / Metis Settlements Consultation and Public Notice**. Potentially required as part of the Public Lands Act permitting, and Water Act permitting.
- **Historical Resources Monitoring / Approval Conditions.** To be determined upon receipt of Historical Resources Act clearance.
- **Anticipated legislative changes to federal *Fisheries Act, Canadian Environmental Assessment Act, and Navigation Protection Act.*** This project should be evaluated as design progresses to determine if changes in legislation trigger additional regulatory requirements.
- **Intake Design.** The proposed intake design does not adhere to Fisheries and Oceans Canada (DFO) "Freshwater Intake End-of-Pipe Fish Screen Guideline"[1], the intake must be included as part of Fisheries Act request for review application.

[1] Department of Fisheries and Oceans. 1995. Available at http://www.dfo-mpo.gc.ca/Library/223669.pdf

Table 7-1: Regulations under which permit applications are required for each outfall option

Act	Option 1:	Option 2:	Option 2B:	Option 3:	Estimated Timeline for Approval
Intake requirements					
Fisheries Act	Red Deer River is a known fish-bearing waterbody. Construction of the intake, resulting in increase in footprint below the high-water mark of a fish-bearing waterbody will require DFO review. A Request for Review submission to DFO will be required. The Red Deer River at the intake location has been identified provincially as a Class A watercourse for Sturgeon Habitat. Depending on the review, an Authorization may be required for potential project impacts on critical habitat for Sturgeon.		Glennifer Lake is a known fish-bearing waterbody. Construction of the intake, resulting in increase in footprint below the high water mark of a fish-bearing waterbody will require DFO review.		2-3 months for Review; additional 5-6 months if Authorization is required. Timelines may change based on anticipated legislative changes.
Navigation Protection Act	The Red Deer River and Glennifer Lake are not currently scheduled waterbodies under the Act, however given anticipated legislative changes proposed for June 2019, approval requirements are anticipated.				Timelines to be determined due to anticipated legislative changes
Water Act	Construction of the intake within a watercourse will require approval from Alberta Environment and Parks. The Red Deer River is a Class A watercourse at the intake location for Sturgeon Habitat. Class A watercourses are of the "*Highest sensitivity: habitat areas are sensitive enough to be damaged by any type of activity within the waterbody; known habitats in waterbody critical to the continued viability of a population of fish species in the area*"[2]. Additional approval requirements will apply and may include relocation of the proposed intake east of Range Road 21.		Construction of the intake within the bed and banks of a waterbody will require *Water Act* Approval.		2-10 months. Additional time may be required if First Nations and Metis Settlements Consultation is triggered by Approval application.
Water Act (Water license)	An amendment to existing water license No. 00160306-00-00 will be required for intake location change. Alberta Environment and Parks may request that the license amendment be submitted as a new license application.				12-14 months
Public Lands Act	A Public Lands disposition will be required for the intake to be located within the bed and banks of a permanent waterbody.				8-10 months. Additional time may be required if First Nations and Metis Settlements Consultation is triggered by disposition application.
Historical Resources Act	The intake is located within Historical Resource Value notations of 5a for high potential to contain archaeological resource. *Historical Resources Act* clearance requirements will apply. Regardless of intake placement, *Historical Resources Act* clearance requirements may also be triggered by Public Lands disposition application process for the intake.		The intake is located near Historical Resource Value notations of 4p for paleontological resources that may require avoidance. If the final location of the intake is located in Section 33-35-2 W5M, Historical Resources Act clearance requirements will apply. Regardless of intake placement, *Historical Resources Act* clearance requirements may also be triggered by Public Lands disposition application process for the intake.		2-3 months
Pipeline requirements					
Fisheries Act	Trenchless watercourse crossing methods for pipelines will likely fall under Self-Assessment, and trenched installation methods for pipelines will likely require DFO Review. Given anticipated legislative changes proposed for June 2019, requirements under the Act should be reviewed as design progresses to determine if regulatory submission requirements apply.				To be determined based on construction methods and anticipated legislative changes.
Navigation Protection Act	Pipeline crossings are not currently scheduled waterbodies under the Act, however given anticipated legislative changes proposed for June 2019, requirements under the Act should be reviewed as design progresses to determine if regulatory submission requirements apply.				Timelines to be determined due to anticipated legislative changes
Historical Resources Act	The Anthony Henday Water Treatment Plant (AHWTP) is located in Historical Resource Value notations of 5a and 5p for high potential to contain archaeological and paleontological resource. The pipeline options are also in vicinity to and may traverse additional Historical Resource Value notations. Ground disturbance in Historical Resource Value notation areas including to tie in the pipelines to the AHWTP will trigger Historical Resource Approval requirements.				2-3 months

[2] http://www.transportation.alberta.ca/Content/docType245/Production/Complete_Fish_Habitat_Manual.pdf

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Act	Option 1:	Option 2:	Option 2B:	Option 3:	Estimated Timeline for Approval
Intake requirements					
Environmental Protection and Enhancement Act	Given proposed pipe diameters of 600 mm for PVC and 650 mm for PE pipe, and the proposed pipeline lengths (exceeding 4km), the pipeline index exceeds 2690 (mm x km) and triggers Conservation and Reclamation Plan approval requirements.				5-6 months
Water Act (Code of Practice for pipelines and telecommunication lines crossing a waterbody)	Crossing of two mapped Class C watercourses, and potentially four additional unmapped Class B watercourses, and two additional unmapped Class C watercourses. Notification requirements apply.	Crossing of two mapped Class C watercourses and potentially three additional unmapped Class B watercourses and two additional unmapped Class B watercourses. Notification requirements apply.		Crossing of two mapped Class C watercourses, and potentially five additional unmapped Class C watercourses. Notification requirements apply.	14 days for notification requirements.
Water Act (Code of Practice for watercourse crossings)	If temporary vehicle crossings over watercourses or wetlands are required for pipeline installation, Code of Practice notification requirements will apply.				14 days for notification requirements.
Water Act (Wetland policy)	A wetland assessment will be required to determine if the proposed pipeline routing crosses existing wetlands. Wetland crossings may require completion of a Wetland Assessment Impact Form to be submitted with any Code of Practice notification form. If wetland assessment determines that the wetland is potentially crown claimable, *Public Lands Act* requirements may also apply.				14 days for notification requirements. If Public Lands Act requirements apply, 10 months for claimability assessment, and an additional 8-10 months for issuance of disposition (if required).
Public Lands Act	Public Lands disposition will be required for pipeline crossings on permanent waterbodies including watercourses and wetlands.				8-10 months for issuance of disposition.

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8 Estimated Costs

The following is a summary of conceptual level costs associated with each of the four route/intake scenarios examined in this report. The costs are in 2018 dollars, include a 40% allowance for contingency and engineering, but excludes GST and land acquisition costs. The costs also do not include construction of access roads along the pipeline alignment through private lands.

Item	Route No. 1	Route No. 2	Route No. 2A	Route 3
Intake/Pump Station	$12,000,000	$12,000,000	$10,000,000	$10,000,000
Pipe Supply and Install	$10,147,000	$11,461,000	$10,804,000	$13,140,000
River/Creek Crossings	$1,575,000	$1,575,000	$1,575,000	$1,225,000
Utility Crossings	$180,000	$150,000	$150,000	$480,000
Restorations	$209,000	$236,000	$222,000	$270,000
AVV's and Chambers	$960,000	$1,140,000	$960,000	$1,260,000
Blow offs and Chambers	$40,000	$60,000	$60,000	$40,000
Tie-in at WTP	$30,000	$30,000	$30,000	$30,000
Subtotal	$25,141,000	$26,652,000	$23,801,000	$26,445,000
Contingency & Engineering	$10,056,000	$10,661,000	$9,520,000	$10,578,000
Total	$35,197,000	$37,313,000	$33,321,000	$37,023,000

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9 Discussion

The updated Regulatory Summary in Section 7 has highlighted that the area downstream of the Dickson Dam on the Red Deer River is zoned in the Fisheries Act as a Class A watercourse for Sturgeon habitat. Class A watercourses are of the highest sensitivity and may be damaged by any activity. This classification effectively eliminates any of the intake / pipeline route options directly below the Dam (Routes 1 & 2). Rather than locating a river intake 1.6 km downstream of the Dickson Dam as originally proposed in the 1998 report, a river intake below the Dam would need to be at least 10 km downstream to be outside of the Sturgeon habitat.

The routes that pass through private property did not have any costs associated with land acquisition included. The cost of land acquisition is highly variable, and dependent on the land owner. Routes No. 1, 2, 2A all pass through private land. Route No. 3 follows roadways along its entire alignment.

10 Conclusions

Route Nos. 1 & 2 are likely to be non-viable options because of the Class A river zone below the Dickson Dam preventing the installation of a new river intake.

The inclusion of land acquisition costs could significantly impact the overall costs of Route No. 1, 2, and 2a. Route No.3 has significantly less private land acquisition when compared to the other routes which will reduce the impact to the overall cost estimate.

DRAFT

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Associated Engineering Alberta Ltd.
400, 600 Crowfoot Crescent NW
Calgary, Alberta, Canada T3G 0B4

TEL: 403.262.4500
FAX: 403.269.7640
www.ae.ca

January 4, 2019
File: cgy_p_2018_123

John Van Doesburg
Manager
Mountain View Regional Water Services Commission
35566 RR10
Red Deer County, T4G 0H5

Re: PROPOSAL - RAW WATER INTAKE SITE INVESTIGATION AND CONCEPT DEVELOPMENT - DRAFT

Dear John:

Please accept this letter as a proposal for engineering services to investigate options for improving the raw water intake at the Anthony Henday Water Treatment Plant (AHWTP).

1 PROJECT UNDERSTANDING

The Mountain View Regional Water Services Commission (MVRWSC) operates the AHWTP, located near to the Red Deer River where the plant's existing raw water intake is located. Due to concerns over the long-term viability of the intake (silting in requiring regular back flushing, rocks getting into the wet well), the MVRWSC is considering relocating the raw water intake to the Gleniffer Lake Reservoir to improve reliability of supply and quality.

Associated Engineering (AE) has prepared a high-level cost estimate for the new intake option, and the associated pipeline. The work presented in this proposal includes the next steps needed to advance the raw water intake project towards completion.

For comparison purposes, the new intake at Gleniffer Lake with be evaluated against upgrading of the existing raw water intake at the AHWTP.

AE's proposed scope of work is outlined in the following sections and includes an intake site investigation before moving forward with the concept development. The objective of this approach is to establish a clear concept and direction for the work before proceeding into detailed design.

DRAFT

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2 SCOPE / METHODOLOGY

The figure below outlines the major steps we foresee for the project.

This proposal outlines the scope of work required to complete the first three steps: an intake siting investigation, concept development, and data collection (field surveys/investigation). At this stage, we have not included preliminary or detailed design in our scope because they will be influenced by the findings of the intake site investigation and the concept development work.

The concept development scope of work was developed based on the assumption that the raw water intake relocated to the Gleniffer Lake Reservoir will be the preferred option. In the event that the direction is to upgrade the existing raw water intake in the Red Deer River, the concept development scope would need to be revised.

2.1 STEP 1 - INTAKE SITE INVESTIGATION

The objective of the intake site investigation is to evaluate the two primary alternatives for the location of the intake which will include:

- Option 1: Upgrading existing intake at the AHWTP
- Option 2: Relocating the raw water intake to the Gleniffer Reservoir.

Upon the completion of the intake site investigation, a memo will be issued with the findings to establish a clear path forward for the raw water intake.

2.1.1 Intake Hydrotechnical Assessment – Northwest Hydraulics (Subconsultant to AE)

Northwest Hydraulics will work as a subconsultant to AE for the completion of the hydrotechnical assessment of the raw water intake options, including the existing intake/upgraded river intake and the review of an intake for at the Gleniffer Lake Reservoir.

The assessment will include the existing intake from a hydrotechnical point of view, whereby what work would be required to rehabilitate it to a degree where it would function reliably to a 100-year flood peak and meet current environmental standards with respect to fish passage. Additionally, the scope will include an

assessment of the new raw water intake options, including abandonment of the current intake and installation of a new intake in the Gleniffer Lake Reservoir.

For the existing intake assessment, the scope will include:

- Site inspection and assessment of the existing intake system
- Review with Operations regarding the history of issues with the existing intake
- Review of historic water levels.
- Develop conceptual plans for an upgraded/new intake, including port number, sizes, structure levels, intake screening, pumphouse size, repair of the bank cut-off protection system.

For the Gleniffer Lake Reservoir intake assessment, the scope will include.

- Confirm design minimum reservoir level
- Identify potential intake locations based on historical air photos, site inspection, and geotechnical reports from the Dickson Dam construction. Consideration will be given to constructability issues with respect to directionally drilling intake pipes.

2.1.2 Environmental and Regulatory Consultation

Environmental and regulatory consultation during the intake site investigation will include preliminary consultation with regulators to evaluate the regulatory requirements for both intake sites being considered. The consultation will also be used to initiate discussions with Alberta Environment and Parks regarding a new raw water intake in the Gleniffer Lake Reservoir and to identify any critical elements from the regulatory perspective.

2.1.3 Intake Site Assessment

Using the information available from the intake hydraulic assessment and the environmental and regulatory consultation, we will develop a summary of the advantages, disadvantages, risks, and cost implications for the two intake options being considered. The purpose of this evaluation is to provide a clear summary of the key issues and to provide a recommendation for the long-term location of the raw water intake for the Anthony Henday Water Treatment Plant.

2.1.4 Reporting

A summary of the findings from the intake site investigation will be provided in a tech memo format. We will provide a draft memo for review and discussion, followed by a final tech memo after comments from MVRWSC are received and incorporated into the document. The objective of this memo is to provide a clear recommendation for the site of the new or upgraded raw water intake for the AHWTP.

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Deliverable: *Tech Memo – Intake Site Selection – DRAFT*
Tech Memo – Intak Site Selection - FINAL

2.2 STEP 2 - CONCEPT DEVELOPMENT

Following the confirmation of the intake site, the concept development stage will be used to further develop the raw water intake design concept before preliminary and detailed design is undertaken. As stated, we've assumed that the new raw water intake will be at the Gleniffer Lake Reservoir. Should the intake site investigation recommend improvements to the existing intake, we will revise our scope for the concept development accordingly.

2.2.1 Confirm Design Flows

AE will review the water demand projections for the AHWTP and will confirm the long-term design flow requirements for the new raw water intake, pumping station, and raw water pipeline. We will also consider the longer-term projections for raw water requirements as it relates to future expansion of the raw water supply system.

2.2.2 Intake and Pump Station Location Selection

The selection of the site of the raw water intake and pump station is an important step that is needed before most other work can proceed. The availability of land for a pumping station near the intake in the Gleniffer Lake Reservoir will be a primary focus. Upon confirming the desired location for the raw water intake, it is recommended that we engage a land agent for some preliminary advisory services regarding the potential for acquiring the necessary land for the pumping station.

2.2.3 Develop Hydraulic Grade Line

Using the selected location of the intake and the pipeline alignment, a hydraulic grade line will be developed for the system as a preliminary step in the review of the system's hydraulics. A hydraulic grade line profile drawing will be created during this exercise and will be included in the Concept Development Report.

2.2.4 Raw Water Pipeline Alignment Review

A detailed review of the raw water pipeline alignment will be undertaken to identify significant elements that will impact the design and/or construction of the raw water pipeline. Generally, the considerations for the raw water pipeline alignment review will be:

- Availability of public vs private ROW
- Availability of land for open-cut pipeline construction

- Utility crossings (using available databases)
- Road crossings
- Residences (access, homes, other buildings)
- Overhead powerlines
- Environmentally sensitive areas (wetlands, creeks, rivers, etc..)
- Constructability
- Topography
- Vehicular access to ROW

The alignment review at this stage will serve to refine the alignment and determine a strategy for the construction of the raw water pipeline. Plan view drawings will be produced showing the proposed pipeline alignment and identifying significant crossings and issues along that alignment.

2.2.5 Environmental Overview

An environmental overview is required to determine existing environmental sensitivities and regulatory requirements associated with the Project. This is proposed for the conceptual design and predesign stages of the Project to allow for adequate planning for regulatory applications. The scope of work associated with the Environmental Overview will include:

- A desktop review of existing environmental information on the project area;
- A field assessment of the project area including identification of (but not delineation) of wetlands, watercourses, and other environmental sensitivities.

2.2.6 Desktop Geotechnical Investigation – Wood (Subconsultant to AE)

The geotechnical evaluation for the concept development stage will comprise a desktop review of available information, and discussion regarding potential geotechnical considerations required for the overall project feasibility. This phase of the project would involve reviewing available data information and providing a written summary of the findings.

2.2.7 Land Acquisition Consultation Allowance – Evolve Surface Strategies (Subconsultant to AE)

An allowance has been made for consultation services with a land agent to identify constraints that could impact land acquisition for the intake, pumping station, and the pipeline. For the concept development, this will be completed at a high-level and will not include land market value evaluations.

2.2.8 Stakeholder Consultation & On-Site Meeting

As an important step before the location of the intake and pumping station is finalized, we propose to have an on-site stakeholder consultation meeting to review the proposed plans on-site and to get buy-in from all parties before we proceed further with the design process.

2.2.9 Cost Estimate Update

The cost estimate will be updated based on any changes to the scope of the project arising from the concept development stage.

2.2.10 Concept Design Basis Report.

A concept development report will be created to summarize the work completed as part of the concept development. It is intended to have the concept development report provide a basis for the work that follows with data collection and preliminary design.

Deliverable: *Report – Concept Development – DRAFT*
Report – Concept Development – FINAL

2.3 STEP 3 - DATA COLLECTION / FIELD INVESTIGATIONS

2.3.1 12-Month Water Quality Sampling Program

Before proceeding with design for a new raw water intake at the Gleniffer Lake Reservoir, it is recommended that a full year water quality sampling program be completed at the location of the proposed reservoir. The purpose of the water quality sampling is to confirm that the water quality at the selected intake location will be in-line with expectations. It is proposed to collect and test five water samples over the course of one year during winter, spring, summer(start), summer(end), and late fall.

2.3.2 Survey

A topographic survey along the proposed pipe alignment and at the site of the raw water intake and pumping station will be required to proceed with the preliminary and detailed designs. The survey work cannot be completed until after the site for the pumping station is selected and the pipeline alignment is finalized as part of the concept development stage of the project. The survey will include pickup of surface features such as roads, property accesses, fences, overhead powerlines, sign posts, drainage, and other surface features relevant for the project.

2.3.3 Utility Locates – Line Find

Utility locates will be completed along the alignment of the pipeline and at the proposed site for the raw water intake and pumping station. Utility locates will be provided in CAD format to enable the data to be placed directly onto the preliminary and detailed design drawings.

2.3.4 Geotechnical Investigation – Wood (Subconsultant to AE)

The geotechnical investigation will include a geotechnical field drilling program to determine the subsurface conditions at the raw water intake and raw water pumping station locations, as well as along the proposed raw water pipeline right of way. Prior to commencement of the geotechnical drilling program, a site reconnaissance will be carried out to assess the site conditions and stake out the borehole locations. A ground disturbance program to locate existing underground utilities will be prepared in conjunction with a field level hazard assessment before mobilizing to the site. Underground utility checks will be completed through Alberta One-Call. The test drilling and sampling will be carried out using a truck-mounted auger drill rig, and rotary rock coring if necessary. A representative from the geotechnical firm will monitor the drilling and describe the soil and groundwater conditions encountered according to the Modified Unified Soil Classification System (MUSCS).

It is proposed that the site investigation will consist of drilling the following boreholes:

Raw Water Pumping Station

- Two boreholes to depths of 15m – 20m, or until bedrock is encountered.

Raw Water Intake

- Two boreholes to depths of 15m – 20m, or until bedrock is encountered.

Raw Water Pipeline

- 55 boreholes are proposed to a depth of 5m.
- Four boreholes are proposed to depths of 15m – 20m for river and creek crossings.
- 10 groundwater monitoring wells will be installed along the raw water pipe alignment.

Deliverable: *Report – Geotechnical Investigation*

2.4 FISHERIES ASSESSMENT

Based on known information, the intake is located within a fish-bearing reservoir. With "Fisheries Act 2018" changes anticipated to take effect in Spring 2019, a fish habitat assessment will likely be required within the

Gleniffer Reservoir in support for a Fisheries Act request for review. This item may be deleted if fish habitat information within the reservoir is available from the MVRWSC.

A Fish Habitat Assessment would involve:

- A preliminary desktop review of existing fish and fish habitat information;
- Regulatory applications for Fish Research License to conduct fish sampling;
- A field assessment of the project area, including channel or waterbody characteristics, fish sampling results and habitat features; and
- A fish and fish habitat report.

The Fish and Fish Habitat Report would include a report of findings from the field site assessment(s) including channel or waterbody characteristics, fish sampling results, habitat features, anticipated project impacts, and proposed mitigation measures. The Fish and Fish Habitat Report would be used in support of regulatory applications under federal Fisheries Act and provincial Water Act.

Deliverable: *Report - Fish and Fish Habitat*

2.5 BATHYMETRIC SURVEY

A bathymetric survey will be completed on the Gleniffer Lake Reservoir where the proposed raw water intake is proposed. The survey will delineate the topography of the bottom of the Reservoir and will serve to set the elevation and specific location of the intake structure. The survey is recommended to proceed when there is no ice cover and after the preliminary work has been completed to identify potential areas for the intake structure.

3 PROJECT TEAM

Our core project team that is proposed for this work is outlined below. In addition to the team members named below, our core team will have access to AE's resources for CAD, GIS, and multi-discipline design specialists.

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January 4, 2019
John Van Doesburg
Mountain View Regional Water Services Commission
- 9 -

Role / Name	Why for this Project?	Responsibilities
Senior Oversight & Quality Management Andy Barr, M.Sc., P.Eng.	✓ *30 years' experience in delivering water treatment projects* ✓ *Has a working relationship with the Commission* ✓ *Strong communication skills*	• *Manages performance and level of service is meeting the Commission's expectations* • *Additional point of contact for the Commission*
Project Manager Andrew Robertshaw, P.Eng.	✓ *Over 12 years' experience in Central Alberta on a variety of municipal projects and environmental infrastructure projects* ✓ *Strong local knowledge and understanding of the Commission's objectives* ✓ *Proven experience in regional pipelines and multidiscipline projects*	• *Primary point of contact for Commission* • *Oversee all aspects of the team from beginning to end* • *Communication of:* o *Review project status, budget, and schedule*
Project Engineer Anne Bridgman, P.Eng.	✓ *Over 20 years' experience in water and wastewater treatment, specifically with membrane treatment systems.* ✓ *Strong organizational and technical skills.*	• *Technical lead work for the intake site investigation and concept development* • *Support and backup to Project Manager*
Process Mechanical Engineer Joe White, P.Eng.	✓ *Over 12 years of technical experience including pumping system design, testing, evaluation, hydraulic modelling, piping design and energy recovery.* ✓ *Current with pumping system guidelines and standards available through Associated Engineering's involvement as a Standards Partner with the Hydraulic Institute.*	• *Lead process mechanical engineer for new raw water intake design.*
Environmental Lead Richard Simpson, M.Sc., RPF	✓ *15 years of experience in regulatory approvals, land-use and forest-management planning in Western Canada.*	• *Lead environmental aspects including advisory services, coordination with regulators, reviews, field investigations, and regulatory permitting*

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4 SCHEDULE

The proposed schedule to complete the intake site investigation, concept development, and data collection is outlined in the following figure.

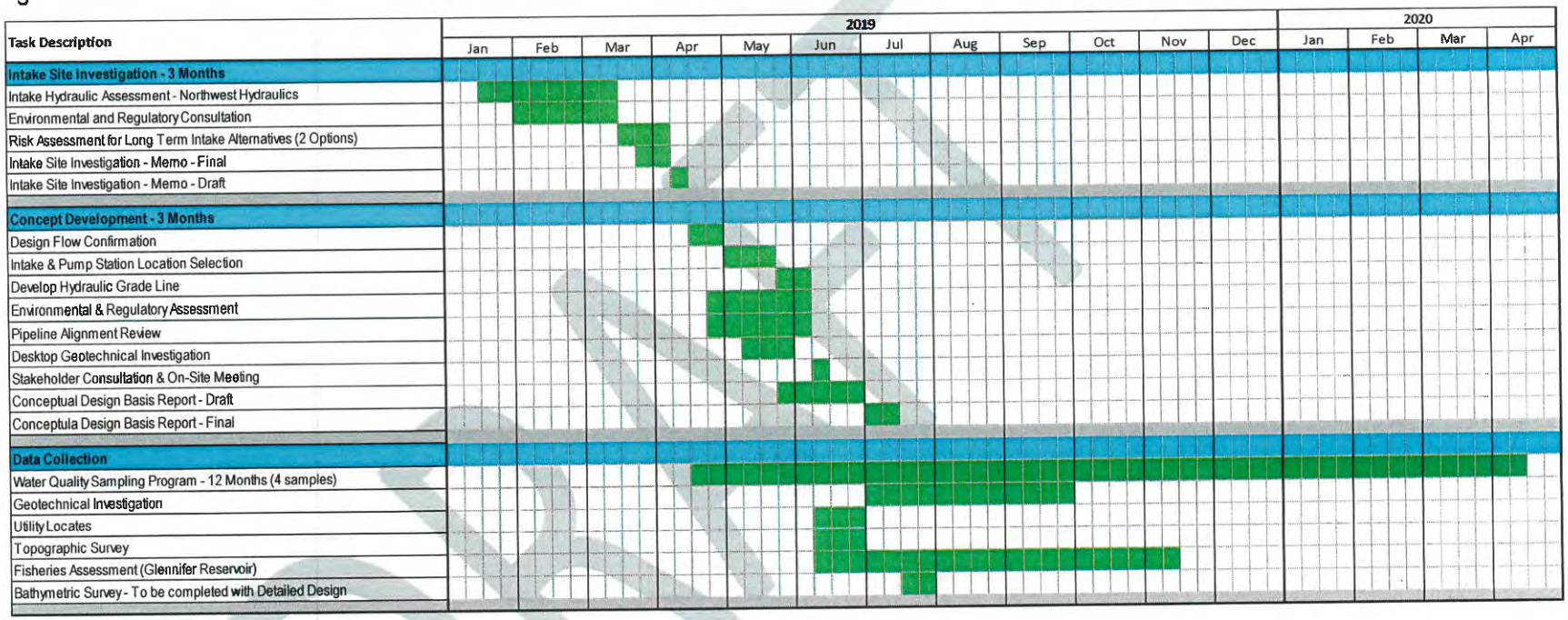

Figure 1: Proposed Project Schedule

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5 FEES

The table below provides a summary of the proposed fees for the intake site investigation and the concept development stages of the project. The fees are based on time and material, progressed monthly based on hours worked, 8% disbursements.

Table 1: Fees - Intake Site Investigation & Concept Development

Description	Fees (including disbursements and expenses)
Intake Site Investigation	
Project Management & Meetings (3 meetings)	$ 14,040
Intake Hydraulic Assessment – Northwest Hydraulics	$ 27,010
Environmental & Regulatory Consultation	$ 7,740
Intake Site Assessment	$ 13,720
Reporting – Intake Site Memo (Draft & Final)	$ 16,370
Sub Total – Intake Site Investigation	**$ 78,880**
Concept Development	
Project Management & Meetings (3 meetings)	$ 14,680
Design Flow Confirmation	$ 1,810
Intake and Pump Station Location Selection	$ 3,680
Develop Hydraulic Grade Line	$ 3,220
Environmental and Regulatory Assessment	$ 29,820
Pipeline Alignment Review	$ 10,370
Desktop Geotechnical Investigation	$ 3,420
Land Acquisition Consultation Allowance (Land Agent Fees)	$ 7,260
Stakeholder Consultation & On-Site Meeting	$ 6,190
Reporting – Concept Development Report (Draft & Final)	$ 16,370
Sub Total – Intake Site Investigation	**$ 96,820**
Total	**$ 175,700**

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Fee estimates for the data collection portions of the work are outlined in the following table. The data collection scope is required for the preliminary and detailed design phases of the project to proceed.

Table 2: Estimated Costs - Data Collection

Description	Fee Estimate (fees to be confirmed when work is initiated)
Water Quality Sampling – 12-Months	$ 25,500
Geotechnical Investigation	$ 52,000
Utility Locates	$ 15,000
Topographic Survey	$ 17,000
Fisheries Assessment for Gleniffer Reservoir Intake	$ 26,000
Bathymetric Survey for Gleniffer Reservoir Intake	$ 10,000 to $ 20,000

Thank you for the opportunity to provide this proposal. Please do not hesitate to contact the undersigned at 403-262-4500 if you have any questions or if you require any additional information.

Yours truly,

Andrew Robertshaw, P.Eng.
Project Manager

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

AR/lt

BEST MANAGED COMPANIES

pivotal
CHARTERED PROFESSIONAL ACCOUNTANTS

Pivotal LLP
#201, 33 McKenzie Crescent
Red Deer County, AB T4S 2H4

December 16, 2019

MEMBERS OF THE BOARD OF DIRECTORS
MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
ANTHONY HENDAY WATER TREATMENT PLANT
35566 RANGE ROAD 10
RED DEER COUNTY, AB T4G 0H5

Dear Board Members:

RE: AUDIT OF THE FINANCIAL STATEMENTS OF MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION FOR THE YEAR ENDED DECEMBER 31, 2019

The purpose of this report is to communicate to the Board of Directors certain aspects of the audit that we believe would be of interest to you. The Board of Directors can play an important part in the audit planning process and we look forward to discussing our proposed plan with you to determine whether there are additional areas of concern to the Board of Directors, which we should consider.

This report should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

Current Developments in the Profession

There have been significant developments in the area of financial reporting, corporate governance and auditing this year.

Accounting Standards

The Chartered Professional Accountants of Canada ("CPAC") has recently issued a number of new accounting standards. Most of these standards are fairly complex, require significant judgment and estimates, and may involve increased disclosures. Below, we have briefly outlined those which may impact your Commission.

- Section 4433 Tangible Capital Assets held by not-for-profit organizations
- Section 4434 Intangible Assets hled by Non-Profit Organizations

Many of the above initiatives and pronouncements have an impact on the current year financial statements and will certainly have an impact in the years to come. We would be pleased to comment on these matters and are available for discussion as required.

Auditing and Assurance Standards

CPA Canada has issued several new or revised auditing standards, which affect the scope and nature of our auditing procedures. The most significant change in the current year include:

- CAS 250 Consideration of laws and regulations in an audit of financial statements
- CAS 700 Audit Report Changes
- CAS 720 Other Information
- CAS 540 Auditing Accounting Estimates and Related Disclosures

This revised standard will affect the current year's audit and our communications with you.

p: 403.347.2226
f: 403.343.6140
tf: 1.877.347.2226
e: office@pivotalcpa.ca
pivotalcpa.ca

Legislative and Regulatory Requirements

We are not aware of any changes in legislation and/or regulations that may affect your Commission.

Independence

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Board of Directors, at least annually, all relationships between our firm and your Commission (and its related entities), that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the Commission.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the Institute of Chartered Professional Accountants of Alberta covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

Audit Approach

We have been engaged to perform the audit of the financial statements of Mountain View Regional Water Services Commission for the year ended December 31, 2019. We will adopt an audit approach that allows us to issue an audit opinion on the financial statements of the Commission in the most cost effective manner, while still obtaining the assurance necessary to support our audit opinion.

Our firm follows a risk-based approach. This approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit effort in areas that we believe have a higher risk of being materially misstated and do less audit work in areas that are only low risk.

To assess risk accurately, we need to have a clear understanding of the Commission's business and the environment it operates in. Much of our understanding is obtained through discussions with Management and their staff. We would appreciate any information that you could provide to us about your business, industry, competitive marketplace, internal controls or anything else that you feel is important to the audit as it may corroborate what we have already learned from management and other sources, or it may be new information to us. We would also appreciate any insights that you could provide to us on what you perceive to be risky in your Commission, as that will make our audit more effective and efficient, which will benefit all concerned.

Audit Scope

We anticipate the scope of our audit of the financial statements of Mountain View Regional Water Services Commission for the year ended December 31, 2019 to include the following:

- An audit opinion on the financial statements of the commission;
- Preparation of the Financial Information Return for submission to Alberta Municipal Affairs.

Requests by the Board of Directors

In the course of your duties as the Board of Directors, you may be aware of additional areas of concern from an audit perspective that you would like us to address. We want you to know that we welcome discussion on any areas of audit concern that you may have.

Overall Audit Strategy

The general audit strategies available to us are a "combined" audit approach or a "substantive" audit approach.

In a combined audit approach, we would obtain our assurance from a combination of tests of controls (compliance procedures), and substantive procedures (such as analytical and test of details). The objective of the tests of controls to evaluate whether certain controls operated effectively. The objective of the test of details procedures is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time. The combined strategy is more appropriate when there are a large number of transactions, and, when controls in the Commission are strong. By obtaining some of our assurance from tests of controls, we can reduce the substantive procedures that need to be done. Under a substantive audit approach, all of our audit evidence is obtained through substantive procedures like analysis, confirmation, examination of documentary or electronic evidence, etc.

Based on our knowledge and experience with your Commission, we anticipate using a substantive approach. Our preliminary knowledge of the Commission's internal control environment and procedures indicate that tests of controls would not prove efficient for us to obtain a portion of our audit evidence. Our audit evidence will be obtained through substantive procedures.

Materiality

Materiality can be defined as a misstatement or the aggregate of all misstatements in financial statements is considered to be material, if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. Ultimately, therefore, materiality decisions are based on professional judgment.

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

Since the determination of materiality is a matter of professional judgment, it is primarily dependent on our evaluation of the relative importance of accuracy in the financial statements to the various users of those statements.

Audit Team

In order to ensure effective communication between the Board of Directors and our firm, we briefly outline below the key members of our audit team and the role they will play:

Key Member	Role
Keith McPhedran	Partner
Rose Marie Monea	Co-Partner
Jessica Marion	File Manager
Harvey Minhas	Audit Technician

Timing of the Audit

We anticipate the following schedule for the conduct of the audit:

Board of Directors planning meeting	January 2020
Year-end audit fieldwork	February 18-21, 2020
Review of draft financial statements with the Board of Directors	March 2020 Board Meeting
Finalization of financial statements	End of March 2020
Board of Directors post-completion meeting	April 2020 Board Meeting

Conclusion

We hope that this letter will provide you with an update on the current developments within the accounting profession, as well as clarify our independence, responsibility and audit approach.

We look forward to discussing these issues with you. Please contact Jessica Marion, Keith McPhedran or Rose Marie Monea should you have any questions with respect to the above items or other matters of concern to the Board of Directors.

Yours truly,

Pivotal LLP

Chartered Professional Accountants

ACFA
ALBERTA CAPITAL FINANCE AUTHORITY

2090 Sun Life Place, 10123 – 99 Street NW, Edmonton, Alberta, Canada T5J 3H1

Telephone (780) 427-9711
Fax (780) 422-2175
www.acfa.gov.ab.ca
webacfa@gov.ab.ca

December 13, 2019

DELIVERED BY Canada Post to:

Mountain View Regional Water Services Commission (Local Authority)

Anthony Henday Water Treatment Plant,

RR 1, Site 22, Box 1

INNISFAIL, AB T4G 1T6

Attention: John Van Doesburg

Subject: Cancellation of Alberta Capital Finance Authority Shares and issuance of value

Pursuant to amendments to the *Alberta Capital Finance Authority Act* made by way of the *Reform of Agencies, Boards and Commissions and Government Enterprises Act*, 2019, effective November 22, 2019, all shares of the Alberta Capital Finance Authority (Corporation) have been cancelled and are to be exchanged for the issued value of $10.00 per share.

According to the Corporation's shareholder registry, as of December 6, 2019, the Local Authority acquired:

Number of Shares	Certificate Numbers
1	0896

In view of the above information, the Local Authority is entitled to the total value of $10 for its shares.

The Corporation confirms the above value will be electronically transferred to the account of the Local Authority before the Corporation dissolves.

If you have any questions or concerns, please do not hesitate to contact the writer.

Regards,

Bernadiene Hsie
Vice-President, Senior Financial Officer

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

March 11, 2020 - 9:00 AM

Anthony Henday Water Treatment Plant

AGENDA

1. Call to Order

2. Adoption of Agenda — Page

3. Approval of Feb. 2020 Meeting Minutes — 1.

4. Reports
   - Chairman
   - Operations — 4.
   - Technical — 5.
   - Maintenance — 6.
   - Administrator — 7.
   - Finance — 8.

5. Old Business
   a. Midline Pump 4
   b. Open House

6. New Business
   a. Covid-19 Procedure
   b. Environmental Report — 17.

7. Information/Correspondence

8. Next Meeting April 8, 2020

9. Adjournment

Minutes

Mountain View Regional Water Services Commission

Regular Meeting

February 12, 2020

Meeting held at the Anthony Henday Water Treatment Plant

Members Present:
Rick Blair – Town of Carstairs – Chairman
~~Jim Romane~~ – Town of Innisfail - Vice Gavin Bates
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jane Harper – Town of Olds

Also Present:
John Van Doesburg – Manager
Wes Olstad – Technical Manager
~~Van Stonehocker~~ – Maintenance manager
~~Samantha Lafontaine – F~~inance Manager
~~Terry Stigings –~~ Operations Manager
Brenda Bayley – Administrative Assistant
~~Mark Black –~~ ISL Engineering
~~Garnet Dawes – ISL~~ Engineering

1. Call to Order

Chairman Rick Blair called the meeting to order at 8:55 am.

2. Adoption of Agenda

Moved by Robb Stuart to adopt the agenda.

Carried

3. Approval of Dec. 11, 2019 Regular Meeting Minutes

Moved by Jo Tennant to approve the minutes.

Carried

4. ISL Engineering Project Review

Mark Black presented the ISL Engineering's Progress Report.

b. Open House

Rick/John spoke about scheduling the open house being dependant on the Minister's schedule. Prior notice will be given to Commission members so as to assign delegates to attend.

c. Nov. 11, 2020 Remembrance Day meeting Date

The November 11, 2020 meeting date has been rescheduled for November 25, 2020 which will also be the Budget Meeting.

8. Information/Correspondence

a. Innisfail News Article
b. Briefing Paper – Raw Water Intake Site
c. Pivotal Audit
d. Alberta Capital Finance Authority

Jo Tennant moved to accept all correspondence for information.

Carried

9. Adjournment

Moved by Robb Stuart to adjourn the meeting at 9:55 a.m.

Carried

_____
Chairman

_____
Manager

Operations Report March 11,2020

- Master controls upgrade
  - Potassium permanganate system recommissioned. Last plant item to be tested
  - Olds PLC cabinet and hardware list to contractor for quotes
  - Review upgrade to strainer
  - Uploaded and tested numerous program updates

- Chemical ordering – Ever chemical has been ordered to be on-site this week to be at or above 100% of our normal inventory

- Train 1 Clean and PDT – All passed

  - One cassette required a repair on the air diffuser header.

- Snow pack data for the Red Deer river basin is currently above average. Local snowpack also slightly above average

Technical Services March 11/20

- Audit of 2019 Flow Data
- Annual Service of Ultra Violet Disinfection Reactors
- Repairs to Chlorine Gas Detectors
- Alberta Environment Report Submitted
- Instrumentation Work, Turbidimeters, Particle Counter, Chlorine and UV Transmittance

Maintenance Report – March 11, 2020

Plant

1. Low lift pump 4 arriving March 12/13
2. Pump 506 seal leaking and motor bearing starting to GO
3. Getting final quotes on lawnmower for plant
4. Paint lunchroom, control room and bathrooms

Downline

1. Midpoint pump 4 reinstalled, testing March 12
2. Spartan in to look at control valve Olds north {warranty}
3. Continue getting Olds north ready for PLC upgrade
4. Finish cleaning up Midpoint after construction

MOUNTAIN VIEW REGIONAL MANAGERS REPORT- March 2020

1. Administration
   a. Project Financing
   b. Year End
   c. Meeting with auditors
   d. Trying to meet with government
   e. Dealing with Covid- 19 issue

2. Agreements
   a. Number of Agreements has slowed down

3. Financial
   a. Cash Flow
   b. Year end invoices

4. Project
   a. Mid Line pump the final item to be completed
   b. As- builts are being forwarded for records
   c. Project is closing out

5. Legal- None

6. General
   a. Day to Day items

7. Next Month Activities
   a. General Adm
   b. Cash Flow
   c. Daily Adm
   d. Project Accounting
   e. Audit

Finance Supervisor Report

March 11, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Year End – Audit almost complete
- T4's issued and mailed out
- Twinning – Terry will compile a report once all is complete.

Mountain View Regional Water Services Commission
Financial Statement Feb 29, 2020

Royal Bank General Account		
Statement Balance Forward as of Feb.1, 2020		2,626,282.09
Transactions on or before February 29, 2020		
Deposits recorded in Statement	411,983.05	
Withdrawls recorded in Statement	- 245,921.20	
Total Transactions		166,061.85
Statement End Balance as of February 29, 2020		2,792,343.94
Outstanding Transactions as of Month End		
Outstanding Deposits	15840.87	
Outstanding Withdrawls	-21721.09	
Total Outstanding Transactions		-5880.22
Adjusted Statement End Balance		**2,786,463.72**
General Ledger Account		
Book Balance as of February 1, 2020		2,525,093.72
Transactions on or before Feb 29, 2020		
Debits recorded in account	420,187.02	
Credits recorded in account	- 158,817.02	
Net Amount recorded in account		261,370.00
Book Balance as of February 29, 2020		**2,786,463.72**
Royal Bank Payroll Account		
Statement Balance Forward as of February 1, 2020		46,407.91
Transactions on or before February 29, 2020		
Deposits recorded in Statement	100,872.15	
Withdrawls recorded in Statement	- 85,463.59	
Total Transactions		15,408.56
Statement End Balance		61,816.47
Outstanding Transactions		
Outstanding Deposits	750.72	
Outstanding Withdrawls	-750.72	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**61,816.47**
General Ledger Account		
Book Balance as of February 1, 2020		145,605.60
Transactions on or before February 29, 2020		
Debits recorded in account	-	
Credits recorded in account	- 84,789.13	
Net Amount recorded in account		- 84,789.13
Book Balance as of February 29, 2020		**60,816.47**
Twinning Project Account		
Statement End Balance as of February 29, 2020		**4,614.90**
Total Funds on Hand February 29, 2020		**2,851,895.09**

Mountain View Regional Water Services Commission
Comparative Income Statement
At February 29, 2020

	Actual Feb. 1, 2020 to Feb. 29, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	110,101.20	227,338.65	0.87	261,721.97	1,539,541.00
Water Sales - Bowden Institution	12,259.06	25,614.04	0.89	28,900.00	170,000.00
Water Sales - Town of Bowden	10,725.00	23,058.75	0.84	27,400.60	161,180.00
Water Sales - Town of Olds	130,196.55	275,962.50	0.92	300,327.10	1,766,630.00
Water Sales - Town of Didsbury	60,163.95	112,963.95	0.84	134,361.03	790,359.00
Water Sales - Town of Carstairs	37,672.80	80,572.80	0.80	100,647.48	592,044.00
Water Sales - Town of Crossfield	53,540.85	115,534.65	0.83	139,799.84	822,352.00
Water Sales - TAQA North Energy	11,678.08	26,903.32	1.27	21,165.00	124,500.00
Water Sales - Carmen Jansen	67.00	134.00	0.98	136.68	804.00
Water Sales - Perfecto Cocjin	67.00	134.00	0.98	136.68	804.00
Water Sales - Wayne Cipperley	67.00	134.00	0.98	136.68	804.00
Water Sales - Robert Rowntree	67.00	134.00	0.98	136.68	804.00
Water Sales - John Konschuk	67.00	134.00	0.98	136.68	804.00
Water Sales -Enmax Green Power Inc.	0.00	2.84	0.00	2,040.00	12,000.00
TOTAL Water Sales	426,672.49	888,621.50	0.87	1,017,046.42	5,982,626.00
Interest Income	4,970.95	11,645.24	1.37	8,500.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	10.00	0.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
TOTAL Other Income	4,980.95	11,645.24	1.37	8,500.00	50,000.00
Total Revenue	431,653.44	900,266.74	0.88	1,025,546.42	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	8,628.00	9,623.00	0.22	44,710.00	263,000.00
Total Capital Expenditures	8,628.00	9,623.00	0.22	44,710.00	263,000.00
Payroll Expenses					
Wages - Hourly	88,463.41	175,330.20	0.98	179,707.00	1,057,100.00
Employee RRSP Expense	1,536.62	3,073.24	0.89	3,435.02	20,206.00
EI Expense	1,640.20	3,264.01	1.37	2,380.00	14,000.00
CPP Expense	4,519.87	9,106.05	1.53	5,950.00	35,000.00
WCB Expense	3,008.55	3,008.55	1.43	2,101.20	12,360.00
Payroll Processing Fees Expense	534.53	1,038.81	0.87	1,190.00	7,000.00
Employee Benefits & Pension Plans	17,172.58	20,441.63	0.62	32,750.50	192,650.00
Total Payroll Expense	116,875.76	215,262.49	0.95	227,513.72	1,338,316.00
General & Administrative Expenses					
Alberta First Call	0.00	0.00	0.00	425.00	2,500.00
Automobile Exp (gas, etc.)	1,166.49	1,810.42	0.71	2,550.00	15,000.00
Board Expenses	4,700.93	6,879.42	0.63	10,961.94	64,482.00
CAO Professional Development	0.00	0.00	0.00	510.00	3,000.00
Cassette Maintenance Contract	0.00	0.00	0.00	66,238.80	389,640.00
Cathodic Protection Expense	0.00	0.00	0.00	1,400.80	8,240.00
Chemicals Expense	0.00	2,938.68	0.08	36,070.60	212,180.00
Delivery & Freight Expense	58.46	108.81	0.43	255.00	1,500.00
Insurance Expense	5,833.33	11,666.66	0.98	11,900.00	70,000.00
Interest & Bank Charges Expense	98.35	175.50	1.03	170.00	1,000.00

Interest on Long Term Loans	0.00	0.00	0.00	181,548.61	1,067,933.00
ISO 14001 Expense	0.00	0.00	0.00	3,502.00	20,600.00
Janitorial Service & Supplies	2,101.21	3,987.82	0.98	4,080.00	24,000.00
Lab Supplies Expense	462.70	569.80	0.09	6,460.00	38,000.00
Legal Fees Expense	0.00	0.00	0.00	850.00	5,000.00
Lube & Oil - Pumps	0.00	0.00	0.00	442.00	2,600.00
Meals Expense	319.32	664.64	0.56	1,190.00	7,000.00
Memberships, Dues & Fees Expense	5,435.00	7,057.14	4.15	1,700.00	10,000.00
Office, Postage & General Expense	877.08	1,471.13	0.49	2,975.00	17,500.00
Professional Fees Expense	0.00	0.00	0.00	2,975.00	17,500.00
Rental Equipment Expense	0.00	0.00	0.00	255.00	1,500.00
Repairs & Main - Down Line	1,671.24	3,223.27	0.37	8,670.00	51,000.00
Repairs & Main - Grounds	0.00	0.00	0.00	425.00	2,500.00
Repairs & Main - Lagoon Cleanout	0.00	0.00	0.00	42,500.00	250,000.00
Repairs & Main - Plant	33,331.09	41,778.14	1.12	37,400.00	220,000.00
Repairs & Main - Vehicles & Equip	0.00	1,972.16	1.16	1,700.00	10,000.00
Small Tools & Supplies	170.39	798.87	1.57	510.00	3,000.00
Staff - Education, etc.	1,677.82	1,852.82	0.68	2,720.00	16,000.00
Safety	910.00	3,951.37	1.16	3,400.00	20,000.00
Telephone & Fibre Optics	2,935.73	8,029.98	1.35	5,950.00	35,000.00
Utilities - Meter Stations	1,627.51	2,995.22	1.07	2,805.00	16,500.00
Utilities - Mid Point Reservoir	11,156.15	20,156.00	1.08	18,700.00	110,000.00
Utilities - Plant Heating	4,843.32	7,984.18	1.47	5,440.00	32,000.00
Utilities - Power Plant	55,259.22	91,190.66	1.07	85,000.00	500,000.00
Waste Removal Expense	290.00	381.86	0.75	510.00	3,000.00
Debenture	0.00		0.00	185,599.80	1,091,763.55
Total General & Admin. Expenses	134,925.34	221,644.55	0.30	737,789.55	4,339,938.55
				0.00	
Trsf to Reserve	6,250.00	12,500.00	1.00	6,247.50	75,000.00
TOTAL EXPENSE	266,679.10	459,030.04	0.45	1,016,260.77	6,016,254.55
NET INCOME	164,974.34	441,236.70	-	9,285.65	16,371.45

Report on Annual Water Diversion

Surface Water Rights Branch - Municipal Projects
Mountain View Regional Water Services Commission
Licence # 08441

MVRWSC

Location of Diversion: NE36-35-R1-W5

Year: **2019** Population: 31805

	Amount Diverted		Amount Returned	Diversion Rate
	Duration (Hrs.)	Quantity (m^3)	Quantity (m^3) est.	Flow (m^3/min)
January	713.5	338,104	53,952	7.90
February	660.0	305,025	43,815	7.70
March	744.0	360,698	58,633	8.08
April	714.0	358,601	71,586	8.37
May	744.0	376,243	56,732	8.43
June	719.0	387,196	68,706	8.98
July	743.5	362,303	59,031	8.12
August	742.0	369,726	63,922	8.30
September	714.5	340,469	55,685	7.94
October	744.0	341,511	63,648	7.65
November	718.3	321,313	44,043	7.46
December	722.5	324,266	44,121	7.48
				Average
Totals	8679.25	4,185,455	683,874	8.03
Licensed Maximums		9,954,198		18.82
% of Allocation Used		42.05		42.69

CAO: _____

Reporting / Technical Services: _____

Revision Date: December 18, 2018
Approver: Technical Services

MVRWSC

Revision Date: December 18, 2018

Approver: Technical Services

Annual Report - Alberta Environment Approved Waterworks System

Mountain View Regional Water Services Commission

Approval # 17000 - WT III / WD I

Year: 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Raw Influent (m^3)													
Total	338,104	305,025	360,698	358,601	376,243	387,196	362,303	369,726	340,469	341,511	321,313	324,266	4,185,455
Maximum Daily	16,044	13,002	14,638	15,022	16,488	16,707	14,660	14,463	13,831	12,177	13,929	14,681	
Minimum Daily	5,853	9,361	10,093	9,796	10,200	10,515	10,152	9,584	8,407	9,780	9,035	4,759	
Treated Effluent (m^3)													
Total	284,152	261,210	302,065	287,015	319,511	318,490	303,272	305,804	284,784	277,863	277,270	280,145	3,501,581
Maximum Daily	13,546	10,929	12,225	11,882	13,233	12,530	11,535	12,362	11,563	11,134	11,574	12,504	
Minimum Daily	4,359	7,982	7,593	8,206	8,435	8,583	7,419	8,295	6,487	6,729	7,990	7,440	
Raw Water Turbidity (NTU)													
Average	20.0	10.0	69.9	44.6	26.1	84.5	43.2	5.4	7.2	5.0	4.6	1.2	
Maximum Daily	201.8	27.8	341.0	210.1	48.5	272.2	190.3	28.6	41.2	15.4	22.7	9.0	
Minimum Daily	3.9	0.2	7.1	8.2	11.4	20.5	5.0	0.0	0.9	0.0	0.0	0.0	
Permeate Turbidity (NTU)													
Average													
Train #1	0.026	0.025	0.039	0.053	0.048	0.056	0.072	0.048	0.051	0.049	0.036	0.025	
Train #2	0.044	0.048	0.061	0.071	0.029	0.032	0.041	0.054	0.037	0.048	0.036	0.032	
Train #3	0.043	0.038	0.046	0.060	0.068	0.039	0.033	0.029	0.032	0.052	0.058	0.040	
Train #4	0.050	0.057	0.059	0.039	0.037	0.038	0.050	0.055	0.062	0.058	0.059	0.029	
Train #5	0.054	0.049	0.067	0.054	0.046	0.036	0.036	0.048	0.057	0.084	0.061	0.048	
Maximum													
Train #1	0.096	0.055	0.120	0.150	0.110	0.282	0.122	0.099	0.156	0.057	0.164	0.069	
Train #2	0.078	0.080	0.100	0.131	0.072	0.065	0.069	0.094	0.094	0.093	0.095	0.081	
Train #3	0.096	0.061	0.083	0.123	0.088	0.138	0.203	0.059	0.054	0.094	0.096	0.077	
Train #4	0.258	0.087	0.089	0.075	0.060	0.047	0.081	0.093	0.092	0.087	0.073	0.213	
Train #5	0.286	0.086	0.163	0.128	0.142	0.093	0.087	0.093	0.090	0.122	0.105	0.078	
Minimum													
Train #1	0.012	0.017	0.018	0.010	0.012	0.012	0.021	0.019	0.035	0.037	0.009	0.009	
Train #2	0.019	0.000	0.000	0.019	0.000	0.019	0.021	0.019	0.018	0.023	0.016	0.014	
Train #3	0.000	0.031	0.000	0.021	0.052	0.016	0.015	0.016	0.022	0.026	0.029	0.015	
Train #4	0.000	0.046	0.049	0.000	0.032	0.030	0.028	0.036	0.050	0.040	0.038	0.015	
Train #5	0.000	0.026	0.032	0.021	0.021	0.021	0.019	0.021	0.023	0.023	0.027	0.023	
Plant Effluent Turbidity (NTU)													
Average	0.134	0.178	0.229	0.207	0.132	0.214	0.102	0.081	0.063	0.080	0.113	0.082	
Maximum	0.635	0.584	0.915	0.833	0.550	0.560	0.292	0.263	0.187	0.164	0.257	0.114	
Minimum	0.033	0.045	0.075	0.058	0.053	0.034	0.037	0.035	0.033	0.047	0.066	0.048	

Approval # 17000 - WT III / WD I

Year: 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Raw Temperature (°C)													
Average	1.8	1.4	2.7	5.0	9.1	14.0	16.3	16.9	15.1	7.5	3.1	0.8	
Maximum	3.2	1.7	6.7	7.9	12.1	16.6	17.9	18.3	17.6	9.8	5.8	1.6	
Minimum	1.2	1.2	1.3	2.2	5.2	10.8	14.1	15.5	10.4	4.2	1.0	0.1	
Treated Temperature (°C)													
Average	3.2	2.6	3.9	5.6	9.3	13.9	16.4	17.5	15.9	8.6	4.0	1.9	
Maximum	4.6	3.7	8.1	8.7	11.5	17.1	17.8	18.5	18.2	11.2	6.6	3.5	
Minimum	2.2	2.2	2.4	2.6	6.0	10.9	15.0	15.9	11.4	5.3	1.7	1.2	
Raw Colour (TCU)													
Average	1.4	1.0	24.9	22.6	24.0	19.3	27.5	14.3	6.6	5.3	5.7	4.9	
Maximum	4	3	116	87	32	32	36	27	8	7	8	8	
Minimum	0	0	0	8	10	14	19	6	4	2	4	3	
Treated Colour (TCU)													
Average	0.4	0.2	0.2	0.3	0.4	0.4	0.2	0.1	0.3	0.2	0.2	0.4	
Maximum	3	1	1	2	2	5	4	1	2	1	1	2	
Minimum	0	0	0	0	0	0	0	0	0	0	0	0	
Raw UVT %					UVT %	UVT %	UVT %	UVT %	UVT %	UVT %	UVT %	UVT %	
Average	93.4	94.0	79.0	70.7	61.7	68.1	58.0	71.8	82.0	82.7	82.0	85.0	
Maximum	96.5	95.3	96.4	81.1	76.2	82.2	66.7	80.4	84.4	84.5	82.9	87.7	
Minimum	89.1	92.9	30.0	37.3	53.3	57.2	51.3	57.9	80.1	80.6	81.3	81.6	
Treated UVT %					UVT %	UVT %	UVT %	UVT %	UVT %	UVT %	UVT %	UVT %	
Average	96.6	96.9	95.0	92.4	87.7	88.8	88.1	90.3	91.2	91.0	90.9	91.9	
Maximum	99.9	98.2	98.4	99.9	91.6	91.1	90.0	92.1	92.4	92.5	92.4	93.8	
Minimum	94.0	95.8	86.5	89.6	84.2	84.1	82.5	88.2	89.9	88.6	89.3	89.4	
Log Reduction Ratio (Giardia)													
Average	2.2	2.5	2.4	3.0	4.2	5.7	6.8	7.6	7.0	4.4	2.7	2.3	
Maximum	4.0	5.0	5.5	4.8	6.9	7.9	10.9	11.8	10.9	7.8	4.0	4.2	
Minimum	1.2	1.4	1.1	1.2	2.5	3.9	4.0	3.6	3.1	2.2	1.7	1.3	
CT / Log Reduction Ratio (Hepatitis A)													
CT - Required / (Lowest)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	<12 / (>12)	
Reduction Ratio	>4	>4	>4	>4	>4	>4	>4	>4	>4	>4	>4	>4	
Main Line Flow Rate (m^3/day)													
Average	13,372	13,981	14,666	14,623	15,067	16,000	15,764	15,528	14,201	14,090	13,862	14,349	
Maximum	17,642	21,272	17,419	17,975	18,403	19,902	25,530	19,417	18,749	19,252	17,517	21,853	
Minimum	9,696	9,708	10,181	10,308	10,213	10,881	10,361	10,384	9,178	9,706	9,658	8,994	
Bacteriological													
Samples taken	16	16	12	16	16	16	16	16	16	16	20	16	192
Positive Results	0	0	0	0	0	0	0	0	0	0	0	0	0

Mountain View Regional Water Services Commission
Lagoon Discharge Analysis 2019

January
Date: Jan. 31/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.03	8.02	0.770	0.012

February
Date: Feb. 27/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.01	7.84	0.680	0.012

March
Date: Mar. 29/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.03	7.21	0.576	0.011

April
Date: Apr. 26/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.01	7.57	0.470	0.008

May
Date: May 28/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.01	7.84	1.073	0.019

June
Date: Jun. 21/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.01	8.06	2.160	0.026

July
Date: Jul. 31/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.01	8.14	7.140	0.056

August
Date: Aug. 26/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.00	8.01	1.890	0.034

September
Date: Sep. 26/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.00	8.12	0.970	0.038

October
Date: Oct. 30/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.00	8.09	0.726	0.024

November
Date: Nov. 29/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.01	8.09	0.704	0.028

December
Date: Dec. 30/19 Initial: WO

Total Chlorine	pH	Turbidity	Aluminum
0.02	7.93	0.643	0.021

Revision Date: August 31, 2009
Approver: Technical Services

2018 Lagoon Discharge Analysis Summary

	Total Chlorine	pH	Turbidity	Aluminum
Average	0.01	7.91	1.484	0.024
Maximum	0.03	8.14	7.140	0.056
Minimum	0.00	7.21	0.470	0.008

MVRWSC Distribution Inspection & Test Record
December 2019

Date: Dec. 4 Initial:

Location	Sample ID	Time	pH	Free Cl_2	Total Cl_2	Turbidity
Innisfail						
Bowden Institution						
Bowden				2.11	2.2	0.09
Olds North				1.91	2.07	0.18
Olds South				1.93	2.02	0.14
Midpoint Influent	1238190	9:30				
Midpoint Effluent	1238189	9:30		1.59	1.68	0.13
Didsbury				1.5	1.63	0.13
Carstairs				1.38	1.5	0.1
Crossfield	1238191	10:30		0.4	1.53	0.12
Taga North				1.41	1.52	0.11
Plant Raw						
Plant Treated	1238188	8:00				

Date: Dec. 10 Initial:

Location	Sample ID	Time	pH	Free Cl_2	Total Cl_2	Turbidity
Innisfail						
Bowden Institution						
Bowden						
Olds North				1.75	1.96	0.15
Olds South				1.84	2.04	0.13
Midpoint Influent	1238195	10:05				
Midpoint Effluent	1238193	10:00		1.9	2.08	0.34
Didsbury				1.72	1.89	0.36
Carstairs				1.4	1.6	3.3
Crossfield	1238194	11:45		1.41	1.56	0.71
Taga North				1.36	1.53	0.14
Plant Raw						
Plant Treated	1238192	8:30				

Date: Dec. 18 Initial:

Location	Sample ID	Time	pH	Free Cl_2	Total Cl_2	Turbidity
Innisfail						
Bowden Institution						
Bowden				1.71	1.85	0.2
Olds North				1.51	1.62	0.11
Olds South				1.35	1.47	0.28
Midpoint Influent	1238197	9:30				
Midpoint Effluent	1238198	9:30		1.19	1.28	3.14
Didsbury				1.09	1.23	0.15
Carstairs						
Crossfield	1238199	11:00		1.11	1.19	3.62
Taga North				1.1	1.21	0.51
Plant Raw						
Plant Treated	1238196	8:00				

Date: Dec. 30 Initial: WO

Location	Sample ID	Time	pH	Free Cl_2	Total Cl_2	Turbidity
Innisfail						
Bowden Institution						
Bowden				1.79	1.9	0.19
Olds North				1.59	1.72	0.15
Olds South				1.6	1.71	0.15
Midpoint Influent	1379401	9:00				
Midpoint Effluent	1379402	9:00		1.38	1.47	0.24
Didsbury				1.33	1.42	0.14
Carstairs				1.16	1.28	0.16
Crossfield	1379403	11:30		1.05	1.17	0.39
Taga North				1.03	1.14	0.17
Plant Raw						
Plant Treated	1238200	7:30				

Monthly Event Report - Alberta Environment Approved Waterworks System
Mountain View Regional Water Services Commission
Approval # 17000 - WT III / WD I

MVRWSC

January 2019

Event	Date	Comments
Plant Failures / Shutdowns		
Distribution Failures / Shutdowns		
Plant Repairs	8-9 29	Suez Membrane Repairs on Trains 4 & 5 LLPH Inspection
Distributions Repairs	11/17-18	Plant Clearwell Inspection
Plant Equipment Installations / Upgrades		
Distribution Equipment Installations / Upgrades		
Manual Chemical Feed		
Membrane Recovery Cleans		
Membrane Integrity Testing	6	Train #5 Cassette F Failed Integrity Test All Other Trains Passed Routine Integrity Tests
Bacteriological Sampling		16 Compliant Samples Taken
Treated Water Quality Non-Compliances		
Complaints		
Contravention Reporting		

Monthly Event Report - Alberta Environment Approved Waterworks System
Mountain View Regional Water Services Commission
Approval # 17000 - WT III / WD I
March 2019

MVRWSC

Event	Date	Comments
Plant Failures / Shutdowns	24	Runoff Conditions
Distribution Failures / Shutdowns		
Plant Repairs		
Distributions Repairs		
Plant Equipment Installations / Upgrades		
Distribution Equipment Installations / Upgrades	18	Construction Work Started Didsbury / Crossfield Twinning Project
Manual Chemical Feed		
Membrane Recovery Cleans		
Membrane Integrity Testing		All Trains Passed Routine Integrity Tests
Bacteriological Sampling		16 Compliant Samples
Treated Water Quality Non-Compliances		
Complaints		
Contravention Reporting		

Monthly Event Report - Alberta Environment Approved Waterworks System
Mountain View Regional Water Services Commission
Approval # 17000 - WT III / WD I

MVRWSC

May 2019

Event	Date	Comments
Plant Failures / Shutdowns		
Distribution Failures / Shutdowns	13 27	Innisfail Pump 1202 VFD Fault Mainline Pump 507 Fault, Removed for Service May 29
Plant Repairs		
Distributions Repairs		
Plant Equipment Installations / Upgrades		
Distribution Equipment Installations / Upgrades		
Manual Chemical Feed		
Membrane Recovery Cleans	10-15	Train # 2 Two Stage Clean
Membrane Integrity Testing		All Trains Passed Routine Integrity Test
Bacteriological Sampling		16 Compliant Samples Taken
Treated Water Quality Non-Compliances		
Complaints		
Contravention Reporting		

Monthly Event Report - Alberta Environment Approved Waterworks System
Mountain View Regional Water Services Commission
Approval # 17000 - WT III / WD I
July 2019

MVRWSC

Event	Date	Comments
Plant Failures / Shutdowns		
Distribution Failures / Shutdowns		
Plant Repairs		
Distributions Repairs	26	Drive Replaced on Innisfail Pump 1202
Plant Equipment Installations / Upgrades		
Distribution Equipment Installations / Upgrades		
Manual Chemical Feed		
Membrane Recovery Cleans		
Membrane Integrity Testing		All Trains Passed Routine Integrity Testing
Bacteriological Sampling		16 Compliant Samples
Treated Water Quality Non-Compliances		
Complaints		
Contravention Reporting	23	Reported Past pH Level Exceedances Occuring in February & March REF# 340938

Monthly Event Report - Alberta Environment Approved Waterworks System
Mountain View Regional Water Services Commission
Approval # 17000 - WT III / WD I
September 2019

MVRWSC

Event	Date	Comments
Plant Failures / Shutdowns		
Distribution Failures / Shutdowns	1 - 3	Remote Station Communication Interruptions
Plant Repairs		
Distributions Repairs		
Plant Equipment Installations / Upgrades		
Distribution Equipment Installations / Upgrades		
Manual Chemical Feed		
Membrane Recovery Cleans		
Membrane Integrity Testing		All Trains Passed Routine Integrity Testing
Bacteriological Sampling		16 Compliant Samples
Treated Water Quality Non-Compliances		
Complaints		
Contravention Reporting		

Monthly Event Report - Alberta Environment Approved Waterworks System
Mountain View Regional Water Services Commission
Approval # 17000 - WT III / WD I
November 2019

MVRWSC

Event	Date	Comments
Plant Failures / Shutdowns		
Distribution Failures / Shutdowns		
Plant Repairs		
Distributions Repairs		
Plant Equipment Installations / Upgrades		
Distribution Equipment Installations / Upgrades	21	Didsbury - Crossfield Twin Pipeline in Operation
Manual Chemical Feed		
Membrane Recovery Cleans	9-15 19-21	Train # 2 Two Stage Clean Train # 4 Two Stage Clean
Membrane Integrity Testing		All Trains Passed Routine Integrity Testing
Bacteriological Sampling		16 Compliant Samples
Treated Water Quality Non-Compliances		
Complaints		
Contravention Reporting		

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING – Conference Call

April 8, 2020 - 9:00 AM

Conference Call Number: 1-877-385-4099
Enter Part Code 8226909 then push #
Enter Name then push #

AGENDA

1. Call to Order

	Page
2. Adoption of Agenda	
3. Approval of March 2020 Meeting Minutes	1.
4. Reports	
Chairman	
Operations	4.
Technical	5.
Maintenance	6.
Administrator	7.
Finance	8.

5. Old Business
   a. Covid-19

6. New Business
   a. Pivotal Audit

7. Information/Correspondence

8. Next Meeting May 13, 2020

9. Adjournment

Minutes

Mountain View Regional Water Services Commission

Regular Meeting

March 11, 2020

Meeting held at the Anthony Henday Water Treatment Plant

Members Present:
Rick Blair – Town of Carstairs – Chairman
Gavin Bates – Town of Innisfail – Alternate for Jim Romane - Vice
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jane Harper – Town of Olds

Also Present:
John Van Doesburg – Manager
Wes Olstad – Technical Manager
Brenda Bayley – Administrative Assistant

1. Call to Order

Chairman Rick Blair called the meeting to order at 8:55 am.

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda.

Carried

3. Approval of February 12, 2020 Regular Meeting Minutes

Moved by Jo Tennant to approve the minutes.

Carried

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – John Van Doesburg presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – John Van Doesburg presented the Maintenance Report.

Administrator Report – John Van Doesburg presented the Administrator Report.

John Baswick motioned to accept reports for information.

Carried

Finance Report – John Van Doesburg presented the Finance Report.

Moved by Mary Jane Harper to accept the Financial Report for information.

Carried

5. Old Business

a. Midline Pump 4

b. Open House

The Board agreed to postpone the Open House due to the Covid-19.

6. New Business

a. Covid-19 Procedure

b. Environmental Report

The Board discussed Covid-19 Procedure and agreed to monitor and prepare is the best way to proceed.

Wes presented the information regarding the Environmental Report.

7. Information/Correspondence

8. Adjournment

Moved by Jo Tennant to adjourn the meeting at 9:51 a.m.

Carried

_____

Chairman

_____

Manager

Operation Report April 8, 2020

- Covid 19 – All chemicals topped up. Ready for spring breakup.
    - Trains 1&2 have been shutdown for limited staffing. These trains take extra hands to clean and maintain. There is no long-term effect with them off and available for extra flows

- Master Controls upgrades – packages are all prepared and are under final review.
    - Waiting for Covid to settle before sending to contractors for pricing

- April 5 – Chlorine feed issue
    - Valve to the tonner seemed to be faulty. Switched out to new tonner. This resolved to issue. No operational upset, operator resolved issue quickly

- Strainer – there was a wiring issue after the PLC| upgrade at the LLPH. This issue was resolved, and the strainer is ready for spring breakup

- Snowpack data shows the Red Deer river basin somewhat above average. Local snow is also slightly above average and late melting

Technical Services April 8/20

- COVID-19 Work - Supplies for Cleaning, Lab & Safety
- ISO Program Audit Preparation, Audits Delayed to Late May
- Initial Discussions with Alberta Environment on Operating Approval Renewal

Maintenance Report April 2020

Plant

1. Intake pump 4 to arrive this week
2. New lawnmower ready for pickup this week
3. Talking with united rentals for backup power generator
4. Replace intake strainer drain valves

Downline

1. Cleaning all metering buildings
2. Check all vaults on new pipeline for water
3. Contractor to fix pump 4 at midpoint
4. Deal with Spartan on control valve issues

Mountain View Regional Water Services Commission

Managers' Report –April 2020

1. Administration
    a. Operations ongoing
    b. Covid 19 preparations and action
    c. COVID 19 adm meetings 3 times a week
    d. Finalize audit
    e. Staff administration

2. Financial
    a. Day to Day operation
    b. Limited cheques being executed

3. Project
    a. Project is winding down
    b. Pump issues

4. Legal- no issues

5. Communication
    a. No new items
6. Next month
    a. COVID 19
    b. Cash Flow
    c. Operations

Finance Supervisor Report

April 8, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Being on short term disability – duties streamlined. Good communication with Brenda remotely.
- Online payments – banking will change to add a second approval as per auditors.
- Twinning – Some account review had to be done and now Terry will be compiling the final report for May's board meeting.

Finance Supervisor Report

April 8, 2020

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- Online payments – banking will change to add a second approval as per auditors.
- Twinning – Some account review had to be done and now Terry will be compiling the final report for May's board meeting.

Mountain View Regional Water Services Commission
Financial Statement March 31, 2020

Royal Bank General Account		
Statement Balance Forward as of Mar.1, 2020		2,792,383.44
Transactions on or before March 31, 2020		
Deposits recorded in Statement	1,528,286.02	
Withdrawls recorded in Statement	- 3,180,998.94	
Total Transactions		- 1,652,712.92
Statement End Balance as of March 31, 2020		1,139,670.52
Outstanding Transactions as of Month End		
Outstanding Deposits	0	
Outstanding Withdrawls	-47029.77	
Total Outstanding Transactions		-47029.77
Adjusted Statement End Balance		**1,092,640.75**
General Ledger Account		
Book Balance as of March 1, 2020		2,686,503.22
Transactions on or before March 31, 2020		
Debits recorded in account	1512445.15	
Credits recorded in account	- 3,106,307.62	
Net Amount recorded in account		- 1,593,862.47
Book Balance as of March 31, 2020		**1,092,640.75**
Royal Bank Payroll Account		
Statement Balance Forward as of March 1, 2020		61,816.47
Transactions on or before March 31, 2020		
Deposits recorded in Statement	271,084.20	
Withdrawls recorded in Statement	- 255,855.39	
Total Transactions		15,228.81
Statement End Balance		77,045.28
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**77,045.28**
General Ledger Account		
Book Balance as of March 1, 2020		162,028.10
Transactions on or before March 31, 2020		
Debits recorded in account	41,960.45	
Credits recorded in account	- 126,943.27	
Net Amount recorded in account		- 84,982.82
Book Balance as of March 31, 2020		**77,045.28**
Twinning Project Account		
Statement End Balance as of March 31, 2020		**2,919.35**
Total Funds on Hand March 31, 2020		**1,172,605.38**

Mountain View Regional Water Services Commission
Comparative Income Statement
At March 31, 2020

280

	Actual Mar. 1, 2020 to Mar. 31, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	114,265.80	341,604.45	0.89	384,885.25	1,539,541.00
Water Sales - Bowden Institution	13,810.24	39,424.28	0.93	42,500.00	170,000.00
Water Sales - Town of Bowden	13,536.60	36,595.35	0.91	40,295.00	161,180.00
Water Sales - Town of Olds	147,381.30	423,343.80	0.96	441,657.50	1,766,630.00
Water Sales - Town of Didsbury	70,608.45	183,572.40	0.93	197,589.75	790,359.00
Water Sales - Town of Carstairs	46,615.80	127,188.60	0.86	148,011.00	592,044.00
Water Sales - Town of Crossfield	64,980.30	180,514.95	0.88	205,588.00	822,352.00
Water Sales - TAQA North Energy	17,718.76	44,622.08	1.43	31,125.00	124,500.00
Water Sales - Carmen Jansen	67.00	201.00	1.00	201.00	804.00
Water Sales - Perfecto Cocjin	67.00	201.00	1.00	201.00	804.00
Water Sales - Wayne Cipperley	67.00	201.00	1.00	201.00	804.00
Water Sales - Robert Rowntree	67.00	201.00	1.00	201.00	804.00
Water Sales - John Konschuk	67.00	201.00	1.00	201.00	804.00
Water Sales -Enmax Green Power Inc.	0.00	2.84	0.00	3,000.00	12,000.00
TOTAL Water Sales	489,252.25	1,377,873.75	0.92	1,495,656.50	5,982,626.00
Interest Income	0.00	11,652.81	0.93	12,500.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	10.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
TOTAL Other Income	0.00	11,662.81	1.37	8,500.00	50,000.00
Total Revenue	489,252.25	1,389,536.56	1.35	1,025,546.42	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	69,245.42	78,868.42	1.20	65,750.00	263,000.00
Total Capital Expenditures	69,245.42	78,868.42	1.20	65,750.00	263,000.00
Payroll Expenses					
Wages - Hourly	86,987.73	262,317.93	0.99	264,275.00	1,057,100.00
Employee RRSP Expense	1,536.62	4,609.86	0.91	5,051.50	20,206.00
EI Expense	1,637.88	4,901.89	1.40	3,500.00	14,000.00
CPP Expense	4,511.06	13,617.11	1.56	8,750.00	35,000.00
WCB Expense	0.00	3,008.55	0.97	3,090.00	12,360.00
Payroll Processing Fees Expense	706.11	1,744.92	1.00	1,750.00	7,000.00
Employee Benefits & Pension Plans	17,375.44	55,469.02	1.15	48,162.50	192,650.00
Total Payroll Expense	112,754.84	345,669.28	1.03	334,579.00	1,338,316.00
General & Administrative Expenses					
Alberta First Call	0.00	0.00	0.00	625.00	2,500.00
Automobile Exp (gas, etc.)	0.00	1,810.42	0.48	3,750.00	15,000.00
Board Expenses	2,958.62	10,058.04	0.62	16,120.50	64,482.00
CAO Professional Development	0.00	0.00	0.00	750.00	3,000.00
Cassette Maintenance Contract	0.00	0.00	0.00	97,410.00	389,640.00
Cathodic Protection Expense	0.00	0.00	0.00	2,060.00	8,240.00
Chemicals Expense	32,719.54	68,659.42	1.29	53,045.00	212,180.00
Delivery & Freight Expense	0.00	108.81	0.29	375.00	1,500.00
Insurance Expense	5,833.33	17,499.99	1.00	17,500.00	70,000.00
Interest & Bank Charges Expense	98.65	286.16	1.14	250.00	1,000.00

Interest on Long Term Loans	443,368.30	443,368.30	1.66	266,983.25	1,067,933.00	
ISO 14001 Expense	0.00	0.00	0.00	5,150.00	20,600.00	
Janitorial Service & Supplies	2,741.76	6,729.58	1.12	6,000.00	24,000.00	281
Lab Supplies Expense	4,148.25	4,718.05	0.50	9,500.00	38,000.00	
Legal Fees Expense	0.00	0.00	0.00	1,250.00	5,000.00	
Lube & Oil - Pumps	0.00	0.00	0.00	650.00	2,600.00	
Meals Expense	249.07	1,027.40	0.59	1,750.00	7,000.00	
Memberships, Dues & Fees Expense	2,503.14	9,560.28	3.82	2,500.00	10,000.00	
Office, Postage & General Expense	979.82	2,355.95	0.54	4,375.00	17,500.00	
Professional Fees Expense	0.00	0.00	0.00	4,375.00	17,500.00	
Rental Equipment Expense	0.00	0.00	0.00	375.00	1,500.00	
Repairs & Main - Down Line	0.00	3,313.27	0.26	12,750.00	51,000.00	
Repairs & Main - Grounds	0.00	0.00	0.00	625.00	2,500.00	
Repairs & Main - Lagoon Cleanout	0.00	0.00	0.00	62,500.00	250,000.00	
Repairs & Main - Plant	4,760.48	47,239.62	0.86	55,000.00	220,000.00	
Repairs & Main - Vehicles & Equip	265.80	2,237.96	0.90	2,500.00	10,000.00	
Small Tools & Supplies	91.46	890.33	1.19	750.00	3,000.00	
Staff - Education, etc.	878.80	3,188.76	0.80	4,000.00	16,000.00	
Safety	353.23	4,304.60	0.86	5,000.00	20,000.00	
Telephone & Fibre Optics	1,886.35	11,638.28	1.33	8,750.00	35,000.00	
Utilities - Meter Stations	1,279.63	4,274.85	1.04	4,125.00	16,500.00	
Utilities - Mid Point Reservoir	6,498.55	26,654.55	0.97	27,500.00	110,000.00	
Utilities - Plant Heating	2,842.42	10,826.60	1.35	8,000.00	32,000.00	
Utilities - Power Plant	31,672.58	122,863.24	0.98	125,000.00	500,000.00	
Waste Removal Expense	0.00	472.18	0.63	750.00	3,000.00	
Debenture	0.00		0.00	272,940.89	1,091,763.55	
Total General & Admin. Expenses	546,129.78	804,086.64	0.74	1,084,984.64	4,339,938.55	
				0.00		
Trsf to Reserve	6,250.00	12,500.00	0.33	18,750.00	75,000.00	
TOTAL EXPENSE	734,380.04	1,241,124.34	0.83	1,504,063.64	6,016,254.55	
NET INCOME	-245,127.79	148,412.22	-	-478,517.22	16,371.45	

April 8, 2020

MEMBERS OF THE BOARD OF DIRECTORS
MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
ANTHONY HENDAY WATER TREATMENT PLANT
35566 RANGE ROAD 10
RED DEER COUNTY, AB T4G 0H5

ATTENTION: MEMBERS OF THE BOARD

Dear Board Members:

RE: AUDIT OF THE FINANCIAL STATEMENTS OF MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION FOR THE YEAR ENDED DECEMBER 31, 2019

The purpose of this report is to summarize certain aspects of the audit that we believe would be of interest to the Board of Directors. This report should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of the Board of Directors and should not be distributed to external parties without our prior consent. We accept no responsibility to a third party who uses this communication.

Audit Findings

There are a number of matters that arose during the audit that we would like to bring to your attention, although none of them resulted in a qualified opinion. Each of these matters is summarized briefly below. We would be happy to discuss any of these items in more detail at our upcoming meeting.

Fraudulent and Illegal Activities

Our audit procedures were performed for forming an opinion on the financial statements and although they might bring possible fraudulent or illegal activities to our attention, our audit procedures were not designed to detect fraudulent or illegal activities.

In any event, we did not detect any fraudulent or illegal activities, or material misstatements resulting from fraudulent or illegal activities during our audit.

Litigation Proceedings

We have communicated with the Commission's management who have indicated that there are no material claims outstanding against the Commission.

Significant Weakness in Internal Controls

During the course of our audit, no significant weaknesses in internal control were detected.

Since an audit is not designed to detect all weaknesses in internal controls, there may be weaknesses, which current procedures did not detect.

Likely Aggregate Misstatements

Likely aggregate misstatements at year end amount to $(6,648). The major unadjusted misstatements are as identified in the accompanying schedule of unadjusted misstatements.

After considering both quantitative and qualitative factors with respect to the likely aggregate misstatements above, we agree with management that the financial statements are not materially misstated.

Significant Accounting Policies, Estimates and Judgments

Management is responsible for determining the significant accounting policies and account estimates included in the financial statements. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of operations of the Commission. The application of those policies often involves significant estimates and judgments by management.

There were no new accounting policies adopted or changes to the application of accounting policies during the year.

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

Significant Unusual Transactions

We are not aware of any significant or unusual transactions entered into that you should be informed about.

Significant Related Party Transactions

During our audit, we did not become aware of any related party transactions that were not in the normal course of operations.

Audit Issues

During the course of our engagement, a number of audit issues were encountered and each was satisfactorily resolved.

Disagreements with Management

We are required to communicate any disagreements with management, whether or not resolved, about matters that are individually or in aggregate significant to the Commission's financial statements or Auditors' Report. Disagreements may arise over:

- Selection or application of accounting principles;
- Assumptions and related judgments for accounting estimates;
- Financial statement disclosures;
- Scope of the audit; or
- Wording of the Independent Auditors' Report.

We are pleased to inform you that we had no disagreements with management during the course of our audit.

Enterprise Risk Management

The directors are responsible to the members for the safeguarding of the Commission's assets. As such the directors have a fiduciary responsibility to act in the best interest of the Commission. A breach in this fiduciary duty can result in director becoming liable for losses incurred by the Commission.

Please see Schedule 1 which outlines some statutes that have specific penalties that can be levied against individual directors in the event the Commission contravenes certain provisions within the respective Act.

DRAFT

The directors may, by resolution, appoint managers and other officers that they consider necessary for the conduct of the affairs and business of the association and may define their duties and fix their remuneration. It should be noted that the directors are ultimately responsibility even though management has been charged with fulfilling certain requirements. This would suggest that management needs to report back to the Board so that the Board is satisfied its responsibilities have been fulfilled.

In order to document management's appointment, the directors may wish to consider a "Delegation of Authority" matrix, which summarizes the Board's responsibilities and the appointment of individuals or positions within the Commission who are assigned the tasks which discharge those responsibilities. Please see Schedule 2 for more information.

Our Audit Opinion

We did not detect any evidence of misstatements that would have a material effect on the financial statements and, accordingly, we have issued an unqualified audit report.

Other Information

As part of our audit procedures, we reviewed the Commission's annual report. We determined that there were no material misstatements between the annual report and the audited financial statements.

Management Letter

We will be submitting to management a letter on internal controls and other matters that we feel should be brought to their attention.

We wish to express our appreciation for the co-operation we received during the audit from the Commission's management. We would be pleased to discuss with you any matters mentioned in this letter, as well as any other matters that may be of interest to you.

Yours truly,

Pivotal LLP

Chartered Professional Accountants

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Director's Liability Chart
Schedule 1

Act	Section		Amount of Director's Personal Liability
Income Tax Act	227.1(1)	Failure to remit withholding taxes on employee remuneration and interest and penalties	Amount that should have been withheld including interest and penalties
Excise Tax Act	323	Failure to remit Goods & Services Tax and interest and penalties	Full amount that should have been remitted including interest and penalties
Canada Pension Plan	21.1(1)	Failure to remit CPP & interest & penalties	Full amount that should have been remitted including interest and penalties
Employment Insurance Act	107	Failure to remit IE & interest & penalties	Full amount that should have been remitted including interest and penalties
Alberta Employment Standards Code	112(2)	Unpaid wages	Amount of unpaid wages earned for a period of six months
Alberta Employment Pension Plans Act	143(3)	Company committing an offense under the Act	Fine of up to $100,000
Alberta Occupational Health and Safety Act	73	Failure to comply with the Act or order or decision pursuant to the Act	$1,000,000 plus $60,000 per day the offence continues plus 12 months imprisonment
Alberta Workers Compensation Act	152.01	Company committing an offense under the Act	$25,000 for each contravention or for each day the contravention occurs and continues
Alberta Rural Utilities Act	31(1)	Company committing an offense under the Act	$500 unless an offense under 10(5.2) - improper use of the membership registrar - maximum fine $50,000
Alberta Environmental Protection and Enhancement Act	232	Company committing an offense under the Act	$100,000 and two years imprisonment
Fisheries Act	40(1)	Killing fish or harming habitat	$2,000,000 fine and three years imprisonment
Alberta Water Act	146	Company committing an offense under the Act	$100,000 and two years imprisonment
Forest and Prairie Protection Act	37.1	Company committing an offense under the Act	$100,000 and two years imprisonment and costs of fighting a fire

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DELEGATION OF AUTHORITY MATRIX
Schedule 2

A= Approve
R= Review
P=Prepare

		Management	Finance Committee	Board of Directors
Budgeting				
Capital	Annual budget	P	R	A
	Additional projects	P	R	A
	Overruns	P	R	A
Operating	Annual budget	P	R	A
	Overruns	P	R	A
Banking				
Investments	Purchases	P	R	A
	Withdrawals	P	R	A
	Ensure approved investments	P	R	A
Reserves	Transfers	P	R	A
	Withdrawals	P	R	A
Signing Authority	Additions			A
	Deletions			A
Water Sales				
	Water rate changes	P		A
	Write off bad debt	P		A
Construction				
	Contracts are in place	P		A
	Review invitation tenders for costs exceeding $25,000	P	R	A
Purchase Orders				
	> $2,500	A		
	$2,500 - $5,000	P	A	
	< $5,000	P	R	A
Expenses				
Capital	> $5,000	P	A	
	< $5,000	P	R	A
Operating	> $5,000	A		
	$5,000 - $10,000	P	A	
	< $10,000	P	R	A
Related Party Expense Accounts				
	Staff	A		
	General manager		A	
	Board			A
	Chairman			A
Commitments/Contracts				
Lease Term	<1 Year	A		
	<1 Year (unbudgeted)	P	A	
	1-3 Years	P	A	
	> 3 Years	P	R	A
Annual Cost	> $2,500	A		
	>$2,500 (unbudgeted	P	A	
	$2,500 - $5,000	P	A	
	< $5,000	P	R	A
Insurance				
Liability Insurance	Ensure coverage is adequate	P		A
	Asset replacement value is assessed annually	P	R	A
D&O Insurance	Ensure minimum $5 million coverage is in place	P		A
WCB	Appropriate wages are submitted for coverage	P		A
	Ensure director's coverage is in place	P		A

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		Management	Human Resource Committee	Board of Directors
	Human Resources			
	Job descriptions	P	R	A
	Salary rates and wage increases	P	R	A
	Policy updates	P	R	A
	Hiring general staff	A		
	Hiring general manager		R	A
	ROE's are filed	P	R	A
	T4's are filed	P	R	A
Training	General Staff	A		
	General Manager	P	R	A
Vacation	General staff	A		
	General manager	P	R	A
Bonuses	General staff & general manager	P	R	A

A= Approve
R= Review
P=Prepare

		Health & Safety Representative	Management	Board of Directors
	Safety			
	Appoint health & safety representative		R	A
	Investigate of hazardous events that have occurred	P	R	A
	Appropriate records are maintained	P	R	A
	Safety equipment meets CSA group standards	P	R	A
	Appropriate safety equipment is provided	P	R	A
	Records of hazardous material are kept	P	R	A
	Significant incidents are reported to minister	P	R	A
	Emergency response plan is in place	P	R	A
	Review effectiveness of hazard prevention program every 3 years	P	R	A
	Implement workplace violence prevention program	P	R	A
	Workplace accommodations are adequate	P	R	A
	First aid attendant certification is up to date	P	R	A
	Develop and implement employee training	P	R	A

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April 8, 2020

MEMBERS OF THE BOARD OF DIRECTORS
MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
ANTHONY HENDAY WATER TREATMENT PLANT
35566 RANGE ROAD 10
RED DEER COUNTY, AB T4G 0H5

ATTENTION: MR. JOHN VAN DOESBURG

Dear John:

RE: AUDIT OF THE DECEMBER 31, 2019 FINANCIAL STATEMENTS

We have now completed our audit of the financial statements. During the course of the audit of Mountain View Regional Water Services Commission for the year ended December 31, 2019, we identified matters that may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters that may be of interest to management. Accordingly an audit would not usually identify all such matters.

We wish to thank you, Samantha Lafontaine, Wes Olstad and remaining staff for their assistance in various matters during our audit.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours truly,

Pivotal LLP

Chartered Professional Accountants

Enclosures

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Mountain View Regional Water Services Commission
Matters Identified
December 31, 2019

Matters identified during the current year:

1. **UNRECORDED PAYABLES**

   During our audit we noted that there were expenditures for the twinning project where the work was performed during the year but the invoice was dated subsequent to the year end. We accrued for the liabilities in the Commission's year end.

   We recommend that going forward all invoices received after year end are reviewed for the date the work was completed, and if necessary an accrual is set up to record the invoice.

2. **ELECTRONIC FUND TRANSFERS (EFT)**

   During the course of the audit, it was noted that certain individuals are able to set up EFT payments as well as process said payments by EFT, while approval of the EFT transfer consists of signing off on the paper.

   The ability for one person to create and consummate transactions in such a manner creates a risk of online payments being made to inappropriate payees. Without separation of these permissions, a payee could be added to the vendor list and a payment made without the transaction being reviewed or approved prior to release of funds by another authorized person. Additionally there should be an approval process to set up vendors and the list of approved vendors for EFT payments should be reviewed and authorized on a regular basis.

   We recommend discussing with the bank if EFT payments be set up in such a way that one individual only has access to initiate the payment, and another must go in to approve and release the initiated payment.

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Mountain View Regional Water Services Commission
Matters Identified
December 31, 2019

Matters Identified during the prior year:

Each year we endeavor to make various observations and suggestions. Listed are the management points from the prior year and the status of the recommended actions (if any).

1. **BOARD MEMBER SOURCE DEDUCTIONS**

   During our audit we noticed that the Commission was not withholding CPP on board of director honorariums.

   It is the Commission's responsibility to prepare T4 slips for board member honorariums. As these are pensionable earnings, CPP contributions must be remitted on any amounts over $3,500 as required by the Canada Revenue Agency.

   We recommend that CPP be calculated and remitted on board honorariums when applicable.

   During the 2019 audit, we noted that no board directors exceeded the $3,500 CPP threshold.

2. **ACCRUED VACATION PAY**

   During the 2017 audit we noted an upward trend in the vacation pay accrual over the past few years. There is an increase in accrued vacation pay from about $75,000 in 2013 to $133,000 at the end of 2017. Many employees are carrying forward their vacation time from year to year without it being fully utilized. The current policy held by the organization does not specify that vacation must be used on an annual basis. The vacation time not taken can also affect the organization financially if the hours that were accrued at a lower rate of pay are being taken when an individual's rate of pay is higher.

   As per Employment Standards, employers must give employees their annual vacation in one unbroken period no later than 12 months after an employee becomes entitled to it. If an employee requests in writing, the employer may provide the vacation in two or more periods, so long as each vacation period is at least one day long. If an employer and an employee are unable to agree on a mutually satisfactory date to start the employee's annual vacation, the employer must give the employee at least 2 weeks written notice of the date on which the employee's annual vacation is to start, and the employee must take the vacation at that time.

   We recommend that the organization review its vacation policies and implement required annual vacation time as per Employment Standards Code, and possibly consider maximum carry over periods, and vacation time payouts.

   During the 2019 audit, we noted that this was still not addressed.

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

FINANCIAL STATEMENTS

DECEMBER 31, 2019

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

TABLE OF CONTENTS
DECEMBER 31, 2019

	Page
Independent Auditors' Report	2 - 3
Financial Statements	
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Debt	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 15
South Red Deer Regional Wastewater Commission Statement of Operations - Schedule 1	16

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of:
Mountain View Regional Water Services Commission

Opinion

We have audited the accompanying financial statements of Mountain View Regional Water Services Commission ("the Commission") which comprise the statement of financial position as at December 31, 2019 and the statements of operations, changes in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the annual report but does not include the financial statements and our auditors' report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Red Deer County, Alberta
April 8, 2020

Chartered Professional Accountants

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2019

	2019	2018
ASSETS		
FINANCIAL ASSETS		
Cash and cash equivalents (Note 3)	$ 3,517,027	$ 4,860,839
Accounts receivable	1,159,344	1,064,767
Due from Commission members (Note 4)	351,163	399,358
Deposits	-	100,000
	5,027,534	6,424,964
LIABILITIES		
Bank indebtedness (Note 5)	3,960,000	-
Accounts payable and accrued liabilities	2,265,522	5,769,104
Long term debt (Note 6)	31,075,556	20,013,986
	37,301,078	25,783,090
NET FINANCIAL DEBT	(32,273,544)	(19,358,126)
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 7)	76,557,848	63,476,662
Prepaid expenditures	71,975	75,434
	76,629,823	63,552,096
ACCUMULATED SURPLUS (Note 8)	$ 44,356,279	$ 44,193,970

COMMITMENTS (Note 10)

GUARANTEES (Note 11)

On Behalf of the Board:

_____ Director

_____ Director

See accompanying notes to financial statements

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2019

	Budget 2019 (Unaudited)	2019	2018
REVENUE			
Service fees charged to Commission members (Note 4)	$ 5,465,610	$ 5,569,825	$ 5,355,051
Other service fees and sale of goods	330,794	320,065	331,891
Interest income	-	71,097	183,095
	5,796,404	5,960,987	5,870,037
EXPENSES			
Salaries, wages and benefits	1,160,105	1,254,611	1,114,747
Contracted and general services	557,526	511,401	523,963
Materials, goods and utilities	2,093,493	1,342,669	1,383,451
Interest on long term debt	700,077	991,505	718,567
Interest on short term debt	350,000	-	-
Amortization of tangible capital assets	-	2,220,931	1,583,453
	4,861,201	6,321,117	5,324,181
EARNINGS (DEFICIENCY) FROM OPERATIONS	935,203	(360,130)	545,856
PROVINCIAL GOVERNMENT TRANSFERS FOR CAPITAL	-	500,000	10,000,000
GAIN ON DISPOSAL OF TANGIBLE CAPITAL ASSETS	-	-	4,125
EXCESS OF REVENUES OVER EXPENSES, BEFORE THE FOLLOWING	935,203	139,870	10,549,981
SOUTH RED DEER WASTE WATER OPERATIONS (Schedule 1)	21,761	22,439	81,597
EXCESS OF REVENUES OVER EXPENSES	$ 956,964	162,309	10,631,578
ACCUMULATED SURPLUS, BEGINNING OF YEAR		44,193,970	33,562,392
ACCUMULATED SURPLUS, END OF YEAR		$ 44,356,279	$ 44,193,970

See accompanying notes to financial statements

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

STATEMENT OF CHANGES IN NET FINANCIAL DEBT
YEAR ENDED DECEMBER 31, 2019

	2019	2018
Excess of revenues over expenses	$ 162,309	$ 10,631,578
Acquisition of tangible capital assets	(15,314,766)	(18,000,997)
Amortization of tangible capital assets	2,233,580	1,608,753
	(12,918,877)	(5,760,666)
Disposition (acquisition) of prepaid assets	3,459	(498)
Increase in net debt	(12,915,418)	(5,761,164)
Net financial debt, beginning of year	(19,358,126)	(13,596,962)
Net financial debt, end of year	$ (32,273,544)	$ (19,358,126)

See accompanying notes to financial statements

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2019

	2019	2018
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING TRANSACTIONS		
Excess of revenues over expenses	$ 162,309	$ 10,631,578
Non-cash items included in excess of revenues over expenses:		
Amortization of tangible capital assets	2,233,580	1,608,753
Gain on disposal of tangible capital assets	-	(4,125)
	2,395,889	12,236,206
Net changes to operations:		
Accounts receivable	(94,577)	(779,167)
Due from Commission members	48,195	(20,458)
Prepaid expenditures	3,459	(498)
Accounts payable and accrued liabilities	(70,626)	210,642
Cash from operating activities	2,282,340	11,646,725
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(18,747,722)	(12,908,375)
Land deposit	100,000	(100,000)
Proceeds on sale of assets	-	4,125
Cash used for capital activities	(18,647,722)	(13,004,250)
FINANCING TRANSACTIONS		
Proceeds from issuance of long term debt	11,986,014	-
Repayment of long term debt	(924,444)	(738,477)
Cash from (used) for financing activities	11,061,570	(738,477)
DECREASE IN CASH AND CASH EQUIVALENTS	(5,303,812)	(2,096,002)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	4,860,839	6,956,841
CASH AND CASH EQUIVALENTS (BANK INDEBTEDNESS), END OF YEAR	$ (442,973)	$ 4,860,839
CASH AND CASH EQUIVALENT (BANK INDEBTEDNESS) COMPRISED OF:		
Cash and cash equivalents	$ 3,517,027	$ 4,860,839
Bank indebtedness	(3,960,000)	-
	$ (442,973)	$ 4,860,839

NON-CASH TRANSACTIONS (Note 14)

See accompanying notes to financial statements

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

1. PURPOSE OF ORGANIZATION

Mountain View Regional Water Services Commission was constituted by Alberta Regulation 245/92 in 1992 under the Municipal Government Act and was approved by the Minister of Municipal Affairs for the purpose of treating and supplying water to the six member municipalities and seven other users.

The members of the Commission are the Town of Bowden, the Town of Carstairs, the Town of Crossfield, the Town of Didsbury, the Town of Innisfail, and the Town of Olds.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

These financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and include the following significant accounting policies.

Estimates

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. Actual results could differ from these estimates. Estimates are used when accounting for items and matters such as the collectability of accounts receivable, the estimated useful lives of tangible capital assets, the valuation of prepaid expenditures, and accrued liabilities.

Cash and Cash Equivalents

The policy of the Commission is to disclose bank balances, unrestricted and internally restricted temporary investments that mature in less than 90 days as cash and cash equivalents.

Tangible Capital Assets

Purchased tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Contributed tangible capital assets are recorded at fair value at the date of contribution.

Tangible capital assets are amortized on a straight line basis over the following periods:

Building	- 20 years
Water system	- 4 to 50 years
Machinery and equipment	- 5, 10 and 25 years
Vehicles	- 6 years

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Intangibles

All intangibles of the Commission, including items inherited by right of the Crown, such as Crown lands, forests, water and mineral resources, are not recognized in the financial statements because the costs, benefits and economic value of such items cannot be reasonably and verifiably quantified using existing methods. Purchased natural resources and Crown lands would be recognized in the financial statements where applicable.

Internally Restricted Reserves

Reserves are established at the discretion of the Board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment to the respective funds.

Donated Materials

Donated materials are recorded in the financial statements at fair market value when fair market value can be reasonably estimated and when the Commission would otherwise have purchased these items. During the current year no donated materials were recorded in the financial statements.

Financial Instruments

Measurement of financial instruments

The Commission measures its financial assets and liabilities at fair value, cost, or amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents, accounts receivable, amounts due from Commission members, and deposits.

Financial liabilities measured at amortized cost include bank indebtedness, accounts payable and accrued liabilities and long term debt.

The Commission does not currently hold any financial assets measured at fair value.

Revenue and Government Transfers

The Commission recognizes revenue from service fees and sales of goods in the period in which the service is delivered or the events that gave rise to the revenue occurred. Funds from external parties and earnings thereon restricted by agreement or legislation are recognized as revenue in the period in which the funds are used for the purpose specified.

Government transfers that are received pursuant to legislation, regulation or agreement are recognized as revenue in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

3. CASH AND CASH EQUIVALENTS

The Board has designated $5,293,654 (2018 - $5,293,654) for future capital expenditures.

	2019	2018
Chequing account	$ 3,382,075	$ 7,802,877
Payroll account	130,829	103,685
Savings account	4,123	306,754
Alberta grant savings account	-	(3,352,477)
	$ 3,517,027	$ 4,860,839

4. RELATED PARTY TRANSACTIONS

The Town of Bowden, the Town of Carstairs, the Town of Crossfield, the Town of Didsbury, the Town of Innisfail, and the Town of Olds are members of the Commission and, as such, have been identified as related parties.

Service fees are based on the budgeted net operating costs of the Commission and are allocated amongst the Commission members based on actual service utilization during the year. Service fees charged to Commission members are as follows:

	2019	2018
Town of Bowden	$ 160,657	$ 215,972
Town of Carstairs	579,967	553,266
Town of Crossfield	812,471	782,311
Town of Didsbury	677,435	777,443
Town of Innisfail	1,518,449	1,444,065
Town of Olds	1,820,846	1,581,994
	$ 5,569,825	$ 5,355,051

Amounts due from Commission members are payable on receipt of the invoice and have arisen from the service fees charged during the year. Amounts due from Commission members at the end of the year are as follows:

	2019	2018
Town of Bowden	$ 11,404	$ 11,411
Town of Carstairs	43,242	40,293
Town of Crossfield	-	55,757
Town of Didsbury	46,883	54,602
Town of Innisfail	117,487	111,179
Town of Olds	132,147	126,116
	$ 351,163	$ 399,358

The above transactions are in the normal course of operations and are recorded at the exchange amount which is the amount of consideration as established and agreed to by the related parties.

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

5. CREDIT FACILITY

The Commission has an RBC VISA business account with an authorized limit of $90,000.

The Commission has a $5,000,000 revolving demand facility borrowed at Royal Bank's prime lending rate minus 0.60%. The effective interest rate at December 31, 2019, is 3.35%. The balance drawn on December 31, 2019, is $3,960,000 (2018 - $nil).

The Commission has a $8,000,000 non-revolving demand facility borrowed at Royal Bank's prime lending rate minus 0.60%. The effective interest rate at December 31, 2019, is 3.35%. The balance drawn on December 31, 2019, is $nil (2018 - $nil).

The Commission has a $12,000,000 non-revolving demand facility borrowed at Royal Bank's prime lending rate minus 0.60%. The effective interest rate at December 31, 2019, is 3.35%. The balance drawn on December 31, 2019, is $nil (2018 - $nil).

6. LONG TERM DEBT

	2019	2018
Debentures	$ 31,075,556	$ 20,013,986
Less: Current portion	(1,118,904)	(764,670)
	$ 29,956,652	$ 19,249,316

Repayments are as follows:

	Principal	Interest	Total
2020	$ 1,118,904	$ 1,040,793	$ 2,159,697
2021	1,157,352	1,002,345	2,159,697
2022	1,197,144	962,553	2,159,697
2023	1,238,328	921,369	2,159,697
2024	1,280,954	878,743	2,159,697
Thereafter	25,082,874	7,262,991	32,345,865
	$ 31,075,556	$ 12,068,794	$ 43,144,350

Debenture debt is repayable to the Alberta Capital Finance Authority and bears interest at 3.12% to 4.39% per annum, with maturities between March 2036 and December 2038. Debenture debt is issued on the credit and security of the Commission at large.

Section 3 of Alberta Regulation No. 76/2000 requires that debt and debt limits for the Commission be disclosed as follows:

	2019	2018
Total debt limit	$ 32,000,000	$ 32,000,000
Total debt	31,075,556	20,013,986
Amount of total debt limit available	$ 924,444	$ 11,986,014

DRAFT

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

6. LONG TERM DEBT (Continued)

	2019	2018
Debt servicing limit	$ 2,194,506	$ 2,265,298
Debt servicing	2,159,697	1,464,747
Amount of debt servicing limit available	$ 34,809	$ 800,551

The debt limit is calculated at two times the revenue of the Commission (as defined in Alberta Regulation No. 76/2000) and the debt service limit is calculated at 0.35 times the 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 commissions that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

On June 14, 2018, the Commission obtained approval from the Minister of Municipal Affairs through Ministerial Order MSL:050/18 to exceed the debt limit and debt service limit with borrowing up to a maximum of $32,000,000 in long term debt. An additional $8,000,000 may be borrowed to provide financing for interim construction costs for Phase 2 of the Line Twinning Project. The approval for interim financing expires December 31, 2019. In addition, the Commission is authorized to retain its current operating credit facility of $5,000,000.

7. TANGIBLE CAPITAL ASSETS

	2019			2018
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Building	$ 567,826	$ 99,722	$ 468,104	$ 496,495
Water system	91,250,632	15,794,804	75,455,828	62,320,460
Machinery and equipment	868,020	367,771	500,249	480,151
Vehicles	410,974	277,307	133,667	179,556
	$ 93,097,452	$ 16,539,604	$ 76,557,848	$ 63,476,662

8. ACCUMULATED SURPLUS

	2019	2018
Unrestricted deficit	$ (6,419,667)	$ (4,562,361)
Internally restricted reserve	5,293,654	5,293,654
Equity in tangible capital assets (Note 9)	45,482,292	43,462,677
	$ 44,356,279	$ 44,193,970

During the year, the Commission transferred $nil (2018 - $780,000) of operating funds to internally restricted reserve for future capital expenditures.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

9. EQUITY IN TANGIBLE CAPITAL ASSETS

	2019	2018
Tangible capital assets	$ 93,097,452	$ 77,782,686
Accumulated amortization	(16,539,604)	(14,306,023)
Long term debt	(31,075,556)	(20,013,986)
	$ 45,482,292	$ 43,462,677

10. COMMITMENTS

The Commission has a contractual obligation for an extended service and support contract with Suez Water Technologies and Solutions with payments of $87,500 quarterly plus a consumer price index adjustment. The contract has a term of ten years commencing from February 1, 2015.

On April 1, 2018, the Commission entered into an extension agreement with South Red Deer Regional Wastewater Commission ("SRDRWC") to provide operational and maintenance services for fees and charges as set out in the agreement. The term of the agreement is from April 1, 2018 to August 31, 2023. On December 31, 2018, the Commission notified SRDRWC of its intention to terminate the agreement in 180 days as provided under the original agreement. As of June 2019, the contract with SRDRWC has ended.

The Commission has entered into a purchase agreement with ATCO for electricity and natural gas. The contract term is for five years ending March 31, 2023.

The Commission has entered into an agreement to lease a photocopier, that expires June 2023. Minimum lease payments under the agreement are as follows:

2020	$ 3,180
2021	3,180
2022	3,180
2023	1,590
	$ 11,130

11. GUARANTEES

The Commission has entered into indemnification agreements with the directors to indemnify them, to the extent permitted by law, against any and all charges, costs, expenses, amounts paid in settlement and damages incurred by the directors and officers as a result of any lawsuit, or any judicial, administrative or investigative proceedings in which the directors and officers are sued as a result of their service. These indemnification claims will be subject to any statutory or other legal limitation period. The nature of the indemnification agreements prevents management from making a reasonable estimate of the maximum potential amounts the Commission could be required to pay counterparties.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Commission participate in the Local Authorities Pension Plan ("LAPP"), which is covered by the Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and investment earnings of the LAPP fund.

The Commission is required to make current service contributions to the LAPP of 9.39% (2018 - 10.39%) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% (2018 - 14.84%) for the excess.

Total current service contributions by the Commission to the LAPP in 2019 were $94,239 (2018 - $101,111). Total current service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2019 were $85,451 (2018 - $93,550).

At December 31, 2018, the Local Authorities Pension Plan disclosed an actuarial surplus of $3.47 billion (2017 - $4.84 billion). The 2019 LAPP annual report has not yet been issued.

13. FINANCIAL INSTRUMENTS

Risks and Concentrations

The Commission is exposed to various risks through its financial instruments. The following analysis provides a measure of the Commission's risk exposure and concentrations at December 31, 2019.

Liquidity Risk

Liquidity risk is the risk that the Commission will encounter difficulty in meeting obligations associated with financial liabilities. The Commission is exposed to this risk mainly in respect of its long term debt, contributions to the pension plan and accounts payable and accrued liabilities.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Commission's main credit risks relate to its accounts receivable and amounts due from Commission members. The Commission provides credit to its customers and members in the normal course of its operations.

Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises of three types of risk: currency risk, interest rate risk and other price risk. The Commission is mainly exposed to interest rate risk.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

13. FINANCIAL INSTRUMENTS (Continued)

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Commission is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the Commission to a fair value risk.

14. NON-CASH TRANSACTIONS

During the year, tangible capital assets were acquired at an aggregate cost of $15,314,766 (2018 - $18,000,997), of this balance $1,659,663 (2018 - $5,092,619) was included in accounts payable. During the year cash of $18,747,722 (2018 - $12,908,375) was paid for the purchase of tangible capital assets.

15. RECONCILIATION OF COMMISSION BUDGET TO OPERATING RESULTS

The unaudited budget figures are provided to present a comparison of the results for the accounting period with those originally planned. The Commission did not budget for amortization. The reconciliation below is provided for information purposes to provide users with supplementary comparative information. It should not be used as a replacement for the statement of financial activities and accumulated surplus and users should note that this information may not be appropriate for their purposes.

	Budget (Unaudited)	2019
Excess of revenue over expenses	$ 956,964	$ 162,309
Add amortization of tangible capital assets	-	2,233,580
Add budgeted capital expenditures	540,000	-
Less gain on disposal of tangible capital assets	-	-
Less government transfers for capital	-	(500,000)
Results of operations, adjusted for non-budgeted items	$ 1,496,964	$ 1,895,889

16. APPROVAL OF FINANCIAL STATEMENTS

The Board and Management have approved these financial statements.

Schedule 1

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

SOUTH RED DEER REGIONAL WASTEWATER COMMISSION
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2019

	Budget 2019 (Unaudited)	2019 (six months)	2018
REVENUES			
Operating charges	$ 592,484	$ 309,032	$ 562,310
Penhold service fee	-	-	35,809
	592,484	309,032	598,119
EXPENSES			
Amortization of tangible capital assets	-	12,650	25,300
Contracted and general services	38,494	24,297	37,992
Materials, goods and utilities	121,847	18,790	30,868
Penhold service cost	-	-	35,809
Salaries, wages and benefits	410,382	230,856	386,553
	570,723	286,593	516,522
	$ 21,761	$ 22,439	$ 81,597

DRAFT

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
CLIENT APPROVAL OF FINANCIAL STATEMENTS
DECEMBER 31, 2019

Please sign off on one of the following two options:

DRAFTS APPROVED AS PRESENTED

The audited financial statements prepared by Pivotal LLP, have been approved as presented.

_____
Signature of Chairman, etc

April 8, 2020
Date

DRAFTS APPROVED WITH REVISIONS REQUESTED

The audited financial statements prepared by Pivotal LLP, have been approved contingent on the requested revisions being made.

Requested Revisions:

_____
Signature of Chairman, etc

_____
Date

Please initial beside the correct statement regarding **Subsequent events***:*

- There are no subsequent events to note. _____
- There are no other subsequent events, except for those described in Note __ to the financial statements._____
- There are further subsequent events to be noted in the financial statements (please specify below): _____

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2019

	2019	2018
ASSETS		
FINANCIAL ASSETS		
Cash and cash equivalents (Note 3)	$ 3,517,027	$ 4,860,839
Accounts receivable	1,159,344	1,064,767
Due from Commission members (Note 4)	351,163	399,358
Deposits	-	100,000
	5,027,534	6,424,964
LIABILITIES		
Bank indebtedness (Note 5)	3,960,000	-
Accounts payable and accrued liabilities	2,265,522	5,769,104
Long term debt (Note 6)	31,075,556	20,013,986
	37,301,078	25,783,090
NET FINANCIAL DEBT	(32,273,544)	(19,358,126)
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 7)	76,557,848	63,476,662
Prepaid expenditures	71,975	75,434
	76,629,823	63,552,096
ACCUMULATED SURPLUS (Note 8)	$ 44,356,279	$ 44,193,970

COMMITMENTS (Note 10)

GUARANTEES (Note 11)

On Behalf of the Board:

_____ Director

_____ Director

See accompanying notes to financial statements

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING – Conference Call

May 13, 2020 - 9:00 AM

Via Zoom Meeting

AGENDA

1. Call to Order

	Page
2. Adoption of Agenda	
3. Approval of April 2020 Meeting Minutes	1.
4. Reports	
Chairman	
Operations	4.
Technical	5.
Maintenance	6.
Administrator	7.
Finance	8.

5. Old Business
   a. Covid-19

6. New Business
   a. Crossfield Boil Water
   b. Grant Application Intake

7. Information/Correspondence

8. Next Meeting June 10, 2020

9. Adjournment

Minutes

Mountain View Regional Water Services Commission

Regular Meeting – Conference Call

April 08, 2020

Members On Conference Call:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail – Vice Chair
Jo Tennant – Town of Crossfield
Robb Stuart – Town of Bowden
Jim Romane – Town of Innisfail
John Baswick – Town of Didsbury
Mary Jane Harper – Town of Olds

Present:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary
Van Stonehocker – Maintenance Manager

Also on Conference Call:
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager
Keith McPhedran – Pivotal LLP

1. Call To Order

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

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda.

Carried

3. Approval of Feb. 13, March 2020 Minutes

Moved by Jo Tennant to approve the minutes.

Carried

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Terry Stigings presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Moved by Jo Tennant to accept the Chair, Operations, Technical and Administrator Report for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

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

Carried

5. Old Business

a. Covid-19

Motion made by Robb Stuart to commend the administration and staff for a great response to Covid-19.

Carried

6. New Business

a. Pivotal Audit 2019

Keith McPhedran from Pivotal LLP went through the 2019 Audit Report and Financial Statements

Moved by Mary Jane Harper to accept the 2019 Audit Report and Financial Statements.

Carried

8. Next Meeting May 13, 2020

9. Adjournment

Moved by Jim Romane to Adjourn at 10:00 a.m.

Carried

_____

Chairman

_____

Manager

Operations Report May 13, 2020

- Train 4 clean and PDT – All passed. waiting on UV parts to put back in service

- Local Spring run-off tailing off. Treatment went smoothly this spring
    - Waiting on mountain run-off. Snowpack still slightly above average

- Master controls upgrades
    - Packages out to contractors for pricing for Olds, Didsbury & main plant PLC
    - Testing upgrades to MPR inlet valve May 12
    - Programming clean ups ongoing. Spring run-off found a lot of items to resolve

- Back up strainer tested. Functioned well, Cleaning was relatively simple

- Planning Chlorinator feed system replumbing. Making more efficient

- Chlorine and ACH deliveries arrived with no issue's

Technical Services May 13/20

- COVID-19 Response
- Chlorine Gas Sensor Repair, Work on Ultra Violet Reactors
- Lagoon Clean Out
- Public Notice of Operating Approval Renewal
- Addressed a Few Water Quality Complaints

Maintenance Report May 2020

Plant:

1. Intake pump 4 installed and working GREAT
2. New lawnmower on site
3. Modify drain piping in low lift building
4. Fix chainlink fence around plant

Down line

1. Balzer's removed and reinstalled the grout on the pedestal for pump 4
2. Pumping out air release vaults
3. Didsbury control valve motor needs rebuilt
4. Finish going through construction defisencies

MOUNTAIN VIEW REGIONAL MANAGERS REPORT- May 2020

1. Administration
   a. Project Financing
   b. Dealing with COVID 19 issue
   c. Ordering of PPE supplies
   d. Grant Application

2. Agreements
   a. Number of Agreements has slowed down

3. Financial
   a. Cash Flow
   b. Year end invoices

4. Project
   a. Mid Line pump completed
   b. As- builts are being forwarded for records
   c. Project is closing out

5. Legal- None

6. General
   a. Day to Day items

7. Next Month Activities
   a. General Adm
   b. Cash Flow
   c. Daily Adm
   d. Project Accounting
   e. Audit

Finance Supervisor Report

May 13, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Computer purchase/transfer of programs/files for Admin Assistant
- Twinning – Terry will compile a report once all is complete.

Mountain View Regional Water Services Commission
Financial Statement April 30, 2020

Royal Bank General Account		
Statement Balance Forward as of Apr.1, 2020		1,139,670.52
Transactions on or before April 30, 2020		
Deposits recorded in Statement	898,319.50	
Withdrawls recorded in Statement	- 833,319.54	
Total Transactions		64,999.96
Statement End Balance as of April 30, 2020		1,204,670.48
Outstanding Transactions as of Month End		
Outstanding Deposits	114,600.80	
Outstanding Withdrawls	-4573.07	
Total Outstanding Transactions		110027.73
Adjusted Statement End Balance		**1,314,698.21**
General Ledger Account		
Book Balance as of April 1, 2020		1,092,640.75
Transactions on or before April 30, 2020		
Debits recorded in account	504,126.10	
Credits recorded in account	- 282,068.64	
Net Amount recorded in account		222,057.46
Book Balance as of April 30, 2020		**1,314,698.21**
Royal Bank Payroll Account		
Statement Balance Forward as of April 1, 2020		77,045.28
Transactions on or before April 30, 2020		
Deposits recorded in Statement	100,194.51	
Withdrawls recorded in Statement	- 81,889.03	
Total Transactions		18,305.48
Statement End Balance		95,350.76
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**95,350.76**
General Ledger Account		
Book Balance as of April 1, 2020		77,045.28
Transactions on or before April 30, 2020		
Debits recorded in account	100,159.86	
Credits recorded in account	- 81,854.38	
Net Amount recorded in account		18,305.48
Book Balance as of April 30, 2020		**95,350.76**
Twinning Project Account		
Statement End Balance as of April 30, 2020		**2,428.94**
Total Funds on Hand April 30, 2020		**1,412,477.91**

Mountain View Regional Water Services Commission
Comparative Income Statement
At April 30, 2020

	Actual Apr. 1, 2020 to Apr. 30, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	112,834.10	454,438.55	0.89	508,048.53	1,539,541.00
Water Sales - Bowden Institution	13,792.72	53,217.00	0.95	56,100.00	170,000.00
Water Sales - Town of Bowden	12,382.80	48,978.15	0.92	53,189.40	161,180.00
Water Sales - Town of Olds	129,507.70	552,851.50	0.95	582,987.90	1,766,630.00
Water Sales - Town of Didsbury	59,678.50	243,250.90	0.93	260,818.47	790,359.00
Water Sales - Town of Carstairs	44,251.00	171,439.60	0.88	195,374.52	592,044.00
Water Sales - Town of Crossfield	67,335.30	247,850.25	0.91	271,376.16	822,352.00
Water Sales - TAQA North Energy	17,788.03	62,410.11	1.52	41,085.00	124,500.00
Water Sales - Carmen Jansen	67.00	268.00	1.01	265.32	804.00
Water Sales - Perfecto Cocjin	67.00	268.00	1.01	265.32	804.00
Water Sales - Wayne Cipperley	67.00	268.00	1.01	265.32	804.00
Water Sales - Robert Rowntree	67.00	268.00	1.01	265.32	804.00
Water Sales - John Konschuk	67.00	268.00	1.01	265.32	804.00
Water Sales -Enmax Green Power Inc.	395.55	398.39	0.10	3,960.00	12,000.00
TOTAL Water Sales	458,300.70	1,836,174.45	0.93	1,974,266.58	5,982,626.00
Interest Income	2,588.66	14,241.47	0.86	16,500.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	10.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	1,000.00	1,000.00	0.00	0.00	0.00
TOTAL Other Income	3,588.66	15,251.47	0.92	16,500.00	50,000.00
Total Revenue	461,889.36	1,851,425.92	0.93	1,990,766.58	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	12,810.50	22,433.50	0.26	86,790.00	263,000.00
Total Capital Expenditures	12,810.50	22,433.50	0.26	86,790.00	263,000.00
Payroll Expenses					
Wages - Hourly	84,560.35	346,878.28	0.99	348,843.00	1,057,100.00
Employee RRSP Expense	1,536.62	6,146.48	0.92	6,667.98	20,206.00
EI Expense	1,592.92	6,494.81	1.41	4,620.00	14,000.00
CPP Expense	4,397.25	18,014.36	1.56	11,550.00	35,000.00
WCB Expense	0.00	3,008.55	0.74	4,078.80	12,360.00
Payroll Processing Fees Expense	504.28	2,249.20	0.97	2,310.00	7,000.00
Employee Benefits & Pension Plans	9,629.15	65,098.17	1.02	63,574.50	192,650.00
Total Payroll Expense	102,220.57	447,889.85	1.01	441,644.28	1,338,316.00
General & Administrative Expenses					
Alberta First Call	0.00	0.00	0.00	825.00	2,500.00
Automobile Exp (gas, etc.)	564.45	2,971.06	0.60	4,950.00	15,000.00
Board Expenses	5,584.98	15,643.02	0.74	21,279.06	64,482.00
CAO Professional Development	0.00	0.00	0.00	990.00	3,000.00
Cassette Maintenance Contract	0.00	0.00	0.00	128,581.20	389,640.00
Cathodic Protection Expense	0.00	0.00	0.00	2,719.20	8,240.00
Chemicals Expense	9,047.52	85,959.12	1.23	70,019.40	212,180.00
Delivery & Freight Expense	0.00	108.81	0.22	495.00	1,500.00
Insurance Expense	5,833.33	23,333.32	1.01	23,100.00	70,000.00
Interest & Bank Charges Expense	154.29	436.15	1.32	330.00	1,000.00

Interest on Long Term Loans	0.00	443,368.30	1.26	352,417.89	1,067,933.00
ISO 14001 Expense	0.00	0.00	0.00	6,798.00	20,600.00
Janitorial Service & Supplies	1,786.71	8,516.29	1.08	7,920.00	24,000.00
Lab Supplies Expense	0.00	4,718.05	0.38	12,540.00	38,000.00
Legal Fees Expense	0.00	0.00	0.00	1,650.00	5,000.00
Lube & Oil - Pumps	0.00	0.00	0.00	858.00	2,600.00
Meals Expense	38.84	1,027.40	0.44	2,310.00	7,000.00
Memberships, Dues & Fees Expense	0.00	9,560.28	2.90	3,300.00	10,000.00
Office, Postage & General Expense	3,775.05	6,131.00	1.06	5,775.00	17,500.00
Professional Fees Expense	18,144.33	18,144.33	3.14	5,775.00	17,500.00
Rental Equipment Expense	0.00	0.00	0.00	495.00	1,500.00
Repairs & Main - Down Line	327.56	3,724.83	0.22	16,830.00	51,000.00
Repairs & Main - Grounds	18.99	18.99	0.02	825.00	2,500.00
Repairs & Main - Lagoon Cleanout	0.00	0.00	0.00	82,500.00	250,000.00
Repairs & Main - Plant	42,013.37	89,252.99	1.23	72,600.00	220,000.00
Repairs & Main - Vehicles & Equip	1,171.03	3,408.99	1.03	3,300.00	10,000.00
Small Tools & Supplies	0.00	890.33	0.90	990.00	3,000.00
Staff - Education, etc.	0.00	3,188.76	0.60	5,280.00	16,000.00
Safety	4,892.10	9,196.70	1.39	6,600.00	20,000.00
Telephone & Fibre Optics	3,288.74	15,340.44	1.33	11,550.00	35,000.00
Utilities - Meter Stations	1,355.69	5,630.54	1.03	5,445.00	16,500.00
Utilities - Mid Point Reservoir	7,094.53	33,749.08	0.93	36,300.00	110,000.00
Utilities - Plant Heating	3,761.32	14,587.92	1.38	10,560.00	32,000.00
Utilities - Power Plant	32,860.26	155,723.50	0.94	165,000.00	500,000.00
Waste Removal Expense	0.00	560.82	0.57	990.00	3,000.00
Debenture	0.00		0.00	360,281.97	1,091,763.55
Total General & Admin. Expenses	141,713.09	955,191.02	0.67	1,432,179.72	4,339,938.55
				0.00	
Trsf to Reserve	6,250.00	12,500.00	0.25	24,750.00	75,000.00
TOTAL EXPENSE	262,994.16	1,438,014.37	0.72	1,985,364.00	6,016,254.55
NET INCOME	198,895.20	413,411.55	-	5,402.58	16,371.45

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

June 10, 2020 - 9:00 AM

Via Zoom Meeting

AGENDA

1. Call to Order

2. Adoption of Agenda — Page

3. Approval of May 2020 Meeting Minutes — 1.

4. Reports
   - Chairman
   - Operations — 3.
   - Technical — 4.
   - Maintenance — 5.
   - Administrator — 6.
   - Finance — 7.

5. Old Business
   a. Covid-19 update

6. New Business
   a. Summer meeting schedule

7. Information/Correspondence
   a. ATCO – Gas Service Installation — 16.

8. Next Meeting July 8, 2020

9. Adjournment

Minutes

Mountain View Regional Water Services Commission

Regular Meeting – Via Zoom Streaming

May 13, 2020

9:00 am

Members on Zoom:

Directors
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail – Vice Chair
Jo Tennant – Town of Crossfield
Robb Stuart – Town of Bowden
John Baswick – Town of Didsbury
Mary Jane Harper – Town of Olds

Staff
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary
Van Stonehocker – Maintenance Manager
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager

1. Call to Order

Chairman Rick Blair called the meeting to order at 9:03 am.

2. Adoption of Agenda

Moved by Mary Jane Harper to adopt the agenda.

Carried

3. Approval of April 8, 2020 Minutes

Moved by Jo Tennant to approve the minutes.

Carried

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Terry Stigings presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Moved by Jim Romane to accept the Chair, Operations, Technical and Administrator Report for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

Moved by Mary Jane Harper to accept the Finance Report for information.

Carried

5. Old Business

a. Covid-19

Members discussed latest Covid news and shared openings of respective municipality offices.

6. New Business

a. Crossfield Boil Water –

Jo Tennant reviewed the Crossfield Boil Water situation.

b. Grant Application – Intake

John and Rick spoke to the submission of the Intake proposal.

8. Next Meeting June 10, 2020

9. Adjournment

Moved by Jo Tennant to Adjourn at 9: 40 a.m.

Carried

_____

Chairman

_____

Manager

Operations Report June 10, 2020

- Train 1 – 2 Stage clean and PDT. All tests passed. Waiting on wiper parts for UV to put in service

- Master Controls upgrades –
  - Olds PLC upgrade & Didsbury PLC upgrade being scheduled together for cost savings. Quotes received, job moving ahead
  - Main Plant PLC – moving forward with development, installation is not happening until fall. When pumping has slowed from Summer peak
  - MPR inlet valve upgrade – 24" rotok butterfly is to large to control flow. Looking into repurposing 8" Inlet flow control valve on the old line that is not used. Minor piping mods will be required.
  - Program decencies ongoing

- Chlorination system preventative maintenance and system upgrade scheduled for June 30th

- Train 4 returned to service. The UV parts arrived and were installed.

Technical Services June 10/20

- Audit by PWC, One Finding Regarding Training
- Taqa Low Flow Issues
- Operations Procedure Manual Revision

Maintenance Report June 2020

Plant:

1. Replace UPS train one
2. Tar cracks in road around plant
3. Modify drain piping in low lift building
4. Prepare for more painting { intake and building exterior}

Down line

1. Complete cathodic survey
2. Clean and prep Olds north for paint
3. Get Didsbury ready for controls upgrade
4. Finish going through construction defisencies

MOUNTAIN VIEW REGIONAL MANAGERS REPORT- June 2020

1. Administration
   a. Dealing with COVID 19 issue Phases of Opening
   b. General Admin

2. Agreements
   a. Agreements for crossing has started again

3. Financial
   a. Cash Flow
   b. Year end invoices

4. Project
   a. As- builds are being forwarded for records
   b. Fiscal closing of project is underway

5. Legal- None

6. General
   a. Day to Day items

7. Next Month Activities
   a. General Adm
   b. Cash Flow
   c. Daily Adm
   d. Project Accounting
   e. Operations

Finance Supervisor Report

June 10, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Twinning – Terry coming in on June 10 to do final work on twinning project
- Earl Kearns last day

Mountain View Regional Water Services Commission
Financial Statement May 29, 2020

Royal Bank General Account		
Statement Balance Forward as of May 1, 2020		1,204,670.48
Transactions on or before May 29, 2020		
Deposits recorded in Statement	714,298.31	
Withdrawls recorded in Statement	- 411,877.21	
Total Transactions		302,421.10
Statement End Balance as of May 29, 2020		1,507,091.58
Outstanding Transactions as of Month End		
Outstanding Deposits	0.00	
Outstanding Withdrawls	-738.46	
Total Outstanding Transactions		-738.46
Adjusted Statement End Balance		**1,506,353.12**
General Ledger Account		
Book Balance as of May 1, 2020		1,314,698.21
Transactions on or before May 29, 2020		
Debits recorded in account	599,697.51	
Credits recorded in account	- 408,042.60	
Net Amount recorded in account		191,654.91
Book Balance as of May 29, 2020		**1,506,353.12**
Royal Bank Payroll Account		
Statement Balance Forward as of May 1, 2020		95,350.76
Transactions on or before May 29, 2020		
Deposits recorded in Statement	477,671.37	
Withdrawls recorded in Statement	- 462,199.01	
Total Transactions		15,472.36
Statement End Balance		110,823.12
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**110,823.12**
General Ledger Account		
Book Balance as of May 1, 2020		95,350.76
Transactions on or before May 29, 2020		
Debits recorded in account	141,790.77	
Credits recorded in account	- 126,318.41	
Net Amount recorded in account		15,472.36
Book Balance as of May 29, 2020		**110,823.12**
Twinning Project Account		
Statement End Balance as of May 29, 2020		**4,749.98**
Total Funds on Hand May 29, 2020		**1,621,926.22**

Mountain View Regional Water Services Commission
Comparative Income Statement
At May 29, 2020

	Actual May 1, 2020 to May 29, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	121,240.60	575,679.15	0.89	646,607.22	1,539,541.00
Water Sales - Bowden Institution	17,082.96	70,299.96	0.98	71,400.00	170,000.00
Water Sales - Town of Bowden	13,598.30	62,576.45	0.92	67,695.60	161,180.00
Water Sales - Town of Olds	142,949.60	695,801.10	0.94	741,984.60	1,766,630.00
Water Sales - Town of Didsbury	66,594.10	309,845.00	0.93	331,950.78	790,359.00
Water Sales - Town of Carstairs	54,864.10	226,303.70	0.91	248,658.48	592,044.00
Water Sales - Town of Crossfield	72,712.40	320,562.65	0.93	345,387.84	822,352.00
Water Sales - TAQA North Energy	17,363.18	79,773.29	1.53	52,290.00	124,500.00
Water Sales - Carmen Jansen	67.00	335.00	0.99	337.68	804.00
Water Sales - Perfecto Cocjin	67.00	335.00	0.99	337.68	804.00
Water Sales - Wayne Cipperley	67.00	335.00	0.99	337.68	804.00
Water Sales - Robert Rowntree	67.00	335.00	0.99	337.68	804.00
Water Sales - John Konschuk	67.00	335.00	0.99	337.68	804.00
Water Sales -Enmax Green Power Inc.	2,320.56	2,718.95	0.54	5,040.00	12,000.00
TOTAL Water Sales	509,060.80	2,345,235.25	0.93	2,512,702.92	5,982,626.00
Interest Income	799.64	15,041.11	0.72	21,000.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	10.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	1,000.00	0.00	0.00	0.00
TOTAL Other Income	799.64	16,051.11	0.76	21,000.00	50,000.00
Total Revenue	509,860.44	2,361,286.36	0.93	2,533,702.92	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	3,816.50	26,250.00	0.24	110,460.00	263,000.00
Total Capital Expenditures	3,816.50	26,250.00	0.24	110,460.00	263,000.00
Payroll Expenses					
Wages - Hourly	87,073.61	434,176.89	0.98	443,982.00	1,057,100.00
Employee RRSP Expense	1,536.62	7,683.10	0.91	8,486.52	20,206.00
EI Expense	1,639.43	8,134.24	1.38	5,880.00	14,000.00
CPP Expense	4,519.32	22,533.68	1.53	14,700.00	35,000.00
WCB Expense	0.00	3,008.55	0.58	5,191.20	12,360.00
Payroll Processing Fees Expense	504.28	2,753.48	0.94	2,940.00	7,000.00
Employee Benefits & Pension Plans	17,927.75	83,025.92	1.03	80,913.00	192,650.00
Total Payroll Expense	113,201.01	561,315.86	1.00	562,092.72	1,338,316.00
General & Administrative Expenses					
Alberta First Call	0.00	570.00	0.00	1,050.00	2,500.00
Automobile Exp (gas, etc.)	545.18	3,516.24	0.56	6,300.00	15,000.00
Board Expenses	2,255.00	18,420.02	0.68	27,082.44	64,482.00
CAO Professional Development	0.00	0.00	0.00	1,260.00	3,000.00
Cassette Maintenance Contract	95,727.09	95,727.09	0.58	163,648.80	389,640.00
Cathodic Protection Expense	0.00	0.00	0.00	3,460.80	8,240.00
Chemicals Expense	0.00	113,323.59	1.27	89,115.60	212,180.00
Delivery & Freight Expense	39.94	148.75	0.24	630.00	1,500.00
Insurance Expense	5,833.33	29,166.65	0.99	29,400.00	70,000.00
Interest & Bank Charges Expense	122.32	558.26	1.33	420.00	1,000.00

Interest on Long Term Loans	0.00	443,368.30	0.99	448,531.86	1,067,933.00	
ISO 14001 Expense	7,875.00	7,875.00	0.91	8,652.00	20,600.00	
Janitorial Service & Supplies	1,619.05	10,135.34	1.01	10,080.00	24,000.00	
Lab Supplies Expense	101.60	6,500.25	0.41	15,960.00	38,000.00	
Legal Fees Expense	0.00	0.00	0.00	2,100.00	5,000.00	
Lube & Oil - Pumps	0.00	0.00	0.00	1,092.00	2,600.00	
Meals Expense	319.73	1,347.13	0.46	2,940.00	7,000.00	
Memberships, Dues & Fees Expense	29.00	9,721.28	2.31	4,200.00	10,000.00	
Office, Postage & General Expense	2,840.10	9,338.78	1.27	7,350.00	17,500.00	
Professional Fees Expense	0.00	18,144.33	2.47	7,350.00	17,500.00	
Rental Equipment Expense	0.00	0.00	0.00	630.00	1,500.00	
Repairs & Main - Down Line	431.20	3,886.03	0.18	21,420.00	51,000.00	
Repairs & Main - Grounds	822.65	841.64	0.80	1,050.00	2,500.00	
Repairs & Main - Lagoon Cleanout	230,185.00	230,185.00	2.19	105,000.00	250,000.00	
Repairs & Main - Plant	8,050.58	100,129.55	1.08	92,400.00	220,000.00	
Repairs & Main - Vehicles & Equip	-70.00	3,388.99	0.81	4,200.00	10,000.00	
Small Tools & Supplies	91.98	982.31	0.78	1,260.00	3,000.00	
Staff - Education, etc.	0.00	3,188.76	0.47	6,720.00	16,000.00	
Safety	901.31	10,865.93	1.29	8,400.00	20,000.00	
Telephone & Fibre Optics	4,673.48	21,592.04	1.47	14,700.00	35,000.00	
Utilities - Meter Stations	1,169.25	6,799.79	0.98	6,930.00	16,500.00	
Utilities - Mid Point Reservoir	6,692.32	40,441.40	0.88	46,200.00	110,000.00	
Utilities - Plant Heating	1,956.87	16,544.79	1.23	13,440.00	32,000.00	
Utilities - Power Plant	31,958.42	187,681.92	0.89	210,000.00	500,000.00	
Waste Removal Expense	666.80	1,227.62	0.97	1,260.00	3,000.00	
Debenture	0.00		0.00	458,540.69	1,091,763.55	
Total General & Admin. Expenses	404,837.20	1,395,616.78	0.77	1,822,774.19	4,339,938.55	
				0.00		
Tref to Reserve	6,250.00	12,500.00	0.20	31,500.00	75,000.00	
TOTAL EXPENSE	528,104.71	1,995,682.64	0.79	2,526,826.91	6,016,254.55	
NET INCOME	-18,244.27	365,603.72	-	6,876.01	16,371.45	

Mountain View Regional Water Services Commission

Anthony Henday Water Treatment Plant
35566 Rge Rd 10, Red Deer County, Alberta T4G 0H5
Bus: 403-227-5828 - Fax: 403-227-5831
E-mail Address: mtnwater@telusplanet.net

Memo

June 8, 2020

To: Chairman and Directors

From: John Van Doesburg

Re: Gas Service Installation in Crossfield

The Chairman Rick Blair received the attached e-mail in regards to the Gas service installation in Crossfield. The letter has not been received at the administration offices at the commission. This issue and policy have been addressed numerous times by the board and administration in the past year. An agreement to cross has been executed with ATCO. Numerous discussions have taken place with various representatives from ATCO since the execution of the agreement.

To ensure that the board is kept abreast of issues the letter will be reviewed by the Chairman Rick Blair at the June 8, commission meeting.

"Quality Water Always"

May 28, 2020

Mountain View Regional Water Services Commission
35566 Rge Rd 10
Red Deer County
T4G 0H5

Attention: Board of Directors

RE: Gas Service installation in Crossfield by ATCO

ATCO Gas (a division of ATCO Gas and Pipelines Ltd.) is attempting to install a new natural gas distribution feeder main to the existing Vista Crossing Subdivision in Crossfield, Alberta. ATCO has applied for and received permission to cross the Mountain View Regional Water Services Commission (MVRWSC) deep water facility. The MVRWSC has requested, in addition to the 1.0 m clearance specified in the signed crossing agreement, that the gas main cross underneath the existing water facilities located 4 m (15 feet) below Knight Ave. Although not a typical, nor preferred practice for ATCO to install gas mains beneath deep water facilities resulting in incremental costs and disruption to neighboring residential areas, ATCO has attempted to accommodate the request. In November of 2019 ATCO attempted to directional drill beneath the water facilities. During construction it was determined that the water lines were 2.9 m and 3.9 m deep rendering the directional drill no longer practical and other construction techniques not feasible. To date attempted installations have failed and ATCO is unable to find a suitable alternate installation that will not increase costs to the rate payers of Crossfield through elevated franchise fees and cause disturbance and damage to the front yards of 1405 and 1409 Knight Ave.

ATCO has proposed two solutions to the MVRWSC that adhere to all pipeline codes and practices, the crossing agreement, do not place unreasonably cost burdens on rate payers and do not cause damage to residential property.

1) The first solution is to install the gas main 1 m above the water facilities and is a standard practice for urban crossings of gas distribution mains across deep water facilities.
2) The second solution is to install the gas main 1 m above the deep-water facilities and include a sleeve on the gas main.

ATCO has made numerous attempts to discuss the proposals along with all the technical details of the projects to be able to come to an agreement that address the concerns of MVRWSC. This letter is addressed directly to the Board of the MVRWSC to be made aware of ATCO's attempts to address clearance issues and complete construction to serve Vista Crossing. ATCO is asking that the Board review this letter and if satisfied with the proposed options to grant permission for construction to proceed as per the signed agreement. If the Board has any further questions or concerns ATCO is more than willing to meet directly to discuss and present all relevant information.

Thank you for your time, we look forward to a timely reply to prevent further delay.

ATCO

Sincerely,

Stuart Dewar, P.Eng.
Manager, Distribution Engineering, Growth
ATCO Natural Gas

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

July 08, 2020 - 9:00 AM

Via Zoom Meeting

AGENDA

1. Call to Order

2. Adoption of Agenda — Page

3. Approval of June 2020 Meeting Minutes — 1.

4. Reports
   - Chairman
   - Operations — 3.
   - Technical — 4.
   - Maintenance — 5.
   - Administrator — 6.
   - Finance — 7.

5. Old Business
   a. Covid-19 update

6. Information/Correspondence
   a. Regional Services Commission Streamlining Approvals — 13.

7. Next Meeting- September 9, 2020

8. Adjournment

Mountain View Regional Water Services Commission Minutes

Regular Meeting – Via Zoom Streaming

June 10, 2020

Members on Zoom:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail – Vice Chair
Jo Tennant – Town of Crossfield
Robb Stuart – Town of Bowden
John Baswick – Town of Didsbury
Mary Jane Harper – Town of Olds

Staff on Zoom:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary
Van Stonehocker – Maintenance Manager
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager

1. Call to Order

Chairman Rick Blair called the meeting to order at 9:12 am.

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda.

Carried

3. Approval of May 2020 Minutes

Moved by Jim Romane to approve the minutes.

Carried

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Terry Stigings presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.
Administrator Report – John Van Doesburg presented the Administrator Report.

Moved by Jo Tennant to accept the Chair, Operations, Technical and Administrator Report for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

Moved by John Baswick to accept the Finance Report for information.

Carried

5. Old Business

a. Covid-19

John Van Doesburg discussed moving through the reopening phases – meetings with staff have minimized.

6. New Business

a. Summer Meeting Schedule

July meeting will be held with Zoom. The scheduling of August's meeting will be determined. Financials will be sent out to Commission members even if there is no August meeting.

7. Information/Correspondence
a. ATCO – Gas Service Installation

Rick Blair and John Van Doesburg discussed the letter Rick received regarding ATCO's complaint of having to dig under our pipeline. Jim Romane moved that a response is drafted and that this is made policy.

Carried

7. Next Meeting July 8, 2020

8. Adjournment

Moved by Rick Blair to Adjourn at 9: 40 a.m.

Carried

_____

Chairman

_____

Manager

Operations Report July 8,2020

- Train 2 – 2 stage clean and PDT. All tests passed

- Train 1 – UV parts installed, Back in service

- Chlorine system annual maintenance completed

    - Also reconfigured CFD-301 and CFD-302 to make post chlorination more efficient

- Master Controls Upgrade
    - Meet with Ryan (AE eng) in Didsbury to review I/O mapping and plan site upgrade. Upgrade will include moving the level sensor to our building and leaving the one in their building for redundancy.
    - Olds site plan completed.
    - BI – PLC battery failure. Lost program. Ryan reinstalled program and cleaned up issue's from when we upgraded comms to cell

- Suez – Gathering information to plan for Train 1 & 2 membrane upgrades

Technical Services July 8/20

- Repairs Made to UV Reactors
- Internal ISO 14001 Audit Completed, One Finding Relating to Some Items Not Reviewed During Last Internal Audit
- Disinfection Byproducts Tests, Results OK
- Alberta Environment Approval Renewal, Expecting Conditions to Remain Status Quo

Maintenance Report July 2020

Plant:

1. complete distorting load survey for Fortis
2. replace dump valve on strainer
3. Modify drain piping in low lift building
4. Prepare for more painting {intake and building exterior}

Down line

1. Complete cathodic survey
2. Paint floor at midpoint reservoir
3. Prepare Didsbury meter building floor paint
4. Finish going through construction deficiencies

MOUNTAIN VIEW REGIONAL MANAGERS REPORT- July 2020

1. Administration
   a. Dealing with COVID 19 issue Phases of Opening
   b. General Admin

2. Agreements
   a. A few crossing in the month- Fortis

3. Financial
   a. Cash Flow
   b. Year end invoices

4. Project
   a. As- builds are being forwarded for records
   b. Fiscal closing of project has been completed and forwarded to the government

5. Legal- None

6. General
   a. Day to Day items

7. Next Month Activities
   a. General Adm
   b. Cash Flow
   c. Daily Adm
   d. Operations

Finance Supervisor Report

July 8, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Twinning – Final Claim submitted – Report to board once approved/finalized

Mountain View Regional Water Services Commission
Financial Statement June 30, 2020

Royal Bank General Account		
Statement Balance Forward as of June 1, 2020		1,507,091.58
Transactions on or before June 30, 2020		
Deposits recorded in Statement	516,921.49	
Withdrawls recorded in Statement	- 719,616.89	
Total Transactions		- 202,695.40
Statement End Balance as of June 30, 2020		1,304,396.18
Outstanding Transactions as of Month End		
Outstanding Deposits	0.00	
Outstanding Withdrawls	-15587.40	
Total Outstanding Transactions		-15587.40
Adjusted Statement End Balance		**1,288,808.78**
General Ledger Account		
Book Balance as of June 1, 2020		1,506,353.12
Transactions on or before June 30, 2020		
Debits recorded in account	516,921.49	
Credits recorded in account	- 734,465.83	
Net Amount recorded in account		- 217,544.34
Book Balance as of June 30, 2020		**1,288,808.78**
Royal Bank Payroll Account		
Statement Balance Forward as of June 1, 2020		110,823.12
Transactions on or before June 30, 2020		
Deposits recorded in Statement	100,091.20	
Withdrawls recorded in Statement	- 125,093.32	
Total Transactions		- 25,002.12
Statement End Balance		85,821.00
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**85,821.00**
General Ledger Account		
Book Balance as of June 1, 2020		110,823.12
Transactions on or before June 30, 2020		
Debits recorded in account	100,091.20	
Credits recorded in account	- 125,093.32	
Net Amount recorded in account		- 25,002.12
Book Balance as of June 30, 2020		**85,821.00**
Twinning Project Account		
Statement End Balance as of June 30, 2020		**200.86**
Total Funds on Hand June 30, 2020		**1,374,830.64**

Mountain View Regional Water Services Commission

Comparative Income Statement

At June 30, 2020

	Actual June 1, 2020 to June 30, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	120,354.90	696,034.05	0.90	769,770.50	1,539,541.00
Water Sales - Bowden Institution	15,202.52	85,502.48	1.01	85,000.00	170,000.00
Water Sales - Town of Bowden	16,129.60	78,706.05	0.98	80,590.00	161,180.00
Water Sales - Town of Olds	139,848.80	835,649.90	0.95	883,315.00	1,766,630.00
Water Sales - Town of Didsbury	64,547.30	374,392.30	0.95	395,179.50	790,359.00
Water Sales - Town of Carstairs	53,917.20	280,220.90	0.95	296,022.00	592,044.00
Water Sales - Town of Crossfield	66,038.20	386,600.85	0.94	411,176.00	822,352.00
Water Sales - TAQA North Energy	14,213.42	93,986.75	1.51	62,250.00	124,500.00
Water Sales - Carmen Jansen	72.60	407.60	1.01	402.00	804.00
Water Sales - Perfecto Cocjin	67.00	402.00	1.00	402.00	804.00
Water Sales - Wayne Cipperley	67.00	402.00	1.00	402.00	804.00
Water Sales - Robert Rowntree	67.00	402.00	1.00	402.00	804.00
Water Sales - John Konschuk	67.00	402.00	1.00	402.00	804.00
Water Sales -Enmax Green Power Inc.	0.00	2,718.95	0.45	6,000.00	12,000.00
TOTAL Water Sales	490,592.54	2,835,827.83	1.13	2,512,702.92	5,982,626.00
Interest Income	975.23	16,016.34	0.64	25,000.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	10.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	1,000.00	0.00	0.00	0.00
TOTAL Other Income	975.23	17,026.34	0.68	25,000.00	50,000.00
Total Revenue	491,567.77	2,852,854.17	1.13	2,533,702.92	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	0.00	26,250.00	0.20	131,500.00	263,000.00
Total Capital Expenditures	0.00	26,250.00	0.24	110,460.00	263,000.00
Payroll Expenses					
Wages - Hourly	129,048.71	563,225.60	1.07	528,550.00	1,057,100.00
Employee RRSP Expense	2,304.93	9,988.03	0.99	10,103.00	20,206.00
EI Expense	2,156.35	10,290.59	1.47	7,000.00	14,000.00
CPP Expense	6,011.24	28,544.92	1.63	17,500.00	35,000.00
WCB Expense	0.00	3,008.55	0.49	6,180.00	12,360.00
Payroll Processing Fees Expense	815.18	3,568.66	1.02	3,500.00	7,000.00
Employee Benefits & Pension Plans	14,506.07	97,531.99	1.01	96,325.00	192,650.00
Total Payroll Expense	154,842.48	716,158.34	1.07	669,158.00	1,338,316.00
General & Administrative Expenses					
Alberta First Call	0.00	828.00	0.00	1,250.00	2,500.00
Automobile Exp (gas, etc.)	584.11	4,100.35	0.55	7,500.00	15,000.00
Board Expenses	3,268.98	21,689.00	0.67	32,241.00	64,482.00
CAO Professional Development	0.00	0.00	0.00	1,500.00	3,000.00
Cassette Maintenance Contract	0.00	95,727.09	0.49	194,820.00	389,640.00
Cathodic Protection Expense	0.00	0.00	0.00	4,120.00	8,240.00
Chemicals Expense	0.00	113,323.59	1.07	106,090.00	212,180.00
Delivery & Freight Expense	132.47	281.22	0.37	750.00	1,500.00
Insurance Expense	5,833.33	34,999.98	1.00	35,000.00	70,000.00

Interest & Bank Charges Expense	114.10	672.36	1.34	500.00	1,000.00
Interest on Long Term Loans	81,751.75	525,120.05	0.98	533,966.50	1,067,933.00
ISO 14001 Expense	3,300.00	11,175.00	1.08	10,300.00	20,600.00
Janitorial Service & Supplies	2,109.46	12,244.80	1.02	12,000.00	24,000.00
Lab Supplies Expense	1,262.20	7,762.45	0.41	19,000.00	38,000.00
Legal Fees Expense	0.00	0.00	0.00	2,500.00	5,000.00
Lube & Oil - Pumps	0.00	0.00	0.00	1,300.00	2,600.00
Meals Expense	545.10	1,892.23	0.54	3,500.00	7,000.00
Memberships, Dues & Fees Expense	0.00	10,559.51	2.11	5,000.00	10,000.00
Office, Postage & General Expense	1,395.32	10,734.10	1.23	8,750.00	17,500.00
Professional Fees Expense	0.00	18,144.33	2.07	8,750.00	17,500.00
Rental Equipment Expense	0.00	0.00	0.00	750.00	1,500.00
Repairs & Main - Down Line	482.51	14,078.08	0.55	25,500.00	51,000.00
Repairs & Main - Grounds	0.00	841.64	0.67	1,250.00	2,500.00
Repairs & Main - Lagoon Cleanout	0.00	230,185.00	1.84	125,000.00	250,000.00
Repairs & Main - Plant	7,378.39	107,507.94	0.98	110,000.00	220,000.00
Repairs & Main - Vehicles & Equip	0.00	3,388.99	0.68	5,000.00	10,000.00
Small Tools & Supplies	0.00	982.31	0.65	1,500.00	3,000.00
Staff - Education, etc.	159.00	3,347.76	0.42	8,000.00	16,000.00
Safety	1,102.83	11,968.76	1.20	10,000.00	20,000.00
Telephone & Fibre Optics	4,197.85	25,890.31	1.48	17,500.00	35,000.00
Utilities - Meter Stations	841.79	7,641.58	0.93	8,250.00	16,500.00
Utilities - Mid Point Reservoir	7,246.71	47,688.11	0.87	55,000.00	110,000.00
Utilities - Plant Heating	1,204.38	17,749.17	1.11	16,000.00	32,000.00
Utilities - Power Plant	34,795.33	222,477.25	0.89	250,000.00	500,000.00
Waste Removal Expense	290.00	1,603.05	1.07	1,500.00	3,000.00
Debenture	75,613.31	75,613.31	0.14	545,881.78	1,091,763.55
Total General & Admin. Expenses	233,608.92	1,640,217.32	0.76	2,169,969.28	4,339,938.55
				0.00	
Trsf to Reserve	6,250.00	12,500.00	0.17	37,500.00	75,000.00
TOTAL EXPENSE	394,701.40	2,395,125.66	0.80	2,987,087.28	6,016,254.55
NET INCOME	96,866.37	457,728.51	-	-453,384.36	16,371.45

What are the governance implications for RSCs?

The members, board of directors, and chair of all existing commissions will continue according to the RSC's bylaws (or ministerial order in the cases of recently established regional services commissions still in transition).

RSCs will be subject to Sections 197 and 199 of the *MGA*, which govern meetings held by municipal councils (including electronic meetings). This change will provide greater clarity and consistency for meeting standards.

Existing RSC bylaws and resolutions will continue unless repealed, amended, or replaced by the board of directors. RSCs must ensure adopted bylaws address:

- the services provided;
- administration;
- the process for changing directors of the board and the chair, as well as determining the terms of office;
- the process for adding and removing members;
- the fees to be charged for services provided to its customers or to any class of its customers;
- the disposal of assets; and
- the terms for disestablishment, including the treatment of assets and liabilities.

RSCs should also ensure they obtain a copy of their establishing regulation (or other legislative documents of importance) prior to their repeal on September 1, 2020, to consider transferring important elements to their bylaws. All existing regulations can be found on the Alberta Queen's Printer website by browsing the catalogue through alphabetical search.

What are the financial implications for RSCs?

There are minimal changes to the financial requirements of RSCs; those made intend to align the financial management of RSCs more closely with municipal financial processes.

Areas of alignment include:

- addressing financial shortfalls;
- requirements for capital budgets; and
- use of borrowed money.

Otherwise, financial provisions will remain generally the same, including, but not limited to, debt limit regulations, audited financial statements, and financial information returns.

RSCs will continue to be expected to operate on a non-profit, full cost-recovery basis. This means RSCs will continue to be prohibited from operating with the intention of making a profit or be able to distribute surplus funds to its members. If such factors exist within a regional service delivery model, other corporate structures, such as municipally controlled corporations, may be more appropriate.

What will RSCs need to do to transition?

RSCs should review and update their bylaws to comply with the requirements within one year of the amendments coming into effect. It is the responsibility of RSCs to ensure compliance with new legislation. The required compliance date is **September 1, 2021**.

RSCs and municipal authorities are encouraged contact Municipal Affairs for advice and support. Training opportunities will be available beginning in fall 2020 (details to be announced).

Additional Information

For questions about regional services commissions, please contact Municipal Services Division at [illegible] or 780-427-2225 or toll-free by first dialing 310-0000.

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

September 9, 2020 - 9:00 AM

Via Zoom Meeting

AGENDA

1. Call to Order

	Page
2. Adoption of Agenda	
3. Approval of July 2020 Meeting Minutes	1.
4. Reports	
Chairman	
Operations	3.
Technical	4.
Maintenance	5.
Administrator	6.
Finance	7.
5. Old Business	
a. Covid-19 update	
6. New Business	
a. Alberta Environment Operating Approval	19.
b. Water Quality User Agreement	57.
c. Face to face Board Meetings	
7. Information/Correspondence	
a. Alberta Municipal Affairs	74.
b. Parkland Community Planning Services	75.
c. Mountain View County & Town of Olds	76.
d. Crossfield Municipal Enforcement	96.

8. Next Meeting- October 7, 2020

9. Adjournment

Mountain View Regional Water Services Commission Minutes

Regular Meeting – Via Zoom Streaming

July 8, 2020

Members on Zoom:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail – Vice Chair
Jo Tennant – Town of Crossfield
Robb Stuart – Town of Bowden
John Baswick – Town of Didsbury
Mary Jane Harper – Town of Olds

Staff on Zoom:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary
Van Stonehocker – Maintenance Manager
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager

1. Call to Order

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

2. Adoption of Agenda

Moved by Mary Jane Harper to adopt the agenda.

Carried

3. Approval of June 2020 Minutes

Moved by Robb Stuart to accept as amended.

Carried

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Terry Stigings presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Moved by John Baswick to accept the Chair, Operations, Technical and Administrator Report for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

Moved by Jo Tennant to accept the Finance Report for information.

Carried

5. Old Business

a. Covid-19

Jim Romane moved to thank the Government of Alberta for the Personal Protection Equipment. John Van Doesburg will draft.

Carried

Annual Golf tournament is booked for August 27 dependant on Government guidelines at the time.

6. Information/Correspondence

a. Regional Services Commission Streamlining Approvals.

John Van Doesburg reviewed the document with the Board.

7. Next Meeting September 9, 2020

8. Adjournment

Moved by Rick Blair to Adjourn at 9: 45 a.m.

Carried

_____

Chairman

_____

Manager

Operations Report September 9,2020

- Master Controls Upgrade
  - Olds North and Didsbury – Vector (Electrical contractor) are working on both sites.
  - Commissioning not happening until October

- Midline piping and feed valve upgrade
  - Piping being fabricated and sent for coating
  - Timing of installation schedule being worked out

- Plant
  - One cassette in Train 3 failed PDT. Has been isolated and working out repair
  - SCADA – couple of failures, one was related to a power outage. Investigating cause
    - Local UPS is believed to be the cause
  - UV dosage tracking has been upgraded

3.

Technical Services September 9/20

- Alberta Environment Issued New Operating Approval
- Additional Reporting and Testing Put in Place to Meet New Approval Conditions
- Staff First Aid Training

4

Maintenance Report September 2020

Plant:

1. Fall cleanout of flock tank
2. Clear bushes and trees from out sige fence
3. Start winter prep { boilers , heat trace Ext}
4. Continue painting

Down line

1. Contract one deficiencies completed
2. Paint floor in Olds north meter building
3. Prepare Didsbury meter building for controls upgrade
4. Finish controls upgrade at Olds north

Mountain View Regional Water Services Commission

Managers' Report –September 2020

1. Administration
    a. Operations ongoing
    b. Covid 19 Administration
    c. Staff administration

2. Financial
    a. Day to Day operation
    b. Utilizing direct deposit more and more

3. Legal- no issues

4. Communication
    a. No new items
5. Next month
    a. COVID 19
    b. Cash Flow
    c. Operations
    d. Start 2021 Budget
    e. Insurance Risk Pro Seminars on line
    f. Operations review

6.

Finance Supervisor Report

September 9, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Digital Scanning and organizing/shredding of all records based on standards of retention of Municipal Records by Alberta Municipal Affairs
- Twinning – Waiting for final deposit

7.

Mountain View Regional Water Services Commission
Financial Statement July 31, 2020

Royal Bank General Account		
Statement Balance Forward as of July 1, 2020		1,304,396.18
Transactions on or before July 31, 2020		
Deposits recorded in Statement	624,693.43	
Withdrawls recorded in Statement	- 369,986.34	
Total Transactions		254,707.09
Statement End Balance as of July 31, 2020		1,559,103.27
Outstanding Transactions as of Month End		
Outstanding Deposits	0.00	
Outstanding Withdrawls	-408.46	
Total Outstanding Transactions		-408.46
Adjusted Statement End Balance		**1,558,694.81**
General Ledger Account		
Book Balance as of July 1, 2020		1,188,808.78
Transactions on or before July 31, 2020		
Debits recorded in account	624,633.21	
Credits recorded in account	- 254,747.18	
Net Amount recorded in account		369,886.03
Book Balance as of July 31, 2020		**1,558,694.81**
Royal Bank Payroll Account		
Statement Balance Forward as of July 1, 2020		85,821.00
Transactions on or before July 31, 2020		
Deposits recorded in Statement	200,093.84	
Withdrawls recorded in Statement	- 178,480.08	
Total Transactions		21,613.76
Statement End Balance		107,434.76
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**107,434.76**
General Ledger Account		
Book Balance as of July 1, 2020		185,821.00
Transactions on or before July 31, 2020		
Debits recorded in account	100,093.84	
Credits recorded in account	- 178,480.08	
Net Amount recorded in account		- 78,386.24
Book Balance as of July 31, 2020		**107,434.76**
Twinning Project Account		
Statement End Balance as of July 31, 2020		**654.76**
Total Funds on Hand July 31, 2020		**1,666,784.33**

8

Mountain View Regional Water Services Commission
Comparative Income Statement
At July 31, 2020

REVENUE	Actual July 1, 2020 to July 31, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
Sales Revenue					
Water Sales - Town of Innisfail	122,343.90	818,377.95	0.92	892,933.78	1,539,541.00
Water Sales - Bowden Institution	15,257.64	100,760.12	1.02	98,600.00	170,000.00
Water Sales - Town of Bowden	16,928.60	95,634.65	1.02	93,484.40	161,180.00
Water Sales - Town of Olds	153,535.50	989,185.40	0.97	1,024,645.40	1,766,630.00
Water Sales - Town of Didsbury	67,858.90	442,251.20	0.96	458,408.22	790,359.00
Water Sales - Town of Carstairs	55,591.70	335,812.60	0.98	343,386.52	592,044.00
Water Sales - Town of Crossfield	71,887.90	458,488.75	0.96	476,964.16	822,352.00
Water Sales - TAQA North Energy	17,143.43	111,130.15	1.54	72,210.00	124,500.00
Water Sales - Carmen Jansen	92.40	500.00	1.07	466.32	804.00
Water Sales - Perfecto Cocjin	67.00	469.00	1.01	466.32	804.00
Water Sales - Wayne Cipperley	67.00	469.00	1.01	466.32	804.00
Water Sales - Robert Rowntree	67.00	469.00	1.01	466.32	804.00
Water Sales - John Konschuk	67.00	469.00	1.01	466.32	804.00
Water Sales -Enmax Green Power Inc.	0.00	2,718.95	0.39	6,960.00	12,000.00
TOTAL Water Sales	520,907.97	3,356,735.77	0.97	3,469,923.08	5,982,626.00
Interest Income	903.99	16,920.33	0.58	29,000.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	10.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	1,000.00	0.00	0.00	0.00
TOTAL Other Income	903.99	17,930.33	0.62	29,000.00	50,000.00
Total Revenue	521,811.96	3,374,666.10	0.96	3,498,923.08	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	12,731.50	38,978.17	0.26	152,540.00	263,000.00
Total Capital Expenditures	12,731.50	38,978.17	0.26	152,540.00	263,000.00
Payroll Expenses					
Wages - Hourly	82,922.49	646,148.09	1.05	613,118.00	1,057,100.00
Employee RRSP Expense	1,536.62	11,524.65	0.98	11,719.48	20,206.00
EI Expense	996.22	11,286.81	1.39	8,120.00	14,000.00
CPP Expense	2,972.60	31,517.52	1.55	20,300.00	35,000.00
WCB Expense	0.00	3,008.55	0.42	7,168.80	12,360.00
Payroll Processing Fees Expense	604.10	4,172.76	1.03	4,060.00	7,000.00
Employee Benefits & Pension Plans	9,715.31	107,425.65	0.96	111,737.00	192,650.00
Total Payroll Expense	98,747.34	815,084.03	1.05	776,223.28	1,338,316.00
General & Administrative Expenses					
Alberta First Call	0.00	1,080.00	0.00	1,450.00	2,500.00
Automobile Exp (gas, etc.)	545.18	4,100.35	0.47	8,700.00	15,000.00
Board Expenses	2,419.74	24,108.74	0.64	37,399.56	64,482.00
CAO Professional Development	0.00	0.00	0.00	1,740.00	3,000.00
Cassette Maintenance Contract	0.00	191,454.18	0.85	225,991.20	389,640.00
Cathodic Protection Expense	0.00	0.00	0.00	4,779.20	8,240.00
Chemicals Expense	6,919.92	151,298.01	1.23	123,064.40	212,180.00
Delivery & Freight Expense	153.00	444.22	0.51	870.00	1,500.00
Insurance Expense	5,833.33	40,833.31	1.01	40,600.00	70,000.00
Interest & Bank Charges Expense	122.32	558.26	0.96	580.00	1,000.00

Interest on Long Term Loans	0.00	525,120.05	0.85	619,401.14	1,067,933.00
ISO 14001 Expense	0.00	11,175.00	0.94	11,948.00	20,600.00
Janitorial Service & Supplies	2,073.00	14,317.80	1.03	13,920.00	24,000.00
Lab Supplies Expense	2,028.25	10,063.70	0.46	22,040.00	38,000.00
Legal Fees Expense	0.00	0.00	0.00	2,900.00	5,000.00
Lube & Oil - Pumps	0.00	0.00	0.00	1,508.00	2,600.00
Meals Expense	44.24	1,935.12	0.48	4,060.00	7,000.00
Memberships, Dues & Fees Expense	0.00	10,559.51	1.82	5,800.00	10,000.00
Office, Postage & General Expense	305.79	10,852.58	1.07	10,150.00	17,500.00
Professional Fees Expense	0.00	18,144.33	1.79	10,150.00	17,500.00
Rental Equipment Expense	0.00	0.00	0.00	870.00	1,500.00
Repairs & Main - Down Line	1,238.75	15,342.52	0.52	29,580.00	51,000.00
Repairs & Main - Grounds	21.97	863.61	0.60	1,450.00	2,500.00
Repairs & Main - Lagoon Cleanout	0.00	230,185.00	1.59	145,000.00	250,000.00
Repairs & Main - Plant	3,597.01	111,764.89	0.88	127,600.00	220,000.00
Repairs & Main - Vehicles & Equip	0.00	3,428.94	0.59	5,800.00	10,000.00
Small Tools & Supplies	79.07	1,061.38	0.61	1,740.00	3,000.00
Staff - Education, etc.	439.60	3,628.36	0.39	9,280.00	16,000.00
Safety	516.43	12,655.44	1.09	11,600.00	20,000.00
Telephone & Fibre Optics	3,512.49	29,402.80	1.45	20,300.00	35,000.00
Utilities - Meter Stations	822.20	8,463.78	0.88	9,570.00	16,500.00
Utilities - Mid Point Reservoir	7,029.07	54,717.18	0.86	63,800.00	110,000.00
Utilities - Plant Heating	245.95	17,995.12	0.97	18,560.00	32,000.00
Utilities - Power Plant	35,280.24	257,757.49	0.89	290,000.00	500,000.00
Waste Removal Expense	290.00	2,269.39	1.30	1,740.00	3,000.00
Debenture	0.00		0.00	633,222.86	1,091,763.55
Total General & Admin. Expenses	73,517.55	1,765,581.06	0.70	2,517,164.36	4,339,938.55
				0.00	
Trsf to Reserve	6,250.00	43,750.00	1.01	43,500.00	75,000.00
TOTAL EXPENSE	191,246.39	2,663,393.26	0.76	3,489,427.64	6,016,254.55
NET INCOME	330,565.57	711,272.84	-	9,495.44	16,371.45

10

Mountain View Regional Water Services Commission
Financial Statement August 31, 2020

Royal Bank General Account		
Statement Balance Forward as of August 1, 2020		1,559,103.27
Transactions on or before August 31, 2020		
Deposits recorded in Statement	578,028.22	
Withdrawls recorded in Statement	- 535,379.07	
Total Transactions		42,649.15
Statement End Balance as of August 31, 2020		1,601,752.42
Outstanding Transactions as of Month End		
Outstanding Deposits	0.00	
Outstanding Withdrawls	-408.46	
Total Outstanding Transactions		-408.46
Adjusted Statement End Balance		**1,601,343.96**
General Ledger Account		
Book Balance as of August 1, 2020		1,454,903.30
Transactions on or before August 31, 2020		
Debits recorded in account	574,839.69	
Credits recorded in account	- 428,399.03	
Net Amount recorded in account		146,440.66
Book Balance as of August 31, 2020		**1,601,343.96**
Royal Bank Payroll Account		
Statement Balance Forward as of August 1, 2020		107,434.76
Transactions on or before August 31, 2020		
Deposits recorded in Statement	178,515.33	
Withdrawls recorded in Statement	- 155,768.39	
Total Transactions		22,746.94
Statement End Balance		130,181.70
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		**130,181.70**
General Ledger Account		
Book Balance as of August 1, 2020		207,434.76
Transactions on or before August 31, 2020		
Debits recorded in account	39,265.36	
Credits recorded in account	- 116,518.42	
Net Amount recorded in account		- 77,253.06
Book Balance as of August 31, 2020		**130,181.70**
Twinning Project Account		
Statement End Balance as of August 31, 2020		**1,245.36**
Total Funds on Hand August 31, 2020		**1,732,771.02**

Mountain View Regional Water Services Commission
Comparative Income Statement
At August 31, 2020

	Actual August 1, 2020 to August 31, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	130,021.10	948,399.05	0.92	1,031,492.47	1,539,541.00
Water Sales - Bowden Institution	16,633.52	117,393.64	1.03	113,900.00	170,000.00
Water Sales - Town of Bowden	18,201.90	113,836.55	1.05	107,990.60	161,180.00
Water Sales - Town of Olds	161,224.60	1,150,410.00	0.97	1,183,642.10	1,766,630.00
Water Sales - Town of Didsbury	75,463.00	517,714.20	0.98	529,540.53	790,359.00
Water Sales - Town of Carstairs	62,395.10	398,207.70	1.00	396,669.48	592,044.00
Water Sales - Town of Crossfield	78,908.90	537,397.65	0.98	550,975.84	822,352.00
Water Sales - TAQA North Energy	18,582.06	129,712.21	1.56	83,415.00	124,500.00
Water Sales - Carmen Jansen	67.00	567.00	1.05	538.68	804.00
Water Sales - Perfecto Cocjin	67.00	536.00	1.00	538.68	804.00
Water Sales - Wayne Cipperley	67.00	536.00	1.00	538.68	804.00
Water Sales - Robert Rowntree	67.00	536.00	1.00	538.68	804.00
Water Sales - John Konschuk	67.00	536.00	1.00	538.68	804.00
Water Sales -Enmax Green Power Inc.	638.74	3,357.69	0.42	8,040.00	12,000.00
TOTAL Water Sales	562,403.92	3,919,139.69	0.98	4,008,359.42	5,982,626.00
Interest Income	1,047.00	17,967.33	0.54	33,500.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	10.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	1,000.00	0.00	0.00	0.00
TOTAL Other Income	1,047.00	18,977.33	0.57	33,500.00	50,000.00
Total Revenue	563,450.92	3,938,117.02	0.97	4,041,859.42	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	3,986.50	42,964.67	0.24	176,210.00	263,000.00
Total Capital Expenditures	3,986.50	42,964.67	0.24	176,210.00	263,000.00
Payroll Expenses					
Wages - Hourly	83,100.81	729,248.90	1.03	708,257.00	1,057,100.00
Employee RRSP Expense	1,536.62	13,061.27	0.96	13,538.02	20,206.00
EI Expense	775.57	12,062.38	1.29	9,380.00	14,000.00
CPP Expense	2,405.20	33,922.72	1.45	23,450.00	35,000.00
WCB Expense	0.00	3,008.55	0.36	8,281.20	12,360.00
Payroll Processing Fees Expense	604.10	4,776.86	1.02	4,690.00	7,000.00
Employee Benefits & Pension Plans	18,213.39	133,108.04	1.03	129,075.50	192,650.00
Total Payroll Expense	106,635.69	929,188.72	1.04	896,671.72	1,338,316.00
General & Administrative Expenses					
Alberta First Call	0.00	1,248.00	0.00	1,675.00	2,500.00
Automobile Exp (gas, etc.)	1,006.14	5,106.49	0.51	10,050.00	15,000.00
Board Expenses	2,394.07	26,238.81	0.61	43,202.94	64,482.00
CAO Professional Development	0.00	0.00	0.00	2,010.00	3,000.00
Cassette Maintenance Contract	95,727.09	287,181.27	1.10	261,058.80	389,640.00
Cathodic Protection Expense	6,007.30	6,007.30	1.09	5,520.80	8,240.00
Chemicals Expense	0.00	151,298.01	1.06	142,160.60	212,180.00
Delivery & Freight Expense	385.88	847.05	0.84	1,005.00	1,500.00
Insurance Expense	5,833.33	46,666.64	1.00	46,900.00	70,000.00

Interest & Bank Charges Expense	141.75	980.49	1.46	670.00	1,000.00	
Interest on Long Term Loans	0.00	525,120.05	0.73	715,515.11	1,067,933.00	
ISO 14001 Expense	0.00	11,175.00	0.81	13,802.00	20,600.00	
Janitorial Service & Supplies	1,983.21	16,301.01	1.01	16,080.00	24,000.00	
Lab Supplies Expense	2,073.61	12,469.43	0.49	25,460.00	38,000.00	
Legal Fees Expense	0.00	0.00	0.00	3,350.00	5,000.00	
Lube & Oil - Pumps	0.00	0.00	0.00	1,742.00	2,600.00	
Meals Expense	416.32	2,412.99	0.51	4,690.00	7,000.00	
Memberships, Dues & Fees Expense	769.14	11,328.65	1.69	6,700.00	10,000.00	
Office, Postage & General Expense	348.63	11,307.99	0.96	11,725.00	17,500.00	
Professional Fees Expense	0.00	18,144.33	1.55	11,725.00	17,500.00	
Rental Equipment Expense	0.00	0.00	0.00	1,005.00	1,500.00	
Repairs & Main - Down Line	853.24	16,195.76	0.47	34,170.00	51,000.00	
Repairs & Main - Grounds	0.00	863.61	0.52	1,675.00	2,500.00	
Repairs & Main - Lagoon Cleanout	0.00	230,185.00	1.37	167,500.00	250,000.00	
Repairs & Main - Plant	1,073.20	119,031.11	0.81	147,400.00	220,000.00	
Repairs & Main - Vehicles & Equip	471.16	3,900.10	0.58	6,700.00	10,000.00	
Small Tools & Supplies	219.30	1,359.75	0.68	2,010.00	3,000.00	
Staff - Education, etc.	1,530.52	5,158.88	0.48	10,720.00	16,000.00	
Safety	204.35	12,978.87	0.97	13,400.00	20,000.00	
Telephone & Fibre Optics	2,829.25	33,002.16	1.41	23,450.00	35,000.00	
Utilities - Meter Stations	802.57	9,266.35	0.84	11,055.00	16,500.00	
Utilities - Mid Point Reservoir	7,731.75	62,448.93	0.85	73,700.00	110,000.00	
Utilities - Plant Heating	100.49	18,095.61	0.84	21,440.00	32,000.00	
Utilities - Power Plant	37,609.98	295,367.47	0.88	335,000.00	500,000.00	
Waste Removal Expense	86.96	2,356.35	1.17	2,010.00	3,000.00	
Debenture	0.00		0.00	731,481.58	1,091,763.55	
Total General & Admin. Expenses	170,599.24	1,944,043.46	0.67	2,907,758.83	4,339,938.55	
				0.00		
Trsf to Reserve	6,250.00	50,000.00	1.00	50,000.00	75,000.00	
				0.00		
TOTAL EXPENSE	287,471.43	2,966,196.85	0.74	4,030,640.55	6,016,254.55	
NET INCOME	275,979.49	971,920.17	-	11,218.87	16,371.45	

13

Mountain View Regional Water Services Commission

Station Meter Readings, Flow, and Revenue

MVRWSC

August 2020

Invoice #	Station	Previous Reading	Present Reading	Volume m^3	Revenue $	Comments
	Innisfail	1933116	2001534	76483	130021.10	
	Innisfail Booster	197122	205187			
	Bowden Institution	1671025	1678871	7846	16633.52	
	Bowden	639271	649978	10707	18201.90	
	Olds North	4326719	4366399	39680	161224.60	
	Olds South	8441894	8497052	55158		
	Midline	8090033	8224737	134704		
	MPR Effluent	50962	97215	46253		
	Didsbury	961244	1005634	44390	75463.00	
	Carstairs	195244	231947	36703	62395.10	
	Crossfield	3491787	3538204	46417	78908.90	
	Taqa North	566224	572784	6342	18582.06	
	Enmax Mtr. 2260	22698	22916	218	638.74	
	Enmax Mtr. 2261	1790	1790	0		
	J. Konschuk	0	0	0	67.00	
	W. Cipperley	10698	10698	0	67.00	
	C. Jansen	9888	9912	24	67.00	
	P. Cocjin	1454	1474	20	67.00	Estimate
	R. Rowntree	26362	26363	1	67.00	

	Volume m^3	Revenue $
Totals	323771	562403.92

Revision Date: July 22, 2010
Approver: Technical Services

Alberta Environment and Parks

APPROVAL
PROVINCE OF ALBERTA

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT
R.S.A. 2000, c.E-12, as amended.

APPROVAL NO.: 17000-03-00

APPLICATION NO.: 015-17000

EFFECTIVE DATE: August 2, 2020

EXPIRY DATE: August 1, 2030

APPROVAL HOLDER: Mountain View Regional Water Services Commission

ACTIVITY: Construction, operation and reclamation of the Anthony Henday Water Treatment Plant and transmission line for the Mountain View Regional Water Services Commission

is subject to the attached terms and conditions.

Designated Director under the Act

Todd Aasen, P. Eng.
Designated Director under the Act

Date Signed July 24, 2020

19

TERMS AND CONDITIONS ATTACHED TO APPROVAL

PART 1: DEFINITIONS

SECTION 1.1: DEFINITIONS

1.1.1 All definitions from the Act and the regulations apply except where expressly defined in this approval.

1.1.2 In all PARTS of this approval:

(a) "Act" means the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended;

(b) "alternate program" means the Alternate Laboratory Data Quality Assurance Program, as detailed in the Department's *Laboratory Data Quality Assurance Policy Procedures and Guidelines*;

(c) "approved laboratory" means laboratory accredited to the requirements of ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*, for the drinking water tests methods specified by the Director;

(d) "as-built engineering drawings" means the drawings used in construction that have been updated to record what was actually built;

(e) "bacteriological analysis" means the analysis of water for the presence of *E. coli* or total coliforms;

(f) "challenge test" means a study conducted to determine the log removal efficiency of a membrane material for a particular organism, particulate or surrogate;

(g) "chemical" means any substance that is added or used as part of the treatment process;

(h) "chlorine residual" means free chlorine, or combined chlorine or total chlorine;

(i) "clearwell" means a reservoir for the storage of filtered water of sufficient capacity to prevent the need to vary the filtration rate with variations in demand. May also be used to provide chlorine contact time for disinfection;

(j) "contact time" ("T_{10}") means the time taken in minutes for 10% of the water to pass through the particular process unit;

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(k) "continuous monitoring" means flow measurement or sample analysis through in-line equipment that creates flow measurements or frequent, discrete sample analysis output and includes a data recorder;

(l) "CT" means disinfectant residual in mg/L multiplied by the contact time;

(m) "$CT_{lowest\ actual}$" means the lowest CT calculated in a particular day:

$$CT_{lowest\ actual} = C \times \frac{T_{10}}{T} \times \frac{V_{min}}{Q_{peak}}$$

Where: C = lowest recorded daily free chorine residual concentration (in milligrams per litre) at the point T_{10} is measured;

$\frac{T_{10}}{T}$ = 0.1; OR

Varies based on the empirical method using typical baffling conditions as per Appendix D in the Standards and Guidelines Document; OR

Varies based on a tracer study, where

T_{10} = the contact time established from the most recent tracer study; and

T = the calculated contact time, assuming no short-circuiting and obtained by dividing the treated water chlorine contact storage volume that was used to determine T_{10}, by the flow that was used to determine T_{10};

V_{min} = the daily minimum volume (in Litres) of water in the clearwell;

Q_{peak} = maximum recorded hourly flow (Litres per minute) <u>or</u> twice the daily average flow (Litres per minute)

(n) "$CT_{required}$" means the CT required to demonstrate the specified Log reduction of *Giardia* cysts and / or viruses as specified in Appendix A or Appendix B of the "Standards and Guidelines Document";

(o) "$CT_{performance\ ratio}$" means $CT_{lowest\ actual}$ / $CT_{required}$;

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(p) "day" means calendar day;

(q) "design capacity" means the production capacity for which the waterworks system was designed, as stated in the engineering drawings and specifications for the waterworks system;

(r) "direct integrity testing" means a physical test applied to a membrane unit in order to identify and isolate integrity breaches;

(s) "Director" means an employee of the Government of Alberta designated as a Director under the Act;

(t) "disinfectant residual" means total concentration of disinfectant in water;

(u) "disinfection" means a chemical or physical process of treating water to inactivate microorganisms;

(v) "*E. coli*" means *Escherichia coli* bacteria;

(w) "electronic reporting" means submitting monitoring results to the Director as required in this approval, electronically through the secure internet website provided by Environment and Parks at https://www.alberta.ca/drinking-water-quality-reporting.aspx;

(x) "GCDWQ" means the *Guidelines for Canadian Drinking Water Quality*, published by Health Canada, as amended;

(y) "grab", when referring to a sample, means an individual sample collected in less than 30 minutes and which is representative of the substance sampled;

(z) "ISO/IEC" means the International Organization for Standardization / the International Electrotechnical Commission;

(aa) "Log reduction" means the base 10 logarithm of the ratio of raw water concentrations divided by the treated water concentration of total *Giardia* cysts, *Cryptosporidium* oocysts or viruses;

(bb) "MAC" means the Maximum Acceptable Concentration, specified in the GCDWQ for a particular parameter;

(cc) "PWR" means the *Potable Water Regulation*, as amended;

(dd) "produced water" means all water that has gone through treatment and has entered the water distribution system;

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(ee) "Provincial Laboratory of Public Health" means:

(i) the Environmental Microbiology Provincial Laboratory of Public Health, University of Alberta Hospital, Edmonton, Alberta, or

(ii) the Provincial Laboratory of Public Health, Foothills Hospital, Calgary, Alberta;

(ff) "raw water" means untreated source water from water wells, surface water intakes or infiltration galleries that constitute the water supply;

(gg) "regulations" means the regulations enacted pursuant to the Act and as amended;

(hh) "Standards and Guidelines Document" means the *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems*, published by the Alberta Environment, as amended;

(ii) "User Agreement" means the *Drinking Water Quality User Agreement* signed by the approval holder and the Director; and

(jj) "UV" means ultraviolet light.

PART 2: GENERAL PROVISIONS

SECTION 2.1: GENERAL

2.1.1 The approval holder shall comply with all conditions in this approval.

2.1.2 Any conflict between the approval application and the terms and conditions of this approval shall be resolved in favour of this approval.

2.1.3 The terms and conditions of this approval do not affect any rights or obligations created under any other authorization issued by the Department.

2.1.4 The approval holder shall carry out all electronic reporting, or cause all electronic reporting to be carried out in accordance with the User Agreement.

2.1.5 The approval holder shall comply with the terms and conditions of the User Agreement.

2.1.6 The terms and conditions of this approval are severable. If any term or condition of this approval or the application of any term or condition is held invalid, the application of such term or condition to other circumstances and the remainder of this approval shall not be affected thereby.

TERMS AND CONDITIONS ATTACHED TO APPROVAL

2.1.7 If the approval holder monitors for any substances or parameters, which are the subject of limits in this approval more frequently than is required, using procedures authorized in this approval, then the approval holder shall provide the results of such monitoring as an addendum to the next reports required by this approval.

2.1.8 *Environmental Protection and Enhancement Act* Approval No. 17000-02-00 is cancelled.

PART 3: PLANNING, CONSTRUCTION AND / OR UPGRADING REQUIREMENTS

SECTION 3.1: PLANNING

3.1.1 The approval holder shall maintain a Drinking Water Safety Plan of the waterworks system.

3.1.2 The *Drinking Water Safety Plan* in 3.1.1 shall:

(a) identify potential risks to the waterworks system including, but not limited to risks associated with the following:

(i) the source of raw water,

(ii) the treatment processes associated with the water treatment plant,

(iii) the distribution of treated water within the water distribution system,

(iv) the consumer's premises located on the waterworks system; and

(b) prescribe appropriate measures to control and/or reduce such risks to the waterworks system

in accordance with the requirements in the *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems; Part 1 Standards for Municipal Waterworks* (2012), as amended.

3.1.3 The *Drinking Water Safety Plan* in 3.1.1 shall utilize the *Drinking Water Safety Plan* template located at http://www.environment.alberta.ca/apps/regulateddwq/dwsp.aspx unless otherwise authorized in writing by the Director.

3.1.4 The approval holder shall:

(a) maintain; and

(b) update the *Drinking Water Safety Plan*

TERMS AND CONDITIONS ATTACHED TO APPROVAL

at least once per calendar year.

SECTION 3.2: CONSTRUCTION

Not used at this time.

SECTION 3.3: UPGRADE

3.3.1 On or before August 1, 2021 the approval holder shall submit a proposal to upgrade the water treatment system to include:

(a) the installation of membrane daily integrity test equipment for each of the ultrafiltration membrane units, unless otherwise authorized in writing by the Director.

3.3.2 On or before February 1, 2023 the approval holder shall submit an amendment application for the upgrade requirements as described in 3.3.1, unless otherwise authorized in writing by the Director.

3.3.3 If a MAC specified in the *GCDWQ* is changed or a new limit MAC is added in the *GCDWQ and the waterworks system will be unable to meet the new or revised* MAC, then the approval holder shall make application to the Director to upgrade the waterworks system such that the waterworks system will be able to meet the new or revised MAC within five (5) years of the date the new or revised guideline was published.

PART 4: OPERATIONAL REQUIREMENTS

SECTION 4.1: WATERWORKS SYSTEM

4.1.1 The approval holder shall:

(a) operate; and

(b) maintain

a waterworks system located in NE 36-35-1-W5 which shall include all of the following:

(i) a source consisting of:

(A) surface water from Red Deer River,

(ii) a water treatment plant consisting of:

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(A) pre-treatment oxidation and adsorption,

(B) enhanced coagulation and flocculation;

(C) sedimentation,

(D) five (5) ultrafiltration membrane unit(s),

(E) disinfection by UV radiation,

(F) disinfection by chlorination;

(iii) a treated water reservoir at NE 36-035-01-W5, and a treated water reservoir at NW 28-032-01-W5, and

(iv) a regional water system supplying the following municipalities:

(A) Town of Innisfail,

(B) Town of Bowden,

(C) Town of Olds,

(D) Town of Didsbury,

(E) Town of Carstairs,

(F) Town of Crossfield,

And the private systems:

(G) TAQA Crossfield Gas Plant,

(H) Enmax Crossfield Energy Centre,

(I) Bowden Institute,and

(J) Five (5) farm connections.

4.1.2 The approval holder shall maintain a summary of the information listed in Schedule 1 in the approval holder's *Operations Program*.

4.1.3 The approval holder shall update the *Operations Program* at least on an annual basis.

TERMS AND CONDITIONS ATTACHED TO APPROVAL

4.1.4 Where the first sample of a sampling event pursuant to 5.1.1 is less than the chlorine residual (Secondary Disinfection) limit in SCHEDULE 3, the approval holder shall:

(a) immediately flush the distribution line in the vicinity of the sample;

(b) resample and analyze the chlorine residual at the same location;

(c) resample and analyze the chlorine residual from:

(i) a minimum distance of 1 service connection upstream, and

(ii) a minimum distance of 1 service connection downstream

where each location is no closer than 100 m and no further than 500 m from the location of the first sample; and

(d) in the event that any of the resample results are less than the limit in SCHEDULE 3 the approval holder shall report as per 6.1.1 and continue to take corrective action.

4.1.5 Where any sample of a sampling event pursuant to 5.1.1 exceeds the turbidity limit in SCHEDULE 3, the approval holder shall:

(a) immediately divert the water from entering the clearwell until the water does not exceed the turbidity limit in SCHEDULE 3; or

(b) in the event that the water has entered the clearwell then:

(i) immediately divert all the water from the clearwell to waste, and

(ii) continue to divert to waste until all the water that exceeded the turbidity limit in SCHEDULE 3 has been flushed from the clearwell; or

(c) report in accordance with 6.1.1.

4.1.6 Where any sample of a sampling event pursuant to 5.1.1 exceeds the particle count limit in SCHEDULE 3 the approval holder shall:

(a) immediately divert the water from entering the clearwell until the water does not exceed the particle count limit in SCHEDULE 3; or

(b) in the event that the water has entered the clearwell then:

(i) immediately divert all the water from the clearwell to waste, and

2

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(ii) continue to divert to waste until all the water that exceeded the particle count limit in SCHEDULE 3 has been flushed from the clearwell; or

(c) report in accordance with 6.1.1.

4.1.7 Where any instance of a direct integrity testing event pursuant to 5.1.1 does not meet or exceed the log reduction credit limit for the membrane filtration system in SCHEDULE 3, the approval holder shall:

(a) immediately stop water production;

(b) identify and segregate the faulty membrane module in the membrane filtration system;

(c) retest the direct integrity of the remaining membrane modules until the testing verifies that the log reduction credit meets of exceeds the limit in SCHEDULE 3; and

(d) place the remaining membrane modules back into service.

4.1.8 Where any sample of a sampling event pursuant to 5.1.1:

(a) is less than the UV dose limit in SCHEDULE 3 for a UV reactor,

(b) exceeds the flow limit in SCHEDULE 3 for a UV reactor; or

(c) is less than the UV transmittance of filtered water limit in SCHEDULE 3 entering a UV reactor

the approval holder shall:

(i) immediately divert all the water from the clearwell, and

(ii) continue to divert until all the water that:

(A) is less than the UV dose limit in SCHEDULE 3 for a UV reactor,

(B) exceeded the flow limit in SCHEDULE 3 for a UV reactor, or

(C) was less than the UV transmittance of filtered water limit in SCHEDULE 3 entering a UV reactor

TERMS AND CONDITIONS ATTACHED TO APPROVAL

so that no more than:

(I) 1% of water in a month, and

(II) 2 % of water in a day

passes through the UV reactors without the required level of UV dose being applied; or

(d) Report in accordance with 6.1.1.

4.1.9 Where any instance of a direct integrity testing event pursuant to 5.1.1 does not meet or exceed the log reduction credit limit for the membrane filtration system in SCHEDULE 3, the approval holder shall:

(a) immediately stop water production;

(b) identify and segregate the faulty membrane module in the membrane filtration system;

(c) retest the direct integrity of the remaining membrane modules until the testing verifies that the log reduction credit meets of exceeds the limit in SCHEDULE 3; and

(d) place the remaining membrane modules back into service.

4.1.10 The approval holder shall maintain positive pressure at all points throughout the water distribution system.

SECTION 4.2: FACILITY CLASSIFICATION AND CERTIFIED OPERATOR REQUIREMENTS

FACILITY CLASSIFICATION

4.2.1 The water treatment facility in this approval is classified as Class III in accordance with the *Water and Wastewater Operators' Certification Guidelines.*

4.2.2 The water distribution system in this approval is classified as Class I in accordance with the *Water and Wastewater Operators' Certification Guidelines.*

CERTIFIED OPERATOR

4.2.3 At all times the operation of the waterworks system shall be performed by, or under the direction of, a person who holds:

(a) a valid Level III (or higher) Water Treatment Operators Certificate, and

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(b) at least one other operator who holds a valid Level II (or higher) Water Treatment Operators Certificate.

4.2.4 At all times the operation of the waterworks system shall be performed by, or under the direction of, a person who holds a valid Level I (or higher) Water Distribution Operators Certificate.

SECTION 4.3: PERFORMANCE LIMITS

POTABLE WATER QUALITY STANDARDS

4.3.1 All produced water shall meet the Treated Water Limits specified in SCHEDULE 3.

4.3.2 At all times, the disinfection and filtration shall achieve:

(a) a total 4-Log reduction for viruses; and

(b) before upgrade outlined in Section 3.3 and as outlined in TABLE 4-1A, a total 5-Log reduction for *Giardia* and 4-Log reduction for *Cryptosporidium (sp)*; and

(c) after upgrade as described in Section 3.3, a total 5.5-Log reduction for *Giardia* and 4-Log reduction for *Cryptosporidium (sp)*.

TABLE 4-1A: LOG REDUCTION CREDITS OF *GIARDIA, CRYPTOSPORIDIUM* AND VIRUSES

WATER TREATMENT PROCESS	SYSTEM PERFORMANCE	LOG REDUCTION CREDIT		
		GIARDIA	*CRYPTO-SPORIDIUM*	VIRUSES
UV Disinfection	As per SCHEDULE 3	4	4	
Chlorine Disinfection		1		4
Total		5	4	4

4.3.3 In addition to compliance with the limits specified in SCHEDULE 3, the produced water shall comply with the *Potable Water Quality* requirements of the *Potable Water Regulation*, as amended, for those parameters specified in SCHEDULE 4, and any parameters added to the GCDWQ.

TERMS AND CONDITIONS ATTACHED TO APPROVAL

SECTION 4.4: CHEMICALS USED

4.4.1 The approval holder shall not add any substance, material or compound to water being treated to be potable unless the substance, material or compound:

(a) conforms to American National Standards Institute and National Sanitation Foundation ANSI/NSF Standard 60 or Standard 61; or

(b) is certified for potable use by an agency accredited to the requirements of ISO/IEC 9000 and ISO/IEC 14001; and

(c) is added in a dosage that does not exceed the dosage specified as Maximum Use; or

(d) as otherwise authorized in writing by the Director.

SECTION 4.5: WASTE STREAM

4.5.1 Waste streams shall be released only as follows:

(a) raw water screen wash shall be discharged to the Red Deer River;

(b) clarifier blowdown shall be discharged to the sludge lagoon;

(c) membrane backpulse/ draindown shall be discharged to the sludge lagoon;

(d) membrane maintenance cleaning and recovery cleaning waste shall be discharged to the sludge lagoon;

(e) membrane rejection stream or filter-to-waste shall be discharged to the sludge lagoon;

(f) un-chlorinated UV system waste streams, including filtrate from membranes and water after UV system that are required to be wasted, shall be discharged to the sludge lagoon,

(g) sample streams shall be discharged to sludge lagoon;

(h) sanitary wastewater shall be discharged into the sanitary sewer, and ultimately the wastewater treatment plant;

(i) any other waste stream shall be discharged as authorized in writing by the Director.

31

TERMS AND CONDITIONS ATTACHED TO APPROVAL

4.5.2 Prior to any additional discharge of a waste stream to the Red Deer River, other than the waste streams identified in 4.5.1, the approval holder shall complete the following:

(a) a report evaluating impacts of the additional waste streams on the Red Deer River; and

(b) submit the report in (a) above to the Director, and

(c) receive a letter of authorization from the Director prior to the discharge of the additional waste stream.

PART 5: MONITORING REQUIREMENTS

SECTION 5.1: MONITORING

5.1.1 The approval holder shall monitor the waterworks system in accordance with:

(a) SCHEDULE 2;

(b) SCHEDULE 3; and

(c) SCHEDULE 3A.

SECTION 5.2: DATA QUALITY ASSURANCE

5.2.1 With respect to any monitoring required pursuant to this approval, all samples shall be:

(a) collected;

(b) preserved;

(c) stored;

(d) handled; and

(e) analysed in accordance with:

(i) the *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association, the American Waterworks Association and the Water Environment Federation, as amended or replaced from time to time, or

(ii) a method authorized in writing by the Director.

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TERMS AND CONDITIONS ATTACHED TO APPROVAL

5.2.2 Any analysis of a sample required pursuant to this approval shall be done only in an approved laboratory or in a laboratory that complies with the Department's alternate program.

5.2.3 Data results of the on-line or continuous monitoring equipment must be validated to ensure that the results reflect the actual quality of the water and are not an electronic or meter spike by direct or indirect means.

5.2.4 Any analysis for treated water bacteriological quality required pursuant to this approval shall be conducted by the Provincial Laboratory for Public Health.

PART 6: REPORTING REQUIREMENTS

SECTION 6.1: CONTRAVENTION REPORTING

6.1.1 In addition to any other reporting required pursuant to this approval, the Act, or the regulations, the approval holder shall immediately report to the Director any contravention of this approval, either:

(a) by telephone at 1-780-422-4505; or

(b) by a method:

(i) in compliance with the release reporting provisions in the Act and the regulations, or

(ii) as authorized in writing by the Director.

6.1.2 In addition to any other reporting required pursuant to this approval, the Act, or the regulations, the approval holder shall immediately report to the Director by a method specified in 6.1.1, any structural or equipment malfunction in the waterworks system that may affect the quality or supply of potable water.

6.1.3 In addition to the immediate reporting in 6.1.1, the approval holder shall provide a report to the Director:

(a) in writing; or

(b) by a method:

(i) in compliance with the release reporting provisions in the Act and the regulations, or

(ii) authorized in writing by the Director

TERMS AND CONDITIONS ATTACHED TO APPROVAL

within seven (7) calendar days after the discovery of the contravention, or within another time period specified in writing by the Director, unless the requirement for the report is waived by the Director.

6.1.4 The report required in 6.1.3 shall contain, at a minimum, the following information:

(a) a description of the contravention;

(b) the date of the contravention;

(c) the duration of the contravention;

(d) the legal land description of the location of the contravention;

(e) an explanation as to why the contravention occurred;

(f) a summary of all preventive measures and actions that were taken prior to the contravention;

(g) a summary of all measures and actions that were taken to mitigate any effects of the contravention;

(h) a summary of all measures that will be taken to address any remaining effects and potential effects related to the contravention;

(i) the number of the approval issued under the Act for the waterworks system, and the name of the approval holder who held the approval at the time the contravention occurred;

(j) the name, address, phone number and responsibilities of all persons operating the waterworks system at the time the contravention occurred;

(k) the name, address, phone number and responsibilities of all persons who had charge, management or control of the waterworks system at the time that the contravention occurred;

(l) a summary of proposed measures that will prevent future contraventions, including a schedule of implementation for these measures;

(m) any information that was maintained or recorded under this approval, as a result of the incident; and

(n) any other information required by the Director in writing.

6.1.5 Where a bacteriological quality sample shows the presence of:

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(a) total coliform; or

(b) *E. Coli*

In addition to any reporting or other requirements pursuant to the Act, or the Regulations, the approval holder shall carry out the corrective actions set out in the *Communication and Action Protocol for Failed Bacteriological Results in Drinking Water for Waterworks Systems Authorized under the Environmental Protection and Enhancement Act*, August 2009, entered into by Alberta Environment, Alberta Health Services, Alberta Health and Wellness and Health Canada, as amended.

6.1.6 Where a sample does not meet the Maximum Acceptable Concentration as specified in the GCDWQ for one or more of the physical, inorganic, organic chemical or pesticide parameters in SCHEDULE 4, in addition to any reporting or other requirements pursuant to the Act, or the Regulations, the approval holder shall carry out the corrective actions set out in the *Action Protocol for Exceedances of Chemical Health Parameters in Drinking Water*, Alberta Environment, August 2009, as amended.

SECTION 6.2: MONTHLY REPORTING

6.2.1 The approval holder shall compile and retain monthly reports at the water treatment plant.

6.2.2 The monthly report in 6.2.1 shall include, at a minimum:

(a) the name, telephone and fax numbers of all certified operators;

(b) the analytical results for all parameters required to be monitored in accordance with this approval during the month;

(c) the locations of all sampling performed during the month in accordance with this approval;

(d) the name and manufacturer of all treatment chemicals added during the month, and each manufacturer as listed by the certified agency that tested the chemical to ANSI/NSF Standard 60 or Standard 61;

(e) the results of all required monitoring and measurements conducted during the month in accordance with this approval; and

(f) a description of any problems experienced, and corrective actions taken at the waterworks system during the month, including all actions taken as per 4.1.4 through 4.1.9.

TERMS AND CONDITIONS ATTACHED TO APPROVAL

SECTION 6.3: ANNUAL REPORTING

6.3.1 In addition to any other reporting required under the Act, the regulations and this approval, the approval holder shall compile an annual report, by February 28 of the year following the calendar year in which the information on which the report is based was collected.

6.3.2 Unless otherwise notified in writing by the Director, the approval holder shall submit to the Director the annual report in 6.3.1, by February 28 of the year following the calendar year in which the information on which the report is based was collected.

6.3.3 The annual report in 6.3.1 shall contain, at a minimum, all of the following information:

(a) a summary of the monthly reports, specifying the monthly minimum, average, and maximum results for each parameter monitored, excluding bacteriological results, for each month;

(b) a summary of the total volume of treated water, for each month;

(c) a summary of the number, sampling dates and analytical results of the bacteriological samples analyzed for each month;

(d) the results of any other compliance monitoring done during the year pursuant to this approval, that was not included in any monthly report;

(e) a description of any problems experienced, and corrective actions taken at the waterworks system during the year; and

(f) any changes to the *Operations Program*.

SECTION 6.4: ELECTRONIC REPORTING

6.4.1 The Director shall submit periodic reports:

(a) in an electronic format; and

(b) with the following frequency:

(i) monthly, to the Director on or before the end of the month following the month in which the information on which the report is based was collected,

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(ii) annually, to the Director on or before February 28 of the year following the year in which the information on which the report is based was collected, or

(iii) as specified in writing by the Director.

PART 7: RECORD KEEPING REQUIREMENTS

SECTION 7.1: GENERAL

7.1.1 The approval holder shall:

(a) record the following information; and

(b) maintain and retain the following records for five (5) years from the date the record was created:

(i) bacteriological analysis results,

(ii) daily records, including but not limited to:

(A) flow meter readings,

(B) chlorine concentrations,

(C) treatment chemical dosages, and

(D) all the requirements of SCHEDULE 3 specific to daily monitoring

required under this approval;

(iii) all monthly reports required under this approval, and

(iv) records of action taken by the approval holder to correct contraventions of the limits in SCHEDULE 3, including the following information for each contravention:

(A) name and address of the person who discovered the contravention, and

(B) copies of all notifications to the public.

7.1.2 The approval holder shall retain the following records for the life of the waterworks system:

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(a) the *Operations Program*;

(b) copies of all:

(i) applications submitted to the Department for an approval regarding the waterworks system which includes, but are not limited to:

(A) correspondence, and

(B) drawings;

(ii) project reports,

(iii) engineering drawings and specifications issued for approved construction,

(iv) as-built engineering drawings,

(v) reports of inspections conducted by the Department,

(vi) correspondence and written notifications sent to the Department regarding a proposed extension of a water distribution system, replacement of a portion of a water distribution system, expansion or modification of potable water storage within the water distribution system,

(vii) approvals issued under the Act for the waterworks system,

(viii) annual reports, and

(ix) reports prepared pursuant to 6.1.3 and 6.1.4;

(c) all physical, organic and inorganic chemical and pesticide analytical results required pursuant to this approval, excluding daily monitoring.

7.1.3 The results and records in 7.1.1(b) shall contain, at a minimum, all of the following information:

(a) the date, location and time of monitoring, and the name of the person collecting the sample;

(b) identification of the sample type, including, but not limited to whether the sample is taken as required in the approval, a repeat sample, a source or potable water sample, or other special purpose sample;

TERMS AND CONDITIONS ATTACHED TO APPROVAL

(c) date of analysis;

(d) laboratory name and person responsible for performing analysis;

(e) the analytical method used; and

(f) the results of the analysis.

7.1.4 The approval holder shall immediately provide any records, reports or data required under this approval to the Director or an inspector, upon request.

PART 8: RECLAMATION REQUIREMENTS

SECTION 8.1: GENERAL

8.1.1 Where the land surface has been disturbed during construction, expansion, modification or repair of any portion of a waterworks system, reclamation of the land surface to equivalent land capability shall be performed following the construction, expansion, modification or repair, in accordance with the Standards and Guidelines Document.

8.1.2 Within six months after the waterworks system, or a portion of the waterworks system, permanently ceases operation, the approval holder shall submit a reclamation plan to the Director for the portion of the waterworks system that is no longer in operation.

8.1.3 The approval holder shall not commence reclamation of the waterworks system until that person has received an amendment to this approval from the Director for the reclamation.

DATED July 24, 2020

Todd Aasen, P. Eng.
Designated Director under the Act

SCHEDULE 1

OPERATIONS PROGRAM

1) Routine Operational Procedures, which shall, at a minimum, include:

   (a) contact name and telephone numbers for the waterworks system owner, waterworks system operator, engineering consultants and equipment suppliers;

   (b) operating instructions:

      (i) general description of treatment process and operating procedures,

      (ii) performance requirements, and

      (iii) location of equipment major controls;

   (c) general maintenance schedule;

   (d) general maintenance instructions for:

      (i) treatment / process equipment,

      (ii) monitoring equipment,

      (iii) pumping equipment,

      (iv) membrane repair and replacement procedures,

      (v) UV disinfection system, and

   (e) the schedule and procedures for cleaning and flushing of the water distribution system, including potable water storage reservoirs.

2) Routine Operational Procedures for Monitoring and Analysis, which shall, at a minimum, include:

   (a) operational and compliance tests to be performed;

   (b) bacteriological quality monitoring plan;

   (c) methods used for monitoring and analysis;

   (d) locations of monitoring points;

   (e) laboratory data quality assurance information;

   (f) direct integrity testing and data collection and analysis of integrity testing; and

SCHEDULE 1

OPERATIONS PROGRAM

(g) UV disinfection monitoring.

3) *Emergency Response Plan* which shall at a minimum, include:

(a) steps to be taken in the event of the following:

(i) bacteriological results exceeding the prescribed limits;

(ii) turbidity / particle counts exceeding the limits;

(iii) chemical overfeed;

(iv) no chemical or coagulant feed;

(v) low chlorine residual;

(vi) equipment breakdown;

(vii) flood;

(viii) water distribution system pipeline break and repair, and the return of the pipeline to service;

(ix) power failure;

(x) the waterworks system becoming inoperable, including steps in providing an alternate potable water supply;

(b) cover-off in the event that the Certified Operator is not available to operate the waterworks system;

(c) Water Shortage Response Plans for raw and treated water;

(d) list of contacts; Alberta Environment, Alberta Health, Regional Health Authorities, Fire Department, Disaster Coordinator, and other agencies; and

(e) date of last update.

4) Copy of the as-built engineering drawings.

SCHEDULE 2 – RAW WATER

Monitoring, Measuring and Reporting Frequency Requirements

PARAMETER	STATION LOCATION	MONITORING TYPE and FREQUENCY	REPORTING FREQUENCY
Turbidity	RAW WATER ENTERING THE WATER TREATMENT PLANT	Grab sample, Once per day	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4
Volume		Metered, Once per day Reported as Total in m^3	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Treated Water BACTERIOLOGICAL					
Bacteriological quality *E. coli* Total Coliforms	WATER DISTRIBUTION SYSTEM: BACTERIOLOGICAL, RANDOM LOCATIONS	Grab samples in the quantity specified in the GCDWQ, and the samples shall be taken at regular intervals throughout the month	Number of Grab samples taken per month and Presence or Absence of indicator organisms	Reported monthly As per 6.2, 6.3 and 6.4 of this approval	Zero *E. coli* organisms per 100 mL Zero Total coliform organisms per 100 mL

4

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
MEMBRANE FILTER - *Treated Water TURBIDITY*					
Turbidity	MEMBRANE FILTER UNIT #1 MEMBRANE FILTER UNIT #2 MEMBRANE FILTER UNIT #3 MEMBRANE FILTER UNIT #4 MEMBRANE FILTER UNIT #5 (after individual filter train at a point upstream of the clearwell)	Continuous monitoring and recording at ≤ 5 minute sampling intervals	Report MAXIMUM DAILY value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≤ 0.1 NTU, at least 99% of the samples on a daily basis; and ≤ 0.3 NTU, 100% of the time
			Report number of cumulative minutes per day the turbidity was between 0.1 and 0.3 NTU	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≤ 15 minutes per day

4

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
MEMBRANE FILTER - *Treated Water PARTICLE COUNTS*					
Particle Counts of particles greater than 2 um	MEMBRANE FILTER UNIT #1 MEMBRANE FILTER UNIT #2 MEMBRANE FILTER UNIT #3 MEMBRANE FILTER UNIT #4 MEMBRANE FILTER UNIT #5 (after individual filter train at a point upstream of the clearwell)	Continuous monitoring and recording at ≤ 5 minute sampling intervals	Report MAXIMUM DAILY value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≤ 20 particles/mL at least 98% of the samples on a daily basis; and <200 particles/mL, 100% of the time
			# of cumulative minutes per day the particles/ml was between 20 and 200 particles/ml.	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	Readings between 20 and 200 particles/mL for a period of ≤ 30 minutes per day

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
MEMBRANE FILTER – *Direct Integrity Testing*					
Membrane Direct Integrity Test	MEMBRANE FILTER UNIT #1 MEMBRANE FILTER UNIT #2 MEMBRANE FILTER UNIT #3 MEMBRANE FILTER UNIT #4 MEMBRANE FILTER UNIT #5 (after individual filter train at a point upstream of the clearwell)	Pressure Decay Test: once per month	Report PASS or FAIL	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per Section 6.4	PASS

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Treated Water PRIMARY DISINFECTION					
Chlorine Residual – Free	ENTERING WATER DISTRIBUTION SYSTEM (where "C" is measured for log reduction of Viruses prior to entering water distribution system)	Continuous monitoring and recording at ≤ 5 minute sampling intervals	Record MINIMUM value mg/L Recorded Once per day	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≥ 0.2 mg/L as Free Chlorine

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Treated Water PRIMARY DISINFECTION – ALL WATERWORKS SYSTEMS					
CT required (Giardia & Viruses)	ENTERING WATER DISTRIBUTION SYSTEM	Once per day	Daily value	Reported monthly As per Part 8 of the approval, unless notified in writing by the Director as per 6.4	
CT lowest actual (Giardia & Viruses)		Calculated Once per day			
CT performance ratio Viruses	ENTERING WATER DISTRIBUTION SYSTEM	Calculated Once per day	Daily value	As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≥ 1
CT performance ratio for 1.0 log reduction of *Giardia*	ENTERING WATER DISTRIBUTION SYSTEM	Calculated Once per day	Daily value		≥ 1 except for one day per month, which must be > 0.9

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Volume	CLEARWELL	Once per day	MINIMUM daily value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	
Flow	ENTERING WATER DISTRIBUTION SYSTEM	(a) Continuous; or (b) Calculated, based on controlled maximum flow; calculated and reported when setting or changing maximum flow control point	MAXIMUM hourly flow in L/Min Recorded Once per day		
pH	ENTERING WATER DISTRIBUTION SYSTEM	Grab Sample Once per day	Daily value		As per the GCDWQ
Temperature	ENTERING WATER DISTRIBUTION SYSTEM	Grab Sample Once per day	Daily value		

49

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Treated Water UV DISINFECTION – ALL WATERWORKS SYSTEMS					
UV dose	UV REACTOR #1 UV REACTOR #2 UV REACTOR #3	Continuous monitoring and recording at ≤ 5 minute sampling intervals	Record AVERAGE and MINIMUM daily values	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	Unit: mJ/cm² ≥ 55.43 when 70% ≤ UVT ≥ 53.71 when 75% ≤ UVT ≥ 51.25 when 80% ≤ UVT ≥ 48.79 when 85% ≤ UVT ≥ 44.85 when 90% ≤ UVT ≥ 38.68 when 95% ≤ UVT
Flow	UV REACTOR #4 UV REACTOR #5	Continuous monitoring and recording at ≤ 5 minute sampling intervals	Record MAXIMUM daily value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≤ 950 m³/hr max flow
UV transmittance of filtered water	ENTERING EACH UV REACTORS	Grab sample Once per day	Daily MINIMUM value	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≥ 70% UVT

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Treated Water SECONDARY DISINFECTION					
Chlorine Residual – Free, Combined or Total	WATER DISTRIBUTION SYSTEM: BACTERIOLOGICAL, RANDOM LOCATIONS	Grab sample, taken at the same time and at the same location as the bacteriological quality sample is collected	Report each value mg/L	Reported monthly As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	≥ 0.1 mg/L, based on 75% of the samples taken on a particular day

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Treated Water – ALL WATERWORKS SYSTEMS					
Total Trihalomethanes (TTHM)	4 Grab samples every three month distributed as per the following and the samples are to be taken within a 24 hour period		Analytical Results	Reported annually As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the GCDWQ
	ENTERING WATER DISTRIBUTION SYSTEM	1 Grab sample every 3 months			
	WATER DISTRIBUTION SYSTEM: RANDOM LOCATIONS	2 Grab samples every 3 months			
	WATER DISTRIBUTION SYSTEM: EXTREME END	1 Grab sample every 3 months			
Total Trihalomethanes (TTHM)	If and only if the TTHM results from the same location, based on running annual average from the previous 12 months, is less than the GCDWQ MAC, subsequent monitoring shall be conducted, at a minimum, in the following manner:		Analytical Results	Reported annually As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the GCDWQ
	WATER DISTRIBUTION SYSTEM: EXTREME END	1 Grab sample every 3 months			

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Total Haloacetic Acids (HAA)	4 Grab samples per month distributed as per the following and the samples are to be taken within a 24 hour period		Analytical Results	Reported annually As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the GCDWQ
	ENTERING DISTRUBTION SYSTEM	1 Grab sample every 3 months			
	DISTRIBUTION SYSTEM: Random Locations	2 Grab samples every 3 months			
	DISTRIBUTION SYSTEM: Extreme End	1 Grab sample every 3 months			
Total Haloacetic Acids (HAA)	If the HAA results from the same location, based on running annual average from the previous 12 months, is less than the GCDWQ MAC, subsequent monitoring shall be conducted, at a minimum, in the following manner: (the samples per month are to be taken within a 24 hour period)		Analytical Results	Reported annually As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the GCDWQ
	DISTRIBUTION SYSTEM: Extreme End	1 Grab sample every 3 months			

52

SCHEDULE 3 – TREATED WATER QUALITY

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
Treated Water – ALL WATERWORKS SYSTEMS					
The physical, inorganic and organic chemical and pesticide parameters listed in SCHEDULE 4, and any new parameters with MAC's published in the GCDWQ	WATER DISTRIBUTION SYSTEM: RANDOM LOCATIONS	2 Grab samples per annum for all parameters with the exception of Cyanobacterial toxins (as Microcystin-Total): (a) One sample taken during winter (December to February); and (b) One sample taken during summer (June to August); and For Cyanobacterial toxins (as Microcystin-Total) two grab samples: (a) One sample taken during the period August 1 – August 16; and (b) One sample taken during the period of September 1 to September 16 in any calendar year	Analytical Results	Reported annually As per Part 6 of the approval, unless notified in writing by the Director as per 6.4	As per the PWR

54

SCHEDULE 3A – WATER TREATMENT PLANT WASTE STREAMS

Limits, Monitoring and Reporting Frequency

PARAMETER	STATION LOCATION	MONITORING/MEASUREMENT TYPE, NUMBER AND FREQUENCY	REPORTING CONTENT	REPORTING FREQUENCY	LIMITS
SCHEDULE 3A - Water Treatment Plant Waste Streams Limits, Monitoring and Reporting Frequency					
Volume	PRIOR TO EFFLUENT STORAGE POND	Estimate in TOTAL m^3 Once per day	Monthly value TOTAL m^3		
Total chlorine residual	PRIOR TO DISCHARGE TO RED DEER RIVER	Grab sample Once per month	Monthly value mg/L		chlorine ≤ 0.02 mg/L
pH		Grab sample Once per month	Monthly value		
Turbidity		Grab sample Once per month	Monthly value		
Total Suspended Solids		Grab sample Once per month	Monthly value		
Total aluminum		Grab sample Once per month, at an accredited laboratory	Analytical result		

SCHEDULE 4

Table of Physical, Inorganic chemicals, Organic chemicals and Pesticides

Substance	Specific Parameter
Physical Parameters (Primary and Secondary	Colour; pH; Total Dissolved Solids
Inorganic chemicals (Primary)	Antimony; Arsenic; Barium; Boron; Bromate; Cadmium; Chloramines; Chromium; Cyanide; Fluoride; Lead; Mercury; Nitrate; Nitrite; Selenium; and Uranium;
Inorganic and Organic Chemicals (Secondary	Aluminum; Ammonia; Calcium; Chloride; Copper; Total Hardness; Iron; Magnesium; Manganese; Silver; Sodium; Sulphate; Sulphide; Total Organic Carbon; Xylenes (total); and Zinc;

Substance	Specific Parameter
Organic Chemicals and Pesticides (Primary)	Atrazine + metabolites; Benzene; Benzo(a)pyrene; Bromoxynil; Carbon Tetrachloride; Chlorpyrifos; Cyanazine; Cyanobacterial toxins (as Microcystin – LR; Diazinon; Dicamba; 1,2-Dichlorobenzene; 1,4-Dichlorobenzene; 1,2-Dichlorethane; Dichloromethane; 2,4-Dichlorophenol; 2,4-D; Diclofop-methyl; Diuron; Dimethoate; Ethylbenzene; Glyphosate; Malathion; Methoxychlor; Metolachlor; Metribuzin; Monochlorobenzene; Nitrilotriacetic Acid (NTA); Pentachlorophenol; Picloram; Simazine; Terbufos; Tetrachloroethylene; 2,3,4,6-Tetrachlorophenol; Toluene; Trichloroethylene; 2,4,6-Trichlorophenol; Trifluralin; and Vinyl Chloride.

Drinking Water Quality User Agreement

BETWEEN:

Her Majesty The Queen in Right of Alberta
As Represented by the
Minister of Environment and Parks
(hereinafter referred to as the Minister)

- and -

Mountain View Regional Water Services Commission
an Approval Holder pursuant to the
Environmental Protection and Enhancement Act
Of Alberta (hereinafter referred to as the Approval Holder)

hereinafter jointly referred to as the "parties".

Background

WHEREAS the Approval Holder is required to report monitoring results to a Director pursuant to the terms of an Approval issued to the Approval Holder pursuant to the Alberta *Environmental Protection and Enhancement Act*;

AND WHEREAS the Minister has developed a secure internet website and electronic forms for the purpose of enabling the Approval Holder to provide electronic reports to the Director for certain drinking water quality monitoring results required pursuant to the Approval;

AND WHEREUPON issuing a Director initiated amendment regarding electronic reporting, the Director has agreed to accept the electronic reports from the Approval Holder only through the secure Internet website developed by the Minister, herein referred to as the DWQ website;

AND WHEREAS the Minister and the Approval Holder would both like to ensure that access to the DWQ website and electronic forms is accomplished in a secure and controlled manner;

AND WHEREAS it is acknowledged that the monitoring results reported by the Approval Holder is public information pursuant to the provisions of the Alberta *Environmental Protection and Enhancement Act*;

AND WHEREAS the parties wish to enter into an Agreement to govern the terms of access to the DWQ website by the Approval Holder.

NOW THEREFORE the parties agree as follows:

Definitions

1. In this Agreement:

   (a) "Act" means the Alberta *Environmental Protection and Enhancement Act*, R.S.A. 2000, Ch. E-12, as amended;

   (b) "Agreement" means this document;

   (c) "Approval" means Approval ID 17000-03-00 and includes any subsequent amendments or renewals;

   (d) "Approval Holder" means the person to whom Approval ID 17000-03-00 has been issued;

   (e) "Authorized User" means any individual who has received a Username pursuant to this Agreement and is designated by the Approval Holder pursuant to this Agreement;

   (f) "CAO" means an individual or individuals appointed to the position of the Chief Administrative Officer of a municipality, or his delegate for the purposes of this Agreement and who is duly authorized by Council to administer this Agreement;

   (g) "Director" means a person designated as a Director for the purposes of the Act;

   (h) "DWQ website" means the secure internet website and forms that enable electronic reporting of the Approval Holder's monitoring results;

   (i) "material breach" means a breach of section 40 of this Agreement;

   (j) "monitoring results" means the results of drinking water quality monitoring required by the Approval to be submitted electronically to the Director; and

   (k) "Username" means the unique identifier assigned to an Authorized User that allows the Authorized User access to the DWQ website.

Minister

2. The Minister shall provide the Approval Holder with access to the DWQ website subject to this Agreement.

3. The Minister reserves the right to update, change or modify the DWQ website, at any time, including the Internet address, at his sole discretion, provided that prior to making any such change that would impair the Approval Holder's ability to access the DWQ website, the Minister shall use his best efforts to give notice of any changes made pursuant to this section to the Approval Holder within a reasonable time.

4. The Minister shall provide the Approval Holder with an electronic form of Appendix A, as may be subsequently amended, to enable electronic reporting of monitoring results.

5. The Minister shall assign a Username and password to each Authorized User for the purpose of obtaining access to the DWQ website and shall provide that Username and password to the Approval Holder.

6. The Minister shall amend the User Manual at no cost to the Approval Holder to reflect any updates, changes and modifications made to the DWQ website pursuant to clause 3.

7. The Minister shall ensure that the DWQ website provides immediate confirmation to the Approval Holder that submitted monitoring results have been received by the Minister.

8. The Minister does not warrant that access to the DWQ website will be uninterrupted or error free, however, the Minister shall use best efforts to maintain and ensure the availability of the DWQ website to the Approval Holder.

9. The Minister shall not alter the monitoring results provided by the Approval Holder to the DWQ website without the prior written consent of the Approval Holder.

10. The Minister shall notify the Approval Holder immediately of any breach of security of the DWQ website that he becomes aware of and any breach of this Agreement by anyone for whom the Minister is responsible in law (excluding any third parties to this Agreement) that affects or has the potential to affect the Approval Holder and shall make commercially reasonable efforts to pursue all legal remedies available to the Minister to remedy the breach.

11. Where the Minister becomes aware that an Authorized User of the Approval Holder is breaching this Agreement, the Minister shall immediately notify the Approval Holder of such breach so as to enable the Approval Holder to take appropriate steps to terminate such Authorized User's access to the DWQ website.

12. The Minister agrees to take reasonable steps to investigate all reports of actual or suspected breaches of security of the DWQ website or the Agreement and ensure that all commercially reasonable steps are taken to limit any further breach.

Director

13. The Director may exercise any of the powers and duties of the Minister under this Agreement.

14. The Director shall rely upon the monitoring results submitted to the DWQ website on behalf of the Approval Holder to assess compliance with the Approval except when monitoring results are submitted pursuant to clause 33 then the Director shall rely upon the email submitted monitoring results to assess compliance with the Approval.

Approval Holder

15. The Approval Holder shall comply with the terms and conditions of this Agreement.

16. Only Authorized Users shall be permitted access to the DWQ website.

17. The Approval Holder shall use best efforts to ensure that Authorized Users comply at all times with the terms and conditions of this Agreement.

18. The Approval Holder shall notify the Minister immediately of any breach of security of the DWQ website described in clause 40 or any other breach of this Agreement.

19. The Approval Holder shall make commercially reasonable efforts to pursue all legal remedies available to remedy any breach described in clause 40 or any other breach of this Agreement.

20. The Approval Holder shall designate the Authorized Users to act on behalf of the Approval Holder for the purpose of this Agreement.

21. The Approval Holder shall maintain accurate and up-to-date records of the name, business contact information, and authorization status of all Authorized Users and shall provide this information to the Minister promptly upon request.

22. The Approval Holder may only designate as an Authorized User an employee, agent or contractor of the Approval Holder whom the Approval Holder reasonably believes requires access to the DWQ website in order to perform their job duties on behalf of the Approval Holder.

23. The Approval Holder shall promptly, upon designating an Authorized User, provide a copy of this Agreement to and inform each person designated as an Authorized User of the purposes of the DWQ website.

24. In the event the Approval Holder becomes aware of a material breach of this Agreement by an Authorized User, the Approval Holder shall immediately suspend or terminate the Authorized User's access to the DWQ website and notify the Minister of the breach and suspension or termination.

25. The Approval Holder is responsible for the security of all Usernames and passwords to the DWQ website.

26. Usernames and passwords shall not be transferred between Authorized Users without first obtaining the approval of the Minister or his designate.

27. The Approval Holder shall promptly notify the Minister when an Authorized User no longer requires access to the DWQ website so that the Username and password may be terminated or altered by the Minister.

28. The Approval Holder shall at all times designate an employee, a contractor, or an agent to be their person responsible for the administration of this Agreement.

29. The Approval Holder shall promptly notify the Minister if the Approval is transferred to another person.

Costs

30. Subject to Clauses 31 and 32 the Approval Holder is responsible for all costs respecting the provision, operation and maintenance of the computer hardware and software at its place of business and for any changes to the format or content of computer print or screen displays, computer programs and the access arrangements that may be necessary to enable the Approval Holder to access the DWQ website.

31. The Minister shall provide Oracle J'Initiator© software or any other web-based software to the Approval Holder that may now or in the future be required to setup and enable the Approval Holder's access to the DWQ website at no cost to the Approval Holder.

32. The Minister shall use commercially reasonable efforts to continue to provide software support, start up training and an up-to-date User Manual to the Approval Holder at no cost to the Approval Holder.

33. In the event that the DWQ website is unavailable for access by the Approval Holder due to factors that are beyond the Approval Holder's reasonable control and at a time when the Approval Holder is required to report monitoring results to the Director, the Approval Holder shall report the monitoring results to the Director by emailing an electronic copy of Appendix A, as may be subsequently amended, containing the monitoring results to:

dwq.usercoord@gov.ab.ca

34. Upon being notified by the Director that access to the DWQ website has been restored following an event described in clause 33, the Approval Holder shall as soon as reasonably practical and in any event not later than 2 business days, submit the emailed monitoring results to the Director using the DWQ website.

Acknowledgements

35. The Approval Holder acknowledges and agrees that it is solely responsible for accurately recording the monitoring results into the electronic form provided by the DWQ website for electronic reporting of monitoring results to the Director.

36. The Approval Holder acknowledges and agrees that the forms attached as Appendix A, as may be subsequently amended, to this Agreement contain the requirements of its Approval that are to be reported as monitoring results.

37. The Minister acknowledges and agrees it shall ensure that monitoring results submitted by the Approval Holder to the DWQ website are accurately posted to the public website.

38. The Approval Holder acknowledges and agrees that any and all software and documentation that forms part of the DWQ website is protected by applicable intellectual property law, remains the sole property of the Minister and is supplied subject to the terms and conditions of this Agreement.

39. The Approval Holder acknowledges and agrees that nothing in this Agreement relieves the Approval Holder from any legal obligation to report accurate monitoring results to a Director.

Security

40. The Approval Holder shall not, and shall ensure that its employees, agents, contractors and Authorized Users shall not:

    (a) attempt to access, modify, reverse engineer, de-compile or disassemble the computer programs used by the Minister to provide the DWQ website;

    (b) test, examine or challenge the security arrangements or reveal details of any security mechanism included in the hardware or computer programs used by the Minister to provide the DWQ website;

    (c) take any action which is or could reasonably be seen to be detrimental to the DWQ website; or

    (d) alter the format or content of a print or screen display utilized for reporting to the Director through the DWQ website.

Suspension, Interruption or Termination of Access

41. The Minister, or his designate, may immediately and without prior notice to the Approval Holder or Authorized User suspend any Approval Holder or Authorized User's access to the DWQ website at anytime if the Approval Holder or Authorized User has committed a material breach of this Agreement or where there is an imminent threat of a material breach of this Agreement.

42. If the Minister, or his designate, suspends access pursuant to clause 41, the Minister, or his designate will determine within 30 days whether:

    (a) the Approval Holder has satisfactorily remedied the breach or threat of breach and has used commercially reasonable efforts to ensure compliance with this Agreement. If the Minister is so satisfied he will grant access to the Approval Holder and/or Authorized User as quickly as reasonably possible and in any event, within 60 days of the initial suspension; or

    (b) in the opinion of the Minister, the breach or threat of breach has not been remedied by the Approval Holder or the Approval Holder has not used commercially reasonable efforts to ensure continued compliance with this Agreement, in which event the Minister may immediately terminate this Agreement upon providing 15 days prior written notice to the Approval Holder.

43. In the event the Minister or his designate suspends or terminates access to the DWQ website pursuant to this Agreement, the Minister shall provide to the Approval Holder written reasons why the access was suspended or terminated within five (5) business days of such suspension or termination and will allow the Approval Holder to satisfy any applicable obligation to report monitoring results by some other reasonable method specified in writing.

44. The Minister may interrupt the Approval Holder or Authorized User's access to the DWQ website at any time, in the event of any of the following circumstances occurring:

    (a) a security breach by another authorized user or third party, including other subscribers or users of the DWQ website;

    (b) a software, hardware or other system failure or malfunction;

    (c) a requirement to service or upgrade the software, hardware or related equipment; or

    (d) any other event of similar nature;

    if the Minister, acting reasonably, is of the view that interruption of access is required for the purpose of effectively rectifying the situation, provided however that prior to interrupting access pursuant to this paragraph, the Minister will make reasonable efforts

6

to give the Approval Holder written notice of its intention to do so (which will set out the reasons for such interruption) and will use best efforts to resume provision of access to the DWQ website as soon as reasonably practical, and in any event provide written reasons for such interruptions within five (5) business days of the interruption.

Legislation Concerning Disclosure

45. The Minister and the Approval Holder agree that, the monitoring results shall only be used or disclosed in any manner or for any purposes consistent with the provisions of this Agreement or the Act.

46. The Approval Holder agrees that the Minister has the right to disclose the Approval Holder's submitted monitoring results to the public where authorized by the applicable legislation and this Agreement. It is however agreed and understood that the Approval Holder shall not be liable to any other parties other than the Minister, for the monitoring results submitted. This is not intended to be an indemnity from either party.

47. The Minister shall not use the monitoring results for commercial purposes. For the purposes of this Agreement, commercial purposes include the selling of the monitoring results (or the data derived therefrom) for any form of consideration.

Relationship between Parties

48. Nothing in this Agreement shall create, or be deemed to create, a principal-agency relationship between the Approval Holder and the Minister.

Designates

49. The Minister designates Chief Information Officer, Alberta Environment and Parks, and any successor or designate of the Executive Director of Environmental Knowledge and Prediction Branch, as the Director to act on his behalf with respect to the administration of this Agreement.

50. The Approval Holder designates the CAO to act on its behalf with respect to the administration of this Agreement.

Term

51. Either party may terminate this Agreement for any reason upon thirty (30) days written notice to the other in accordance with clause 54 or such shorter period of time as is mutually agreed upon by the parties.

52. Upon termination of this Agreement, the Approval Holder shall be entitled to provide the monitoring results to the Minister by any other conventional method unless and until the Approval specifies an alternate method.

Survival of Terms

53. The following clauses shall survive termination or cancellation of this Agreement:

(a) proprietary rights (clause 38);

(b) security clause (clause 40); or

(c) legislation concerning disclosure (clause 45, 46 and 47).

Notice

54. Notice personally served sent by facsimile transmission or sent by e-mail shall be deemed received when actually delivered or transmitted during a business day between 8:15 a.m. and 4:30 p.m. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption where the notice shall be personally served, sent by facsimile transmission or sent by e-mail.

55. Any notice under this Agreement shall be deemed to be given to the other party if in writing and personally delivered by registered mail, facsimile transmission, or e-mail to the addresses as follows:

The Minister

Alberta Environment and Parks
Executive Director of
Environmental Knowledge and Prediction Branch
c/o Drinking Water User Coordinator
11th Floor, 9820 – 106 Street
Edmonton, Alberta T5K 2J6
Phone: (780) 427-6225
Fax: (780) 427-7958
e-mail: dwq.usercoord@gov.ab.ca

The Approval Holder

Mountain View Regional Water Services Commission

Administrator

35566Rge Rd 10
Red Deer County, AB T4G 0H5
Phone: (403) 227-5828
Fax: 403-227-5831
e-mail: johnvand@telusplanet.net or watermtn@telus.net

Assignment

56. Neither the Minister nor the Approval Holder may assign any of its rights, obligations or interests in this Agreement.

General

57. This Agreement shall be governed by the laws of the Province of Alberta. The parties agree that any action taken pursuant to this Agreement must be conducted in the Courts of the Province of Alberta.

58. The rights, remedies and privileges of the Minister, the Director and the Approval Holder under this Agreement are in addition to any other rights, remedies and privileges obtained under any other law or the Approval.

59. The rights, remedies and privileges of the Minister and the Approval Holder under this Agreement are cumulative and any one or more may be exercised.

60. In the event of a conflict or inconsistency between the provisions of this Agreement, and the terms and conditions of the Approval, the Approval shall prevail.

61. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.

62. The headings in this Agreement are for convenience only and shall not affect the interpretation of the provisions of this Agreement.

63. This Agreement is binding upon the parties and their successors.

64. The parties shall not amend this Agreement except by written agreement.

65. Appendix A, as may be subsequently amended forms part of this Agreement.

66. The Agreement is the entire agreement between the Minister and the Approval Holder with respect to access to the DWQ website. There are no other agreements, representations, warranties, terms, conditions, or commitments governing access to the DWQ website except as expressed in this Agreement.

IN WITNESS WHEREOF THE PARTIES HAVE DULY EXECUTED THIS AGREEMENT:

HER MAJESTY THE QUEEN in Right of Alberta as Represented By the Minister of Environment and Parks

Signature

Title

Date

APPROVAL HOLDER

Signature – Chairperson

Title

Date

Witness

Title

Date

Signature – Municipal Secretary

Title

Date

17000-03-00
Effective date: 02-AUG-2020

APPENDIX A
TEMPLATE OF MONITORING AND REPORTING REQUIREMENTS
Page 1 of 6

17000 MOUNTAIN VIEW REGIONAL WATERWORKS SYSTEM (ANTHONY HENDAY)

Station ID#	Station Description	Monitoring Category	Matrix	Sample type	Reading Type	# of Samples	Sample Frequency	Reporting Frequency	Held On-site	Comment	Effective Date	Termination Date	Parameter	Limit Category	Gaps Allowed?	Ignore UCONVQ?	Lower Limit	Upper Limit	Units	Two Stations Limit	Tolerance Limit	Value	Comments	Date
AB05CC1466	ENTERING TREATMENT PLANT																							
		DW	RAW WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 2	02-Aug-20	01-Aug-30	FLOW		N	Y								
AB05CC2220	MEMBRANE FILTER UNIT # 1	DW	RAW WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 2	02-Aug-20	01-Aug-30	TURBIDITY		N	Y								
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / PARTICLE COUNTS	C	N	Y		30	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / TURBIDITY	C	N	Y		15	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	PARTICLE COUNTS	C	N	Y		20	counts/mL					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	TURBIDITY	C	N	Y		0.1	NTU					
AB05CC2221	MEMBRANE FILTER UNIT # 2	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	MEMBRANE DIRECT INTEGRITY	C	N	Y		0	PIF					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / PARTICLE COUNTS	C	N	Y		30	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / TURBIDITY	C	N	Y		15	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	PARTICLE COUNTS	C	N	Y		20	counts/mL					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	TURBIDITY	C	N	Y		0.1	NTU					
AB05CC2222	MEMBRANE FILTER UNIT # 3	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	MEMBRANE DIRECT INTEGRITY	C	N	Y		0	PIF					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / PARTICLE COUNTS	C	N	Y		30	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / TURBIDITY	C	N	Y		15	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	PARTICLE COUNTS	C	N	Y		20	counts/mL					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	TURBIDITY	C	N	Y		0.1	NTU					
AB05CC2223	MEMBRANE FILTER UNIT # 4	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	MEMBRANE DIRECT INTEGRITY	C	N	Y		0	PIF					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / PARTICLE COUNTS	C	N	Y		30	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / TURBIDITY	C	N	Y		15	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	PARTICLE COUNTS	C	N	Y		20	counts/mL					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	TURBIDITY	C	N	Y		0.1	NTU					
AB05CC2224	MEMBRANE FILTER UNIT # 5	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	MEMBRANE DIRECT INTEGRITY	C	N	Y		0	PIF					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / PARTICLE COUNTS	C	N	Y		30	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CUMULATIVE TIME / TURBIDITY	C	N	Y		15	min					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	PARTICLE COUNTS	C	N	Y		20	counts/mL					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	TURBIDITY	C	N	Y		0.1	NTU					
AB05CC2225	ENTERING UV REACTOR # 1	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	MEMBRANE DIRECT INTEGRITY	C	N	Y		0	PIF					
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV % TRANSMITTANCE (254NM)		N	Y								
AB05CC2226	ENTERING UV REACTOR # 2	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV % TRANSMITTANCE (254NM)		N	Y								
AB05CC2227	ENTERING UV REACTOR # 3	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV % TRANSMITTANCE (254NM)		N	Y								
AB05CC2228	ENTERING UV REACTOR # 4	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV % TRANSMITTANCE (254NM)		N	Y								
AB05CC2229	ENTERING UV REACTOR # 5	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV % TRANSMITTANCE (254NM)		N	Y								
AB05CC2230	UV REACTOR # 1	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV % TRANSMITTANCE (254NM)		N	Y								
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	FLOW	C	N	Y		990	m3/h					

Classification : Protected A

17000-03-00
Effective date: 02-AUG-2020

APPENDIX A
TEMPLATE OF MONITORING AND REPORTING REQUIREMENTS
Page 2 of 6

17000 MOUNTAIN VIEW REGIONAL WATERWORKS SYSTEM (ANTHONY HENDAY)

Station ID#	Station Description	Monitoring Category	Matrix	Sample type	Reading Type	# of Samples	Sample Frequency	Reporting Frequency	HAA Cl-sib	Comment	Effective Date	Termination Date	Parameter	Limit Category	Grace Allowed?	Ignore GCTMWQ?	Lower Limit	Upper Limit	Units	Tier Bottom Level	Tier Top Level	Value	Comment	Date
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	99.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	39.66	44.85	mJ/cm2	90	95			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
AB05CC2231	UV REACTOR # 2	DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	39.66	44.85	mJ/cm2	90	95			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	FLOW					950	m3/h					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	39.66	44.85	mJ/cm2	90	95			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
AB05CC2232	UV REACTOR # 3	DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	FLOW					950	m3/h					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	39.66	44.85	mJ/cm2	90	95			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
AB05CC2233	UV REACTOR # 4	DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	FLOW					950	m3/h					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			

Classification: Protected A

Town of Olds Regular Council Meeting Monday, February 22, 2021

17000 MOUNTAIN VIEW REGIONAL WATERWORKS SYSTEM (ANTHONY HENDAY)

Station ID#	Station Description	Monitoring Category	Matrix	Sample type	Reading Type	# of Samples	Sample Frequency	Reporting Frequency	Hold Ch-ids	Comment	Effective Date	Termination Date	Parameter	Limit Category	Graph Annual?	Ignore OCCWQT	Lower Limit	Upper Limit	Units	Tm Bottom Limit	Tm Top Limit	Value	Comment	Date
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	38.66	44.85	mJ/cm2	90	95			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
AB05CC2234	UV REACTOR # 5	DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	38.66	44.85	mJ/cm2	90	95			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	FLOW	C	N	Y		650	m3/h					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	AVG	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	38.66	44.85	mJ/cm2	90	95			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	55.43		mJ/cm2		70			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	53.71	55.43	mJ/cm2	70	75			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	51.25	53.71	mJ/cm2	75	80			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	48.79	51.25	mJ/cm2	80	85			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	44.85	48.79	mJ/cm2	85	90			
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	UV DOSE	C	N	Y	38.66	44.85	mJ/cm2	90	95			
AB05CC1485	CLEARWELL	DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	VOLUME		Y	Y								
AB05CC1484	ENTERING DISTRIBUTION SYSTEM	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		4	ANNUL	AN		Schedule 3	02-Aug-20	01-Aug-30	TOTAL HALOACETIC ACIDS	C	N	N		0.08	mg/L					
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		4	ANNUL	AN		Schedule 3	02-Aug-20	01-Aug-30	TRIHALOMETHANES	C	N	N		0.1	mg/L					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CHLORINE RESIDUAL, FREE		N	Y								
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CT ACTUAL, GIARDIA		N	Y								
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CT ACTUAL, VIRUSES		N	Y								
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CT PERFORMANCE RATIO, GIARDIA	C	N	Y	1		no units					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CT PERFORMANCE RATIO, VIRUSES	C	N	Y	1		no units					
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MIN	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CT REQUIRED, GIARDIA		N	Y								
		DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	MAX	1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	CT REQUIRED, VIRUSES		N	Y								
AB05CC1482	DISTRIBUTION: RANDOM LOCATIONS	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	FLOW		N	Y								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	DAILY	MO		Schedule 3	02-Aug-20	01-Aug-30	PH		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TEMPERATURE WATER		N	Y								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	1,2-DICHLOROBENZENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	1,2-DICHLOROETHANE		N	N								
													1,4-DICHLOROBENZENE		N	N								

17000-03-00
Effective date: 02-AUG-2020

APPENDIX A
TEMPLATE OF MONITORING AND REPORTING REQUIREMENTS
Page 4 of 6

17000 MOUNTAIN VIEW REGIONAL WATERWORKS SYSTEM (ANTHONY HENDAY)

Station ID#	Station Description	Monitoring Category	Matrix	Sample type	Reading Type	# of Samples	Sample Frequency	Reporting Frequency	Hold On Mtl	Comment	Effective Date	Termination Date	Parameter	Limit Category	Grant Attained?	Ignore GCDWQ?	Lower Limit	Upper Limit	Units	Tier Bottom Limit	Tier Top Limit	Value	Comment	Date
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	2,3,4,6-TETRACHLOROPHENOL		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	2,4,6-TRICHLOROPHENOL		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	2,4-D (DICHLOROPHENOXYACETIC ACID)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	2,4-DICHLOROPHENOL		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	ALUMINUM (AL)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	AMMONIA (NH3)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	ANTIMONY (SB)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	ARSENIC (AS)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	ATRAZINE AND N-DEALKYLATED METABOLITES		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	BARIUM (BA)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	BENZENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	BENZO(A)PYRENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	BORON (B)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	BROMATE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	BROMOXYNIL		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CADMIUM (CD)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CALCIUM (CA)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CARBON TETRACHLORIDE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CHLORAMINES		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CHLORIDE (CL)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CHLOROBENZENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CHLORPYRIFOS-ETHYL (DURSBAN)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CHROMIUM (CR)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	COLOUR		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	COPPER (CU)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CYANAZINE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	CYANIDE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	DIAZINON		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	DICAMBA (BANVEL)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	DICHLOROMETHANE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	DICLOFOP-METHYL (HOE-GRASS)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	DIMETHOATE (CYDON)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	DIURON		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	ETHYLBENZENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	FLUORIDE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	GLYPHOSATE (ROUNDUP)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	IRON (FE)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	LEAD (PB)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	MAGNESIUM (MG)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	MALATHION		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	MANGANESE (MN)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	MERCURY (HG)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUAL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	METHOXYCHLOR (P,P'-METHOXYCHLOR)		N	N								

Classification: Protected A

17000-03-00
Effective date: 02-AUG-2020

APPENDIX A
TEMPLATE OF MONITORING AND REPORTING REQUIREMENTS
Page 5 of 6

17000 MOUNTAIN VIEW REGIONAL WATERWORKS SYSTEM (ANTHONY HENDAY)

Station ID#	Station Description	Monitoring Category	Media	Sample type	Reading Type	# of Samples	Sample Frequency	Reporting Frequency	Has On-site	Comment	Effective Date	Termination Date	Parameter	Line Category	Class Allowed	Ignore GCDWQT	Lower Limit	Upper Limit	Units	Tier Bottom Limit	Tier 1 of Limit	Value	Comment	Date
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	METOLACHLOR		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	METRIBUZIN		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	MICROCYSTIN-LR		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	NITRILOTRIACETIC ACID - NTA		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	NITROGEN NITRITE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	NITROGEN, NITRATE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	PENTACHLOROPHENOL		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	PH		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	PICLORAM (TORDON)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	SELENIUM (SE)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	SILVER (AG)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	SIMAZINE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	SODIUM (NA)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	SULPHATE (SO4)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	SULPHIDE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TERBUFOS		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TETRACHLOROETHYLENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TOLUENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TOTAL DISSOLVED SOLIDS		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TOTAL HARDNESS		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TOTAL ORGANIC CARBON (TOC)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TRICHLOROETHYLENE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	TRIFLURALIN(TREFLAN)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	URANIUM		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	VINYL CHLORIDE		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	XYLENES(O,M,P)		N	N								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		2	ANNUL	AN		Schedule 3, 4	02-Aug-20	01-Aug-30	ZINC (ZN)		N	N								
AB05CCP026	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		12	ANNUL	AN		Schedule 3	02-Aug-20	01-Aug-30	TOTAL HALOACETIC ACIDS	C	N	Y		0.08	mg/L					
						12	ANNUL	AN		Schedule 3	02-Aug-20	01-Aug-30	TRIHALOMETHANES	C	N	Y		0.1	mg/L					
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		4	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	CHLORINE	C	N	Y	0.1		mg/L					
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		4	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	COLIFORMS TOTAL		N	N								
AB05CC2236	PRIOR TO EFFLUENT STORAGE POND	DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		4	MONTH	MO		Schedule 3	02-Aug-20	01-Aug-30	ESCHERICHIA COLI		N	N								
AB05CC2236	PRIOR TO DISCHARGE TO RED DEER RIVER	DW	TREATED WATER	SAMPLE BASED ON CALCULATED VALUE(S)	TOT	1	DAILY	MO		Schedule 3A	02-Aug-20	01-Aug-30	FLOW		N	Y								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		12	ANNUL	AN		Schedule 3A	02-Aug-20	01-Aug-30	ALUMINUM TOTAL		N	Y								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3A	02-Aug-20	01-Aug-30	CHLORINE RESIDUAL, TOTAL	C	N	Y		0.02	mg/L					
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3A	02-Aug-20	01-Aug-30	PH		N	Y								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3A	02-Aug-20	01-Aug-30	TOTAL SUSPENDED SOLIDS		N	Y								
		DW	TREATED WATER	DISCRETE SAMPLE (GRAB)		1	MONTH	MO		Schedule 3A	02-Aug-20	01-Aug-30	TURBIDITY		N	Y								

Classification: Protected A

17000-03-00
Effective date: 02-AUG-2020

APPENDIX A
TEMPLATE OF MONITORING AND REPORTING REQUIREMENTS
Page 5 of 6

17000 MOUNTAIN VIEW REGIONAL WATERWORKS SYSTEM (ANTHONY HENDAY)

Station ID#	Station Description	Monitoring Category	Matrix	Sample type	Reading Type	# of Samples	Sample Frequency	Reporting Frequency	Hold On-site	Comment	Effective Date	Termination Date	Parameter	Limit Category	Gaps Allowed?	Ignore GCDWQ?	Lower Limit	Upper Limit	Units	Tier Bottom Limit	Tier Top Limit	Value	Comment	Date

DESCRIPTION OF TERMS AND CODES:
MONITORING CATEGORY: DW means Drinking Water

READING TYPE: This will be displayed when the Sample Type is anything other than a "Grab" / "Discrete Sample"
Reading Types are: AVG (Average); MAX (Maximum); MIN (Minimum); TOT (Sum/Total)

SAMPLE FREQUENCY: ANNUAL means Annually; DAILY means Daily;
WKDAY means Weekly (except weekday holidays); WEEK means Weekly; MONTH means Monthly
REPORTING FREQUENCY: MO means Monthly; AN means Annually

LIMIT CATEGORY CODE: C means Compliance Limit; P means Performance Target
IS A GAP IN A MONITORING RESULT ALLOWED? This means that a parameter is monitored and the result recorded only when an event occurs.
ARE THE GUIDELINES FOR CANADIAN DRAINING WATER QUALITY IGNORED? If the approved specifies a limit then the data management system will not check the value against the Guidelines for Canadian Drinking Water Quality

Units:
PASS means 0

Classification: Protected A

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR101183

Mr. Rick Blair, Chairperson
Mountain View Regional Water Services Commission
35566 Rge Rd 10
Red Deer County, AB T4G 0H5

Dear Chairperson Blair and Board of Directors,

Regional service commissions (RSCs) have been a highly effective tool that have strengthened municipal collaboration and regional service delivery across the province for over 30 years. Alberta's 75 RSCs provide vitally important services to their member municipal authorities and many non-member municipal customers.

As part of our government's efforts to reduce red tape, I am pleased to inform you of recent amendments to the *Municipal Government Act* that will streamline the legislative framework for RSCs. The amendments are intended to reduce many administrative burdens while maintaining most of the substance of the legislation that has enabled RSCs to be so successful.

The changes will also ensure greater accountability to the member municipalities by reducing the role of the province in approving many business decisions. The legislative and regulatory changes will take effect September 1, 2020, and will include the repeal of 80 regulations, including the establishing regulations for each of the 75 RSCs. Instead, RSCs will be approved by way of a single ministerial order listing all approved RSCs.

The amendments have been drafted to ensure a smooth transition for all RSCs. For instance, RSCs will continue to be incorporated entities, maintain all of the powers and duties they currently have, and existing boards of directors will continue.

Changes have been made to the list of required bylaws to address matters previously established in the regulations. RSCs will have one year from the effective date to ensure their bylaws address the requirements; my ministry remains available to provide advice through the transition.

Recently, all municipal chief administrative officers and RSC managers received a fact sheet from my ministry outlining the changes when they were proposed. I encourage you to review this information with your managers.

.../2

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

74

PCPS
community planning services

July 24, 2020

Sent via email

Dear Sir/Madam:

RE: Mountain View County and Town of Olds Intermunicipal Development Plan

The Town of Olds and Mountain View County are in the process of updating our intermunicipal development plan (IDP). As one of the agencies potentially impacted by long term growth and development around the Town of Olds we invite you to review the draft IDP that is enclosed and provide any feedback you may have.

The purpose of an IDP is to guide subdivision and development decisions in the area around the Town and provide a system for coordinated planning between the Town and County. The IDP also identifies long term growth areas for the County and the Town.

We will be hosting an Open House on August 27 2020 from 4:00pm-7:30pm. We invite you to stop by and share any suggestions you may have. The Open House information is as follows:

Date:	**Thursday, August 27, 2020**
Time:	**Open House 4:00 pm to 7:30 pm**
Place:	**Olds Royal Canadian Legion**
	5241 – 46 Street (please use west entrance)

Please provide any comments that you may have by **September 4, 2020** by contacting:

Craig Teal, RPP, MCIP, Director
Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, Alberta, T4N 1X2
Phone: (403) 343-3394
Email: craig.teal@pcps.ab.ca

Thank you for your time and attention to this referral.

Regards,

Craig Teal, RPP MCIP
Parkland Community Planning Services

MOUNTAIN VIEW COUNTY and TOWN OF OLDS

INTERMUNICIPAL DEVELOPMENT PLAN

Mountain View COUNTY

Town of OLDS

JUNE 2020

Document History
This Document: Edited based on ICC Review on June 17, 2020
Previous Document: Draft for Joint Council Review sent May 29, 2020

71

TABLE OF CONTENTS

A. Introduction 1
B. IDP Goals 1
C. IDP Interpretation 2
D. IDP Area and Map 1 3
E. Town of Olds 5
F. Short Term Annexation 5
G. Urban Fringe 6
H. Agricultural Growth Area 7
I. College Area 8
J. Referral Area 9
K. Water and Wastewater Services 9
L. Drainage 9
M. Transportation Systems 10
N. Entranceway Corridor 10
O. Utility Corridors 11
P. Economic Development 11
Q. Annexation 12
R. Referral and Circulation Process 13
S. Plan Administration and Implementation 14
- Inter-municipal Cooperation Committee (ICC) 14
- Approving Authorities 15
- Plan Amendments 15
- Plan Review 15
- Procedure to Repeal 16
- Dispute Resolution Process 16

Map 1 4

1'

A. INTRODUCTION

1) The Town and the County have agreed to prepare and adopt an intermunicipal development plan (IDP) as described in the Municipal Government Act.

2) The Town and the County have agreed to enter into the Town of Olds and Mountain View County Inter-municipal Cooperation Master Agreement (Master Agreement) relating to the sharing of costs for the provision of services by the Town to the residents of the County and for the sharing of revenue in exchange for the extension of water and wastewater services by the Town to the County.

3) The Master Agreement constitutes the Intermunicipal Collaboration Framework (ICF) between the Town and the County that is required under the Municipal Government Act.

4) Together, the IDP and the Master Agreement form the basis of cooperative efforts between the Town and the County to serve the needs of their communities.

5) In preparing the IDP, the Town and the County recognize that all municipalities are equals and have:
   a) the right to growth and development; and
   b) the right to plan and build the type of community desired by their residents and ratepayers in accordance with their respective Municipal Development Plan.

6) The purpose of the IDP is to:
   a) provide a policy framework for planning matters requiring coordination between the Town and County, such as future land uses, environmental matters, and transportation and infrastructure planning; and
   b) provide processes for ongoing communication, cooperation, decision making and, if needed, dispute resolution related to land use planning matters in the IDP area.

B. IDP GOALS

1) To reinforce and enhance the positive and mutually beneficial relationships between the Town and County recognizing that the town and surrounding rural areas function as one diverse, mutually supporting community;

2) To achieve a common purpose for growth and development in the area around Olds which recognizes the importance of agricultural preservation, supports

intermunicipal agreements, and is consistent with cooperative initiatives in the effective and efficient provision of municipal services;

3) To encourage dialogue to reduce the potential for land use conflicts and foster a better understanding of each other's interests and views on land use planning matters while considering the effects that development in one municipality might have on the other;

4) To confirm future Town growth directions and land requirements and protect the identified areas in the IDP to enable the efficient, orderly and economical expansion of the Town;

5) To establish a direction for attracting new economic opportunities and improve existing opportunities to secure a long-term economic base for the region;

6) To provide for effective coordination of transportation systems and protection of required land for future road network developments; and

7) To plan for utility corridors to support future growth and development of the IDP area, and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region.

C. IDP INTERPRETATION

1) This IDP contains "shall", "should" and "may" policies which are interpreted as follows:
   a) "shall" policies must be complied with,
   b) "should" policies mean compliance in principle is required but it is subject to the discretion of the applicable authority on a case by case basis, and
   c) "may" policies indicate support in principle but it is subject to the applicable authority determining the level of compliance that is required.

2) In the hierarchy of statutory plans, the policies of the IDP shall take precedence over any other municipal statutory plan and document except where the IDP specifically defers to the policy direction provided under a more detailed, adopted statutory plan or Land Use Bylaw.

D. IDP AREA AND MAP 1

1) The lands that are subject to the policies and agreements under the IDP are shown on Map 1. The IDP Area includes all lands identified as:
   a) Short Term Annexation;
   b) Urban Fringe;
   c) Agricultural Growth Area;
   d) College Area; and
   e) Referral Area.

2) Map 1 also breaks the IDP Area into different categories with each category subject to different policies and long term expectations. The categories and symbols shown on Map 1 and their meaning are as follows:

   "Town of Olds" means the area falling within the present boundaries of the Town and consisting of existing built areas and lands available to accommodate growth over the next 20-30 years.

   "Short Term Annexation" means the area that shall be included in an annexation application to the Province following adoption of the IDP. It includes three quarter sections agreed to in principle by the County and the Town and the abutting road allowances on the west and east sides of these quarter sections.

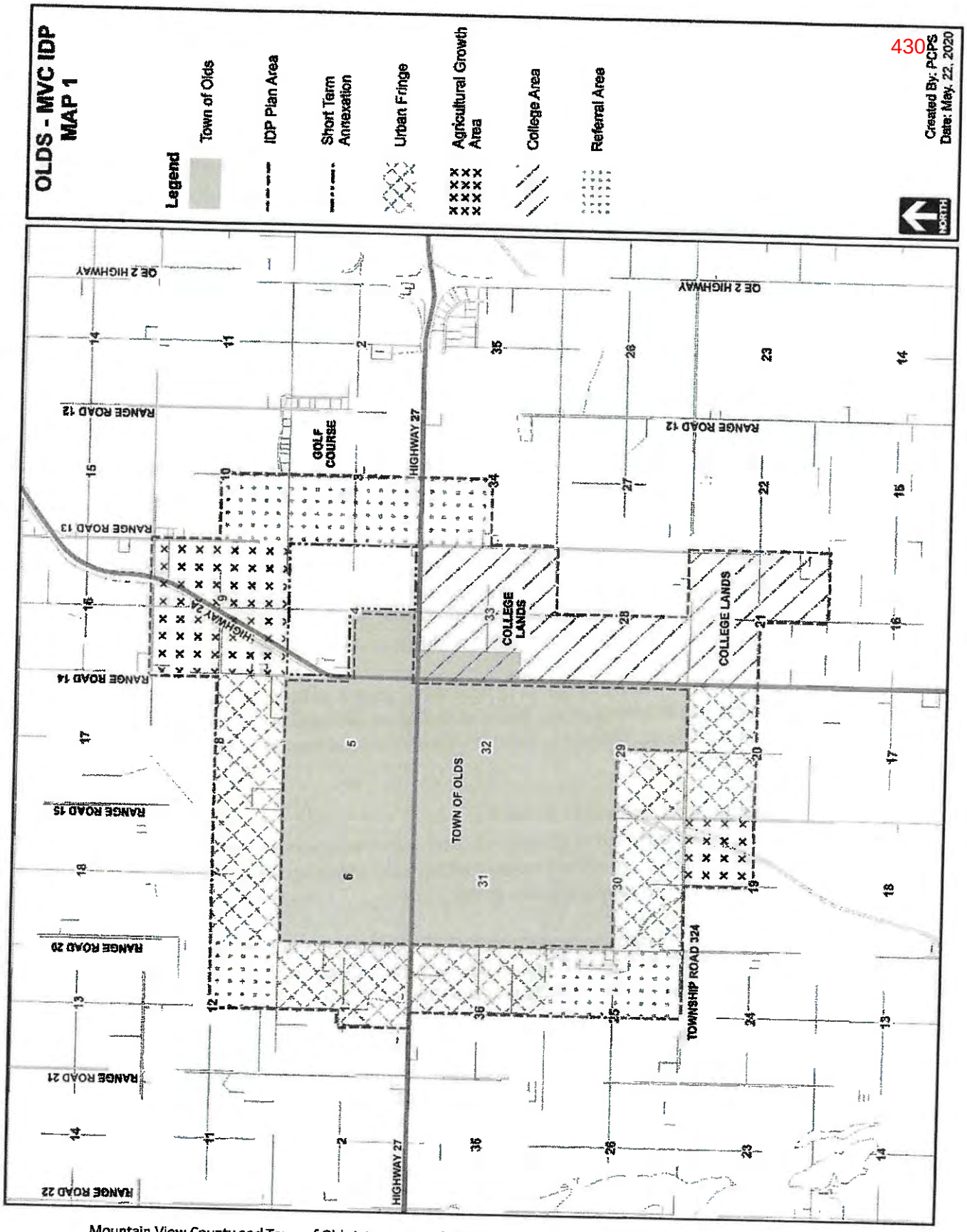
   "Urban Fringe" means that area in the County that shall be set aside to accommodate future town expansion and shall be annexed to the Town as the Town's need for additional residential, commercial and industrial lands emerges and can be justified.

   "Agricultural Growth Area" means the areas in the County that shall be set aside for agricultural uses and agriculture support uses that are important to the area's agricultural industry or other complementary uses requiring rail access. This area is not intended to be annexed by the Town.

   "College Area" means the lands owned by the College, in the Town and County, where the Town and County wish to pursue further discussions with Olds College before establishing specific policies in the IDP.

   "Referral Area" means that area in the County that is not meant to accommodate future Town expansion or be annexed to the Town and where planning matters shall be referred to the Town to ensure coordination of planning and servicing decisions.

3) The role and expectations of each category assigned under Map 1 is described in greater detail in the sections that follow.


OLDS - MVC IDP
MAP 1
Legend
Town of Olds
IDP Plan Area
Short Term Annexation
Urban Fringe
Agricultural Growth Area
College Area
Referral Area
Created By: PCPS
Date: May. 22, 2020
NORTH
QE 2 HIGHWAY
RANGE ROAD 12
RANGE ROAD 13
RANGE ROAD 14
RANGE ROAD 15
RANGE ROAD 20
RANGE ROAD 21
RANGE ROAD 22
HIGHWAY 27
HIGHWAY 2A
GOLF COURSE
COLLEGE LANDS
TOWN OF OLDS
TOWNSHIP ROAD 324

E. TOWN OF OLDS

1) The Town of Olds area shown on Map 1 contains the lands that are within the present boundaries of the Town.

2) With the exception of the portion of the College Lands located in the Town of Olds area, the policies of the IDP do not apply to lands within the Town of Olds.

3) The future intended uses for the Town of Olds area are found in the Town of Olds Municipal Development Plan.

F. SHORT TERM ANNEXATION

1) The Short Term Annexation area shown on Map 1 consists of three quarter sections located in Section 4-33-1-W5, a one mile portion of Range Road 13 along the east side of Section 4, and a quarter mile portion of Range Road 14 along the west side of Section 4.

2) The Short Term Annexation area shall be addressed in a formal application to the Province for annexation following adoption of this IDP.

3) No land use bylaw amendments or subdivisions shall be approved for lands within the Short Term Annexation area. Development approvals shall be limited to those allowed under the current designation under the County's Land Use Bylaw.

4) The future intended uses for the Short Term Annexation area, once annexed into the Town, are found in the Town of Olds Municipal Development Plan, and consist of commercial and industrial land uses. The land uses shown in the Town's Municipal Development Plan do not apply and have no direct bearing on planning approvals until the lands have been annexed into the Town's jurisdiction.

5) Following a decision on the formal annexation application by the Province, the IDP shall be amended to show the annexed portions of the Short Term Annexation area as part of the Town of Olds area on Map 1. Any portions of the Short Term Annexation area that are not approved for annexation shall be changed to Urban Fringe on Map 1.

G. URBAN FRINGE

1) The Urban Fringe is those lands within the County that have been identified for future Town growth beyond the Town's current boundaries. The selection of the Urban Fringe areas is based on the projected land area needed for the Town to be able to grow to a future population of 36,000 (expected in 2076 based on current projections). When the Urban Fringe area is added to the lands available in the current Town boundaries (Town of Olds area on Map 1) and the Short Term Annexation area shown on Map 1 it provides for approximately 60 years projected Town residential growth, 50 years projected Town commercial growth and 70 years projected Town industrial growth.

2) The Urban Fringe shall be the priority areas for future annexations by the Town. It is expected that the Urban Fringe will be annexed to the Town in blocks (one or more quarter sections at a time) based on justified need for additional residential, commercial and industrial lands in accordance with Section Q of this IDP. The timing and identification of portions of the Urban Fringe for future annexations shall be determined through consultations between the Town and County.

3) To preserve large blocks of land for efficient, economical design as part of a future urban area and to avoid impeding the ability of the Town to grow, subdivision and development in the Urban Fringe shall be limited.

4) Use and development of the lands identified as Urban Fringe on Map 1 shall be based on the current designations under the County's Land Use Bylaw that are in place as of the date the IDP is adopted. With the exception of the items under clause 6, changes in land use designation to allow for non-agricultural uses shall not be approved.

5) The approval of subdivision of the lands identified as Urban Fringe on Map 1 shall be limited to applications involving a first parcel out, a fragmented parcel, or a farmstead separation in accordance with the Agricultural Land Use Policies of the County's Municipal Development Plan.

6) Changes in land use designation for lands identified as Urban Fringe on Map 1 shall only be approved to facilitate residential first parcel out, fragmented parcel, or farmstead separation subdivisions in accordance with the Agricultural Land Use Policies of the County's Municipal Development Plan.

7) No new or expanded confined feeding operations shall be permitted within the Urban Fringe areas shown on Map 1.

8) The future intended uses for the Urban Fringe, once annexed into the Town, are found in the Town of Olds Municipal Development Plan. The land uses shown in the Town's Municipal Development Plan do not apply and have no direct bearing on planning approvals until the lands have been annexed into the Town's jurisdiction.

H. AGRICULTURAL GROWTH AREA

1) The Agricultural Growth Areas shown on Map 1 are centered on the existing grain elevators and rail transhipment facilities that are north and south of Olds. These facilities are critical to the area's agricultural operations and agricultural economy.

2) The Agricultural Growth Areas shall be set aside for expansions of the current agricultural support facilities and the addition of new agricultural support uses or complementary uses requiring rail access.

3) Until such time as an area structure plan has been prepared for each of the Agricultural Growth Areas shown on Map 1, uses and development in each area shall be based on the current designations under the County's Land Use Bylaw and the current policies and land uses assigned under the County's Municipal Development Plan.

4) The process to prepare an area structure plan and the contents of the area structure plan shall be based on the requirements of the County's Municipal Development Plan and related planning policies.

5) As the Urban Fringe area and other lands that are adjacent each of the Agricultural Growth Areas is planned, subdivided and developed, suitable transition between uses shall be provided so that potential land use conflict does not limit the ability of the agricultural uses and agricultural support uses to operate or expand.

6) The Agricultural Growth Areas shall not be annexed into the Town of Olds.

I. COLLEGE AREA

1) The College Area shown on Map 1 contains the lands that are owned by Olds College within the Town of Olds and within Mountain View County and form the main campus area.

2) The College Area is of interest to both municipalities in terms of:
   a) ensuring the ongoing success of a key public institution that benefits the larger community;
   b) coordinating planning decisions as uses and activities on and around the College lands change; and
   c) coordinating ongoing municipal service delivery to the College lands and the public on the College lands such as emergency services, municipal utilities, maintenance of access roads, etc.

3) The Town and County recognize the need to increase communication with the College. The proposed approach to achieve this shall be as follows:
   a) the Town and County shall invite Olds College to participate in regular annual meetings that would serve as the main forum to identify issues and opportunities of interest to any of the parties;
   b) the Town and County shall propose that these meetings be attended by the Inter-Municipal Cooperation Committee or ICC appointees and 3 or more Olds College Board members and the senior administrator (or designates) of each municipality and the College;
   c) the Town and County shall propose holding additional meetings as needed.

4) The Town and County shall recommend that the College prepare a conceptual plan for the College Area to further understanding of the long term land use and servicing implications that may need to be coordinated between the Town and County.

5) Use and development of the College Area within the Town of Olds shall be based on the land use designations under the Town of Olds Land Use Bylaw. Use and development of the College Area within Mountain View County shall be based on the land use designations under the County's Land Use Bylaw.

J. REFERRAL AREA

1) The Referral Area shown on Map 1 identifies lands that are not intended to accommodate Town growth within the 50 -70 year horizon of this IDP. Planning matters such as proposed changes in land use and subdivision shall be referred to the Town to enable coordination of planning and servicing decisions that will be made for the adjacent Urban Fringe areas, Short Term Annexation area or Town of Olds areas.

2) Use and development of land within the Referral Area shall be based on the present land use designations under the County's Land Use Bylaw and the land uses and policies assigned under the County's Municipal Development Plan.

3) An area structure plan shall be required for any residential subdivision creating more than 3 lots or an industrial or commercial subdivision creating more than one industrial or commercial lot. The process to prepare an area structure plan and the contents of the area structure plan shall be based on the requirements of the County's Municipal Development Plan and related planning policies.

4) No new or expanded confined feeding operations shall be permitted within the Referral Area.

K. WATER AND WASTEWATER SERVICES

1) The County may apply to the Town for connection to water and wastewater services for new developments within the Urban Fringe, Referral Area or the Agricultural Growth Area that require these services.

2) The Town agrees that all development within the Urban Fringe, Referral Area or Agricultural Growth Area shall be permitted to connect to the Town's water and wastewater services based on agreement under the Master Agreement. If an application for connection to Town water and/or wastewater is made a sub-agreement shall be developed.

L. DRAINAGE

1) The Town and County agree to manage storm water run-off and drainage issues as development occurs in their respective jurisdictions so that lands in either municipality are not negatively impacted by changes in drainage volumes and patterns.

2) The Town and County recognize that storm water management facilities located in the Town and located in the County may require shared outfall routes and rights of way to reach an acceptable receiving body that meets Alberta Environment and Parks requirements. The Town and County agree to work together to secure outfall routes that may benefit both municipalities.

M. TRANSPORTATION SYSTEMS

1) The Town and County shall share information to ensure a safe and efficient transportation network can be developed and maintained to service the residents and businesses within the IDP area.

2) The Town and County may work with Alberta Transportation to establish a Highway Vicinity Management Agreement that facilitates intersections along Highway 27 and Highway 2A to give access to commercial and industrial areas.

3) Both municipalities shall coordinate the planning of major transportation links. Where these links involve Provincial highways the two municipalities shall work in concert with Alberta Transportation.

4) Both municipalities shall share their respective capital plans for transportation improvements to coordinate road upgrades.

5) As subdivision occurs, lands required for future transportation corridors shall be protected. This may take the form of dedication of road right-of-way, registration of land acquisition agreements on title, additional building setback requirements, or a combination of these measures.

N. ENTRANCEWAY CORRIDOR

1) Both the Town and County shall consider the impact developments may have on the aesthetic appearance of the entrance corridors to the Town.

2) The County shall apply the Land Use Bylaw and Business, Commercial and Industrial Design Guidelines when considering new development permit applications.

O. UTILITY CORRIDORS

1) The Town and County acknowledge that future development within the area is dependent on access to water and wastewater services. The Town and County agree to work together to ensure the corridors for the Mountain View Regional Water Services Commission and the South Red Deer Regional Wastewater Commission are protected.

2) The Town and County also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. The Town and County shall endeavour to work with the oil and gas industry to ensure that the orderly development of the area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.

3) The County and the Town shall work together to protect municipal utility corridors.

P. ECONOMIC DEVELOPMENT

1) The municipalities have agreed to work together to promote and support economic development that is good for both municipalities.

2) Both municipalities shall work towards diversification of local economic sectors to increase employment opportunities and increase the size of the non-agricultural and non-residential assessment base. Activities that are not related to the oil and gas sector, such as value added agriculture, value added manufacturing or processing of resources, and tourism, shall be strongly encouraged in addition to accommodating ongoing investment in the oil and gas sector.

3) Through their respective Municipal Development Plan, the Town and County shall ensure that their combined land use patterns provide a suitable inventory of lands for commercial and industrial development. This includes a range of choice for potential commercial and industrial activities in terms of parcel sizes, access and visibility along major travel corridors, available municipal services, and levels of servicing.

4) While a broad range of commercial and industrial (which includes value-added agriculture) uses and development is desirable, those uses and developments which may detract from the community's character, quality of life for area residents, unduly impact on the environment, or cause negative social implications may not be allowed.

Q. ANNEXATION

1) The County recognizes and agrees that annexation of lands from the County by the Town to provide additional land for Town growth shall be needed from time to time.

2) Either municipality may put forward an annexation proposal.

3) Where annexation is proposed by either municipality, efforts shall be made to ensure that affected landowners, meaning those whose land is proposed to be transferred to the Town jurisdiction, are notified prior to the general public.

4) Annexation proposals shall be reviewed by the ICC prior to submission of a Notice of Intent to the respective Councils and the Municipal Government Board.

5) If deemed necessary by the ICC, at least one joint meeting of the two Councils to discuss the rationale for the annexation shall be held prior to submission of the annexation application to the Municipal Government Board.

6) The Town and County shall endeavour to reach an inter-municipal agreement on the annexation prior to submitting the annexation to the Municipal Government Board.

7) In evaluating the appropriateness of an annexation proposal, the following criteria shall be taken into account and documented in a supporting report:
   a) justifiable based on projected growth rates reflecting historic trends or anticipated economic stimulus;
   b) availability and cost of providing municipal services including consideration of economies of scale related to the financing of municipal service extensions;
   c) adequacy of transportation systems and ability to expand to accommodate demands resulting from annexation including consideration of economies of scale related to the financing of transportation infrastructure;
   d) landowner interest in pursuing development and as high a degree of concurrence among affected landowners as possible;
   e) measures to mitigate the impacts of annexation relating to such aspects as change in taxation levels, service provisions and treatment of and continuation of existing, approved uses and development;
   f) consistency with adopted statutory plans;
   g) logical extension of jurisdictional boundaries including consideration of long term responsibilities for maintenance and service delivery and the establishment of rational planning units or boundaries;
   h) the financial impact on both municipalities and any means of mitigating impacts; and

i) legislation as provided for in the Municipal Government Act Section 76 and the Municipal Government Board's Annexation Principles.

R. REFERRAL AND CIRCULATION PROCESS

1) Notwithstanding that the policies of the IDP only apply to the lands contained within the IDP Area, the Town of Olds agrees to refer planning matters to the County. The matters to be referred shall include:
   a) subdivision applications;
   b) land use bylaw amendments and re-designations;
   c) new area structure plans or amendments to an existing area structure plan;
   d) new area redevelopment plans or amendments to an existing area redevelopment plans; and
   e) amendments to the Town's Municipal Development Plan;

   where the lands subject to one or more of the items listed above is adjacent the Town boundary or is within the College Area shown on Map 1.

2) The County agrees to refer planning matters to the Town. The matters to be referred shall include:
   a) subdivision applications;
   b) land use bylaw amendments and re-designations;
   c) new area structure plans or amendments to an existing area structure plan;
   d) new area redevelopment plans or amendments to an existing area redevelopment plans; and
   e) amendments to the County's Municipal Development Plan;

   where the lands subject to one or more of the items listed above is within the Urban Fringe, Agricultural Growth Area, College Area, or Referral Area shown on Map 1.

3) The Town and County have agreed that they shall not refer development permit applications to each other.

4) Circulations shall be sent to each Administration with the expectation that comments shall be provided from an Administrative perspective. Each municipality shall offer comments from the perspective of specific implications that have a high likelihood of affecting their own planning efforts around land uses, development, and infrastructure. General observations and advice on issues that have no bearing on the planning efforts of the commenting municipality shall be avoided.

5) The Administration receiving the circulation shall be given at least 14 calendar days to submit their comments and shall make their comments in writing within the 14 calendar day period. The CAO of the municipality sending the referral may

agree to an extension of the review period and where an extension is provided it shall be communicated in writing.

6) When issues are raised through the referral and circulation process, they shall be addressed using the process steps described below. While these steps are underway, the municipality having jurisdiction over the matter should not proceed with making a decision.

Step 1: Once an issue is identified, the Administration of the municipality having jurisdiction shall provide the other municipality's Administration with all available information concerning the matter.

Step 2: The Administration of the commenting municipality shall evaluate the matter and provide written comments to the other municipality.

Step 3: Every attempt shall be made to discuss the issue with the intent of arriving at a mutually acceptable resolution.

Step 4: If an agreement or understanding on how to approach the issue is reached, the Administration of the commenting municipality shall indicate same to the Administration of the other municipality in writing. If no agreement can be reached, the matter shall be referred to each Council to determine if the dispute resolution process is to be used. This step shall not apply to referrals of subdivision applications.

S. PLAN ADMINISTRATION AND IMPLEMENTATION

Inter-municipal Cooperation Committee (ICC)

1) The Inter-Municipal Cooperation Committee (ICC) formed under the Town of Olds and Mountain View County Inter-municipal Cooperation Master Agreement shall be the primary forum for discussing matters relating to the IDP.

2) The mandate of the ICC with respect to the IDP shall include discussion and consideration of the following:
   a) making recommendations to both Councils on intermunicipal matters related to land use planning and development that are referred to the ICC by either municipality;
   b) monitoring the progress of the IDP including overseeing any implementation actions and follow up identified in the IDP;
   c) reviewing any proposed annexations;
   d) reviewing any proposed amendments to the IDP; and

e) if necessary, assisting with the resolution of disputes in accordance with the IDP.

3) The ICC shall conduct their meetings and decision making based on the protocols and processes outlined in the Master Agreement.

4) At least once annually, the ICC shall discuss progress on any initiatives arising out of the IDP or required to implement the full intent of the IDP and any issues and opportunities related to the IDP.

Approving Authorities

5) The Town shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaws, amendments thereto, subdivision applications and development applications falling within the boundaries of the Town.

6) The County shall be responsible for the administration and decisions on all statutory plans, non-statutory plans, land use bylaws, amendments thereto, subdivision applications and development applications falling within the boundaries of the County.

Plan Amendments

7) An amendment to the IDP may be proposed by either municipality. Any proposed amendment should first be presented to the Administration of the other municipality to facilitate review prior to discussion of the proposed amendment at an ICC meeting.

8) Following the conclusion of any annexation process or change in municipal boundaries, the IDP map and text impacted by the change in municipal boundaries shall be amended.

9) An amendment to the IDP has no effect if not adopted by both municipalities by bylaw pursuant to the Municipal Government Act.

Plan Review

10) At the end of five years from the date that the IDP is adopted by both Councils, the two municipalities shall consider the need for a review of the IDP. If deemed necessary, the IDP shall be updated and revised. Thereafter the IDP shall be

considered for review every five years unless an alternative timeframe is agreed to by both Councils.

Procedure to Repeal

11) If either municipality deems the current IDP is no longer workable or not in their interests, the municipality may initiate the process to repeal the current IDP.

12) The following procedure to repeal the current IDP shall be applied:
   a) the municipality wishing to repeal the current IDP shall give the other municipality written notice of its intention to repeal its bylaw adopting the current IDP;
   b) within 30 days of the date of written notice being forwarded to the other municipality, an ICC meeting shall be convened at which meeting the municipality initiating the repeal process shall provide its reasons for doing so;
   c) following the ICC meeting, the municipality initiating the repeal process may either withdraw its intention to repeal the current IDP by giving written notice to the other municipality or proceed to consider a bylaw to repeal the current IDP;
   d) once one municipality has given first reading to a bylaw repealing the current IDP, the two municipalities shall start the process to create a replacement IDP and the bylaw to repeal the current IDP shall not advance to consideration of second reading;
   e) until such time as the replacement IDP has been agreed to by both municipalities, the current IDP remains in effect;
   f) once a replacement IDP has been agreed to, the bylaws adopting the replacement IDP shall repeal the current IDP;
   g) in the event that a replacement IDP cannot be agreed upon, the municipalities shall notify the Minister of Municipal Affairs and seek guidance on how to proceed in accordance with the Municipal Government Act.

Dispute Resolution Process

13) The Town and County agree that disputes relating to matters covered by the IDP shall be restricted to the following:
   a) lack of agreement on any proposed amendment to the IDP;
   b) lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the IDP Area; or
   c) lack of agreement on an interpretation of the IDP.

14) Lack of agreement on the matters listed above is defined as a statutory plan, land use bylaw or amendment to either where first reading of a bylaw is given by one Council and which the other Council deems to be inconsistent with the policies of this IDP or detrimental to their planning interests as a municipality.

15) A dispute on a matter not listed above may be referred to the appropriate authority or appeal board that deals with that issue.

16) The dispute resolution process of the IDP may only be initiated by Town Council or County Council.

17) Identification of a dispute and the desire to go through the dispute resolution process may only occur within 30 calendar days of first reading being given to the item that is in question. The Council wishing to go through the dispute resolution process shall provide written indication of their desire and reasons to the other Council before the end of the 30 calendar day period.

18) Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

19) In the event the dispute resolution process is initiated the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or an attempt to reach a mediated resolution has been concluded.

20) A dispute shall be addressed using the process described below. At any stage the dispute may be resolved:

Stage 1: ICC Review - The ICC shall convene to consider and attempt to resolve the dispute. Both Administrations shall present their perspectives and views on the issue. The ICC may:

a) provide suggestions to both Administrations on how to address the issue and refer the matter back to both Administrations for further discussion between them;
b) seek additional information and alternatives for consideration at a future meeting of the ICC;
c) if possible, agree on a consensus position that resolves the issue and provide the details of the consensus to each municipality in writing; or
d) conclude that no initial agreement can be reached and communicate their conclusion to the two Councils.

Stage 2: Mediation – If the ICC Review does not resolve the dispute, the dispute shall then be referred to mediation. The services of an independent mediator shall

be retained to mediate/facilitate discussions by the ICC based on an approved mediation process and schedule. The mediator shall present written recommendations to both Councils.

21) In the event mediation does not resolve the dispute, the Municipality that gave first reading to the item in question, may proceed to adopt the bylaw and, in accordance with the Municipal Government Act, the other municipality may appeal to the Municipal Government Board.

22) The municipality initiating a dispute may withdraw their objections at any time. The municipality initiating the dispute shall provide written confirmation that the dispute is withdrawn to the other municipality.

23) Both municipalities agree that time shall be of the essence when working through the dispute resolution process.

Municipal Enforcement, 1005 Ross St., Crossfield AB T0M 0S0
Ph: 403-946-5565 Fax: 403-946-4523

ORDER

Mountain View Regional Water Services Commission
35566 RR 10
Red Deer County, AB T4G 0H5

Our Ref: 20200707-000198

RE: THE PORTION OF LAND LOCATED WITHIN SW 35-28-1-W5M IN THE TOWN OF CROSSFIELD, ALBERTA

WHEREAS a Designated Officer of the Town of Crossfield has determined that the said portion of property located within SW 35-28-1-W5W, in the Town of Crossfield is in an unsightly and nuisance condition, due to the growth of an abundant amount of weeds growing on the property. This is in contravention of the Community Standards Bylaw 2019-12, Section 3.

In accordance with Section 545 of the Municipal Government Act, 2000, Chapter M-26 Order to remedy contraventions
545(1) If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.

NOW THEREFORE IT BE ORDERED, pursuant to the Municipal government Act, Sections 545, that the owner(s), namely Mountain View Regional Water Services Commission, **Red Deer County AB** do on or before 08:00 AM the 04 day of Aug, 2020, **AD,** remedy the said property maintenance contravention and unsightly condition on that property described as above, in the Town of Crossfield, Alberta.

AND IT IS FURTHER ORDERED that if the said condition on the said property is not remedied in the manner stated above by the above established date, that the Town of Crossfield take immediate and necessary works to remedy the condition as stated above.

AND IT IS FURTHER ORDERED that if the said owner(s) do not remedy the condition and the Town of Crossfield incurs costs in remedying the condition, such costs and an administrative fee are chargeable to the said owner(s), and are to be added to the tax roll as a charge against the lands of the said owner(s) in the same manner as taxes and with the same priority as to lien and to payment thereof as is in the case of ordinary municipal taxes.

ORDERED by the Town of Crossfield this **07th** day of **July, A.D. 2020.**

15745

PER: _____
Community Peace Officer Stephens
CROSSFIELD MUNICIPAL ENFORCEMENT

96

A 93767424 R

VIOLATION TICKET
CANADA
Province of Alberta

PART
OFFENCE I

On or about July 7, 20 20, at or near Mossfield
date — place in Alberta

NAME Mountain View Regional Water
last — first — middle

ADDRESS 35566 RR 1
street

Red Deer County AB T4E
city, town, village — province — postal code

DID UNLAWFULLY CONTRAVENE SECTION Sec 3 Part 1
Sec. #, Sub-Sec. #, Description

mountain property

- [ ] Traffic Safety Act
- [ ] Use of Highway & Rules of the Road Reg.
- [ ] Vehicle Equipment Reg.
- [ ] Operator Licencing & Vehicle Control Reg.
- [ ] Commercial Vehicle Safety Reg.
- [ ] Gaming & Liquor Act
- [x] Municipal Bylaw
- [ ] Other Act or Regulation

Offence Notice

I believe on reasonable and probable grounds and certify that the person named above committed the offence as indicated and certify that I served an **Offence Notice** personally upon the person charged on the offence date.

Complainant Signature — Print Name — No.

YOUR COURT APPEARANCE DATE AND LOCATION TO APPEAR BEFORE A JUSTICE IS

- [x] **CMO Counter, Provincial Court, Suite 113, 104 - 1st Avenue N.W., Airdrie, Alb**
- [ ] **CMO Counter, Provincial Court, 1611 - 15th Avenue, Didsbury, Alberta**

on Nov 10, 20 20 at
[ ] anytime between 9:00 a.m. and 1:0

THE FOLLOWING DOES NOT FORM PART OF THE CHARGE

Speed Limit ____ km/h Recorded Speed ____ km/h [ ] Clocked [ ] Aircraft [ ] Estimated [ ] Camera [ ]

[x] **Voluntary Payment Option** $ 100.-

[ ] Adult [ ] Youth

You may plead guilty to the offence charged by making voluntary payment in the amount indicated.

SEE REVERSE FOR YOUR OPTIONS FOR RESPONDING TO THIS OFFENCE NOTICE

Ways to pay: Pay online at **fines.alberta.ca** or pay in person at any Regi Office or Provincial Court. You must bring this ticket with you when making a paym

Pay on time and don't pay more. If your payment is received or before the above court appearance date you will not be charged a late paym charge of $20 or 20% of the voluntary payment amount, whichever is greater. paying the voluntary payment amount you are pleading guilty to the charge and do not need to appear in court.

You have the right to retain and instruct counsel. Conviction of certain motor vehi offences will result in demerit points being assessed against your driving record. If fail to respond to this Offence Notice as required by law by the court appearance d indicated above, or if you plead not guilty and fail to appear in court in person or an agent on your trial date, you will be deemed not to dispute the charge and you m be convicted of the offence in your absence without a hearing.

If you are convicted, until the fine plus any late payment charges are paid in f you will not be allowed to obtain or renew your motor vehicle registration and driver's licence and other civil collection actions may be taken against you collect the amount owing.

Questions?
Go online to tickets.alberta.ca for more information.

A 93767424 R

CTS3544 (2017/05)

97

Town Council

NOTICE OF APPEAL

(Please note there is an application fee of $150.00)

OUR REF: _____

Mailed To:
Town of Crossfield
Town Council
Box 500
Crossfield, Alberta T0M0S0

Delivered To:
Town of Crossfield
Town Council
1005 Ross Street
Crossfield, Alberta T0M0S0

I/We_____
_____ **of**

(Please Print)

(mailing address)

_____**Telephone:**_____
_____

Hereby give Notice of Appeal in respect to the General Appeal Board

Please select applicable Bylaw/s per notice of appeal:

☐ _____**Bylaw #** ☐ _____**Bylaw#**

Legal Description: Lot _____ **Block** _____ **Registered Plan No.**
_____

Municipal Address

_____

The grounds for this appeal are as follows:

_____

_____

(Please use separate sheet if necessary)
Date: _____

_____
Signature of Appellant

_____
Name of Appellant (Printed)

The information on this form is collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act and the *Municipal Government Act* and is used solely for administering the appeal process and becomes a public document. Questions about the collection of this information can be directed to the Town of Crossfield 1005 Ross Street, Crossfield, Alberta, T0M0S0. Telephone (403) 946-5565.

98

Appeal Submission Information

For each Notice of Appeal form submitted a non-refundable $150.00 filing fee is required. Please note, the Notice of Appeal form and the accompanying fee must be received by the General Appeal Board no later than the final date for appeal as specified in the Municipal Government Act. Submission of the Notice of Appeal and the fee can be made in the following manner:

Deliver to:	Town Council Town of Crossfield 1005 Ross Street Crossfield, AB T0M0S0
Fax:	Fax the completed appeal form to 403-946-4523, and then contact 403-946-5565 for telephone payment of the fee via Visa and MasterCard (hours of operation limited to 9:00 to 4:30 p.m., Monday to Friday)
Mail to:	Town of Crossfield Town Council 1005 Ross Street Crossfield, AB T0M0S0 (You are cautioned that if you mail the appeal it must be received on or before the final date for appeal; therefore, it is recommended that you use on of the alternate submission options).

FOR FURTHER INFORMATION:

Staff at the Town of Crossfield are available to answer any questions you may have about appeal deadlines, fees payment options and information regarding the appeal process.

Telephone:	403-946-5565 General Inquiries
Fax:	403-946-4523
Office Hours:	9:00 to 4:30 p.m. Monday to Friday

99

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

October 14, 2020 - 9:00 AM

Via Zoom

AGENDA

1. Call to Order

2. Adoption of Agenda — Page

3. Approval of September 2020 Meeting Minutes — 1.

4. Reports
   - Chairman
   - Operations — 4.
   - Technical — 5.
   - Maintenance — 6.
   - Administrator — 7.
   - Finance — 8.

5. Old Business
   a. Covid-19 update

6. New Business
   a. Plant Issue
   b. Fall Schedule
   c. IDP – Olds/Carstairs/Didsbury — 15.

7. Information/Correspondence

8. Next Meeting/Budget Meeting- November 25, 2020

9. Adjournment

Mountain View Regional Water Services Commission Minutes

Regular Meeting – Via Zoom Streaming

Sept 9, 2020

Members on Zoom:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail – Vice Chair
Jo Tennant – Town of Crossfield
Robb Stuart – Town of Bowden
John Baswick – Town of Didsbury
Mary Jane Harper – Town of Olds

Staff on Zoom:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary
Van Stonehocker – Maintenance Manager
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager

1. Call to Order

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

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda.

Carried

3. Approval of July 2020 Minutes

Moved by Jo Tennant to accept as amended.

Carried

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – Terry Stigings presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Moved by Robb Stuart to accept the Chair, Operations, Technical and Administrator Report for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

Moved by John Baswick to accept the Finance Report for information.

Carried

5. Old Business

a. Covid-19

John Van Doesburg and Rick Blair spoke – Continue monitoring, unknown outcome at this time.

6. New Business

a. Alberta Environment Operating Approval

Robb Stuart moved to accept the Alberta Environment Operating Approval.

Carried

b. Water Quality User Agreement

Jo Tennant moved to accept the Water Quality User Agreement.

Carried

c. Face to Face Board Meetings

John Van Doesburg confirmed with Jim Romaine that for the foreseeable future, Commission meetings will be held in Innisfail's Council Chambers.

7. Information/Correspondence

a. Alberta Municipal Affairs

Mary Jane Harper made a motion that the CAO/Chairman align the Commission's Bylaws according to legislation.

Carried

b. Parkland Community Planning Services
c. Mountain View County & Town of Olds

2.

John Baswick moved that the Commission draft a letter to advise of any applicable Commission regulations. Recipients of this letter will be Craig Teal of Parkland Community Planning Services, Town of Olds and Mountain View County.

Carried

d. Crossfield Municipal Enforcement

John Van Doesburg and Rick Blair spoke to this Ticket from the Town of Crossfield – the property identified on the ticket is not owned by Mountain View Regional Water Services Commission. Jo Tennant agree to follow up with this.

8. Next Meeting October 14, 2020

9. Adjournment

Moved by Rick Blair to Adjourn at 9: 46 a.m.

Carried

_____

Chairman

_____

Manager

Operations Report September 9,2020

- Master Controls Upgrade
  - Olds North and Didsbury – Vector (Electrical contractor) are working on both sites.
  - Commissioning not happening until October

- Midline piping and feed valve upgrade
  - Piping being fabricated and sent for coating
  - Timing of installation schedule being worked out

- Plant
  - One cassette in Train 3 failed PDT. Has been isolated and working out repair
  - SCADA – couple of failures, one was related to a power outage. Investigating cause
    - Local UPS is believed to be the cause
  - UV dosage tracking has been upgraded

4.

Technical Services October 14/20

- Alberta Environment Electronic Reporting Staff Training

- Seeking Some Revisions to Alberta Environment Reporting Requirements, May Be Possible Without Approval Amendment

- Repairs to UV Reactor #4 Wiper

- Semi-Annual Water Analysis Completed, Some Elevated Disinfection Byproducts at Extremities of Water System

Maintenance Report October 2020

Plant:

1. Fall cleanout of intake chambers
2. Service air handling system in plant
3. Work on strainer gear boxes in intake
4. Continue patching and tarring asphalt road

Down line

1. Replace flow control valve in res 3 Innisfail
2. Prepare midpoint vault for adding bypass piping
3. repair heater in Olds north meter building
4. Finish controls upgrade at Olds north and Didsbury

6.

Mountain View Regional Water Services Commission

Managers' Report –October 2020

1. Administration
    a. Operations ongoing
    b. Covid 19 Administration
    c. Staff administration
    d. Inter-municipal Development Plan letter
    e. Insurance seminars on line

2. Financial
    a. Day to Day operation
    b. 2021 budget has started
    c. Grant Application

3. Legal- no issues

4. Operations
    a. Plant Issue – October 6
    b. Winter preparations

5. Communication
    a. No new items
6. Next month
    a. COVID 19
    b. Cash Flow
    c. Operations
    d. 2021 Budget
    e. Operations review

7.

Finance Supervisor Report

October 14, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Continued scanning of MVRWSC documents
- Starting year end work – reviewing GL/accounts etc.

8.

Mountain View Regional Water Services Commission
Financial Statement September 30, 2020

Royal Bank General Account		
Statement Balance Forward as of September 1, 2020		$ 1,601,752.42
Transactions on or before September 30, 2020		
Deposits recorded in Statement	1,619,674.27	
Withdrawls recorded in Statement	- 2,632,828.89	
Total Transactions		- 1,013,154.62
Statement End Balance as of September 30, 2020		588,597.80
Outstanding Transactions as of Month End		
Outstanding Deposits	0.00	
Outstanding Withdrawls	-408.46	
Total Outstanding Transactions		-408.46
Adjusted Statement End Balance		588,189.34
General Ledger Account		
Book Balance as of September 1, 2020		1,601,343.96
Transactions on or before September 30, 2020		
Debits recorded in account	619,674.27	
Credits recorded in account	- 1,632,828.89	
Net Amount recorded in account		- 1,013,154.62
Book Balance as of September 30, 2020		588,189.34
Royal Bank Payroll Account		
Statement Balance Forward as of September 1, 2020		130,181.70
Transactions on or before September 30, 2020		
Deposits recorded in Statement	142,983.28	
Withdrawls recorded in Statement	- 118,264.85	
Total Transactions		24,718.43
Statement End Balance		154,900.13
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		154,900.13
General Ledger Account		
Book Balance as of September 1, 2020		130,181.70
Transactions on or before September 30, 2020		
Debits recorded in account	100,115.72	
Credits recorded in account	- 75,397.29	
Net Amount recorded in account		24,718.43
Book Balance as of September 30, 2020		154,900.13
Twinning Project Account		
Statement End Balance as of September 30, 2020		602.02
Total Funds on Hand August 31, 2020		743,691.49

9.

Mountain View Regional Water Services Commission
Comparative Income Statement
At September 30, 2020

	Actual September 1, 2020 to September 30, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	114,030.90	1,062,429.95	0.92	1,154,655.75	1,539,541.00
Water Sales - Bowden Institution	14,890.88	132,284.52	1.04	127,500.00	170,000.00
Water Sales - Town of Bowden	12,858.80	126,695.35	1.05	120,885.00	161,180.00
Water Sales - Town of Olds	140,697.10	1,291,107.10	0.97	1,324,972.50	1,766,630.00
Water Sales - Town of Didsbury	64,564.30	582,278.50	0.98	592,769.25	790,359.00
Water Sales - Town of Carstairs	46,901.30	445,109.00	1.00	444,033.00	592,044.00
Water Sales - Town of Crossfield	65,876.70	603,274.35	0.98	616,764.00	822,352.00
Water Sales - TAQA North Energy	11,640.89	141,353.10	1.51	93,375.00	124,500.00
Water Sales - Carmen Jansen	67.00	634.00	1.05	603.00	804.00
Water Sales - Perfecto Cocjin	67.00	603.00	1.00	603.00	804.00
Water Sales - Wayne Clipperley	67.00	603.00	1.00	603.00	804.00
Water Sales - Robert Rowntree	67.00	603.00	1.00	603.00	804.00
Water Sales - John Konschuk	67.00	603.00	1.00	603.00	804.00
Water Sales -Enmax Green Power Inc.	0.00	3,357.69	0.37	9,000.00	12,000.00
TOTAL Water Sales	471,795.87	4,390,935.56	0.98	4,486,969.50	5,982,626.00
Interest Income	1,120.32	19,065.28	0.51	37,500.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	237,287.00	237,297.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	1,000.00	0.00	0.00	0.00
TOTAL Other Income	238,407.32	257,362.28	6.86	37,500.00	50,000.00
Total Revenue	710,203.19	4,648,297.84	1.03	4,524,469.50	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	0.00	42,964.67	0.22	197,250.00	263,000.00
Total Capital Expenditures	0.00	42,964.67	0.22	197,250.00	263,000.00
Payroll Expenses					
Wages - Hourly	82,474.49	811,723.39	1.02	792,825.00	1,057,100.00
Employee RRSP Expense	1,536.62	14,597.89	0.96	15,154.50	20,206.00
EI Expense	294.41	12,356.79	1.18	10,500.00	14,000.00
CPP Expense	1,232.21	35,154.93	1.34	26,250.00	35,000.00
WCB Expense	0.00	3,008.55	0.32	9,270.00	12,360.00
Payroll Processing Fees Expense	604.10	5,380.96	1.02	5,250.00	7,000.00
Employee Benefits & Pension Plans	18,311.21	151,419.25	1.05	144,487.50	192,650.00
Total Payroll Expense	104,453.04	1,033,641.76	1.03	1,003,737.00	1,338,316.00
General & Administrative Expenses					
Alberta First Call	210.00	1,440.00	0.11	1,875.00	2,500.00
Automobile Exp (gas, etc.)	540.10	5,646.59	0.50	11,250.00	15,000.00
Board Expenses	2,359.99	28,598.80	0.59	48,361.50	64,482.00
CAO Professional Development	0.00	0.00	0.00	2,250.00	3,000.00
Cassette Maintenance Contract	0.00	287,181.27	0.98	292,230.00	389,640.00
Cathodic Protection Expense	0.00	6,007.30	0.97	6,180.00	8,240.00
Chemicals Expense	2,938.68	154,236.69	0.97	159,135.00	212,180.00
Delivery & Freight Expense	0.00	847.05	0.75	1,125.00	1,500.00
Insurance Expense	5,833.33	52,499.97	1.00	52,500.00	70,000.00

10.

Interest & Bank Charges Expense	95.95	1,076.44	1.44	750.00	1,000.00
Interest on Long Term Loans	435,393.36	960,513.41	1.20	800,949.75	1,067,933.00
ISO 14001 Expense	0.00	11,175.00	0.72	15,450.00	20,600.00
Janitorial Service & Supplies	2,095.57	18,396.58	1.02	18,000.00	24,000.00
Lab Supplies Expense	4,992.26	17,461.69	0.61	28,500.00	38,000.00
Legal Fees Expense	0.00	0.00	0.00	3,750.00	5,000.00
Lube & Oil - Pumps	3,718.91	3,718.91	1.91	1,950.00	2,600.00
Meals Expense	292.94	2,705.93	0.52	5,250.00	7,000.00
Memberships, Dues & Fees Expense	0.00	11,328.65	1.51	7,500.00	10,000.00
Office, Postage & General Expense	413.22	11,742.40	0.89	13,125.00	17,500.00
Professional Fees Expense	0.00	18,144.33	1.38	13,125.00	17,500.00
Rental Equipment Expense	0.00	0.00	0.00	1,125.00	1,500.00
Repairs & Main - Down Line	4,250.24	20,792.76	0.54	38,250.00	51,000.00
Repairs & Main - Grounds	0.00	863.61	0.46	1,875.00	2,500.00
Repairs & Main - Lagoon Cleanout	0.00	230,185.00	1.23	187,500.00	250,000.00
Repairs & Main - Plant	2,162.57	121,219.37	0.73	165,000.00	220,000.00
Repairs & Main - Vehicles & Equip	0.00	3,900.10	0.52	7,500.00	10,000.00
Small Tools & Supplies	144.22	1,503.97	0.67	2,250.00	3,000.00
Staff - Education, etc.	0.00	5,158.88	0.43	12,000.00	16,000.00
Safety	1,733.22	14,712.09	0.98	15,000.00	20,000.00
Telephone & Fibre Optics	3,586.58	38,733.22	1.48	26,250.00	35,000.00
Utilities - Meter Stations	788.71	1,055.06	0.09	12,375.00	16,500.00
Utilities - Mid Point Reservoir	8,170.16	70,169.09	0.85	82,500.00	110,000.00
Utilities - Plant Heating	177.38	18,272.99	0.76	24,000.00	32,000.00
Utilities - Power Plant	37,585.78	332,953.25	0.89	375,000.00	500,000.00
Waste Removal Expense	0.00	2,443.46	1.09	2,250.00	3,000.00
Debenture	487,089.99	1,041,818.35	1.27	818,822.66	1,091,763.55
Total General & Admin. Expenses	1,004,573.16	3,496,502.21	1.07	3,254,953.91	4,339,938.55
				0.00	
Trsf to Reserve	6,250.00	56,250.00	1.00	56,250.00	75,000.00
				0.00	
TOTAL EXPENSE	1,115,276.20	4,629,358.64	1.03	4,512,190.91	6,016,254.55
NET INCOME	-405,073.01	18,939.20	-	12,278.59	16,371.45

11.

Mountain View Regional Water Services Commission

Anthony Henday Water Treatment Plant
35566 Rge Rd 10, Red Deer County, Alberta T4G 0H5
Bus: 403-227-5828 - Fax: 403-227-5831
E-mail Address: mtnwater@telusplanet.net

October 7, 2020

Mountain View County
P.O. Bag 100
Didsbury, AB T0M 0W0

Attention: County Manager

Dear Sir,

RE: Town of Olds/Mountain View County Interdevelopment Plan

In response for comments on the Interdevelopment Plan and Expropriation, the Mountain View Regional Water Services Commission has made a motion to make both the County and Town aware of the process of acquisition of water in the subject lands.

1. Agreement for Water Line Capacity
   Mountain View County has entered into an agreement for capacity of water in the MVRWSC water line (Agreement attached).

2. Agreement for Water Supply
   The next step for supply of water is the supply agreement between the Commission and County as per agreement.

3. Agreement between the Town and County has to be approved by the Commission for the approval of the supply of water to the effected areas. This agreement will be required in the application to Alberta Environment.

4. Approval by Alberta Environment
   Application by the Commission must be made to Alberta Environment authorizing the supply of water to supply effected land.

"Quality Water Always"

15.

Please contact the MVRWSC Commission offices at 403-227-5828 when the County is prepared to address supply of water.

Yours truly,

John Van Doesburg
Manager

CC: Craig Teal
Michael Merritt

16

mk.

THIS AGREEMENT entered into as of the 9 day of ~~October~~ SEPT., 2013.

BETWEEN:

MOUNTAIN VIEW COUNTY
A Municipal Corporation Incorporated pursuant
to the Laws of the Province of Alberta
(hereinafter referred to as the "County")

OF THE FIRST PART

- and -

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
A Regional Services Incorporated pursuant
to the Laws of the Province of Alberta
(hereinafter referred to as the "Commission")

OF THE SECOND PART

WHEREAS:

A. The County is not a member of the Commission;

B. Only members of the Commission are entitled to supply of water from the Commission;

C. Commission members are not entitled to supply water to non-member municipalities without the Commission's consent;

D. The County wishes to obtain supply of water from a Commission member and requires the Commission's consent;

E. The Commission has agreed that the County may be supplied as a customer with water distributed by the Commission to one or more members of the Commission or as a direct customer of the Commission ;

F. The supply of water to the County from a member of the Commission will be subject to a separate water supply agreement;

G. The Commission will design a new waterline as illustrated and with the approximate alignment shown on the attached Schedule "A" (the "Commissions Waterline");

H. The capacity of the Waterline will be as described in Schedule "B";

I. In consideration of the County contributing Ten (10%) Percent of the net project costs for " the Commissions" Waterline, the Commission will consent to the County

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17

obtaining supply of water from one or more members of the Commission or as a direct customer of the Commission, subject to the terms of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH the parties hereto in consideration of the mutual covenants and agreements hereinafter set forth covenant and agree with each other as follows:

1. Approvals

The County shall maintain a long term water license with the Province of Alberta, and all other required licenses, permits and approvals from the Province, in relation to this Agreement (collectively referred to as the "Approvals"). Upon request, the County shall provide the Commission with copies of all Approvals issued in relation to this Agreement including all amendments, extensions, replacements or renewals of such Approvals.

2. Payment by County

(a) The County shall pay the Commission Ten (10%) Percent of the Net Project Costs of designing and constructing the Commissions Waterline, to be determined in accordance with Schedule "C", as follows:

(i) Within thirty (30) days of receiving the actual Net Project Costs (with supporting documentation) from the Commission, the County shall pay the Commission Five (5%) Percent of the Net Project Costs (the "Initial Payment"); and

(ii) The County shall pay the Commission the remaining Five (5%) Percent of the New Project Costs in Ten (10) equal annual installments commencing on the one year anniversary date of the initial payment by the County to the Commission as set out above (the "Annual Payments").

(b) The County shall pay GST on any amounts payable to the Commission.

(c) The Annual Payments shall bear interest at the same interest rate payable by the Commission pursuant to the Alberta Capital Finance Authority debenture for construction of the Commissions Waterline. The interest that has accrued on the Annual Payments shall be paid annually at the same time as each Annual Payment is made.

3. Commission Consent

(a) Effective upon receipt of the Initial Payment, the Commission consents to the County obtaining supply of water from one or more members of the Commission.

(b) The Commission's consent is automatically revoked if the County:

(i) fails to make any of the Annual Payments or any other payment due under this Agreement; or

(ii) otherwise is in breach of this Agreement.

The County acknowledges and agrees that in the absence of the Commission's consent, the County will no longer be entitled to supply of water from a member of the Commission.

(c) The Commission's consent is only for the purpose of allowing the County to supply water to users within the County. The Commission does not consent to the County supplying water to users outside the County and the County agrees that it shall not supply water to users outside the County.

4. Direct Connection

Although it is anticipated that the County will connect to the Commission water line through a member of the Commission, which will be subject to a separate water supply agreement, if for any reason, after reasonable efforts to reach an agreement with a member, an agreement cannot be reached, the County may connect directly to the Commission's water line (provided appropriate infrastructure is in place to facilitate the connection) and the Commission hereby consents to such a direct connection. If there is a direct connection to the Commission's water line, the County will enter into a separate water supply agreement with the Commission. The separate water supply agreement shall be on the same terms, and subject to the same rates charged, among other things, as agreed with other institutional members. For clarity, institutional members are other counties and the Bowden Correctional Institution.

5. Waiver and Indemnity

(a) The Commission does not make any representations or warranties relative to the quantity, quality or condition of the water supplied to the County.

(b) The Commission shall not be liable to the County for and the County hereby releases the Commission from any losses, liabilities, causes of action, expenses of any kind (including costs on a solicitor and his own client basis), damages, suits or claims, in any

way connected with or related to the supply of water, including but not limited to, partial or absolute interruption or cessation in the supply of water or the quality or condition of the water supplied to the County.

(c) The County hereby indemnifies the Commission from and against all losses, liabilities, causes of action, expenses of any kind (including costs on a solicitor and his own client basis), damages suits or claims arising from any claim, action, suit or proceeding in any way connected with or related to the supply of water or this Agreement. This indemnity shall survive the expiration or termination of this Agreement.

6. General

(a) Notices

Any notice, demand, approval, consent, information, agreement, offer, payment, request or other communication (herein referred to as a "Notice") to be given under or in connection with this Agreement shall be in writing and shall be given by personal delivery or by telecopier or other electronic communication which results in a written or printed notice being given, addressed or sent as set out below or to such other address or electronic number as may from time to time be the subject of a Notice.

(i) to the County at:

Mountain View County
Bag 100
1408 TWP 320
Didsbury, AB T0M 0W0

Attention: CAO

Fax: (403) 335-9207

(ii) to the Commission at:

Mountain View Regional Water Services Commission
35566 Rge Rd 10
Red Deer County AB T4G 0H5

Attention: Manager

Fax: (403) 227-5831

or to such other address as each party may from time to time direct in writing.

Any Notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery and if sent by telecopier or other electronic communication with confirmation of transmission, shall be deemed to have been validly and effectively given and received on the business day next following the day it was received.

(b) Captions

The caption and headings contained herein are for reference only and in no way affect this Agreement or its interpretation except for the pre-amble which is incorporated as part of this Agreement.

(c) Relationship of Parties

Nothing in this Agreement shall be construed as creating the relationship of partner, joint venturer or agent between the Commission and the County.

(d) Applicable Law

This Agreement shall be construed and enforced in accordance with the laws of the Province of Alberta and the laws of Canada applicable thereto and shall be treated in all respects as an Alberta contract. The courts of the Province of Alberta shall have exclusive jurisdiction over any dispute arising herefrom.

(e) Currency

All reference to currency in this Agreement shall be deemed to be reference to Canadian dollars.

(f) Time of Essence

Time shall be of the essence of this Agreement.

(g) Amendment of Agreement

No supplement, modification, waiver or termination (other than a termination pursuant to the terms of this Agreement) of this Agreement shall be binding unless executed in writing by the parties hereto in the same manner as the execution of this Agreement.

(h) Further Assurances

Each of the parties hereto shall from time to time hereafter and upon any reasonable request of the other, execute and deliver, make or cause to be made all such further acts, deeds, assurances and things as may be required or necessary to more effectually implement and carry out the true intent and meaning of this Agreement.

(i) Waiver

No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision (whether or not similar) nor shall any waiver constitute a continuing waiver unless otherwise expressed or provided.

(j) Successors and Assigns

All of the covenants and agreements in this Agreement shall be binding upon the parties hereto and their respective successors and assigns and shall enure to the benefit of and be enforceable by the parties hereto and their respective successors and their permitted assigns pursuant to the provisions of this Agreement.

(k) Counterparts

This Agreement may be executed in counterpart and by the facsimile transmission of an originally executed document.

(l) Failure to Enforce

If any term, covenant or condition of this Agreement or the application thereof to the parties shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to either party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

(m) Severability

If any provisions of this Agreement are determined by a Court of competent jurisdiction to be unenforceable, such provisions shall be deemed to be severed from this Agreement, and of no force or effect whatsoever. All remaining terms and conditions of this Agreement shall remain in full force and effect between the parties, enforceable in accordance with their respective terms.

(n) Agreement Entire Relationship

This Agreement constitutes the entire agreement between the parties in relation to this subject matter of this Agreement and the parties acknowledge and agree that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to the subject matter of this Agreement save as expressly set out in this Agreement.

(o) Survival

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination shall survive the termination and shall not be merged therein or therewith.

(p) Remedies Generally

Mention in this Agreement of any particular remedy of a party in respect of a default by the other party does not preclude the first party from any other remedy in respect thereof, whether available at law or in equity or by statute or expressly provided for in this Agreement. No remedy shall be exclusive or dependent upon any other remedy, but a party may from time to time exercise any one or more of such remedies generally or in combination, such remedies being cumulative and not alternative.

(q) GST Exclusive

All amounts payable by the County to the Commission hereunder will be exclusive of any goods and services tax ("GST") and the County will, in addition to the amounts payable hereunder, pay to the Commission all amounts of GST applicable thereon. The Commission's GST number is 13432 1157 RT0001

(r) Assignment

The Commission may assign its interest in this Agreement without the County's consent. The County shall not assign its interest in this Agreement, nor any part hereof, in any manner whatsoever, without having first received written consent of the Commission, which may be unreasonably withheld in the County's sole discretion.

IN WITNESS WHEREOF the parties have executed this Agreement effective the date first above written.

MOUNTAIN VIEW COUNTY

Per:

(c/s)

Per:

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23

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

Per: _____ (c/s)

Per: _____

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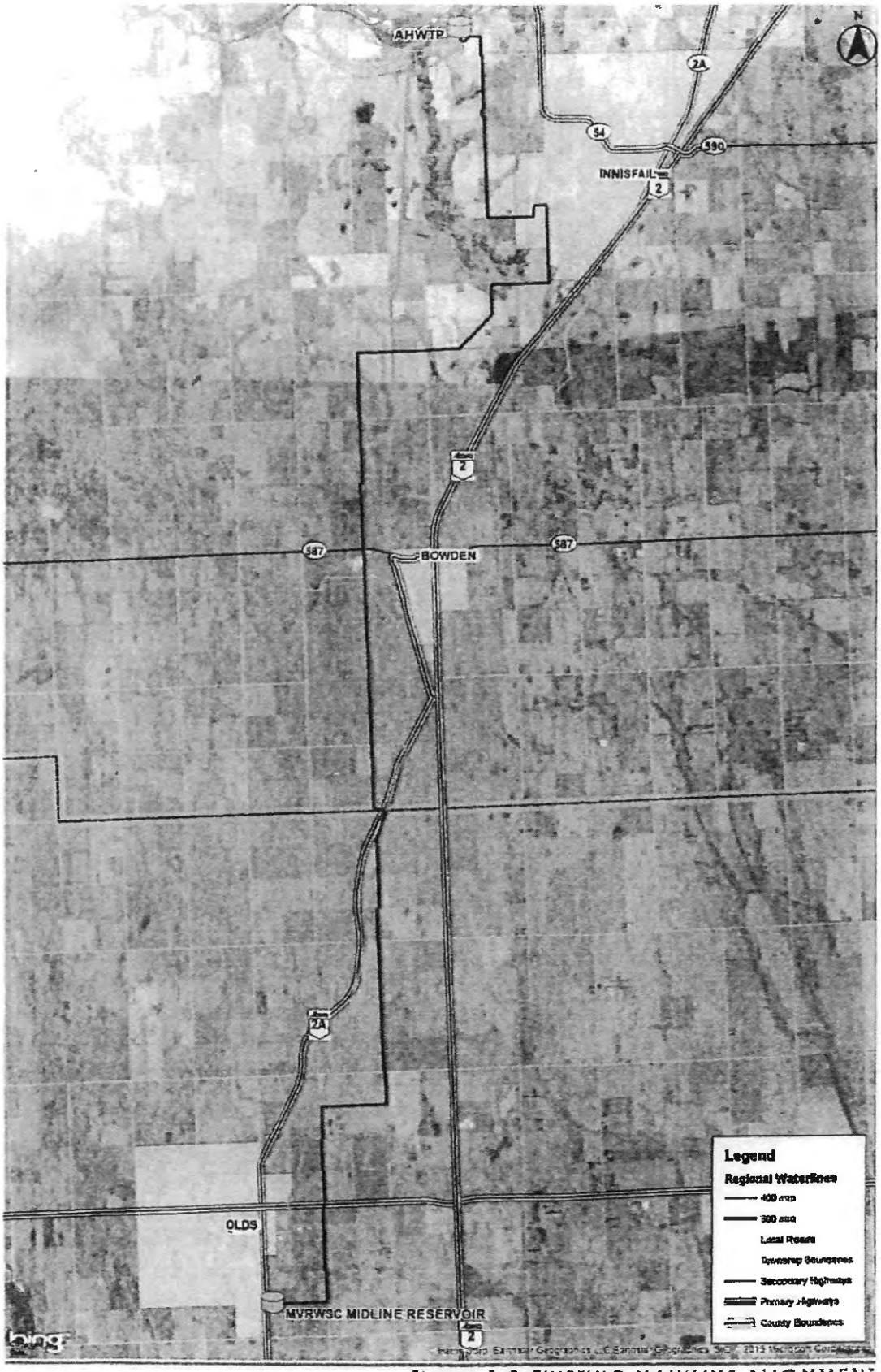
64

SCHEDULE A

Illustration of New Waterline



Stantec

Figure 1.0-EXISTING MAINLINE ALIGNMENT
ANTHONY HENDAY WATER TREATMENT PLANT TO OLDS

26

SCHEDULE B

Capacity of New Waterline

Capacity of the Line is 20,000 cubic meters per day

SCHEDULE C

Net Project Costs	
Project Cost	$43,084,219.90
Grant	$10,000,000.00
Net Cost	$33,084,219
10% Cost	$3,308,421.00

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MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

Nov. 25, 2020

Zoom Meeting

9:15 AM

AGENDA

1. Call to Order

	Page
2. Adoption of Agenda	
3. Approval of Oct. 14, 2020 Meeting Minutes	1.
4. Reports	
Chairman	
Operations	
Technical	4.
Maintenance	5.
Administrator	6.
Finance	7.
5. Business Arising from Minutes	
a. Plant Issue Update	
b. Policies Review Update	
6. New Business	
a. MVRWSC 2020 Budget	15.
i. Cost of Living	18.
ii. MVRWSC Operating Budget	20.
iii. Rates Bylaw	24.
iv. Director Information Sheet	27.

7. Information

8. Next Meeting Dec. 9, 2020

9. Adjournment

Mountain View Regional Water Services Commission Minutes

Regular Meeting – Via Zoom Streaming

October 14, 2020

Members on Zoom:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail – Vice Chair
Jo Tennant – Town of Crossfield
Robb Stuart – Town of Bowden
John Baswick – Town of Didsbury
Mary Jane Harper – Town of Olds

Staff on Zoom:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary
Van Stonehocker – Maintenance Manager
Terry Stigings – Operations Manager
Wes Olstad – Technical Manager

1. Call to Order

Chairman Rick Blair called the meeting to order at 9:06 am.

2. Adoption of Agenda

Moved by Mary Jane Harper to adopt the agenda as amended.

Amended items include Business Arising from Minutes, Meeting Protocol, and Policy Review.

Carried

3. Approval of September 2020 Minutes

Moved by Jo Tennant to accept minutes as presented.

Carried

a. Business Arising from Minutes

Bylaw review needed – Rick Blair and John Van Doesburg will review and present to the board for approval.

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

1.

Operations Report – Terry Stigings presented the Operations Report.

Technical Report – Wes Olstad presented the Technical Report

Maintenance Report – Van Stonehocker presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Moved by Jo Tennant to accept the Chair, Operations, Technical and Administrator Report for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

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

Carried

5. Old Business

a. Covid-19

John Van Doesburg and Rick Blair spoke – Continue monitoring, reviewing protocol with staff, continued social distancing with staff and board members needed.

6. New Business

a. Plant Issue

Terry Stigings, Van Stonehocker and John Van Doesburg spoke to the plant shutdown that occurred. Chairman was notified, members were not due to getting back online within a reasonable time frame. Associated Engineering is investigating the cause.

b. Fall Schedule

November 25 is the scheduled Organizational Meeting, Regular Monthly Commission Meeting, and 2021 Budget Meeting.

c. IDP – Olds/Carstairs/Didsbury

Letter to Mountain View County, Parkland Community Planning and the Town of Olds was discussed and included in package to provide clarity to the municipalities on policies in the respective Water Agreements.

d. Meeting Protocol

Robb Stuart wanted to confirm the policy in place that the Commission Meetings Agenda should be distributed to the Board Members a minimum of 48 hours prior to the meeting.

2

e. **Policies**

Internal Policy review - The Commission policies should be reviewed for accuracy and revamping if required. This will begin in January, after budget and fiscal year end.

7. Information/Correspondence

8. Next Meeting November 25, 2020

Organizational Meeting, Budget Meeting, and Monthly Meeting.

9. Adjournment

Moved by Rick Blair to Adjourn at 10:01 a.m.

Carried

_____

Chairman

_____

Manager

3.

Technical Services November 25/20

- Instrumentation Service
- Operations Supervision
- Repairs to UV Reactor #4
- Lab Services Quotations
- Increased Covid-19 Precautions

4.

Maintenance Report November 2020

Plant:

1. Fall cleanout of intake chambers
2. Service air handling system in plant {waiting on parts}
3. Work on strainer gear boxes in intake
4. ordering new PLC for Zenon system

Down line

1. Working on flow control valve at Carstairs meter building
2. Install bypass piping in vault at midpoint res
3. repair heater in Olds north meter building
4. paint floor at Didsbury meter building

MOUNTAIN VIEW REGIONAL MANAGERS REPORT- November 2020

1. Administration
   a. Re-Instituting COVID 19 restrictions
   b. General Admin
   c. Personal Admin – Benefits provider
   d. Insurance update and tour of adjustors
   e. Staffing

2. Agreements
   a. Quiet

3. Financial
   a. Cash Flow
   b. Year end invoices
   c. 2020 Budget
   d. 2021 Rates

4. Project
   a. As- builds are being forwarded for records

5. Legal- None

6. General
   a. Day to Day items

7. Next Month Activities
   a. General Adm
   b. Cash Flow
   c. Daily Adm
   d. Operations

6.

Finance Supervisor Report

November 25, 2020

- Routine Duties; General Accounting, Acts. Payable, Acts. Receivable, Payroll, Benefits, Personnel, Board, etc.
- Budget Readiness
- Audit Dates Set – February 16 -19, 2021
- Year End Review/Prep

7

Mountain View Regional Water Services Commission
Financial Statement October 31, 2020

Royal Bank General Account			
Statement Balance Forward as of October 1, 2020		$	588,597.80
Transactions on or before October 31, 2020			
Deposits recorded in Statement	594,022.32		
Withdrawls recorded in Statement	- 348,367.88		
Total Transactions			245,654.44
Statement End Balance as of October 31, 2020			834,252.24
Outstanding Transactions as of Month End			
Outstanding Deposits	0.00		
Outstanding Withdrawls	-408.46		
Total Outstanding Transactions			-408.46
Adjusted Statement End Balance			833,843.78
General Ledger Account			
Book Balance as of October 1, 2020			588,189.34
Transactions on or before October 31, 2020			
Debits recorded in account	571,205.49		
Credits recorded in account	- 334,551.05		
Net Amount recorded in account			236,654.44
Book Balance as of October 31, 2020			824,843.78
Royal Bank Payroll Account			
Statement Balance Forward as of October 1, 2020			130,181.70
Transactions on or before October 31 , 2020			
Deposits recorded in Statement	142,983.28		
Withdrawls recorded in Statement	- 118,264.85		
Total Transactions			24,718.43
Statement End Balance			154,900.13
Outstanding Transactions			
Outstanding Deposits	0		
Outstanding Withdrawls	0		
Total Outstanding Transactions			0
Adjusted Statement End Balance			154,900.13
General Ledger Account			
Book Balance as of October 1, 2020			130,181.70
Transactions on or before October 31, 2020			
Debits recorded in account	100,115.72		
Credits recorded in account	- 75,397.29		
Net Amount recorded in account			24,718.43
Book Balance as of October 31, 2020			154,900.13
Twinning Project Account			
Statement End Balance as of October 31, 2020			602.02
Total Funds on Hand October 31, 2020			980,345.93

8.

Mountain View Regional Water Services Commission

Comparative Income Statement

At October 31, 2020

	Actual October 1, 2020 to October 31, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	135,138.10	1,197,568.05	0.94	1,277,819.03	1,539,541.00
Water Sales - Bowden Institution	18,821.36	151,105.88	1.07	141,100.00	170,000.00
Water Sales - Town of Bowden	15,060.30	141,755.65	1.06	133,779.40	161,180.00
Water Sales - Town of Olds	154,983.90	1,446,091.00	0.99	1,466,302.90	1,766,630.00
Water Sales - Town of Didsbury	71,524.10	653,802.60	1.00	655,997.97	790,359.00
Water Sales - Town of Carstairs	48,065.80	493,174.80	1.00	491,396.52	592,044.00
Water Sales - Town of Crossfield	73,972.10	677,246.45	0.99	682,552.16	822,352.00
Water Sales - TAQA North Energy	14,488.85	155,841.95	1.51	103,335.00	124,500.00
Water Sales - Carmen Jansen	67.00	701.00	1.05	667.32	804.00
Water Sales - Perfecto Cocjin	67.00	670.00	1.00	667.32	804.00
Water Sales - Wayne Cipperley	67.00	670.00	1.00	667.32	804.00
Water Sales - Robert Rowntree	67.00	670.00	1.00	667.32	804.00
Water Sales - John Konschuk	67.00	670.00	1.00	667.32	804.00
Water Sales -Enmax Green Power Inc.	0.00	3,357.69	0.34	9,960.00	12,000.00
TOTAL Water Sales	532,389.51	4,923,325.07	0.99	4,965,579.58	5,982,626.00
Interest Income	748.44	19,836.09	0.48	41,500.00	50,000.00
Other Income Outside Services	0.00	0.00	0.00	0.00	0.00
Grant Gov't of Alberta	0.00	237,297.00	0.00	0.00	0.00
Gain or Loss on Sale of Assets	0.00	1,000.00	0.00	0.00	0.00
TOTAL Other Income	748.44	258,133.09	6.22	41,500.00	50,000.00
Total Revenue	533,137.95	5,181,458.16	1.03	5,007,079.58	6,032,626.00
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	54,589.32	173,098.49	0.79	218,290.00	263,000.00
Total Capital Expenditures	54,589.32	173,098.49	0.79	218,290.00	263,000.00
Payroll Expenses					
Wages - Hourly	83,411.49	934,765.83	1.07	877,393.00	1,057,100.00
Employee RRSP Expense	1,536.62	16,902.82	1.01	16,770.98	20,206.00
EI Expense	153.64	12,564.17	1.08	11,620.00	14,000.00
CPP Expense	536.97	35,895.81	1.24	29,050.00	35,000.00
WCB Expense	0.00	3,008.55	0.29	10,258.80	12,360.00
Payroll Processing Fees Expense	604.10	6,287.11	1.08	5,810.00	7,000.00
Employee Benefits & Pension Plans	17,841.00	182,242.91	1.14	159,899.50	192,650.00
Total Payroll Expense	104,083.82	1,191,667.20	1.07	1,110,802.28	1,338,316.00
General & Administrative Expenses					
Alberta First Call	126.00	1,776.00	0.06	2,075.00	2,500.00
Automobile Exp (gas, etc.)	538.84	6,185.43	0.50	12,450.00	15,000.00
Board Expenses	3,454.20	32,153.13	0.60	53,520.06	64,482.00
CAO Professional Development	0.00	0.00	0.00	2,490.00	3,000.00
Cassette Maintenance Contract	0.00	287,181.27	0.89	323,401.20	389,640.00
Cathodic Protection Expense	0.00	6,007.30	0.88	6,839.20	8,240.00
Chemicals Expense	2,938.68	157,175.37	0.89	176,109.40	212,180.00
Delivery & Freight Expense	67.21	914.26	0.73	1,245.00	1,500.00
Insurance Expense	25.75	58,359.05	1.00	58,100.00	70,000.00

Interest & Bank Charges Expense	117.87	1,195.47	1.44	830.00	1,000.00	
Interest on Long Term Loans	0.00	960,513.41	1.08	886,384.39	1,067,933.00	490
ISO 14001 Expense	0.00	11,175.00	0.65	17,098.00	20,600.00	
Janitorial Service & Supplies	2,042.89	20,439.47	1.03	19,920.00	24,000.00	
Lab Supplies Expense	14,670.65	32,132.34	1.02	31,540.00	38,000.00	
Legal Fees Expense	0.00	0.00	0.00	4,150.00	5,000.00	
Lube & Oil - Pumps	1,023.74	6,245.08	2.89	2,158.00	2,600.00	
Meals Expense	290.78	3,077.70	0.53	5,810.00	7,000.00	
Memberships, Dues & Fees Expense	57.14	9,846.79	1.19	8,300.00	10,000.00	
Office, Postage & General Expense	5,233.55	18,350.58	1.26	14,525.00	17,500.00	
Professional Fees Expense	0.00	18,144.33	1.25	14,525.00	17,500.00	
Rental Equipment Expense	0.00	0.00	0.00	1,245.00	1,500.00	
Repairs & Main - Down Line	4,048.95	25,261.71	0.60	42,330.00	51,000.00	
Repairs & Main - Grounds	0.00	863.61	0.42	2,075.00	2,500.00	
Repairs & Main - Lagoon Cleanout	0.00	230,185.00	1.11	207,500.00	250,000.00	
Repairs & Main - Plant	6,279.83	129,490.45	0.71	182,600.00	220,000.00	
Repairs & Main - Vehicles & Equip	134.42	4,034.52	0.49	8,300.00	10,000.00	
Small Tools & Supplies	0.00	1,503.97	0.60	2,490.00	3,000.00	
Staff - Education, etc.	895.66	7,564.54	0.57	13,280.00	16,000.00	
Safety	0.00	14,712.09	0.89	16,600.00	20,000.00	
Telephone & Fibre Optics	3,381.69	39,342.91	1.35	29,050.00	35,000.00	
Utilities - Meter Stations	756.36	10,811.42	0.79	13,695.00	16,500.00	
Utilities - Mid Point Reservoir	7,390.76	78,009.85	0.85	91,300.00	110,000.00	
Utilities - Plant Heating	318.02	18,591.01	0.70	26,560.00	32,000.00	
Utilities - Power Plant	34,122.84	367,076.09	0.88	415,000.00	500,000.00	
Waste Removal Expense	463.60	2,907.06	1.17	2,490.00	3,000.00	
Debenture	0.00	554,728.36	0.61	906,163.75	1,091,763.55	
Total General & Admin. Expenses	88,379.43	3,115,954.57	0.87	3,602,149.00	4,339,938.55	
				0.00		
Trsf to Reserve	6,250.00	62,500.00	1.00	62,250.00	75,000.00	
				0.00		
TOTAL EXPENSE	253,302.57	4,543,220.26	0.91	4,993,491.28	6,016,254.55	
NET INCOME	279,835.38	638,237.90	-	13,588.30	16,371.45	

10.

Mountain View Regional Water Services Commission

2021 Budget

Presentation to Directors November 25 2020

Confidential

15

2021 Operating Budget

The 2021 budget is characterized as a hold budget with no new capital incentives and is basically a hold the line.

Influences in the for 2021:

a. COVID 19
   Covid 19 continues to be the emphasis of the health and economics of the Province of Alberta, and Canada

b. Provincial Budget
   The Provincial budget will be tightening of the belt. This will affect the Commissions customers, primarily the Towns. The will be little or minimal new money for Community projects.

c. Municipal Elections
   Municipal Elections will be held in October of 2021

d. Weather
   The weather has a great deal of effect on the Operations of the Commission. Major storms, poor water conditions due to winter runoff, hot or cool weather effects the operations and costs/ revenues of the Commission

It is obvious there are a number of items that the Commission has little or no control of but all the fore mentioned have a great deal of r=effect on the budget and projections.

The 2021 operating budget presented is a projection to the future on the items that can be controlled.

Overview

Revenues –

-$.05 increase in water rates as per the business plan
- every cent increase in rate is 32,000.00
- Revenues have been projected on an increase of water use- 2020 was low for a number of reasons (Covid/ Cool weather)
- Interest revenue has been decreased – lower rates/ less funds to gain interest

Expenses

- Salaries – Projected 1% increase (Cost of Living) with Grid level changes
- Pensions increase
- Lower Auto expense – less miles
- Staff education lowered – less opportunities for travel to education
- Telephone increase due additional use of system
- Reserve transfer – $200,000 increase of $125,000

Capital

- SCADA-	$125,000
- Strainer -	$10,000
- Electrical Upgrade	$90,000
- Integrity &Process	$25,000
Total	$250,000

17

Consumer Price Index

SEPTEMBER			
TREND	2019	2020	% CHANGE
↑	142.9	145.0	1.5%

Adapted from Statistics Canada, Table 18-10-0004-01 (Consumer Price Index, 2011 basket). This does not constitute an endorsement by Statistics Canada of this product.

Analysis

PUBLISHED - Oct 21, 2020

On a year-over-year basis, Albertans paid 1.5% more in September 2020 for the goods and services that comprise the Consumer Price Index (CPI) than in the same month a year ago, while the national average CPI was up 0.5%. In Alberta, all commodity categories increased, with Energy (+7.1%) and Transportation (+3.0%) increasing the most.

18.

Mountain View Regional Water Services

Commission Board Expenses 2021

	2020	2021
Basic Meeting Fee 3 hours	$216.78	$218.95
Additional Hours	$66.60 per hour	$67.26 per hour
Travelling Fee	$44.83 per hour	$45.27 per hour
Chairperson Monthly	$414.32	$418.46

Mountain View Regional Water Services Commission

	2020 Budget	2020 Projected	2021 Budget
Revenue:			
Innisfail	$1,539,541.00	$1,416,573.27	$1,487,401.93
Bowden Institution	$170,000.00	$176,379.36	$180,000.00
Bowden	$161,180.00	$168,927.13	$172,000.00
Olds	$1,766,630.00	$1,721,476.13	$1,800,000.00
Didsbury	$790,359.00	$776,371.33	$810,000.00
Carstairs	$592,044.00	$593,478.67	$625,000.00
Crossfield	$822,352.00	$804,365.80	$850,000.00
TAQA North	$124,500.00	$188,470.80	$190,000.00
J Konschuk	$804.00	$845.33	$825.00
C Jansen	$804.00	$804.00	$825.00
P. Cocjin	$804.00	$804.00	$825.00
W Cipperley	$804.00	$804.00	$825.00
R Rowntree	$804.00	$804.00	$825.00
Enmax Green Power	$12,000.00	$4,476.92	$12,000.00
Interest Income	$50,000.00	$25,420.37	$20,000.00
Total	$6,032,626.00	$5,880,001.12	$6,150,526.93

20

Expenses:			
Salaries	$1,057,100.00	$1,059,146.86	$1,057,100.00
Pensions and Benefits	$281,216.00	$276,080.97	$281,216.00
AB 1st Call	$2,500.00	$2,200.00	$2,500.00
Auto Expense	$15,000.00	$7,528.79	$10,000.00
Board Expense	$64,482.00	$41,049.07	$50,000.00
Capital Expense	$263,000.00	$263,000.00	$250,000.00
ISO 14001	$20,600.00	$14,900.00	$16,000.00
Cassette Maintenance	$389,640.00	$382,908.36	$402,053.78
CAO Prof Development	$3,000.00	$0.00	$2,000.00
Cathodic Protection	$8,240.00	$8,009.73	$7,000.00
Chemicals	$212,180.00	$205,648.92	$212,180.00
Delivery & Freight	$1,500.00	$1,219.01	$1,500.00
Insurance	$70,000.00	$70,000.00	$80,000.00
Interest & Bank Charges	$1,000.00	$1,439.21	$1,000.00
Janitorial	$24,000.00	$27,053.05	$27,000.00
Lab Supplies	$38,000.00	$39,087.59	$39,000.00
Legal Fees	$5,000.00	$0.00	$5,000.00

Lube and Oil	$2,600.00	$6,245.08	$4,000.00
Meal Expense	$7,000.00	$3,772.47	$4,000.00
Membership Dues & Fees	$10,000.00	$15,755.72	$16,000.00
Office & Postage	$17,500.00	$18,981.08	$17,000.00
Professional Fees	$17,500.00	$24,192.44	$17,500.00
Rental Equipment	$1,500.00	$0.00	$1,500.00
R&M Grounds	$2,500.00	$1,151.48	$2,000.00
R&M Vehicles	$10,000.00	$5,379.36	$10,000.00
R&M Plant	$220,000.00	$169,684.51	$220,000.00
R&M Lagoon	$250,000.00	$230,185.00	$250,000.00
R&M Down Line	$51,000.00	$29,626.73	$41,000.00
Small Tools	$3,000.00	$2,005.29	$3,000.00
Staff Education	$16,000.00	$9,077.45	$10,000.00
Safety	$20,000.00	$19,616.12	$20,000.00
Interest Long Term Debt	$1,067,933.00	$1,040,792.59	$1,002,344.69
Telephone & Fibre Optics	$35,000.00	$49,458.56	$50,000.00
Meter Stn Power & Heat	$16,500.00	$14,415.23	$16,500.00

			500
Utilities MPR	$110,000.00	$104,013.13	$110,000.00
Utilities Power Plant	$500,000.00	$489,434.79	$500,000.00
Utilities Heat Plant	$32,000.00	$24,788.01	$30,000.00
Waste Removal	$3,000.00	$3,760.13	$3,500.00
Debenture (Principle)	$1,091,763.55	$1,118,904.23	$1,157,351.83
Transfer to Reserve	$75,000.00	$75,000.00	$200,000.00
Total	**$6,016,254.55**	**$5,855,510.96**	**$6,129,246.30**
Total Revenue	**$6,032,626.00**	**$5,880,001.12**	**$6,150,526.93**
Less:			
Total Expenses	**$6,016,254.55**	**$5,855,510.96**	**$6,129,246.30**
Net Income	**$16,371.45**	**$24,490.16**	**$21,280.63**

2021 Capital Expenses	
Scada yr 3	$125,000.00
Strainer	$10,000.00
Electrical Upgrade	$90,000.00
Integrity & Process	$25,000.00
Total Capital	$250,000.00

Bylaw No. 16- 2020
Mountain View Regional Water Services Commission

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

---

WHEREAS the Commission has, within the Commission's 2021 Budget, calculated and set out the fees for water services to be charged to Members and Customers, and

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

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

NOW THEREFORE the Board of the Commission Enacts as follows:

Short Title:

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

Definitions:

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

Water Services to Customers

3. For general supply services, Members shall be charged within each calendar year the greater of the product of the per cubic meter rate set out in Schedule A and:

   a. The actual volume of water delivered to the Customer by the Commission for supply by the System.

24.

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

Schedules as Part of Bylaw

5. Schedule A attached forms part of this Bylaw.

Bylaw in Effect

6. This Bylaw shall take effect the day of April 1, 2021.

READ A FIRST TIME this day of November 25, 2020

READ A SECOND TIME this day of , 2020

That the Commission proceeds with the third and final reading of Bylaw 16-2020 on this day of ,2020

READ A THIRD TIME this day of , 2020

DATED this day of , 2020.

_____
Chairperson

_____
Manager

Schedule A to Bylaw No. 16-2020

Rate for General Water Supply Services April 1, 2021

1. The rate for general water supply services to Customers to be charged under Section 3 of the Bylaw shall be:

a. Members-	$1.75 per cubic meter
b. Industrial -	$2.98 per cubic meter
c. Bowden Institute-	$2.17 per cubic meter
d. Small Users-	$ Minimum of $50.00 dollars a month or $ 1.85 Per cubic meter, whichever is the greater

26

Mountain View Regional Water Services

Commission

DIRECTOR INFORMATION

DATE:

NAME:

ADDRESS:

E-Mail:

Phone (Home):

Phone (Cell):

SOCIAL INSURANCE NUMBER:

DATE OF BIRTH:

BANKING INFO for Direct Deposit:

Account #

Bank #

Transit#

(or copy of blank cheque)

27

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF ORGANIZATIONAL MEETING

Nov. 25, 2020

9:00 AM

Zoom Meeting

AGENDA

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

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Minutes

Mountain View Regional Water Services Commission

Organizational Meeting

November 25, 2020

Members Present on Zoom:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jo Harper – Town of Olds

Staff Present on Zoom:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary

1. Call to Order

Manager John Van Doesburg called the meeting to order at 9:06

2. Introductions

Each member identified themselves and the town that they represent.

3. Declaration of Directors Representation

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

Representatives

Jim Romane – Town of Innisfail
Robb Stuart – Town of Bowden
Mary Jane Harper – Town of Olds
Rick Blair – Town of Carstairs
Jo Tennant – Town of Crossfield
John Baswick – Town of Didsbury

Alternates

Gavin Bates – Town of Innisfail
Randy Brown – Town of Bowden

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Mary Anne Overwater – Town of Olds
Marty Ratz – Town of Carstairs
Glenn Price – Town of Crossfield
Erhard Poggemiller – Town of Didsbury

4. Commission Appointments

Election of Chairman for 2020

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

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

Robb Stuart moved nominations cease.

Carried

Rick Blair will be the Chairman for 2020/2021.

Election of Vice Chairman

Jo Tennant nominated Jim Romane as Vice Chairman.
Robb Stuart moved nominations cease.

Carried

Jim Romane will be the Vice Chair for 2020/2021.

Signing Authorities

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

Moved by Jim Romane that the Chairman or Vice Chairman will have signing authority on behalf of the board and that John Van Doesburg and Wesley Olstad will have signing authority on behalf of the administration.

Carried
Appointment of Auditor

Mary Jane Harper moved to direct the CAO to request proposals for Auditors on a four-year term starting in 2021. Pivotal will remain for the Audit of the 2020 year.

Carried

Commission Meeting Dates and Times

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Moved by Jo Tennant that the Commission meet at the Anthony Henday Water Treatment Plant every second Wednesday of each month with the exception of August. The meetings will commence at 9:00 a.m. Zoom meetings will continue as needed with Covid – 19.

Carried

Adjournment

John Baswick moved that the meeting be adjourned at 9:16 a.m.

Carried

DocuSigned by:
Rick Blair
74965C358DEE4A0...

Chairman

Manager

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

NOTICE OF COMMISSION MEETING

Dec 9, 2020

Zoom Meeting

9:00 AM

AGENDA

1. Call to Order

2. Adoption of Agenda — Page

3. Approval of Nov. 25, 2020 Meeting Minutes — 1.

4. Reports
   - Chairman
   - Financial — 7.

5. Business Arising from Minutes
   a. Water Break Update
   b. Christmas Schedule

6. New Business

7. Information

8. Next Meeting January 13, 2021 via Zoom

9. Adjournment

Minutes

Mountain View Regional Water Services Commission

Organizational Meeting

November 25, 2020

Members Present on Zoom:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jo Harper – Town of Olds

Staff Present on Zoom:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager and Board Secretary

1. Call to Order

Manager John Van Doesburg called the meeting to order at 9:06

2. Introductions

Each member identified themselves and the town that they represent.

3. Declaration of Directors Representation

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

Representatives

Jim Romane – Town of Innisfail
Robb Stuart – Town of Bowden
Mary Jane Harper – Town of Olds
Rick Blair – Town of Carstairs
Jo Tennant – Town of Crossfield
John Baswick – Town of Didsbury

Alternates

Gavin Bates – Town of Innisfail
Randy Brown – Town of Bowden

Mary Anne Overwater – Town of Olds
Marty Ratz – Town of Carstairs
Glenn Price – Town of Crossfield
Erhard Poggemiller – Town of Didsbury

4. Commission Appointments

Election of Chairman for 2020

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

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

Robb Stuart moved nominations cease.

Carried

Rick Blair will be the Chairman for 2020/2021.

Election of Vice Chairman

Jo Tennant nominated Jim Romane as Vice Chairman.
Robb Stuart moved nominations cease.

Carried

Jim Romane will be the Vice Chair for 2020/2021.

Signing Authorities

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

Moved by Jim Romane that the Chairman or Vice Chairman will have signing authority on behalf of the board and that John Van Doesburg and Wesley Olstad will have signing authority on behalf of the administration.

Carried
Appointment of Auditor

Mary Jane moved to direct the CAO to request proposals for Auditors on a four-year term starting in 2021. Pivotal will remain for the Audit of the 2020 year.

Carried

Commission Meeting Dates and Times

2.

Moved by Jo Tennant that the Commission meet at the Anthony Henday Water Treatment Plant every second Wednesday of each month with the exception of August. The meetings will commence at 9:00 a.m. Zoom meetings will continue as needed with Covid – 19.

Carried

Adjournment

John Baswick moved that the meeting be adjourned at 9:16 a.m.

Carried

_____

Chairman

_____

Manager

3.

Minutes

Mountain View Regional Water Services Commission

Regular Meeting via Zoom

November 25, 2020

Members Present on Zoom:
Rick Blair – Town of Carstairs – Chairman
Jim Romane – Town of Innisfail - Vice
John Baswick – Town of Didsbury
Robb Stuart – Town of Bowden
Jo Tennant – Town of Crossfield
Mary Jane Harper – Town of Olds

Staff Present on Zoom:
John Van Doesburg – Manager
Samantha Lafontaine – Finance Manager

1. Call to Order

Chairman Rick Blair called the meeting to order at 9:17 am.

2. Adoption of Agenda

Moved by John Baswick to adopt the agenda as amended to include the line break in the New Business

Carried

In Camera Session

Moved by Mary Jane Harper to move in Camera at 9:19 a.m.

Carried

Moved by Mary Jane Harper to come out of Camera at 9:22 a.m.

Carried

3. Approval of Oct 14, 2020 Regular Meeting Minutes

Moved by Jo Tennant to approve the minutes.

Carried

4

4. Reports

Chair Report – Rick Blair presented the Chair's Report.

Operations Report – John Van Doesburg presented a verbal overview of operations.

Technical Report – John Van Doesburg presented the Technical Report

Jim Romane left the meeting at 9:30 a.m.

Jim Romane returned to the meeting at 9:34 a.m.

Maintenance Report – John Van Doesburg presented the Maintenance reported.

Administrator Report – John Van Doesburg presented the Administrator Report.

Jim Romane motioned to accept reports for information.

Carried

Finance Report – Samantha Lafontaine presented the Finance Report.

Moved by Robb Stuart to accept Financial Report for information.

Carried

5. Business Arising from Minutes

a) Plant issue Update

The PLC Zenon had to be replaced, issue resolved.

b) Policies Review Update

Rick Blair and John Van Doesburg have been reviewing and updating and will present to board upon completion.

Jim Romane left the meeting at 11:00 a.m.

6. New Business

a) MVRWSC 2021 Budget

John Van Doesburg presented 2021 proposed budget. Jo Tennant motioned to accept the MVRWSC budget.

Carried

5.

Jo Tennant motioned to approve a one time $500 increase to the Health Spending Account to show appreciation to staff dedication during Covid-19.

Carried

iii. Rates Bylaw

John Baswick motioned to read Bylaw No. 16-2020 for the first time.

Carried

John Baswick motioned to read Bylaw No. 16-2020 a second time.

Carried

Jo Tennant moved that unanimous consent be given for the third reading of Bylaw 16-2020.

Carried

Robb Stuart motioned to read Bylaw No. 16-2020 a third and final time.

Carried

8. Next Meeting December 9, 2020 via Zoom

9. Adjournment

Moved by Robb Stuart to adjourn the meeting at 11:40.

Carried

_____

Chairman

_____

Manager

6.

Mountain View Regional Water Services Commission
Financial Statement November 30, 2020

Royal Bank General Account		
Statement Balance Forward as of November 1, 2020		$ 834,252.24
Transactions on or before November 30, 2020		
Deposits recorded in Statement	500,380.91	
Withdrawls recorded in Statement	- 323,254.48	
Total Transactions		177,126.43
Statement End Balance as of November 30, 2020		1,011,378.67
Outstanding Transactions as of Month End		
Outstanding Deposits	0.00	
Outstanding Withdrawls	-408.46	
Total Outstanding Transactions		-408.46
Adjusted Statement End Balance		1,010,970.21
General Ledger Account		
Book Balance as of November 1, 2020		733,843.78
Transactions on or before November 30, 2020		
Debits recorded in account	500,380.91	
Credits recorded in account	- 223,254.48	
Net Amount recorded in account		277,126.43
Book Balance as of November 30, 2020		1,010,970.21
Royal Bank Payroll Account		
Statement Balance Forward as of November 1, 2020		179,923.78
Transactions on or before November 30 , 2020		
Deposits recorded in Statement	134,599.59	
Withdrawls recorded in Statement	- 241,669.64	
Total Transactions		- 107,070.05
Statement End Balance		72,853.73
Outstanding Transactions		
Outstanding Deposits	0	
Outstanding Withdrawls	0	
Total Outstanding Transactions		0
Adjusted Statement End Balance		72,853.73
General Ledger Account		
Book Balance as of November 1, 2020		279,923.78
Transactions on or before November 30, 2020		
Debits recorded in account	144.80	
Credits recorded in account	- 207,214.85	
Net Amount recorded in account		- 207,070.05
Book Balance as of November 30, 2020		72,853.73
Twinning Project Account		
Statement End Balance as of November 30, 2020		4,156.00
Total Funds on Hand November 30, 2020		1,087,979.94

7

Mountain View Regional Water Services Commission
Comparative Income Statement
At November 30, 2020

	Actual November 1, 2020 to November 30, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
REVENUE					
Sales Revenue					
Water Sales - Town of Innisfail	$ 121,935.90	$ 1,319,503.95	0.93	$ 1,416,377.72	$ 1,539,541.00
Water Sales - Bowden Institution	15,933.92	167,039.80	1.07	156,400.00	170,000.00
Water Sales - Town of Bowden	14,563.90	156,319.55	1.05	148,285.60	161,180.00
Water Sales - Town of Olds	153,535.50	1,599,626.50	0.98	1,625,299.60	1,766,630.00
Water Sales - Town of Didsbury	66,883.10	720,685.70	0.99	727,130.28	790,359.00
Water Sales - Town of Carstairs	43,681.50	536,856.30	0.99	544,680.48	592,044.00
Water Sales - Town of Crossfield	70,558.50	747,804.95	0.99	756,563.84	822,352.00
Water Sales - TAQA North Energy	11,186.74	167,028.69	1.46	114,540.00	124,500.00
Water Sales - Carmen Jansen	67.00	768.00	1.04	739.68	804.00
Water Sales - Perfecto Cocjin	67.00	737.00	1.00	739.68	804.00
Water Sales - Wayne Cipperley	285.00	955.00	1.29	739.68	804.00
Water Sales - Robert Rowntree	67.00	737.00	1.00	739.68	804.00
Water Sales - John Konschuk	67.00	737.00	1.00	739.68	804.00
Water Sales -Enmax Green Power Inc.	-	3,357.69	0.30	11,040.00	12,000.00
TOTAL Water Sales	$ 498,832.06	$ 5,422,157.13	0.99	$ 5,504,015.92	$ 5,982,626.00
Interest Income	591.80	20,403.22	0.44	46,000.00	50,000.00
Other Income Outside Services	-	-		-	-
Grant Gov't of Alberta	-	237,297.00		-	-
Gain or Loss on Sale of Assets	-	1,000.00	0.00	-	-
TOTAL Other Income	$ 591.80	$ 258,700.22	5.62	$ 46,000.00	$ 50,000.00
Total Revenue	$ 499,423.86	$ 5,680,857.35	1.02	$ 5,550,015.92	$ 6,032,626.00

8

Mountain View Regional Water Services Commission
Comparative Income Statement
At November 30, 2020

	Actual November 1, 2020 to November 30, 2020	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2020 to Dec. 31, 2020
EXPENSE					
Capital Expenditures					
Capital Expenditures Expense	$ 12,935.00	$ 186,033.49	0.77	$ 241,960.00	$ 263,000.00
Total Capital Expenditures	$ 12,935.00	$ 186,033.49	0.77	$ 241,960.00	$ 263,000.00
Payroll Expenses					
Wages - Hourly	$ 79,239.29	$ 974,374.17	1.00	$ 972,532.00	$ 1,057,100.00
Employee RRSP Expense	1,536.62	17,671.13	0.95	18,589.52	20,206.00
EI Expense	102.58	12,631.01	0.98	12,880.00	14,000.00
CPP Expense	285.16	36,037.89	1.12	32,200.00	35,000.00
WCB Expense	-	3,008.55	0.26	11,371.20	12,360.00
Payroll Processing Fees Expense	604.10	6,589.16	1.02	6,440.00	7,000.00
Employee Benefits & Pension Plans	17,609.20	187,052.09	1.06	177,238.00	192,650.0
Total Payroll Expense	$ 99,376.95	$ 1,237,364.00	1.00	$ 1,231,250.72	$ 1,338,316.00
General & Administrative Expenses					
Alberta First Call	$ -	$ 1,776.00	0.00	$ 2,300.00	$ 2,500.00
Automobile Exp (gas, etc.)	437.80	6,623.23	0.48	13,800.00	15,000.00
Board Expenses	2,618.27	34,771.40	0.59	59,323.44	64,482.00
CAO Professional Development	-	-	-	2,760.00	3,000.00
Cassette Maintenance Contract	95,727.09	382,908.36	1.07	358,468.80	389,640.00
Cathodic Protection Expense	-	6,007.30	0.79	7,580.80	8,240.00
Chemicals Expense	-	157,175.37	0.81	195,205.60	212,180.00
Delivery & Freight Expense	-	914.26	0.66	1,380.00	1,500.00
Insurance Expense	5,833.33	64,166.63	1.00	64,400.00	70,000.00
Interest & Bank Charges Expense	144.30	1,339.77	1.46	920.00	1,000.00
Interest on Long Term Loans	-	960,513.41	0.98	982,498.36	1,067,933.00
ISO 14001 Expense	-	11,175.00	0.59	18,952.00	20,600.00
Janitorial Service & Supplies	2,281.58	22,721.05	1.03	22,080.00	24,000.00
Lab Supplies Expense	-	32,132.34	0.92	34,960.00	$ 38,000.00
Legal Fees Expense	-	-	-	4,600.00	5,000.00
Lube & Oil - Pumps	-	6,245.08	2.61	2,392.00	2,600.00
Meals Expense	186.86	3,264.56	0.51	6,440.00	7,000.00
Memberships, Dues & Fees Expense	-	9,846.79	1.07	9,200.00	10,000.00
Office, Postage & General Expense	1,740.58	20,081.17	1.25	16,100.00	17,500.0
Professional Fees Expense	-	18,144.33	1.13	16,100.00	17,500.00

9.

Rental Equipment Expense	-	-	-	1,380.00	1,500.00
Repairs & Main - Down Line	1,906.45	27,168.16	0.58	46,920.00	51,000.00
Repairs & Main - Grounds	-	863.61	0.38	2,300.00	2,500.00
Repairs & Main - Lagoon Cleanout	-	230,185.00	1.00	230,000.00	250,000.00
Repairs & Main - Plant	3,599.04	133,089.49	0.66	202,400.00	220,000.00
Repairs & Main - Vehicles & Equip	-	4,034.52	0.44	9,200.00	10,000.00
Small Tools & Supplies	142.79	1,646.76	0.60	2,760.00	3,000.00
Staff - Education, etc.	178.20	7,742.74	0.53	14,720.00	16,000.00
Safety	3,016.72	17,728.81	0.96	18,400.00	20,000.00
Telephone & Fibre Optics	2,566.68	41,909.59	1.30	32,200.00	35,000.00
Utilities - Meter Stations	935.79	11,747.21	0.77	15,180.00	16,500.00
Utilities - Mid Point Reservoir	7,004.52	85,014.37	0.84	101,200.00	110,000.00
Utilities - Plant Heating	1,713.46	20,304.47	0.69	29,440.00	32,000.00
Utilities - Power Plant	37,279.39	404,355.48	0.88	460,000.00	500,000.00
Waste Removal Expense	290.00	3,197.06	1.16	2,760.00	3,000.00
Debenture	-	554,728.36	0.55	1,004,422.47	1,091,763.55
Total General & Admin. Expenses	$ 167,602.85	$ 3,283,521.68	0.82	$ 3,992,743.47	$ 4,339,938.55
Trsf to Reserve	$ 6,250.00	$ 68,750.00	1.00	$ 69,000.00	$ 75,000.00
TOTAL EXPENSE	$ 286,164.80	$ 4,775,669.17	0.96	$ 4,993,491.28	$ 6,016,254.55
NET INCOME	$ 213,259.06	$ 905,188.18		$ 556,524.64	$ 16,371.45

Prior to Adoption

Minutes of the Olds Policing Advisory Committee meeting conducted electronically through ZOOM on Thursday, January 14, 2021 at 7:00 p.m.

Present – Committee Members:

Michael Keeling-Barrand, Marnie Joleen Williams, Jody Tomm, James Cummings, Tony Hammer, Councillor Mary Anne Overwater, Councillor Heather Ryan, and OPAC Alternate, Councillor Mitch Thomson.

Present – Staff:

Sgt. Eric Christensen, Senior Community Peace Officer, S/Sgt. Jim MacDonald, Olds RCMP Detachment, Doug Wagstaff, Director of Community Services, Jennifer Lutz, Meeting Facilitator and Recorder.

Regrets: Justin Andrew, Director of Protective Services.

1. CALL TO ORDER

Jennifer Lutz called the meeting to order at 7:00 p.m.

A.) SWEARING IN CEREMONY: Office of Oath

Michael Keeling-Barrand, Marnie Joleen Williams, Jody Tomm, James Cummings, Tony Hammer, Councillor Mary Anne Overwater, Councillor Heather Ryan, and OPAC Alternate Councillor Mitch Thomson repeated the following declaration and were sworn in as OPAC members.

I, do solemnly and sincerely swear (or affirm) that I will diligently, faithfully, and to the best of my skill and knowledge, execute the powers, and perform the duties entrusted to me as an Olds Policing Advisory Committee Member. I promise to respect and maintain confidentiality for matters associated with the Olds Policing Advisory Committee.

B.) ADDED ITEMS (S)

No items were added.

C.) ADOPTION OF THE AGENDA

Councillor Heather Ryan requested item D) Elect Chair and Vice Chair be moved to item A) under New Business.

Moved by Councillor Heather Ryan, “to accept the agenda as amended”.

Motion Carried.

2. INTRODUCTIONS

A.) All participants shares their hopes for the committee and some background information about themselves.

PRIOR TO ADOPTION

3. ADOPTION OF PREVIOUS MINUTES

OPAC inaugural meeting, there are no previous meeting minutes.

4. PRESENTATIONS AND DELEGATIONS

A.) Background Information – How did we get here?

As per the ***Alberta Police Act*** RSA 2000, C-P-17, Section 23, municipalities which have an agreement with the Royal Canadian Mounted Police (R.C.M.P.) may establish a Policing Committee, Policing Advisory Committee or the municipal responsibilities of policing governance can be left in the hands of the elected Council of the day.

In 1995, the Olds and District Community Policing Advisory Society was formed. The group disbanded in 2016, as it was felt it was no longer serving the needs of the community. Council believed community engagement with policing is a priority and there were lessons learned from the former group. A new group should focus on the Olds area, with a smaller member base consisting of members, living or working in the Town of Olds committed to this process. The prior group used a delegated approach and the group evolved to a reporting body, without consistent representation.

Providing a safe, secure and healthy community is a key strategic goal of Council so Administration was tasked to relook at Community-based Police Governance options.

Key differences in committee structures:

A Policing Commission, such as the City of Calgary Police, establishes its own policing service. This was not viewed as something the Town of Olds wanted to look at.

A Policing Committee must follow prescribed actions as outlined in the *Police Act*, such as the creation of a bylaw and the appointment of a Public Complaint Director. The Alberta Solicitor Generals office official recognizes this structure and may offer more support because a community is following their prescribed processes.

A Policing Advisory Committee has more autonomy and can use a Terms of Reference as a guidance document for the committee.

In either a Community Police Committee or a Community Police Advisory committee, Council remains responsible to oversee budgets related to policing and remains the signing authority of the Municipal Police Service Agreement.

Benefits of Citizen Involvement:

- Having a say – community input for policing priorities and goals
- More robust communication the community and local police and community
- Provide advice to council
- A different way to reach members of the community who want to engage, such as;
  - Support community members who have concerned regarding a perceived power imbalance with the RCMP;
  - For members of the community that are vocal about policing but are reluctant to engage directly with RCMP or a formal institution for help; and to
  - Guide the process with public complaints about service delivery or a police officer conduct.

After much research and discussion, Council approved the formation of a Policing Advisory Committee in June 2020.

5. BUSINESS ARISING OUT OF MINUTES / UNFINISHED BUSINESS

OPAC inaugural meeting - N/A.

PRIOR TO ADOPTION

6. NEW BUSINESS

St/Sgt MacDonald requested that we drop rank and title and refer to members by first name only, OPAC Committee Members agreed.

A) ELECT CHAIR AND VICE CHAIR FOR THE COMMITTEE

Heather Ryan nominated Mary Anne Overwater as Chair, seconded by James Cummings. There were no other nominations and Mary Anne agreed to serve as Committee Chair.

Motion Carried.

Mary Anne Overwater nominated Marnie Joleen Williams as Vice Chair. There were no other nominations and Marnie agreed to serve as Committee Vice Chair.

Motion Carried.

B) REVIEW TERMS OF REFERENCE

As OPAC is a Committee of Council, any amendments to the Terms of Reference would need to go back to Council for approval. It was suggested amendments are captured and bundled so when the document is taken back to council, there is a better understanding of any potential changes that are required once we start functioning as a group.

The Terms of reference was reviewed line by line. There was question/answer and general discussion.

The value statement was incorporated Town of Olds focus to on “Welcome and Inclusive Communities initiative”.

Committee Composition listed potential background suggestions, such as social services background, to give the public and potential members an indication of skills that may be helpful to the committee but the list includes members-at-large to ensure inclusivity.

There was a suggestion to include Cst. Morley Statchuk, RCMP Community Resource Officer as a participant in the Terms of Reference. It was noted at any time, OPAC members or staff are able to invite guests or resources that would complement a meeting. Those resource people do not have to be named in the Terms of Reference document.

How does the public at large engage with the committee? How do we deal with Complaints? It was initially thought that the general public would primarily access the committee though an OPAC email address or staff contact which would then be brought forward to the committee. A policy manual has been started and will be shared after this meeting. A formalized complaint process will be included once it is accepted by the committee. It was noted the Committee can’t act on the behalf of a member of the public or bring a formal complaint to the RCMP as the RCMP needs to hear that complaint first hand. OPAC and the formal RCMP structure process will need to work hand in hand. Policing Committees have a procedure in place that could use as a guideline.

A communication strategy needs to be created when sharing information regarding the committee is shared with the public. It is important to have a process in place before community engagement begins. There could be opportunities to leverage the Zoom meeting platform within the community to potentially host a town hall meeting.

As a new committee, a few more short meetings may be needed to help establish process to engage the community and setting up how the committee functions.

PRIOR TO ADOPTION

A suggestion was made to re-word **Frequency of Meetings f)** in the Terms of Reference as the verbiage seems formal, outdated and a potential barrier for the public to participate. We need to communicate OPAC isn't just a committee of Town Council and Staff, but includes their peers.

There was a desire to reduce barriers for people to participate, keeping in mind that members want process and structure to support productive conversations with public in emotionally charged situations.

It was suggested it is important to allot time to have confidential and candid conversations. It was felt the former group got too big, and had inconsistent participation and lost the platform to do this.

The Committee needs processes to ensure members who may have different roles in the community, are not put in uncomfortable situations.

A question regarding Liability Insurance was asked. Doug Wagstaff will confirm and report back.

C) OPAC POLICY MANUAL AND TRAINING

OPAC has an annual budget of $2500 to support the work of this committee, including training and conferences. There are two related conference coming up:

- Alberta Association of Police Governance
- https://aapg.ca/conferences/ April 23 & 24, 2021 (Hosted in Brooks)
- Alberta Community Crime Prevention Association
- https://www.albertacrimeprevention.com/2021-conference/ May 10-13, 2021 (Virtual)

An initial draft policy manual and information regarding upcoming conferences will be circulated to the committee after the meeting.

D) COMMUNITY SWOT – TABLED

Final thoughts/meeting reflections

- Members agreed that a follow-up meeting is needed before the next quarter
- It would be good for the committee to have an opportunity to learn how the RCMP works, various roles and responsibilities within the detachment are and post-COVID-19 a tour.
- Understanding the relationship between RCMP and Municipal Enforcement
- Ensure committee is able to have candid conversations
- Balancing the public engagement piece
- Would like to road-map next steps
- Second or third Thursday evenings of the month work for this group
- A big thank you and best wishes to Jim MacDonald on his upcoming retirement

7. ADJOURNMENT

Moved by James Cummings "that this meeting be adjourned at 8:57 p.m." Motion Carried

A) Next Meeting Scheduled - February 11, 2021 (via ZOOM until further notice)

#	Action Items:	Assigned To	Due Date	Closed
1	Circulate Draft Process Manual	JL	ASAP	X
2	Circulate AAPG & ACCPA Conference information	JL	ASAP	X
3	Check on Liability Insurance	DW	ASAP	X
4	Co-chairs to connect for pre-planning	MAO, MJ	Feb 11	

PRIOR TO ADOPTION

PUBLIC ART ADVISORY COMMITTEE (PAAC) MEETING MINUTES

TUESDAY, November 17, 2020, 7:00 pm – 9:00 pm, VIA ZOOM

ATTENDANCE:

Nan McKernan, Lori-Jo Graham, Michael Brown, Rob Irwin, Councillor Mary Anne Overwater, Councillor Mary Jane Harper, Doug Wagstaff, Michelle Jorgensen.

Chair: Lori-Jo Graham Meeting Recorder: Michelle Jorgensen

1. CALL TO ORDER

a) Check-in - Chair Graham called the meeting to order at 7:01 pm.
   - Roundtable and introductions, welcome to new member Rob Irwin.

2. ADOPTION OF THE AGENDA

a) Added Item(s) – N/A
b) Adoption of the Agenda – Motion to adopt the Agenda as presented by N. McKernan, carried.

3. ADOPTION OF PREVIOUS MINUTES

a) Minutes from the Meeting held September 4, 2019 - Motion to adopt the Minutes from September 4, 2019, by Councillor Overwater, carried.

4. PRESENTATIONS

a) N/A

5. BUSINESS ARISING OUT OF MINUTES

a) N/A - The success of the Indigenous art project at Cornerstone Art Commons was discussed.

6. NEW BUSINESS

a. PAAC as Council Appointed Committee (Terms of Reference, etc.) – D. Wagstaff explained that a Bylaw for this Committee is being created and will replace the TOR. He clarified the role of PAAC, explained the application and approval process for public art and PAAC's role, current Land Use Bylaw (LUB) and changes, as well as the upcoming Mural Bylaw.

   PAAC is now a Committee of Council in order to advise Council. New Mural Bylaw going to Council Feb./Mar. 2021, operationally, won't really change the work of this Committee. Relying on this Committee for artist content, etc., but will also call in additional advisors as required (like previous project at Cornerstone with Indigenous art and Elder advisors).

   Councillor Harper asked for further clarity around the new Mural Bylaw. D. Wagstaff confirmed that Parkland is working on setting it up for Council review. It will be very similar to the current FCSS Bylaw. This Committee will make recommendations to Council for consideration. The draft Bylaw will not be reviewed by PAAC prior to going to Council, it is up to Council to set it up.

   Discussed further that because this is an advisory Committee to Council, (2) Council members need to be on this committee as well as for final approval. In addition, all members (Council and Community) each bring strong backgrounds to the Committee.

b. Membership: Length of Term - this changes from 3-year term (when originally set up as advisory to administration) to 2-year term appointments (still lines up to original timelines). No limit on number of terms, however members re-apply for next term along with new applicants. At maximum number of members now.

c. Election of PAAC Chair and Vice-Chair – Councillor Overwater nominated Lori-Jo Graham and she allowed her name to stand. Lori-Jo Graham acclaimed Chair. Councillor Overwater nominated Nan McKernan and she allowed her name to stand. Nan McKernan acclaimed Vice-Chair.

d. Supergraphics/Murals Survey – D. Wagstaff presented and suggested that if Committee members had additional comments to forward them to M. Jorgensen. At the information collecting stage now and narrowing it down. Discussion held as follows:
   - N. McKernan – pretty pleased with results of survey overall, info that came back was pretty positive in a lot of ways, a lot in the middle very positive, a lot of information to draw on
   - M. Brown – happy with the numbers in favour/liked murals, majority of positives
   - R. Irwin – Is there a plan for site selection/overall goal?
   - D. Wagstaff explained that right now murals are individually commissioned/created, no overarching plan right now. Council supportive of murals, concern over no vetting process to avoid potential problems with imagery, etc. Groups could perhaps utilize Town resources to assist with future projects.
   - Councillor Overwater pointed out that Council is also concerned about who is responsible for maintaining murals.
   - R. Irwin – suggested developing an art trail, workshops, destinations
   - M. Jorgensen explained there is a process in place with this committee, currently under the LUB for murals
   - Chair Graham – having 2 Councillors on the committee makes sense, questioned content of Uptowne murals
   - D. Wagstaff – explained that this Committee wasn't in place at the time of those murals coming forward. We saw the tremendous process of imagery development in the Cornerstone project and how the end result was stronger because of it.
   - Further discussion regarding 2 Councillors on Committee
   - D. Wagstaff – when the recommendation of this Committee comes before Council it's presented by 2 Councillors, there's knowledge-sharing and the process is more dialogue-based instead of adversarial.
   - N. McKernan – Pointed out the power of learning from each other – Artists, Councillors and specialist advisors
   - D. Wagstaff – Agreed that different perspectives helps to strengthen the result, collective experience is irreplaceable
   - Councillor Overwater – pointed out the strength of the Committee plus the experts and resources
   - R. Irwin – suggested there could be general agreement of the Committee or they could provide Council with different options on projects
   - Councillor Harper – Council Committee members are advocates of the Committee to the rest of Council because they've been at the planning table throughout the process.
   - Chair Graham – pointed out there are comments around removing statues going on in society right now, important to capture the story of what artists were thinking at time they created the art.

e. Cornerstone Murals – D. Wagstaff reported that to preserve them, the original paintings at Cornerstone Art Commons have been relocated to Olds College in conjunction with Mountain View Moccasin House and the Indigenous Students meeting room in the Olds College Library. There is a written loan agreement between the Town and the College in place. The original paintings have been replaced at Cornerstone with reproductions.

f. Budget – Chair Graham posed a question regarding budget for Public Art in 2021. D. Wagstaff reported that, due to the current circumstances there is nothing in the 2021 budget to commission more artwork. Perhaps it is possible to engage other community groups in the process for public art going forward.
   - Councillor Overwater asked when the lease for Bergen Rocks sculptures will come to an end? What will come next on the pathway? D. Wagstaff suggested that M. Jorgensen would be engaging this Committee around the content of the next exhibit at the Highway 27 Sculpture Pathway in 2021. There is one more year left for the lease, which can be extended a couple of times. Because of COVID, we haven't been able to market "Come to Olds", so 1 to 3 years remaining for the Bergen Rocks/Olds Rocks exhibit, with the curator's agreement on extending of course.
   - Councillor Overwater reported that the Sundre Economic Development Office has also planned a sculpture park and is working with Bergen Rocks.
   - R. Irwin suggested there could be an "Art Drive" tour.
   - D. Wagstaff – we are marketing the Olds Rocks exhibit with International Sculpture Day in April and September being the Month of the Artist in Alberta.
   - Councillor Overwater suggested this is more to do with tourism.
   - M. Jorgensen – perhaps this Committee would be able to assist with ideas for programming for current (and future) public art exhibits and engaging the community around interpretation, education, etc. Working on touring the "Pearl" from the sculpture "Maintain" around to schools and other sites in the community to generate awareness and excitement about our public art program – as COVID allows….

7. ADJOURNMENT

a) Next Meeting will be scheduled as required - TBD
   - Committee will likely meet again in the spring around the new Mural Bylaw (later March/April), and then at least summer, fall and winter again.

b) Check Out – Councillor Overwater asked if there is anything coming up that this Committee should be aware of? D. Wagstaff confirmed that the new Mural Bylaw will be coming forward in the New Year and that would be of interest to the Committee. M. Jorgensen will let the Committee know about Council meetings of interest to members.
   - Further discussion on future projects

   Adjournment – Chair Graham adjourned the meeting at 8:17 pm

Prior to Adoption

Minutes of the Public Art Advisory Committee (PAAC) meeting held Wednesday, February 10, 2021, at 7:00 pm, conducted electronically via ZOOM

ATTENDANCE:

Nan McKernan, Lori-Jo Graham, Michael Brown, Renu Mathew, Councillor Mary Anne Overwater, Councillor Mary Jane Harper, Doug Wagstaff, Michelle Jorgensen.

Chair: Lori-Jo Graham Meeting Recorder: Michelle Jorgensen

1. CALL TO ORDER

a) Check-in - Chair Graham called the meeting to order at 7:06 pm.
   - Roundtable checkin.

2. ADOPTION OF THE AGENDA

a) Added Item(s) – item added as 6.(d) PAAC Community-Member/Public-At-Large Vacancy
b) Adoption of the Agenda – **Motion to adopt the Agenda by Councillor Overwater, carried.**

3. ADOPTION OF PREVIOUS MINUTES

a) Minutes from the Meeting held November 17, 2020 - **Motion to adopt the Minutes from November 17, 2020, by N. McKernan, carried.**

4. PRESENTATIONS

a) N/A

5. BUSINESS ARISING OUT OF MINUTES

a) N/A

6. NEW BUSINESS

a. Draft Mural Bylaw – D. Wagstaff presented the draft Mural Bylaw. Discussion held regarding removal of previous version clauses under SCHEDULE D-1: MURALS, 3.0 General Provisions (7) with respect to “Nudity/partial nudity” and “Graffiti/Street art”. Further discussion, agreed that PAAC could make informed decisions around what is respectful.

- Discussed clause added as SCHEDULE D-1: MURALS, 2.0 Applications (3) that implements a 30-day time frame for a decision from PAAC once the Committee has received the application materials from the Development Officer. Discussion held. This should be sufficient time as applicants would be encouraged to engage in pre-application consultation with the Town.

- Concern was raised about the complexity of the process as presented in the Mural Bylaw. Councillor Overwater explained that Council isn’t opposed to murals, they just want clarity around who’s responsible for maintaining and in the event something is or becomes unsightly or offensive. Councillor Harper shared further that the process for building a shed on your property also requires a similar process that needs to be followed to apply for development. Art is tougher because it isn’t a black and white process, that’s why PAAC members who have the capacity to make informed decisions on art review it.

- It's good to have a plan for when these applications come up that is understandable and transparent. Discussed content of murals.

- As long as there is no risk to content, it's tough when you mandate subject matter. Example of "encouraged" not "mandated" in language around heritage content.

- Similar process for sign, technical details considered by development officer – development officer not equipped to deal with considering art applications.

- Process allows for artistic creativity.

- Vancouver Mural process referenced. Councillor Overwater confirmed that most municipalities have a process, need to have a process to deal with something that could be offensive.

- Process does allow for artists to explore their talents.

- Owner of property and artist come up with proposal/application.

- Committee acts as guide role, communication back and forth and can bring in whatever specialist advisor that a particular project may require.

- D. Wagstaff shared further about the timeline and process. There could be (should be) pre-application consultation with Heritage Advisor/PAAC, preparatory work, communication, prior to submitting final application to Development Officer.

- PAAC can provide that advice to Council because they are in touch with community standards as well as possessing artist expertise.

- Need some kind of process to try to avoid future controversies.

- Looked at other communities but designed to fit with our community.

- As we grow as a community, to help facilitate successful projects.

- This process could have helped with other mural projects (i.e. Koi Fish).

- Process results in stronger final piece.

- Discussion around Cornerstone Art Commons project process – all involved learned so much, resulted in wonderful artwork, no pushback from community because the right process.

- PAAC could be called into the pre-application process, applicants are encouraged to interact with the Town prior to submitting their formal application, the 30-day timeframe is the formal administrative approval.

- All were comfortable with the process.

- Day 1 of the 30 days commences when the Development Officer provides PAAC with the application materials.

- Discussion around Mural Content:

    - SCHEDULE D-1: MURALS, 3.0 General Provisions (6) regarding "Text" – a mural can't be a sign, sponsorship can't be the main focus.

    - SCHEDULE D-1: MURALS, 3.0 General Provisions (7) (g) – can't legislate how people are going to feel about art – **M. Jorgensen to ask Mr. Teal what the origins of/rationale for this clause are.**

    - SCHEDULE D-1: MURALS, 3.0 General Provisions (5) – why is this clause here? Would this be better as an official call for historical themed works? Need clarity around this. Perhaps it is a redundant clause and could be removed because of similar requirement in SCHEDULE D-1: MURALS, 3.0 General Provisions (8) (a). All prefer language of "shall encourage" over "may require". Councillor Harper shared that Council has discussed having historical murals on the back of historical buildings.

    - SCHEDULE D-1: MURALS, 3.0 General Provisions (7) (f) – all agreed word choice of "religious view points" was good, but remove "or content" – what if mural is on the side of a Church?

    - SCHEDULE D-1: MURALS, 3.0 General Provisions (8) – this clause might be limiting, what is the usefulness? D. Wagstaff explained that the intent is to encourage, not limit, what Council may want to see. Discussion held. Suggestion to revise clause to remove subclauses (a) – (e) and word as follows: "Murals shall be encouraged, but not required, to have a linkage to historical and/or local culture."

- Question around Augmented Reality (i.e. interactive window in Calgary) was raised. Discussed, but decided that it is not related to this Bylaw. Table to future meeting.

- 8:15 pm D. Wagstaff had to exit meeting due to another commitment.

- Councillor Overwater asked the Committee if there were any comments on clause SCHEDULE D-1: MURALS, 3.0 General Provisions (10)? Council just wants clarity around this, not against murals. If it becomes deemed "unsightly" Community Standards Bylaw comes into effect. No concerns from Committee.

- **<u>Motion</u> - N. McKernan moved that Council be encouraged to consider the commentary and suggestions of PAAC with respect to the proposed revisions to Mural Bylaw No. 2021-01. Carried.**

b. Revised Public Art Policy – Discussed PAAC making recommendations to Council or PAAC making recommendations to MPC concerning application approvals under the Mural Bylaw. Councillor Overwater advised that Council is still deciding on the process for bringing recommendations to Council for applications under the Mural Bylaw. It was suggested that a visual process map of the Mural application process should be developed for clarity for applicants and all concerned. The Development Authority has been designated to MPC from Council, under the LUB, but the Mural Bylaw could lay out that decisions regarding murals stay with Council if that's what Council decides.

c. Correspondence to Council from Uptowne Olds Committee – Councillor Overwater explained that now with PAAC in place the process will be different than the previous experience with murals in Uptowne. Councillor Harper further clarified that this letter was written prior to Council's discussion about the Mural Bylaw at their meeting February 1/21, and many of the concerns have been addressed. Letter more for information.

- N. McKernan found the letter positive, open and with a desire to be inclusive.

- Councillor Overwater confirmed there are measures in place for Mural applications and now there will be more, improved, measures in place. The Mayor will respond to the letter.

d. PAAC Community-Member/Public-At-Large Vacancy – With the recent resignation of R. Irwin, discussed waiting until October for the next time that people could be appointed or does Council want to appoint someone sooner? A new appointment could expire in October or 2 years from now. Generally felt it was good to have as many people as possible on the Committee.
Motion - M. Brown moved to recommend to Council that they consider advertising for a new public member now. Carried.

7. ADJOURNMENT

a) Next Meeting will be scheduled as required - TBD

b) Check Out – Roundtable checkout – Mural Bylaw coming to Council meeting February 22/21 at 1:00 pm via zoom.

Adjournment – Chair Graham adjourned the meeting at 8:35 pm

January 21, 2020 RDRMUG Regular Meeting Summary of Meeting with Alberta Environment and Parks Deputy Minister

1. Summary of RDRMUG Meeting with Alberta Environment and Parks Deputy Minister and staff:

   Deputy Minister Bev Yee
   Keith Pridgen, Senior Policy Advisor to Minister
   Rena L'Abbe, Chief of Staff to Ministry of Environment and Parks
   Morgan Cameron, Ministerial Assistant

   - Open letter from Hon. J. Nixon, Minister of Environment and Parks Page 2 - 4
   - Letter to RDRMUG Members from Co-Chairs Page 5
   - Meeting notes from Councillor D. Wyntjes, City of Red Deer Page 6 - 9
   - Member's questions submitted to Deputy Minister Yee after meeting. Page 10

   - Zoom recording of meeting. Click here (if you are asked for pass code: tUGf1$3a (Note: some members advised that they were not able to open the Zoom meeting on their Ipad – but could open it on their PC)

ALBERTA
ENVIRONMENT AND PARKS

Office of the Minister
Government House Leader
MLA, Rimbey-Rocky Mountain House-Sundre

January 18, 2021

Today Alberta Energy Minister Sonya Savage issued a statement noting 11 recently-issued coal leases will be cancelled and future coal lease sales in former Category 2 lands will be paused.

As Minster of Environment and Parks, I have heard from many Albertans concerned about coal and environmental protection in the Eastern Slopes. The Eastern Slopes – my backyard, your backyard – are renowned for their unsurpassed beauty and recreational value. Critically, they are the headwaters, the water source for our cities, towns, irrigation districts, and water wells in the southwest part of Alberta and beyond. Water is one of our most precious resources, and Alberta Environment and Parks has a responsibility to ensure it is protected, managed, and arrives at the taps and wells of Albertans clean and safe.

I want to assure Albertans that nothing has changed with respect to environmental protections and, in fact, environmental protection has been strengthened over the past three decades. Unfortunately, there are a lot of rumours and misinformation out there, including the notion that Alberta Energy's rescission of the Coal Policy 1976 has opened up the Eastern Slopes for strip mining. It is important that we are very clear that Alberta Energy's policy decision in no way weakened or reversed environmental standards and protections.

Any industrial development in Alberta must be done responsibly, and full consideration must be given to ensuring positive environmental outcomes. The staff at Alberta Environment and Parks work every day to ensure those outcomes are achieved and that protection of our air, land, water, and wildlife remain a priority even as some appropriate Crown land remains available for resource development, as it has for generations. Without question, the laws and policies that guide development today are stricter than those that existed in 1976.

Today we have environmental impact assessments (EIAs), environmental management frameworks, operational rules and standards, as well as enforcement tools, policies, and plans. The Coal Policy of 1976 required environmental assessments for major developments and provided an opportunity for public input in the project review process. Today, the *Environmental Protection and Enhancement Act* requires a provincial EIA for surface coal mines producing over 45 000 tonnes per year. As well, proposed coal mines that could produce over 5,000 tonnes of coal per day trigger the federal Impact Assessment Act, which leads to federal-provincial joint review panels. There is currently an application underway that is being reviewed by the Joint Review Panel process. This application process began in 2015. It is important to note that since the rescission of the 1976 Coal Policy, no new project applications have been submitted to the Alberta Energy Regulator (AER). Should a new project be submitted, there is a legally required consultation process to make sure Albertans have their say.

323 Legislature Building, 10800 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-2391

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The 1976 Coal Policy did not set water quantity or management objectives, but referred to the *Clean Water Act*. The *Clean Water Act was* replaced by the stricter *Water Act and Environmental Protection and Enhancement Act*. The latter sets out newer planning and regulatory provisions with greater emphasis on mitigating adverse impacts on water supply and quality. When it comes to water, one important concern I've heard about is the level of selenium, particularly as it relates to water wells, irrigators (namely farmers and ranchers), and the province's treasured native fish species. Selenium is not addressed in the 1976 Coal Policy. Under the *Environmental Protection and Enhancement Act*, which came into effect in 1993, mine operators must manage selenium. This includes submitting a selenium management plan to the AER, with detailed information about risk and mitigation strategies. As part of a coal operation's approvals, the company must monitor and treat wastewater according to stringent provincial guidelines. Selenium is routinely monitored at 89 river and tributary sites across the province as part of our river monitoring network. Again, assessments related to water quality and supply are made by subject matter experts – biologists, hydrologists and other technologists. These are not political decisions.

Our headwaters, native grasslands, and wildlife must be managed effectively. That is why we have built a strong regulatory system in recent decades. This regulatory system includes planning, policy and regulatory tools that support environmental outcomes across the Eastern Slopes. A healthy environment creates a foundation for a strong economy and job creation. However, unlike certain activist groups that want to shut down all development across the province, Alberta's government has an obligation to live in the real world and protect livelihoods, which helps to pay for our public services. The current government will continue to prioritize environmental outcomes

Today, we take a comprehensive approach to management of the environment so we understand the cumulative effects from all activities on the landscape. A few of the tools we now have at our disposal include land use plans and environmental management frameworks. Significant land use policy and planning work has occurred and a number of regulatory tools put in place since 1976. The Eastern Slopes Policy, Integrated Resource Plans, regional plans (South Saskatchewan Regional Plan) and sub-regional plans (Livingstone-Porcupine Land Footprint Management Plan) provide policy direction for resource management and environmental protection. Again, these tools offer more comprehensive environmental protections than were available in 1976.

In addition to these land use policies, I have placed restrictions on the most environmentally sensitive lands in former Coal Category 1 lands. These restrictions on public lands continue to prohibit coal activities to protect our important headwaters, wildlife, and land that are highly valued for recreation and tourism.

While land use plans guide development and protections, it is important to note that all proposals for coal projects must be reviewed by the AER The AER is independent of government and is required to adhere to policies (both its own and government's) in any of its project reviews. Its job as regulator is to ensure that companies mine coal in Alberta responsibly. This work starts before a mine is built and continues after the mining is complete. Companies must make applications to the AER, which includes a thorough environmental work plan before any development can even begin. If that work plan is inadequate, the company is not authorized to commence any work on the mine, and may even lose the ability to develop the project should it fail to address those inadequacies. If a coal mine is approved, the AER conducts inspections and audits to ensure the mine operator follows the regulator's rigorous requirements, and those inspections can occur a number of times each year.

If a company does not comply and adhere to these requirements, then it will be held accountable through a range of enforcement tools, including environmental protection and suspension orders, fines, and prosecution.

I want to assure you that I take the ongoing protection of the Eastern Slopes incredibly seriously. I have lived in this area for most of my life. I ran backcountry lodges in the region and my kids grew up fishing and camping in the foothills of the Slopes. I have a personal investment in ensuring they are protected and I want to assure Albertans that I am directing my department to do everything in its power to do just that.

I want to reiterate that Alberta has a long history of pioneering environmentally-responsible resource development. That history has taught us the importance of balance and of ensuring the legwork is done by industry and government to protect the environment in advance of a project moving forward. I and my team at Environment and Parks remain committed to protecting our air, land, water, and wildlife for future generations.

Sincerely,

Jason Nixon
Minister of Environment & Parks

January 24, 2021

Dear RDRMUG Members:

Thank you for your participation in our last meeting where Alberta Environment and Parks Deputy Minister Bev Yee spoke to us regarding recent public concern about possible future coal extraction in Alberta, Alberta Environment and Parks role in environmental protection, the role of Alberta Energy with regard to coal leases, and the role of the Alberta Energy Regulator for any application for resource extraction in Alberta.

Our membership didn't get the opportunity to have further conversation about the information provided. We know that everyone in attendance will be going back to our Councils, and there may be questions from Council members about the details of the conversation.

With thanks to Red Deer City Councillor Dianne Wyntjes, written notes are attached, for your information, should you wish to share them with your Councils. If you have Council members that are interested in viewing the 45 minute presentation, and questions of Deputy Minister Yee, please see the link attached. Click here for link to presentation.

Attached also is an open letter, dated January 18, 2021, from Alberta Environment and Parks Minister Nixon, providing further information on future coal lease sales, environmental protections, the process for any proposed industrial development, the 1976 Coal Policy and land use plans.

In a follow up discussion with Minister Nixon, any Council member, or member of the public is encouraged to contact their MLA, or the Minister's office, for guidance about getting questions answered with regard to this issue.

The position of the Red Deer River Municipal Users Group, at this time, on this issue, is to provide all members with information on recent Alberta Energy changes to coal leases. There were a number of members that asked for this item to be brought forward for discussion. A request to Minister Nixon's office for a representative to bring information and answer questions, the day before our meeting, saw Deputy Minister Yee, clear time in her schedule to address questions, and hear concerns from our group. Both Minister Nixon and Deputy Minister Yee have opened the door for further discussions about the Red Deer River Watershed, with the Red Deer River Municipal Users Group. We will certainly take advantage of that invitation to bring the concerns of your municipality to the Ministry.

We hope your Councils find the information provided of some help when members of the public are asking questions about future coal lease sales and the potential impacts to the Red Deer River Watershed. We hope also that the contact information for Alberta Energy, Alberta Environment and Parks, and MLA constituency offices, will assist anyone interested in learning more about the issue, providing feedback to the Government of Alberta, and having questions answered.

Thank you all for your passion and advocacy for our watershed.

Sincerely,

John Ireland – Rural Co Chair

Terry Leslie – Urban Co Chair

cc. Minister Nixon, all MLAs representing our members, Deputy Minister Yee

NOTES FROM COUNCILLOR DIANNE WYNTJES, CITY OF RED DEER

January 21, 2021

Meeting with RDRMUG and Deputy Minister of Environment and Parks, Bev Yee)

In attendance with RDRMUG members:

Bev Yee, Deputy Minister
Bev Yee's Chief of Staff, Rena
Keith, Policy Advisory to Minister Nixon
Morgan Cameron, Ministry Assistant

Chair Leslie: There is fear, worry, anxiety, questions and unknowns about coal mining and impacts to our Alberta watersheds. We are all hearing about the 1976 Premier Lougheed government decision and rescinding of the policy. The purpose of the one hour session with the Minister is to ask for information and clarity on the public conversations about the coal mining issue, specifically related to impacts to the Red Deer River water quality and quantity.

**If City of Red Deer has comments, please send to RDRMUG Executive Director, Keith Ryder who will submit them to the Ministry.

Minister Yee:
There are other Ministry's in this conversation:

Environment Ministry
Department of Energy
Alberta Energy Regulator

Coal development and natural resource development - it's a matter of appropriate land use for the area, economic development and environmental protection; ensuring we have in place all the environment policies to protect air, water, wind; fair access to land and seeing lots of competing interests for the land as we see a growing population in Alberta, a desire to ensure our economy stays healthy and grow our economy; recognizing in Alberta our economy is natural resources based.

Coal devleopment. Alberta environment and Parks are responsible for or overall policy, environmental legislation and land use planning; to work with stakeholders and desire to have in our region; how to carve it out, rules in place and people have access;

The question is asked Is this activity aligned and appropriate for this area?

The Department of Energy in natural resource development have mapped out where our natural resources are - oil, gas and coal and they are responsible for policing of the rights (other than free hold rights) but the majority of resources are owned by Alberta; there is a system of providing leases; rights to a company to develop those resources

The Alberta Energy Regulator is an independent regulator from departments; and if they get a proposal for any energy project; their job is to determine is this project in the public interest? In determining

public interest issues reviewed: an environmental impact assessment. What will be cumulative impacts on the environment? They will consider and weigh all concerns from stakeholders with consultations and feedback; they have to do it within the policy and legislation the department establishes and ensure it is consistent with Alberta Protection Act, Public lands Act and Water Act

In this current discussion around coal policy and concerns hearing from people around Alberta Energy; that policy was developed in 1976 and we have come a long ways since then with environmental policy; the Act, and Acts have advanced a lot - planning, limits, standards set

Land use planning at the heart of the concern we are hearing; wanting the protection of the category two lands from 1976 coal policy which was in absence of broad based land use planning. That policy identified 4 categories - category 1 lands - because of environmental sensitivity and no explanation or commercial development in category 1 and that remains in place today for those lands called category 1
Category 2 lands - lands where descriptions are from original policy “limited exploration”, controls, surface mining not “normally considered”; anything identified as category 2 - a lot tougher to get a coal project and lots of restrictions
The category 1 lands right in the Rocky Mountains and Eastern slopes
Category 2 in the mountains and foothills
Category 3 into and out of the foothills
Category 3 and 4 the language used - exploration is desirable and may be permitted with appropriate controls.
Category 4 - coal development is permitted within the legislation of the day
That was from 1976 policy.

There has been alot more details since then to better understand the landscape, know better the environmental sensitivities, critical wildlife areas, where recreation is occurring; then the Eastern Slopes Policy in 1984 came along and there is no longer just category 1-2-3-4; areas are now identified as critical habit areas, prime protection, areas suitable for multitude use, agriculture use, industrial use; and now what is the intent of how we manage those areas; what is compatible; what is not compatible; and what can be permitted with restrictions

Since 1984 - sub regional integrated resource plans; more precise than the Eastern Slopes; Management guidelines; if there is development for surface mining it may be considered on a project basis; a better understanding of the landscape and gives more direction of what is or isn't allowed

2014-2018 - South Saskatchewan Regional Land Use plan - develops a long term region from e economic, environmental and social perspective. Many questions on this controversy of coal policy; she was asked about 5 recreational areas with coal policy rescinded; one needs to look at the South Saskatchewan regional plan which identifies protected areas and parks, new recreational areas; and itemized each of those and what is or isn't allowed; provincial recreation areas; itemized areas and protected areas
Example, In oil and gas, where existing, would allow some of that.

With land use planning, more direction and at the same time, all environmental protections are in place. Today, in south Saskatchewan Regional Plan, lots of activity and rapid development - the Livingstone Porcupine area is a land footprint management plan; it’s busy area and is developing so quickly; we want to understand impact, and set limits on disturbance so to manage the cumulative footprint;

So with Albertans hearing about rescinding the policy; need better information, better direction.With the Grassy Mountain mine which is in hearing process now; all those projects underway and in different stages of development; they were all developed with the 1976 coal policy in place (which has now been rescinded).

So we are moving away from the original four categories to better understanding of land use; the elimination of four categories does not provide any additional permissions or make it easier; every project is subjected to entire regulatory system; has to have an environmental impact assessment; must apply for water; south Saskatchewan River basin is closed to any further water allocations and if a company comes along and if they cannot get water; the project cannot move forward; in south Saskatchewan basin, the company/ies could speak to someone who has a water license and sell that water license; no new water will be available as the basin is closed

QUESTIONS FROM RDRUG MEMBERSHIP

Question about Clearwater County - Crescent Falls - and Big Horn Wildlife; there's an old coal lease there; can old coal leases be sold?

Response: There are preheld rights; but the Crowne has not sold a lease on the Crescent Falls recreation area; but surrounding areas there are leases that have been sold; what does selling a lease mean? A coal lease sold does not mean a coal mine will come there; having a lease does not mean equal a mine

Question about transfer about water license and protections for source water;
Coal mining is often in unmeasured areas; there is work underway with the Alberta Water Council and source water protection; we want to work on broader source water; if in a project proposal and it is identified as source water impacts; if approval is considered; must be monitoring, source water protections, those can be put in the conditions of approval; the province has broader work it's doing on source water and individual project by project and if identified that source water is an issue or a reasonable chance for approval, must be looked at

Question about reconciliation in our regions; for Red Deer River Treaty 6 and Treaty 7; and seeing differing perspectives among the indigenous communities in opposition or supporting the projects and what the projects and impacts will mean for the water, land, air and mountains, the eco system and Alberta

Response: Lots of interest from indigenous communities; some want to see coal development and jobs; and be partners in a project; there are also communities and practice of treaty rights and they don't want it in a particular area; for any proposal in a project there must be indigenous engagement; and supported; and those discussions are happening before projects are approved; projects are going to hearing; never want to infringe on treaty rights; for those indigenous communities who have an interest; facilitated conversations with the government

Question about the status of the North Saskatchewan regional plan and land use in the upper head waters zone and there is confusion to finding the balance between conservation and environment?

Response: In discussion with the Minister about regional planning, only 2 regional plans out of 7 done; we are looking when we might resume regional planning; so many other priorities for government; we have also looked at the questions and if cannot resume regional planning, what might we do and in absence of regional planning and either significant issue emerging, we can do sub regional planning,

such as Caribou conservation issues are big, we have undertaken 3 sub region planning exercises; that is the thinking to to date. No time for resuming planning in North Saskatchewan region; but if there are specific areas of concern we could do sub regional planning there.

Question about the walk back on the leases issued; leases issued, then a walk back and then another look? Curious as to what happened? Transparency is important so people do feel it is being rushed;

Response: That was not about specific leases but a sale announced on sale leases after the rescinding of the Lougheed policy; Minister Savage recognized there are so many questions and concerns, those 11 leases would be paused and pulled back until sessions like this to explain and talk to people; when people are upset and emotional about things it is difficult to continue a path; so the pause was done to get out more information to people, clear the air and bring some calm and so not to misunderstand the intent.

Question: Are the 11 leases less than 1% of the coal leases in Alberta or all the area involved? The pause is correct and proceed with caution.

Response: I don't know the answer to the question; would have to ask Department of Energy.

Question/comment about source water which is key and a major concern. The Minister talked about water licensing. We all recognize water licensing is still available from the Red Deer River and we are concerned about source water and our available licensing from the Red Deer River combined with source water. Volume and quality for Red Deer River is our major concern as RDRMUG.

Question about source water protection, not only at the headwaters but also downstream, such as Rosebud area and Didsbury in the Alberta plains. Is there a move to protecting our water systems down stream of the headwaters to the agriculture and flat lands of the prairies as contamination is a concern?

Response: Certainly knowing what to protect is done through monitoring and information and having good robust monitoring programs. We often see a change in trends with a better understanding so if we have to put policies in place, would do so.
The Alberta Water Act allows for Water Management Planning; we haven't in recent years had new plans; we will help support the development and the roots of it comes from the community; if there's a region or an area that it is beneficial to do water management planning, our WPAC's help to do that work. It's a very good question as in landscapes with a lot of activity; we can chase it (after the fact when there's a problem isn't good); the smarter thing to do is plan up front and define what we want to see for our watershed and how to achieve it; and what we can do so we don't have the contamination; what is the work that needs to be done?; work with the WPAC - with the RDRWA; The silver bullet is bringing parties together, plan, we are all responsible for doing some of the work.

End of questions.

Chair Leslie: We have interest in sub region planning, RDRMUG works with the RDRWA - WPAC and look forward to asking more about that and additional opportunity to forward questions and receive further answers.

Note: The RDRWA is planning to reinstate watershed management planning with a focus on land use and water quantity over the period 2021-2024. Details about Phase one of the plan (Water Quality) can be found at https://RDRWA.ca/iwmp/

COAL RELATED QUESTIONS AND REQUESTS

1. Coal Leases
   (a) Please provide a map of coal leases in the Red Deer River and North Saskatchewan river watersheds.
   (b) Advise which leases have received regulatory permits to allow 'work-exploration-testing' within the lease and the nature of activity that is permitted.
   (c) Advise what conditions have been prescribed/required to minimize/mitigate environmental impacts, especially on water resources
2. Regional Plans – since the North Saskatchewan Regional Plan (which covers much of the Red Deer River watershed) which will provide much clearer direction re: the opening of coal mines (if any):
   (a) When might a North Saskatchewan Reginal Plan be expected to be adopted
   (b) Will the province not permit any exploration/testing activity, if any, until the plan is approved by Cabinet
   (c) If activity is permitted, what would those permits allow and prescribe

Bill S

3. Will there be an opportunity for public input into this process and how will the Government proceed to ensure all input is considered?

M. Swanson

Minutes of the Red Deer River Municipal User Group

ANNUAL GENERAL MEETING

January 21, 2021 at 1:00 PM

Virtual Meeting via ZOOM

Attendance: Co-Chair T. Leslie – Town of Sundre, G. Campion - Town of Hanna, R. Wildeman – Town of Three Hills, D. Wyntjes - City of Red Deer, B. Shaw – City of Red Deer, W. Blatz - Town of Olds, J. Slemp – Special Areas, B. Gartside – Village of Donalda, G. Parsons – Town of Sylvan Lake, B. Windsor – Town of Didsbury, P. Massier – Red Deer County, R. Poole – Town of Blackfalds, A. Campbell – Town of Stettler, C. Reeds – Town of Trochu, G. Bates – Town of Innisfail, A. Kemmere – Mountain View County, T. Besuijen – Village of Alix, D. Drohomerski – Town of Drumheller, R. Kasco – Town of Oyen, B. Kulyk – Village of Consort, A. Monkman – City of Red Deer, R. Hoyt – MD of Acadia Valley, K. Ryder – RDRMUG.

1.0 Call to Order - Welcome: Co-Chair Terry Leslie called the meeting to order at 1:40 PM.

2.0 Introductions:

2.1 Agenda:

Approval of Agenda

MOTION: B. Windsor moved that the agenda for the January 21, 2021 Red Deer River Municipal Users Group Annual Meeting be adopted as presented. **Carried.**

3.0 Confirmation of Minutes

3.1 Confirmation of Minutes of the Annual General Meeting of January 16, 2020

3.2 Business Arising from Minutes of January 16, 2020

MOTION R. Poole moved that the Red Deer River Municipal Users Group Annual Meeting minutes of January 16, 2020 be adopted as presented. **Carried.**

4.0 Financial:

Executive Director K. Ryder presented and overview of the Financial Statements for the Year ended December 31, 2019 as audited/reviewed by RDRMUG Members R. Poole and T. Leslie.

MOTION A. Kemmerer moved to approve the Financial Statements for the Year ended December 31, 2019 as presented. **Carried**.

5.0 Election of Officers:

5.1 Election for Urban Chairman

Executive Director K. Ryder called for nominations from the floor.

MOTION B. Windsor moved that Terry Leslie, Town of Sundre be nominated for Urban Chair. T. Leslie accepted the nomination. **Carried.**

Unapproved

Executive Director K. Ryder asked if there were any other nominations; there were none.
MOTION A. Campbell moved that nominations cease. **Carried.**
Mayor Terry Leslie, Town of Sundre was appointed Urban Chairman.

5.2 Election for Rural Chairman
Executive Director K. Ryder called for nominations from the floor.

MOTION R. Poole moved that John Ireland, Lacombe County be nominated for Rural Chair. J. Ireland had advised that he would accept this nomination. **Carried.**

Executive Director K. Ryder asked if there were any other nominations; there were none.

MOTION G. Campion moved that nominations cease. **Carried.**
Councillor John Ireland, Lacombe County was appointed Rural Chairman.

5.3 Election of Officers – 2021 Executive Committee
Executive Director K. Ryder explained that in 2011 a bylaw amendment allowed for a minimum of five (5) directors and for this number to be increased if deemed necessary. He further explained the role of the Board of Directors includes: directing the affairs of RDRMUG, overseeing the performance of the Executive Director, strategic planning, signing authority, accountability to RDRMUG members and attending meetings at the call of the Co-Chairs.
Executive Director K. Ryder called for nominations from the floor for any additional members to the Executive Committee.

The following RDRMUG Members were nominated to the 2021 Executive Committee.
MOTION J. Slemp moved that nominations cease. **Carried**.

The 2021 Board of Directors is as follows:

Rural Co-Chair, Councillor J. Ireland, Lacombe County
Urban Co-Chair, Mayor T. Leslie, Town of Sundre

Councillor G. Bates, Town of Innisfail
Councillor W. Blatz, Town of Olds
Councillor A. Campbell - Town of Stettler
Councillor G. Campion - Town of Hanna
Mr. D. Drohomerski, CAO, Town of Drumheller
Councillor M. Marshall, Starland County
Mr. A. Monkman, City of Red Deer (Resource)
Mayor R. Poole, Town of Blackfalds
Mr. Bill Shaw, City of Red Deer (Water Advisor) Resource
Councillor Jay Slemp, Special Areas
Councillor D. Wyntjes, City of Red Deer

Unapproved

6.0 Appointment of Auditors or Review Committee for Year ending December 31, 2020:
Executive Director K. Ryder advised that the RDRMUG Bylaws state that a Review Committee of TWO RDRMUG Members be appointed to review the financial statements for the year ended December 31, 2020. R. Poole and T. Leslie both advised that they would let their names stand in this role for a further year.

- Discussion on how the external auditors were selected.
  K. Ryder advised that to date RDRMUG had been included with the Town of Drumheller's audit process. He stated that this appeared to be the most efficient method as the Town of Drumheller accounting staff were knowledgeable of the RDRMUG finances and financial procedures. This saves considerable time with the audit process.

  No objections noted.

MOTION G. Bates moved to accept R. Poole and T. Leslie to review the financial statements for the Year ended December 31, 2020. **Carried.**

7.0 Approval of Signing Authority:
Discussion ensued on the suggestions of switching the RDRMUG accounts payable to an Electronic Funds Transfer (EFT) system that would be consistent with the Town of Drumheller's accounting practices. Consensus was that as long as acceptable authorization and approval for payments was in place that RDRMUG should use the EFT for the payment of invoices.

MOTION A. Campbell moved to approve the Electronic Funds Transfer for RDRMUG payments. **Carried.**

8.0 Approval of Administrative Authority:
Executive Director K. Ryder advised that the Town of Drumheller is the accounting authority and performs the duties of treasurer for the RDRMUG. His recommendation was to confirm that the Town of Drumheller continue as the RDRMUG Accounting Authority at the current fee for services of $ 5,000.00 per year.

MOTION R. Poole moved to accept the Town of Drumheller to continue as the RDRMUG Accounting Authority at the current fee for service of $ 5,000.00 per year. **Carried**.

9.0 Changes to Bylaws:
None.

10.0 Adjournment:
MOTION G. Campion moved to adjourn the meeting at 2:20 PM. **Carried.**

Unapproved

Minutes of the Red Deer River Municipal Users Group

Regular Meeting – Annual General Meeting

January 21, at 1:00 PM - Via Zoom

Attendance: T. Leslie – Town of Sundre, D. Wyntjes – City of Red Deer, A. Campbell – Town of Stettler, R. Poole – Town of Blackfalds, G. Bates – Town of Innisfail, P. Massier – Red Deer County, D. Drohomerski – Town of Drumheller, B. Windsor – Town of Didsbury, B. Gartside – Village of Donalda, A. Kemmere – Mountain View County, G. Parsons – Town of Sylvan Lake, R. Kasco – Town of Oyen, W. Blatz – Town of Olds, J. Slemp – Special Areas, C. Reeds – Town of Trochu, R. Wildeman – Town of Three Hills, D. Wyntjes – City of Red Deer, A. Monkman – City of Red Deer, B. Shaw – City of Red Deer, T. Besuijen – Village of Alix, G. Campion – Town of Hanna, R. Hoyt – M.D. Acadia Valley, B. Kulyk – Village of Consort, K. Ryder – RDRMUG

Presenter(s): Ken Lewis, Alternate Land Use Services (ALUS)
Carolyn Ross, Cows and Fish

Joined Meeting at 2:30: Co-Chair J. Ireland – Lacombe County, J. Methot – RDRWA, M. Swanson – Clearwater County, B. Beattie – Mountain View County, D. Kuiken – Village of Acme, R. Hunter – Town of Didsbury,

Alberta Environment and Parks:
Deputy Minister Bev Yee
Keith Pridgen, Senior Policy Advisor to Minister
Rena L'Abbe, Chief of Staff to Ministry of Environment and Parks
Morgan Cameron, Ministerial Assistant

1. **Call to Order:**
Co-Chair T. Leslie called the meeting to order at 1:00pm.

Meeting Preamble: In view of several Member's concerns and questions relating to the recent Government of Alberta's coal mining issues Co-Chair T. Leslie advised that he has arranged through Minister J. Nixon's office to have representatives from Alberta Environment and Parks join the meeting at 2:30 to present information and take questions on these issues. As these arrangements were made after the meeting agenda was provided Co-Chair Leslie asked the Groups permission to adjust the agenda to accommodate this presentation. The agenda would be adjusted as follows:

- The presentations on the agenda from ALUS and Cows and Fish would commence at 1:00pm.
- The RDRMUG Annual General Meeting would follow.
- At 2:30 representatives from Alberta Environment and Parks would join the regular meeting for a 45 minute session.
- The regular RDRMUG meeting would follow the Alberta Environment session.

No objections or comments noted.

2. **Adoption of Agenda:**
2.1. Additions to Agenda: as noted in meeting preamble.

UNAPPROVED

Motion: G. Campion moved that the agenda for the January 21, 2021 RDRMUG regular meeting be adopted as revised. **Carried**

3. Presentation(s):

3.1. Mr. Ken Lewis, Alternate Land User Services (ALUS) www.alus.ca
3.2. Ms. Carolyn Ross, Cows and Fish www.cowsandfish.org

Provided an update to the overall riparian health of the Red Deer River Basin and highlighted several projects and ongoing work that both Groups are engaged in.

4. Alberta Environment and Parks Presentation:
Deputy Minister of Environment and Parks, Ms. Bev Yee and supporting staff (as listed in attendance) joined the meeting via Zoom at 2:30. Deputy Minister Yee provided an update and briefing relating to the recent changes/actions in the coal mining industry.

4.1. Open letter from Hon. J. Nixon, Minister of Environment and Parks
4.2. Letter from RDRMUG Co-Chairs to Members
4.3. Meeting notes and Zoom recording has been sent to all Members under separate cover.

5. Minutes:

5.1. Confirmation of Minutes of November 19, 2020
5.2. Business arising from Minutes of September 17, 2020**:** None

MOTION: M. Swanson moved that the Red Deer River Municipal User Group Meeting minutes of November 19, 2020 be adopted as presented.
Carried

6. Financial:

6.1. Financial Statements to December 31, 2020: (Click here for copy)
Executive Director Keith Ryder provided and overview of the financial statements to December 31, 2020 which is the end of the RDRMUG fiscal year and highlighted the following:

- Balance Statement: Current Assets - $ 64,714.88
- Closing Surplus – $ 57,529.63
- Statement of Revenue and Expenses – Revenue - $ 67,675.05
- Expenses - $ 57,185.08

Surplus (Loss) for Year to-date – $ 10,489.97

MOTION T. Besuijen moved to accept the Financial Statements to December 31, 2020 as presented. **Carried**

6.2. 2021 DRAFT Operating Budget: (Click here for approved copy)

UNAPPROVED

Executive Director, K. Ryder reviewed the DRAFT operating budget for the RDRMUG year ending December 31, 2021 as was presented November 19, 2021. He reviewed the line items individually with the following highlights and recommendations:

- Request for member's contribution to remain at .25 cents per capita.
- Any changes to project amounts would be brought to the Membership for approval prior to any financial commitments being made.
- Discussion on identifying a "reserve type" of funding in the budget for the purpose of an external financial audit which according to RDRMUG bylaws is required every four years. The next external audit is scheduled for 2022.
  K. Ryder stated that he would look into this item with the accounting staff at the Town of Drumheller.

Motion by D. Drohomerski to accept the 2021 RDRMUG Operating Budget as presented. **Carried**

7. New Business:

7.1. Special Committee – RDRMUG Handbook

Bill Shaw, (BPS Consulting Ltd.) presented the "final" edition with edits from previous meeting(s) included. The following recommendations were tabled for consideration:

- Adopt the following as the RDRMUG Vision Statement:

  "***An enduring healthy Red Deer River system with sufficient flows through all seasons to sustain communities, the economy and healthy aquatic environments".***

  This Vision Statement will be used in all RDRMUG documents, reports and communications.
  Motion by B. Windsor to approve the RDRMUG Vision Statement.
  Carried
- Adopt RDRMUG Handbook "Looking Back – Moving Ahead" to become part of the RDRMUG mandate and resources.
  Motion by A. Campbell to approve the adoption of the Handbook.
  Carried
- Members of the "Next Steps" Committee have offered to continue their services as a "Steering Committee" to move forward the actions and recommendations detailed in the Handbook.
  Motion by G. Bates to approve that the Members of the "Next Steps Committee" to become the "Steering Committee" with duties as stated.
  Steering Committee Members: Co-Chairs Leslie and Ireland, R. Poole, W. Blatz, G. Parsons, A. Monkman, B. Shaw, J. Slemp, K. Ryder.

7.2. Executive Committee Recommendations:

UNAPPROVED

Proposed meeting dates for 2021: January 21, 2021, March 18, 2021, May 20, 2021, July 15, 2021, September 16, 2021, and December 2, 2021*. Meetings will be held face to face when possible – details to be determined.

*The regular November meeting date for 2021 has been changed to accommodate the AUMA and RMA fall conferences. (AUMA Nov. 17 – 19, RMA Nov. 22 – 25)

Motion by R. Poole to approve the 2021 RDRMUG meeting dates as presented.
Carried

7.3. Renewal of Executive Director Contract

A request was sent to all RDRMUG members to provide input into the renewal of the Executive Director's annual contract.

- Co-Chair Leslie advised that the Executive Committee has reviewed Member's input.
- K. Ryder advised that would be pleased to offer his service the fiscal year ending December 31, 2021 at the current rate of remuneration.
- He also stated that it would be appropriate for RDRMUG to begin the succession process for his position and that he would be pleased to provide all assistance to ensure a smooth transition to a successor by the end of 2021.

Motion by D. Wyntjes to renew the contract with the Executive Director, K. Ryder at the current rate for the year ending December 31, 2021.
Carried

8. Executive Director Report:

K. Ryder advised that due to the length of meeting and time, he would share his report electronically with the members and include year-end review in minutes.
No objections noted.

9. Correspondence & Articles: Posted on www.rdrmug.ca

10. Next Meeting: March 18, 2021 (Format to be confirmed)

11. Adjournment: 3:25

Motion by A. Campbell to adjourn RDRMUG regular meeting. **Carried**

UNAPPROVED

UNAPPROVED

Town of OLDS

Request for Decision

Correspondence and Information

February 22, 2021

RECOMMENDATION
That the Correspondence and Information Report ending February 22, 2021 be received for information.

STRATEGIC ALIGNMENT
The Town of Olds will respect people and the process ensuring a healthy environment where great decisions are made. The Town of Olds is committed to transparent and inclusive processes that are responsive and accountable.

LEGISLATIVE AUTHORITY
Excerpt from Council Communication Response Policy:
Town of Olds will strive to respond to the public in a timely fashion after receiving general inquiries in an effort to provide good customer service and to demonstrate professional business practices.

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.

LIST OF CORRESPONDENCE AND INFORMATION PRESENTED:

ITEM #	FROM / TO	REGARDING
A	James Wilde (dated January 29, 2021)	Open Pit Coal Mining
B	Barb Adair (dated February 11, 2021)	Coal Development in Alberta
C	Jocelyn Elkhouri (dated February 11, 2021)	Bin Pickup Schedule
D	Town of Olds (dated February 9, 2021)	Town of Olds 2021 Budget

RISK/CONSEQUENCES
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.

FINANCIAL CONSIDERATIONS – n/a

ATTACHMENTS - Correspondence and Information packet is attached.

Author:	Marcie McKinnon Legislative Clerk	Date: February 12, 2021
CAO Signature:	Michael Merritt	Date: February 19, 2021

Jan 29 sent

96

January 29, 2021

To the Mayors and Councilors in communities within the boundaries of the County of Mountain view and to the Reeve and Councilors of Mountain View County.

I enclose a four page essay that I have written expressing my concerns about Open Pit Coal mining. I have attempted to describe what is going on, my feelings about that, and to comment on some of the matters and arguments being raised. I considered paring it down, listing the reasons for my objections in point form; serious points for serious people. I decided not to do that because this is an issue that goes beyond the deleterious side effects. This is our home and I do feel outraged. I am certainly not alone in those feelings. To the best of my ability, I have tried to incorporate facts that are correct.

Thank you for considering my thoughts.

Respectfully,

James Wilde

OPEN PIT MINING IN THE ROCKIES, One Albertan's perspective.

MY BACKGROUND

I am a 4th generation Albertan. My grandparents and many of my great- grandparents moved to Alberta at the turn of the last century, just before it was granted the status of a Province. Our family farm was on the irrigated lands of Southern Alberta. I have been able to see the mountains on the western horizon all of my life. As a youth, working in the hot sunny fields, I needed just to look up to see, and to anticipate that one hour away were cold, clear lakes, stunning mountain peaks, abundant wildlife; and trails, streams, and mountains into which I could run, hike, and explore, and, most fulfilling, to breathe in deeply, savoring the forest's cool, sweet fragrance. As a Scout I was taught to carefully leave our campsites as we found them, ideally so that there was no trace that we had passed through, and rested, in these hallowed, sacred, and beautiful spaces. As I grew older, I learned that these places I loved were without parallel, realizing what a rich blessing it was to be so close to such magical places.

When I found out what is now suddenly happening to our mountains and streams my gut wrenched, my breath stopped, and I shook my head in utter disbelief. Never, never in my wildest dreams could I have imagined that someone would invite strangers to come from afar to plunder our mountain landscapes. I am not consoled. Worse. As I write, I cannot keep up with new disturbing revelations. Words fail me.

PROTECTION OF OUR INHERITANCE-Premier Peter Lougheed

The first time I was old enough and able to vote it was for a young man named Peter Lougheed who came on to the scene with vigorous energy, new ideas, aspirations, and promises. His Alberta heritage and background gave him a profound respect for our wonderous province and its rich abundance. He shared that reverence with us, in his later years remarking that assembling Kananskis Country was his most satisfying accomplishment.

The 1976 coal policy was the result of 6 years of careful, thoughtful, and detailed planning. They considered the effect of open coal mining, and the pressures that would come to mine that coal. Investigations into what mountains, which streams, and what wildlife areas needed the most protection were made. They also identified possible areas where mining might be able to be carefully carried out in the future. The argument now being made that new regulations adequately replace this policy misses the whole point. Open pit strip mines were not to be allowed in category 2 lands. No regulation can change an open pit mine into something else.

PREMIER JASON KENNEY

Premier Kenney does not have that heritage. He was born in Ontario and came to Alberta as an adult solely to pursue a political career. He does not love the mountains as we do. He is relentless and blindly follows what I consider questionable ideology. When things do not go his way he argues, casts blame, and threatens court proceedings. Confrontation, bullying, obfuscation, and, on this issue at least, deception, have been apparent in his methods. We have seen other situations where he has resolutely pushed ahead with his agenda and the results have been harmful rather than helpful. He has been, and is heedless of warning signals, where others may pause and reconsider. Kenney threw out the carefully thought out, forward looking policy of 1976, with a dismissive waive of his hand.

THE DEVASTATION IN THE MOUNTAINS AND THE CONSEQUENCES

Others have personally seen the wreckage where I have not, or have more technical expertise than I. I can only lament at what we are losing. Instead of snowcapped mountains framed in the blue sky, enormous, dirty, and dusty moonscapes. Previously still valleys reverberate with the roar of brutish machines clawing into our mountains. Where grizzly bear, sheep, and goats roamed, wildlife that survives flees from enormous, noisy trucks slipping and sliding up and down winding gashes carved out of the worn slopes. Trucks and machines alike, spewing diesel fumes to hang in the valleys. Gone are the trickling rivulets of glacier or snow melt in the meadows, clear streams, and rushing waterfalls. In their place, torrents of polluted, blackened, and likely toxic water careening down eroded slopes into our rivers. From these rivers we take our drinking water, water our crops and livestock, find respite from our busy lives to swim, fish, boat or just enjoy. What will be left to nourish the land, wildlife, and communities for thousands of miles across the prairies.

Water in the South Saskatchewan river basin is already strictly regulated, and demand outstrips supply. Years of drought are forecast, and the glaciers are shrinking. Which crops and which cities will be cut off when the supply is diverted at source to wash the coal. What will we drink, how will herds be watered, and what crops will we grow if the waters becomes toxic.

How far will our strong west winds carry the dust from the mines? What are the health concerns from polluted water and air? The effect of mountain top mining in the Appalachian mountains is estimated at 11,000.00 deaths per year because of the coal mining. Two to three deaths for every job created.

Even before seeking mining permits, a blitzkrieg like full frontal attack of exploration activity over thousands of acres in the mountain ranges has been unleashed, without any apparent legitimate oversite or planning. Roads, stream crossings, and exploration pits are being carved out at breathtaking speed. Where is the direction that would identify the most sensitive areas and indicate where a road might do the least damage? What are the steps being taken to protect wildlife? On just one project in the Livingston-Porcupine hills it is reported that as of July, 2020, 66k of new roads, 29 k of reactivated roads had been cut, and permission granted for 1368 drill holes.

Ranchers on grazing leases are under strict guidelines to preserve the environment. The number of cattle on the leases is restricted, lest a few extra blades of grass are grazed. However, in return for $16.00 per acre for their leases, compared to about $7.00 per acre paid by the Ranchers, the coal companies have been encouraged to rush in with armies of ponderous machines to tear up the slopes on the way to the tops of the mountains.

CONSIDERATIONS TAKEN INTO ACCOUNT TO REVERSE THE 1967 COAL POLICY

The rescision of the 1976 Coal policy was quietly announced late in the afternoon on Friday May 15, 2020, at the beginning of the long weekend, and when we were locked down by the Covid Pandemic. I have written, requesting copies of the scientific studies and cost benefit analysis the government used when formulating this change of Policy, but to date I have not received a reply. There are none.

Minister Nixon asserts new, more effective regulations make the old coal policy redundant. This, from a government that boasts of cutting regulations? If this were so, why hasn't he been making presentations with comparisons to show us that is true? Why is he not showing us the effectiveness of his regulations

instead of hiding what is going on? How can a regulation be equivalent to a rule against chopping off the top of a mountain?

While denying Albertans the opportunity to review updated studies, or to comment on proposed changes, our government was quite happy to have talks with the coal industry to see what they wanted. A review of some of those meetings is set out in the July 2, 2020 report, Bringing Back Coal, from CBC news. After the election, the Coal lobby immediately started meetings with the Government ministers seeking removal of the coal policy. When the policy was rescinded, almost overnight long outstanding applications totaling the size of ½ the area of Vancouver Island were converted into leases. The race was then on, all along our narrow strip of mountains, to tear up the slopes looking for coal. My only comparison is a movie clip I saw years ago depicting the absolute mayhem when Oklahoma opened the land for settlers. At the sound of a gun, hundreds of horses and wagons went thundering across the prairie to stake a claim. Over a hundred years later the wild west has returned.

REGULATIONS, JOBS AND ECONOMICS

Many activities in our industrial world generate harmful side effects such as air and water pollution, depletion of resources, deleterious effects on other industries, and adverse societal implications. These are difficult to measure or defy measurement. Generally, the corporations do not pay for these. They become the problems for society which either accepts them, or with taxpayer dollars, pays for attempts at remediation. Regulations can be put in place to force companies to undertake and bear the cost of certain protective steps such as scrubbing gas emissions or building berms. This turns back some of the costs of alleviating the detrimental effects back to the corporation. Corporations therefore spend lots of money lobbying to have regulations loosened and they move to jurisdictions with weak regulations. The Kenney government not only boasts that it reduces regulations but slashes corporate tax rates. They emphasize that this may bring jobs. But, the corollary is that the weakened regulations can leave us with more ancillary damage and little tax money from the polluter to help pay for remediation.

The financial return the government will receive adds insult to injury. In Australia, where they have finally had enough, and are kicking them out, the companies paid seven times what Alberta has asked. The billionaires will take all the money, throw us a pittance in taxes and royalties, and leave us to grapple with the mess they leave. This desperate attempt to solve our financial woes is beyond foolhardy and incredibly reckless. With the royalties being charged, there is no windfall to the public purse, so the only possible benefit is a few jobs. A few good jobs for a few years in return for permanently destroying our most valuable assets? With technology advances, including remote controlled machines, the hoped for jobs could be illusory.

Losses in the Tourism industry alone may offset any benefit, especially with the certain, further international vilification that will be heaped upon our Province when this gets out. How many companies will shy away from, or leave Alberta, not wishing their brand to be tainted by this additional blot upon our already tarnished image? How much of the meager amount that Alberta might receive in remuneration from the mining will Kenney spend on a war room to counteract an international uproar?

Resource extraction by its nature, is a time limited endeavor with a long history of boom and bust cycles. Money flows when times are good but when the resource runs out or gets more expensive to extract, when new sources become cheaper, markets close, companies get bought out, prices and demand drops, political changes arise here or abroad- the bottom drops out. Factories, mines, and wells are abandoned,

and jobs are lost. A look at most coal mining areas reveals that impoverishment and environmental destruction is their hallmark legacy.

Water is now being added as a commodity to be bought and sold on the stock exchanges. Two-thirds of the world's population may face water shortages by 2025. Which is the renewable and more valuable resource, coal or water? Which resource is the smart money saying is on the way out? That the coal rush precipitated by this action will be another financial boondoggle, as well as an environmental disaster, is very possible.

IRREDEEMABLE BREACH AND LOSS OF TRUST

The manner in which this policy was instituted and is being carried is not befitting that of a healthy democracy. How dare this government take our most precious resource, water, and put it at risk with no notice or discussion? How dare this government invite others in to permanently plunder, raze, and obliterate our most beautiful landscapes, all the while, trying to keep this from us?

They initiate no studies to see what the effects will be. They listen only to those who would profit at our loss. The monetary return to public coffers is laughable. They purposefully try to keep us in the dark. They make blatant, misleading statements to try to quell opposition. Besides ignoring the point that the 1976 Policy banned open pit mining, the representation that new regulations are equivalent and will protect our waters and mountains is incredulous coming from this government. They have reduced the Alberta Energy Regulator's budget and directed them to reduce regulations, They replaced the Board members to now include such persons as the former campaign chair for the Premier, to further clear their way. They have granted exemptions from regulations on exploratory activities with unseeming haste. They are so intent on getting rid of regulations that they formed a government Ministry to do just that.

WHAT IS NEEDED

I call upon the government to immediately reinstate the 1976 Coal policy, to stop all exploration activity and to cancel all leases made after May 15, 2020. I call upon municipal governments, business leaders, and all Albertans to look and see what is going on and to consider how this will affect us all. This is beyond any partisan politics. Let your MLAs and MPs know that you are appalled at these actions and that this madness must stop.

Finally, I call upon those MLAs in the UCP caucus who know this is wrong to stand up and be counted. Your first obligation is to your constituents, not to the government or to your party. When your grandchildren ask you how this happened what will you tell them? That you knew it was wrong but looked the other way and did what you were told? Or, will you be able to tell them you stood up for what was right and refused to be coerced.

Premier Kenney went to New York shortly after being elected to meet with the rich and powerful. They feted him at the Manhatten Institute as he told them what they wanted to hear. His mantra was "Alberta is open for business".

What he did, was lay Alberta bare for rape. Then- in the dark of the night-he opened the door.

James Wilde January 2021

February 11, 2021

To Mayor Muzychka and Council:

I am writing this letter because I am very concerned about coal development in the province of Alberta, especially the activities of the last few months. In my opinion, the provincial government in opening up more areas to coal mining has embarked on a dangerous path leading to more water contamination and shortages, more health concerns for humans and animals, destruction of animal habitats and endangered plants, trees and fish. It is inconceivable to me that in these modern times anyone would be taking this approach to economic development when we have learned so much from past mistakes in this approach and when clean energy development is obviously trending in our future, not coal!

I am appealing to council to reach out to the provincial government and join many other municipal governments in the province that are asking the government to stop pursuing the idea of bringing back the outdated practise of coal mining.

Thank you for reading my letter.

Barb Adair
5440 56 Street,
Olds, AB
403-556-6518

From: Jocelyn Elkhouri
To: Legislative
Subject: Bin Pickups
Date: February 11, 2021 11:00:47 AM

To Town of Olds Council Members,

I am not sure if this is the correct email for this concern to be discussed so I apologize if it is not. I write to you today in a concern that many in this community have. Many citizens of Olds are dissatisfied and unhappy with the 3 week bin pickup schedule. A few of the many concerns are as follows; Garage/House being stored with garbage or recycling because their bins are already full, putting garbage in recycling bins or vice versa because other bin is too full, garbage being dumped on the side of the road, garbage being put in other people's buns therefore making it unusable, green bins in summer time smelling of rot.
I brought the concern to the community with the question of why we are on such a system when other towns and cities are bi weekly. I got mixed answers but most people don't know what the reasoning is other than saving money. I can assure you though, everyone I have interacted with are not happy with this system and brought up their concerns and dissatisfaction and want something to change on this.

I was hoping by reaching out to you today that we could find some resolution and see if we could come up with a solution.

Thank you for your time and understanding.

Jocelyn Elkhouri

Town of OLDS

2021 Budget

Mayor's Message

On behalf of myself and Council, we would like to wish residents a Happy and Prosperous New Year and welcome to 2021!

been focusing on sustainable service delivery throughout 2020 and going into 2021. Administration continues to look for ways to provide safe programming, and ways of providing additional relief for businesses and residents.

The Olds community is strong, resilient and caring. Council has seen amazing acts of kindness between friends and neighbours, and we would like to thank all of you for continuing to be mindful of your actions and taking the necessary precautions outlined by Alberta Health Services to keep the most vulnerable among us safe.

With these thoughts in mind, Council is proud to provide you with our annual Budget Booklet highlighting key decisions made during budget deliberations and how these decisions may impact you in 2021:

Key Highlights:

- A zero percent tax increase for residential and non-residential properties.
- Wage freeze for all T
- Hiring of an additional RCMP
- Hiring of an Economic Development Coordinator position
- Newly Created Protective Services area
- Reduction of summer students from 17 to 15
- New Operations Centre completed
- W
- 68 Street Intersecton
- 70 Avenue Intersection Improvements

- Michael Muzychka, Town of Olds Mayor

Did you know?

The Olds Historical Society operates the Mountain View Museum and Archives. In 1972, the Town Council approved the formation of the Olds Historical Society so that a museum could be opened in Town. The 2021 budgeted contribution to Mountain View Museums and Archives is $69,432

Town of OLDS 2017-2021 Council Term

Mary Jane Harper, Councillor
Mary Anne Overwater, Councillor
Michael Muzychka, Mayor
Debbie Bennett, Councillor
Heather Ryan, Councillor
Wanda Blatz, Councillor
Mitch Thomson, Councillor

COVID-19

For over eleven months the Town of Olds has managed tremendous challenges that the

to be no less of a challenge for the Town.

The Town has made a number of commitments to assist businesses and residents in regard to the impact on COVID-19, those commitments are as follows:

- Assistance was provided to Businesses in 2020 to re-open through the Business Re-opening Program.
- Business License renewal fees for residential Businesses within the Town have been waived for 2021.
- Utility and Tax deferrals for residents and businesses.

Our Emergency Management T
the COVID impact on our Town which includes the following:

- T
- The Great Neighbours program will continue for resident check-ins and birthday/anniversary celebrations.
- Municipal Enforcement will ensure Alberta Health Services directives are being adhered to within our community through the Alberta Health Services protocol.
- New developments will be continually communicated to the public through Social Media channels and the Town of Olds website www.olds.ca
- Outdoor ice-skating surfaces will be maintained throughout Town neighbourhoods as a COVID-19 pilot project.
- -
  sonal protective equipment etc.
- Ensure Town facilities such as Sportsplex, Aquatic Center are safe for public use and following COVID regulations.

Vision: Creating Connections for the Future

The Town of Olds is committed to a sustainable service delivery model that evaluates the community's needs, how those services are delivered (in a socially, economically and environmentally responsible manner), and does not compromise the ability of future generations to meet their own needs. Communities build and maintain infrastructure to provide services that, in turn, support our quality of life, protect our health and safety, and promote social, economic and environmental well-being.

Strategic Areas of Focus

GOOD GOVERNANCE
The Town of Olds respects people and the process ensuring a healthy environment where great decisions are made.

FISCAL HEALTH
The T
available revenues.

SERVICE SUSTAINABILITY
The T
community and region.

GROWTH AND EXPANSION
The Town of Olds will lay the foundation to ensure responsible and sustainable growth.

PROTECTIVE SERVICES
The Town of Olds will provide the necessary resources to ensure a safe, secure and healthy community.

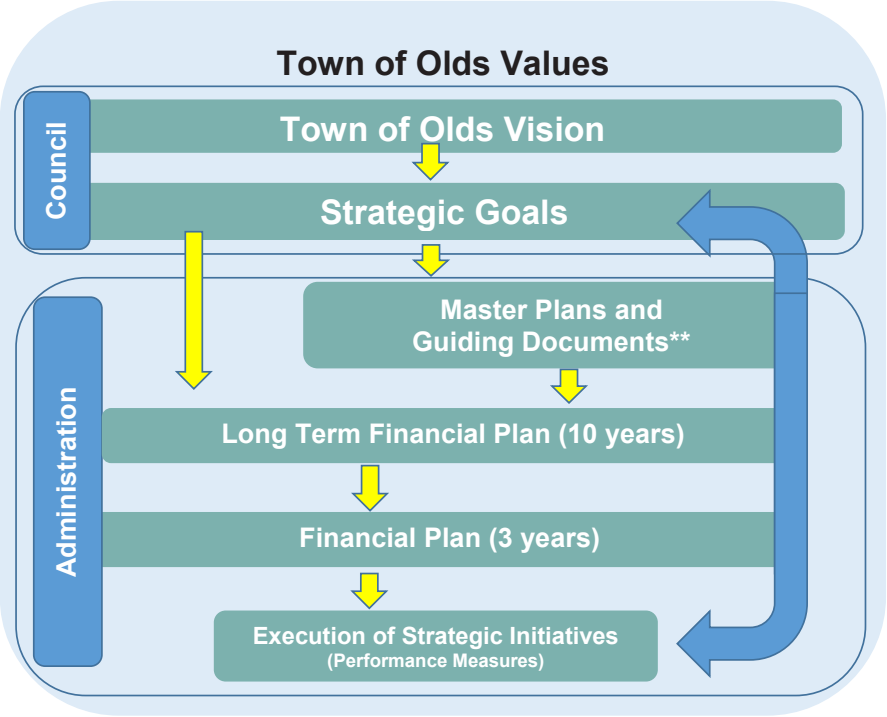
COMMUNICATION AND ENGAGEMENT
The Town of Olds is committed to transparent and inclusive processes that are responsible and accountable.

ACCOUNTABILITY
The Town of Olds acknowledges responsibility for our actions, our decisions and our presence, to each other and the public.

INTEGRITY
The Town of Olds values building relationships on honesty and trust, inviting open communication with our community and each other.

RESPECT
We value one another by treating others as we would like to be treated.

TRUST
An essential quality that is built over time allowing an individual, team or community to depend on each other.



Budget Engagement Highlights

In September 2020, the Town of Olds ran an online budget engagement campaign. The purpose was to learn about the priorities of residents and business owners and give them a say on where they would cut or increase spending, and how they would raise or lower taxes.

categories, with the added constraint of staying within a balanced budget. They were also asked to rank their top Town priorities.

•

• Real-time results showed participants how their priorities compared to the rest of the group.

Top 5 Priorities Amongst Residents

- 9% Crime & Safety
- 11% Road Maintenance
- 8% Snow Removal
- 9% Debt Reduction
- 9% Economic Development

Participation

- **332** Number of Visitors
- **202** Number of Voters
- **260** Comments Gathered
- **12.5** Minutes Spent on Platform

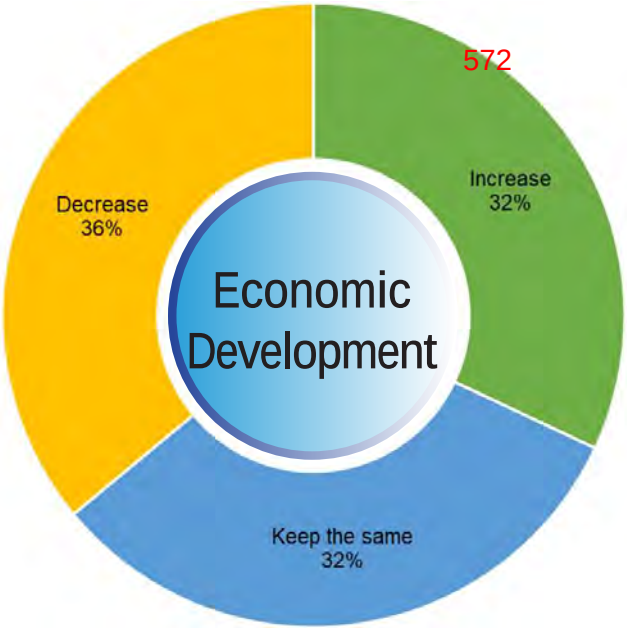
Did you know?

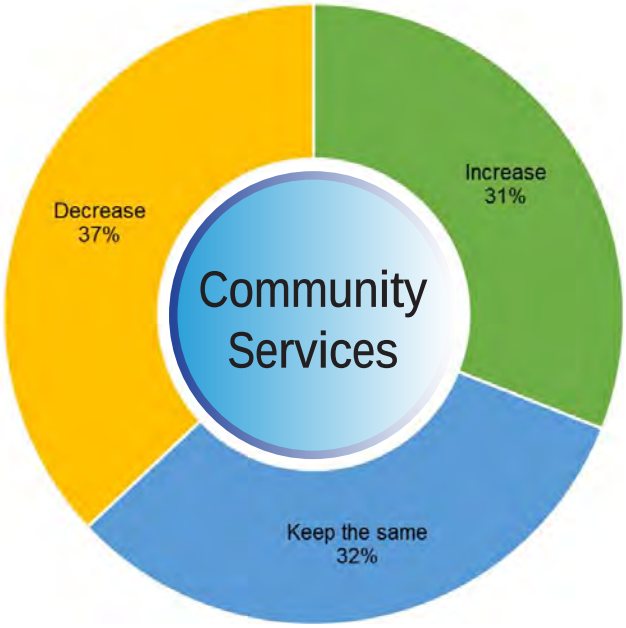
The Town of Olds has two franchise fee agreements in place, Fortis and ATCO. These agreements give these utilities the authority to operate within the town limits. As part of this authority they are required to pay the Town a franchise fee. Within our budget the Fortis franchise fee revenue has been allocated to cover the cost of the street lights throughout

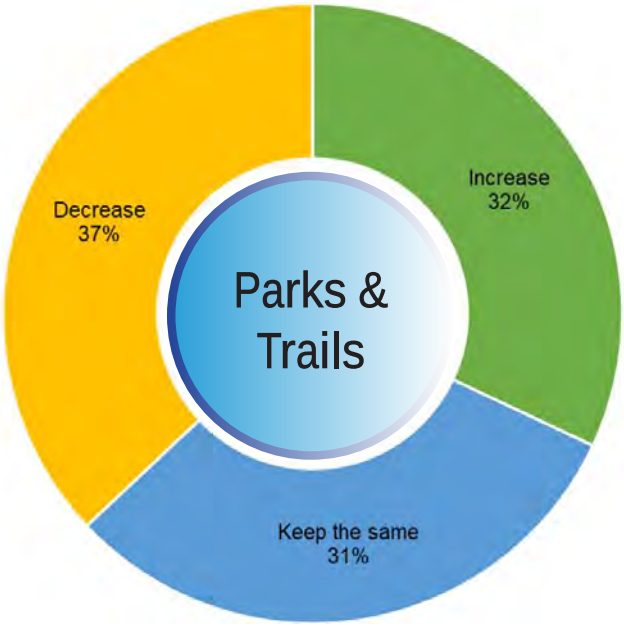
The ATCO franchise fee is allocated to fund areas such as special events, museum, the evergreen centre, the library and heritage arts and culture.

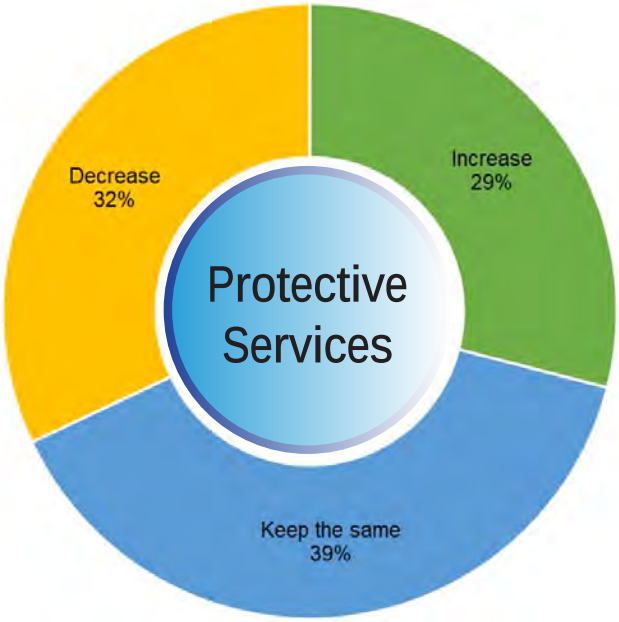
requirement of the Town.

Tax Strategies



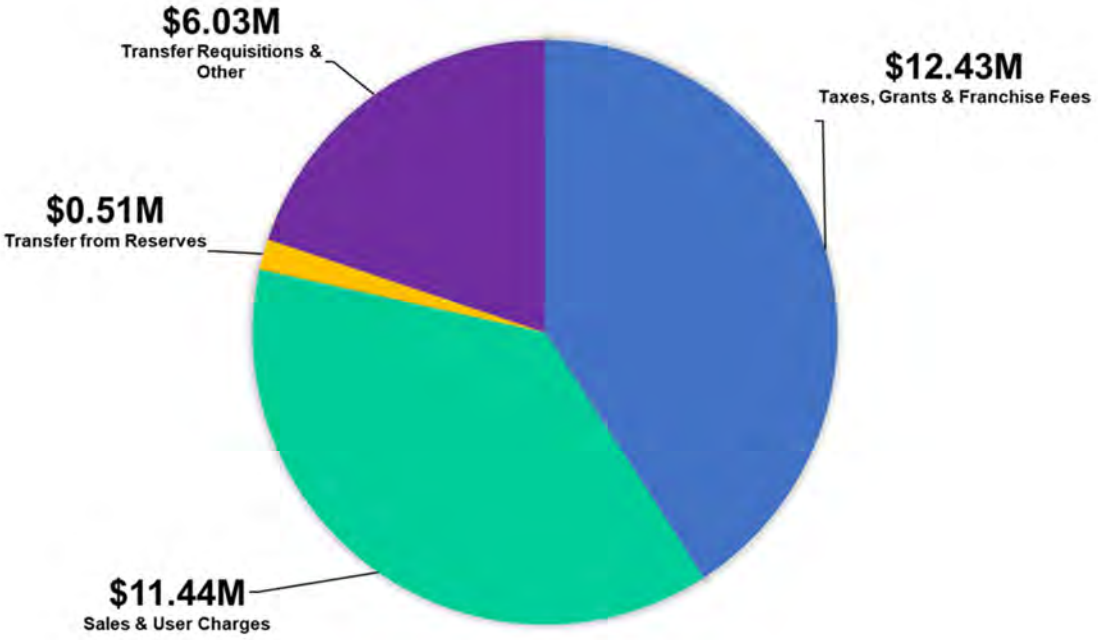






Where does the money come from?

Town of Olds Council has approved a 2021 Operating Budget of $30.41M



Where does the money go?

UTILITIES	$8.9M
TRANSFER REQUISITIONS	$4.76M
GOVERNANCE/ADMINISTRATION	$4.64M
RECREATION	$4.14M
PROTECTIVE SERVICES	$3.64M
OPERATIONAL SERVICES	$2.63M
ARTS & CULTURE	$0.72M
COMMUNITY SERVICES	$0.71M
ECONOMIC DEVELOPMENT	$0.27M

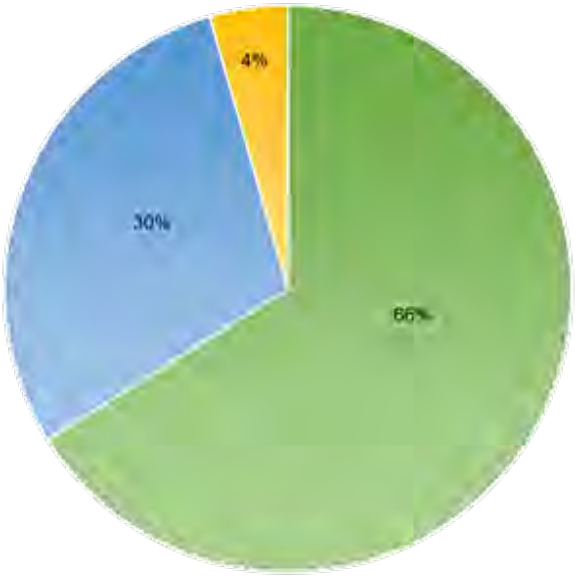
Property Taxes

The 2021 budget was approved with a 0% tax rate increase. Residential assessment on average has decreased by 2%. This combined with a proposed 0% tax rate increase will result in a savings for most residents on the municipal portion of property taxes.

Where your tax dollars go...

- $1,767 Town of Olds
- $788 Education Requisition
- $119 Mountain View Seniors Housing

* Based on an average residential property valued at $297,475



Did you know?

Not all of the money collected from property taxes stays with the Town? The Town of Olds collects money on behalf of The Alberta Government (Provincial Education Tax) and Seniors Housing (Mountain View Seniors Housing). For 2021 approximately 66% of the funds collected through property taxes will stay with the Town of Olds. 30% will go to the Alberta Government as the provincial education tax and 4% will go to Mountain Views Seniors Housing.

The $1,767 that goes to the Town of Olds is utilized to fund the following services:

$475 (27%) goes toward Recreation
This includes: Aquatic Centre, Sportsplex, Parks, Trails and Sports Fields.

$473 (27%) goes toward Governance and Administration

$407 (23%) goes toward Protective Services
This includes: RCMP, Fire, Emergency Management and Municipal Enforcement.

$350 (20%) goes toward Roads

$27 (1%) goes toward Economic Development

$35 (2%) goes toward Community Services
This includes: Sunshine Bus, Special Events, Cemetery & FCSS (Family & Community Support Services)

Icon Source: Flaticon.com

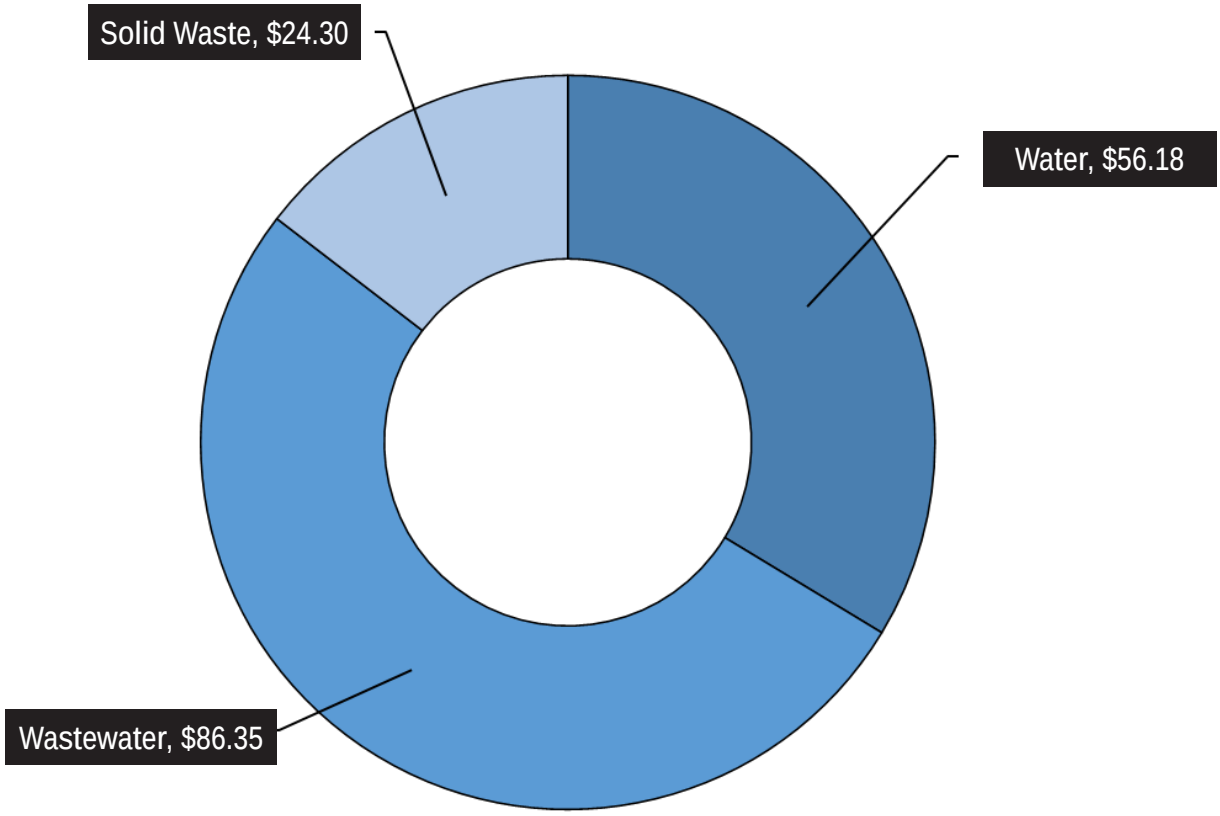
2021 Utility Rates (Water, Wastewater, and Solid Waste/Curbside Services)

2021 water and wastewater consumption rates have increased by .05 cents/cubic metre.

575

	2021 Rates	2021 *Typical	2021 Increase
Water			
Base Rate	$12.83	$12.83	$0.00
Consumption	$2.89	$43.35	$0.75
Wastewater			
Base Rate	$18.40	$18.40	$0.00
Consumption	$4.53	$57.95	$0.75
Solid Waste	$24.30	$24.30	$0.00
Average Utility Bill		$166.83	$1.50

The typical* monthly bill for 2021 is $166.83 this is an increase of $1.50 from the prior year.



*typical is based on consumption of 15 cubic metres

Did you know?

The Utility rate funds the operating and capital costs for water, wastewater, storm water and solid waste. Property taxes DO NOT subsidize utilities. The Town of Olds operates its utility infrastructure on a full cost recovery model.
In a full cost recovery model all costs associated with operating and maintaining utilities (including the capital infrastructure) are funded solely through utility rates.

Operating Budget 2021 Highlights

GOVERNANCE/ADMINISTRATION

- Residential assessment down 2% on average
- Non-residential assessment down 5% on average
- Increased revenue from ATCO and Fortis Franchise fees (there has been no change to the rates - this is based on increased usage)
- 2021 Municipal Election
-
- Increased IT
- Organization wide decrease to training/conferences (33% reduction)

PROTECTIVE SERVICES

- Fire chief new Director of Protective Services
- Additional RCMP Sergeant
- Increase to stiped to now include the Deputy Director of Emergency Management
- E-ticketing equipment/software for municipal enforcement

RECREATION

-
- Tree planting set to a 1 to 1 replacement ratio
- Aquatic Centre hours will remain reduced due to COVID
- Sportsplex hours unchanged
- Reduction to special events within the Town of Olds for 2021

ECONOMIC DEVELOPMENT

- Re-distribution of funds previously contributed to Olds Institute
- New Position - Economic Development Coordinator

OPERATIONS

- Operations Centre Debenture
- Increases to insurance and utilities in relation to the Operations centre

PLANNING & DEVELOPMENT

- 4 month co-op student (Engineering/GIS).
- Planner position removed from salaries, utilize Parkland Community Planning Services

WATER

- $0.05 increase to consumption rate as a result of an increase in rates to purchase water from Commission

WASTEWATER

- $0.05 increase to consumption rate as a result of an increase in rates to discharge from wastewater from Commission

SOLID WASTE

- Solid waste monthly rates remain the same
- Decrease to rate for a second black bin, down to $10/month
- Increased costs to compost hauling fees
- Increases to contracted garbage collection fees
- Decrease in requisition from the commission

Did you know?

The OR Hedges Campground located in Uptowne Olds (kiddy corner to Centennial Park and across from the Olds Regional Exhibition grounds) is maintained and run by the Olds Lions Club.

Lease payments are paid to the Town of Olds annually based on revenues received by the Olds Lions Club.

Protective Services

The Town of Olds will see the creation of a Protective Services department in 2021. The Fire Chief will take on further responsibilities as the Director of Protective Services. This change has been made possible by the creation of the Fire Services Master Plan in 2019 and from that master plan, the addition of a Deputy Fire Chief position in 2020. The following areas will be place under the Protective Services department:

Fire

prevention inspections along with public education activities have been added to widen the scope of the Olds Fire Department.

The organizational change is being addressed to make advancements to a rapidly changing environment and to relocate responsibilities that better align to the Town's Strategic Plan. All of these changes will assist the Town of Olds in being proactive with community safety and prepared for the challenges that will result in a growing community.

Municipal Enforcement

Municipal Enforcement has continued to provide exceptional service during the pandemic, and will continue to be a community presence in 2021.
and to ensure that municipal bylaws and select Provincial Acts (as appointed) are followed keeping our Town safe, vibrant and responsible.
of the Great Neighbours program.

Liaison with RCMP

RCMP

s

approval of a new Sergeant position.
enhancement for the detachment as the duties of this position include scheduling, training and operational matter ectively as supervisors and investigators.

Emergency Management

A recent re allocation of an existing 50% FTE administrative position will serve to maintain a high degree of emergency preparedness, provincial compliance, and operational readiness. This initiative is the cornerstone to ensure Olds continues to have the foundational blocks for Emergency Management in place. The recent

and elegance of its capabilities, and the need to maintain continued orientation to a broad audience. Continued dedication and collaboration with this sector of the protective services umbrella has remained steadfast.

Did you know?

Small incremental investments into the accredited provincial training

area to continuously learn, train and enhance their skills to keep the community safe!

The investment in this facility comes as part of the Town of Olds' commitment to provide exceptional public safety to its residents and neighbors and supplements the existing facility which has been previously funded through donations, grants, and partnerships made Association.

Economic Development & Tourism

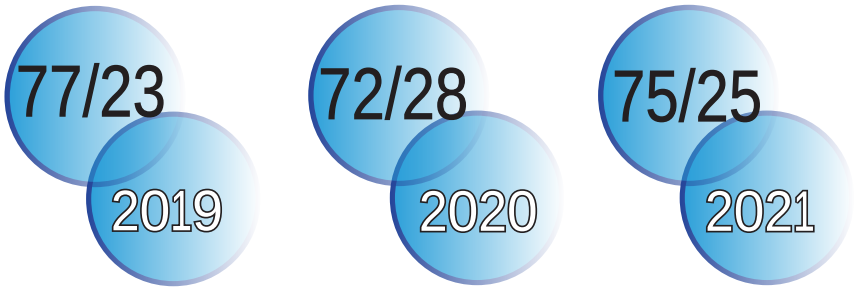
In 2019 the Town created an Economic Development Secretariat. This committee was created to provide local perspective and guidance on economic development initiatives. A Business Committee was struck and they had just begun working when the pandemic came to light.
quick action from the Secretariat. A Task Force on Business Recovery was formed to assist local businesses.

In 2020, a new policy and strategy was developed in regards to Tourism, this focus was aimed at getting more events, visitor stays and improving the visitor experience. The Town also re-evaluated its role with Olds Institute and has decided to take a lead role in Tourism and working with other municipalities and agencies to utilize the limited funds available for this subject area.

In 2021, the Town will begin the process to hire an Economic Development Coordinator, responsible to lead economic development and tourism.

Under the Secretariat, the Town is excited to form a Business Retention, Investment and Expansion (BRIE) committee to foster a positive business environment in Town. Moving forward a committee with a focus on Tourism will be created, with plans for a Visitor Information Centre in the years 2022/2023.

While the split between Residential and Non-Residential assessment has shifted to a more favourable balance over the last couple of years. In 2021 we are estimating a larger decrease in assessment to Non-residential of 5% as opposed to the decrease in Residential of 2% this will shift the assessment split to an estimated 75% Residential and 25% Non-Residential.



Did you know?

Olds Rocks! Highway 27 Sculpture Pathway, exhibiting Bergen Rocks sculptures. Bergen Rocks originated from the International Sculpture Symposia which was held throughout the summers of 2008 and 2010. Sculptors from around the world came to stay and create sculptures at Morton Burke's farm west of Olds. Through the Destination Olds Collective Fund, which was created to focus on tourism related initiatives, the Town of Olds purchased 3 of the sculptures currently on display and has leased the other 7 extending the vibrant art culture of the Olds community

visitors to enjoy.

Capital Budget 2021 Highlights

GOVERNANCE/ADMINISTRATION
- Administration building windows (upper)

PROTECTIVE SERVICES
- Fire Inspector Vehicle
- Fire Training Facility Upgrades
- E-ticketing Equipment

RECREATION
- Aquatic Centre upgrades
  - Paint walls of deck and lobby
  - Replace sinks/vanities
  - Building Signage
  - Refurbish front counter
- Sportsplex upgrades
  - Main area sound upgrade
  - Additional Cameras
  - Motor Edger
  - Floor Scrubber
- Tobogan Hill
- Trail Network Maintenance
- W
- TRIAX Impact Testing System
- Continuation of Ball Diamond Upgrades at OR Hedges
- Air Conditioning Unit (Evergreen Centre)

PLANNING & DEVELOPMENT
- Large Document Scanner

OPERATIONS
- 68 Street Intersection
- 70 Avenue Intersection Improvements

WATER
- Water Infrastructure Study
- Slide-in Truck Service Body

WASTEWATER
- Wastewater Infrastructure Study
- Sanitary Relining Program ‘continuation’

Did you know?

The Town of Olds has an extensive trail system! The Olds trail system consists of more than 20 kilometers of both paved and unpaved trails, winding through parks and natural areas. $100,000 - 150,000 is allocated annually for trail network maintenance.

ball diamonds, and 16 playgrounds with over 300 acres of greenspace.

Operations Centre

The operations and maintenance facility began in 2018 with the demolition and soil remediation of the former wastewater treatment facility. Once reclamation was completed, the construction of the operations and maintenance facility started.

The new facility consists of 5 main parts: Administration, Bay 1 heated work shop, Bay 2 cold storage, Bay 3 cold The building is built to allow for growth within the existing building footprint without the need to expand for the foreseeable future. This includes additional space in the administration

bays. By moving into this facility

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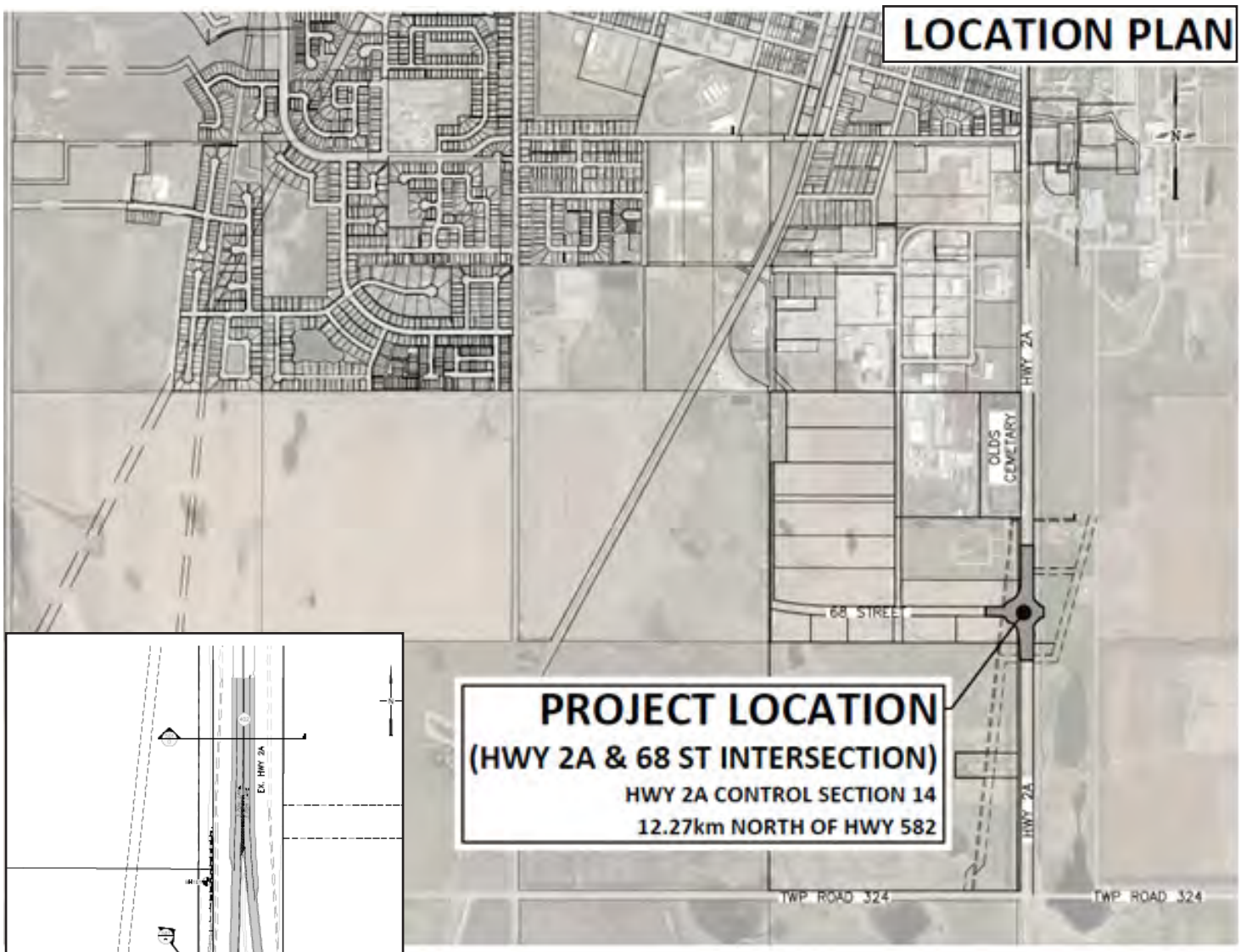
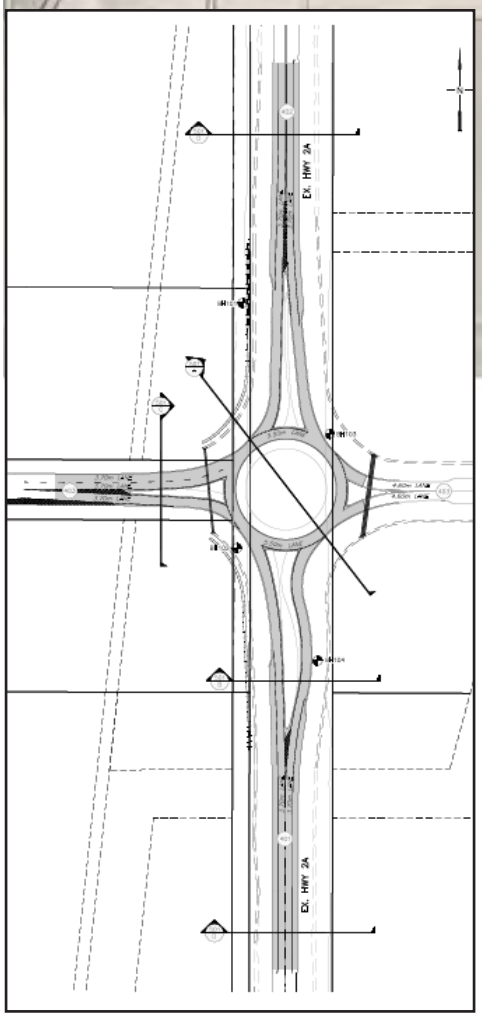
2018 - Prior to reclamation

2020 - Operations Centre footprint

2021 Capital Project
68 Street Intersection





The Town of Olds has been successful in receiving a $3 million dollar Strategic Transportation Infrastructure Program grant from the Alberta Government. This is cost-shared funding 50 per cent provincial/50 per cent municipal. A new roundabout intersection will be installed on Highway 2A to provide secondary access into the Southeast Industrial Park, as well as to allow

The Town has focused on safety and a roundabout in this location wil
volumes at both 54 Street and 57 Street intersections, and provide direct access to the south east industrial lands allowing for additional future development.
A T Assessment (TIA) was completed in 2017 that analyzed the SE Industrial Park and nearby intersections on 2A. This TIA shows that signalization is not required for other intersections such as 54 & 57 Street in the foreseeable future, however, requires that this roundabout be constructed to allow for future growth in this area of town.
Alberta T
circles as priority unless it is not possible for reasons such as land constraints
A feasibility study was completed on 68 Street and it was determined a round-about is the best option.

70 Avenue & Highway 27 Intersection Improvements

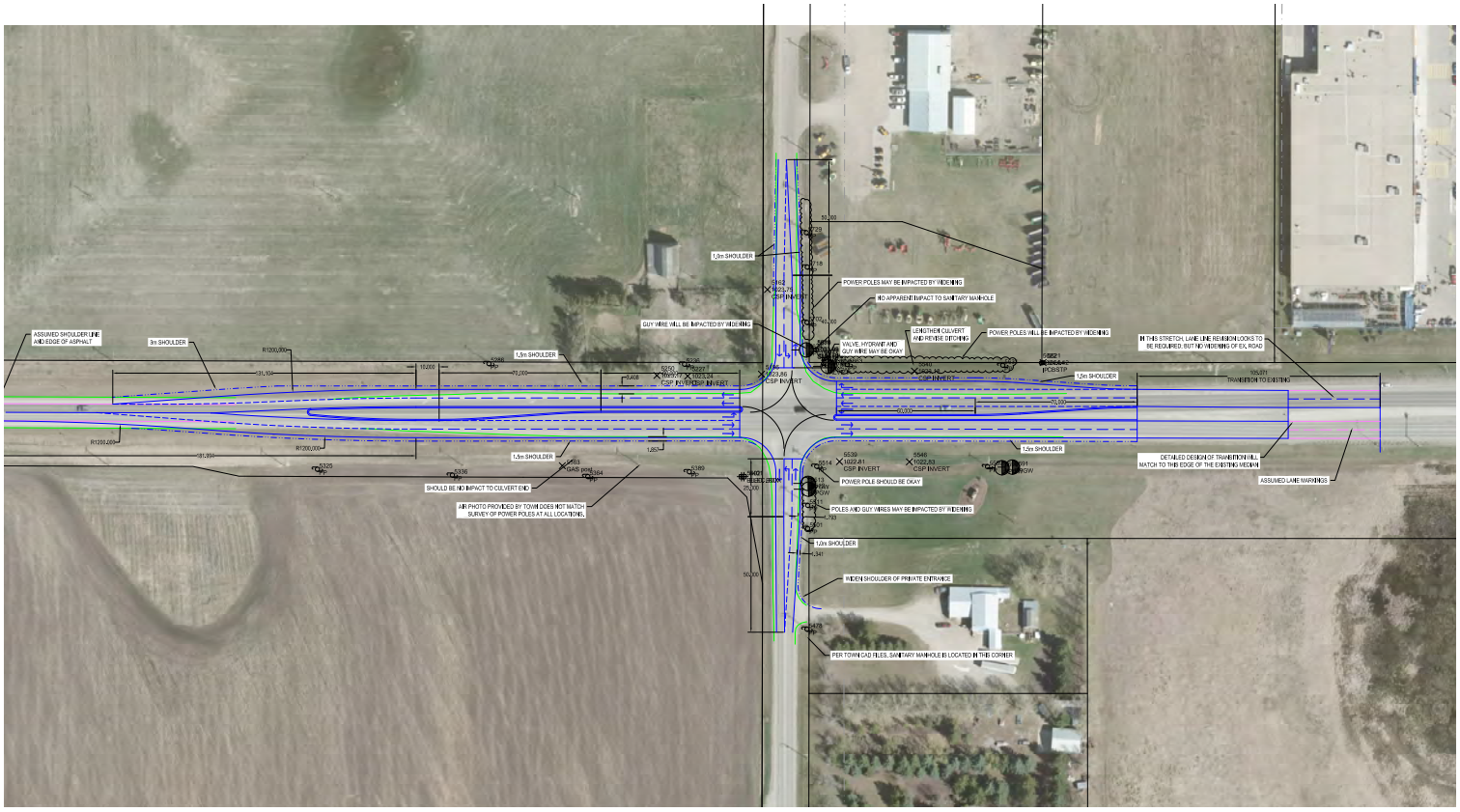
The Town of Olds received a Municipal Stimulus Program (MSP) grant in the amount of $1.09 million through the intersection of 70 Avenue and Highway 27.

The Town had originally planned completion of this intersection within the next year or two, but is able to expedite the project with the availability of the MSP grant. The Alberta Government announced MSP grants would be awarded to municipalities as a means to create jobs and help our economy recover.

The project had to be shovel ready, and, if selected for grant funding, it had to be a project that would not have taken place in 2020/2021 without this funding. The grant allocation of $1.09 million does not have to be cost-shared with the municipality.

A T Impact Assessment (TIA) was completed in 2017 for the NW corner of Town which includes Cornerstone, Rotary Athletic Park of Olds, Westview, and West Towne Developments. Avenue and These signals

the athletic park.



Wayfinding Signage Project

Around town you may have noticed the bold new W
2020. 11 signs were strategically placed to:

- Improve Tourism
- Showcase Amenities at a glance for those passing through
-
- Showcase the OLDS brand

Town. The focus in 2021 will be on installing signage along Highways 27 and 2A, along with a Civic

Did you know?

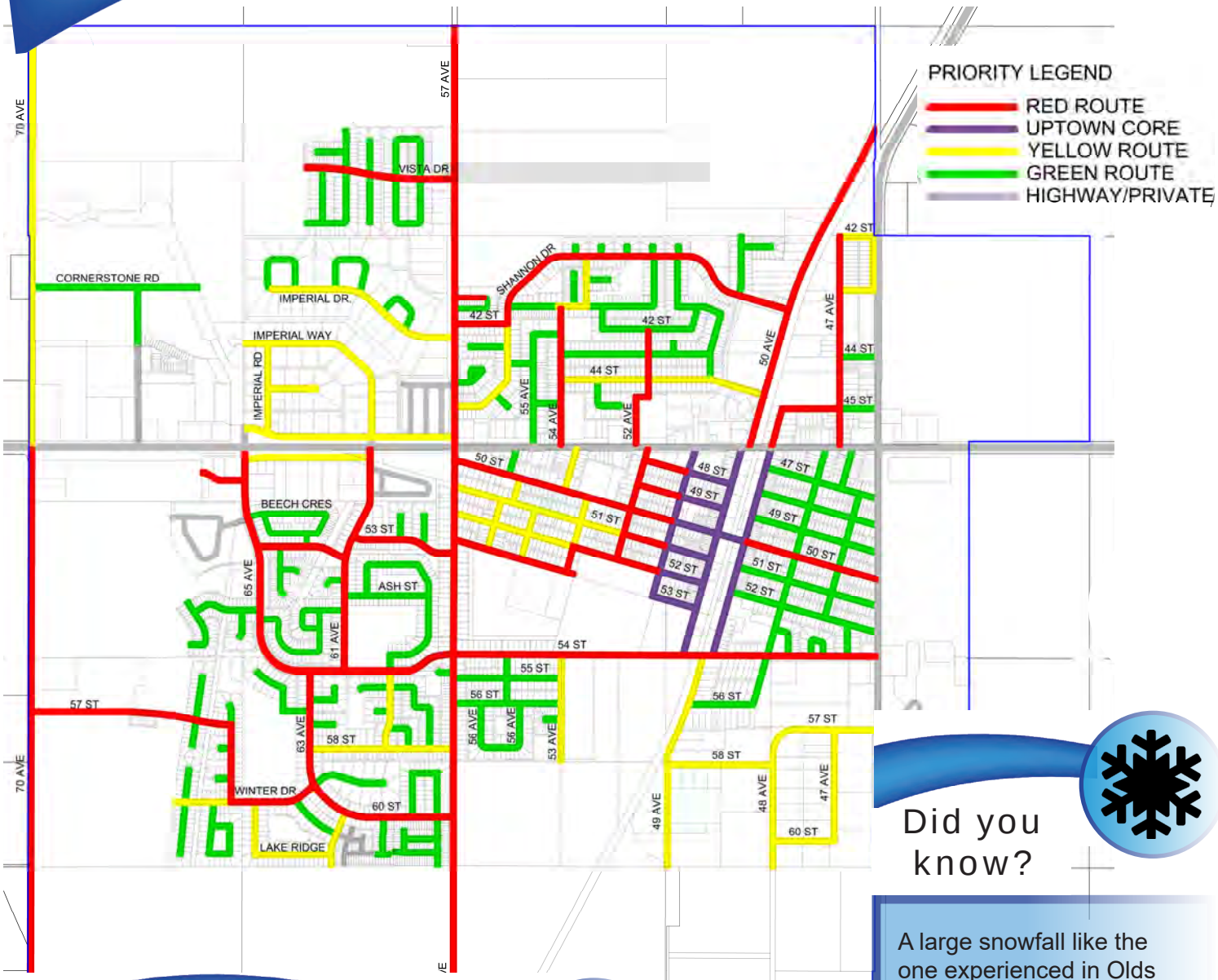
In 2020 the Town of Olds received a grant from the provincial government to complete a Mountain View Regional Parks, Recreation and Culture Master Plan. This Parks, Recreation and Culture master plan which will be complete in 2021 will serve as a guide, helping municipal and community leaders alike to make informed decisions about the future of parks, recreation and cultural facilities, programs and service development within the Mountain View County region.

Did you know?

The Town of Olds has a 16 acre fully fenced and

park!
The park is located west of town on Highway 27 just past 70 Avenue. (Open from dawn to dusk daily.)

Winter Road Plowing Priority Map



Did you know?

A large snowfall like the one experienced in Olds on December 22, 2020 costs approximately $110,000 and takes over two weeks for crews to clear every route.

Did you know?

during storms.

, Fire, Ambulance, Utility company personnel, and school busses requiring clear routes through town and to highways have safe access.

Secondary (yellow) routes follow with (green) residential areas being the LAST to be plowed for the above reasons.

Town of OLDS