



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday, June 20, 2023 at 7:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
 - a) 2023.05.16
4. DELEGATION
 - a) RCMP Quarterly Update - SGT Wright
 - b) Chief Mountain Solid Waste – Marion Carlson
 - c) RRPSSC – Peace Officer Services
 - d) Hill Spring Seniors – Request for Funding
5. BUSINESS ARISING FROM THE MINUTES
 - a)
6. FINANCIAL REPORTS:
 - a) Cheque Listing for June 2023
7. ITEMS FOR DISCUSSION:
 - a) Land Use Bylaw Summary Update – ORRSC
 - b) Transalta Riplinger Project Letter from Hill Spring
 - c) AND Villages Regional Solution for Housing Supply Working Group
 - d)
 - e)
8. ADMINISTRATORS & COUNCIL REPORTS:
 - a) Admin Report

9. CORRESPONDENCE:

- a) AlbertaSW Regional AND report on Housing
- b) CCES May 4 2023 Minutes
- c) CMRSWSC April 23 2023 Minutes
- d) CMRSWSC Mar 23 2023 Minutes
- e) ORRSC Regional Services 202 Annual Report
- f) ORRSC June 1, 2023 Board Meeting
- g) Alberta Municipalities Fall Convention

10. CLOSED MEETING: if needed or when required by council per FOIP Act Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act (Municipal Government Act, Section 197)*

11. ADJOURNMENT:

DRAFT

VILLAGE OF HILL SPRING

May 16, 2023

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on May 16, 2023 commencing at 7:00 p.m.

In attendance: Mayor Davis, and Councillors Barfuss, Christensen, and French.

Officials: CAO Greg Robinson.

Absent: Councillor Nish.

Public:

CALLED TO ORDER

Mayor Davis called the **Regular** Council Meeting to Order at 7:03 p.m.

ADOPTION OF THE AGENDA

2023.05.063

Discussion item "Janet Edwards Retirement" was added to the agenda by Councillor French, and discussion item "Trailer" was added to the agenda by Mayor Davis.

Councillor Christensen **MOVED** to accept the agenda as amended.

Carried

ADOPTION OF MINUTES

2023.04.18 REGULAR
COUNCIL MEETING
MINUTES
2023.05.064

Councillor French **MOVED** that the 2023.04.18 regular council meeting minutes be approved as presented.

Carried

DELEGATIONS

None.

BUSINESS ARISING FROM MINUTES

None.

FINANCIAL REPORTS

CHEQUE LISTING FOR
APRIL 2023
2023.05.065

Councillor French **MOVED** to accept the cheque listing for April 2023.

Carried

BUSINESS ITEMS FOR DISCUSSION

TAX RATE BYLAW

2023.05.066

Mayor Davis **MOVED** that Bylaw # 2023-315: 2023 Tax Rate Bylaw be given first reading.

Carried

2023.05.067

Councillor Barfuss **MOVED** that Bylaw # 2023-315: 2023 Tax Rate Bylaw be given second reading.

Carried

2023.05.068

Mayor Davis **MOVED** to proceed to third reading of Bylaw #2023-315.

Carried Unanimously

2023.05.069

Councillor French **MOVED** that Bylaw #2023-315 Tax Rate Bylaw be given third reading.

Carried

2023 VIABILITY REVIEW
#6 – FINAL SUBMISSION
2023.05.070

Councillor Barfuss **MOVED** to approve the final submission of the 2023 Viability Review.

Carried

JANET EDWARDS
RETIREMENT

Council discussed and acknowledged the Retirement of previous CAO Janet Edwards.

TRAILER
2023.05.071

Mayor Davis **MOVED** that the Village's trailer be sold at market price.

Carried

**ADMINISTRATOR AND
COUNCIL REPORTS AND
CORRESPONDANCE**
2023.05.072

Councilor Barfuss **MOVED** to accept all reports and correspondence as information.

Carried

ADJOURNMENT
2023.05.073

Councillor Barfuss **MOVED** to adjourn the May 16, 2023 Council Meeting at 7:46pm.

Carried

Mayor Dwight Davis

CAO Greg Robinson

Council Meeting

Marian Carlson <chiefmountainsolidwaste@gmail.com>

Fri 5/26/2023 12:08 PM

To: CAO <cao@hillspring.ca>

Good morning Greg

I would like to set up a time to present the Chief Mountain Solid Waste Services Commission Strategic Plan to your Council. Would it be possible to come to your June 20th meeting as a delegation?

Marian Carlson

SEO

Chief Mountain Regional Solid Waste Services Commission

Email: chiefmountainsolidwaste@gmail.com

Phone: (403) 625-0201

Chief Mountain Regional Solid Waste Services Commission
STRATEGIC PLAN
2023-2026

THE PROCESS

- **Pre-Session Questionnaire**
- **2 Day Facilitated Session**

Chief Mountain Regional Solid Waste Services Commission
STRATEGIC PLAN
2023-2026

GUIDING PRINCIPLES

VISION STATEMENT

“Our vision is to create a cleaner, healthier, and more sustainable future for our region by becoming a leading waste management commission that provides innovative and effective solutions for reducing waste, promoting recycling, and preserving our environment. We are committed to working collaboratively with our communities, businesses, and partners to minimize waste generation.”

Chief Mountain Regional Solid Waste Services Commission
STRATEGIC PLAN
2023-2026

GUIDING PRINCIPLES

MISSION STATEMENT

“Our mission is to promote and facilitate cost effective, sustainable waste management practices in our region, with a focus on reducing waste, promoting recycling, and protecting the environment.”

Chief Mountain Regional Solid Waste Services Commission

STRATEGIC PLAN

2023-2026

GUIDING PRINCIPLES

VALUES

| |
|----------------------|
| EFFICIENT |
| ACCOUNTABLE |
| COST SENSITIVE |
| SOLUTIONS FOCUSED |
| SOCIALLY RESPONSIBLE |

Chief Mountain Regional Solid Waste Services Commission
STRATEGIC PLAN
2023-2026

GOAL THEMES

RECYCLING

Purpose: Increase the lifespan of the landfill

Chief Mountain Regional Solid Waste Services Commission
STRATEGIC PLAN
2023-2026

GOAL THEMES

ASSUME TRANSFER STATIONS

Purpose: Ensure consistency of service delivery.

Streamline processes with clearly defined roles and responsibilities between the Commission and Communities.

Chief Mountain Regional Solid Waste Services Commission
STRATEGIC PLAN
2023-2026

GOAL THEMES

ASSET IDENTIFICATION AND OPTIMIZATION

Purpose: To determine “superstation” feasibility.

Strategic replacement and investment.

Chief Mountain Regional Solid Waste Services Commission
STRATEGIC PLAN
2023-2026

GOAL THEMES

EDUCATE MUNICIPALITIES

**Purpose: Communicate the value proposition of the
Commission.**

Chief Mountain Regional Solid Waste Services Commission

STRATEGIC PLAN

2023-2026

THANK YOU

QUESTIONS?

RIDGE REGIONAL PUBLIC SAFETY SERVICES COMMISSION

Village of Hill Springs



- ▶ RRPSSC currently offers full Peace Officer services at a regional level to provide enhanced patrol coverage and bylaw enforcement more efficiently than municipalities can provide on their own.
- ▶ RRPSSC Peace Officers are overseen and managed by the RRPPSC Board.



RRPSS COMMISSION BOARD

- FORMED INTO A REGIONAL COMMISSION IN 2020 (1st in AB)
- IS THE AUTHORIZED EMPLOYER OF RRPSSC OFFICERS
- **CONSISTS OF ELECTED OFFICIALS**
- OVERSEES THE RRPSSC
- **ESTABLISHES BUDGET, ORGANIZATIONAL POLICIES & PROCEDURES**
- MEETS QUARTERLY OR REQUIRED
- **EACH MEMBER HAS AN EQUAL VOTE AND SETS THEIR OWN EDUCATION OR ENFORCEMENT PRIORITIES.**


CPO REGIONAL BENEFITS

- SGT CPO OVERSEES/MANAGES DAY TO DAY OPERATIONS
 - SETS SCHEDULE, ADMIN, AND SUPERVISION
 - COMPLETES ALL REPORTING REQUIREMENTS TO THE SOLICITOR GENERAL
 - ONE ADMIN/OPERATIONAL REPORTING STRUCTURE
 - FREES UP TOWN/COUNTY OFFICIALS FROM ADMIN OVERSIGHT
 - CONSISTENT FUNDING/MONTHLY REQUISITIONS/BUDGETING
 - OPERATES OUT OF THE RAYMOND RCMP DETACHMENT
 - COSTS SHARED ACROSS ENTIRE REGION
 - REDUCED ADMINISTRATION, TRAINING & OPERATIONAL COSTS
- 

CPO REGIONAL BENEFITS - CONTINUED

- **7-DAY COVERAGE (FLEXIBLE HOURS)**
 - ON CALL, AFTER HOUR RESPONSE
 - **FULL PEACE OFFICER SERVICES – PROVINCIAL/MUNICIPAL ENFORCEMENT**
 - UNSIGHTLY PREMISES, ANIMAL CONTROL, TRAFFIC EDUCATION ETC.
 - **CAN PROVIDE SCHOOL RESOURCE/COMMUNITY EDUCATION**
 - INCREASED UNIFORMED PRESENCE IN COMMUNITIES
 - **SAFER ROADS/PARKS/RECREATIONS AREAS**
 - ENHANCED ENFORCEMENT ON ROADWAYS IF REQUESTED
 - **ROADWAY INFRASTRUCTURE ENFORCEMENT**
- 

OPTIONS

- Contract with RRPSSC for a set amount of hours (negotiable)
 - Status quo per hour/per call rate (currently at \$160/hr)
 - Partner with Glenwwod or oher communities for shared costs ?
 - Request to Join the RRPSSC as a full member (per capita rate)
- 

QUESTIONS/COMMENTS ?



Village Of Hill Spring

Cheque Listing For Council

| Cheque | | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|------------|--|--|--|----------------------------|---------------|
| Cheque # | Date | | | | | |
| 20230117 | 2023-06-05 | RICKS AUTOMOTIVE | 88719 | PAYMENT REPAIR TRUCK | 1,418.44 | 1,418.44 |
| 20230118 | 2023-06-12 | 1218420 ALBERTA LTD. | 5325 | PAYMENT 2023 BACKUPS | 756.00 | 756.00 |
| 20230119 | 2023-06-12 | ABSA | 20231666 | PAYMENT BOILER | 54.80 | 54.80 |
| 20230120 | 2023-06-12 | ACTI-ZYME PRODUCTS LTD | 121989 | PAYMENT SEWER CHEMICALS | 2,350.43 | 2,350.43 |
| 20230121 | 2023-06-12 | ALBERTA MUNICIPAL SERVICES CORPORATION | 23-1047974 | PAYMENT POWER & GAS | 156.48 | 156.48 |
| 20230122 | 2023-06-12 | ALBERTA MUNICIPALITIES | 20230232 | PAYMENT MEMBERSHIP FEE | 1,116.63 | 1,116.63 |
| 20230123 | 2023-06-12 | CANOE PROCUREMENT GROUP OF CANADA, A DIV C | ab163409 | PAYMENT ADMIN SUPPLIES | 252.39 | 252.39 |
| 20230124 | 2023-06-12 | CARDSTON COUNTY | 22734 22735 | PAYMENT DEM CONTRACT WATER OP FEES | 66.70 2,666.67 | 2,733.37 |
| 20230125 | 2023-06-12 | DAVIS, DWIGHT | 2023-FLOWERS APRIL 2023 MAY 2023 | PAYMENT FLOWERS TRAVEL TRAVEL | 289.56 214.88 212.16 | 716.60 |
| 20230126 | 2023-06-12 | FIDO | 2612579126 | PAYMENT PHONE | 121.38 | 121.38 |
| 20230127 | 2023-06-12 | JOHN DEERE FINANCIAL INC. | 780229 780230 | PAYMENT EQUIP REPAIRS REPAIR EQUIP | 135.15 1,211.68 | 1,346.83 |
| 20230128 | 2023-06-12 | MICRO AGE | 22893 22960 | PAYMENT COMPUTER REPAIR OFFICE 365 | 65.63 79.80 | 145.43 |
| 20230129 | 2023-06-12 | MPE ENGINEERING LTD. | 1464-00-00-21 | PAYMENT WTP OPERATIONAL | 768.60 | 768.60 |
| 20230130 | 2023-06-12 | RECEIVER GENERAL | 62040 62041 | PAYMENT PAYROLL DEDUCTIONS MAY PAYROLL DECUTIONS | 1,546.00 101.79 | 1,647.79 |
| 20230131 | 2023-06-12 | SILVER AUTOMOTIVE | 23577910 | PAYMENT FLOOR DRY | 21.36 | 21.36 |
| 20230132 | 2023-06-12 | SOUTHERN IRRIGATION | 515938 | PAYMENT UNION VALVES | 329.95 | 329.95 |
| 20230133 | 2023-06-12 | SPRING GLEN PARK | 3-r-0005 | PAYMENT ANNUAL REQUISITION | 1,500.00 | 1,500.00 |
| 20230134 | 2023-06-12 | TOWN OF RAYMOND | 20230225 | PAYMENT CAO & ADMIN CONTRACT, TRAVEL (| 8,754.42 | 8,754.42 |
| 20230135 | 2023-06-12 | VILLAGE OF GLENWOOD | 20230056 | PAYMENT SHREDDING | 23.50 | 23.50 |
| 20230136 | 2023-06-12 | WORKERS COMPENSATION BOARD | 26402730 | PAYMENT WCB | 7.69 | 7.69 |
| 20230137 | 2023-06-12 | XPLORE | 47641849 48064816 | PAYMENT INTERNET INTERNET | 101.83 103.87 | 205.70 |

Village Of Hill Spring

Cheque Listing For Council

| Cheque | | | | | | Invoice | Cheque |
|----------|------|-------------|--|-----------|---------------------|---------|--------|
| Cheque # | Date | Vendor Name | | Invoice # | Invoice Description | Amount | Amount |

Total 24,427.79

*** End of Report ***

Summary of Public Consultation

VILLAGE OF HILLSPRING DRAFT LAND USE BYLAW 2023

| JUNE 2023

Village of Hill Spring

Draft Land Use Bylaw Open House Summary

Summary

On May 16, 2023, an Open House for the Draft Land Use Bylaw was held in the Village of Hill Spring Community Centre to allow the residents and stakeholders an opportunity to engage with and ask questions to council and ORSSC staff. The Open House was attended by seven people (signed-in), which represents 3.4% of the municipality's population of 207 residents.

Discussions at the open house were engaging and participants were generally concerned with proposed land use district changes Main Street (Highway 800). Residents stated they were worried about protecting commercial land use opportunities and were generally not in favour of land use changes without direct landowner input.

Following the open house, attendees were encouraged to take comment sheets as a means of submitting concerns and questions. In total, seven responses were received and were focused on the following:

- Land use redesignation on Main Street (4/7),
- Shipping containers on residential lands (2/7), and
- Solar collection (1/7).

Regarding land use district changes, several respondents indicated they would like to see landowners have more autonomy over how they choose to use the land. Concerns regarding costs and lost-potential land value because of land use changes were a reoccurring concern in multiple comments.

Two comments were received that expressed concern for the allowance of shipping containers in residential districts. The commenters on shipping container permitting were primarily concerned with whether they would have a say in the permitting of shipping containers on adjacent residential properties.

Further, there was a single suggestion made towards how free-standing solar collectors are classified in the land use bylaw.

Discussion of Concerns Raised

Changes to Land Use Districts:

Several comments were received regarding the removal of the Residential / Commercial zoning which is currently applied to parcels along Main Street (Highway 800). The current development is a mix of dwellings, commercial uses and vacant lots. The draft Land Use Bylaw proposed to reduce the Land Use Districts back to traditional districts in which residential and commercial uses would be separated in the area based on the current use of the land and the potential for commercial or residential development for vacant lots.

Advantages:

- The existing use of the property would be reflected in the zoning of the land.
- The draft Land Use Bylaw proposed to increase the potential for home occupations within the Village in the Residential district which allowed for an increase in small scale business/cottage industry.

Disadvantages:

- Parcels with Highway access would be required to rezone from the residential district to a commercial district to allow the development of a more intense commercial use than would be considered a Home Occupation 1 or 2. This comes with an extra cost to the applicant for certain uses including restaurants, automotive related uses, etc.

Options for Council to consider:

Option 1: **Move forward** with the proposed changes to the Draft Land Use Bylaw if it is determined that the changes accommodate a range of home based and cottage industry opportunities for residents with the Village. In addition, Council could review the redesignation application fee to perhaps have different fees for parcels proposed for commercial uses versus residential uses.

Option 2: **Additional direct consultation** with affected landowners along Main Street could be undertaken by Council to further investigate the future impacts or opportunities. The comments suggest that the residents at the open house feel that the proposed amendments are detrimental but there may be a lack of input from those landowners directly affected. This consultation could take the form of a direct invitation to a meeting with the council and administration to further discuss and get input on this specific issue prior to making a decision on the changes to the land use districts.

Shipping Containers:

Two comments were received that expressed concern for the allowance of shipping containers in residential districts. The proposed draft bylaw includes shipping containers in all land use districts as a discretionary use and has included specific criteria for the appearance and location of new development. As a discretionary use, adjacent landowners would be notified of an application for the installation of a shipping container and would have the ability to appeal any approval or conditions attached to an approval that was issued.

Option 1: **Move forward** with the proposed changes to the Draft Land Use Bylaw regarding shipping containers. There are new criteria for the approval of shipping containers and those will ensure an elevated level of development in terms of placement and appearances.

Option 2: **Council could review the potential impacts** of the use and determine if the use should remain in each of the land use districts. Consideration for additional criteria for the placement of shipping containers in residential districts could be reviewed to mitigate the concerns raised.

Free-Standing Solar Panels:

There was a single suggestion made towards including free-standing solar as an accessory use and subject to the height, setback, coverage, and placement. The current draft includes that free-standing solar panels are classified as accessory use and processed subject to the applicable land use district and a height restriction of 6 feet.

- Option 1: **Increase the height of free-standing solar panels** and racks from the current 6 feet to 8 feet (or another height approved by Council), but not to the same height allowed for accessory structures in specific land use districts. Industry standards have seen the increased height of free – standing solar in accommodate the size and technology of newer panels so the 6 feet standard may not be reasonable or feasible. The suggestion of the panels being treated the same as a garage or shop would see a panel potentially 16 to 22 ft high in residential districts which may not be compatible with residential use.

All Comments received through the Open House Process

Comment 1

I live at [REDACTED] in Hill Spring and I have just learned about proposed changes that potentially could affect my property. I honestly do not know for sure if my property is zoned commercial/residential or just residential but given the location I believe it's safe to assume is both commercial and residential. I object to it changing in any way. This could affect me in the future, and I dispute this proposal. Please note my objection to this proposal of making it residential only. It needs to stay as commercial and residential. With the shop I have in my back yard it would be very easy to conduct business from it and the opportunity must not be taken away from me now or in the future. This includes future owner's should the property transfer ownership.

Comment 2

A question has come up relating to the draft LUB and proposed rezoning that I hope you can answer for me. If I were a property owner on Main Street, currently having a C1 or C2 designation, which under the new proposal would be rezoned to R1, supposing next year I wanted to apply for rezoning back to C1, how much would this cost me?

Comment 3

Thank you for hosting the open house in Hill Spring about the draft LUB. I think if more people had known about it, attendance would have been higher.

I object to the proposed rezoning of some main street properties from C1 and C2 to R1. This change will remove options for these property owners who may, at some point in the future, wish to open a business. The rezoning back to commercial would cost them money. This change could potentially also discourage future buyers. Many of those properties have large quonsets which would be ideal for various types of enterprise. If Hill Spring is to survive, retail development should be encouraged, not discouraged.

Question: What is the reasoning behind this proposed change? If it is purely to reduce the number of land designations and simplify the bylaw, that, to me, is not a valid reason.

Comment 4

The Village of Hill Spring should be developed as a quaint village that would attract people that would like to have or build a nice home with residential surroundings and a natural setting.

Shipping containers do not fit into any of these categories and should not be allowed. They are an eye sore to most people, but some have said they are okay. I have never not even once heard someone say "yay, the neighbours are getting a shipping container".

The beauty of my surroundings shouldn't be compromised because of the short comings of my neighbour's ability to construct or purchase an appropriate space for their belongings

A shipping container is not a building and should not be referred to as one.

If this bylaw is passed then:

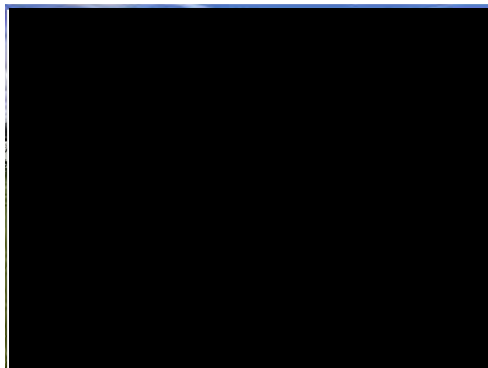
- 9.4 - 9.9

The word "may" should be replaced with "must" to avoid any misunderstanding or favours being done by corrupt officials for the applicants.

[REDACTED] “.

[REDACTED]

[REDACTED]



Comment 5

The idea of rezoning Main Street to residential will negatively impact the affected properties and the people that own them. It will also limit the growth and prosperity of Hill Spring in general. Main Street should be allowed to grow and attract tourists via shops of various interests.

Comment 6

I have another concern after reviewing the draft LUB for Hill Spring. It is related to Section 9 of Schedule 5, Shipping Containers.

Even with the stipulations listed in sections 9.1-9.9 for permanent shipping containers, I don't believe that they belong in residential areas on a permanent basis as they detract from the natural beauty of the village.

If they are allowed, would neighbours be notified of these applications? Would they have a say in placement etc? Will the village enforce the bylaw if there is a complaint?

Section 9.4 refers to the possibility of multiple shipping containers on one lot. One is bad enough, more would be worse.

I do not object to the temporary placement of these as proposed in section 9.10 but believe a specific time period should be stipulated e.g. one year from date of issuance of development permit would be reasonable (could be attached as part of the development permit).

Comment 7

I have the following suggested change to Schedule 5, Section 2, Subsection 2.2:

A free-standing solar collector or a solar collector mounted to any structure other than a roof or wall of a building shall be classified as an accessory use and processed subject to the applicable land use district, including the height, setback, coverage, and placement requirements specified for accessory buildings and structures.

I think this change might simplify administration of these types of developments.



June 16, 2023

Alberta Utilities Commission
1400, 600 Third Avenue S.W.
Calgary, AB T2P 0G5

CC: County of Cardston

RE: RIPLINGER, TRANSALTA WIND PROJECT

To whom it may concern:

On March 21, 2023 the Village of Hill Spring passed a motion at its regular council meeting which resulted in a approve decision of Council to voice opposition to the Riplinger Wind Project that has been applied for in the County of Cardston.

Village Council is open and receptive to projects that in turn benefit the environment and our community. Residents have been frustrated at the lack of initial communication provided by TransAlta, and the continued failure by the company to address the communities ongoing concerns.

The majority of the community residents have come forward to Council and expressed concerns relating to the project. Some of which include the following:

- Transmission lines – Never at any point has TransAlta communicated where the transmission lines will be located.
- Watershed – There are concerns related to the Villages Aquifers. How may the project impact the Villages Water supply?
- Environmental – the proposed project area would impact the migratory pattern of many key wildlife in the area. Also residents are concerned with lack of environmental impact assessments and details.
- Light Pollution – Residents at concerned with the beacons

Please contact the Village Office with questions, to discuss your timeline for repairs and to update your contact information of record.

Sincerely,

Dwight Davis
Mayor
Village of Hill Spring

Village of Hill Spring
PO Box 40, 11 East 2^{1d} Avenue South Hill Spring, AB ToK 1Eo

Mailed 2023.06.21

403-626-3876 (T)
403-626-2333 (F)
office@hillspring.ca

Bev Thornton <bev@albertasouthwest.com>

Sent: Friday, June 16, 2023 7:34 AM

To:

Good morning!

Further to a few questions we have received...

- this is NOT a commitment to any specific development plan or process and
- this is NOT a commitment to any financial contribution at this point.

In offering a high-level EXAMPLE of what might be possible, there may be the perception that those details are settled.

That is NOT the case.

THIS IS A LEARNING AND RESEARCH OPPORTUNITY.

All that is asked for is:

- does the need in your community make it important to come together to understand options, research and discuss further?

** The urgency stems from potential funding that is soon to be announced, and it would be good to be ready, if needed.

These are difficult and complex processes, and we can explore and learn together!

One learning could be to better understand the risk/pressures of private builders/developers, cost parameters and options.

Hope that helps!

Karin and Eppo are copied on this note and are very willing to respond to your thoughts!

Have a good weekend and look forward to hearing from you next week!

Dear AlbertaSW members,

**** Please indicate if your community would like to be part of a *Regional Solution for Housing Supply Working Group* to help prepare an application for funding from the soon-to-be-announced Housing Accelerator Fund (HAF).**

This is a time sensitive project; when the HAF program is announced, there will be a window of only 45 days to submit, so we need to be ready as soon as possible.

In order to take advantage of the Housing Accelerator Fund ('HAF') and meet the '18 month', Dec 31st, 2024 target date for 12 new occupied homes (or modules) in each participating municipality, we are at a “**go / no go**” decision point for the *Regional Solution for Housing Supply* proposal.

This is an exciting new approach for rural communities.

We are prepared to do the “heavy lifting” to prepare the HAF applications on behalf of **each** municipality (**please see the attached proposal**).

****In order to ensure that we meet the submission deadline, we need your indication to participate no later than 21 Jun 2023 by email at karin@andvillages.ca**

If you are a **go**, please nominate your municipal lead and we will arrange the first *Regional Solution for Housing Supply* Working Group meeting (likely in Claresholm) prior to the end of the month.

We are pleased that one community is an emphatic “**go**” and **we are looking for confirmation from at least three more municipal collaborators that they are a “go” as well.** By “go”, we mean that the municipality is committed to moving forward with their *Solution for Housing Supply* project irrespective of potential federal or provincial grants.

Note that each project will be distinct, and costs will be segregated such that no municipality would be responsible to cover the costs for another municipality’s project.

A collaborative approach enables sharing ideas and plans to “help each other succeed” in a way that best fits each community.

Some notes about the proposed process:

1. The program is designed to follow the swiftest path to new housing by building new housing, making the municipality a temporary ‘owner’ of the project prior to sales.
2. Participating municipalities will immediately form a working group to inform the details required for the HAF application and Action Plan. These details will also complete the municipal readiness profiles and provide answers to any outstanding questions about design, serviced land, land use and agreements, including sourcing.
3. For the financial component:
 - The HAF can provide a grant of up to \$30,000 per door (approximately \$20,000 base plus \$10,000 for ‘missing middle’ solutions), equivalent to \$360,000 for 12 units.
 - The conceptual design-construction-build budget estimate is for total expenditures of approximately \$3.5M per project based on initial estimates for 12-unit buildings with 1000 sqft 2-bdrm units. Now, with some flexibility on the overall number and mix of units (studio, 1-2-3 bedroom), that is not expected to change the base estimate (but may result in more units).
 - Using traditional financing, this would require each municipality to contribute a maximum \$1.2M cash and borrow \$2.3M for construction financing over the timeline of the project.
 - The HAF at \$360,000 would reduce the municipal cash requirement to just over \$800,000, or a municipal cash contribution of \$70K per door to create a \$300K unit.
 - Pre-sales deposits on units could further reduce municipal construction contributions by up to 10%, depending on financing terms.
 - **Final market sales will return capital to corresponding municipality per project.**
 - We are concurrently looking to the province for grant funding as well.

Attached:

- the proposal to complete the work required to apply for the HAF funding.
- the presentation shared at last evening’s AGM for your further review and interest.

Should you wish to schedule a one-on-one meeting in the next two weeks for final exploration and discussion, please call or email as soon as possible.

Thank you again for your time and consideration,

Karin Finley, P.Eng.

CEO

AND Villages Ltd.

karin@andvillages.ca

(403) 630-9353

CAO Report

COUNCIL MEETING JUNE 20, 2023

The following report is designed to provide Council with an update on the activities and projects of the Village. The report is not intended to provide an all encompassing review of Village or CAO activities. The intent is to provide Council with a brief update on some of the more note worthy activities and events.

Administration office

With the feedback from Council and residents, I am still mulling over what changes, if any, will happen to the office hours. I will be in the office each Monday for any interactions or meetings with public or council. Office hours are still consistent as with previous times. I do feel the CAO should be made available to the public.

Website

Website has been launched and CAO & other designates still reviewing and updating information. Looking to add some features to make the site easier to navigate and use. This will be ongoing during the summer. Over summer I am hoping to update the minutes/agendas page as this area isn't laid out well.

Irrigation (Raw Water)

Irrigation is now up and running. Apologies to those who were delayed in using this great amenity. We discovered that the Irrigation shack was not re-connected to the new power poles. Thank you to Linda Merz for bringing this to my attention. Passey Electric attended the site and trenched the new power line to the shack. Fortis re-activated the site around May 22nd. Leaks were fixed and the system became operation by the end of the month. Thanks to everyone for their patience in this process.

MSI

With tax-rate bylaw submitted to the province, we will now be receiving our MSI allotment during the Provinces next payment period.

Post Office Air Conditioning

FINALLY we have completed this installation of a new air conditioning unit for the post office. The previous AC unit was flagged from Canada Post as non-compliant. We were required last year to install a new circuit and unit. Thanks to Scott Henrie for completing this installation.

Tax Notices

In May, Council passed the tax rate bylaw for 2023. At that meeting, the rate was held to the same tax rate as last year, thus no tax rate increase to the village. Overall, the assessment of the village has seen an increase of about 10%. This is not an area that the village has influence on. We have been fielding many calls on significant increases on some properties. Protocol is that the first step for residents inquiring about their assessment is to call the assessor Chris @Benchmark associates. He will walk the residents through the evaluation and update where needed. If this does not achieve the outcome the resident is looking for, then the appeal process is in place. The Village does have to pay administrative costs for each of these appeals when they arise. Estimated costs are roughly \$500-\$700 per appeal. This could have an impact on our budget if

we see a large number of appeals. Appeals are managed through ORRSC. I will keep council up to date on these appeals.

Land-Use Bylaw

I am working with Diane and the team at ORRSC on the Land-Use Bylaw report. Any information gathered by our office has been provided to ORRSC for a future report that will be provided to Council.

Summer Student

We only received on applicant for the summer student. I am awaiting required information from him to get him working.

Viability Report

After considerable work and time, this Viability Report has been officially submitted to municipal affairs. More than 150 hours of staff time has been spent on completing this task.

Dust Control

List has been sent to the County for the few residents who have asked and will pay for dust control on the road in front of their residence. This cost \$5.98 pre liner metre from the county. Each resident who elected for this service will be billed this amount once this is done. Should be done by end of June.



Regional Solution for Housing Supply

Meeting with Alberta SouthWest Regional Alliance

3 May 2023

- Re-Cap: Collective Problem & Goal
- 5 Municipal Questions
- Response Summary
- Re-Cap: Municipal Investment
- Re-Cap: 7 Step Process
- Re-Cap: 18 Months to Home Occupancy

5

Questions

7

Steps

18

Months

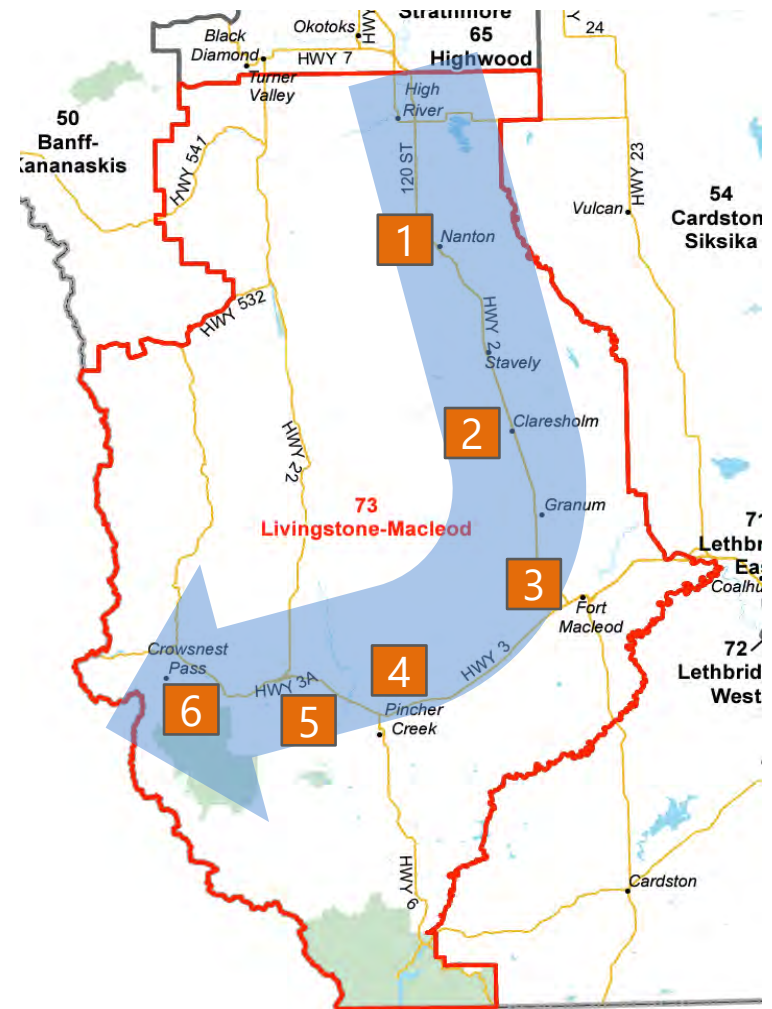
Re-Cap: Collective Problem & Goal

Identify the Problem we Aim to Solve:

- Municipalities would prefer investors, developers, and builders to buy, develop and build within planning and policy guidelines created by the municipality.
- **Investors, developers, and builders are not responding as desired.**

Collective Goal to Address the Problem(s):

- Address tertiary market status by **obtaining building capacity** through cost, labour, and supply efficiencies
- **Increase housing diversity and supply** by successively building identical 12-unit multi-family residences across the region in 2024
- A collaboration of municipalities joined to create housing solutions could **attract government investment** and be a **catalyst** for desired growth.



*map for general location purposes only

5 Municipal Questions

Bellwether to gauge readiness and focus attention on areas that need it

1

Do you need affordable and/or entry-level market housing?

- the goal is to add a form of housing within the municipality that is in short supply and will accommodate identified needs, including seniors' housing.
- multi-family is the envisioned form which includes, row, townhouse, condo and apartment styles.

2

Does the municipality have serviced land for housing?

- approximately 1-acre size is envisioned for the parcel & services within the adjacent road allowance.
- services include "Deep utilities", usually at a depth >2.5m below surface grade, including water, storm water and sanitary sewer utilities; and "shallow utilities" like power, gas, cable television and communication utilities.
- to service multi-family, deeps and shallows should be in nearby road allowance and/or ROW.

3

Does the land use zoning allow for 12 units per acre?

- aiming to identify the necessary process steps (MDP, County plan, concept plan, ASP, DP, etc.)

4

Do you have the financial capacity to invest in housing? Options may include:

- traditional financing (estimated \$1.2M cash + \$2.3M financed)
- cash (or borrowing bylaw, although we understand there are limits) or partners with cash or grants
- community Revitalization Levies (CRL) with support from the province
- other funding & grants supported by the province
- federal grants like the rapid-housing grants through CMHC

5

Are you ready to collaborate to build?

- the collaborative process will need agreement between participating municipalities
- the collective goal is to achieve more together than can be done individually

- 6 of 16 municipalities responded
- All respondents are towns or villages, representing 56% of the population in the region
- Average 5-year population growth is generally slow to stalled with one exception among respondents
- The percentage of single-family housing (of all housing units, 2021 Census) is similar among respondents, averaging about 72%
- Average age of population who reside in the responding municipalities ranges from 42 to 51 (2021 Census)
- Two respondents were very definitive
- Several “maybes” demonstrate interest

Response Summary

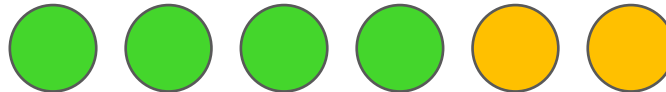
| | Q1 Need | Q2 Serviced Land | Q3 Zoning | Q4 Finance | Q5 Collaborate |
|----------------|---|---|---|---|---|
| Crowsnest Pass |  |  |  |  |  |
| Nanton |  |  |  |  |  |
| Claresholm |  |  |  |  |  |
| Fort Macleod |  |  |  |  |  |
| Pincher Creek |  |  |  |  |  |
| Cowley |  |  |  |  |  |

How do we turn a  into a  ?

1

Do you need affordable and/or entry-level market housing?

- the goal is to add a form of housing within the municipality that is in short supply and will accommodate identified needs, including seniors' housing.
- multi-family is the envisioned form which includes, row, townhouse, condo and apartment styles.



- Municipal Needs Assessments, Market Reports, or other markers define need, familiar for all municipalities.
- Apparent undersupply of smaller footprint (one- or two-bedroom) and maintenance-free units in region.
- Based on high of average of single-family homes in the region, generally found to be on larger lots based on the age of homes.

Apparent need for:

Seniors Housing

Entry-Level Housing

Affordable Housing

Other Housing

2

Does the municipality have serviced land for housing?

- approximately 1-acre size is envisioned for the parcel & services within the adjacent road allowance.
- services include "deep utilities", usually at a depth >2.5m below surface grade, including water, storm water and sanitary sewer utilities; and "shallow utilities" like power, gas, cable television and communication utilities.
- to service multi-family, deeps and shallows should be in nearby road allowance and/or ROW.



- Critical for swift timing but achievable regardless
- Project assumes Municipal responsibility to ensure the 1-acre parcel is serviced by **30 Jun 2024**.
- AND Villages can facilitate if required however this would be out of scope.

3

Does the land use zoning allow for 12 units per acre?

- aiming to identify the necessary process steps (MDP, County plan, concept plan, ASP, DP, etc.)

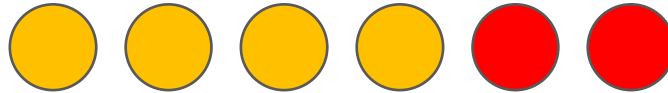


- Critical for swift timing but achievable regardless
- Project assumes Municipal responsibility to have 1-acre parcel zoned to allow for 12 units per acre by end of year **31 Dec 2023**.
- Zoning may be tied to **meeting** the identified **Need**
- AND Villages can facilitate if required however this would be out of scope.

4

Do you have the financial capacity to invest in housing? Options may include:

- traditional financing (estimated \$1.2M cash + \$2.3M financed)
- cash (or borrowing bylaw, although we understand there are limits) or partners with cash or grants
- Community Revitalization Levies (CRL) with support from the province
- other funding & grants supported by the province
- federal grants like the rapid-housing grants through CMHC

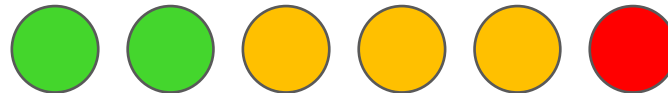


- Greatest opportunity for collaboration between municipalities: for example, to collectively entice investment from other orders of government and continue to attract further building, development and investment as a catalyst.
- The big idea is for a collaborative build, while upholding separate municipalities, their vision, goals and finance.
- Some investigation already underway by AND Villages

5

Are you ready to collaborate to build?

- The collaborative process will need agreement between participating municipalities
- The collective goal is to achieve more together than can be done individually



- municipalities want to know more specifically what collaboration looks like, willing to have process unfold
- Goal is to ensure Each Project is independent of the others
- Collaborate to secure provincial or federal funding, to attract attention and investment, and be a **catalyst for growth** in the region
- For example, Agreement in Principle for achieving government grants, staged construction

Re-Cap: Municipal Investment



CONCEPTUAL COSTS:

| | |
|--------------------------|-------------|
| Land | \$0 |
| Horizontal Construction* | \$300,000 |
| Vertical Construction* | \$2,600,000 |
| Professional Fees | \$400,000 |
| Development Manager | \$200,000 |

* financeable costs
(e.g., \$2M investment
plus leverage for \$1.5M)

Total \$3,500,000

approx. \$290,000 per door



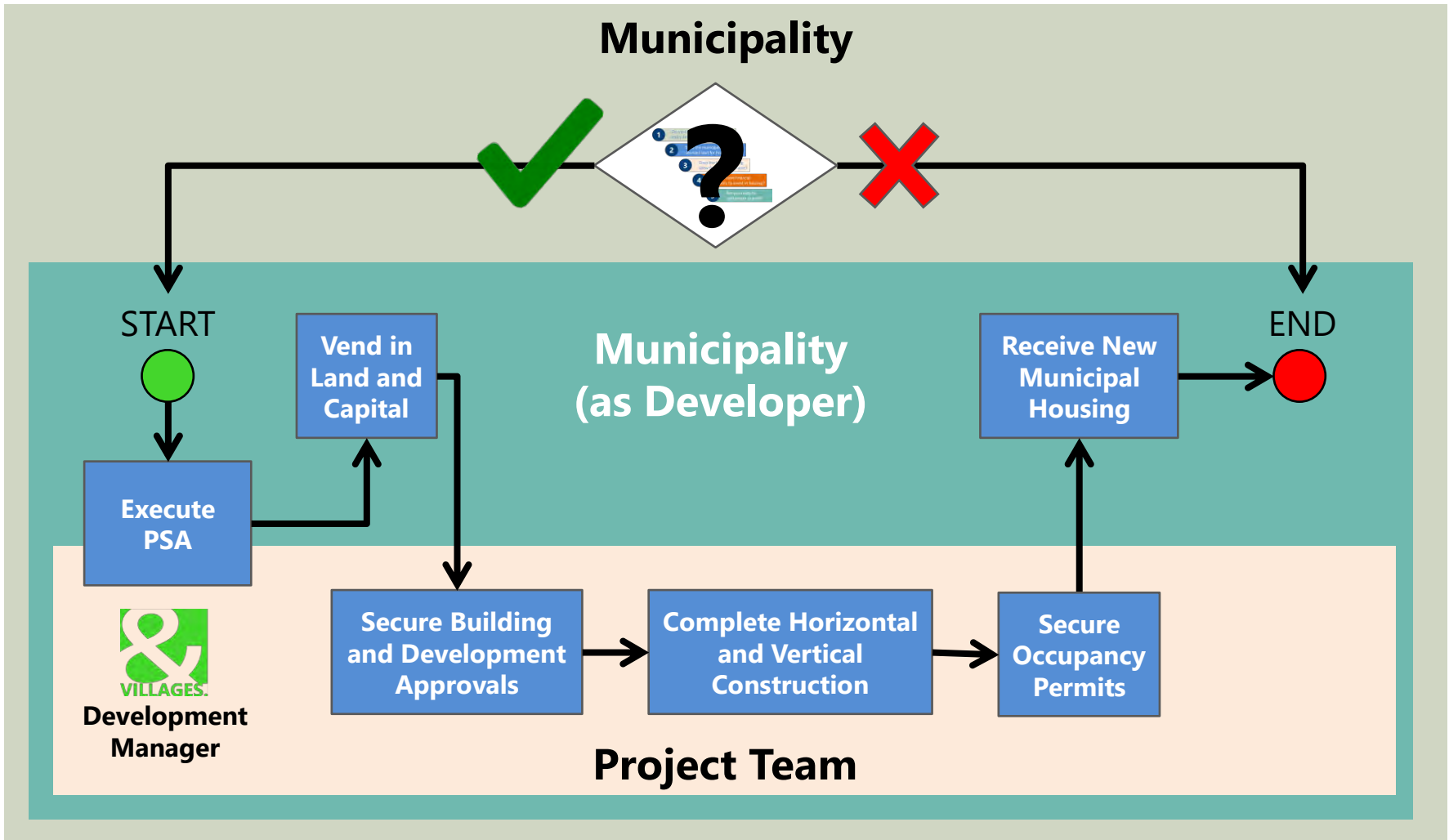
CHALLENGES: tertiary market, unattractive to developers and builders, and lack of choice and affordability



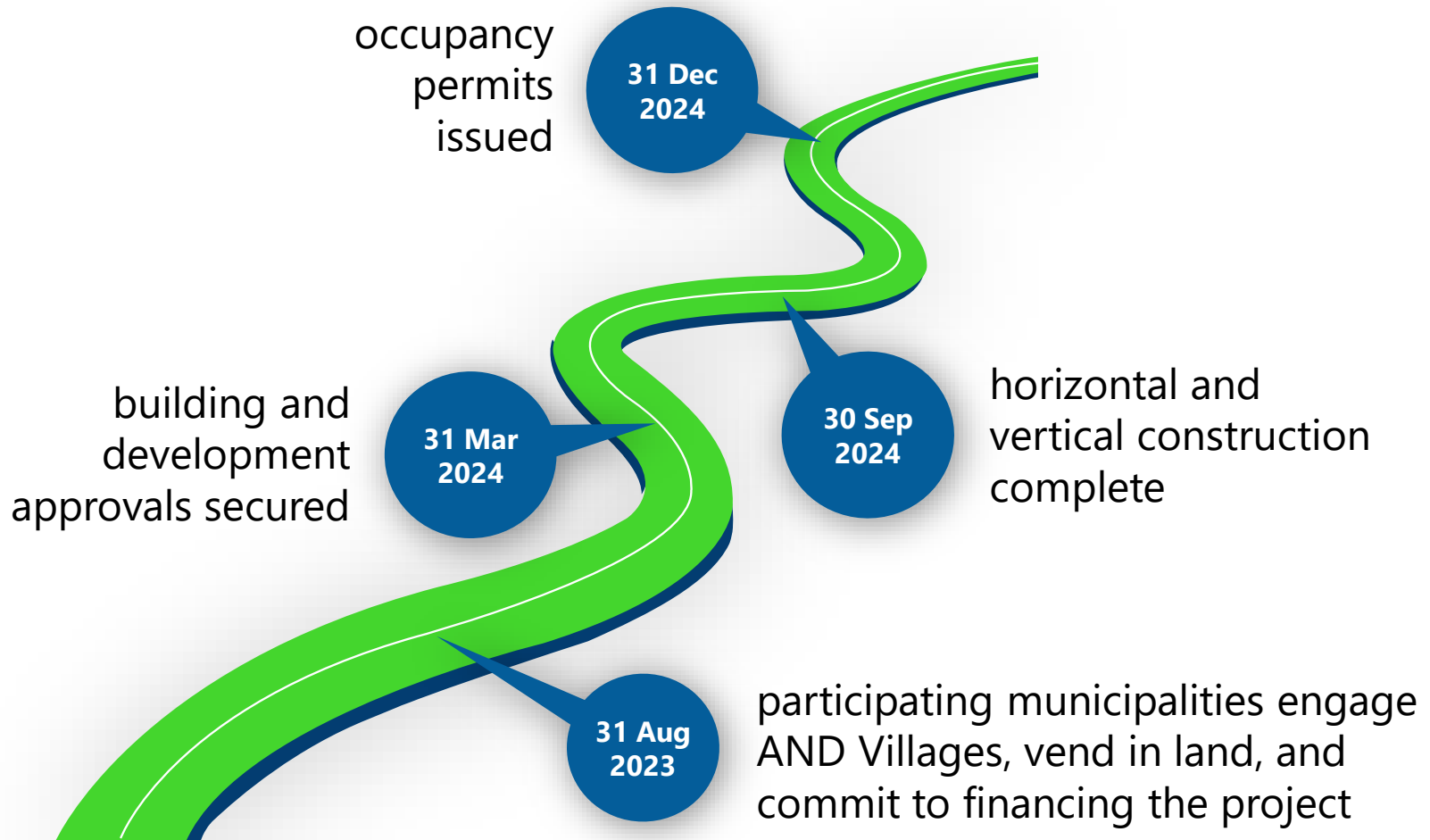
RETURNS ON INVESTMENT:

- create housing diversity (i.e., multi-family attracting a broader range of residents)
- increase housing supply (i.e., expand housing choice for residents and newcomers)
- provide municipal control over housing (e.g., build-and-rent or build-and-sell)
- expand partnership opportunities (e.g., local real estate agents, not-for-profit agencies, property managers)

Re-Cap: 7 Step Process



14 Re-Cap: 18 Months to Home Occupancy





AND Villages Ltd.
1433 Suffolk Street S.W.
Calgary, Alberta T3C 2N3

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President & CEO
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403.630.9353

Eppo van Weelderren, P.Eng.
COO
eppo@andvillages.ca
403.703.0107

**MINUTES OF THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY MEETING HELD MAY 4, 2023,
AT THE CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY BUILDING**

Board Members Present:

Tom Nish – Cardston County
Cam Francis – Cardston County
John Grainger – Town of Cardston

Paula Brown – Town of Cardston
Sandy Lybbert – Village of Glenwood

Others Present:

Danny Melvin – Fire Chief
Spencer Olsen – Deputy Fire Chief

Suzanne Pierson - Secretary

Commenced at 5:12 p.m.

Paula Brown in the chair.

Opening Prayer: John Grainger

AGENDA

Tom Nish moved to approve the agenda.

Carried

MINUTES

Sandy Lybbert moved to accept the minutes of the April 6, 2023; meeting as presented.

Carried

BUSINESS ARISING FROM THE MINUTES

John Grainger reported that he has spoken with Jeff Shaw, CAO Town of Cardston, regarding the fire hydrant project. The project is slated to be completed this Spring or Summer. Danny Melvin advised that the hydrants needing repairs are completed but the relocation of hydrants has not started.

NEW BUSINESS

Danny Melvin reported that the April Emergency Services statistics are as follows: 3 MVC's, 1 support, 1 false alarm, 1 grass fire, and 4 MFR's (2 Mid Rivers).

Cam Francis inquired if 1st Aid training can occur soon for people in the Mid River area. Danny advised that Scott Quinton is looking at his schedule to set a date to teach the course.

Danny Melvin advised that the truck chase is at the builders, and he is optimistic for an October delivery. The fire truck will be roughly two years behind the initial delivery date.

Danny Melvin reported that staffing is in place for Waterton and the contract starts May 19, 2023.

Danny Melvin advised that Parks Canada has an agreement with the Authority to have varying classifications of workers in Waterton. This will allow more of the Authority's own workers employment opportunities.

Danny Melvin reported that the provincial grant funding for training will be used towards Safety Codes training. He is working with the Town of Magrath to set up training prior to losing the funding in May 2024.

Danny Melvin advised that the Cardston County is investigating taking over the Authority's billing. Danny would like to look at having full-time staff in place to handle the demand for a Safety Codes Officer. Danny will start working on a business plan and include the demands in Waterton and Magrath.

Danny Melvin reported that the Safety Codes Internal Audit will be completed under one report now instead of five different reports.

Tom Nish was wondering if there were any concerns with the Brett Kissel concert. Danny advised that they were over capacity on the floor and one exit was blocked off. The performance could have been shut down because of breaking fire codes regulations. Future concerts must adhere to the safety codes.

Sandy Lybbert was excused at 5:34 p.m.

Cam Francis moved to approve Danny Melvin's report.

Carried

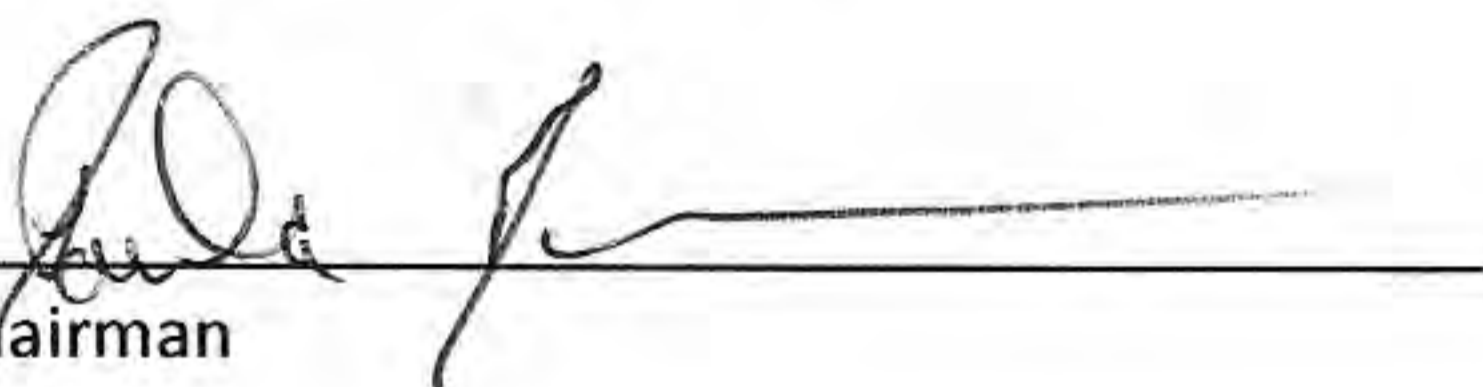
ADJOURNMENT

John Grainger moved to adjourn.

Carried

Adjournment at 5:36 p.m.

The next board meeting is scheduled for Thursday, June 1, 2023, at 5:15 p.m. at the Cardston County Emergency Services Building.


Chairman

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
April 12, 2023, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Larry Liebelt – Town of Milk River
Gary Bikman – Village of Stirling

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Tyler Lindsay – Village of Warner
Randy Taylor – County of Warner

Others Present:

Marian Carlson – SEO
Suzanne Pierson- Secretary/Treasurer (zoom)

Lee Beazer – Operator
Chandra Deaust - Avail

Commenced at 4:30 pm

Gary Bikman in the Chair.

AGENDA

Randy Taylor moved that the agenda be adopted as presented. Carried

MINUTES

Tanya Smith moved that the minutes of the March 8, 2023, regular board meeting be adopted as presented. Carried

NEW BUSINESS

DELEGATION

Chandra Deaust, from Avail, went over the audited financial books for the 2022 year. Avail found the books to be in order.

23-04 Brian Wickhorst moved to accept the audited 2022 Financial Statement as performed by Avail. Carried

Chandra Deaust was excused at 4:53 p.m.

The SEO advised that the per diem rates from the municipalities are varied. The board discussed hourly rates versus day and half-day rates.

23-05 Randy Taylor moved that the per diem rate be \$200 for meetings less than four hours and \$260 for meetings over four hours. Carried

The SEO reported that Kim Welby will have the strategic planning draft to the SEO in April. Kim will be attending the May board meeting to present the strategic plan.

Wayne Harris approved the SEO's report.

Carried

The Operator reported that 619.36 tonnes of waste were delivered to the Landfill in February 2023 making the year-to-date total 1,370.625 tonnes.

The Operator advised that Wilde Brothers Engineering has submitted their reports and they are included in the agenda.

The Operator reports that he is pumping water out of the cell to keep it dry and operational.

Larry Liebelt moved to approve the Operator's report.

Carried

Financial Statement

The Financial Statement for February 28, 2023 was reviewed.

Byrne Cook moved to accept the February 28, 2023, Financial Statement.

Carried

Approval of Bills

Bills for the month of March 2023 were reviewed.

Tanya Smith moved to approve the bills for March 2023.

Carried

CORRESPONDENCE

A newsletter from AltaLink regarding the Spring Coulee Substation Upgrade.

An email from Alberta Ombudsman regarding a government program to ensure fair treatment.

An email from the Town of Barrhead regarding a letter sent to Minister Savage requesting an exemption for newspaper media from the upcoming EPR program changes.

A letter from Wilde Brothers Engineering regarding the approximate life of the Landfill was sent to Avail.

A letter from Wilde Brothers Engineering regarding a summary report was sent to the Government of Alberta.

The board would like to look at the letters from Wilde Brothers Engineering prior to them being released to the government and accountant.

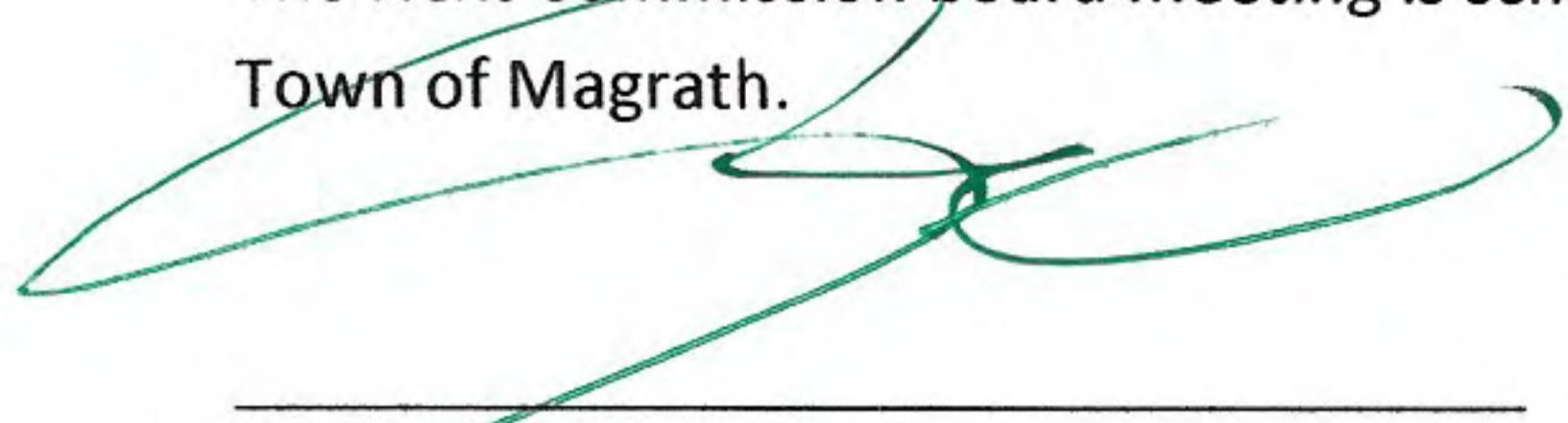
ADJOURNMENT

Tanya Smith moved the meeting adjourned.

Adjournment at 5:19 p.m.



The Next Commission board meeting is scheduled for Wednesday, May 24, 2023, at 4:30 p.m. in the Town of Magrath.



Chairman

**MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD
March 8, 2023, AT THE TOWN OF MAGRATH.**

Members Present:

Brian Wickhorst – Village of Glenwood
Byrne Cook – Town of Magrath
Bryce Coppieters – Town of Raymond
Tyler Lindsay – Village of Warner
Randy Taylor – County of Warner

Tanya Smith – Village of Coutts
Wayne Harris – Cardston County
Larry Liebelt – Town of Milk River
Gary Bikman – Village of Stirling
Mike Nish – Village of Hill Spring

Others Present:

Marian Carlson – SEO
Suzanne Pierson- Secretary/Treasurer

Lee Beazer – Operator

Commenced at 12:41 pm

Gary Bikman in the Chair.

AGENDA

Bryce Coppieters moved that the agenda be adopted as presented. Carried

MINUTES

Larry Liebelt moved that the minutes of the February 8, 2023, regular board meeting be adopted as presented. Carried

BUSINESS ARISING FROM THE MINUTES

The board inquired as to whether a response had been sent to the mayor's letter that was reviewed at the last board meeting. A letter has been sent to the four mayors in response.

NEW BUSINESS

The SEO advised that she is working on gathering information from the first strategic planning session.

Randy Taylor approved the SEO's report. Carried

The Operator reported that 619.36 tonnes of waste were delivered to the Landfill in February 2023 making the year-to-date total 1,370.625 tonnes.

The Operator reported that the summer months will be a good indication as to whether recycling is occurring but advised that the campgrounds will affect the waste totals.

The Operator advised that Lethbridge Door Systems has been contacted regarding the door at the Milk River Transfer Station. Materials have been ordered and awaiting delivery.

Brian Wickhorst moved to approve the Operator's report. Carried

Financial Statement

The Financial Statement for January 31, 2023 was reviewed.

Bryce Coppieters moved to accept the January 31, 2023, Financial Statement. Carried

Approval of Bills

Bills for the month of February 2023 were reviewed.

Brian Wickhorst moved to approve the bills for February 2023. Carried

Larry Liebelt and Brian Wickhorst reported on the Alberta CARE Conference.

The board discussed a full day per diem rate. The SEO will compare municipalities rates and bring the information back to the next board meeting.

Randy Taylor moved discussion regarding the per diem rates. Carried

Each board member gave updates as to what their municipalities are doing for projects that the Commission should be aware of. Most municipalities are working on recycling projects. Stirling and Raymond are negotiating curbside pick-up.

CORRESPONDENCE

A letter from the Land & Property Rights Tribunal regarding the intent to annex land for the Town of Magrath.

A letter from Solution 105 regarding utility optimization.

Tanya Smith moved to file correspondence for information. Carried

Wayne Harris arrived at 1:13 p.m.

Randy Taylor is concerned about the road and yard at the Landfill. Larry Liebelt will work with the Operator to get more information regarding improving the turnaround area for the semi-trucks. The Operator will bring the information to the next board meeting.

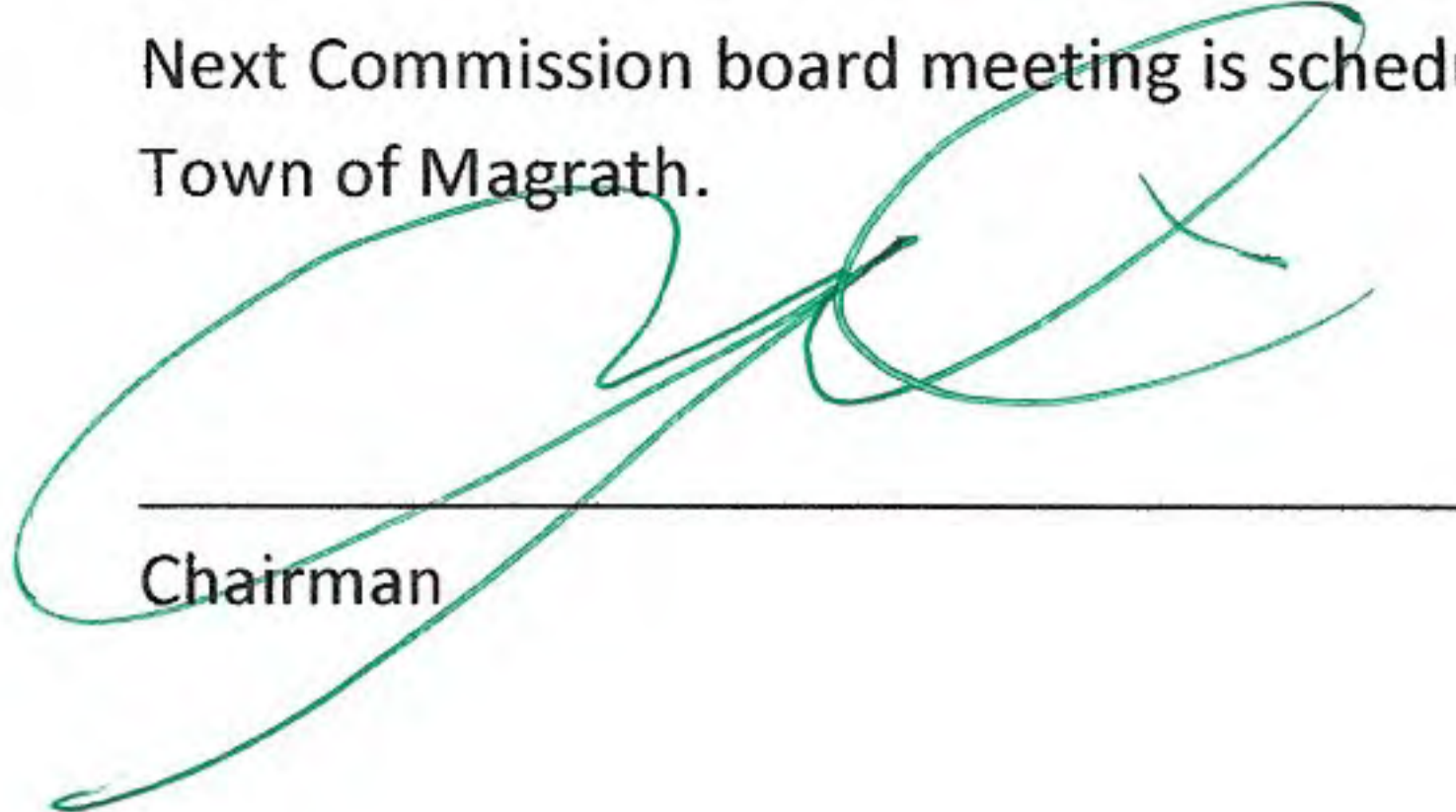
The next two months of board meetings will be as follows: April 12th and May 24th at 4:30 p.m.

ADJOURNMENT

Tanya Smith moved meeting adjourned.

Adjournment at 1:24 p.m.

Next Commission board meeting is scheduled for Wednesday, April 12, 2023, at the 4:30 p.m. at the Town of Magrath.



Chairman



Gregory Robinson <robinson@raymond.ca>

Fw: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

CAO <cao@hillspring.ca>

Fri, Jun 16, 2023 at 8:59 AM

To: "robinson@raymond.ca" <robinson@raymond.ca>



Greg Robinson
Chief Administrative Officer, Village of Hill Spring

(403) 626-3876 | www.hillspring.ca | CAO@hillspring.ca
[11 E 2nd Ave, PO Box 40, South Hill Spring, AB T0K 1E0](#)

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From: MA Engagement Team <ma.engagement@gov.ab.ca>

Sent: Thursday, June 15, 2023 3:11 PM

Cc: Karen Pottruff <Karen.Pottruff@gov.ab.ca>; Ali Langah <Ali.Langah@gov.ab.ca>

Subject: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will

be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team

Municipal Services Division

Municipal Affairs



OLDMAN RIVER REGIONAL SERVICES COMMISSION

ANNUAL REPORT





MESSAGE FROM THE CHAIR AND CAO

Image, cover: Village of Stirling, ORRSC; Image, above: Town of Nanton, ORRSC

“Synergy – the bonus that is achieved when things work together harmoniously” – Mark Twain

On behalf of the Executive Committee, Board of Directors, and staff we are pleased to present to you the 2022 Annual Report of the Oldman River Regional Services Commission (ORRSC). As a shared service, we continue to realize and appreciate the benefits of our commission model for land use planning and GIS services.

The shared service model allows for more efficient use of resources. By combining resources and expertise, the Commission can provide quality planning and GIS services at a lower cost and these savings are passed on to our members, making land use planning and GIS more affordable for all. The model promotes collaboration and knowledge-sharing among different municipalities. This allows for a more holistic approach by considering the broader regional context, in addition to the needs of individual municipalities. As the Commission is comprised of representatives from multiple municipalities, there is a greater degree of oversight and input from a variety of stakeholders. By working together, we can create growth and development opportunities that can benefit and promote the entire region.

The Commission is an extension of our member municipalities and their organizational structure. This relationship allows municipal staff to work closely with Commission planning and GIS departments to fulfill the needs of your communities. The Commission has the professional experience and historical knowledge of our member municipalities to provide professional planning advice and specific GIS innovation to meet the desires of our members and their individual needs. However, the Commission’s viability faces challenges from outside private planning and GIS consultants. The Commission’s existence and success relies on the work provided to us by our members. To broaden service capabilities, ORRSC continually seeks to be fully staffed in a competitive job market and has worked to develop strong relationships with government ministries and outside agencies. Municipalities are encouraged to discuss their long-term planning and future GIS needs with ORRSC staff to allow for balanced workloads while considering municipal priorities.

MESSAGE FROM THE CHAIR AND CAO CONTINUED

We strongly believe that the shared service commission model will continue to be a success and by working together we can provide sound, affordable planning and GIS services that benefit our member municipalities and the region. The Commission looks forward to continuing its work with our member municipalities and creating a bright future for our communities in 2023. At the Executive level, we would like to thank Don Anderberg (Town of Pincher Creek), Christopher Northcott (Vulcan County), Jesse Potrie (Town of Coalhurst), Brad Schlossberger (Town of Claresholm), Neil Sieben (Town of Raymond), and posthumously Ian Sundquist (M.D. of Willow Creek), for their continued support and leadership.

Lastly, we thank you - each of our professional and dedicated staff, each of our member municipalities and each of our GIS partners - for your continued commitment and partnership. Together, we can work to ensure that the future of the Commission remains bright and continues to enrich your communities.



GORD WOLSTENHOME
Chair



LENZE KUIPER
Chief Administrative Officer

Image: Village of Milo, ORRSC



ABOUT ORRSC

The Oldman River Regional Services Commission (ORRSC) provides a spectrum of land use planning, subdivision, GIS, drone photography, and assessment review services to municipalities spanning the Oldman, Milk, and Bow River watersheds. 2022 marked our 67-year anniversary of embodying an exemplary shared service approach to regional service delivery. Going forward, we will continue to champion municipal perspectives—sustaining the legacy of southern Alberta as a region where meaningful connections to place are experienced.

Established under Part 15.1 of the **Municipal Government Act (MGA)**, this service commission is a cooperative effort of its member municipalities in southwestern Alberta who have created an organization to provide municipal planning advice to its members.

WHEN WAS ORRSC ESTABLISHED?

ORRSC has a long planning history in southern Alberta and has evolved from various forms since 1955 when it first started as the Lethbridge District Planning Commission. In 1996, following changes to the MGA a new chapter in regional planning had begun, and the Oldman River Intermunicipal Service Agency (ORISA) was formed. In 2003, as a result of consistent growth ORISA needed to expand outside their existing office space in the basement of the Lethbridge County building, resulting in the need to become a Regional Commission to satisfy property and liability needs of the organization, where it remains today.

WHO IS ORRSC TODAY?

In 2022, ORRSC was comprised of 39 member municipalities, 40 appointed members to the Board of Directors, and 20 staff members. ORRSC continues to provide land use planning support and other services to our members.

Image: Vulcan County, ORRSC



1955-2022

67 YEARS SERVING
SOUTHERN ALBERTA

WHAT WE DO

The **Municipal Government Act** requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory long-range planning documents. ORRSC is contracted by its member municipalities and provides advice and assistance to Administration and Council regarding land use planning, subdivision, and other planning related concerns.

But ORRSC is not only planning services, we are also comprised of a robust GIS Department who offers a multi-faceted approach to the world of displaying and providing geographic information to our member municipalities and their residents. The GIS Department also provides services such as producing maps, plotting, GPS acquisition, and a variety of geographic analysis tools and modules.

Our services include:

- Preparing Statutory Plans - Municipal Development Plans, Intermunicipal Development Plans, Area Structure Plans, etc.
- Subdivision Processing & Finalization
- Regional Subdivision and Development Appeal Board
- Regional Assessment Review Board
- Quarterly Periodical
- Development Training
- Professional Planning Advice
- GIS Services & Data Acquisition
- Mapping Services
- Drone Photography

Image: Town of Fort Macleod, ORRSC



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bylaw amendments were implemented for existing Intermunicipal Development Plans, Land Use Bylaws, and Municipal Development Plans in 2022*

*as of December 31, 2022



EXECUTIVE COMMITTEE

Image: Municipal District of Willow Creek No. 26, ORRSC

The Executive Committee is elected by their peers on the Board of Directors and are delegated the responsibility of financial and administrative matters, such as budget preparation, approval of accounts, and policy and procedure review. In accordance with its governing Bylaw, the Board of Directors works to elect a minimum of 2 Rural Members to ensure their is equal representation of all Member Municipalities fulfilling the roles of the Executive Committee. At the Organizational Meeting held on December 2, 2021 the following Members were elected:

GORDON WOLSTENHOLME

Chair, Town of Fort Macleod

DON ANDERBERG

Vice Chair, Town of Pincher Creek

CHRISTOPHER NORTHCOTT

Vulcan County

JESSE POTRIE

Town of Coalhurst

BRAD SCHLOSSBERGER

Town of Claresholm

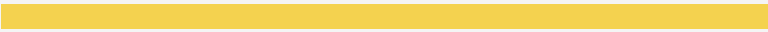
NEIL SIEBEN

Town of Raymond

IAN SUNDQUIST*

Municipal District of Willow Creek

*Mr. Ian Sundquist passed away on Saturday, August 21, 2022 after a long battle with cancer. Ian served as a Councillor in the Municipal District of Willow Creek for 27 years. During this time he spent 8 years on the Board of Directors, 5 of which were spent on the Executive Committee where he provided irreplaceable knowledge and experience to our organization. At the Regular Board of Directors Meeting held on Thursday, September 1, 2022 the Board chose to have the Executive Committee continue to operate as a membership of 6 in lieu of Ian's passing for the remainder of 2022.



BOARD OF DIRECTORS

As of December 31, 2022, including former members of 2022.

Image: Village of Hill Spring, ORRSC

Colin Bexte
Village of Arrowwood

Kent Bullock
Village of Barnwell

Dan Doell
Village of Barons

Mike Wetzstein
Town of Bassano

Ray Juska
City of Brooks

Roger Houghton
Cardston County

Allan Burton
Town of Cardston

Sue Dahl
Village of Carmangay

James Smith
Village of Champion

Trevor Wagenvoort
Village of Champion - Former Member

Brad Schlossberger
Town of Claresholm

Jesse Potrie
Town of Coalhurst

Tanya Smith
Village of Coutts

Dave Slingerland
Village of Cowley

Dave Filipuzzi
Municipality of Crowsnest Pass

Dean Ward
Municipality of Crowsnest Pass

Stephen Dortch
Village of Duchess

Kole Steinley
Village of Duchess - Former Member

Gordon Wolstenholme
Town of Fort Macleod

Mark Peterson
Village of Glenwood

Suzanne French
Village of Hill Spring

Morris Zienstra
Lethbridge County

Brad Koch
Village of Lomond

Gerry Baril
Town of Magrath

Peggy Losey
Town of Milk River

Dean Melnyk
Village of Milo

Victor Czop
Town of Nanton

Marinus de Leeuw
Town of Nobleford

Teresa Feist
Town of Picture Butte

Henry de Kok
Town of Picture Butte - Former Member

Tony Bruder
Municipal District of Pincher Creek

Don Anderberg
Town of Pincher Creek

Ronald Davis
Municipal District of Ranchland

Neil Sieben
Town of Raymond

Don Norby
Town of Stavely

Matthew Foss
Village of Stirling

John DeGroot
Municipal District of Taber

John Turcato
Municipal District of Taber - Former Member

Raymond Coad
Town of Vauxhall

Christopher Northcott
Vulcan County

Richard DeBolt
Town of Vulcan

David Cody
County of Warner

Marty Kirby
Village of Warner

Scott Alexander
Village of Warner - Former Member

Evan Berger
Municipal District of Willow Creek

Ian Sundquist
Municipal District of Willow Creek - Former Member

39
MEMBER
MUNICIPALITIES

ORRSC STAFF

ADMINISTRATION

Lenze Kuiper

Chief Administrative Officer (2005)

Raeanne Keer

Executive Assistant (July 2022)

Sherry Johnson

Bookkeeper (1981)

Tara Cyderman

Executive Assistant (2020-April 2022)

PLANNING

Mike Burla

Senior Planner (1978)*

Diane Horvath

Senior Planner (2000)

Gavin Scott

Senior Planner (2007)

Madeleine Baldwin

Planner (2019)**

Maxwell Kelly

Assistant Planner (2019)

Hailey Winder

Planner (2019-Dec 2022)

Steve Harty

Senior Planner (1998)

Bonnie Brunner

Senior Planner (2007)

Ryan Dyck

Planner (2013)

Jennifer Maxwell

Subdivision Technician (2015)

Kattie Schlamp

Assistant Planner (April 2022)

GIS

Jaime Thomas

GIS Analyst (2005)

Mladen Kristic

CAD/GIS Technologist (2006)

Yueu Majok

CAD/GIS Technologist (2017)

Jordan Thomas

GIS Analyst (2006)

Kaylee Sailer

CAD/GIS Technologist (2013)**

Carlin Groves

GIS Technician (2019)

* M. Burla retired in February 2022, and continued as a contracted employee for the remainder for 2022.

** M. Baldwin and K. Sailer both left for maternity leave in February 2022.

Image: Municipal District of Pincher Creek No. 9, ORRSC



RECOGNITION OF SERVICE

We would like to acknowledge the years of dedication of our long standing board members and staff for reaching milestones with our organization in 2022.

BOARD OF DIRECTORS

5+ Years

Tanya Smith, Village of Coutts
Dean Ward, Municipality of Crowsnest Pass
Dave Filipuzzi, Municipality of Crowsnest Pass
Suzanne French, Village of Hill Spring
Morris Zienstra, Lethbridge County
Peggy Losey, Town of Milk River
Marinus de Leeuw, Town of Nobleford
Henry de Kok, Town of Picture Butte
David Cody, County of Warner
Ian Sundquist, Municipal District of Willow Creek

10+ Years

Don Anderberg, Town of Pincher Creek

15+ Years

Gordon Wolstenholme, Town of Fort Macleod

20+ Years

Brad Koch, Village of Lomond

30+ Years

Ron Davis, Municipal District of Ranchland

ORRSC STAFF

5+ Years

Ryan Dyck, Planner
Yueu Majok, CAD/GIS Technologist
Jennifer Maxwell, Subdivision Technician
Kaylee Sailer, CAD/GIS Technologist

15+ Years

Bonnie Brunner, Senior Planner
Mladen Kristic, CAD/GIS Technologist
Lenze Kuiper, Chief Administrative Officer
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst
Jordan Thomas, GIS Analyst

20+ Years

Steve Harty, Senior Planner
Diane Horvath, Senior Planner

40+ Years

Mike Burla, Senior Planner
Sherry Johnson, Bookkeeper



GIS & PLANNING PROJECTS

Image: Municipal District of Taber, ORRSC

GIS Projects

Work Order Module (Completed)

- This module allows users to create and track work orders associated with all types of municipal infrastructure. A geographic interface was developed to allow public works to create detailed planning when it comes to future and on-going infrastructure projects.

Asset Management Mapping and Reporting Module (Commenced)

- This module will allow users to track asset inventories and create reports that will fulfill Tangible Capital Asset Program requirements.

Planning Projects

As we continue to move through the lingering changes and challenges from the COVID-19 pandemic, a sense of normalcy has begun to return to planning projects and public engagement opportunities throughout 2022. Our professional support to our member municipalities, and collaboration with outside agencies, has continued to grow, ranging from traditional in-person meetings to virtual discussions, creating more opportunities to actively engage municipalities and landowners.

In 2022, we worked to complete numerous statutory plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans. We also provided planning advice and support to assist our members with intermunicipal disputes and mediation, annexation discussions, and attendance at Provincial Board hearings. Work continued with a variety of Land Use Bylaw reviews and updates while working with our members to ensure that each of their unique land use needs continued to be addressed. The year also allowed for a number of new projects to be initiated such as land use strategies, new land use bylaws, recreational space designs, and policy reviews.

GIS & PLANNING PROJECTS

CONTINUED

Planning Projects CONTINUED

Again this year, our Planners were provided with the opportunity to work with the Miistakis Institute. Miistakis' mission is to bring people and ideas together to promote healthy communities and landscapes, and work to ensure that their innovative research is accessible to communities and decision makers. Planners assisted by participating in the Connectivity Risk Assessment Tool Working Group and advising on the Ecological Corridor Overland Feasibility Study. The results of those projects can be leveraged by member municipalities in their own planning processes.

Moving into 2023, our Planners continue to work towards completing several projects, initiating new projects, and continuing to provide valuable planning support to our members.

Image: County of Warner, ORRSC



CHINOOK INTERMUNICIPAL SDAB

The Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB) was established in 2019 and is an independent quasi-judicial board comprised of appointed persons from the participating member municipalities. The Chinook Intermunicipal SDAB is a Regional Board which provides numerous benefits to its member municipalities, such as shared access to a large pool of trained Board members, supplied trained Clerks, less recruitment initiatives, and less time, commitment and cost on administration of an individual municipality to manage their community specific SDAB. ORRSC offers in-house training for both member and non-member municipalities to ensure board members meet the legislative training requirements.

36

Individuals trained for Subdivision and Development Appeals Boards over 5 training sessions

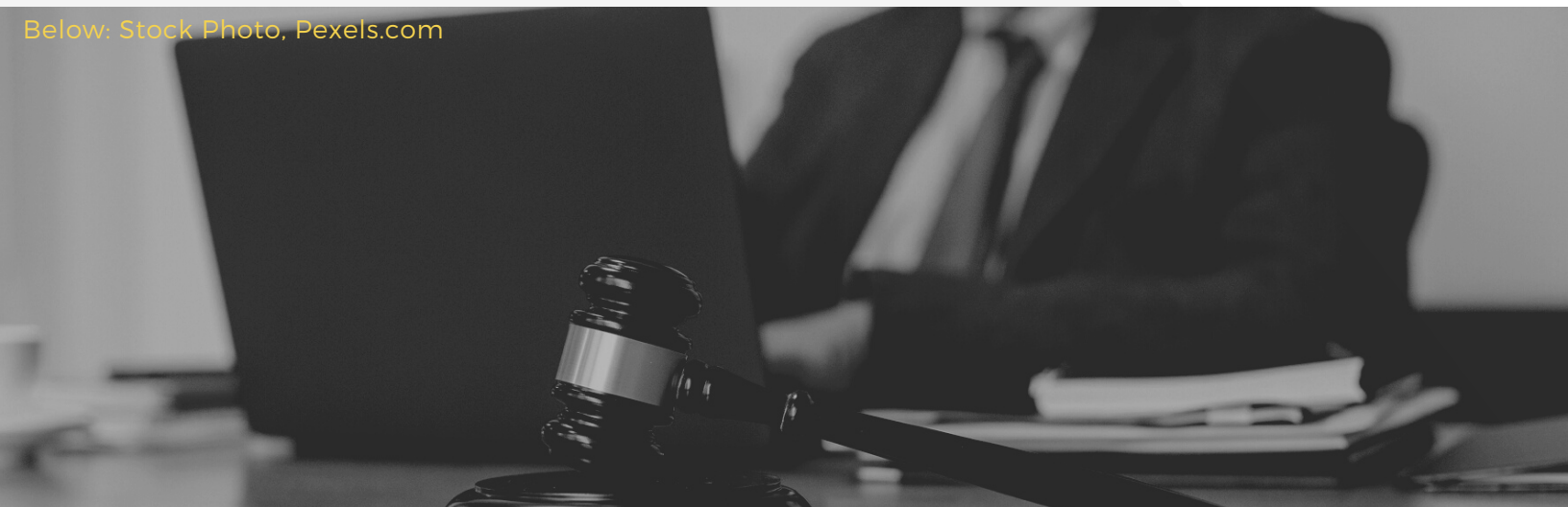
13

Subdivision and Development Appeal Board hearings processed

54

Members appointed to the Chinook Intermunicipal Subdivision and Development Appeal Board

Below: Stock Photo, Pexels.com



REGIONAL ASSESSMENT REVIEW BOARD

The Regional Assessment Review Board (ARB) is a long-standing quasi-judicial board established under the **Municipal Government Act**, and is responsible for making decisions regarding property assessment complaints. The assessment complaint system was founded on the principle that taxpayers have the right to an understandable, effective, timely, efficient, objective, and procedurally fair complaint appeal process. The Regional ARB is comprised of both appointed lay-members and Councillors from participating municipalities; in 2022 the ARB was comprised of 32 Board Members,

ARB's are intended to ensure that complaints are administered consistently throughout the province and that qualified people, who have completed the mandatory training, consistently administer and adjudicate complaints throughout the province.



18 Assessment Review Board Hearings held
across various Member Municipalities



16 Residential Assessment Complaints Filed
16 Commercial Assessment Complaints Filed



14 Assessment Complaints Withdrawn

Below: Stock Photo, Pexels.com



SUBDIVISION STATISTICS

A total of 190 subdivision applications were processed during the 2022 calendar year. The status of these applications, as of December 31, 2022, are as follows:

168 Approved or Approved on Conditions

1 Withdrawn or Expired

20 Pending

5 Appeals

| MEMBER MUNICIPALITY | # of Subdivisions | Boundary Line Adj | DECISION | | | | NEWLY CREATED LOTS (By Use) | | | | | | | | | TOTAL |
|---|-------------------|-------------------|------------|----------|----------|-----------|-----------------------------|----------|-----------|-----------|-----------|-----------|----------|----------|------------|-------|
| | | | A or A/C | R | W/E | P | Res | Com | Ind | CR | Ag | Inst | Rec | Misc | | |
| Cardston County | 25 | 3 | 22 | 1 | 1 | 1 | 7 | - | - | 14 | 11 | - | 2 | - | 34 | |
| City of Brooks | 5 | 2 | 3 | - | - | 2 | 4 | - | - | - | - | - | - | - | 4 | |
| County of Warner No. 5 | 10 | 6 | 10 | - | - | - | - | - | - | 6 | 2 | 3 | - | - | 11 | |
| Lethbridge County | 29 | 5 | 26 | - | - | 3 | 1 | 1 | 2 | 18 | 4 | 1 | - | - | 27 | |
| Municipal District of Pincher Creek No. 9 | 11 | 3 | 9 | - | - | 2 | - | - | 2 | 5 | 2 | - | - | - | 9 | |
| Municipal District of Ranchland No. 66 | 0 | 0 | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Municipal District of Willow Creek No. 26 | 13 | 1 | 13 | - | - | - | 4 | 2 | 1 | 9 | 1 | - | - | - | 17 | |
| Municipal District of Taber | 27 | 7 | 23 | - | - | 4 | 35 | - | 2 | 18 | 1 | - | - | - | 56 | |
| Municipality of Crowsnest Pass | 14 | 9 | 12 | - | - | 2 | 42 | 1 | - | - | - | 1 | - | - | 44 | |
| Town of Bassano | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Town of Cardston | 2 | 2 | 2 | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Town of Claresholm | 3 | 6 | 1 | - | - | 2 | - | 2 | - | - | - | - | - | - | 2 | |
| Town of Coalhurst | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Town of Fort Macleod | 2 | 1 | 1 | - | - | 1 | - | - | - | - | 1 | - | - | - | 1 | |
| Town of Magrath | 2 | 1 | 2 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Town of Milk River | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Town of Nanton | 1 | - | 1 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Town of Nobleford | 3 | 2 | 3 | - | - | - | 6 | - | - | - | - | - | - | - | 6 | |
| Town of Picture Butte | 3 | 2 | 3 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Town of Pincher Creek | 2 | 1 | 2 | - | - | - | - | - | - | - | - | - | 1 | - | 1 | |
| Town of Raymond | 9 | 3 | 8 | - | - | 1 | 60 | 2 | - | - | - | 7 | - | - | 69 | |
| Town of Stavely | 1 | - | 1 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Town of Vauxhall | 2 | - | 2 | - | - | - | 5 | - | - | - | - | - | - | - | 5 | |
| Town of Vulcan | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Arrowwood | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Barnwell | 1 | - | 1 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Village of Barons | 1 | - | 1 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Village of Carmangay | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Champion | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Coutts | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Cowley | 1 | - | 1 | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Duchess | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Glenwood | 2 | - | 2 | - | - | - | 18 | - | - | - | - | - | - | - | 18 | |
| Village of Hill Spring | 1 | - | 1 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Village of Lomond | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Milo | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Village of Stirling | 1 | - | 1 | - | - | - | 1 | - | - | - | - | - | - | - | 1 | |
| Village of Warner | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 0 | |
| Vulcan County | 19 | 9 | 17 | - | - | 2 | - | - | 18 | 8 | 3 | - | 3 | 1 | 33 | |
| TOTAL | 190 | 63 | 168 | 1 | 1 | 20 | 190 | 8 | 25 | 78 | 25 | 12 | 6 | 1 | 345 | |

NOTE: Lot count includes Pending Decisions as of December 31, 2022

PERIODICAL

2022 EDITIONS

Spring 2022
**Confined Feeding
Operations**

Summer 2022
Cryptocurrency Mining

Fall 2022
Short-term Rentals

Winter 2022
Wildfire Resilience

Image: Town of Magrath, ORRSC



WHAT IS THE PERIODICAL?

The ORRSC Periodical is a quarterly publication focusing on planning topics of a regional interest and the promotion of planning best practices.

The Periodical is researched, written, and designed in house by ORRSC Staff.

WHAT IS THE GOAL?

- To provide a regular research based topic report for municipalities for educational purposes, and for use at other levels, such as academic institutions and professional organizations.
- To help facilitate planning discussions and support informed and effective decision making namely in land use bylaws and statutory plans.
- To bring attention to matters of a regional interest.
- To provide operational efficiency by reducing redundancy in staff research and reporting.

WHERE CAN I READ IT?

Copies of current and past editions of the Periodical can be found at www.orrsc.com.

FINANCIAL STATEMENTS

The following pages consist of the Independent Auditor's Report prepared by KMPG LLP.

Financial Statements of

**OLDMAN RIVER
REGIONAL SERVICES
COMMISSION**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP
3410 Fairway Plaza Road South
Lethbridge AB T1K 7T5
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2022, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

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 "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditors' 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.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, 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.

Auditor's 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 the 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 auditors' 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 represents the underlying transactions and events in a manner that achieves fair presentation.
- 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.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 13, 2023

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2022, with comparative information for 2021

| | 2022 | 2021 |
|---|---------------------|---------------------|
| Assets | | |
| Current assets: | | |
| Cash and short-term deposits | \$ 460,068 | \$ 580,803 |
| Accounts receivable (note 3) | 51,631 | 66,082 |
| Prepaid expenses and deposits | 11,356 | 15,689 |
| | <u>523,055</u> | <u>662,574</u> |
| Cash not available for current operations | 350,035 | 342,707 |
| Capital assets (note 4) | 502,140 | 533,872 |
| | <u>\$ 1,375,230</u> | <u>\$ 1,539,153</u> |

Liabilities

| | | |
|--|---------------------|---------------------|
| Current liabilities: | | |
| Accounts payable and accrued liabilities | \$ 241,114 | \$ 266,194 |
| Deferred revenue | 20,000 | 20,000 |
| | <u>261,114</u> | <u>286,194</u> |
| Long-term debt | 40,000 | 40,000 |
| Net assets: | | |
| Unrestricted | 221,941 | 336,380 |
| Invested in capital assets | 502,140 | 533,872 |
| Internally restricted | 350,035 | 342,707 |
| | <u>1,074,116</u> | <u>1,212,959</u> |
| Commitments (note 6) | | |
| | <u>\$ 1,375,230</u> | <u>\$ 1,539,153</u> |

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

| | 2022 Budget (note 13) | 2022 Actual | 2021 Actual |
|---|-----------------------------|---------------------|-------------------|
| Revenue: | | | |
| Municipal contributions | \$ 941,573 | \$ 941,570 | \$ 926,318 |
| GIS member fees | 556,608 | 556,608 | 572,026 |
| Application fees | 300,000 | 249,815 | 260,410 |
| Other revenue | 59,700 | 99,058 | 56,977 |
| Service fees | 400,000 | 85,759 | 729,264 |
| Finalization fees | - | 64,144 | 63,246 |
| Interest income | 12,000 | 24,509 | 5,439 |
| Extension fees | - | 6,210 | 9,245 |
| | <u>2,269,881</u> | <u>2,027,673</u> | <u>2,622,925</u> |
| Expenses: | | | |
| Salaries and benefits | 2,014,830 | 1,855,012 | 2,023,814 |
| Occupancy costs | 34,200 | 48,193 | 36,937 |
| Software licenses and equipment | 104,000 | 44,384 | 56,783 |
| Repairs and maintenance | 15,001 | 36,855 | 37,055 |
| Telephone | 16,000 | 27,895 | 25,997 |
| Miscellaneous | 1,250 | 22,798 | 16,232 |
| Staff travel | 13,000 | 13,945 | 15,476 |
| Consulting | 1 | 11,465 | 5,519 |
| Public relations | 2,000 | 10,513 | 12,567 |
| Professional fees | 13,000 | 9,000 | 11,480 |
| Office and general | 5,500 | 8,233 | 9,927 |
| Janitorial | 6,000 | 7,502 | 5,389 |
| Members' fees | 5,000 | 6,144 | 6,700 |
| Staff training and conferences | 7,000 | 5,170 | 2,120 |
| Printing and duplicating | 4,500 | 4,937 | 6,735 |
| Advertising | 5,000 | 4,863 | 5,850 |
| Postage | 7,500 | 4,135 | 10,803 |
| Land titles office | 2,500 | 3,008 | 2,002 |
| Members' travel | 8,000 | 1,646 | 1,564 |
| Interest and bank charges | - | 1,014 | 585 |
| Amortization | - | 39,804 | 49,133 |
| | <u>2,264,282</u> | <u>2,166,516</u> | <u>2,342,668</u> |
| Excess (deficiency) of revenues over expenses before the undernoted item | 5,599 | (138,843) | 280,257 |
| Other income: | | | |
| Gain on disposal of capital assets | - | - | 15,773 |
| Excess (deficiency) of revenues over expenses | \$ 5,599 | \$ (138,843) | \$ 296,030 |

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Financial Assets

December 31, 2022, with comparative information for 2021

| | Budget | 2022 | 2021 |
|---|------------|--------------|------------|
| Excess of revenue over expenses | \$ 5,599 | \$ (138,843) | \$ 296,030 |
| Acquisition of tangible capital assets | -- | (8,072) | (23,472) |
| Proceeds on disposal of tangible capital assets | -- | -- | 23,055 |
| Gain on disposal of tangible capital assets | -- | -- | (15,773) |
| Amortization of tangible capital assets | -- | 39,804 | 49,133 |
| | 5,599 | 31,732 | 32,943 |
| Increase (decrease) of prepaid expenses | -- | 4,333 | (7,018) |
| Change in net financial assets | 5,599 | (102,778) | 321,955 |
| Net financial assets, beginning of year | 663,398 | 663,398 | 341,443 |
| Net financial assets, end of year | \$ 668,997 | \$ 560,620 | \$ 663,398 |

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

| | 2022 | 2021 |
|---|--------------|------------|
| Cash provided by (used in): | | |
| Operations: | | |
| Excess (deficiency) of revenue over expenses | \$ (138,843) | \$ 296,030 |
| Items not involving cash: | | |
| Amortization | 39,804 | 49,133 |
| Gain on disposal of capital assets | - | (15,773) |
| | (99,039) | 329,390 |
| Changes in non-cash operating working capital: | | |
| Accounts receivable | 14,452 | 12 |
| Prepaid expenses and deposits | 4,333 | (7,018) |
| Accounts payable and accrued liabilities | (25,081) | 42,249 |
| Deferred revenue | - | 20,000 |
| | (105,335) | 384,633 |
| Capital activities: | | |
| Purchase of capital assets | (8,072) | (23,472) |
| Proceeds on sale of capital assets | - | 23,055 |
| | (8,072) | (417) |
| Financing activities: | | |
| Proceeds of long-term debt | - | 40,000 |
| Increase (decrease) in cash and short-term deposits | (113,407) | 424,216 |
| Cash and short-term deposits, beginning of year | 923,510 | 499,294 |
| Cash, end of year | \$ 810,103 | \$ 923,510 |
| Cash is represented by: | | |
| Cash and short-term deposits | \$ 460,068 | \$ 580,803 |
| Cash not available for current operations | 350,035 | 342,707 |
| | \$ 810,103 | \$ 923,510 |

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2022

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

| Asset | Basis | Rate |
|------------------|-------------------|---------|
| Building | Declining balance | 4% |
| Vehicles | Declining balance | 30% |
| Computer | Straight-line | 4 years |
| General contents | Straight-line | 5 years |

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2022 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2023, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2022.

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2023.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Accounts receivable:

| | 2022 | | 2021 | |
|------------------------|------|--------|------|--------|
| Trade receivables | \$ | 46,990 | \$ | 61,150 |
| Goods and services tax | | 4,641 | | 4,932 |
| | \$ | 51,631 | \$ | 66,082 |

4. Capital assets:

| | 2022 | | |
|------------------|--------------|--------------------------|----------------|
| | Cost | Accumulated amortization | Net book value |
| Land | \$ 80,000 | \$ - | \$ 80,000 |
| Building | 773,397 | 392,071 | 381,326 |
| General contents | 280,461 | 267,448 | 13,013 |
| Other equipment | 13,678 | 13,097 | 581 |
| Vehicles | 53,411 | 42,499 | 10,912 |
| Computer | 173,446 | 157,138 | 16,308 |
| | \$ 1,374,393 | \$ 872,253 | \$ 502,140 |

| | 2021 | | |
|------------------|--------------|--------------------------|----------------|
| | Cost | Accumulated amortization | Net book value |
| Land | \$ 80,000 | \$ - | \$ 80,000 |
| Building | 773,397 | 376,182 | 397,215 |
| General contents | 275,986 | 264,000 | 11,986 |
| Other equipment | 13,678 | 13,097 | 581 |
| Vehicles | 53,411 | 37,822 | 15,589 |
| Computer | 169,849 | 141,348 | 28,501 |
| | \$ 1,366,321 | \$ 832,449 | \$ 533,872 |

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2021.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

6. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,284.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2023.

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

| | 2022 | 2021 |
|---------------------------------------|--------------|--------------|
| Total debt limit | \$ 1,013,836 | \$ 1,311,463 |
| Total debt | (40,000) | (40,000) |
| Amount of debt limit unused | \$ 973,836 | 1,271,463 |
| Debt servicing limit | \$ 202,767 | 262,293 |
| Debt servicing | (40,000) | - |
| Amount of debt servicing limit unused | \$ 162,767 | \$ 262,293 |

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

9. Accumulated surplus

| | 2022 | 2021 |
|------------------------------|-----------|-----------|
| Net assets: | | |
| Unrestricted | 221,941 | 336,380 |
| Investment in capital assets | 502,140 | 533,872 |
| Internally restricted | 350,035 | 342,707 |
| | 1,074,116 | 1,212,959 |

Internally restricted net assets is comprised of the following:

| | 2022 | 2021 |
|------------------------|---------|---------|
| Operating reserve fund | 175,017 | 171,353 |
| Capital reserve fund | 175,018 | 171,354 |
| | 350,035 | 342,707 |

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

10. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 281,764 employees of approximately 435 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 8.45% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.80% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2022 were \$137,670 (2021 - \$156,677). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2022 were \$123,539 (2021 - \$142,045).

At December 31, 2021 the Plan disclosed an actuarial surplus of \$11.9 billion.

11. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

12. Budget information:

The budget information was approved by the Board on December 2, 2021.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

13. Comparative information:

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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