



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

MINUTES – 2 (2017)

**ANNUAL GENERAL BOARD OF DIRECTORS’ MEETING**

**Thursday, June 1, 2017 – 7:00 p.m.**

**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Bill Graff (absent) .....	Village of Arrowwood	Brad Koch (absent) .....	Village of Lomond
Jane Jensen .....	Village of Barnwell	Richard Van Ee .....	Town of Magrath
Ed Weistra .....	Village of Barons	David Hawco .....	Town of Milk River
Tom Rose .....	Town of Bassano	Louis Myers .....	Village of Milo
Fred Rattai (absent) .....	City of Brooks	Christophe Labrune (absent) .....	Town of Nanton
Jim Bester .....	Cardston County	Clarence Amulung .....	County of Newell
Dennis Barnes .....	Town of Cardston	Pete Pelley .....	Village of Nobleford
Stacey Hovde (absent) .....	Village of Carmangay	Henry De Kok .....	Town of Picture Butte
Jamie Smith .....	Village of Champion	Quentin Stevick .....	M.D. of Pincher Creek
Betty Fieguth (absent) .....	Town of Claresholm	Don Anderberg .....	Town Pincher Creek
Bill Chapman .....	Town of Coaldale	Ronald Davis (absent) .....	M.D. of Ranchland
Sheldon Watson .....	Town of Coalhurst	Greg Robinson .....	Town of Raymond
Ken Galts .....	Village of Coutts	Barry Johnson .....	Town of Stavely
Garry Hackler (absent) .....	Village of Cowley	Ben Nilsson (absent) .....	Village of Stirling
Dean Ward - alternate .....	Mun. Crowsnest Pass	Ben Elfring .....	M.D. of Taber
Dave Filipuzzi .....	Mun. Crowsnest Pass	Margaret Plumtree (absent) .....	Town of Vauxhall
Gordon Wolstenholme .....	Town of Fort Macleod	Derrick Annable (absent) .....	Vulcan County
Barb Michel .....	Village of Glenwood	Rick Howard .....	Town of Vulcan
John Connor .....	Town of Granum	David Cody .....	County of Warner
Monte Christensen (absent) .....	Village of Hill Spring	Ian Glendinning .....	Village of Warner
John Willms .....	County of Lethbridge	Henry Van Hierden .....	M.D. Willow Creek

**STAFF:**

Lenze Kuiper .....	Director	Cameron Mills .....	Planner
Bonnie Brunner .....	Senior Planner	Leda Kozak Tittsworth .....	Assistant Planner
Mike Burla .....	Senior Planner	Kaylee Kinniburgh .....	CAD/GIS Technologist
Steve Harty .....	Senior Planner	Yueu Majok .....	CAD/GIS Technologist
Diane Horvath .....	Senior Planner	Jennifer Maxwell .....	Subdivision Technician
Gavin Scott .....	Senior Planner	Stacy Olsen .....	Technician
Cam Klassen .....	Planner	Barb Johnson .....	Executive Secretary
Ian MacDougall .....	Planner		

**AGENDA:**

- 1. Approval of Agenda – June 1, 2017 .....**

2. **Approval of Minutes** – March 2, 2017..... (attachment)
3. **STAFF PRESENTATIONS**

*Gavin Scott, Senior Planner – Tiny Homes*  
*Bonnie Brunner, Senior Planner – Solar Energy Systems*
4. **Business Arising from the Minutes**.....
5. **Reports**
  - (a) Executive Committee Report..... (attachment & handout)
  - (b) GIS Presentation .....
6. **Business**
  - (a) Draft ORRSC Annual Report and Financial Statements 2016..... (attachment)
  - (b) Provincial Funding Request .....
  - (c) Grant Funding..... (attachments)
7. **Accounts**
  - (a) Summary of Balance Sheet and Statement of Income for the 3-month period:  
January 1 - March 31, 2017 .....
8. **Adjournment** – until September 7, 2017.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Ken Galts**

THAT the Board of Directors approve the agenda of June 1, 2017, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: John Connor**

THAT the Board of Directors approves the minutes of March 2, 2017, as presented. **CARRIED**

**3. STAFF PRESENTATIONS**

*Gavin Scott, Senior Planner – Tiny Homes*

Tiny homes are a trend sweeping home improvement channels. The current momentum of the tiny home movement was gained not by the fact that they were introduced by reality programming as a new housing type, but because of the viewing public's fixation on this TV genre. The economy and society as a whole through time has always faced challenges and yet, in North America, this has not resulted in large investments in this type of housing. While these homes are 'cute' and often mobile houses, they are usually impractical as permanent dwellings.

There are two types of tiny homes: a tiny house on wheels, legally considered a recreational vehicle (RV), and a tiny house on a foundation, legally considered a dwelling unit. The RV type must meet CSA approvals and the house must meet Alberta Building Codes. Size generally ranges from 100 to 350 sq. ft.

Most land use bylaws require a minimum floor area for single unit dwellings, generally a minimum 700 sq. ft. and greater. Lot sizes available in most urban settings are generally 50 x 100 feet and are serviced with municipal water and sewer. RV types are required to be located in a campground or specialized recreational or residential district/development.

**Bonnie Brunner, Senior Planner – Solar Energy Systems**

We live in an area with great solar capacity and the government is promoting this type of electricity.

#### **Climate Leadership Plan** (Alberta Government)

- Carbon pricing
- Phasing out coal pollution by 2030
- Cap oil sands emission to 100 megatonnes/yr
- Reduce methane emissions by 45% by 2025
- **Develop more renewable energy**
  - Renewable Electricity Program
  - Micro-generation
  - Energy Efficiency Alberta

#### **Micro-generation – 5 MW or Less**

- Small-scale
- Homeowners, small business, municipal buildings (meet own needs)
- Land Use Bylaw considerations:
  - Permitted vs Discretionary
  - Safety Codes
  - Subdivision Design / Building Orientation

#### **Commercial Generation – Greater than 5 MW**

- Large-scale
- Generate electricity for revenue
- Land use and other considerations:
  - Site Suitability
  - Access
  - Stormwater Management
  - Weed Control
  - Aesthetics
  - Emergency Response
  - Reclamation
  - Construction Permit Fees

Solar operations require a lot of space: 1 MW - 6 to 10 acres, 5 MW - 40 acres.

The province is releasing the Residential and Commercial Solar Program in June 2017. In-house we are preparing some materials for our municipalities' information. To ensure the best outcome, we suggest producers meet with municipalities early on to determine municipal priorities and where they can be sited.

**\* Both of the above presentations will be e-mailed to all Board Members.**

#### **4. BUSINESS ARISING FROM THE MINUTES**

None.

#### **5. REPORTS**

##### **(a) Executive Committee Report** ..... (attachment & handout)

- A letter from the Executive Committee was handed out outlining that ORRSC is aware of all the plans that will be required due to changes to the Municipal Government Act and the roll-out of the South Saskatchewan Regional Plan. ORRSC is prepared to meet all of your planning requirements over the next few years and is building a schedule that ensures your plans will be completed in a timely fashion. Member municipalities can directly award the provision of Statutory Plans, Land Use Bylaws and various other reports to ORRSC without the necessity of a Request for Proposal (RFP). While this doesn't preclude you from going to private consultants, it does add costs to the Commission, for the time spent preparing RFPs and in the form of lost revenues should you award the contract elsewhere.

**Moved by: Greg Robinson**

THAT the Board of Directors accept the letter regarding ORRSC Shared Services and circulate it to all member municipalities' Mayor/Reeve, Council and Administration. **CARRIED**

**Moved by: Jane Jensen**

THAT the Board of Directors receive the Executive Committee Report for the meetings of April 13 and May 11, 2017, as information. **CARRIED**

##### **(b) GIS Presentation**

- Kaylee Kinniburgh, CAD/GIS Technologist, presented an update on GIS department activities:
  - Orthophotos have been flown and will be delivered in July
  - Two committees are being formed to get input from the GIS users:
    1. GIS Advisory Committee (GIS users)
    2. Tangible Capital Assets Advisory Group (Financial & Public Works)
  - New client this year - City of Brooks
  - New project - development permit tracking imbedded in GIS for development officers to have one place to reference for development

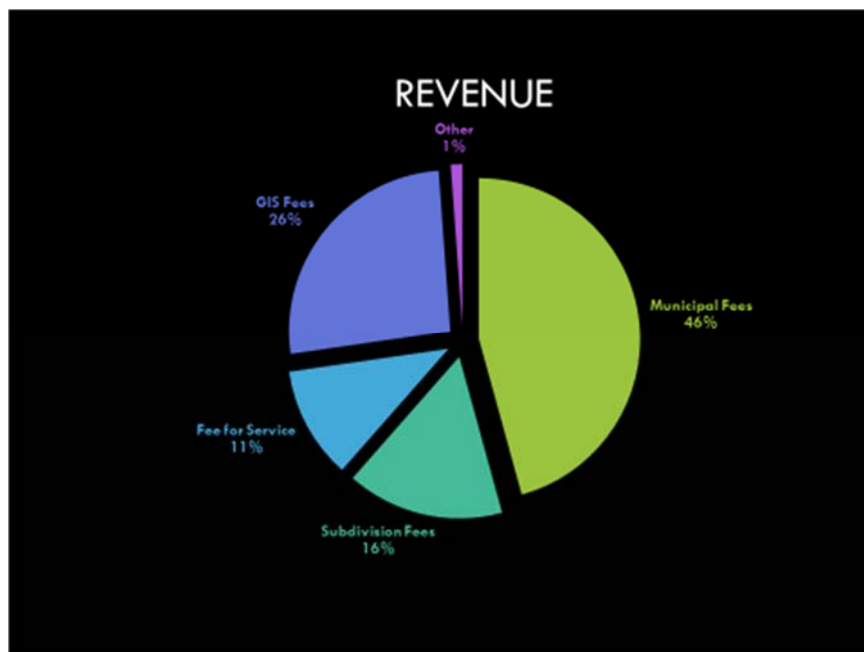
#### **6. BUSINESS**

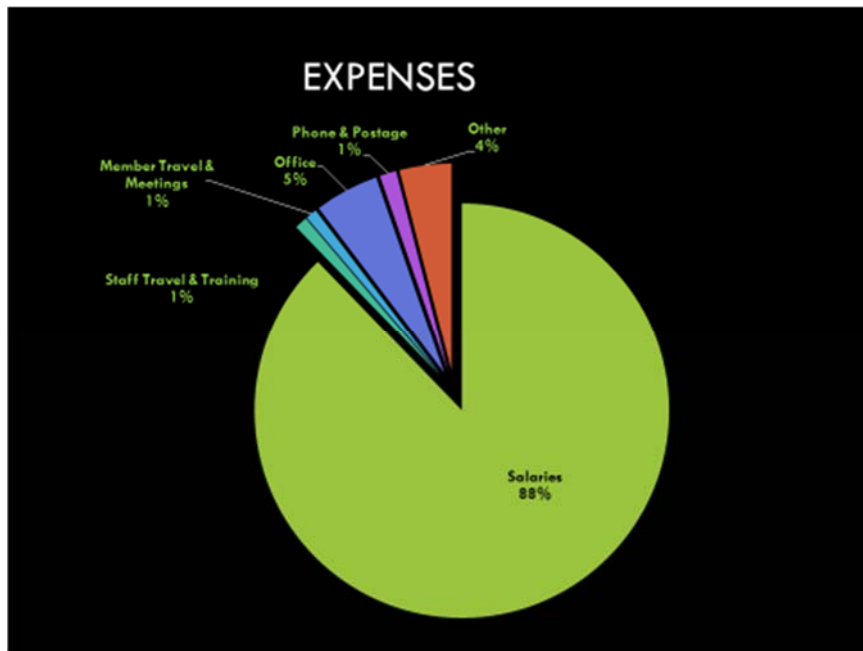
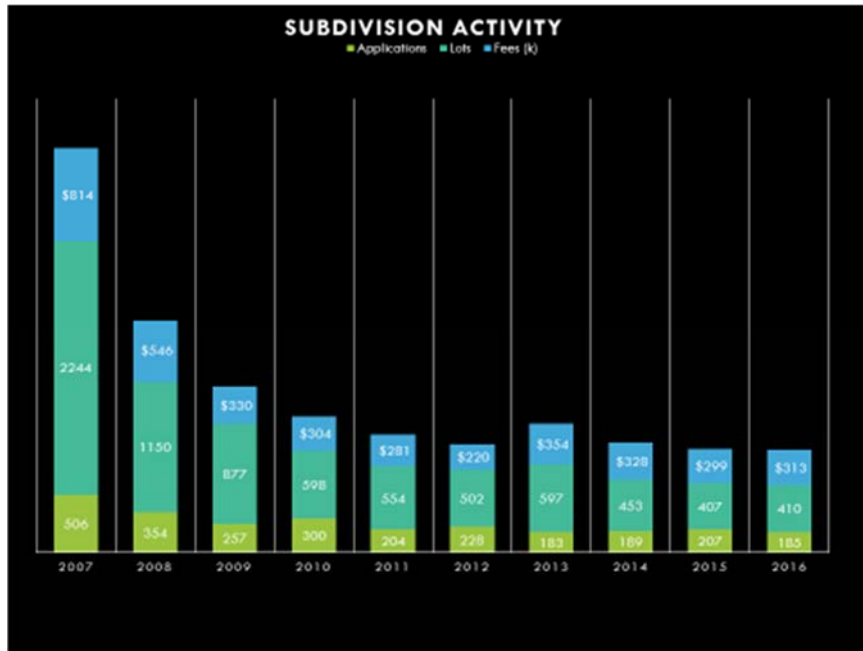
##### **(a) Draft ORRSC Annual Report and Financial Statements 2016**

- The Board of Directors has delegated to the Executive Committee the responsibility for financial concerns, including budget preparation, approval of accounts and the appointment of an auditor, and the approval of the Audited Financial Statements for submission to Alberta Municipal Affairs prior to May 1 of each year; however, the Board does review and ratify those decisions. Highlights of the 2016 audited financial statements are as follows:

### HIGHLIGHTS

	2015 - \$	2016 - \$
<b>Net Revenues</b>	<b>2,063,824</b>	<b>1,969,921</b>
Membership - Planning	875,845	900,640
Membership - GIS	487,038	514,721
Subdivision	298,481	310,730
Fee-for-Service	383,240	221,104
<b>Net Expenses</b>	<b>1,899,484</b>	<b>1,896,267</b>
Salaries & Benefits	1,614,726	1,664,515
Excess of Revenues over Expenditures	171,151	72,968
Internally Restricted Net Assets (Reserves)	49,905	99,905
Total Equity	806,865	941,111





Moved by: Ben Elfring

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC Annual Report and Financial Statements for the year ending December 31, 2016. **CARRIED**

**(b) Provincial Funding Request**

- Alberta Municipal Affairs responded to ORRSC's request for annual funding in a letter dated March 17, 2017 (see agenda). They stated that operating costs for municipal services, including land-use planning and development, are not eligible for funding under the Alberta Community Partnership (ACP) program. The metropolitan boards of Calgary and Edmonton produce and implement regional growth plans — this is the focus of the province's current funding support for these boards.
- Member municipalities, when seeking to fund intermunicipal plans, are eligible for ACP funding. Member municipalities may also allocate portions of their municipal sustainability initiative to ORRSC.

**(c) Grant Funding**

- **\$500,000** ACP Grant to prepare an MDP Guidebook – to be completed before the municipal elections in October 2017 – funds shared among 5 planning agencies
- **\$200,000** ACP Grant for Orthophoto Project (sponsored by Olds) – funds to the company flying the orthophotos
- **\$200,000** ACP Intermunicipal Collaboration Grant for Rural Intermunicipal Development Plans (sponsored by MD of Taber) – funds to ORRSC

**7. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 3-month period:  
January 1 - March 31, 2017**

Moved by: Louis Myers

THAT the Board of Directors have reviewed and ratified the Summary of Balance Sheet and Statement of Income for the 3-month period: January 1 - March 31, 2017. **CARRIED**

**8. ADJOURNMENT**

Moved by:

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:05 p.m. until **Thursday, September 7, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: \_\_\_\_\_

