

AGENDA

GOVERNANCE AND PRIORITIES COMMITTEE MEETING

TUESDAY, June 28, 2011

7:00 p.m.

CALL TO ORDER

ADOPTION OF AGENDA

DELEGATIONS

1. Scott Warris, Treasurer – Crowsnest Pass Boy's and Girl's Club
– Duck Race Fundraiser
2. June Vastenhout – Neighbourhood Concerns with Random Camping during the
Rum Runner Days Weekend near Lyons Creek - between 18th Ave and 16th Ave on
132 Street.

TOPICS FOR DISCUSSION

1. Property Tax Instalment Bylaw – Director of Finance and Systems
2. Rum Runner Days/Thunder in the Valley – Director of Finance and Systems
3. Orpheum Theatre Bylaw – Director of Legislative & HR Services
4. AltaLink Follow-up – Director of Legislative & HR Services
5. Advertising Policy – Director of Legislative & HR Services
6. Agenda Format Changes – Chief Administrative Officer – (verbal)
7. Review of the Procedural Bylaw and the Governance and Priorities Committee –
Chief Administrative Officer – (verbal)
8. Community Standards Bylaw Enforcement – Chief Administrative Officer –
(verbal)

IN CAMERA

1. Personnel (2)

OUT OF CAMERA

ADJOURN



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance and Priorities Committee
Meeting Date: June 28, 2011
Originated By: Marion Vanoni, Director of Finance & Systems
Subject: Bylaw No. 827, 2011- Tax Installment Payment Plan Bylaw
Agenda Item No: G 2011-026

Administration Recommendation:

1. That the Policy Committee review the above noted Bylaw and recommend that the Governance and Priorities Committee forward it to Council for first reading.
2. That the Policy Committee suggests that the Governance and Priorities Committee recommend that Council repeal Bylaw No. 557, 2001 upon the enactment of Bylaw No. 827, 2011-Tax Installment Payment Plan Bylaw.

Policy Committee Recommendation:

1. To present Bylaw No. 827, 2011 to Governance and Priorities Committee on June 28, 2011 and forward it to the July 5, 2011 Council meeting for first reading.
2. That the Governance and Priorities Committee recommend that Council repeal Bylaw No. 557, 2001 upon the enactment of Bylaw No. 827, 2011-Tax Installment Payment Plan Bylaw.

Background:

The existing tax Installment Payment Plan Bylaw No. 557, 2001 does not reflect the Installment Payment Plans that are currently offered by the Municipality. The Bylaw provides for monthly installments but not for semi-monthly which has been the practice for several years. It was further discovered that a 1.5% penalty on installment defaults has never been implemented. In order to address these inconsistencies, Bylaw No. 827, 2011-The Installment Payment Plan Bylaw was created. In addition, Tax Installment Payment Plans are supported by Section 340 of the Municipal Government Act (MGA) which allows Council to permit taxes to be paid by installments, at the option of the taxpayer.

Discussion:

Section 4 of Bylaw No. 557, 2001 only provides for twelve (12) monthly installments when in fact the Municipality also provides for twenty-four (24) semi-monthly installments as demonstrated by the Pre-Authorized Tax Payment Plan application form attached to this report. Although some tax payers prefer to pay annual lump sum tax payments on due date, this bylaw provides another type of service opportunity for other

Approvals:

CAO

Department Head

property owners to meet their property tax commitments. Subsection 7(a) reflects a penalty of 1.5% which has never been implemented. The recommended exclusion of subsection 7(a) will conform to the Municipality's existing process.

The review of Bylaw No. 577, 2001 also provided an opportunity to tidy up the numbering format and make other changes that were not substantive.

Alternatives:

If Council chooses not to enact Bylaw No. 827, 2011 the Municipality will have to reduce its service level to residents from an installment program offering semi monthly and monthly installments to only monthly installments.

Council could choose to have Administration implement a 1.5% penalty on installment payments in default.

Financial Impact:

With almost \$4 million of tax revenue collected at due date, cash flow and investment opportunities are impeded during the first half of the calendar year. The fostering of this program and encouraging property owners to participate provides a constant cash flow for the Municipality.

Attachments:

- BYLAW NO. 827, 2011 Property Tax Penalties Bylaw
- BYLAW NO. 557, 2001 Installment Payment Plan Bylaw
- Sections 340 and 344 of the Municipal Government Act
- Form: Pre-Authorized Tax Payment Plan

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 827, 2011

A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ALLOWING FOR PAYMENT OF TAXES BY INSTALMENTS.

WHEREAS

Pursuant to Section 340 the Municipal Government Act, R.S.A. 1994 Chapter M-26-1 being Chapter M-31 of the Revised Statutes of Alberta, 2000 and amendments thereto, authorizes a Council by Bylaw to provide for payment of taxes by installments;

AND WHEREAS

Council desires to establish a pre-authorized tax installment plan;

NOWTHEREFORE

The Council of the Municipality of Crowsnest Pass, in the Province of Alberta, duly assembled enacts as follows:

1) NAME

- a) This Bylaw shall be referred to as the "Tax Installment Payment Plan Bylaw".

2) DEFINITIONS

- a) Council – means the Council of the Municipality of Crowsnest Pass.
- b) Municipality – means the Municipality of Crowsnest Pass.
- c) Plan – means the Tax Installment Payment Plan.
- d) Taxes – shall mean and include all taxes which are levied by Council on all assessed land and improvements situated thereon shown on the assessment roll of the Municipality of Crowsnest Pass including street maintenance and local improvement taxes.
- e) Taxpayer – means a person required to pay taxes.
- f) Year – means calendar year.

3) APPLICATION

- a) A taxpayer may apply to the Director of Finance and Systems prior to December 15 of any year to pay the taxes payable by the taxpayer for the following year, pursuant to the Plan.
- b) An application pursuant to subsection 4(i) (1) and (2) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:
 - i) all outstanding taxes, tax arrears and penalties owed to the Municipality by the taxpayer have been paid;
 - ii) the taxpayer shall have completed an application form ~~in form~~ prescribed by the Director of Finance and Systems;
 - iii) the taxpayer shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the taxpayer at a Bank, Treasury Branch, Trust Company or Credit Union.

4) MONTHLY INSTALMENTS

- i) For each year during which taxes are paid pursuant to the Plan, taxes shall be paid as follows:
 - (1) by twelve (12) monthly instalments calculated pursuant to this section and payable on the first day of each month of the year; or
 - (2) by twenty-four (24) semi-monthly instalments calculated pursuant to this section and payable on the 15th and 30th day of each month of the year.
- ii) The amount of monthly instalments to be paid pursuant to subsection 4(1) 4(i) (1) and (2) shall be calculated as follows:
 - (1) subject to subsection 4(3) 4(iii), for the months of January to June the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the immediately preceding year; and
 - (2) for the months July to December the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the preceding year plus one-sixth (1/6) of the difference between the preceding and current years taxes.
- iii) In the event that the total amount of the monthly instalments payable for the months of January to June exceed one-half (1/2) of the taxes payable for the current year, the Municipality shall prior to June 30 of the current year make a credit payment to the taxpayer equal to the difference between a total amount of the monthly instalments paid for the months of January to June of the current year and one-half (1/2) of the taxes payable for the current year.

5) PENALTIES

- a) Provided that a taxpayer paying taxes under the Plan pays each monthly instalment and makes each adjustment payment as provided for in Section 4, penalties shall not be applied to the taxes or any portion thereof.

6) WITHDRAWAL FROM PLAN

- a) A taxpayer paying taxes pursuant to the Plan may withdraw from the Plan at any time upon at least two (2) weeks written notice to the Director of Finance and Systems.
- b) In the event that a taxpayer withdraws from the Plan prior to the current year's due date:
 - i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of the taxes payable for the current year;
 - ii) The taxpayer shall be liable to pay penalties on all amounts of taxes remaining unpaid after the current year's due date;
- c) In the event that a taxpayer withdraws from the Plan after the current year's due date:
 - i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of taxes payable for the current year;

- ii) the balance of the taxes payable by the taxpayer for the current year shall immediately become due and payable;
- iii) and the taxpayer shall be liable to pay penalties on unpaid taxes accruing following withdrawal from the Plan.

7) DEFAULT

- a) ~~If a monthly installment of taxes remains unpaid by the fourth day of the month for which it is payable pursuant to this By-law, a penalty equal to 1.5% of the monthly installment shall be imposed on the amount of the monthly installment payable by the taxpayer.~~
- b) If an monthly installment remains unpaid on the first day of the following month participation in the Plan may be cancelled at the discretion of the Director of Finance & Systems.
- c) Upon written request for revision of future monthly installments pursuant to ~~clause 7(1)-~~section 7 the Director of Finance and Systems shall revise the amounts of future monthly installments to provide for payment of the outstanding monthly installment together with all penalties imposed thereon in addition to the original monthly installments by the end of the year during which the outstanding monthly installment is payable.
- d) The participation of the taxpayer in the Plan shall be automatically cancelled in the event that:
 - i) an monthly installment remains unpaid as provided for in ~~subsection 7(1)-~~section 7 and the taxpayer responsible for payment of the monthly installment fails to either pay the monthly installment and penalties or make written request for revision of future monthly installments as provided for in subsection ~~7(3)-~~ 7 (c); or
 - ii) payment of any two monthly installments payable by a taxpayer during a year are not paid by the dates provided for in ~~subsection 7(1)-~~section 7.
- e) In the event that the participation of a taxpayer in the Plan is cancelled:
 - i) all taxes paid for the current year pursuant to the Plan shall be retained and credited towards the balance of the taxes payable by the taxpayer for the current year;
 - ii) subject to subsection 344 of the Municipal Government Act, the taxpayer shall be liable to pay all penalties;
 - (1) imposed on outstanding monthly installments pursuant to ~~subsection 7(1)-~~section 7 and By law 821, 2011-Property Tax Penalties By law; and
 - (2) accruing following from cancellation on the amount of taxes remaining unpaid.

8) SALE OF LAND

- a) A purchaser of property with respect to which payment of taxes is made pursuant to the Plan may apply to the Director of Finance and Systems to continue payment of taxes pursuant to the Plan.
- b) An application pursuant to subsection ~~8(1)-~~ 8(a) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:

- i) all outstanding taxes, tax arrears, and penalties owed to the Municipality with respect to the property have been paid;
- ii) the purchaser shall have completed an application form in a form prescribed by the Director of Finance and Systems; and
- iii) the purchaser shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the purchaser at a Bank, Treasury Branch, Trust Company or Credit Union.

9) ADJUSTMENT OF MONTHLY INSTALMENTS

- a) The Director of Finance and Systems may revise the amounts of monthly installments payable under the Plan:
 - i) to reflect changes to the assessed value of property;
 - ii) to reflect the imposition or termination of local improvement charges; and
 - iii) to provide for payment pursuant to the Plan of amounts which in the event of non-payment are deemed at law to be taxes or to be recoverable as or in the same manner as taxes.

10) EFFECTIVE DATE

- a) This Bylaw shall come into force upon third reading and final passage.
- b) By Law 557, 2001 is repealed.

Read a First Time this _____ day of _____, 2011

Read a Second Time this _____ day of _____, 2011

Read a Third Time and Finally passed this _____ day of _____, 2011

MUNICIPALITY OF CROWSNEST PASS

Mayor

ORIGINAL SIGNED

Chief Administrative Officer

MUNICIPALITY OF CROWSNEST PASS

80

BYLAW NO. 557, 2001

A BY-LAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ALLOWING FOR PAYMENT OF TAXES BY INSTALMENTS.

WHEREAS pursuant to Section 340 the Municipal Government Act R.S.A. 1994 Chapter M-26.1 Council may by bylaw provide for payment of taxes by instalments;

AND WHEREAS Council desires to establish a pre-authorized tax instalment plan;

NOWTHEREFORE, the Council of the Municipality of Crowsnest Pass, in the Province of Alberta, duly assembled enacts as follows:

1) NAME

(1) This Bylaw shall be referred to as the "Tax Instalment Payment Plan Bylaw".

2) DEFINITIONS

a) COUNCIL - means the Council of the Municipality of Crowsnest Pass

b) MUNICIPALITY - means the Municipality of Crowsnest Pass

c) PLAN - means the Tax Instalment Payment Plan;

d) TAXES - shall mean and include all taxes which are levied by Council on all assessed land and improvements situate thereon shown on the assessment roll of the Municipality of Crowsnest Pass including street maintenance and local improvement taxes.

e) TAXPAYER - means a person required to pay taxes, and

f) YEAR - means calendar year.

3) APPLICATION

(1) A taxpayer may apply to the Director of Finance and Systems prior to December 15 of any year to pay the taxes payable by the taxpayer for the following year, pursuant to the Plan.

(2) An application pursuant to subsection 4(1) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:

(a) all outstanding taxes, tax arrears and penalties owed to the Municipality by the taxpayer have been paid;

(b) the taxpayer shall have completed an application form in form prescribed by the Director of Finance and Systems;

(c) the taxpayer shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect instalment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the taxpayer at a Bank, Treasury Branch, Trust Company or Credit Union.

4. MONTHLY INSTALLMENTS

- 1) For each year during which taxes are paid pursuant to the Plan, taxes shall be paid as follows:
 - (a) by twelve (12) monthly instalments calculated pursuant to this section and payable on the first day of each month of the year:
- 2) The amount of the monthly instalments to be paid pursuant to subsection 4(1) shall be calculated as follows:
 - (a) subject to subsection 4(3), for the months of January to June the monthly instalments shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the immediately preceding year; and
 - (b) for the months July to December the monthly instalments shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the preceding year plus one-sixth (1/6) of the difference between the preceding and current years taxes.
- 3) In the event that the total amount of the monthly instalments payable for the months of January to June exceed one-half (1/2) of the taxes payable for the current year, the Municipality shall prior to June 30 of the current year make a credit payment to the taxpayer equal to the difference between a total amount of the monthly instalments paid for the months of January to June of the current year and one-half (1/2) of the taxes payable for the current year.

5. PENALTIES

Provided that a taxpayer paying taxes under the Plan pays each monthly instalment and makes each adjustment payment as provided for in Section 4, penalties shall not be applied to the taxes or any portion thereof.

6. WITHDRAWAL FROM PLAN

- (1) A taxpayer paying taxes pursuant to the Plan may withdraw from the Plan at any time upon at least two (2) weeks written notice to the Director of Finance and Systems
- (2) In the event that a taxpayer withdraws from the Plan prior to the current year's due date,
 - (a) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of the taxes payable for the current year.
 - (b) The taxpayer shall be liable to penalties on all amounts of taxes remaining unpaid after the current year's due date
- (3) In the event that a taxpayer withdraws from after the current year's due date,
 - (a) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of taxes payable for the current year;
 - (b) the balance of the taxes payable by the taxpayer for the current year shall immediately become due and payable, and
 - (c) the taxpayer shall be liable to pay penalties on unpaid taxes accruing following withdrawal from the Plan.

7. DEFAULT

- (1) If a monthly instalment of taxes remains unpaid by the fourth day of the month for which it is payable pursuant to this Bylaw, a penalty equal to 1.5% of the monthly instalment shall be imposed on the amount of the monthly instalment payable by the taxpayer.
- (2) If a monthly instalment remains unpaid on the first day of the following month participation in the Plan shall be cancelled.
- (3) Upon written request for revision of future monthly instalments pursuant to clause 7(1) the Director of Finance and Systems shall revise the amounts of future monthly instalments to provide for payment of the outstanding monthly instalment together with all penalties imposed thereon in addition to the original monthly instalments by the end of the year during which the outstanding monthly instalment is payable.
- (4) In the event that
 - (a) a monthly instalment remains unpaid as provided for in subsection 7(1) and the taxpayer responsible for payment of the monthly instalment fails to either pay the monthly instalment and penalties or make written request for revision of future monthly instalments as provided for in subsection 7(3), or
 - (b) payment of any two monthly instalments payable by a taxpayer during a year are not paid by the dates provided for in subsection 7(1)the participation of the taxpayer in the Plan shall be automatically cancelled.
- (5) In the event that the participation of a taxpayer in the Plan is cancelled
 - (a) all taxes paid for the current year pursuant to the Plan shall be retained and credited towards the balance of the taxes payable by the taxpayer for the current year
 - (b) subject to subsection 344 of the Municipal Government Act, the taxpayer shall be liable to pay all penalties
 - (i) imposed on outstanding monthly instalments pursuant to subsection 7(1) and prior to cancellation, and
 - (ii) accruing following cancellation on the amount of taxes remaining unpaid.

8. SALE OF LAND

- (1) A purchaser of property with respect to which payment of taxes is made pursuant to the Plan may apply to the Director of Finance and Systems to continue payment of taxes pursuant to the Plan.
- (2) An application pursuant to subsection 8(1) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:
 - (a) all outstanding taxes, tax arrears, and penalties owed to the Municipality with respect to the property have been paid;
 - (b) the purchaser shall have completed an application form in a form prescribed by the Director of Finance and Systems; and
 - (c) the purchaser shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect instalment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the purchaser at a Bank, Treasury Branch, Trust Company or Credit Union.

9. ADJUSTMENT OF MONTHLY INSTALMENTS

The Director of Finance and Systems may revise the amounts of monthly instalments payable under the Plan

- (a) to reflect changes to the assessed value of property
- (b) to reflect the imposition or termination of local improvement charges, and
- (c) to provide for payment pursuant to the Plan of amounts which in the event of non-payment are deemed at law to be taxes or to be recoverable as or in the same manner as taxes.

10. EFFECTIVE DATE

This Bylaw shall come into force upon third reading and final passage.

Read a First Time this 5th day of JUNE, 2001.


CARRIED UNANIMOUSLY

Read a Second Time this 5th day of JUNE, 2001.

CARRIED UNANIMOUSLY

Read a Third Time and Finally passed this 5th day of JUNE, 2001.

CARRIED


Mayor


Chief Administrative Officer

(2) The certification of the date referred to in subsection (1) is evidence that the tax notices have been sent and that the taxes have been imposed.

1994 cM-26.1 s336

Deemed receipt of tax notice

337 A tax notice is deemed to have been received 7 days after it is sent.

1994 cM-26.1 s337

Correction of tax notice

338 If it is discovered that there is an error, omission or misdescription in any of the information shown on a tax notice, the municipality may prepare and send an amended tax notice to the taxpayer.

1994 cM-26.1 s338

Incentives

339 A council may by bylaw provide incentives for payment of taxes by the dates set out in the bylaw.

1994 cM-26.1 s339

Instalments

340(1) A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

(2) A person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment.

(3) When an agreement under subsection (2) is made, the tax notice, or a separate notice enclosed with the tax notice, must state

(a) the amount and due dates of the instalments to be paid in the remainder of the year, and

(b) what happens if an instalment is not paid.

1994 cM-26.1 s340

Deemed receipt of tax payment

341 A tax payment that is sent by mail to a municipality is deemed to have been received by the municipality on the date of the postmark stamped on the envelope.

1994 cM-26.1 s341

Receipt for payment of taxes

342 When taxes are paid to a municipality, the municipality must provide a receipt.

1994 cM-26.1 s342

Application of tax payment

343(1) A tax payment must be applied first to tax arrears.

(2) If a person does not indicate to which taxable property or business a tax payment is to be applied, a designated officer must decide to which taxable property or business owned by the taxpayer the payment is to be applied.

1994 cM-26.1 s343

Penalty for non-payment in current year

344(1) A council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than 30 days after the tax notice is sent out.

1994 cM-26.1 s344

Penalty for non-payment in other years

345(1) A council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

1994 cM-26.1 s345

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26.1 s346

Re: Bylaw 831 2011
Tax Penalty Bylaw



**MUNICIPALITY OF CROWSNEST PASS
PRE-AUTHORIZED TAX PAYMENT PLAN**

Box 600, Blairmore, AB.T0K 0E0 Ph: 403-563-2203 FAX: 403-563-5474
Email: taxroll@crowsnestpass.com

Name: _____
Phone: _____
Fax: _____
Email: _____
Date: _____

Customer ID _____
Mailing Address: _____

Direct Debit Plan ID (please choose one)

- Mid** 15th of Each Month Divided by 12
- End** 30th of Each Month Divided by 12
- Both** 15th & 30th of Each Month Divided by 24

Required minimum payment if starting after January 31st. _____

Roll Number	Tax Levy	Monthly Payment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. In the event of a sale, it is your responsibility to arrange for cancellation or transfer of the plan by notifying the Municipal Office two weeks prior to your next payment.
2. Payments will be recalculated twice a year.

If any payments are missed, I acknowledge that I will be subject to all relevant penalties, and I will be removed from the Tax Payment Plan.

SIGNATURE

BANK INFORMATION - ATTACH VOID CHEQUE

Financial Institute _____
Transit Number _____
Account Number _____



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: June 28, 2011
Originated By: Kevin Robins, Chief Administrative Officer
Subject: Rum Runner Days/Thunder in the Valley
Agenda Item No: C 2011-027

Administration Recommendation:

That Council accept as information an update of the 2011 Rum Runner Days/Thunder in the Valley report.

Background:

Through a naming evolution, the annual event “Barb Wire Johnny Days” held in Blairmore during the 1960-1970’s was renamed Crowsnest Pass Days right after the 1979 amalgamation of the Crowsnest Pass. In an effort to market the Crowsnest Pass’s remarkable history the organizing Committee in conjunction with the Chamber of Commerce once again renamed the annual event in the mid 1980’s. Historically, the event had been financially sponsored by the Town of Blairmore and then the Municipality of Crowsnest Pass with the Chamber of Commerce/Volunteers organizing the events. Approximately fifteen years ago, on behalf of the Chamber of Commerce, President, Ken Sorensen presented to Municipal Council and withdrew the Chambers support of the event due to the decrease of Chamber members. However, community volunteers and the Municipality continued to keep the event in motion realizing the potential of such event.

Thunder in the Valley is now entering its 18th year and has been operating in conjunction with the Rum Runner Days Weekend for approximately 15 years making this weekend the biggest ecotourism event held annually in the Community. It is also one of the biggest opportunities for our community not for profit organizations to fund raise, sell tickets and promote their activities.

However, as the event grows so do infrastructure issues and resident concerns that result from the large numbers of people attending the event. As identified in the Crowsnest Pass Economic Development Plan a “plan to review and re-develop this event to focus on increasing potential for economic benefit to the community and local business”¹ is to undertaken September 2011 to June 2012.

Approvals: CAO _____ Department Head _____

Discussion:

Activities:

Thursday to Sunday July 15 to July 17, 2011:

Big M Shows (Carnival)-Gazebo Park

Crowsnest Museum (historic tours)

Bellevue Underground Mine Tours

Thursday July 14:

**7th Annual Green & Gold Bill Fukami Memorial Golf Tournament-CNP
Golf Course**

Friday July 15:

RBC Sole Survivor Foot Race (Friday)-Blairmore

Ex Canadian Enduro Championship (Friday and Saturday)-Forestry

Pass Piranha Swim Meet (Friday and Saturday)-Pass Pool

Co-ed Slo Pitch Tournament (Friday to Sunday)-Hillcrest Ball Field

Saturday July 16:

Lions Pancake Breakfast-Lions Pride Hall

Parade (Pinkest Town in the West)-107 street to 133 street Blairmore)

Show n Shine (129st to 132st Blairmore)

**Park Activities-Entertainment, Park Activities, Clowns, Vendors-Gazebo
Park**

Blairmore Legion-Wrestling

Thunder in the Valley-ISS Field

Sunday July 17:

CP Empress 2816 Steam Locomotive-129st to 125st Blairmore 10:30am

Park Activities 10:30am to 1pm

Infrastructure:

Traffic Control:

In 2006, Alberta Traffic Safety was retained to do a traffic plan to manage the exodus of vehicles from the Community after Thunder in the Valley with traffic control falling under the Direction of the Municipal By Law Officer. Originally the Municipal Rescue Department assisted the By Law Officer with traffic control but in 2010 took a more active role in responding to accidents/incidents during the Saturday evening. They provide traffic control on Friday evening for the RBC Sole Survivor and Saturday Morning for Parade. To facilitate the traffic plan the By Law Officer has Lethbridge Search and Rescue, the Sheriff's Department, Alberta Transportation, Volker Steven, and local RCMP all providing various levels of service, equipment and commitment.

Hospital/Home Care:

As in prior years, the hospital prepares for this weekend with additional staff and on call personnel. Home Care is also impacted by this weekend as they move throughout the community to provide care to the elderly. To provide priority access and movement of Home Care and Hospital Staff throughout the entire community, traffic passes are provided to all staff working during July 15, 16, and 17.

Discussion-continued:

Ambulance:

Alberta Health Services provides additional resources as per their protocol for high risk events that take place throughout the Province. Resources include additional ambulances, personnel and supplies. They are prepared for mass casualty response with their base command situated at the Hospital with other units strategically placed throughout the Community (focus on Blairmore) including bike units and ambulance stations.

Port-a-Potties and Solid Waste:

Arrangements have been made for large dumpsters and port-a-potties to be placed in the areas of the fireworks (19th Avenue 119 st-129st), ISS Field, and Gazebo Park.

Annually Community Services provides two staff members on the Friday, Saturday and Sunday to collect garbage

ISS Field Security:

The Blairmore Fireman will provide professional security for the ISS Field.

Policing:

Report to be provided at next Council meeting.

Camping:

The Blairmore Lions will be facilitating the camping along 19th Avenue between 119 street and 129th street.

Parade Route:

Will be cleared by the By Law Officer prior to the parade (9am enforcement).

Sunday Clean Up of Main Street, Gazebo Park and ISS Field:

Coleman Community Society will facilitate the clean up on Sunday morning.

Alternatives:

n/a

Financial Impact:

As per 2011 Budget:

Traffic Control-\$6,200

Policing-\$10,000

Solid Waste and Port a Potties: \$11,500

Attachments/Reference:

1. Crowsnest Pass Economic Development Plan, Action Item #10 page 11

Action	Comments/Rationale	Responsible	Timeline	Cost and Source of Funds	Measurement
<p>6. Once the website is in place, launch high intensity integrated communications strategy all tied into the web including:</p> <ul style="list-style-type: none"> Promote specific expanded and new events. Drive traffic to the website for more information through social media, radio, billboards and earned media. Develop high quality online downloadable pdf brochures for the website that target the key segments of Living in Crowsnest Pass, Visiting Crowsnest Pass, and Locating Your Business in Crowsnest Pass. 	It will be necessary to make a significant investment in communications to raise awareness of Crowsnest Pass and its advantages for tourists, prospective businesses and prospective residents.	EDO, Community Futures	June 2012 – May 2013	\$200,000 per year from corporate sponsors, in-kind donations, and tourism marketing fund (see #9 below)	Begin enhanced awareness campaign spring 2013
<p>7. Establish a formal process for identifying and applying for grants and funds from all public and private sector sources to support specific economic development projects.</p>	Taking advantage of all federal and provincial programs to fund projects will leverage Municipal investment and enhance opportunities.	EDO, Community Futures	June 2012 and ongoing	None	Up-to-date listing of funding programs available
Strategy 2: Tourism, Recreation, Art and Culture					
<p>8. Establish a full-time Tourism Coordinator Position and implement the approved Visitor Friendly Tourism Development Plan.</p>	Community Futures will establish a full-time Tourism Coordinator position. This individual will be responsible for supporting tourism initiatives and will work with the Travel Alberta, the DMO, tourism organizations and operators to achieve tourism growth objectives.	Community Futures, tourism organizations and operators	Sept – Nov 2011 and ongoing	Community Futures budget for Tourism Coordinator	Tourism Coordinator place by Q4 2011
<p>9. Explore implementation of a tourism levy as part of the hotel rate structure as well as a 1 cent/litre gas tax to be used to fund tourism/community marketing.</p>	It is essential to identify a means to fund expanded marketing of the community without increasing taxes. These approaches to funding will have a minimal impact on residents but are a way of obtaining significant contributions from those outside the community through their hotel and gas purchases and will generate significant revenues for the community.	EDO, CAO, Tourism Coordinator	Jan – June 2012	None	Sources of revenue established by the end of Q2 2012

Action	Comments/Rationale	Responsible	Timeline	Cost and Source of Funds	Measurement
<p>10. Review and re-develop Rum Runner Days/Thunder in the Valley with a focus on increasing potential for economic benefit to the community and local businesses:</p> <ul style="list-style-type: none"> Establish a community committee to run Rum Runner Days/Thunder in the Valley with the support of the Tourism Coordinator. Develop a financial model that is transparent regarding sources and uses of funds and results in profit to the Municipality, local businesses and the event. Consider payment for parking and bussing into a central location as a revenue generator and resolution for egress problems in the past. Consider expanding the event to Thursday night, Friday, Saturday and Sunday afternoon. Add entertainment by inviting big name acts for Thursday night, Friday night Saturday night before the fireworks, and Sunday afternoon. Many of these entertainers may already be at the South Country Fair, which is the same weekend, and may be able to perform in a sponsored tent located a reasonable distance from residential areas with bussing back and forth from the designated parking. Attract sponsorships including approaching Cowboys in Calgary to sponsor and manage the tent, as well as Bacardi Rum for donations of liquor, consistent with the Rum Runner theme. Identify other sponsors in addition to these examples. Enhance promotion through an integrated campaign building on web site, billboards, radio and social media. 	<p>The significant awareness and draw of the existing Runner Days/Thunder in the Valley is a substantial asset to build on, but must become a revenue generator for the community and its businesses and must be managed to ensure positive outcomes and controlled risks.</p> <p>Alberta Tourism has an Event Management Guide and Mentorship program that could assist in developing the event.¹⁴</p>	Community Rum Runner Days/Thunder in the Valley Committee, Tourism Coordinator, sponsors and local businesses	Sept 2011 – June 2012 and ongoing	Unknown	Revamped Rum Runner Days/Thunder in the Valley for the summer of 2012
<p>11. Raise the visibility of the multi-use, multi-season trail system as the premier North American attraction for these activities:</p> <ul style="list-style-type: none"> Become a member of the Accredited Mountain Biking Circuit. Establish linkages with relevant organizations. Consider events such as the Trans Rockies and Death Race concepts. Promote through the integrated "Crowsnest: Mountain Freedom" website, social media, billboard and radio. 	<p>The multi-use, multi-season trail system is a major tourism attraction that has significant potential to draw visitors and repeat visitors regionally, nationally and internationally. An intensive awareness campaign is required to achieve its potential as a tourism attraction.</p>	Operators, organizations, Tourism Coordinator	Sept 2011 and ongoing	Ongoing	Increasing events, awareness and usage of the trail system by tourists beginning in 2012

¹⁴ http://www.tpr.alberta.ca/tourism/festival_event_manual.aspx



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance and Priorities Committee

Meeting Date: June 28, 2011

Originated By: Lynne Cox

Subject: **DRAFT BYLAW 824, 2011 DESIGNATING THE ORPHEUM THEATRE AS A MUNICIPAL HERITAGE RESOURCE**

Agenda Item No: **GPC 2011-028**

Administration Recommendation:

That the Policy Committee suggest the Governance and Priorities Committee recommend Council approve the Proposed Bylaw designating the Orpheum Theatre as a Municipal Heritage Resource.

Policy Committee Recommendation:

That the Governance and Priorities Committee recommend to Council to approve the Draft Advertising Policy.

Background:

As the Policy Committee is aware, the Orpheum Theatre is seeking designation as a Municipal Heritage Resource. Application was made and approved by a motion of Council on April 19, 2011. As per the requirements of the Historical Act, following 60 day notice period, after the resident has been informed of a Notice to Designate the Orpheum Theatre as a Municipal Heritage Resource, a bylaw can come forward to Council as part of the designation process. At the conclusion of third reading, the designation would be registered on title and the property listed with the Province as an historic resource.

Discussion:

As Ms. Fabro, owner of the Theatre will be seeking a grant for restoration of her sign, with an application deadline of September 1, 2011, it is important that the Bylaw comes

Approvals:

CAO

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Department Head

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to the Governance and Priorities Committee on June 28th and then to Council for bylaw readings on July 5, 2011 so that the process can be expedited for registering on title and approving the grant application.

Attached is the Bylaw modeled after the Town of Cochrane's Bylaw for designating a Municipal Heritage Resource. Also attached is Ms. Fabro's signed waiver of compensation.

Alternatives:

The Governance and Priorities Committee could accept the draft bylaw as written or could make revisions prior to forwarding the document to Council for consideration.

Financial Impact:

There are no financial implications associated with the approval of Bylaw 824, 2011.

Attachment:

1. Bylaw 824, 2011
2. Signed Waiver of Compensation Form

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 824, 2011

**A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS TO DESIGNATE
THE ORPHEUM THEATRE**

AS A MUNICIPAL HISTORICAL RESOURCE

WHEREAS Section 26 of the *Historical Resources Act*, Revised Statutes of Alberta 2000, c.H-9, as amended, permits Council to designate any historical resource within the Municipality of Crowsnest Pass whose preservation Council considers to be in the public interest, together with any land in or on which it is located, as a Municipal Historical Resource.

AND WHEREAS the preservation of the Orpheum Theatre in the Municipality of Crowsnest Pass appears to be in the public interest;

AND WHEREAS the owner of the Orpheum Theatre has agreed to waive compensation now and in the future;

NOW THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF CROWSNEST PASS,
DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

The Orpheum Theatre located on, the Easterly 5 feet of Lot 4 and the Whole of Lot 5 and the North 40 feet of the West 5 feet of lot 6, Block 5, Plan 3319I (13125-20th Avenue) in the Municipality of Crowsnest Pass, is hereby designated as a Municipal Historical Resource.

This Bylaw shall come into effect on the date of the final passing thereof.

Read a first time this _____ day of _____, 2011

Read a second time this _____ day of _____, 2011

Read a third and final time, this _____ day of _____, 2011

Mayor

Chief Administrative Officer

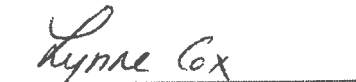
WAIVER OF COMPENSATION

I, Rebecca Fabro, being the registered owner of the Orpheum Theatre, together with the land legally described as Plan 3319I, Block 5, The Easterly 5 feet of Lot 4 and the Whole of Lot 5 and the North 40 Feet of the West 5 Feet of Lot 6 do hereby agree to waive any claim to compensation, pursuant to Section 28(1) of the *Historical Resources Act, RSA 2000, c H-9*, from the Municipality of Crowsnest Pass, for any decrease in economic value resulting from a bylaw, pursuant to Section 26(1) of the *Historical Resources Act, RSA 2000, C H-9*, designating the Orpheum Theatre and land as a Municipal Historic Resource. I further agree that upon any transfer of or agreement related to the Orpheum Theatre and land and that those parties related to such an agreement will also be subject to this waiver of compensation.

Agreed to this 20 day of May, 2011, at the Municipality of Crowsnest Pass, in the Province of Alberta

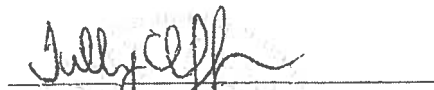


Signature of Registered Owner

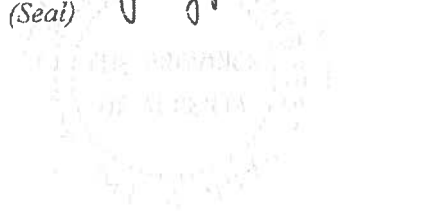


Witness

Municipality of Crowsnest Pass



(Seal)





Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance & Priorities Committee

Meeting Date: June 28, 2011

Originated By: Lynne Cox

Subject: **ALTALINK FOLLOW-UP**

Agenda Item No: **GPC 2011-029**

Administration Recommendation:

That the Governance and Priorities Committee accept the information from AltaLink as follow-up information.

Background:

At the June 14 Governance and Priorities Committee, AltaLink presented the details of the Crowsnest Pass Transmission Line Relocation Project. At that meeting, Council requested further information on any environmental studies that had been part of that project.

Discussion:

Kevin Strangway, Manager of Municipal Relations for AltaLink has forwarded AltaLink's Alberta Utilities Commission (AUC) application with some of the environmental detail, including a list of wildlife and rare plant species (reported in the region, and as identified in Appendix G in the application) that were not identified as being at risk in their application.

Alternatives:

Provided as information.

Financial Impact:

There is no financial impact.

Approvals:

CAO

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Department Head

A handwritten signature in blue ink, appearing to be "Lynne Cox", written over a horizontal line.

Attachments:

- A. Email from AltaLink
- B. AUC Application
- C. Species List

Lynne Cox

From: Strangway, Kevin [Kevin.Strangway@AltaLink.ca]
Sent: June-15-11 4:02 PM
To: Lynne Cox
Cc: Grove, John
Subject: Environmental Questions from Councillor Mitchell
Attachments: 170 Line Application.pdf; Species 170 L.pdf

Lynne, thanks for inviting us to the Council meeting to provide an update. Councillor Mitchell asked a question on our Environmental Studies associated with this project. I have attached our application to the AUC and some of the environmental detail is included in here. I have also attached a list of provincially and/or federally listed wildlife and rare plant species that have been reported in the region and was identified as Appendix G in the application. None of these were identified in our environmental studies as stated in the application. If he wishes to look at more detail, I have attached the link to the AUC website with all of the information from this proceeding

https://www.auc.ab.ca/eub/dds/EPS_Query/ApplicationDetails.aspx?AppNumber=1607020&ProceedingId=1084

Thanks again,

Kevin Strangway
Manager, Municipal Relations
Office: (403) 267-4200
Mobile: (403) 819-5359
Email: kevin.strangway@altalink.ca

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**Application to the
Alberta Utilities Commission**

170L Transmission Line Relocation

February 10, 2011

**AltaLink Management Ltd.
2611 – 3rd Avenue SE
Calgary, Alberta**

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- Appendix C Existing Permits and Licences**
- U2011-7
- Appendix D Cross-Section Drawings**
- X1 – Relocation of Existing 170L Transmission Line
- Appendix E Stakeholder Information**
- Stakeholder List and Landowner Maps (sent under separate cover)
 - Mailing Labels (sent under separate cover)
- Appendix F Materials Provided to Landowners**
- Project-specific Information Package (April 2008)
 - Update letter (January 2009)
 - Update Letter (August 2010)
 - Good Neighbours Brochure
 - A Dialogue on Electric and Magnetic Fields
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1. EXECUTIVE SUMMARY

1.1 Project Overview

1. AltaLink Management Ltd. has identified three sections of the existing 138 kV transmission line 170L located in the Municipality of Crowsnest Pass that require replacement due to the age of the line and the structures. AltaLink is proposing to relocate two of these sections because they are currently situated on steep, mountainous terrain. Altering the alignment in these sections will address concerns with safety, reliability and access, and allow for future maintenance to be conducted in a timely and efficient manner. A third section of line was originally considered for relocation but now will be rebuilt on its original alignment based on input from stakeholders. Herein, these sections shall be referred to as follows:

Area 1 – Blairmore, is located north of the Town of Blairmore

Area 2 – Frank Side, is located northeast of the Frank Side Interpretive Centre near the town of Frank

Area 3 – Bellevue, is located northeast of the Town of Bellevue

2. AltaLink originally consulted on all three Areas for relocation. Through the consultation process AltaLink identified a number of environmental and aesthetic reasons to not relocate Area 1 and has made the determination that this part of 170L will be rebuilt in its current location under AltaLink's Capital Replacements and Upgrades program. AltaLink is proposing to proceed with the relocation of Area 2 – Frank Side and Area 3 – Bellevue. The Participant Involvement Program has been completed, and there are no outstanding concerns from stakeholders related to Areas 2 and 3. At this time, AltaLink is applying to relocate Area 2 – Frank Side and Area 3 – Bellevue.
3. The scope of the proposed activity includes the relocation of two portions of 138 kV transmission line 170L (Area 2 and 3). The proposed relocations will provide safe, accessible rights-of-way and minimize impacts on surrounding lands and stakeholders. Because these objectives can be met with minimal deviation from the existing alignment, alternate routing options have not been identified in this application. The option to replace existing structures in their current locations is less desirable, as the terrain in these areas presents access restraints, safety hazards and environmental impacts from construction and future maintenance. By relocating Areas 2 and 3 the impacts associated with a replacement along their current alignment are mitigated. Proposed routes are illustrated on aerial-photo mosaic maps DP2 and DP3 in **Appendix B** of this application.
4. The movement of the centreline is intended to:
 - Comply with Code¹ insulation levels, minimum approach distances and air gaps to supply conductors; and
 - Provide for the safety of the public, as well as AltaLink's employees and contractors.

¹ CSA Standard C22.3 No. 1 M-06 "Overhead Systems" (with amendments) is incorporated by reference in section 10 of the *Alberta Electrical Utility Code* (the "Code"). The Code is incorporated by reference in Section 3 of the *Electrical Code Regulation*, A.R. 209/2006, which is a regulation passed under the *Safety Code Act*, R.S.A. 2000, c. S-1.

5. For technical details of the above-noted scope of work, please see Section 3.1.

1.2 Project Location (TS27-TS30)

6. The area map below depicts the location of the proposed transmission line relocation.

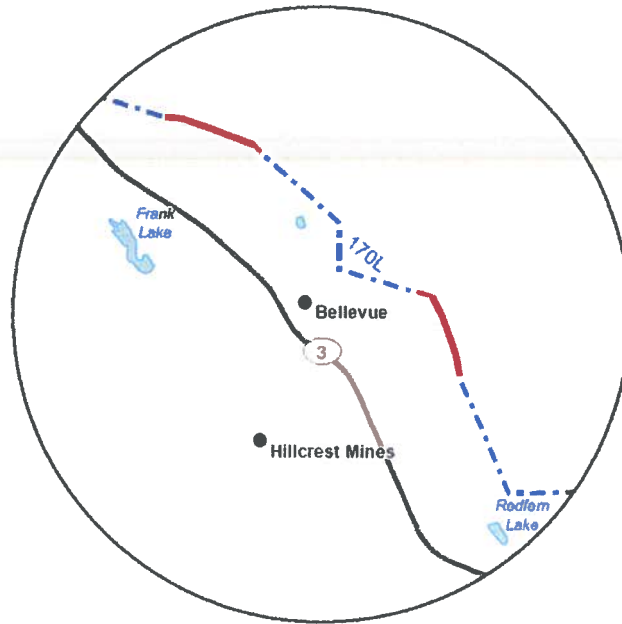


Figure 2-1 Project Location Map

7. To further illustrate the work locations proposed as part of this Application, refer to the project maps included in **Appendix B**.

1.3 Siting Process Overview

8. To maintain connectivity along the existing 170L it was determined that there was only one viable route option for the proposed relocations. The proposed route has the least overall impacts when compared to any other route option since it represents the shortest and most direct route while addressing the issues of access restraints and safety.
9. These considerations were used to assess the routing options for the 170L Transmission Line Relocation. The route determination for this project is further addressed in Section 5.

1.4 Alternatives Considered (TS10)

10. The proposed route represents the most direct route that addresses the topographic limitations, and as such, only one route was considered for each of the two portions of 170L proposed for relocation. These are shown on DP2 and DP3 in **Appendix B**.

1.5 Project Consultation

11. AltaLink's consultation for the Project includes landowners, residents, and occupants, as well as First Nations, government agencies, non-government organizations and companies. Consultation for the Project began in January 2008 with agency consultation, followed by land title searches and continued with the delivery of Project-specific Information Packages, open houses, and personal consultation.
12. AltaLink has listened to stakeholders' questions and feedback and has acted to respond.
13. For detailed information concerning AltaLink's consultation principles and activities specific to the Project, please see Section 4.
14. There are no outstanding concerns or objections to the proposed relocation of 170L in Areas 2 and 3 of the project.

1.6 Environment

15. The new right-of-way and the land immediately adjacent constituted the study area for the environmental evaluation.
16. AltaLink's environmental evaluation included a review of:
 - aerial imagery;
 - AltaLink GIS database (which includes, but is not limited to, Species at Risk distribution mapping and Environmentally Significant Areas);
 - Government databases (which includes, but is not limited to, Fisheries and Wildlife Management Information System (FWMIS), Alberta Natural Heritage Information Centre (ANHIC), and ACCS, Listing of Historic Sites); and,
 - Environmental consultant biophysical assessments conducted in June 2008.
17. AltaLink will retain an environmental consultant to reconfirm the results of the biophysical assessments completed in 2008 during the spring/summer of 2011.
18. Potential impacts to species-at-risk and the environment are not anticipated. ASRD personnel at the Blairmore office were contacted and provided with Project information. ASRD has not expressed concern with respect to the Project.
19. For detailed information regarding the Environmental Evaluation for the Project, please see Section 7.

1.7 Project Schedule

20. AltaLink is seeking a Permit(s) and Licence(s) ("P&L") from the AUC to commence construction for the Project by April 30, 2011. If P&L is received by this date, AltaLink anticipates that construction and right-of-way clearing will start on August 1, 2011 and the 170L transmission line will be placed into service in at the end of September, 2011.
21. AltaLink is able to obtain an outage during August and September. It should also be noted that due to the terrain and seasonal weather conditions in the Crowsnest Pass, the available time for construction is very short. Inability to complete construction during this window will result in a delay of one year.
22. For a detailed proposed Project Schedule, please see Section 8.

2. INTRODUCTION

23. AltaLink Management Ltd. ("AltaLink"), as General Partner of and on behalf of AltaLink L.P., is submitting this Facility Application ("Application") to the Alberta Utilities Commission (AUC) for approval to alter the existing 138 kV transmission line 170L in the Crowsnest Pass.
24. The intent of the 170L Transmission Line Relocation Facility Application is to provide the AUC with the necessary background and technical information for it to evaluate and approve the Project and, upon approval, grant the Permit and Licence (P&L) to allow construction to commence by August 1, 2011.
25. The Application is provided pursuant to AUC's Rule 007 – Rules Respecting Applications for Power Plants, Substations, Transmission Lines, and Industrial Systems,
26. The Application is organized as such:
- Section 1 (Introduction) provides information regarding existing and required regulatory and government approvals, permits and licences.
 - Section 2 (Executive Summary) provides a summary of the key Project background and information, as well as the alternative routes/sites considered.
 - Section 3 (Project Details) provides information regarding Project and technical scope, as well as pre-construction diligence and construction methods.
 - Section 4 (Participant Involvement Program) provides information regarding AltaLink's consultation principles and activities.
 - Section 5 (Route Selection Process) provides information regarding AltaLink's Route Selection Process.
 - Section 6 (Noise Impact Assessment) provides information regarding AltaLink's compliance with AUC Rule 012 – Noise Control for the Project.
 - Section 7 (Environmental Evaluation) provides information regarding AltaLink's environmental evaluation.
 - Section 8 (Visual Impact) provides information regarding the visual impact of this project.
 - Section 9 (Proposed Project Schedule) provides information regarding requested approvals and in-service date, as well as a construction schedule and Project ramifications if dates are not met.
 - Section 10 (Economic Assessment) provides a breakdown of Project costs and the overall estimated project budget.
 - Section 11 (Correspondence Respecting this Application) provides AltaLink contact information regarding the Application.

2.1 Approvals Requested (TS1-TS3)

27. AltaLink applies to the AUC pursuant to Section 14 of the *Hydro and Electric Energy Act*, R.S.A. 2000, c. H-16 ("HEEA") for a permit for the following facility or facilities alterations:
- Rebuild approximately 1050 m of 170L on a new centreline east of the town of Frank, and
 - Rebuild approximately 975 m of 170L on a new centreline east of the town of Bellevue

28. Pursuant to Section 15 of HEEA, for a licence to operate the above facilities.
29. Pursuant to Section 21 of HEEA, for an approval to discontinue and salvage approximately 2 km of wood pole structures and associated conductors that are being relocated as illustrated in DP2 and DP3 in **Appendix B**.
30. For any further approvals, orders, declarations or exemptions from the AUC that are within its jurisdiction to make and is necessary to give effect to this Application.
31. The facilities listed above will be inspected and declared safe for operation under the authority of a properly qualified professional engineer before they are energized or re-energized as applicable.
32. Upon completion, AltaLink will provide the AUC with a statement that the facilities have been so constructed and inspected and will indicate the nominal voltage level.
33. In addition to the above, AltaLink will comply with all applicable legislation, regulations, rules and guidelines, including, but not limited to, the following:
 - Alberta Environment's (AENV) Guide for Transmission Lines Pursuant to the *Environmental Protection and Enhancement Act and Regulations* (November 1994);
 - AENV's Conservation and Reclamation Information Letter C&R/IL/95-2 Environmental Protection Guidelines for Electric Transmission Lines;
 - *Wildlife Act*, R.S.A. 2000, c. W-10;
 - *Radio Communication Act*, R.S.C. 1985, c. R-2;
 - *Species at Risk Act*, S.C. 2002, c. 29;
 - *Safety Codes Act*, R.S.A. 2000, c. S-1;
 - Electrical Code Regulation, Alta. Reg. 209/2006;
 - *Historical Resources Act*, R.S.A. 2000, c. H-9;
 - *Water Act*, R.S.A. 2000, c.W-3;
 - *Navigable Waters Protection Act*, R.S.C. 1985, c. N-22;
 - *Fisheries Act*, R.S.C. 1985, c. F-14;
 - *Pipeline Act*, R.S.A. 2000, c. P-15;
 - *Pipeline Regulation*, Alta. Reg. 91/2005;
 - *Migratory Birds Convention Act*, 1994, S.C. 1994, c. 22;
 - *Canadian Environmental Assessment Act*, S. C. 1992, c. 37); and
 - *Personal Information Protection Act*, S.A. 2003, c. P-6.5.
34. Approvals required from other government agencies will be submitted directly to the agencies having jurisdiction.
35. Further information regarding discussions with applicable federal, provincial and municipal government agencies is provided in Section 4.6 of this Application.

2.2 AESO Need Identification Document (NID) and Direction (TS8)

36. There is no AESO Direction Letter or Need Identification Document associated with the Project. The 170L Transmission Line Relocation project is being completed under AltaLink Management Ltd's approved Capital Replacement and Upgrades program and does not require AESO direction.

2.3 Existing Permits and Licences (TS4)

37. AltaLink is the holder of the following Permit and Licence:
- U2011-7

38. The above licence is attached as **Appendix C**

3. PROJECT DETAILS (TS7, TS18-TS26, TS31-TS33)

39. This section of the Application provides project details specific to the engineering and construction of the 170L Transmission Line Relocation.

3.1 Project Scope

40. As part of its Capital Replacement and Upgrades Program, AltaLink is proposing to relocate to segments of transmission line 170L, and salvage the existing line being relocated.
41. Project activities include the following:
- The existing transmission line 170L is a single circuit located on two pole structures. The length of the portion proposed for relocation as Area 2 – Frank Side is approximately 1050 m of existing line and is located north of the Frank Side interpretive Centre. The length of the portion proposed for relocation as Area 3 – Bellevue is approximately 975 m of existing line and is located northeast of the town of Bellevue.
 - The relocated segments will utilize the same structure type as currently in the line (two-pole, wooden structures). Refer to Cross Section Drawing X1.
 - The existing structures and associated conductors and equipment will be removed and salvaged from the transmission line right-of-way.
 - The existing transmission line right-of-way associated with salvaged portion will be discharged from their corresponding land titles.

3.2 170L Transmission Line Relocation

Component	Details
Total Line Length	1050 m
Start Point	Structure 170L35K Legal Description: LSD 7 – Sec 31 – Twp 7 – Range 3 – W5 Latitude: 49.6018° Longitude: -114.3920°
End Point	Structure 170L39K Legal Description: LSD 3 – Sec 32 – Twp 7 – Range 3 – W5 Latitude: 49.5990° Longitude: -114.3787°
New Conductor	266 kcmil ACSR Partridge
Line Capacity	Winter = 148 MVA Summer = 121 MVA
Voltage	138 kV
Average Span Length	260 m
Average Structure Height	Approximately 22 m
Structures	Wood, two pole (H-frame)
Right-of-way	New right-of-way is proposed with a width of 30 m. The location is shown on Map DP2 included in Appendix B .

Table 3-1 – Proposed 170L Relocation (Frank)

Component	Details
Total Line Length	975 m
Start Point	170L3 Legal Description: LSD 3 – Sec 28 – Twp 7 – Range 3 – W5 Latitude: 49.5837° Longitude: -114.3514°
End Point	170L7 Legal Description: LSD 10 – Sec 21 – Twp 7 – Range 3 – W5 Latitude: 49.5758° Longitude: -114.3472°
New Conductor	266 kcmil ACSR Partridge
Line Capacity	Winter = 148 MVA Summer = 121 MVA
Voltage	138 kV
Average Span Length	235 m
Average Structure Height	Approximately 22 m
Structures	Wood, two pole (H-frame)
Right-of-way	New right-of-way is proposed with a width of 30 m. The location is shown on Map DP3 included in Appendix B .

Table 3-2 – Proposed 170L Relocation (Bellevue)

42. Relocating these portions of the 138 kV line 170L will have no effect on the line losses for the entire line.
43. There is no Functional Specification from the AESO associated with this project. The Project is part of AltaLink's Capital Replacement and Upgrades Program, which is approved in AltaLink's General Tariff Application (GTA) 2009-2010 Filing.

Transmission Lines

44. Two sections of the existing single-circuit transmission line 170L will be rebuilt and relocated. The portion referred to as Area 2 will be shifted approximately 30 m north of its current centerline. The portion referred to as Area 3 will be shifted approximately 30 m east of its current centerline.
45. To further illustrate the work locations proposed as part of the Application, please refer to the Project maps attached in **Appendix B**:
 - Detail Photo Map DP2
 - Detail Photo Map DP3

Structures

46. The Project will utilize two-pole, single circuit tangent 138 kV structures.
47. The existing wood pole structures, conductor and associated equipment will be physically removed and salvaged.
48. Cross-section diagram illustrating the transmission line structure and dimensions is attached as **Appendix D**.

3.3 Right-of-Way Maintenance

49. The project is located on a combination of crown and private land.
50. Where required, AltaLink will cut, trim or remove trees so as to permit safe operation and maintenance of the transmission line at the above-noted voltage. Since this line has been operated at this voltage, trees have previously been managed in such a manner that electrical clearances are maintained. All tree management will be as per current AltaLink practices and in consultation with affected landowners.
51. Over time, AltaLink will monitor vegetation growth and will cut, trim or remove vegetation or trees that are identified as impacting safe operation and maintenance of the transmission line. Vegetation management will be conducted as per current AltaLink practices and consultation with affected landowners.

3.4 Construction Methods & Equipment

52. AltaLink's safe work practices will be adhered to during construction and maintenance of this Project. The sequence of construction activities has been planned in detail with the required outages coordinated with the AESO. Commencing July of 2011, construction will be as follows:
- a) Brushing and vegetation clearance in existing right-of-way
 - b) Gate erection and construction/or repair of access roads
 - c) Material delivery into staging areas
 - d) Removal and salvage of existing line and structures
 - e) Survey new structure locations
 - f) Construction of foundations
 - g) Assembly and erection of structures
 - h) Stringing of conductors
 - i) Rehabilitation of disturbed areas
 - j) Testing and commissioning
53. To facilitate these installation activities, construction equipment will include, but is not limited to, back hoes, drill rigs, person and truck lifts, cranes and winch/spooling trucks.
54. Please refer to Section 7 for details regarding potential environmental mitigations during construction.

3.5 Structure Location

55. The new structures will be placed on a centreline:
- 30 m north in Area 2 – Frank Slide
 - 30 m east in Area 3 – Bellevue

3.6 Protection and Controls

56. Protection and control, supervisor, control, and data acquisition ("SCADA") and telecommunication systems will be reset, re-configured and commissioned to maintain system functionality and stability as a result of the proposed rebuild of the 170L transmission line.

4. ALTALINK'S PARTICIPANT INVOLVEMENT PROGRAM (TS5-TS6, TS11-TS17)

57. This section of the Application focuses on consultation activities for the proposed Project with landowners, residents, and occupants. Also included is a chronology of PIP events including stakeholder questions/concerns and AltaLink's responses/mitigations.

4.1 Landowner Consultation

58. To conduct the landowner notification for this project, AltaLink developed a mailing list through a title search of all properties directly affected by the potential transmission line relocation within the Project area.

- 59. AltaLink also consulted with some additional landowners based on line of sight to the transmission line.
- 60. "Landowners" included owners of land, occupants, renters and industry in the area of the proposed transmission line relocation. Landowner consultation took place from March 2008 to August 2010.

4.2 Steps in Landowner Contact

- 61. All Landowners received an information package either through a face-to-face meeting at their residence or through the mail. The written notification consisted of a Project-specific Information Package outlining the specific details of the proposed development. The package included AltaLink contact information, project location and description, and maps showing the location of the potential transmission line routes. Additional information provided included the proposed project schedule including AUC application filing date, construction period and In-Service Date (ISD). AltaLink representatives followed up with telephone calls and subsequent visits, if requested, to answer questions and discuss the project.
- 62. The following is a table detailing steps taken in the landowner consultation process.

April, 2008	Stakeholder Information Package mailed out to stakeholders
May 9, 2008	Open House (2:00 – 7:00pm) Crownsnest Centre 10509 20 Avenue Blairmore, Alberta
June 2009 - Ongoing	Consultation with First Nations
January 16, 2009	Update letter sent to stakeholders
February – March 2009	Consultation with landowners
February 2008 - Ongoing	Consultation with agencies
August 11, 2010	Update letter sent to stakeholders
August –December 2010	Additional Consultation with Landowners

Table 4-1 – Landowner Contact

4.3 Landowner Concerns

- 63. AltaLink consulted with stakeholders adjacent to the right-of-way in which the proposed transmission line is to be located. A summary of the main concerns expressed by stakeholders and AltaLink's responses is summarized in Table 4-2. **As of the writing of this application, AltaLink is not aware of any unresolved or outstanding objections.**

Landowner Expressed Concern:	AltaLink's Response
Reliability	Stakeholders were concerned the power would go out during construction, citing a blackout that occurred a few years prior. AltaLink assured stakeholders the line relocation is designed to improve reliability by making it easier and safer to perform repairs when necessary. There will need to be a short outage during the cut over of the line, although it would be short.
Visual	Some stakeholders expressed concern over the visual impact of the proposed locations for the relocated structures. Stakeholders expressed they would like to see the line placed underground. AltaLink is replacing segments of the existing line in order to maintain or improve reliability in the area. The placement of the new structures is such that the line is in the same relative position, just shifted in order to locate the line on more accessible terrain.
Tree Trimming	Some stakeholders wanted to make sure that AltaLink was aware of the value of trees in the area, both for aesthetic and environmental purposes. AltaLink provided concerned stakeholders with information regarding AltaLink's vegetation management practices. Trees can pose a fire or an outage risk and must be removed or regularly trimmed to mitigate potential risks.
Environmental Impact	A concern was identified with the impact to the environment that construction activities will have along Area 3. AltaLink will mitigate impacts from construction activities as appropriate and in consultation with the landowner. AltaLink also agreed to use existing access trails and minimize tree clearing. AltaLink will limit the spread of weeds by washing vehicles and equipment prior to arrival on site. AltaLink also agreed to install a gate once construction activities are completed.

Table 4-2 – Landowner Concerns

4.4 Electric and Magnetic Fields (EMF)

64. Some of the Landowners contacted raised concerns regarding EMF. AltaLink recognizes that some people are concerned about power line EMF, and in the case where an EMF concern is raised, AltaLink has a comprehensive EMF program to provide information on all aspects of EMF

for the proposed facility addition, including expected levels of EMF, plus information to keep them informed about the status of EMF research.

65. EMF research is reviewed and summarized by national and international health agencies, including Health Canada and the World Health Organization. After more than 30 years of research that includes thousands of studies and reviews by multiple agencies, none of these agencies have concluded that exposure to EMF from power lines is a demonstrated cause of any long-term adverse effect to human, plant or animal health. None of these agencies have recommended that the general public take steps to limit their everyday exposures to EMF.
66. Based on this research and the conclusion of these agencies, AltaLink believes that the levels of EMF associated with the 170L Transmission Line Relocation will not affect an individual's health or the health of plants and animals.

4.5 First Nations Consultation

67. In April 2008 ASRD informed AltaLink that First Nations consultation would be required as part of the approval process. AltaLink also contacted Alberta Culture and Community Spirit (ACCS) seeking guidance related to First Nation consultation requirements and a list of First Nations to consult with. After reviewing a Project information package, ACCS advised AltaLink to provide Project notifications to Chief and Council at the following First Nations (June 03, 2008):
 - Blood Tribe/Kainai;
 - Siksika First Nation;
 - Piikani First Nation;
 - Tsuu T'ina First Nation; and,
 - The three Stoney Nakoda Nations (Chiniki First Nation, Bearspaw First Nation and Wesley First Nation).
68. AltaLink values Project input from First Nations groups. To this end, AltaLink engaged the Human Environment Group (a consulting firm with expertise related to archaeology and paleontology, as well as Aboriginal consultation and traditional land use in western and northern Canada) to assist in consulting the appropriate First Nations regarding the Project. Communities which were identified for consultation (as per Alberta Culture and Community Spirit) were those in which the Project poses potential effects on a First Nation's Rights and Traditional Uses. A summary of First Nation's consultation is summarized in Table 4-1.

First Nations Group	Consultation Activities
Piikani Nation	AltaLink sent an information package on the relocation of 170L to the Piikani Nation in June of 2008. In September and October of 2008 representatives of AltaLink and the Piikani Nation visited the site of the proposed relocations in order to complete a Traditional Land Use Assessment. AltaLink participated in a ceremony to receive validation approval under a Piikani oral governance system. AltaLink also received a letter from Piikani Nation Chief and Council authorizing AltaLink to proceed with the development.

Blood Tribe	AltaLink sent an information package on the relocation of 170L to the Blood Tribe in June of 2008. In June of 2008 the representatives of AltaLink and the Blood Tribe visited the site of the proposed relocations in order to complete a Traditional Land Use Assessment. In August of 2008 AltaLink received a report outlining the findings of the Traditional Land Use Assessment and recommended mitigations. AltaLink has agreed to avoid or flag off potentially sensitive areas.
Siksika Nation	AltaLink sent an information package on the relocation of 170L to the Siksika Nation in June of 2008. In August of 2008 representatives of AltaLink and the Siksika Nation visited the site of the proposed relocations in order to complete a Traditional Land Use Assessment. AltaLink received a letter from the Siksika in September of 2010, notifying AltaLink that the Siksika have no concerns with the proposed project.
Tsuu T'ina Nation	AltaLink sent an information package on the relocation of 170L to the Tsuu T'ina Nation in June of 2008. In October of 2008 representatives of AltaLink and the Tsuu T'ina Nation visited the site of the proposed relocations in order to complete a Traditional Land Use Assessment. In June of 2010, the Tsuu T'ina provided AltaLink with a letter stating that they have completed their assessment and have no concerns with the project.
Stoney Nation	AltaLink sent an information package on the relocation of 170L to the Stoney Nation in June of 2008. Representatives of AltaLink met with the Stoney Nation in November of 2009, and again on March 29, 2010. The Stoney Nation completed a Traditional Land Use Assessment of Area 2 and 3 during the summer and fall of 2010. They provided AltaLink with a report on their findings in December 2010 and are working with AltaLink to determine what mitigation or monitoring is necessary.

Table 4-3 – First Nations Consultation

69. AltaLink will continue to update the ASFD Aboriginal Consultation Unit (ACU), or an alternate designated representative, on First Nations consultations and any other relevant information (such as project or scheduling updates, maps or technical reports). Communications with the ACU will continue until construction of the Project is complete.

4.6 Agency Consultation

70. Agency and Industry consultation was conducted for the proposed relocation of the 170L Transmission Line. Agencies include Federal, Provincial and Local government institutions including Alberta Sustainable Resource Development, Alberta Culture and Community Spirit, Alberta Transportation, the Municipality of Crownsnest Pass, Transport Canada and other

appropriate government agencies or departments. Agencies and Industry were provided the same information packages as landowners as well as face-to-face meetings, phone calls, mail, or e-mail. The written notification consisted of a Project-specific information package outlining the specific details of the proposed Project. A copy of the standard information package is enclosed in **Appendix F**.

4.7 Steps in Agency Consultation

January 2008 Initial contact	Initial discussions were held with agencies regarding the project
April 2008 to June 2010 Agency Contact	Follow-up phone calls were made to agencies. Meetings were held to discuss specific issues. Answers were provided to those agencies with questions, and all concerns have been resolved.

Table 4-4 – Agency Consultation

4.8 Agency and Industry Contacts (TS6)

Alberta Sustainable Resource Development Bill Thresher Jeff Smith Lands – Forest Operations	bill.thresher@gov.ab.ca Jeff.Smith@gov.ab.ca
Alberta Sustainable Resource Development Greg Hale Fish and Wildlife	greg.hale@gov.ab.ca
Alberta Culture and Community Spirit Blair First Rider Aboriginal Consultation Section	blair.first rider@gov.ab.ca
Alberta Culture and Community Spirit Monica Field Frank Slide Interpretive Centre	monica.field@gov.ab.ca
Alberta Culture and Community Spirit Barry Newton Land Use Planning Section	barry.newton@gov.ab.ca
Alberta Environment Stephen Mathyk	stephen.mathyk@gov.ab.ca
Alberta Transportation John Thomas Development – Lethbridge District Office	john.thomas@gov.ab.ca
Municipality of Crowsnest Pass Ray Mahieux Superintendent	publicworks@crowsnestpass.com
Transport Canada Heather Damond	Daymonh@tc.gc.ca

Table 4-5 – Agency and Industry Contacts

4.9 Agency Concerns

71. Officials at the Frank Side Interpretive Centre had concerns regarding environmental impacts, recreational values and protection of vegetation and wildlife. AltaLink assessed wildlife and vegetation issues and has communicated the results to the agency. AltaLink has agreed to put a gate on one of our access roads to limit access to the area by the public, which has potential to be a longer term impact to the area than the relocation activities.
72. The Municipality of Crowsnest Pass has concerns with the visual and aesthetic impact that the relocation of Area 1 will have along Highway 3. The municipality does not have concerns pertaining to the relocation of Areas 2 and 3. AltaLink will be providing an update to stakeholders regarding its plans to rebuild the Area 1 – Blairmore portion of the line in its current location.
73. **AltaLink is not aware of any unresolved or outstanding Agency concerns on this project.**

5. ALTALINK'S ROUTE SELECTION PROCESS (TS10)

74. This section of the Application focuses on the Route Selection process used in developing the rationale for the Preferred Route.

5.1 Route Selection Rationale

75. When siting potential transmission facilities, AltaLink relies on previous siting experience, a variety of resources and tools, and regulatory direction that varies depending on a project's specific region or location. Regulatory direction includes the general principles provided in the "Guide for the Transmission Lines" (Nov/1994), and the specific aspects in AUC Rule 007 (April/2009) as listed below:
 - Agricultural Impacts
 - Residential Impacts
 - Environmental Impacts
 - Costs
 - Electrical Considerations
 - Visual Impacts
 - Special Constraints
76. Only one route was initially considered, as shown on Detail Photo Maps DP2 and DP3 in **Appendix B**.
77. AltaLink believes that the selected route will have the least overall impact of the options available. Due to topographic constraints and the location of the existing line only one reasonable route was available for each segment to be relocated. The routes in question:
 - Addresses AltaLink's need to relocate the line for the purposes of improved access, safety and reliability.

- Due to the small magnitude of the relocation (approximately 30 m off centerline) visual and aesthetic changes will be minimal.
- The existing location of the line determined which portions of the line needed to be relocated, and set the start and end points of the segments proposed for relocation.

6. NOISE IMPACT ASSESSMENT (TS34)

78. The anticipated noise impacts of the project were assessed. The noise impacts of the proposed relocations are expected to be below the limits established in the AUC's *Rule 012. Noise Impact Assessment* summary forms are attached in Appendix H. Construction noise associated with this project is temporary and is expected to be of a short duration in any single location.

7. ENVIRONMENTAL EVALUATION (TS40)

7.1 Overview

79. The rerouted sections of the 170L will be new build: Section 2 will include approximately 3 ha and Section 3 will include about 2.4 ha of new right-of-way through native vegetation. Adjacent land-use in the area is predominately recreational.
80. The Project area is located in the Montane Subregion of the Rocky Mountain Natural Region. Both areas of the reroute of 170L are located in Environmentally Significant Area (ESA) 2. Permanent water bodies are not present in the Project area.
81. ASFD personnel at the Blairmore offices were contacted and provided with Project information. ASRD has reviewed the proposed Project and has not expressed any concerns.
82. AENV personnel at the Lethbridge District Office were contacted and provided with Project information. AENV has reviewed the proposed Project and has not expressed any concerns.

7.2 Regulatory Requirements

83. The Project will comply with AENV's *Guide for Transmission Lines* and AENV's *Conservation and Reclamation Information Letter (C&R/IL/95-2)*.

7.3 Conservation and Reclamation Plan (TS35)

84. The Project does not require a Conservation and Reclamation Approval under the *Alberta Environmental Protection and Enhancement Act*.

7.4 Archeological and Historical Impacts (TS39)

85. AltaLink has submitted a Historic Resources Impact Assessment to the Historic Resources Branch of Alberta Culture and Community Spirit (ACCS) in June of 2009. Historical Resources Act Clearance has been granted for the relocation of Sections 2 & 3 by Alberta Culture and Community Spirit.

7.5 Environmental Evaluation Method (TS40)

86. The existing ROW, the proposed ROW, and the land immediately adjacent constituted the study area for this environmental evaluation.
87. AltaLink's environmental evaluation included a review of:
- aerial imagery;
 - AltaLink GIS database (which includes, but is not limited to, Species at Risk distribution mapping and Environmentally Significant Areas) and;
 - Government databases (which includes, but is not limited to, Fisheries and Wildlife Management Information System (FWMIS), Alberta Natural Heritage Information Centre (ANHIC), and ACCS, Listing of Historic Sites).
 - Environmental consultant biophysical assessments conducted in June 2008.
88. AltaLink will retain an environmental consultant to reconfirm the results of the biophysical assessments completed in 2008 during the spring/summer of 2011.
89. The evaluation identified environmental features that were considered during project route planning and construction phases.
90. This evaluation identified environmental features, as noted below, that were considered for the Project route planning and construction phases.

7.6 Tree Removal

91. Tree removal will be required along the proposed relocation rights-of-way. In addition, tree-clearing to widen existing access trails is anticipated. Tree-clearing activities are anticipated to be undertaken in the Summer of 2011. Although avian nest sites were not identified in June 2008 and clearing is planned for after the bird breeding season, in the event that tree clearing is required within the bird breeding season, nest sweeps will be conducted prior to tree clearing. Salvageable timber will be salvaged in accordance with landowners' wishes.
92. Some line-compatible vegetation will have to be removed during construction activities. This vegetation will be allowed to re-establish post-construction.
93. Periodically during the operation and maintenance phase, tree management will be required to ensure adequate clearance for the safe and reliable operation of the transmission line.

7.7 Wetlands and Water Bodies

94. Permanent water bodies are not present in the Project area.
95. An ephemeral draw and receiving wetland was identified in Section 3 (between proposed structures 170L3 and 170L4). Structures will be placed 30m from the boundary of the wetland and ephemeral draw.
96. New structures will not be placed within the bed or banks of any water bodies. Structures in the existing 138 kV line to be salvaged also are not within wetlands.
97. New vehicle crossings of watercourses will not be required during the project (e.g., bridges, culverts). Work will occur from both banks of the ephemeral draw and existing crossing access will be utilized.

7.8 Listed Species

98. The Alberta Fisheries and Wildlife Management Information System (FWMIS) and Conservation Information Management System (ACIMS) databases were referenced for the Project Area. There are several provincially and/or federally listed wildlife and rare plant species occurrences that have been reported in the region (see **Appendix G**).
99. Wildlife and rare plant surveys were completed along all existing and proposed ROWs in June 2008. Listed wildlife and rare plant species were not identified in the Project area. Tree-clearing is anticipated to be conducted after the bird breeding season of 2011. Although avian nest sites were not identified in June 2008, in the event that tree clearing is required within the bird breeding season, nest sweeps will be conducted prior to tree clearing. If active nests are located at any point during construction, activities in the area of identified nesting locations will be halted. As necessary, appropriate setback distances (or other mitigations as approved by ASPD) will be implemented around active nest sites. Work will not resume within setback areas until the young have left the nest.

7.9 Other Environmental Issues

100. Salvaged wood poles that are salvaged from the existing 138 kV transmission line will be recycled or appropriately disposed.
101. Where necessary, appropriate soil conservation measures will be implemented to prevent soil erosion, compaction, rutting, and sedimentation. These measures will include such options as:
 - Silt fencing;
 - Rig matting;
 - Restricting equipment and activities to areas of existing disturbance;
 - Undertaking construction activities in dry conditions; and
 - Delaying construction activities as a result of inclement weather or order to avoid soil damage or degradation.

- 102. All construction equipment will be in good working order, free of leaks, and clean of plant matter when entering the work site.
- 103. Construction equipment will be free of caked on dirt and mud to prevent the spread of weeds.

7.10 Conclusion

- 104. It is anticipated that the potential environmental effects of the Project will be minimal given the scale of the project and provided standard environmental operating procedures are implemented.

8. VISUAL IMPACT (TS36-TS38)

- 105. The Project reflects like-for-like replacement of existing structures that have been in place for several decades and no additional impact to the existing visual condition is expected.
- 106. Structure locations for Area 2 have been discussed with a representative of the Frank Side Interpretive Centre. Pole placement will minimize the disturbance required during construction and should not have a negative effect on the aesthetics of the area. Structure locations for Area 3 will be determined during detailed engineering. Landowners will be consulted prior to pole placement to assess if there are any concerns that require mitigation.

9. PROPOSED PROJECT SCHEDULE (TS9)

9.1 Date for approval and In Service Date

Requested approval:	April 30, 2011
Construction start date:	August 1, 2011
In Service Date (ISD):	September 30, 2011

9.2 Ramifications if late

- 107. Approval is requested by April 30, 2011 to ensure that construction can be coordinated for summer 2011. AltaLink has an outage window during the summer of 2011 and if delayed, construction will need to wait until the following year; meaning that an additional winter will pass with 170L not easily accessible for repairs and maintenance.

10. ECONOMIC ASSESSMENT (TS39)

108. The following cost breakdown pertains to the Project:

Project Name:	170L Capital Maintenance Line Moves			
Date:	9-Feb-11			
Accuracy:	+20% / - 10%			
	System Portion	Customer Portion	TOTAL	Capital Maintenance
Transmission Lines Costs				
Material	\$ -	\$ -	\$ -	\$ 179,000.00
Labour	\$ -	\$ -	\$ -	\$ 369,000.00
Total-Transmission Line	\$ -	\$ -	\$ -	\$ 548,000.00
Substation Facilities Costs				
Material	\$ -	\$ -	\$ -	\$ -
Labour	\$ -	\$ -	\$ -	\$ -
Total-Substations	\$ -	\$ -	\$ -	\$ -
Telecommunication Costs				
Material	\$ -	\$ -	\$ -	\$ -
Labour	\$ -	\$ -	\$ -	\$ -
Total-Telecommunication	\$ -	\$ -	\$ -	\$ -
Owner Costs				
Proposal to Provide Service	\$ -	\$ -	\$ -	\$ -
Facility Applications	\$ -	\$ -	\$ -	\$ 100,000.00
Right of Way Costs	\$ -	\$ -	\$ -	\$ 115,000.00
Total-Owners Costs	\$ -	\$ -	\$ -	\$ 215,000.00
Distributed Costs				
Procurement	\$ -	\$ -	\$ -	\$ 12,000.00
Project Management	\$ -	\$ -	\$ -	\$ 40,000.00
Construction Management	\$ -	\$ -	\$ -	\$ 40,000.00
Total-Distributed Costs	\$ -	\$ -	\$ -	\$ 92,000.00
Total Direct Costs	\$ -	\$ -	\$ -	\$ 855,000.00
Salvage Costs				
Transmission Line & Substatio	\$ -	\$ -	\$ -	\$ 112,000.00
Total-Salvage	\$ -	\$ -	\$ -	\$ 112,000.00
Other Costs				
AFUDC	\$ -	\$ -	\$ -	\$ -
E&S	\$ -	\$ -	\$ -	\$ 77,000.00
Total-Other Costs	\$ -	\$ -	\$ -	\$ 77,000.00
Total In-Direct Costs	\$ -	\$ -	\$ -	\$ 189,000.00
TOTAL PROJECT COSTS	\$ -	\$ -	\$ -	\$ 1,044,000.00

Table 10-1 – Cost Breakdown Formats

11. CORRESPONDENCE RESPECTING THIS APPLICATION

All communication regarding this application should be directed to:

Sean Heffernan, Right-of-Way Planner

Phone 877-267-1453 or by e-mail at siting.consultation@altalink.ca

This application has been reviewed by the undersigned on behalf of AltaLink.

Dated at the City of Calgary in the Province of Alberta this 10th day of February, 2011.



G. Prudom, MSc.
Manager, Siting

ALTALINK

2611 - 3 Avenue SE
Calgary, Alberta T2A 7W7

AltaLink Management Ltd. is the general partner of AltaLink, L.P., a limited partnership organized under the laws of Alberta.

170L Transmission Line Relocation

Listed Species That May Occur Within the Project Area

Species	Federal Designation	Provincial Designation
<i>Animals</i>		
Barred Owl	none	Sensitive
Brown Creeper	none	Sensitive
Northern Pygmy Owl	none	Sensitive
Sprague's Pipit	Threatened	Sensitive
Willow Flycatcher	none	none
Yellow Rail	Special Concern	Undetermined
Plains Garter Snake	none	Sensitive
Wandering Garter Snake	none	Sensitive
Northern Leopard Frog	Special Concern	At Risk
Columbia Spotted Frog	Not at Risk	Sensitive
Long-toed Salamander	Not at Risk	Sensitive
Western Toad	Special Concern	Sensitive
American Badger	Not at Risk	Sensitive
Grizzly Bear	Special Concern	May be at Risk
Wolverine	Special Concern	May be at Risk
<i>Plants</i>		
Silky Fork Moss	none	none
Big Sagebrush	none	May be at Risk
Meadow Aster	none	May be at Risk
Porsild's whitlow-grass	none	May be at Risk
Linear leaved scorpionweed	none	May be at Risk
Small yellow monkey flower	none	Sensitive
Shrubby beardtongue	none	none



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance and Priorities Committee

Meeting Date: June 28, 2011

Originated By: Lynne Cox

Subject: **ADVERTISING POLICY**

Agenda Item No: **GPC P 2011-030**

Administration Recommendation:

That the Policy Committee suggest the Governance and Priorities Committee recommend Council approve the Draft Advertising Policy.

Policy Committee Recommendation:

That the Governance and Priorities Committee recommend to Council to approve the Draft Advertising Policy.

Background:

Since October, 2010 Council has reviewed several drafts of an advertising policy designed to address both legislative and discretionary advertising by Municipal departments, along with a mandate to ensure that newspaper advertising, when chosen, is published in both local newspapers.

Discussion:

Attached is a draft advertising policy for review and discussion.

Alternatives:

The Governance and Priorities Committee could accept the draft policy as written or could make revisions prior to forwarding the document to Council for consideration.

Financial Impact:

There are no financial implications associated with the advertising policy beyond ensuring that departments align advertising needs annually with approved budgets.

Approvals:

CAO


A handwritten signature in blue ink, appearing to be "J. K. O.", written over a horizontal line.

Department Head

A handwritten signature in blue ink, appearing to be "Lynne Cox", written over a horizontal line.

Attachment:

1. Draft Advertising Policy

	Municipality of Crowsnest Pass Policy
Policy No.: Policy Title: Approval Date: Revision Date: Department:	ADVERTISING POLICY Legislative Services

POLICY STATEMENT

The Municipality of Crowsnest Pass is committed to ensuring that all Legislated advertising meets Municipal Government Act and other regulatory requirements. It is also committed to ensuring that Administration reviews the use of multi-media approaches to discretionary advertising so that Municipal information reaches the widest community audience possible and in accordance with departmental annual advertising budgets.

1. REASON FOR POLICY

- 1.1 To provide the procedures for Administration to manage the Municipality’s legislative and discretionary advertising in a timely and cost effective manner
- 1.2 To provide the guidelines and conditions for advertising in both local print media.

2. DEFINITIONS

Advertising – The use of any media meant to deliver information to a mass amount of people. Different types of media can be used to deliver these messages, including traditional media such as newspapers, magazines, television, radio, outdoor or direct mail; or new media such as websites, social media and text messages.

Legislation – a body of approved policy, requirements, processes, procedures that gives authority to a particular entity to conduct business within a specific topic area, regional area, and/or context.

Legislative Advertising – an advertisement required by legislation to announce a notice, proceeding, or decision of an authorized entity (e.g. Council for the Municipality of Crowsnest Pass) for the knowledge of the general public or parties who are/may be involved or interested in the proceeding so that they can participate.

Public Notice – a written or formal notice or advertisement, regarding government-related activities, published in a newspaper circulating in the area likely to be affected by the proposal to which the notice relates. This will include advertising for residential appointments to Municipal Boards and Committees.

Discretionary Advertising – notices of a non-legislative nature such as notices of employment opportunities, recreation, community, and other programs and services.

3. RESPONSIBILITIES

3.1 Municipal Council to:

3.1.1 Approve by resolution this policy and any amendments.

3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

3.2 Chief Administrative Officer to:

3.2.1 Implement this policy and approve procedures.

3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Director of Legislative and Human Resource Services to:

3.3.1 Ensure implementation of this policy and procedure.


3.3.2 Ensure that this policy and procedure is reviewed every three years.

3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Director of Other Departments to:

3.4.1 Ensure implementation of this policy and related procedures.

4. END OF POLICY

	Municipality of Crowsnest Pass Procedure
Policy No.: Policy Title: Department:	 ADVERTISING PROCEDURE Legislative and Human Resource Services

1.0 LEGISLATIVE ADVERTISING

Legislative Advertising is a body of public or legal notices and legal advertisements based on legislation contained in the Municipal Government Act M-26 RSA2000, Sections 606 (1) and (2)a, and in Municipal policies and/or bylaws. This includes:

- Public Notices
- Tenders
- Development Notices
- Call for Residential Appointments to Municipal Boards and Committees

- 1.1 Such legislation typically provides the direction and the requirements for the publication of this type of information, including required media, frequency and duration of advertising. The Municipality will consult these bodies of legislation for its advertising placement requirements for Legislative Advertising within the Municipality of Crowsnest Pass.
- 1.2 In addition to legislative driven requirements, the Municipality will ensure that all Legislative Advertising is placed on the Municipal Website, and when appropriate in the Utility Newsletter.
- 1.3 When newspaper advertising is required, it shall be published in both local area newspapers when merited, and within the departmental advertising budget. It may also be published in out of town newspapers or other media forums when appropriate.

2.0 DEPARTMENTAL RESPONSIBILITY

- 2.1 The Director of Legislative Services will annually negotiate with local media for discounted municipal advertising rates for newspaper and radio advertising for both legislative and discretionary advertising.

- 2.2 The advertising of all Public Notices, Development Notices and Residential Appointments to Municipal Boards and Committees shall be the responsibility of the Director of Legislative Services or Designate.
- 2.2.1 Directors of each department who have legislative advertising requirements shall provide the ad copy to Director within ten (10) days of the required advertising placement
- 2.2.2 Development advertising fees shall be allocated to the Advertising budget for reallocation back to the cost of advertising and administrating development advertising.
- 2.2 The advertising of all Tender Notices shall be the responsibility of each Department Director.
- 2.3 All such advertising will also be placed on the Municipality's website so that it is easily accessible to the public.
- 2.4 All invoices for legislative advertisements shall be received by Legislative Services and reallocated via the vouchering process to each responsible department

3.0 DISCRETIONARY ADVERTISING

- 3.1 Discretionary advertising is non-legislated advertising for the promotion or communication of initiatives of the Municipality of Crowsnest Pass including:
- Recreation Programming
 - Employment Opportunities,
 - Community Programs and Services
 - Community Salutes (i.e. Seniors Week, Firemen Thank You, Volunteer Week, etc)
 - Special Events
 - Community Bylaw Reminders (Watering Bylaw, Traffic Bylaw, Tax, etc)
- 3.2 The Municipality is committed to ensuring that residents are ably advised of these programs, Bylaws and services and that outreach to the community is maximized and within annual budgets.
- 3.1 The advertising of discretionary initiatives through any media is at the discretion of the Department Director and is dependent on budget and programming needs.
- 3.2 All relevant Discretionary Advertising is to be placed on the Municipal website.
- 3.3 Directors shall evaluate the use of the following media for Discretionary Advertising when appropriate:
- Newspaper Advertising
 - Community Partner Websites
 - Utility Newsletter
 - Newspaper Inserts
 - Community and Post Office Notice Boards
 - Community Services Booklet
 - Billboards
 - Radio

- Social Media
- External Advertising
- Other Mass Media

3.4 When newspaper advertising is the chosen approach such advertising shall appear in both local newspapers.

4.0 EXTERNALLY SOLICITED ADVERTISING

4.1 Occasionally the local or external media (radio, magazines, newspapers, websites) will solicit Municipal advertising in support of special events or specialized publications such as a Visitor's Guide, Mayor's Message, Bridal Fair, Trade Show insert, or equivalent event.

4.2 Placement of such advertising is at the discretion of the Department Directors based on available advertising budgets.

4.2.1 If the event is specialized to one local or regional publication or newspaper, advertising in both newspapers is **not** required.

5.0 DEPARTMENTAL RESPONSIBILITY

5.1 The individual Department Directors shall be responsible for the advertising of employment opportunities, recreation, community programs and services, and all other discretionary advertising.

5.2 All invoices for discretionary advertisements shall be received by each Department and paid for via the established vouchering process.

6.0 NON-COMPLIANCE

6.1 Non-compliance with this policy shall be recorded and reported to the Chief Administrative Officer who shall take appropriate action.

7. End of Procedure

Approval

Tully Clifford, C.A.O.

Date