

ANNUAL GENERAL MEETING—November 2011



MESSAGE FROM THE CHAIRMAN

November 30, 2011

I would like to take this opportunity to welcome everyone to the November 2011 annual general meeting.

As we find ourselves preparing to wrap up another busy year at Palliser Regional Municipal Services, I am pleased to report that even with the economic down turn of 2011, it has been a productive year for the Palliser organization.

While the subdivision activity for 2011 is down compared to previous years, the number of parcels created has increased by 27%, generally an indication of increased urban development. With the 2011 Strategic Business Plan goals being met, thereby ensuring that our member municipalities are receiving effective planning, subdivision, mapping, GIS and Safety Codes services, combined with the ambitious 5 year planning policy review schedule, our planners and support staff have had a very busy year.

The Regional Bylaw Enforcement Exploration Study has been completed and a work plan has been developed and distributed to our member municipalities. Once the level of interest has been determined the development and implementation stages will be reviewed.

Palliser has continued to develop the custom mapping abilities of the PRISM program and is undertaking the creation of data for our member municipalities through the Alberta Municipal Data Sharing Partnership (AMDSP). In addition, Palliser launched the new website in 2011, providing links to our member municipalities' websites and access to information, application forms and maps. With the many accomplishments of 2011 and the continuation of ongoing projects, I believe that the outlook for 2012 is a positive one for our organization.

I would like to thank my fellow board members John Kaster, Barrie Hoover, Dale Kent, Sharel Shoff, Rocky Dahmer and Lawrence Letniak for their contributions and dedication to the Board of Directors and Palliser.

Thank you to our CEO Brad Wiebe and his staff Justin Hill, Garry Wilson, Dave Suen, Michele Buchwitz & Kari Bott for ensuring that Palliser continues to provide Planning & GIS services with the expertise that supports regional cooperation and communication.

I wish you all a very Merry Christmas and the Blessings of a Healthy and Happy New Year!

- Annon Hoyde

ANNUAL GENERAL MEETING—November 2011

PALLISER REGIONAL MUNICIPAL SERVICES

MUNICIPAL MEMBERS & PRMS REPRESENTATIVES

County of Paintearth No. 18	Rocky Dahmer
M.D. of Acadia No. 34	Vince Grudecki
Special Area 2	Norman Storch
Special Area 3	Kevin Wilson
Special Area 4	Lawrence Letniak
Starland County	Barrie Hoover
Town of Castor	Dennis Filipenko
Town of Coronation	Mark Stannard
Town of Drumheller	Sharel Shoff
Town of Hanna	John Kaster
Town of Oyen	Lois Bedwell
Town of Trochu	Chris Reeds
Village of Acme	Dennis Kuiken
Village of Beiseker	Bruce Rowe
Village of Carbon	Shirley Buyer
Village of Cereal	Tami Olds
Village of Consort	Gerald Rehman
Village of Delia	Gordon Isaac
Village of Empress	Roderick Briggs
Village of Halkirk	Dale Kent
Village of Hussar	Bruce Kaufman
Village of Linden	Annon Hovde
Village of Morrin	Lloyd Hodge
Village of Munson	Steve Hayes
Village of Rockyford	Julie Gaudett
Village of Standard	Don Cuthill
Village of Veteran	Janice Allison
Village of Youngstown	Robert Blagen

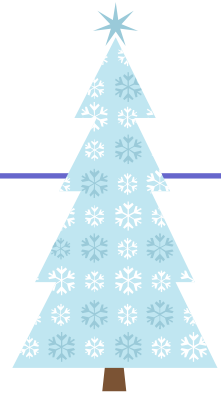
ANNUAL GENERAL

PALLISER REGIONAL MUNICIPAL SERVICES

BOARD OF DIRECTORS



Annon Hovde, Chairman	Village of Linden
John Kaster, Vice Chairman	Town of Hanna
Rocky Dahmer	County of Paintearth No. 18
Barrie Hoover	Starland County
Dale Kent	Village of Halkirk
Lawrence Letniak	Special Area 4
Sharel Shoff	Town of Drumheller



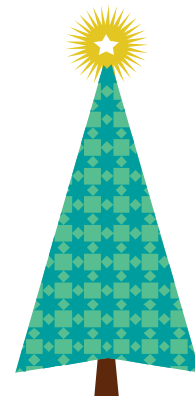
STAFF MEMBERS

Brad Wiebe	CEO/Director of Planning
Kari Bott	Executive Assistant
Garry Wilson	Subdivision Planner
Michele Buchwitz	Planning Technician
Justin Hill	GIS Coordinator
Dave Suen	Planning Intern



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ANNUAL GENERAL MEETING—November 2011

NOVEMBER 2011 AGENDA

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED



FULL MEMBERSHIP AND FALL GENERAL MEETING AGENDA

Wednesday November 30, 2011 – 4:00PM
Palliser Regional Municipal Services Boardroom, Hanna

Welcome – Chairman, Mr. Annon Hovde

Adoption of Agenda

Adoption of June 22, 2011 General Meeting Minutes

Business Arising from the Minutes

Chairman's Report – Mr. Annon Hovde

Activity Review

- i. Safety Codes/Building Activity – Cindy Woods
- ii. Planning Activity – Brad Wiebe
- iii. Subdivision Activity – Garry Wilson
- iv. PRISM GIS Strategy – Justin Hill
- v. Regional Bylaw Enforcement Exploration Study – Brad Wiebe

ANNUAL GENERAL MEETING—November 2011

NOVEMBER 2011 AGENDA

PALLISER REGIONAL MUNICIPAL SERVICES COMPANY LIMITED



PALLISER REGIONAL MUNICIPAL SERVICES

Financial Reports

- i. 2012 Proposed Budget review—Brad Wiebe
- ii. Safety Codes Fee Schedules and Contracts

General Discussion

- i. Other discussion items

Election of Board of Directors

Note:

- a) **two** acclaimed members of **Urban** Municipal Authorities who pay the highest requisition: Town of Drumheller, Town of Hanna
- b) **two** acclaimed members of **Rural** Municipal Authorities who pay the highest requisition: Special Areas Board and County of Paintearth
- c) **three** other representatives elected by the shareholders
- d) such other Directors as elected

Next Meeting – Spring 2012

Adjournment

*****DINNER, DOOR PRIZES, NETWORKING*****

ANNUAL GENERAL MEETING—November 2011

PALLISER REGIONAL MUNICIPAL SERVICES

JUNE 2011 GENERAL MEETING MINUTES

PALLISER REGIONAL MUNICIPAL SERVICES FULL MEMBERSHIP MEETING

Held in the Boardroom of Palliser Regional Municipal Services Co. Ltd
at 4:00 p.m. on Wednesday June 22, 2011

PRESENT

Mr. Annon Hovde, Chairman
Mr. Rocky Dahmer
Ms. Sharel Shoff
Mr. Barrie Hoover
Mr. Dale Kent
Mr. Norman Storch
Mr. Richard Ekman
Ms. Mary Crowe
Mr. Robert Sargent
Ms. Monique Jeffrey
Mr. Charles Girard
Mr. Rod Briggs
Ms. Maureen Malaka
Mrs. Caroline Siverson
Mr. Vince Grudeki
Mr. Gary Peers
Mr. Don Cuthill

REPRESENTING

Village of Linden
County of Paintearth No. 18
Town of Drumheller
Starland County
Village of Halkirk
Special Area No. 2
Village of Carbon
Village of Carbon
Starland County
Village of Consort
Town of Hanna
Village of Empress
Town of Trochu
Village of Delia
M.D. of Acadia No. 34
M.D. of Acadia No. 34
Village of Standard

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JUNE 2011 GENERAL MEETING MINUTES

Ms. Sandi Jackson	Town of Castor
Mr. Robert Blagen	Village of Youngstown
Ms. Lois Bedwell	Town of Oyen
Mr. Hermann Minderlein	Town of Oyen
Ms. Dawna Elliot	Town of Coronation
Ms. Sandra Kulyk	Town of Coronation
Mr. Lawrence Letniak	Special Area No. 4
Mr. Bruce Kaufman	Village of Hussar
Mr. Darwyn Moon	Village of Linden
Ms. Cindy Woods	Safety Codes, Town of Drumheller
Ms. Linda Taylor	Safety Codes, Town of Drumheller
<u>ABSENT</u>	<u>REPRESENTING</u>
Dr. John Kaster	Town of Hanna
Mr. Lloyd Hodge	Village of Morrin
Ms. Janice Allison	Village of Veteran
Mr. Chris Reeds	Town of Trochu
Mr. Bruce Rowe	Village of Beiseker
Mr. Dennis Filipenko	Town of Castor
Mr. Fred Theaker	Village of Acme
Ms. Tami Olds	Village of Cereal
Mr. Kevin Wilson	Special Area No. 3
Mr. Steve Hayes	Village of Munson
Ms. Julie Gaudett	Village of Rockyford
Mr. Gordon Isaac	Village of Delia

ANNUAL GENERAL MEETING—November 2011

JUNE 2011 GENERAL MEETING MINUTES

STAFF

Mr. Brad Wiebe, Chief Executive Officer/Director of Planning

Mrs. Kari Bott, Executive Assistant

Mr. Garry Wilson, Planner I

Mrs. Michele Buchwitz, Planning Assistant

Mr. Justin Hill, GIS Coordinator

Mr. Dave Suen, Planning Intern

Mr. Annon Hovde, the Agency's Chairperson, called the meeting to order at 4:00 p.m.

1. Introductions

Mr. Annon Hovde welcomed all members and thanked them for attending. Round table introductions were made.

2. Approval of AGM Agenda

MOTION BY: Ms. Sharel Shoff

"That the June 22, 2011 agenda be accepted as presented."

CARRIED

3. Approval of November 4th, 2010, Full Membership Meeting Minutes

MOTION BY: Mr. Barrie Hoover

"That the minutes of the November 4th, 2010 Full Membership Meeting be approved."

CARRIED

4. Business Arising from the Minutes

No business arising.

ANNUAL GENERAL MEETING—November 2011

JUNE 2011 GENERAL MEETING MINUTES

5. **Chairman's Report** – Mr. Annon Hovde

Chairman Annon Hovde reported on Palliser's successful year making note that while subdivision application numbers to date are down slightly, the number of lots being created are actually higher. Mr. Hovde advised that the Regional Bylaw Enforcement Exploration Study is moving forward with the recent \$75,000 approval from Alberta Municipal Affairs and Palliser is now proceeding with a review of the feasibility of regional bylaw enforcement. As well Palliser is unveiling a newly redeveloped website at tonight's meeting which will be more user friendly and have a fresh contemporary design. Mr. Hovde thanked the staff for their performance over the past year, acknowledging the staff changes that have taken place and introduced David Suen PRMS' newly hired Planning Intern. The Board of Directors were thanked for their continued contributions and dedication to Palliser.

6. **CEO's Report** – Mr. Brad Wiebe

Mr. Brad Wiebe advised that a year has passed since the new strategic business plan was adopted and since that time many positive steps have been taken. Palliser's focus is to ensure that member's needs are being effectively met in the core service areas. The Land Use Planning Intern grant funding was successfully accessed and the Regional Bylaw Enforcement exploration study application has been approved. Mr. Wiebe stated that the 5 year policy planning cycle is underway and the staff are working hard to meet those objectives. GIS and mapping strategies are being developed and implemented and the PRISM regional GIS strategy is nearing completion and will be followed by a review and implementation plan. The Safety Codes contracts are currently under negotiation for inspection services with changes to be developed and reviewed by year end and implemented in 2012. Mr. Wiebe appreciates the regional thinking in the rural communities we serve and assured members that Palliser will continue to strive to provide relevant, effective and sustainable services and solutions to local governments.

7. **Financial Report** – Mrs. Monica Faupel

Monica Faupel advised the members of the positive outcome of the 2010 financial audit and reviewed the report of financial statements for 2010.

MOTION BY: Mr. Norman Storch

“To accept the 2010 Audited Financial Report as presented by Mrs. Monica Faupel of Endeavor Chartered Accountants.”

CARRIED

ANNUAL GENERAL MEETING—November 2011

JUNE 2011 GENERAL MEETING MINUTES

8. Activity Review

- i) **Safety Codes** – Ms. Cindy Woods provided a report on building permit activity in the region. Including the Town of Drumheller, the permits issued to the end of May 2011 have a construction value of over \$8 million; a slight decrease from the \$9 million value of construction to the end of May of 2010 however the number of permits sold are approximately the same.
- ii) **Planning Activity** - Mr. Brad Wiebe outlined the policy planning activity for 2011 and advised that the current model is intended to provide a more structured delivery whereby a 5 year policy cycle, utilized for all Palliser municipalities, will ensure up-to-date policies and bylaws.
- iii) **Subdivision Activity** – Mr. Garry Wilson provided the members with a detailed update on the 2011 subdivision activity to date and indicated that the number of applications, although down slightly, fall within the average for the last three years, while the number of parcels created are up 25% over those at this time last year.
- iv) **PRISM/GIS** – Mr. Justin Hill advised that after a 6 month evaluation of the existing system it has been found lacking in several key areas. It has been recommended that a full redesign of the system be implemented. The new system will be based on the results of surveys, site visits and consultation with members. PRISM will be switching from using MapGuide to ArcGIS Server as the software backbone of the system. Some of the other major changes are the addition of a public access side and live work order tracking and functionality as well as an integrated infrastructure mapping system.

Mr. Hill informed the members that Alberta's Municipal Infrastructure Mapping System (MIMS) has recently announced that they will no longer be supporting or updating their system due in part to lack of funding from Alberta Municipal Affairs. Therefore Palliser will no longer be looking to MIMS as a potential option for infrastructure mapping. Instead a custom application will be built and integrated with PRISM and it will perform in a similar manner as MIMS

Palliser's website is in the final stages of redevelopment and will have a fresh new design and be more user friendly. New features will include fillable forms, news feeds and events calendars as well as creating and integrating media applications such as Facebook and Twitter feeds, therefore enabling more direct notification of current events.

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- v) **Regional By law Enforcement Exploration Study** – Mr. Brad Wiebe advised the purpose of the study is to identify and assess potential options and determine whether the benefits of regional service delivery of bylaw enforcement outweigh the costs. The study will provide various approaches to service delivery on a regional basis considering various parameters and scope. The results of the study will be reviewed by the interested/involved municipalities to determine if regional by law enforcement should be pursued. The project work plan will be implemented in the coming months with site visits and discussions to determine project needs, with a final report to be prepared for the November 2011 AGM.
- vi) **Rail Discontinuance Recovery Project** – Mr. Brad Wiebe informed members that Starland County, the Town of Drumheller and Wheatland County have continued to work together to negotiate and develop a purchase agreement with CN. There are currently options of retaining the rail from Hanna or Delia to Lyalta and a decision will be dependent upon the interest expressed on the east end when the terms of the agreement are structured. A list of items will be reviewed with CN once the next meeting date has been established.
- vii) **PRMS Strategic Business Plan 2010-2013 - Implementation-** Mr. Brad Wiebe advised that the strategic objectives defined in the plan are ongoing and will continue to require consistent monitoring and progress as we move forward ensuring that Palliser's services are aligned with the service expectations of the municipal members. The defined strategies for success include: fee schedules, timely planning policy review, bylaw amendments process formalized, PRISM Group/GIS Leadership, mapping quality and consistency, training opportunities for safety codes basics, application forms/process for safety codes online availability, PRMS website overhaul and other services and special projects.

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JUNE 2011 GENERAL MEETING MINUTES

9. General Discussion

Discussion took place regarding the AMDSP project and Mr. Wiebe and Mr. Hill informed the members of Spatial Data Warehouse's request for rural address data as part of their "Address Alberta" initiative which is in conflict with a similar project; AMDSP, of which Palliser is a board member. There is a difference of complementary data layers and a shortfall in the method of data collection used by SDW. The main advantage of AMDSP data is that it stems from local knowledge and the data is collected and verified locally to ensure its accuracy. All of Palliser's members have been signed up and are part of the AMDSP initiative with the exception of Special Areas and Paintearth who are both AMDSP members but represent themselves and Drumheller. Palliser will soon be creating and verifying this data with each of our members.

10. Other

Door prizes were drawn and the winners were: Robert Sargent, Gary Peers, Robert Blagen and Rod Briggs.

11. Next Meeting – November 2011; date to be announced

12. Adjournment: 4:55 pm

MOTION BY: Mr. Barrie Hoover

"That the meeting be adjourned."

CARRIED

Chairman Mr. Annon Hovde reminded those in attendance of the dinner & networking to occur following the meeting.

Mr. Annon Hovde, Chairman

Mr. Brad Wiebe, Recording Secretary

CEO Report – November 2011

Palliser Regional Municipal Services (PRMS) continues to proceed with strategic business plan objectives in 2011. The focus remains to ensure we are effectively meeting the needs of our member municipalities in the core service areas of municipal land use planning, subdivision, mapping, GIS, Safety Codes, and Regional Solutions to common issues.

The lofty **Planning Policy review** goal of a 5 year policy review schedule for all member municipalities was put into action this year. The staff is working to be near completion of the 2011 proposed project communities including the Town of Hanna, Special Areas 2, 3 and 4, the M.D. of Acadia, and the Villages of Empress and Standard. Draft policy updates have been completed for most of these projects with the Town of Hanna Land Use Bylaw and the Special Areas Land Use Order nearing completion of the draft process. A Special Area No. 2 and Town of Hanna Inter-municipal Development Plan is scheduled to follow the completion of the municipal policy documents.

The current schedule for 2012 Planning Policy review includes the following communities

- Village of Beiseker
- Town of Oyen
- Starland County
- Village of Halkirk
- Village of Linden

PRMS staff will be in contact with the administration of these communities in early 2012 to establish a work plan and process to have these policy review projects completed.

GIS and Municipal mapping products and data update processes have been improved this year with work being done on data quality and accuracy for parallel processes including emergency management data such as addressing and street networks. A work plan has been established to have all municipal data quality assurance processes completed utilizing consistent data standards for quality assurance.

Subdivision Activity continues to be below average in 2011. There are signs that activity levels should increase in 2012 as the number of applications and planning projects being proposed has increased in the later part of 2011.

Safety Codes contracts are being finalized for inspection services and will be completed for implementation January 1, 2012. The Palliser Regional Municipal Services Safety Codes Fee Schedules have been under review over the past year and the new fee schedule is to be effective January 1st, 2012. The current fees have been in place since 2001 and a change was needed to ensure cost recovery for administration and inspections services. The Safety Codes Fees review included an evaluation of the current fees in relation to costs and other jurisdictions in Alberta. The new fee schedule was adopted by the PRMS Board of Directors at the October 19, 2011 Board meeting.

Special Projects:

The **PRISM project** continues to move forward with the completion of the draft strategy this year. This project will be followed up with grant applications to build a more useable online GIS system utilizing better technology, data processing speed and much improved functionality for the use of the PRMS municipalities. A meeting was held to review the strategy and ensure the user needs are met with this project. An implementation strategy is underway to proceed with systems development.

The **Municipal Affairs Land Use Planning Internship program** has allowed PRMS to access additional staff resources this year. Dave Suen has been with PRMS since May and is providing great assistance to the PRMS objectives and programs while having the opportunity to learn the many aspects of municipal land use planning.

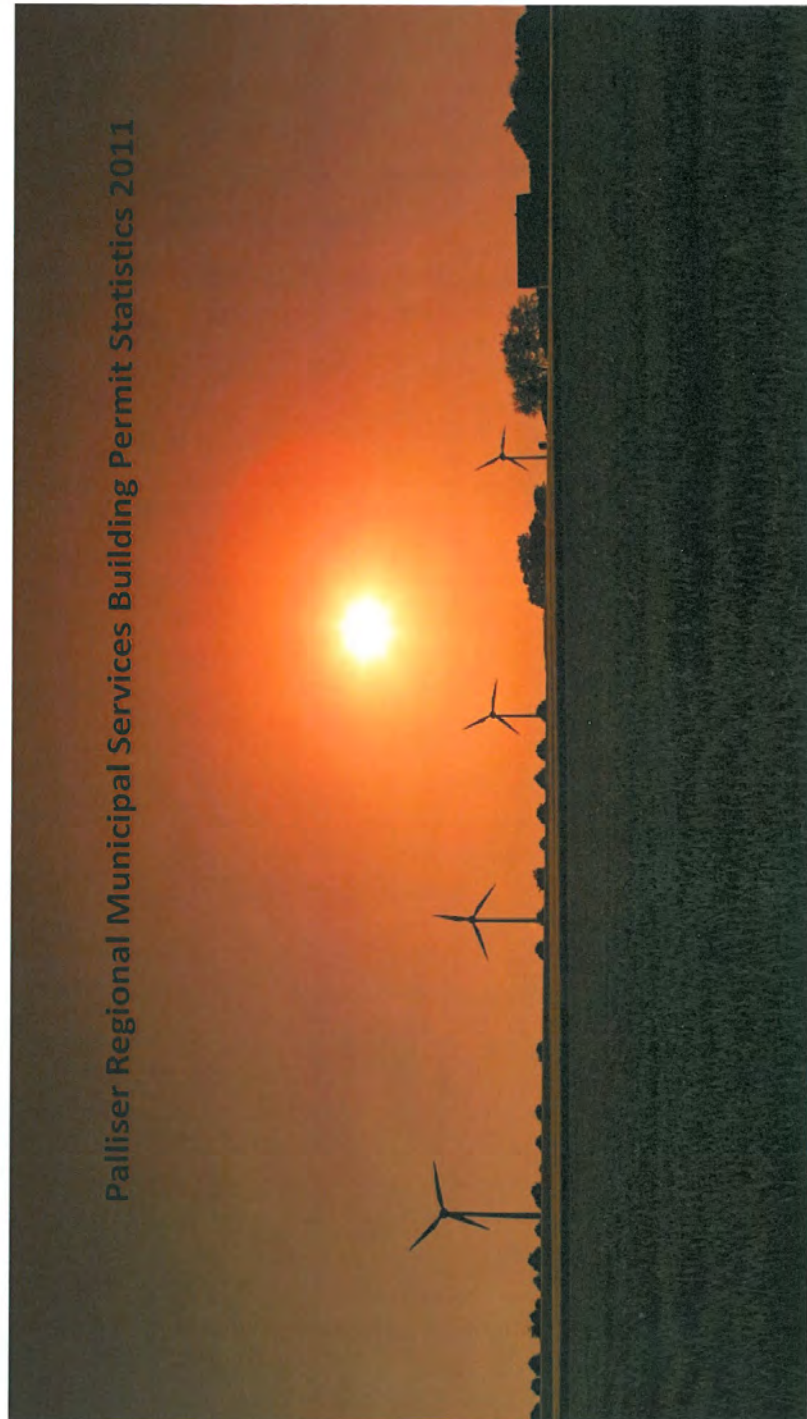
The **Regional Bylaw Services Exploration Study** draft was released in October. The intention of this project is to determine if a regional bylaw service is feasible within the PRMS region and to determine the level of interest in proceeding to an implementation plan.

If there is a needed municipal service in the PRMS member communities feel free to contact our office to discuss if the project may be considered as a regional service. In these challenging economic times it is even more impressive that the PRMS communities continue to work together with a regional approach towards municipal projects and operations. PRMS will continue to assist the members in the areas of municipal land use planning, subdivision, mapping, GIS, Safety Codes, and Regional Solutions to common issues in the most economical, efficient and effective ways possible.

-Brad Wiebe RPP, MCIP

PALLISER REGIONAL MUNICIPAL SERVICES

BUILDING PERMITS



ANNUAL GENERAL MEETING—November 2011

PALLISER REGIONAL MUNICIPAL SERVICES

BUILDING PERMITS

Palliser Regional Municipal Services
Building Permits 2010 - 2011

Category	Values	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Grand Total
COMMERCIAL	Construction Value		\$105,000	\$1,595,000	\$295,000	\$445,516	\$2,889,000	\$1,825,000	\$656,098	\$326,124	\$1,497,700	\$9,634,436
	Permits Issued	1	10	3	2	10	4	3	6	4	6	39
INDUSTRIAL	Construction Value	\$121,466				\$475,568				\$100,000		\$687,032
	Permits Issued	2				3				2		7
INSTITUTIONAL	Construction Value	\$250,000								\$6,000		\$256,000
	Permits Issued	2								1		3
RESIDENTIAL	Construction Value	\$90,033	\$315,000	\$680,067	\$1,086,290	\$1,377,984	\$2,064,000	\$1,038,900	\$2,354,989	\$2,030,780	\$1,503,000	\$13,111,023
	Permits Issued	4	3	6	11	18	18	17	20	15	17	129
Total Construction Value		\$461,499	\$420,000	\$2,245,067	\$1,381,290	\$2,289,046	\$4,953,000	\$3,463,900	\$3,011,087	\$2,462,904	\$3,000,700	\$23,698,493
Total Permits Issued		8	4	9	13	31	22	20	26	22	23	178

Category	Values	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Grand Total
COMMERCIAL	Construction Value		\$12,000	\$	\$18,000	\$339,500	\$3,249,170	\$3,419,800	\$268,000	\$75,000	\$160,000	\$7,541,270
	Permits Issued	1	1	1	1	4	7	5	8	4	1	32
INDUSTRIAL	Construction Value	\$	\$	\$6,000	\$85,000	\$	\$50,000	\$	\$30,000	\$317,000	\$	\$488,000
	Permits Issued	1	1	1	1	1	1	1	1	1	1	9
INSTITUTIONAL	Construction Value	\$126,000	\$	\$507,920	\$40,000	\$150,000	\$1,100,000	\$	\$	\$120,000	\$205,000	\$2,248,920
	Permits Issued	1	1	4	1	1	1	1	1	1	1	11
RESIDENTIAL	Construction Value	\$120,000	\$290,292	\$756,500	\$1,346,864	\$1,206,000	\$177,300	\$1,729,554	\$522,025	\$1,923,857	\$470,156	\$8,542,348
	Permits Issued	4	6	19	22	21	16	14	11	16	20	149
Total Construction Value		\$258,000	\$292,292	\$1,270,420	\$1,489,864	\$1,695,500	\$4,576,470	\$5,149,154	\$818,025	\$2,435,657	\$835,156	\$18,620,539
Total Permits Issued		6	7	24	25	26	25	19	20	22	23	197

Building Permits Ending October 31, 2010

Category	Values	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Grand Total
COMMERCIAL	Construction Value	\$	\$2,000	\$	\$18,000	\$339,500	\$3,249,170	\$3,419,800	\$268,000	\$75,000	\$160,000	\$7,541,270
	Permits Issued	1	1	1	1	4	7	5	8	4	1	32
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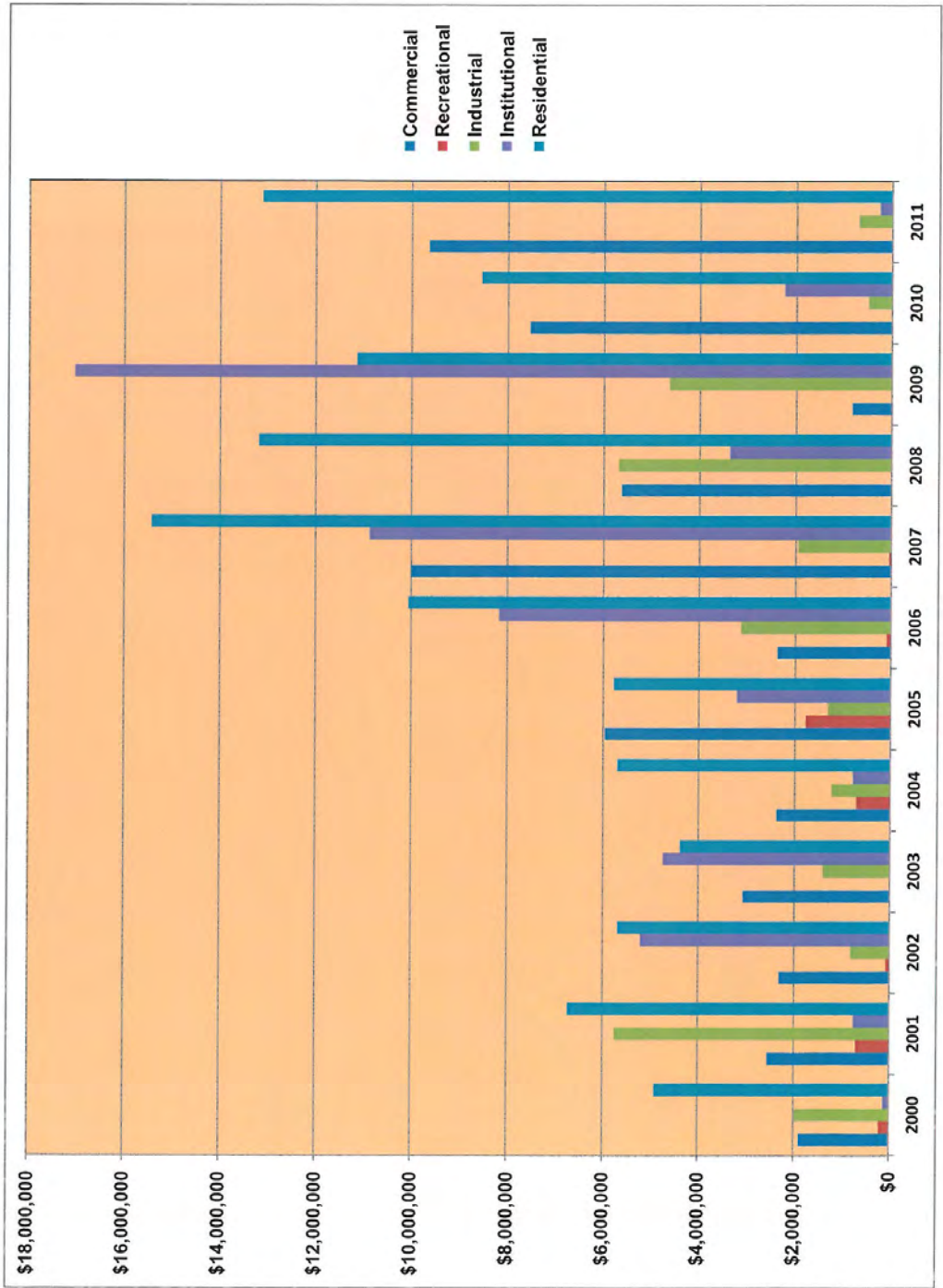
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PALLISER REGIONAL MUNICIPAL SERVICES

BUILDING PERMITS

Palliser Regional Municipal Services Historical Building Permits
Construction Value 2000 - 2011



PALLISER REGIONAL MUNICIPAL SERVICES

BUILDING PERMITS

**Palliser Regional Municipal Services
Historical Building Permits
Construction Value
2000 - 2011**

Construction Value Year	Commercial	Industrial	Institutional	Recreational	Residential	Grand Total
2000	\$1,891,675	\$1,983,000	\$127,589	\$226,000	\$4,907,770	\$9,136,034
2001	\$2,552,513	\$5,751,524	\$757,995	\$713,000	\$6,734,129	\$16,509,161
2002	\$2,315,813	\$817,400	\$5,209,338	\$82,000	\$5,689,128	\$14,113,679
2003	\$3,075,407	\$1,408,458	\$4,738,583		\$4,381,623	\$13,604,071
2004	\$2,376,500	\$1,226,009	\$785,127	\$718,000	\$5,696,092	\$10,801,728
2005	\$5,373,495	\$1,312,951	\$3,215,700	\$1,787,820	\$5,778,254	\$18,068,220
2006	\$2,374,555	\$3,136,589	\$8,173,300	\$90,700	\$10,055,926	\$23,831,070
2007	\$10,000,946	\$1,949,520	\$10,872,860	\$50,000	\$15,424,533	\$38,297,859
2008	\$5,629,227	\$5,690,850	\$3,374,440		\$13,182,742	\$27,877,259
2009	\$826,435	\$4,628,963	\$17,045,271		\$11,138,513	\$33,639,182
2010	\$7,541,270	\$488,000	\$2,248,920		\$8,542,348	\$18,820,539
2011	\$9,634,438	\$697,032	\$256,000		\$13,111,023	\$23,698,493
Grand Total	\$54,192,274	\$29,090,296	\$56,805,123	\$3,667,520	\$104,642,081	\$248,397,294

ANNUAL GENERAL MEETING—November 2011

PALLISER REGIONAL MUNICIPAL SERVICES

BUILDING PERMITS

Building Permit Statistics By Municipality - 2010

Municipality	Values	Date												Grand Total	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct				
ACADIA	Construction Value			\$ 85,000	\$ 30,000		\$ 58,000								\$ 173,000
	Permits Issued			2	1		2								6
ACME	Construction Value	\$ 4,000	\$ 2,500	\$ 2,500	\$ 36,500	\$ 167,000	\$ 28,800	\$ 52,000						\$ 171,400	\$ 462,200
	Permits Issued	2	1	3	2	3	2	2						1	14
CARBON	Construction Value					\$ 12,000		\$ 400,000							\$ 412,000
	Permits Issued					1		1							2
CASTOR	Construction Value			\$ 280,000	\$ 35,000								\$ 325,000		\$ 640,000
	Permits Issued			1	2								2		5
CEREAL	Construction Value												\$ 40,000		\$ 40,000
	Permits Issued												1		1
CONSORT	Construction Value			\$ 20,000	\$ 28,000	\$ 7,500	\$ 2,333,000	\$ 25,000							\$ 2,413,500
	Permits Issued			2	3	1	2	1						1	10
CORONATION	Construction Value						\$ 86,260						\$ 193,000	\$ 8,000	\$ 1,188,860
	Permits Issued						2						2	1	3
DELIA	Construction Value												\$ 15,000	\$ 12,000	\$ 29,505
	Permits Issued												1	1	4
EMPRESS	Construction Value												\$ 2,000		\$ 24,500
	Permits Issued												1		3
HANNA	Construction Value			\$ 130,070	\$ 48,000	\$ 397,500	\$ 1,131,000	\$ 3,420,554	\$ 9,500	\$ 7,400	\$ 35,500			\$ 35,500	\$ 5,183,524
	Permits Issued			2	2	3	5	3	2	2	4			4	26
LINDEN	Construction Value			\$ 5,000			\$ 20,670	\$ 120,000			\$ 50,000			\$ 8,700	\$ 204,370
	Permits Issued			1			3	1			2			2	10
MORRIN	Construction Value				\$ 30,000	\$ 179,400		\$ 20,000							\$ 229,400
	Permits Issued				2	2		1							5
MUNSON	Construction Value													\$ 27,000	\$ 27,000
	Permits Issued													1	1
OYEN	Construction Value			\$ 458,850	\$ 20,104		\$ 55,000	\$ 2,000	\$ 30,000					\$ 190,000	\$ 755,954
	Permits Issued			4	1		1	1	2					3	13
PAINTEARTH	Construction Value	\$ 102,000	\$ 266,292	\$ 200,000	\$ 350,000	\$ 300,000	\$ 80,000	\$ 305,100	\$ 49,000	\$ 309,000				\$ 1,961,392	
	Permits Issued	3	2	4	4	3	4	3	4	6				33	
SA2	Construction Value			\$ 20,000	\$ 20,000	\$ 300,000	\$ 50,000	\$ 335,000	\$ 31,000	\$ 1,060,000				\$ 1,796,000	
	Permits Issued			2	1	1	1	2	2	2				11	
SA3	Construction Value			\$ 10,000	\$ 30,000									\$ 53,000	\$ 93,000
	Permits Issued			1	1									1	4
SA4	Construction Value			\$ 109,000	\$ 531,000				\$ 18,000	\$ 220,000				\$ 42,000	\$ 920,000
	Permits Issued			2	2				1	2				1	8
STARLAND	Construction Value			\$ 250,000		\$ 270,000			\$ 344,525	\$ 324,257				\$ 223,451	\$ 1,412,233
	Permits Issued			1	1	4	1	2	2	1				6	18
TROCHU	Construction Value	\$ 126,000				\$ 22,600		\$ 469,500	\$ 26,000	\$ 120,000				\$ 764,100	
	Permits Issued	1				5		2	1	1				1	11
YOUNGSTOWN	Construction Value	\$ 30,000							\$ 60,000					\$ 90,000	
	Permits Issued	1							1					2	
Total Construction Value		\$ 258,000	\$ 292,292	\$ 1,270,420	\$ 1,489,864	\$ 1,695,500	\$ 4,576,470	\$ 5,149,154	\$ 818,025	\$ 2,435,657	\$ 835,156	\$ 23	\$ 18,820,539		
Total Permits Issued		6	7	24	25	26	25	19	20	22	23	23	197		

ANNUAL GENERAL MEETING—November 2011

PALLISER REGIONAL MUNICIPAL SERVICES

Building Permit Statistics By Municipality - 2011

BUILDING PERMITS

Municipality	Values	Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Grand Total
ACADIA	Construction Value Permits Issued								\$16,000	\$207,000	\$558,480		\$781,480
ACME	Construction Value Permits Issued				\$20,000	\$25,000		\$165,000			\$20,000		\$230,000
CARBON	Construction Value Permits Issued								\$3,000				\$3,000
CASTOR	Construction Value Permits Issued	\$29,966	\$10,000		\$600,000	\$575,964		\$50,000	\$150,000	\$150,000	\$80,000		\$1,495,930
CEREAL	Construction Value Permits Issued			\$8,000									\$8,000
CONSORT	Construction Value Permits Issued				\$30,000			\$2,630,000	\$20,000	\$135,000			\$2,815,000
CORONATION	Construction Value Permits Issued			\$150,000			\$5,000				\$215,624	\$30,000	\$400,624
DELIA	Construction Value Permits Issued								\$5,000				\$5,000
EMPRESS	Construction Value Permits Issued				\$35,290		\$5,000					\$8,000	\$48,290
HALKIRK	Construction Value Permits Issued							\$30,000				\$610,700	\$640,700
HANNA	Construction Value Permits Issued	\$40,000		\$22,000	\$515,000	\$242,526	\$352,000	\$425,000			\$312,000	\$325,000	\$2,233,526
LINDEN	Construction Value Permits Issued			\$45,000			\$9,000	\$20,000	\$300,000	\$50,000	\$107,800	\$710,000	\$1,241,800
MORRIN	Construction Value Permits Issued			\$1,400,000			\$68,000			\$129,000			\$1,597,000
MUNSON	Construction Value Permits Issued								\$165,000	\$351,200			\$516,200
OYEN	Construction Value Permits Issued	\$180,000	\$385,000			\$30,000	\$60,000	\$60,000	\$20,000	\$160,000	\$5,000		\$840,000
PAINTEARTH	Construction Value Permits Issued			\$300,000	\$20,000	\$811,040	\$70,000	\$70,000	\$150,000	\$50,000	\$350,000	\$480,000	\$2,231,040
ROCKYFORD	Construction Value Permits Issued							\$240,000	\$1,250,000			\$65,000	\$1,555,000
SA2	Construction Value Permits Issued	\$139,833		\$300,057		\$238,016	\$16,000	\$16,000	\$20,000	\$645,500	\$650,000	\$65,000	\$2,074,406
SA3	Construction Value Permits Issued					\$34,000	\$390,000	\$350,000	\$14,000			\$40,000	\$828,000
SA4	Construction Value Permits Issued	\$70,000			\$91,000	\$220,000				\$274,098		\$480,000	\$1,135,098
SA4	Construction Value Permits Issued						\$627,000						\$627,000
STANDARD	Construction Value Permits Issued						\$9,000			\$5,299	\$6,000		\$20,299
STARLAND	Construction Value Permits Issued	\$1,700			\$65,000	\$38,500	\$524,000	\$369,900	\$835,000	\$140,000		\$135,000	\$1,909,100
TROCHU	Construction Value Permits Issued		\$25,000				\$20,000	\$325,000			\$18,000		\$388,000
VETERAN	Construction Value Permits Issued					\$22,000						\$52,000	\$74,000
Total Construction Value		\$461,499	\$420,000	\$2,245,057	\$1,381,290	\$2,299,046	\$4,953,000	\$3,463,900	\$3,011,097	\$3,011,097	\$2,462,904	\$3,000,700	\$23,698,493
Total Permits Issued		8	4	9	13	31	22	20	26	22	22	23	178

2011 PLANNING ACTIVITY

Drumheller Planning (ongoing planning issues/ trends/ MPC)

Town of Hanna MDP/ LUB

- **background study completed**
- **draft completed**

Special Area No. 2/ Town of Hanna IDP

- **to follow Hanna MDP/LUB and SA's LUO**

Special Areas Land Use Order

- **to be reviewed at SA Advisory Council Dec 7th**

Castor MDP/ LUB

- **Public hearing held April 11th**
- **completed**

M.D. of Acadia MDP/ LUB

- **Hamlet expansion design concepts completed**
- **draft MDP completed**
- **draft LUB completed**

Delia LUB

- **draft completed**

Empress LUB

- **draft completed**

Standard MDP/ LUB

- **MDP draft completed**
- **LUB draft nearing completion**

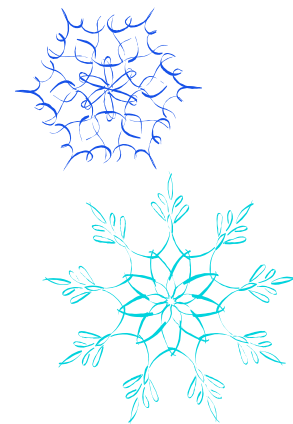
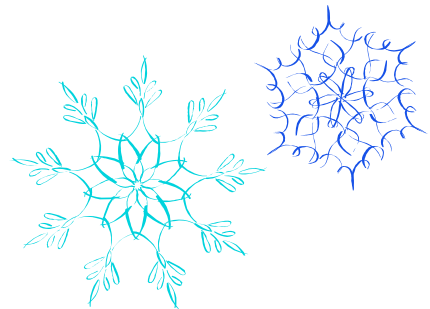
Standard ICSP

- **final draft completed – adopted**

Various Planning Policy Amendments – research and drafting

Oyen and Hanna ATCO work camp projects – assistance with mapping and planning requirements

Oyen AG Society – provide assistance with concept planning for Oyen AG complex



ANNUAL GENERAL MEETING—November 2011

2011 SUBDIVISION ACTIVITY



Table 1 entitled “Subdivision Applications by Municipality” shows the total yearly subdivision activity for the previous 7 (seven) years of 2004 to 2010 inclusive. The last column shows the total applications to the end of November of this current year, 2011. The numbers inside the brackets indicate the numbers of parcels or lots while the numbers in front represent the number of applications per municipality.

As the slow down in the world economy would suggest current subdivision is down from previous years. Referring back to older records this year’s activity would indicate it to be the slowest year ever with reference to applications being made even though there is still one month left in the year. Extrapolating from the previous year’s history has shown that on average there could possibly be a further 3 (three) more applications before the end of the year, bringing the total of 2011 applications to 42 from the current 39. On average there could be a possible further 4 (four) parcels or lots created, bringing the total number to 114 for this year from the existing 108. Indications are that it could be a while yet before these numbers turn around due to the economic woes in both the US and Europe with some analysts’ calling this the “lost decade”. The last three (3) years have showed slow activity, with a small number of proposals having been applied for last year, only to be withdrawn until further notice was given to continue in the following year. Most of these temporary withdrawals or files put on hold have not materialized in this current year.

Table 2 - “Number of Lots per Classification by Municipality” is a breakdown of the types of subdivisions being applied for, showing the number of parcels created per municipality by classification. Urban residential type parcels (46), as generally the case, are by far the most being created, followed by commercial (25) and country residential (20). The number of applications are down by one, while the number of parcels created are up by twenty-nine, a 27% increase from those lots at this time last year.

Thirteen of the twenty-eight communities serviced by Palliser Regional Municipal Services (PRMS) have experience subdivision activity so far to date which is nearly identical as previous years. The rural member communities of Special Areas have thirteen (13) applications while the M.D. of Acadia, County of Paintearth and Starland County each have three (3) applications. The M.D. of Provost, a non-member, has five (5) applications to this point in time as shown in Table 1. The Town of Drumheller has four (4) applications, while the Village of Acme has two (2), and the urban communities of Beiseker, Consort, Delia, Hussar, Standard and Trochu each have one application.

As previously mentioned the application numbers are followed by lots or parcels created in the brackets () in Table 1 to further indicate the breakdown of the years activity. Generally applications in urban areas have more lots created per parcel and as shown in Table 3 – Subdivision Activity – Rural/Urban the percentages of activity usually reverse when lots are taken into account versus applications. This table also shows an average of the activity over the last eight (8) years.



ANNUAL GENERAL MEETING—November 2011

SUBDIVISION ACTIVITY

Table 1

SUBDIVISION APPLICATIONS BY MUNICIPALITY

Municipality	2004	2005	2006	2007	2008	2009	2010	2011
M.D. Acadia			3(3)	6(13)	3(3)	1(1)		3(24)
Acme		1(0)			1(1)			2(5)
Beiseker	N/A	N/A	N/A	N/A	1(71)			1(1)
Carbon					2(42)			
Castor	2(2)	1(5)	2(2)	2(8)	3(31)			
Cereal		1(2)						
Consort	1(8)	1(1)	1(2)	2(30)	1(1)		1(2)	1(2)
Coronation				2(3)	2(6)	3(7)		
Delia				2(4)				1(1)
Drumheller	3(4)	14(123)	5(16)	14(25)	7(18)	8(52)	6(24)	4(10)
Empress			1(1)		3(9)			
Hanna	3(6)	3(26)	4(4)	5(35)	3(4)	3(10)	2(6)	
Halkirk	1(22)		1(1)		1(1)	1(1)	1(3)	
Hussar	N/A	N/A	N/A	N/A	1(1)		1(1)	1(1)
Linden	1(21)	4(4)	3(18)	2(28)		3(10)	2(3)	
Morrin		1(1)		1(4)			1(9)	
Munson			2(7)	1(2)	1(2)			
Oyen	1(9)			1(4)				
Paintearth	5(5)	9(10)	6(6)	9(9)	10(11)	8(8)	4(4)	3(11)
Rockyford	N/A	N/A	N/A	N/A				
Special Areas	12(16)	13(12)	25(27)	30(34)	16(18)	13(15)	9(9)	13(17)
Standard	N/A	N/A	N/A	N/A			1(0)	1(1)
Starland	8(7)	10(11)	14(14)	18(22)	8(8)	4(4)	7(7)	3(3)
Trochu	2(1)	2(5)	4(8)	2(4)	3(31)			1(18)
Veteran	1(0)			1(0)				
Youngstown								
Gadsby**		1(3)	1(1)	2(3)	3(3)			
M.D. Provost**	13(14)	10(25)	16(16)	16(21)	20(20)	10(13)	9(11)	5(14)
TOTALS	53(115)	71(228)	88(126)	116 (249)	89(281)	54(121)	44(79)	39 (108)

** Non member Municipality

(#) – number of parcels created are shown in the brackets

2011 totals are to November 30

ANNUAL GENERAL MEETING—November 2011

SUBDIVISION ACTIVITY — Number of Lots per Classification by Municipality Table 2

PALLISER REGIONAL MUNICIPAL SERVICES

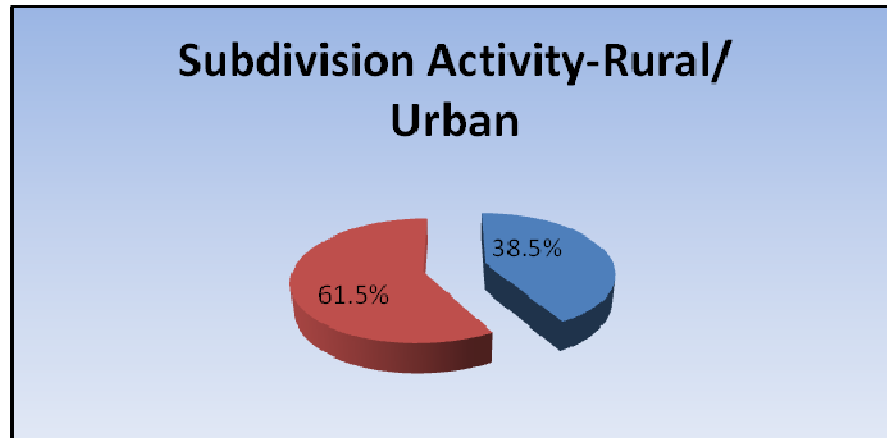
Municipality	Country Residential	Farmstead Separation	Agricultural	Urban Residential	Industrial	Commercial	Recreational
M.D. Acadia				11		13	
Acme				4			
Beiseker					1		
Carbon							
Castor							
Cereal							
Consort				2			
Coronation							
Delia					1		
Drumheller				11	1		
Empress							
Hanna							
Halkirk							
Hussar					1		
Linden							
Morrin							
Munson							
Oyen							
Paintearth		1				9	1
Rockyford							
Special Areas	6	5	2		1	2	
Standard						1	
Starland	2	1					
Trochu				18			
Veteran							
Youngstown							
Gadsby**							
M.D. Provost**	12	1			1		
TOTALS	20	8	2	46	6	25	1

** Non member Municipality 2011 totals are to November 30

ANNUAL GENERAL MEETING—November 2011

SUBDIVISION ACTIVITY—SUBDIVISIONS BY TYPE

Table 3



Per Application

YEAR	■	■
	RURAL	URBAN
2011	24 (61.5%)	15 (38.5%)
2010	27 (61.4%)	17 (38.6%)
2009	34 (63.0%)	20 (37.0%)
2008	53 (59.6%)	36 (40.4%)
2007	70 (60.3%)	46 (39.7%)
2006	60 (68.2%)	28 (31.8%)
2005	39 (54.9%)	32 (45.1%)
2004	37 (69.8%)	16 (30.2%)
8 year average	43 (62.3%)	26 (37.7%)

** Non member Municipality 2011 totals are to November 30





ANNUAL GENERAL MEETING—November 2011

SUBDIVISION ACTIVITY—SUBDIVISIONS BY

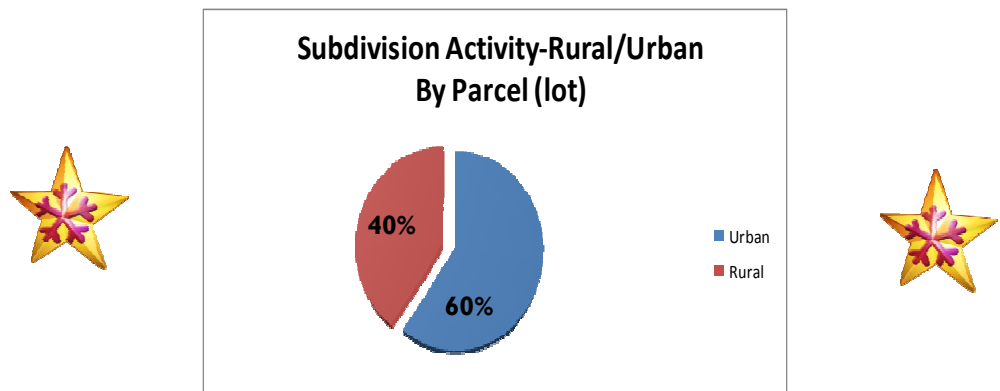
Table 3 (CONTINUED)

Per Parcel (Lot)

YEAR		
	RURAL	URBAN
2011	43 (39.8%)	65 (60.2%)
2010	27 (34.2%)	52 (65.8%)
2009	35 (28.9%)	86 (71.1%)
2008	54 (19.2%)	227 (80.8%)
2007	79 (31.7%)	170 (68.3%)
2006	61 (48.4%)	65 (51.6%)
2005	54 (23.7%)	174 (76.3%)
2004	41 (35.7%)	74 (64.3%)
8 year average	49 (32.7%)	114 (67.3%)

PALLISER REGIONAL MUNICIPAL SERVICES

FIGURE I



Non member Municipality 2011 totals are to November 30

ANNUAL GENERAL MEETING—November 2011

SUBDIVISION ACTIVITY

Table 4

SUBDIVISION APPLICATIONS BY MUNICIPALITY

(%) – percentage of total yearly activity in brackets

Municipality	2004	2005	2006	2007	2008	2009	2010	2011
M.D. Acadia			3 (3.4)	6 (5.2)	3 (3.4)	1 (1.9)		3 (7.7)
Acme		1 (1.4)			1 (1.1)			2 (5.1)
Beiseker	N/A	N/A	N/A	N/A	1 (1.1)			1 (2.6)
Carbon					2 (2.3)			
Castor	2 (3.8)	1 (1.4)	2 (2.3)	2 (1.7)	3 (3.4)			
Cereal		1 (1.4)						
Consort	1 (1.9)	1 (1.4)	1 (1.1)	2 (1.7)	1 (1.1)		1 (2.3)	1 (2.6)
Coronation				2 (1.7)	2 (2.3)	3 (5.6)		
Delia				2 (1.7)				1 (2.6)
Drumheller	3 (5.7)	14 (19.7)	5 (5.7)	14 (12.1)	7 (7.9)	8 (14.8)	6 (13.6)	4 (10.3)
Empress			1 (1.1)		3 (3.4)			
Hanna	3 (5.7)	3 (4.2)	4 (4.6)	5 (4.3)	3 (3.4)	3 (5.6)	2 (4.6)	
Halkirk	1 (1.9)		1 (1.1)		1 (1.1)	1 (1.9)	1 (2.3)	
Hussar	N/A	N/A	N/A	N/A	1 (1.1)		1 (2.3)	1 (2.6)
Linden	1 (1.9)	4 (5.6)	3 (3.4)	2 (1.7)		3 (5.6)	2 (4.6)	
Morrin		1 (1.4)		1 (0.9)			1 (2.3)	
Munson			2 (2.3)	1 (0.9)	1 (1.1)			
Oyen	1 (1.9)			1 (0.9)				
Paintearth	5 (9.43)	9 (12.7)	6 (6.8)	9 (7.8)	10 (11.2)	8 (14.8)	4 (9.1)	3 (7.7)
Rockyford	N/A	N/A	N/A	N/A				
Special Areas	12 (22.6)	13 (18.3)	25 (28.4)	30 (25.9)	16 (18.0)	13 (24.1)	9 (20.5)	13 (33.3)
Standard	N/A	N/A	N/A	N/A			1 (2.3)	1 (2.6)
Starland	8 (15.1)	10 (14.1)	14 (15.9)	18 (15.5)	8 (9.0)	4 (7.4)	7 (15.9)	3 (7.7)
Trochu	2 (3.8)	2 (2.8)	4 (4.6)	2 (1.7)	3 (3.4)			1 (2.6)
Veteran	1 (1.9)			1 (0.9)				
Youngstown								
Gadsby**		1 (1.4)	1 (1.1)	2 (1.7)	3 (3.4)			
M.D. Provost**	13 (24.5)	10 (14.1)	16 (18.2)	16 (13.8)	20 (22.5)	10 (18.5)	9 (20.5)	5 (12.8)
TOTALS	53	71	88	116	89	54	44	39



ANNUAL GENERAL MEETING—November 2011

PALLISER REGIONAL MUNICIPAL SERVICES

SUBDIVISION ACTIVITY

FIGURE 2

SUBDIVISION BY TYPE

	 RURAL	 URBAN
2011	43	65
2010	24	74
2009	33	84
2008	53	36
2007	70	147
2006	58	63
2005	48	167

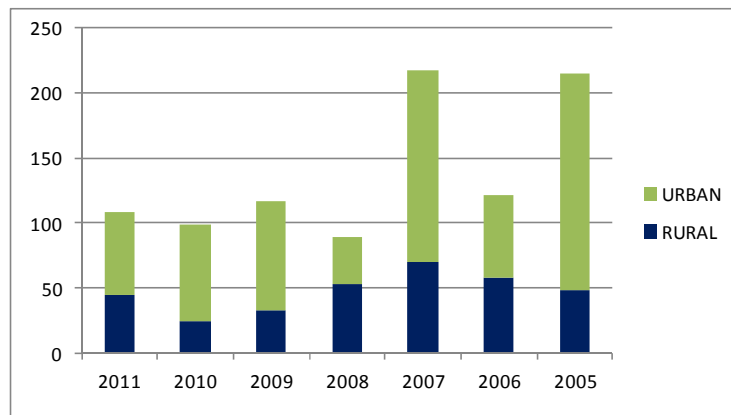
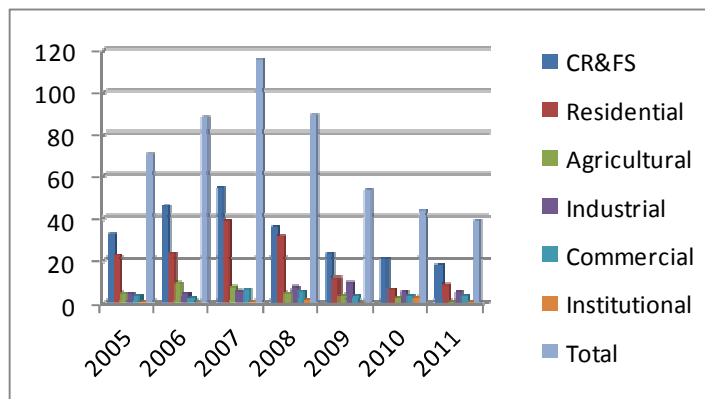


FIGURE 3

	2005	2006	2007	2008	2009	2010	2011
CR&FS	33	46	55	36	24	21	18
Residential	23	24	39	32	12	7	9
Agricultural	5	10	8	5	4	3	1
Industrial	5	5	6	8	10	6	6
Commercial	4	3	7	6	4	4	4
Institutional	1	0	1	2	0	3	1
Total	71	88	116	89	54	44	39



PRISM

Since the last General Meeting in June, Palliser Regional Municipal Services (PRMS) has continued to work towards enhancing our technical and data development strategies. In addition to the normal amount of map production and sketches, we are also heavily engaged in two main programs.



The first of these is our Palliser Regional Information Systems Management (**PRISM**) program. This program is an online mapping application, which will allow a new level of custom mapping abilities that can be accessed by using standard internet browsers from any computer with internet access. Since the last meeting, we have had two main objectives completed. First, we had technical representatives from ESRI Canada visit our office for a 2 day discovery workshop. Here we discussed in great detail, our vision of what this website would look like and the types of data and functionality that would be involved. This information allowed ESRI to produce three documents; Common Operating Picture (COP), Statement of Work (SOW) and Rough Order of Magnitude (ROM). Each of these documents helped to ensure that ESRI understood our request, and the level of data and sophistication required to produce our PRISM website.

Once this documentation was in place, we then invited representatives from each municipality to attend a PRISM group meeting that was held in our boardroom on October 5, 2011. At this meeting, we discussed our vision for the project and prioritized the various levels of the upcoming build phase. This meeting allowed us to go back to ESRI with a more narrowed focus and allowed ESRI to produce some estimates for the build phase of this project.

The next step of this project is to take in all of this information, update our own internal documentation and produce a budget for the build phase of the project. When that is completed we will be applying for a Regional Collaboration Grant that will aid in funding the project.

Alberta Municipal Data Sharing Partnership (AMDSP)



Our second main program we are currently working on is creating and updating data for all of our municipalities. The driving force behind this update is an organization called the Alberta Municipal Data Sharing Partnership (**AMDSP**).

The AMDSP is an organization that collects and maintains rural addressing data in our region. Specifically the dataset consists of Rural Addresses, Points of Interest, and Road Network data. This dataset is then provided to agencies such as 911 dispatch centers to ensure that they always have the most accurate, complete, local information for our areas. Palliser Regional Municipal Services (PRMS) currently maintains a presence on the AMDSP Board of Directors. All of the PRMS membership is therefore members of the AMDSP and is represented by PRMS. The exceptions are Special Areas, Paintearth, and the MD of Acadia who are AMDSP members but represent themselves and Drumheller who is currently not an AMDSP member.

ANNUAL GENERAL MEETING—November 2011

Alberta Municipal Data Sharing Partnership (AMDSP)

The main benefit of membership in the AMDSP is that it facilitates the transfer of data from the municipal level to outside sources. For example address changes at the municipal level, once reported to PRMS are entered into the AMDSP dataset; this dataset is then distributed out to numerous parties such as Alberta Health Services, Alberta One Call, and 911 Dispatch centers (including Red Deer 911) among others. This way when a municipal change is made, instead of the municipality trying to contact all of these agencies to report the change, the change need only be reported once. Another benefit is the facilitation of data requests. Recently Stantec began contacting municipalities looking for rural addressing data, instead of each municipality trying to submit this data; the AMDSP is in a perfect place to submit this data on their member's behalf. It should be noted that the dataset is never automatically given out to any third party request, such as Stantec, rather each request is put to a vote throughout the membership via the AMDSP Board of Directors. This way the dataset remains protected and is only given to agencies to which the membership has approved.

Currently PRMS is preparing the AMDSP data layers for each of the members that we represent. In some cases this means creating the data from scratch, while in other cases we are only verifying and updating existing data. Over the next several months each of the members we represent will be contacted by Michele Buchwitz looking for aid in verifying the dataset. As this information is being used by 911 dispatch centers it is critical that the data be accurate, and we would ask your support in helping in the quality assurance process.

OTHER VENTURES

In addition to these two main efforts, PRMS has also been moving forward with enhancing our own on-line identity. Since the last meeting we have launched a new website and have been slowly adding to it. Each of our members has a page on our website that links out to each of our members personal websites. This spot is also a place where we can link to maps such as Land Use maps. If you have any request of data that you would like see displayed on your municipality's page please contact me. Also featured on the website is integration with social media applications such as Facebook and Twitter. These feeds will keep you up to date on important meeting dates and other events. If you have a personal or municipal Facebook account, we would encourage you to sign up for these feeds by "Like"ing us on Facebook or Following us on Twitter.

Visit Us



www.palliserservices.ca

REGIONAL BYLAW SERVICES EXPLORATION STUDY

Draft Study in the Hands of the Members



The *Regional Bylaw Services Exploration Study* draft was released in October. The intention of this project is to determine if a regional bylaw service is feasible within the PRMS region and to determine the level of interest in proceeding to an implementation plan.

Some of the report highlights include:

Costs: determined per capita depending on the number of interested municipalities and the level of service desired

Benefits: does not take away from administrators time/ duties
provides a professional presence in the community that is somewhat anonymous
greater economies of scale that may be realized from a regional service where the bylaw service expertise are dispersed throughout the region with a consistent professional enforcement process across municipal jurisdictions.

The next step will require a determination by the member municipalities if there is interest to proceed to an implementation option. When we have received a response from all of the members more definite options can be developed and reviewed by those interested.



ANNUAL GENERAL MEETING—November 2011

ANNUAL BUDGET EVALUATION AND RECOMMENDATIONS

The following report provides some insight and evaluation on the current 2011 budget and projected numbers for year end and compares these numbers with the adopted 3 year financial plan. The 2012 annual budget considerations are included for discussion to develop a draft budget to be reviewed at the November General Meeting.

3 Year Financial Plan Highlights

The 3 year financial plan was initiated as part of the 2011 budget process. Changes included increases in funding levels from planning fees and municipal requisitions to ensure that PRMS remains a viable and sustainable agency to support the planning, mapping, safety codes and regional service needs of the member municipalities. The PRMS funding levels had been left unaltered (or minimal changes) over the past ten+ years leaving the organization in a position where grant projects were being utilized to fund a significant portion of operating expenses. It was determined that this is not a sustainable scenario and that significant changes needed to be made to ensure long term success.

3 YEAR FINANCIAL PLAN

GOAL - TO BE FULLY FUNDED FOR REQUISITION BASED SERVICES BY 2013

2010 REQUISITION TOTAL: \$269,324

2011-13 FUNDING NEEDS

2011 REQUISITION FUNDING NEEDED:	\$427,465
2012 REQUISITION FUNDING NEEDED:	\$432,465
2013 REQUISITION FUNDING NEEDED:	\$498,465

2011 FUNDING NEEDS:	\$427,465
RESERVES:	(\$90,000)

2011 TOTAL REQUISITION NEEDS (+25%) **\$337,465**

2012 FUNDING NEEDS:	\$432,465
RESERVES:	(\$25,000)

2012 TOTAL REQUISITION NEEDS (+23.7%) **\$407,465**

2013 FUNDING NEEDS:	\$498,465
RESERVES:	\$0

2013 TOTAL REQUISITION NEEDS (+22%) **\$498,465**



ANNUAL BUDGET EVALUATION AND RECOMMENDATIONS

2011 Budget Evaluation



The 2011 operating scenario has brought lower revenues in some areas and reliance on grant funded projects to meet the revenue needs of the agency. The following evaluation provides current and year end estimates for the 2011 year.

Considering the projected revenues and expenses below PRMS will utilize \$75,000 from special projects revenue and \$25,000 from reserves for a break-even scenario. This is better than the anticipated \$90,000 transfer from reserves projected in the budget due to the acceptance of the RCP Regional bylaw Study project that is being completed in-house rather than using outside sub-consultants.

Revenues

Planning Fees:

Revenues from planning fees are significantly lower than average due to the negative ongoing economic conditions globally. The 3 year plan is based on average numbers over a ten year period. Additional planning fee revenues were carried forward from 2010 projects in the amount of \$30,000 and a 2011 planning project in the amount of \$5000. These additional items should provide for a final planning fees revenue near the projected budget.

Requisitions:

Requisition revenues are stable and as anticipated and implemented with Year 1 of the current 3 year financial plan.

Special Projects:

Special project revenues are greater than anticipated with the addition of the regional by-law services (RCP) project and lower than anticipated subcontract expenditures in these areas (PRISM and Regional Bylaw projects).

Safety Codes:

Safety codes revenues are anticipated to be significantly lower than anticipated. Building activity remains slow in the region reducing the number of SC permits. As of August 30th SC revenues are 20% lower than 2010. The safety codes agreements with Town of Drumheller and Superior are still in negotiation and will likely result in expense increases. These increases are intended to be developed into the 2012 SC fee schedule. The SC fee schedule has remained unchanged since 2001.

Interest:

Interest rates have remained low and interest revenues will likely be less than anticipated.

Overall revenues appear to be lower than anticipated in the variable areas (fees, SC's, interest) and will be subsidized by special projects and reserves.

Expenditures

Expenditures are projected to be 10% lower than budgeted. Using this projected number we will require revenues in the range of \$555,000 for a break-even scenario in 2011.



2012 Budget Considerations/Recommendations



Revenues

2012 revenues are projected to be similar to 2011 as there does not appear to be positive change in the global economic forecast. This will mean lower than projected planning fees, interest, and safety codes revenues. The projected 3 year plan for requisitions dedicated \$407,500 as the 2012 funding needs. If this amount is utilized for 2012 there is still the potential for a much larger budget deficit (reserves transfer) than the anticipated \$25,000. Special projects revenues will include a \$50,000 carry over for completion of the PRISM and Regional Bylaw projects. Requisition revenues have been evaluated with the current 2011 Province of Alberta equalized assessment. Minor changes to the equalized assessment have reduced the total requisition amounts by \$5,275. The bulk of the decrease was realized from a reduction of \$4618 due to the 2011 Special Areas equalized assessment reduction.

Expenditures

2012 expenditures are anticipated to be similar to 2011 as there are no significant changes proposed to staffing levels or capital needs. A computer replacement program where 2 units are replaced annually for a three year rotation is proposed. This will add a minor amount to the computer equipment/ upgrades budget (approx. \$2000 annually). The intern costs for year 2 of the program are more significant as we only receive \$19,000 in funding in year 2 vs. \$43,000 in year 1. Salaries may increase dependent on the AMSC/ AAMDC Salary Survey evaluation that will occur later this year however are expected to be within a similar range as 2011.

Considering these changes it is proposed that total expenditures remain at the same budgetary amount of \$620,500.

Options Reviewed by the Board of Directors

It is recommended that PRMS continue with the 3 yr financial plan ratified by the full membership in Fall 2010. We may have the ability to revise the timelines/ reserve transfers over a longer period of time or defer the unused portion of the anticipated reserve transfer from 2011 to 2012. A few options are shown below:

1. 3 yr Financial Plan (projected revenues increase the reserve transfer from \$25,000 to \$50,000)
 - requisition increase from \$340,000 to \$410,000 (20.5% increase) requires \$50,000 reserve transfer
2. Amend 3 yr fin plan to a longer time frame
 - requisition increase from \$340,000 to \$388,000 (14% increase) requires \$70,000 reserve transfer
3. Carry forward the unused portion of the anticipated deficit (reserve transfer) from 2011 (currently projected at \$25,000)
 - requisition increase from \$340,000 to \$368,000 (8.5% increase) requires \$90,000 reserve transfer.

Board of Directors – Recommendation

The PRMS Board of Directors has proposed that Option 2 be considered for the 2012 budget development. This option will provide for a reduced increase (14.7%) from the proposed three year financial plan (23.7%) and extends the three year financial plan budgetary requirements (and reduces the annual increases proposed) if revenues and expenditures remain within the anticipated projections.



ANNUAL GENERAL MEETING—November 2011

2012 BUDGET

PALLISER REGIONAL MUNICIPAL SERVICES


2012 BUDGET - PALLISER REGIONAL MUNICIPAL SERVICES											
Prepared October 19, 2011											
Board Meeting	2012 Proposed	2011 Proposed	2010 Actual	2009 Actual	2008 Actual	2007 Actual	2006 Actual	2005 Actual			
REVENUE											
Requisitions	\$ 388,000.00	\$ 337,465.00	\$ 269,324.00	\$ 344,344.00	\$ 312,297.00	\$ 300,025.00	\$ 262,895.00	\$ 210,000.00			
Planning	\$ 70,000.00	\$ 107,800.00	\$ 87,140.00	\$ 277,915.00	\$ 346,744.00	\$ 374,285.00	\$ 178,389.00	\$ 62,518.00			
Special Projects & Other Revenue	\$ 50,000.00	\$ 25,000.00	\$ 216,819.00	\$ 52,988.00	\$ 11,301.00	\$ 48,656.00	\$ 39,694.00	\$ 39,694.00			
Interest	\$ 7,000.00	\$ 10,000.00	\$ 7,229.00	\$ 10,174.00	\$ 26,043.00	\$ 15,294.00	\$ 9,753.00	\$ 8,456.00			
Transfer from Reserves	\$ 70,000.00	\$ 90,000.00									
Safety Codes Admin	\$ 35,000.00	\$ 50,000.00	\$ 102,062.00	\$ 102,696.00	\$ 158,816.00	\$ 91,460.00	\$ 61,633.00	\$ 14,051.00			
Total Revenue	\$ 620,000.00	\$ 620,265.00	\$ 662,574.00	\$ 788,097.00	\$ 896,223.00	\$ 792,369.00	\$ 561,326.00	\$ 334,719.00			
EXPENDITURES											
STAFF SALARIES											
Permanent	\$ 385,000.00	\$ 385,000.00	\$ 311,192.00	\$ 342,225.00	\$ 475,170.00	\$ 413,610.00	\$ 307,814.00	\$ 180,429.00			
Staff Benefits	\$ 76,000.00	\$ 76,000.00	\$ 82,367.00	\$ 99,313.00	\$ 94,025.00	\$ 106,133.00	\$ 54,597.00	\$ 38,741.00			
Vested Sick Leave	\$ 15,000.00	\$ 15,000.00									
Staff Salaries & Benefits	\$ 476,000.00	\$ 476,000.00	\$ 393,559.00	\$ 441,538.00	\$ 569,195.00	\$ 519,743.00	\$ 362,411.00	\$ 219,170.00			
OTHER OPERATING EXPENSES											
Staff Travel & Expenses	\$ 20,000.00	\$ 22,500.00	\$ 10,802.00	\$ 17,708.00	\$ 24,782.00	\$ 27,598.00	\$ 23,209.00	\$ 17,443.00			
Staff Education	\$ 7,000.00	\$ 7,000.00	\$ 2,847.00	\$ 5,483.00	\$ 6,625.00	\$ 4,221.00	\$ 8,650.00	\$ 1,873.00			
MEMBER'S EXPENSES											
Member Fees & Travel	\$ 10,000.00	\$ 13,000.00	\$ 9,053.00	\$ 13,993.00	\$ 5,216.00	\$ 5,785.00	\$ 6,114.00	\$ 9,190.00			
SUPPLIES & SERVICES											
Telephone	\$ 6,000.00	\$ 6,500.00	\$ 6,510.00	\$ 7,262.00	\$ 6,481.00	\$ 6,828.00	\$ 9,680.00	\$ 6,935.00			
General Office Supplies	\$ 6,000.00	\$ 6,000.00	\$ 5,791.00	\$ 6,467.00	\$ 6,001.00	\$ 3,900.00	\$ 5,144.00	\$ 7,382.00			
Postage	\$ 1,500.00	\$ 2,000.00	\$ 1,487.00	\$ 4,254.00	\$ 3,362.00	\$ 5,022.00	\$ 2,545.00	\$ 1,059.00			
Printing, Duplicating & Technical	\$ 7,000.00	\$ 7,000.00	\$ 9,282.00	\$ 10,717.00	\$ 12,314.00	\$ 13,744.00	\$ 4,335.00	\$ 7,624.00			
Computer Equipment/Upgrades	\$ 6,000.00	\$ 6,000.00	\$ 15,688.00	\$ 6,489.00	\$ 4,138.00	\$ 4,138.00	\$ 23,152.00	\$ 15,813.00			
Equipment Rental	\$ 5,000.00	\$ 5,000.00	\$ 4,137.00	\$ 778.00	\$ 293.00	\$ 480.00	\$ 317.00	\$ 10.00			
Equipment Maintenance & Repairs	\$ 1,000.00	\$ 1,000.00					\$ 603.00				
Accounting Contract	\$ 10,000.00	\$ 10,000.00	\$ 9,315.00	\$ 24,713.00	\$ 10,368.00	\$ 10,351.00	\$ 11,247.00	\$ 7,658.98			
Audit/Accounting	\$ 2,000.00	\$ 2,000.00	\$ 3,423.00	\$ 18,744.00	\$ 1,233.00	\$ 1,179.00	\$ 11,948.00	\$ 4,989.00			
Legal Fees	\$ 2,000.00	\$ 2,000.00									
Maps	\$ 2,000.00	\$ 2,000.00	\$ 1,588.00	\$ 2,437.00	\$ 2,989.00	\$ 2,959.00	\$ 2,221.00	\$ 23.00			
Land Titles Account	\$ 1,000.00	\$ 500.00	\$ 210.00	\$ 268.00	\$ 189.00	\$ 267.00	\$ 1,875.00	\$ 1,065.00			
Publications, Subscriptions & Dues	\$ 5,000.00	\$ 5,000.00	\$ 4,932.00	\$ 5,343.00	\$ 4,002.00	\$ 934.00	\$ 4,098.00	\$ 3,502.00			
Public Relations & Refreshments	\$ 500.00	\$ 1,000.00	\$ 1,686.00	\$ 5,160.00	\$ 1,052.00	\$ 1,052.00	\$ 6,839.00	\$ 8,555.00			
Advertising	\$ 5,000.00	\$ 5,000.00	\$ 2,247.00	\$ 4,272.00	\$ 4,867.00	\$ 693.00	\$ 13,259.00	\$ 32,559.00			
Consultants	\$ 1,000.00	\$ 1,000.00		\$ 795.00	\$ 3,174.00	\$ 2,699.00	\$ 3,556.00	\$ 726.00			
General Miscellaneous	\$ 1,000.00	\$ 1,000.00									
TOTAL OTHER OPERATING EXPENSES	\$ 96,000.00	\$ 100,000.00	\$ 86,529.00	\$ 131,379.00	\$ 101,214.00	\$ 99,429.00	\$ 138,792.00	\$ 126,366.98			
BUILDING & LAND EXPENSES											
Utilities	\$ 25,000.00	\$ 25,000.00	\$ 39,021.00	\$ 38,443.00	\$ 19,048.00	\$ 24,272.00	\$ 27,072.00	\$ 18,101.00			
Maintenance	\$ 10,000.00	\$ 10,000.00	\$ 9,834.00	\$ 10,443.00	\$ 9,701.00	\$ 8,535.00	\$ 7,219.00	\$ 6,623.26			
Building Repairs & Maintenance	\$ 6,500.00	\$ 6,500.00	\$ 5,815.00	\$ 6,023.00	\$ 6,288.00	\$ 5,239.00	\$ 5,925.00	\$ 5,547.74			
Risk Management Insurance	\$ 6,500.00	\$ 3,000.00	\$ 1,173.00	\$ 39,719.00	\$ 18,258.00	\$ 27,444.00	\$ 5,925.00	\$ 5,547.74			
Land Taxes	\$ 48,000.00	\$ 44,500.00	\$ 56,843.00	\$ 84,628.00	\$ 63,295.00	\$ 65,490.00	\$ 40,216.00	\$ 30,272.00			
Vehicle maintenance/lease/purchase	\$ 48,000.00	\$ 44,500.00	\$ 56,843.00	\$ 84,628.00	\$ 63,295.00	\$ 65,490.00	\$ 40,216.00	\$ 30,272.00			
TOTAL BUILDING/LAND EXPENSES	\$ 620,000.00	\$ 620,500.00	\$ 537,931.00	\$ 687,646.00	\$ 723,704.00	\$ 694,862.00	\$ 541,419.00	\$ 376,828.98			
TOTAL OPERATING EXPENSES	\$ 620,000.00	\$ 620,500.00	\$ 537,931.00	\$ 687,646.00	\$ 723,704.00	\$ 694,862.00	\$ 541,419.00	\$ 376,828.98			
DEFICIENCY OF REVENUE OVER EXPENDITURES - PLANNING	\$ -	\$ 236.00	\$ 124,643.00	\$ 120,542.00	\$ 172,519.00	\$ 107,706.00	\$ 19,907.00	\$ 41,109.98			

ANNUAL GENERAL MEETING—November 2011

PALLISER REGIONAL MUNICIPAL SERVICES

2012 MUNICIPAL REQUISITIONS



	2011 Equalized Assessment	Mill Rate	Equalized Assessment Requisition	Population	Per Capita Requisition	2012 REQUISITION	2011 REQUISITION	2010 REQUISITION	% change from 2011	monetary change from 2011 (\$)
 <p>2012 MUNICIPAL REQUISITIONS ADOPTED: OCTOBER 19, 2011</p>										
Rural										
County of Paintearth	952024364	0.0225	\$ 21,420.77	2,128	\$ 11,657.11	\$ 33,077.88	\$ 28,700.19	\$ 20,808.00	15.25%	\$ 4,377.89
M.D. of Acadia	101186510	0.0225	\$ 2,276.70	545	\$ 2,988.30	\$ 2,655.00	\$ 4,908.84	\$ 3,436.00	7.24%	\$ 355.36
Stardard County	767238471	0.0225	\$ 17,262.87	2,371	\$ 13,000.47	\$ 30,283.34	\$ 27,387.30	\$ 16,686.00	10.50%	\$ 2,876.04
Special Areas	4394689557	0.0225	\$ 98,205.49	4,729	\$ 25,929.87	\$ 124,135.18	\$ 109,112.07	\$ 73,667.00	13.77%	\$ 15,023.09
Total Rural	6185147902		\$ 139,186.83	9771	\$ 53,575.55	\$ 192,741.38	\$ 170,109.20	\$ 114,876.00		\$ 22,632.18
Urban										
Caebor	68521067	0.045	\$ 2,989.45	991	\$ 5,104.78	\$ 8,068.23	\$ 6,940.50	\$ 6,303.00	16.68%	\$ 1,157.73
Coronation	65267462	0.045	\$ 2,937.04	1,015	\$ 5,965.37	\$ 8,502.40	\$ 7,395.18	\$ 7,338.00	14.97%	\$ 1,107.22
Drumheller	870915804	0.045	\$ 39,191.21	7,932	\$ 43,492.09	\$ 62,683.31	\$ 68,726.51	\$ 61,782.00	20.31%	\$ 13,956.80
Hanna	201722334	0.045	\$ 9,077.51	2,847	\$ 15,810.44	\$ 24,687.94	\$ 21,992.70	\$ 20,932.00	12.26%	\$ 2,695.24
Oyan	73904561	0.045	\$ 3,325.71	1,190	\$ 6,524.91	\$ 9,850.82	\$ 8,563.53	\$ 8,004.00	15.03%	\$ 1,287.09
Trochu	80943354	0.045	\$ 3,642.45	1,113	\$ 6,102.71	\$ 9,745.16	\$ 8,692.68	\$ 7,400.00	12.11%	\$ 1,052.48
Acme	55396074	0.045	\$ 2,492.37	656	\$ 3,596.93	\$ 6,089.30	\$ 5,335.33	\$ 4,891.00	14.13%	\$ 753.97
Beiseker	92246550	0.045	\$ 4,155.73	937	\$ 4,589.37	\$ 8,745.10	\$ 8,225.15	\$ 7,425.00	8.32%	\$ 519.95
Carbon	36298548	0.045	\$ 1,768.43	570	\$ 3,125.36	\$ 4,863.61	\$ 4,364.25	\$ 3,616.00	12.13%	\$ 529.56
Cereal	3447456	0.045	\$ 155.14	126	\$ 690.87	\$ 846.01	\$ 786.97	\$ 953.00	7.50%	\$ 59.04
Consort	45658606	0.045	\$ 2,068.14	739	\$ 4,052.02	\$ 6,120.18	\$ 5,501.73	\$ 4,646.00	11.24%	\$ 618.43
Della	14233638	0.045	\$ 640.51	207	\$ 1,195.01	\$ 1,775.52	\$ 1,476.26	\$ 1,401.00	20.27%	\$ 299.26
Empress	8174361	0.045	\$ 367.85	136	\$ 745.70	\$ 1,113.55	\$ 950.49	\$ 699.00	17.16%	\$ 163.06
Halkirk	4832828	0.045	\$ 217.46	113	\$ 619.59	\$ 837.07	\$ 736.67	\$ 689.00	13.63%	\$ 100.40
Hussar	12328665	0.045	\$ 554.80	187	\$ 1,025.34	\$ 1,580.14	\$ 1,365.07	\$ 1,363.00	15.67%	\$ 214.07
Linden	69181485	0.045	\$ 3,113.17	741	\$ 4,092.69	\$ 7,176.18	\$ 6,301.63	\$ 5,343.00	13.88%	\$ 974.53
Morrin	14284140	0.045	\$ 645.24	255	\$ 1,367.23	\$ 2,030.47	\$ 1,802.53	\$ 1,461.00	12.65%	\$ 329.47
Munson	17598533	0.045	\$ 791.46	217	\$ 1,169.84	\$ 1,981.32	\$ 1,651.95	\$ 1,365.00	19.95%	\$ 329.47
Rockyford	31456528	0.045	\$ 1,415.54	349	\$ 1,913.61	\$ 3,329.15	\$ 2,890.70	\$ 2,890.00	15.57%	\$ 449.45
Stardard	38012565	0.045	\$ 1,710.57	380	\$ 2,093.58	\$ 3,794.15	\$ 3,243.03	\$ 3,107.00	16.99%	\$ 551.12
Veteran	9953060	0.045	\$ 443.39	293	\$ 1,606.55	\$ 2,049.94	\$ 1,905.42	\$ 1,727.00	7.53%	\$ 144.52
Youngstown	6109328	0.045	\$ 364.92	170	\$ 902.13	\$ 1,297.05	\$ 1,104.72	\$ 1,099.00	17.41%	\$ 192.33
Total Urban	1823760267		\$ 82,070.11	21022	\$ 115,156.45	\$ 197,226.55	\$ 168,943.99	\$ 154,746.00		\$ 27,282.66
TOTAL	8006928169		\$ 221,236.94	30773	\$ 168,732.00	\$ 389,967.94	\$ 340,053.19	\$ 269,324.00	14.85%	\$ 49,914.84



Thank you for attending our annual meeting. Merry Christmas!