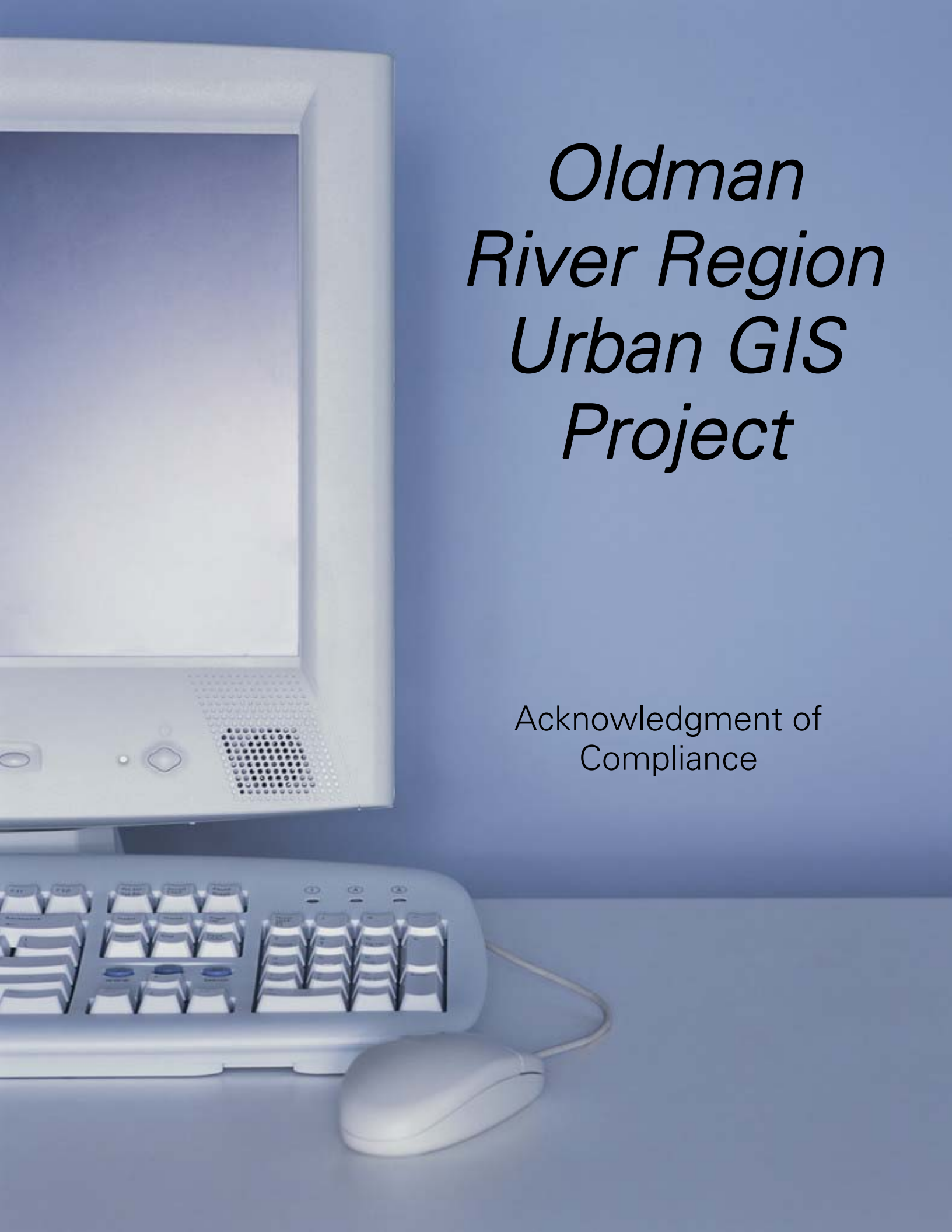# *Oldman River Region Urban GIS Project*

Final Report
2002 - 2005

Submitted by the
Town of Coalhurst
Managing Municipality
January 2006

Oldman River Region Urban GIS Project

Acknowledgment of
Compliance

Acknowledgment of Compliance
2002/2003 Municipal Sponsorship Program

If there is any reason you cannot complete and sign this form as is, please contact Lavonne Adams or Joan Wolodko at (780) 427-2225.

Return completed form to: Alberta Municipal Affairs
Municipal Services Branch
Grants and Administration Unit
17th Floor, 10155 - 102 Street
Edmonton, AB T5J 4L4
Fax: (780) 422-9133

Name of Municipality	
Town of Coalhurst	
Name of Project	Grant Amount
Oldman River Region Urban GIS Project	$ **550 200.00**

I certify that the following information is true and correct.

1. The entire grant (plus any interest earned, if applicable) was used for the purpose(s) stated in Schedule A of the original conditional grant agreement, without material alteration, as signed by the Minister of Municipal Affairs, or his delegate, on _____ or as amended on __**July 3, 2003**_____ .

2. The grant (plus any interest earned, if applicable) was expended and the work was completed by December 31, 2003 or by __**December 31, 2005**___ ;

3. The municipality did not use any portion of the grant to pay for a provincial-municipal cost-shared program or project;

4. The municipality did not use any portion of the grant to pay for work done or materials obtained before the original conditional grant agreement was approved by the Minister of Municipal Affairs; and

5. ☐ The grant was more than $50,000 but not more than $100,000.
   Attached is a short report that outlines the various benefits realized by the project for the community (Appendix 1).

6a). ☒ The grant was more than $100,000.
   Attached is a short report (Appendix 1) that outlines the various benefits realized by the project for the community and a Review Engagement Report (Appendix 2) prepared by the municipal auditor;

   OR

6b) ☐ The grant was more than $100,000.
   Attached is a short report (Appendix 1) that outlines the various benefits realized by the project for the community. A Review Engagement Report prepared by the municipal auditor will be submitted at the time of the municipality's annual audit submission (by May 1, 2004).

_____	**Marge Williams**
Signature of Chief Administrative Officer	Print Name
(403) 381-3033	**January 31, 2006**
Telephone Number	Date
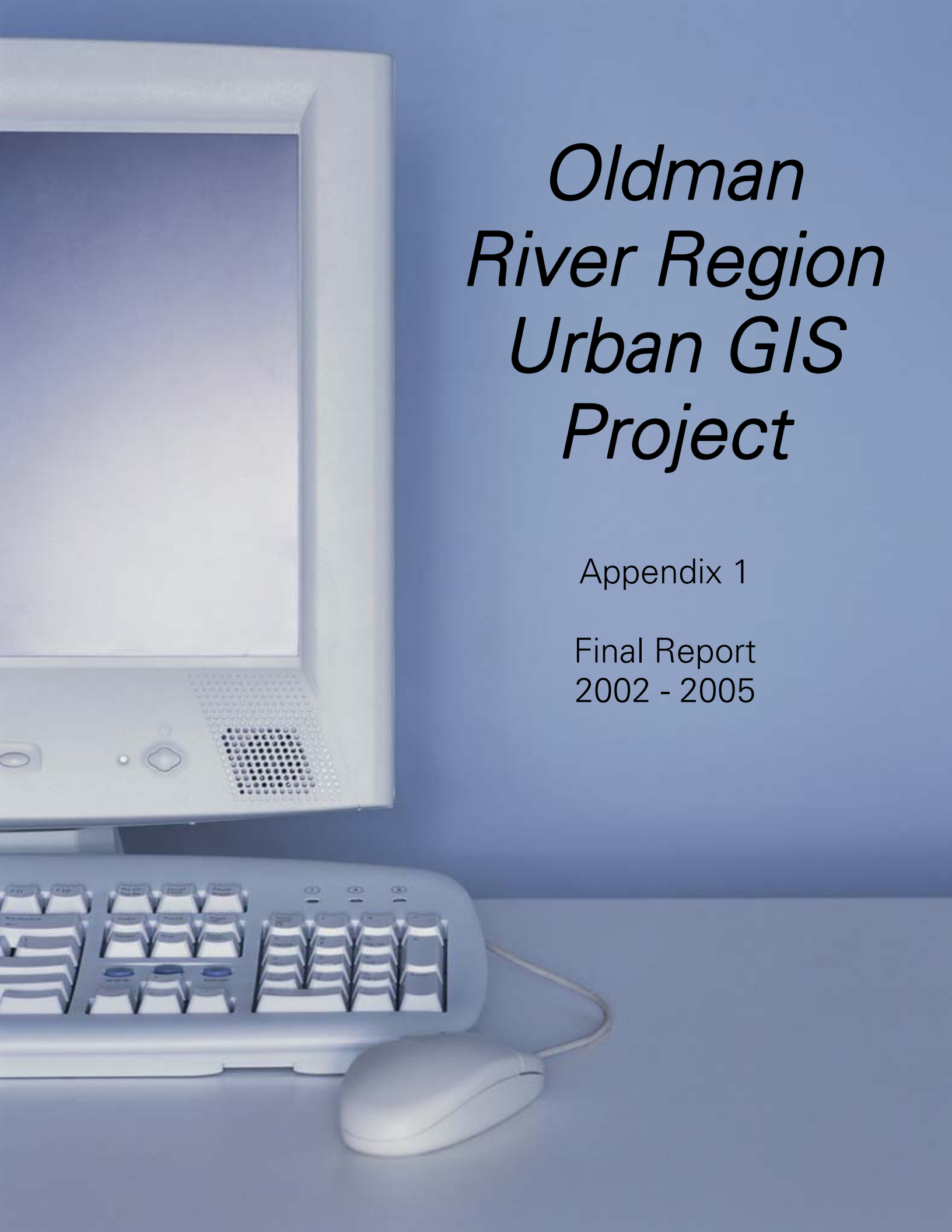
MAFP 1212 (2002/07)

Oldman River Region Urban GIS Project

Appendix 1

Final Report
2002 - 2005

This report represents part of the final reporting requirements for the *Oldman River Region Urban GIS Project* as funded by Municipal Affairs through the Municipal Sponsorship Grant Program. The purpose of the report is to provide:

- a general overview of the project implementation,
- a financial report detailing revenues and expenses, and
- a discussion of the benefits realized by the implementation of the project.

The success of the *Oldman River Region Urban GIS Project* can be contributed to the support and cooperation of the following:

Councils, Municipal Administrators and municipal staff from the communities of:

Village of Barnwell
Town of Cardston
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Village of Coutts
Village of Cowley
Town of Fort Macleod
Town of Magrath
Town of Milk River
Town of Nanton
Village of Nobleford
Town of Picture Butte
Town of Pincher Creek
Town of Raymond
Town of Stavely
Village of Stirling
Town of Taber
Town of Vulcan
Village of Warner

Staff of the following organizations and agencies:

Oldman River Regional Services Commission
MIMS Support Team

Introduction

The Oldman River Region Urban GIS Project is an outstanding example of a strategic partnership that has produced a valuable municipal practice that all partners benefit from. The project initially involved 18 medium and small municipalities and a regional services commission in southwest Alberta, who, through intermunicipal cooperation and innovation, worked together to create a comprehensive, cooperative, and centralized geographic information system. This system shares centralized infrastructure and staff while ensuring confidentially and privacy of individual municipal information.

The idea for the project emerged out of the realization that developing individual municipal systems would be beneficial but costly and most communities within the region would not be able to afford a system on their own. When the participating municipalities met for the first time, they had two things in common: all were urban and they had similar interests. The initial support for the project was based largely on cost sharing resources (hardware, software, and manpower) in order to implement a high quality system. As the project has become a reality, a theme emerged that the value of the ideas generated by the collaboration of the partnering communities is as important as the actual dollar value or cost savings realized.

In retrospect, the Oldman River Regional Urban GIS Project has meet and exceeded the expectations of the project team. Partnering municipalities have continually increased their use of the system as it has evolved throughout the past three years. The communities have continued to support the initiative through the life of the project and have committed to develop additional layers throughout 2006 and beyond.

Highlights of the past three years include:
- the addition of three communities within the region that recognized the potential of the system,
- the recognition of the value of the partnership aspect of the project by receiving a 2004 Minister's Award for Municipal Excellence Honourable Mention for Partnership, and
- the evolution of the governance of the project to guarantee continued funding and support of the project to ensure it would continue in the future.

It should be noted that the success of this project can be directly linked to the qualification of the project as Multi-Year Pilot Project Initiative. The assured funding over the life of the project allowed for flexibility, which was critical to meet the implementation of the phases over such large geographical region as well as coordinating with a large group of municipalities.

Overview of the Oldman River Region Urban GIS Project

Year 1: 2002-2003

In June of 2002, the Town of Coalhurst on behalf of 18 municipalities, including the Village of Barnwell, Town of Cardston, Town of Coaldale, Village of Coutts, Village of Cowley, Town of Fort Macleod, Village of Lomond, Town of Magrath, Town of Milk River, Town of Nanton, Village of Nobleford, Town of Picture Butte, Town of Pincher Creek, Town of Stavely, Town of Taber, Town of Vulcan, and the Village of Warner in partnership with the Oldman River Intermunicipal Service Agency, submitted a Municipal 2000 Sponsorship Intermunicipal Grant Application to develop a cooperative and centralized regional Geographic Information System.

The principal goal of the project was to assist small and medium-sized urban municipalities in southwestern Alberta to gain the technological tools they needed to implement a GIS by capitalizing on the efficiencies gained by sharing resources and expertise. At this time, the partnering municipalities wished to have the application considered for funding under the Multi-Year Pilot Project Initiative.

Phase I of the application was approved for a partially enhanced grant in August of 2002 in the amount of $224,000. Subsequently, the entire plan was approved as a Multi-Year Pilot Project in October of 2002. The Oldman River Region Urban GIS Project commenced September 2002, with Oldman River Regional Services Commission (ORRSC) assuming the role of service provider by constructing and managing the system as well as providing system software and GIS expertise to the partnering municipalities. System management includes data storage for all municipalities on a central server located in Lethbridge with the GIS software and information accessing via the Internet from each municipal office. Staff of ORRSC was allocated to create, coordinate and maintain the system for each community.

A detailed work schedule for each year of the project was submitted with the grant application. Phase I work began in September of 2002 and ended December 31 of 2003. The first phase concentrated on building a solid foundation of information on which the additional years of the project would be built upon. The following is a more comprehensive breakdown of Phase I.

Database

Tax roll databases were acquired from each of the municipalities and the databases were "cleaned" by standardizing input order and checking information against land title and registered plan information. Paper maps of each community were linked to the corrected tax roll databases and a unique identifier

number was assigned to each parcel of land in each municipality. A protocol to update tax roll information was established with each municipality and interoffice forms were created to efficiently handle incoming information. Later in the year, land use district (zoning) information was added to the tax roll databases and displayed on the GIS. Several discrepancies between tax roll databases and mapping were identified and forwarded to each municipality to correct.

Mapping

Cadastral base mapping for each municipality was acquired and the raw mapping was reviewed and necessary corrections were made in order to prepare the maps. Title mapping was acquired and a process of assigning unique identifiers to each titled portion of land was completed. The next step was to create polygons in each base map, which were eventually linked back to the tax roll database.

Web Progress

The entire project is based on utilizing the Internet to deliver the information to individual municipalities. Therefore, in order to allow municipal users access to the information stored in the ORRSC central office, web files of the information were created. This included the process of 'authoring' the maps and databases so they would be web-ready. Once this process was completed the GIS was deployed.

Training and Communication

It was identified early in the grant application process that good communication and adequate training were going to be key to the success of the project. During the first year, two meetings involving key staff from each municipality were held in December of 2002 and July of 2003. The agenda of the December meeting included an introduction of the new GIS staff members to the partners and to prepare the municipal staff as to what would be required of each of them in terms of information requirements in the coming year. The July meeting was held to update municipalities on the progress of Phase I. As well, a presentation by representatives of the Municipal Infrastructure Management Systems (MIMS) was arranged by ORRSC staff to provide information on anticipated infrastructure information requirements for Phase II of the project. To further develop effective communication among the partners, a newsletter was developed to update the progress of the project and in Year 1 five issues of the newsletter were circulated. As well, ORRSC staff travelled municipal offices to load the required viewer software and train municipal staff on how to search out information on the GIS. Training was provided for both groups and individuals and covered the basics of how the GIS product worked.

Summary of 2002-2003

ORRSC staff and the municipalities indicated that they were very satisfied and that the actual implementation of Phase I was very successful with no significant variations from the proposed schedule occurred. During 2002-2003, Town of

Claresholm approached ORRSC and the participating municipalities to investigate joining the GIS initiative. Claresholm joined during the spring of 2003, bring the number of partnering communities to 19.

Part of the first year was spent investigating the use of the Municipal Infrastructure Management System (MIMS) as the platform for the second year of the project. The proposed implementation schedule identified the utilization of MIMS and the feasibility of integrating it with the GIS developed during the first year. It was discovered that MIMS was a stand-alone product and the database could not be linked to the system being developed. This lack of integration was unexpected. The decision was made to go forward with the original plan of utilizing MIMS for infrastructure data collection, although that information would be displayed separately from the land use portion of the GIS. Some functionality will be able to be realized in both systems in terms of land use and infrastructure but further integration was not anticipated.

Year 2: 2004

Work began on the second phase of the project in January of 2004 and concentrated on infrastructure. In particular, focus was directed to organizing and orientating the participating municipalities with the Municipal Infrastructure Management System (MIMS). The work schedule was divided into categories and was tracked for each municipality. At the end of year two, there was still work to be completed but overall the main targets of the second year of the project were met.

Conversion of existing infrastructure data

An infrastructure inventory was taken of each community to establish a base inventory of available information. Digital infrastructure data was collected from all communities for which it was available and that existing data was converted into a MIMS ready format. Data was then imported into MIMS. A number of communities at that time had commissioned Infrastructure Master Plans with information to be available for the GIS and MIMS products once the plans were completed.

Collection of field data

ORRSC staff researched the acquisition of a Global Positioning System (GPS) to aid in the collection of infrastructure date. A unit was purchased and collection of data in some communities was undertaken.   This included contacting public works superintendents in municipalities to schedule times to collect visible infrastructure data.

Conversion of field data into MIMS and map layers

Four basic infrastructure networks were proposed: Roads, Water, Sanitary Sewer and Storm Sewer. Road data was gathered using centre-lines of roads from the base cadastral data. Water, sanitary and storm assets were proposed to be collected from existing data or field collections. Differential correction was performed on GPS field data to obtain sub-meter accuracy. Field data was then cross-referenced against AS-BUILT plans and engineering drawings.   A cooperative relationship was established between ORRSC GIS staff and local engineering firms to convert data to MIMS specifications. Network data was corrected and integrated into MIMS. As a final step, the infrastructure data was exported from MIMS for viewing on GIS.

Web progress

Continued development of each municipality's website was undertaken and improvements in speed and ease of use of the website were accomplished. Portions of layer networks were deployed onto the website as each municipality's infrastructure collection was completed.

Training and Communication

Again, training and communication played an important role in the continued success of the program.
A meeting of the partners involving key staff from each municipality was held in July of 2004. The July meeting was held to update municipalities on the progress of Phase II and preparation for Phase III. A representative for the Village of Stirling and Town of Raymond, was in attendance at the meeting to receive information on the project with the possibility of joining. As well, at meeting a GIS Advisory Committee was established.

The GIS Advisory Committee was struck to move the project past the three years of program funding in order to continue the operation of the system. It consisted of one representative from each of the Towns of Coalhurst, Vulcan, Cardston, Taber, and Coaldale as well as the Village of Barnwell. The member municipalities were supportive of investigating the costs and governance structure that would be required to continue building the project. ORRSC was identified as playing a pivotal role in the continued success of the Urban GIS and as a result, one member from the ORRSC Executive Committee was also appointed to sit on the Advisory Committee.

Training continued to be an important component of the project. Two MIMS training sessions were organized for municipal staff at Lethbridge Community College in January of 2004. MIMS staff from Edmonton conducted the three-day event. Municipalities were divided into two groups, each group completing the 1.5-day training course. Feedback from the sessions was very positive and other sessions are being considered. Additional training by ORRSC was offered to communities that required supplementary training and several sessions were conducted.

Again, a newsletter was utilized during the second year of the project, with three issues being published and circulated to the partnering municipalities. They were also posted on the Oldman River Regional Services Commission website (www.orrsc.com) as well as the secure GIS website.

Summary of 2004

At the end of Phase II, ORRSC staff and the municipalities again indicated that they were satisfied and that the implementation of Phase II was successful.   It was realized that the infrastructure component of the project was more work than was first anticipated. There was less existing information than was first expected which resulted in a shortfall in the number and completeness of several of the infrastructure networks. Each municipality was supplied the road network to begin population of the asset database with other networks to follow as they became available through master plans or field collection.

During the second year of the project, partners in the project experienced several unexpected highlights. First, the Town of Raymond and the Village of Stirling officially joined the Urban GIS Project; bring the total of participating

partners to 21. Second, the group of municipalities were recipients of a Honourable Mention for Partnership at the Minister's Award for Municipal Excellence. At the Municipal Excellence Awards held in November of 2004, Mayors or representatives from each of the partnering communities were presented with plaques for each of their municipal offices.
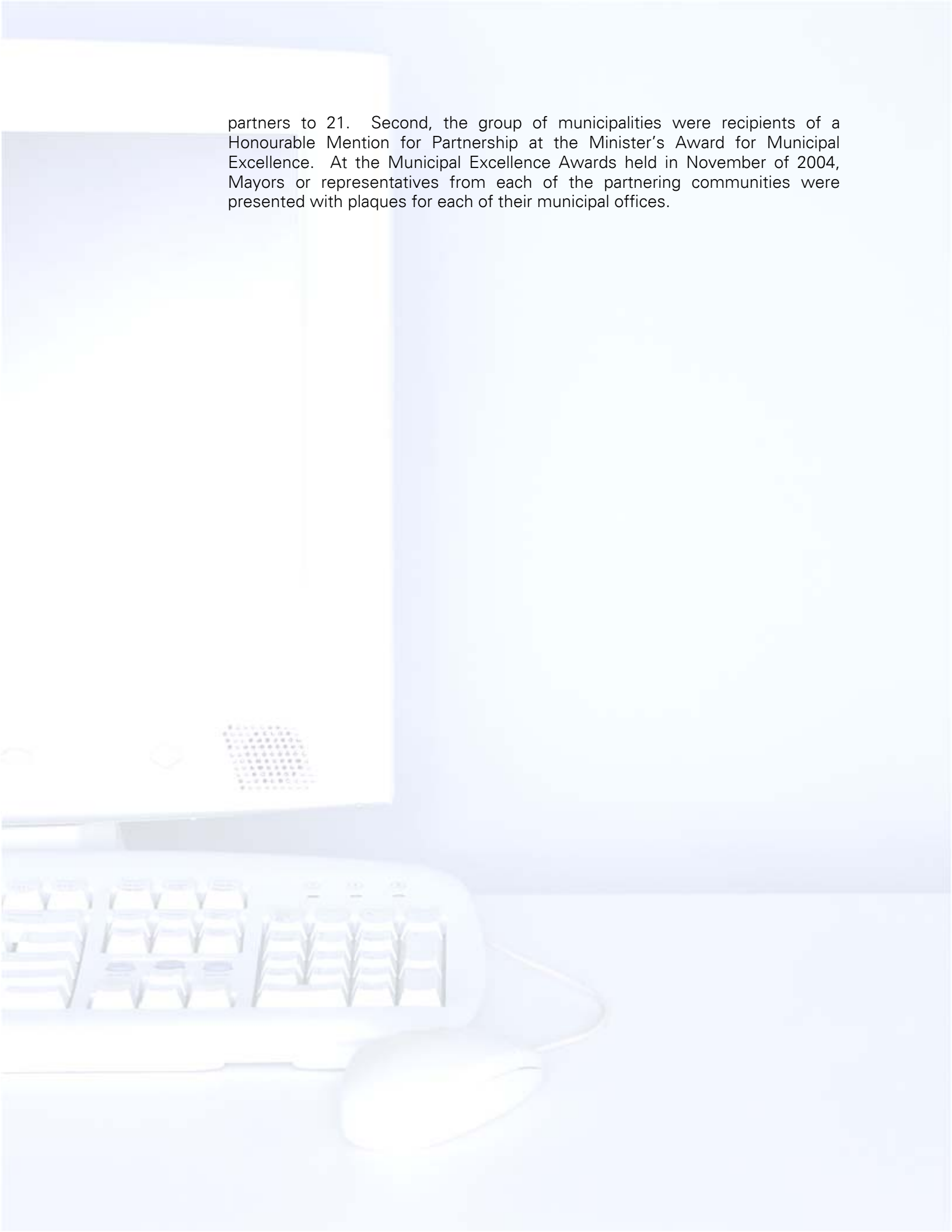
Year 3: 2005

Work began on the final phase of the project in January of 2005 and concentrated on obtaining new digital aerial photography of partnering municipalities and a continued focus of infrastructure network collection. Photography was flown in May of 2005 with the final product incorporated into the GIS during the fall of 2005. The substantial task of developing the basic infrastructure networks (roads, water, sanitary sewer, and storm water) continued through the spring, summer and fall of 2005.

Aerial Photography

New aerial photography was the main focus and expenditure for the final year of the project. Each municipality would be photographed and provided with a 1:10 000 color digital photo of their corporate limits with contours to be integrated into the GIS to be viewed. Municipalities were given a choice of upgraded the photography of their community to a 1:5000 color photo with the municipalities responsible for the cost difference. Four (4) municipal partners choose to do so. ORRSC staff purchased additional software to convert photography into a compatible format for the GIS platform.

Continued work of Infrastructure Network Data Collection

The task of building the infrastructure networks continued throughout the third year of the project. ORRSC staff spent time throughout the summer and fall collecting infrastructure assets with public works staff of several members. Completed portions of layer networks were deployed onto the website as each municipality's infrastructure collection was finished. At the end of December 2005, all available infrastructure assets have been captured but final deployment of all network layers has not occurred. The time required to import infrastructure data into both the MIMS stand alone program and the web GIS was greater than first anticipated.

Governance

The GIS Advisory Committee meet several times throughout 2005 to develop a funding formula that would move the project past the three years of program funding in order to continue the operation of the system. During the discussion, it was agreed by the Committee that the system required several additional basic layers that would be beneficial to all partnering municipalities. Therefore, the project would move forward in a 'building mode' rather than a 'maintenance mode'. The Committee spent much time investigating funding strategies that would finance the project in the future.

After much discussion, the committee agreed that a fee based on per capita would be put forth in a memorandum of understanding to each partner to commit to the Urban GIS. This fee structure was utilized to fund the final two and half months of the project.

Advisory Committee members also investigated the potential of applying for another Municipal Sponsorship Grant to complete several of the basic layers identified by the members. Partnering municipalities were strongly in favour of submitting another grant application for the next phases of the project. At this time, several more municipalities including the Villages of Arrowwood and Milo and the Towns of Granum and High River also indicated their interest in participating in the Urban GIS project.

Training and Communication

Ongoing training and open communication continued to play a pivotal role in the continued success of the project. No formal group training was undertaken during the year but additional individual municipal site training was done. A regional meeting of all partnering municipalities was held in May 2005 and the GIS Advisory Committee was elected. Interest in pursuing another grant application was also discussed.

ORRSC GIS staff members were asked to make several presentations regarding the GIS program. In October, staff travelled to the Town of Pincher Creek to conduct a session at the Alberta Development Officers Conference.

Again, newsletters were utilized during the final year of the project, with only two issues being published and circulated to the partnering municipalities. They were also posted on the Oldman River Regional Services Commission website (www.orrsc.com) as well as the secure GIS website.

Summary of 2005

December of 2005 marks the conclusion of the first three years of the Urban GIS project. Targets for implementing the remaining portion of Phases I through III were, for the most part, meet. The struggle continued throughout the year to development the infrastructure networks. Overall, the implementation of the final year was successful and meet staff and municipal expectations.

Financial Report
2002-2005

A simple accounting of the revenues and expenses incurred through the life of the project is detailed below. Grant funding was allocated in annual payments over the three (3) years and was budgeted according. The project also received additional funding from communities, which joined the GIS project between 2002 and 2005, and support from the Oldman River Regional Services Commission.

Several factors influenced the proposed three-year budget submitted with the original application. Once the project team was notified that the project was selected for the three-year pilot project, more detailed costing of work to be completed in the second and third was undertaken. This included seeking firm quotes for additional software requirements and air photo acquisition. After conferring with grant administrators, the project team was informed that surplus funds could be carried over into the subsequent years of the project. The decision was made to trim back costs where possible in Phase I in order offset future costs in the coming two years.

Surpluses were realized after both Phases I and II and had a limited effect on the implementation or scheduling of the project. Overall, the reallocation the budget in the first two years did not compromised the quality of the project and the final product provided to the municipalities. At the end of October 2005, all the allocated grant funding has been spent and the additional funds received from newly partnering municipalities is funding the final months of the project. The partnering municipalities and ORRSC are pleased that the work proposed for the project has been able to be completed within the original budget forecast.   There is a small surplus that is a result of the non-grant allocations and will be used to fund a portion of the project for 2006.

Oldman River Region Urban GIS Project

Statement of Revenues and Expenditures 2002-2005

	2005	2004	2003	2002
REVENUES				
Government Grant	-	163,100	163,100	224,000
Interest	2,000	2,800	1,750	950
Rebates	13,183	-	3,170	-
	15,183	165,900	168,020	224,950
EXPENDITURES				
Accounting and audit	1,500	1,200	300	-
Computer Equipment	6,426	7,487	-	46,771
Computer Software	3,624	-	2,291	19,148
Furniture	-	-	464	-
Land Titles	300	300	300	-
Map purchases	70,435	124	2,637	-
Office	526	266	269	247
Printing and plotting	104	-	1,000	-
Repairs and maintenance	3,225	2,051	-	-
Telephone	800	800	800	-
Training and conferences	1,466	3,334	2,712	-
Travel	3,020	1,084	912	24
Wages and benefits	187,545	151,952	144,489	18,810
	273,187	168,598	156,174	85,000
EXCESS OF REVENUES OVER EXPENDITURES	**(258,004)**	**(2,698)**	**11,846**	**139,950**
DEFERRED GRANT REVENUE, BEGINNING OF YEAR	149,098	151,796	139,950	-
DEFERRED GRANT REVENUE, END OF THE YEAR	(108,906)	149,098	151,796	
MUNICIPAL CONTRIBUTIONS	33,804	71,000	22,000	
DEFERRED MUNICIPAL CONTRIBUTIONS	93,000	22,000		
TOTAL DEFERRED REVENUE, END OF YEAR	**17,898**	**233,098**	**173,796**	**139,950**

Benefits of the
Urban GIS Project

This partnership has enabled municipalities to share in a success that would have otherwise been unavailable due to prohibitive costs and manpower requirements. Numerous advantages have been realized as a result of proceeding with the implementation of the regional GIS including:

- Increased communication and teamwork: The partners work amongst themselves and integrate modern technology into their decision-making processes resulting in more efficient municipal operations.

- Creation of a forum for the sharing of ideas to improve the product: Many more ideas and innovative approaches have been generated from a partnership than can be expected from a single municipality. The forum for sharing ideas is invaluable and has created positive experiences among the municipalities.

- Previous regional success: The project has been successful by building upon an established regional partnership, that being the Oldman River Regional Services Commission (ORRSC). Although each participant shares resources, the utilization of an existing administrative structure has been key in advancing the project.

A significant indicator of the Oldman River Region Urban GIS Project's success has been the recognition by non-partnering municipalities within the region of the importance and advantages of intermunicipal cooperation for this purpose. This acknowledgment has lead one municipality to join the GIS program and while several others are currently considering participating.

Organizations roles and relationships in the partnership

A variety of partners have been involved in this project including the provincial government, municipalities, regional organizations, the private sector and educational institutions. The implementation of the project required the effort and involvement of:
- the provincial government,
- municipalities and their councils and administration,
- the Oldman River Regional Services Commission,
- Private Sector Engineering Firms and Assessors,
- Lethbridge Community College

This current atmosphere of cooperation may encourage additional partnerships to be formed, which will continue to advance the project. Each partner has a particular role to play in the success of the project.

PROVINCIAL GOVERNMENT

The provincial government, through Ministry of Municipal Affairs, has recognized that intermunicipal relationships should be encouraged. Through the Municipal Sponsorship Program *"groups of muncipalities are encouraged to work together on projects of common interest and benefit"*. By virtue of this grant, the partnering municipalities have been able to participate in the Oldman River Region Urban GIS Project. By supporting multi-year project approval, which commits multi-year funding to facilitate better project planning and implementation, the provincial government has ensured that this project has a greater chance of succeeding. The availability of this funding was critical to the project.

As well, the Municipal Infrastructure Management System (MIMS) Initiative is a vital part of this project. It supplies another tool for improving the quality of information within the communities. By utilizing the MIMS database software developed and supported by Alberta Association of Municipal Districts and Counties (AAMD&C), Alberta Environment, Alberta Municipal Affairs, Alberta Rural Municipal Administrators Association (ARMAA), Alberta Transportation, Alberta Urban Municipalities Association (AUMA), and Local Government Administration Association (LGAA), partnering municipalities have begun to develop standard data collection methods and detailed inventories of existing assets.

MUNICIPALITIES

The role and responsibilities of these municipal partners are:
- **Management role:** Communities meet to discuss the current satisfaction with the system and directions for future progress.
- **Information role:** Municipalities play a vital role in providing much of the information used to create the databases.
- **Product development:** Partners are key in steering development of the system, which ensures that information can be utilized to greatest degree.

An additional role is for municipalities to provide feedback to the system administrators and developers to make certain that the system continues to operate and produce useful information. In the future, municipalities will continue to contribute to the expanding applications of the system as they represent the key client group receiving the service.

REGIONAL ORGANIZATION

The Oldman River Regional Services Commission (ORRSC) consists of 36 urban and rural member municipalities located in southwestern Alberta. These municipalities formed the commission to provide land use planning services to its members. Each of the member municipalities are responsible for electing a representative to the ORRSC Board of Directors who are

accountable for budgeting and the direction of the Regional Services Commission. The executive committee members realized the value in participating in a cooperative project and supported the use of the existing administrative structure of ORRSC to assist the 21 interested urban member municipalities to implement the project. In the future, we may still have opportunities to integrate systems for the benefit of all partners (i.e. where urban and rural meet, a seamless integration of GIS may be able to address the needs of both types of municipalities). Under the current agreement, ORRSC is responsible for creating and maintaining the initial system and the establishment of a communication forum by organizing regional project meetings and publishing newsletter updates.

PRIVATE SECTOR

The involvement of the private sector up to this point in the project has included engineering firms and assessors. Firstly, engineering firms for each municipality have been requested to supply any municipal infrastructure information they possess in order to populate the MIMS database. Data between the municipalities and the engineering firms is shared in a way that keeps the information in both organizations accurate and up-to-date. Secondly, assessors have assisted in providing tax roll information to setup a basis from which the system can build upon. The current municipal members are very interested in creating future Public-Private Partnerships that can benefit both parties.

EDUCATIONAL INSTITUTIONS

The Oldman River Regional GIS Project has been fortunate to be able to partner with the Lethbridge Community College Geomatics Engineering Technology Program. This was accomplished by ORRSC staff coordinating with between practicum students from the college and member communities in order to collect infrastructure data for entry into MIMS. The municipalities benefited by having work performed for them while providing an opportunity for students to gain valuable experience. The college also provided a training facility for municipal administrators and public works personnel to attend training for MIMS.

THE IMPACT ON THE COMMUNITY AND THE PARTNERS

The development of a series of quality relationships has been essential in the successful implementation of the Oldman River Region Urban GIS Project. The number and variety of partners participating has added to the strength and viability of the project, ensuring its continued future success.

By providing more accurate information faster, communities have begun to experience improved local management and operational efficiencies. Partnering municipalities are working towards using the system to make better decisions and reduce spending by being able to better prepare

budgets and reduce the time required for gathering information and generating reports.

As the product develops, the impacts on the communities involved are already evident and include:

- Organized information that is updated, maintained and easily available.
- Increased professional development as municipal staff explores the possibilities of the system.
- Cross training within municipal offices has occurred.
- Closer partnerships have developed with municipal engineers.
- GIS is useful in public meetings and can be used to illustrate concepts and prioritize
- Impact to risk management as each community has begun to limit risk and liability.

The integration and utilization of MIMS has strengthened the ability of each municipality to analyze and display infrastructure information consistently and accurately. MIMS is a tool that will aid each municipality to better understand and plan for their future infrastructure needs.

As the Urban GIS project continues to develop, the future impacts of the system will continue to benefit the partners.

Partnerships:
- Current project will lead to more collaborations and increased intermunicipal cooperation
- Reduced duplication of data between different organizations and the potential for developing intermunicipal development plans, water quality studies and joint disaster plans.
- Removes barriers and opens the doors for future partnerships:
- Emergency services
- Regional health authorities
- School authorities
- Joint disaster plans
- Economic development
- Water Quality issues

Infrastructure Management:
- GIS will help communities to better understand their infrastructure
- By mapping the reality, it is easier to understand that deficiencies are real
- Using it to stage road maintenance and provide notice to residents with regards to street and alley closures
- Minimize cost and reduce duplication of work
- Aid in developing maintenance agreements with private sector developers.
- Knowledge transfers from employee to employee. Municipalities are working for tomorrow.
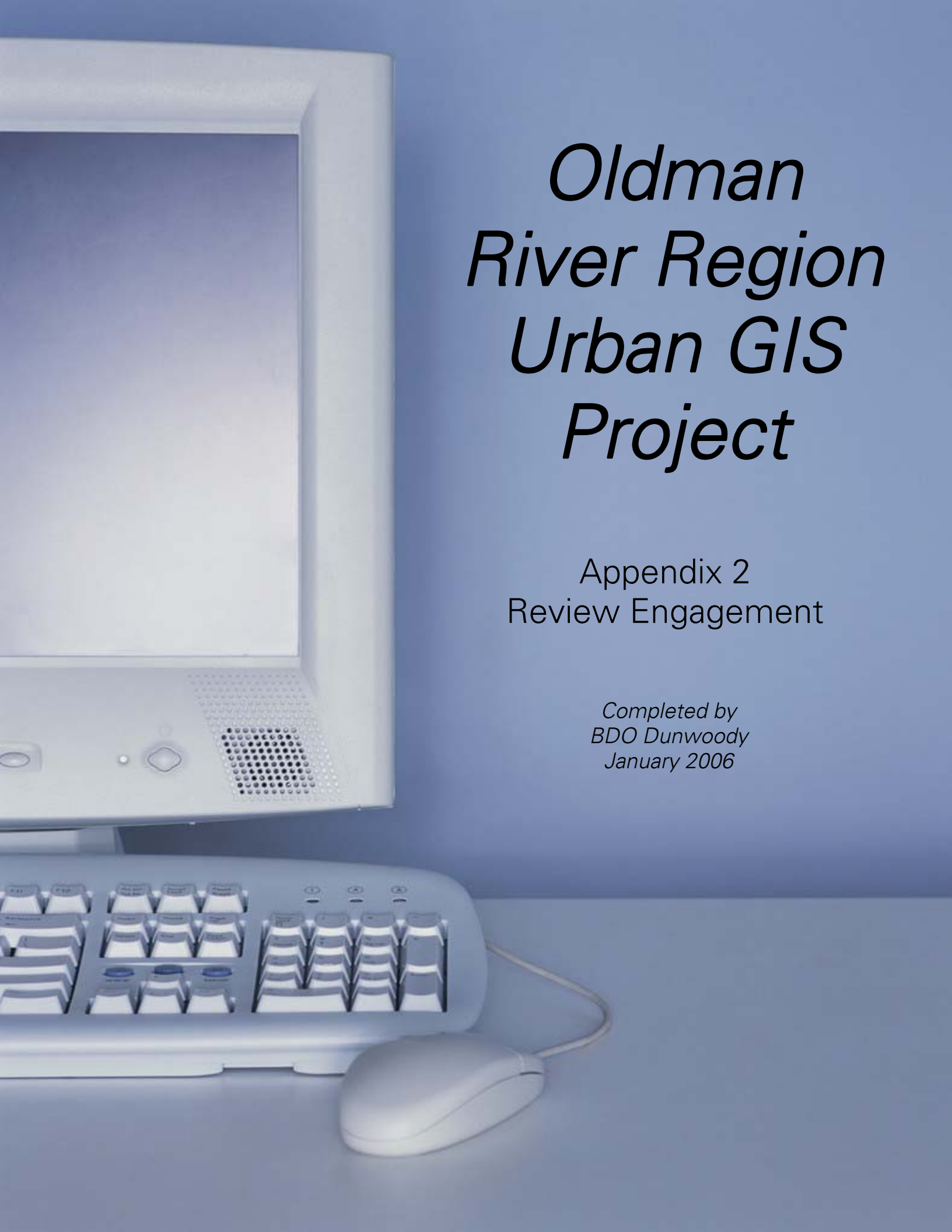
Municipal Management:

- Excellent planning tool.
- Can be utilized to illustrate due diligence on behalf of municipalities.
- Eventual integration of land use planning policies into GIS.
- Eventually budgeting could be tied directly to GIS (i.e. infrastructure master plans, etc.).
- Regional emergency services – linking urban and rural municipalities.
- A possible future income stream.
- Used in presentations during public meetings or hearings.
- Adding professionalism to presentations and mapping.
- As the technology develops we see the possibility of partnerships developing with Utility Companies, Economic Developers and School and Health Authorities.

Conclusion

As demand increases for new applications and uses of the Oldman River Region Urban GIS, the system will evolve and change to meet the needs of the municipalities. In retrospect, the following comments and observation can be made:

- **Infrastructure Issues** With regards to the infrastructure component of the project, there is still work to be done in the infrastructure inventory area. It was discovered that there was more to the initial network development task than first anticipated. It is time consuming to do it correctly. Lessons learned through this pilot project have developed protocols that have improved the way of creating the network layers. Again, the ability to work with 20 municipalities enabled the process to evolve with municipal members. One comment with regards to the phasing of the project concerns that aerial photography was obtained late in the project. In retrospect, it would have been beneficial to have access to the air photos early in order to utilize them to aid in capturing visual infrastructure networks.

- **Infrastructure: The Next Steps** After the initial infrastructure inventory is complete, some of the larger municipalities may be interested in a more comprehensive Infrastructure Management System. The current MIMS system being utilized is an excellent program in which to build a solid basic infrastructure inventory. That alone is the biggest hurdle for municipalities to complete, which is necessary before they can move to the next step of managing the existing infrastructure assets.

  After analyzing the complete project, the lack of integration between the MIMS component and the GIS is an outstanding issue. The current system of duplication, while manageable and workable, is just that, duplication. The additional time involved and the issue of potential discrepancies between the two systems will force the project in the future to consider investigating a and infrastructure system that is compatible with our internet based GIS.

Oldman River Region Urban GIS Project

Appendix 2
Review Engagement

Completed by
BDO Dunwoody
January 2006

REVIEW ENGAGEMENT REPORT

To the Members of the
Oldman River Regional Services Commission

We have reviewed the Town of Coalhurst's compliance as at December 31, 2005 with conditions to be complied with described in the Municipal Sponsorship Program 2003/2004 Amended Conditional Grant Agreement between the Town of Coalhurst and the Province of Alberta dated July 3, 2003. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us.

A review does not constitute an audit and, consequently, we do not express an audit opinion on this matter.

Based on our review, nothing has come to our attention that causes us to believe that the Town is not in compliance with conditions to be compiled with described in the agreement referred to above.

Lethbridge, Alberta
January 23, 2006

BDO Dunwoody LLP
Chartered Accountants

Oldman River Regional Services Commission
3105 - 16 Avenue N.
Lethbridge, Alberta
T1H 5E8

January 23, 2006

BDO Dunwoody LLP

Dear Sir/Madam:

We are providing this letter in connection with your review of the Town of Coalhurst's compliance as at December 31, 2005 with conditions to be complied with described in the agreement dated July 03, 2003 with the Province of Alberta.

We are responsible for the implementation and operation of internal controls that are designed to prevent, detect and correct fraud and error.

We understand that your review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to you by us. We also understand that such an examination is not designed to identify, nor can it necessarily be expected to disclose all fraud, shortages, errors and other irregularities, should there be any.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We hereby confirm to the best of our knowledge and belief, as at January 23, 2006, the following representations made to you during your review:

1. We have responded fully to all enquiries made to us and have made available to you all:

    - financial records and related data.

2. There are no material transactions that have not been properly recorded in the accounting records.

3. There have been no communications from regulatory agencies concerning non-compliance with or deficiencies in financial reporting practices.

4. We have identified to you:

    - indemnifications against damages, liabilities, costs, charges or expenses suffered or incurred by officers or directors as a result of their service, and/or by any subsidiaries; and

    - non-monetary transactions and transactions for no consideration.

5. We are aware of the environmental laws and regulations that impact on our organization and

1

we are in compliance. There are no known environmental liabilities or contingencies that have not been accrued for.
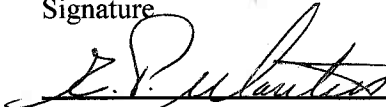
Fraud and Error

6. We are not aware of any fraud, suspected fraud, illegal acts or possibly illegal acts affecting the entity involving management; employees who have significant roles in internal control.

Yours very truly,

_____
Signature

_____
Signature

_____
Position

_____
Position

January 23, 2006

Mr. Lenze Kuiper
Oldman River Regional Services Commission
3105 - 16 Avenue N.
Lethbridge, Alberta
T1H 5E8

Dear Mr. Kuiper:

Our Role as Accountants

Conduct of the Review Engagement

We will conduct a review of Town of Coalhurst's compliance with the agreement dated July 03, 2003 with the Province of Alberta, consisting primarily of enquiry, analytical procedures and discussion in accordance with Canadian generally accepted standards for review engagements. Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

REVIEW ENGAGEMENT REPORT

To the Members of
Oldman River Regional Services Commission

We have reviewed the the Town of Coalhurst's compliance as at December 31, 2005 with conditions to be complied with described in the Municipal Sponsorship Program 2003/2004 Amended Conditional Grant Agreement between the Town of Coalhurst and the Province of Alberta dated July, 03, 2003. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that the Town is not in compliance with conditions to be complied with decribed in the agreement referred to above.

Chartered Accountants

Date

It is possible that we may determine that we cannot render a report or complete the engagement. If, in our professional judgement, the circumstances require, we will notify you of our resignation from this engagement which shall conform to all applicable laws.

This review does not constitute an audit. For example, it does not contemplate a study and

1

evaluation of internal control, tests of accounting records and of responses to enquiries by obtaining audit evidence through inspection, observation or confirmation and other procedures ordinarily performed during an audit. Accordingly, this review is not intended to, and will not, result in the expression of an audit opinion nor the fulfilling of any statutory or other audit requirement. In addition, each page of the financial statements will be conspicuously marked "unaudited".

Our review is conducted primarily to enable us to provide negative assurance rather than to identify all errors, fraud and other illegal or possibly illegal acts, significant weaknesses in internal control or other irregularities. In addition, because of the nature of fraud, including attempts at concealment through collusion and forgery, a review designed and executed in accordance with Canadian generally accepted standards for review engagements may not detect a material fraud.

In performing a review engagement, the public accountant communicates with those responsible for financial reporting oversight. Since the scope and objectives of a review are different from those of an audit, there is less likelihood that the public accountant will become aware of all matters to communicate to those responsible for financial reporting oversight. The public accountant uses professional judgement in determining with whom to communicate, and the guidance required by Canadian generally accepted standards for review engagements in determining the substance of the communications.

The working papers prepared in conjunction with our review are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to Oldman River Regional Services Commission in the performance of our services. We will communicate in writing to the Board of Directors any relationships between BDO Dunwoody LLP (including its related entities) and Oldman River Regional Services Commission (including its related entities) that, in our professional judgement, may reasonably be thought to bear on our independence. Further, we will confirm our independence in writing.

Conflict of Interests

We provide a wide range of services for a large number of clients and may be in a position where we are providing services to clients in the same industry as you who may represent competing commercial interests to you or whose interests may otherwise conflict with your own. We cannot be certain that we will identify all such situations that exist or may develop, and it is difficult for us to anticipate all situations that you might perceive to conflict. We therefore request that you notify us promptly of any potential conflict affecting the engagement contract of which you are, or become, aware.

Where the above circumstances are identified by us or you and we believe that your interests can be properly safeguarded by appropriate procedures, we will discuss and agree with you the arrangements that already may exist or that we will put in place to preserve confidentiality and to ensure that the advice and opinions which you receive from us are wholly independent of the advice and opinions that we provide to other clients.

Confidentiality

We will maintain the strictest confidence with respect to any client's or former client's information. Accordingly, your confidential information will not, without your consent, be disclosed to any individuals in our Firm beyond those who are in the local office through which you engaged our services and those individuals from other offices who are involved in performing services for you. Nor will it be disclosed without your consent to anyone outside the Firm, with the exception that we proceed on the basis that we have your consent to disclose information required by judicial, regulatory or professional authority.

Practice Inspections

As required by legal, regulatory or professional authorities (both in Canada and abroad) or by Firm policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and Firm standards. We will proceed on the basis that we have your consent to provide our files relating to your engagement to these practice inspectors for the sole purpose of their inspection.

Role of Management

Completeness of Information

Management will provide us with (and make available) the following:

- complete financial records and related data, and copies of all minutes of meetings of directors and committees of directors;

- information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;

- information relating to any illegal or possibly illegal acts, and all facts related thereto; and

- information regarding all related parties and related party transactions;

Fraud and Error

Management is also responsible for the design and implementation of internal controls to prevent and detect fraud and error.

Other Disclosures

Management will also provide us with:

- its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;

- any plans or intentions that may affect the carrying value or classification of assets or liabilities;

- information relating to the measurement and disclosure of transactions with related parties;

- an assessment of all areas of measurement uncertainty known to management;

- information relating to claims and possible claims, whether or not they have been discussed with the entity's legal counsel;

- information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the entity is contingently liable;

- information on whether the entity has satisfactory title to assets, liens or encumbrances on assets exist, or assets are pledged as collateral;

- information relating to compliance with aspects of contractual agreements that may affect the financial statements; and

- information concerning subsequent events.

Use and Distribution of Our Report

The review of the Town of Coalhurst's compliance as at December 31, 2005 with conditions complied with described in the agreement dated July 03, 2003 with the Province of Alberta and the issuance of our review engagement report are solely for the use of Oldman River Regional Services Commission and those to whom our report is specifically addressed by us. BDO Dunwoody LLP makes no representations of any kind to any third party in respect of this report and we accept no responsibility for their use by any third party.

If reproduction or publication of our report is planned in an annual report or other document, including electronic filings or posting of the report on a web site, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management Representations

At the conclusion of the review engagement, management will confirm in writing the representations made to us in connection with the review.

Other Services

Other Matters

Personal Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the understanding that:

- you have obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and

- we will hold all personal information in compliance with our Privacy Statement.

Electronic Communications

During the course of our review, we may be required to communicate to you electronically by email or through the Internet. In some instances, electronic copies of your financial statements may be sent to you electronically or may be required by a regulatory body. As you are aware, there is security risk attached to these electronic communications (including human error). Please communicate with us regarding any issues or concerns you may have in this regard.

Fees

Our professional fees will be based on our regular billing rates which depend on the means by which and by whom our services are provided, plus direct, out-of-pocket, expenses, applicable Goods and Services Tax and Provincial Sales Tax, and are due when rendered. Fees for additional services will be established separately.

Interest will be charged on all accounts outstanding for more than 30 days at the rate of 1.50% per month (18.00% per annum).

Dispute Resolution Procedures

If any dispute, controversy or claim arises in connection with the performance or breach of this agreement, either party may, upon written notice to the other party, request facilitated negotiations. Such negotiations shall be assisted by a neutral facilitator acceptable to both parties and shall require the best efforts of the parties to discuss with each other in good faith their respective positions and, respecting their different interests, to finally resolve such dispute.

Limitation of Liability

In any dispute, action, claim, demand for losses or damages arising out of the services performed by BDO Dunwoody LLP pursuant to this engagement, BDO Dunwoody LLP shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures discussed previously, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.

Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings.

Our maximum liability in respect of any and all losses, costs, damages, expenses, claims, demands or liabilities arising out of services performed by BDO Dunwoody LLP pursuant to this engagement shall be limited to the fees paid for the services described in this letter for the relevant fiscal period.

Indemnity

Your organization hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless BDO Dunwoody LLP and its partners, agents or employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- the breach by your organization, or its directors, officers, agents or employees, of any of the

covenants made by your organization herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our review engagement report or the financial statements in reference to which the review engagement report is issued, or any other work product made available to you by our Firm; and

- the services performed by BDO Dunwoody LLP pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of BDO Dunwoody LLP. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your organization, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

The above terms of our engagement shall remain operative until amended, terminated or superseded in writing. They shall be interpreted according to the laws of the Province of Alberta and the laws of Canada applicable therein, and any disputes arising from this engagement shall be referred to the courts of Alberta, which shall have exclusive jurisdiction.

If you have any questions about the terms of this engagement, please do not hesitate to contact us. For our records, please acknowledge your agreement by signing and returning to us the copy of the engagement letter enclosed.

It is a pleasure for us to be of service and we look forward to many years of association with you.
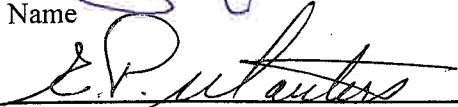
Yours truly,

BDO Dunwoody LLP
Chartered Accountants

Agreement of all the above terms, after full review, consideration and discussion of them, is hereby acknowledged by:
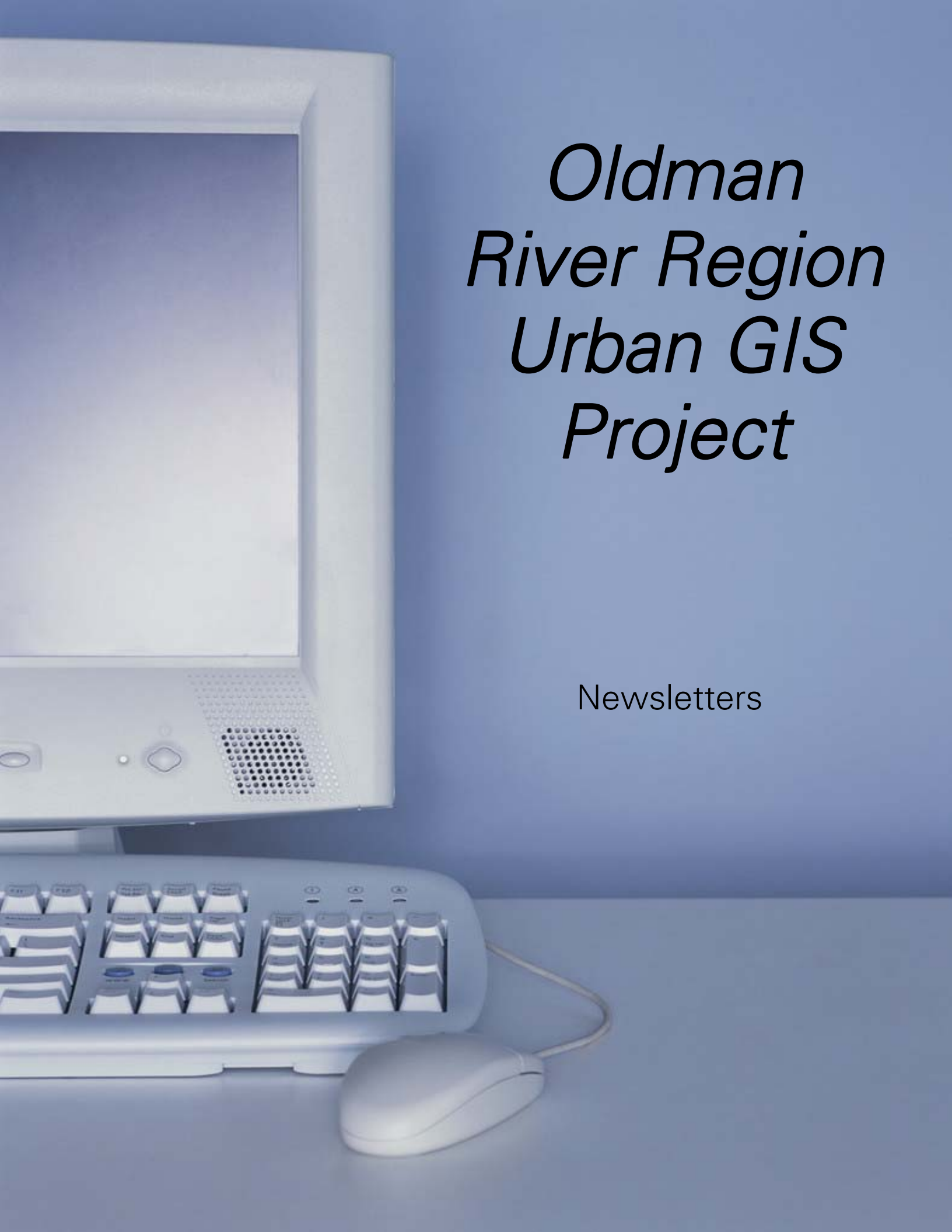

Oldman River Regional Services Commission

_____
Name

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Name

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Position

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Position

Oldman River Region Urban GIS Project

Newsletters

OLDMAN RIVER REGION URBAN GIS PROJECT

Regional GIS Update

Ready...Set...GO!!

All the planning, organizing and lobbying has paid off !! August 30, 2002 was a very happy day at the ORISA offices when word arrived that the grant application to develop a centralized regional geographic information system was approved.

To recap, combined municipal grant allocations to the project totaled $232,383. $185,908 coming from grant allocation and an additional $46,475 as the 25 percent intermunicipal bonus. The application was approved for a partial enhanced grant of $224,000 with a total of 96.25 points (31.35 needs points and 65 quality points).

The best news was yet to come. Our project has since been chosen as one of the 3 Year Pilot Projects for 2002, which receives funding based on the allocations of members grant funds in 2003 and 2004.

ORISA staff was busy during September acquiring new hardware. Purchases include a new 42" plotter, color printer, 2 workstations and a computer server.

Staff has started to build on the pilot project developed to test the reliability of existing ORISA data. Municipal staff from Coalhurst have been extremely helpful as we start to work through the data sets and begin to develop a protocol in regards to the kinds and formats of information required and the order the GIS team will need to receive it in.

THINGS TO LOOK FORWARD TO:

- Administrators and related staff meeting in December

- Collection of Tax Roll Database from each municipality

- Acquisition of parcel boundaries for each municipality

- Correction of discrepancies between boundary files and tax roll databases

- Acquisition of database software to setup linkage between map and database

- Discussion of needs of municipalities and the needs of GIS staff

- Budget update

Meet the GIS Team

New staff have been recruited by ORISA to make the "magic" happen.

Tom Graham is the new GIS Analyst or database guy. Fresh off a summer position at the MD of Pincher Creek No. 9, Tom is a native of Pincher Creek and a recent graduate of the University of Lethbridge.

Steven Ellert, formerly of Alberta Environment, has accepted the position of GIS Technologist or map guy and will be working on linking the land use data with the maps.

Trevor Hazell, ORISA's 2002 summer student, has returned part-time to assist in the day-to-day drafting operations.

Rounding out the team is Cal Kembel, a long-time member of ORISA staff. Currently, Cal is in shock as three new people invade his space and commandeer any vacant available space.

Things will continue to be a little cramped until the move to the new building in the early spring.

Graphic Unit Staff Back Row: CAL KEMBEL & STEVEN ELLERT
Front Row: TOM GRAHAM & TREVOR HAZELL

Partnering Municipalities

Village of Barnwell	*Town of Fort Macleod*
Village of Coutts	*Town of Magrath*
Village of Cowley	*Town of Milk River*
Village of Lomond	*Town of Nanton*
Village of Nobleford	*Town of Picture Butte*
Village of Warner	*Town of Pincher Creek*
Town of Cardston	*Town of Stavely*
Town of Coaldale	*Town of Taber*
Town of Coalhurst	*Town of Vulcan*

Regional GIS Update

OLDMAN RIVER REGION URBAN GIS PROJECT

Database Progress

The Urban GIS Project is proceeding as planned. We are in the process of collecting tax roll databases from the partnering municipalities. The information we are requesting consists of roll numbers, owner name, mailing address, civic address and lot, block, plan.

The Town of Coalhurst was the first municipality to provide us with their database, which was given to us in the form of a paper printout. The Towns of Milk River, Pincher Creek, Magrath, Picture Butte, Vulcan along with the Villages of Coutts and Cowley have all since sent their databases via email, and work has begun on their files. Receiving the files in a digital format, such as EXCEL, is the best option, but we are capable of accepting other formats.

Work on the forwarded databases includes checking the integrity of the tax roll information against the title mapping layers. By doing so, we have discovered inaccuracies of some of the titles within each municipality.

For example, some titles indicate the parcel is located in the wrong municipality. In addition, we have also been uncovering parcels of land that are unaccounted for by the municipality's tax roll. These problems have been corrected by ordering the required titles, updating the information on the title as well as adding the missing parcels to the municipality's tax roll.

One of the most important parts of this project is keeping the information up to date. Therefore, we have been asking each municipality to send us the updates to their tax system as they receive them in order to keep our records current.

Tom Graham is the lucky guy who will be working on keeping all 18 databases up to date. You can contact Tom either by email or fax at:

gisorisa@telus.net
or   **(403) 327-6847**

One of the major obstacles so far in the database development process has been the creation of unique parcel ID numbers.   The problem is that a single roll number may be used for multiple lots and the corresponding linc number might be for a different collection of lots.   This means that a unique number for each lot or portion of a lot does NOT exist.   We have solved this by using the tax roll databases, title mapping files and our own base map drawings to determine all the individual parcels in each community. We then assigned our own unique number to each parcel of land and link this value to the tax roll database.

February Highlights...

- Following up from the December meeting, the GIS team researched the possibility of partnering with some of ORISA's Rural Members to acquire updated air photos. The GIS team has concluded that it will be more cost effective to fly the photos ourselves in Year III as originally proposed.

- The Town of Claresholm has expressed an interest in learning more about the GIS project and the GIS team will be making a presentation to Town Council in February. As discussed in one of the preliminary meetings, the cost to join the Project would be an average of the partnering municipalities contributions, which would be approximately $13,000.   ORISA will keep the partners updated as to any developments.

Partnering Municipalities

Village of Barnwell
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Town of Coalhurst

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Town of Magrath
Town of Milk River
Town of Nanton
Town of Picture Butte
Town of Pincher Creek
Town of Stavely
Town of Taber
Town of Vulcan

OLDMAN RIVER REGION URBAN GIS PROJECT

Regional GIS Update

MapGuide Training

The first week of April saw Cal Kembel, Steven Ellert and Tom Graham returning to school. The 3 day in-house training course was taught by *Warren Medernach*, a certified instructor from *IMAGINiT TECHNOLOGIES*. The seminar was arranged by staff to train them in the use of the GIS software program *Mapguide.*

One of the components of *Mapguide* is a viewer which is installed as a "plug-in" to an internet browser such as Microsoft Internet Explorer or Netscape Navigator. Using this viewer the user will be able to access their GIS data.

As different types of 'code' had to be written for each browser, it was decided to use Internet Explorer because it was the program the majority of the communities were using, it is free, and will work with all the computers that the communities are using.

Staff was instructed on how to create maps by adding different layers, changing color schemes and the overall presentation of maps. Staff was also introduced to some basic programming that will be required to link the maps to the tax roll databases in order to generate reports, mailing lists, etc. Once we become more fluent in the programming language we will be able to develop tools and

reports that will fit the needs of the users.

Municipal Visits Continue

Staff are continuing their visits to each member municipality. Throughout the spring, the goal is to visit each municipality in order to help get them started on collecting infrastructure information that will be required to continue building the system in Year II.

Tom has created a form in Microsoft Access that will assist municipal staff in for collecting the required data. For those communities that do not have Access, a hardcopy of the form is available.

Municipal 2000 Sponsorship Program Grant Update

It is that time of year again. We wanted to remind all participating municipalities that the awarding of the three year pilot project has allocated all or a portion of your grant eligibility for 2003 to the GIS project. Those municipalities with grant eligibility for 2003 received a letter attached to their package sent out by Municipal Affairs indicating the amount of grant funding remaining. Just to remind you, each partner in the GIS is able to participate in one project this year, either an individual or intermunicipal, in addition to the GIS project. If you have any questions, please call:

Janice Romanyshyn, Coordinator, Grant Policy
Alberta Municipal Affairs
Municipal Services Branch
(780) 427-2225

Partnering Municipalities

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Town of Nanton
Town of Picture Butte
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Town of Stavely
Town of Taber
Town of Vulcan

Interesting Fact .....

The Oldman River Region Urban GIS Project was the only project chosen for funding as a Three year Pilot Project out of all the projects submitted last year. Therefore, the group can expect to receive Year II funding as early as May 2003 in the amount of between $160, 000 and $170, 000, depending on how the final allocation will be calculated.

Regional GIS Update

OLDMAN RIVER REGION URBAN GIS PROJECT

MIMS Update

July 10 GIS & MIMS Meeting Summary

Our July 10th meeting was highlighted by a funding up date, a progress-to-date report and a *MIMS* Initiative overview.

A very informative presentation was given by Rod Schatz of the *MIMS* team on the capabilities and implementation of the *MIMS* tools. Using *MIMS*, municipalities will be able to record their infrastructure inventory, view the data spatially and generate reports. Implementation requires signing a license agreement and attending a MIMS training session.

Most Municipalities have signed the **MIMS User License Agreements.** We are waiting for the final couple agreements to be returned before they are all sent to *MIMS*.

Thanks to all attendees for taking the time to attend this meeting.

MIMS training will be announced in September.

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Town of Vulcan

The Urban GIS Project is gearing up for the 2nd year of the project. Work is continuing on Phase I with the release of Tax Roll and Land Use District information planned for November 2003.

As part of the planning for Phase II, individual meetings with all the administrators and public works foremen have been completed. The purpose of these meetings was to get each municipality started on collecting infrastructure data so as soon as Phase I is completed, work on Phase II could begin.

Two separate software packages will be required by each municipality for the GIS project. *MapGuide* will be used for the land parcel and Land Use District information while *MIMS* will handle the infrastructure data. Both programs are capable of viewing both parcel and infrastructure data. *MIMS* was determined by ORISA to be the best software package that would meet all of the needs for the infrastructure phase of the project. It is a *FREE* software program developed for Alberta Municipalities and is a great tool for infrastructure management while *MapGuide* is a great tool for analyzing and managing land parcel information.

ORISA will be responsible for preparing and maintaining the digital CAD files for roads, water, sewer and storm sewers for *MIMS*. The data required for setting up these digital files will have to be supplied by the municipalities themselves. In the case where no infrastructure data is available, ORISA and the municipality will work together on collecting and creating this data. Each municipality will then be able to enter infrastructure information into the MIMS program. *MIMS* employees will be responsible for the initial training of municipal staff on the *MIMS* software. ORISA staff will provide training on the use of *MapGuide* as well as support for MIMS after the initial training has been completed.

A Reminder to Public Works personnel.....

Please remember to begin collecting any infrastructure data that you may have access to. This includes reports, drawings (blueprints), CAD files or even spreadsheets that may have pertinent information on your infrastructure. This includes roads, sanitary sewer, storm sewer and water systems.
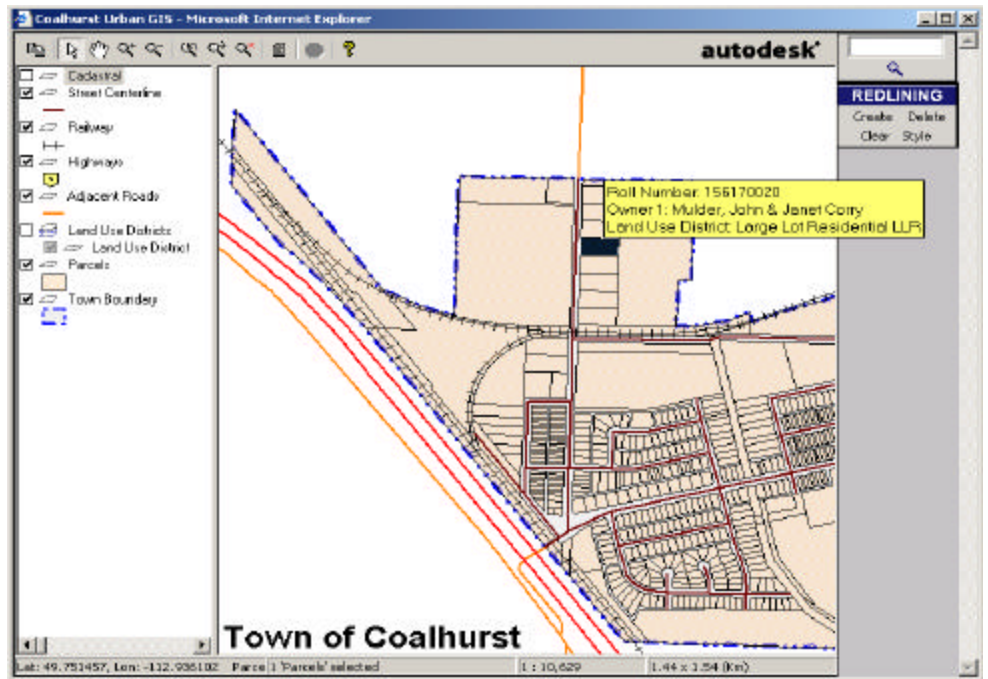
OLDMAN RIVER REGION URBAN GIS PROJECT

Regional GIS Update

Phase I Deployment

The above picture is the screen each municipality will see when they visit the website. Some of the features of the webpage are a large map, tools that allow the user to zoom in/out or move around the map as well as the ability to control the scale of the map. The webpage also allows the user to control the types of information that are displayed on the map.

PHASE I of the Urban GIS Project is ready for use. After just over a year of work the GIS is up and running. GIS staff are currently in the process of making appointments with each participating municipality to install and train municipal staff in the use of the GIS. Every municipality will have access to the system by Christmas. The GIS is accessed through a website which is password protected to allow only the municipal employees access to the information.

The user will have the ability to search the map by tax roll number or owner name and then have the map zoom to that location. This will undoubtedly be a very useful tool. The option to print a map of a particular area for discussion should also prove useful. This includes being able to copy and paste the map view into another software programs such as *Microsoft Word* or *PowerPoint.*

The reporting capabilities of the GIS are another feature that users will find very useful. Whether just viewing the information regarding a particular parcel, or actually printing a full page report the user has a very handy tool at his or her finger tips.

Another feature of this interactive GIS is the ability to buffer selected map features, whether that be a parcel or even a street. Once the buffer layer is created the

user is then able to select all the parcels that fall within the buffer and create a mailing list.

This is an ongoing project that is under constant development and improvement, so any feedback about the project is appreciated.

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Town of Vulcan

The Next Step...

Phase II is beginning immediately and involves the collection of infrastructure data and entering the same into the *MIMS* program. Training on *MIMS* will be in January or February—we'll keep you posted!

OLDMAN RIVER REGION URBAN GIS PROJECT

Regional GIS Update

MIMS Training

A total of 45 people attended the *MIMS* (Municipal Infrastructure Management System) training at Lethbridge Community College February 23 - 26. Public Works representatives from each Town / Village attended the Data Entry Techniques course, while Administrator representatives from each municipality attended the Overview and Introduction course.

MIMS has the ability to manage and create reports about the condition and costs of maintaining a municipality's infrastructure system. These training sessions will give each community the skills to enter and maintain data about their infrastructure. ORRSC staff will be visiting each community involved in the Regional GIS Project in the near future to install the MIMS Toolset software. They will also be conducting a follow up on the GIS. Feedback from the GIS has been great to date from all the communities that are using the system. ORRSC staff will use this opportunity to hear from the municipalities that do not appear to be using the system. They will also be able to see how the system is being used and gather some feedback about possible improvements that can be made in the future. The Urban GIS Project and MIMS will have some overlap between the two systems. A format for coordinating updates and maintenance between the two systems will be created to ensure that both systems operate smoothly.

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Town of Vulcan

A Wee Bit O' Work...

Feeling over whelmed with the requirements of MIMS? Taking the process one step at a time should prove to be the correct procedure. The road network has been completed for each Municipality and will be imported into MIMS when we install the software in your office. Entering the data relative to this network will give you hands-on exposure to MIMS.

OLDMAN RIVER REGION URBAN GIS PROJECT

Regional GIS Update

Summer Activities

On July 7th, the semi-annual GIS Update Meeting was held at the ORRSC office. A summary of progress-to-date as well as budget updates were presented and discussed.

Scott Barton from the municipalities of Raymond and Stirling was also in attendance at the meeting. They are in the process of applying for a grant that would provide them with the funds to join the 19 urban municipalities already involved with the GIS project.

A short presentation of some of the new features in the GIS was also given. At the end of the meeting the attendees had an opportunity to share with the others how they have been using the GIS and how it has benefited their community. This also provided the ORRSC GIS staff with some feedback on system use and satisfaction with the system. The main purpose of the meeting was to get all organizations involved, thinking of how the project will be funded in the future after the 3 year Municipal Sponsorship Grant runs out. A six person committee was created that will meet in September to discuss how the future funding and organization of the project will be handled starting in the fall of 2005.

Additional training for each municipality on how to use the GIS is being offered by ORRSC GIS staff. The training is being conducted one-on-one instead of in a group setting to give the users a more hands-on training with the system.

We had the opportunity to have a LCC student work with us on her practicum during the first two weeks in May. This introduction to Infrastructure Data Collection techniques, has introduced us to some of the dos and don'ts of GPSing. We plan to purchase a GPS unit this month so that work can begin to collect infrastructure data. For each municipality we have varying degrees of data, from very little to fairly complete. The infrastructure data collection will take place over the next year and a half and will help us complete the spatial component of the 4 infrastructure networks that MIMS tracks.

Budgeting /Future Funding / Governance Committee

We have six willing participants to help pave the way to a smooth transition from a grant funded project to an arm of ORRSC: Mitch Schneider (Cardston), Wendy Bateman (Barnwell), Marge Williams (Coalhurst), Lenze Kuiper (Taber), Alcide Cloutier (Vulcan) and George Lejbjuk (Coaldale).

Partnering Municipalities

Village of Barnwell
Village of Coutts
Village of Cowley
Village of Lomond
Village of Nobleford
Village of Warner

Town of Cardston
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Town of Fort Macleod
Town of Magrath
Town of Milk River
Town of Nanton
Town of Picture Butte
Town of Pincher Creek
Town of Stavely
Town of Taber
Town of Vulcan

How are you using your GIS?

Each municipality involved in the GIS develops their own needs and uses for the GIS. Although each municipality will have the same basic system, some unique layers of information may be added in each community, if this information is readily available in digital format within our office. The Town of Pincher Creek was working on a pathway project and asked to have their pathways added, to assist them with decision making regarding future path locations.

Regional GIS Update

OLDMAN RIVER REGION URBAN GIS PROJECT

New Additions

In October, the Town of Raymond and the Village of Stirling received word that they had been approved for a grant that will allow them to join the Urban GIS Project. This will bring the number of urban communities involved in the project up to 21. They will be brought up to the level of service that the existing municipalities are currently. Welcome Raymond and Stirling!

On November 19, 2004 Steven Ellert and Tom Graham attended the Municipal Excellence awards in Edmonton. Also in attendance was Marge Williams representing the sponsoring municipality of Coalhurst and the mayors (or representative) from the 19 communities involved in the project. The Urban GIS Project was presented with a Honourable Mention for **Partnership** at the AUMA luncheon. A plaque was given to each partnering municipality as well as the ORRSC office. Videos of each award recipients project were played during the ceremony. Unfortunately, due to technical difficulties none of the honourable mention recipient's videos were played. If you would like to view the video you can visit the Municipal Excellence Network website @ **http://www.menet. ab.ca/bins/content_page.asp? cid=6-328**

A GPS unit has been purchased and infrastructure data collection for the municipalities requiring such will be continuing as weather permits.

Partnering Municipalities

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Town of Fort Macleod
Town of Magrath
Town of Milk River
Town of Nanton
Town of Picture Butte
Town of Pincher Creek
Town of Raymond
Town of Stavely
Town of Taber
Town of Vulcan

Budget / Funding / Governance Committee

The first task the committee attended to was calculating the amount each municipality would have to contribute to the program for the final 2.5 months of 2005. This has been forwarded to each municipality so that the amount can be incorporated into 2005 budgets. The committee will continue to look at an overall formula for subsequent years.

How are you using your GIS?

For the purpose of the municipal development plan the Village of Nobleford had available, layers of information relative to truck routing and parking restrictions that were easily incorporated into the GIS . Existing and proposed truck routes are displayed on the GIS using different colors for each route. This can be used for discussion and decision making purposes relative to proposed routes and/or to manage paving programs with a different thickness of pavement for truck routes. Parking restrictions zones; Daytime Parking, Anytime Parking and No Parking Zones are also displayed with different colors to highlight the different zones throughout the village.

OLDMAN RIVER REGION URBAN GIS PROJECT

Regional GIS Update

Year Three - Color!

It's time to add some color. We are in the process of arranging a contract for color orthophotography, the major component of year three of the Urban GIS Project. We plan to have the photography flown in April or May, delivered to us during the summer and if all goes as planned, added to the GIS in September. Flying the photography in the spring with 'some leaf on' will allow viewers to see some vegetation at the same time not obscuring too much of the man made features. GIS participants were offered the opportunity to upgrade to higher resolution photography. The cost of the upgrade would be the responsibility of the municipality themselves. We have had four municipalities interested in the upgrade to the 1:5,000 scale photography. All other participants will receive 1:10,000 photography as provided in the project. The aerial photography insert at the bottom of this page is a sample of what to expect on your GIS.

Both the Town of High River and the Municipality of Crowsnest Pass expressed interest in learning more about the GIS Project. The GIS team has made presentations to both respective Town Officials in February.

Partnering Municipalities

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Town of Coaldale
Town of Coalhurst
Town of Fort Macleod
Town of Magrath
Town of Milk River
Town of Nanton
Town of Picture Butte
Town of Pincher Creek
Town of Raymond
Town of Stavely
Town of Taber
Town of Vulcan

GIS Governance

We now have a name for our committee. As of February 10th, ORRSC has officially established the **GIS Advisory Committee.** Paul Goldade of the ORRSC Executive Committee has been appointed to the Advisory Committee for this year along with the four representatives from the partnering municipalities. The committee is presently fine-tuning a funding formula with the goal to establish a reasonable cost of the GIS to municipalities. It may be possible to access additional funding through sponsorship grants. This will be further discussed at the GIS general meeting tentatively scheduled for the end of March.

How are you using your GIS?

Leah Olsen, the Development Officer for the Town of Coaldale, uses the GIS on a regular basis to prepare presentations for council regarding development issues. Leah has created a template in Microsoft Word with a *pasted-in* bitmap from the GIS. Each time a new development issue arises she accesses the map with the appropriate layers displaying, copies the map to the clipboard and pastes the bitmap into her new document created from the template. We would be happy to help you create something similar if this interests you.

OLDMAN RIVER REGION URBAN GIS PROJECT

Regional GIS Update

Grant Approval

The Oldman River Regional Services Commission is pleased to announce the approval of the enhanced grant under the 2005 Municipal Sponsorship Program. The grant, which was approved for the full amount of $446,447.25, will help lay the foundation for the creation of four new layers under the Oldman River Region Urban GIS Layer Project. The four new layers of assessment, cemeteries, registered plans, and enhanced infrastructure, will add further information to the current GIS, which in turn will provide municipalities with current, digital data which can be accessed in one location. The first steps for the creation of the assessment and cemetery layers are now in progress, as municipal members have been prompted to supply ORRSC with their tax assessor, and cemetery records contact. With these contacts in place, ORRSC will then be able to acquire the necessary information to initiate the creation of these two layers.

ORRSC has also been busy with other undertakings, as they were approached by Alberta Community Development to carry out a trail mapping and inventory project in Cypress Hills Interprovincial Park. All trails, and features (signs, fences, crossings, hazardous tread) were collected with a mapping GPS then packaged into a GIS project, which will be sent to park officials.

Partnering Municipalities

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Village of Coutts
Village of Cowley
Village of Lomond
*Village of Nobleford*
Village of Stirling
Village of Warner

Town of Cardston
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Town of Fort Macleod
Town of Magrath
Town of Milk River
Town of Nanton
Town of Picture Butte
Town of Pincher Creek
Town of Raymond
Town of Stavely
Town of Taber
Town of Vulcan

Additional GIS Personnel

With the approval of the municipal grant, ORRSC will be hiring two, one year contract employees. The first position will be a CAD/GIS Technologist, in which the individual will aid in data conversion, as well as preparing new and existing mapping products. The second position consists of a GIS Programmer, who will in turn add to the development of the ORRSC current GIS product.

The addition of each municipalities new orthophoto is nearly complete. These new photos were flown in May 2005, and as one can see, are in full color, while depending on the choice each municipality made, at a scale of either 1:10,000, or 1:5,000. Accompanying these orthophotos, are two additional sources of information, digital elevation models, (DEM) as well as contour information. Nearly all of the contour information for each municipality has been authored into the GIS, and both DEM and contour information files are available to each municipality upon their request.
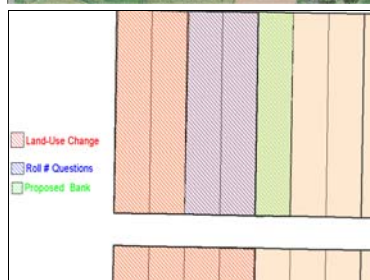
The GIS team has been busy in recent months giving presentations to various groups around Southern Alberta. Steven Ellert and Jaime Thomas first presented at the Alberta Development Officer's Conference in Pincher Creek, then gave additional presentations to the M.D. of Pincher Creek, and to the GEO 255 class at LCC. During the presentations, Steven and Jaime explained the features and benefits of a web delivered GIS product.

Regional GIS Update

OLDMAN RIVER REGION URBAN GIS PROJECT

Grant Application

After a small hiatus with the newsletter, it's back again. On behalf of ORRSC, we would like to thank each of the 21 participating municipalities for completing, and returning the Memo of Understanding as well as their ongoing support in the Urban GIS Project as the original program draws to a close.

As a result of this continual support, a new grant application; the **Oldman River Region Urban GIS Layer Project** has been submitted to Alberta Municipal Affairs. This new **Cooperative Initiative** involves partners from the original project

along with 4 additional municipalities; the Village of Arrowwood, the Village of Milo, the Town of Granum and the Town of High River.

Infrastructure data collection has been underway throughout the summer. At the conclusion of this month, the data collection will have been completed for the majority of municipalities. Following this data collection, the next steps will be taken to add this data into MIMS, (Municipal Infrastructure Management System) and also as *view only* on the web based GIS.

ORRSC has also been

approached by the Mounties to Mountains Economic Regional Initiative (MMERI) in order to possibly utilize GIS to support investment attraction capabilities of the MMERI region. The Town of Fort Macleod will be involved in the pilot.

Partnering Municipalities

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Town of Magrath
Town of Milk River
Town of Nanton
Town of Picture Butte
Town of Pincher Creek
Town of Raymond
Town of Stavely
Town of Taber
Town of Vulcan

GIS Advisory Committee

Finalizations of the GIS Advisory Committee have been completed. The new committee consists of Wendy Bateman from the Village of Barnwell, Mitch Schneider from the Town of Cardston, George Lejbjuk from the Town of Coaldale, and Scott Barton of the Town of Raymond. Paul Goldade will continue to serve as the Executive Committee liaison.
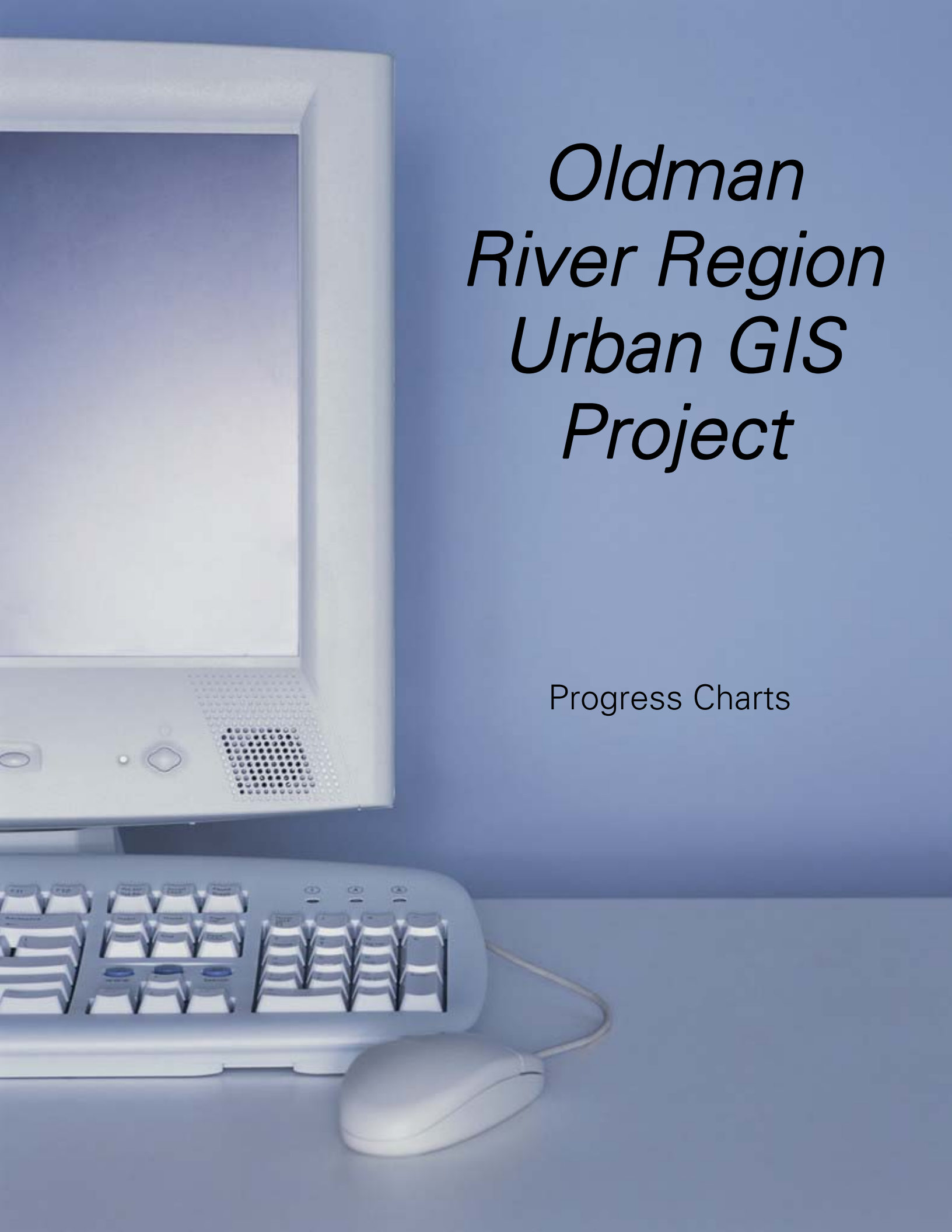
Under the Oldman River Region Urban GIS Layer Project, one of the proposed layers would be that of an Assessment Layer. This layer would incorporate existing tax assessment data in a format compatible with existing property layers in the GIS. Information captured would include along with other attributes: assessed market value, date of construction, building description, building area, building features, accessory building information and property photo.

Jaime Thomas is the newest member of ORRSC's GIS team. Jaime, who is a Warner native has accepted the position of GIS Analyst, and began work on July 4th. He is a graduate of the University of Lethbridge Geography/GIS program, as well as the Certificate Program at Ohio State University in Urban Planning.

Oldman River Region Urban GIS Project

Progress Charts

OLDMAN RIVER REGION URBAN GIS PROJECT - PHASE II

Town / Village	MIMS INITIALIZATION			ROAD NETWORK				WATER NETWORK			SANITARY NETWORK			STORM NETWORK		
	MIMS Training Completed	MIMS Software Installed	MIMS Install diagram completed	Data Collected - Centerline (Digital or Paper)	Data Collected - Intersections (Digital or Paper)	Data Cleaned and Ready & Digital	Center Line Roads Complete	Data Collected - Centerline (Digital or Paper)	Data Cleaned and Ready & Digital	Center Line Water Mains Complete	Data Collected - Centerline (Digital or Paper)	Data Cleaned and Ready & Digital	Center Line Sanitary Sewer Complete	Data Collected - Centerline (Digital or Paper)	Data Cleaned and Ready & Digital	Center Line Storm Sewer Complete
Barnwell	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Cardston	✓	✓	✓	✓	✓		✓	Work to commence in April 2005								
Claresholm	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓		✓	✓	
Coaldale	✓	✓	✓	✓	✓		✓	Town has their own cad files of infrastructure networks and is in the process of inputting into MIMS. Will aquire a replication of the MIMS db and copies of the spatial files in Fall 2005								
Coalhurst	✓			✓	✓		✓	Some GPS data collection performed May 2004. To be completed in April 2005								
Coutts	✓	✓	✓	✓	✓		✓	GPS data collection to be performed February 2005								
Cowley	✓	✓	✓	✓	✓		✓	GPS data collection to be performed April 2005								
Fort Macleod	✓	✓	✓	✓	✓		✓	✓			✓			✓		
Lomond	✓	✓		✓	✓		✓	GPS data collection to be performed May 2005								
Magrath	✓	✓	✓	✓	✓		✓	Some GPS data collection performed May 2004. To be completed in July 2005								
Milk River	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nanton	✓	✓	✓	✓	✓		✓	Work to commence in April 2005								
Nobleford	✓	✓	✓	✓	✓		✓	GPS data collection to be performed January 2005								
Picture Butte	✓	✓	✓	✓	✓		✓	An infrastructure master plan is being prepared by Associated Engineering and when complete will be ready for input into MIMS								
Pincher Creek	✓	✓	✓	✓	✓		✓	An infrastructure master plan has been completed by Martin Geomatics and when complete will be ready for input into MIMS								
Raymond								Recently joined GIS Project. MIMS implementation has not begun.								
Stavely	✓	✓	✓	✓	✓		✓	GPS data collection to be performed March 2005								
Stirling								Recently joined GIS Project. MIMS implementation has not begun.								
Taber	✓	✓	✓	✓	✓		✓	Requested from Assosiated Engineering - a copy of the dwg files prepared by them for an Infrastructure Master Plan (or inventory)								
Vulcan	✓	✓	✓	✓	✓		✓	GPS data collection to be performed June 2005								
Warner	✓	✓	✓	✓	✓		✓	Some GPS data collection performed May 2004. To be completed in May 2005								

Note (Data Cleaned and Ready & Digital — Road Network column): WAITING FOR ORTHOPHOTO TO VERIFY ROAD ALIGNMENT

GIS PROGRESSION PHASE III

Town / Village	INFRASTRUCTURE DATA COLLECTION					INFRASTRUCTURE DATA		COLLECTION METHOD		ORTHOPHOTOGRAPHY							
	Water Data Collection	Sanitary Data Collection	Storm Data Collected	Road Signs		Data Ready for MIMS	Data Ready For GIS	ORRSC or Engineering		Receive Price Estimate	Decide on Scale & Color 1:5,000 or 1:10,000	Receive Ortho-Corrected Files	Geographically Transform and Create Mosaic	Tile Mosaics	Create .ric File	Prepare Ortho & Contour Files for GIS Via Mapguide Author	Load Into GIS
Barnwell	✔	✔	✔	✔		✔	✔	EXH Engineering was contracted by Village		✔	✔	✔	✔	✔	✔	✔	✔
Cardston	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Claresholm	✔	✔	✔	✔		✔	✔	Network built from mater plan CAD files		✔	✔	✔	✔	✔	✔		✔
Coaldale	✔	✔	✔	✔		✔	✔	Have own CAD files of infrastructure and will be putting data into MIMS		✔	✔	✔	✔	✔	✔	✔	✔
Coalhurst	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Coutts	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Cowley	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Fort Macleod	✔	✔	✔	✔		✔	✔	CAD files from Arnie/ Need's some work in CAD		✔	✔	✔	✔	✔	✔	✔	✔
Lomond						✔	✔	No data		✔	✔	✔	✔	✔	✔	✔	✔
Magrath	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Milk River	✔	✔	✔	✔		✔	✔	Collected by Stuart Weir		✔	✔	✔	✔	✔	✔	✔	✔
Nanton	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Nobleford	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC/Topologies need to be built		✔	✔	✔	✔	✔	✔	✔	✔
Picture Butte						✔	✔	Waiting on Associated Engineering		✔	✔	✔	✔	✔	✔	✔	✔
Pincher Creek	✔	✔	✔	✔		✔	✔	Waiting on Martin Geomatics		✔	✔	✔	✔	✔	✔	✔	✔
Raymond						✔	✔	Martin Geomatics		✔	✔	✔	✔	✔	✔		✔
Stavely	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Stirling						✔	✔	Martin Geomatics		✔	✔	✔	✔	✔	✔	✔	✔
Taber						✔	✔	Associated Engineering		✔	✔	✔	✔	✔	✔	✔	✔
Vulcan	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔
Warner	✔	✔	✔	✔		✔	✔	GPS Collection by ORRSC		✔	✔	✔	✔	✔	✔	✔	✔

*Those fields that are not filled under Infrastructure Data Collection are due to data not yet received by engineering company.