

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
January 14, 2014; Immediately following Public Hearing for Bylaw No. 1243-13**

A. ADOPTION OF AGENDA

B. DELEGATIONS

(1) Request for Funding

- Letter from Pincher Seed Cleaning Co-op, dated January 6, 2014

C. MINUTES

(1) Council Meeting Minutes – December 17, 2013

(2) Public Hearing Minutes, Bylaw 1242-13 – December 17, 2013

D. UNFINISHED BUSINESS

E. CHIEF ADMINISTRATOR'S REPORTS

(1) **Operations**

a) Operations Report

- Report from Director of Operations, dated January 9, 2014

(2) **Planning and Development**

(3) **Finance and Administration**

a) Statement of Cash Position

- For month ending December 2013

(4) **Municipal**

a) CAO Report

- Report from CAO, dated January 9, 2014

b) 2019 Canada Winter Games – Letter of Support

- Report from CAO, dated January 8, 2014

F. CORRESPONDENCE

(1) **Action Required**

a) Call for Input: Local Road Bridge Program Changes

- AAMDC Member Bulletin, dated January 8, 2014

(2) **For Information**

a) Bridge Funding

- Letter from County of Wetaskiwin No. 10, dated December 16, 2013
- Letter from Clearwater County, dated December 10, 2013

b) Municipal Grant Payment

- Letter from Alberta Transportation, dated December 17, 2013

c) Letter of Thank You

- Letter from Livingstone School, dated December 16, 2013

d) Meeting with Alberta Transportation during AAMDC Conference

- Letter from Alberta Transportation, dated December 5, 2013

e) Airport Maintenance

- Email from Jim Cameron, dated December 17, 2013

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Grant McNab – Division 1

Councillor Fred Schoening – Division 2

Councillor Garry Marchuk – Division 3  
- Oldman River Regional Services Commission  
- Minutes of September 5, 2013

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

1. Land
2. Personnel

I. NEW BUSINESS

- a) Councillor Grant McNab – Division 1  
- Report from CAO, dated January 8, 2014

J. ADJOURNMENT

Rec'd  
Jan. 8/14

B1

January 6, 2014

Agriculture Service Board  
M.D. of Pincher Creek #9

To whom it may concern;

Attached please find a proposal from the Pincher Seed Cleaning Co-op for the purchase of a Color Sorter. We are proposing that the MD of Pincher Creek #9 aide in the purchase of an Optical Color Sortor, as outlined in the following documentation.

I would like to thank you in advance for taking the time to consider our application for funding for the future advancement of agriculture in our municipality.

If you have any further questions or concerns on this issue please feel free to contact Kevin Schmaltz (403-627-5010) or Gordon Leskosky (403-628-3782).

Sincerely

Gordon Leskosky  
Acting Chairman

Pincher Seed Cleaning Co-op  
Color Sortor  
Business Proposal

The Pincher Creek Seed Plant has investigated & discussed the future of the Seed Plant in great length. As times are changing, as well as varieties, farming practices, weed control & disease, we find ourselves falling behind to accommodate our members. This is why our members have brought to our attention a proactive approach to upscale our machinery / building to take us in to the future. We feel that if we do not move forward in this direction our local seed plant will be forced to down size to a point of closure as many other smaller plants have and continue to do so.

The Pincher Seed Cleaning Plant board of director's have done a fine job over the last 25 years directing the issues at hand. That said they have been operating under the requirements of the Co-op act as they were instructed to. In today's world, as you well know, this mentality no longer applies. We are changing gears and looking into the future to run this operation as a successful, profitable business in hopes to have funds available to rebuild without assistance. Our first proactive discussion was to increase prices to accommodate staff requirements. The second proactive move is to increase volume.

The Pincher Seed Cleaning Co-op held there annual meeting in Nov of 2013. At that meeting it was voted on by the membership to go forward and install a color sortor and necessary modification to make it operable. Also to ask the membership for a donation of \$1.00 per

seeded acre. Both motions were passed. The seed plant since that meeting have looked at many avenues plus brought on board a building committee to research detailed information for various options. It was presented to the Seed Plant directors on Jan 2, 2014. After much discussion the board voted to go forward with the project.

At that time there was a motion to request financial assistance from the Agriculture Service board / MD of Pincher Creek for a sum of \$200,000.00. It was passed.

At this time the Pincher Creek Seed Cleaning Co-op is asking the Agriculture Service board / MD of Pincher Creek for financial assistance for the sum of \$200,000.00.

## Financial Budget

Sortex Z+4BL Optical Sort...\$243,213 US Funds	
Approx. 8% exchange rate .....	\$262,670.00
Freight from Saskatoon.....	\$    800.00
CSA inspection.....	\$    550.00
IR Ingersoll Rand Rotary Screw Compressor & Modular Desiccant Dryer.....	
	\$ 19,950.00
Freight from Saskatoon.....	\$    500.00
Hanks Feedmill Services .....	\$ 114,455.00
Upgrade building to remove Air / Screen in the Future for replacement.....	
	\$ 19,950.00
Gee's Electric (estimate) .....	\$ 20,000.00
Portable bathroom .....	\$    400.00
TOTAL PROJECT COSTS .....	\$ 439,275.00
GST .....	\$ 21,963.75
TOTAL COSTS	----- \$ 461,238.00 =====

Note: 25% deposit required upon order  
65% upon shipment from England  
10% 45 days from invoice date

PINCHER CREEK SEED CLEANING CO-OP  
FINANCIAL STATEMENT

DEC 31, 2013

INVESTMENTS	\$247,770.00
CHEQUE ACCOUNT	\$ 3,440.00
MEMBERSHIP COMMITMENT	\$ 82,652.00
TOTAL	\$333,862.00

FINANCIAL ALLOCATION

MEMBERSHIP COMMITMENT	\$ 82,652.00
SEED PLANT COMMITMENT	\$150,000.00
REQUESTED FUNDING MD OF PINCHER CREEK	\$200,000.00
TOTAL	\$432,652.00

The Pincher Seed Cleaning Co-op will Finance the Shortfall.

**MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
REGULAR COUNCIL MEETING  
DECEMBER 17, 2013**

The Regular Meeting of the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, December 17, 2013 in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

PRESENT Reeve Brian Hammond, Councillors Garry Marchuk, Terry Yagos and Fred Schoening

ABSENT Councillor Grant McNab

STAFF Chief Administrative Officer Wendy Kay, Director of Development and Community Services Roland Milligan, Director of Operations Leo Reedyk, Director of Finance and Administration Mat Bonertz and Executive Assistant Tara Cryderman

Reeve Brian Hammond called the Council Meeting to order, the time being 1:05 pm.

A. ADOPTION OF AGENDA

Councillor Fred Schoening 13/559

Moved that the Council Agenda for December 17, 2013 be approved as presented.

Carried

B. DELEGATIONS

There were no scheduled delegations.

C. MINUTES

(1) Council Meeting Minutes

Councillor Terry Yagos 13/560

Moved that the Council Meeting Minutes of December 3, 2013 be approved as presented.

Carried

(2) Public Hearing Minutes – Bylaw 1241-13 – Highway 507

Councillor Garry Marchuk 13/561

Moved that the Public Hearing Minutes of December 3, 2013 be approved as presented.

Carried

D. UNFINISHED BUSINESS

(1) Snow Event – December 2 and 3, 2013

Councillor Terry Yagos 13/562

Moved that the report regarding the Snow Event – December 2 and 3, 2013, dated December 13, 2013, be received as information.

Carried



Minutes  
Council Meeting  
December 17, 2013

E. CHIEF ADMINISTRATOR'S REPORTS

**(1) Operations**

a) Operations Report

Councillor Fred Schoening 13/563

Moved that the Operations Report for the period of November 27, 2013 to December 12, 2013, be received as information.

Carried

**(2) Planning and Development**

a) Land Use Amendment Bylaw 1242-13 – Twin Butte

Councillor Terry Yagos 13/564

Moved that Bylaw 1242-13, being a bylaw to amend the Land Use Bylaw by redesignating a portion of SW 4-4-29 W4M lying east of Highway 6 from Hamlet Highway Commercial – HHC to Hamlet Residential 2 – HR2 be given second reading.

Carried

Councillor Fred Schoening 13/565

Moved that Bylaw 1242-13, being a bylaw to amend the Land Use Bylaw by redesignating a portion of SW 4-4-29 W4M lying east of Highway 6 from Hamlet Highway Commercial – HHC to Hamlet Residential 2 – HR2 be given third and final reading.

Carried

b) Land Use Amendment Bylaw 1243-13 – Road Closure - Thibert

Councillor Garry Marchuk 13/566

Moved that Bylaw 1243-13, being a bylaw to close to public travel that portion of government road allowance between NE 24-7-2 W5M and NW 19-7-1 W5M be given first reading;

And that the required public hearing be scheduled for January 14, 2013 at 1:00 pm.

Carried

**(3) Finance and Administration**

a) Interim Financing Requirements

Councillor Terry Yagos 13/567

Moved that the report from the Director of Finance and Administration, dated December 12, 2013, regarding Interim Financing Requirements, be received;

And that Resolution No. 13/210, being:

*Moved that Administration be directed to reduce the cash deficit position by transferring MD reserves as specified for capital projects and equipment purchases;*

*And that Administration bring forward a schedule for reviewing current financial policies and establishment of new financial policies for the next meeting of Council.*

be rescinded.

Carried

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Councillor Fred Schoening 13/568

Moved that Bylaw No. 1244-13, being the Borrowing Bylaw, be given first reading.

Carried

Councillor Garry Marchuk 13/569

Moved that Bylaw No. 1244-13, being the Borrowing Bylaw, be given second reading.

Carried

Councillor Terry Yagos 13/570

Moved that Bylaw No. 1244-13, being the Borrowing Bylaw, be presented for third reading.

Carried Unanimously

Councillor Fred Schoening 13/571

Moved that Bylaw No. 1244-13, being the Borrowing Bylaw, be given third and final reading.

Carried

b) 2014 Capital Budget Adoption

Councillor Terry Yagos 13/572

Moved that the report from the Director of Finance and Administration, dated December 12, 2013, regarding the 2014 Capital Budget Adoption, be received;

And that the 2014 Capital Budget, dated December 17, 2013, that is made up of a total expenditure of \$4,160,250.00 and is being financed by \$2,358,250.00 from reserves, \$1,752,000.00 from Provincial grants and \$50,000.00 from 2014 tax levy be adopted as the 2014 Capital Budget with the understanding that the purchase of the 2 vehicles included would not proceed without specific direction from Council.

Carried

c) 2014 Operating Budget Adoption

Councillor Fred Schoening 13/573

Moved that the report from the Director of Finance and Administration, dated December 12, 2013, regarding the 2014 Operating Budget Adoption, be received;

And that the 2014 Operating Budget, dated December 17, 2013, that is made up of total revenue of \$14,416,840.00 which includes a tax revenue increase from 2013 of 3% and expenditures of \$14,390,280.00 resulting in a budgeted surplus of \$26,560.00 be adopted as the 2014 Operating Budget.

Carried

d) Statement of Cash Position - November

Councillor Garry Marchuk 13/574

Moved that the Statement of Cash Position for the month ending November 2013 be received for information.

Carried

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**(4) Municipal**

a) CAO Report

Councillor Fred Schoening 13/575

Moved that Council receive for information, the Chief Administrative Officer's report for the period of November 29, 2013 to December 12, 2013.

Carried

F. CORRESPONDENCE

**(1) Action Required**

a) Heritage Acres Letter of Support Request

Councillor Garry Marchuk 13/576

Moved that the letter from Heritage Acres Farm Museum, received December 11, 2013, regarding a letter of support request, be received;

And that Administration be directed to forward a letter of support for the relocation of the Vogelaar Barn project.

Carried

b) 2014 Emerging Trends in Municipal Law Seminar

Councillor Terry Yagos 13/577

Moved that the email from Brownlee, dated November 27, 2013 regarding the 2014 Emerging Trends in Municipal Law Seminar be received;

And that Councillors wishing to attend be authorized to do so.

Carried

**(2) For Information Only**

Councillor Terry Yagos 13/578

Moved that the following be received as information:

- a) Regional Online Capacity Building  
- Letter from Alberta Municipal Affairs, dated November 27, 2013
- b) Municipal Grant Payment  
- Letter from Alberta Transportation, dated November 28, 2013
- c) Oldman Watershed Council  
- Letter from Oldman Watershed Council, dated November 26, 2013
- d) Guidelines to the Procurement Obligations of Domestic and International Trade Agreements  
- Letter from International and Intergovernmental Relations, dated November 25, 2013
- e) 2013 Southern Alberta Disaster Recovery Program  
- Letter from Alberta Emergency Management Agency, dated November 18, 2013
- f) Bridge Funding  
- Letter from Thorhild County, dated November 25, 2013
- g) Federation of Canadian Municipalities  
- Email from FCM, dated December 12, 2013

Carried

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G. COMMITTEE REPORTS

Councillor Grant McNab – Division 1

- Not present

Councillor Fred Schoening – Division 2

- No Divisional concerns
- Kudos to crews working in Division 2

Councillor Garry Marchuk – Division 3

- Letter from Greg Hession
- Alberta SouthWest
- How to Lobby Government Effectively Seminar

Reeve Brian Hammond - Division 4

- No Divisional concerns
- How to Lobby Government Effectively Seminar
- Mayors and Reeves
- Christmas Social

Councillor Terry Yagos – Division 5

- No Divisional concerns
- Recycling Meeting
- Landfill Meeting
- Compliments to crews for snow clearing operations

Councillor Fred Schoening 13/579

Moved that the committee reports be received as information.

Carried

H. IN CAMERA

Councillor Garry Marchuk 13/580

Moved that Council and Staff move into In-Camera to discuss a legal issue, the time being 2:03 pm.

Carried

Councillor Fred Schoening 13/581

Moved that Council and Staff move out of In-Camera, the time 2:35 pm being

Carried

I. (a) RECOVERY OF COSTS AWARDED BY COURT ORDER

Councillor Fred Schoening 13/582

Moved that the report from the Director of Development and Community Services, dated December 13, 2013, regarding recovery of costs awarded by Court Order, be received;

And that Council add the awarded court costs of \$3890.34 and the additional costs for the contracted removal of the footings, in the amount of \$2110.72, for a total amount of \$6001.56, on December 31, 2013, if not paid at that time, to the Tax Roll for the following property (Tax Roll No. 5153.001) as taxes in arrears:

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MERIDIAN 5 RANGE 3 TOWNSHIP 7  
SECTION 13

THAT PORTION OF THE WEST HALF AND THE WEST HALF OF THE  
EAST HALF OF LEGAL SUBDIVISION 4 IN THE SOUTH WEST QUARTER WHICH LIES TO  
THE NORTH OF THE RAILWAY ON PLAN RY14 AND TO THE SOUTH OF THE MAIN  
HIGHWAY ON PLAN 6282HX EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES (MORE OR LESS)
ROADWAY	7710942	0.688	1.70

Carried

(b) LAND USE BYLAW

Councillor Fred Schoening 13/583

Moved that Administration be directed to bring forth recommendations regarding a penalty structure for the current Land Use Bylaw.

Carried

J. ADJOURNMENT

Councillor Garry Marchuk 13/584

Moved that Council adjourn the meeting, the time being 2:43 pm.

Carried

DRAFT

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**MINUTES  
PUBLIC HEARING  
Bylaw No. 1242-13, Land Use Amendment – Twin Butte  
Tuesday, December 17, 2013 – 1:00 pm**

A Public Hearing conducted by the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, December 17, 2013 at 1:00 pm in order to receive input on Bylaw 1242-13 which proposes to amend Land Use Bylaw 1140-08.

In attendance:

Council: Reeve Brian Hammond, Councillors Terry Yagos, Fred Schoening and Garry Marchuk

Staff: Chief Administrative Officer Wendy Kay, Director of Development and Community Services Roland Milligan and Executive Assistant Tara Cryderman.

Reeve Brian Hammond opened the Public Hearing, the time being 1:00 pm.

Reeve Hammond read the Advertisement Clause. This Public Hearing was advertised in the Pincher Creek Echo on Wednesday, December 4, 2013 and Wednesday, December 11, 2013.

Reeve Hammond read the Purpose of the Hearing. The purpose of this Public Hearing is to receive public input on proposed Bylaw 1242-13. The purpose of proposed Bylaw 1242-13 is to amend Land Use Bylaw No. 1140-08 by redesignating lands from “Hamlet Highway Commercial – HHC” to “Hamlet Residential 2 – HR2”. The “Hamlet Residential 2” designation is appropriate for a site developed with a residential dwelling. The purpose of the proposed amendment is to align the land use designation with the development.

The land for redesignation is described as:  
A portion of SW 4-4-29 W4M lying west of Highway 6

Director of Development and Community Services Roland Milligan updated Council on Bylaw 1242-13.

Reeve Hammond asked if there were any written submissions. None were submitted.

Reeve Hammond asked if there were any questions. None were asked.

Councillor Terry Yagos moved to adjourn the Public Hearing, the time being 1:04 pm.

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Brian Hammond  
Reeve

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Wendy Kay  
Chief Administrative Officer

## Director of Operations Report January 9, 2014

### **Operations Activity Includes:**

- December 13, Cowley Water Treatment Plant Construction meeting;
- December 18, Fire Inspection of New Administration Building;
- December 19, Shell Road Use Agreement Signed;
- December 20, Labour Management Meeting;
- December 21- January 6, Holiday;
- January 8, Joint Worksite Health and Safety Committee meeting.

### **Agricultural and Environmental Services Activity Includes:**

#### Happening Now (December 15 – 31)

- Soil erosion prevention measures on the Regional Water Pipeline (December 16 - 20)
- Preparation for ASB Provincial Conference (regional hosting duties and training)(ongoing until January 27-30)
- Lindsey taking Lakeland Extension Program Planning (3rd of 7 modules)(ongoing)
- Christmas Vacation (December 21 -31)

#### Coming Up (January 1 – 15, 2014)

- Christmas/New Year's vacation (January 1 – 5)
- Back to work from Christmas Holiday Shutdown (Lindsey January 2, Shane January 6)
- ASB agenda package (January 7)
- Joint Health and Safety (January 8)
- Environmental Farm Plan training with Murray Green from Alberta Ag (January 9, 10)
- Dams (January 13)
- ASB Meeting (January 15)
- Lindsey taking Lakeland Extension Program Planning course (4<sup>th</sup> of 7 modules)(ongoing)
- Preparation for ASB Provincial Conference (regional hosting duties and training)(ongoing until January 27-30)

### **Public Works Activity Includes:**

- Permanent snow fence installation;
- Divisional maintenance clean up from the last two storms;
- Preparation for staffing competitions;
- Road Caution signs installed RR 30-2A;
- General Housekeeping.

### **Capital Project Update:**

- Bonertz Bridge – No Change - The contractor is placing rip rap;
- Regional Water –
  - Treatment Plant – The filtration system is being installed, painting interior is complete, exterior finishes are ongoing.
  - Lundbreck Tie In – the power has been installed to the site, commissioning to follow.
  - Regional Pipeline – No contractor work in December. Straw placed on areas where erosion was occurring.

- Administration Building Progress is continuing minor deficiencies are being repaired.

**Upcoming:**

- January 10, Cowley Water Treatment Plant Progress meeting;
- January 14, Council meeting;
- January 16, Alberta Environment, Water Approval meeting.

**Recommendation:**

That the Operations report for the period December 12, 2013 to January 9, 2014 be received as information.

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Prepared by: Leo Reedyk



Date: January 9, 2014

Reviewed by: Wendy Kay



Date: January 9, 2014

Submitted to: Council

Date: January 9, 2014



# Municipal District of Pincher Creek 2013 Call Log Concerns.

3	December 10, 2013		Concern: MD road is drifted in and would like it plowed	<i>Received the call: Operator is going by first thing Friday morning and will open it up.</i>
4	December 13, 2013		Concern: Would like the MD to plow the road up to his place, Exact Location: 9201 Snake Trail.	<i>Received call: Asked grader operator to open the road, they will complete the paperwork.</i>
4	December 12, 2013		Concern: Road drifted in and would like the MD to plow the road to his place & his moms place.	<i>Received call: Grader Operator is going first thing Friday morning and will open the road up.</i>
3	December 3, 2013		Concern: Would like driveway plowed. Exact Location SW22-5-30 W4.	<i>Completed by: Grader operator on Dec 6. email the form and was inspected &amp; plowed.</i>
Forestry	December 3, 2013		Concern: Wanted syncline trail parking lot along 785 plowed for the weekend. Exact Location Along 785.	<i>Completed by: Grader operator on Dec 6. was aware of it and he did it after instruction.</i>
1	December 3, 2013		Concern: Wanted driveway plowed. Exact Location SW21-4-29 W4	<i>Completed by: Grader operator Dec 6. instructed resident to fill out a form, she couldn't get out to send it in. She will send the form in once she gets out.</i>
5	December 3, 2013		Concern: Snow on road in Lundbreck inhibiting her from cutting hair, and the snow pushed out of her driveway on the road is blocking customer parking. Exact Location 458 Patton Ave.	<i>Completed by: Grader Operator on Dec 3. Dave made a loop around town but it didn't help parking much as there was nowhere to push the snow due to parking cars and tight spaces.</i>
1	December 3, 2013		Concern: Wanted his driveway plowed. Exact Location NE9-27 W4.	<i>Completed by: Grader Operator on Dec 6. instructed</i>

# Municipal District of Pincher Creek 2013 Call Log Concerns.

				<i>resident to fill out a form, he couldn't get to town so emailed it to him and he sent it back.</i>
3	December 4, 2013		Concern: RR 2-4 north of Carbondale plugged and it is a school bus route.	<i>Completed by: Grader Operator Dec 4. operator was in the area and opened it up.</i>
3	December 4, 2013		Concern: TWP 7-2A to his house needed to be plowed. Exact Location SW14-7-2-5	<i>Completed by: Grader Operator Dec 6. resident has a gate across the MD's road for some reason and operator said in 35 years he never actually gone in there to plow snow, so there was some confusion but it got done.</i>
3	December 4, 2013		Concern: Gladstone was drifted shut and he was hoping to get a cattle liner in by 2PM. Exact Location SE35-5-2-5	<i>Completed by: operator Dec 4. had it open in a couple hours.</i>
3	December 4, 2013		Concern: Needed access to his hanger to assist in the search for Taylor Elliott after we pushed a big pile blocking access. Exact Location Airport.	<i>Completed by: on Dec 4. Sent plow truck to open up so he had access.</i>
1	December 4, 2013		Concern: RR 30-3 south of Shell was plugged and it is a school bus route. Exact Location RR 30-3 south of Shell.	<i>Completed by: December 4. operator had it open before the end of school.</i>
2	December 4, 2013		Concern: Needed her driveway plowed. Exact Location SW 28-4-29-4.	<i>She cancelled after her neighbour plowed her out.</i>
4	December 4, 2013		Concern: The street he lives on in Pincher Station was not plowed. He lives on the very west side of town between King and Queen Street.	<i>Completed by: on Dec 5. Took a couple tries as new operator didn't realize that was a street.</i>
3	December 9, 2013		Concern: Missing snow fence on 7 gates road. Exact Location Seven Gates Road.	<i>told him it wasn't missed the problem was it was too swampy for us to access the location to put the posts in, and if the weather cooperates</i>

## Municipal District of Pincher Creek 2013 Call Log Concerns.

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				<i>we will come back and put it in once the ground is hard enough. So far the weather has not cooperated.</i>
3	December 9, 2013		Concern: RR 1-3 to her place was blown in and they can't get through. Exact Location NW 3-7-1-5	<i>Completed by on Dec 9. operator opened it when he was in the area later that day.</i>
4	December 9, 2013		Concern: Charles St in Pincher Station was plugged and his cars were stuck in his driveway. Exact Location 334 Charles Street.	<i>Completed by: on December 9. Pincher Station was an active area and we had a grader in town opening roads as we were speaking to him.</i>
2	December 11, 2013		Concern: TWP 6-3A just south of 507 needs blading for the first 200m as it is plugged with snow.	<i>Completed by Dec 11. He had it open later that day.</i>
4	December 16, 2013		Concern: TWP 10-0 has drifted in. Exact Location SW 24-10-1-5.	<i>Completed by: Dec 16. He had it open later in that day.</i>

# M.D. of Pincher Creek No. 9 Statement of Cash Position

E3a

## Month Ending December 2013

<b>BANK STATEMENT C.I.B.C.</b>	<b>November</b>
<b>General Accounts</b>	
December Bank Statement Balance	1,016,633.36
Deposits After Month End	52,206.07
Cash On Hand	300.00
Less Incorrect Telebanking	0.00
Less Outstanding Cheques	409,138.22
<b>Month End Cash Available</b>	<b>660,001.21</b>

<b>M.D.'S GENERAL LEDGER</b>	
Balance Forward from November	280,360.59
<b>Revenue for the Month:</b>	
Receipts and Interest for the Month	898,536.87
Transfer from Short Term Investments	1,186,491.78
<b>Disbursements for the Month:</b>	
Cheques Written	660,662.95
Payroll Direct Deposits and Withdrawals	242,818.52
Banking Transaction Fees	329.98
Debenture Payment	171,082.47
School Requisitions	606,231.61
Transfer - General T-Bill Fund	0.00
Electronic Withdrawals - Utilities and VISA	24,262.50
NSF Cheque	0.00
<b>M.D.'s General Ledger Balance at Month End</b>	<b>660,001.21</b>

<b>SHORT TERM INVESTMENTS - C.I.B.C.</b>	<b>December</b>	<b>November</b>
T-Bill Funds for General Account	1,090.33	326,090.33
T-Bill Funds Bridge Repair Advances	104,855.49	104,855.49
T-Bill Funds MSI Capital Grant Advances	2,329.99	297,329.99
T-Bill Funds Public Reserve Trust	200,635.56	207,972.28
T-Bill Funds Performance Bonds	35,489.02	35,489.02
T-Bill Funds Lottery Board Account	2,171.91	2,171.91
T-Bill Funds Regional Water Advance	1,621.03	301,621.03
T-Bill Funds Debenture Lundbreck Reservoir	0.00	0.00
T-Bill Funds Debenture Regional Water	0.00	258,623.80
T-Bill Funds Federal Gas Tax Grant Advance	706,251.19	706,251.19
	<b>1,054,444.52</b>	<b>2,240,405.04</b>

<b>LONG TERM INVESTMENTS</b>	<b>December</b>	<b>November</b>	<b>Annual Rate</b>	<b>Original</b>
<b>Financial Institution</b>	<b>Market Value</b>	<b>Market Value</b>	<b>of Return</b>	<b>Investment</b>
			<b>2012</b>	<b>Amount</b>
C.I.B.C. Wood Gundy - Bonds	7,628,061.00	7,614,401.36	1.83%	1,255,915.75
Bank of Montreal Nesbitt Burns - Bonds	3,722,614.79	3,723,607.86	1.72%	2,000,000.00
	<b>11,350,675.79</b>	<b>11,338,009.22</b>		<b>3,255,915.75</b>

**COMMENTS**

<b>January Items of Note</b>	<b>Amount</b>
Revenue In - Regional Water Advance	270,000.00
Expenses Out - Administration Building	900,000.00
Expenses Out - Engineering	50,000.00
Expenses Out - Construction Projects	400,000.00
Expenses Out - School Requisitions	0.00
Expenses Out - Debenture Payment	0.00

This Statement Submitted to Council this 14th Day of January 2014.

  
Director of Finance

# CHIEF ADMINISTRATIVE OFFICER'S REPORT

E4a

December 13, 2013 to January 9, 2014

## DISCUSSION

- December 14, 2013 MD Christmas Social
- December 17, 2013 Policies and Plans
- December 17, 2013 Public Hearing
- December 17, 2013 Regular Council
- December 19, 2013 Emergency Services
- December 20, 2013 Labour Management
- January 8, 2013 Castle Mountain

## UPCOMING:

- January 14, 2013 Policy and Plans
- January 14, 2013 Public Hearing
- January 14, 2013 Regular Council
- January 20, 2013 Strategic Planning
- January 21, 2013 Strategic Planning
- January 21, 2013 Joint Council
- January 23, 2013 Emergency Services
- January 28, 2013 Policies and Plans
- January 28, 2013 Regular Council

## OTHER

- Preparation for Strategic Planning Session

## RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of December 13, 2013 to January 9, 2014.

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Prepared by: CAO, Wendy Kay Date: January 9, 2014

Presented to: Council Date: January 14, 2014

**MUNICIPAL DISTRICT OF PINCHER CREEK**

January 8, 2014

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TO: Reeve and Council

FROM: Wendy Kay, Chief Administrative Officer

SUBJECT: 2019 Canada Winter Games – Letter of Support

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**1.0 Origin**

The City of Lethbridge is seriously considering submitting a bid for the 2019 Canada Winter Games.

**2.0 Background**

The City of Lethbridge has been investigating the feasibility of submitting a bid to host the 2019 Canada Winter Games in Lethbridge. If they determine to proceed with their bid, their proposal would include hosting ski events at Castle Mountain.

If Lethbridge was the successful bid, this would provide opportunities for not only Lethbridge, but all of the southwest corridor of our province.

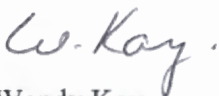
Castle Mountain Ski Corporation and the Town of Pincher Creek have provided letters of support to the City of Lethbridge, in support of their bid to host the 2019 Canada Winter Games. The MD of Pincher Creek has been approached by Castle Mountain Ski Corporation to also provide a letter of support to the City of Lethbridge.

**3.0 Recommendation**

THAT the report from the Chief Administrative Officer, dated January 8, 2014, regarding the 2019 Canada Winter Games – letter of support, be received;

AND THAT the Municipal District of Pincher Creek provide a letter of support to the City of Lethbridge, in support of their bid to host the 2019 Canada Winter Games.

Respectfully submitted,



Wendy Kay



Partners in Advocacy &amp; Business

# MEMBER BULLETIN

January 8, 2014

## Call for Input: Local Road Bridge Program Changes

The AAMDC would like to encourage member feedback on proposed changes to the Local Road Bridge Program (LRBP). Although the program has currently been zero-funded by the Government of Alberta, it remains a line item in the budget and there is potential for it to be funded again at some point in the future.

Prior to the LRBP's zero-funding, Alberta Transportation and the AAMDC formed a joint committee to review and recommend reforms to the program. While the committee originally solicited member input in early 2012 through a survey, the LRBP's zero-funding stalled the committee's progress. As the results of the previous survey indicated a mixed reaction to the committee's recommended program changes and October's municipal elections have resulted in a significant number of new councillors, the AAMDC would like to request a new round of member input on the **committee's proposed changes** to the LRBP. Please note that LRBP funding is beyond the scope of the committee.

The four-week comment window will close on **February 5, 2014**. Comments can be submitted by email to [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com).

For a description of the current structure of the Local Road Bridge Program, including funding guidelines and engineering standards, [click here](#).

For a detailed description of the committee's proposed changes to the program and a Q & A sheet that answers member concerns and comments submitted in last year's survey, please see the attachments to this bulletin.

Enquiries may be directed to:

Wyatt Skovron  
Policy Analyst  
780.955.4096

Kim Heyman  
Director, Advocacy & Communications  
780.955.4079



Partners in Advocacy & Business

## **Briefing to Members**

### **PROPOSED CHANGES TO THE LOCAL ROAD BRIDGE PROGRAM**

January 6, 2014



## INTRODUCTION

The AAMDC recently completed a joint report with Alberta Transportation that recommends major changes to how local bridge structures are both managed and funded. Due to the significant impact that these proposed changes represent, the AAMDC is seeking input to determine if the recommendations align with our members' needs.

**This briefing is intended to provide summary information to Councils and Administration about the changes that have been proposed. This will help each municipality determine its position prior to submitting any written comments to the AAMDC.**

This briefing provides the following:

- Background of the issue
- Details of the Local Road Bridge Program
- Findings of the Review Committee
- Recommendations of the Review Committee including background

For questions, please contact AAMDC Policy Analyst Wyatt Skovron at 780.955.4096 or by email at [wyatt.skovron@aamdc.com](mailto:wyatt.skovron@aamdc.com).

## BACKGROUND

Over the past five years, AAMDC members have passed several resolutions on the issue of provincial funding for bridges. Most recently, resolution 3-11F, *Alternative Bridge Structures and Eligibility of Funding*, directed the AAMDC to study alternative methods and theories for bridge replacement and to urge the Government of Alberta to change their funding guidelines to include more affordable replacement options.

In spring 2012, the AAMDC was invited to partner with the Ministry of Transportation (TRANS) to conduct a collaborative review of the Local Road Bridge Program (LRBP). The LRBP provides grant funding through TRANS to assist municipalities with the maintenance and replacement of bridge structures on local roads.

The collaborative review committee consisted of six TRANS staff and six AAMDC representatives. The AAMDC was represented by two members of the Alberta Rural Municipal Administrators' Association (ARMAA), two members of the Alberta Municipal Supervisors Association (AMSA) and two representatives of the AAMDC.

Between June and September, the committee met four times and reviewed all aspects of the LRBP. The review included program delivery, roles and responsibilities, funding, engineering standards, structure options and system management. In finalizing its review, the committee developed a draft report of recommendations for how the **management and funding** of local bridges in Alberta can be improved.

In December 2012, the committee produced a briefing for release to AAMDC members and distributed a member survey to gauge support for the proposed changes. The survey results

indicated that a small majority of respondents supported the committee's proposed changes. For example, 52% of respondents supported the committee's recommendation that municipalities should be provided full control over local bridge structures. Similarly, 51% of respondents supported the committee's recommendation that the program should transition from the current project-based funding model to a formula-based funding model.

Shortly after the survey closed, the Government of Alberta announced that the LRBP had been indefinitely zero-funded and the committee went on hiatus.

At the Spring 2013 Convention, AAMDC members endorsed Resolution 4-13S, which requested that the AAMDC urge the Government of Alberta to conduct further consultation on the LRBP. The review committee reconvened in November 2013 with the intention of undertaking further consultation on the proposed changes and making a proposal to the Minister of Transportation sometime in 2014 based on their earlier recommendations and the written responses that will be received from members in January and early February 2014. It is important to note that the current zero-funding of the program is beyond the scope of the committee.

The need to call for additional consultation on the proposed LRBP changes stem from a combination of unique factors. The program's zero-funding temporarily stalled the momentum that the committee had made on recommended changes. The mixed results of the initial survey combined with Resolution 4-13S left the AAMDC hesitant to endorse the proposed changes without additional consultation. Finally, October's municipal elections resulted in significant turnover in many councils, which means that new perspectives on the program may have emerged. As a result, the AAMDC encourages councils to use this briefing to assist them in forming any comments, concerns, or supporting statements for the proposed changes, to be submitted to [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com) by **February 5, 2014**.

## PROCESS FOR CHANGE

The draft report developed by the LRBP Review Committee will be reviewed by the Minister of Transportation. Due to the changes that have been proposed in the draft report and the mixed results of the member survey, soliciting written member responses will be key to establishing a solid understanding of members' key concerns with the changes. If AAMDC members are generally supportive of the changes, the committee will provide their draft report to the Minister.

If AAMDC members are not generally supportive of the recommendations, the AAMDC will request for the LRBP Review Committee to be reconvened to assess the feedback and develop alternative strategies to improve the current system.

## LOCAL ROAD BRIDGE PROGRAM: DETAILS & PROCESSES

The local road bridge system consists of over 8,600 bridge structures which includes major bridges, standard bridges and culverts (greater than 1.5m diameter). Rural municipalities are responsible for the vast majority of bridge structures within the system.

Over the past 10 years, LRBP funding has ranged between \$8-26 million per year. Based on the current condition of local bridge structures, it is estimated that the value of replacement need over the next 10 years is approximately \$70 million per year. The program was zero-funded in the 2013 provincial budget. However, it remains a line-item and may be re-funded.

In the current system (prior to zero-funding), there is shared responsibility in the management of local bridge structures. Municipalities that seek funding through the LRBP must develop priority lists for bridge improvements. TRANS is responsible for collecting these lists and determining priorities on a regional level based on available funding. The LRBP's GAP-01 Funding Guidelines for Municipal Bridge Structures (<http://www.transportation.alberta.ca/3693.htm>) specifies which party is responsible for each type of cost associated with a bridge improvement.

TRANS staff often provide support in reviewing a consultant's plans and providing input on a project for a municipality. TRANS manages the Bridge Inspection and Maintenance (BIM) system that tracks and collects all bridge related data. TRANS also sets the minimum engineering standards for bridge structures.

## FINDINGS OF THE COMMITTEE

Through the review, the committee explored three options for the management of bridges: full municipal control, full TRANS control, and shared control (current system). The committee identified various advantages and disadvantages of each option.

The committee held extensive conversations about the ability to reduce costs for low volume bridges by using alternative bridge standards. TRANS' current approach to bridge management is to design and build for a minimum 75 year life cycle. Municipalities have questioned if there is value in applying this same standard to low volume bridges and that alternative design standards may reduce costs while still meeting local needs. The committee concluded that there was merit to exploring alternative engineering standards that catered to local low volume roads. This research is currently proceeding independently from the proposed program changes to the LRBP, and will be presented to members separately in the near future.

### **Problems with the Current System**

The LRBP Review Committee identified the following major issues with the current LRBP:

- The roles of TRANS and municipalities in management of the LRBP is not clear
- The local prioritization of bridge projects often does not align with the priorities of TRANS
- The current funding rules can result in non-optimal project decisions due to rules around cost share and eligibility of items for funding
- Current funding rules restrict the ability of municipalities to consider other delivery methods such as in-house forces
- The engineering standards under the current process restrict some potentially cost-effective structure options for low volume road cases
- The current program requires TRANS to provide significant administrative resources
- The ability of TRANS to influence design and construction on projects is complicated as TRANS is not the 'client' on the contracts

### **RECOMMENDATIONS OF THE COMMITTEE**

The Draft Final Report of the Local Road Bridge Program Review Committee recommends the following changes to the program:

#### **ROLES AND RESPONSIBILITIES**

**1 That municipalities take full control of all local bridges.**

Municipalities would manage inspections and deliver maintenance, rehabilitation, replacement and construction projects. Municipalities would have the discretion to hire consultants, contractors or use own forces to conduct bridge work.

**2 That TRANS discontinue the practice of prioritizing funding, reviewing engineering designs and approving tender costs for local bridge projects. In turn, TRANS shall transform to a training and advisory support function for municipalities.**

TRANS would provide technical assistance on a request basis and provide training to municipal employees on common and complex bridge issues.

TRANS would undertake spot-check quality assurance reviews of design and construction activities. These reviews would measure quality, identify systemic issues, hold consultants accountable, and be useful in training municipalities.

**3 That TRANS should continue to manage Level 1 and Level 2 inspections for 'major bridges' on local roads.**

Due to the small number of 'major bridges' on the local road system, the committee estimates it would be more cost effective for TRANS to continue managing this service.

## SYSTEM MANAGEMENT

- 4 That municipalities continue to update inventory data and inspect local bridges using Alberta Transportation's Bridge Inspection and Maintenance (BIM) system.**

The committee considers the BIM system to be an effective tool for managing bridge data and ensuring inspections are completed on a timely and necessary basis.

The continued use of BIM allows Alberta Transportation to audit the safety of the bridge system and assess the cost-effectiveness of the funds that are granted to municipalities.

## STANDARDS

- 5 That municipalities be given the ability to develop alternative engineering standards for bridge structures on low volume roads.**

The committee recognized that alternative engineering standards may be more cost effective for low volume bridges; however, the committee also noted that it is important that all bridge size structures on the local road system be designed and built to a consistent standard. The AAMDC could be asked to facilitate the development of new engineering standards that could be applied to low volume road bridge structures.

TRANS would participate in an advisory capacity for engineering standards.

## FUNDING

- 6 That funding for the Local Road Bridge Program transition from a project-based funding program to an annual formula-based allocation.**

The committee determined that the provincial funding program should also be modified to support municipal autonomy. Examples of other formula-based provincial funding programs include Rural Transportation Grants and the Municipal Sustainability Initiative.

The intent of the formula-based funding program is to give discretion to municipalities on whether funds are used immediately for maintenance and replacement projects or if they are saved in reserves for future scheduled projects.

Under formula-based funding, municipalities would have full discretion for how funds are used with the exception that funding must be reserved solely for bridge specific projects.

- 7 That the allocation-based funding formula be based upon the total replacement value of local bridge infrastructure managed by a municipality.**

The database of information provided by the BIM system allows TRANS to be able to evaluate the current and long term values needed to replace all local bridge infrastructures. The annual budget of the Local Road Bridge Program would be distributed based on each municipality's percentage ownership of the total replacement value.

**Example:** *If the annual budget of the Local Road Bridge Program was \$50 million and Municipality A owns 2% of the replacement value of all local bridges in Alberta, then Municipality A would receive \$1 million in funding that year.*

- 8 That the funds distributed through the annual allocation be reserved solely for bridge structure related projects.
- 9 That the transition from the current project-based funding program to an allocation-based funding program be phased in over a 5 year period.

The committee recognized that there are varying immediate needs across the province. By maintaining a portion of the LRBP funding for project-based distribution for the first five years of implementation, municipalities with urgent bridge will still have an opportunity to receive funding under the current project-based program. At the same time, municipalities can begin to modify their capital budget planning to prepare for full implementation of the allocation-based funding program.

**Example: Local Road Bridge Program – Transition of Funding Models**

	Current Program Project-Based Funding	Proposed Program Allocation-Based Funding
Year 1	90%	10%
Year 2	70%	30%
Year 3	50%	50%
Year 4	30%	70%
Year 5	10%	90%
Year 6	-	100%

\*These figures are presented as a hypothetical example.

After the five year transition period is complete, each municipality would be responsible for managing the grant allocation it receives along with own source funds to determine the best approach to meeting its local bridge structure needs.

- 10 That municipalities have no restrictions on timelines for how long Local Road Bridge Program funds can be accumulated and held in reserves.

The committee recognized that in order for a municipality to effectively manage its bridge infrastructure, it must have the ability to develop reserve funds for each of its bridge assets so that sufficient funds are available when it comes time for scheduled maintenance or replacement of bridge structures. Therefore, a municipality must have the ability to develop a reserve fund over the life of a bridge asset which can be up to 75 years or more.

**NOTE:** The level of annual funding provided to the Local Road Bridge Program would continue to be at the discretion of the Alberta Treasury Board. Municipalities would still be responsible for advocating a desired level of funding based on current municipal needs.

For answers to key concerns raised in the member survey, please see the *LRBP Q & A Sheet*.

To obtain a full copy of the Review Committee’s Draft Final Report or the member survey results, please email [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com).

## **Q&A – Proposed Changes to Local Road Bridge Program (LRBP) January 6, 2014**

### **Why are changes to the Local Road Bridge Program being proposed?**

In 2012, Alberta Transportation (AT) invited the AAMDC to participate in a committee to recommend improvements to the Local Road Bridge Program (LRBP). AT wanted to align the LRBP with the *Municipal Government Act*, which vests the management of roads and bridges within a municipality to municipal governments.

The AAMDC was interested in participating in the committee because a number of resolutions related to provincial bridge funding and standards had recently been passed by members. These included:

- Resolution 17-08S: Bridge Construction Guidelines and Municipal Input
- Resolution 4-09S: Expansion of Local Road Bridge Program
- Resolution 8-10S: Provincial Funding for Municipal Bridge Structures
- Resolution 3-11F: Alternative Bridge Structures and Eligibility for Funding

### **How was the LRBP review undertaken, and what are the key proposed changes?**

The committee held four meetings in mid-2012. In September 2012, a draft report was developed, which recommended several changes, including the following:

- Municipal control over local road bridge planning, construction, and maintenance. This autonomy would be supported by access to AT technical expertise if requested.
- A shift from project-based funding to a funding formula that would provide each municipality with annual funding based on the replacement value of their local road bridge infrastructure.

In December 2012, AAMDC members were asked to complete a survey to gauge support for the proposed changes. The survey results indicated that a small majority (52%) supported the recommendation that municipalities assume full control of local road bridge structures, while a similarly small majority (51%) supported a transition to formula-based funding.

After the initial consultation, Resolution 4-13S was passed at the Spring 2013 Convention. It requested that the AAMDC urge the province to undertake further consultation on the LRBP.

### **What are the main benefits of the proposed changes?**

The proposed changes would provide municipalities with increased flexibility to determine local infrastructure priorities and deliver projects as they see fit. Municipalities will have a greater ability to plan long-term, as annual funding would no longer be dependent on AT approving specific project proposals.

### **What impact will this have on funding levels?**

The current zero-funding of the LRBP is beyond the scope of the review committee. The proposed changes are independent of funding levels, and are intended to be implemented when the program is re-funded. Regardless of how the program is structured, all LRBP funding will be disbursed to municipalities.

The funding distribution model, based on replacement value of existing bridge infrastructure, is intended to be as fair as possible to municipalities over the long-term. AT will continue to perform system analysis to identify funding needs for the local road bridge system and report to Treasury Board.

### **Do all municipalities have the capacity to manage their bridge infrastructure?**

Some municipalities have hundreds of bridges while others only have a few. Therefore, it is likely that levels of bridge expertise will vary between municipalities. However, municipalities will continue to have access to AT's technical expertise, as requested.

### **How will the proposed changes impact the workload of municipalities?**

The proposed changes will likely reduce the administrative burden on municipalities. Identifying needs, setting priorities, hiring consultants, and managing delivery will continue to form the majority of municipal bridge management responsibilities. However, obtaining project funding approval from AT will no longer be required. Municipalities will be required to submit an annual report on how funding was used, which will be similar to the process used for local roads.

### **What will AT's role be in the proposed LRBP?**

AT will continue to partner with municipalities in a technical support role. AT's regional staff members are committed to providing training, advice, and guidance to municipalities when requested. AT will be involved in maintaining the bridge inspection and inventory systems, and will undertake system analysis to support funding requests.

### **Will the proposed changes impact the value provided by the LRBP?**

The proposed changes are based on the fact that municipalities have the greatest expertise in assessing local infrastructure priorities. Localizing the decision-making process will ensure that municipalities can use LRBP funding to address bridge infrastructure challenges as they see fit. The funding can be used for immediate maintenance and upgrading projects, saved for a long-term project, or borrowed against to obtain capital for a major project. This will ensure that the LRBP provides value as defined by local decision-makers, rather than based on priorities set by AT.

### **Will municipalities with more urgent needs be penalized?**

As municipalities will no longer receive funding based on the costs of a specific project, but rather based on the replacement value of their current bridge infrastructure, it is possible that some municipalities may not receive enough funding to immediately complete an urgent project.

To mitigate this, a transition phase has been proposed, during which a portion of the LRBP funds will continue to be distributed for specific projects. The proportion of funds distributed for projects will decline over a set number of years before being completely replaced by formula-based funding. This will ensure that municipalities with an urgent infrastructure need will have an opportunity to submit a project proposal.

### **Will funding for emergencies be affected?**

If an emergency occurs under the current system, the impacted municipality queue-jumps, meaning that a project elsewhere in the province loses its funding. While this option will not be possible under the proposed system, increased funding stability will allow municipalities to develop contingency funds.

### **What constraints will be applied to funding provided through the LRBP?**

Aside from requiring that the funds be spent on bridge construction and that system records (inventory and inspection) are updated, no constraints will be applied to the funding. Municipalities will have full control over which bridge projects to spend the money on, and how these projects are delivered. AT review of project prioritization and design is optional, and approval is not required.

### **How will municipalities with limited bridge infrastructure be impacted?**

Municipalities that have only a few bridges will receive a relatively small proportion of the overall LRBP funding each year. This may present a challenge to some municipalities, particularly if the bridges they are responsible for are nearing the end of their life-span. This disadvantage will be mitigated through the transition period, during which municipalities will be able to submit project proposals to AT.





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Member Bulletin (Public)

In This Section

## MGA Consultation Begins Next Month - Mark Your Calendars!



The Government of Alberta has scheduled regional MGA review consultations to give Albertans a face-to-face opportunity to share their thoughts. Each regional session will include specific times for elected officials, municipal administrators, the public, business and community groups.

The dates are as follows:

- Edmonton February 5-7
- Fort McMurray February 12-14
- Vermilion February 19-21
- Lethbridge February 26-28
- Edson March 5-7
- Red Deer March 12-14
- Brooks March 26-28
- Grande Prairie April 2-4
- Calgary April 9-11

Specific locations and registration for the consultation sessions will be available soon. As well, we anticipate the release of a workbook in the very near future that will contain detailed questions about specific aspects of the MGA. For more details on this initiative, visit the official website at [mgareview.alberta.ca](http://mgareview.alberta.ca).

The AAMDC has been busy preparing members for this important review including our own interactive workshops (results) and our upcoming information sessions (details). Members are encouraged to avail themselves of these resources to ensure comprehensive participation in the government's regional sessions and workbook process.

Enquiries may be directed to:

Michelle Hay  
Policy Analyst  
780.955.4085

Kim Heyman  
Director of Advocacy & Communications  
780.955.4079

**Attachments:**

File	Description
01 08 14 MGA Consultation Begins Next Month - Mark Your Calendars.pdf	

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# County of Wetaskiwin No. 10

P.O. Box 6960, Wetaskiwin, AB T9A 2G5

Phone: 780-352-3321

Fax: 780-352-3486

www.county.weta **F2a**

**Strong Proactive Leadership • Safe Progressive Communities**

*Council Corresp  
- For Info*

December 16<sup>th</sup>, 2013

**RECEIVED**

JAN 02 2014

M.D. OF PINCHER CREEK

Woodlands County  
Box 33  
Fort Assiniboine, Alberta  
T0G 1A0

**Attention: Jim Rennie, Mayor**

Dear Mayor Rennie:

The County of Wetaskiwin would like to express its support of your municipality's efforts to urge the Province to reinstate funding for the replacement, repair, and maintenance of bridges and culverts. The discontinuation of this program will have a tremendous negative impact on our budget as well as those of all other small rural municipalities.

There is great concern that our County will have to close or severely restrict access to local area bridges, due to anticipated funding shortfalls. With the concerted efforts of several other municipalities, we remain hopeful that the Province will reconsider its decision to cancel the program and continue to provide adequate funding for this important component of rural infrastructure.

The loss of Provincial Bridge funding has impacted all rural municipalities and has added a financial burden to maintain the existing bridge infrastructure.

Sincerely,

Kathy Rooyackers

Reeve

:vl

cc: Honourable Jeff Johnson, Minister of Education  
Honourable Wayne Drysdale, Minister of Transportation  
**Alberta Rural Municipalities**

*Council  
Corresp - For Info*



December 10, 2013

**RECEIVED**

DEC 17 2013

M.D. OF PINCHER CREEK

Jim Rennie, Mayor  
Woodlands County  
P.O. Box 33  
Fort Assiniboine, Alberta  
T0G 1A0

Dear Mayor Rennie:

Clearwater County would like to express its support of your municipality's efforts to urge the Province to reinstate funding for the replacement, repair, and maintenance of bridges and culverts. The discontinuation of this program will have a tremendous negative impact on our budget as well as those of all other small rural municipalities. There is great concern that our county will have to close or severely restrict access to local area bridges, due to anticipated funding shortfalls. With the concerted efforts of several other municipalities, we remain hopeful that the Province will reconsider its decision to cancel the program and continue to provide adequate funding for this important component of rural infrastructure.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Patrick Alexander', written in a cursive style.

Patrick Alexander  
Reeve, Clearwater County

cc: Honourable Jeff Johnson, Minister of Education, MLA for Athabasca-Sturgeon-Redwater  
Honourable Wayne Drysdale, Minister of Transportation  
Alberta rural municipalities

RECEIVED

JAN 02 2014

M.D. OF PINCHER CREEK

December 17, 2013

Mr. Brian Hammond  
Reeve  
Municipal District of Pincher Creek  
P.O. Box 279  
Pincher Creek, AB T0K 1W0

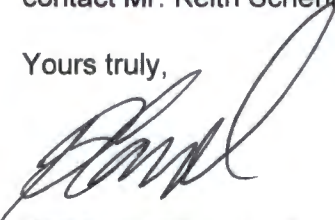
Dear Reeve Hammond:

**Subject: Municipal Grant Payment**

Please be advised that a grant in the amount of \$270,000 is being electronically transferred to the Municipal District of Pincher Creek under the Alberta Municipal Water/Wastewater Partnership, as part of the Water for Life Program for the Cowley-Lundbreck Regional System. This is the seventh payment for the municipal district's project.

We look forward to working with your municipal district in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Mr. Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darrell Camplin, P.Eng.  
Regional Director

cc: Municipal Programs

Council  
Corresp-For Info



## Livingstone School

F2c

P.O. Box 98  
Lundbreck, Alberta  
T0K 1H0

RECEIVED

DEC 19 2013

Phone: (403) 628-3897  
Fax: (403) 628-2559  
www.lrsd.ab.ca/schools/livingstone  
E-mail: s-livingstone@lrsd.ab.ca

M.D. OF PINCHER CREEK

December 16, 2013

Dear Pincher Creek MD Council:

*"It takes a village to raise a child"*

I would like to take this opportunity let you know how much we appreciate the generous contribution of \$1000.00 that was made by the MD to support the purchase and installation of the 'message-centre' sign at the front of Livingstone School.

Aged, deteriorated and now unsafe to change the lettering, our old sign mounted on the side of our building needed to be replaced. Thanks to the generous contributions of the MD and a few other supporters we are pleased to have a very attractive and easy to manage sign mounted on the front lawn of the school. This signage keeps our students, parents and the community informed about the events at our school

We are planning a sponsorship panel for the sign and will be certain to recognize the MD of Pincher Creek on that panel.

Thank you for your generosity and support of Livingstone School!

Sincerely,

Mrs. T. Donald  
Principal



ALBERTA  
TRANSPORTATION

Office of the Minister  
MLA, Calgary-Hays

Council  
Corresp - For Info

F2d

AR60068

December 5, 2013

Mr. Brian Hammond  
Reeve  
Municipal District of Pincher Creek  
P.O. Box 279  
Pincher Creek, AB T0K 1W0

RECEIVED  
DEC 19 2013  
M.D. OF PINCHER CREEK

Dear Reeve Hammond:

It was a pleasure to meet with council at the recent Alberta Association of Municipal Districts and Counties convention to discuss issues which are important to council. I am able to provide the following additional information.

Alberta Transportation remains committed to complete the terms and conditions of the Highway 774 transfer agreement when funding becomes available in the future. At this time, a definite time frame on when funding for this project may be available is not known.

Regarding the Maycroft Road project, the province is currently not in a position to assume responsibility for this roadway. I encourage council to continue to look for alternative ways to fund the upgrading of this roadway.

With regards to the "High Wind" signage for Highway 22, regional staff will be contacting your office shortly to follow up regarding the next steps in the process.

If you have any questions, please contact Mr. Darrell Camplin, Regional Director, Southern Region at 403-382-4060, or by email at [darrell.camplin@gov.ab.ca](mailto:darrell.camplin@gov.ab.ca).

Thank you for taking the time to meet and discuss these various transportation matters.

Sincerely,

Ric McIver  
Minister

cc: Darrell Camplin, Regional Director

**Tara Cryderman**

---

**From:** Wendy Kay  
**Sent:** Wednesday, December 18, 2013 9:46 AM  
**To:** Tara Cryderman  
**Subject:** FW: Airport maintenance

Council – Correspondence for Information

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**From:** Leo Reedyk  
**Sent:** December-18-13 7:59 AM  
**To:** Wendy Kay; Terry Ostrom; Stu Weber  
**Subject:** FW: Airport maintenance

Nice to hear!!

Leo

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**From:** [cameron\\_family@shaw.ca](mailto:cameron_family@shaw.ca) [mailto:[cameron\\_family@shaw.ca](mailto:cameron_family@shaw.ca)]  
**Sent:** Tuesday, December 17, 2013 3:05 PM  
**To:** Leo Reedyk  
**Subject:** Airport maintenance

Hi Leo

After our meeting on Friday I would like to express my appreciation for the improved level of services at the Pincher Creek Municipal Airport.

Recent high snow fall levels has made the job of runway maintenance challenging and time consuming. The crew has put forth extra effort in clearing snow so the airport could remain in operation.

The level of service has been improving in the last year or so with everything from the janitorial service to the grass maintenance . I realize that this is an ongoing job which receives little recognition at times.

I have been the Fixed Base Operator at the airport for the last 15 years and have noticed a definite improvement in the both the attitude of the personal and the level of services.

This has been expressed to me by both customers of mine and people passing through. These would include such people as ; Department of National Defence, Stars Air Ambulance, RCMP Air division, Air Canada (Jazz) as well as numerous commercial and private operators.

Please pass on my words of thanks to all involved as well as yourself and the Council of the MD of Pincher Creek.

Yours truly

Jim Cameron

## Tara Cryderman

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**From:** Wendy Kay  
**Sent:** Thursday, December 19, 2013 10:52 PM  
**To:** Tara Cryderman  
**Subject:** FW: ORRSC Board Minutes - September 5, 2013  
**Attachments:** ORRSC Board Minutes - September 5 2013.pdf

**From:** ORRSC Admin [mailto:admin@orrsc.com]

**Sent:** December-19-13 1:54 PM

**To:** Arrowwood - Village; Barnwell - Village; Barons - Village; Bassano - Town; Brooks - City; Cardston - County; Cardston - Town; Carmangay - Village; Champion - Village; Claresholm - Town; Coaldale - Town; Coalhurst - Town; Coutts - Village; Cowley - Village; Crowsnest Pass - Municipality; Fort Macleod - Town; Glenwood - Village; Granum - Town; Lethbridge - County; Lomond - Village; Magrath - Town; Milk River - Town; Milo - Village; Nanton - Town; Newell - County; Nobleford - Village; Picture Butte - Town; Wendy Kay; Pincher Creek - Town; Ranchland - MD; Raymond - Town; Stavely - Town; Stirling - Village; Taber - MD; Vauxhall - Town; Vulcan - County; Vulcan - Town; Warner - County; Warner - Village; Willow Creek - MD

**Cc:** Anne Marie Philipsen; Barry Johnson; Ben Elfring; Ben Nilsson; Betty Fieguth; Bill Graff; Bill Kovach; Bill Martens; Brad Koch; Christophe Labrune; Darrell Edwards; Dave Edmonds; Dave Filipuzzi; David Hawco; Don Anderberg; Don Heggie; Ed Weistra; Fred Rattai; Garry Marchuk; Gordon Wolstenholme; Greg Robinson; Henry Doeve; Henry Van Hierden; Jamie Smith; Jane Jensen; Jim Bester; Ken Galts; Monte Christensen; Paul Taylor; Pete Pelley; Richard VanEe; Rod Ruark; Ronald Davis; Russell Norris; Scott Schroeder; Sheldon Watson; Shirley Murphy; Teresa Feist; Tom Rose; 'Barb Johnson'; 'Bonnie Brunner'; 'Diane Horvath'; 'Gail Kirkman'; 'Gavin Scott'; 'Jaime Thomas'; 'Jordan Thomas'; 'Katherine Mertz'; 'Kaylee Kinniburgh'; 'Leda Kozak Tittsworth'; 'Lenze Kuiper'; 'Mike Burla'; 'Mladen Kristic'; 'Perry Neufeld'; 'Ryan Dyck'; 'Sherry Johnson'; 'Spencer Croil'; 'Steve Harty'; 'Steven Ellert'

**Subject:** ORRSC Board Minutes - September 5, 2013

### To ORRSC Member Municipalities:

Please circulate the attached September 5, 2013 Board of Directors' Minutes to your Mayor/Reeve and Council – for information.

### Barb Johnson

Executive Secretary

[admin@orrsc.com](mailto:admin@orrsc.com)

Phone: (403) 329-1344

Fax: (403) 327-6847





**Please circulate to Mayor/Reeve and Council for information**



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES - 3 (2013)**  
**GENERAL BOARD OF DIRECTORS' MEETING**  
**Thursday, September 5, 2013 – 7:00 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

- |   |   |
|---|---|
| Bill Graff (absent) ..... Village of Arrowwood          | Brad Koch (absent) ..... Village of Lomond          |
| Jane Jensen ..... Village of Barnwell                   | Dennis Quinton (absent) ..... Town of Magrath       |
| Alf Olsen ..... Village of Barons                       | Terry Michaelis ..... Town of Milk River            |
| Tom Rose ..... Town of Bassano                          | Rafael Zea (absent) ..... Village of Milo           |
| Noel Moriyama (absent) ..... City of Brooks             | Dick Fenton (absent) ..... Town of Nanton           |
| Roger Houghton ..... Cardston County                    | Anne Marie Philipsen ..... County of Newell         |
| Dave Edmonds - visitor ..... Town of Cardston           | Don McDowell - alternate ..... Village of Nobleford |
| Doug Smith ..... Village of Carmangay                   | Hank Hurkens ..... Town of Picture Butte            |
| Jamie Smith (absent) ..... Village of Champion          | Garry Marchuk ..... M.D. of Pincher Creek           |
| Doug MacPherson (absent) ..... Town of Claresholm       | Don Anderberg ..... Town Pincher Creek              |
| Henry Pauls ..... Town of Coaldale                      | Ronald Davis (absent) ..... M.D. of Ranchland       |
| Marvin Slingerland ..... Town of Coalhurst              | Greg Robinson ..... Town of Raymond                 |
| Tom Butler ..... Village of Coutts                      | Barry Johnson (absent) ..... Town of Stavely        |
| Garry Hackler (absent) ..... Village of Cowley          | Michael Maynes (absent) ..... Village of Stirling   |
| Larry Mitchell ..... Mun. Crowsnest Pass                | Ben Elfving ..... M.D. of Taber                     |
| Jerry Lonsbury ..... Mun. Crowsnest Pass                | Russell Norris ..... Town of Vauxhall               |
| G. Wolsterholme (absent) ..... Town of Fort Macleod     | Rod Ruark (absent) ..... Vulcan County              |
| Darrell Edwards ..... Village of Glenwood               | Paul Taylor ..... Town of Vulcan                    |
| Walter Gripping ..... Town of Granum                    | Geoffrey Krokosh (absent) ..... County of Warner    |
| Monte Christensen (absent) ..... Village of Hill Spring | Dannie Lien ..... Village of Warner                 |
| Henry Doeve (absent) ..... County of Lethbridge         | Henry Van Hierden ..... M.D. Willow Creek           |

**STAFF:**

- |                                 |   |
|---------------------------------|---|
| Lenze Kuiper ..... Director     | Ryan Dyck ..... Assistant Planner             |
| Mike Burla ..... Senior Planner | Leda Kozak Tittsworth ..... Assistant Planner |
| Spencer Croil ..... Planner     | Steven Ellert ..... GIS Technologist          |
| Gavin Scott ..... Planner       | Barb Johnson ..... Executive Secretary        |

**GUESTS:**

- Gary Sandberg ..... Executive Director, Municipal Services Branch - Alberta Municipal Affairs  
Steve White ..... Executive Director, Assessment Services Branch - Alberta Municipal Affairs

**AGENDA:**

1. **Approval of Agenda** – September 5, 2013 .....
  2. **Approval of Minutes** – June 6, 2013..... (attachment)
  3. **Business Arising from the Minutes**
    - (a) Clarification of Unrestricted Net Assets.....
  4. **Reports**
    - (a) Executive Committee Report..... (attachment)
    - (b) Finance & Executive Committee – Finance Strategy..... (attachment)
    - (c) GIS Update.....
  5. **Business**
    - (a) ORRSC Bylaws 2013-1 and 2013-2..... (attachments)
  6. **Accounts**
    - (a) Summary of Balance Sheet and Income Statement for the 6-month period: January 1 - June 30, 2013..... (attachment)
  7. **STAFF PRESENTATION –** *Mike Burla, Senior Planner*  
*Recent Municipal Government Board Subdivision Appeal*  
*– Fort Macleod Floodplain –*
  8. **Adjournment** – December 5, 2013 .....
- 

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:03 P.M.

**1. APPROVAL OF AGENDA**

Moved by: **Don Anderberg**

THAT the Board of Directors approve the agenda of September 5, 2013, as amended:

ADD: 3(a) Clarification of Unrestricted Net Assets

**CARRIED**

**2. APPROVAL OF MINUTES**

Moved by: **Tom Butler**

THAT the Board of Directors approve the minutes of June 6, 2013, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**(a) Clarification of Unrestricted Net Assets**

- At the last meeting on June 6, 2013 Board Member Greg Robinson (Town of Raymond) requested clarification regarding Unrestricted Net Assets on the 2012 Financial Statements. Definition – Equivalent of retained earnings or accumulated surplus. These are the amounts of cash, receivables, and liquid investments on hand that are not designated for a specific purpose. Unrestricted Net Assets allows us to manage cash flow, support future programs

or new opportunities, invest in and maintain facilities and other capital assets and weather economic downturns. In 2012, Net Assets were \$297,658 and Unrestricted Net Assets were -\$403,374.

#### 4. REPORTS

##### (a) Executive Committee Report

**Moved by: Anne Marie Philipsen**

THAT the Board of Directors receive the Executive Committee Report for the meetings of June 13 and July 25, 2013, as information. **CARRIED**

##### (b) Finance & Executive Committee – Finance Strategy

- The 2012 ORRSC Finance Committee (3 Executive, 2 Board) recommendations were implemented in 2013 which brought membership fees in line with current equalized assessment, adjusted fee for service rates and reduced expenses. The 2013 Finance Committee (Chair, 1 Executive, 2 Board, 3 CAOs) discussed four funding scenarios and made recommendations to the Executive Committee, which voted unanimously to approve the following:
  - Total Equalized Assessment with a Split Urban and Rural Mill Rate (the mill rates will be reviewed on a yearly basis and adjusted, if necessary);
  - A \$2,000 “floor” and \$65,000 “ceiling” adjusted annually based on the percentage of overall increase to membership fees (if fees decrease, the “floor” and “ceiling” will decrease to a minimum of \$2,000 and \$65,000 respectively);
  - An enrollment fee for new members be required based on a charge of 25% of their Municipal Membership Fee.
- The re-establishment of operating and capital reserves for slower years is a priority and will be built into future budgets. Details of the strategy to address the issue of stable Commission funding can be found in the Finance Strategy report included in the agenda.

**Moved by: Jane Jensen**

THAT the Board of Directors receive the Finance Strategy, as information **CARRIED**

##### (c) GIS Update

- Town of Bassano has joined GIS bringing the total number of participating municipalities to 41. The Orthophoto project for urban municipalities is near completion and should be delivered to municipalities by October. As well, the GIS is moving to a new platform – some municipalities by the end of September and to all by the end of 2013.

#### 5. BUSINESS

##### (a) ORRSC Bylaws 2013-1 and 2013-2

- Two representatives from Alberta Municipal Affairs addressed the Board regarding the requirements to update the ORRSC Bylaws and Regulation.

**Gary Sandberg, Executive Director - Municipal Services Branch:**

- In conducting a review of all regional services commissions province-wide, Municipal Affairs identified some concerns regarding the Commission's documentation with the Ministry, including:
  - Bylaws: Municipal Affairs prefer two bylaws – one for matters the Minister deals with and one for everything else.
  - List of Members: every time a new member is added, a council resolution from the municipality stating they want to join the Commission and a resolution from the ORRSC Board accepting their membership is required (members leaving the Commission require the same two resolutions to remove membership).
  - Services to Non-members: a resolution from the municipality, resolution from the ORRSC Board and a formal request for Ministerial approval is required.
  - Services not approved under the ORRSC Regulation: (e.g. Regional Assessment Review Board) need a request for Ministerial approval.
- Although ORRSC has forwarded some required documentation to Municipal Affairs, several things have fallen through the cracks and the Minister has asked them to work with the Commission to "dot the i's and cross the t's" in order to conform to the legislation. He reiterated that Municipal Affairs is very supportive of ORRSC and Regional Services Commissions and they are anxious to resolve these issues as soon as possible.

**Steve White, Assessment Services:**

- Although a regional approach to Regional Assessment Review Board (RARB) services makes sense, it is important that the Commission be appropriately authorized to provide the service, as this deals with taxpayer rights, and there could be problems if decisions are challenged in court. Training for Board Members and Clerks is provided by Municipal Affairs and must be renewed every three years.
  - Every participating member in this service has passed a bylaw authorizing ORRSC to handle RARB appeals, but Ministerial approval for the service has not been formally requested.
- As per Municipal Affairs request, current ORRSC Bylaw No. 2012-1 was separated into two bylaws: ORRSC Bylaw No. 2013-1 contains items the minister deals with, and ORRSC Bylaw No. 2013-2 all remaining items.

**ORRSC Bylaw No. 2013-1:**

**Moved by: Tom Butler**

THAT the Board of Directors approve first reading of ORRSC Bylaw No. 2013-1.

**CARRIED**

**Moved by: Hank Hurkens**

THAT the Board of Directors approve second reading of ORRSC Bylaw No. 2013-1.

**CARRIED**

**Moved by: Anne Marie Philipsen**

THAT the Board of Directors consent to third reading of ORRSC Bylaw No. 2013-1 at this meeting.

**CARRIED**

Moved by: Larry Mitchell

THAT the Board of Directors approve third reading of ORRSC Bylaw No. 2013-1.

CARRIED

**ORRSC Bylaw No. 2013-2:**

Moved by: Tom Butler

THAT the Board of Directors approve ORRSC Bylaw No. 2013-2, as amended.

CARRIED

**6. ACCOUNTS**

**(a) Summary of Balance Sheet and Income Statement for the 6-month period:  
January 1 to June 30, 2013**

Moved by: Tom Rose

THAT the Board of Directors receive the Summary of Balance Sheet and Income Statement for the 6-month period: January 1 to June 30, 2013, as information.

CARRIED

**7. STAFF PRESENTATION:**

***Mike Burla, Senior Planner***

*Recent Municipal Government Board Subdivision Appeal  
– Fort Macleod Floodplain –*

- Mike Burla noted that this is a timely subject given the recent flooding in the Province. The appeal involves land in the Town of Fort Macleod lying in the flood fringe which was previously subdivided in 1987 following an appeal to the Alberta Planning Board. The Planning Board approved the subdivision on condition that a caveat be registered against the approximately 32 acre residual parcel that would not allow further subdivision.
- ORRSC received a subdivision application on this residual parcel in 2013. When the application was to go before the Town of Fort Macleod they could not get a quorum, therefore the 60-day window to make a decision was not met. The applicant took this as a non-decision as a refusal and appealed to the Municipal Government Board. The appeal was ironically scheduled in Lethbridge on June 20, 2013 – the day of the flood – and the land in question was under water. The Municipal Government Board denied the appeal.

**8. ADJOURNMENT**

- Chair Terry Michaelis thanked Board members for sitting on the ORRSC and wished them all luck in the upcoming elections.

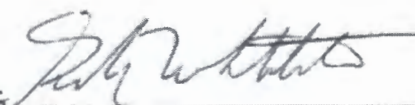
Moved by: Dannie Lien

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, December 5, 2013.

CARRIED

/bj

CHAIR:



**MUNICIPAL DISTRICT OF PINCHER CREEK**

January 8, 2014

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TO: Reeve and Council

FROM: Wendy Kay, Chief Administrative Officer

SUBJECT: Councillor Grant McNab – Division 1

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**1.0 Origin**

As Council is aware, Councillor McNab took ill prior to the Christmas break.

**2.0 Background**

Councillor McNab was appointed to several Committees at our Organizational Meeting held in October 2013. As we are unsure as to the timeframe associated with Councillor McNab's return to Council, Council may wish to consider alternate appointments during Councillor McNab's absence.

Councillor McNab was appointed to the following Committees:

Pincher Creek Foundation (Alternate Councillor Marchuk)  
Intermunicipal Development Committee (Alternate Councillor Marchuk)  
Cemetery Committee (Alternate Reeve Hammond)

It is my understanding that alternate appointees would have the opportunity to vote at a Committee Meeting, with the exception of the Pincher Creek Foundation, where their bylaws do not allow for alternates to vote.

If Councillor Marchuk felt he has the time available to sit on the Pincher Creek Foundation, Council may wish to consider repealing Councillor McNab's appointment to this Committee while he is absent, and appointing Councillor Marchuk, in order that the MD of Pincher Creek retain two votes.

Council may also consider leaving the appointees to the Intermunicipal Development Committee and Cemetery Committee as is, and having the alternates attend should a meeting be called.

**3.0 Recommendation**

THAT the report from the Chief Administrative Officer, dated January 8, 2014, regarding the absence of Councillor McNab – Division 1, be received;

AND THAT Council repeal the resolution to appoint Councillor McNab to the Pincher Creek Foundation for 2013-2014, and appoint Councillor Marchuk for the period 2013-2014.

Respectfully submitted,

A handwritten signature in cursive script that reads "W. Kay".

Wendy Kay