

AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
August 22, 2017

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES

1. Public Hearing Meeting Minutes – Bylaw No. 1278-17
 - Minutes of July 11, 2017
2. Council Meeting Minutes
 - Minutes of July 11, 2017

D. UNFINISHED BUSINESS

1. Bylaw 1277-17 - Taxation of Mobile Units in Manufactured Home Parks
 - Report from Director of Finance, dated July 17, 2017
 - Report from Director of Finance, dated July 4, 2017
2. Bylaw 1278-17 – Land Use Bylaw Amendment – McLaughlin Wind Farm
 - Bylaw 1278-17 presented for Second and Third Readings
3. Request for Speed Signs
 - Email from Evelyn Riviere, dated July 10, 2017
 - Email from Shell Canada Energy, dated July 11, 2017
 - Email from Val Carlson, dated July 13, 2017
 - Letter from Hardy family, dated June 9, 2017
4. Road Maintenance
 - Email from Public Works Superintendent, dated August 17, 2017
 - Email from Helen and Clarence Cyr, dated June 22, 2017
 - Email from Geoff Hoover, dated June 27, 2017
5. Stars of Alberta Volunteer Awards
 - Letter from Alberta Culture and Tourism, dated June 28, 2017

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. **Operations**

- a) Castle Area Servicing Study
 - Report from Director of Operations, dated August 16, 2017
- b) Beaver Mines Water and Wastewater Project Briefing
 - Briefing Notes dated August 16, 2017
- c) Operations Report
 - Report from Director of Operations, dated August 16, 2017
 - Public Works Call Log
 - Agricultural Services Call Log

2. **Planning and Development**

- a) Bylaw No. 1280-17 – Road Closure Bylaw – SE 26-10-3 W5M - Swinton
 - Report from Director of Development and Community Services, dated August 4, 2017
- b) Road Closure Resolutions – Shell Road Realignment
 - Report from Director of Development and Community Services, dated August 16, 2017
- c) Road Closure Resolution – Portion of Road Plan 3385AZ – SE 4-7-2 W5M
 - Report from Director of Development and Community Services, dated August 2, 2017
- d) Notice Prior to Registration of a Conservation Easement, Riverside Ranch
 - Report from Director of Development and Community Services, dated August 17, 2017

3. **Finance**

- a) Statement of Cash Position
 - Month Ending June 2017
 - Month Ending July 2017

4. **Municipal**

- a) Foothills Little Bow Municipal Association – Regular Meeting of the Association
 - Letter from Foothills Little Bow Municipal Association, dated July 7, 2017
- b) Chief Administrative Officer’s Report
 - Report from Chief Administrative Officer, dated August 22, 2017
 - Administration Call Log

F. CORRESPONDENCE

1. **For Action**

- a) Project Funding Requests
 - Letter from Town of Pincher Creek, dated July 13, 2017
- b) Request for Support
 - Letter from County of Stettler No. 6, dated July 25, 2017
- c) Request for Used Vehicles
 - Email from Pincher Creek Foundation, dated July 18, 2017
- d) Request for Sponsorship
 - Letter from Pincher Creek Golf Club, dated April 4, 2017
- e) Request for Tax Penalty Forgiveness
 - Letter from Marvin Oudshoorn, dated August 8, 2017
- f) Request for Tax Penalty Forgiveness
 - Letter from Don Prior, dated August 16, 2017

2. **For Information**

- a) Public Works Building Upgrade
 - Letter from Alberta Municipal Affairs, dated July 28, 2017
- b) Letter of Thanks – Shock Trauma and Rescue Service (STARS) Foundation
 - Letter from STARS, dated July 10, 2017
 - Email from STARS, dated July 13, 2017
- c) Letter of Thanks – Kootenai Brown Pioneer Village
 - Letter from Kootenai Brown Pioneer Village, dated June 23, 2017
- d) Notification – Proposed Waterton CR-74 at 6-17-6-2 W5M
 - Email from Shell Canada Energy, dated July 17, 2017
- e) Thank You Card – Heritage Acres Farm Museum
 - Thank you card from Heritage Acres Farm Museum

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

- Pincher Creek Municipal Library
- 2016 Annual Report
- 2016 Statement of Receipts and Disbursements
- 2017 Operating Budget

Councillor Fred Schoening – Division 2

Councillor Garry Marchuk – Division 3

- Alberta SouthWest
- Bulletin August 2017
- Minutes of May 3, 2017

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

- Crowsnest / Pincher Creek Landfill Association
- Minutes of June 28, 2017

H. IN-CAMERA

I. NEW BUSINESS

J. ADJOURNMENT

**MINUTES
PUBLIC HEARING
Bylaw No. 1278-17 – Land Use Bylaw Amendment – Wind Farm Industrial
Tuesday, July 11, 2017
MD of Pincher Creek Council Chambers**

In order to receive public input on proposed Bylaw No. 1278-17, a Public Hearing conducted by the Council of the Municipal District of Pincher Creek No. 9, was held on Tuesday, July 11, 2017, in the Council Chambers of the Administration Building.

In attendance:

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

Absent: Councillor Quentin Stevick

Staff: Chief Administrative Officer Wendy Kay, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, Director of Finance Janene Felker, and Executive Assistant Tara Cryderman

1. Call Public Hearing to Order

The Public Hearing was called to order, the time being 1:00 pm.

2. Advertising Requirement

This Public Hearing has been advertised in accordance with Section 606 of the MGA. This Public Hearing was advertised in the *Pincher Creek Echo* on June 21, 2017, and July 5, 2017, as well as the MD of Pincher Creek website and bulletin board.

3. Purpose of Public Hearing

The purpose of this Public Hearing is to receive public input on proposed Bylaw No. 1278-17.

The purpose of Bylaw No. 1278-17 is to amend Land Use Bylaw 1140-08, and amend the land use designation of lands legally described as

SE 22-6-29 W4M;
NE 22-6-29 W4M;
SW 22-6-29 W4M.

from “Agricultural” to “Wind Farm Industrial”.

This change of land use is necessary to allow for Category 3 Wind Energy Conversion System use.

4. Overview of Bylaw No. 1278-17

Roland Milligan gave a brief overview of Bylaw 1278-17.

5. Presentations

There was no one in the audience wishing to make a presentation.

a. Written

There were no written submissions received.

6. Closing Comments / Further Questions

There were no further enquiries from the public.

7. Adjournment

Councillor Terry Yagos moved to adjourn the Public Hearing, the time being 1:02 pm.

Brian Hammond
Reeve

Wendy Kay
Chief Administrative Officer

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
JULY 11, 2017

8832

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, July 11, 2017, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

ABSENT Councillor Quentin Stevick

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

Reeve Brian Hammond called the Council Meeting to order, the time being 1:04 pm.

A. ADOPTION OF AGENDA

Councillor Terry Yagos 17/319

Moved that the Council Agenda for July 11, 2017, be amended, the amendments as follows:

Addition to Operations E.1.c. – Emergency Water Supply Agreement;
 Addition to Operations E.1.d. – Funding for Beaver Mines Water Project Resolution;
 Addition to Operations E.1.e. – Beaver Mines Tennis Courts;
 Addition to Correspondence – Action F.1.g. – Request for Sponsorship, Pincher Creek Pro Rodeo;
 Deletion of In-Camera H.2. – Personnel;
 Addition to In-Camera H.2. – Legal;

And that the agenda be approved, as amended.

Carried

B. DELEGATIONS

C. MINUTES

1. Public Hearing Meeting Minutes - Bylaw No. 1275-17

Councillor Fred Schoening 17/320

Moved that the Public Hearing Minutes of June 27, 2017 for Bylaw No. 1275-17, being the bylaw to amend Land Use Bylaw 1140-08, to redesignate lands from Agricultural to Wind Farm Industrial, be approved as presented.

Carried

2. Council Meeting Minutes

Councillor Garry Marchuk 17/321

Moved that the Council Meeting Minutes of June 27, 2017, be approved as presented.

Carried

D. UNFINISHED BUSINESS

1. Bylaw No. 1276-17 – Procedural Bylaw

Councillor Terry Yagos 17/322

Moved that Bylaw No. 1276-17, being the Procedural Bylaw, be given second reading.

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek
 July 11, 2017

Councillor Fred Schoening 17/323

Moved that Section 9(e) be amended, the amendment as follows:

Change “Reeve” to “Chairperson”.

Amendment Carried

Main Motion as Amended Carried

Councillor Fred Schoening 17/324

Moved that Bylaw No. 1276-17, being the Procedural Bylaw, be given third and final reading.

Carried

2. Bylaw No. 1272-17 – Animal Control Bylaw Amendment

Councillor Fred Schoening 17/325

Moved the report from the Director of Development and Community Services, dated July 5, 2017, regarding Bylaw 1272-17, be received;

And that Administration be directed to investigate the possibility of devising a permitting process for the keeping of chickens, including notification to adjacent landowners; and change the word “locked” in 4. (i) to “secure”.

Carried

E. CHIEF ADMINISTRATOR OFFICER’S (CAO) REPORTS

1. Operations

a) Beaver Mines Water and Wastewater Project Briefing

Councillor Terry Yagos 17/326

Moved that the briefing report for the Beaver Mines Water and Wastewater Project Briefing, dated July 6, 2017, be received as information;

And that Council accept the prequalification process for suitable contractors for the Beaver Mines Water and Wastewater project.

Carried

b) Operations Report

Councillor Fred Schoening 17/327

Moved that the Operations report from the Director of Operations, dated June 22, 2017 to July 6, 2017, be received as information.

Carried

c) Emergency Water Supply Agreement

Councillor Terry Yagos 17/328

Moved that the Reeve and the Chief Administrative Officer be authorized to sign the Emergency Water Supply Agreement, between the Municipal District of Pincher Creek and Her Majesty the Queen.

Carried

d) Funding for Beaver Mines Water Project

Councillor Garry Marchuk 17/329

Moved that Council of the Municipal District of Pincher Creek No. 9, advise the Minister of Transportation of the following:

That the MD of Pincher Creek has applied for, and been approved for, grant funding from the Water for Life Program and Canadian Water and Wastewater Fund, for a water line from Cowley to the Hamlet of Beaver Mines;

And that this project has now been expanded, at the Province's request, to include supplying potable water to the Castle Provincial Park and Castle Mountain Resort;

And that additional incremental costs are associated with this expansion;

And that the engineering firm that completed the Castle Area Servicing Study Report, has factored in these increases into their cost estimates for the expansion to the Castle Area.

And that the MD supports, in principle, the calculations used in factoring in this cost increase, and in providing water to the Castle Region;

And that a detailed pre-tender cost estimate of the original pipeline project and detailed pre-tender cost estimate for the revised scope be completed;

And further that the percentage difference of these cost estimates, be applied to the tendered amount of the total project, to be used in determining the costs associated with the project expansion, and the funds to be paid by the province for their portion of the project.

Carried

e) Beaver Mines Tennis Courts

Councillor Terry Yagos 17/330

Moved that Council authorize Public Works to install Flex Court for the Beaver Mines Tennis Court, at an approximate cost of \$30,000, with funding coming from the Public Reserve Fund (Account No. 6-12-0-690-6690).

Councillor Garry Marchuk requested a recorded vote.

Councillor Terry Yagos – In Favour
 Councillor Fred Schoening – Opposed
 Reeve Brian Hammond – Opposed
 Councillor Garry Marchuk – In Favour
 Motion Defeated

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek
 July 11, 2017

Councillor Terry Yagos 17/331

Moved that Resolution No. 17/330 be rescinded.

Carried

Councillor Garry Marchuk 17/332

Moved that Council authorize Public Works to install Flex Court for the Beaver Mines Tennis Court, at an approximate cost of \$30,000, with funding coming from the Public Reserve Fund (Account No. 6-12-0-690-6690).

Carried

2. Planning and Development

a) Bylaw 1275-17 – Land Use Amendment – Cowley Ridge

Councillor Terry Yagos 17/333

Moved that Bylaw 1275-17, being a bylaw to amend Land Use Bylaw 1140-08, to redesignate lands from Agricultural to Wind Farm Industrial, be given second reading.

Carried

Councillor Garry Marchuk 17/334

Moved that Bylaw 1275-17, being a bylaw to amend Land Use Bylaw 1140-08, to redesignate lands from Agricultural to Wind Farm Industrial, be given third and final reading.

Carried

3. Finance

a) Bylaw 1277-17 – Taxation of Mobile Units in Manufactured Home Parks

Councillor Terry Yagos 17/335

Moved that the report from the Director of Finance, dated July 4, 2017, regarding Bylaw 1277-17, be received;

And that Bylaw 1277-17, being the bylaw for taxation of mobile units in Manufactured Home Parks, be given first reading.

Carried

b) Amendment to Policy C-FIN-27 – Fees and Charges Schedule

Councillor Fred Schoening 17/336

Moved that the report from the Director of Finance, dated July 5, 2017, regarding the amendment of Policy C-FIN-27 – Fees and Charges Schedule, be received;

And that the amended Corporate Policy C-FIN-27 – Fees and Charges Schedule be approved.

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek
 July 11, 2017

4. Municipal

a) CAO Report

Councillor Terry Yagos 17/337

Moved that Council receive for information, the Chief Administrative Officer's report for June 23, 2017 to July 6, 2017, as well as the Administration Call Log and the Enhanced Policing Report.

Carried

F. CORRESPONDENCE

1. Action

a) Stars of Alberta Volunteer Awards

Councillor Terry Yagos 17/338

Moved that the letter from Alberta Culture and Tourism, dated June 28, 2017, regarding the Stars of Alberta Volunteer Awards, be received;

And that this item be postponed until the August 22, 2017 Council meeting, pending further information regarding the criteria for nominations.

Carried

b) Road Maintenance

Councillor Fred Schoening 17/339

Moved that the email from Helen and Clarence Cyr, dated June 22, 2017 and the email from Geoff Hoover, dated June 27, 2017, regarding maintenance along Range Road 30-3 and Township Road 5-0, be received;

And that Administration direct Public Works, to assess the current road conditions, and provide costs associated with the identified issues received in the letters.

Carried

c) CPR Holiday Train

Councillor Fred Schoening 17/340

Moved that the email from Robyn Dowson, dated July 4, 2017, regarding the CPR Holiday Train, possibly stopping at the Hamlet of Lundbreck, be received;

And that the MD supports the Holiday Train stopping in both the Hamlet of Pincher Station and the Hamlet of Lundbreck.

Carried

d) Beaver Mines Water and Wastewater Project

Councillor Garry Marchuk 17/341

Moved that the letter from Cornell Van Ryk, received July 5, 2017, regarding the Beaver Mines Water and Wastewater Project, be received;

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek
 July 11, 2017

And that Administration be directed to respond, to questions posed in Mr. Van Ryk's letter, with answers that are available.

Carried

e) Secondary Road to the Landfill

Councillor Garry Marchuk 17/342

Moved that the email from Karen Clymer, dated July 5, 2017, regarding the Secondary Road to the landfill, be received;

And that Administration respond to questions posed in Ms Clymer's email.

Carried

f) Well Located within Road Allowance

Councillor Terry Yagos 17/343

Moved that the letter from Barbara Amos, dated July 5, 2017, regarding the well located within the Road Allowance, be received;

And that the well be allowed to remain in place, until such time as conditions may require to have the well removed. Should removal become necessary, the removal of the well will be at the landowner's expense.

Carried

g) Request for Funding for the Pro Rodeo

Councillor Terry Yagos 17/344

Moved that the letter from the Pincher Creek and District Agricultural Society, received July 6, 2017, requesting sponsorship for the Pro Rodeo, be received;

And that the MD approve an expenditure of \$500 as a Giddy Up sponsor, with funding coming from Grants to Groups and Organizations (Account No. 2-74-0-770-2765);

And further that the complimentary tickets be donated to the Pincher Creek Women's Shelter.

Carried

2. **For Information**

No motions were presented for discussion.

A. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

- Not Present

Councillor Fred Schoening – Division 2

- Dust Control within the division
- Farm Family in Calgary
- Agricultural Service Board Weed Tour

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek
 July 11, 2017

Councillor Garry Marchuk – Division 3

- Crestview Lodge
- Construction Meeting
- Construction Schedule
- Relocation of Residents
- Demolition Schedule
-

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

- Crowsnest / Pincher Creek Landfill
- Emergency Services
- Village of Cowley Parade

Councillor Fred Schoening 17/345

Moved that the committee reports be received as information.

Carried

G. IN CAMERA

Councillor Terry Yagos 17/346

Moved that Council and Staff move In-Camera, the time being 3:18 pm.

Carried

Councillor Garry Marchuk 17/347

Moved that Council and Staff move out of In-Camera, the time being 4:07 pm.

Carried

H. NEW BUSINESS

1. Fire Bill

Councillor Terry Yagos 17/348

Moved that Resolution No. 17/317, from June 27, 2017, be rescinded.

Councillor Fred Schoening requested a recorded vote.

Councillor Terry Yagos – In Favour
 Councillor Fred Schoening – In Favour
 Reeve Brian Hammond – Opposed
 Councillor Garry Marchuk – Opposed
 Motion Defeated

2. Cemetery Agreement

Councillor Terry Yagos 17/349

Moved that Administration be requested to draft a response to the correspondence from the Town of Pincher Creek, dated May 18, 2017, regarding the Cemetery Agreement.

Carried

Minutes
Regular Council Meeting
Municipal District of Pincher Creek
July 11, 2017

3. In Camera Correspondence

Councillor Fred Schoening 17/350

Moved to receive the In-Camera correspondence as information.

Carried

I. ADJOURNMENT

Councillor Fred Schoening 17/351

Moved that Council adjourn the meeting, the time being 4:18 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

July 17, 2017

TO: Wendy Kay, CAO

FROM: Janene Felker, Director of Finance

SUBJECT: **Bylaw 1277-17**

1. Origin

Administration continues to have issues with collecting taxes from mobile homes located within the mobile home park in Lundbreck. This Bylaw would give the MD's assessor the ability to assess the entire property (land and improvements) in the name of the mobile home park's owner rather than individual mobile homes. In turn, the MD would only collect taxes from the park owner.

2. Background/Comment

After Council gave first reading to Bylaw 1277-17, it was requested that Administration contact other municipalities that have a similar Bylaw.

The County of St. Paul passed a Bylaw in October 2016, but has since realized that they didn't follow of the guidelines set out in the *MGA*. They are going to rescind the Bylaw and start over, but they didn't receive any negative comments from the public regarding the initial Bylaw.

The Town of Vauxhall passed a Bylaw in February 2016. They received advice from Municipal Affairs and their legal counsel on the drafting of the Bylaw, so their template is the one that was used while drafting Bylaw 1277-17. The owner of the manufactured home park was very receptive to the Bylaw and it comes into effect for the 2018 taxation year.

Red Deer County has had a similar Bylaw in effect since 2009. All of the administrative staff like the Bylaw because there is no longer the need to get and maintain all of the up to date contact information for the mobile home owners. There initially was some unhappy people; the park owner went to the media and some of the trailer owners had questions. After a bumpy first year, there have been no problems since.

During these conversations, another clause in the *MGA* was brought to light. The section *MGA* 304(6), says that the Bylaw needs to be advertised once passed and cannot come into effect until the beginning of the year commencing at least 12 months after the bylaw is passed. This means that Bylaw 1277-17, if passed, won't come into effect until January 1, 2019. The draft Bylaw attached has been amended to state this.

In addition, municipal affairs was contacted and they reiterated most of the information above and mentioned that they are getting more queries regarding this clause as municipalities across the province continue to struggle with collection of taxes from manufactured homes.

3. Recommendations

Recommendation #1

That the report from the Director of Finance, dated July 17, 2017, regarding the Taxation of Mobile Units in Manufactured Home Parks Bylaw 1277-17 be received;

And that Council directs Administration to send out letters to all occupants within the Lundbreck Mobile Home Park notifying them of this Bylaw.

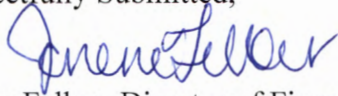
And that Council set a date for a public meeting for Bylaw 1277-17.

Recommendation #2

That the report from the Director of Finance, dated July 17, 2017, regarding the Taxation of Mobile Units in Manufactured Home Parks Bylaw 1277-17 be received;

And that Council gives Taxation of Mobile Units in Manufactured Home Parks Bylaw 1277-17 2nd and 3rd reading.

Respectfully Submitted,



Janene Felker, Director of Finance

Reviewed By: Wendy Kay, CAO



Date: July 28, 2017

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1277-17**

A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO.9, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ASSESSMENT AND TAXATION OF MOBILE UNITS LOCATED IN THE MANUFACTURED HOME PARKS TO THE OWNERS OF THE MANUFACTURED HOME PARKS.

WHEREAS, Section 304(1)(j)(ii) of the *Municipal Government Act*, permits a Council of a municipality may pass a Bylaw authorizing assessing the owner of a manufactured home park for all designated manufactured homes in a given park;

AND WHEREAS, the Municipal District must prepare annually an assessment roll for assessed property in the Municipal District and the name of the assessed person is the person liable to pay property tax;

AND WHEREAS, certain properties designated as manufactured home parks are situated in the Municipal District upon which more than three (3) designated manufactured homes and which are subject to assessment by the Municipal District for the purposes of property taxation.

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, ENACTS AS FOLLOWS:

Bylaw Title

1. This Bylaw may be cited as “Taxation of Mobile Units in Manufactured Home Parks Bylaw”.

Definitions

2. The terms “manufactured home community,” “manufactured home park,” “designated manufactured home,” “assessed property” and “improvement” shall have the meaning as defined in Part 9 of the *Municipal Government Act (Act)* and all other terms shall be interpreted with reference to the *Act*.

Interpretation

3. When the Municipal District assesses a designated manufactured home and any other improvements on a site in a manufactured home park within the Municipal District, the registered owner of the manufactured home park shall be the assessed person with respect to each designated manufactured home within the particular manufactured home park and that owner shall be responsible for payment of taxes as the assessed person.

Effective Date

4. This bylaw shall come into force effective on January 1 in the year that is at least twelve (12) months following the date the bylaw was passed.

READ a first time on this 11th day of July, 2017.

READ a second time on this ___ day of _____, 2017.

READ a third and final time on this ___ day of _____, 2017.

Reeve

Chief Administrative Officer

MD OF PINCHER CREEK

July 4, 2017

TO: Wendy Kay, CAO
FROM: Janene Felker, Director of Finance
SUBJECT: **Bylaw 1277-17**

1. Origin

Administration continues to have issues with collecting taxes from mobile homes located within the mobile home park in Lundbreck. This Bylaw would give the MD's assessor the ability to assess the entire property (land and improvements) in the name of the mobile home park's owner rather than individual mobile homes. In turn, the MD would only collect taxes from the park owner.

2. Background/Comment

The *Municipal Government Act* provides a specialized section regarding tax recovery related to manufactured homes where a lien can be placed on each unit that is in tax arrears. The MD along with the collection agency Taxervice has been trying to obtain the required information in order to register a lien for over a year. These efforts have not been successful and likely will continue not to be in the future.

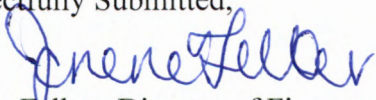
The proposed Bylaw hopes to avoid this situation in the upcoming years by using Section 304(1)(j) in the *Act* that allows the municipality to switch the assessed person for manufactured homes within a manufactured home community from the owner of the manufactured home to the owner of the manufactured home community. The Bylaw would come into effect December 31, 2017 in order to be in place for 2018 property tax notices.

3. Recommendation

That the report from the Director of Finance, dated July 4, 2017, regarding the Taxation of Mobile Units in Manufactured Home Parks Bylaw 1277-17 be received;

And that Council gives Taxation of Mobile Units in Manufactured Home Parks Bylaw 1277-17 1st reading.

Respectfully Submitted,

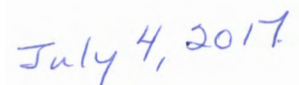


Janene Felker, Director of Finance

Reviewed By: Wendy Kay, CAO



Date:



MD OF PINCHER CREEK

August 2, 2017

TO: Reeve and Council
FROM: Roland Milligan
SUBJECT: **Proposed Bylaw 1278-17 – McLaughlin Wind Farm Rezoning**

1. Origin

- Renewable Energy Services Ltd. (RESL) submitted an application to amend Land Use Bylaw 1140-08, to allow for the expansion of the McLaughlin Wind Farm (the Project) site to better accommodate turbine placement.
- Council gave first reading to Bylaw No. 1278-17, being a Bylaw to amend Bylaw No. 1140-08, on June 13, 2017.
- The required Public Hearing for Bylaw No. 1278-17 was held on July 11, 2017, at 1:00pm.
- No comments or concerns were raised at the Public Hearing.

2. Background

- The original lands for the project included the four parcels that make up Section 23-6-29 W4M adjacent to the east boundary of the MD.
- The lands were redesignated to Wind Farm Industrial (WFI) with the adoption of Bylaw No. 1178-09, on March 9, 2010.
- Due to information gathered from ongoing environmental studies and a desire to use new and better technology, the project has been reconfigured to use less turbines but will require additional project lands.
- A new development permit application will also be required for the project. The first step is to redesignate the lands.
- Bylaw No. 1278-17 is being presented for third and final reading.

Recommendation (s)

- Moved that Council give third and final reading to Bylaw No. 1278-17, being a Bylaw to amend Bylaw No. 1140-08, being the Land Use Bylaw.


Respectfully Submitted,



Roland Milligan

Enclosure(s): 1) Amending Bylaw No. 1278-17

Reviewed by: Wendy Kay, CAO



August 9, 2017

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1278-17**

Being a bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to amend Bylaw No. 1140-08, being the Land Use Bylaw.

WHEREAS Section 639 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a municipality must pass a Land Use Bylaw;

AND WHEREAS The Municipal District of Pincher Creek No. 9 is in receipt of a request to amend the land use designation of lands legally described as:

SE 22 6-29 W4M;
NE 22 6-29 W4M;
SW 22 6-29 W4M.

And as shown on Schedule 'A' attached hereto, from "Agricultural - A" to "Wind Farm Industrial - WFI";

AND WHEREAS Council feels that the "Wind Farm Industrial - WFI" designation is appropriate for lands proposed for the use of wind farm development;

AND WHEREAS the purpose of the proposed amendment is to allow for Category 3 Wind Energy Conversion System use;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, duly assembled does hereby enact the following:

1. This bylaw shall be cited as "Land Use Bylaw Amendment No. 1278-17".
2. Amendments to Land Use Bylaw No. 1140-08 as per "Schedule A" attached.
3. This bylaw shall come into force and effect upon third and final passing thereof.

READ a first time this 13th day of June, 2017.

A PUBLIC HEARING was held this 11th day of July, 2017.

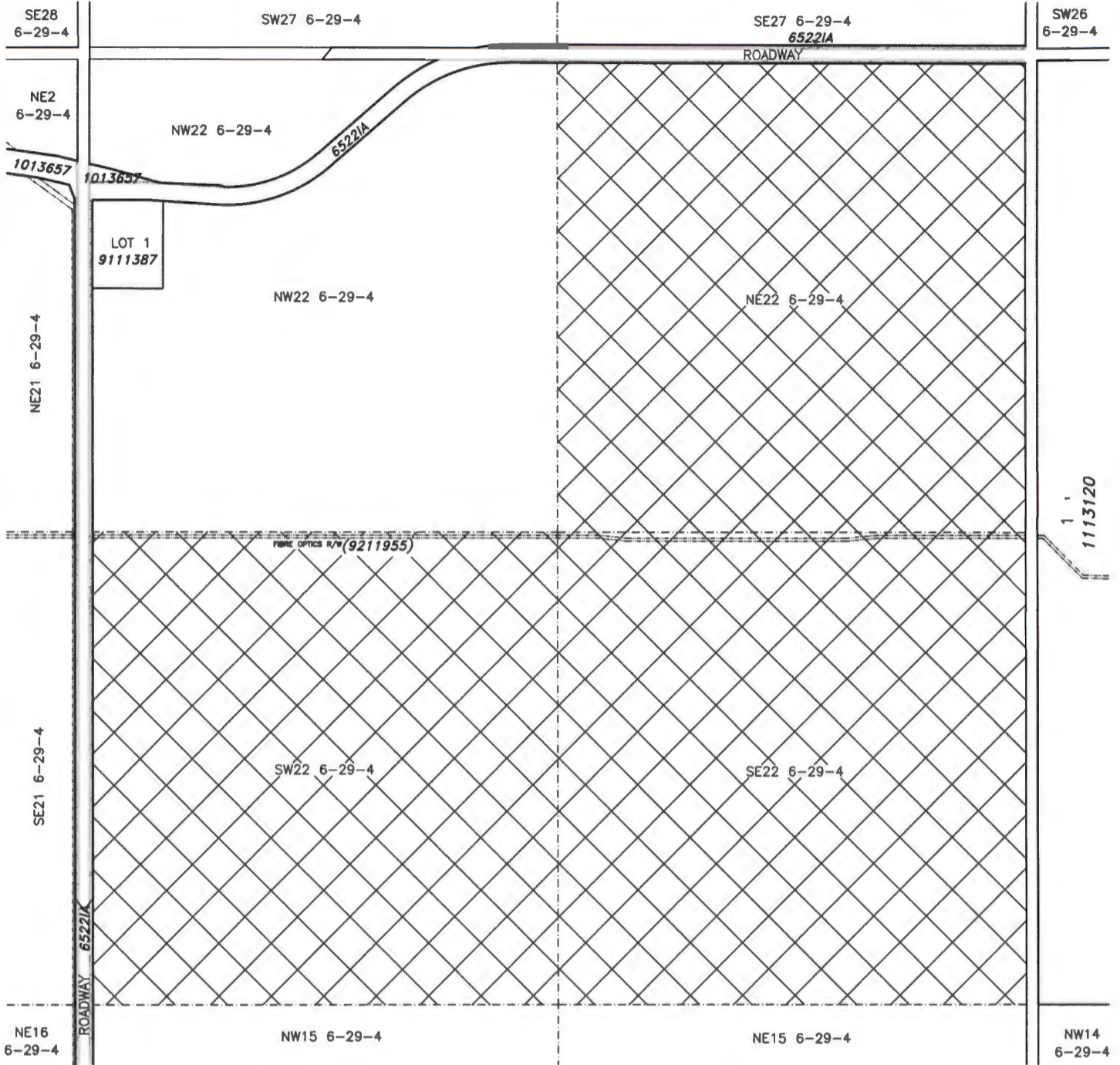
READ a second time this _____ day of _____, 2017.

READ a third time and finally PASSED this _____ day of _____, 2017.

Reeve – Brian Hammond

Chief Administrative Officer - Wendy Kay

Attachment
- "Schedule A"



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**



**FROM: Agriculture 'A'
TO: Wind Farm Industrial 'WFI'**

**SW, SE & NE 1/4 SEC 22, TWP 6, RGE 29, W 4 M
MUNICIPALITY: MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
DATE: MAY 18, 2017**

**Bylaw #: 1278-17
Date: _____**



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 100 200 300 400 Metres



May 18, 2017 N:\Pincher-Creek-MD\Pincher-Creek-MD LUD & Land Use Redesignations\MD of Pincher Creek - Bylaw No.1278-17 SW, SE & NE 22-6-29-4.dwg

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

MDInfo

From: Evie Riviere <[REDACTED]>
Sent: Monday, July 10, 2017 6:46 PM
To: MDInfo
Subject: Request for Reduction of Speed Limit - Range Road 30-3

Attention: Chief Administrative Officer – Wendy Kay

Regarding your letter of July 5, 2017, I see no point in the posting of a 60 km/hour limit on this road and would be against any such action.

Evelyn Riviere

MDInfo

From: [REDACTED]
Sent: Tuesday, July 11, 2017 10:25 AM
To: MDInfo
Cc: Terrance.Gottenbos@shell.com; Darrell.Archibald@shell.com
Subject: Speed reduction request
Attachments: MD Letter.pdf

After reviewing the MD notice (see attached) to reduce the speed limit on Range Road 30-3 (Riviere road) Shell has no issues with the request.

Rod Sinclair
Community Liaison Officer

My journey is not to arrive at my grave site rested and in a well preserved body.....but rather to skid in, jump off my horse and shout..... YAHOO.....what a ride!!

Shell Canada Energy
PO Box 1088, Pincher Creek, Alberta T0K 1W0, Canada

Tel: [REDACTED]
[REDACTED]



Tara Cryderman

From: dcarlson [REDACTED]
Sent: Thursday, July 13, 2017 3:20 PM
To: Tara Cryderman
Subject: Re: Request letter presented to Council

Hi Tara, Thanks for sending me a copy of Dick Hardy's letter regarding speed control. We feel that one of the speed reduction signs be put up at the cattle guard at Shauna Rivieresthat is where the dust starts and billows into our place ...that would take care of all of us along this road. Also we believe that the sign should be 50 km! Thanks very much! Val Carlson

From: Tara Cryderman
Sent: Monday, July 10, 2017 1:14 PM
To: [REDACTED]
Subject: Request letter presented to Council

Hello Mrs. Carlson:

Please find attached the letter presented to Council at the June 27, 2017, Council Meeting.

Take care,
Tara

Tara Cryderman
Executive Assistant
P.O. Box 279
1037 Herron Avenue
Municipal District of Pincher Creek No. 9
Phone: 403.627.3130
Fax: 403.627.5070
Email: tcryderman@mdpincercreek.ab.ca

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Attachment to this e-mail may contain viruses that could damage your computer system. Whilst we take reasonable precautions to minimize this risk, we do not accept liability for any damage which may result from software viruses. You should carry out your own virus checks prior to opening any attachment. Please note that errors can occur in electronically transmitted materials. We do not accept liability for any such errors. If verification is required please ask for a hard copy.

RECEIVED June 9/17

JUN 09 2017

M.D. OF PINCHER CREEK

Municipal Council, M.D. #9.

I request that 60 km speed signs be placed on the hill tops on each side of the Drywood Valley on range road 30-3

my request is for the following reasons:

- ① Non-local traffic is increasing significantly.
- ② During dry seasons road dust tends to hang in the valley affecting the residence on the east side of the road.
- ③ There is the bridge and two residence approaches at the bottom of the hills.
- ④ Horse, cattle and machinery traffic are common in this area.

If approved I urge thrs be completed as soon as possible as traffic increases through the summer.

R. Hardy

R. Hardy & Mrs Kirby

R Hardy
for Mrs Kirby

Tara Cryderman

From: Stu Weber
Sent: Thursday, August 17, 2017 12:22 PM
To: Wendy Kay; Tara Cryderman; Leo Reedyk
Subject: Fish Lake
Attachments: Center Facing West.jpg; Center Facing West 2.jpg; Top of Hill Facing West.jpg; Bottom of Hill facing East.jpg

In response to a letter received regarding the current condition of the Fish Lake Dam road I was asked to assess the road and provide council with a cost of the critical repairs.

The work that was completed over the last couple years is standing up quite well with only a few potholes in areas where water sits, and some ravelling on some of the hills.

The next projects that need to be completed are as follows:

On RR 30-3 close to the mud bogging area that was repaired last year south of the four corners, a culvert is required to prevent water from sitting on the road and the road will be lifted over the culvert. This is an equalization pipe which will not require any special permits. It will require 12M of 400mm culvert, 60yds of fill, 1 day with a grader and tandem dump truck. This will cost \$8000.00.

The next area is on the Fish Lake road just past the dam access road. This area will require a culvert install, ditching, 30yds of material, one day with a backhoe and 1 hour with the grader. Total cost \$4500.00.

The final repairs that are required for this year are the two hills at the end of the fish lake road where it drops into the valley as shown in the pictures. These areas will need to have the shoulders pulled to re-establish drainage and crown the road top, material may need to be imported depending on quality of local material. Total length is 1.2km. This will require a grader for two days, a packer for one day and gravel. Total cost \$12000.00.

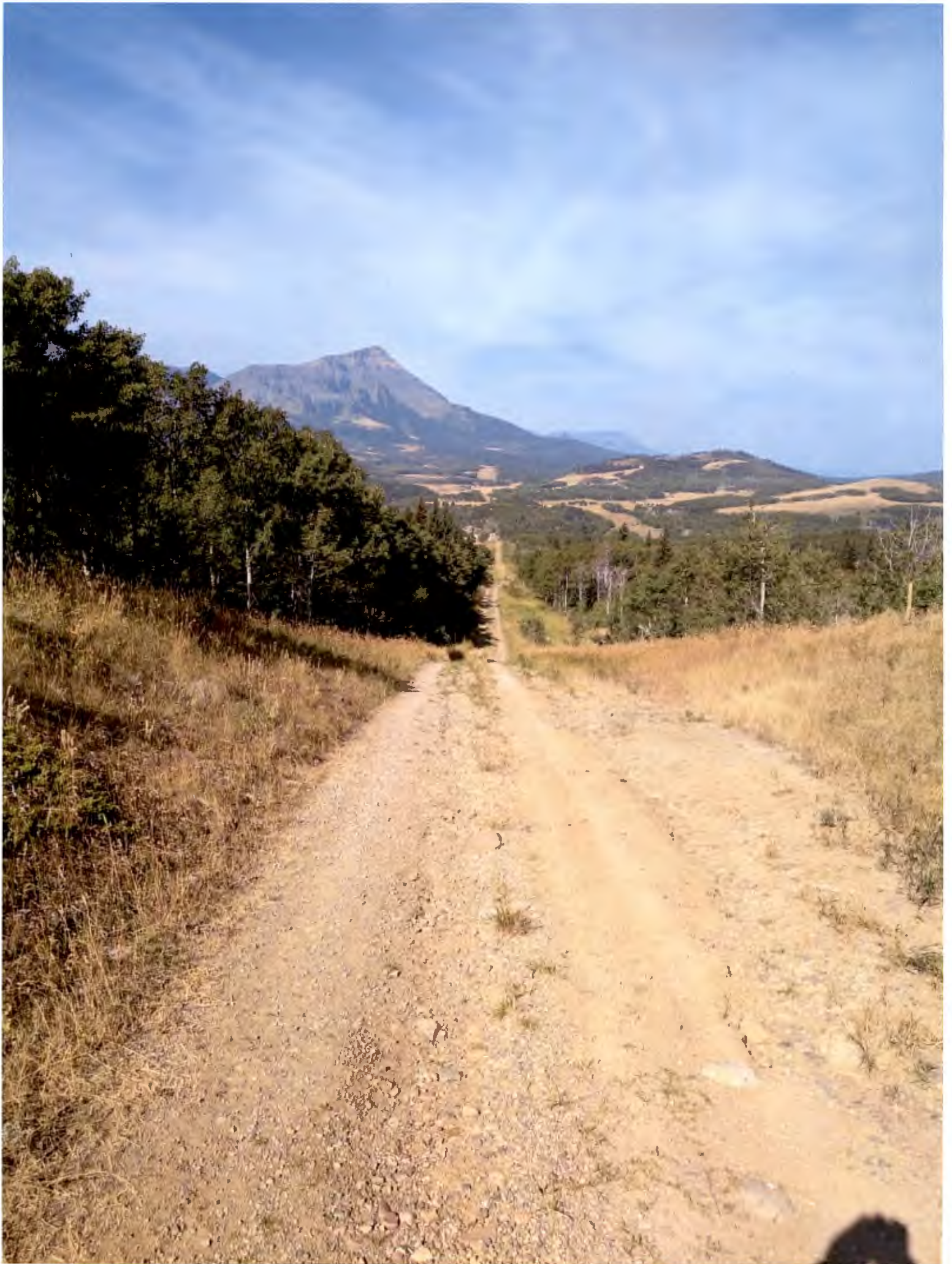
All the projects can be completed in 1 week at a cost of \$24,500.00. The hills at the end of the road are the most critical to complete as the driving lanes are currently compromised.

I have attached photos of the hills for reference.

Thanks,

Stu Weber, C.E.T.
Public Works Superintendent
M.D. of Pincher Creek
Box 279
Pincher Creek AB T0K 1W0
sweber@mdpincercreek.ab.ca
Phone (403)627-3130
Fax (403)627-3474









MDInfo

From: [REDACTED]
Sent: Thursday, June 22, 2017 7:11 PM
To: MDInfo
Cc: MDInfo
Subject: Road Maintenance

Attention-Wendy Kay and Council

It has been a number of years since we have brought the condition of Rnge Rd. 30-3 and Twp Rd. 5-0 to the attention of Public Works Supervisor Stu Weber. I, Helen, have driven this road with him for the last 4 years talking about and agreeing on possible mitigations.

Every year we have been promised a fix with at least two culverts and simple ditching to eliminate the road washouts and some regular gravelling. It has not been done to date and with the heavy snow pack this winter and subsequent washing from snow melt and rains, a very dangerous road has resulted.

We feel the liability to the MD as a result of years of neglect is imminent. This also results in a higher cost to fix the problems which falls back to a lack of fiscal responsibility to us, the rate payers.

We would like to bring this serious problem to your attention and would like some answers soon-for the safety of all the users on this road.

Thanking you for your prompt attention and response-

Helen and Clarence Cyr

Sent from Mail for Windows 10

Tara Cryderman

From: Wendy Kay
Sent: Tuesday, June 27, 2017 9:39 AM
To: Tara Cryderman
Subject: FW: Road Maintenance

Next Council – part of Helen’s email

From: MDInfo
Sent: June 27, 2017 9:38 AM
To: Wendy Kay <wkay@mdpincercreek.ab.ca>
Subject: FW: Road Maintenance

From: Geoff Hoover [REDACTED]
Sent: Tuesday, June 27, 2017 9:19 AM
To: MDInfo <MDInfo@mdpincercreek.ab.ca>
Subject: Road Maintenance

Hello Pincher Creek Council,

I have included an e-mail below that was sent to and read in council in 2013. Since that time there has been very little action taken beyond scraping a few spots that were obviously impeding the safety requirements for the Shell ESD site.

It's come to my attention that this matter is again being looked at by council and I would like to add my concerns again, as laid out in 2013.

Thank you for your attention to this matter,
Geoff Hoover

Wed 2013-06-19, 1:44PM

Att: Wendy Kay
Terry Ostrom
MD Pincher Creek Council

Re: Un-improved road maintenance on Township Rd 5-0 West of Range Road 30-3 through to Pincher Creek Gate.

Pincher Creek Council,

My Name is Geoff Hoover and my family owns two quarters located at 1004 TWP Rd 5-0. We have a recreation cabin located on the property and have owned this property since 2005. Over the last several years we have

become increasingly concerned with the state of the road west of RR 30-3, commonly known as the “four corners”.

This road has become increasingly eroded with each passing year and is now at the point that unless a person is driving a pick up truck, access down that road is severely limited. After the last few years of snow melt and rain the road has significant ruts throughout it much like you would find on a quad trail.

This degradation is due obviously to the poor maintenance and improper grading over the years that this road has received. I understand that it is designated as un-improved and is not regularly maintained. However, over the last few years the efforts made by the MD to fix problem spots along the road have failed and have made the problem of erosion worst. This road needs a ditch and to be crowned. The reality is that over the years of simple “spot fixing” with the wrong equipment, this road has collection mounds on the shoulders and is concaved causing any water to pool and run down the center creating significant ruts.

There are about 13 landowners that use this road for various reasons as well as countless recreation users who access Pincher Creek. Furthermore, there are the oil and gas companies who access the pipeline and Enmax who accesses the utility lines as well. Needless to say, all of this use by taxpayers, recreationalists as well as oil and utility companies is far too much for a road that isn’t maintained more appropriately. Again, I understand that it is designated as un-improved but if the foundation of the road is eroded to the point that it is now, this un-improved road will soon find itself designated as a quad trail.

I have been advised that the solution to this problem is a simple one. Re-contour the road with the appropriate grading and ditches to allow for drainage. Although time consuming for this 4 km stretch of road, it would prevent years of “spot fixing” and band aid solutions that do not address the issue that road is misshapen and no amount of “running a blade” will fix it at this point.

I believe the taxpayers that use this road on a regular basis should have their interests represented by the MD. The wear and tear on vehicles and danger to livestock being moved down this road is an unacceptable consequence for using this tax funded public road. I’m sure I speak for the other resident users in stating that there is not an expectation for a gravel road similar to the quality of road east of RR 30-3; simply an un-improved road that has been shaped right from the beginning that, with every passing rainstorm or winter, doesn’t erode to the point of becoming a quad trail.

The oil and gas companies as well as Enmax should be consulted to see if cost sharing to fix this problem would be an option. Failing that, it would be a one-time venture for the MD to “start over” and have an un-improved road that is functional and serves the taxpayers and users in the area appropriately.

Thank you for your time and consideration to this matter,

Geoff Hoover

[REDACTED]
[REDACTED]

*Council
Corresp-Action*

D5



RECEIVED

JUL - 4 2017

M.D. OF PINCHER CREEK

June 28, 2017

Dear Reeve:

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit, and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational, and social programs that are cornerstones for building strong communities and promising futures for all Albertans.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established as a way to recognize the outstanding contributions of volunteers in helping to make life better for their family, friends, and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2017 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website, can be found on our website at www.culturetourism.alberta.ca/stars. Deadline for nominations is September 15, 2017.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson, Minister of Municipal Affairs



2017 STARS OF ALBERTA VOLUNTEER Awards

The *Stars of Alberta Volunteer Awards* honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. Six awards, two in each category of youth, adult and senior are presented annually on or around International Volunteer Day, December 5.

AWARD CRITERIA

Albertans, who meet the following criteria, are eligible for a Stars of Alberta Volunteer Award:

- Exemplifies the spirit of community service;
- Demonstrates exemplary initiative, leadership, and creativity in their service to others;
- Serves as a role model for others in their community;
- Inspires others to engage in volunteer service; and
- Improves the overall quality of life of fellow Albertans and the community as a whole.

NOMINATION CHECKLIST

Submissions for the 2017 Stars of Alberta Volunteer Awards must include the following:

- Letter of Nomination submitted by the nominator;
- Completed Nomination Form signed by the nominee and the nominator;
- Completed Critical Information (detailed responses to the requested points one through eight in a separate attachment); and
- Completed list of references.

Freedom of Information and Protection of Privacy Act (FOIP)

The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta Volunteer Awards program and to select and publicize the achievements of the award recipients.

Submissions can now be made online. For complete instructions visit:
www.culture.alberta.ca/voluntarysector/stars

**DEADLINE FOR NOMINATIONS:
FRIDAY, SEPTEMBER 15, 2017**

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2017.

NOMINATION FORM

NOMINEE

Mr. Mrs. Ms. Miss

First name: _____ Last name: _____

Category:

Youth (up to 24 years of age) Adult (ages 25-64) Senior (ages 65 and over)

Mailing address and contact information:

Street: _____

City/Town: _____ AB Postal Code: _____

Telephone (day): _____ Cell Phone: _____

E-mail: _____

Nominee or Nominee's Parent/Guardian (for Nominees under 18 years of age) must sign and agree to the following:

I have read the complete nomination submission and certify that it accurately describes my and/or my child's volunteer and community work. I agree that it may be provided by the nominator to Alberta Culture and Tourism, and that Alberta Culture and Tourism may collect the information on that basis, so that I/my child may be considered for the Stars of Alberta Volunteer Awards. I also agree that Alberta Culture and Tourism may contact the references who are identified in this submission to verify the information provided or to seek additional related information from them. Should I/my child be selected for the Award, I consent to the use and disclosure of my and/or my child's personal information (including photographs, video, name and quotation) as necessary, without compensation, for awards-related publicity.

Signature: _____ Date: _____

NOMINATOR

Mr. Mrs. Ms. Miss

First name: _____ Last name: _____

Organization (if applicable): _____

Mailing address and contact information:

Street: _____

City/Town: _____ AB Postal Code: _____

Telephone (day): _____ Cell Phone: _____

E-mail: _____

Signature: _____ Date: _____



CRITICAL INFORMATION

This information should be provided in a separate attachment.

1. Describe the nominee's current volunteer activities.
2. Describe the nominee's last five years of volunteer activities.
3. Indicate the nominee's current paid occupation (if applicable).
4. Indicate an approximate amount of volunteer hours the nominee has contributed in the past year.
5. Describe how the nominee exemplifies the spirit of community service.
6. Describe how the nominee demonstrates initiative, leadership and creativity in their volunteer activities.
7. Describe how the nominee serves as a model for others in their community and/or inspires others to engage in volunteerism.
8. Describe how the nominee's volunteer efforts improved/benefited the overall quality of life of their fellow Albertans and community as a whole.

LIST OF REFERENCES

List the names and contact information of at least three people who are familiar with the nominee's achievements.

Name: _____

Organization: _____ Telephone (day): _____

Cell Phone: _____ Email: _____

Name: _____

Organization: _____ Telephone (day): _____

Cell Phone: _____ Email: _____

Name: _____

Organization: _____ Telephone (day): _____

Cell Phone: _____ Email: _____

Mail or fax your completed nomination package to:

Stars of Alberta Volunteer Awards
907 Standard Life Centre, 10405 Jasper Avenue
Edmonton, AB T5J 4R7
Fax: 780-427-4155

For additional information visit
www.culture.alberta.ca/community/events-and-recognition/stars-of-alberta-awards

Or contact Alberta Culture and Tourism
780-415-8139 (toll-free by first dialling 310-0000)
or abvolunteerawards@gov.ab.ca



2017
STARS OF ALBERTA
VOLUNTEER
Awards

GUIDELINES

*The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines:

1. The nominee must meet the eligibility criteria outlined in the nomination form.
2. The nominee must be a resident of Alberta at the time of the nomination.
3. The individuals identified as references for the nominee must agree to have their personal information included in the nomination form.
4. Nominations made by family members will not be accepted.
5. Nominations cannot be submitted without permission of the nominee.
6. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
7. By signing the nomination form, each nominator and nominee agrees to:
 - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
 - Participate in the awards program and the nomination process.
8. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2017.
9. The decisions of the selection committee are final.
10. Nominations become the property of the Government of Alberta and will not be returned.
11. Nominations that are incomplete or do not comply with these guidelines may be disqualified. Alberta Culture and Tourism will not accept responsibility for incomplete, inaccurate, lost or late nominations.

*Guidelines are subject to amendment by Alberta Culture and Tourism.



Suite 300, 714 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



M.D. of Pincher Creek, No. 9
P O Box 279
753 Kettles Street
Pincher Creek, AB T0K 1W0

August 17, 2017
File: N:\1770\011\L01

**Attention: Mr. Leo Reedyk, A.A.E.
Director of Operations**

Dear Sir:

**Re: Beaver Mines Wastewater Options Study
Review of Proposed Self Contained Effluent Sewer System**

As requested, we have prepared this letter for your consideration with regards to the concerns of a landowner over the proposed wastewater lagoon at the Mill Creek site. This letter provides the background, re-iterates the scope of the 2016 *Beaver Mines Wastewater Options Study* and provides a cursory review of the self contained effluent sewer system, as suggested by the landowner.

Beaver Mines Wastewater Options Study

The Municipal District of Pincher Creek (MD) retained MPE Engineering Ltd. (MPE) To update the 2014 *Beaver Mines Water and Sanitary Service Study*, with the focus on the wastewater treatment alternatives.

The specific scope of work was to include the following:

- Confirm the viability of the three wastewater options presented in the 2014 Study.
- Propose alternative options should the existing options not be viable, such as locating the lagoon at the MD owned Mill Creek site (SE 19).
- Since the mechanical wastewater treatment plant option was previously determined not to be viable due to high capital cost, high level of operator requirements, and not having the land available, two Alternatives were to be investigated:
 - Alternative 1 – Conventional Wastewater Lagoons at Mill Creek Site
 - Alternative 2 – Regional Sanitary Forcemain to Cowley
- Update the cost estimates presented in the 2014 Study for the two options listed above.

The study concluded that Alternative 1 would be a viable option since there is no land available near Beaver Mines, and would offer the lowest capital cost. The study recommended the implementation of Alternative 1, with the recommendation that in the event that discussions with stakeholders conclude this is not an appropriate option, to implement Alternative 2.

It was not included in MPE's scope to evaluate additional wastewater treatment options. A mechanical treatment option was evaluated in depth in the 2014 study and was found not to be viable. Any other treatment technology would require significant operation and maintenance, as well as an approval when compared to the simplicity of a lagoon system. As discussed in the previous studies, in Alberta wastewater lagoons operate with a registration under the *Code of Practice for Wastewater Systems Using a Wastewater Lagoon*.

Self Contained Effluent Sewer System

MPE conducted a cursory review of the self contained effluent sewer system article (Habitat Acres) provided by the landowner. The following is a summary of our comments as it relates to Beaver Mines:

- Each lot is required to have a 4,500 L processing tank, pumping system, and filters. Appears similar to a septic system that Beaver Mines is currently on but with more maintenance likely required.
- The system is designed to treat 54,000 L/day (54 m³/day). Beaver Mines has an Average Day Design flow of 65 m³/day. Larger systems are likely available, but the specific example provided does not meet the flow requirements for Beaver Mines.
- Community treatment system consists of AdvanTex AX100 filters which then dispenses effluent to a septic tile field or mound systems. Land is required to house the community treatment system. As per the previous study, no land is available for a treatment system at Beaver Mines.
- The system operates under an approval. Article states that it took eight years of petitioning before approval was granted.
- Continuous effluent monitoring is required (weekly, then monthly). Lagoons only require sampling and testing at time of annual discharge.
- Approval limits for biochemical oxygen demand (BOD) and total suspended solids (TSS) are less than or equal to 25 mg/L. Annual effluent discharge from properly operated and maintained conventional lagoons easily meet or exceed these limits.
- Article mentions the community was located too far away to tie into the regional wastewater treatment plant. If the MD does not wish to locate the lagoon at the Mill Creek site, then it was recommended to implement Alternative 2, regional sanitary forcemain to Cowley. It appears Habitat Acres had no other options for wastewater disposal other than on-site.

We have no doubt that there are an abundance of packaged wastewater treatment solutions available that could potentially apply to Beaver Mines. In our experience, we tend to favor proven technologies, such as mechanical (activated sludge) treatment and wastewater stabilization ponds (lagoons), over “black box” type treatment systems. The MD requested a treatment system that would have minimal operating requirements, and work with the lands that are available. Wastewater lagoons are a proven technology which fulfill the requirements requested from the MD and satisfy all regulatory guidelines.

If you have any questions or require further information, please contact the undersigned at (403) 317-3602.

Yours truly,

MPE ENGINEERING LTD.



Zac Kostek, P. Eng.
Project Engineer

MD OF PINCHER CREEK

AUGUST 16, 2017

TO: Wendy Kay, CAO
FROM: Leo Reedyk, Director of Operations
SUBJECT: Castle Area Servicing Study

1. Origin:

The Provincial announcement that potable water would be made available for Castle Parks and Castle Mountain Resort necessitated a study to determine the requirements for the Cowley / Lundbreck Regional Water System. Council initiated a study to determine the feasibility.

2. Background:

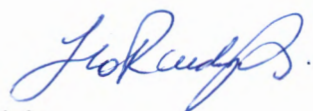
The Castle Area Servicing Study is completed and it identifies expansion requirements and order of magnitude costs for the project. Council has previously indicated to the Provincial Government its commitment to the project including ownership of the infrastructure when constructed.

3. Recommendation:

THAT the report from the Director of Operations, dated April 3, 2017, regarding the Castle Area Servicing Study, be received for information;

AND THAT Council forward a copy of the Castle Area Servicing Study to the Minister of Environment and Parks and the Minister of Transportation for consideration in their budget deliberations and for formal approval to the Municipal District.

Respectfully Submitted,



Leo Reedyk

Attachment – Castle Area Servicing Study

Reviewed by: Wendy Kay, Chief Administrative Officer



Date:

Aug. 17/17



Engineering Ltd.



Final Report for:

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

CASTLE AREA SERVICING STUDY

Date: August 4, 2017
Project #: 1770-015-00

Proud of Our Past... Building the Future

www.mpe.ca

Suite 300, 714 – 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



MD of Pincher Creek, No. 9
PO Box 279
753 Kettles Street
Pincher Creek, AB
T0K 1W0

August 4, 2017
File: 1770\015\00\R01

Attention: Mr. Leo Reedyk
Director of Operations

Dear Mr. Reedyk:

Re: Castle Area Servicing Study
Draft Report

We are pleased to submit a final copy of the above noted study. We thank you for the opportunity to be of service and to have prepared this report on your behalf. We look forward to assisting you in implementing your plans for the future.

If you have any inquiries regarding our report or if clarification is required, please contact the undersigned.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in blue ink, appearing to read "Luke Schoening", is written over a light blue horizontal line.

Luke Schoening, P.Eng.
Project Manager

LS:gn
Enclosure

CORPORATE AUTHORIZATION

This report has been prepared by MPE Engineering Ltd. under authorization of the Municipal District of Pincher Creek. The material in this report represents the best judgment of MPE Engineering Ltd. given the available information. Any use that a third party makes of this report, or reliance on or decisions made based upon it is the responsibilities of the third party. MPE Engineering Ltd. accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions taken based upon this report.

Should any questions arise regarding content of this report, please contact the undersigned.

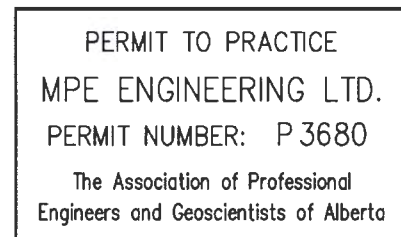
MPE ENGINEERING LTD.



Aug. 4 2017

Luke Schoening, P.Eng.
Project Manager

Professional Seal



Corporate Permit

EXECUTIVE SUMMARY

The Municipal District of Pincher Creek (MD) retained MPE Engineering Ltd. to review the requirements of servicing the Castle Area, including Castle Mountain Resort (CMR) and Castle Provincial Park (CPP), with treated water from the Cowley-Lundbreck Regional Water Treatment Plant.

Projected Water Demand

Table E.1 summarizes the projected water demand for the MD's regional water system including the additional demands of Castle Mountain Resort and Castle Provincial Park.

	<i>Summer Projections</i>		<i>Winter Projections</i>	
	<i>Avg. Day Demand (m³/Day)</i>	<i>Max Day Demand (m³/Day)</i>	<i>Avg. Day Demand (m³/Day)</i>	<i>Max Day Demand (m³/Day)</i>
Urban Centers and Rural Demand	571	1,075	571	838
Castle Mountain Resort	169	338	286	543
Castle Provincial Park	55	55	36	36
Total	795	1,468	893	1,417

Conceptual Design

The conceptual design of the regional water system to service the Castle Area includes:

- Upgrades to the Cowley-Lundbreck Regional Water Treatment Plant.
- Increased pipe diameter for regional pipeline between the WTP and Beaver Mines from 100 mm to 150 mm; sections of 200 mm may be required.
- Increased pump capacity at the proposed booster station to Beaver Mines.
- Increased transmission main pipe diameter within Beaver Mines from 150 mm to 200 mm.
- Booster pump station near the boundary of Beaver Mines to lift water to Castle Mountain Resort.
- A 150 mm and 200 mm diameter regional line from Beaver Mines to CMR.

Order of Magnitude Cost Estimate

Table E.2 summarizes the order of magnitude cost estimate completed for the study.

Table E.2: Order of Magnitude Cost Estimate	
	Order of Magnitude Cost (\$)
Beaver Mines Regional Supply System Upgrades	1,560,000
Castle Area Regional Supply System	10,680,000
Total Order of Magnitude Cost Estimate	12,240,000

Conclusions and Recommendations

The major findings from this study include:

- The Cowley-Lundbreck Regional Water Treatment Plant requires minor upgrades to reach full buildout capacity to service the additional demands of Castle Mountain Resort and Castle Provincial Park.
- The west side of Highway 774 is a preferred location for the transmission main alignment within the Highway 774 corridor.

Recommendations include:

- Proceed with the detailed design of the regional system to service the Castle Area.
- A detailed review of CMR's wastewater facilities should be completed prior to future development beyond the current area structure plan.

TABLE OF CONTENTS

CORPORATE AUTHORIZATION	i
EXECUTIVE SUMMARY	ii
1.0 INTRODUCTION	1
1.1 Study Background	1
1.2 Scope of Work	1
2.0 WATER DEMANDS	2
2.1 Historic Water Consumption	2
2.1.1 Cowley-Lundbreck Regional Water Treatment Plant.....	2
2.1.2 Castle Mountain Resort	4
2.2 Population Projections.....	5
2.3 Castle Mountain Resort Projections.....	5
2.4 Castle Provincial Park Projections.....	6
2.5 Forecast Water Consumption	7
3.0 EXISTING WATER SUPPLY AND TREATMENT FACILITIES	11
3.1 Cowley-Lundbreck Regional System.....	11
3.2 Castle Mountain Resort.....	11
4.0 CONCEPTUAL DESIGN.....	12
5.0 DISCUSSION	13
5.1 Pipeline Alignment.....	13
5.1.1 Highway 774	13
5.1.2 Ecological Reserve.....	15
5.1.3 Shallow and Overhead Utility Upgrades.....	15
5.1.4 Castle Provincial Park.....	16
5.2 Impact on Existing and Proposed Infrastructure.....	17
5.2.1 Cowley-Lundbreck Regional Water Treatment Plant.....	17
5.2.2 Beaver Mines Regional Supply System	17
5.2.3 Castle Mountain Resort	18
5.3 Regulatory Requirements.....	18
5.4 Wastewater Facilities.....	19
5.4.1 Castle Mountain Resort	19
5.4.2 Castle Provincial Parks	20
6.0 COST ESIMATE	21
7.0 CONCLUSIONS AND RECOMMENDATIONS	22
8.0 REFERENCES	23

LIST OF TABLES

Table 2.1.1A: Cowley and Lundbreck Historical Demand During Summer Months 2
Table 2.1.1B: Cowley and Lundbreck Historical Demand During Winter Months 3
Table 2.1.2A: Castle Mountain Resort Historical Demand During Summer Months 4
Table 2.1.2B: Castle Mountain Resort Historical Demand During Winter Months 4
Table 2.2: Population Projections 5
Table 2.3: Capacity Projections for Castle Mountain Resort 6
Table 2.4: Projected Development within Castle Provincial Park 6
Table 2.5.1: Forecast Water Consumption for Urban Centers in 2042 7
Table 2.5.2: Forecast Water Consumption for Castle Mountain Resort in the Winter 8
Table 2.5.3: Forecast Water Consumption for Castle Mountain Resort in the Summer 8
Table 2.5.4: Forecast Water Consumption for Castle Provincial Park 9
Table 2.5.5: Forecast Water Consumption Summary 10
Table 6.0: Order of Magnitude Cost Estimate 21

APPENDICES

- Appendix A – Conceptual Design Figures
- Appendix B – Cross Section Figures
- Appendix C – Cost Estimate



1.0 INTRODUCTION

1.1 Study Background

The Municipal District of Pincher Creek (MD) retained MPE Engineering Ltd. to review the servicing requirements of Castle Mountain Resort (CMR), Castle Provincial Park (CPP), and surrounding area. The MD's current regional water system services the Hamlet of Lundbreck and the Village of Cowley from the Cowley-Lundbreck Regional Water Treatment Plant (WTP). Design of the regional potable water connection from the WTP to the Hamlet of Beaver Mines is currently being finalized and there is also potential for expansion to the Hamlet of Pincher Station. Earlier this year, the Government of Alberta made funding available to extend the Beaver Mines connection along Highway 774, through CPP, to CMR.

1.2 Scope of Work

The scope of this study includes the following items:

- Review historical water consumption of Cowley, Lundbreck, and CMR.
- Identify current and projected potable water demands for CMR.
- Identify potable water requirements for CPP's development plan and incremental growth.
- Identify potable water demand of private users along Highway 774.
- Determine the required scope changes to the Beaver Mines Regional Water Supply project to satisfy the additional demands of the Castle Area. This includes:
 - Cowley-Lundbreck Regional Water Treatment Plant upgrades.
 - Transfer pumping upgrades.
 - Regional pipeline sizing.
 - Storage Requirements.
- Complete a conceptual design for the regional pipeline, including:
 - Regional pipeline alignment.
 - Chlorine residual and booster pump station.
 - Identifying possible synergies with other infrastructure improvement projects.
 - Confirmation of regulatory requirements.
- Identify the impact of potable water servicing on wastewater generation in the Castle Area.
- Review capacity of Castle Mountain Resort's existing wastewater treatment facilities.
- Prepare an order of magnitude cost estimate.

2.0 WATER DEMANDS

2.1 Historic Water Consumption

Annual records were analyzed to determine the historical water consumption for each community, and Castle Mountain Resort. Typically peak water consumption occurs during the summer months; however, CMR's peak water consumption occurs in the winter. Due to the different peak consumption seasons, the annual records were analyzed to determine the water consumption for the months April to September (Summer) and October to March (Winter) for each community and CMR.

Historical information is not available for Beaver Mines, Pincher Station, and Castle Provincial Park as there are no pre-existing water treatment and/or distribution facilities at these locations.

2.1.1 Cowley-Lundbreck Regional Water Treatment Plant

Historical records were obtained for the Village of Cowley and Hamlet of Lundbreck for the years 2015 and 2016; partial records for the years 2014 and 2017 were also obtained for both locations. Historical records for Lundbreck and Cowley that were obtained for the "Cowley-Lundbreck Regional Water Supply Study", completed in January 2012 by MPE were also considered in this study.

Table 2.1.1A provides a summary of the historical water demand for Cowley and Lundbreck during the summer months; Table 2.1.1B provides a summary of the historical demand for Cowley and Lundbreck during the winter months.

	2015				2016			
	Pop.	Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)	Pop.	Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)
Cowley	214	19,979	109	213	209	11,298	62	123
Lundbreck	238	31,093	170	368	236	27,602	151	341

Table 2.1.1B: Cowley and Lundbreck Historical Demand During Winter Months

	2014/2015				2015/2016				2016/2017			
	Pop.	Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)	Pop.	Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)	Pop.	Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)
Cowley	219	13,800	80	166	214	7,553	41	72	209	8,277	45	86
Lundbreck	238	19,389	116	177	238	18,383	100	168	236	20,339	112	159

The total water consumed in 2016 by Cowley and Lundbreck is lower than that of 2015 due to a water use restriction that was put in place throughout the summer; lower water consumption throughout the winter season of 2016/2017 is likely due to the residual effect of the water use restriction.

Based on the historical information analyzed, the following parameters have been determined.

Village of Cowley:

- The average day demand in the summer is 510 Lpcd, and 373 Lpcd in the winter.
- The peaking factors for the summer and winter months are 2.0 and 1.9, respectively.

Hamlet of Lundbreck:

- The average day demand in the summer is 714 Lpcd, and 487 Lpcd in the winter.
- The peaking factors for the summer and winter months are 2.2 and 1.5, respectively.

As outlined in Section 3.3 of the "Cowley-Lundbreck Regional Water Supply Study", the historic per capita consumption levels of communities in Southern Alberta tend to be higher than the provincial average. The 2012 study indicated that water conservation initiatives should be implemented by the communities to obtain a recommended average per capita demand of 500 Lpcd or less. The historical records analyzed for this study indicate that the average per capita demand is trending downward; the annual average per capita demand dropped to 404 Lpcd in Cowley in 2015 and 585 Lpcd in Lundbreck in 2015.

2.1.2 Castle Mountain Resort

Historical records for the years 2015, 2016, and January to April of 2017 were obtained from Castle Mountain Resort. Tables 2.1.2A and 2.1.2B outline the historical water consumption of CMR during the summer and winter months, respectively.

Table 2.1.2A: Castle Mountain Resort Historical Demand During Summer Months					
2015			2016		
Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)	Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)
8,254	45	88	10,593	58	96

Table 2.1.2B: Castle Mountain Resort Historical Demand During Winter Months					
2015/2016			2016/2017		
Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)	Total Usage m ³	Avg. Day Flow (m ³ /d)	Maximum Day Flow (m ³ /d)
17,995	106	225	19,145	112	194

As per the “Castle Mountain Resort Master Development Plan” issued in 2017, the existing conditions at CMR allow for a comfortable carrying capacity (CCC) of 1710 skiers per day, 74 visitors taking part in additional winter activities, 90 passive guests, and 131 accommodation units. Average annual visitation is currently 93,000 visitors per year; 90,000 visitors in the winter, and 3,000 visitors in the summer. Average maximum day peaking factors for summer and winter months at CMR are 2.0 and 1.9, respectively.

Using the historical daily demand for CMR, per capita demands of 260 Lpcd and 40 Lpcd were calculated for accommodation units (3.5 visitors/unit) and day use visitors, respectively, during the winter months. The values are comparable to values for similar types of water uses in Table 4.2 of “Advanced Water Distribution Modeling and Management, First Edition”.

During the summer months, accommodation units are the primary water user; there are currently no summer use facilities at CMR for day use visitors. Based on the historical records for summer months at CMR, a per capita demand of 210 Lpcd was calculated for the accommodation units in the summer.

2.2 Population Projections

Historical population figures were obtained from Stats Canada census data. A 2% annual growth rate was used to determine the projected populations for the urban centers included in this study. The 2% annual growth rate is consistent with those used in the 2012 *“Cowley-Lundbreck Regional Water Supply Study”* and the 2014 *“Beaver Mines Water and Sanitary Service Study.”* Table 2.2 provides historical and projected populations for the 25 year design period.

Urban Centers	Growth Rate (%/year)	Historical Population		Projected Population					
		2011	2016	2017	2022	2027	2032	2037	2042
Cowley	2.0	236	209	213	235	260	287	317	350
Lundbreck	2.0	244	236	241	266	293	324	358	395
Beaver Mines	2.0	80	82	84	92	102	113	124	137
Pincher Station	2.0	40	40	41	45	50	55	61	67

The MD has expressed concerns regarding the 2% growth rate used for Beaver Mines. The MD is expecting additional growth within Beaver Mines once the water and sewer servicing projects are completed. Additional growth within Beaver Mines could be a result of smaller lot requirements as outlined in the MD’s land use bylaw, expansion of the Hamlet’s boundaries, and increased commercial development due to the proposed expansion at Castle Mountain Resort.

2.3 Castle Mountain Resort Projections

Castle Mountain Resort has completed a master development plan which summarizes their plans for future development within the resort including an increased number of ski trails, accommodation units, and other winter activities.

Table 2.3 summarizes the information provided in CMR's Master Development Plan.

	<i>Existing Conditions</i>	<i>2017 Master Development Plan</i>
Comfortable Carrying Capacity (Skiers per Day)	1,710	3,952
Additional Winter Activity Capacity	74	124
Summer Activity Capacity	--	390
Passive Guests	90	206
Accommodation Units	131	406

The "Castle Mountain Resort Master Development Plan" projects that visitation during the winter months (ski season) will go from 90,000 under the current conditions to 156,000 under the master development plan. Visitation in the summer months is projected to increase from 3,000 to 30,000.

2.4 Castle Provincial Park Projections

Alberta Parks has provided preliminary projections for what may be developed throughout the CPP area; Alberta Parks is in the process of finalizing the "Castle Management Plan." Table 2.4 summarizes the information that was obtained from Alberta Parks.

	<i>Number of Units</i>
Campsites	400
Visitor Centre	1
Retail/Concession Facility	1
Maintenance Facility	1
Residential Units	10

The projected development noted in Table 2.4 is preliminary and was provided by Alberta Parks as a conservative estimate to ensure an adequate amount of water was allocated for CPP in the conceptual design of a regional water system to Beaver Mines and CMR. Alberta Parks did indicate that it is highly unlikely all 400 campsites would be serviced.

2.5 Forecast Water Consumption

Historical records for Cowley, Lundbreck and CMR were used to forecast water consumption in the summer and winter months for the 25 year design period.

Based on the historical records for Cowley and Lundbreck, a per capita demand of 500 Lpcd will be used for forecasting water consumption. A peaking factor of 2.0 was used to determine the maximum day demand during the summer months and a peaking factor of 1.5 was used to determine the maximum day demand during the winter months. The per capita demand and peaking factors selected for Cowley and Lundbreck were also applied to Beaver Mines and Pincher Station. Allocation for rural demand has been carried over from the 2012 "Cowley-Lundbreck Regional Water Supply Study." The projected water demands for each community and the rural allocation are provided in Table 2.5.1.

Urban Centers	2042 Population	Summer Projection				Winter Projection			
		Avg. Day Demand (LPCD)	Avg. Day Demand (m ³ /Day)	Peaking Factor	Max Day Demand (m ³ /Day)	Avg. Day Demand (LPCD)	Avg. Day Demand (m ³ /Day)	Peaking Factor	Max Day Demand (m ³ /Day)
Cowley	350	500	175	2.0	350	500	175	1.5	263
Lundbreck	395	500	198	2.0	395	500	198	1.5	296
Beaver Mines	137	500	69	2.0	137	500	69	1.5	103
Pincher Station	67	500	34	2.0	68	500	34	1.5	51
Rural	--	--	--	--	125	--	--	--	125
Total	941	--	571	--	1,075	--	571	--	838

CMR's current diversion license allows a maximum diversion rate of 194 m³/Day from their raw water wells; CMR currently operates within their allowable diversion limits while undergoing snow making activities and supplying the resort with treated water.

Table 2.5.2 and Table 2.5.3 provide summaries for the projected water consumption for Castle Mountain Resort in the winter and summer months.

	Units	Density (per unit)	Equivalent Population	Per Capita Use (LPCD)	Avg. Day Demand (m³/Day)	Max Day Demand (m³/Day)
Day Use Visitors	4,332	1.0	4,332	40	91	173
Accommodation Units	406	3.5	1,421	260	195	370
Total	—	—	5,753	—	286	543

	Units	Density (per unit)	Equivalent Population	Per Capita Use (LPCD)	Avg. Day Demand (m³/Day)	Max Day Demand (m³/Day)
Day Use Visitors	1,000	1.0	1,000	40	20	40
Accommodation Units	406	3.5	1,421	210	149	298
Total	—	—	5,753	—	169	338

It has been agreed upon that the projected water demands for the regional system will not include snow making activities. CMR is currently in the process of obtaining a separate diversion license for the purpose of snow making; the proposed diversion license would allow CMR to divert water from Haig Creek. CMR plans to use water from the existing groundwater well and Haig Creek for snow making activities in the future.

Due to the snow making activities at CMR, the per capita demands calculated for determining the future maximum day demand in the winter may be artificially high. Based on snow making records for the 2016/2017 ski season, snow making may be contributing an additional 20 to 25 m³/day to the current maximum day demand; accounting for the additional snow making demands, the projected maximum day

demand may be closer to 485 m³/day. Values in Table 2.5.2 were not adjusted for snow making because there is insufficient information available on the volume of water used for snow making at CMR.

Similar to CMR, Castle Provincial Park's forecasted water consumption will be highly seasonally variable. CPP's peak water consumption will occur during the summer months. Table 2.5.4 summarizes the forecast water consumption for Castle Provincial Park.

	Units	Equivalent Population	Avg. Day Demand (LPCD)	Avg. Day Demand (m³/Day)
Serviced Campsites	200	--	95	19
Visitor Centre	1	250	20	5
Retail/Concession Facility	1	100	100	10
Maintenance Facility	1	20	150	3
Residential Units	10	35	260	9
Misc. Water Demand (20%)	--	--	--	9
Total Summer	--	--	--	55
*Total Winter	--	--	--	36

*Winter demand excludes serviced campsites.

Based on the information provided by Alberta Parks, it was assumed that only half of the 400 campsites planned for Castle Provincial Parks would be serviced. Per capita demands for the facilities provided in Table 2.5.4 were chosen based on the per capita demands of similar usage types and facilities provided in Tables 4.1 and 4.2 of "Advanced Water Distribution Modeling and Management, First Edition". The projected winter demand for CPP will not include water demand for serviced campsites; the projected winter demand is 36 m³/Day.

It was assumed that facilities throughout Castle Provincial Park would be serviced by trickle fill systems; or localized storage and distribution systems.

Table 2.5.5 summarizes the forecasted winter and summer water consumptions for the urban centers, Castle Mountain Resort, and Castle Provincial Park.

Table 2.5.5: Forecast Water Consumption Summary

	Summer Projections		Winter Projections	
	Avg. Day Demand (m ³ /Day)	Max Day Demand (m ³ /Day)	Avg. Day Demand (m ³ /Day)	Max Day Demand (m ³ /Day)
Urban Centers	571	1,075	571	838
Castle Mountain Resort	169	338	286	543
Castle Provincial Park	55	55	36	36
Total	795	1,468	893	1,417

3.0 EXISTING WATER SUPPLY AND TREATMENT FACILITIES

3.1 Cowley-Lundbreck Regional System

The Cowley-Lundbreck Regional Water Treatment Plant receives its water from the Castle River through an infiltration gallery that is connected to two raw water wells. Each well has a submersible pump to transfer the raw water through 10 km of 150 mm PVC pipeline to the WTP. The treatment process at the WTP includes coagulation, flocculation, membrane filtration, and chlorine disinfection. Treated water is stored in a 1,500 m³ above ground, circular, concrete storage reservoir. The WTP supplies treated water to Lundbreck using two 15 HP, end-suction pumps. Cowley is supplied by two 5 HP, end-suction pumps and a 20 HP end-suction pump to provide fire flows.

During design and construction of the WTP, provisions were put in place to provide treated water to Beaver Mines and Pincher Station in the future. The current maximum operating capacity of the WTP is 1,135 m³/Day; the water treatment plant has a buildout capacity of 1,552 m³/Day. The MD is currently in the process of designing the expansion to Beaver Mines. The Beaver Mines Regional Water Supply project includes the construction of a regional pipeline and booster station.

The MD is in the process of transitioning its raw water supply from the Castle River to the Old Man Reservoir. A raw water supply line was installed in 2016 to provide emergency water supply to the WTP; this supply line will be used for a new permanent intake structure as well. A new raw water intake in the Old Man Reservoir will be designed to supply the necessary flows to meet the proposed maximum day demand of the regional water system serviced by the WTP. Design of the raw water intake has been delayed due to the possible addition of CMR and CPP to the regional water system; the additional maximum day demands of CMR and CPP will now be accounted for in the design of the new raw water intake.

3.2 Castle Mountain Resort

Castle Mountain Resort receives its water from one high quality groundwater well; groundwater is pumped from the well through a 75 mm supply line to a single 100 mm supply line where it enters the water treatment facility. The high quality groundwater is treated with chlorine disinfection and stored in a 494 m³ below ground, concrete storage reservoir. CMR's storage reservoir facility is located at a significantly higher elevation than the remainder of the resort; therefore, the water distribution system for Castle Mountain Resort is gravity fed and no pumping equipment is required at the facility.

4.0 CONCEPTUAL DESIGN

Servicing the Castle Area will require:

- Upgrades to the Cowley-Lundbreck Regional Water Treatment Plant, including:
 - Installing the maximum number of filtration modules in the membrane filtration system.
 - Internal transfer pump (P 1301-1 and P 1301-2) upgrades. The existing pumps have a capacity of 17.5 L/s; pumps will be required to have an estimated capacity of 21.5 L/s.
 - Beaver Mines transfer pump (P 1603-BM and P 1604-BM) upgrades. The initial design capacity was 1.75 L/s at 32.1 m TDH; the design capacity needs to be increased to estimated 8.9 L/s at approximately 45 m TDH.
- Increased pipe diameter for regional pipeline between the WTP and Beaver Mines.
 - Existing 150 mm raw water pipeline from Castle River to the WTP is to be re-purposed for treated water use. This pipeline is a combination of Class 100 and Class 150 PVC and will not be increased in size.
 - The regional supply line needs to be increased to 150 mm from 100 mm diameter HDPE. 200 mm HDPE may need to be installed at high pressure locations to mitigate friction losses and match the internal pipe diameters.
- Increased pump capacity from 1.75 L/s at 150 m TDH to an estimated 8.2 L/s at 175 m TDH at the proposed Beaver Mines booster station.
- Increased pipe diameter for main transmission line through Beaver Mines from 150 mm to 200 mm.
- Booster pump station near Beaver Mines to transfer water to CMR. An estimated pump capacity of 6.7 L/s at 190 m TDH is required.
- A 150 mm HDPE regional pipeline from the Beaver Mines to CMR. 200 mm HDPE may need to be installed in locations to mitigate friction losses and match the internal pipe diameters.

Projected pumping capacities are based on a preliminary hydraulic review of the conceptual design. A detailed hydraulic review is beyond the scope of this study and would be completed during detailed design of the regional system after the regional pipeline alignment is finalized.

The conceptual design for the regional supply system to Castle Mountain Resort is summarized in Figures 4.1 and 4.2 included in Appendix A. Details regarding the conceptual design for servicing the Castle Area are discussed in Section 5.

5.0 DISCUSSION

5.1 Pipeline Alignment

Preliminary discussions among the stakeholders have indicated that the Highway 774 corridor between Beaver Mines and Castle Mountain Resort is the preferred route for a regional pipeline. Within the Highway 774 corridor there are several factors to consider when determining an alignment for the pipeline including the Highway 774 surface, construction on lands within the provincial park boundary, the ecological reserve to the north of Castle Mountain Resort, and existing and planned utilities.

5.1.1 Highway 774

A review of survey information collected along Highway 774 was used to determine the feasibility of locating a regional pipeline within the existing highway right-of-way. It is not generally desirable for the pipeline to be installed underneath a paved surface. Observations for various portions of Highway 774 include the following:

Beaver Mines to CPP Boundary (7.5 km):

- Approximately 4 km south of Beaver Mines the Highway right-of-way is reduced to 20 m; the reduced right-of-way is approximately 2 km in length. For this portion, right-of-way may need to be acquired from private landowners.
- A majority of the land east of Highway 774 within this area is 5 to 10 m lower than the road. Land to the west is generally higher.
- Side slopes off the shoulder appear to range from 2:1 to 3:1.
- Areas to the east and west of Highway 774 appear to be fairly clear of dense tree clusters.

CPP Boundary to Castle River Crossing (7.0 km):

- East and west sides of the road appear to be heavily treed.
- The west side of the highway is generally higher.
- Side slopes on both sides of the highway appear to average approximately 3:1.
- Approximately 14.5 km south of Beaver Mines, Highway 774 crosses the South Castle River. At this location, and immediately to the south of the crossing, the west boundary of the right-of-way is encroaching on a stream bank.

Castle River Crossing to CMR (11.5 km):

- East and west sides of the road are heavily treed. More space appears to be available on the west side of the highway.
- Highway 774 is not paved between the Castle River Crossing and Castle Mountain Resort; plans are in place to pave this portion of the Highway in 2018.
- A path for all terrain vehicles is located in the ditch on the west side of the highway.
- At the Castle River Crossing, and immediately to the south of the crossing, the west boundary of the right-of-way is encroaching on a stream bank. High water tables and unstable ground conditions would likely be encountered in this area.
- The West Castle Wetlands Ecological Reserve is located north of CMR along Highway 774. The wetlands extend 2.0 km north of the resort along the east side of the highway. There is a small area where the ecological reserve is located on both sides of the highway.
- The land between CMR and the CPP boundary not located within the ecological reserve is Public Lands.

Based on the review of the available information, it appears as though the west side of Highway 774 would be the preferred alignment for a pipeline. The benefits to placing the pipeline on the west side of the highway include:

- The west side of the highway is typically at a higher elevation than the east side and maintains a more consistent grade.
- The West Castle Wetlands Ecological Reserve is mainly on the east side of Highway 774.
- On average there appears to be 10 to 15 m of space between the west shoulder of the Highway and the right-of-way boundary.
 - Areas where there is limited space due to reduced right-of-way-widths and the proximity of overhead utilities may require the pipeline alignment to enter private and/or CPP lands.
 - Some areas may be encountered where the slopes along the highway are too steep to safely construct a pipeline within the highway right-of-way.
- Telus facilities are typically located on the east side of the highway with the exception of the first 6.0 km south of Beaver Mines.
- There are fewer river crossings required on the west side of Highway 774.

Detailed discussions with Alberta Transportation regarding the pipeline alignment and proximity to the paved surface are required to accurately determine the length of pipeline that will be required to be installed outside of the Highway 774 right-of-way.

5.1.2 Ecological Reserve

Alberta Parks provided information regarding an ecological reserve to the north of Castle Mountain Resort; the ecological reserve is known as the West Castle Wetlands. A map outlining the West Castle Wetlands is provided in Appendix C. The boundary of the West Castle Wetlands remains east of the Highway 774 right-of-way except for a small portion through the quarter sections of SW36-04-04-W5M and NW25-04-04-W5M where it crosses Highway 774 and includes a small portion to the west of the road right-of-way.

Alberta Parks stated that a pipeline should not be installed through the ecological reserve. Based on survey information gathered for the area, placing the alignment of the pipeline around the ecological reserve would mean installing the pipeline on a surface with slopes as steep as 2:1. Alberta Parks indicated that the pipeline may pass through the ecological reserve if it is coordinated with the proposed road upgrades for Highway 774.

The engineers completing the design of the Highway 774 Paving Project indicated that preliminary discussions took place regarding a potential change in the highway alignment around the ecological reserve. These discussions have not progressed past the preliminary stages. Should it be decided that it is in the best interest of realigning Highway 774 around the ecological reserve, provisions could be made for the installation of the regional waterline during the design of the highway realignment.

5.1.3 Shallow and Overhead Utility Upgrades

Castle Mountain Resort has reached out to utility providers to upgrade services to the resort. Based on the survey information reviewed, it is highly unlikely that multiple underground utilities will be able to occupy the same side of the Highway right-of-way. A typical cross section for installing utilities within a road right-of-way is included in Appendix B. A second cross section in Appendix B outlines the side slope conditions along a majority of Highway 774 and the ideal location for placing the transmission line.

Synergies with other infrastructure improvement projects and utility providers are possible where the alignment of the transmission pipeline needs to be outside of the Highway 774 right-of-way. Potential cost saving opportunities exist where it is feasible to install multiple utilities within a single right-of-way. The cost saving opportunities include: shared site clearing and grubbing costs, reduced disposition fees, and site restoration costs.

The scope of this study was to provide a conceptual pipeline alignment through the Highway 774 corridor; it is difficult to identify possible synergies with a conceptual alignment as it may be altered during the detailed design of the pipeline. During detailed design it is recommended to keep an open dialogue with other utility companies to explore potential synergies where they may provide benefits to each utility.

5.1.4 Castle Provincial Park

Due to the varying elevations of the ground surface and widths of Highway 774 right-of-way, it is likely that portions of the pipeline through CPP will be required to be installed outside of the highway right-of-way. The Castle Provincial Park boundary begins approximately 7.5 km south of Beaver Mines along Highway 774. Installing the pipeline within the provincial park would require the following:

- Application for Provincial Parks Act Disposition.
- Environmental Field Report submission.
- Submission of a survey plan indicating planned location throughout Castle Provincial Park.

The disposition application includes an application fee of \$900; potential additional fees included with installing the pipeline through the provincial park include a construction reclamation deposit of \$5,000, installation fees per acre of right-of-way. It is also highly likely that timber removal would be required which would also add additional fees to the process.

Based on the survey information reviewed, approximately 7 to 9 km of pipeline may be required to be installed outside of the road right-of-way. A disposition will be required for the entire length of right-of-way required whether it is within the existing highway right-of-way or not.

The area between CMR and the CPP boundary not included in the ecological reserve is Public Lands and will require a separate disposition.

5.2 Impact on Existing and Proposed Infrastructure

5.2.1 Cowley-Lundbreck Regional Water Treatment Plant

The Cowley-Lundbreck Regional Water Treatment Plant's current capacity is 1,135 m³/Day; with minor upgrades, the capacity of the water treatment plant can be increased to 1,552 m³/Day, which will satisfy the projected demand of 1,468 m³/Day. The required upgrades to increase the capacity of the WTP include:

- Upgrading the membrane filtration system.
 - Install 2 additional filtration modules per train (4 total).
- Internal pumping capacity upgrades.
 - P 1301-1 and P 1301-2.
- Miscellaneous minor upgrades.

The projected daily demand will not impact the storage requirements of the WTP to meet the CT requirements for 4-log reduction of viruses.

5.2.2 Beaver Mines Regional Supply System

The Beaver Mines Regional Supply System is currently being designed; The Beaver Mines Regional Supply System will need to be able to accommodate the projected water demands of Castle Mountain Resort and Castle Provincial Park in addition to the Hamlet of Beaver Mines. Upgrades to the proposed Beaver Mines Regional Supply System include:

- Increased transfer pump capacity at the Cowley-Lundbreck Regional Water Treatment Plant.
- Increased regional line diameter from 100 mm to a combination of 150 mm and 200 mm from Castle River connection to Beaver Mines treated water storage reservoir.
- Upgrades at proposed booster station.
 - Increased pump capacity.
 - Chlorine residual boosting

5.2.3 Castle Mountain Resort

Record drawings for Castle Mountain Resort's treated water storage reservoir, indicate that the storage capacity of the facility is 494 m³. Based on Castle Mountain Resort's Master Development Plan, the maximum daily water demand is projected to increase to 543 m³/Day. Without fire storage, the minimum required storage at CMR according to Alberta Environment and Parks' *"Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems"* is approximately 180 m³. The storage requirements at CMR should be reviewed if the existing storage reservoir is to be used for fire protection once development at the resort exceeds the existing area structure plan.

5.3 Regulatory Requirements

The MD has stated that it will continue to hold the diversion license for all urban centers and water users supplied by the Cowley-Lundbreck Regional Water Treatment Plant. The MD is currently in the process of applying for a Water Act license to divert water from the Old Man Reservoir. The MD will need to include the projected water demand of by 598 m³/Day for Castle Mountain Resort and Castle Provincial Park in their application for a new diversion license. The MD will need to add Castle Mountain Resort and Castle Provincial Park as points of use within the diversion license.

The MD will be required to issue an amendment to the approval for the Cowley-Lundbreck Regional Waterworks System (Approval No. 346284-00-00). The current approval includes the transmission lines to the municipal boundaries of Cowley and Lundbreck; the approval will need to be updated to include transmission lines to Beaver Mines, Castle Mountain Resort, and Castle Provincial Park. It will be the MD's responsibility to supply and fill the reservoir at CMR with potable water; the MD will have analyzing equipment at CMR and will be required to have access to the facilities at CMR for operations.

Castle Mountain Resort currently operates under the *"Code of Practice for Waterworks Systems Using High Quality Groundwater."* CMR will be required to register their waterworks system under the *"Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System"* as they will no longer be required to maintain water treatment facilities. CMR will be responsible for maintaining the chlorine residual in the storage reservoir and throughout the resort's distribution system.

Castle Provincial Parks will not require an approval or registration under a code of practice. Castle Provincial Park is defined as a privately owned development. Privately owned developments are not required to maintain approvals or registrations for their waterworks systems unless the supplied water is from a surface body of water or is considered ground water under the direct influence. Castle Provincial Parks may still be required to meet the requirements of Alberta Health.

The proposed transmission line to Castle Mountain Resort will require an Environmental Protection and Enhancement Act (EPEA) approval for the Conservation and Reclamation of a Pipeline.

5.4 Wastewater Facilities

Increased availability of treated water throughout Castle Provincial Park and at Castle Mountain Resort will impact the capacity and need for wastewater treatment facilities.

5.4.1 Castle Mountain Resort

Castle Mountain Resort's current wastewater lagoon system was constructed in 1999; the system consists of one facultative cell and one storage cell. The facultative cell is 1.5 m deep and was designed with a holding capacity of approximately 5,800 m³. The storage cell is approximately 3.0 m deep and was designed to have a capacity of 27,075 m³; previous surveys of the storage cell have indicated that the storage is approximately 22,300 m³. Between May 1st and September 31st, effluent from the storage cell is used to irrigate the mountainside at Castle Mountain Resort.

Assuming that wastewater generating is equivalent to 0.9 times the projected water demands at Castle Mountain Resort, the average daily wastewater generation will be 258 m³/Day. Alberta Environment and Parks' *"Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems"* outlines the following requirements for average daily design flows of 250-500 m³/Day:

- 2 - Anaerobic Cells with a minimum depth of 3.0 m, and designed for a 2-day retention period.
- 1 - Facultative Cell with a minimum depth of 1.5 m, and designed for a 60-day retention period.
- 1 Storage Cell with a minimum depth of 3.0 m, and designed for a 12-month retention period.

The facultative and storage cells would not provide adequate retention times for the projected wastewater demands. Preliminary calculations indicate that a facultative cell with a storage capacity of

approximately 15,000 m³, and a 12-month storage cell with a capacity of 70,000 m³ would be required in addition to anaerobic cells.

The preliminary review of CMR's wastewater facilities does not include a review of the federal Wastewater Systems Effluent Regulations (WSER) announced in 2012. The WSER may impact the wastewater treatment system requirements at CMR.

The assessment of CMR's wastewater facilities is preliminary and detailed review is beyond the scope of this study. Further review is recommended prior to resort expansion beyond the current Area Structure Plan.

5.4.2 Castle Provincial Parks

Castle Provincial Parks does not currently have any facilities capable of holding and/or treating wastewater. Due to the lack of information currently available regarding future development throughout Castle Provincial Park, it is not possible to identify the most suitable location for a RV sani-dump site for the region. Alberta Parks also indicated that they are not interested in competing with private companies or municipalities that provide dumping facilities. As such it is recommended that the MD consider the merits of constructing a sani-dump facility at/near the boundary of Beaver Mines.

Assuming wastewater generation to be collected by a sani-dump facility is equivalent to 0.9 times the average daily water demand of serviced campsites in the region, average daily wastewater flows would be equal to 17 m³/Day.

6.0 COST ESTIMATE

Funding from the Alberta Government has recently become available to expand the Municipal District of Pincher Creek's regional water system past the Hamlet of Beaver Mines, through Castle Provincial Park, to Castle Mountain Resort. An order of magnitude cost estimate has been prepared for the conceptual design of the regional water system from Beaver Mines to Castle Mountain Resort; the order of magnitude cost estimate is summarized in Table 6.0.

	Order of Magnitude Cost (\$)
Beaver Mines Regional Supply System Upgrades	1,560,000
Castle Area Regional Supply System	10,680,000
Total Order of Magnitude Cost Estimate	12,240,000

Due to land negotiations, the finalized pipeline alignment to be issued for tender is approximately 2 km longer than the alignment used to prepare the original estimate. Accounting for additional pipe length, the original cost estimate for the Beaver Mines Regional Supply system completed in 2012 was \$5,650,000; the updated cost estimate for the Beaver Mines Regional Supply system including changes to account for CMR and CPP is \$7,210,000.

The Castle Area Regional Supply System cost estimate includes:

- Cowley-Lundreck Regional Water Treatment Plant Upgrades,
- Booster Pump Station for CMR,
- Transmission main upsize through Beaver Mines,
- Transmission main from Beaver Mines to CMR.

The cost estimates provided in Table 6.0 are an opinion of probable cost and a function of many factors that can change with time and hence must not be relied upon as the actual cost. Capital cost estimates are based on supplier quotes and previous tenders of similar projects constructed in southern Alberta.

A detailed summary of the order of magnitude cost estimate provided in Table 6.0 is available in Appendix C.

7.0 CONCLUSIONS AND RECOMMENDATIONS

A summary of the findings of Castle Area Servicing Study include the following:

- Historical records for the Village of Cowley and Hamlet of Lundbreck indicate that per capita water usage is trending downwards.
- Projected water demands for the urban centers, Castle Mountain Resort, and Castle Provincial Park are equal to the sum of 1,468 m³/Day in the summer and 1,417 m³/Day in the winter.
- The Cowley-Lundbreck Regional Water Treatment Plant has a full buildout capacity of 1,552 m³/Day.
- Servicing the Castle Area will require:
 - Upgrades to the Cowley-Lundbreck Regional Water Treatment Plant, including:
 - Increased pipe diameter for regional pipeline between the WTP and Beaver Mines.
 - Increased pump capacity at the proposed booster station to Beaver Mines.
 - Increased transmission main pipe diameter within Beaver Mines from 150 mm to 200 mm.
 - Booster pump station to Castle Mountain Resort.
 - A 150 mm and 200 mm diameter regional line from Beaver Mines to CMR.
- The west side of Highway 774 is a preferred location for the transmission main alignment within the highway corridor. Areas to the west of the highway are typically:
 - At a higher elevation than the areas to the east of the Highway.
 - Border fewer portions of the West Castle and Castle Rivers and avoids the West Castle Wetlands.
 - Appear to have more usable space between the west shoulder of Highway 774 and the right-of-way boundary.

Recommendation include:

- Proceed with the detailed design of the regional system to service the Castle Area.
- A detailed review of CMR's wastewater facilities should be completed prior to development beyond the resort's existing area structure plan.

8.0 REFERENCES

Alberta Environment, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems," Drinking Water Branch, Environmental Policy Branch, Environmental Assurance Division, Edmonton, Alberta, March 2013.

Haestad, et al, "Advanced Water Distribution Modeling and Management", Haestad Press, First Edition, 2003.

T. Leavitt, "Cowley-Lundbreck Regional Water Supply Study", MPE, Lethbridge, AB, Final Report, January, 2012.

L. Schoening, "Beaver Mines Water and Sanitary Service Study", MPE, Lethbridge, AB, Final Report, November, 2014.

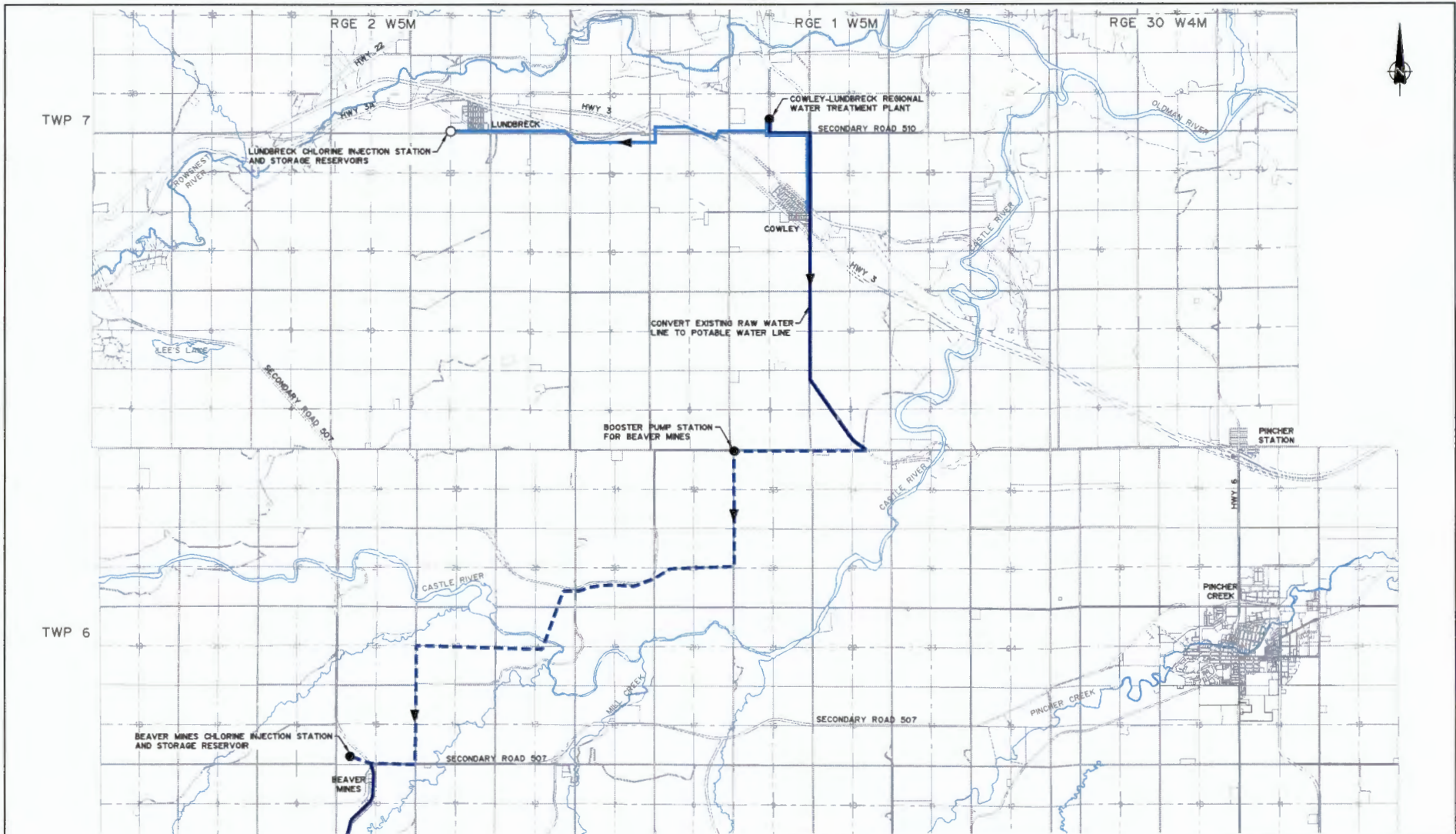
Brent Harley & Associates, "Castle Mountain Resort Master Development Plan", BHA, Whistler, BC, Draft Report, 2017.

Government of Alberta, "Castle Management Plan", AEP, Edmonton, AB, Draft Report, January, 2017.

APPENDIX A

Conceptual Design Figures





- LEGEND**
- PROPOSED POTABLE WATER TRANSMISSION LINE
 - - - PROPOSED BEAVER MINES TRANSMISSION LINE
 - EXISTING POTABLE WATER TRANSMISSION LINE
 - PROPOSED WATERWORKS FACILITIES
 - EXISTING WATERWORKS FACILITIES
 - ▶ FLOW DIRECTION



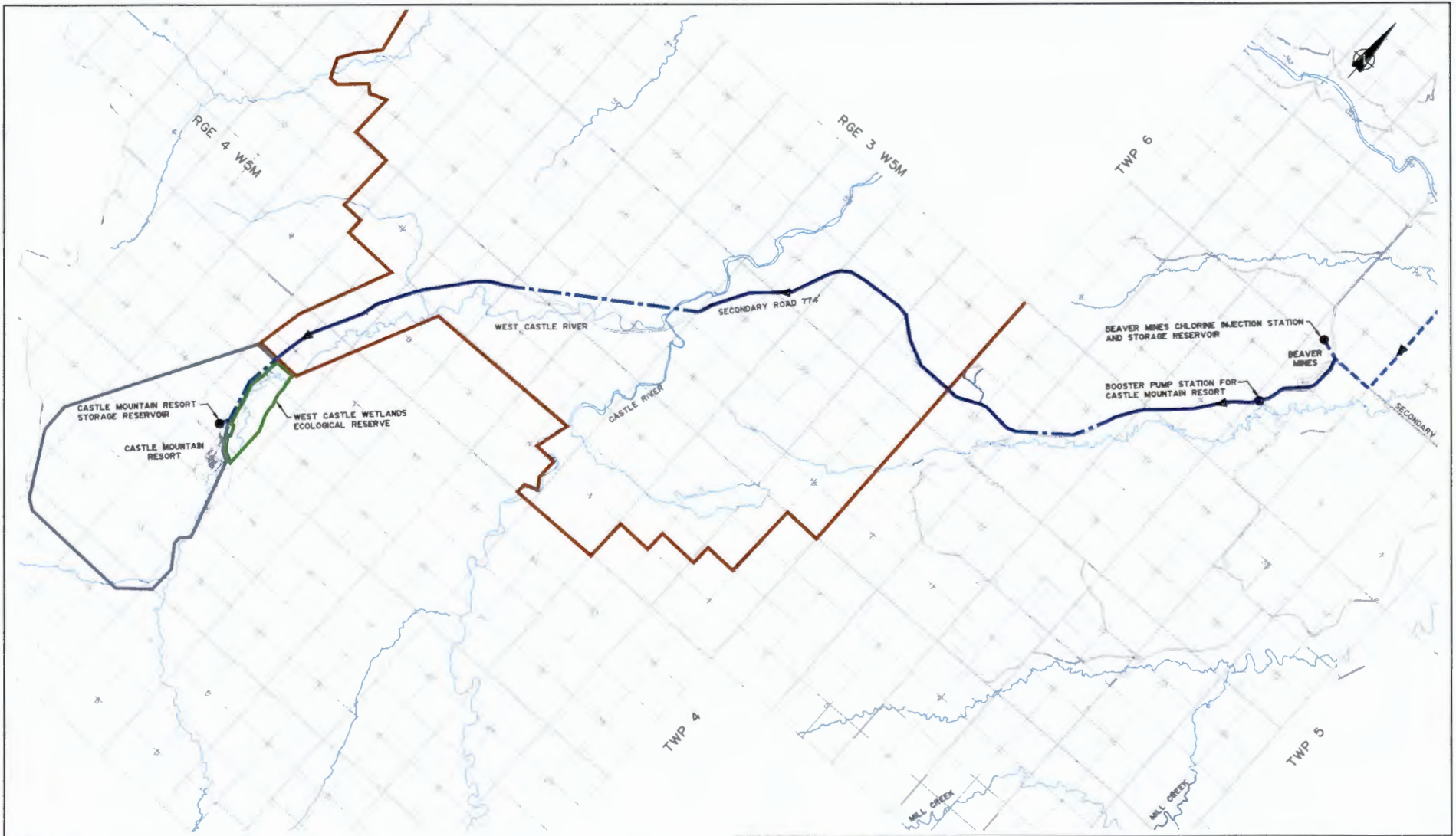
MUNICIPAL DISTRICT OF PINCHER CREEK
 CASTLE AREA SERVICING STUDY
 REGIONAL WATER SYSTEM NETWORK
 1 OF 2

SCALE: 1:75 000

DATE: JULY 2017

JOB: 1770-015-00

FIGURE: 4.1



- LEGEND**
- PROPOSED POTABLE WATER TRANSMISSION LINE
 - - - PROPOSED BEAVER MINES REGIONAL TRANSMISSION LINE
 - · - · - PROPOSED POTABLE WATER TRANSMISSION LINE OUTSIDE RIGHT-OF-WAY
 - ECOLOGICAL RESERVE BOUNDARY
 - - - CASTLE MOUNTAIN RESORT BOUNDARY
 - CASTLE PROVINCIAL PARK BOUNDARY
 - PROPOSED WATERWORKS FACILITIES
 - ▶ FLOW DIRECTION



MUNICIPAL DISTRICT OF PINCHER CREEK

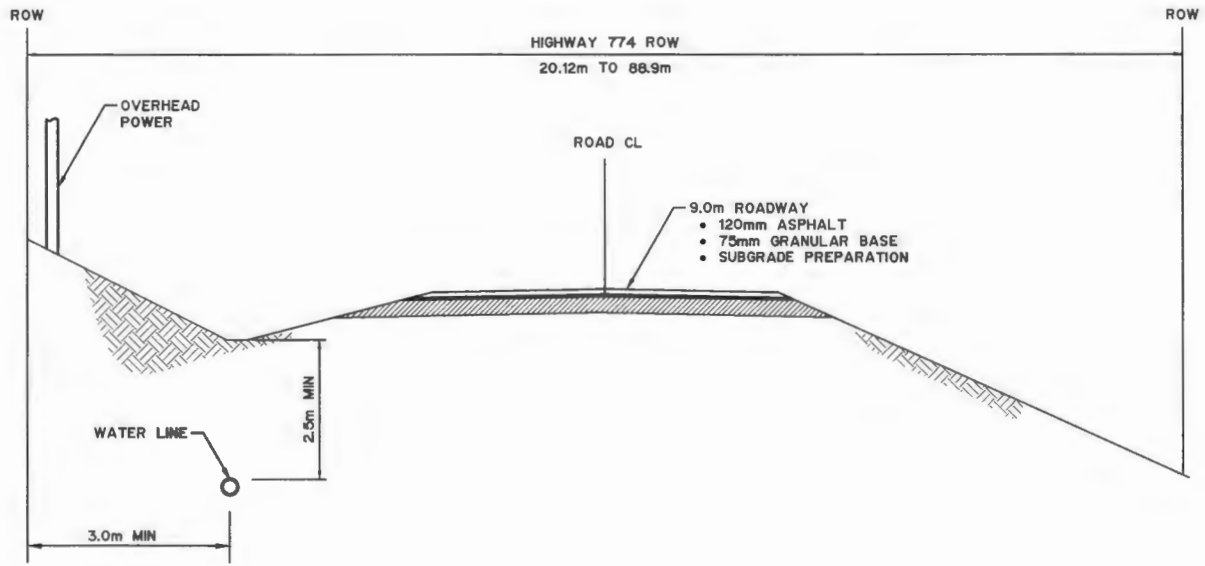
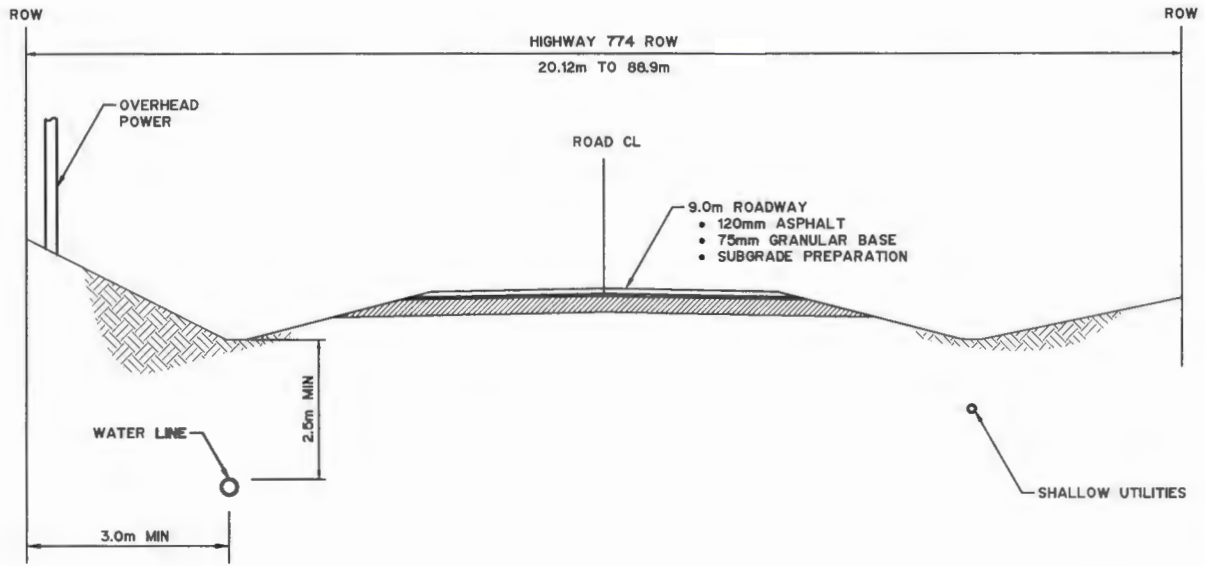
CASTLE AREA SERVICING STUDY
REGIONAL WATER SYSTEM NETWORK
2 OF 2

SCALE: 1:75 000	DATE: JULY 2017	JOB: 1770-015-00	FIGURE: 4.2
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APPENDIX B

Cross Section Figures





MUNICIPAL DISTRICT OF PINCHER CREEK
 CASTLE AREA SERVICING STUDY
 TYPICAL RIGHT-OF-WAY SECTIONS
 WITH UTILITIES

SCALE: NTS	DATE: JULY 2017	JOB: 1770-015-00	FIGURE: 5.1
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APPENDIX C

Cost Estimates





Municipal District of Pincher Creek

**CASTLE AREA SERVICING STUDY
OPINION OF PROBABLE COST**

Castle Area Regional System

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Beaver Mines - Castle Mountain Resort Transmission Line				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 996,000.00	\$ 996,000.00
2 Allowance for Easements in Private Lands				
a) Land Acquisition (Permanent)	15	ac	\$ 3,000.00	\$ 45,000.00
b) Land Acquisition (Construction)	10	ac	\$ 1,500.00	\$ 15,000.00
c) Easement Preparation and Execution	1	LS	\$ 50,000.00	\$ 50,000.00
d) Landman Requirements	1	LS	\$ 50,000.00	\$ 50,000.00
3 Allowance for Castle Provincial Park Disposition				
a) Disposition Application Fee	1	LS	\$ 1,000.00	\$ 1,000.00
b) Reclamation Deposit	1	LS	\$ 5,000.00	\$ 5,000.00
c) Installation Fees	140	ac	\$ 1,500.00	\$ 210,000.00
d) Miscellaneous Applications and Fees	1	LS	\$ 20,000.00	\$ 20,000.00
e) Landman Requirements	1	LS	\$ 25,000.00	\$ 25,000.00
4 Legal Survey	10,000	m	\$ 4.00	\$ 40,000.00
5 Site Clearing and Grubbing	50	ac	\$ 2,000.00	\$ 100,000.00
6 Beaver Mines Transmission Main Upsize	1	LS	\$ 100,000.00	\$ 100,000.00
7 200 mm DR 7.3 HDPE	7,500	m	\$ 200.00	\$ 1,500,000.00
8 150 mm DR 9 HDPE	5,000	m	\$ 150.00	\$ 750,000.00
9 150 mm DR 11 HDPE	17,500	m	\$ 100.00	\$ 1,750,000.00
10 Rock Excavation	7,500	m	\$ 100.00	\$ 750,000.00
11 Crossings				
a) Road Crossings (Bored)	5	ea	\$ 10,000.00	\$ 50,000.00
b) Highway Crossings (Bored)	2	ea	\$ 50,000.00	\$ 100,000.00
c) Utility Crossings	10	ea	\$ 2,500.00	\$ 25,000.00
d) River Crossing	2	ea	\$ 250,000.00	\$ 500,000.00
12 Supply and Install Isolation Valves	15	ea	\$ 5,000.00	\$ 75,000.00
13 Supply and Install Automatic Air Relief Valves	10	ea	\$ 8,000.00	\$ 80,000.00
14 Flushing Hydrants	8	ea	\$ 8,000.00	\$ 64,000.00
15 Pipeline Markers	75	ea	\$ 175.00	\$ 13,125.00
16 Barbed Wire Fencing	2,500	m	\$ 10.00	\$ 25,000.00
17 Grass Seeding	150	ac	\$ 2,000.00	\$ 300,000.00
	GRAND SUBTOTAL			\$7,640,000.00
Contingencies (15%)				\$1,146,000.00
Geotechnical				\$50,000.00
Regulatory Approvals & Application for Licence of Occupation (Castle River)				\$50,000.00
Environmental Assessment, Monitoring, ECO Plan				\$75,000.00
Engineering (10%)				\$879,000.00
	GRAND TOTAL			\$9,840,000.00



Municipal District of Pincher Creek

**CASTLE AREA SERVICING STUDY
OPINION OF PROBABLE COST**

Castle Area Regional System

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Cowley-Lundbreck Regional WTP Upgrades				
1 Membrane Filtration System Upgrades	1	LS	\$ 30,000.00	\$ 30,000.00
2 Internal Transfer Pumping Upgrades	1	LS	\$ 20,000.00	\$ 20,000.00
3 General Electrical	1	LS	\$ 10,000.00	\$ 10,000.00
4 Programming and Commissioning	1	LS	\$ 25,000.00	\$ 25,000.00
	SUBTOTAL			\$ 85,000.00
Booster Pump Station for Castle Mountain Resort				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 71,000.00	\$ 71,000.00
2 Land Acquisition	1	LS	\$ 25,000.00	\$ 25,000.00
3 Legal Survey	1	LS	\$ 5,000.00	\$ 5,000.00
4 Site Work	1	LS	\$ 40,000.00	\$ 40,000.00
5 New Building (c/w electrical lighting, HVAC, etc.)	30	m ²	\$ 2,000.00	\$ 60,000.00
6 Mechanical / Process / Analytical Equipment				
a) Mechanical Piping, Fittings, Valves, etc.	1	LS	\$ 30,000.00	\$ 30,000.00
b) Supply & Install Booster Pump (20 Hp Centrifugal)	2	ea	\$ 20,000.00	\$ 40,000.00
c) Pressure Transmitter	2	ea	\$ 3,000.00	\$ 6,000.00
c) chlorine boosting system	1	LS	\$ 25,000.00	\$ 25,000.00
7 Power Supply	1	LS	\$ 100,000.00	\$ 100,000.00
8 Electrical Equipment				
a) General Electrical	1	LS	\$ 70,000.00	\$ 70,000.00
b) Programming	1	LS	\$ 35,000.00	\$ 35,000.00
c) VFD's	2	ea	\$ 20,000.00	\$ 40,000.00
	SUBTOTAL			\$ 547,000.00
	GRAND SUBTOTAL			\$632,000.00
Contingencies (15%)				\$95,000.00
Geotechnical				\$25,000.00
Engineering (12%)				\$88,000.00
	GRAND TOTAL			\$840,000.00



Municipal District of Pincher Creek

CASTLE AREA SERVICING STUDY
OPINION OF PROBABLE COST

Beaver Mines Regional Supply System - Updated for Additional Demand

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Cowley to Tee Regional Pipeline (Repurposed Raw Water Line)				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 31,000.00	\$ 31,000.00
2 Topsoil Stripping, Trench Rehabilitation, Grass Seeding	1	ac	\$ 3,000.00	\$ 3,000.00
3 Flushing, Pressure Testing, and Disinfection	1	LS	\$ 20,000.00	\$ 20,000.00
4 Allowance for Easements in Private Lands				
a) Land Acquisition (Construction)	1	ac	\$ 1,500.00	\$ 1,500.00
b) Easement Preparation and Execution	1	LS	\$ 10,000.00	\$ 10,000.00
c) Landman Requirements	1	LS	\$ 10,000.00	\$ 10,000.00
5 Legal Survey	8,500	m	\$ 4.00	\$ 34,000.00
6 Supply and Install Isolation Valves	5	ea	\$ 6,000.00	\$ 30,000.00
7 Supply and Install Automatic Air Relief Valves	7	ea	\$ 10,000.00	\$ 70,000.00
8 Flushing Hydrants	3	ea	\$ 8,000.00	\$ 24,000.00
9 Pipeline Markers	30	ea	\$ 150.00	\$ 4,500.00
	SUBTOTAL			\$ 238,000.00
Tee to Beaver Mines Regional Pipeline				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 525,000.00	\$ 525,000.00
2 Allowance for Easements in Private Lands				
a) Land Acquisition (Permanent)	73	ac	\$ 2,500.00	\$ 182,500.00
b) Land Acquisition (Construction)	36	ac	\$ 1,500.00	\$ 54,000.00
c) Easement Preparation and Execution	1	LS	\$ 40,000.00	\$ 40,000.00
d) Landman Requirements	1	LS	\$ 40,000.00	\$ 40,000.00
3 Legal Survey	16,700	m	\$ 4.00	\$ 66,800.00
4 200 mm DR 7.3 HDPE	3,600	m	\$ 190.00	\$ 684,000.00
5 150 mm DR 9 HDPE	3,400	m	\$ 130.00	\$ 442,000.00
6 150 mm DR 11 HDPE	9,700	m	\$ 100.00	\$ 970,000.00
7 Rock Excavation	2,000	m	\$ 100.00	\$ 200,000.00
8 Crossings				
a) Road Crossings (Bored)	9	ea	\$ 12,500.00	\$ 112,500.00
b) Highway Crossings (Bored)	1	ea	\$ 55,000.00	\$ 55,000.00
c) Utility Crossings	15	ea	\$ 2,200.00	\$ 33,000.00
d) River Crossing	1	ea	\$ 230,000.00	\$ 230,000.00
9 Supply and Install Isolation Valves	7	ea	\$ 5,000.00	\$ 35,000.00
10 Supply and Install Automatic Air Relief Valves	10	ea	\$ 8,000.00	\$ 80,000.00
11 Flushing Hydrants	5	ea	\$ 8,000.00	\$ 40,000.00
12 Pipeline Markers	50	ea	\$ 175.00	\$ 8,750.00
13 Barbed Wire Fencing	1,000	m	\$ 10.00	\$ 10,000.00
14 Grass Seeding	109	ac	\$ 2,000.00	\$ 218,000.00
	SUBTOTAL			\$ 4,027,000.00
	GRAND SUBTOTAL			\$4,265,000.00
Contingencies (15%)				\$640,000.00
Geotechnical				\$25,000.00
Regulatory Approvals & Application for Licence of Occupation (Castle River)				\$15,000.00
Environmental Assessment, Monitoring, ECO Plan				\$50,000.00
Engineering (10%)				\$491,000.00
	GRAND TOTAL			\$5,490,000.00
	Process/Mechanical			\$1,720,000.00
	Total Project Cost			\$7,210,000.00

Note 1: Highlighted line items have been revised to provide/accomodate additional capacity



Municipal District of Pincher Creek

CASTLE AREA SERVICING STUDY
OPINION OF PROBABLE COST

Beaver Mines Regional Supply System - Updated for Additional Demand

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Cowley-Lundbreck Regional WTP Upgrades				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 24,000.00	\$ 24,000.00
2 Mechanical / Process / Analytical Equipment				
a) Mechanical Piping, Fittings, Valves, etc.	1	LS	\$ 40,000.00	\$ 40,000.00
b) Supply & Install Pumps (Cowley-Lundbreck Regional WTP)	2	ea	\$ 15,000.00	\$ 30,000.00
c) Pressure Transmitter	2	ea	\$ 3,000.00	\$ 6,000.00
3 Electrical Equipment				
a) General Electrical	1	LS	\$ 35,000.00	\$ 35,000.00
b) Programming	1	LS	\$ 30,000.00	\$ 30,000.00
c) VFD's	2	ea	\$ 10,000.00	\$ 20,000.00
	SUBTOTAL			\$ 185,000.00
Booster Pump Station for Beaver Mines				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 62,000.00	\$ 62,000.00
2 Land Acquisition	1	LS	\$ 20,000.00	\$ 20,000.00
3 Legal Survey	1	LS	\$ 5,000.00	\$ 5,000.00
4 Site Work	1	LS	\$ 25,000.00	\$ 25,000.00
5 New Building (c/w electrical lighting, HVAC, etc.)	30	m ²	\$ 2,000.00	\$ 60,000.00
6 Mechanical / Process / Analytical Equipment				
a) Mechanical Piping, Fittings, Valves, etc.	1	LS	\$ 25,000.00	\$ 25,000.00
b) Supply & Install Booster Pump (30 Hp Centrifugal)	2	ea	\$ 20,000.00	\$ 40,000.00
c) Pressure Transmitter	2	ea	\$ 3,000.00	\$ 6,000.00
c) chlorine boosting system	1	LS	\$ 25,000.00	\$ 25,000.00
7 Power Supply	1	LS	\$ 100,000.00	\$ 100,000.00
8 Electrical Equipment				
a) General Electrical	1	LS	\$ 50,000.00	\$ 50,000.00
b) Programming	1	LS	\$ 30,000.00	\$ 30,000.00
c) VFD's	2	ea	\$ 15,000.00	\$ 30,000.00
	SUBTOTAL			\$ 478,000.00
Treated Water Storage - Beaver Mines				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 85,000.00	\$ 85,000.00
2 Site Work	1	LS	\$ 30,000.00	\$ 30,000.00
3 Supply and Install Above-Ground Storage Tank	1	LS	\$ 160,000.00	\$ 160,000.00
4 Precast Concrete Vault and Building (Note 1, Note 3)	1	LS	\$ 160,000.00	\$ 160,000.00
5 Mechanical / Process / Analytical Equipment				
a) Chlorine Analyzer	2	ea	\$ 10,000.00	\$ 20,000.00
b) Sodium Hypochlorite Feed System	1	LS	\$ 15,000.00	\$ 15,000.00
c) Flow Meter	1	ea	\$ 6,000.00	\$ 6,000.00
d) Pressure Transmitter	1	ea	\$ 3,000.00	\$ 3,000.00
e) Flow Control Valve	1	ea	\$ 5,000.00	\$ 5,000.00
f) Mechanical Piping, Fittings, Valves, etc. (Note 1)	1	LS	\$ 30,000.00	\$ 30,000.00
6 Electrical Equipment				
a) General Electrical (Note 1)	1	LS	\$ 50,000.00	\$ 50,000.00
b) Programming	1	LS	\$ 25,000.00	\$ 25,000.00
c) SCADA equipment	1	LS	\$ 15,000.00	\$ 15,000.00
d) Controls and Instrumentation	1	LS	\$ 20,000.00	\$ 20,000.00
7 Tie-in to Treated Water Reservoir (Note 1)	1	LS	\$ 30,000.00	\$ 30,000.00
	SUBTOTAL			\$ 654,000.00
	GRAND SUBTOTAL			\$ 1,317,000.00
Contingencies (15%)				\$ 198,000.00
Geotechnical				\$ 22,000.00
Engineering (12%)				\$ 182,000.00
	GRAND TOTAL			\$ 1,720,000.00

Note 1: Assumes additional capacity will be routed through the Beaver Mines storage reservoir to reduce reservoir stagnation. Future Booster/Transfer Pumps would be required and will be planned for (physical and electrical capacity) but not constructed

Note 2: Highlighted line items have been revised to provide/accommodate additional capacity

Note 3: Includes only W4L eligible portion of storage

Beaver Mines Water and Wastewater Project Briefing

August 16, 2017 updates in Bold

The Beaver Mines Water and Wastewater project is broken into three components for tracking and discussion purposes, water supply, water distribution and wastewater collection, and wastewater treatment.

Further capacity study was required following the Provincial Governments announcement of supplying water for Castle Parks and Castle Mountain Resort through the Regional Water System. A meeting was held with Alberta Environment and Parks, Alberta Tourism, Alberta Transportation, MPE Engineering and the MD to discuss some of the technical issues associated with supplying water to Castle Parks and Castle Mountain Resort. A meeting with Castle Mountain Resort staff identified historical use and provided insight into the long term development requirements for water, excluding water for making snow. Note: The water line to the Castle Mountain Resort is not intended to supply water for snow making. **The final report of the Castle Area Servicing Study was provided on August 4, 2017.**

- 1) The water supply project includes water treatment plant upgrades, piping to the Hamlet including a booster pump station along the route, and a reservoir and re-chlorination unit.
 - a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. The project is in the detailed design phase in order to prepare a tender to go out in the spring of 2017. A prequalification tender for contractors has been initiated, and will close on June 26, 2017, to be followed by a tender for the pipeline and mechanical components. 15 pipeline contractors and 7 mechanical contractors responded to the prequalification processes.
 - c. MPE Engineering is doing a detailed survey of the Hamlet to confirm elevations of homes. A letter of introduction from the MD is being supplied to residents requesting the surveyors be allowed onto private property. Ongoing.
 - d. Negotiations with landowners is continuing and we will know in June the pipeline route. Legal documents are being prepared for signatures.
 - e. Confirmation of the reservoir site layout **has been** finalized.
 - f. Construction for this component of the project is tentatively scheduled for completion in the spring of 2018.
 - g. Location of Booster Pump Station and land purchase negotiation initiated.
 - h. **Capacity issues with the Regional Water System infrastructure from the Oldman dam reservoir to Beaver Mines resulting from the Castle Area Servicing were identified and have now been incorporated into the systems design.**
 - i. **Prequalification of Pipeline and Mechanical contractors is complete. The pipeline contract tender documents have been distributed to pipeline contractors. The mechanical tender documents will be distributed in September.**

- 2) The water distribution and wastewater collection component of the project includes the installation of pipes in the Hamlet to connect residents to the water reservoir and to connect to the wastewater treatment force main.
 - a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.

Beaver Mines Water and Wastewater Project Briefing

- b. At project start up meeting with MPE Engineering, options that provided fire flow water capacity and gravity waste water collection for all sites were chosen. These options were also noted as preferred at meetings held with local residents.
 - c. The detailed design phase of the project is expected to take most of 2017 with the tender happening sometime in the winter of 2017/2018.
 - d. It is not expected to be constructed until 2018 or later, as in addition to being able to tie into the reservoir, connection to a wastewater system for residents requires, that a wastewater treatment system is operational as well.
 - e. Where required, easements for utility crossings on private land are being identified. **Consultation with land owners has been initiated.**
- 3) The wastewater treatment system component of the project includes a force main to the wastewater treatment lagoon system from the Hamlet.
- a. The Municipal District is awaiting word in the spring of 2017 on a grant application for this component of the project. On May 29, 2017 the Province announced the AMWWP grant funded projects, no grant was received for this project **in 2017.**
 - b. Land negotiations for an easement for a wastewater force main are ongoing.
 - c. Council has yet to commission detailed design of this component of the project.
 - d. Council has requested additional information on the Mill Creek site access.
 - e. Meetings with area residents were held to discuss preliminary details of the project and to listen to their concerns.
 - f. A meeting to discuss access to the Mill Creek site was held with the local landowner and MPE engineering. **Options on access have been developed and are awaiting review and comment.**

Director of Operations Report August 16, 2017

Operations Activity Includes:

- July 10, Beaver Mines Water Wastewater Project meeting;
- July 10, Castle Servicing Plan meeting;
- July 11, Council meeting;
- July 12, Health and Safety meeting;
- July 17, Agricultural and Environmental Services Department meeting;
- July 19- 28, Holiday;
- August 9, Beaver Mines Pipeline Tender meeting;
- August 10, Lundbreck Skateboard Park meeting;
- August 11, Todd Creek BF 75737 Contractor Default meeting;
- August 11, Beaver Mines Water landowner meeting.

Agricultural and Environmental Services Activity Includes:

- July 7 to 14, ten MD collection and releases of Leafy Spurge Biocontrol;
- July 8, Pincher Creek Blueweed Blitz, for crew members that could attend;
- July 10, Weed Inspections;
- July 11, Crop Inspections (Wheat, Barley, Canola percentages);
- July 12, Crop Report;
- July 13, Chipman Creek/Pincher Creek Scentless Chamomile, Blueweed and Spotted Knapweed inspection;
- July 20, crews at SALT's pick by Sara's, met with Ranchlands fieldman Rick Niwa;
- July 25, Castle wetlands cooperative weed pull;
- August 1, Field Scabious assessment for intensive grazing effectiveness;
- August 2, Waterton Springs/Waterton Parks Cooperative pick;
- August 3 – 5, Gravelpit Inspections and crew work inspections;
- August 2, Joint Health and Safety Committee preparation;
- August 3, Prepare invitational letter for Livestock Emergency Response Planning meeting;
- August 4, Biocontrol monitoring with Ag Canada;
- August 4 and August 8, Therriault Dam management for downstream users;
- August 7, 8, Plumeless Thistle infestation. all crew pick;
- August 8, Crop Report;
- August 9, Joint Health and Safety Committee Meeting and Patton Park Skate Park and Playground inspection;
- August 10, 112018 Budget Edits.

Public Works Activity Includes:

- Temporary pump installed and operating for Water Treatment Plant. Moved pump 3 times and hauled raw water for 3 days to keep plant operational;
- July 28: Gravel program is complete;

- July 24 Dust control program complete;
- Mowers currently in Div 5 and Div 1;
- Lundbreck skate park repairs complete;
- Patton Park work underway for Corn Fest;
- Cold mix dust control trial complete;
- Cold mix at Burmis Lake and Gladstone complete;
- Sign install and repair as required;
- Texas gate change on Upper Tennessee;
- Mow airport and Lundbreck lagoons;
- Currently crushing at Heritage Pit;
- Pack rodeo grounds for PC rodeo.

Upcoming:

- August 22, Council meeting;
- September 7, Agricultural Service Board meeting.

Project Update:

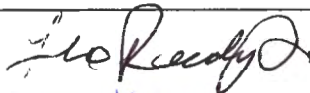
- Community Resilience Program
 - Regional Water System Intake Relocation – Project is included in the Beaver Mines Water Supply Mechanical tender.
- Capital Projects
 - Bridge File 468 and 75737 Project is progressing with work at Todd Creek significantly completed on June 22, 2017;
 - Beaver Mines Water Supply, Pipeline portion of the project is tendered, mechanical portion to be tendered later in August;
 - Beaver Mines Water Distribution and Waste Water Collection, Community survey ongoing, detailed design started.
 - Patton Park Sprinkler System completed.

Call Logs – attached.

Recommendation:

That the Operations report for the period July 6, 2017 to August 16, 2017 be received as information.

Prepared by: Leo Reedyk



Date: August 16, 2017

Reviewed by: Wendy Kay



Date: August 17, 2017

Submitted to: Council

Date: August 22, 2017

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
535	Beaver Mines		Tennis court upgrade	Stu Weber	Tennis Court Overlay approved	2016-08-29	
538	Division 2	RR29-5	through the wetland/Settlement of soil on the westside has resulted in riprap subsiding and exposed soil will be subject to wave action	Stu Weber	Fall Project	2016-10-04	
563	Division 1	NW32 T3 R29 W5	Culvert too short for the road/drove off the edge and damaged his vehicle	Bob Millar	First Call Placed	2016-11-16	
670	Division 3	SW16 T6 R30 W4	RQ to have approach widened	Stu Weber	When crews become available	2016-12-14	
674	Division 3	NE17 T6 R30 W4	Site 30332 TWP6-2A/Hole in the culvert	Bob Millar	First Call Placed	2016-12-08	
753	Division 1	TWP 3-0	Snow drifting issues/Some Brushing needs to be done when conditions allow Russel Road	Stu Weber	Fall Project	2017-01-31	
892	Division 2	SE22 T5 R29 W4	Questioning repairs to RR29-4 south of Turnbulls still a wood stave culvert	Stu Weber	Completed	2017-05-01	2017-08-01
899	Division 3	NE34 T5 R2 W5	Fence requires fixing that was broken during snow removal across from Grumpy's Greenhouse also concerned about drainage in the area	Jared Pitcher		2017-05-03	
926	Division 1	NW32 T2 R29 W4	RQ Driveway to be graded	Rod Nelson	Unable to do due to condition of driveway	2017-06-27	2017-08-04
928	Division 2	NW25 T6 R30 W4	Cattle Guard full of dirt	Bob Millar	Being Investigated	2017-06-29	
929	Division 1	St Henry's	RQ water truck/road & parking lot for July 15 celebration	Stu Weber	Completed	2017-07-05	2017-07-14
930	Division 2		Not happy with the road maintenance in their area	Tony Tuckwood	Completed	2017-07-05	2017-07-07
931	Division 4	NE21 T9 R1 W5	Cattle Guard needs a clean out off SnakeTrail/Olin Creek	Stu Weber	Being Investigated	2017-07-05	
932	Division 2	SW 26 T6 R30 W4	Called Reeve. Stu to follow up.	Tim Oczkowski	Completed	2017-07-05	2017-07-07
933	Division 3	NE 33 T6 R30 W4	Washboard on Gravel Roads.	Bremt Gunderson	Completed	2017-07-05	2017-07-17
934	Division 3	NE12 T6 R1 W5	Culvert Cleanout (Christie Mines Road)	Bob Millar	scheduled for Aug 17	2017-07-04	

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
935		Pincher Station	Pot Holes in road North of the R.R. Tracks	Stu Weber	Completed	2017-07-10	2017-07-27
936		Beaver Mines	Beaver Mines out house needs cleaning	Locky Bell	Contracted out	2017-07-11	2017-07-15
937	Division 4	SE16 T8 R1 W5	RQ driveway to be graded (gate ?)	Tim Oczkowski	Checking it out	2017-07-12	
938	Division 2	RR28-4	3 dead badgers on the road	Bob Salmon	Removed	2017-07-12	2017-07-13
939	Division 4	SW15 T7 R29 W4	RQ to have cattle guard cleaned out #29218 TWP 7-2	Bob Millar	Will be done when crew is available	2017-07-13	
940	Division 3	SW21 T5 R2 W5	RQ to mow their driveway	Mowing Crew	Completed	2017-07-14	2017-07-21
941	Division 3	NW16 T6 R30 W4	RQ fence repair RR30-3/TWP6-2A hit by grader in winter	Stu Weber	When crew is available	2017-07-14	
942	Division 5	NE11 T7 R2 W5	RQ Culvert to be cleaned	Bob Millar	On the culvert list	2017-07-17	
943	Division 4	NE28 T8 R29 W4	RQ to mow driveway	Mowing Crew	Completed	2017-07-17	2017-07-18
944	Lundbreck	1St Street	behind Obies hit School Zone Sign	Don Jackson	When crew is available	2017-07-18	
945	Division 4	SW24 T7 R30 W4	RQ drivew for the 1 hour free #7317	Tim Oczkowski	When in area	2017-07-18	
946	Division 2	SE1 T6 R30 W4	#30016 TWP6-0 RQ to have ditches mowed	Mowing Crew	When in the area	2017-07-18	
947	Division 5	BF 75737	Concerns about the large rock preventing fish migration	Stu Weber	Working with DFO	2017-07-18	
948	Division 3	SW21 T5 R2 W5	RQ Driveway to be graded	Henry Dykstra	On the list	2017-07-21	

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
949	Division 1	NE3 T3 R29 W4	RQ Driveway to be graded Hwy 6 & Oil Basin Rd	Rod Nelson	Completed	2017-07-19	2017-08-01
950	Division 5	NE36 T5 R2 W5	Watrin/daughter #5527 RR2-1A S-Curve N&S Bus Stop warning sign (two can be taken from off 507 on Gladstone	Don Jackson	On the list	2017-08-02	
951			RQ Packer for at the Rodeo grounds Wed. Aug 16 10-11am	Stu Weber	Completed	2017-08-01	2017-08-16
952	Division 2	NW18 T6 R27 W4	RR28-0 needs grading and would like his driveway done	Tony Tuckwood	Completed	2017-08-01	2017-08-04
953	Division 4	SE21 T8 R1 W5	#8231 RR1-5 RQ to have driveway mowed	Tony Naumczyk	Completed	2017-08-03	2017-08-14
954	Division 5		Burmis Mountain Estates Road needs attention	Henry Dykstra	Nd water truck & Packer	2017-08-03	
955	Division 3	SW22 T5 R2 W5	They have an electric fence (#2226 & #2535) and would like to know if it is too close to the road	Stu Weber	To be inspected	2017-08-08	
956	Division 1	NW26 T4 R30 W4	Concerned and feels gravel is being taken off MD Road for private use of neighbors	Stu Weber Rod Nelson	To be investigated	2017-08-08	
957	Division 4	SE13 T7 R29 W4	#7202 RR29-0 RQ to have driveway graded	Tim Oczkowski	Unable to do due to condition of driveway	2017-08-09	
958	Division 1	SE20 T4 R29 W4	RQ to have driveway mowed	Tony Naumczyk	On the list	2017-08-10	
959	Division 4	SW33 T8 R1 W4	Concern regarding rocks in ditch	Stu Weber	To be inspected	2017-08-10	
960	Division 5	SW3 T8 R2 W5	#8516 RQ Mowing (approach) Willow bush need taken out also RQ driveway to be graded (Chaple Rock Rd)	Joe/Dave	On the list	2017-08-11	
961	Division 4	SE25 T8 R30 W4	#30016 RQ driveway to be graded 1 3/4 Kl m ok over hour	Tim Oczkowski	On the list	2017-08-11	
962	Division 4		Is it too late for dust control	Stu Weber	Being Investigated	2017-08-11	
963	Division 4	NE27 T8 R1 W5	Snaketrail the worst in 25 years !!!!	Stu Weber	Water trucks/packer etc being coordinaated to do	2017-08-14	
964	Divison 3	SE32 T6 R2 W5	Lynx Creek & Carbondale Road very bad shape	Henry Dykstra	Completed	2017-08-14	2017-08-15

Agricultural Services Call Log

WORK ORDER	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1	3	SW 13-7-3 W5	Blueweed (BW) on roads	Shane/Crew #2	Will pick/spray	10-Jul-17	14-Jul-17
2	1	Drywood Creek	Spotted Knapweed (SKW) on creek	Crew #3	Will pick/spray with Nancy Barrios	4-Jul-17	14-Jul-17
3	1	SE 18-3-30 W4	Ox-eye Daisy on hayland	Shane	Talk to landowner, & renter	5-Jul-17	21-Jul-17
4	3	SW 14-5-2 W5	Yellow Rattle in hayfield	Shane	Inspect and advise	5-Jul-17	14-Jul-17
5	2	SE 3-6-29 W4	BW on Indianfarm Creek	Shane	Wanted MD to do, advised it is private land	6-Jul-17	6-Jul-17
6	3	SW 25-6-2 W5	BW on Road	Crew #2	Will pick/spray	7-Jul-17	10-Jul-17
7	5	From #785 - Ashvale Road	Scattered BW on road	Crew #1	Will pick/spray	10-Jul-17	10-Jul-17
8	5	SW 35-7-2 W5	SKW on ROW and land	Crew #1	Will pick/spray	31-Jul-17	01-Aug
9	4	NW 18-9-1 W5	SKW on driveway of neighbor	Crew #1	Will pick/spray	1-Aug-17	01-Aug
10	5	S 25-7-2 W5	Leafy Spurge on CPR ROW	CPR Contractor	Will do in fall if funding available	4-Aug-17	fall
11	5	CPR	BW on CPR	CPR Contractor	Done already	7-Aug-17	July 17 - 21
12	5	Crowsnest River/Villa Vega	SKW on river	Crew #3	will pick and spray	8-Aug-17	9-Aug-17
13	4	NE 17-8-1 W5	Leafy Spurge (LS) on driveway	landowner	Landowner aware of LS problem, has biocontrol on large patches, sprays smaller patches	9-Aug-17	9-Aug-17
14	1	Drywood Creek/S 21-4-29 W4	Spotted Knapweed (SKW) on creek	Crew #3	Pick/spray	10-Aug-17	14-Aug-17

Agricultural Services Call Log

WORK ORDER	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
15	1	Drywood Creek/S 21-4-29 W4	Spotted Knapweed (SKW) on creek	Crew #2	Pick/spray	10-Aug-17	14-Aug-17
16	1	Drywood Creek/NW 14-4- 30 W4	Spotted Knapweed (SKW) on creek	Crew #3	Pick/spray	11-Aug-17	15-Aug-17

MD OF PINCHER CREEK

August 4, 2017

TO: Reeve and Council
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Road Closure Bylaw No. 1280-17, SE 26-10-3 W5M - Swinton**

1. Origin

- To get the MD road within a road plan the MD has entered into an agreement with the adjacent landowner to swap a portion of undeveloped road allowance, in exchange for area required for the new road plan.

2. Background/Comment

- The portion of closed road allowance is to be consolidated with the landowner's parcel.
- Once the bylaw receives first reading, a Public Hearing is required to be held.
- Road Closure Bylaw No. 1280-17 has been prepared for the purpose of closing the portion of road allowance, and is being presented to Council for consideration.

Recommendation No. 1

That Council give first reading to Road Closure Bylaw No. 1280-17;

And that Council schedule the required Public Hearing for 1:00 pm, September 26, 2017.

Respectfully Submitted,

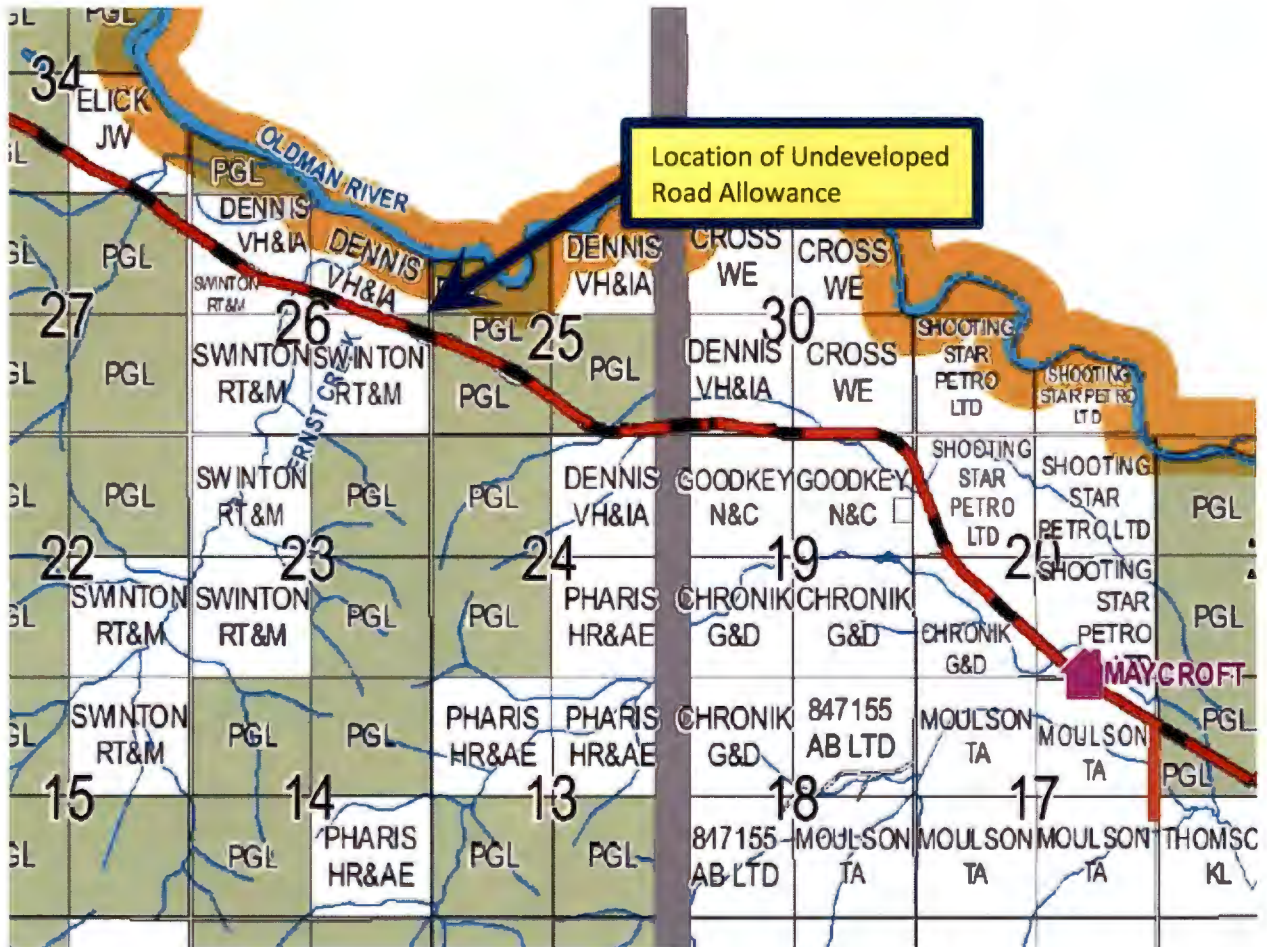


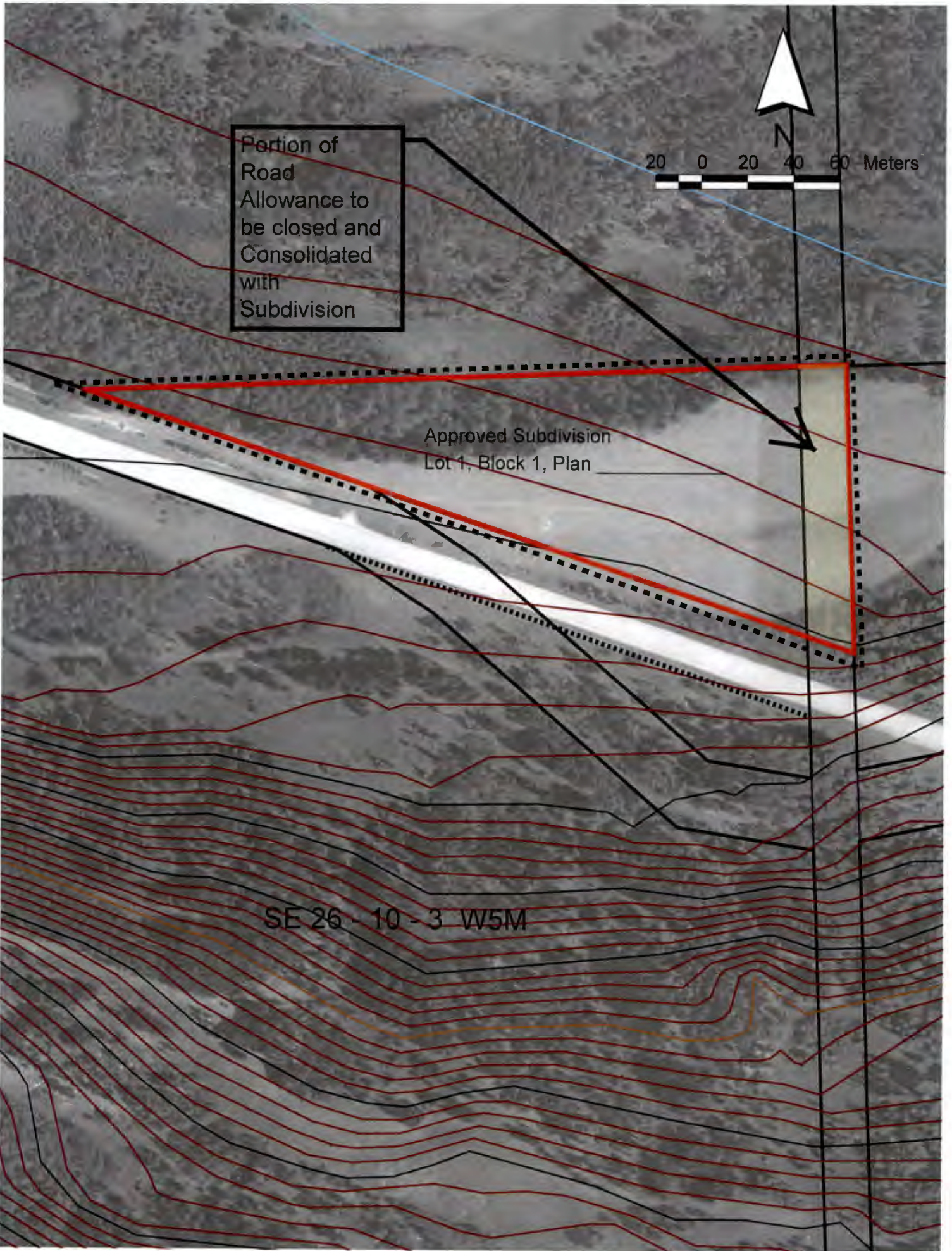
Roland Milligan

Enclosure(s): 1) Bylaw 1280-17

Reviewed by: Wendy Kay, CAO

Location Map





Portion of Road Allowance to be closed and Consolidated with Subdivision

20 0 20 40 60 Meters

Approved Subdivision Lot 1, Block 1, Plan

SE 26 - 10 - 3 W5M

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1280-17**

A Bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, for the purpose of closing a portion of a public roadway in accordance with Sections 22 and 606 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

The Council of the Municipal District of Pincher Creek No. 9 of the Province of Alberta, duly assembled, hereby enacts as follows:

WHEREAS the lands described below are no longer required for public travel;

AND WHEREAS application has been made to Council to have the roadway closed;

AND WHEREAS the Council of the Municipal District of Pincher Creek No. 9 deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same;

AND WHEREAS the advertising requirements of Section 606 of the Act have been complied with;

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw;

NOW THEREFORE be it enacted that the Council for the Municipal District of Pincher Creek No. 9 in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING PART OF LOT 1, BLOCK 1, PLAN _____, CONTAINING 0.245 HECTARES (0.61 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

Received first reading this _____ day of _____, 20__.

BRIAN HAMMOND, REEVE

(Seal)

WENDY KAY, CAO

APPROVED this _____ day of _____, 20__.

MINISTER OF TRANSPORTATION

Received second reading this _____ day of _____, 20__.

Received third reading this _____ day of _____, 20__.

BRIAN HAMMOND, REEVE

(Seal)

WENDY KAY, CAO

MD OF PINCHER CREEK

August 16, 2017

TO: Reeve and Council
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Road Closure Resolutions, Shell Road Realignment**

1. Origin

- During the processing of a Development Permit adjacent to the south side of Sec 15-4-30 W4M, it was discovered that the MD road was not fully contained within the road right-of-way.
- Looking at the aerials and the road alignment within the area, it was noted that the portion of Range Road 30-3, from the Shell road south to the SE 9-4-30 W4M, wandered in and out of the existing road plan.
- It was discovered that the MD had realigned the road in the early 1970s, but that the required road plan was never registered.
- At the MPC meeting of May 1, 2012, the MPC recommended that the issue be forwarded to Council for discussion.

2. Background/Comment

- There are several Preliminary Agreements with the affected landowners dating back to 1971 for the purpose of getting both these roads onto a new road plan.
- There is a preliminary agreement with Dick Hardy, accepted by Council on September 8th, 1981, that shows that Twp. Rd. 4-2 was meant to be placed on a road plan.
- There are numerous agreements within the agreement file, accepted by the Council of the day, to place the newly aligned Rge. Rd. 30-3 within a road plan.
- Council passed Resolution 13/135 approving the project.

3. Discussion

- Discussions have taken place with the four affected landowners.
- The landowners have no issues with following through with this proposed project.
- The MD will be exchanging the old road plans for the areas required for the new road plan.
- The MD's surveyor has prepared a road plan to cover the existing roadways (Enclosure No. 1).
- There are seven road closure resolutions required to close the portions of the old road plans, no longer required for the original roads within the project.
- This is the first step required for the registration of the new road plan.

Recommendation No. 1

- That Council pass the seven attached road closure resolutions.

Respectfully Submitted,



Roland Milligan

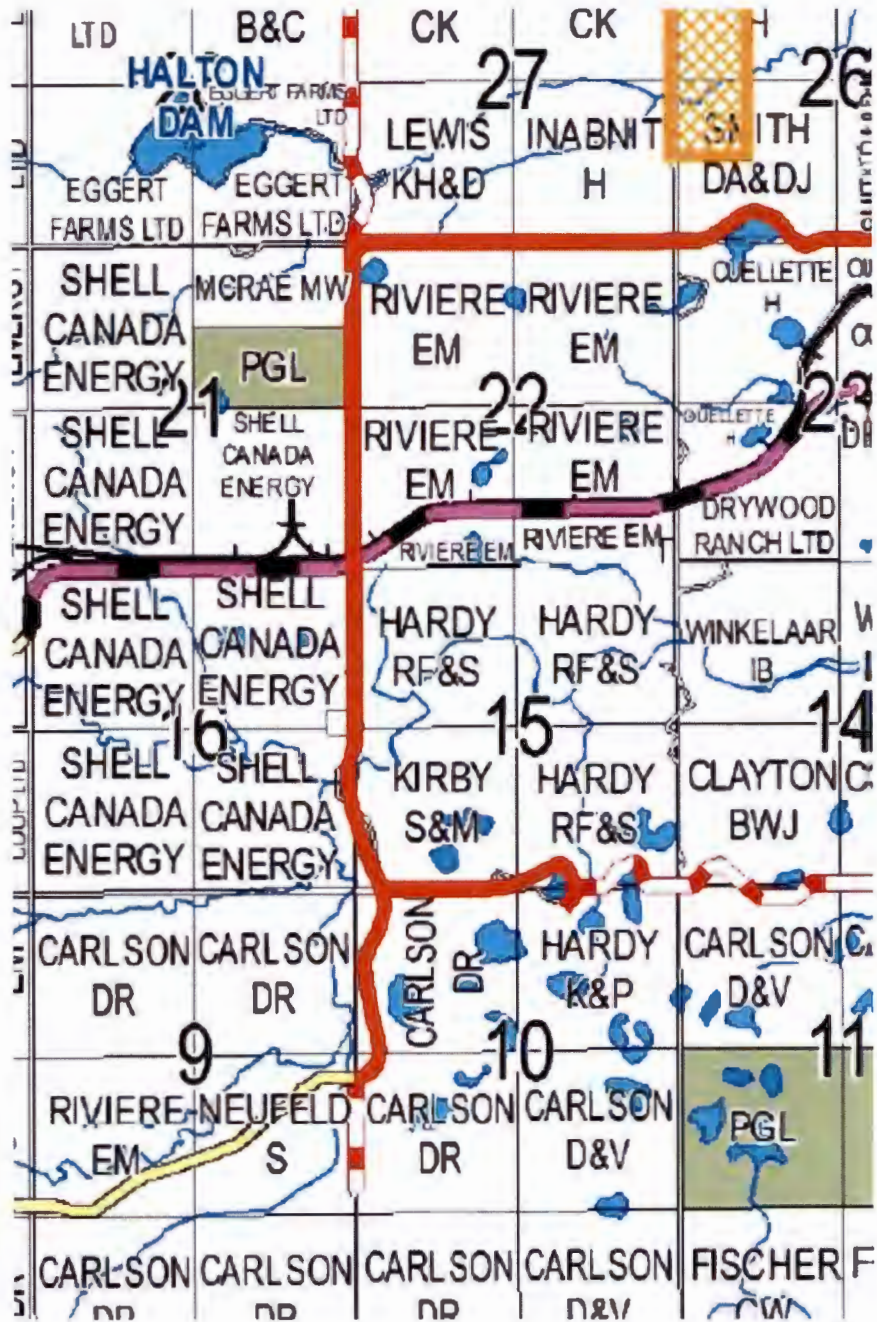
Enclosure(s): 1) Unregistered New Road Plan
2) Road Closure Resolutions

Reviewed by: Wendy Kay, CAO



August 16, 2017

Location of Road Closures



MUNICIPAL DISTRICT OF PINCHER CREEK No. 9

PLAN SHOWING SURVEY OF

ROAD

WITHIN

ROAD PLAN 1311 H.T.(W.1/2 SEC. 10)
 ROAD PLAN 928 B.M.(S.1/2 SEC. 15)
 ROAD PLAN 1279 H.T.(S.W.1/4 SEC. 15)
 ROAD PLAN 4135 H.U.(W.1/2 SEC. 15 & S.E.1/4 SEC. 16)
 W.1/2 SEC. 10; S.1/2 & N.W.1/4 SEC. 15; S.E.1/4 SEC. 16 AND
 GOVERNMENT ROAD ALLOWANCE

ALL WITHIN
 TWP. 4; RGE. 30; W.4 M.

BY: T. C. PENNER, A.L.S.

SCALE 1:5000



1:1 - Stationary Iron Pinnac found shown thus
 P.1 - Stationary Iron Pinnac shown thus
 Temporary pinnac placed shown thus
 Chain shown for enclosed distance
 S.C. shown for length of arc
 P.C. shown for point of curvature
 T.C. shown for point of tangency
 E. shown for end of curve
 M. shown for middle
 B. shown for bearing
 Distance shown along curves are as distance
 S. shown for station
 H. shown for Height of Instrument
 I. shown for Intersection
 F. shown for Flag
 M. shown for Marker
 P. shown for Pinnac
 R. shown for Road
 S. shown for Station
 T. shown for Trench
 W. shown for Well
 X. shown for Cross
 Y. shown for Yoke
 Z. shown for Zebra
 1:2 - Stationary Iron Pinnac found shown thus
 P.1 - Stationary Iron Pinnac shown thus
 Temporary pinnac placed shown thus
 Chain shown for enclosed distance
 S.C. shown for length of arc
 P.C. shown for point of curvature
 T.C. shown for point of tangency
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 T. shown for Trench
 W. shown for Well
 X. shown for Cross
 Y. shown for Yoke
 Z. shown for Zebra

PROSPECTOR

LAND TITLE OFFICE

PLAN NO. _____

ENTERED AND REGISTERED

ON _____

BY: _____

A.D. REGISTERED

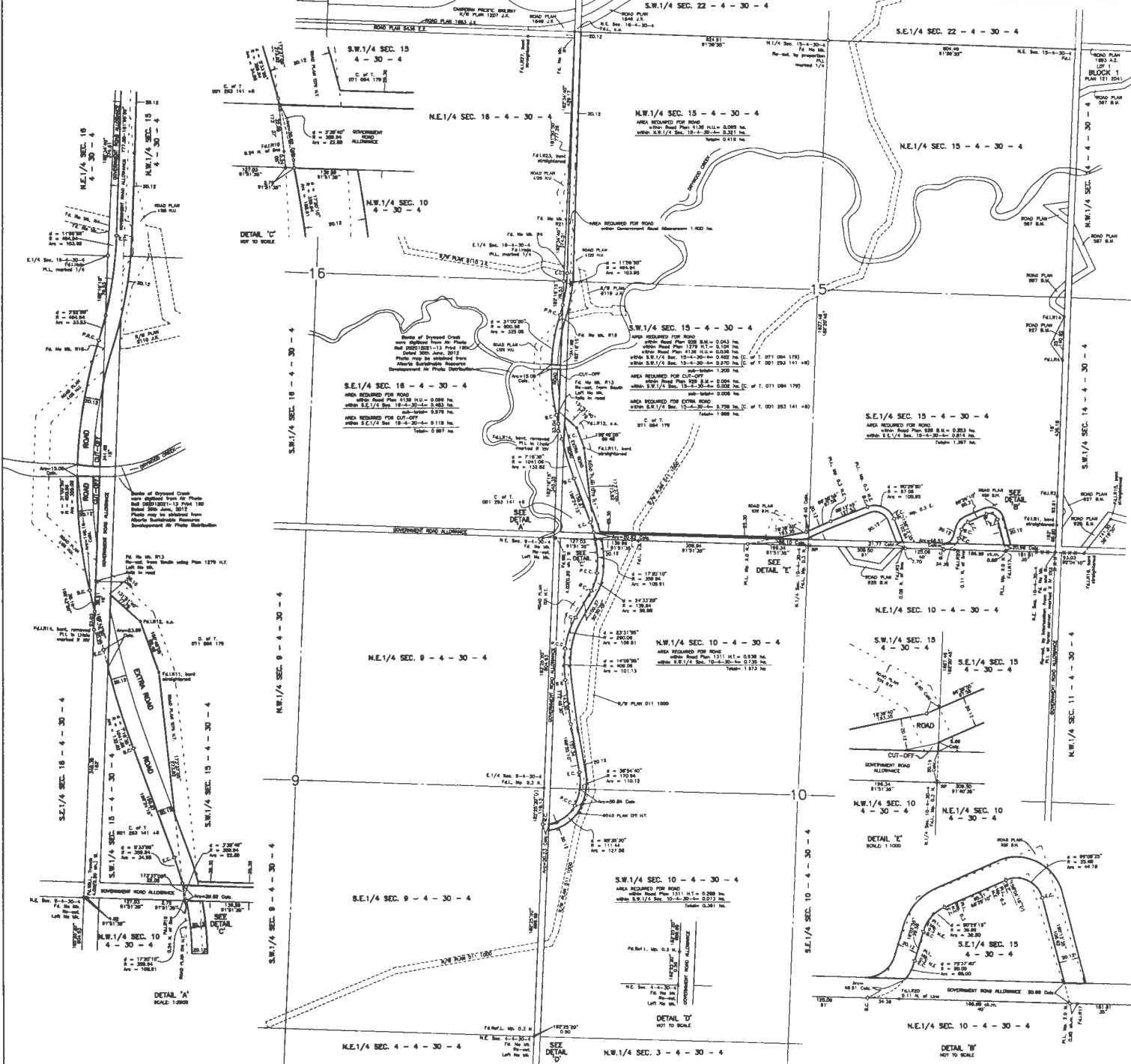
SURVEYOR

NAME: T. C. PENNER, A.L.S.
 SURVEYED BETWEEN THE DATES OF DECEMBER 11th,
 2014 AND FEBRUARY 13th, 2017, IN ACCORDANCE
 WITH THE PROVISIONS OF THE SURVEYS ACT.



MUNICIPAL DISTRICT OF PINCHER CREEK No. 9

DRAWING FILE: 14-12568/000
 CLIENT: MUNICIPAL DISTRICT OF PINCHER CREEK No. 9
 FILE NO.: 14-12568 C.B. (7.5 sq.ft.)



Road Closure Resolution No. 1 (Shell, NE 16)

A Resolution of the **MD of Pincher Creek No. 9**, for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel;

NOW THEREFORE be it resolved that the Council of the MD of Pincher Creek No. 9 does hereby close the following described road, subject to rights of access granted by other legislation.

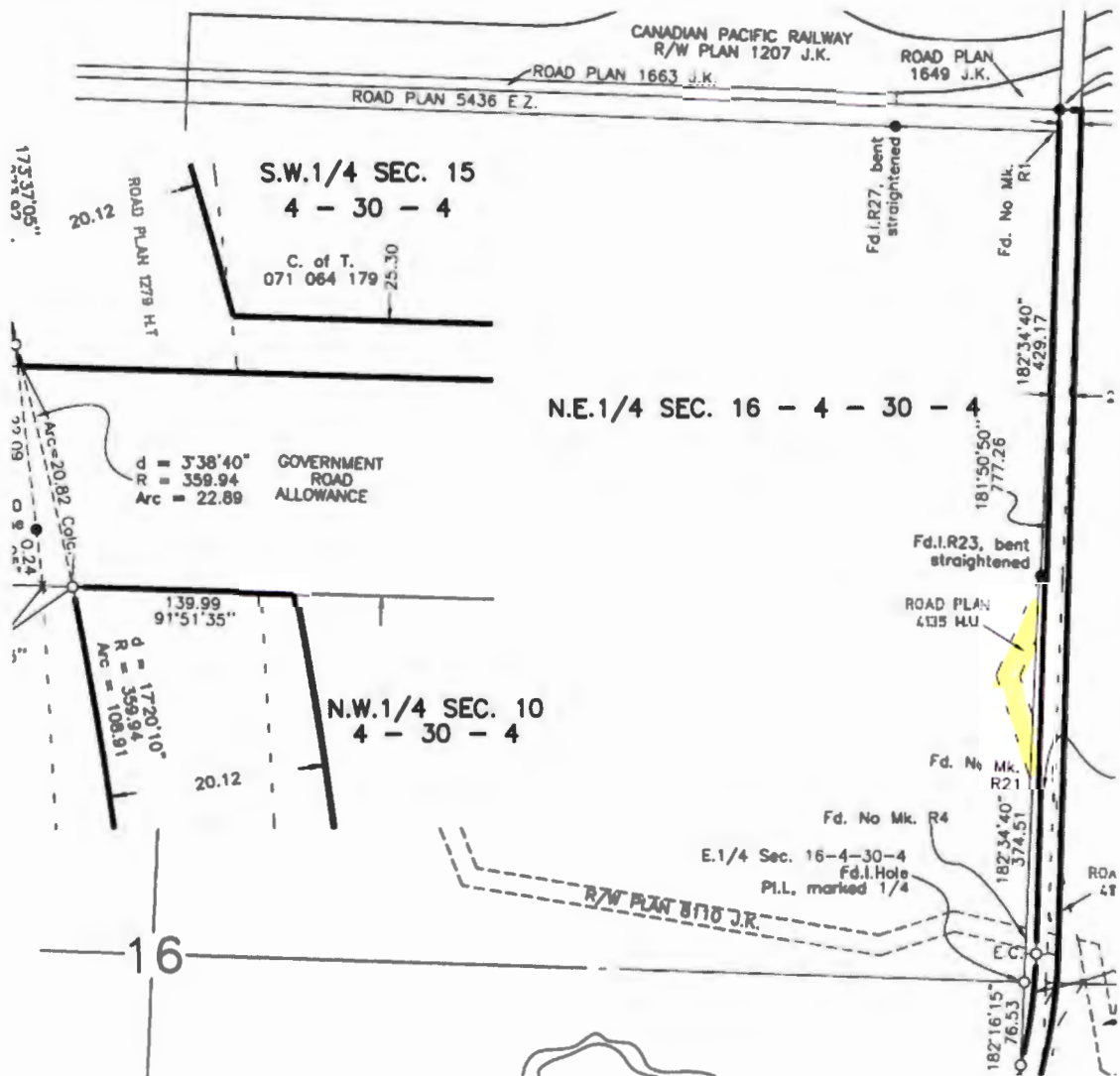
NE ¼ SEC 16-4-30-4

ROAD PLAN 4135HU

CONTAINING 0.275 HECTARES (0.68 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

To be placed back in Certificate of Title No: 021 011 551



Road Closure Resolution No. 2 (Shell, SE 16)

A Resolution of the MD of Pincher Creek No. 9, for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel;

NOW THEREFORE be it resolved that the Council of the MD of Pincher Creek No. 9 does hereby close the following described road, subject to rights of access granted by other legislation.

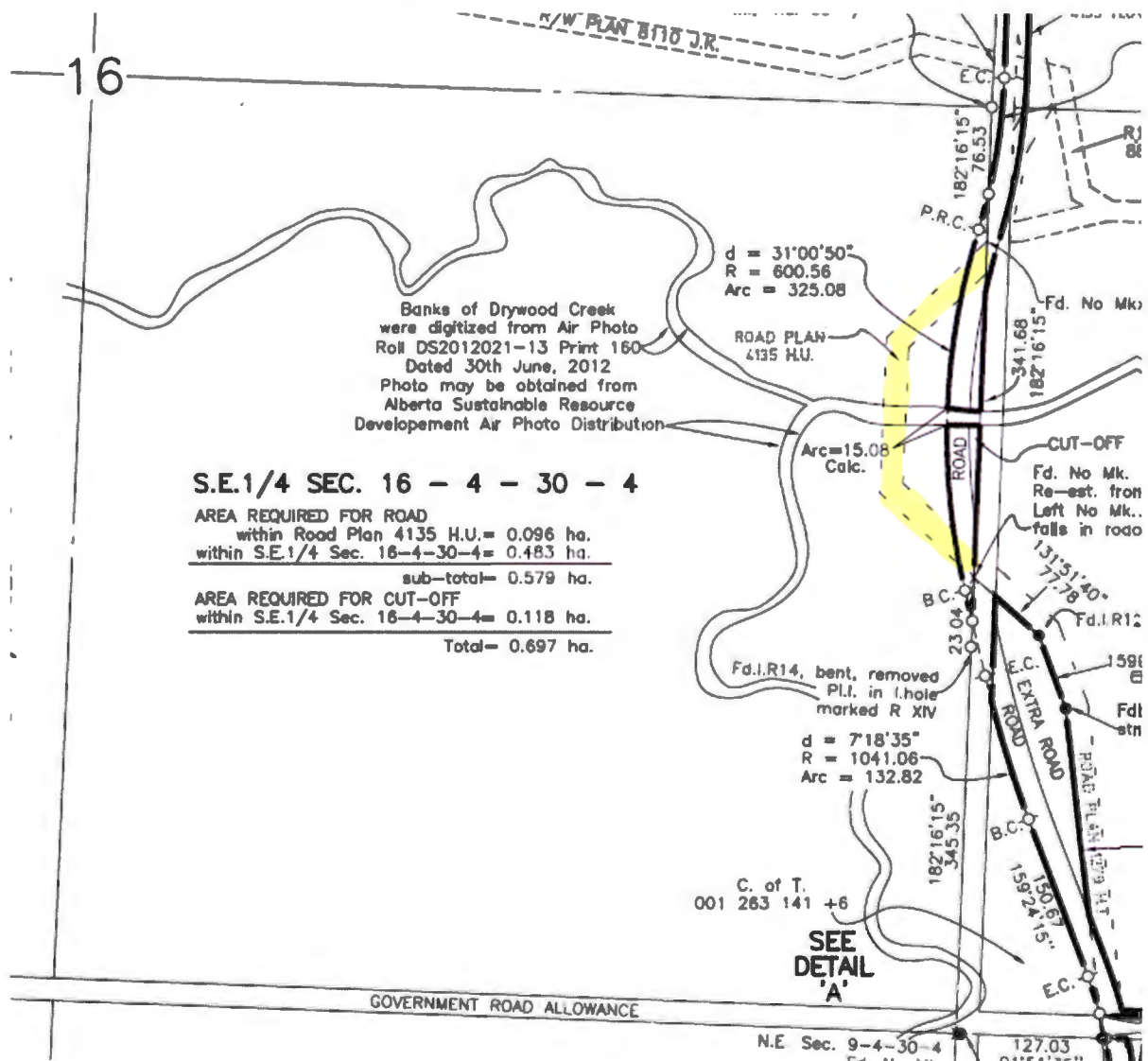
SE ¼ SEC 16-4-30-4

ROAD PLAN 4135HU

CONTAINING 0.680 HECTARES (1.68 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

To be placed back in Certificate of Title No: 031 227 429 +2



Road Closure Resolution No. 3 (Hardy, NW 15)

A Resolution of the **MD of Pincher Creek No. 9**, for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel;

NOW THEREFORE be it resolved that the Council of the MD of Pincher Creek No. 9 does hereby close the following described road, subject to rights of access granted by other legislation.

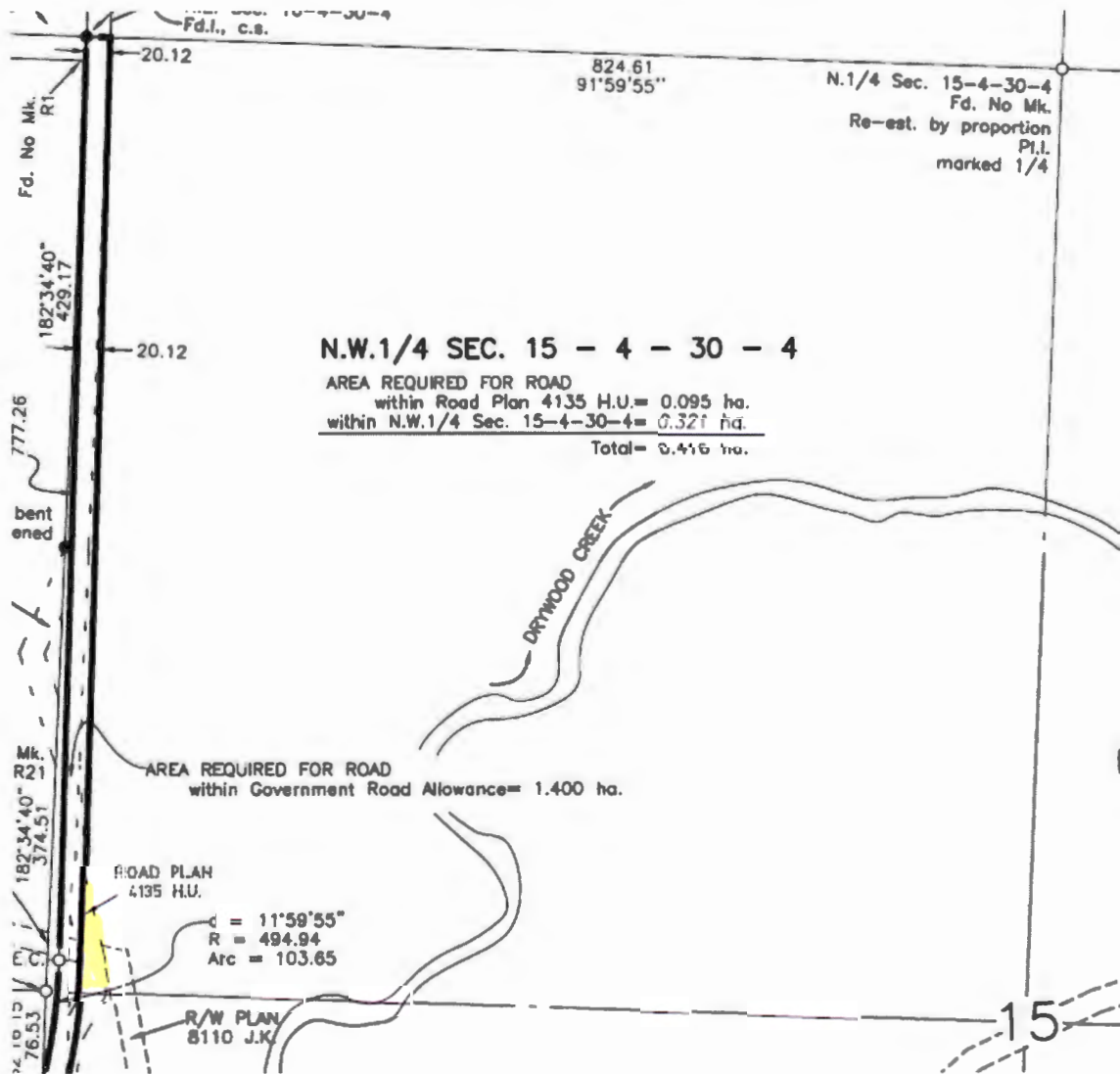
NW ¼ SEC 15-4-30-4

ROAD PLAN 4135HU

CONTAINING 0.58 ACRES MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

To be placed back in Certificate of Title No: 151 060 648



Road Closure Resolution No. 4 (Kirby, SE 15)

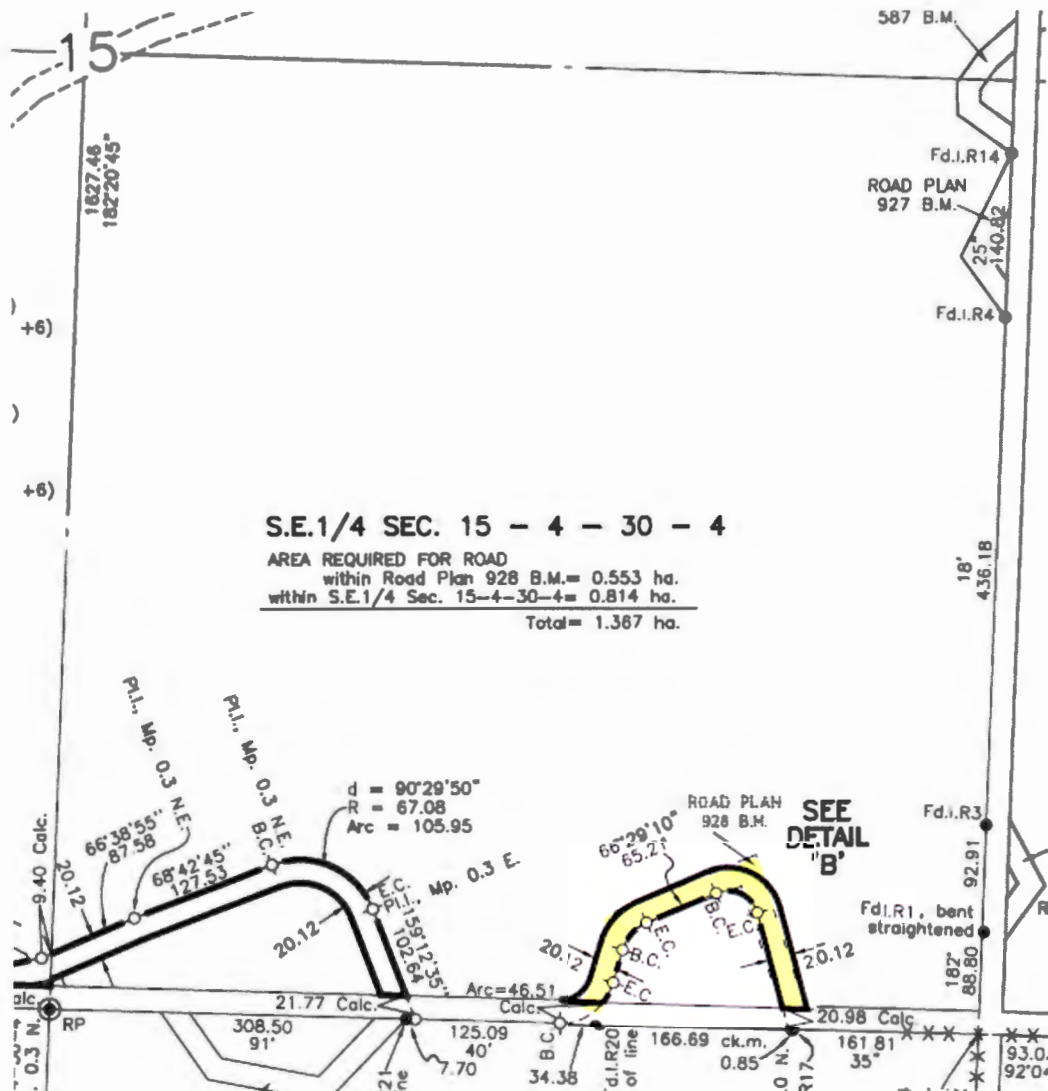
A Resolution of the MD of Pincher Creek No. 9 for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel,

NOW THEREFORE be it resolved that the Council of the MD of Pincher Creek No. 9 does hereby close the following described road, subject to rights of access granted by other legislation.

SE ¼ SEC 15-4-30-4
ROAD PLAN 928BM
 CONTAINING 1.63 ACRES MORE OR LESS
 EXCEPTING THEREOUT ALL MINES AND MINERALS

To be placed back in Certificate of Title No: 151 060 649



Road Closure Resolution No. 7 (Carlson, SW 10)

A Resolution of the MD of Pincher Creek No. 9, for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel,

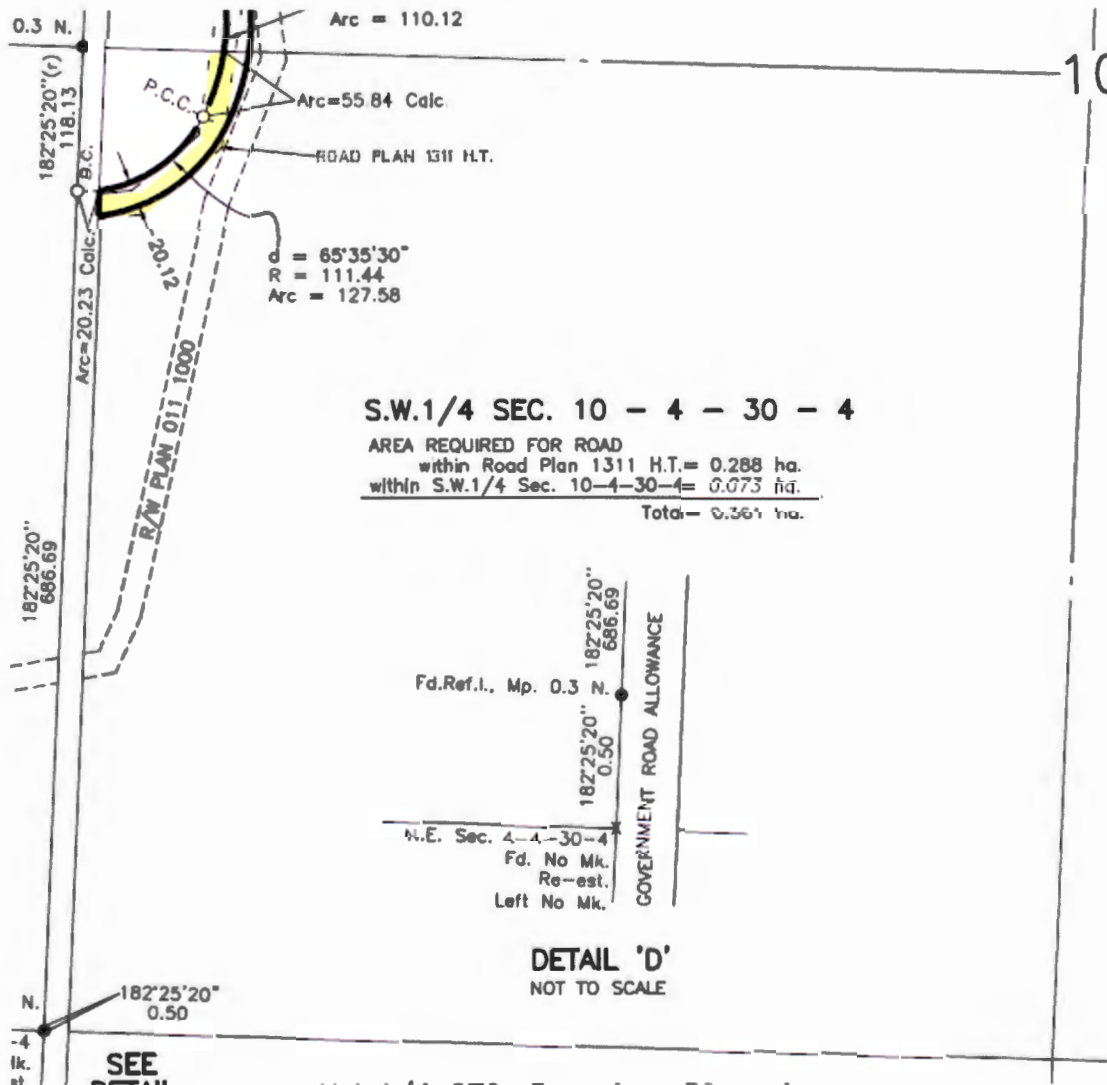
NOW THEREFORE be it resolved that the Council of the MD of Pincher Creek No. 9 does hereby close the following described road, subject to rights of access granted by other legislation.

SW ¼ SEC 10-4-30-4

ROAD PLAN 1311HT

CONTAINING 0.372 HECTARES (0.92 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

To be placed back in Certificate of Title No: 001 263 141



MD OF PINCHER CREEK

August 2, 2017

TO: Reeve and Council
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Road Closure Resolution, Portion of Road Plan 3385AZ, SE 4-7-2 W5M**

1. Origin

- Within the SE 4-7-2 W5M, the MD road leaves Road Plan 3385AZ and strays onto the said parcel of land (Enclosure No. 1).
- In 2011 the MD had a survey plan prepared to get the stray road onto a new road plan.
- Due to ongoing negotiations with the landowners, the process had stalled until recently.
- The required road closure resolution has been prepared.

Recommendation No. 1

- That Council pass the following resolution:

A Resolution of the **Municipal District of Pincher Creek No. 9** for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel,

NOW THEREFORE be it resolved that the Council of the MD of Pincher Creek does hereby close the following described road, subject to rights of access granted by other legislation.

ROAD PLAN 3385AZ, affecting the following quarter sections:

SE ¼ Sec. 4, Twp. 7, Rge. 2, W5M

Containing 0.591 hectares (1.46 Acres) more or less, excepting thereout all mines and minerals

To be placed back in Certificate of Title No: 871 146 029

Respectfully Submitted,



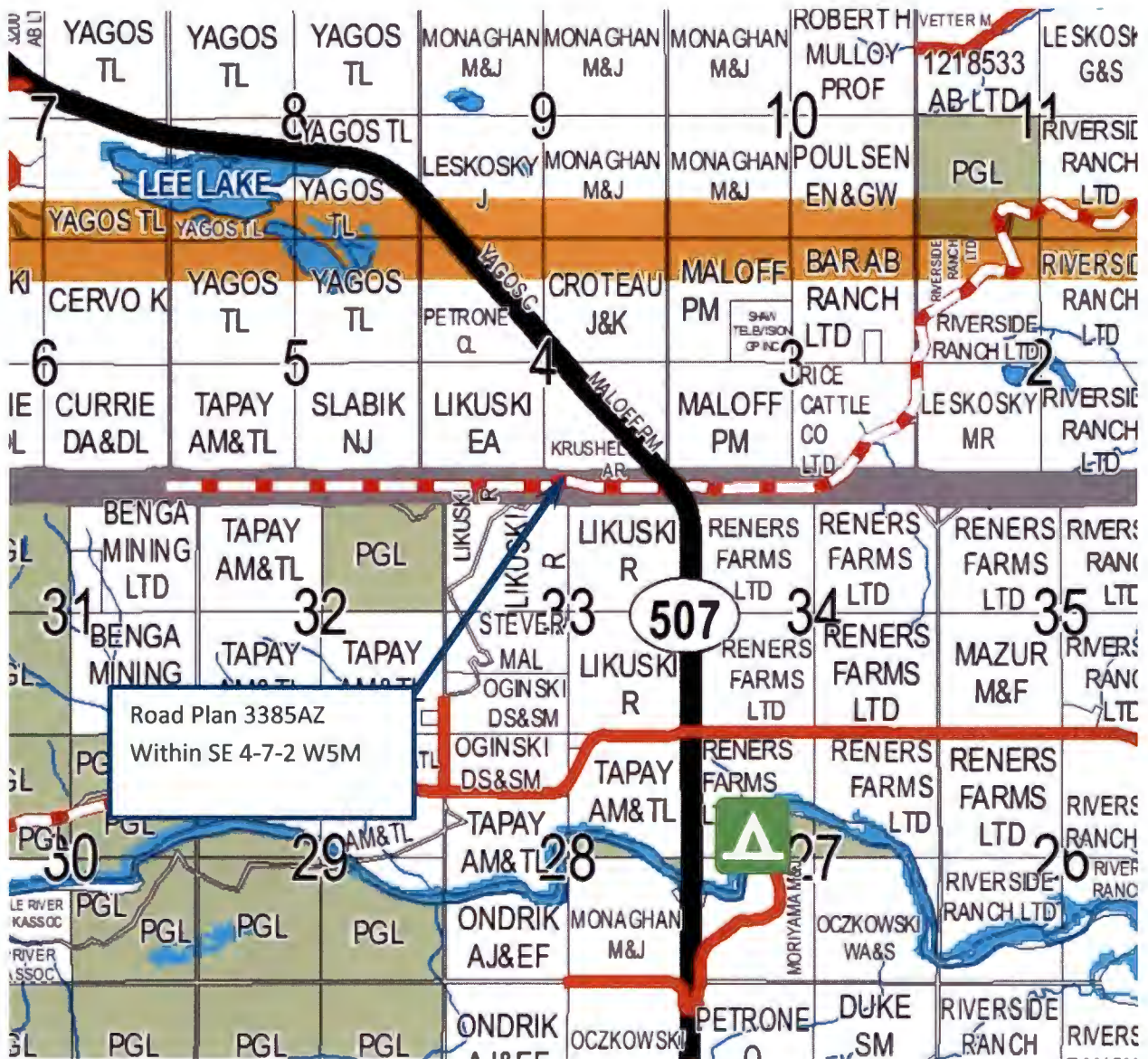
Roland Milligan

Reviewed by: Wendy Kay, CAO

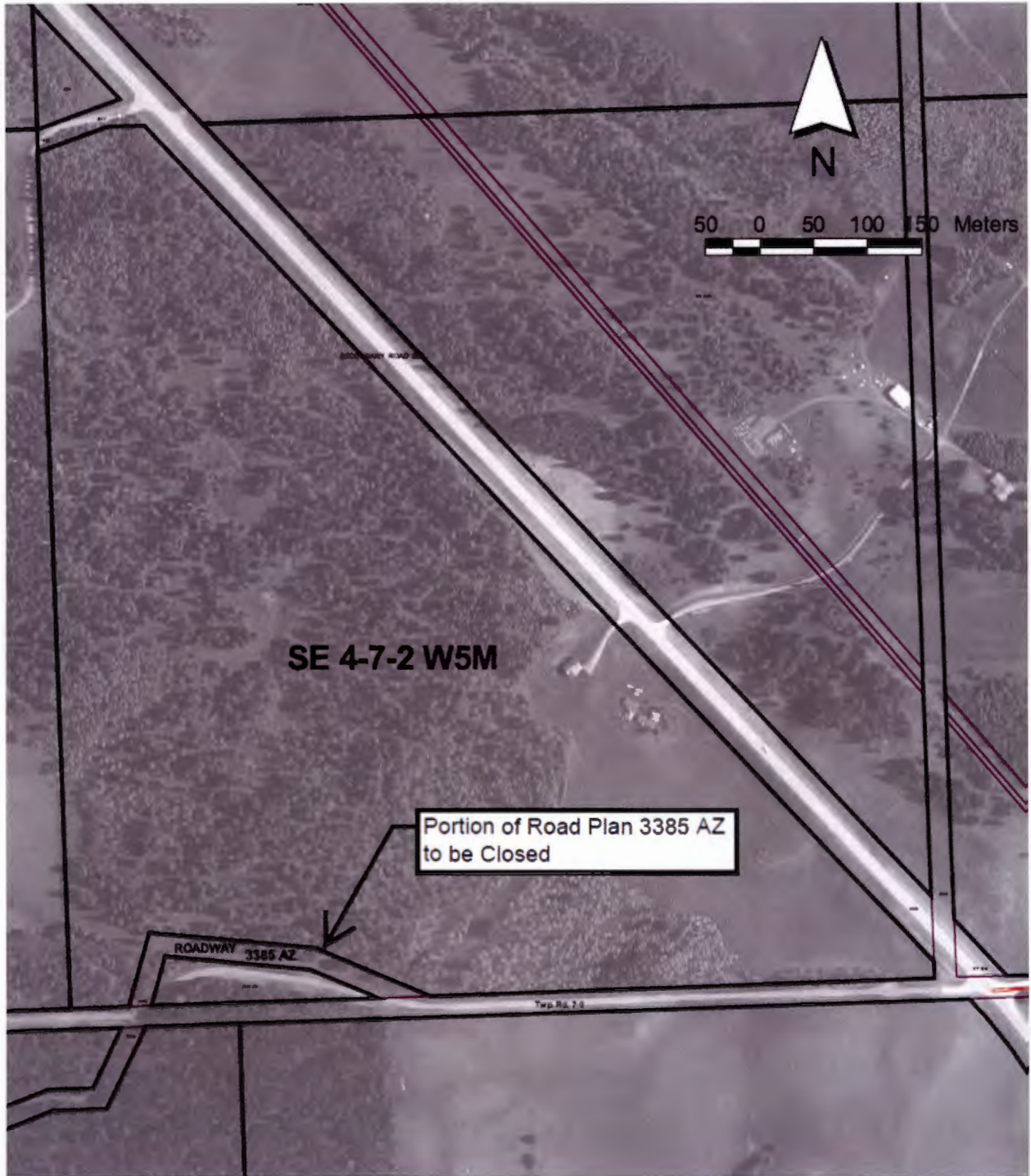
W. Kay

August 14, 2017

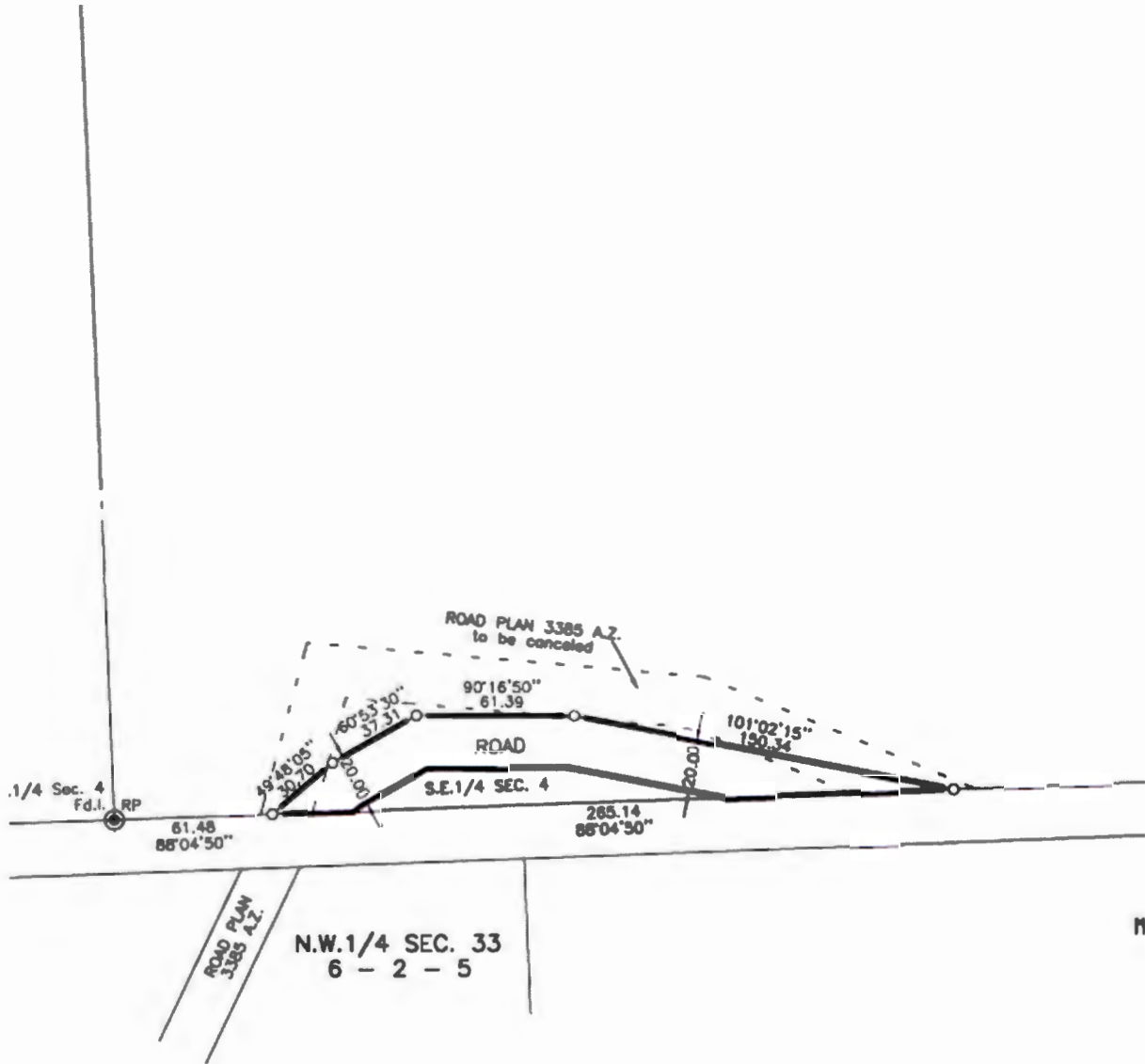
Location of Road Closure Request SE 4-7-2 W5M



Aerial Showing Portion of Road Plan to be Cancelled



Sketch Showing Portion of Road Plan to be Cancelled and Proposed New Road Plan



MD OF PINCHER CREEK

August 17, 2017

TO: Reeve and Council
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Notice Prior to Registration of a Conservation Easement, Riverside Ranch**

1. Origin

- The attached information was received on July 20, 2107 from David Bernatchez with the Nature Conservancy of Canada (NCC).
- This is Form 1, Notice Prior to Registration of a Conservation Easement on the following lands (map enclosed):
 - NW ¼ 18 and W ½ 19, within 6-1 W5M
 - NE ¼ 13, all of 23, N ½ and SE ¼ 24, all of 25, S ½ and NE 26, NE 35 and all of 36, within 6-2 W5M
 - S ½ 1, N ½ and SE 2, SE 11 within 7-2 W5M (Map Attached)

2. Background/Comment

- Section 33(2)(a)(iii) of the Alberta Land Stewardship Act, states that the Council of the municipality must be given prior notice to the registration of a conservation easement.
- NCC is requesting that the Council of the MD acknowledge the receipt of Form 1 and agree to waive the 60-day notice period and that they may register the Conservation Easement immediately.

3. Discussion

- While the MD can register an objection to the registering of the conservation easement, the easement may still be registered.
- However, the request for acknowledgement of the receipt of Form 1, acts as the notification process for the municipality that the Conservation Easement is going to be placed on certain properties.

Recommendation

That Council acknowledge the receipt of the notice of the Conservation Easement for NW ¼ 18 and W ½ 19, within 6-1 W5M; NE ¼ 13, all of 23, N ½ and SE ¼ 24, all of 25, S ½ and NE 26, NE 35 and all of 36, within 6-2 W5M; and the S ½ 1, N ½ and SE 2, SE 11 within 7-2 W5M and further;

That Council waive the 60-day notice period prior to registration for the Conservation Easement.

Respectfully Submitted,

Roland Milligan

Attachments: Notice Prior to Registration Form 1 and Aerial Map

Reviewed by: Wendy Kay, CAO

W. Kay

August 17, 2017



**NATURE
CONSERVANCY
CANADA**

Alberta Regional Office

VIA EMAIL

rmilligan@mdpincercreek.ab.ca

July 20, 2017

MD of Pincher Creek
Box 279
1037 Herron Avenue
Pincher Creek, AB T0K 1W0

Attention: Mr. Roland Milligan
Director of Development and Community Services

RE: CONSERVATION EASEMENT FORM 1 – Riverside Ranch (Zoratti)


Please find attached a Form 1 document which outlines details of the subject Conservation Easement. We would appreciate it if you could complete the acknowledgement below and email a scanned copy back to david.bernatchez@natureconservancy.ca.

We, the MD of Pincher Creek hereby acknowledge receipt of the Form 1 for the above Conservation Easement.

- We agree to waive the 60 day notice period and you may register the Conservation Easement immediately.
- We do not agree to waive the 60 day notice period.

Signed: _____ Dated this ____ day of _____, 2017.

Thank you for your assistance,


David Bernatchez
Securement and Land Asset Specialist

Encl. – FORM 1

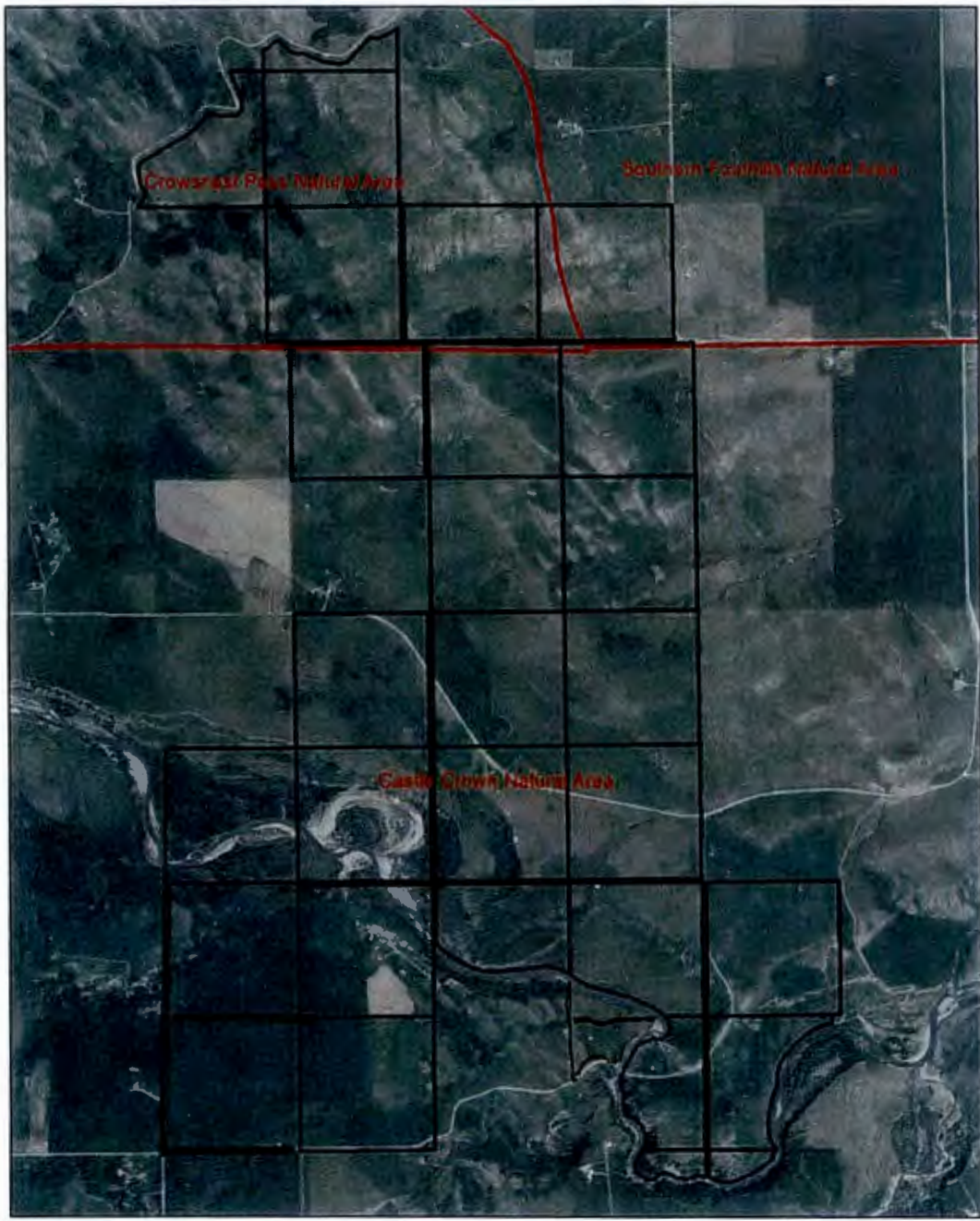
890, 105 – 12 Avenue SE, Calgary, Alberta T2G 1A1
Phone: (403) 262-1253 Fax: (403) 515-6987

**Riverside Ranch
CNP/SF/CASTLE NA**

- | | | | |
|--|---|---|--|
|  Riverside |  NCC Land |  Other NGO |  Priority 1 |
|  Natural Area |  Provincial Park |  Crown |  Priority 2 |
| | | |  Priority 3 |



Disclaimer: This map is for informational purposes only. It is not intended to be used as a primary indicator of priority or to be used in any legal proceedings. The map may contain inaccuracies or errors.

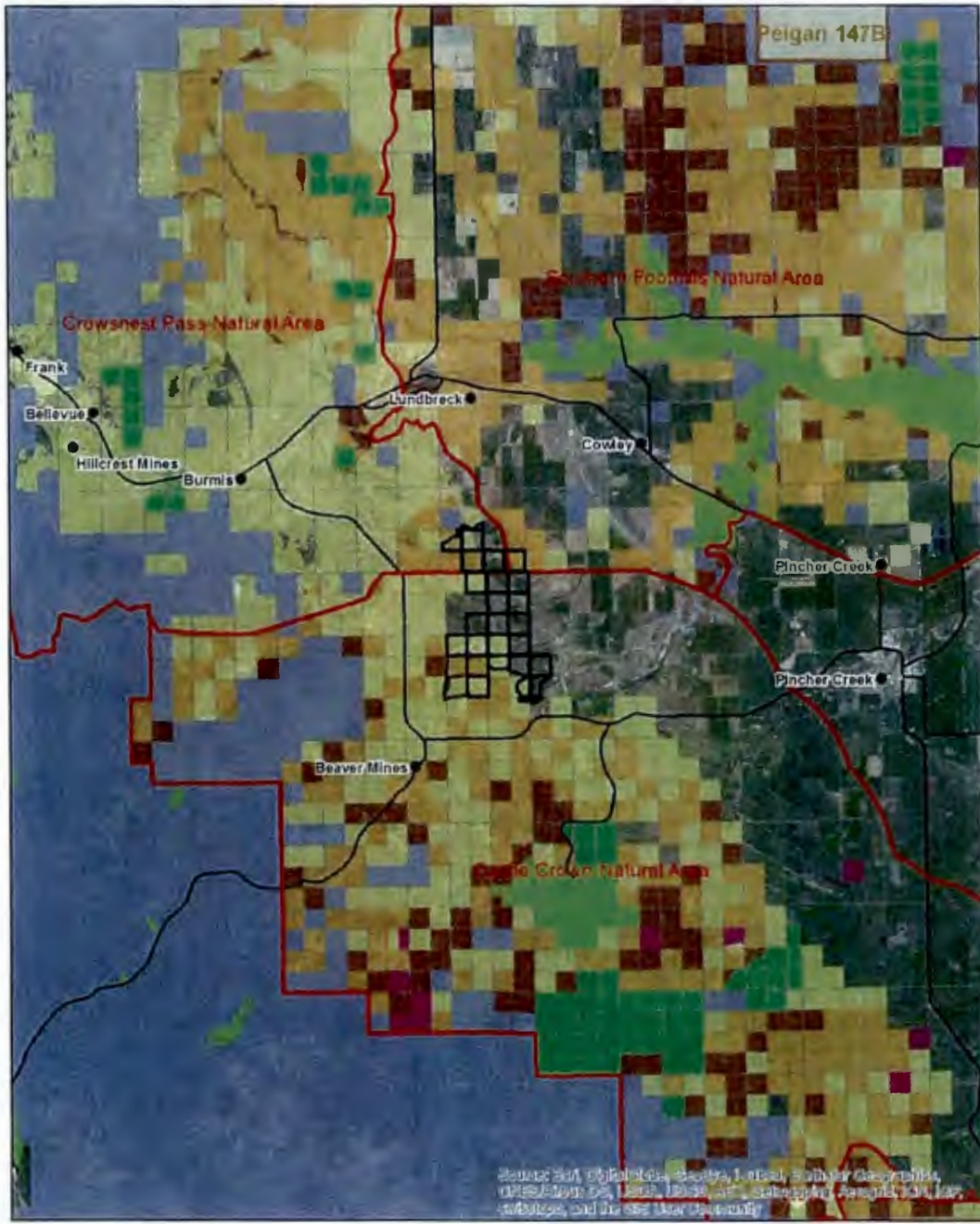


**Riverside Ranch
CNP/SF/CASTLE NA**

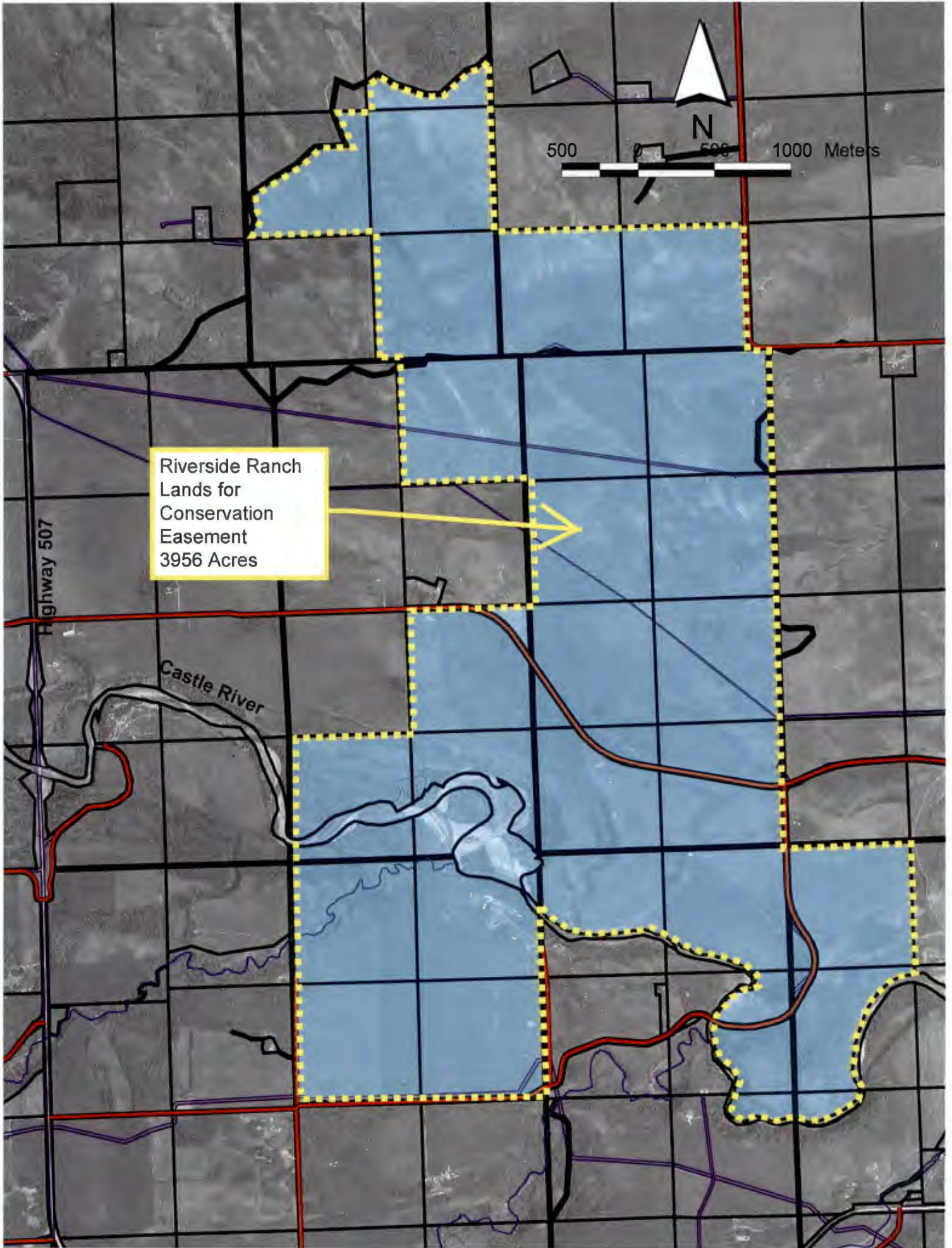
- Riverside
- NCC Land
- Other NGO
- Priority 1
- Natural Area
- Provincial Park
- Crown
- Priority 2
- Priority 3



Disclaimer: This map is for informational purposes only. It is not intended to be used as a precise indicator of priority or as a guide to the location of any land. The location of any land is subject to change. This map may contain inaccuracies or errors.



Source: Data provided by Alberta, British Columbia, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island, and the Yukon, Northwest Territories, and Nunavut.



Riverside Ranch
Lands for
Conservation
Easement
3956 Acres

Highway 507

Castle River

500 500 1000 Meters

N

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

E3a

Month Ending June 2017

BANK STATEMENT C.I.B.C.	June	May
General Accounts		
Bank Statement Balance	573,193.81	1,661,954.88
Deposits After Month End	252,676.03	48,186.99
Cash On Hand	600.00	600.00
Outstanding Cheques	(49,250.70)	(1,885,370.69)
Month End Cash Available (- Overdrawn)	777,219.14	(174,628.82)

M.D.'S GENERAL LEDGER	June	May
Balance Forward from Previous Month	(174,628.82)	153,627.07
Revenue for the Month:		
Receipts for the Month	11,727,334.98	2,148,999.38
Interest for the Month	556.77	264.85
Transferred from T-Bill Account - General	57,261.70	385,000.00
Disbursements for the Month:		
Cheques Written	(1,301,474.19)	(2,235,193.56)
Payroll Direct Deposits and Withdrawals	(324,101.40)	(295,003.29)
Electronic Withdrawals - Utilities and VISA	(39,871.12)	(31,690.27)
Banking Transaction Fees	(474.13)	(633.00)
Transfer to Short Term Investments	(8,342,610.00)	(300,000.00)
Requisition & Debenture Payments	(824,774.65)	0.00
M.D.'s General Ledger Balance at Month End	777,219.14	(174,628.82)

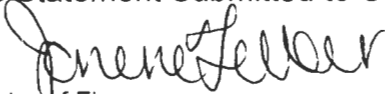
SHORT TERM INVESTMENTS - C.I.B.C.	June	May
General Account Operating Funds	7,005,011.47	4,866.11
MSI Capital Grant Advances	5,160,765.52	3,815,239.36
Public Reserve Trust Funds	181,816.03	181,677.17
Tax Forfeiture Land Sales	3,556.76	3,554.04
Recycling Committee	30,665.52	30,642.10
Water Intake Advance	1,542,620.73	1,580,638.89
Water For Life Advance	340,620.02	358,381.47
Clean Water/Wastewater Advance	1,502,108.90	1,500,961.64
	15,767,164.95	7,475,960.78

LONG TERM INVESTMENTS	June	May	Annual Rate	Original	Original
Financial Institution	Market Value	Market Value	of Return	Investment	Investment
			2016	Date	Amount
C.I.B.C. Wood Gundy - Bonds	8,710,527.00	8,734,610.00	3.97%	Nov-88	1,255,915.75

COMMENTS

July Items of Note	Amount
Revenue In - Tax Revenue	150,000.00

This Statement Submitted to Council this 22nd Day of August 2017.


Director of Finance

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

Month Ending July 2017

BANK STATEMENT C.I.B.C.	July	June
General Accounts		
Bank Statement Balance	250,489.30	573,193.81
Deposits After Month End	827.50	252,676.03
Cash On Hand	600.00	600.00
Outstanding Cheques	(180,216.41)	(49,250.70)
Month End Cash Available	71,700.39	777,219.14

M.D.'S GENERAL LEDGER	July	June
Balance Forward from Previous Month	777,219.14	(174,628.82)
Revenue for the Month:		
Receipts for the Month	277,815.10	11,727,334.98
Interest for the Month	1,484.24	556.77
Transferred from T-Bill Account - General	264,091.00	57,261.70
Disbursements for the Month:		
Cheques Written	(821,485.74)	(1,301,474.19)
Payroll Direct Deposits and Withdrawals	(353,403.70)	(324,101.40)
Electronic Withdrawals - Utilities and VISA	(32,479.50)	(39,871.12)
Banking Transaction Fees	(747.86)	(474.13)
Transfer to Short Term Investments	(40,792.29)	(8,342,610.00)
Requisition & Debenture Payments	0.00	(824,774.65)
M.D.'s General Ledger Balance at Month End	71,700.39	777,219.14

SHORT TERM INVESTMENTS - C.I.B.C.	July	June
General Account Operating Funds	7,005,311.05	7,005,011.47
MSI Capital Grant Advances	5,024,511.64	5,160,765.52
Public Reserve Trust Funds	118,075.11	181,816.03
Tax Forfeiture Land Sales	3,559.39	3,556.76
Recycling Committee	30,688.20	30,665.52
Water Intake Advance	1,580,741.10	1,542,620.73
Water For Life Advance	283,653.01	340,620.02
Clean Water/Wastewater Advance	1,503,219.94	1,502,108.90
	15,549,759.44	15,767,164.95

LONG TERM INVESTMENTS	July	June	Annual Rate	Original	Original
Financial Institution	Market Value	Market Value	of Return	Investment	Investment
			2016	Date	Amount
C.I.B.C. Wood Gundy - Bonds	8,588,548.00	8,710,527.00	3.97%	Nov-88	1,255,915.75

COMMENTS

August Items of Note **Amount**

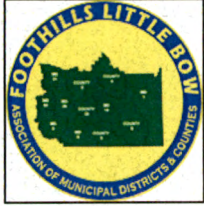
This Statement Submitted to Council this 22nd Day of August 2017.

Accounting Clerk 3

Chief Administrative Officer



CAO Reports
- Council



Foothills Little Bow Municipal Association

c/o Municipal District of Taber
4900B – 50th Street
Taber, Alberta
T1G 1T2

E4a

RECEIVED

JUL 12 2017

M.D. OF PINCHER CREEK

July 7, 2017

Wendy Kay
MD of Pincher Creek
Box 279
Pincher Creek, AB
T0K 1W0

Re: Regular Meeting of the Association

Date of Meeting: Friday, September 15, 2017

Time: Registration – 9:30 a.m. Roll Call – 10:00 a.m.

Where: 1717 Mayor Magrath Drive - Country Kitchen Catering (lower level of the Keg restaurant),
Lethbridge Alberta

Please consider this letter as a Notice of the fall meeting of the Association.

Deadline for submission of resolutions is September 1, 2017.

The Fall meeting of the Association will include updates from local Members of the Legislative Assembly, the AAMDC, and Alberta Transportation.

At the request of President Elfring the agenda for this meeting will include time dedicated to any of the member municipalities to bring forward topics of concern. You are encouraged to bring forward issues on any topic which are currently an issue of concern to your community and in doing so may educate and inform the association membership. Please contact me if you wish to make a presentation in this portion of the meeting and how much time you will require.

Thank you in advance, for your anticipated contributions.

Yours truly,

Derrick Krizsan, C.L.G.M.
Secretary to the Association

July 7, 2017 to August 17, 2017

DISCUSSION:

- July 10, 2017 Joint Castle Plan Meeting – Staff
- July 11, 2017 Policies and Plans
- July 11, 2017 Regular Council
- July 11, 2017 Public Hearing
- July 12 – August 21 Meetings Cancelled
- July 27, 2017 Emergency Services Commission
- August 9, 2017 Public Works Reno Meeting
- August 10, 2017 Lundbreck Skateboard Park/Cornfest

UPCOMING:

- August 22, 2017 Policies and Plans
- August 22, 2017 Regular Council
- August 24, 2017 Emergency Services Commission
- August 26, 2017 Lundbreck Cornfest
- August 29, 2017 IMDP's – CAO's – Ranchlands
- August 29, 2017 BBQ – Foothills Park
- August 30, 2017 Wind Energy Developer
- August 30, 2017 Joint Council – Town
- September 1, 2017 Staff BBQ
- September 5, 2017 Subdivision Authority
- September 5, 2017 Municipal Planning Commission
- September 12, 2017 Policies and Plans
- September 12, 2017 Regular Council
- September 13, 2017 Elected Officials – Elkford
- September 15, 2017 Foothills Little Bow
- September 18, 2017 Nomination Day

OTHER**RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer's report for the period of July 7, 2017 to August 17, 2017.

Prepared by: CAO, Wendy Kay Date: August 17, 2017

Presented to: Council Date: August 22, 2017

Administration Call Log

	Division	Location	Concern / Request	Assigned To	Action Taken	Request Date	Completion Date
76	3	NW 13-05-01-W5	Inquiring regarding permits for outdoor storage.	Roland	In discussions. Letter being sent to property owner. Registered letter was sent to the landowner. Received a letter from the landowner on February 14, 2017 with some enquiries. In the process of responding to the landowner's enquiries.	November 17, 2016	
79		NW 35-05-30-W5	Industrial use of building. Blowing Materials	Roland	An email was sent to the President of the company that is utilizing the building, enquiring as to the current use.	May 19, 2017	
80	5	SW 18-07-02-W5	RV's/Trailers Permanently located on PTN. Of SW 18-07-02 W5 Entrance to Villa Vega. Questions on Restrictive and use of Land.	Roland	A letter has been sent to the landowner.	May 19, 2017	
81							
82							
83							
84							
85							

Addition to
Council

MDInfo

From: Jason Crawford <Jason.Crawford@skicastle.ca>
Sent: August 21, 2017 4:10 PM
To: MDInfo
Subject: 22nd Annual Huckleberry Fest VIP Invite

Hi There,

Could you please forward this onto the MD Council.

The 22nd Annual Huckleberry Festival is just around the corner, August 25th – 27th. Huckleberry Fest is a community based event with lots of activities for young and old alike. We have lots of activities for the kids, games, bouncy castle and face painting. Enjoy free live music all day and into the night. We'll have a market on site with local vendors, and scenic chair lift rides on our Huckleberry chair lift. Did we mention food, there will be community meals throughout the weekend. Oh yeah...and don't forget about the Huckleberry picking....mmmm fresh huckleberries still warm from the sun.

As a VIP we will include a complimentary lunch on Saturday and Scenic Chairlift Ride pass. I have included a copy of our draft schedule. We look forward to seeing you at the 22nd Annual Huckleberry Festival. Please RSVP so we can put you on our VIP Guest list.

Think Snow!

Jason Crawford

Sales & Marketing Manager – Castle Mountain Resort
Voice: 403-627-5101 x 223
Cell: 403-563-9558
jason@skicastle.ca
<http://www.skicastle.ca>



TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0
PHONE: 403-627-3156 FAX: 403-627-4784
e-mail: reception@pinchercreek.ca
web page: www.pinchercreek.ca

*Council
Corresp - Action*



July 13, 2017

Reeve Brian Hammond
M. D. of Pincher Creek No. 9
Box 279
Pincher Creek, Alberta
TOK 1W0

RECEIVED
JUL 19 2017
M.D. OF PINCHER CREEK

Dear Reeve and Council,

Re: Project Funding Requests

Further to our February 6, 2017 correspondence, please find attached an updated summary of Town recreation and community projects for your consideration of funding.

The actual or tender prices for some projects have been included on the summary sheet with the M.D. contribution request being adjusted. As well, 2018 projects have been added for your consideration or information. The Canada 150 Spray Park and MPF Expansion/Waterslide Project is a priority project at this time. Tenders are just being awarded and construction is anticipated to commence in late summer with completion by March 31, 2018. A decision on funding of this project your earliest convenience would be appreciated.

The Town is working on the Curling Rink and Day Care projects and decisions on these facilities are expected later this year. The Town is also working on a Sportfield Development project, to construct a new multi-sport field(s) that can be used by football, rugby, soccer etc. Land acquisition may be part of the project cost; however, we are early on with planning and discussions so detailed information is not available. The Town is looking to replace the MCC Arena in the next 10 – 15 years, and has been setting aside reserve funds on an annual basis for this future project. As per previous correspondence, the Town is committed to a 1/3 share of the 2017 bowling lane replacement project and we are still waiting for final information on the Ag Pavilion roof repair and Golf Club irrigation repair projects as discussed earlier.

If there is further information or clarification required on any of these projects, please contact me at 403-627-4322 or email comsrvs@pinchercreek.ca. Thank you for your considerations.

Yours truly,

Diane Burt Stuckey
Director of Community Services
Town of Pincher Creek

Attachment

TOWN OF PINCHER CREEK
2017 2018 Projects - M.D. Contribution Request

PROJECT	DESCRIPTION	PROJECT BUDGET	ACTUAL / TENDER PRICE	REQUEST TO MD	COMMENTS
Town Capital Budget					
Canada 150 - MPF Upgrade(2017/2018)	Spray Park & Pool Slide/Building Addition	1,500,000	2,131,685	700,000	Revenue: Canada 150 Grant \$463,000; Spray Park Society \$36,000; CFEP Grant \$125,000; Town Reserves 807,685. Balance \$1,507,685. Includes spray park, indoor waterslide, expansion of MPF building for waterslide and mechanical room, design & project
Pool Aquatic Climbing Wall (2017)	Purchase & install climbing wall	30,000	25,000	12,500	Wall with hand holds. Wall installed on edge of pool deck. Removable for events. To increase usage.
Total Capital Projects		1,530,000		712,500	
Curling Rink Construction (2018/2019)	Replacement of 1950/1960 facility	3,000,000		1,500,000	Looking at MPF site as location. Club may approach MD on own. Grants? Fundraising?
Town Operating Budget					
Pool LED Lights (2017)	Replace current lights with energy efficient lighting.	15,000	14,797	5253.5	Corrosion of lights. Energy efficiency project. 18 years old. Grant \$4290
Pool Heat Exchanger & Changeroom HVAC (2017)	Unit replacements	19,000	23,000	11,500	Units 18 years old. Humidity related corrosion. Energy efficiency project.
Pool slide (2017)	Replacement of children's slide	5,000		2500	Plastic slide located on west pool deck.
Pool Mechanical Room Upgrade (2018)	Repalcement of piping & valves	25,000		12,500	
Huddlestun Centre Improvements (2017)	Barrier free door/ramp	4,000		2000	Renovate door & ramp to better accommodate seniors needs.
Arena Landscaping (2017)	Paving stones installed in front of arena lobby	7,500		3750	Removed large tree in area - needs landscaping.

TOWN OF PINCHER CREEK
2017 2018 Projects - M.D. Contribution Request

PROJECT	DESCRIPTION	PROJECT BUDGET	ACTUAL / TENDER PRICE	REQUEST TO MD	COMMENTS
Arena Parking Lot (2017)	Repave parking lot & extend road	30,000	47,886	23,943	Pave existing lot between curling rink & arena. Extend lot to create a one way exit to west.
Baseball Diamond Upgrades (2017)	Purchase shale	10,000		4,000	Purchase & haul shale to use on diamonds as needed. Material availability is limited - travel required.
	Total Operating Projects	115,500		65,447	
Other Facilities/Programs					
Lebel Mansion Building Repairs (2017)	Building & brick repairs	10,000		5,000	Ongoing upgrades
	Electrical/plumbing improvements	20,000		10,000	Ongoing upgrades
Windows Project (2017 - 2020)	Window repair/replacement - Year 1 or 4 year project	25,000		12,500	\$25,000/year. Will apply for Alberta Historical Resources Grant for matching funding. Energy efficiency.
Lebel Mansion Barrier Free Access (2018)	Elevator	150,000		75,000	Accessibility Grant?
	Total Lebel Mansion Projects	205,000		102,500	
Day Care Facility	Replacement of day care facility.	600,000 - 1,400,000		300,000	First phase: replacement facility to accommodate current # of spaces at Town Hall. Second phase: enhanced spaces, possibly another site. Day Care Study report due back end of July.
Sport field Development (2018/2019)	Development of new multi-use sports field for football, soccer etc. May involve land acquisition.	1,000,000 to 2,000,000		?	To apply for CFEP grant; fundraising. Cost contingent on land. Develop in phases.



RECEIVED

JUL 31 2017

M.D. OF PINCHER CREEK

County of Stettler No. 6

F1b

6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

Council
Corresp - Action

July 25, 2017

To: Council of MD of Pincher Creek,

RE: Request for Support

Attached please find a letter we recently sent to the Minister of Municipal Affairs, Shaye Anderson, which was carbon copied to the Premier; our MLA Rick Strankman, and the Presidents of the AAMDC and the AUMA.

We are asking our government to take action on the long outstanding issue of uncollectable School Tax requisitions and Seniors Housing requisitions which municipalities and districts must collect and remit on behalf of the Provincial Government. Our concern is the Municipal Affairs Assessment Services Branch is deliberately passing on provincial debts to municipalities and districts knowing we will be unable to collect, yet still be compelled to remit.

We challenge your council to research your own uncollectable School Tax and Seniors Housing requisition remittances from 2013-2016; and estimated losses for 2017 so we may provide a complete picture to our Provincial Government of the monetary hardship small municipalities and districts are facing together.

We ask for your support on this issue and to join us in requesting amendments to the MGA and other provincial legislation to improve our ability to recover unpaid taxes levied against oil and gas operations and the associated machinery and equipment and linear property.

Sincerely,

A handwritten signature in blue ink, appearing to read "Wayne Nixon".

Wayne Nixon
Reeve

Enclosures (1)



County of Stettler No. 6

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

July 11, 2017

The Honourable Shaye Anderson, Minister of Municipal Affairs
132 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Dear Mr. Anderson,

RE: Payment of School Tax and Seniors Housing Requisitions on Delinquent (Accounts) Oil and Gas Companies

We are writing to request immediate action on an issue we, and many other municipalities have been facing for several years now: The County of Stettler No. 6 (the "County") is obligated to collect and remit School and Seniors Housing Requisition Taxes on behalf of our provincial government. The County is required to remit these requisitions to the Province regardless of whether the County itself has received payment of these requisitions by the County's ratepayers. In many cases, the oil and gas company ratepayers have become insolvent and the County has been unable to recover the significant School Tax and Seniors Housing requisitions levied against these companies.

The mandatory School Tax and Seniors Housing requisition remittance for these oil companies is paid out of our municipality's operating budgets, and our inability to then collect these remittances is causing hardship for our families and taxpayers.

From 2013-2016, the County of Stettler was obligated to collect and then forwarded \$260,882.28 in School Tax requisitions and \$27,826.29 in Senior Housing requisitions to the Alberta Government on behalf of oil and gas companies which we were unable to collect from. As a result, this remittance had to be paid out of our operating budget, which comes from rural taxpayer's pockets.

School Tax and Seniors Housing requisitions are vital to maintaining the fabric of our standard of life here in Alberta. By forcing Alberta municipalities, including the County to undertake the collection of School Tax and Seniors Housing requisitions on behalf of the Province, and thereby force municipalities to assume the risk that these amounts will be unrecoverable, the Province has forced taxpayers within the County to carry the burden of the Province's debts.

We brought this issue forward in the fall of 2016 at the Alberta Association of Municipal Districts and Counties (AAMDC) convention, and also in a meeting we had with then Minister of Municipal Affairs, Danielle Larivee. The County of Stettler raised this issue again at the spring AAMDC conference in March 2017, and again, in a meeting with yourself in March.

We are now facing a further predicted loss of \$174,367 again in 2017 as we prepare School Tax remittance plus an additional \$21,534 in Seniors Housing remittance, for several oil and gas companies already in arrears. Yet we remain obligated to use our operating budget to cover these uncollectable requisitions, placing the burden on our families and our community.

Many oil and gas companies that owe significant tax arrears to the County have become insolvent in the preceding three years. In many instances, the proceeds from the sale of the company's assets through an insolvency proceeding are insufficient to cover the County's claim for tax arrears and the assets are sold "free and clear" of the County's claim for unpaid taxes. In other cases, the insolvent company's assets are not purchased but instead are transferred to the Orphan Well Association for abandonment and reclamation. In both cases, the amounts owed to the County, which are often significant, are entirely unrecoverable. This has left the County with no ability to recover not only its own outstanding taxes, but also the School Tax and Seniors Housing requisitions that the County is obligated to collect on behalf of the Province.

Further, we have previously encountered situations where the Assessment Services Branch of Municipal Affairs continues to issue assessments in respect to assets which are no longer in operation and that are owned by companies that are insolvent. In these cases, the County is compelled to issue assessment and tax notices, which include School Tax and Seniors Housing requisitions, even where there is little or no prospect of ever recovering the levied amounts.

Our municipality is already carrying the burden of uncollected taxes from this industry in the amount of \$1,003,697.93, with a further prediction of \$707,899.78 in losses for 2017. Adding the province's uncollected requisitions to our municipal tax deficit, is a burden families living in our rural municipalities should not have to carry.

In light of these challenging circumstances faced by the County, our requests can be summarized as follows:

1. We are asking for your attention and immediate action to this problem. We respectfully ask that the Minister consider reimbursing the County for uncollectable School Tax and Seniors Housing requisition remittances from 2013-2016 totalling \$288,708.57; and we strongly believe moving forward we should no longer carry the responsibility and burden of paying the province's School Tax and Seniors Housing remittance on behalf of delinquent oil and gas sector industry.
2. Furthermore, we believe the continuation of Municipal Affairs Assessment Services Branch to allow for the taxation of properties they know, or should know, are in insolvency or under protection, is improper. Municipal Affairs Assessment Services Branch is intentionally and deliberately passing on a provincial debt to a municipality, knowing it will be unable to collect on that bad debt. We respectfully request more principled action from our leaders.

3. We ask that future amendments to the *MGA* and other provincial legislation be considered to improve the ability of municipalities to recover unpaid taxes levied against oil and gas operations and the associated machinery and equipment and linear property. For instance, payment of outstanding municipal taxes might become a prerequisite to transfers of oil and gas assets.

We thank you for your attention to this growing problem.

Sincerely,

Wayne Nixon
REEVE

CC: Honourable Rachel Notley, M.L.A, Premier of the Province of Alberta
Mr. Rick Strankman, M.L.A. for Drumheller-Stettler
Mr. Al Kemmere, President AAMDC
Ms. Lisa Holmes, President, AUMA

Tara Cryderman

From: Wendy Kay
Sent: Tuesday, July 18, 2017 3:57 PM
To: Tara Cryderman
Subject: FW: request for used vehicle
Attachments: Letter to MD of Pincher Creek.pdf

Council – Correspondence Action

From: Millie Loeffler [mailto:crestviewmanager@shaw.ca]
Sent: July 18, 2017 3:08 PM
To: Wendy Kay <wkay@mdpincercreek.ab.ca>
Subject: request for used vehicle

Hi Wendy,

With regards to obtaining a used vehicle from the MD, please provide this letter of request to Council at your next meeting (attached).

Thanks very much

Millie

Millie Loeffler, Chief Administrative Officer & Lodge Manager

PINCHER CREEK FOUNDATION
978 Hyde Street, Box 1058
Pincher Creek, Alberta T0K 1W0
phone (403)627-3833 ext 1
fax (403)627-3302



Crestview Lodge Canyon Manor Willow Court Cottages
Canyon Cottages Family Social Housing

Pincher Creek Foundation

“Providing Safe & Affordable Housing for Seniors for over 50 years”

July 18, 2017

Municipal District of Pincher Creek No. 9
Box 279
Pincher Creek, Alberta T0K 1W0

Re: purchase of used vehicle for Crestview Lodge

Attention: Wendy Kay, CAO and M.D. Council members

Pincher Creek Foundation would like to put in a request to purchase one of your used vehicles whenever they may become available later this year.

We have very much appreciated the last used vehicle that was transferred (donated) by the MD, to Crestview Lodge in February 2010. The truck has been used by our Maintenance Staff and it has lasted us quite awhile !

If Council would consider the donation of a used vehicle to Crestview Lodge again, it would be very much appreciated.

Thank you for your consideration and support.

Sincerely,

Millie Loeffler, Chief Administrative Officer
PINCHER CREEK FOUNDATION

We have had a request from Crestview Lodge to purchase/donate a vehicle. We have done this in the past.

Crestview Lodge's letter will be going to Council on August 22. I would like to be able to answer the above questions.

Thank you.

Wendy Kay
Chief Administrative Officer
Municipal District of Pincher Creek No. 9
PO Box 279
Pincher Creek, AB T0K-1W0
Phone: 403-627-3130

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Tara Cryderman

From: Mike Killoran
Sent: Wednesday, July 19, 2017 8:50 AM
To: Wendy Kay
Cc: Stu Weber; Tara Cryderman
Subject: RE: Used Vehicles

Hi

I believe we will have 4 to sell this fall

481

482

483

486

I think the best one for Crestview is unit # 483. It is a 2005 3/4 Ton 4X4 Extend-a Cab
I don't have a value right now, as soon as I can figure that out, I will let you know.

Mike Killoran

Public Works Purchaser
Municipal District of Pincher Creek No.9
1051 McLeod Road
Box 279
Pincher Creek, Alberta, Canada
Phone 403-627-3130
Fax 403-627-3474
Direct line 403-904-8026



<http://www.mdpinchercreek.ab.ca>

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From: Wendy Kay
Sent: July 18, 2017 3:59 PM
To: Mike Killoran <PWPurchaser@mdpinchercreek.ab.ca>
Cc: Stu Weber <PWSuperintendent@mdpinchercreek.ab.ca>; Tara Cryderman <AdminExecAsst@mdpinchercreek.ab.ca>
Subject: Used Vehicles

Mike:

Will we have pick-up trucks being offered for sale this fall? If so, how many?
What shape are they in? What would be the value?

Council
Corresp-Action



Box 2397

F1d

Pincher Creek, AB T0K 1W0

403 627-2126

RECEIVED

JUL 21 2017

M.D. OF PINCHER CREEK

April 4, 2017

Dear Supporter,

Pincher Creek Golf Club will be hosting the Second Annual Junior Golf Charity Tournament on September 9, 2017. Last year's event was a sellout (108 golfers) and raised over \$15,000 for Pincher Creek Junior Golf. With your help, we look forward to making this year's tournament an even bigger success! The tournament will include a 9-hole best-ball tournament, hole prizes, dinner and silent auction.

Alberta Junior Golf is a non-profit organization driven by volunteers committed to engaging more youth in the sport of golf, providing tournament access both provincial and nationally, and realizing the positive impacts of golf on individuals and communities across Alberta. Our specific goal of this tournament is to raise funds to assist junior golfers with travel expenses for provincial, national and international tournaments and provide funds to grow the game locally. All funds raised will be used locally to benefit Pincher Creek and area junior golfers.

This year we have a variety of sponsorship opportunities available:

Title Sponsorship - \$2000 Your company name on all tournament posters and a banner at registration. You will also receive 1 team entry to the event (\$360 value)

Dinner Sponsorship - \$1000 Your company name and logo on dinner place cards, prominent acknowledgment of dinner sponsorship on all tournament correspondence. You will also receive 1 team entry to the event (\$360 value)

Dinner Drink Sponsorship - \$750 Your company name and logo on dinner place cards under the Dinner sponsor, prominent acknowledgment of dinner drink sponsorship on all tournament correspondence. You will also receive 2 entries to the event (\$180 value)

Hole Sponsorship - \$200 Your company name and logo on a 24"x36" placard displayed prominently at the tee box.

Contribute a silent auction item or door prize

Joining us at the golf tournament on September 9, 2017

If you have any further questions, would like to donate, enter a golf team, or volunteer your time please contact Gord Culham at 403 627-2126.

Thank you for your time and consideration.

We look forward to hearing from you.

Gord Culham	Jane Berturelli	Gordon Berturelli	Ray Reid	Gord McMullen	Leo Hoogwerf
403 627-2126	403 701-6789	403 519-8899	403 627-3509	403 627-8205	403 904-5076



**PINCHER CREEK
GOLF CLUB**

Junior Golf Charity Tournament

2017 Order Form

Name _____

Company _____

Address _____

Phone Number _____ Email _____

Sponsorship Options:

Title Sponsorship.....\$2000.00

Dinner Sponsorship.....\$1000.00

Dinner Drink Sponsorship.....\$750.00

Hole Sponsorship.....\$200.00

Door Prize.....Retail Value _____

Silent Auction Item.....Retail Value _____

Total amount payable..... _____

Please make payment by Cheque (payable to Pincher Creek Golf Club) or Cash.

We look forward to seeing you on September 9th for a great day of fun on the Pincher Creek links
in support of Pincher Creek Junior Golf!!!

Tara Cryderman

Subject: FW: Letter to council for relief of tax penalty

From: Marvin Oudshoorn [REDACTED]
Sent: August 8, 2017 11:34 AM
To: Joyce Mackenzie-Grieve <AdminTaxClerk@mdpincercreek.ab.ca>
Subject: Tax notice

Good morning Joyce,

Below is the correspondence for the county council meeting that you mentioned I could send to you. I made payment on line this past Saturday, can you confirm that it has been received?

Thanks
Marvin Oudshoorn
585551 Ab Ltd

MD of Pincher Creek county council,

I'm writing this letter to request a refund of property tax penalties which were placed upon our company (585551 Alberta Ltd) due to unpaid taxes for the property addressed as #18 Southview Estates near Lundbreck. I would like to take this opportunity to explain our position and the development of this situation.

A little about who we are, 585551 Alberta Ltd is a family owned business which originated in 2003, it's main focus is ownership and operations of a number of rental properties in and around the Lethbridge area, both residential and commercial.

In 2015 we purchased the above mentioned property. During a company meeting on August 3rd we discovered that we had never received a tax notice for this property. The next day (Aug 4 2017) I contacted your office and spoke with Joyce in order to learn what was amiss. Joyce and I soon discovered the reason that 585551 hadn't received the notices because of an incorrect mailing address attached to the statements. Our mailing address being PO box 424 Nobleford Ab and the notices were sent to PO box 464 Nobleford Ab. Joyce then double checked with Land Titles to determine if the county or land titles had the incorrect address recorded. It was confirmed that Land Titles indeed had the incorrect address, this error was incurred either by a miss print of Land Titles or our lawyer's submission. Joyce advised me that payment was to be made for the complete amount owing, which was paid via internet banking on Aug 5 once I received copies of the notices which were emailed to me. I was then told to send a request to have the penalties refunded as it was clearly not an unwillingness to pay but a case of miss directed mail. Joyce has also given me the paperwork to have the address changed with Land Titles, which will be taken care of ASAP to avoid future mishaps.

I am responsible for all the invoice payments for the company and you could argue that I should have noticed the lack of property notice on a yearly basis. I can honestly state that I never realized the missing notices, seeing that the taxes had never been paid since the property was purchased no differing amounts showed up in our yearly accounting records for property taxes to trigger questions, also a number of our properties taxes are paid by the tenants so again nothing triggered my attention to the missing notice.

I would also like to bring up that I find it odd that no notice was brought in person by the county to the property in question, I'm not casting any blame, but seeing that the property was slated for auction and could have been sold without us even being aware of what was going on, had we not realized the issue when we did could have created a messy situation.

Regards
Marvin Oudshoorn
585551 Alberta Ltd
[REDACTED]

Amount of refund requested
\$1,363.89



Virus-free. www.avast.com

RECEIVED

AUG 17 2017

M.D. OF PINCHER CREEK

Don Prior
[REDACTED]
[REDACTED]
[REDACTED]

August 16, 2017

MD of Pincher Creek
P.O. Box 279
Pincher Creek, Alberta
T0K 1W0

Attention: Council

To Whom It May Concern:

Subject: Space 32, 217 Hamilton Avenue, Lundbreck Mobile Home Park
Tax Roll [REDACTED] Property Tax Penalties

I recently received a letter notifying me of outstanding taxes. This is the first notification of tax that I have received since moving to Space 32, in 2015. The MD have been sending the tax notices to the previous owner of my mobile home; I never received anything, until now.

I was not aware that property taxes apply to mobile home owners when they don't own the land. I thought the property taxes were paid for by the property owners. I didn't know that property taxes also apply to the mobile home itself.

I believe in paying my bills but I can't pay for something that I don't know I owe.

Under these circumstances, please consider penalty relief in the amount of \$37.51.

Best regards, *Donald, G. Prior*

Don Prior



P.O. BOX 279
PINCHER CREEK, ALBERTA
T0K 1W0
phone 403-627-3130 • fax 403-627-5070
email: info@mdpincercreek.ab.ca
www.mdpincercreek.ab.ca

August 9, 2017

Don Prior



Dear Mr. Prior:

SUBJECT: [REDACTED] - Space 32, 217 Hamilton Avenue, Lundbreck, AB

We were recently notified that you purchased the mobile home, located on Space 32 at 217 Hamilton Avenue, Lundbreck, in June of 2015.

This letter is to inform you of outstanding property taxes owing, in the amount of \$372.03. The balance consists of:

2016 Tax Levy	\$183.26
2016/07/02 Penalty	3.67
2016/11/01 Penalty	7.48
2017/01/01 Penalty	23.33
2017 Tax Levy	151.26
2017/07/04 Penalty	3.03

Unpaid current taxes will be subject to a 4% penalty November 1, 2017. All tax arrears will have a 12% penalty January 1, 2018.

If you have any questions or concerns, please don't hesitate to contact us.

Best regards,

Joyce Mackenzie-Grieve
Accounting Clerk II
PH: 403-627-3130

Coancl
Corresp - For Info

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AUG 11 2017

M.D. OF PINCHER CREEK

Grants and Educati **F2a**
Property Tax Branch
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Telephone 780-422-7125

AR90903D

July 28, 2017

Reeve Brian Hammond
Municipal District of Pincher Creek
PO Box 279
Pincher Creek Alberta T0K 1W0

Dear Reeve Hammond,

On behalf of the Honourable Shaye Anderson, Minister of Municipal Affairs, I am pleased to inform you that the following amended capital project application submitted by your municipality has been accepted.

CAP-8565 Public Works Building Upgrade (amended) \$450,000

The provincial government looks forward to opportunities to celebrate your Municipal Sustainability Initiative funded projects with you, so please send invitations for these milestone events to the Minister's office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

I wish you continued success in strengthening Alberta's communities.

Yours truly,



 Janice Romanyshyn
Executive Director
Grants and Education Property Tax

cc: Brad Pickering, Deputy Minister
Wendy Kay, Chief Administrative Officer, Municipal District of Pincher Creek

F2b**RECEIVED**
JUL 14 2017
M.D. OF PINCHER CREEK

July 10, 2017

Ms. Wendy Kay
Municipal District of Pincher Creek No. 9
PO Box 279
Pincher Creek, AB T0K 1W0

Dear Ms. Kay,

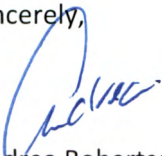
I am always so delighted when I see a gift from someone who has supported STARS for a number of years, like you have. I know that you likely have many possible choices you could make with your charitable support, and we are truly appreciative that you remain supportive of our work. Your generous gift of \$6,316.00 will make a difference. Thank you!

Your gift helps STARS provide hope to every patient we treat. Whether that's inside the helicopter, at a remote location or by the side of the road, our crews provide world-class emergency life-saving medical attention. As demand for our services increases, it is donors like you that make it possible for STARS to be there for the next patient that needs us.

On behalf of the patients we serve, thank you. I know they are grateful for your support.

We are, too.

Sincerely,



Andrea Robertson
President and CEO
STARS and STARS Foundation

P.S. If you would like to learn more about STARS and the people you've helped, please visit stars.ca, email us at donations@stars.ca or call us at 1-855-516-4848.

Tara Cryderman

From: Wendy Kay
Sent: Thursday, July 13, 2017 2:51 PM
To: Tara Cryderman
Subject: FW: Formal letter of thanks from STARS
Attachments: 2017 July 13 Thank You Letter for MD of Pincher Creek.pdf

Council Correspondence – For Info

From: Fallon, Wendy [mailto:wfallon@stars.ca]
Sent: July 13, 2017 2:14 PM
To: Wendy Kay <wkay@mdpincercreek.ab.ca>
Subject: Formal letter of thanks from STARS

Good afternoon Ms. Kay,

Please find attached a formal thank you letter from Glenda Farnden, STARS Municipal Relations Liaison. She looks forward to visiting your Council again this fall to provide an update presentation.

Kind regards,

Wendy

Wendy Fallon

Stewardship Officer

STARS Foundation

1441 Aviation Park NE, Box 570

Calgary, AB T2E 8M7

P. 403.516.3826

C. 403.922.7199

wfallon@stars.ca

www.stars.ca

July 13, 2017

Reeve Hammond and Council
Municipal District of Pincher Creek
PO Box 279
Pincher Creek, AB T0K 1W0

Attention: Wendy Kay, CAO


Dear Reeve Hammond and Council Members,

Thank you for the M.D. of Pincher Creek's continued support for STARS with your recent contribution of \$6,316 for 2017. Words cannot express the depth of our gratitude for the leadership and commitment that your council has demonstrated (supporting STARS since 1991.) Thank you for your dedication that ensures the safety and a quality of life for M.D. of Pincher Creek residents.

These past few years have been difficult and the current economic environment still poses many challenges for Albertans and STARS alike. We are so fortunate to have municipal partners like the M.D. of Pincher Creek, who continue to work in partnership with municipalities across Alberta and inter-provincially (along with urban municipalities) and recognize STARS as a valued asset for their protective services. STARS works closely with all chain of survival partners to ensure that the highest levels of emergency protective services are available for us all.

I very much look forward to visiting your council again this fall, to bring an annual update and keep you well-informed. WE are ALL STARS. Thank you for your ongoing commitment to preserve and protect STARS for the future, and for being our ***"partners in saving lives."***

Sincerely,



Glenda Farnden
Sr. Municipal Relations Liaison
STARS Foundation
gfarnden@stars.ca

*Council
Corresp - For Info*



RECEIVED

JUL 14 2017

M.D. OF PINCHER CREEK

The Pincher Creek and District Historical Society

P.O.Box 1226

Pincher Creek **F2c**

TUW-1WU

(403) 627-3684

Email: fswuth.kbpv@gmail.com

Friday, 23rd June 2017

MD of Pincher Creek

Isn't it great to live in a community that pulls together to achieve fabulous success? This year's cruise and shine attracted a 125 plus vehicles from across the province and over a 1000 spectators. Without your outstanding generosity in both time and services these exemplary results would not have been attained. On behalf of the Kootenai Brown Pioneer Village, Fox Theatre and the Spitzie Masons, we extend our heartfelt thanks for your support!

Thanks for your support

Dan Crawford

Tara Cryderman

From: Wendy Kay
Sent: Monday, July 17, 2017 2:59 PM
To: Tara Cryderman
Subject: FW: Waterton CR-74 Wellsite D56 Notification
Attachments: CR-74 - Notification.pdf; CR-74_AdditionalWell_GasPoolMap.pdf; CR-74_PC_Map.pdf; EnerFAQs - Attachments.pdf

Council – Correspondence – For Info

From: Laura McKinnon [mailto:LauraM@landsolutions.ca]
Sent: July 17, 2017 1:50 PM
To: MDInfo <MDInfo@mdpinchercreek.ab.ca>; Wendy Kay <wkay@mdpinchercreek.ab.ca>
Subject: Waterton CR-74 Wellsite D56 Notification

Good afternoon,

Please find the attached notification package for your review on behalf of Shell Canada Energy.


Thank you,

Laura McKinnon
SURFACE LAND ADMINISTRATOR

T: 780-414-0008 | F: 780-466-3064



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Shell Canada Limited
400 – 4th Avenue S.W.
P.O. Box 100, Station M
Calgary, Alberta T2P 2H5
Tel (403) 691-3111
Internet www.shell.ca

July 17, 2017

**SHELL CANADA
PROPOSED WATERTON CR-74 at 6-17-06-02 W5M**

Please find below information on a proposed development for Shell Waterton in the Castle River area.

Shell Canada Limited is planning to apply to the Alberta Energy Regulator (AER) for approval to drill and complete a well on an existing lease located at 6-17-06-02 W5M (CR-74). The project involves re-entry of the existing 2/5-20 (bottom hole location) well-bore with the intent to sidetrack and complete a new well bore on the same site. We will also apply to the AER for a facility license and on-lease surface piping tie-in in association with the well if required to do so. No new land (footprint) or infrastructure is required for this proposal, existing roads will be utilized for access to the site. Additionally, a zonal abandonment will be required to prepare the well for drilling the sidetrack and we will be using a rig-less method to minimize drilling rig presence on site.

Please reference the attached fact sheet for further project details.

Included with this letter are:

- ✓ A map, showing the well site location
- ✓ A gas pool overview map for the proposed well
- ✓ A fact sheet summarizing the proposed activity
- ✓ An Alberta Energy Regulator (AER) information package
- ✓ A Shell Privacy Information Card

Thank you for taking the time to review our plans. Should you require further information or clarification regarding this proposed development, or have comments or concerns, please contact us using the information provided on the next page.

Kind regards,

Thalia Aspeslet
External Relations Advisor

**Contact
Information**

Thalia Aspeslet
External Relations Advisor
Phone: (403) 691-4788
Email: Thalia.Aspeslet@shell.com

Rod Sinclair
Community Liaison Officer
Phone: (403) 627-7282
Cell: (403) -627-9467
Email: Rod.Sinclair@shell.com

**Emergency
Contact**

Waterton Gas Plant
24 Hour Emergency Number (403) 627-4200

**Alberta Energy
Regulator (AER)
Information**

A letter from the CEO of the AER, and the three EnerFAQs highlighted below are enclosed for your reference.

The AER has a number of EnerFAQs on topics that may interest you:

- EnerFAQs – What is the Alberta Energy Regulator?
- EnerFAQs – Having Your Say at an AER Hearing
- EnerFAQs – Inspections and Enforcement of Energy Developments in Alberta
- **EnerFAQs – All About Critical Sour Wells**
- EnerFAQs – Explaining AER Setbacks
- EnerFAQs – Flaring and Incineration
- **EnerFAQs – Proposed Oil and Gas Development: A Landowner's Guide**
- EnerFAQs – The AER and You: Agreements, Commitments and Conditions
- EnerFAQs – All About Appropriate Dispute Resolution (ADR)
- EnerFAQs – Oil Sands
- **EnerFAQs – Expressing Your Concerns – How to file a statement of concern about an Energy Resource Project**
- EnerFAQs – How to Register a Private Surface Agreement

Also: **Understanding Oil and Gas Development in Alberta** (brochure)

If you would like copies of the above that you feel may relate to our activities, please contact us. Alternatively, if you have Internet access, these documents can be viewed on the AER website (www.aer.ca).

FACT SHEET FOR PROPOSED WATERTON CR-74 at 6-17-06-02 W5M

Project Description Shell Canada Limited (Shell) previously constructed a well site at Castle River 6-17-06-02 W5M and drilled and completed the 2/5-20 (bottom hole location) well in 2000. This well produced for a short amount of time and was eventually suspended due to issues with gravel and rocks plugging the well-bore.

We are now planning to apply to the Alberta Energy Regulator (AER) for approval to re-enter and sidetrack the 2/5-20 (bottom hole location) well-bore and complete the new well bore (to be called CR-74) from this existing lease site (6-17-06-02 W5M). This project will involve removing the wellhead from the existing well and then drilling a new lower leg of the well into a different section of the reservoir. Shell will use a screen system to mitigate the rocks and produce the gas into existing infrastructure.

No new land (footprint) or infrastructure is required for this proposal and existing roads will be utilized for access to the site. Additionally, a zonal abandonment will be required to prepare the well for drilling the sidetrack and we will be using a rig-less method to minimize drilling rig presence on site.

We will also apply to the AER for a facility license and on-lease surface piping tie-in in association with the well if required to do so. Facilities required for the CR-74 well are existing on the lease site. Shell has plans to use on-site, existing facility equipment upon completion of drilling this sidetrack. A storage tank may need to be re-instated to handle the expected production at this site.

This is a development well with the purpose of extracting sour gas (natural gas containing hydrogen sulphide/H₂S) from the Devonian Wabamun formation.

Shell considers a number of safety, environmental and social factors when selecting a site for development. CR-74 uses existing surface disturbance and is proximate to existing pipelines and power lines for tie-in.

We have selected the proposed project location for the following reasons:

- Location is technically and economically viable;
- Utilizing existing well pad, road and pipeline infrastructure allows for minimal footprint;
- Pipeline availability allows for in-line testing which minimizes flaring.

Why is it Needed?

The CR-74 well is needed for proper reservoir management of the Castle River Sheet IV Devonian Wabamun Reservoir. The 2/5-20 (bottom hole location) well was one well previously drilled into this reservoir and it produced for a short amount of time before

being suspended. Production from the CR-74 well will help Shell maintain gas production at the Waterton Gas Plant.

Project Category Type

The AER category of the well will be a Category E610, critical sour gas well with a potential H₂S release rate greater than 2.0 m³/s.

Setbacks

For all wells, pipelines and facilities, setbacks are put in place to maintain a minimum distance between an energy facility and a dwelling, public facility, rural housing project or urban center.

The required setbacks from this well would be: 0.1 km to individual permanent dwellings up to 8 dwellings per quarter section; 0.5 km to unrestricted country developments; 1.5 km to urban centers or public facilities.

The proposed CR-74 project has been planned to meet, or exceed these setbacks.

Flaring

There is no planned flaring during drilling. A flare stack will be on-site as a safety measure if needed during emergency situations.

Following drilling, the well will be completed, stimulated and brought into production. Shell plans to test the well into the existing pipeline. Shell will not test the well to flare. However, there may be a need to flare for a short period of time after stimulation in order to overcome pipeline pressure and facilitate inline testing. Shell will apply to the AER for a flare permit for these activities, in accordance with AER Directive 60. Shell's intention is to minimize flaring. In-line testing may result in less equipment and services required to get the well flowing and overall less time to test the well, giving rise to less traffic and less safety risk for staff, contractors and stakeholders.

During completions testing and future well maintenance, vapours from the separators and storage tanks will be flared; these vapours will contain a small amount of sour gas that will be mixed with sweet gas during flaring. A sweet gas pilot flare will be lit throughout the well testing period; this is required for safety reasons.

During normal production operations and maintenance, the flare stack at the well location will only be lit during maintenance activities. Prior to maintenance-related flaring, the facilities will be purged with sweet fuel gas to minimize sour gas flaring. All flaring will adhere to the AER requirements and Shell endeavors to minimize flaring throughout its operations.

Emissions, Odors

Air emissions associated with the proposed CR-74 may include:

- Rig engine exhaust during temporary well drilling activities;
- Dust and engine exhaust associated with increased vehicle traffic; and
- Emissions associated with flaring during completion testing, future well maintenance, and routine production operations and maintenance activities.

Shell will take all reasonable measures to control emissions and prevent odors. The drilling rig will be dual fuel which means that up to 70% of the diesel consumption will be

replaced with natural gas which burns cleaner with reduced emissions. There will be no venting from temporary storage tanks during completions activities which will ensure odors and emissions are kept to a minimum. Shell will meet all regulatory requirements for air quality, including the Alberta Ambient Air Quality Objectives and Guidelines.

Timing

Shell is planning to apply to the AER for approval in Q4 2017 to carry out the below-mentioned phases of project activity. Pending approval from the AER, the following schedule of activities is anticipated:

PHASE	COMMENCEMENT	DURATION
Lease preparation	Q3 2018	1-2 days
Drilling	Q3 2018	8-9 weeks
Completions	Q4 2018	2-3 weeks
Facility tie-in	Q4 2018	1-2 weeks

Traffic

A temporary increase in vehicle traffic will be associated with all above-mentioned phases of the project. Shell, together with the MD of Pincher Creek, will take reasonable measures to control dust associated with traffic from this project on MD roads.

The project is located approximately 3.5km west of Beaver Mines (nearest Urban centre). The location would be accessed from the Seven Gates Road and Highway 507. Shell understands that vehicle traffic associated with all phases of activity must be managed to ensure safe coordination of project related traffic with the public and other traffic. Shell has measures in place to ensure this is effectively managed.

Shell will implement the traffic management plan as utilized with previously constructed projects in the area such as WT-68 and WT-77. This plan proved very effective to ensure safe and well-planned routing of all traffic in the area (industrial and public).

Derrick Height

The maximum height of the derrick for the well will be approximately 45 - 55 meters. This location is not in proximity to any private or unlighted airstrips.

Noise

A temporary increase in noise is expected related to drilling, completions/stimulation and tie-in activities. Tie-in and calibration will involve installation of pipe racks and may involve some pile driving. These activities will be carried out during daylight hours.

Drilling and completions operations will be continuous 24 hour activities (please reference the above 'timing' section for anticipated schedule and duration of these activities). Shell endeavors to use the latest rig technology which includes mufflers for noise mitigation.

Shell will comply with regulatory requirements for noise throughout each phase of the project and ongoing operations of this well.

Location Relative to the Emergency Planning Zone

The proposed project will be designed, built and operated in a safe and environmentally responsible manner. In the unlikely event of an emergency, our Emergency Response Plan would be activated. We train our staff to know what to do in the event of an emergency.

Based on *AER Directive 071: Emergency Preparedness and Response Requirements for the Petroleum Industry*, the Emergency Planning Zone (EPZ) for the CR-74 sidetrack well is 2.37 km. Should you reside within this zone and prior to application approval, you will be contacted to review key emergency response information, to become familiar with potential emergencies and corresponding public protection measures pertaining to emergency response procedures.

Public Consultation

Shell has been operating in the Waterton area for over 60 years and continues to responsibly develop pools of natural gas in the area.

Shell began consulting on the Castle River Development in 2007 as an opportunity to maximize production. We are now moving ahead into the CR-74 project-specific AER-regulated phase of notification and personal consultation (as per *AER Directive 056: Energy Development Applications and Schedules*), and we continue to recognize the importance of stakeholder input to our proposed project plans. Through consultation with landowners, residents, and other stakeholders, we will continue to share project information, seek participation, and do our best to incorporate feedback into our project design and implementation throughout the application process and into construction, drilling, and operation. As usual, we will continue to provide updates as the project progresses through the Waterton Advisory Group (WAG), bi-monthly email updates, newsletters, open houses and direct engagement.

Geological background and development plan – North Waterton Region

Natural gas naturally occurs beneath the North Waterton region. The natural gas is present in microscopic holes ('porosity') in two different reservoir rock layers, called the Mississippian Rundle formation and the older Devonian Wabamun formation.

Natural gas traps were created by ancient thrust faulting, which created 'thrust sheets' of rock. This faulting is the same as that which created the Rocky Mountains and the foothills. Each 'thrust sheet' carries one or more potential separate gas pools. The composition of natural gas varies from pool to pool, typically in the range of 0.3-30% H₂S in the North Waterton region.

Through our past drilling and exploration, Shell has proven the existence of a number of gas pools in the North Waterton region (please refer to the Gas Pool Overview Map). In order to further develop the Castle River Field, Shell is proposing to drill (re-enter and sidetrack) the CR-74 development well into the Devonian Wabamun target.

The proposed well would produce sour gas (natural gas plus H₂S) into the existing pipeline system. It is expected that the H₂S concentration in production from these wells would be approximately 26%.

In regards to future development and additional activity, in late 2017, we are planning to apply to the Alberta Energy Regulator (AER) for approval to construct a pipeline, and tie-in to our existing infrastructure at 7-7-6-2 W5M.

These plans are subject to change as our technical understanding changes, new information is obtained, or other conditions change.

Assessment of infrastructure; gas transportation and processing

The gas from the proposed CR-74 sidetrack well will be transported to the Shell Waterton Gas Plant via the existing Castle River gathering system for processing. The Waterton Gas Plant has sufficient capacity for this new gas.

Fuel gas to the Castle River area is supplied from the Waterton Gas Plant. With respect to electrical power requirements, the existing Fortis system has sufficient capacity to support this project. Please refer to the Gas Pool Overview Map for a schematic of the North Waterton infrastructure.

Environmental Protection Planning

Shell development activities are planned in a manner that minimizes disturbance and environmental impacts. This project utilizes an existing lease area and no new lands or access will be required, which limits disturbance to soils, vegetation, historical and paleontological resources, wildlife habitat, and footprint.

An Environmental Assessment (EA) was completed for CR-74 in June 2009 and is compliant with *Informational Letter 93-09: Oil and Gas Developments Eastern Slopes (Southern Portion)* (IL 93-09) and *Bulletin 2007-35: Clarification of Informational Letter (IL) 93-09: Oil and Gas Developments Eastern Slopes (Southern Portion)* (the Bulletin). This EA will be updated to include information specific to this Project.

In regards to the Castle Parks, the Project is located approximately 3km northeast of the boundary of the new Castle Provincial Park and approximately 10km north of the boundary of the new Castle Wildland Park. There are no anticipated impacts to the parks as part of this Project.

Consolidated plans

Shell is the only oil and gas operator in the Waterton field. We do however, regularly engage with the local Municipal District, AEP, the AER, the Town Councils, Fortis and other agencies to understand cumulative plans and proposed developments.



Shell Canada

What is personal information?

Personal information is any information that identifies an individual, or by which an individual's identity could be deduced.

Why do we collect personal information?

We collect your personal information for the following reasons:

- In order to comply with certain AER rules
- for emergency planning and response purposes
- to provide you with information regarding Shell projects and activity in your area, and to invite you to our community events.

What personal information does Shell collect?

We may collect personal information such as:

- Name, address and telephone numbers for the means of contacting, engaging or consulting
- The legal land description and physical location of the property, the names and number of people who reside at the property, what structures are on the property, and if you reside there full time

We may also need to know, for emergency planning and response purposes:

- If there are school age children, infants, or persons with special needs who may require specialized assistance
- How to best to contact you during the day, in the evening and at other times. i.e. a cell phone number
- If you have livestock and/or pets

Who may have access to your personal information?

Your personal information may be accessed by employees and contractors of Shell Canada and local emergency responders who have a need to know the information.

How is your personal information protected?

We endeavor to maintain safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access.

Updating your personal information?

Because this information is used in case of an emergency it is imperative that the information contained in our records is current and accurate. Should any of your personal information change



Shell Canada

please notify us immediately.

Please visit our privacy policy at
www.shell.ca

for more information regarding our information handling practices.

To Reeve and Councillors

Heritage is such an important thing to pass onto our children.

As you can see by the postcard enclosed, we are trying to keep alive the past this community was built on.

Your donation of gravel at such a timely fashion prior to our 'horse event' was greatly appreciated.

We are sincerely appreciative of any assistance you give us in keeping the Heritage Pere Farm Museum alive and well

Diana Reed
Secretary Pere Farm
Heritage Museum



Beaver

A. Bellard

HERITAGE

Acres

Turn Museum





2016 Annual Report

2016 Statement of Receipts & Disbursements

2017 Operating Budget



Public Library Services Branch
803 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

Telephone: 780-427-4871
Fax: 780-415-8594
Email: libraries@gov.ab.ca
www.albertalibraries.ca

2017 APPLICATION FOR FINANCIAL ASSISTANCE for Municipal and Intermunicipal Library Boards

Application for an annual Library Operating Grant under "The Municipal Affairs Grant Regulation"

I, Janice Day, Library Manager
(Applicant's name - please print) (Position with Board)

Of the Pincher Creek and District Library Board
(*Legal name of Library Board)

do solemnly declare that I am the person authorized to receive and disburse funds on behalf of the said Library Board, and that I am authorized by the Board to apply for the annual grant.

I declare that all statements made by me on this form are true and any funds awarded shall be used solely for library purposes. Any funds not used will be returned to the *Government of Alberta*, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Janice Day 17.08.01
(Signature of Applicant) (Date)

***Note: Please use the LEGAL NAME of the Library Board as per Section 3(4) of the *Libraries Act*.**

Failure to do so will result in the application being returned or delayed.

The personal information that you provide on this form and any attachments will be used for the purpose of determining your eligibility for the **Public Library Operating Grant program** and the promotion of the program. Your personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is protected by the privacy provisions of the Act. If your grant application is approved your name, the grant program and the amount of the grant will be published on the Government of Alberta Grant Disclosure Portal as authorized in section 40(1)(b) and (f) of the *FOIP Act*. Should you have any questions about the collection, use or disclosure of this information, you may contact **Diana Davidson at 780-415-0284**.

If you have any questions about this form or any part of the grant application, please contact Mari Scott, Grants Administrator at (780)415-0303 or mari.scott@gov.ab.ca.



This statement is to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people. Boards serving more than 10,000 people may submit this form or their own financial report.

Return this completed form, or financial report (if applicable), signed by your reviewer, who is acceptable to council, along with your budget and your grant application form by mail, fax or email to:

**Alberta Municipal Affairs
Public Library Services Branch
803 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594
mari.scott@gov.ab.ca**

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

http://www.municipalaffairs.alberta.ca/public_library_legislation

2016 Statement of Receipts and Disbursements

Original, emailed or faxed copies will now be accepted.

FINANCIAL REVIEW

For the: _____

Pincher Creek & District Library Board
*name must match legal library board name on application form

Completed by Financial Reviewer:

Print Name: RICHARD C BURNHAM PBA # 1148

Signature: *Richard C Burnham*

Date: JULY 21, 2017

Signature of person/firm approved as financial reviewer as per Section 9 of the *Libraries Act*

BURNHAM BUSINESS
SERVICES A DIVISION OF 333567
ALBERTA LIMITED

615 McDougall Street, PINCHER CREEK, ALBERTA, T0K 1W0
Mailing address: BOX 2054, PINCHER CREEK, ALBERTA T0K 1W0
Telephone (403) 627 3045 Email: burnham@shaw.ca

To: The Directors of PINCHER CREEK & DISTRICT LIBRARY

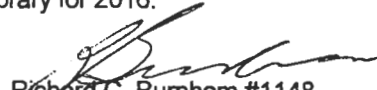
We have reviewed the financial records of the PINCHER CREEK & District LIBRARY as at December 31, 2016 including the Balance Sheet and the Statement of Income and Disbursement. We also reviewed the 2016 Statement of Receipts and Disbursements required by the Library Branch of Alberta Municipal Affairs. Our responsibility was to ensure the statements were prepared in accordance with generally accepted accounting standards.

Our review consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Library. Our procedures and engagements do not constitute an audit and consequently we do not express an audit opinion on these statements.

In common with many library organizations, Pincher Creek & District Library derives revenue from donations, grants and fundraising activities, the completeness of which is not susceptible to satisfactory verification. Accordingly, our verification of revenue was limited to the amounts recorded in the records of the Library, and we are unable to determine if adjustments might be necessary to donation revenues, excess of revenue over expenditures, assets and supplies.

Based on our procedures, nothing has come to our attention that causes us to believe that these financial statements are not in all material respects in accordance with generally accepted accounting procedures and present fairly the financial position of the Library for 2016.

Pincher Creek, Alberta
July 17, 2017


Richard C. Burnham #1148
Public Business Accountant

RECEIPTS FOR YEAR		Reporting period 2016
Cash balance at beginning of year, January 1		
01	Cash on hand	\$150.00
02	Total in current bank accounts	\$67,997.05
03	Total in savings accounts	\$209.81
04	Term deposits	\$83,476.49
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$151,833.35
Government contributions		
07	Local appropriation (contribution of municipal council to the operation of library)	\$207,592.00
08	Provincial library operating grant	\$40,271.00
Other government contributions		
09	Directly from Municipal District (County)	
10	Directly from ID/Summer Village	
11	Cash transfer from Municipal District (County) library board	
12	Cash transfer from library system (do not include system book allotment account)	
13	School board, FCSS	
14	Employment programs	
15	Other grants (CFEP, CIP) please list	
15a	<u>MD of Ranchlands</u>	\$218.05
15b		
15c		
Other revenue		
16	Book sales	
17	Fundraising (donations and other fundraising activities)	\$6,297.25
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	\$6,832.25
18b	Fines	\$2,513.78
19	Room rentals	
20	Other service revenue (e.g. photocopier, equipment rentals, contracts)	\$4,815.34
21	Interest	\$637.08
22	Transfers from reserve accounts	
23	Other income (please list)	
23a	<u>Alberta Culture Days grant</u>	\$1,000.00
23b	<u>Alberta Culture Days grant disbursement</u>	(\$1,000.00)
23c		
24	TOTAL CASH RECEIPTS (add lines 07 to 23)	\$269,176.75
25	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 24)	\$421,010.10



CASH DISBURSEMENTS FOR YEAR		Reporting period 2016
Staff		
26	Salaries and benefits	\$174,789.72
27	Honoraria (volunteers)	\$576.00
28	Moving expenses	
29	Course or conference fees	\$1,468.00
30	Travel and hospitality (staff)	
31	TOTAL STAFF EXPENSES (add lines 26 to 30)	\$176,833.72
Library resources		
32	Books (include freight and purchased cataloguing; do not include money you transfer to your library system, that information goes on Line 56)	\$562.79
33	Periodicals and newspapers	\$1,570.36
34	Audio-visual materials	
35	Digital and electronic resources	
36	TOTAL LIBRARY RESOURCES (add lines 32 to 35)	\$2,133.15
Administration		
37	Audit and/or financial report	
38	Board expenses (incl. honoraria, travel, course and conference fees)	\$3,590.86
39	Equipment rentals and maintenance	\$3,720.76
40	Legal fees, bank charges, refunds and deposits (incl. GST)	\$1,596.26
41	Library supplies (incl. binding & repair)	\$1,317.03
42	Association memberships (do not include transfer payments to your library system)	\$250.00
43	Postage and box rental	\$111.83
44	Program expense (incl. publicity/advertising, equipment rental, volunteer appreciation, artist's fees)	\$3,291.79
45	Stationery, printing and copier supplies	\$1,898.27
46	Telephone and telecommunications, incl. internet connections	\$1,664.85
47	Other materials and supplies	\$1,336.21
48	Other expenses	\$785.50
49	TOTAL ADMINISTRATION EXPENSE (add lines 37 to 48)	\$19,563.36

H

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting period 2016
Building costs		
50	Insurance	\$2,754.42
51	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$2,259.17
52	Utilities	\$14,854.60
53	Occupancy costs (to municipality)	
54	Rent (to private landlord)	
55	TOTAL BUILDING EXPENSE (add lines 50 to 54)	\$19,868.19
Transfer payments		
56	Transfer to other library boards (please specify boards: may include municipal or library system boards)	
56a	Chinook Arch Regional Library System	\$25,036.42
56b	Extra money to book budget	\$5,630.63
56c		
57	Contract payment for library service (e.g., payment to library societies)	
57a		
57b		
58	TOTAL TRANSFER PAYMENTS (add lines 56 and 57)	\$30,667.05
59	TOTAL OPERATING EXPENDITURE (add lines 31, 36, 49, 55, and 58)	\$249,065.47
60	Loan interest and payments	
61	Transfer to other accounts (i.e., capital, operating reserves)	
Capital expenditures		
62	Building repairs and renovations (e.g., roof, carpet, partitions)	
63	Furniture and equipment	\$2,439.59
64	Other (please specify)	
64a		
64b		
65	TOTAL CAPITAL EXPENDITURE (add lines 62 to 64)	\$2,439.59
66	TOTAL CASH DISBURSEMENTS (add lines 59, 60, 61, 65)	\$251,505.06

Cash balance at end of reporting year		
67	Cash on hand	\$150.00
68	Total in current bank accounts	\$60,132.38
69	Total in savings accounts	\$250.07
70	Term deposits	\$108,972.59
71	Other committed funds (e.g. trusts and bequests, reserves, capital)	
72	TOTAL CLOSING CASH ON HAND (add lines 67 to 71)	\$169,505.04
73	TOTAL CASH ACCOUNTED FOR (add lines 66 and 72)	\$421,010.10

14

Summary of cash receipts and disbursements statement

For the year ended, December 31, 2016

	Reporting Period 2016
Total cash receipts for the year (from line 24)	\$269,176.75
SUBTRACT Total cash disbursements for the year (from line 66)	\$251,505.06
Net cash increase or (decrease) from operations	\$17,671.69
ADD Total opening cash on hand and in bank (from line 6)	\$151,833.35
TOTAL CLOSING CASH ON HAND IN BANK (from line 72)	\$169,505.04

Please continue on to Page 7 if your municipality made any payments on behalf of the Library Board.
Please have the municipal administrator fill out this form.

H

DIRECT PAYMENTS

If the municipality pays costs in addition to its local appropriation (line 07) to the library board, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library. These figures may be subject to audit. The figures in lines a. to m. should not be included in the library board's *Statement of Receipts and Disbursements* and/or financial statements.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2016
a.	Staff (salaries and benefits, moving expenses, course fees)	
b.	Building maintenance(janitor, supplies, maintenance, and repairs)	
c.	Insurance	
d.	Utilities	
e.	Financial Report	
f.	Rent (to private landlord)	
g.	Telephone	
h.	Other Expenses	
I.	TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a to h)	\$ -
Other expenditures paid by Municipality		
j.	Debenture interest and principal	
k.	Capital or special grants (i.e., one-time grants)	
l.	Library System appropriation (Contribution of your Municipal Council to your Library System)	23,369.20
M.	TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines j to l)	\$ -

I, Janene Felker, Director of Finance, Administrator
of, Municipal District of Pincher Creek No. 9.
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the
Pincher Creek and District Library Board
(name of Library Board)

Print Name: Janene Felker

Signed: Janene Felker

Date: May 30, 2017

DIRECT PAYMENTS

If the municipality pays costs in addition to its local appropriation (line 07) to the library board, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library. These figures may be subject to audit. The figures in lines a. to m. should not be included in the library board's *Statement of Receipts and Disbursements* and/or financial statements.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2016
a. Staff (salaries and benefits, moving expenses, course fees)		9760.41
b. Building maintenance(janitor, supplies, maintenance, and repairs)		163.67
c. Insurance		1730.08
d. Utilities		
e. Financial Report		
f. Rent (to private landlord)		
g. Telephone		
h. Other Expenses		8704.75
I. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a to h)		\$20,358.91
Other expenditures paid by Municipality		
j. Debenture interest and principal		
k. Capital or special grants (i.e., one-time grants)		
l. Library System appropriation (Contribution of your Municipal Council to your Library System)		26780.60
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines j to l)		\$26780.60

I, Laurie Wilgosh, Administrator
of, Town of Pincher Creek
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the
Pincher Creek District Library Board
(name of Library Board)

Print Name: LAURIE WILGOSH
Signed: [Signature]
Date: June 6, 2017

DIRECT PAYMENTS

If the municipality pays costs in addition to its local appropriation (line 07) to the library board, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library. These figures may be subject to audit. The figures in lines a. to m. should not be included in the library board's *Statement of Receipts and Disbursements* and/or financial statements.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2016
a. Staff (salaries and benefits, moving expenses, course fees)		
b. Building maintenance (janitor, supplies, maintenance, and repairs)		
c. Insurance		
d. Utilities		
e. Financial Report		
f. Rent (to private landlord)		
g. Telephone		
h. Other Expenses		
I. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a to h)		\$ -
Other expenditures paid by Municipality		
j. Debenture interest and principal		
k. Capital or special grants (i.e., one-time grants)		
l. Library System appropriation (Contribution of your Municipal Council to your Library System)		1746.00
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines j to l)		\$ -

I, Cindy Cornish, Administrator
of, Village of Cowley
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the
Pincher Creek & District Library Board
(name of Library Board)

Print Name: Cindy Cornish
Signed: Cindy Cornish
Date: May 31, 2017

This form is to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people. Boards serving more than 10,000 people may submit this form or their own budget document.

Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements, or your financial report, and your signed grant application form to:

Alberta Municipal Affairs
Public Library Services Branch
803 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594
mari.scott@gov.ab.ca

Budget requirements are set out in Section 8 of the *Libraries Act*:

http://www.municipalaffairs.alberta.ca/public_library_legislation

2017 Budget

Budget approved by Library Board as authorized by:

Print Name: _____ Janice Day _____ Position: _____ Library Manager _____

Signature: _____  _____

Date: _____ July 28, 2017 _____

Original, emailed or faxed copies will now be accepted.

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2017
Projected cash balance at beginning of year, January 1		
01	Cash on hand	\$150.00
02	Total in current bank accounts	\$59,998.68
03	Total in savings accounts	
04	Term deposits	\$108,972.59
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	\$169,121.27
Government contributions		
07	Local appropriation (contribution of municipal council to the operation of library)	\$213,592.00
08	Provincial library operating grant	\$40,000.00
Other government contributions		
09	Directly from Municipal District (County)	
10	Directly from ID/Summer Village	
11	Cash transfer from Municipal District (County) library board	
12	Cash transfer from library system (do not include system book allotment account)	
13	School board, FCSS	
14	Employment programs	
15	Other grants (CFEP, CIP) please list	
15a	<u>M.D. of Ranchlands</u>	\$200.00
15b		
15c		
Other revenue		
16	Book sales	
17	Fundraising (donations and other fundraising activities)	\$3,000.00
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	\$5,000.00
18b	Fines	\$2,400.00
19	Room rentals	
20	Other service revenue (e.g. photocopier, equipment rentals, contracts)	\$3,225.00
21	Interest	\$500.00
22	Transfers from reserve accounts	
23	Other income (please list)	
23a		
23b		
23c		
24	TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 23)	\$267,917.00
25	TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 24)	\$437,038.27

ESTIMATE OF EXPENDITURE		Budget 2017
Staff		
26	Salaries and benefits	\$199,000.00
27	Honoraria (volunteers)	\$600.00
28	Moving expenses	
29	Course or conference fees	\$1,500.00
30	Travel and hospitality (staff)	\$200.00
31	TOTAL PROJECTED STAFF EXPENSES (add lines 26 to 30)	\$201,300.00
Library resources		
32	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on Line 56)	\$600.00
33	Periodicals and newspapers	\$1,500.00
34	Audio-visual materials	\$100.00
35	Digital and electronic resources	\$1,300.00
36	TOTAL PROJECTED LIBRARY RESOURCES (add lines 32 to 35)	\$3,500.00
Administration		
37	Audit and/or financial report	\$1,300.00
38	Board expenses (incl. honoraria, travel, course and conference fees)	\$4,500.00
39	Equipment rentals and maintenance	\$5,200.00
40	Legal fees, bank charges, refunds and deposits (incl. GST)	\$600.00
41	Library supplies (incl. binding & repair)	\$1,000.00
42	Association memberships (do not include transfer payments to your library system)	\$400.00
43	Postage and box rental	\$200.00
44	Program expense (including publicity/advertising, equipment rental, volunteer appreciation, artist's fees)	\$4,000.00
45	Stationery, printing and copier supplies	\$1,600.00
46	Telephone and telecommunications, incl. internet connections	\$1,900.00
47	Other materials and supplies	\$500.00
48	Other expenses	\$1,000.00
49	TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 37 to 48)	\$22,200.00

ESTIMATE OF EXPENDITURE (cont'd)		Budget 2017
Building costs		
50	Insurance	\$3,500.00
51	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$2,000.00
52	Utilities	\$20,000.00
53	Occupancy costs (to municipality)	
54	Rent (to private landlord)	
55	TOTAL PROJECTED BUILDING EXPENSES (add lines 50 to 54)	\$25,500.00
Transfer payments		
56	Transfer to other library boards (please specify boards: may include municipal or library system boards)	\$26,000.00
56a	extra money to book budget	\$2,500.00
56b		
56c		
57	Contract payment for library service (e.g., payment to library societies)	
57a		
57b		
58	TOTAL PROJECTED TRANSFER PAYMENTS (add lines 56 and 57)	\$28,500.00
59	TOTAL PROJECTED OPERATING EXPENDITURE (add lines 31, 36, 49, 55, and 58)	\$281,000.00
60	Loan interest and payments	
61	Transfer to other accounts (i.e., capital, operating reserves)	
Capital expenditures		
62	Building repairs and renovations (e.g., roof, carpet, partitions)	
63	Furniture and equipment	\$5,000.00
64	Other (please specify)	
64a		
64b		
65	TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 62 to 64)	\$5,000.00
66	TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 59, 60, 61, 65)	\$286,000.00

Projected cash balance at end of reporting year		
67	Cash on hand	\$150.00
68	Total in current bank accounts	
69	Total in savings accounts	
70	Term deposits	
71	Other committed funds (e.g. trusts and bequests, reserves, capital)	
72	TOTAL PROJECTED CASH ON HAND (add lines 67 to 71)	\$150.00
73	TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 66 and 72)	\$286,150.00

Please continue on to Page 5 if your Municipality will make any payments on behalf of the Library Board.

Please have the Municipal Administrator fill out this form.

Direct Payments

If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library board. The figures in lines a to m should not be included by the library board's Budget.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2017
a. Staff (salaries and benefits, moving expenses, course fees)	
b. Building maintenance (janitor, supplies, maintenance, and repairs)	
c. Insurance	
d. Utilities	
e. Financial report	
f. Rent (to private landlord)	
g. Telephone	
h. Other expenses	
I. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a to h)	\$ -
Other expenditures to be paid by municipality	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library System appropriation (contribution of your municipal council to your library system)	24,120
M. TOTAL PROJECTED "OTHER" EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines j to l)	\$ -

I, Jenene Felker, Director of Finance, Administrator
of Municipal District of Pincher Creek No. 9
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the
Pincher Creek and District Library Board
(name of Library Board)

Print Name: Jenene Felker
Signed: Jenene Felker
Date: May 30, 2017

Direct Payments

If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library board. The figures in lines a to m should not be included by the library board's Budget.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2017
a. Staff (salaries and benefits, moving expenses, course fees)	26,318.24
b. Building maintenance (janitor, supplies, maintenance, and repairs)	2,000.00
c. Insurance	1,300.00
d. Utilities	
e. Financial report	
f. Rent (to private landlord)	
g. Telephone	
h. Other expenses	5,579.00
I. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a to h)	\$35,197.24
Other expenditures to be paid by municipality	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library System appropriation (contribution of your municipal council to your library system)	27,576.78
M. TOTAL PROJECTED "OTHER" EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines j to l)	\$27,576.78

I, Laurie Wilgosh, Administrator
of, Town of Pincher Creek
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

Pincher Creek District Library Board
(name of Library Board)

Print Name: LAURIE WILGOSH
Signed: [Signature]
Date: June 6, 2017

Direct Payments

If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library board. The figures in lines a to m should not be included by the library board's Budget.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2017
a. Staff (salaries and benefits, moving expenses, course fees)	
b. Building maintenance (janitor, supplies, maintenance, and repairs)	
c. Insurance	
d. Utilities	
e. Financial report	
f. Rent (to private landlord)	
g. Telephone	
h. Other expenses	
I. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a to h)	\$.
Other expenditures to be paid by municipality	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library System appropriation (contribution of your municipal council to your library system)	1746.00
M. TOTAL PROJECTED "OTHER" EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines j to l)	\$.

I, Cindy Cornish, Administrator
of, Village of Cowley (name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the
Puicher Creek & District Library Board.
(name of Library Board)

Print Name: Cindy Cornish

Signed: Cindy Cornish

Date: May 31, 2017

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Approval

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved
	2017-01-25

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Alberta Public Library Survey

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at www.albertalibraries.ca.

	Name of library board	Name of library (or libraries)
	Town of Pincher Creek/Pincher Creek No. 9, M.D. /Village of Cowley	Pincher Creek Municipal Library

Phone, Fax, Email, Website

	Library phone	Library fax	Library email	Library website
	403-627-3813	(403) 627-2847	manager@pinchercreeklibrary.ca	www.pinchercreeklibrary.ca

Address

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	899 Main Street	2020	Pincher Creek	Alberta	T0K 1W0

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Janice Day	jday@pinchercreeklibrary.ca	403-627-3813	
Respondent (if different than above)				

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses (if applicable) for CURRENT board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to positions other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month and year) for each board member. Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The Libraries Act requires ALL library board members to be APPOINTED BY MUNICIPAL COUNCIL (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson	Sandra Baker	Box 27 Lundbreck, AB T0K 1H0	403-628-3355	sandandrand@hotmail.com	2019-12-31	No
Board Member 1	Jim Litkowski	Box 1 Pincher Creek, AB T0K 1W0	403-542-8423	jlitkowski@pinchercreek.ca	2017-10-31	Yes
Board Member 2	Tiare Dewart	Box 161 Cowley, AB T0K 0P0	403-628-2505	wtdewart@shaw.ca	2017-10-31	No
Board Member 3	Allison Gorner	Box 2205 Pincher Creek, AB T0K 1W0	403-627-7881	aagorner@gmail.com	2019-03-31	No
Board Member 4	Marion Hodgson	Box 2022 Pincher Creek, AB T0K 1W0	403-627-4609	mhdgson_3@hotmail.com	2019-09-30	No
Board Member 5	Blanche Lemire	Box 2664 Pincher Creek, AB T0K 1W0	403-627-2963	rblemire@platinum.ca	2017-10-31	No
Board Member 6	Quentin Stevick	Box 2392 Pincher Creek, Ab T0K 1W0	403-627-4733	councildiv1@mdpinchercreek.ab.ca	2017-10-31	Yes
Board Member 7	Michael C. Barkwith	Box 13 Cowley, AB T0K 0P0	403-628-3385	mcjb@jrtwave.com	2017-12-31	No
Board Member 8	Jonathan Clark	Box 1542 Pincher Creek, AB T0K 1W0	403-829-6795	jclark2004@gmail.com	2019-03-14	No
Board Member 9						

Library Management - General

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	Jan 27, Mar 23, Apr 27, Jun 22, Aug 24, Nov 23	600	Municipality

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Library Hours

Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10:00-6:00	10:00-8:00	10:00-8:00	10:00-8:00	10:00-6:00	12:00-4:00	Closed	50.00
Summer Hours								

Hours Open Per Year

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Hours Open per Year
	2,500.00

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Personnel

Paid and unpaid staff that worked in the library during the reporting period.

Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

NOTE: do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	2	2,912.00
Library technician	2	1,222.00
Library operations certificate	0	0.00
Other tech/college diploma	0	0.00
Other	7	2,382.00
Total staff	11	6,516.00

Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	7	258.75
Library Programming	1	30.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	8	288.75
Friends of the Library	15	300.00

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	1,388	2,442
Non-print items	274	190
Total	1,662	2,632

Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	21,983	33	22,016

Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	316	137	1,604	0	0	0	0	2,057

Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	0	0	0	0	0	0	0	0	0

Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$0.00

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	24,073	0	24,073

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Circulation

Direct Circulations

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	18,148	850	17,114	4,621	61	1,850

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	0	658	6,677	49,979	0	149,979

Interlibrary Loan

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	10,077	7,710
Outside of Alberta, but within Canada	73	12
Outside of Canada	22	0
Total	10,172	7,722

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Reference and Use

Reference Transactions

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	1,800	Estimate (1 week x 50)

Library Use

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	27,792	Actual count	20,960	4,000	Estimate (1 week x 50)

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: to public libraries housed in schools - please DO NOT count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school library.

	Sessions	Participants
Children's	104	1,623
Young adult	1	33
Adult	51	338
Family/multigenerational	2	292
Other	2	20
Total	160	2,306

Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	8	221

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Social Media

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	Facebook	Pincher Creek & District Municipal Library	Facebook metrics

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Cardholders, Fees, Facilities

Total cardholders

Report the number of active cardholders as of December 31 (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

NOTE: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	Total cardholders (resident and non-resident)
	1,740

Card fees

Indicate YES or NO if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. DO NOT leave these fields blank - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$10.00
Juvenile	No	\$0.00
Senior	Yes	\$10.00
Family	No	\$0.00
Other	No	\$0.00

Facility size

A service point is a location where users can directly access library service. This includes bookmobiles. Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	276.0	2,970.8

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Facility status

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	4	2	3	9

Workstation sessions

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	4,197	Actual count	3,274.00	Estimate (1 week x 50)	60	14.55%

Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	17,445	Actual count

Pincher Creek and District Public Library Board - Pincher Creek and District 2016

Accomplishments & Comments

Provide your comments below. Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments	Comments
	<p>2016 Highlights Pincher Creek & District Municipal Library The library had a major refurbishment in 2013. In 2016, we applied for and received a grant from the Community Foundation of Lethbridge and southwestern Alberta (CFLSA) for \$6000.00 to finish the job. This grant along with contributions from the library board and the Friends was used to purchase new shelving for an area that was cramped and dingy. The library was also the beneficiary of a youth grant from the CFLSA. A nine year old patron wrote a grant asking for money to buy more books for the library that she and her friends would be interested in. The library received \$1000 and the patron was able to help with the selection of the titles. Library staff targeted school children and their teachers as an outreach in 2016. Teachers and staff at the schools within our municipalities were given free library cards. To support this goal we had classes in the library whenever teachers would bring them. In addition, we went to the schools for programs and had booths at parent/teachers nights, encouraging parents to sign up their children for library cards. (cards are free for 18 & under). Other library programs included a speaker series, a community book club, lunch and learn, art in the library, Mad Scientist Halloween, book launches, a Janeâ€™s Walk, Summer Reading Club for children, Alberta Culture Days, featuring private & community showings of Elder in the Making, funded by a grant for Alberta Culture Days. A popular program over the summer was the availability of camping gear for loan. Alberta Parks was our partner on this. They purchased a four-person tent and all the other necessary gear, except sleeping bags, for camping. This actually became so popular that another tent will be added next year. Residents of the Piikani First Nation became eligible for full-service library services in late 2016 (part of a province wide initiative)</p>	

¹, We had more people in the library this year than previous years and we had many teachers signing out large numbers of books for their classrooms. However, we feel that the number of 49,979 is high by about 1440 books. We were doing an extensive week project and used a dummy user for some of the books we wanted to further evaluate before discarding.(0-2017-01-19)

2016 Highlights

Pincher Creek & District Municipal Library

- The library had a major refurbishment in 2013. In 2016, we applied for and received a grant from the *Community Foundation of Lethbridge and southwestern Alberta* (CFLSA) for \$6000.00 to 'finish the job'. This grant along with contributions from the library board and the Friends was used to purchase new shelving for an area that was cramped and dingy.
- The library was also the beneficiary of a youth grant from the CFLSA. A nine year old patron wrote a grant asking for money to buy more books for the library that she and her friends would be interested in. The library received \$1000 and the patron was able to help with the selection of the titles
- Library staff targeted school children and their teachers as an outreach in 2016. Teachers and staff at the schools within our municipalities were given free library cards. To support this goal we had classes in the library whenever teachers would bring them. In addition, we went to the schools for programs and had booths at parent/teachers nights, encouraging parents to sign up their children for library cards. (cards are free for 18 & under)
- Other library programs included a speaker series, a community book club, lunch and learn, art in the library, Mad Scientist Halloween, book launches, a Jane's Walk, Summer Reading Club for children, Alberta Culture Days, featuring private & community showings of *Elder in the Making*, funded by a grant for Alberta Culture Days
- A popular program over the summer was the availability of camping gear for loan. Alberta Parks was our partner on this. They purchased a four-person tent and all the other necessary gear, except sleeping bags, for camping. This actually became so popular that another tent will be added next year.
- Residents of the Piikani reserve became eligible for full-service library services in late 2016

Alberta SouthWest Bulletin August 2017

Regional Economic Development Alliance (REDA) Update

Parks Canada and Alberta SouthWest information publication

Within weeks the communities gathered information about key events and activities as a tool to help ensure visitors feel welcome in the region. Thank you to our EDOs, CAOs, Travel Alberta and historic sites for their ideas, information and contributions of time and talent!

Waterton Springs Campground

Brad Tucker, Acting Senior Planner, Alberta Parks, South Region, provided a positive update on Waterton Springs Campground. Alberta Parks continues to proactively assess issues and solutions to keep this valuable visitor amenity operating into the future.

Life in the Crown

Emma Crow-Willard, graduate student from Yale University School of Forestry and Environmental Sciences is spending the summer travelling through the Crown of the Continent ... BC, AB and MT ... researching, interviewing and filming the unique issues and opportunities in this special transboundary geographical region. Her experiences included a 450-mile bicycle trip. She returns to Connecticut in the fall to compile her experiences, learning and observations.

Southern Alberta alternative Energy Partnership (SAAEP)

SouthGrow, Economic Development Lethbridge and AlbertaSW met with Linda Erickson, Cynthia Farmer, ADM Economic Development and Trade and Holly Driscoll, Acting Senior Director, Environmental and Renewable Industries Unit, to provide an overview of the "Powering Opportunity" project and to envision what the next steps could be for our regions. Visit the redesigned website www.saaep.ca for updated reports and information.

UPCOMING!

❖ Wednesday, August 16, 2017 - 9:30am to 10:30am Mountain time

FREE Roger Brooks WEBINAR "Resurgence of Downtowns" Series

- Using photographic examples, this webinar will showcase what downtowns are doing, at low cost, to become vibrant, successful destinations for both visitors AND residents.
- Explore ideas, tools and strategies to find your focus, engage the community, elected officials and property owners, bring people downtown consistently, deal with empty buildings (turning lemons into lemonade), fund beautification, pick a place to start and make it happen.

This is the second in the series; Bob Dyrda logged into the first presentation and found it very valuable.

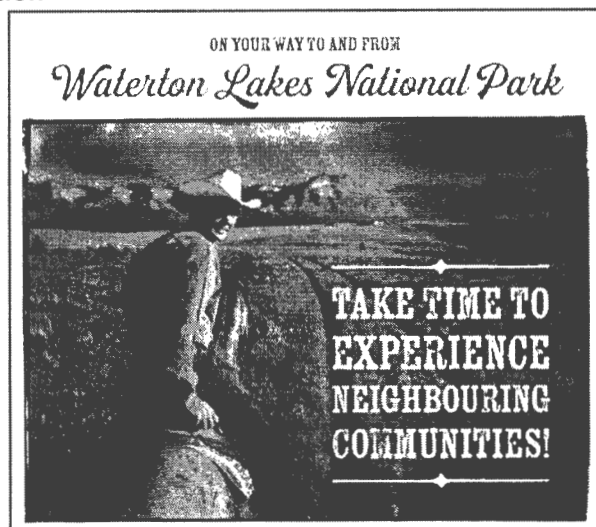
The webinar is scheduled to be an hour; Bob reports that the first one went longer, so plan for that.

Roger Brooks has changed his model and offers this series presentations FREE OF CHARGE.

He then makes the video available to RENT for \$29 USD per week, so you can view a missed episode, or share a relevant presentation with others.

If you can gather your team, it is a great way to log on at the same time and learn together!

Registration links are sent separately; contact Bev or Bob if you need that information.



Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0
 403-627-3373 or 1-888-627-3373
 bev@albertasouthwest.com
 bob@albertasouthwest.com



Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday May 3, 2017 – Community Centre, Waterton Lakes



Board Representatives

Barney Reeves, Waterton Lakes
Jordan Koch, Glenwood
Garry Marchuk, MD Pincher Creek
Bill Peavoy, Cardston
Maryanne Sandberg, MD Willow Creek
Dennis Gillespie, Stavely
Bernie Kennedy, Granum (alternate)
Warren Mickels, Cowley
Brent Feyter, Fort Macleod
Shelley Ford, Claresholm
Beryl West, Nanton
Ron Davis, MD Ranchland

Guests and Resource Staff

Patrick Mattern, Alberta Culture and Tourism
Yvette Ng, Alberta Culture and Tourism
Cameron Spence, Travel Alberta
Leah Wack, Lethbridge College
John Jacobson, Lethbridge College
Bill Halley, RINSA
Tony Walker, CF Alberta Southwest
Max Low, Waterton Chamber
Kristofor, Jensen, ID#4 Waterton Lakes
Kathy Wiebe, MD Ranchland
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Micah Feyter

1. Call to Order
Vice-Chair Barney Reeves called the meeting to order.
2. Approval of Agenda
Moved by Bill Peavoy THAT the agenda be approved as presented.
Carried. [2017-05-530]
3. Approval of Minutes
Moved by Maryanne Sandberg THAT the minutes of April 5, 2017 be approved as presented.
Carried. [2017-05-531]
4. Approval of Cheque Register
Moved by Jordan Koch THAT cheques #2186-#2212 be approved as presented.
Carried. [2017-05-532]
5. Tourism and Recreation
Patrick Mattern and Yvette Ng provided an overview of Alberta Culture and Tourism services and programs, and an update of the processes related to the Castle parks .and destination development in southwest Alberta.
6. Project Lead Report
Regional Broadband Preparedness (RBP) project report has been submitted. Work continues to address issues and solutions.
7. Executive Director Report
EDO meetings to plan Summer 2017 work with Parks.
As communities will be planning special events for Canada's Sesquicentennial, it was suggested that AlbertaSW design a way to list all the events upcoming in the region.
8. Board and guest updates

9. Upcoming Board Meetings

- June 7, 2017 - AGM - Claresholm
- July 5, 2017 - no meeting
- August 2, 2017 - MD Ranchland
- September 6, 2017 -
- October 4, 2017 - Lethbridge College (tentative)
- November 1, 2017 - New Council Orientation, Pincher Creek
- December 5, 2017 - Organizational Meeting, Pincher Creek

10. Adjournment

Moved by Garry Marchuk THAT the meeting be adjourned.
Carried. [2017-05-533]

Chair

Approved August 2, 2017

Secretary/Treasurer

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION
MINUTES
June 28, 2017**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday, June 28, 2017 at 9:00 a.m. at the Landfill administration office.

Present: Terry Yagos, Municipal District of Pincher Creek #9
Dean Ward, Municipality of Crowsnest Pass
Dave Filipuzzi, Municipality of Crowsnest Pass
Shar Cartwright, Municipality of Crowsnest Pass
Garry Hackler, Village of Cowley
Emile Saindon, Landfill Manager
Jean Waldner, Office Administrator

AGENDA

Shar Cartwright

Moved the agenda be adopted as presented Carried. 06.28.17-938

MINUTES

Dean Ward

Moved the minutes of May 17, 2017 be adopted as circulated Carried. 06.28.17-939

MANAGER’S REPORT

1. MSW volumes are steadily increasing.
2. The Industrial cell has been busy with the Devon job.
3. Waterton Parks contract is increasing every week, We currently have 6 bins at the park and are servicing the transfer station 3 to 4 times a week.
4. Just started a job from Tech Coal for railroad ties appx 3000 tonnes.
5. Working on preparing site for storm water pond construction later this summer.
6. Recycling appreciation day went well we received some good press coverage.
7. Public notice for the incinerator application went into local papers this week.
8. The Eco Recycling Station has been very busy with local traffic and handling of cardboard.

Shar Cartwright

Moved that the Manager’s report be accepted for information. Carried. 06.28.17-940

FINANCIAL REPORT

The Income Statement and Balance sheet to June 22, 2017 were reviewed.

We have hired a part time person to help out at the Eco Recycling Station, and also Peter Wollman is back as fill in staff for the summer.

Dean Ward

Moved that the financial reports be accepted for information. Carried. 06.28.17-941

RECYCLING APPRECIATION DAY JUNE 10,2017 UPDATE

Admin reported we had around 70 people show up for lunch, we did some demonstrations of our new fluorescent bulb eater, and tours of our new building. All the local press was there and took lots of pictures for their papers.

Dave Filipuzzi

Moved this report be accepted for information. Carried. 06.28.17-942

PUBLIC NOTIFICATION OF INCINERATOR APPLICATION

We were instructed by Environment and Parks to advertise in the Pass Herald and Pincher Creek Echo newspapers the fact that we have applied for an amendment to our existing Landfill approval to construct and operate an incinerator on our property. This public notice will have Environment and Parks contact information if anyone has questions or concerns. We will also be hand delivering notification of this application to all adjacent land owners of the Landfill.

Dave Filipuzzi

Moved this report be accepted for information. Carried. 06.28.17-943

SCHOLARSHIP APPLICATION

A Scholarship application was received from Legacy Krampf from St Michael's school.

The board felt she passed all the criteria to receive our scholarship.

Shar Carwright

Moved that Legacy Krampf be awarded a \$1000.00 Landfill Scholarship. Carried. 06.28.17-944

DONATION REQUESTS

A donation request was submitted from the Town of Pincher Creek for their Children's Festival.

Shar Cartwright

Moved that \$200.00 be donated to the Children's Festival Carried. 06.28.17-945

A donation request was submitted from the Crowsnest Consolidated High School for their Travel Clubs China Trip.

Dean Ward

Moved that \$300.00 be donated to The CCHS Travel Club Carried. 06.28.17-946

A donation request was submitted from Livingstone School for their Travel Clubs China Trip.
Dean Ward

Moved that \$300.00 be donated to Livingstone School Travel Club Carried. 06.28.17-947

A donation request was submitted from the Pass Ravens Lacrosse Assc for their playoffs.

Dave Filipuzzi

Moved that \$200.00 be donated to the Pass Ravens playoffs. Carried. 06.28.17-948

A donation request was submitted from the Pass Piranha Swim Club for their John Irwin memorial invitational swim meet.

Garry Hackler

Moved that \$200.00 be donated towards the swim meet. Carried. 06.28.17-949

A donation request was submitted from the Coleman Senior Citizens for building supplies to complete their games room at the Coleman Hall.

Dean Ward

Moved that \$470.00 be donated towards the games room completion. Carried. 06.28.17-950

A donation request was submitted from the CNP & Area Early Childhood Development Coalition for their Family Wellness Fair.

Dave Filipuzzi

Moved that a donation of \$200.00 be donated towards the Fair. Carried. 06.28.17-951

A donation request was submitted from the Moonshadow Run Organizing Committee for the Moonshadow Run 2017.

Dean Ward

Moved that \$250.00 be donated towards the Moonshadow Run 2017. Carried. 06.28.17-952

Correspondence:

Thank you cards were distributed from the 40 Assets Developments and the Livingstone School ski academy.

NEXT MEETING DATES

July 19, 2017	October 18, 2017
August 16, 2017	November 15, 2017
September 20, 2017	December 13, 2017

Tabled Items

ADJOURNMENT

Garry Hackler

Moved the meeting adjourn at 9:50 a.m.

Carried. 06.28.17-953



CHAIRMAN



SECRETARY

Addition
to
Council

Tara Cryderman

Subject: FW: Letter from Emile
Attachments: Letter to bboard re incinerator.docx

From: Terry Yagos [<mailto:ty@leelake.com>]
Sent: August 4, 2017 11:02 AM
To: Wendy Kay <wkay@mdpincercreek.ab.ca>
Subject: Fwd: Letter from Emile

Sent from my iPhone

Begin forwarded message:

From: Terry Yagos <CouncilDiv5@mdpincercreek.ab.ca>
Date: August 4, 2017 at 7:13:49 AM MDT
To: Terry Yagos <ty@leelake.com>
Subject: Fwd: Letter from Emile

Sent from my iPhone

Begin forwarded message:

From: CNPC Admin <cnpcadmin@toughcountry.net>
Date: August 3, 2017 at 2:28:01 PM MDT
To: David Filipuzzi <dfilipuzzi@hotmail.ca>, Dean Ward <deanward4@msn.com>, Shar Cartwright <shar.lazarotto@crownsnestpass.com>, <oraetc@outlook.com>, Village of Cowley <vilocow@shaw.ca>, Terry Yagos <CouncilDiv5@mdpincercreek.ab.ca>
Subject: Letter from Emile

All board members please see the attached letter of concern from Emile. Also a copy of a letter that we received from the EPEA stating that the Request that was made for them to do an environmental assessment is not required. And they won't be doing one at this time.

Thank you.

Jean

P.O. Box 668
PINCHER CREEK, Alberta
TOK IWO
Phone (403) 628-3849
Fax (403) 628-2258

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The Crowsnest/Pincher Creek Landfill Association

July 27, 2017

To: CNPC Landfill Board of Directors.

Re: CNPC Landfill proposed incinerator amendment.

Over the last several years Landfill Management and staff have been directed to research and provide information on potential methods of animal carcass, green wood waste and polyethylene silage bags disposal.

Numerous meetings and discussions where information was provided to the Landfill board members and posted on our website for the public to view.

In Sept of 2016 we held 3 open house meetings for all residents of the region and elected officials to attend and view our progress. We had our engineering firm along with the potential manufacturer of the proposed incinerator attend to provide detailed information to any and all concerns.

We then received approval from the Landfill Board to move forward with an application to Alberta Environment and Parks for an amendment to our current landfill approval to apply for a license to operate an incinerator based on the application process laid out in their guidelines.

To date this is what we have completed and we await results from this request to Alberta Environment and Parks.

I would encourage all Board members to discuss this process with their councils and bring back to Landfill Management any concerns, questions or information requests so we can prepare the data to answer those requests.

The questions and information gathered can then be discussed by the Landfill Board and results can then be passed on to their respective councils for review.

In discussion with Alberta Environment and Parks they would be willing to attend a meeting to review your requests and the information we would provide and ultimately answer any of your further concerns.



August 22, 2017

Page 2

Please review the dates posted below so we can prepare to collect the date you request and plan a meeting to review and concerns.

Aug 21

Have all questions and information requests in to Landfill Management.

Sept 5

Landfill Management to contact all Board members to set a date for meeting to review questions and information.

Sept 18 (Tentative)

Meeting with Alberta Environment and Parks to review question and information.

Thank You

Landfill management and Staff

Emile J Saindon

Landfill Manager

403-563-0029

esaindon@toughcountry.net