

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**October 9, 2018**  
**1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Grassy Mountain Coal Project – Update
  - Presentation from Riversdale Resources.

C. MINUTES

1. Council Committee Meeting Minutes
  - September 25, 2018
2. Council Meeting Minutes
  - September 25, 2018
3. Special Council Committee Meeting Minutes
  - Minutes of October 2, 2018

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

1. Registered Apprenticeship Program
  - Recommendation to Council from Interim Chief Administrative Officer, dated October 1, 2018
2. Heritage Acres Delegation Presentation
  - Recommendation to Council from Interim Chief Administrative Officer, dated October 3, 2018
3. Snow Removal on School Bus Routes
  - Recommendation to Council from Director of Operations, dated October 4, 2018

F. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations
  - a) Regional Emergency Livestock Services Plan Adoption
    - Recommendation to Council from Director of Operations, dated October 4, 2018
  - b) Private Driveway Gravel and Grading Policy C-PW-001
    - Administration Guidance Request from Director of Operations, dated September 20, 2018
  - c) Operations Report
    - Report from Director of Operations, dated October 4, 2018
2. Planning and Development

Nil
3. Finance
  - a) Statement of Cash Position
    - Recommendation to Council from Finance, dated October 4, 2018
4. Municipal
  - a) Invoice No. IVC 04655 – Fire Bill Appeal
    - Recommendation to Council from Interim Chief Administrative Officer, dated October 1, 2018
  - b) Request from Royal Canadian Legion
    - Recommendation to Council from Interim Chief Administrative Officer, dated October 1, 2018
  - c) Highway 3 Twinning Development Association
    - Recommendation to Council from Interim Chief Administrative Officer, dated October 4, 2018

- d) Pledge of the Code of Conduct Bylaw
  - Recommendation to Council from Interim Chief Administrative Officer, dated October 4, 2018
- e) Councillor Attendance to the Pincher Creek Awards of Excellence
  - Administration Guidance Request from Interim Chief Administrative Officer, dated October 4, 2018
- f) 2019 Pincher Creek Calendar
  - Administration Guidance Request from Interim Chief Administrative Officer, dated October 4, 2018
- g) Interim Chief Administrative Officer Report
  - Report from Interim Chief Administrative Officer, dated October 3, 2018

G. CORRESPONDENCE

1. For Information

- a) Informational Correspondence
  - Recommendation to Council from Interim CAO, dated October 4, 2018, covering:
    - Letter from Municipal Affairs, dated September 14, 2018
    - Letter from Alberta Historical Resources Foundation, dated September 17, 2018

H. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1  
Boundary Creek Landowners Association  
- Email, dated September 30, 2018

Councillor Rick Lemire – Division 2

Councillor Bev Everts– Division 3  
Beaver Mines Community Association  
- Board Meeting Minutes, dated September 29, 2018

Councillor Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

I. CLOSED MEETING

J. NEW BUSINESS

K. ADJOURNMENT

# Grassy Mountain Coal Project - Update

October 10, 2018

MD of Pincher Creek



Benga Mining Limited Operating as Riversdale Resources

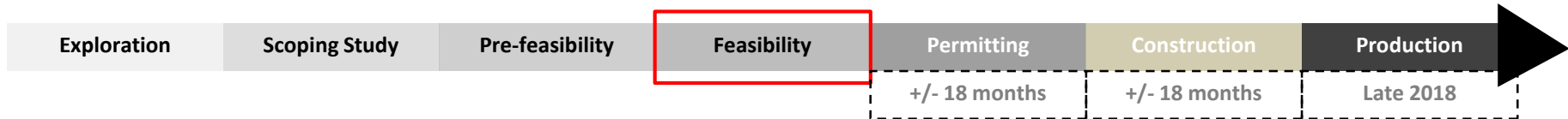
## Our Commitments

- **Riversdale Resources is committed to:**
- Safety as a priority for our workforce and the surrounding community;
- Responsible development in a manner that respects the people, the community and the environment in which we operate;
- Being a supportive member of the community and establishing strong relationships with our stakeholders based on trust and open communication;
- Minimizing impacts to the environment by implementing appropriate stewardship practices to responsibly develop the resource and manage environmental performance; and
- Managing our business to withstand the cyclical nature of the global coal sector, providing a stable employment and economic base for our workers and the surrounding community, and meets our business goals.

# Agenda

- Project Overview
- Regulatory Update
- Commercial Update
- Questions
- Date of next meeting

# Project Overview



- Coal leases acquired - August 28, 2013.
- Established office in Crowsnest Pass in 2013
- Two drill campaigns and 4 bulk samples.
- Coal quality testing in Vancouver, Calgary, Ontario and Australia.
- Alberta Environmental Impact Assessment started in late 2014; CEAA in 2015



• Typical GM Large Diameter Core



• GM Bulk Sample



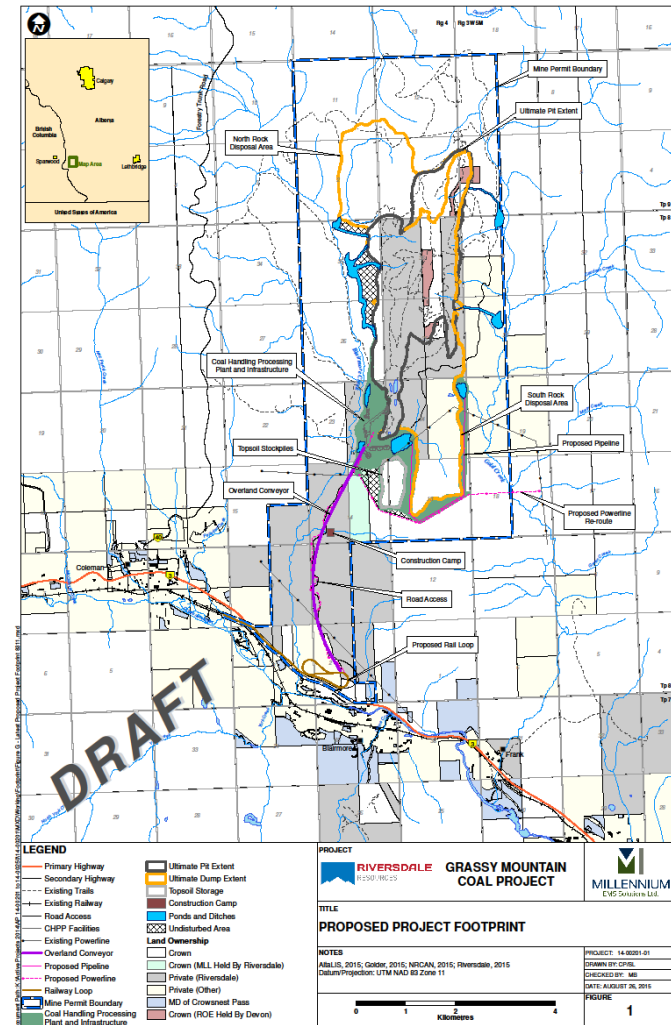
• GM Bulk Sample Being Processed in Pilot Scale Plant - Australia

# Grassy Mountain Project Overview

## Mining Infrastructure

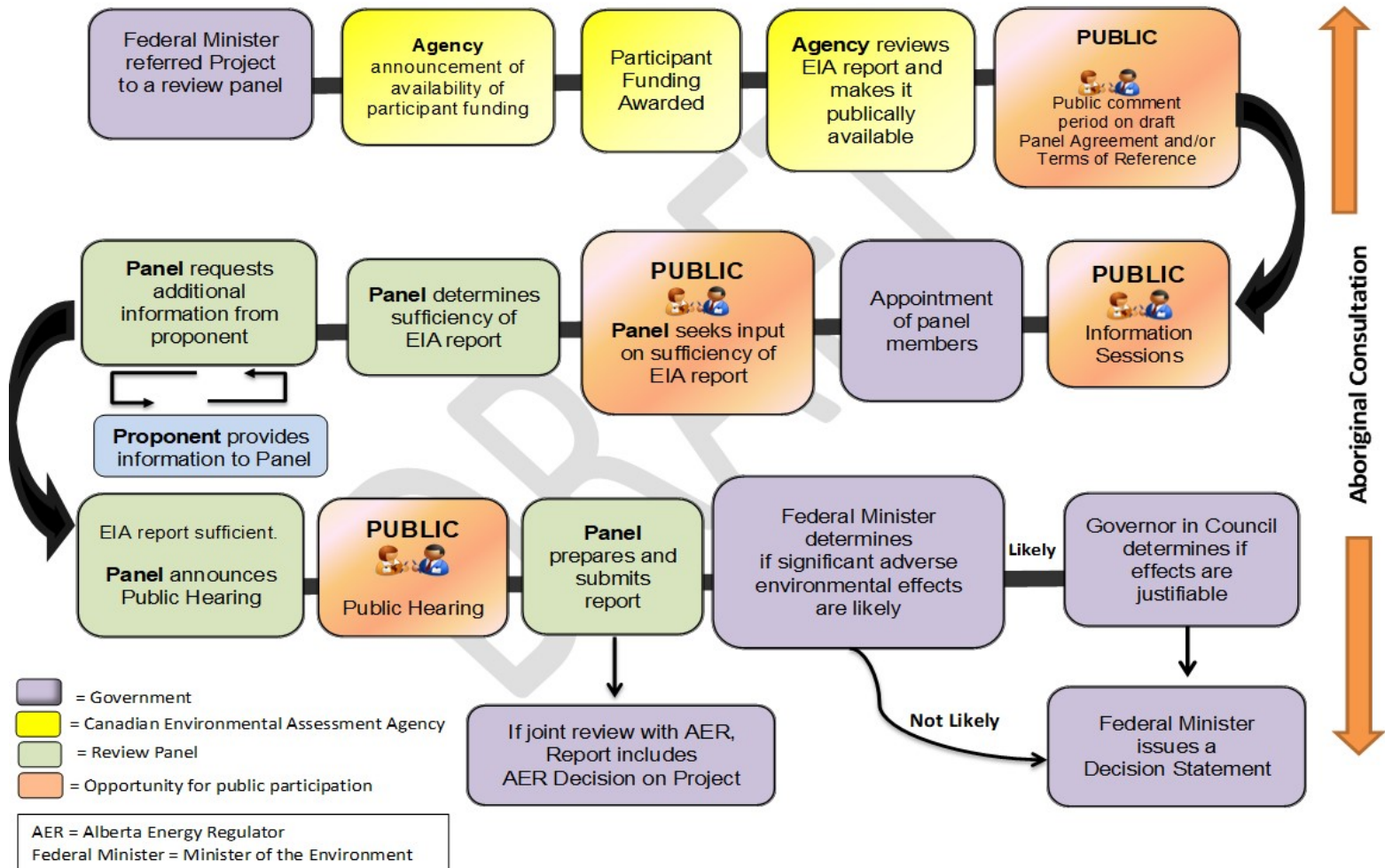
- Production:
  - Metallurgical coal for overseas steel manufacturing market
  - 4 MM tonne/year
- Mine Life: +25 years.
- Dry tailings impoundment
- Proposed rail loop and load out facility
  - 4.8 trains per week
  - Westshore Terminals south of Vancouver

### Proposed Mine Footprint



# Overview of Process

## Grassy Mountain Coal Project Review Panel Process





# Regulatory Update

- **July 9** – Order in Council Approved
- **August 16** - The Minister of Environment and Climate Change Canada and the AER, announce the establishment of a three-member Joint Review Panel
- Currently responding to a number of SIR's, targeting mid October for submission.

# Commercial update - Agenda

- Construction & Operations Profile
- Doing Business With Riversdale
- Opportunities
- Project Information
- Q&A

# Construction Profile

- Construction
  - Post Regulatory Approval ~ Fall/Winter 2019
  - ~23 Months
  - ~350 peak construction workforce
  - +/- \$680 M
  - EPC/CM Contracting Model
    - Rail Load Out
    - CHPP
    - MIA
    - Roads
    - Heavy Civil (Dam, Ponds)

# Operations Profile

- Full production 4.5m tonnes/yr.
- 25yr. Mine life
- ~385 permanent positions
- 3/1 Socioeconomic impact
- ~\$200m/yr. goods and services expenditure

# Doing Business With Riversdale

- Safety
  - Certificate of Recognition (COR) or a Small Employer COR (SECOR)
  - Historical Safety Performance
  - Prequalification (future)
- Local / First Nations Content
- Work History / Experience
- Quality
- Cost

# Opportunities

- Direct

Contract Description
Clearing - Logging
Temporary Fire Fighting Appliances and Extinguishers
Construction Trailers
Construction Power
Surveying
Road Maintenance & Snow Removal
Dust Control
Contact Water Management and Erosion Control
Equipment Rental
Transportation
Potable Water Supply & Delivery
Porta-John Rental, Provision of Washcar/s and Cleaning Services
Environmental Waste Disposal Services incl Hazardous Waste Mgmt
Wildlife Management
First Aid and Medical Treatment Services
Winter Heating Equipment including supply of Propane
Safety Equipment and Supplies incl PPE
Drug and Alcohol Testing
Radios (Supply, Maintenance & Programming)
Supply of Aggregates, Bedding Sand, Filter sand, Culverts
Mine Dry and Administration
Construction Warehouses and Laydowns(Calgary and Balimore)
Freight Forwarding and Customs Clearance
Manufacturing/Factory QA/QC and Expediting Services
Drilling Services
Environmental Services
Blasting Services
Laundry Services
Transportation of consumables (excluding fuel)
Supply of Company Clothing
Tire Service (Mine and LV)
Cleaning Services
Office Supplies
Cafeteria, Coffee Supplies, Misc
Alcohol and Drug Testing Services
Security Services
Cultural Awareness Training
Waste and Recycling Services
Supply and Delivery of Drinking Water
Light Vehicle Maintenance
Fire Extinguisher Maintenance
Office Equipment and Maintenance Services
Reclamation Services
Invasive species control services
Printing services
Weighbridge Installation
Guard House and Access Gates
Gates and Fences
Temporary Site Services (Maintenance - Plumbing, Carpentry, Electrical)
Pit Dewatering
Construction/Mine Fuel Supply
Explosive Storage Facility
Mine Fuel Storage and Supply incl Light Vehicle Fueling Station

- Indirect

- Housing
- Services
- Sports/Entertainment
- Food
- Transportation



Questions?



Next meeting date?



**MINUTES  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
September 25, 2018; 9:00 am**

Present: Reeve Quentin Stevick, Councillors Brian Hammond, Rick Lemire and Terry Yagos

Absent: Councillor Bev Everts

Staff: Interim Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

Reeve Quentin Stevick called the meeting to order, the time being 9:00 am.

1. Approval of Agenda

Councillor Terry Yagos

Moved that the agenda for September 25, 2018, be amended, the amendment as follows:

Addition to Round Table - Request to reschedule meeting date for Joint Funding;

And that the agenda be approved, as amended.

Carried

2. Closed Meeting Session

Councillor Terry Yagos

Moved that Council close the Council Committee Meeting to the public for discussions regarding the following, the time being 9:05 am:

- Public Works Call Log – FOIP Section 16
- Legal Advice – FOIP Section 25

Carried

Councillor Terry Yagos

Moved that Council open the Committee Meeting to the public, the time being 9:36 am.

Carried

3. RCMP

Sgt Mark Harrison attended the meeting, the time being 9:37 am.

Councillor Terry Yagos

Moved that Council close the Council Committee Meeting to the public for discussions regarding the following, the time being 9:37 am:

- Legal Issue – FOIP Section 16

Carried

Councillor Terry Yagos

Moved that Council open the Committee Meeting to the public, the time being 9:57 am.

Carried

Sgt. Harrison provided the 2018 / 2019 RCMP Update.

The powerpoint presentation was shown.

4. Beaver Mines Additional Work

It was the consensus to not include the walking paths in the project at this time.

Paving 3<sup>rd</sup> Avenue was discussed.

The proposed roadway within the site in Beaver Mines was discussed.

Discussion regarding water pressure within the community was discussed. This will be discussed during the next meeting.

5. Round Table Discussion

Division 2:

- Review of the Joint Funding Evaluation, Procedures and Process

Division 4:

- Nothing to report

Division 5:

- Having Environment personnel meet with Council with regards to a lagoon wastewater system

Division 1:

- Appointment of two members to the ICF Committee
- Fire Billing Discussion

Joint Funding Meeting

It was determined to request additional meeting dates for the Joint Funding Meeting.

6. Adjournment

Councillor Terry Yagos

Moved that the meeting adjourn, the time being 12:01 pm.

DRAFT

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**SEPTEMBER 25, 2018**

9038

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, September 25, 2018, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

**PRESENT** Reeve Quentin Stevick, Councillors Brian Hammond, Terry Yagos, and Rick Lemire

**ABSENT** Councillor Bev Everts

**STAFF** Interim Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

Reeve Quentin Stevick called the Council Meeting to order, the time being 1:02 pm.

**A. ADOPTION OF AGENDA**

Councillor Terry Yagos 18/513

Moved that the Council Agenda for September 25, 2018, be amended, the amendments as follows:

Addition to F1a – Letter of Thanks to the Town of Pincher Creek;  
 Addition to New Business – Appointment to ICF Committee;

And that the agenda be approved, as amended.

Carried

**B. DELEGATIONS**

**1. Registered Apprenticeship Program**

John Taylor, Off Campus Coordinator with Livingstone Range School Division, and Dale Ayers, Shop Foreman for the MD, attended the meeting as a delegation to speak to the Registered Apprenticeship Program (RAP).

The benefits of RAP were explained.

Currently, there are eight (8) students registered with program, through the school division.

A partnership between the RAP program and the MD to have a high school student apprentice with the MD was requested.

**2. Update on Heritage Acres**

Mark Barber, with Heritage Acres, attended the meeting as a delegation to update Council on the activities of Heritage Acres.

Having the MD attend the Harvest Gala, scheduled for October 12, 2018, by purchasing 8 (eight) tickets, was requested.

A letter of support for the Heritage Arts Program was requested.

A letter of support for the Cyr House Restoration Project was requested.

**3. Placement of Coal Cars – Hamlet of Lundbreck**

George Dowson and Kimberly Hurst, from the Hamlet of Lundbreck, attended the meeting as a delegation to present a project proposal within the Hamlet.

A donation of coal cars has been provided to the community.

Approval, for the cars to be placed at the entrance of the community, was requested.

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 September 25, 2018

C. MINUTES

1. Council Committee Meeting Minutes

Councillor Rick Lemire 18/514

Moved that the September 11, 2018, Council Committee Meeting Minutes, be approved as presented.

Carried

2. Council Meeting Minutes

Councillor Terry Yagos 18/515

Moved that the Council Meeting Minutes of September 11, 2018, be approved as presented.

Carried

D. BUSINESS ARISING FROM THE MINUTES

Nothing to discuss.

E. UNFINISHED BUSINESS

1. West Path Delivery Project

Councillor Brian Hammond 18/516

Moved that the West Path Delivery Project Delegation Presentation, be received as information.

Carried

2. Amendment to the Animal Control Bylaw (Hamlet Chickens)

Councillor Brian Hammond 18/517

Moved that Bylaw No. 1272-17, being the Amendment to the Animal Control Bylaw, be given third and final reading.

Carried

3. Ron Sekella Micro Farm Concept Plan

Councillor Brian Hammond 18/518

Moved that the Micro Farms Concept Plan, required for the proposed redesignation of Block P , Plan 921 0672, be adopted by Council.

Carried

4. First Student Delegation Presentation

Councillor Brian Hammond 18/519

Moved that Council direct Administration to investigate the possibility and feasibility of having MD personnel be available earlier during snow events.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 September 25, 2018

F. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations

a) Beaver Mines Water and Wastewater Project Briefing

Councillor Brian Hammond 18/520

Moved that the proposed Beaver Mines Community Advisory Terms of Reference, be approved;

And that the Terms of Reference be forwarded to the Beaver Mines Advisory Group.

Carried

Councillor Terry Yagos 18/521

Moved that a letter be forwarded to the Town of Pincher Creek and the South Lundbreck Water Co-op, thanking them for the use of their unused allocation of their Water License, with a copy of this letter going to the Minister of Environment.

Carried

Councillor Terry Yagos 18/522

Moved that the Beaver Mines Water and Wastewater Project Briefing, dated September 18, 2018, be received as information.

Carried

b) Operations Report

Councillor Rick Lemire 18/523

Moved that the Operations report from the Director of Operations, for the period dated September 6, 2018 to September 19, as well as the Call Logs, be received as information.

Carried

2. Planning and Development

a) Letter of Concern – Riverview Wind Farm

Councillor Brian Hammond 18/524

Moved that Council direct Administration to respond to the email from Con and Maria Schultz, dated August 20, 2018, thanking them for their concerns;

And that the email be forwarded to the Planning Advisor for further discussion during the updating of Section 53 – WECS from the Land Use Bylaw;

And that the email be forwarded to Pincher Creek Emergency Services Commission with regards to the questions regarding fire suppression within the MD;

And further that information regarding the AUC hearings process for the Riverview Wind Farm, be forwarded to Mr. and Mrs. Schultz.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 September 25, 2018

3. Finance

Nil

4. Municipal

a) Interim Chief Administrative Officer Report

Councillor Rick Lemire 18/525

Moved that Council receive for information, the Interim Chief Administrative Officer's report for the period of September 11, 2018 to September 20, 2018.

Carried

G. CORRESPONDENCE

1. For Information

a) Informational Correspondence

Councillor Brian Hammond 18/526

Moved that any Councillors wishing to attend the AUC information sessions, scheduled for September 27, 2018, be authorized to do so.

Carried

Councillor Rick Lemire 18/527

Moved that any Councillors wishing to attend the Highway 3 Functional Planning Session, scheduled for November 29, 2018, be authorized to do so.

Carried

Councillor Brian Hammond 18/528

Moved that Council receive the following documents as information:

- Letter from Alberta Recreation & Parks Association, dated August 29, 2018
- Letter from Natural Resources Conservation Board, dated September 2018, with Annual Report
- Letter from AltaLink, dated September 5, 2018, with brochure
- Letter from AltaLink, dated September 7, 2018
- Letter from AUC, received September 10, 2018, regarding Castle Rock Ridge Phase II
- Letter from AUC, received September 10, 2018, regarding Riverview
- Notice of Shareholders Meeting, Castle Mountain Resort Inc., received September 6, 2018
- Email, received September 19, 2018
- Thank You Card, received September 19, 2018

Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek No. 9  
September 25, 2018

H. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1  
Library Board Meeting

Councillor Rick Lemire – Division 2  
Economic Development Committee  
Pincher Creek Affordable Housing  
FireSmart Presentation

Councillor Bev Everts– Division 3  
Oldman River Regional Services Commission  
- Minutes, dated July 7, 2018  
Beaver Mines Community Association  
- Minutes, dated September 8, 2018

Councillor Brian Hammond - Division 4  
Pincher Creek Foundation  
Emergency Services Commission

Councillor Terry Yagos – Division 5  
Crownsnest / Pincher Creek Landfill Association  
- Minutes of August 15, 2018  
Emergency Services Commission

Councillor Terry Yagos 18/529

Moved that the committee reports be received as information.

Carried

I. CLOSED MEETING

There were no Closed Meeting Agenda Items to discuss.

J. NEW BUSINESS

1. Appointment to Intermunicipal Collaboration Framework Committee

Councillor Terry Yagos 18/530

Moved that Reeve Quentin Stevick and Councillor Rick Lemire, with Councillor Bev Everts as Alternate, be appointed to the Intermunicipal Collaboration Framework Committee with the Town of Pincher Creek.

Carried

K. ADJOURNMENT

Councillor Terry Yagos 18/531

Moved that Council adjourn the meeting, the time being 3:54 pm.

Carried

\_\_\_\_\_  
REEVE

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



**MINUTES  
SPECIAL COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
October 2, 2018; 2:00 pm**

- Present: Reeve Quentin Stevick, Councillors Brian Hammond, Rick Lemire, Bev Everts and Terry Yagos
- Staff: Interim Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, Planning Advisor Gavin Scott and Executive Assistant Tara Cryderman
- Also: AESO Representative:  
Sami Abdulsalam
- AltaLink Representatives:  
John Grove and Colin Harvey

Reeve Quentin Stevick called the meeting to order, the time being 2:00 pm.

1. Approval of Agenda

Councillor Terry Yagos

Moved that the agenda for October 2, 2018, be approved as presented.

Carried

2. Delegation – AESO / AltaLink

Sami Abdulsalam, with the Alberta Electric Operator System (AESO), presented a PowerPoint presentation to Council.

John Grove and Colin Harvey with Altalink, presented a PowerPoint presentation to Council.

3. Adjournment

Councillor Terry Yagos

Moved to adjourn the meeting, the time being 4:45 pm.

Carried

## Recommendation to Council

<b>TITLE: REGISTERED APPRENTICESHIP PROGRAM</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 1, 2018</b>	
<b>DEPARTMENT: Administration</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. Email from John Taylor, dated September 10, 2018, with RAP brochure 2. DRAFT Letter of Support
<b>APPROVALS:</b>			
_____	_____		2018 Oct 04
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

<b>RECOMMENDATION:</b> That Council direct Administration to partner with Livingstone Range School Division and the Registered Apprenticeship Program;  And that Council forward the Letter of Support to the Livingstone Range School Division;  And further that Council direct Administration to include up to \$15,600 in the 2019 Budget.
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<b>BACKGROUND:</b>  During their September 28, 2018 Council meeting, Council heard a delegation presentation from John Taylor, Off Campus Coordinator with Livingstone Range School Division, and Dale Ayers, Shop Foreman for the MD, providing information on the RAP program.  This opportunity provides up to 25 hours per week of instruction to the student, and is a valuable experience for the student, but also promotes community building and future investment and retention for the MD. Often the apprentice is recruited and retained by the organization that sponsors the apprenticeship.  The actual number of hours is determined by the student's availability. The student would apprentice during the school year.  A letter of support for the program has been drafted for Council's consideration
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## Recommendation to Council

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### **FINANCIAL IMPLICATIONS:**

Minimum wage in Alberta is now \$15 per hour.

\$15,000 represents 100 hours per month for 10 months.

$\$15 \text{ per hour} \times 100 \text{ hours per month} \times 10 \text{ months} = \$15,000$  plus regulated 4% vacation pay (\$15,600).

October 9, 2018

John Taylor, Off Campus Coordinator  
Matthew Halton High School  
PO Box 1090  
Pincher Creek, AB T0K 1W0

Dear Mr. Taylor:

RE: Letter of Support – Registered Apprenticeship Program

Thank you for attending the September 25, 2018 Council Meeting to present the Registered Apprenticeship Program.

Council for the MD of Pincher Creek No. 9 recognizes the valuable opportunity this program provides to the youth in our area, as well as potential recruitment and retention to our organization.

At the October 9, 2018 Council Meeting, a commitment was made to partner with the Livingstone Range School Division and the Registered Apprenticeship Program by sponsoring a student.

We look forward to meeting the apprentice and starting the journey together.

Yours truly,

S. Steinke, CLGM, CAO

## Tara Cryderman

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**Subject:** FW: Mechanic RAP student

Thanks Tara,

I can make it to the 25th Council meeting. Would it be okay to simply give enough brochures for each member and then speak to the program? It will be short and sweet for sure!

Thanks and have a great evening...  
John

On Mon, Sep 10, 2018 at 1:51 PM, Tara Cryderman <[AdminExecAsst@mdpincercreek.ab.ca](mailto:AdminExecAsst@mdpincercreek.ab.ca)> wrote:

Hi John,

Hope your summer was great!

I can schedule you as a delegation for **September 25, 2018** at 1:00 pm to come explain and present to Council about the RAP project.

Let me know if the 25<sup>th</sup> will work for you. I would need you to send me the info to be part of the Council package, no later than September 19.

Delegations are allotted 10 minutes to present and then there is a question and answer time after, if Councillors have any questions.

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](mailto:tcryderman@mdpincercreek.ab.ca)

## Are you ready for RAP?

Are you focused and motivated? RAP lets you get a head-start on your career by helping you learn a trade as early as Grade 10.

You will have an employer eager to give you an inside look at your chosen trade. This valuable work experience will help you decide if that trade is right for you while you earn credits towards your high school diploma – and wages too!

Follow your passion and start building your trades career today!

## Find out how to get started in your new career today!

Visit our website or contact Apprenticeship and Industry Training at 1-800-248-4823 (1-800-AIT-4823) toll free in North America. Outside North America, dial +1-403-476-9757 (long distance charges will apply).

Apprenticeship and Industry Training office locations:

<b>Bonnyville</b> Provincial Building, Floor 2 Box 8115, 4902 - 50 Avenue T9N 2J4	<b>Lethbridge</b> Provincial Building, Room 280, Floor 2 200 - 5 Avenue South T1J 4L1
<b>Calgary</b> Willow Park Centre, Suite 200, Floor 2 10325 Bonaventure Drive SE T2J 7E4	<b>Medicine Hat</b> 3021 Durmore Road SE T1B 2H2
<b>Edmonton</b> Seventh Street Plaza, South Tower, Floor 7 10030 - 107 Street T5J 4X7	<b>Peace River</b> Midwest Building Bag 900-28 9715 - 100 Street T8S 1T4
<b>Fort McMurray</b> Provincial Building, Floor 7 Box 19, 9915 Franklin Avenue T9H 2K4	<b>Red Deer</b> First Red Deer Place, Floor 3 4911 - 51 Street T4N 6V4
<b>Grande Prairie</b> Towns Centre Mall, Suite 100 8945 - 99 Avenue T8V 0R3	<b>Slave Lake</b> Slave Lake Government Centre, Suite 109 Box 787, 101 - 3 Street T0G 2A0
<b>Clinton</b> 564A Carmichael Lane T7V 1S8	<b>Vermilion</b> Provincial Building, Floor 1 Box 26, 4701 - 52 Street T9X 1J9

[tradesecrets.alberta.ca](http://tradesecrets.alberta.ca)

Alberta  
Government



# RAP

## Registered Apprenticeship Program

Your ticket to a great career.



Alberta  
Trades.  
World  
Ready.

Alberta  
Government



### 1) I'm ready. Now what?

High school students interested in pursuing RAP need to follow these steps:

#### Pick a trade

There are approximately 50 trades available in Alberta – find your match at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca)! No matter what your interests are – carpentry, construction, mechanics, welding, cooking – there is a trade for you.

#### Find an employer

The next step is to find an employer to hire and train you as a RAP apprentice. Your school counsellor, local RAP coordinator or Apprenticeship and Industry Training office can help you.

#### Fill out the forms

Complete the online RAP apprenticeship application at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca). Once you submit your application, your employer will be sent an email with instructions to access your application for confirmation of your RAP apprenticeship.

If your school doesn't offer RAP, contact Apprenticeship and Industry Training for information on how you can become a RAP apprentice.

### 2) Start learning and earning.

Work with your employer and your school to develop a schedule. RAP is flexible, meaning that you can work as an apprentice part-time throughout the year or choose to work weekends and holidays to complete your hands-on work experience. As you start working, you will focus on safety, learning required skills for your trade.

As you learn, you earn – both high school credits and wages! And as a RAP apprentice, you also have scholarship opportunities available to you.

### 3) Get certified!

train in your trade with the goal of becoming certified! About 80 per cent of your time will be spent working on the job. The rest of your time will be spent at a technical institute or college. After completing all necessary work hours and technical training, you will become a certified journeyperson.

As a journeyperson, your future is limitless. You will be more employable, earn a better income and have skills and knowledge you can carry into a variety of areas like management, further education and self-employment.

**Don't wait – start earning your certificate today!**

## Employers: are you ready for RAP?

Employers looking for fresh, eager employees will want to consider RAP apprentices. It's a great way to ensure your employees are trained the right way from the beginning, and the flexibility of the program allows you to fill your schedules.

If you are an employer interested in hiring a RAP apprentice, follow these simple steps:

#### Find your match

Find a high school student who is ready to work, and eager to learn your business. You can contact a local RAP coordinator or school counsellor to connect you with a student looking for employment.

#### Fill out the forms

After the RAP apprentice completes the online application, you will be notified by email. Complete the employer portion of the online RAP apprenticeship application to verify the application and agree to the terms and conditions.

#### Let the training begin!

Working with your RAP apprentice and his or her school, develop a schedule that works for everyone. You are required to pay at least minimum wage, provide supervised training and update your apprentice's record book. The Government of Alberta is responsible for a RAP apprentice's Workers' Compensation coverage.

Visit [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca) for more information.

# Alberta apprenticeship trades

Check out designated occupations at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca)

Alberta Trades. World Ready.

"RAAP" opened a lot of doors for me to the trades, provided the hands-on learning opportunities. I prefer and gave me a head start on my career."  
Jason Ellis, Heavy Equipment Technician Apprentice and RAAP Scholarship Recipient.



- Agricultural Equipment Technician**  
Maintains, repairs and overhauls agricultural equipment  
Length of Program  
4 years  
four 8-week in-class sessions
- Appliance Service Technician**  
Installs, services and repairs appliances  
Length of Program  
3 years  
three 8-week in-class sessions
- Commercial Appliance Service Technician**  
Installs, services and repairs commercial appliances  
Length of Program  
3 years  
two 8-week in-class sessions
- Auto Body Technician**  
Repairs and replaces damaged motor vehicle structures and body parts, and interior and exterior finishes  
Length of Program  
4 years  
one 4-week, one 8-week and two 7-week in-class sessions
- Auto Body Prepper**  
Restores anti-corrosion treatments, and conducts substrate identification, surface preparation, undercoat product mixing and application  
Length of Program  
2 years  
one 4-week in-class session
- Auto Body Refinisher**  
Performs damage appraisals, surface preparation, minor damage repairs, masking, colour matching, priming and top coating  
Length of Program  
2 years  
one 4-week and one 8-week in-class session
- Auto Body Repairer**  
Performs damage appraisals, frame and unibody structural repairs, body sheet-metal work, plastic repairs, component replacement and alignment  
Length of Program  
3 years  
one 4-week and two 7-week in-class sessions
- Automotive Service Technician**  
Diagnoses and repairs motor vehicles, including cars and light trucks  
Length of Program  
4 years  
four 8-week in-class sessions
- Baker**  
Prepares and bakes breads, cakes, cookies, pastries, pies and other baked goods  
Length of Program  
3 years  
three 8-week in-class sessions
- Boilermaker**  
Builds, erects, repairs, tests and maintains all types of boilers, tanks and pressure vessels  
Length of Program  
3 years  
three 8-week in-class sessions
- Bricklayer**  
Prepares and lays brick and other masonry units to construct and repair structures  
Length of Program  
3 years  
three 8-week in-class sessions
- Cabinetmaker**  
Builds and repairs custom or production-type cabinets and furniture, and architectural millwork  
Length of Program  
4 years  
four 8-week in-class sessions
- Carpenter**  
Constructs, erects and repairs buildings and other structures made of wood, wood substitutes, steel and other materials  
Length of Program  
4 years  
four 8-week in-class sessions
- Communication Technician**  
Installs, maintains, removes and/or repairs wiring networks, communication equipment and specialized wireless equipment  
Length of Program  
4 years  
three 6-week and one 8-week in-class sessions
- Concrete Finisher**  
Places and finishes concrete floors, driveways, sidewalks, curbs, bridge decks and other concrete structures  
Length of Program  
3 years  
two 4-week in-class sessions
- Cook**  
Prepares food in eating establishments, plans menus, monitors nutritional components, and manages the kitchen and associated food costs.  
Length of Program  
3 years  
three 8-week in-class sessions
- Crane and Hoisting Equipment Operator**

  - **Boom Truck**  
Sets up, services and operates hydraulic booms that are mounted on revolving platforms attached to trucks  
Length of Program  
1 year  
one 6-week in-class session
  - **Mobile Crane**  
Services and operates booms that are mounted on crawlers or wheeled frames; and traveling, fixed or climbing type hoisting equipment with a vertical mast or tower and a jib  
Length of Program  
3 years  
two 8-week in-class sessions
- Tower Crane**  
Services and operates traveling, fixed, climbing or self-erecting type hoisting equipment with a vertical mast or tower and a jib  
Length of Program  
2 years  
one 8-week in-class session
- Wellhead Boom Truck**  
Sets up and operates hydraulic booms used for wellhead pumping, wireline, perforating, coiled tubing, snubbing, and the rig-out of slant service rig operations  
Length of Program  
1 year  
one 5-day in-class session
- Electric Motor Systems Technician**  
Tests, rebuilds and repairs electric motors, generators, transformers, controllers and related electrical and mechanical equipment  
Length of Program  
4 years  
four 8-week in-class sessions
- Electrician**  
Installs, alters, repairs and maintains electrical systems for all types of buildings, structures and premises  
Length of Program  
4 years  
three 8-week and one 12-week in-class sessions
- Elevator Constructor**  
Installs, modifies, services and repairs electric and hydraulic elevators, personnel and man-hoists, moving walkways, stage lifts, escalators and related equipment  
Length of Program  
4 years  
two 8-week and two 10-week in-class sessions
- Instrument Technician**  
Installs, maintains and repairs the measuring and control instruments used in industrial and commercial processing  
Length of Program  
4 years  
two 8-week and two 10-week in-class sessions
- Insulator**  
Applies, removes and repairs thermal and acoustical insulation on all types of industrial equipment  
Length of Program  
3 years  
three 7-week in-class sessions
- Ironworker**  
Fabricates, constructs and joins scaffolding, structural steel buildings, bridges, ornamental ironwork and pre-cast structures  
Length of Program  
4 years  
four 8-week in-class sessions
- Metal Building Systems Erector**  
Fabricates, constructs and joins scaffolding, works on one-story, steel-framed metal buildings  
Length of Program  
2 years  
two 8-week in-class sessions
- Glazier**  
Cuts and installs glass and aluminum systems for commercial, residential and automotive applications  
Length of Program  
4 years  
four 6-week in-class sessions
- Hairstylist**  
Cuts and styles hair to suit the client's face and lifestyle  
Length of Program  
2 years  
two 10-week in-class sessions
- Heavy Equipment Technician**  
Performs all the tasks described below under Heavy Duty Equipment Mechanic (Off-Road), Transport Trailer Mechanic and Truck and Transport Mechanic  
Length of Program  
4 years  
four 8-week in-class sessions
- Heavy Duty Equipment Mechanic (Off-Road)**  
Maintains, repairs and overhauls large off-road and industrial equipment such as bulldozers and graders  
Length of Program  
3 years  
three 8-week in-class sessions
- Transport Trailer Mechanic**  
Maintains, repairs and overhauls commercial transport trailers  
Length of Program  
2 years  
one 8-week in-class session
- Truck and Transport Mechanic**  
Maintains, repairs and overhauls on-highway vehicles such as semi-trucks and buses  
Length of Program  
3 years  
three 8-week in-class sessions
- Instrument Technician**  
Installs, maintains and repairs the measuring and control instruments used in industrial and commercial processing  
Length of Program  
4 years  
two 8-week and two 10-week in-class sessions
- Insulator**  
Applies, removes and repairs thermal and acoustical insulation on all types of industrial equipment  
Length of Program  
3 years  
three 7-week in-class sessions
- Ironworker**  
Fabricates, constructs and joins scaffolding, structural steel buildings, bridges, ornamental ironwork and pre-cast structures  
Length of Program  
4 years  
four 8-week in-class sessions
- Motorcycle Mechanic**  
Assembles, maintains, repairs and restores motorcycles and other lightweight all-terrain vehicles with engine seating and handlebar controls  
Length of Program  
4 years  
two 8-week and two 6-week in-class sessions
- Structural/Ornamental**  
Fabricates, constructs and joins scaffolding, structural steel buildings, bridges, ornamental ironwork and pre-cast structures  
Length of Program  
3 years  
three 8-week in-class sessions
- Reinforcing**  
Places and ties reinforcing material, joins scaffolding, and performs post tensioning  
Length of Program  
2 years  
two 8-week in-class sessions
- Landscape Gardener**  
Carries out landscaping operations including: installation, maintenance and selecting and installing plants, trees, grass and irrigation systems  
Length of Program  
4 years  
four 8-week in-class sessions
- Leather-Interior Systems Mechanic**  
Installs a wide variety of wall and ceiling systems and exterior finishes, bringing various buildings to a completed state  
Length of Program  
3 years  
three 8-week in-class sessions
- Locksmith**  
Installs, adjusts and repairs locks, makes keys, and changes lock combinations; works on lock sets and door hardware  
Length of Program  
4 years  
four 8-week in-class sessions
- Machinist**  
Sets up and operates precision metal cutting and grinding machines to make and repair products made from metals, plastics, rubber, textiles, fiberglass and other materials  
Length of Program  
4 years  
four 8-week in-class sessions
- Millwright**  
Installs, maintains, repairs and troubleshoots stationary industrial machinery and mechanical equipment  
Length of Program  
4 years  
four 8-week in-class sessions
- Motorcyclist**  
Assembles, maintains, repairs and restores motorcycles and other lightweight all-terrain vehicles with engine seating and handlebar controls  
Length of Program  
4 years  
two 8-week and two 6-week in-class sessions
- Natural Gas Compression Technician**  
Installs, commissions, maintains and repairs equipment used to gather, store and transmit natural gas  
Length of Program  
4 years  
four 8-week in-class sessions
- Outdoor Power Equipment Technician**  
Repairs and maintains aerators, air compressors, chippers, compaction equipment, generators, lawn tractors, mowers, chain saws, seeders, sprayers, snow removal equipment, golf carts and utility vehicles  
Length of Program  
3 years  
one 8-week and two 8-week in-class sessions
- Recreational Equipment**  
Repairs and maintains recreational equipment such as boats, trailers, snow mobiles and off-road multi-wheeled vehicles other than motorcycles  
Length of Program  
3 years  
one 8-week and two 8-week in-class sessions
- Painter and Decorator**  
Applies paint, wall coverings and other finishes to interior and exterior surfaces of buildings and other structures  
Length of Program  
3 years  
three 8-week in-class sessions
- Parts Technician**  
Manages and dispenses parts and goods in wholesale and retail businesses  
Length of Program  
3 years  
two 8-week and one 8-week in-class sessions
- Materials Technician**  
Manages and dispenses parts and goods in bulk, wholesale and warehousing operations  
Length of Program  
3 years  
three 8-week in-class sessions
- Plumber**  
Plans, installs and services plumbing systems, fixtures, piping equipment and controls  
Length of Program  
4 years  
four 8-week in-class sessions
- Powerline Technician**  
Constructs, maintains or operates electrical distribution systems  
Length of Program  
4 years  
three 7-week in-class sessions
- Power System Electrician**  
Installs, maintains and repairs electrical generation systems  
Length of Program  
4 years  
two 7-week and two 8-week in-class sessions
- Recreation Vehicle Service Technician**  
Installs, repairs and maintains interior and exterior components on motor homes, trailers and campers  
Length of Program  
3 years  
three 8-week in-class sessions
- Refrigeration and Air Conditioning Mechanic**  
Installs, maintains, repairs and overhauls refrigeration and air conditioning systems and their component parts  
Length of Program  
4 years  
four 8-week in-class sessions
- Rig Technician**  
Operates oil and gas drilling rigs  
Length of Program  
3 years  
three 4-week in-class sessions
- Roofer**  
Prepares and applies protective coverings to flat and sloped roof surfaces  
Length of Program  
4 years  
four 10-week in-class sessions
- Sprinkler Systems Installer**  
Fabricates, installs, tests, maintains, inspects and repairs sprinkler systems  
Length of Program  
4 years  
three 8-week in-class sessions
- Steamfitter-Pipefitter**  
Lays out, assembles, fabricates, maintains and repairs piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes  
Length of Program  
3 years  
three 8-week in-class sessions
- Structural Steel and Plate Fitter**  
Lays out, prepares and assembles structural steel, steel vessels, containers and miscellaneous components  
Length of Program  
3 years  
three 8-week in-class sessions
- Tilesetter**  
Covers, repairs and decorates walls, floors and other surfaces using ceramic, mosaic, marble and quarry tile, slate, stone, terrazzo or granite  
Length of Program  
3 years  
two 8-week in-class sessions
- Transport Refrigeration Technician**  
Installs and repairs heating and cooling equipment in mobile units used to haul perishable cargo  
Length of Program  
3 years  
three 8-week in-class sessions
- Water Well Driller**  
Sets up and operates drilling rigs and develops, maintains and decommission water wells  
Length of Program  
2 years  
two 8-week in-class sessions
- Earth Loop Technician**  
Sets up and operates mobile drilling rigs or trenching equipment used to construct residential and commercial earth loops for heating and cooling  
Length of Program  
2 years  
two 8-week in-class sessions
- Welder**  
Applies heat to metal pieces to melt, cut or fuse them together  
Length of Program  
3 years  
three 8-week in-class sessions
- Wire Process Operator**  
Joins components and sub-assemblies to make various items using a variety of construction materials  
Length of Program  
2 years  
one 8-week in-class session


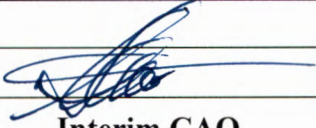

● Trades in which a Red Seal endorsement is available. The Red Seal is recognized as a standard of excellence for skilled trades in Canada and internationally. Red Seal endorsement is well-recognized and respected by employers.

● Compulsory certification trade. People working in these trades must be a registered apprentice or a certified journeyman.

Length of Program - Methods of delivering technical training to apprentices can vary. In some trades and in certain regions, technical training referred to as "in-class sessions" may be available in forms such as one-day-a-week, evening or weekend, on-site training, or in various forms of distance learning. Check with your nearest Apprenticeship and Industry Training office for details.



## Recommendation to Council

<b>TITLE: HERITAGE ACRES DELEGATION PRESENTATION</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 3, 2018</b>	
<b>DEPARTMENT: Administration</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. Email, dated October 2, 2018 2. Status for Group to Grants and Organizations Account 3. Letters of Support 4. Letter, dated September 17, 2018 delegation presentation
<b>APPROVALS:</b>			
_____	_____		
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

<b>RECOMMENDATION:</b> <p>That Council direct Administration to purchase tickets to the Harvest Gala Event, scheduled for October 12, 2018, with funding coming from Grants to Groups and Organization (Account No. 2-75-0-770-2765);</p> <p>That Council direct Administration to forward a letter of support for the Heritage Arts Program, supporting this initiative, in principle;</p> <p>That Council That Council direct Administration to forward a letter of support for the Cyr House Restoration Project, supporting this project, in principle.</p>
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<b>BACKGROUND:</b>  <p>During their September 28, 2018 Council meeting, Council heard a delegation presentation from Mark Barber, with Heritage Acres Farm Museum.</p> <p>Mr. Barber requested that Councillors from the MD support the Harvest Gala, scheduled for October 12, 2018, by purchasing tickets for the event. A table of eight (8) was suggested. Tickets are \$30 each, with a table of eight being \$240.</p> <p>A letter of support was also requested for two projects:</p> <ul style="list-style-type: none"> <li>- The Heritage Arts Program</li> <li>- Cyr House Restoration</li> </ul>
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## Recommendation to Council

The attached email provided additional information regarding the two projects.

Council can provide support, in principle, for these projects. This will support the projects, but will not commit to any funding.

### **FINANCIAL IMPLICATIONS:**

Funding for the tickets can come from the Grants to Groups and Organizations account. A status update for this account is attached.

No financial implications, at this time, for the letters of support.

## Tara Cryderman

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**From:** Mark Barber <[redacted]>  
**Sent:** Tuesday, October 2, 2018 9:59 AM  
**To:** Tara Cryderman  
**Subject:** Re: Heritage Arts program - Cyr House Restoration project

Hi Tara:

The Heritage Arts program involves the renovation of two rooms in our historic Church. The renovation of these rooms will allow a place for women to meet in order to discuss and practice heritage arts. Heritage arts include projects such as fibre art including quilt making, wool processing, knitting, and weaving. Other projects will include butter making, ice cream making, and baking. A few years ago it was determined that Heritage Acres has been very successful in meeting its mandate regarding the contributions of men to agriculture and the settlement of the prairies. At that same time it was determined that we have done a very poor job of promoting the contributions of women to agriculture and the settlement of the prairies. Our discussions provided that the first step in this program was to establish a suitable place for women to meet.

The second project is the Cyr house restoration. This project will fund the needed renovations to a two story log house as build by Mr. Cyr. The log house is unique in that all of the logs were squared before the construction began. Further, the corners of the house were dovetailed. The construction of the 100 year old house provides an example of very unique building features. The completion of the house will provide additional space to display additional artifacts and will help us to better tell the story of the history of the settlement of the Pincher Creek area.

I am hopeful that the above provides you with the information you require. Should you have any further questions or concerns, please contact me.

Your consideration is appreciated.

Kind regards,

Mark

Mark Barber MBA  
Executive Director  
Heritage Acres Farm Museum  
Box 2496  
Pincher Creek, Alberta  
T0K 1W0  
Phone: 403-627-2082

**HERITAGE**  
Acres  

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*Farm Museum*

## Tara Cryderman

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**Subject:** FW: Grants to Groups Update

May 3 - \$100.00 – 3D Animal Target Donation  
May 31 - \$329.40 – Gravel Donation  
June 21 - \$250.00 – Wear the Gear Event Donation  
June 21 - \$100.00 – Motorcycle Show Donation  
June 28 - \$5000.00 – Canada Day Fireworks  
Sept. 21 - \$500.00 - PC Chamber of Commerce Silver Sponsor

Total = \$6,279.40

October 9, 2018

Heritage Acres Farm Museum  
PO Box 2496  
Pincher Creek, AB T0K 1W0  
Attn: Mark Barber, Executive Director

To Whom It May Concern:

RE: Letter of Support – Heritage Arts Program

Council for the Municipal District of Pincher Creek No. 9 proudly supports the Heritage Arts Program.

This program will provide a meeting space for women to reflect the heritage arts, both past and present, which are so important to the agriculture heritage of our area.

The contribution from women to Agriculture should not be forgotten, and the Heritage Arts Program will ensure this does not happen.

We look forward to the creation of the Heritage Arts Program.

Yours truly,

S. Steinke, CLGM, CAO

October 9, 2018

Heritage Acres Farm Museum  
PO Box 2496  
Pincher Creek, AB T0K 1W0  
Attn: Mark Barber, Executive Director

To Whom It May Concern:

RE: Letter of Support – Cyr House Restoration Project

Council for the Municipal District of Pincher Creek No. 9 happily supports the Cyr House Restoration Project.

Showcasing unique structures, such as the Cyr House, is important in preserving the history of our area.

We look forward to the completion of the Cyr House Restoration Project.

Yours truly,

S. Steinke, CLGM, CAO

**HERITAGE**  
Acres  
*Farm Museum*

RECEIVED  
SEP 13 2018  
M.D. OF PINCHER CREEK

September 17, 2018

MD of Pincher Creek  
Box 279  
Pincher Creek, Alberta  
T0K 1W0  
ATTN: Tara Cryderman

Dear Ms. Cryderman:

I am writing to request the opportunity to present at your next council meeting on September 25, 2018. As a delegation I will provide council with an update of events at Heritage Acres.

Your consideration is appreciated.

Kind regards,



Mark Barber

**Heritage Acres**  
Box 2496  
Pincher Creek, Alberta  
T0K 1W0

Phone: 403-627-2082

# HERITAGE

Acres

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## *Farm Museum*



# Board of Directors

**President – Ken Harness**

**Past President – Ken Lewis**

**Vice President – Betty Heppner**

**Secretary – Diana Reed**

**Treasurer – Renita Lewis**

**Director – Anna Welsch**

**Director – Pat Harness**

**Director – Gerald Lewis**

**Director – George Mowat**

**Director – Gary Visser**

**Director - Lorne Cooley**

**Director – Leonard McGlynn**

**Director – Bill Elton**

**Director – Jim Cameron**

**Director – Michael Cousineau**

**Annual Show Chairperson – Eileen McGlynn**

**Horse Show Chairperson – Brant Lewis**

**Fall Fair Chairperson – Betty Heppner**

**Harvest Gala Chairperson – Anna Welsch**

**Breakfast w Santa Chairperson – Maureen Mitchell**

**Hillsview Ladies Chairperson – Debbie Berg**

**Policy Chairperson – Rick Bell**

**Membership Chairperson – Gloria Bond**





# Garage Sale - May 12<sup>th</sup>



# Horse Show/ Chuck Wagon Supper June 9<sup>th</sup>



# Flower and Quilt Show

## July 21<sup>st</sup>



# Annual Show August 3, 4, & 5



# Fall Fair September 15



# Harvest Gala October 12<sup>th</sup>



# Candle Light Church Service December 7<sup>th</sup>



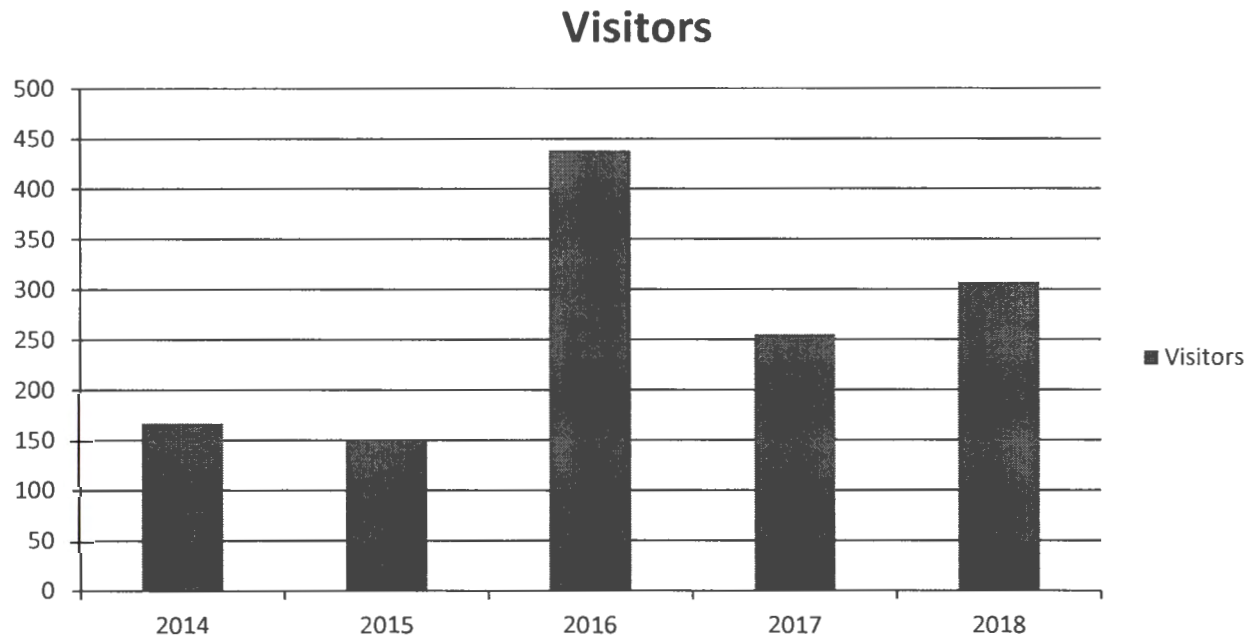
# Breakfast With Santa

## December 8<sup>th</sup>





# Attendance Stats



# Barn Painting






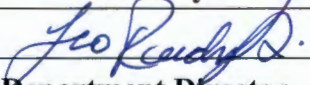
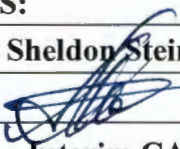
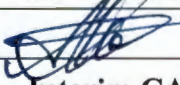

# Hiking Trail



# Other Projects

- Web Site – Facebook Presence
- Tour Program
- Heritage Arts Program
- Library
- Past Perfect Accessioning Software
- Accessioning Policy
- Disaster Response Policy
- Financial Statements
- Accreditation – Recognized Museum
- Council Presentations

## Recommendation to Council

<b>TITLE: SNOW REMOVAL ON SCHOOL BUS ROUTES</b>			
<b>PREPARED BY: Leo Reedyk</b>		<b>DATE: October 4, 2018</b>	
<b>DEPARTMENT: Public Works</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. Policy 303 Snow Removal From Municipal Directed, Controlled and Managed Roads and Airport Surfaces 2. September 19, 2018 Recommendation to Council
<b>APPROVALS:</b>			
Leo Reedyk		Sheldon Steinke	
			
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council direct Administration to respond to First Student Canada / Livingston Range School Division to inform them of the current practice of Public Works operators on snow days.**

**BACKGROUND:**

On September 11, 2018, Sharron Roberts of First Student and Phil McGale of the Livingston Range School Division came to Council as a delegation. They requested Council to see what can be done to minimize the number of school bus route cancellations due to poor road conditions.

At their September 25, 2018 meeting, Council directed Administration to investigate the feasibility of having personnel available earlier in the day during snow events.

Public Works annually requests a map of the school bus routes from First Student. Given the routing in 2017, there were 372km's of municipal roads prioritized as school bus route. First Student indicated during their delegation that they have 17 busses running daily and even starting graders as early as 6:00am would make a difference.

Public Works staff currently deploy early on snow days, either by call out from the on call operator or based on the rate of snowfall from the day before. Staff start as early as 6:00 starting where they left off the day prior or starting fresh depending on the day. Policy 303 indicates that snow removal will commence when 6" of snow has accumulated on the road surface. Public Works has 10 graders for gravel roads and 3 plow trucks for hard surfaces for snow removal. Given these pieces of equipment, it can take up to two days just to clear school bus routes, depending on the intensity of continued snow fall and wind speed and direction.

## Recommendation to Council

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**FINANCIAL IMPLICATIONS:**

No known impact to the budget.

**M.D. OF PINCHER CREEK NO. 9**

**CORPORATE POLICY**

**C-PW-003**

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**TITLE: WINTER MAINTENANCE OF MUNICIPALLY DIRECTED,  
CONTROLLED AND MANAGED ROADS AND AIRPORT SURFACES**

Approved by Council

Date: November 5, 2013

Revised by Council

Date:

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Whereas Council recognizes the variety of weather conditions that may occur within the Municipal District of Pincher Creek No. 9 and the effect that this weather can have on particular areas within the municipality, Council establishes the following system of winter maintenance for municipally directed, controlled and managed roads and airport surfaces:

A Municipal District of Pincher Creek No. 9 map, detailing winter maintenance priorities, will be developed annually by the public works department by October of each year. Once Council has adopted the priority map, copies will be made available to MD Council, Administration and Operators.

**Snow Removal and Ice Control Priorities**

1. Bus routes as established by the Livingstone Range School Division and adopted by Council and short connector portions of local roads shall be the first priority in terms of snow removal and control of ice. The Public Works Superintendent should not use salted sand for the control of ice on bus routes located on gravel or oiled roads. Snowplowing on these roads should not occur with less than six inches of snow.
- 2.a) All Remaining oiled and gravel municipal roads shall be second priority in terms of snow removal and control of ice. The Public Works Superintendent may use whatever municipal resources he/she deems appropriate in the removal of snow and ice, taking into account budgetary allocations concerning manpower, equipment, materials and supplies. However, the Public Works Superintendent should not use salted sand for the control of ice on gravelled or oiled roads. Snowplowing on these roads should not occur with less than six inches of snow.
- 2.b) Beginning in 2010, Seniors, living in place and residents with medical conditions, that have limited ability to maintain their driveways, may make application to Council to have their driveways plowed, as per Appendix A. Once their application is approved, their driveways will be plowed on a second priority basis, with the understanding that the Municipal District will not be liable for any property damages.
3. The Pincher Creek Airport will be inspected and the surface condition reported by a qualified operator as early in the day as priorities allow (Monday to Friday except Holidays). A NOTAM indicating the surface condition will be issued following inspections and snow removal shall be initiated on a priority three basis for all public areas including aircraft maneuvering surfaces and or parking areas. No salt or sand will



**M.D. OF PINCHER CREEK NO. 9**

**CORPORATE POLICY**

**C-PW-003**

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**TITLE: WINTER MAINTENANCE OF MUNICIPALLY DIRECTED,  
CONTROLLED AND MANAGED ROADS AND AIRPORT SURFACES**

Approved by Council

Date: November 5, 2013

Revised by Council

Date:


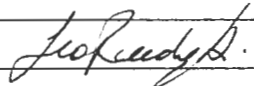
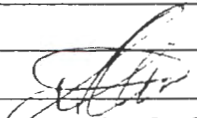
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be applied to aircraft maneuvering surfaces at any time. Surface maintenance will consist of plowing or blowing of snow only. Only trained qualified MD operators will be used in airport surface winter maintenance.

4. On request to the Public Works Superintendent, private driveways or airport leased areas may be plowed, with the understanding that the Municipal District will not be liable for any property damages and that each request is subject to a minimum charge as established by policy. Snow removal of this category is on a fourth priority basis.
5. Maintenance of roads within forestry lands as identified in Policy 321 shall be conducted on a priority five basis.
6. Undeveloped road allowances and portions of developed roads receiving low traffic volumes or providing alternate means of access and roads developed to minimum standard might not be plowed.

The Public Works Superintendent may exercise his/her discretion dependant on snow conditions and weather forecasts in maintaining MD roads and airport surfaces. Ratepayer and/or private contractor equipment may be requested by the Public Works Superintendent to assist in the delivery of this program; otherwise no snow plowing by individuals on MD roads or airport surfaces is allowed.

## Recommendation to Council

<b>TITLE: FIRST STUDENT DELEGATION PRESENTATION</b>			
<b>PREPARED BY: Leo Reedyk</b>		<b>DATE: September 19, 2018</b>	
<b>DEPARTMENT:</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. Delegation Presentation
<b>APPROVALS:</b>			
			
<b>Department Director</b>	<b>Sept. 19. 2018</b>	<b>Interim CAO</b>	<b>2018/Sept/19</b>
	<b>Date</b>		<b>Date</b>

**RECOMMENDATION:**

That Council direct Administration to investigate the possibility and feasibility of having MD personnel be available earlier during snow events.

**BACKGROUND:**

At the September 11, 2018 Council Meeting, representatives from First Student and Livingstone Range School Division appeared as a delegation to request that the MD consider having the grader operators begin their shifts earlier during snow event days to ensure that snow is removed from the roads prior to the school bus operators beginning their routes.

The rationale is that if the roads were cleared prior to the school busses traveling on the roads, fewer snow days would occur.

**FINANCIAL IMPLICATIONS:**

Additional costs associated with salaries for shift premiums may occur.


## Tara Cryderman

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**From:** Roberts, Sharon E. <  
**Sent:** Tuesday, September 4, 2018 10:03 AM  
**To:** Tara Cryderman  
**Subject:** Re: Sept 11 presentation talking points  
**Attachments:** Talking Points MD presentation Sept 11 2108.pdf

Hi Tara,  
Attached are the talking points for my presentation to council on Sept 11<sup>th</sup>.  
Phil McGale the LRSD transportation coordinator will also be with me.  
Hopefully this is all you'll need.  
If not let me know.  
Thanks.

Sharon Roberts  
Location Manager  
First Student



September 11, 2018 Presentation to MD of Pincher Creek Council

Talking Points:

Importance of education and safety for all MD children

First Student & LRSD looking at ways to minimize number of snow days and school closures

What can be done to have fewer school bus route cancellations due to poor road conditions

One option being considered by LRSD is to delay school start in AM, to allow for better road and visibility conditions

MD of Pincher Creek does give school bus routes priority in snow plowing, and First Student has a good working rapport with public works department

Issue of the MD graders not being out in the morning until after the school buses have run

Our request of the MD includes: looking at neighbouring MD snow plow policies, looking at potential of having graders plowing earlier in AM, possibly as early as 6 AM.


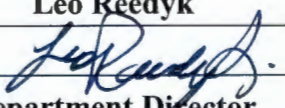
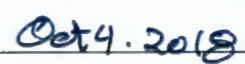
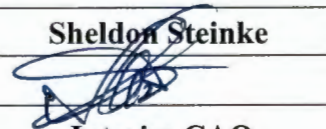

First Student will also be talking to Councilor Lemiere in his capacity with AB transportation and Volker Stevin to prioritize our secondary highways in addition to main highways.

Have met with Chris Ney and the Vertical Church if buses don't run in the afternoon, to billet students until parents can pick them up

First Student & LRSD want to ensure our students don't miss school, and are kept safe while riding the bus, we hope the MD will consider how their grader operators can have our bus routes passable earlier in the day to allow for fewer route cancellations, fewer snow days and school closures.

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## Recommendation to Council

<b>TITLE: REGIONAL EMERGENCY LIVESTOCK SERVICES PLAN ADOPTION</b>		
<b>PREPARED BY: Leo Reedyk</b>		<b>DATE: October 4, 2018</b>
<b>DEPARTMENT: Agricultural and Environmental Services</b>		
<b>Department Supervisor</b>	<b>Date</b>	<b>ATTACHMENTS:</b> 1. Draft Regional Emergency Livestock Services Plan
<b>APPROVALS:</b>		
<b>Leo Reedyk</b>  Department Director	 Oct 4, 2018 Date	<b>Sheldon Steinke</b>  Interim CAO
	 04 Oct 2018 Date	

**RECOMMENDATION:**  
 That Council adopt the Draft Regional Emergency Livestock Services Plan and that a copy be forwarded to the Pincher Creek Regional Emergency Management Organization for inclusion in the Municipal Emergency Plan.

**BACKGROUND:**  
 In May 2017, the Municipal District of Pincher Creek applied for and was successful in obtaining a grant to develop a Regional Emergency Livestock Services Plan. A consultant was retained to assist in the development of the plan and for exercising the plan through tabletop exercises. In late 2017 and 2018 staff and the Agricultural Service Board reviewed draft copies of the plan and updated the content.

At their October 4, 2018 meeting the Agricultural Service Board passed a resolution to forward the draft plan to Council for consideration and to forward the plan into a working document. The Board's discussion included comments on the requirement to fill a number of positions within the plan, to exercise the plan and to update the appendixes as they have not been updated recently.

**FINANCIAL IMPLICATIONS:**  
 No known impact to the budget.



**REGIONAL EMERGENCY  
LIVESTOCK SERVICES  
PLAN**

Municipal District of Pincher Creek

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## Executive Summary

Every municipality is susceptible to a variety of natural and human caused emergencies. When an emergency occurs, citizens of the agriculture community could require immediate assistance for basic needs such as food, shelter, and transportation not only for themselves but also for the livestock under their care. These immediate needs could extend into many weeks of ongoing support. To help cope with these major and sometimes devastating impacts to daily life could require the implementation of a Regional Emergency Livestock response system (Plan). The implementation of the plan in response to an event could help mitigate the impact on the agricultural community, improve resilience and hopefully lessen the economic and psychological impact of a disaster in the region.

The level of impact on the agriculture community can vary from loss of livestock to significant damage or loss of permanent structures. The Municipal District of Pincher Creek has identified the need to enhance capability within the region and will work towards a Regional response organization and plan on a go-forward basis. Emergency Livestock Services (ELS) is a planned emergency response program intended to meet the immediate needs of livestock and pets impacted by an emergency or disaster. ELS programs should include and plan for the provision of basic needs of the impacted animals; feed, water, shelter/pens/grazing areas and veterinary services in order to care for those animals evacuated during a major emergency or disaster. The plan establishes the overall strategy the MD of Pincher Creek will use to provide these temporary services to those affected by an emergency. The plan outlines roles and responsibilities of staff, volunteers, and assisting agencies. The plan identifies the provision of specialized services to those impacted in the agricultural community. The plan also addresses communication procedures for establishing and maintaining the flow of information, and is the primary step towards helping the agricultural community recover and return to every day routines.

## SECTION 1: Operations

### *LIVESTOCK EMERGENCY*

#### 1.1 MUNICIPAL NOTIFICATION

##### **Background**

In some cases, it may be difficult to initially determine whether an emergency is caused by intentional or accidental means or a natural event. In either case, initial response to protect livestock, public health, and reduce the associated threat may be the same. Additionally, a livestock emergency will be differentiated from other livestock disease incidents by its increased scope. An emergency may involve a large number of animals in a small area or it may be widespread, involving a number of municipalities or provinces. In either situation, the scope may quickly exceed the capacity of the entity or jurisdiction immediately responsible for responding. It is important to understand that a Livestock Emergency Response Plan is not intended to replace normal, “non-emergency” response processes that may be in existence within the municipality unless otherwise declared by the appropriate elected and appointed officials. **This plan is used with the support of the larger primary Regional Emergency Management Plan.**

Municipal notification is the process of communicating to municipal officials’ information regarding incidents that may require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an incident is anticipated or after an incident occurs, agencies (typically first responders) arriving at the site should assess if the Director of Emergency Management (DEM) needs to be informed of the incident. This assessment should be based on established operational criteria resulting in the applicable notification decision. Livestock disease related events will require notification to come from local farmer/rancher, veterinarian(s) or the municipalities Agriculture Field personnel.

##### **Risk**

The lack of clearly communicated notification procedures could result in failure to activate municipal emergency coordination procedures in a timely manner. This failure to activate the emergency procedures could prevent the municipality from supporting the incident response as required and protecting public safety, livestock, domestic household animals, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies operating in the municipality. The notification procedure forms part of the MD of Pincher Creek Regional Emergency Management Plan (the Plan) and must be included in training, exercises and actual response.

**Policy**

To ensure timely and effective emergency management within the MD of Pincher Creek region, municipal notification of incidents shall be proactive, shall be based on incident criteria and shall be developed as part of the Plan. The notification procedures shall be communicated to all municipal, regional and contracted government and non-government agencies operating in the municipality/region, including those with the potential of responding to an incident or those who may become aware of an incident. The DEM shall establish, distribute and exercise these municipal notification procedures as part of the Plan.

**Goal**

In order to respond effectively to all occurring or anticipated livestock incidents, the DEM, the Deputy DEM or designate must be able to activate emergency management coordination procedures as soon as possible. In order to activate these procedures. Notification of the municipal emergency management agency must be ensured in a timely and predictable manner. **The MD of Pincher Creek will update and exercise this plan annually.**

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### 1.1.1 MUNICIPAL NOTIFICATION PROCEDURE

All municipal first responders, municipal departments, other governmental agencies, non-governmental agencies and subject matter experts need to be made aware of an occurring or potential livestock incident and need to ask the following questions to determine the necessity of contacting the Director of Emergency Management (DEM), Deputy DEM or designate:

- Is there a need or potential need to evacuate livestock or pets beyond the initial isolation zone;
- Does the response require isolation/quarantine of affected animals;
- Is shelter in place for livestock and pets an option
- Is environment, property, holding corrals, pens, fence lines, farm structures, utilities or other critical assets damaged or have the potential to be damaged;
- Does the incident require more resources than are available locally or through mutual aid;
- Will this incident attract media beyond the local or regional level and/or require public notification/information; and
- Is notification to regulatory, government or other external agencies required?
- **DO WE NEED TO COMMUNICATE TO STAKEHOLDERS AND RESIDENTS OF THE MUNICIPALITY REGULAR UPDATES ON STATUS OF THE EVENT?**

*If the answers to the above questions are all “NO”, first responders are to proceed with their normal standard operating procedures and/or standard operating guidelines to resolve the incident. If the incident should escalate and/or any of the answers to the above questions changes to a “yes”, notification is required as per below.*

*If the answer to any one question is “YES,” the following notification must be made:*

- Contact the DEM of jurisdiction;
- In his/her absence, contact the Deputy DEM of jurisdiction as per the municipal annex;
- In his/her absence, contact the next designate on the list;
- The following information needs to be provided by the Incident Commander:
  - Type of incident and details; (barn collapse, extreme weather, flooding, disease, wild land fire)
  - Incident location;
  - Nature of the incident and impact on animals;
  - Municipal or regional impact;
  - Is immediate evacuation support or activation of the Alberta Emergency Alert system required?
  - What additional resources are required?
  - Other important information?
  - Who is reporting the incident?
  - Provide the contact name and number at emergency site.
  - Notifications requested.

The DEM or designate will record any notification received on the Incident Report Form for Municipal DEM and will decide if municipal emergency coordination procedures need to be implemented, including activating the Municipal Emergency Operations Centre (MEOC). If the DEM believes that the MEOC should be activated, the DEM will liaise with Agency Executive (Council and Administration) as per individual municipal policy, and activate as directed.

## **1.2 MUNICIPAL EMERGENCY OPERATIONS CENTRE (EOC/ECC) ACTIVATION**

Once the decision has been made to activate the EOC/ECC, a fan-out or call down procedure should be initiated by the DEM. Depending on the nature and urgency of the incident (IE: mandatory evacuation requirement) this call down procedure must be made as quickly as possible. In essence, the call down procedure should be arranged to minimize the number of calls needed to be made by the DEM. For example, the DEM should only have to make one or two calls (call to the Administrator and/or Deputy DEM) and they will carry out the remaining calls as per the municipal fan-out process. This will allow the DEM to concentrate on the details of the incident and the requirements for immediate public protective actions and other higher-level notifications.

## **1.3 NEIGHBOURING MUNICIPAL EMERGENCY OPERATIONS CENTRE ACTIVATION**

There may be incidents whereby the impacted Municipal EOC/ECC is not suitable for activation (for example, the EOC/ECC is located in or near the impacted area). In these circumstances, the flexibility of mutual aid agreements allows for a request to the closest neighbouring municipality to activate their EOC/ECC in support of the impacted municipality. The decision to choose a neighbouring EOC/ECC, as opposed to requesting activation of a Regional Emergency Operations Centre (REOC), should be made considering the capabilities of the supporting EOC/ECC. Requests for activation of a EOC/ECC of any other support from a neighbouring municipality should be made through appropriate channels.

## **1.4 REGIONAL EMERGENCY OPERATIONS CENTRE ACTIVATION**

The existing Regional Partnership has identified the need for an enhanced regional capability and the following municipalities have agreed to establish a Regional Emergency Operations Centre (REOC) based on need and formal request:

- MD of Pincher Creek;
- Town of Pincher Creek
- Village of Cowley

## **1.5 MUNICIPAL EMERGENCY OPERATIONS CENTRE – INITIAL OPERATIONS**

### **1.5.1 General**

The EOC/ECC, when activated, will operate under an “all hazards” concept. Life safety of livestock and pets is priority but not at the risk of human life, with property and the environment being the next considerations. As the MD of Pincher Creek Region is faced with a wide variety of potential hazards, including natural, man-made (both non-intentional and intentional) threats, notification, passage of information and quick reaction is critical to a successful response. Managing livestock and pets and reducing the negative impact of an event on them is a priority after human life safety has been addressed.

### **1.5.2 Incident Command System**

The participating municipalities and assisting organizations have agreed to use the Incident Command System (ICS) as the incident management system for use at both the EOC/ECC and at the incident site. Training on the ICS for first responders and EOC/ECC personnel will be an on-going effort across the region. Diagrams to illustrate suggested ICS structure and positions for the EOC and Position Checklists for Emergency Livestock Response Team are available in this plan.

## **SECTION 2: Hazard Identification and Risk Assessment**

The first priority of this plan is human and animal safety. During the Hazard Identification and Risk Assessment (HIRA) process, the participants identified the top seven risks listed below. The HIRA spreadsheet supporting the identification and risk assessment process can be found in the attached **Appendix**. The HIRA can be done annually to confirm risks or identify new risks.

- Fire (Rangeland/Wildland), lightning strikes
- Winter Storm
- Power Failure
- Flood, Dam Break
- Hazardous materials spill or release into air or water
- Transportation Incident
- Disease (Biological Hazards)

In the event of certain incidents such as a dangerous goods/hazardous materials incident, infectious disease, severe weather there may be a requirement for immediate public and livestock protective actions (shelter-in-place and/or mandatory evacuation) to be initiated. Incident Commanders (typically, senior first responders at the officer and above levels) have been delegated authority through their municipal bylaws or municipal contracts, to conduct evacuations within what is known as the initial isolation zone. If the incident requires a larger scale evacuation, the Incident Commander must notify the DEM immediately of the requirement and the DEM may want to consider the process for a **declaration of a state of local emergency** to provide the necessary legal authority to conduct a mandatory evacuation and provide liability protection for emergency services providers.

**Listed below from the Hazard Identification and Risk Assessment process are several high priority incidents that are brought to the attention to the user of this plan.**

## **2.1 Wildland and Prairie Grassland Fires**

- Be prepared to respond quickly to a wildland or prairie grassland fire
- It may be necessary to request mutual aid response quickly to ensure adequate firefighting resources are on route early in the event
- Activate Public Works employees who can operate road graders to be used to cut quick fire breaks into adjacent fields in the path of the fire
- Activate local farmers with plows to assist in cutting firebreaks
- Ask farmers and ranchers likely to be impacted by the fire to arrange for animal transportation as soon as possible
- Try to avoid contact between animals and wildlife
- Maybe necessary that first responders will have to cut fence lines to allow animals to find their way to safety
- If animals can be sheltered in place in barns, stables or corrals safe from the fire ensure this is done and a fire guard is present
- Have farms and ranches have some form of identification applied to the animals that are released if they are not already tagged or branded
- Try to avoid contact between animals from different farms and ranches
- Constantly monitor animals for stress. Livestock are very sensitive to fire and easy to panic
- Ensure adequate feed and water is available and contact veterinarian if help is needed



## 2.2 Severe Winter Weather

Severe wind and cold can cause significant problems for livestock and their owners. The common challenges to winter weather is blizzards with blowing snow making access to livestock in the fields difficult and in some cases impossible. This will create concerns regarding exposure to cold, feeding and access to drinking water. Severe temperature drops are also possible in Alberta and steps may need to be taken to protect livestock from freezing.

### What to Expect

- Snow will drift when wind is present
- Drifting snow can cause damage to fences and buildings
- Water sources and stock tanks can become damaged or compromised
- Accumulations of snow can prevent access to feed or animals
- Accumulations of snow can bury or trap cattle, especially young animals, and prevent them from reaching shelter or feed
- Large accumulations of snow in a single storm or multiple days of continuous snow can create a potential danger of collapsed structures especially buildings with long roof spans
- Buildings with the added weight of solar panels and combined snow loads could be more susceptible to roof collapse
- Wind and blowing snow create far more cold stress on animals than just the cold temperatures alone
- Snow will cause winter range or pasture to become inaccessible for grazing and more difficult to navigate as snow accumulates
- Ice storms will make pasture or winter range forage inaccessible, more so than snow alone
- Extremities that become wet or are normally damp are particularly subject to frostbite and freezing during sub-zero weather. Livestock may lose or have damaged ears and/or tails
- Male livestock may suffer cold damage to reproductive organs, which can impair fertility or the animal's ability to breed
- Be prepared to respond to collapsed barn structures due to high snow loads.
- Create a plan to feed and water stranded animals due to snow conditions or a method of saving the animals and getting them to shelter

### 2.3 Power Failure

Power failure for a farming operation can be critical if the loss of power is for an extended period of time.

#### Key Points for Consideration when dealing with Power Loss

- Assist farmers and ranchers with sourcing back up power sources if the property owner does not have back up power generation
- Supply of drinking water to animals is critical if electric pumps or water tank heaters are not working
- Ventilation to barns and chicken coops can become critical

Determine plan to provide backup power generation to support those farming operations in highest degree of need.

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## **2.4 Overland Flooding**

### **Guidelines for Safe Shelter and Evacuation**

Unconfined livestock can usually take care of themselves during floods. Do not let them become trapped in low-lying pens. A number of safety precautions, can be taken for animals housed in barns during a flood. Above all, be sure animals are evacuated before floodwaters enter barns and other enclosed livestock areas. Animals sometimes refuse to leave during a rapid rise of water and may drown.

### **Keeping Livestock High and Dry**

In broad, level flood plains where floodwaters are seldom deeper than 3 or 4 feet, you may need to construct mounds of soil on which livestock can stay until floodwaters recede. Try to locate the mounds where they will not be washed away by fast-flowing water.

Many natural disasters give you little or no warning, but flooding is usually forecast, giving farmers and ranchers time to think about contingency plans and take action. If farmers and ranches in flood-prone areas get caught unprepared, it is more likely because they didn't act than not knowing the flood may occur.

### **During a Flood**

- Be aware animal behaviour may change before, during and even after a disaster
- If the public must evacuate, ensure their family's safety first
- If there is time - move or evacuate livestock and horses to higher ground
- AVOID leaving animals behind, if there is no other alternative, keep gates or buildings open so they can escape high water
- Provide access to safe free-choice food source, clean water and the safest living areas possible
- Do not rely on automatic watering systems, because power may be lost
- Establish escape routes to safe locations (higher elevation)
- Property owners to place contact number and the name and number of their veterinarian on a building easily seen by responders.

### **After a Flood**

- Property owners need to assess animals and building structures. Survey damage to your barns and other structures; assess the stability and safety.
- Examine your animals closely; contact your veterinarian if you observe injuries or signs of illness
- Return animals only after the threat has passed and the safety of buildings or the area has been assessed.
- Release animals in a safe and enclosed area until familiarity of the surroundings can occur
- Provide non-contaminated feed or water.
- Do not feed flood damaged or moldy feed or hay. Do not use any feed or forage that may have been contaminated by chemical or pesticides.

**Animal Disposal**

- Have property owners record any animal deaths
- Determine with senior levels of government for proper disposal methods for animal carcasses.

**Prevent Illness**

- Keep animals away from flood waters which may contain harmful bacteria or chemicals
- Monitor animals daily for signs of illness
- After floods there may be an increase in infectious disease.
- Animals that have stood in contaminated flood water will be at increased risk and may develop infections of the hooves and skin (dermatitis)
- Cuts acquired from disaster debris make animals more susceptible to tetanus and contaminated floodwater may contain toxins, including botulinum toxin from rotting carcasses.
- Contact with wildlife may also increase the potential for rabies.

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## 2.5 Dangerous Goods Incident Impacting Livestock

### 2016 Dangerous Goods Emergency Response Guide

If dangerous goods are impacting local livestock, then first responders will access this guide which is made available in hard copy to all first responders throughout Alberta by the Alberta Transportation ministry and is intended to be a guidebook for first responders during the initial phase of a dangerous goods/hazardous materials transportation incident. It will also be a very valuable tool within the MEOC/REOC in supporting site personnel. The guide is available in PDF document format and as a software version at Transport Canada's website at: [www.tc.gc.ca/eng/canutec/guide-menu-227.htm](http://www.tc.gc.ca/eng/canutec/guide-menu-227.htm)

The following information on protective actions has been extracted from the **2016 Emergency Response Guide (ERG2016)** to assist first responders and EOC Staff:

- **Protective Actions** are those steps taken to preserve the health and safety of emergency responders the public and livestock and pets during an incident involving the release of dangerous goods.
- **Isolate Hazard Area and Deny Entry** means keep everybody away from the area if they are not directly involved in emergency response operations. Unprotected emergency responders should not be allowed to enter the isolation zone. The "isolation" task is done first to establish control over the area of operations. This is the first step for any protective actions that may follow. A determination must be made as to the safety of moving livestock out of the impacted area. Decisions at the scene need to be quickly regarding the effective and efficient management and handling of livestock impacted.
- **Evacuate** means move all people and if possible livestock from a threatened area to a safer place. To perform an evacuation, there must be enough time for people to be warned, to get ready, and to leave an area. If there is enough time, evacuation is the best protective action. Consideration of evacuating livestock should be given by the Incident Commander on scene. The act of opening gates or cutting fence lines is a possibility to move animals. When additional help arrives (or MEOC/REOC is activated), expand the area to be evacuated downwind and crosswind to at least the extent recommended in ERG2016. Even after people and livestock are moved to the distances (or place) recommended, they may not be completely safe from harm. They should not be permitted to congregate at such distances. Send evacuees and animals to a definite place, by a specific route or overland, far enough away so they will not have to be moved again if the wind shifts. **Once the public has been moved from immediate danger** thought can be given to moving livestock.
- **Shelter-in-Place** means moving livestock shelter inside a building and remain inside until the danger passes. Livestock already in structures should be left in those structures. **Sheltering-in-place is used when evacuating the livestock**

**would cause greater risk than staying where they are, or when an evacuation cannot be performed.** Keep livestock inside and **close all doors and windows** and to **shut off all ventilating, heating and cooling systems.** Sheltering-in-place protection may not be the best option if (a) the vapors are flammable; (b) if it will take a long time for the gas to clear the area; or (c) if buildings cannot be closed tightly.

- **Every dangerous goods incident is different. Each will have special problems and concerns. Action to protect the public first is the highest priority and then livestock must be carefully considered. This information can help with initial decisions on how to protect the public.** Site personnel and EOC Staff must continue to gather information and monitor the situation until the threat is removed.

### **Protective Action Decision Factors to Consider for Dangerous Goods Incident**

The choice of protective actions for given situation depends on a number of factors. For some cases, evacuation of livestock may be the best option; in others sheltering-in-place may be the best course. Sometimes, these two actions may be used in combination. In any emergency, first responders and EOC officials need to react quickly.

Proper evaluation of the factors listed below will determine the effectiveness of evacuation or sheltering-in-place. The importance of these factors can vary with emergency conditions. In specific emergencies, other factors may need to be identified and considered as well. The following list indicates what kind of information may be needed to make the initial decision.

#### **The Dangerous Goods/Hazardous Material**

- Degree of health hazard;
- Chemical and physical properties;
- Amount involved;
- Containment/control of release; and
- Rate of vapor movement

#### **The Population Threatened**

- Location of incident;
- Number of livestock;
- Time available to evacuate or shelter-in-place;
- Building types and availability; and
- Evacuation route or potential evacuation location (fenced compound/pens, large barn or other buildings, neighbors field, or crown land.

**Weather Conditions**

- Effect on vapor and cloud movement;
- Potential for change in weather conditions; and
- Weathers effect on evacuation or sheltering-in-place efforts.

It is important to note that the protective actions detailed above are primarily intended for response to dangerous goods/hazardous materials release; however, these protective actions are also appropriate for consideration in the response to natural hazards such as urban, wildland, and/or urban interface fires; as well as meteorological events such as flooding and severe weather (tornados, windstorms).

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## 2.6 Infectious Disease

### **This information is taken directly from Province of Alberta emergency response plan for Animal Infectious Disease**

In the case of an infectious disease outbreak or threat of an outbreak it is important to note that the local municipality will likely take a supporting role to the senior level of government. Unified Command may be offered from the senior level of government but may not be likely to happen. Alberta Agriculture could possibly request a staff member from the municipality to participate in the role of **Section Chief for Logistics**.

#### **Assumptions**

Planning for the response to an animal disease emergency requires understanding of a number of key principles and assumptions:

- If an animal disease emergency situation occurs in Alberta, the most probable means of discovery will be by: livestock or poultry producers, private practice veterinarians, provincial or federal inspectors at slaughter plants, and/or trace information from an animal disease investigation in another province.
- Private veterinary practitioners will likely be the first responders to any animal disease emergency situation. A veterinarian is required to immediately notify any suspected animal disease emergency to the Office of the Chief Provincial Veterinarian or the District Veterinarian for the CFIA.
- An animal disease emergency may occur by many natural pathways or could be introduced as a criminal act or an act of terrorism.
- Diagnosis of an animal disease emergency in Alberta, Canada or surrounding countries may significantly restrict the internal, inter-province and international movement of animal (especially livestock) and animal products.
- Initiation and implementation of response functions for a suspected or positive animal disease emergency will be at the discretion of the Office of the Chief Provincial Veterinarian or the District Veterinarian for the CFIA.
- Provincial requests for municipal resources, including personnel, equipment, and supplies, will be coordinated through the appropriate Municipal Emergency Management Agency contacts whenever practicable.
- Immediate quarantine areas may be required where suspected or confirmed cases may have originated. Special operational procedures (e.g., disinfection and decontamination, record keeping) may be required.
- Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
- Large numbers of domestic livestock and poultry, and possibly wildlife, may need to be destroyed or controlled to prevent the spread of an animal disease emergency after it has been confirmed in your jurisdiction.
- Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.



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- Carcass disposal method and sites will need to be rapidly identified, and will be determined in consultation with the Office of the Chief Provincial Veterinarian or the Regional Office for the CFIA.
- Owners losing animals in an animal disease emergency or persons responding to the situation may require psychological counseling and support

### A. Mitigation

- Through the local Agriculture Service Board, encourage bio security practices and emergency preparedness for agricultural producers.
- Encourage contingency planning for animal and agricultural businesses.

### B. Preparedness

- Identify and compile a list of resources and contact information for municipal animal and agricultural resources.
- Develop a local response plan for animal disease emergencies.
- Conduct planning and training sessions to identify areas of risk, response and personnel needed, and applicability of the developed local response plan.

### C. Response

- Response to an animal disease emergency will almost always involve local, provincial, and federal agencies, all working together, using their authorities and expertise to control the spread and eradicate the disease.
- The anticipated response to a potential animal disease emergency will be as follows:

**a. Detection.** Initial notification of an animal disease emergency will most likely occur by the producer or practicing veterinarian, or as a result of routine slaughter surveillance or inspection, or from tracing of animal movements (trace-backs) from an animal disease investigation. Immediate notification of a suspected animal disease emergency to the Chief Provincial Veterinarian or the CFIA District Veterinarian is necessary and required of veterinarians and animal owners.

**b. FAD Investigation.** The Chief Provincial Veterinarian or the CFIA District Veterinarian will dispatch a Foreign Animal Disease Veterinarian to investigate the situation. The assigned veterinarian will consult closely with the Chief Provincial Veterinarian or the CFIA District Veterinarian regarding the situation and actions required. He/she will a) obtain samples and send them to the Agri-Food Laboratory in Edmonton or the National Centre for Foreign Animal Diseases in Winnipeg for diagnosis, b) discuss the establishment for quarantine or stop movement orders for the farm.

**c. Disease Confirmation.** Upon confirmation of a suspect or confirmed case of an infectious or high consequence animal disease, the Chief Provincial Veterinarian's office will provide notification to the Municipal Agriculture Fieldman and/or Director of Emergency Management (DEM) as soon as possible. If necessary, he may ask for local assistance in implementing the necessary disease control measures and procedures.

**d. Response Plan Activation.** Any local response activities will be activated when the lead agency contacts the local emergency management agency. Once activated, appropriate representatives from the primary and support agencies within the municipality should be present and incorporated into the incident command structure. Other representatives whose expertise, guidance and available resources may be necessary include: agriculture industry partners (livestock associations, county associations, trade associations) and agricultural service boards. The response efforts needed will vary with the disease agent involved, but may include movement restrictions, quarantines, decontamination, biosecurity, euthanasia, carcass disposal, cleaning and disinfection, disease surveillance, appraisal and indemnity, public information and education, medical and mental health support. In some situations, temporary housing for livestock may be necessary, locations such as sale barns or municipal fairgrounds may prove useful for sheltering animals and providing food and water resources.

#### **D. Recovery**

1. Document all costs associated with the response effort
2. Assess the impact on livestock operations, agribusinesses, and the community
3. Establish health and human services (e.g., mental health, financial) resources for families impacted by the animal disease emergency
4. Coordinate return of resources obtained under mutual aid
5. Determine resource needs to sustain recovery
  - “Reportable clinical signs” within livestock that must be reported to the province by a veterinarian within a set period of time
  - Reports of unusual patterns or types of illness among herds or individual animals
  - Observation of unusual behaviour or activity by livestock
  - An obvious security breach in a confinement operation, feed storage, or livestock housing area
  - Receipt of a threat indicating that livestock, feed or living areas have or will be contaminated
  - Possible threats and diseases that may lead to a response
  - Assess threats and diseases and define surveillance strategies
  - Implement surveillance strategies

- Establish guidelines for notifying provincial and federal contacts when certain criteria are present

### **Roles and Responsibilities**

The Alberta Foreign Animal Disease Emergency Support (FADES) plan identifies the following roles for municipal governments during an animal disease emergency.

#### **Municipal governments may:**

- provide, upon request, representatives at CFIA District Emergency Field Operations Centre,
- advise on local facilities suitable for CFIA District Emergency Field Operations Centre.
- provide a representative at the CFIA Regional Emergency Operations Centre,
- advise on local facilities suitable for the CFIA Regional Emergency Operations Centre,
- advise CFIA on local resources available to support eradication operations,
- provide essential services to residents of infected premises or relocated persons,
- provide assistance in tracing animal movements, and
- provide assistance for vaccination, disposal, cleaning and disinfecting.

To achieve these tasks, the municipality could assign roles and responsibilities in line with the work areas indicated below:

#### **All Responsible Agencies**

- Compile a list of resources and contact information for municipal animal and agricultural resources (e.g. animal handling equipment, pressure washers, heavy construction equipment).
- Support response and recovery with available resources.

#### **Municipal Emergency Management**

- Serve as lead local agency to coordinate all community support and response resources, including personnel and logistical support, procurement of supplies, equipment, vehicles, food, lodging and administrative support during an animal disease emergency.
- Activate, staff and manage the operation of the Municipal EOC if necessary.
- Coordinate local communications with and between local agencies and responders.
- Assist with unified public information dissemination to industries and public (through close coordination with provincial and national public information officers)
- Direct record keeping and message flow activities.
- Coordinate activities with AARD should additional support or resources be needed during an animal disease emergency response.
- Support response and recovery with available resources.

### **Law Enforcement**

- Assist with establishment of quarantine perimeters, as required for disease control for an animal disease emergency {minimum perimeters will be determined by the Chief Provincial Veterinarian, but may initially be set at 3km, 10 km or more, depending on the disease}
- Work with Federal and Provincial Agriculture Departments to help enforce animal movement restrictions and control established quarantine zones.
- Site security and conflict resolution as needed to ensure the safety of veterinarians, inspection staff, and all other responders should any conflicts arise
- In a deliberate disease introduction incident, local police of jurisdiction will lead the investigation unless there is a direct link to terrorist activity.
- Support response and recovery with available resources.

### **Municipal Public Works and Engineering:**

- Assist with perimeter development (e.g., signage and barricades), rerouting and logistic support.
- Provide equipment and personnel assistance (as available) for animal disposal activities
- Provide technical assistance as needed.
- Coordinate with Chief Provincial Veterinarian for acceptable burial locations. AARD has burial maps generated for the entire province of Alberta indicating acceptable burial locations.
- Support response and recovery with available resources.

### **Fire Services**

- Coordinate decontamination sites for vehicles, property, and personnel.
- Aid in possible rescue situations.
- Support response and recovery with available resources.

### **Family Community Support Services and Social Services Departments**

- Assist with community outreach and education regarding the human health risks associated with the animal disease emergency.
- Coordinate and provide mental health services for livestock producers, their families, response staff, or others affected by the animal disease emergency.
- Support response and recovery with available resources.

### **Local Livestock Industry Groups**

(i.e., producer organizations, livestock markets, slaughter establishments, renderers and other allied groups).

- Serve as liaison on matters relating to livestock industries affected by animal disease emergency.
- Identify individuals who may be qualified to assist in disease control efforts.
- Develop a list of qualified appraisers.
- Provide assistance to families affected by an animal disease emergency.
- Provide support for disease control and eradication activities.

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- Provide appropriate information for dissemination to industries and public (through close coordination with local and provincial public information officers).

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## 2.7 Severe Wind Storm or Tornado

- Be aware animal behavior may change before, during and even after a disaster
- Livestock sense tornadoes in advance
- Educate the public that personal safety and safety of family and public is the first priority; "If your family is at risk, ignore livestock"
- If personal security isn't threatened, there may be time to open routes of escape for your livestock
- Livestock safety is a priority after the safety of people is assured
- If possible, bring animals into a barn or shelter well in advance of a storm
- Make sure they have plenty of food and water
- Keep livestock away from areas with windows
- NEVER leave animals tied up or restrained outside
- Encourage livestock owners to properly identify their livestock in case animals are able to roam free because of storm damage
- Develop a response plan to assist in the capture, herding and containment of lost animals so they can be returned to their owners.
- Issue public information statements warning the public to drive with extra caution as livestock may be wondering loose near public roads.

## 2.8 Managing Animals During Hot Weather

Extreme heat causes significant stress for all animals.

### Water

- The provision of a plentiful supply of clean, cool water and shade is essential
- The number of watering points and/or water flow should be increased if a large number of animals are kept together
- The location of water should be familiar to animals' days **before** extreme heat arrives
- Animals should not have to walk too far for water (especially young or small stock).

### Suitable Shelter

- Animals need to be provided with shelter during extended periods of extreme temperatures
- Shelter is especially important for very young or old animals or animals that are in poor condition or sick
- The best type of shelter during extreme heat protects the animals from the sun and allows for the cooling effect of wind. **During** extreme heat conditions wind flow is important for keeping animals cool
- If insufficient shelter is provided for large groups of livestock, there is the risk of animals crowding together under shelter resulting in **smothering**. It is important that shelter is available to all animals at the same time. It is preferable that shelter includes sufficient room for all animals to be able to lie down, as this assists with cooling
- Holding and processing areas for livestock should have shaded areas available. Use of water sprinklers can be useful to cool some species (i.e. pigs, cattle).

### Handling

- It is recommended not to handle animals in extreme heat unless absolutely necessary. If necessary, make sure it is done as early or late in the day as possible when temperatures are lower
- Research has shown that movement or handling of cattle during hot weather can increase their body temperature by 0.5 to 3.5° C. Increased body temperature or heat stress will cause production losses in livestock and impact on their ability to maintain normal function

### **Heat Tolerance and Identifying Heat Stress**

There are many signs of heat stress that are exhibited by animals. Some general signs include:

- panting
- increased respiration rate
- increased water intake
- loss of appetite
- listless/lethargy
- increased salivation
- in severe cases may become unconscious.

### **Treating Heat Stress**

If animals are showing signs of heat stress, the following actions can be taken:

- move them to the shade immediately, preferably somewhere with a breeze. If animals are too stressed to move, pick them up and move them or provide shade where they are
- offer plenty of cool clean water, but encourage them to drink small amounts often spray them with cool water, especially on the legs and feet, or stand them in water. Use sprinklers or hoses for cattle, pigs and horses. Lay wet towels over them. Dogs and cats can be placed in buckets/troughs of cool water. Poultry should not be wet down unless there is a breeze to aid the cooling process
- increase air movement around them. This can be done with fans, ventilation, or wind movement
- allow animals room to lie down

If the animal shows no sign of improvement contact your local veterinarian for assistance



## **SECTION 3: Roles and Responsibilities**

### **3.1 Emergency Livestock Services Committee**

The Emergency Livestock Committee is responsible for having a Regional Emergency Livestock preparedness program in place prior to an emergency. The Committee will develop Regional Emergency Livestock Guiding Policies that will help direct managerial and operational efforts.

#### **The Committee has the following responsibilities:**

- To develop and maintain the municipalities Regional Emergency livestock services response plan
- To co-ordinate the plan within the community's municipal emergency plan
- To review the plan annually and revise it as necessary, and
- To conduct regular practice drills or exercises to test the plan

#### **Regional Emergency Livestock Committee members include:**

- Director of Emergency Management
- Member of Council
- Member of Agricultural Service Board
- Regional Emergency Livestock Director
- Local veterinarian

### 3.2 Regional Emergency Livestock Director

The Regional Emergency Livestock Director oversees the entire Regional Emergency Livestock response operation. This position will participate in all Municipal Emergency Plan meetings, exercises, and training, and is the key point of contact between Regional Emergency Livestock response effort and the Operations Section Chief and the Director of Emergency Management. If warranted the Director of Emergency Management may create a Regional Emergency Livestock Section Chief within the ICS command structure, or create the position of Director of the Branch in charge of the Emergency Livestock response efforts reporting to the Operations Section Chief.

#### Basic Checklist

REGIONAL EMERGENCY LIVESTOCK DIRECTOR	
<input type="checkbox"/>	Report to the Operations Section Chief or Emergency Livestock Services Section Chief if the position is established by the Director of Emergency Management
<input type="checkbox"/>	Determine the type and magnitude of the event. <i>How many livestock have been impacted?</i> <i>What area of the municipality has been impacted?</i> <i>Is temporary relocation of livestock required?</i> <i>How much feed and water will be required?</i>
<input type="checkbox"/>	Ensure that adequate resources are ordered and in place and senior government departments have been appropriately notified.
<input type="checkbox"/>	Arrange for subject matter experts to assist in the response and provide technical guidance for events beyond the knowledge base of the responding municipal staff and volunteers. <i>Are veterinary services and expertise required?</i>
<input type="checkbox"/>	Develop an overall response plan to help mitigate the impact on those areas affected.
<input type="checkbox"/>	Contact assisting municipalities and agencies that may be required to help in the response if necessary.
<input type="checkbox"/>	Ensure all volunteers are registered (see form in Appendix).
<input type="checkbox"/>	Assess long range needs (relocation, transportation, shelter, bedding, feed, water, security, additional volunteers for relief).
<input type="checkbox"/>	Maintain a Unit/Activity Log (ICS 214)

#### Responsibilities

- To activate the Regional Emergency Livestock Response Plan in whole or in part in response to an emergency.
- To report to the Emergency Operations Centre/Emergency Coordination Centre as requested by the Director of Emergency Management. (In instances where the *Emergency Operations Centre* is not established, the Regional Emergency Livestock Director would report to the affected site and work with the Site Incident Commander).

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- To be the liaison between the incident site, the Operations Section Chief and the Director of Emergency Management and other municipal officials.
- Guides the direction of Emergency Livestock Services
- Ensures up-to-date memorandum of understandings (MOU's) with appropriate commercial, community and regional partners are in place
- Ensures adequately trained staff are in place

Under the overall supervision of the Regional Emergency Livestock Director the following unit area leaders are responsible for developing their specific component of the REL Response Plan. This includes recruiting and training staff and volunteers, as well as making arrangements with local agencies and organizations that have expertise and resources relevant to each service area.

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### 3.3 Livestock Evacuation Leader

#### Basic Checklist

LIVESTOCK EVACUATION LEADER	
<input type="checkbox"/>	Report to Regional Emergency Livestock Director
<input type="checkbox"/>	Determine available methods of evacuation (herding, cattle liners, stock trailers) of animals to the designated Livestock Relocation Centre(s)
<input type="checkbox"/>	Perform a <i>safety inspection</i> of the vehicles to be used if required.
<input type="checkbox"/>	Coordinate with any producers making their own arrangements for transportation.
<input type="checkbox"/>	Communicate any requirements/concerns to Regional Emergency Livestock Director
<input type="checkbox"/>	Assess long range needs
<input type="checkbox"/>	Maintain a Unit/Activity Log (ICS 214)

#### Responsibilities

- Is responsible for the development of an evacuation/relocation plan. Ensures the plan is part of the overall emergency Livestock Services Plan.
- Together with the Regional Emergency Livestock Director tests the efficiency of the planning process through tabletop or mock Emergency exercises
- Helps identify potential companies able to haul livestock
- Inspects the potential vehicles and trailers to be used for acceptability of evacuated livestock to ensure it is safe.
- To staff and manage the following functions at the evacuation team and relocation sites and structures, as required: Herd Control, Loading and Transportation
- To oversee all evacuation operations and implement changes to streamline operations.
- To arrange for regular information updates from official sources for staff, subject matter experts, volunteers and those farmers and ranchers affected by the event.
- To maintain liaison with the Livestock Emergency Services Director and/or other municipal officials.
- Collects and finalizes the appropriate documentation.
- Releases, subject matter experts, and volunteers.

### 3.4 Livestock Relocation Centre Leader

#### Basic Checklist

LIVESTOCK RELOCATION CENTRE LEADER	
<input type="checkbox"/>	Report to Regional Emergency Livestock Director
<input type="checkbox"/>	Determine available fields/pens/structures to be designated as Livestock Relocation Centre(s)
<input type="checkbox"/>	Perform a <i>safety inspection</i> of the location(s) prior to opening the facility for receiving livestock
<input type="checkbox"/>	Coordinate with any agencies assisting at the Livestock Relocation Centre
<input type="checkbox"/>	Communicate any requirements/concerns to Regional Emergency Livestock Director
<input type="checkbox"/>	Assess long range needs
<input type="checkbox"/>	Maintain a Unit/Activity Log (ICS 214)

#### Responsibilities

- Ensure that you have the required supplies necessary to operate a livestock relocation centre. Wear identification (e.g. vest, hat) to identify you as the Livestock Relocation Centre Leader.
- The Livestock Relocation Centre(s) will be located at any number of possible locations depending on the location and extent of the Emergency. The decision on which location to open will be decided by the Regional Emergency Livestock Director. All Relocation Centre locations have been pre-identified. Contact info, including after hours' phone numbers for key holders are included.
- Establish a method of communication between the Emergency Coordination Centre and the relocation centre, i.e. cell phone, landline, portable radios
- Report to the designated Livestock Relocation Centre, meet with the facility rep and make arrangements to use the field/pen/structure as a Relocation Centre.
- Establish proper post signage for delivery of livestock and arrange for volunteers:
- Establish unloading and holding areas for livestock. Ensure that feed and water is available.
- Service areas:
  - Administration
  - Security
  - Feed and water
  - Bedding Material
  - Transportation Services
  - Veterinary Services
  - Public Information
  - Ensure that volunteers have their instructions and directions for the daily operational period:

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- Administration Volunteer
  - Security
  - Feed and Water Volunteer
  - Bedding Material Volunteer
  - Transportation Leader
  - Veterinary Services
  - Public Information Assistant
- 
- Official information updates will be regularly provided to staff, volunteers, and public.
  - Make provisions and plans for pet care which will be provided by (**Choose Agency**)
  - Inform the Regional Emergency Livestock Director when the Livestock Relocation centre(s) is operational.
  - Contact the Regional Emergency Livestock Director to forecast additional supplies and material requirements.
  - Direct all media inquiries to the Municipal District of Pincher Creek Emergency Management Information Officer
  - Notify the Relocation Centre Manager if additional volunteers are needed for (e.g. administration, transportation, feeding traffic control, security).
  - Maintain a log of events.
  - Arrange shift schedule with the Alternate Relocation Centre Manager and for areas, you are directly responsible for. Remind service leaders, etc. to develop shift schedules for their areas.
  - Note areas of concern that need to be addressed following the emergency.

**Listed below are positions likely to be required to support a Livestock Relocation Centre**

### **3.5 Administrative Support**

#### **Responsibilities**

- To provide clerical/administrative support for emergency livestock operations

#### **Implementation Guidelines**

- Ensure that you have administrative supplies
- Wear identification
- Meet with the Livestock Relocation Centre Leader and determine procedures for the administrative office.
- Contact administrative staff/volunteers to notify them of the situation and actions they are to take. Record assignments of staff and volunteers
- Notify the Volunteer Services Supervisor if additional volunteers are needed for the administration office
- Arrange a shift schedule for the area
- Maintain a log of events

### **3.6 Security**

#### **Responsibilities**

- To maintain security within the livestock relocation centre

#### **Implementation Guidelines**

- Wear identification
- Be prepared to handle security issues that arise during operations
- Contact the Livestock Relocation Centre Leader if additional information, manpower or resources are required
- Contact police directly, if required

### **3.7 Livestock Feed, Water and Bedding Material Service Leader**

#### **Responsibilities**

- To meet the immediate feed, water and bedding requirements of livestock

#### **Implementation Guidelines**

- Ensure that you have the required feed supplies
- Wear identification (e.g. vest, hat) to identify you as the Feed Service Supervisor
- Meet with the Livestock Relocation Centre Leader to determine the likely number of Livestock expected at the Relocation Centre and to identify an area for immediate feed and water.
- Contact feed service provider(s) to notify them of the situation and actions they are to take.
- Source water if necessary
- Determine if there any special needs for feed and notify the feed service provider.
- Source bedding material if necessary
- Maintain a log of supplies ordered and expenses.
- Notify the Regional Regional Emergency Livestock Director if additional volunteers are needed. Record assignments of the Staff and Volunteers
- Notify the Livestock Relocation Centre Leader of issues or concerns.
- Arrange a shift schedule for your area.
- Maintain a log of events.

### **3.8 Livestock Transportation Leader**

#### **Responsibilities**

- Under the direction of the Livestock Emergency Services Director, arrange for and coordinate the transportation of livestock to temporary locations

#### **Implementation Guidelines**

- Ensure that you have the appropriate Transportation vehicles and livestock trailers.
- Wear identification.
- Determine the number of livestock to be evacuated and what type of livestock require transportation to temporary holding facilities and to determine what transportation arrangements are to be made.
- Determine where the loading area(s) will be located.
- Notify transportation providers to be on standby ASAP.
- Ensure that the drivers have the location to which the livestock are to be delivered.
- Contact the Emergency Livestock Response Director if additional resources are required.
- Maintain a log of events.



### **3.9 Veterinary Services Leader**

#### **Responsibilities**

- To arrange to provide support for livestock that require special care
- To coordinate the activities of animal care specialists

#### **Implementation Guidelines**

- Ensure that you have the necessary animal care medical supplies
- Wear identification (e.g. vest, hat) to identify you as the Veterinary Services Supervisor.
- Meet with the Regional Emergency Livestock Director to determine the number of livestock, where they are being evacuated from and which Veterinary Services will be required, such as:
  - Support for unhealthy livestock
  - Support for injured livestock
  - Immediate medical aid to livestock
  - Medical/health support and advice to owners
- Ensure that the assigned work area has signage and medical and nonmedical supplies.
- Record assignments on the Staff and Volunteer Assignment Sheet. Be sure to contact Provincial Animal Health authorities to provide medical advice and animal health support at the Livestock Relocation Centre.
- Be prepared to allocate special area for unhealthy animals.
- Notify the Regional Emergency Livestock Director if volunteers are needed.
- Arrange a shift schedule for your area.
- Maintain a log of events.

## **SECTION 4: Municipal Activation and Demobilization Process**

### **4.1 Key Assumptions of the Regional Emergency Livestock Plan**

Municipal District of Pincher Creek, Town of Pincher Creek and Village of Cowley will encourage farmers, ranchers and their livestock to be self-sufficient in the event of an emergency for at least 72 hours, until the normal infrastructure systems are accessible.

In addition, representatives from key organizations, businesses, agencies, and neighbouring municipalities have committed to providing assistance to Municipal District of Pincher Creek Regional Emergency Livestock team, to the best of their ability, to address the needs of those impacted in the event of an emergency.

### **4.2 Activating the Regional Emergency Livestock Plan**

The activation of the Regional Emergency Livestock plan will be based on the standards established by ICS system of emergency management. **Type 5** being the least intense emergency and **Type 1** being the most intense and highest magnitude of emergency event to impact a municipality.

#### **Type 5 Event - 1 - 50 animals Affected No Activation Required**

In emergencies where 50 animals or less are affected, the REL Plan is not activated. First responders (RCMP or Fire Department) are sent to assist and manage livestock.

#### **Type 4 – Activation**

In emergency situations where over 50 but less than 100 animals are affected, the REL Plan may be activated. In Type 4 Activation, a small to medium size relocation centre may be used to accommodate the immediate needs of affected livestock. Core services such as temporary feed and shelter/holding may be provided. If the conditions require shelter and feeding support for livestock, they may be referred to commercial entities like feedlots or auction yards.

#### **Type 3 – Activation**

In emergency situations where over 100 head of livestock but less than 1000 head of livestock are affected, the REL Plan will be activated. Several relocation centres may be opened to provide immediate assistance to livestock. At this stage, animals impacted may be required to move to relocation shelters and pens located within and outside the Municipality. Animals will be provided with feed and water and shelter.

#### **Type 2 and Type 1 – Activation**

In emergency situations where the numbers of affected livestock exceed 1000, the REL Plan will be activated and the regional municipalities will be engaged to provide assistance. At this stage, animals affected may be required to evacuate to relocation centres located within and outside the Municipality. Animals will be provided with feed and water will be sheltered, where necessary.

**\*\*It is important to note that parts or the whole REL Plan may be activated even if the Emergency Coordination Centre has not been activated or a Local State of Emergency has not been proclaimed.**

### **4.3 Activation Process**

*When you get called to assist in the Response*

**Available Status**

When the RELD communicates to REL staff via the Relocation Centre Leader to be “available,” it means to be watchful and prepared to be called for duty. At this point, it is advisable for staff to:

- Wait for further notice via telephone
- Pack overnight clothing and personal items
- Notify family members that you may be called for duty
- Make necessary arrangements for child/pet care if necessary
- Be aware of changes in weather and road conditions

**Assigned Status**

When the RELD communicates to REL staff via the Relocation Centre Leader to report to “Assigned” locations, it means the emergency is imminent and REL staff should be ready to be immediately operational and prepared to work for the assigned operational period or longer if necessary.

**Out of Service Status**

When the RELD communicates to REL staff that new operational period has been established, then those staff engaged will be placed “Out of Service” and replaced by new staff for the next operational period. The “Out of Service” status permits a rest period and could also lead to the demobilization and stand down of resources.

#### 4.4 Regional Emergency Livestock Plan Activation

When an emergency occurs within the Municipal District of Pincher Creek, the following actions will be taken:

**1. Notification**

- Authorized personnel report the Emergency to 9-1-1 communications. First Responders will analyze the situation and determine Type (5 – 1) of event. The Incident Commander on scene will then notify the DEM, who will determine the necessity to notify the Livestock Emergency Services Director of the event and the estimated number and type of livestock affected.

**2. Municipal District of Pincher Creek Regional Emergency Response Plan Activation**

- The Livestock Emergency Services Director determines the level of response to the emergency. If necessary, the Livestock Emergency Services Director will work with their team to determine the level of response required.

**3. REL Plan Activation**

If the REL Plan is activated, the Livestock Relocation Centre Plan is also activated.

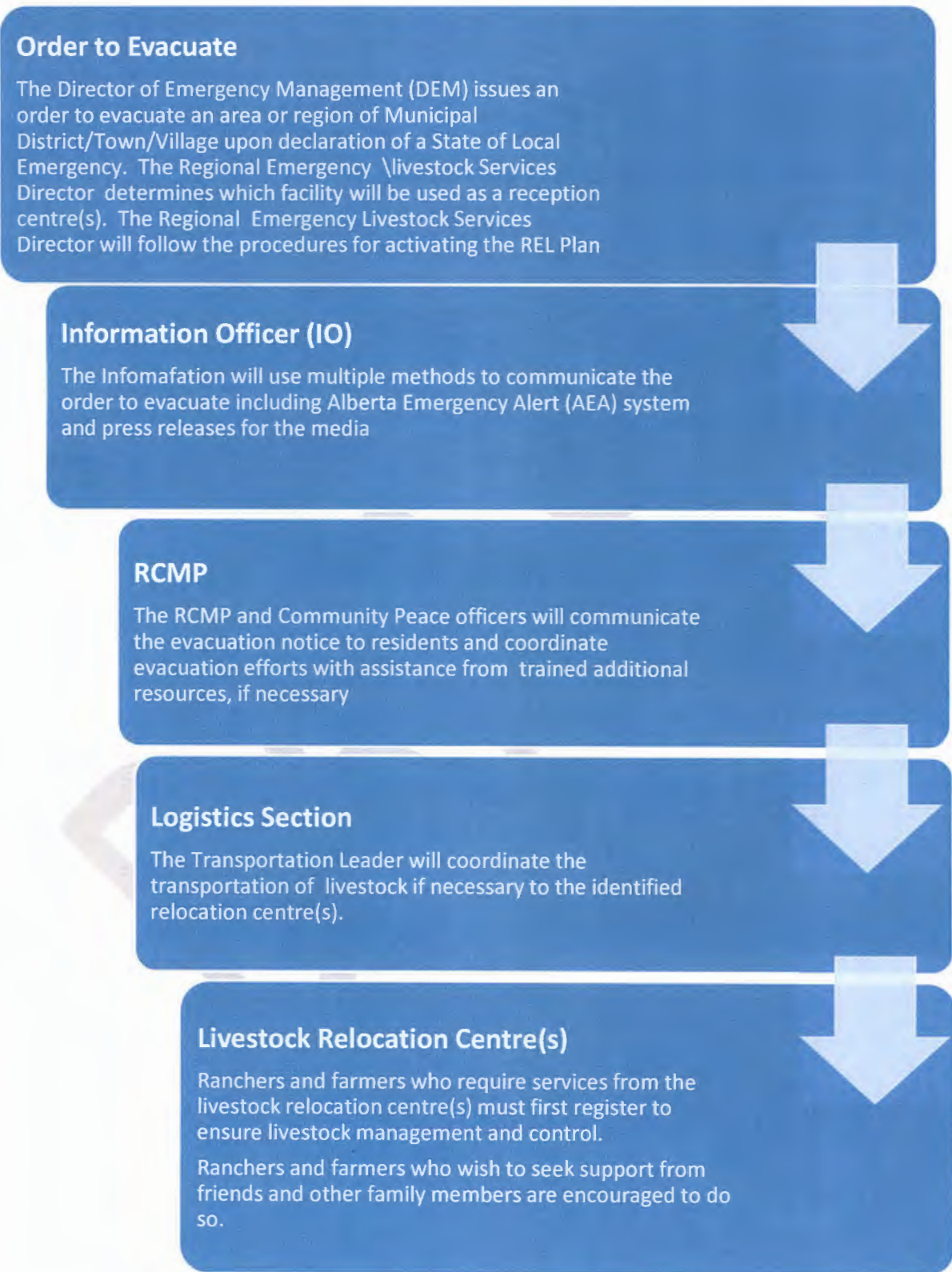
- The Livestock Emergency Services Director will contact the Relocation Centre Leader to report for duty.
- The Relocation Centre Leader will ensure appropriate staff is available to open or contact authorized personnel to open the facility to be used as a relocation centre and remain at the facility until the Relocation Centre Leader arrives.
- The Relocation Centre Leader will activate primary or core services.
  - *In the event a Type4 thru Type1 activation is implemented,*
- Satellite relocation centres may be opened to accommodate additional evacuees.
- Depending on the duration of the event and the expected length of time livestock will be staying at the relocation centre, auxiliary and ancillary services may be integrated.

#### **4.5 Regional Emergency Livestock Plan Deactivation**

The following steps must be taken to deactivate the REL Plan:

- 1. Municipal District of Pincher Creek Emergency Response Plan Deactivation/Downgrading**
  - The Livestock Emergency Services Director communicates the deactivation of the plan or the downgrading of emergency levels to all agencies involved.
  
- 2. Regional Emergency Livestock Plan Deactivation**
  - The Livestock Emergency Services Director will determine if the relocation centre is no longer required and recommend to the DEM the authorization to begin the deactivation of the REL Plan. The Livestock Emergency Service Director will notify the Relocation Centre Leader about the deactivation.
  
- 3. Facility Demobilization**
  - The Relocation Centre Leader will:
    - Collect and finalize the appropriate documentation
    - Ensure the facility is clean and restored to working order
    - Release staff and volunteers
    - Provide a summary report to the Livestock Emergency Services Director
  
- 4. REL Demobilization**
  - The Livestock Emergency Services Director will:
    - Collect and finalize appropriate documentation
    - Release staff and volunteers
    - Create a summary report

#### 4.6 Evacuation Process for the MD of Pincher Creek



#### **4.7 Recovery Stage**

The Regional Emergency Livestock Services Plan provides for the temporary needs of livestock and pets during the response stage to an emergency. During the recovery stage, the municipality will act as a conduit to senior levels of government to access any relief programs announced by the Province of Alberta or the Government of Canada. The Livestock Emergency Services Director must ensure the continuity of services as the service provider shifts from REL response team to regional, provincial, federal and local agencies. Canadian Red Cross will provide assistance to attend to the ongoing needs of individuals, including shelter and clothing for displaced persons.

In addition, volunteers will often continue to be invaluable during the recovery stage and cleanup of a disaster. For this reason, the volunteer management component of REL can continue after the plan has been deactivated. Again, the Livestock Emergency Services Director must ensure that the volunteer management component persists after the REL plan is deactivated.

#### **4.8 Evaluation of the Response**

Within two weeks of the deactivation of the RELP, REL staff must meet to evaluate and review the plan.

## SECTION 5: Contact Information

<b>PINCHER CREEK REGIONAL EMERGENCY LIVESTOCK SERVICES TEAM</b>		
<b>Position</b>	<b>Service Coordinator/Deputy Coordinator</b>	<b>Phone Number</b>
Livestock Emergency Services Director		
Livestock Relocation Centre Leader		
Feed, Water and Bedding Material Leader		
Security Leader		
Transportation Leader		
Veterinary Services Leader		
Information Officer		

DRAFT



<b>Livestock Emergency Response Plan - Comprehensive Resources Contact List</b>		
---------------------------------------------------------------------------------	--	--

<b>Transportation</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Feed (availability may vary)</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Water</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Feedlots</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Grazing Co-ops</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Fencing</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>
D C Fencing	Pincher Creek	403-627-4869
Deley Industries	Pincher Creek	403-627-6797

<b>Portable Panels</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Livestock Supplies</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Veterinarians</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

MD of Pincher Creek Regional Emergency Livestock Services Plan

<b>Volunteer Groups</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Auction Markets</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Animal Welfare</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Provincial Contacts</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

<b>Federal Contacts</b>		
<b>Company</b>	<b>Location</b>	<b>Phone</b>

DRAFT

## APPENDIX

### Livestock Daily Feed and Water Requirements

ANIMAL	WATER / DAY	FEED / DAY
	<b>DAIRY COWS</b>	
IN PRODUCTION	9 GALLONS SUMMER	20 POUNDS HAY
	7 GALLONS WINTER	
DRY COWS	9 GALLONS SUMMER	20 POUNDS HAY
	7 GALLONS SUMMER	
WEANING COWS	6 GALLONS SUMMER	8 - 12 POUNDS HAY
	3 GALLONS SUMMER	
PREGNANT	7 GALLONS SUMMER	10 - 15 POUNDS HAY
	6 GALLONS SUMMER	
COW WITH CALF	9 GALLONS SUMMER	12 - 18 POUNDS HAY
	8 GALLONS SUMMER	
CALF (400 POUNDS)	6 GALLONS SUMMER	20 POUNDS HAY
	4 GALLONS SUMMER	
	<b>SWINE</b>	
BROOD SOW with LITTER	4 GALLONS SUMMER	8 POUNDS GRAIN
	3 GALLONS SUMMER	
BROOD SOW PREGNANT	1 - 2 GALLONS SUMMER	2 POUNDS GRAIN
	1 GALLON SUMMER	
150 POUND GILT or BOAR	1 GALLON SUMMER	3 POUNDS GRAIN
	<b>LAMB</b>	
EWE with LAMB	1 GALLON	2 POUNDS HAY
EWE DRY	3 QUARTS	2 POUNDS HAY
WEANING LAMB	2 QUARTS	2 POUNDS HAY
	<b>POULTRY</b>	
LAYERS	5 GALLONS / 100 BIRDS	17 POUNDS / 100 BIRDS
BROILERS	5 GALLONS / 100 BIRDS	10 POUNDS / 100 BIRDS
TURKEYS	12 GALLONS / 100 BIRDS	40 POUNDS / 100 BIRDS
	<b>HORSES</b>	
ALL BREEDS	5 GALLONS / 1000 POUNDS	20 POUNDS HAY / 1000 POUNDS


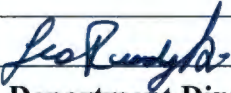
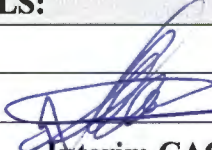



## MD of Pincher Creek Regional Emergency Livestock Services Plan

### Acronyms

<b>AEA</b>	Alberta Emergency Alert
<b>AEMA</b>	Alberta Emergency Management Agency
<b>CFIA</b>	Canadian Food Inspection Agency
<b>DEM</b>	Director of Emergency Management
<b>ELS</b>	Emergency Livestock Services
<b>EOC/ECC</b>	Emergency Operations Center/Emergency Coordination Center
<b>FAD</b>	Foreign Animal Disease
<b>FADES</b>	Foreign Animal Disease Emergency Support
<b>ICS</b>	Incident Command System
<b>RELD</b>	Regional Emergency Livestock Director
<b>RELP</b>	Regional Emergency Livestock Plan
<b>REOC</b>	Regional Emergency Operations Center
<b>SOLE</b>	State of Local Emergency

## Administration Guidance Request

<b>TITLE: PRIVATE DRIVEWAY GRAVEL AND GRADING POLICY C-PW-001</b>		
<b>PREPARED BY: Leo Reedyk</b>		<b>DATE: September 20, 2018</b>
<b>DEPARTMENT:</b>		
		<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	<ol style="list-style-type: none"> <li>1. Public Works Policy 316</li> <li>2. Draft Public Works Policy C-PW-001</li> </ol>
<b>APPROVALS:</b>		
		
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>
		
		<b>Date</b>

**REQUEST:**

That Council approve C-PW-001 Private Driveway Gravel and Grading Policy.

**BACKGROUND:**

Policy 316 Grading and Gravelling provides direction to Public Works on the process for working on private driveways. The policy has not been revised since February 5, 2001.

Draft Policy C-PW-001 adds clarity to the existing Public Works direction; it also lays out conditions and provides clarity for residents wishing to participate in the program.

**FINANCIAL IMPLICATIONS:**

There should be no additional costs to the Municipality.

### **316 GRADING AND GRAVELLING**

Upon request from a ratepayer, a motor grader operator may spend up to 1 hour maintaining that person's driveway during the course of regular road maintenance. No charge will be made for providing this service unless it exceeds 1 hour in any year.

During the course of gravelling or regravelling a municipal road, up to 10 cubic yards of gravel may be applied on an approach within the public right-of-way, leading to a private residence, without charge to the owner of the residence.

---

**TITLE: PRIVATE DRIVEWAY GRAVEL AND GRADING**

**Approved by Council**

**Date: February 5, 2001**

**Revised by Council**

**Date:**

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**Policy Statement**

The M.D. of Pincher Creek No. 9 has established a policy to direct the use of Municipal resources for Private Driveway grading.

**(1) Criteria**

- a. All private driveways must meet standards for safety and accessibility for equipment, as per Public Works Superintendents discretion, to be considered for municipal grading.
- b. An Inspection and Agreement to Purchase Materials or Services form must be complete prior to grading occurring.
- c. A private driveway must be recognized by the Municipal District of Pincher Creek No. 9 Addressing System (911 system) and serve to a permanent dwelling.
- d. Upon request from a ratepayer, a motor grader operator may grade a private driveway one time per year/to a maximum of one hour, at no charge. Snow removal is not included with this policy. Any work above and beyond as stated in policy will be billed as per Fees and Charges Policy C-FIN-27.
- e. During the course of gravelling or re-gravelling a municipal road, up to 10 cubic yards of gravel may be applied on an approach within the public right-of-way, leading to a private residence, without charge to the owner of the residence. At the discretion of the Public Works Superintendent.
- f. All private driveway maintenance will be scheduled at the discretion of the Public Works Superintendent.

**(2) Procedure**

- 1) An Agreement to Purchase Materials or Services shall be made in writing, on the approved form, to the Municipal District Of Pincher Creek No. 9.
- 2) Upon receipt of the agreement, the Public Works Department shall:
  - a. Review the information for completeness
  - b. Determine if a charge is application in accordance with the policy.
  - c. Ensure driveway meets standards for safety and accessibility.
- 3) If grading is approved, Public Works shall:



**M.D. OF PINCHER CREEK NO. 9**

**CORPORATE POLICY**

**C-PW-001**

---

**TITLE: PRIVATE DRIVEWAY GRAVEL AND GRADING**

**Approved by Council**

**Date: February 5, 2001**

**Revised by Council**

**Date:**

---

- a. Contact the applicant to inform them that they meet the MD's requirements and that grading will be completed when operator is in the area.
  - b. Complete grading.
  - c. Upon completion invoice the applicant in accordance with the (fees and charges) policy, if required.
- 4) If grading is not approved, Public Works shall:
- a. Contact the applicant to inform them that they did not meet the MD's requirements.
  - b. Instruct the applicant why they did not meet the MD's requirements and what can be done, if anything, to meet the requirements.

## Director of Operations Report October 4, 2018

### **Operations Activity Includes:**

- September 20-21, Departmental Capital Budget meetings;
- September 24, Beaver Mines Community Advisory Group meeting;
- September 25, Council meetings;
- September 27, Public Works and Operations Operational Budget meeting;
- October 3, Public Works Safety meeting;
- October 4, Agricultural Service Board meeting.

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

- September 19, budget, AAAF, burning weeds;
- September 19, Working Well (November 14<sup>th</sup>) arrangements with venue and facilitator;
- September 20, meeting with finance consultant;
- September 21, weed free gravel, other policies;
- September 21, AAAF Education Committee agenda preparation;
- September 24, South Region AAAF Fieldman's meeting in Calgary;
- September 24, weed report;
- September 24, equipment, reporting, inventory;
- September 25, safety, policies;
- September 26, weed inspections Division #3 & #4;
- September 26-27, ASB Agenda package preparation;
- September 27, records and billing, safety review (for departing staff);
- September 27, South Region AAAF Promotions Committee meeting in Willow Creek;
- September 28, last day and exit interviews for two summer staff;
- October 1 – ongoing, Kenow Fire Community Meeting invites and preparations;
- October 1, Seed Cleaning Plant tour;
- October 2, Crop Report;
- October 2, AAAF Education Committee Conference Call;
- October 3, PW Safety Meeting, policy review;

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

- Bridge inspections completed for 2018;
- Mowing ditches;
- Sign repair;
- First Aid certification for 2 operators;
- Pavement patching in Lundbreck completed;
- Temp snow fence rail install;
- PW yard work for fence replacement;
- Snow plowing with 10 graders, 1 plow truck, 2 loaders.

**Upcoming:**

- October 9, Council meetings;
- October 10, Worksite Health and Safety meeting;
- October 11, Staff meeting;
- October 16, Beaver Mines Advisory Group meeting;
- October 17, Beaver Mines Servicing Contract meeting.

**Project Update:**

- Capital Projects
  - Beaver Mines Water Supply, Pipeline – Pipe installation is complete except the Castle River Crossing. Mechanical Contractor has civil work to complete the remainder is substantially complete;
  - Beaver Mines Water Distribution and Waste Water Collection, detailed design and land negotiation ongoing;
  - Beaver Mines Wastewater Treatment, site geotechnical investigations completed;
  - Castle Servicing, Contractor prequalification in progress.
  - Bridge File 671, Construction complete.

**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period September 19, 2018 to October 4, 2018 and the call log be received as information.

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Prepared by: Leo Reedyk



Date: October 4, 2018

Reviewed by: Sheldon Steinke, Interim CAO



Date: 2018 · Oct - 04

Submitted to: Council

Date: October 9, 2018

WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	PUBLIC WORKS	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
979	Division 3	NE18 T5 R2 W5		Buckhorn Road trees need to be cut on blind corners		Jared Pitcher	Completed	October 18, 2017	October 2, 2018
1544	Division 4	SE15 T7 R29 W4		Post at cattleguard needs welding		Bob Millar	Work to be done	April 12, 2018	
1558				Re getting an approach built		Jared Pitcher	waiting on agreement with Development Officer	April 18, 2018	
1617	Division 1			Trees on the west side of Kerr road need cut back		Stu Weber	add to 2019 brushing plan	May 30, 2018	
1631	Division 2	Tony Drive to/AlvinRoberts		Reports a Texas gate ahead sign down SH775		Joh J	Completed	June 12, 2018	September 19, 2018
1643	Division 4	SW22 T7 R1 W5		Would like a culvert put in to solve water problem		Bob Millar	Fall 2018	June 26, 2018	
1662	Division 1	NE10 T4 R29 W4	4232 RR29-2	Old snow fence is falling down Will help repair it if we supply materials etc.		Stu Weber	Fall 2018	July 11, 2018	
1668	Division 3	SW2 T6 R1 W5		Snow fence repair		Stu Weber	fall 2018	July 18, 2018	
1670	Division 4	NW24 T8 R1 W5	1032 TWP8-4	Snake Trail/Tanner Road Thinks approach should have a culvert put in		Jared Pitcher	Talked to land owner Completed	July 20, 2018	August 22, 2018
1674	Division 1			RR29-5 & TWP4-0 RQ grass to be mowed and gravel		Tony Naumczyk	On the list	July 27, 2018	
1678	Division 3	NW18 T5 R2 W5		Want a new access road for future building		Jared Pitcher	talked to land owner Completed	August 1, 2018	August 14, 2018
1684	Division 2	SE34 T5 R30 W4 NE3 T6 R30 W4	5504 RR30-2	Wants grass cut on two driveways		Tony Naumczyk	On the list	July 24, 2018	
1688	Division 3	SW 14-05-01 W5	5204 RR 1-0A	Requesting driveway grading. Only on portion West from cabin to property line.		Tim Oczkowski	On the list	August 14, 2018	
1690	Division 5	NW 11-7-2 W5	2120 Twp Rd 7-2	needs temporary approach built so rig can come in to drill for water		Jared Pitcher	Completed	August 15, 2018	August 23, 2018
1693	Division 3	in 7-2 W5M	RR 2-1 North of Twp 7-2	Wants rock by culverts		Stu Weber	Completed	August 16, 2018	September 28, 2018
1695	Division 3	SW 21-5-2 W5M	2330 Twp Rd 5-3	RQ Grass Cutting Kudos		Levi Anderson	Completed	August 20, 2018	September 27, 2018
1701	Division 4	SW 34-7-30 W4	7507 RR30-2A	road washed out at south end of gravel pile. Alberta Transportation told her the ditch that runs parallel to road is MD issue/ditch that runs other direction is AP		Stu Weber	In contact with Alberta Transportation	August 24, 2018	
1704	Division 2	SE 17-6-28 W4	28408 Hw 507	cut grass in ditch on either side of laneway from road		Tony Naumczyk	On the list	August 29, 2018	
1705	Division 2	NW 16-6-28 W5	6223 Rng Rd 28-4	cut sides of road - graded part - from cattle guard to end of graded area. Not into field to house.		Tony Naumczyk		August 30, 2018	



## Recommendation to Council



**TITLE: Statement of Cash Position**

**PREPARED BY: Brendan Schlossberger**

**DATE: October 4, 2018**

**DEPARTMENT: Finance**

**Sheldon Steinke**

**ATTACHMENTS:**

**Interim CAO**

**October 4, 2018**

**1. Statement of Cash Position**

**APPROVALS:**

S. Steinke

\_\_\_\_\_

**Department Director**

\_\_\_\_\_

**Date**

  
 \_\_\_\_\_  
**Interim CAO**

\_\_\_\_\_  
**Date**

*04 OCT 2018*

**RECOMMENDATION:**

**That Council receive the Statement of Cash Position, for the month ending August 2018, as information.**

**BACKGROUND:**

Every month a Statement of Cash Position is provided for Council's review.

**FINANCIAL IMPLICATIONS:**

None at this time.

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

## Month Ending September 2018

<b>BANK STATEMENT C.I.B.C.</b>	<b>September</b>	<b>August</b>
<b>General Accounts</b>		
Bank Statement Balance	(382,549.43)	916,475.35
Deposits After Month End	9,694.48	4,886.00
Cash On Hand	600.00	600.00
Outstanding Cheques	(528,777.44)	(528,657.90)
<b>Month End Cash Available (Overdrawn)</b>	<b>(901,032.39)</b>	<b>393,303.45</b>

<b>M.D.'S GENERAL LEDGER</b>	<b>September</b>	<b>August</b>
Balance Forward from Previous Month	393,303.45	590,729.88
<b>Revenue for the Month:</b>		
Receipts for the Month	719,818.92	486,842.73
Interest for the Month	1,643.65	2,567.14
Transferred from Short Term Investments	750,000.00	2,176,160.99
<b>Disbursements for the Month:</b>		
Cheques Written	(1,300,421.02)	(2,376,052.18)
Payroll Direct Deposits and Withdrawals	(346,316.73)	(448,835.38)
Electronic Withdrawals - Utilities and VISA	(39,522.90)	(37,642.04)
Banking Transaction Fees	(649.81)	(467.69)
Transfer to Short Term Investments	(163,532.00)	-
Debentures and Requisitions	(915,355.95)	-
<b>M.D.'s General Ledger Balance at Month End</b>	<b>(901,032.39)</b>	<b>393,303.45</b>

<b>SHORT TERM INVESTMENTS - C.I.B.C.</b>	<b>September</b>	<b>August</b>
General Account Operating Funds	6,023,161.20	6,760,692.00
MSI Capital Grant Advances	5,457,110.80	5,447,857.81
Public Reserve Trust Funds	100,468.71	100,298.36
Tax Forfeiture Land Sales	13,790.16	13,766.78
Recycling Committee	34,460.87	34,402.44
Water Intake Advance	-	-
Water For Life Advance	69,817.85	69,103.25
Federal Gas Tax Fund	163,532.00	-
	<b>11,862,341.59</b>	<b>12,426,120.64</b>


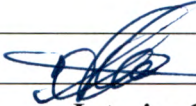
<b>LONG TERM INVESTMENTS</b>	<b>September</b>	<b>August</b>	<b>Annual Rate</b>	<b>Original</b>	<b>Original</b>
<b>Financial Institution</b>	<b>Market Value</b>	<b>Market Value</b>	<b>of Return</b>	<b>Investment</b>	<b>Investment</b>
			<b>2017</b>	<b>Date</b>	<b>Amount</b>
C.I.B.C. Wood Gundy - Bonds	8,692,751.00	8,725,765.00	1.14%	Nov-88	1,255,915.75

### COMMENTS

<b>September Items of Note</b>	<b>Amount</b>
Revenue In - Taxes Before 4% Penalty Applied	250,000.00

This Statement Submitted to Council this 9th Day of October 2018.

## Recommendation to Council

<b>TITLE: INVOICE No. IVC 04655 – Fire Bill Appeal</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 1, 2018</b>	
<b>DEPARTMENT: Administration</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. Letter from Mr. Dudas, dated September 21, 2018 2. Letter from Administration, dated September 25, 2018, with declaration from Mr. Dudas, dated September 28, 2018
<b>APPROVALS:</b>			
_____	_____		_____
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>2018-Oct-04</b> <b>Date</b>

**RECOMMENDATION:**  
**That the request for firefighting costs relief, in the amount of \$2,000, be denied.**

**BACKGROUND:**  
 At their August 28, 2018 Council Meeting, Administration presented Council with six (6) invoices that were submitted to the MD from the Pincher Creek Emergency Services Commission, representing firefighting costs.

During that same meeting, Council passed Resolution No. 18/448, indicating that all invoices were to be forwarded to the landowners, where the fires occurred.

Also, during the August 28, 2018 Council meeting, Administration was directed to amend Bylaw No. 1234-13, to invoice all landowners for the fires occurring on their property.

Subsequently, at the following Council meeting, September 11, 2018, Council rescinded Bylaw No. 1234-13. Firefighting costs are, once again, the responsibility of the landowner.

On September 24, 2018, the MD received the attached letter from Mr. Dudas, appealing the invoice.

On September 28, 2018, Mr. Dudas met with the CAO. Mr. Dudas signed the enclosed affidavit indicating that he does not carry fire insurance for his property.



## Recommendation to Council

---

**FINANCIAL IMPLICATIONS:**

Appeal decisions will impact to the budget.

Sept. 21/18.  
Emeric Dudas

RECEIVED  
SEP 24 2018  
M.D. OF PINCHER

re: Invoice IVC04655

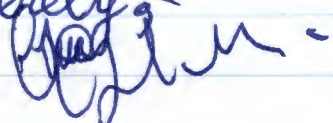
To M. D. of Pincher Creek:

Re: \$2,000.00 bill from Pincher Creek Emergency Services Commission.

I, Emeric Dudas, would like to appeal the \$2,000.00 fire fighting bill regarding my pumphouse fire on April 16/18.

1) I did NOT phone and request the fire department! My dogs alerted me to the fire. Since there was a good covering of snow on the ground and I had no way of extinguishing the fire, I was going to let it burn itself out.

2) Physically unable to work because of a troubling right hip plus other medical issues, I receive a small government cheque each month that barely covers the essentials. Therefore I do not have any money to pay the P.C.E.S.C. charges.

Hoping for your consideration. Sincerely,  
Emeric Dudas. Signature: 



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

September 25, 2018

Mr. Emeric Dudas

Dear Mr. Dudas:

Re: \$2,000 Bill from Pincher Creek Emergency Services Commission –  
Invoice No. IVC04655

Thank you for your letter of September 21, 2018.

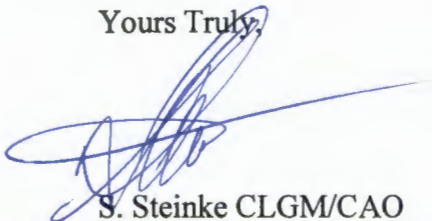
Before Administration can refer your letter to Council for consideration of your request, we must confirm with you that you have insurance on your property, specifically fire insurance.

Please confirm with your insurance broker that you have fire insurance and the response by the Pincher Creek Emergency Services is a claimable incident.

A letter of confirmation from your insurance broker would be sufficient for you to confirm this type of fire insurance, and we would ask you to provide the Municipality with a copy of that letter


We will not be able to further process your letter until we can confirm the insurance coverage.

Yours Truly,



S. Steinke CLGM/CAO

*Mr. Dudas. Was in the office  
on the 28th of September 2018 and states  
he is not carrying any insurance on his  
properties.*



## Recommendation to Council

<b>TITLE: REQUEST FROM ROYAL CANADIAN LEGION</b>		
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 1, 2018</b>
<b>DEPARTMENT: Administration</b>		
<b>Department Supervisor</b>	<b>Date</b>	<b>ATTACHMENTS:</b> 1. Letter from Royal Canadian Legion, dated September 21, 2018
<b>APPROVALS:</b>		
_____	_____	
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>
		<i>2018 OCT 24</i> <b>Date</b>

**RECOMMENDATION:**  
That the Royal Canadian Legion be authorized to sell poppies in any of the MD's facilities.

**BACKGROUND:**  
The Royal Canadian Legion is seeking approval to canvas and distribute poppies and wreaths throughout the area.

**FINANCIAL IMPLICATIONS:**  
None at this time.



**ROYAL CANADIAN LEGION PINCHER CREEK BRANCH #43**

P.O. BOX 131, 691 MAIN STREET, PINCHER CREEK, ALBERTA T0K1W0

Tel: 403 627 4024

**RECEIVED**

SEP 24 2018

M.D. OF PINCHER CREEK

September 21, 2018

Municipal District of Pincher Creek #9

Box 279

Pincher Creek, Alberta

T0K 1W0

During the coming months, the Royal Canadian Legion Pincher Creek Branch #43 will be honoring and remembering our Veterans and their families, through our sale of Poppies and Wreaths and our REMBRANCE DAY SERVICES.

The Royal Canadian Legion Pincher Creek Branch #43 request permission for:

1. Pincher Creek Branch #43 Members and Pincher Creek Branch #43 Ladies Auxiliary Members to canvas businesses, individuals and organizations beginning October 2, 2018 for the sale of wreaths and donations to the Royal Canadian Legion Pincher Creek Branch #43 Poppy Fund.
2. To distribute poppy boxes, as soon as authorized by Dominion Command
3. Youth Groups to canvas the residential areas with poppies on the first Saturday in November

Funds received from donations and the sales of poppies and wreaths are used exclusively to assist Veterans of the Canadian Forces and the RCMP and their families, who need assistance.

Thank you for considering our request and we await your response.

Yours sincerely

Dick Burnham, Poppy Chairman

Royal Canadian Legion Pincher Creek Branch #43

**LEST WE FORGET**

## Recommendation to Council

<b>TITLE: HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 4, 2018</b>	
<b>DEPARTMENT: Administration</b>			
			<b>ATTACHMENTS:</b> 1. Email, dated October 4, 2018
<b>Department Supervisor</b>		<b>Date</b>	
<b>APPROVALS:</b>			
<b>Department Director</b>		<b>Date</b>	<div style="text-align: center;">   <b>Interim CAO</b> </div> <div style="text-align: right; margin-top: 5px;"> <b>2018 OCT 04</b>  <b>Date</b> </div>

**RECOMMENDATION:**  
That authorization be given to Reeve Quentin Stevick to attend the Highway 3 Twinning Development Association Meeting, scheduled for October 12, 2018, in Lethbridge.

**BACKGROUND:**

At the August 28, 2018 Council Meeting, authorization was given to become a member of the Highway 3 Twinning Development Association.

Authorization is now be requested for Reeve Quentin Stevick to attend the meeting for this Association.

**FINANCIAL IMPLICATIONS:**

An honorarium to attend the meeting will be required.

## Tara Cryderman

---

**From:** Sheldon Steinke  
**Sent:** Thursday, October 4, 2018 8:19 AM  
**To:** Tara Cryderman  
**Subject:** FW: October 12 meeting  
**Attachments:** Oct 12 2018 Hwy 3 EDA Agenda.pdf; HIGHWAY 3 minutes - Sept 7 2018.pdf; Copy of Acquisition Estimate 2018.xlsx; H3TDA Strat Plan September 18 - FINAL.pdf; administrator job description draft Oct 12 .pdf; draft Budget 2019 Oct 12.pdf

Tara  
For Council agenda to get authorization for the Reeve to attend.  
Sheldon

**From:** Leslie Warren <admin@twin3.ca>  
**Sent:** October 3, 2018 9:16 PM

**Subject:** October 12 meeting

Hello,

Attached is the agenda and relevant documents for the next meeting, being held on **Friday October 12, at 10am, Heritage Hall, Lethbridge Exhibition Grounds.** Please note that the time has changed due to the Mayors/ Reeves meeting being held at noon.

This meeting is very important to the future of the Association. If you cannot make it, please have your alternate attend.

Have a nice Thanksgiving weekend....hopefully with less snow!!

**Leslie Warren**

Interim Administrator

Highway 3 Twinning Development Association





## Highway 3 Twinning Development Association

### Agenda

Friday October 12, 2018 – 10:00 AM  
Lethbridge Exhibition Grounds

1. Call to order – President Bill Chapman (Recorder – Leslie Warren)
2. Introductions
3. Approval/ Additions to the Agenda
4. Adoption of Minutes – Regular Meeting Minutes – September 7, 2018
5. Business Arising from Minutes
  - 5.1 – Strategic Plan

**Motion:**

**Whereas** the Highway 3 Twinning Development Association has shown the economic value of the twinning of Highway 3 through the U of L Twinning Feasibility Report;

**Whereas** the Association recognizes the value of twinning Highway 3 for increased transportation safety.

**It is therefore resolved that** the Highway 3 Twinning Development Association adopts the Strategic Plan completed by 1st Principles Planning; and

**Further be it resolved** that the Executive of the Highway 3 Development Association work with our current administrative assistant to request proposals from interested parties or individual(s) that would work to implement the objectives of the Strategic Plan and present options for the board to consider at the earliest possible date.

**Motion:**

**Whereas** the Highway 3 Twinning Development recognizes that the objectives set out in the Strategic Plan will require time and financial resources to achieve a positive result.

**It is therefore resolved that** the Highway 3 Twinning Development Association direct our administrator to request funds for 2019 from southern Alberta Municipalities and organizations as proposed in the distributed spreadsheet.

## 5.2 Business Plan

Discussion of a Business Plan to lay out a map for the Government so the cost is not prohibitive by constructing in stages.

- |                                  |                 |
|----------------------------------|-----------------|
| 6. Alberta Transportation Report | Darren Davidson |
| 7. MLA Report                    |                 |
| 8. MP Report                     |                 |
| 9. Presidents Report             | Bill Chapman    |
| 10. Administrator Report         | Leslie Warren   |
| 11. Finance Report               | Jack Brewin     |

## 12. New Business

## 13. Information Items

14. Next Meeting – Friday, November 2, 2017 at 10:30 AM, Lethbridge City Hall, Culver Room

## 15. Adjournment

## Recommendation to Council

<b>TITLE: PLEDGE OF THE CODE OF CONDUCT BYLAW</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 4, 2018</b>	
<b>DEPARTMENT: Administration</b>			
			<b>ATTACHMENTS:</b> 1. Pledge of the Code of Conduct
<b>Department Supervisor</b>		<b>Date</b>	
<b>APPROVALS:</b>			
			
<b>Department Director</b>		<b>Date</b>	<b>2018 Oct 04</b> <b>Date</b>

<p><b>RECOMMENDATION:</b>  <b>That Council approve the Pledge of the Code of Conduct;</b>   <b>And that Councillors take the Pledge at the beginning of the annual Organizational Meeting;</b>   <b>And that Council appointed Committee Members take the Pledge at beginning of the first meeting after the Organizational Meeting.</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>BACKGROUND:</b></p> <p>The Code of Conduct Bylaw was given third reading on August 28, 2018.</p> <p>The Pledge of the Code of Conduct is an annual reminder to Councillors, and Committee Members, of the Code of Conduct.</p> <p>Committee Members would be required to take the Pledge as well, at the first committee meeting held after the Organizational Meeting.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b><u>FINANCIAL IMPLICATIONS:</u></b></p> <p>None at this time.</p>
------------------------------------------------------------------------



Pledge of the Code of Conduct Bylaw  
from Members of Council and Council Appointed Committee Members

As a member of Council, or an appointed Committee Member, for the Municipal District of Pincher Creek No. 9, I recognize that I have a responsibility to assure that ethical standards are understood and met to ensure the public will have confidence in the integrity of Council and/or the Committee.

In recognition of my commitment as a Councillor, or appointed Committee Member, of the Municipal District of Pincher Creek No. 9, I pledge to uphold to the provisions contained within Bylaw No. 1281-17, being the Council and Council Committees Code of Conduct;

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a Council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a Council may, by bylaw, establish a code of conduct governing the conduct of members of Council Committees and other bodies established by the Council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the Council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the Municipality of Pincher Creek No. 9 and the individuals Council appoints to various Council Committees who are not councillors;

AND WHEREAS the establishment of a code of conduct for members of Council and appointees to Council Committees is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of Council and appointees to Council Committees share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors.

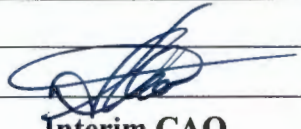
\_\_\_\_\_  
Witness to the Signature

\_\_\_\_\_  
Councillor / Committee Member

Signed this \_\_\_ day of \_\_\_\_\_, 20\_\_

# Administration Guidance Request

F4e

<b>TITLE: COUNCILLOR ATTENDANCE TO THE PINCHER CREEK AWARDS OF EXCELLENCE</b>				
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 4, 2018</b>		
<b>DEPARTMENT:</b>				
			<b>ATTACHMENTS:</b> 1. Status for Group to Grants and Organizations Account	
<b>Department Supervisor</b>	<b>Date</b>	<b>Date</b>		
<b>APPROVALS:</b>				
_____ <b>Department Director</b>	_____ <b>Date</b>	 _____ <b>Interim CAO</b>	_____ <b>Date</b>	2018 Oct 04

**REQUEST:**  
 That Council determine who will attend the Pincher Creek Awards of Excellence, scheduled for October 19, 2018.

**BACKGROUND:**  
 At the September 11, 2018 meeting, Council agreed to be a Silver Sponsor for the Awards of Excellence event. With this sponsorship, four (4) tickets are provided.

The Reeve has been provided with two (2) complimentary tickets.

Council should consider whether the four tickets are for Councillors and spouses.

Council is asked to determine who will attend this event, and whether additional tickets are to be purchased, should there be a need to. Tickets are selling fast, at a cost of \$60 each.

Tickets could be funded through the Groups to Grants and Organizations Account. The status on this account is attached.

**FINANCIAL IMPLICATIONS:**  
 The purchase of additional tickets will impact the Grants to Groups and Organizations Account.

## **Tara Cryderman**

---

**Subject:** FW: Grants to Groups Update

May 3 - \$100.00 – 3D Animal Target Donation

May 31 - \$329.40 – Gravel Donation

June 21 - \$250.00 – Wear the Gear Event Donation


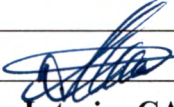
June 21 - \$100.00 – Motorcycle Show Donation

June 28 - \$5000.00 – Canada Day Fireworks

Sept. 21 - \$500.00 - PC Chamber of Commerce Silver Sponsor

Total = \$6,279.40

## Administration Guidance Request

<b>TITLE: 2019 PINCHER CREEK CALENDAR</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 4, 2018</b>	
<b>DEPARTMENT:</b>			
		<b>ATTACHMENTS:</b> 1. 2019 Pincher Creek Calendar Document	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
		 Interim CAO	2018 OCT 04 Date
<b>Department Director</b>	<b>Date</b>		

**REQUEST:**

**That Council determine if MD related events are to be included in the 2019 Pincher Creek Calendar.**

**BACKGROUND:**

Councillor Lemire was approached, during his last Economic Development Committee Meeting, to see if the MD wanted their events included in the 2019 Pincher Creek Calendar.

The Town of Pincher Creek produces and distributes the calendar.

Events such as Coffee with Council could be included; however, regular programming (Council meetings, etc) will not be included. It would be up to the organization to advertise for events such as Lundbreck Cornfest, as these are not MD events.

If Council wishes to advertise their Coffee with Council sessions, these dates need to be determined at this meeting, as the deadline for submission is October 31, 2018.

**FINANCIAL IMPLICATIONS:**

None at this time.

-Comm notes



## 2019 Pincher Creek Calendar

Did you see the 2018 Pincher Creek wall calendar? We printed 1900 copies and the feedback was fabulous so we are doing it all over again! We would love to include your event in the 2019 calendar! The concept is simple however it will take some forward planning to get your event included!

**Cost to be included:** \$0.00

**What you need to send us:**

Short event name (for example Pro Rodeo or Arts & Drafts)

Confirmed event date (January 2019 through to December 2019)

**When we need it by:** October 31, 2018

**How do I submit my event:** [CLICK HERE](#) or email [economic@PincherCreek.ca](mailto:economic@PincherCreek.ca)

**\*Who/what can be included:** Special events that are open to the public, regular programming will not be included, businesses and organization from the Town &/MD of Pincher Creek only please. Retail sales will not be included.



// **For more information or if you have questions, please contact Marie at the Town Office.**

\*The Town of Pincher Creek will have final decision on the events that are listed on the calendar, submissions received after the deadline will not be included.



**TOWN OF PINCHER CREEK**  
962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0  
Phone 403 627 3156 Fax 403 627 4784  
[economic@pinchercreek.ca](mailto:economic@pinchercreek.ca) [www.pinchercreek.ca](http://www.pinchercreek.ca)



INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

F4g

September 20, 2018 to October 09, 2018

**DISCUSSION:**

- Sept 20/21, 2018 HJ Consulting Re Budget Planning.  
Met with Fast4ward CAO selection,
- Sept 24, 2018 BMCA Community Advisory Committee,  
Alberta Tourism/Town of PC/Crowsnest Pass Re GOA planning  
for Park Tourism in future,  
Safety Coordinator Position Offer of Employment,
- Sept 25, 2018 Council Meeting,
- Sept 26 2018 Fast4ward re CAO Process,
- Sept 27, 2018 Safety Coordinator Position, Budget Preparation with HJC,
- Oct 01, 2018 Fast4ward CAO/Finance Director Positions.
- Oct 02, 2018 Fast4ward, Special Council Meeting, Planning.
- Oct 03, 2018 AEMA Planning for Course Nominations,
- Oct 04, 2018 Fast4ward CAO/Finance Director,

**UPCOMING:**

- Oct, 09, 2018 Council Meeting
- Oct 10, 2018 Joint Health and Safety STAFF, REMO Planning, Coffee with Council

**OTHER**

Director Positions

Job Description development ongoing with Fast4ward and Director of Finance position advertised and Closing Date Oct 10, 2018.

**RECOMMENDATION:**

That Council receive for information, the Interim Chief Administrative Officer's report for the period of September 20, 2018 to October 9, 2018.

Prepared by: Interim CAO, S. Steinke  Date: Oct 03, 2018

Presented to: Council Date: Oct 09, 2018

## Recommendation to Council

<b>TITLE: Informational Correspondence</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: October 4, 2018</b>	
<b>DEPARTMENT:</b>			
			<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>		<b>Date</b>	<ol style="list-style-type: none"> <li>1. Letter from Municipal Affairs, dated September 14, 2018</li> <li>2. Letter from Alberta Historical Resources Foundation, dated September 17, 2018</li> </ol>
<b>APPROVALS:</b>			
_____	_____		<i>2018 OCT 04</i>
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

<b>RECOMMENDATION:</b>
That Council receive the following documents as information:
<ul style="list-style-type: none"> <li>- Letter from Municipal Affairs, dated September 14, 2018</li> <li>- Letter from Alberta Historical Resources Foundation, dated September 17, 2018</li> </ul>

<b>BACKGROUND:</b>
Multiple documents were received.

<b><u>FINANCIAL IMPLICATIONS:</u></b>
None at this time.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED

SEP 25 2018

M.D. OF PINCHER CREEK

AR94747

September 14, 2018

Ms. Sandra Baker  
Chairperson, Pincher Creek and District Public Library Board  
c/o Pincher Creek Municipal Library  
Box 2020  
Pincher Creek AB T0K 1W0

Dear Ms. Baker,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2019. This award is adjudicated by a popular vote, open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service, to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 3, 2018, and the submission deadline is February 25, 2019. Nomination forms and additional details will be available at [www.albertalibraries.ca](http://www.albertalibraries.ca). Winners will be notified by early April 2019 and announced at the Alberta Library Conference in Jasper from April 25-28, 2019.

If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

I would like to again recognize the 2018 award recipients: the City of Camrose Library Board for their Snacks in the Stacks program; Town of Carstairs Library Board for their Annual Parenting Fair; Town of Morinville Library Board for their Indigenous Canada Learning Circle (also the YOU Libraries Award Winner); and Parkland County Library Board for their WiFi Hotspots.

.../2

Thank you for your work in ensuring public libraries are recognized as an integral part of vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,



Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: His Worship Don Anderberg, Mayor, Town of Pincher Creek  
Mr. Quentin Stevick, Reeve, Municipal District of Pincher Creek No. 9  
Ms. Janice Day, Library Manager, Pincher Creek Municipal Library



*Working with Albertans to preserve and interpret our heritage*

**RECEIVED**

SEP 26 2018

M.D. OF PINCHER CREEK

September 17, 2018

Ms. Tara Cryderman  
Executive Assistant  
Municipal District of Pincher Creek No. 9  
Box 279  
Pincher Creek, AB T0K 1W0

Dear Ms. Cryderman:

Thank you for nominating **Mr. Farley Wuth** for an **Outstanding Achievement Award** through the Alberta Historical Resources Foundation's Heritage Awards Program. I regret to inform you that the above nomination was not selected at this time.

The committee considered 41 nominations in five categories representing individuals and organizations committed to preserving and promoting Alberta's heritage. Twelve awards will be presented. The award recipients will be announced shortly.

Again, thank you for taking the time to submit this nomination. Please extend our appreciation to Mr. Wuth.

Sincerely,

A handwritten signature in blue ink that reads "Jmaki Motapanyane".

Dr. J. Maki Motapanyane  
Chair, Alberta Historical Resources Foundation

cc: Farley Wuth

## Tara Cryderman

---

**From:** Sheldon Steinke  
**Sent:** Monday, October 1, 2018 8:45 AM  
**To:** Quentin Stevick; Rick Lemire; Brian McGillivray; Brian Hammond; Scott Korbett; Bev Everts; Terry Yagos  
**Cc:** Roland Milligan; 'Gavin Scott'; Tara Cryderman  
**Subject:** RE: Open House - BCLA Oct 20

Quentin

I have already sent a response email to Mr. Dolan indicating I could not attend as I have no back ground on how Council would look at the issue he is proposing to put on the forum.

I would suggest you may want to have Roland and Gavin with you before you consider participation in the forum to discuss the Council position on the issue of Fiscal decisions visa/visa Land Use Planning.

At the current time the MGA and your LUB guide the MD's process on Land Use Planning.

We can put it on the agenda for your discussion.

Sheldon

**From:** Quentin Stevick  
**Sent:** September 30, 2018 1:42 PM  
**To:** Sheldon Steinke <CAO@mdpincercreek.ab.ca>; Rick Lemire <CouncilDiv2@mdpincercreek.ab.ca>; Brian McGillivray <BMcGillivray@pincercreek.ca>; Brian Hammond <CouncilDiv4@mdpincercreek.ab.ca>; Scott Korbett <SKorbett@pincercreek.ca>; Bev Everts <CouncilDiv3@mdpincercreek.ab.ca>; Terry Yagos <CouncilDiv5@mdpincercreek.ab.ca>  
**Subject:** FW: Open House - BCLA Oct 20

Please add this to our next council agenda package if not already done so.

Thanks, Quentin

**From:** Boundary Creek Landowners <j...>  
**Sent:** September 19, 2018 9:08 AM  
**To:** Sheldon Steinke <CAO@mdpincercreek.ab.ca>  
**Cc:** Quentin Stevick <CouncilDiv1@mdpincercreek.ab.ca>  
**Subject:** Open House - BCLA Oct 20

Sheldon Steinke  
 CAO  
 MD of Pincher Creek

Dear Sheldon,

The Boundary Creek Landowners Association (BCLA) is hosting an Open House for the public on October 20, 2018 at 2pm at the Boundary Creek Hall. The purpose of this, and future Open Houses, is to build community and provide a venue for increased awareness and understanding on topics of interest to the community and the BCLA. If you would like more information on our organization, please feel free to visit our website at <http://boundarycreekland.ca/>.

Given that context, we've invited the Miistakis Institute to present on their work around the Cost of Community Services (COCS). The Miistakis Institute is a research institute affiliated with Mount Royal University in Calgary and has worked with a number of municipalities on this topic.

We are also hoping to follow this presentation with a Panel of presenters from different municipalities. The focus of the Panel would help our membership, and the public, understand how different municipalities have considered or framed fiscal decisions through the land use planning process. To that end, we wondered if the MD of Pincher Creek would be interested in participating in the Panel?

If you have any questions or require more information, please don't hesitate to contact Bill Dolan to discuss further.

Thank you.

Bill Dolan  
Vice President - BCLA

**Beaver Mines Community Association  
Board Meeting - Saturday September 29, 2018  
Meeting Minutes**

In Attendance :

BMCA: Pete Fallkeburg, Rob Bronson, Linde Farley, Bert Nyrose, Lynn Calder, Bernie Bonertz, Sam Schofield, Jolaine Kelly

Absent: Ken Fast, Breanne Pereverziff, Tyler Pereverziff

MD: Cst. Annie Starzynski (RCMP)

Community: Mary May, Marley Nyrose

- A. Call to order and Greetings  
Meeting called to order at 10:00AM by Pete.
- B. Approval of Agenda  
Add Board meeting schedule and Cst. Annie Starzynski  
Motion to adopt agenda by Lynn, seconded by Linde, all in favour
- C. Special Guest – Mary May  
Mary provided an update on the park bench in Ken’s name. The previously approved bench will be installed Tuesday October 9th. The location of the bench was discussed and agreement given. It was agreed that Alberta First Call would be contacted.
- D. Approval of last meeting minutes – August 18, 2018  
Motion to approve by Sam, seconded by Rob, all in favour
- E. Treasurer’s report  
\$5,979.56 balance – does not include Fish Fry event expenses  
Society filing required for current year. Last year’s filing was received and is still waiting approval.  
Lynn clarified the policy regarding expenditures:  
- Only people on the board can make expenditures  
- Anything over \$100 to be pre-approved at meetings or by e-mail  
- Events have a pre-approved \$100 budget  
BMCA received a \$50 gift certificate as part of the FireSmart funding. Rob made a motion to give the gift certificate to Kevin Kelly in appreciation for all the great FireSmart mitigation work he provided. Seconded by Bert, all in favour.  
Motion to approve Treasure’s report by Linde, seconded by Jolaine, all in favour
- F. Committees  
Agreed to the formation of creating additional Events, Park/Miner’s Cabin committees in addition to Water and Wastewater, Fire Prevention and BMCA Bylaw.  
Breanne will be the Events Coordinator.  
Rob will be the BMCA Bylaw Coordinator. Tyler will be asked to join. This committee’s work needs to be completed ASAP and then disbanded.  
There was discussion whether the Miner’s Cabin should be part of the Parks Committee.  
No decision made. Gazebo issues would be part of the Park Committee not Events.  
No Park coordinator was assigned.
1. Water and Wastewater CAG (Lynn CC, Bert, Tyler, Gordon Peterson, Mike Safranka)  
- Update from last MD meeting September 10<sup>th</sup> and 24<sup>th</sup> (see attached). Everyone is encouraged to read the details. Next meeting Oct 15<sup>th</sup>.



**Beaver Mines Community Association**  
**Board Meeting - Saturday September 29, 2018**  
**Meeting Minutes**

- Lynn provided highlights – specific to home owners  
Application Packages coming soon to each home owner. Planned to be sent out before the end of October and returned by year end. The packages are to include an approximate cost for the hookup.  
MD still saying hookup is optional with incentives to hookup next year as part of the program.  
General information session with short one on ones with home owners are planned.
  - Discussed the requirements for a sewage line to be taken into the park and whether the path design being considered is acceptable. Motion to have Lynn to send a letter requesting sewer line in to the park and advising that path design is acceptable. Motion to adopt by Linde, seconded by Sam, all in favour.
2. Events (Breanne CC)
- Breanne will be the overall events coordinator. The role of the coordinator is to make our events even better by gathering lessons learned and provide direction to the event organizers (if required)
  - Discussed the requirement to have a backup assigned for events
  - Created the 2018-2019 event list and tentative organizers and dates (see attached).
  - First event is the October Pot Luck on October 20<sup>th</sup>.
3. Fire Prevention (Linde CC, Rob)
- The 2018 FireSmart removed 3.4 tonnes of fuel from Beaver Mines
  - The FireSmart budget was overrun by \$209. Since this was additional cost for hauling dead wood from public land to landfill the Pincher Creek Emergency Services was asked for funding. We are very thankful that they agreed to cover the cost.
  - Plans will be developed for 2018/2019. We hope to do another FireSmart program. The people who requested assessments as part of the contest need to be contacted. It wasn't possible to do assessment in August because of the fire situation. Fire guard to be coordinated with W&S CAG.
4. BMCA Bylaws (Rob CC, Tyler)
- Rob will update the bylaws based on the outcome of the AGM and review with Tyler.
  - The current objectives of the BMCA will be circulated to the board.
5. Miner's Cabin
- Pete to follow up on letter sent to the MD expressing our interest to build.
6. Park
- Sam will look into insurance requirements.
  - Mark Picard has agreed to handle Gazebo bookings. Motion to adopt by Linde, Seconded by Jolaine, approval by all. Thank you Mark.
  - Discussed options for plowing park pathway. Jolaine will draft a letter requesting the MD to provide plowing.

**Beaver Mines Community Association  
Board Meeting - Saturday September 29, 2018  
Meeting Minutes**

- G. Outstanding Business (not handled by committees)
1. BBQ – Motion to cancel purchase of BBQ – adopted by Linde, seconded by Rob, approved by all.
  2. Fish Fry Equipment – remove from agenda will be considered prior to next Fish Fry
  3. Pathway – see comments under W&S – remove from agenda
  4. Grants – no update
  5. MD Land Use Bylaw – A public meeting is being held at 6:00 p.m., Thursday, October 11, 2018 at the MD office. MD Council received our letters dated August 17th and 18th. They were forwarded to “MD’s Planner for future land use planning and consideration for the Hamlet of Beaver Mines.” (MD letter dated Sept 4th)
  6. Beaver Mines contact list – Rob to follow up with Jeff.
- H. New Business
1. Filling Vacant Board Position . Candidates who had expressed interest for the vacant board position were discussed. A motion was made by Lynn to have Shannon MacMillan join the board, seconded by Jolaine, approved by all.
  2. The schedule for board meetings was discussed. Agreed to go to six meetings per year. Committee work is to be on-going. See attached meeting schedule. Next meeting November 17, 2018. Future dates TBD.
  3. Mail Pick-up – Linde agreed to pick up the mail. Thanks!
  4. Signing Authority – Pete, Breanne and Lynn have been given signing authority.
- I. MD Report
1. Prior to the meeting, Bev provided information regarding MD Landuse bylaw and MD/BMCA Owner Operator agreement. See above.
- J. Pincher Creek RCMP
1. Annie provided the following information:
    - The MD has an Animal Control Officer who is available throughout the entire municipality to respond to specific animal issues. The Animal Control Officer is Kerry Smyke and he can be contacted at 403-627-8955.
    - A Crime Map is available on the MD web site (<https://mdpinchercreek.ab.ca/news/MDs-RCMP-Crime-Map>) Daily updates are made. Events stay up two weeks.
    - With the paving of 774, gravel truck speed has been a real issue. 5 tickets were recently issued.
- K. Call for Adjournment
- Jolaine called for the meeting to be adjourned, seconded by Linde, all in favour. Meeting adjourned at 11:45.

**Beaver Mines Community Association (BMCA)  
Water and Wastewater Community Advisory Group (CAG)**

Meeting with MD, Monday Sept 10, 2018

Attendees: MD: Sheldon Steinke, Leo Reedyk

BMCA: Bert Nyrose, Lynn Calder, Gordon Petersen, Tyler Pereverziff Absent: Mike Safranka

**Highlights (see attached spreadsheet for running list of action items)**

1. MD provided draft application package based on 2 sample properties. Bert provided preliminary input on what should be included (handwritten notes provided to MD). CAG will review and provide additional comments. CAG indicated most people will need to understand ballpark costs before signing up.
2. CAG indicated community preference to have MD coordinate connections for those that hook up. MD to include as separate schedule in contract. To be paid by landowners up front or via local improvement tax (requires 61% approval by those affected).
3. MD plans to include one curb stop per house whether people connect or not – assuming that eventually 100% will connect.
4. Discussed possibility of workshops with MPE and/or contractors and community so people know what's involved and how to make decisions (e.g. location of curb stop, open cut vs. directional drilling, keeping or abandoning existing well, etc).
5. Discussed benefits to coordinating project with proposed paved pathway (e.g. fill removed for pipelines could be set aside for pathway) and possible improvements to park. General discussion on gazebo, drainage, turn-around space, parking and utilities. MD would like a formal request from BMCA as to what portions of the pathway they support and what improvements/utilities they might like to see in the park. BMCA may be setting up a park planning committee to start to discuss these issues.
6. Bert provided suggestions regarding special provisions in contract to minimize disruption (e.g. traffic accommodation, hours of work, noise bylaw, open excavations, debris and equipment storage, site reclamation, access)
7. Laneway purchase – Sheldon indicated MD can only sell property for assessed value and will need to do surveys. Property taxes would go up proportionally. This will make it more difficult to get 100% buy-in. Agreed we should resolve before servicing done.
8. Discussion regarding most recent construction drawings. Bert provided his marked up plans to Leo. Key comments/questions (see also Bert's handwritten notes provided to MD):
  - Roadway criteria – paving, gravel? May be more than needed
  - 7<sup>th</sup> St will be the only one left not paved
  - culverts should be assessed up front as most will likely need to be replaced
  - use of vibratory compaction equipment
  - discrepancies in drawings – typicals vs. actuals
  - hydrant spacings
  - clearing to lift station on 5<sup>th</sup> St
  - variable size of driveways, 1m lip
  - connection between 3<sup>rd</sup> and 4<sup>th</sup> St
  - option to flip sewer to uphill side of 2<sup>nd</sup> Ave
  - split sewer on 2<sup>nd</sup> Ave – how does homeowner in gap connect?
  - Dog legs in pipelines
  - Elevations of gas line
  - Issues on 5<sup>th</sup> St – try to avoid construction in ditch
  - New gas line coming in S of store?
  - Proposed roads and trails
9. Agreed to meet every 2 weeks until it is determined we can meet less frequently. Next meeting Monday Sept 24<sup>th</sup> at 9:30AM

**Beaver Mines Community Association (BMCA)  
Water and Wastewater Community Advisory Group (CAG)**

Meeting with MD, Monday Sept 24, 2018

Attendees: MD: Sheldon Steinke, Leo Reedyk

BMCA: Bert Nyrose, Lynn Calder

Absent: Mike Safranka, Gordon Petersen, Tyler Pereverziff

**Highlights (see attached spreadsheet for running list of action items)**

1. Reviewed/updated action items and timelines (see spreadsheet below)
2. Discussion re Terms of Reference for Group – comments discussed at last meeting being presented to Council for approval on Sept 25
3. Additional Work Items discussed on Sept 10 being presented to Council on Sept 25 for direction. MD may consider proposing a local improvement tax for some or all upgrades to project (not just coordination of connections by MD). MD to check back with CAG before proceeding as many of these items have not yet been discussed with BMCA Board/community, esp. re park
4. Discussed improvements to application pkg/maps (e.g. legend, info MPE has, additional explanations that would be helpful in letter)
5. CAG to help MD prepare Q&A sheet for package/website
6. Agreed to hold information sessions with landowners in November to help them understand application process and decide how to proceed. Agreed that we should give landowners until end of year to respond.
7. MD would like to have property information whether or not people sign up to connect. Otherwise they will make their best guess
8. MD will handle line locates/highway permits if they do connections
9. Landowners may get a monthly bill for curb stobs/garbage pickup whether or not they connect to system. Council to decide.
10. Re laneway purchase – if MD decides to proceed, purchasers will need to pick up costs for surveying, subdivision etc.
11. Re pathway – CAG said when this was last discussed (2017 Coffee With Council at Coalfields School?), there was community consensus only on portions along Hwy 774 (between 4<sup>th</sup> and 5<sup>th</sup> St) and the connector to 3<sup>rd</sup> St from 4<sup>th</sup> St. MD should have the map we drew on. MD to come back to us to confirm if they go ahead
12. MD indicated that 2<sup>nd</sup> Avenue would be repaved after 1 year
13. MD has shared our comments on the plans with MPE; some had been considered, some not. MD will share with CAG updated plans and let us know which suggestions were incorporated.
14. Next meeting Monday October 15<sup>th</sup> at 3:30PM

**Beaver Mines Community Association (BMCA)  
Water and Wastewater Community Advisory Group (CAG)**

<b>Action Items/Decisions (changes from previous list shown in bold)</b>			
<b>Due</b>	<b>Who</b>	<b>Item</b>	<b>Status</b>
24-Sep	Sheldon	Provide MD comments on draft TOR to CAG	<b>Done</b>
24-Sep	Bert/CAG	Provide comments to MD on draft application package	<b>Done</b>
<b>24-Sep</b>	Leo	Confirm responsibilities for gas/power locates & highway permits	<b>Done</b>
30-Sep	Sheldon	Finalize Terms of Reference for CAG (MD Council Approval)	In Progress
<b>15-Oct</b>	<b>Lynn/CAG</b>	<b>Provide MD with draft Q&amp;A list to include in package/MD website</b>	<b>In Progress</b>
31-Oct	Leo	Select sewage treatment option/location	In Progress
31-Oct	Leo	Confirm requirements for well/septic system abandonment	In Progress
31-Oct	Leo	Finalize application package and send to landowners	In Progress
31-Oct	Leo	Determine ballpark costs for connection/operation	In Progress
31-Oct	Council	Determine if standpipe will be included in scope	In Progress
31-Oct	Council	Determine incentives to connect	In Progress
30-Nov	Bert/BMCA	Identify what portions of park pathway supported by community	<b>In Progress</b>
<b>30-Nov</b>	Bert/BMCA	Determine improvements/utilities BMCA would like to see in park	<b>In Progress</b>
<b>30-Nov</b>	Sheldon	Hold community workshop with MPE	In Progress
<b>30-Nov</b>	Bert/BMCA	Hold community workshop with contractors <b>who could do work (only if MD doesn't coordinate connections)</b>	Not started
<b>31-Dec</b>	<b>Leo</b>	<b>Confirm what project upgrades will be included in tender</b>	<b>In Progress</b>
31-Dec	Leo	Do survey in community to get accurate property boundaries	Not started
31-Dec	Sheldon	Confirm laneway purchases - price/offer/finalize	In Progress
<b>31-Dec</b>	Community	Return applications to MD	Not started
<b>31-Dec</b>	Leo	Determine special provisions to minimize disruption	In Progress
<b>31-Dec</b>	Leo	Tender documents for servicing including input from CAG	In Progress
<b>31-Dec</b>	Council	Pass utility bylaw	Not started
2019	Council	Determine fee schedule	Not started
2019	Council	Pass local improvement tax for connections and/or project upgrades (note that process needs to be initiated soon to be complete in time)	Not started

**Beaver Mines Community Association Information  
2018 - 2019**

**A. Board Members**

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>email</b>	<b>Committees</b>
President	Pete Falkenberg			
Vice-President	Tyler Pereverziff			W&W BMCA Bylaw
Treasurer	Lynn Calder			W&W (CC)
Secretary	Rob Bronson			Fire Prevention BMCA Bylaw (CC)
Director	Bernie Bonertz			
Director	Linde Farley			Fire Prevention (CC)
Director	Ken Fast	4		
Director	Jolaine Kelly			
Director	Shannon MacMillan			
Director	Bert Nyrose			W&W
Director	Breanne Pereverziff		m	Events (CC)
Director	Sam Schofield			

**Notes:**

1. CC - Committee Coordinator
2. Quorum is 50% + 1 = 6
3. W&S – Water and Sewage

**Beaver Mines Community Association Information  
2018 - 2019**

**B. Board Meetings**

<b>Date</b>	<b>Time</b>
September 29, 2018	10:00 AM
November 17, 2018	10:00 AM
January 2019	10:00 AM
March 2019	10:00 AM
May 2019	10:00 AM
July 2019	10:00 AM
September 2019	10:00 AM
AGM - TBD	10:00 AM

**C. Event Calendar**

<b>Event</b>	<b>Date</b>	<b>Organizer</b>	<b>Back-up</b>
October Pot Luck	October 20th	Bernie	Rob
Lantern Festival	November 16/17	Jolaine	N/A
Christmas Party	December 15th	Pete	TBD
Crib Tournament	February 16th	TBD	TBD
Easter Egg Hunt	April 13	TBD	TBD
Fun Run	TBD	Sam	TBD
Park Clean-Up	May 11	Pete	TBD
Pick-Up	May 21	N/A	TBD
Bike Trip to Castle	TBD	Lynn	Rob
Fish Fry	July (TBD)	TBD	TBD
Corn Roast	August 31st	TBD	TBD
President's Ball (AGM)	September (TBD)	TBD	