

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

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Allied Arts Council of Pincher Creek Update
  - Email from Allied Arts Council of Pincher Creek, dated January 3, 2018
2. Community Grant Writer
  - Email from Pincher Creek and Area Early Childhood Coalition, dated December 18, 2017
3. Beaver Mines Water and Wastewater Project
  - Email from Cornell Van Ryk, dated January 3, 2018

C. MINUTES

1. Council Meeting Minutes
  - December 12, 2017
2. Special Council Meeting Minutes
  - December 18, 2017

D. UNFINISHED BUSINESS

1. Communication and Club Root
  - Delegation Presentation and email from Diana Reed, dated December 4, 2017
2. Tax Arrears Charge
  - Letter from Deanna Haslam, dated December 5, 2017
3. Friends of Castle River Petition
  - Delegation Presentation and email from Megan Metheral, dated December 6, 2017

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations
  - a) Operations Report
    - Report from Director of Operations, dated January 3, 2018
    - Public Works Call Log
2. Planning and Development
  - a) Road Closure Resolution – Ptn. Of Plan 1789BM within NW 20-5-2 W5M
    - Report from Director of Development and Community Services, dated January 4, 2018
3. Finance
  - a) FCM Membership – Legal Defense Fund Donation
    - Report from Director of Finance, dated January 3, 2018
  - b) Village of Cowley – Truck Purchase
    - Report from Director of Finance, dated January 3, 2018
  - c) Update on Pincher Creek Ag Society Roof Repairs
    - Report from Director of Finance, dated January 3, 2018
4. Municipal
  - a) Alberta Community Partnership – Town of Pincher Creek / MD of Pincher Creek
    - Report from Chief Administrative Officer, dated January 4, 2018
  - b) Alberta Community Partnership – Rural Partners
    - Report from Chief Administrative Officer, dated January 4, 2018
  - c) Chief Administrative Officer's Report
    - Report from Chief Administrative Officer, dated January 4, 2018
    - Administration Call Log
    - MD of Pincher Creek Enhanced Policing Report, December 2017

F. CORRESPONDENCE

1. For Action

- a) 2017 Project Funding Requests
  - Letter from Town of Pincher Creek, dated December 13, 2017
- b) Consultation on Noise Issues – AUC Rule 012: Noise Control
  - Bulletin 2017-11 from Alberta Utilities Commission
- c) Kenow Fire
  - Email from Gaylen Armstrong, dated December 20, 2017
- d) Cold Mix Surfacing
  - Email from Sue Guerra, dated December 4, 2017

2. For Information

- a) Canada's Clean Water and Wastewater Fund
  - Letter from Alberta Transportation, dated December 21, 2017
- b) Investing in Canada Infrastructure Plan
  - Letter from Alberta Infrastructure, dated December 20, 2017
- c) Pincher Creek Emergency Services Commission Inspection
  - Inspection Report by Transitional Solutions Inc.
- d) Notification of 2018 Subdivision Application Fee Increase
  - Email from Oldman River Regional Services Commission, dated December 14, 2017
- e) Letter of Possible Intent – Pincher Creek Library Board
  - Email from Pincher Creek Municipal Library Board, dated January 2, 2018
- f) Christmas Card
  - Christmas Card from Nancy Barrios, received January 2, 2018

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1

EOEP Training – Munis 101

- Email from Reeve Stevick, dated December 26, 2017

Agricultural Service Board

- Minutes of November 2, 2017

Chinook Arch Regional Library System

- Board Report, dated December 2017

Alberta SouthWest

- Bulletin December 2017
- Minutes of October 4, 2017
- Bulletin January 2018
- Minutes of December 6, 2017

Councillor Rick Lemire – Division 2

Pincher Creek Facilities Planning Steering Committee

- Minutes of November 30, 2017

Councillor Bev Everts– Division 3

Oldman River Regional Services Commission

- Minutes of September 7, 2017

Councillor Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

1. Labour – Alberta Order of Excellence – FOIP Section 17
2. Labour – Enhanced Policing Agreement – FOIP Section 17
3. Labour – Committee Appointments – FOIP Section 17
4. Legal – Kenow Fire – FOIP Section 17
5. Labour – CAO Evaluation and Contract – FOIP Section 19

I. NEW BUSINESS

J. ADJOURNMENT

**Tara Cryderman**

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**Subject:** FW: delegation information  
**Attachments:** Summary of Presentation to MD Council Tuesday January 9th, 1 pm .pdf

**From:** Allied Arts [mailto:lebelpc@gmail.com]  
**Sent:** Wednesday, January 3, 2018 4:31 PM  
**To:** Tara Cryderman <AdminExecAsst@mdpincercreek.ab.ca>  
**Subject:** Re: delegation information

Hi Tara,

Thank you for your email.

Attached is our summary of the presentation. We are not requesting anything from Council, simply want to give a face to the positions they have helped to fund and laying out what our 2018 looks like to keep them informed on what we do.

If you need more information please let me know.

Thank you and have a good night,

Stacey McRae  
Executive Director  
Allied Arts Council of Pincher Creek

Work 403-627-5272

Summary of Presentation to MD Council Tuesday January 9th, 1 pm

Presenting: Stacey McRae, Executive Director of the Allied Arts Council of Pincher Creek

Thank you to the MD in funding our part time positions of Executive Director (Stacey McRae) and Program Coordinator (Katie Panchyshyn).

Introduction of these positions and their functions within the Allied Arts and how they benefit our community.

Executive Director roles:

- Strategic planning with Board of Directors
- Representation, growth and organization of the Lebel Mansion Gift Shop with sales of locally made artwork and creative goods benefitting over 50 community members
- Gallery curation, coordination and marketing
- Accounts receivable/accounts payable
- Historical site representation
- Maintaining a full tenant capacity of the available spaces
- Maintaining the building and grounds in conjunction with the Town of Pincher Creek
- Fundraising
- Events and program marketing
- Creating opportunities for local artists to present, market and develop their skill sets

Program Coordinator Roles:

- Development and facilitation of drop in programs for children aged 10 months+ to develop focussed artistic creativity through exploration of a variety of art practices and art historical themes.
- Organization and growth of adult arts programming
- Events and program marketing
- Fundraising
- Gallery and Gift Shop representation

Summarize the successes we have seen in the previous year and highlight the plans we have for 2018 in terms of program development, community outreach and fundraising capacity.

On behalf of the Allied Arts Council and its staff, we thank you for your funding contribution.

Sincerely,

Stacey McRae

**MDInfo**

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**From:** Page Murphy - Early Childhood Coalition < >  
**Sent:** Monday, December 18, 2017 12:35 PM  
**To:** MDInfo  
**Subject:** Delegation - Community Grant Writer

Hello Mrs. Kay,

If possible, our Task Group (Sam Schofield, James Ven Leeuwen, Claren Copp-Laroque and Page Murphy) would like to book a spot as a delegation at the next Council meeting to present on the development of a community grant writer position.

Warm Regards,

Page  
Coordinator  
Pincher Creek & Area Early Childhood Coalition  
Provincial Building - 782 Main Street - Room 220

## **A Vibrant, Multi-Generational Community Needs a Sustainable Flow of Funds to Support its Energy**

### ***The Case for a Community Grant Writer***

**As community agencies and non-profits, we rely heavily on rapidly diminishing resources:**

1. FCSS and Joint Council Funding
  - a. Each of these pools of funds is approximately \$250,000. They are over-subscribed each year.
2. Shell Canada Grants
  - a. Shell is pulling out of Pincher Creek. In the past they provided up to \$250,000 to the community. Today that is approximately \$50,000. 'Tomorrow' it will be zero.
3. Direct Asks of Town and MD
  - a. Town and MD have limited resources without raising taxes
4. Our In-House Talent and Time
  - a. Writing grants takes time and talent. Our success in securing a grant is directly related to our ability to find applicable grants to apply for and our writing ability.

**We could...**

1. Ask industry for more
2. Spread the FCSS and Joint Council funds more thinly so everyone gets a small piece of pie
3. Raise taxes to enable the MD and Town to give more
4. Each hire our own grant writer

**OR**

**Secure a long-term, sustainable funding model for the benefit of the community as a whole  
Hire a Community Grant Writer**

**What has happened to date?** Based on the successes in other municipalities, the funding challenges we are experiencing now, and the funding challenges we anticipate in the future, we see good potential for our community to benefit from a community grant writer.

A small Grant Writer Task Group has formed to develop the administrative, governing and funding structure necessary to create a position for a grant writer. These people reflect the community as a whole who stand to benefit.

**Who will the Grant Writer Work for?** The grant writer needs to be accessible to all community members who wish to apply for a grant. Thus, we propose that this position be 'hosted' by an agency that operates at arm's length from government bodies over the first three years. SASCI (Southwest Alberta Sustainable Communities Initiative) or The Pincher Creek & District Chamber of Commerce may be possibilities. Such an agency will act as the administrative body for this position. We propose that a sub-group comprised of five - seven community members act as the governance body under the hosting agency's umbrella.

**How will Pincher Creek & District benefit from a Community Grant Writer?** Each grant program has its own criteria and rules. Every grant must be accounted for. The paperwork can be daunting for volunteers and takes more time than many volunteers have. In addition, the databases and software necessary to search for the majority of grants available are too expensive for most non-profit groups to buy; but, a Community Grant Writer is able to access sources that the average community organization volunteer cannot.

The Community Grant Writer will pro-actively engage with local community groups and organizations to seek opportunities to provide grant writing services to ratepayer groups. This service will include interviewing the group to determine the scope of the project they wish to pursue and the eligibility of the group and their project. She/he will also ensure that any grant prerequisites are met such as society incorporations, financial statements, previous grant reporting and other such matters are up to date, correct and included with the application.

While the Community Grant Writer helps with the writing of the grants, most of the 'grunt work' (incorporation, budgets, etc) will still fall upon each organization. Reporting on successful grants will also be their responsibility, but the grant writer will remain available to help them through the process.

A Community Grant Writer can provide seamless end-to-end grant application support to community organizations, reducing 'the ask' on public coffers and improving the chances of securing and leveraging the funds needed for resilience and growth.

**Does working with the Community Grant Writer guarantee Funding?** No. The Grants Writer will help organizations work through the process, and give tips to improve proposals, but there is never any guarantee that proposals will be successful.

**Who Pays?** There are several possibilities for the funding of this position that have been explored. At this time, we propose the following:

**Year 1 – Year 3** (Community-Funded, Housed Under an Established Community Agency)

**Base Salary = \$70K**

Town \$20K

MD \$20K

FCSS/Shell Legacy Fund \$15K

Community Partners \$15K

**PLUS Performance Top-Up and Reserve Funds**

5% Fee on every grant earned, split between

- Bonus performance pay for grant-writer up to a set amount (e.g. 90K)
- Reinvestment in Position (reducing the annual contributions needed from Town, MD, FCSS and Community Partners in future years)

During the first three years the grant writer will assist the Volunteer Task Group with crafting requests to prospective donors for the creation of a 'Pincher Creek Community Development Foundation' and associated endowment funds (similar to the Community Foundation of Lethbridge and Southwestern Alberta). **After which, we recommend this position be transitioned to an endowment-funded model.**



**Prepared for Pincher Creek Adult Learning.  
November 14, 2017**

### **Why employ a Community Grant Writer?**

#### ***State of Play.***

With the loss in recent years of vital infrastructure funding, municipalities are coming under increasing pressure to fund upgrades and repairs to their facilities, projects and programs themselves.

When funding was more reliable from the Provincial and Federal Governments, municipalities could afford to assist their neighbours with infrastructure upgrades, new programs and various projects, now it is becoming increasingly clear that we can no longer rely on higher level of governments to support us. The trend recently seems to be to take reliable 'per-capita' funding and roll it into more competitive type grants, where the better letter writer gets the money.

The value of non-profits in a community is often under-appreciated. Where Tourism and Economic Development can bring people to your community it is the services that make them want to invest. I firmly believe that the pioneer spirit is still alive in Southern Alberta.

In years past we had to work together to get the cows in and stop them from freezing, we had to work and collaborate with our neighbours. Today is a little different, but by maximising our potential for funding through partnerships we can make great things happen, a community grant writer will work to maximise eligibility for all of your organizations.

Around 60% of Corporations and Foundations DO NOT have an online presence – they do this for a reason, that being they do not want the floods of applications that a web advertised competition brings. Having a professional Grant Writer within your community gets you a step further ahead than your competitors as they already have the contacts and relationships built with many funders and can get right to the heart of the proposal.

#### ***A Solution***

Writing a successful grant proposal takes a great deal of knowledge, skill, and experience. While many organizations attempt to handle the grant writing process in-house with existing staff, an investment in a professional grant writer will pay off with more grants won and less distraction from the day-to-day work of your organization.

# Inspired Approach

Grants Consulting  
inspiredapproach@outlook.com  
403-682-7421

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Researching and writing grants takes time and finely honed research and writing skills, you may be fortunate enough to have someone within your organization that has had some success with grant writing especially if your organization has a long standing grants program. But for many non-profits that is not so, and it might make sense to hire a grant professional or consultant that has established relationships with many funders.

A Community Grant Writer will assist your partner municipalities and the non-profits within your region in many ways.

- Bringing the non-profits together to work strategically and collaboratively on projects to maximise their eligibility potential.
- Assess each funding opportunity's eligibility criteria and advise the organization accordingly.
- Assist the organization in planning for their funding goals.
- Researching opportunities and grant stacking possibilities to fully fund projects.
- Providing support through each step of the grant writing process (where required).
- For those organizations that prefer – provide mentoring for a staff person to take on a fund-development role.
- Understanding deadlines and communicating those to your non-profits. The job has to get done on time.
- An experienced grant writer will have a diverse experience, you get the benefit of that experience.
- Having a central person dealing with grants means that regardless of staff turnover at your non-profits there is someone who knows where the money came from, and when you are eligible to apply again.
- Ensuring that large capital projects are 'shovel ready' so that when funding becomes available they are ready to go.
- Community volunteers are often assigned the task of finding the funding required, these volunteers are often older, and not tech savvy. With the majority of grants being an 'online' process this is disconcerting to them. Your Grant Writer will facilitate this process.
- A good Community Grant Writer will know how to 'tell the story' of your community, they will be invested in your community building relationships with your non-profits and cultivating working relationships that achieve outstanding results.

# **Inspired Approach**

Grants Consulting  
inspiredapproach@outlook.com  
403-682-7421

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## ***Conclusion***

A community grant writer that is available to facilitate applications from a region will assist in your regions capacity building projects, firstly by bringing groups together to work collaboratively on priorities, and secondly by easing the reliance on ratepayers money directly funding projects through increased taxation.

Having a central person in your community that knows your organizations, their projects and goals and funding limitations is invaluable. To have a dedicated person that is actively looking at funding opportunities to pro-actively and strategically maximise every grant whether corporate, foundation, or municipal cannot be overlooked.

While it is not realistic to expect your grant writer to find grants to fund their own salary, it may be possible to find funding as a 'pilot project' that will cover the first year or two. In this time the value of your grant writer will be established with the grant writer collaborating on applications that will save your community money elsewhere. For example the new roof on the arena instead of being wholly or partly funded by your municipality will now be wholly funded by grants.

## ***About me.***

I have been working with non-profits and municipalities in Southern Alberta for more than 10 years. I am one of a handful of professional grant writers that specialise in grant writing services for rural communities.

While working on large multi-million dollar applications is exciting, I am fully committed to each and every proposal I write, whether it is funding for a new water plant, or a few hundred dollars for shoeboxes for seniors, each application is written with my personal investment.

Living on a small acreage east of Stavely I am ideally situated for this contract. I live with the love of my life and our many fur-kids.

I have volunteered grant writing services for the Stavely Agricultural Society, and have worked with many of the volunteers in Claresholm, and met many of the volunteers in Nanton through grant writing workshops I gave. So I feel as though I have a good handle on some of the projects that your communities have coming up.

# Inspired Approach

Grants Consulting  
 inspiredapproach@outlook.com  
 403-682-7421

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**Highlights.**

In the last three years I have been working on a contract basis out of the Vulcan Business Development Society. I was responsible for competitive grants for the 7 communities within Vulcan County, these being Vulcan County, the Town of Vulcan and the Villages of Arrowwood, Carmangay, Champion, Lomond and Milo, with a total regional population of 6,900 people.

In 2009 I worked on a successful proposal to Alberta Transportation’s Water for Life Grant for 12.5 million dollars, this project took place over 5 years and involved a new water line and water plant for the Town of Vulcan.

In recent years I have been able to secure funding for an ice-plant and renovations to the Vulcan Curling Club facility and also for Carmangay curling club, fully funded runway LED lighting for the Vulcan Airport, contributions to several pieces of fire fighting apparatus for the various fire associations, and was instrumental in securing funding for the Food Bank to move into a new building including all renovations.

I average around 1 million dollars per year for the communities I serve. It is a realistic expectation that this will increase as the population of the communities I serve increases.

**Costing:**

<b>Income (per year)</b>	
Community Group	\$30,000
Community Group	\$30,000
Community Group	\$30,000
<b>Total</b>	<b>\$90,000</b>

<b>Expenses (per year)</b>	
Retainer	\$15,000
Monthly payment.	\$60,000 (\$20,000 per partner – split into 3 \$1,666 each per month)
Meals	\$5,000
Mileage	\$10,000
<b>Total</b>	<b>\$90,000</b>

***Inspired  
Approach***  
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inspiredapproach@outlook.com  
403-682-7421

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I look forward to hearing from you to discuss this proposal further.

Regards

Liza Dawber

# The \$1-million woman

Stephen Tipper  
Editor

Liza Dawber is a rare breed in Alberta.

She's one of a half dozen or so employees in the province working for municipalities on writing grants for local municipalities.

Dawber, who previously worked out of Vulcan County's office across the street, is employed by Vulcan Business Development Society, which receives funding from local municipalities.

She told the *Advocate* recently she has averaged bringing in grant funding totalling \$1.2 million per year since she started.

Last year, the value of the grants she wrote totalled \$1.3 million.

"It was an OK year," she says of 2015.

Dawber ran into a "problem" last year — the NDP government's win in last May's election meant grant approvals weren't given out for four or five months while the new leadership got settled in.

But grant approvals did pick up by the end of the year, said Dawber.

"Considering we had a new government, it's not bad to beat my average," she said matter-of-factly.

Highlights from last year included funds for the renovation projects at Vulcan's old fire hall, benefiting the Vulcan Regional Food Bank — the food bank society hopes to move in this spring — and the Vulcan Municipal Library, \$25,000 for Vulcan Tourism Society for Vul-Con, \$83,000 for regional emergency services training, "lots of money" to

renovate the old fire hall in Carmangay, and funds for renovating Carmangay's curling club, said Dawber.

Most of the funds came from the provincial government, and the Community Foundation of Lethbridge and Southwest Alberta supported numerous county projects last year, she said.

Dawber did put in a few grant applications to the Canadian government's Canada 150 grant, but just one was approved, she said.

The Vulcan Legion was awarded \$10,000 for work on its mural, said Dawber. Work on that project is expected to take place this year.

This year, she's working with local municipalities on Municipal Affairs's recently announced Community Partnership grant.

The deadline for submissions is Feb. 5.

Dawber is working with the Village of Milo on funding for a new playground, Arrowwood on a spray park, Vulcan on upgrading the walking path, and the Vulcan Brand Innovation Team on a feasibility study for a discovery centre.

Asked what tips she would give when applying for grants, she said it's important for organizations to apply for grants that fit their strategic plan — and not bothering with ones that they happen to hear about.

Dawber has noticed a trend towards more positions towards her own, having seen a couple openings at municipalities lately.

"It's the best job ever," she enthused. "I'm a huge book nerd, and when you're able to see (Vulcan's library) expand and embrace technology more, that's a really awesome feeling."



Stephen Tipper Vulcan Advocate

Liza Dawber is one of a half dozen employees in the province working for municipalities writing grants. Over the years, she says she has averaged bringing in grant funding averaging \$1.2 million annually.

**November 13th 2014**

## **Grants Coordinator working out of VBDS**

The Vulcan Business Development Society is excited to announce the addition to our team of Liza Dawber – Grants Coordinator. Liza was previously working out of the Vulcan County office where she has gained a wealth of experience working with our many hard working local community groups.

As a joint collaboration this position is being funded for a 3 year commitment through Vulcan County, the Town of Vulcan and the Vulcan Business Development Society. The Town and County Councils along with the VBDS Board are fully supportive of this initiative.

With an average of \$650,000 per year of additional funding to the community she is looking to build on these successes with a more accessible office at the VBDS building, this new position with VBDS will be concentrated on grants research and writing assistance.

Marilyn MacArthur, Economic Development officer stated that ‘The VBDS Board and myself are extremely pleased to be able to add the services of a professional grant writer to our portfolio. Having Liza working out of our offices means that she will be accessible to non-profit organizations and municipalities throughout Vulcan County. As funding from the Federal and Provincial governments becomes more competitive it is vitally important that we retain professional grant writing services for our community keeping us ahead of the game.’

VBDS assists the regions existing businesses as they grow in their quest for success, while encouraging new businesses to set up and soar with the potential of countless dynamic economic opportunities.

We provide the resources to support business, attract investment, create employment and encourage families, businesses and visitors to realize why there is no better place to be.

**CONTACT:** Marilyn MacArthur  
Vulcan Business Development Society  
403-485-3148

# Pincher Creek and District



**FCSS** Family and Community  
Support Services

Box 2841, Pincher Creek, Alberta, T0K 1W0 Telephone 403-627-3156 - fcss@pinchercreek.ca

December 22, 2017

Mayor and Councillors  
Town of Pincher Creek  
Box 159  
Pincher Creek, Alberta  
T0K 1W0

Reeve and Councillors  
M.D. of Pincher Creek No. 9  
Box 279  
Pincher Creek, Alberta  
T0K 1W0

**Re: Support for an independent full-time community grant writer**

Dear Mayor, Reeve and Councillors,

On December 18<sup>th</sup>, the Board of Directors of the Pincher Creek and District FCSS met with representatives of the local group who are promoting the hiring of a Community Grant Writer.

You are well aware that each year, Joint Council and FCSS funding pools are significantly oversubscribed, meaning that many community projects and initiatives remain underfunded or unfunded. Although both Councils and FCSS encourage diversification of funding sources, volunteer members within those organizations do not necessarily have the time or expertise to apply for new grants to make up shortfalls. The competitive grant writing process is difficult and time-consuming.

The “community grant writer” proposal being put forward by the Pincher Creek Development Initiative is aimed at building new resilience for our community. While the skills and experience of a professional grant writer will increase the ability of individual organizations to strengthen their programs and projects, the overarching impact must be seen to be beneficial to the greater community. In many cases, funds already received from Joint Council and FCSS can be leveraged against new grant applications. Using the services of a Community Grant Writer, many organizations will be able to multiply Joint Council and FCSS grant dollars. While some of this leveraging is already



occurring, the frequency will increase while the administrative load on our volunteers will shift to actual program delivery rather than grant writing.

Therefore, the Board of Pincher Creek and District FCSS supports the Community Grant Writer proposal in principle. We encourage Councils to give every consideration to assisting with the launch of this initiative.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Green', with a stylized flourish at the end.

David Green  
Coordinator, Pincher Creek and District FCSS

Cc/ FCSS Board of Directors

**Tara Cryderman**

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**From:** Wendy Kay  
**Sent:** Wednesday, January 3, 2018 10:27 AM  
**To:** Tara Cryderman  
**Subject:** Fwd: January 9, 2018 Council Meeting

Sent from my iPhone

Begin forwarded message:

**From:** "Cornell Van Ryk" < >  
**Date:** January 3, 2018 at 8:34:40 AM MST  
**To:** "Wendy Kay" <[wkay@mdpincercreek.ab.ca](mailto:wkay@mdpincercreek.ab.ca)>  
**Cc:** "Bev Everts" <  
**Subject:** **January 9, 2018 Council Meeting**

Good morning Wendy,

As it seems the public will not have the opportunity to speak or present questions at the morning meeting on Jan. 9, I would appreciate the opportunity to present any outstanding concerns at the regular Council Meeting. Please put me on the agenda. My comments will not be limited to the wastewater component of the Beaver Mines project but to the project as a whole.

Thank you.  
Cornell Van Ryk

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**DECEMBER 12, 2017**

8899

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, December 12, 2017, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

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

Reeve Quentin Stevick called the Council Meeting to order, the time being 1:00 pm.

**A. ADOPTION OF AGENDA**

Councillor Brian Hammond 17/578

Moved that the Council Agenda for December 12, 2017, be amended, the amendments are as follows:

Addition of C.4. – Special Council Meeting Minutes, dated December 5, 2017  
 Additional Information to E.1.(d) – Beaver Mines Regional Water Supply, dated December 7, 2017  
 Addition of E.1.(f) – Beaver Mines Water and Wastewater Service Funding Report, dated December 11, 2017;

And that the agenda for December 12, 2017, be approved as amended.

Carried

**B. DELEGATIONS**

1. Communication and Clubroot

Diana Reed appeared before Council to discuss communication with ratepayers and clubroot in Canola.

Ms Reed spoke to the communication between Council and the ratepayers of the MD of Pincher Creek No 9, indicating more detail of Council's decisions should be provided to those people who write letters, and "received as information" is not appropriate.

The Recreation Questionnaire was mentioned. Ms Reed commented on the wording of the questions.

The MD investments were mentioned.

Clubroot within Canola was mentioned. Ms Reed indicated further information is required regarding this issue.

2. Tax Arrears Charge

Deanna Haslam appeared before Council to dispute a charge that was placed on her Tax Account.

The \$325 is a fee placed on the account for tax notification purposes.

Ms. Haslam has requested that the \$325 fee be forgiven from her account.

3. Friends of Castle River Petition

Megan Metheral appeared before Council regarding a petition from the Friends of Castle River.

Ms. Metheral updated Council on the Friends of Castle River Petition and spoke to the Mill Creek Lagoon Site project.

C. MINUTES

1. Council Meeting Minutes

Councillor Bev Everts 17/579

Moved that the following be approved as presented:

- Public Hearing Minutes of November 28, 2017 for Bylaw No. 1280-17, being a bylaw to close a portion of Lot 1, Block 1, Plan (to be determined upon closure);
- Public Hearing Minutes of November 28, 2017 for Bylaw No. 1282-17, being a bylaw to close a portion of Area “A”, Plan (to be determined upon closure);
- Council Meeting Minutes of November 28, 2017;
- Special Council Meeting Minutes of December 5, 2017.

Carried

D. UNFINISHED BUSINESS

1. Livingstone Ski Academy Society – Update / Request for Sponsorship

Councillor Bev Everts 17/580

Moved that the presentation from Jason Clifton, and the letter, dated November 8, 2017, be received;

And that the MD be a Diamond Sponsor, in the amount of \$1,000, with the funding coming from Grants to Groups and Organizations (Account No. 2-74-0-770-2765).

Councillor Brian Hammond 17/581

Moved that the resolution be amended to include the following:

And further that the four (4) included tickets be returned to the organization.

Amendment Defeated

Main Motion Carried

2. Postponed Resolution – Call for Public Review of Kenow Fire

Councillor Rick Lemire 17/582

Moved that Resolution No. 17/428 be placed back on the table for discussion.

Carried

Councillor Quentin Stevick 17/583

Moved that the MD of Pincher Creek Council call for a public review of the Kenow Fire, regarding the events leading up to, and including when the local state of emergency was lifted.

Councillor Terry Yagos 17/584

Moved that Resolution No. 17/428 be postponed, pending the receipt of the report from CAO, as directed by the previous meeting.

Motion Defeated

Councillor Brian Hammond requested a recorded vote.

Councillor Terry Yagos - Opposed  
 Councillor Bev Everts - Opposed  
 Councillor Rick Lemire - Opposed  
 Councillor Brian Hammond – Opposed  
 Reeve Quentin Stevick – In Favour

Main Motion Defeated

3. Coalition of Residents, Ranchers and Ratepayers of the Twin Butte Area Delegation

Councillor Brian Hammond 17/585

Moved that the presentation from Kathy Flundra, from September 26, 2017, and the Request for Inquiry: MD of Pincher Creek Kenow Fire Management, dated September 26, 2017, be received;

And that a letter, including the wording from Resolution No. 17/575, be forwarded to the Coalition indicating that the MD is undertaking a process to identify the gaps as directed by Council, at their December 5, 2017 meeting;

And further that this letter be forwarded to all individuals whom have submitted correspondence to Council, regarding the Kenow Fire event.

Carried

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations

a) New Texas Gate Installation

Councillor Brian Hammond 17/586

Moved that the report from Director of Operations, dated December 6, 2017, regarding New Texas Gate Installations, be received;

And that Council authorize the installation of the New Texas Gates at Range Road 29-5A, once the landowner has received a Licence of Occupation for the Road Right Of Way.

Carried

b) Temporary Transfer of Water from the Town of Pincher Creek

Councillor Brian Hammond 17/587

Moved that the report from Director of Operations, dated December 5, 2017, regarding the temporary transfer of water from the Town of Pincher Creek, be received;

And that Council authorize the Reeve and Chief Administrative Officer to sign the Temporary Transfer Agreement with the Town of Pincher Creek.

Carried

c) Highway 3 Planning Study

Councillor Rick Lemire declared a potential conflict of interest as he is an employee of the Alberta Government, and left the meeting, the time being 2:35 pm.

Councillor Bev Everts 17/588

Moved that the report from Director of Operations, dated December 6, 2017, regarding the Highway 3 Planning Study, be received;

And that Council send a letter to the Minister of Transportation requesting an additional open house, when information is available for the portion of Highway 3 within the municipality, to brief Council and the residents of the Municipal District, as well as to provide an opportunity for input;

And further that this letter be copied to the Village of Cowley for their information.

Carried

d) Beaver Mines Water and Wastewater Project Briefing

Councillor Bev Everts 17/589

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

Carried

e) Beaver Mines Water and Wastewater Service Funding Request

Councillor Terry Yagos 17/590

Moved that the report from the Director of Operations, dated December 11, 2017, regarding the Beaver Mines Water and Wastewater Service Funding Request, be received;

And that Council authorize the Reeve and Chief Administrative Officer to sign the Beaver Mines Servicing – Mechanical Contract with DMT Mechanical Ltd.

Carried

Councillor Bev Everts 17/591

Moved that Administration be directed to apply for a grant from the Alberta Community Resilience Program for additional funding for the Raw Water Intake Relocation project;

And that MPE Engineering Ltd be invited to attend the Council Committee Meeting, of January 9, 2017, to provide separate Water and Wastewater costing information, and to be available to answer further questions from Council.

Carried

Councillor Rick Lemire returned to the meeting, the time being 4:18 pm.

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 December 12, 2017

Councillor Brian Hammond 17/592

Moved that Council Meeting be recessed, the time being 4:19 pm.

Carried

Councillor Terry Yagos 17/593

Moved that the Council Meeting reconvene, the time being 4:29 pm.

Carried

f) Operations Report

Councillor Rick Lemire 17/594

Moved that the Operations report from the Director of Operations, dated November 22, 2017 to December 7, 2017, as well as the Public Works Call Log, be received as information.

Carried

2. Planning and Development

Nil

3. Finance

a) Public Auction – Conditions and Reserve Bids

Councillor Terry Yagos 17/595

Moved that the report from Director of Finance, dated December 4, 2017, regarding the Public Auction – Conditions and Reserve Bids, be received;

And that Council set Wednesday, March 7, 2018 at 10:00 am as the public auction date;

And further that Council establish the following reserve bid for the property currently being offered for sale at the 2018 Public Auction. The bid amount is the opinion of the M.D.'s assessor.

Roll number	Legal Description	Reserve Bid
3489.010	Part of Plan RY 14 (8.10 acres)	\$ 12,000.00

Carried

b) Uncollectable Property Tax for Oil and Gas Properties

Councillor Bev Everts 17/596

Moved that the report from Director of Finance, dated December 5, 2017, regarding uncollectable property tax for Oil and Gas properties, be received;

And that tax roll associated with LGX Oil and Gas Inc (7140.000) be written off as bad debt to Assessment Adjustments (Account No. 2-12-0-920-2920).

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 December 12, 2017

c) Statement of Cash Position

Councillor Brian Hammond 17/597

Moved that the Statement of Cash Position, for the month ending November 2017, be received as information.

Carried

4. Municipal

a) Chief Administrative Officer's Report

Councillor Rick Lemire 17/598

Moved that Council receive for information, the Chief Administrative Officer's report for November 24, 2017 to December 7, 2017, as well as the Administration Call Log and the November 2017 Enhanced Policing Report.

Carried

F. CORRESPONDENCE

1. Action

a) Letter of Reference to TransAlta Corporation

Councillor Brian Hammond 17/599

Moved that the email from TransAlta Corporation, dated November 23, 2017, regarding a letter of reference, be received as information.

Carried

b) Camp Impesa Property Tax Penalty

Councillor Brian Hammond 17/600

Moved that the email from Camp Impesa, dated November 30, 2017, regarding the property tax penalty, be received;

And that the request for property tax penalty forgiveness be denied.

Carried

c) Letter to Council – Odour

Councillor Bev Everts 17/601

Moved that the email from Cornell Van Ryk, dated December 1, 2017, regarding odour, be received;

And that when the viability of the Mill Creek lagoon site is determined, Administration be directed to hire an independent, qualified engineering company to undertake an odour study, and any other required assessments.



Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 December 12, 2017

Councillor Brian Hammond request a recorded vote.

Councillor Rick Lemire – In Favour  
 Councillor Brian Hammond - Opposed  
 Councillor Terry Yagos – Opposed  
 Councillor Bev Everts – In Favour  
 Reeve Quentin Stevick – In Favour

Motion Carried

2. For Information

Councillor Terry Yagos 17/602

Moved that the following be received as information:

- a) Congratulations and Introduction to Seniors Housing in Alberta
  - Email from Alberta Seniors Communities & Housing Association, dated November 28, 2017
- b) Donation of Used Vehicle to Crestview Lodge
  - Letter from Pincher Creek Foundation, dated December 4, 2017

Carried

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1  
 Holiday Train  
 Carnivores Meeting  
 Chinook Arch Library System  
 Alberta SouthWest

Councillor Rick Lemire – Division 2  
 Mayors and Reeves  
 Facilities Committee  
 - Minutes of November 7, 2017

Councillor Bev Everts– Division 3  
 Oldman River Regional Services Commission  
 Invitation from MP Rachael Harder (requested by Councillor Everts)  
 - Email from Mayors and Reeves, dated November 28, 2017

Councillor Brian Hammond 17/603

Moved that Reeve Quentin Stevick be authorized to attend the Rural Crime Round Table event with MP Rachael Harder, scheduled for Friday, January 5, 2017, in Lethbridge, AB.

Carried

Councillor Brian Hammond - Division 4  
 Pincher Creek Foundation - Construction

Councillor Terry Yagos – Division 5  
 Intermunicipal Development Plan Committee  
 Lundbreck Citizens Committee

Minutes  
 Regular Council Meeting  
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 December 12, 2017

Councillor Terry Yagos 17/604

Moved that the committee reports be received as information.

Carried

Councillor Brian Hammond 17/605

Moved that Council recess the meeting, the time being 5:30 pm.

Carried

Councillor Terry Yagos 17/606

Moved that the Council Meeting reconvene, the time being 5:38 pm.

Carried

H. IN CAMERA

Councillor Terry Yagos 17/607

Moved that Council and Staff move In-Camera, the time being 5:39 pm, to discuss the following issues:

1. Legal – Service Agreement – FOIP Section 16
2. Labour – Committee Appointments – FOIP Section 17
3. Labour – CAO Evaluation and Contract – FOIP Section 19

Carried

Councillor Terry Yagos 17/608

Moved that Council and Staff move out of In-Camera, the time being 7:32 pm.

Carried

I. NEW BUSINESS

a. Legal – Humane Society Service Agreement

Councillor Bev Everts 17/609

Moved that the report from the Director of Finance, dated December 6, 2017, regarding Pincher Creek Humane Society Service Agreement, be received;

And that Council approve the Reeve and Chief Administrative Officer to sign the service agreement as presented.

Carried

b. Legal – Appointments to Boards and Committees

Councillor Brian Hammond 17/610

Moved that for following Members-At-Large be appointed to:

Chinook Arch Library Board

Sandra Baker, as Alternate

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Pincher Creek Library Board

Sandra Baker, as Member  
 Blanche Lemire, as Member  
 Michael Barkwith, as Member

Airport Committee

Gordon Berturelli

Carried

c. Labour – CAO Evaluation and Contract

Councillor Rick Lemire

17/611

Moved that Council wishes to receive legal advice on a communication discussed In-Camera, under the *Freedom of Information and Protection of Privacy Act*, Section 19.

Carried

J. ADJOURNMENT

Councillor Terry Yagos

17/612

Moved that Council adjourn the meeting, the time being 7:37 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**DECEMBER 18, 2017**

8908

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Monday, December 18, 2017, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

ABSENT Councillor Bev Everts

STAFF Director of Finance Janene Felker

Reeve Quentin Stevick called the Special Council Meeting to order, the time being 1:00 pm.

A. ADOPTION OF AGENDA

Councillor Brian Hammond 17/613

Moved that the Special Council Agenda for December 18, 2017, be approved as presented.

Carried

B. IN CAMERA

Councillor Terry Yagos 17/614

Moved that Council move In-Camera, the time being 1:01 pm, to discuss the following issue:

1. Legal – Legal Advice– FOIP Section 19

Carried

Councillor Terry Yagos 17/615

Moved that Council move out of In-Camera, the time being 2:12 pm.

Carried

C. NEW BUSINESS

No resolutions were made after the In-Camera session.

D. ADJOURNMENT

Councillor Brian Hammond 17/616

Moved that Council adjourn the meeting, the time being 2:13 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

December 2017

Communication with your taxpayers:

First I'd like to welcome Bev and Rick as new councillors to the M.D.

Now I'd like to address the reasons I'm here. As a council, this M.D. has a reputation amongst it's tax payers that is not necessarily great. It has been perceived that this council in the past has not been necessarily concerned about the welfare of the M.D. as far as the longevity and health of the community as a whole are concerned.

Due to the fact that we have a new council, I am hoping we can start off with a fresh look at how communication occurs between the council and taxpayers.

As some of you know, I made a few presentations to the previous council. I found the flow of communication very flawed.

When a delegation comes to make a presentation to you, I feel that you should treat the delegation with the utmost respect at both the council meeting and in your communications with the delegation. It is extremely intimidating to make a presentation to council. Playing the piano in front of 300 people is 1/4 as stressful as meeting with you. I do not find fault in the whole on how I was treated when I attended the meetings. However, on several instances, I had to hound the previous council for a written response, OTHER THAN "we received your information".

This is not a response. It took several attempts and tactics to get answers to my questions. I'm not about to suggest that I should necessarily like the answers I receive, but I sincerely believe I should get answers. And I don't mean politician answers that express a lot of words, beating around the bush and basically tell me nothing. Every delegation deserves a response to their issue, other than "it has been received as information". That sounds and often is perceived as "OK, we listened to you and now we'll put your information in file 99 to be dusted off in 10 years maybe."

Secondly, I feel that when you put information out to the taxpayers, it should be accurate. I'm specifically refering to the survey you conducted. I'm, referring to questions 2, 3 & 4 on the survey. Some of the information was totally inaccurate or the question was incomplete. This was

all information that the council would have had access to prior to the publication of the survey unless they were trying to skew the survey. This makes the taxpayer question whether the survey is legitimate, and if it is, why isn't the council better informed. It also makes a person question the credibility of the council. It also leads to the suspicion that perhaps some councillors were reading this survey result to make their decisions. This was a published survey and taxpayers should have been able to trust what was printed.

Thirdly, NEVER blatantly lie to the taxpayer that this M.D. has no money. We are considered one of the richest M.D.'s in the province. After pressing the issue I found out what you meant was there was no money readily available – it was tied up in investments. There is a big difference between these statements. Once again, the credibility of the council was brought into question.

The previous council spoke of some amalgamation between the counties and the municipalities, much as the school divisions were amalgamated a few years ago. My question is this, what happens to this money in investments? Should this money not be spent locally for the people who paid it, or at least tied up in such a way that this money is not lost to this area? The one answer I received from the previous council was that they were waiting for direction from the provincial government. Not much of an answer as far as I'm concerned. Should this council not be fighting tooth and nail to maintain the viability of this M.D.?

It has been perceived that some members of the past council did not necessarily promote or encourage maintaining this municipality above other municipalities. When asked for support of projects that have enhanced and would continue to enhance the community, and maintain the financial health of the community, they were known to state that Pincher Creek Municipal taxpayers could go to Fort Macleod and the Crowsnest Pass for activities. How is this looking out for the best interests of either the municipality or the taxpayers? You have been elected to promote, manage and protect THIS municipality.

How do you plan to shed the perceived image of the previous council and restore credibility to the actions and statements of this new council?

Enough on communication

Regarding club root in canola. So far we don't have any in this area. Some people think that our soil Ph is not conducive to getting it. Areas that have it suggest very strongly that we need to take steps to make sure we don't ever get it. Weeds and diseases are constantly evolving and I don't think we can err too much on the side of caution about these issues.

Once club root is in an area, machinery must be washed down totally before it can be moved to a different field. Grain trucks, pick-ups must be washed down before they can leave the field and go on the roads. WE DON'T want this here. Should the M.D. take steps to prevent club root from arriving here? I don't know if you should or if you can and I hope we're never faced with the problem.

Club root occurs partly by the lack of rotation of certain crops. The suggested time frame is from 2 to 5 years between successive planting of crops such as canola. Some people try to get around this by planting a different variety but that hasn't necessarily been proven scientifically as a way to prevent clubroot disease..

Some municipalities, counties have introduced VERY stringent rules regarding club root. For example, a crop was repeatedly planted to canola in the north country. The county had issued a warning that if any club root was found in the soil, the crop would be tilled under. The county did exactly that – they tilled the field under.

What I'm suggesting is that perhaps the council should take a close look at this disease and if necessary implement rules that are **communicated** to the farming community about steps that have or have not been taken before the problem arises rather than after.

Thank you for your time.

## Tara Cryderman

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**From:** Diana Reed <g >  
**Sent:** Monday, December 4, 2017 10:52 AM  
**To:** Tara Cryderman

Council of MD. Pincher Creek,

I am requesting to meet with you at your next council meeting to discuss communication with your ratepayers and secondly to discuss club root in canola.

Thank you.

Diana Reed

Sent from [Mail](#) for Windows 10



RECEIVED Dec 5/2017  
 DEC -7 2017  
 M.D. OF PINCHER CREEK

Pincher Creek. M.D. #9

This is to dispute the Office charge  
 of \$325<sup>00</sup>.

I had a notice of intent for your  
 office, that you were going to steal  
 my trailer due to Back-TAXES.  
 Your office had every intent to seize  
 my trailer. Linda from 4 worlds  
 reloaded, came to me on Good Friday East  
 Easter. Linda, came here to tell me of  
 your intent to seize my trailer for  
 Back-taxes. I contacted your office to  
 make payment arrangements. Your decision  
 to stake a claim against me. I was at  
 your office within 2 weeks and made a  
 payment of 300<sup>00</sup> then a payment of 700<sup>00</sup>.  
 I have been co-operative with your office  
 I demand that the service fee of  
 \$325<sup>00</sup> No one contacted me and payments  
 were made. Delete this charge from my  
 account. You tried to repossess my home.  
 I have been paying off my taxes. ~~Delete~~  
 Delete that service charge! This charge was  
 from you, they chose to proceed in repossessing  
 my trailer. Why should I pay you to sue me  
 in this manner and I will continue  
 to keep my account kept up.

It was your officers intent to Seize  
my home! Delete this charge from my  
account. I will continue to keep my account  
to date.

Deanna Haslam  
Deanna Haslam

Deanna Haslam

Good Afternoon Council, CAO and MD staff

## Introduction

My name is Megan Metheral McRae and I am here today on behalf of the Friends of Castle River group, and my family who are landowners directly downstream from the proposed lagoon location.

I am before you today to present the letter submission to update the CAO and MD Council on the status of the Friends of Castle River Petition. We understand that this is an informal petition and is not guided by the Municipal Government Act.

The Friends of Castle River represents an evolving group of concerned landowners and citizens with a common interest to protect the integrity of the Castle River and Mill Creek for current, and future generations.

As the petition stands today, we have received 153 signatures from people within Pincher Creek area and beyond. Those who have taken the time to sign the petition represent an increasing public audience with significant concerns regarding the proposed Mill Creek Sewage lagoon project. A summary of their concerns includes;

- **All options need to be assessed**
- Better and cheaper alternatives
- Please stop these ignorant, poorly engineered projects in and around my home
- **Beautiful area, lets keep the ecosystem balanced**
- **Serious technical, environmental concerns with this location – better options are available**
- Engineering debacle and should be abandoned – **price tag does not demonstrate fiscal responsibility by the MD**
- Environmentally irresponsible
  - **Concern for environmental impacts to water quality**
  - Negative impact to **recreational activities**
  - Extremes in climate variation
    - Drought years – increased concentration of effluent entering water course
  - Protection of a freshwater source and **species at risk** (Bull Trout spawning grounds)
  - Downstream impact
    - **Town of Pincher Creek water source**
  - Negative impact at river confluence – flooding and subsequent contamination potential
  - Increased concentration of inorganic substances (pharmaceuticals, household products, run-off pollutants, etc.)
- **Utilize existing facilities**
- **Disturbance to neighboring residents (devalued land)**

This petition signifies a continued public support to re-evaluate the viability, and truly, consider the validity of the recommendations put forth by MPE Engineering Ltd in *Beaver Mines Water and Sanitary Service Study 2014* and *2017 Beaver Mines Waste Water Options Study* (which it should be identified has been accepted in draft form without engineered signature, seal or corporate permit) to construct this project at the Mill Creek site.

The following reasons to stop work on the Mill Creek site require consideration by MD Council – in comparison to recommendations put forth in the aforementioned MPE reports.

#### 1. The technical, environmental, social, archaeological, political risks with Mill Creek Sewage Lagoon

##### Technical consideration

- Scope of work determined in 2017 BM Wastewater Options study was not fully executed by MPE to confirm the viability of the 3-wastewater options presented in 2014 Beaver Mines Water and Sanitary Service Study.
  - **Alternative 1 – Conventional Wastewater Lagoon**
    - **Require significant capital expense with regard to land acquisition and earthworks, and large environmental footprint**
    - Setbacks to buffer effect of potential odors, margin of public safety
    - Consider prevailing winds and future municipal expansion
    - Consider sensitivity of receiving water body (EPEA approval)
    - Although minimal operational and maintenance costs - cost increase significantly if a lift station and force main is required to deliver wastewater – Castle River
  - **Alternative 2 – Sequencing Batch Reactor Mechanical Plant**
    - **Mechanical treatment can be designed to provide exceptionally high quality effluent within a small footprint**
      - Effluent storage cell allow intermittent discharge to accommodate low flow rate of Beaver Creek
        - Create a catchment pond – phytoremediation before discharge to receiving water body
        - Land application (late months of summer when water resources are stressed) – permaculture – plant a remedial crop to remove heavy metals and pollutants.
    - **Smaller footprint than conventional wastewater lagoon**
    - **Odor generation less**
    - Reducing wastewater transfer capital and operational costs
    - **Highest level of treatment and may be desirable to the residents of Hamlet given pristine nature of the water resources in the area**
    - Highest operational and maintenance requirements

- **Alternative 3 – Can be constructed during installation phase of Water service line, however, presented the highest capital cost**
- **Review was solely based on cost – and which option presented lowest capital cost – Conventional Sewage lagoon. The option for Mechanical treatment in Beaver Mines was dropped completely off the face of the report with no breakdown of cost analysis (blank statement that it presented highest capital cost and was removed) however the scope of work delineated that all options be reviewed for viability.**
- Review of the cost analysis between the two reports follows
  - Alternative 1 – Conventional Wastewater Lagoon – 1.460 mil
  - Alternative 2 – SBR Mechanical Plant – 3.380 mil
  - Alternative 3 – Regional Sanitary Force main – 3.970 mil
- Difference in cost projections 3 years later
  - Alternative 1 Conventional Wastewater Lagoon at Mill Creek – 3.740 mil
  - Alternative 2 – (now) Regional Sanitary Force main – 4.60 mil
  - Delta of 2.80 mil Alt 1 and 0.630 mil Alt 2
  - Delta of 0.860 mil between Alt 1 and 2
- **Alt 2 SBR Mechanical Plant was determined not viable due to high capital cost and high-level operator requirements – however, provides the highest quality effluent and consideration to pristine water resources in the area?**

#### Environmental Considerations

- Negative impact to water quality of Mill Creek/Castle River – Castle river watershed
  - **Mill Creek provincially designated as Class A protected stream which allocates**
    - Highest level of protections afforded to water and habitat it provides
    - Zone is recognized as spawning/habitat for species at risk Bull Trout, and other sensitive aquatic species.
    - Increase water temperature and nutrient – increase frequency of water quality issues – solution to pollution is not dilution in drought years
    - Recreational value
- **Potential odor impacts from lagoon and pipeline ROW**
  - no consideration to odor prevention in MPE report
- **Difficult/cost of building access road to site – setback limits established through species at risk act and Class A protected designation)**
  - Narrow access point immediately adjacent to Mill Creek – MD would have to consider blasting the rock outcrop to provided adequate transportation corridor for large equipment and vehicle access, and in the event of emergency response.
  - 300 m from limber pine rehabilitation site
  - Min 45 m undisturbed vegetation water body setbacks

#### Social consideration

- **No account for tourism based development within Hamlet of Beaver Mines to Service newly designated Castle Park**
  - **As stated in the 2017 report - "Beaver Mines has the potential for possible additional growth based on tourism - this has not been included for in the above projections due to fact Alberta Transportation does not fund development for tourism"**
    - Beaver Mines, once Water and Wastewater services are established, has a high probability for expansion as a service center to newly designated Castle Park and Wilderness Park
    - Applied a conservative 2 % growth rate (71 people 2006 to 126 2034 delta 55 people)
      - Represents 2 people addition to pop per year
      - This could be achieved overnight!
- **No formal consultation process with residents of Beaver Mines or landowners directly affected**
  - Two open houses – informal process to present our concerns
  - **As stated in the 2017 report "During preliminary land discussions, some landowners have shown reluctance to wastewater force mains – odors generated – due to distance – wastewater can become stagnant in pipeline anaerobic decomposition – lead to odors.**
    - NO MPE employee ever approached landowners directly impacted by Mill Creek site and NO concerns presented in report for consideration
- **Unknown costs to residents of Beaver Mines and taxpayers within MD of Pincher Creek.**
  - What is the cost to Beaver Mines residents to connect to service
  - Cost to taxpayers
    - Already utilizing 390k in design phase without proper recommendation from MPE
- **No current updated information on Regulatory requirements set out in 2014 study**
  - **DOO to present a List of Compliances at this meeting**
  - Breakdown of updated cost projections requested February 2017 – nothing yet presented

#### Archaeological

- **Update Results of the Historical Resource Impact Assessment**
- The site is identified as a historical resource site – tradition gathering site for indigenous people – historical tee pee rings

#### Political

- As concerned citizens we will utilize all facets to bring our opposition to public domain.
  - Stewardship groups
  - Government departments and organizations
  - University/College resources
  - Legal action

## 2. Evaluate other options to address sewage disposal and treatment at individual, community, and regional level

- More effective options available to decrease impact to sensitive water bodies
- Potential for innovation and technology – permaculture, phytoremediation
  - Solar aquatic treatment plant – collaborate with University/College to study plant spp filtration and sequestering of environmental pollutants
  - Orenco system
- Establish an advisory committee to help guide the management and considerations of such a complex project – help find agreeable solutions for a positive path forward.

## 3. Changing course

- Stop pursuing project until MD of PC No.9 Hamlet of Beaver Mines Growth Study is completed by Oldman River Regional Services Commission for proper consideration to the variables guiding community requirements for current and future projections.
  - Analyze current state and health of the hamlet
  - Provide recommendations on need or constraints providing various municipal or community service
  - Analyze existing and projected land use
    - Water and sewer
    - Storm water management
    - Area Structure Plan

Our concerns have been directed to the Oldman Watershed Council, Environmental Law Center of Alberta, and Trout Unlimited. OWC has offered to provide a presentation to MD council and staff about environmental and regulatory issues associated to building infrastructure in floodplains, and discuss available grant options.

MD Council and Staff should review 3 main goals est. through Water for life Strategy.

We will continue to engage with all organizations that have a vested interest in protecting the integrity of this freshwater system, and be present in the process to find better solutions to the Beaver Mines Water and Wastewater Project

In conclusion, we can agree that this project has become very complex with multiple facets that require proper consideration before moving forward. The recommendations based on MPE Engineering Ltd.'s best judgment are incomplete; they provide a biased analysis of the considerations to conclude the Mill Creek Sewage Lagoon as the best option available. The MD should consider hiring a new engineering firm to set fresh eyes and vision to this project.

As a mother to a young child, and expecting our second, I am passionately bound to lend my voice and energy to the protection of our most valuable resource, clean accessible water. This water is not just a dumping point for effluent – it is a freshwater resource for current use, and future generations. As changes to our land use, population and climate evolve in this area – so will the pressure increase on our water resources. It is time we take a collective stance to find the best alternatives to make a truly educated and well thought out decision to deal with the water and wastewater issue of Beaver Mines.

We would like to ask the MD Council to put forward the following action items for consideration.

1. Have the Director of Operations (DOO) Leo Reedyk to forward all correspondence received to date to MPE engineering from concerned citizens for consideration and comment.
2. Request a one-hour meeting with Council, Leo, MPE, and members of the Friends of Castle River organization to discuss alternatives that are cost-effective, environmentally and socially conscious.
3. Request the Oldman Watershed Council to present information on environmental and regulatory issues associated to building on a floodplain, and discuss the ACRP grant.

Thank you for your time today to hear my submission and I look forward to a positive engagement in the New Year to bring forth a resolution to this issue.

Respectfully, Megan Metheral



## Tara Cryderman

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**From:** Wendy Kay  
**Sent:** Wednesday, December 6, 2017 3:56 PM  
**To:** Tara Cryderman  
**Subject:** FW: Letter Submission to include in December 12, 2017 MD Council Agenda Package.  
**Attachments:** Petition Letter Submission.docx

**From:** Megan Metheral [mailto: ]  
**Sent:** December 6, 2017 3:47 PM  
**To:** Wendy Kay <wkay@mdpincercreek.ab.ca>; councildiv3@pincercreek.ab.ca  
**Subject:** Letter Submission to include in December 12, 2017 MD Council Agenda Package.

Good Afternoon Wendy,

My name is Megan Metheral and I represent the Friends of Castle River group. My father is a resident directly downstream of the proposed Mill Creek Sewage Lagoon site, and the group was established to represent the concerns of downstream residents, and concerned citizens within Pincher Creek and beyond of the potential impacts to this valuable freshwater source.

The petition was included in the last Agenda but was not submitted for action. I would like to bring forward an update on the Petition at the next scheduled MD Council Meeting. I ask that you include my letter submission in the council package for December 12, 2017 meeting, and I would also like to appear as a delegation to present the letter.

Thank you for your time,

Megan Metheral

December 6<sup>th</sup>, 2017

Attn: Wendy Kay, Reeve and MD Council, Director of Operations Leo Reedyk

**Re: Friends of Castle River Petition to Stop Work on Mill Creek Sewage Lagoon Project to evaluate other alternatives to wastewater component of the Beaver Mines Water and Wastewater Project.**

This letter is a submission to update the CAO and MD Council on the status of the Friends of Castle River Petition. We understand that this is an informal petition and is not guided by the Municipal Government Act. The Friends of Castle River represents an evolving group of concerned landowners and citizens with a common interest to protect the integrity of the Castle River and Mill Creek for current, and future generations.

As the petition stands today, we have received 143 signatures from people within Pincher Creek area and beyond. Those who have taken the time to sign the petition represent an increasing public audience with significant concerns regarding the proposed Mill Creek Sewage lagoon project. A summary of the concerns includes;

- All options need to be assessed
- Better and cheaper alternatives
- Please stop these ignorant, poorly engineered projects in and around my home
- Beautiful area, lets keep the ecosystem balanced
- Serious technical, environmental concerns with this location – better options are available
- Engineering debacle and should be abandoned – price tag does not demonstrate fiscal responsibility by the MD
- Environmentally irresponsible
  - Concern for environmental impacts to water quality
  - Negative impact to recreational activities
  - Extremes in climate variation
    - Drought years – increased concentration of effluent entering water course
  - Protection of a freshwater source and species at risk (Bull Trout spawning grounds)
  - Downstream impact
    - Town of Pincher Creek water source
  - Negative impact at river confluence – flooding and subsequent contamination potential
  - Increased concentration of inorganic substances (pharmaceuticals, household products, run-off pollutants, etc.)
- Utilize existing facilities
- Disturbance to neighboring residents (devalued land)

You can continue to disregard this information as purely “opinions”, however, this petition signifies a continued public support to re-evaluate the viability, and truly, consider the validity of the recommendations of MPE to construct this project at the Mill Creek site.

Our concerns have been directed to the Oldman Watershed Council, Environmental Law Center of Alberta, and Trout Unlimited. We will continue to engage with all organizations that have a vested interest in protecting the integrity of this freshwater system.

Through correspondence with Shannon Frank, the executive Director of the Oldman Watershed Council (OWC), they have offered to give a presentation to MD Council and staff about the environmental and regulatory issues associated to building infrastructure in floodplains. There is a program through Alberta Environment and Parks called the Alberta Community Resilience Program (ACRP) that supports development of long-term resilience to flood and drought events, while supporting integrated planning and healthy functioning watersheds. OWC is available to discuss this grant with the MD of Pincher Creek.

<http://aep.alberta.ca/water/programs-and-services/alberta-community-resilience-program/default.aspx>

MD Council and Staff should review the three main goals established through the Water for Life strategy that the government of Alberta and its partners will follow for the next 10 years. Does this project comply with those goals?

- Healthy aquatic ecosystems
- Reliable, quality water supplies for a sustainable economy
- Safe, secure drinking water.

<http://aep.alberta.ca/water/programs-and-services/water-for-life/default.aspx>

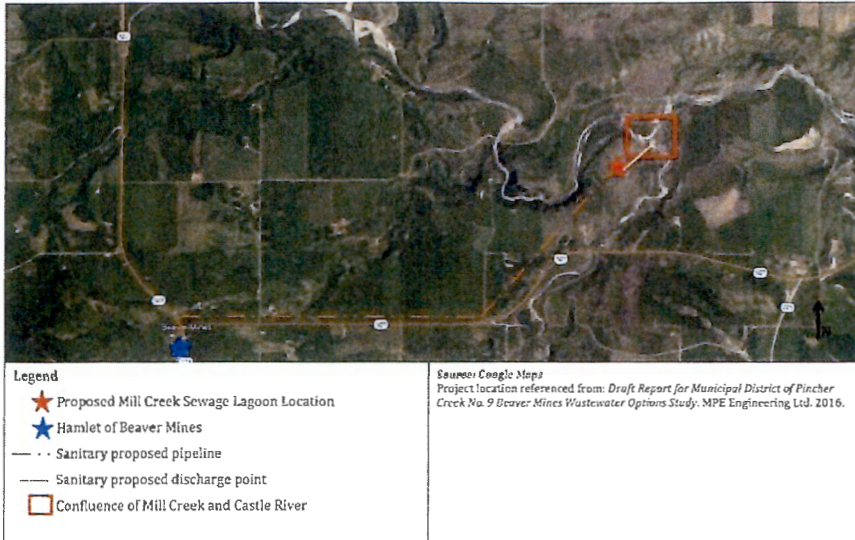
We would like to ask the MD Council to put forward the following action items for consideration.

1. Have the Director of Operations (DOO) Leo Reedyk forward all correspondence received to date to MPE engineering from concerned citizens for consideration and comment.
2. Request a one-hour meeting with Council, Leo, MPE, and members of the Friends of Castle River organization to discuss alternatives that are cost-effective, environmentally and socially conscious.
3. Request the Oldman Watershed Council to present information on environmental and regulatory issues associated to building on a floodplain, and discuss the ACRP grant.

Respectfully submitted,

Friends of Castle River

Council  
Corresp - For Info



5

5 have signed. Let's get to 100.

[Friends of Castle River](#)  
[Southern Alberta and beyond, Canada](#)

To: Wendy Kay, Chief Administrative Officer, MD of Pincher Creek #9 –  
Attention: Reeve Stevick and MD Council

Please add my voice to those who request that the MD of Pincher Creek stop all work on the Mill Creek Sewage Lagoon immediately for the following reasons:

1) There are significant technical, environmental, social, archaeological and political risks with the Mill Creek Sewage Lagoon location. These include but are not limited to:

- environmental impact to two significant freshwater streams (Castle River/Mill Creek)
- potential odour impacts along pipeline right of way and surrounding area
- identified as a historical resources site
- the difficulty/cost of building an access road to the site
- no account for tourism based development within Hamlet of Beaver Mines to service Castle Park
- no formal consultation process with residents of Beaver Mines or landowners directly affected
- unknown costs to residents of Beaver Mines and taxpayers within MD of Pincher Creek

Even if these issues are addressed, the Mill Creek Sewage Lagoon will almost certainly be the MOST expensive option, not the least. Any further expenditure is a waste of taxpayers' money

- 2) There are many options for addressing sewage disposal and treatment for Beaver Mines at the individual, community or regional level that are less expensive and have fewer environmental and social impacts than the Mill Creek Sewage Lagoon. It is not clear why most of these were not considered
- 3) If you make this decision now, changing course will not result in a significant delay to the Beaver Mines Water and Sewer project. If anything, finding a better alternative will likely streamline the approval process and be more likely to ensure that Beaver Mines gets water and sewer on time and on budget

Thank you in advance for your consideration.

Yours truly

This petition will be delivered to:

- Wendy Kay, Chief Administrative Officer, Reeve Quentin Stevick and MD Council of Pincher Creek No.9

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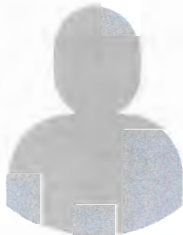
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Petitioning Wendy Kay, Chief Administrative Officer, Reeve Quentin Stevik and MD Council of Pincher Creek No.9



### Decision makers



of **Pincher Creek No.9**

Wendy Kay, Chief Administrative Officer, Reeve Quentin Stevik and MD Council

## Stop all work on Mill Creek Sewage Lagoon Project to consider Alternatives

[Friends of Castle River Southern Alberta and beyond, Canada](#)

## Director of Operations Report January 3, 2018

### **Operations Activity Includes:**

- December 4, Public Works Level of Service meeting;
- December 12, Council meeting;
- December 13, Joint Worksite Health and Safety meeting;
- December 14, Agricultural Service Board meeting;
- December 23-January 1, Christmas Break.

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

- December 18, Alberta Community Partnership grant application;
- January 3, Livestock emergency response tabletop exercise.

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

- Plowing snow all through the holidays except Christmas and Boxing day;
- Grader and tractor have been in Lundbreck for past few days, and as required;
- Pincher Station tracks have been an issue as usual. We are in the process of packing away the snow piles;
- Landfill access is drifting heavy, grader has had to assist the plow opening it;
- Subdivisions in Lundbreck Falls area and Burmis area are drifting heavily;
- Many driveway clearing requests coming in completed as equipment is available.

### **Upcoming:**

- January 9, Council meeting;
- January 10, Health and Safety Committee meeting;
- January 11, Staff meeting;
- January 11, Beaver Mines Utility Coordination meeting;
- January 12, Castle Servicing Atco Gas meeting;
- January 15-24, Holiday.

### **Project Update:**

- Community Resilience Program
  - Regional Water System Intake Relocation – Tender Closed November 23, 2017.
- Capital Projects
  - Regional Raw Water Intake, Water Act Approval for construction issued;
  - Beaver Mines Water Supply, Pipeline - L.W. Dennis Contracting Ltd. Pipe installation ongoing, Mechanical portion of the contract low tender DMT Mechanical Ltd.;
  - Beaver Mines Water Distribution and Waste Water Collection, detailed design and land negotiation ongoing;

- Beaver Mines Wastewater Treatment, Proposed Lagoon site found to be not viable due to shallow bedrock;
- Castle Servicing, Geotechnical permits acquired from Alberta Transportation;
- Patton Park Playground CSA Certification ongoing;

**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period December 7, 2017 to January 3, 2018 and the call log be received as information.

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Prepared by: Leo Reedyk



Date: January 3, 2018

Reviewed by: Wendy Kay



Date: January 9, 2018

Submitted to: Council

Date: January 9, 2018

## Winter 2017/2018 Snow Calls

Date:	Address:	House #:	Comments:	Operator:
Dec. 21/17	Beaver Mines		Snowed in.	Joh J.
Dec. 21/17	SW10 T6 R1 W4	6104		Joh J.
Dec. 21/17	SE21 T4 R29 W4 - Rg Rd 29-4			Rod N.
Dec. 21/17	NE27 T5 R1 W5 - Toney Drive			Joh J.
Dec. 21/17	Rg Rd 1-1	6125	Renter @ Caroline Johnson Place	Henry D.
Dec. 21/17	SW 7 T 8 R 29 W4 - Rg Rd 30-0	8031	Wants Driveway done.	Tim O.
Dec. 21/17	NE28 T8 R29 W4		Wants Driveway done.	Tim O.
Dec. 21/17	SE21 T4 R29 W4 - Rg Rd 29-4		Called a 2nd time for Roadway.	Rod N.
Dec. 21/17	SW21 T4 R29 W4		Has a car stuck @ gate. Wants Operator to call to move car or unplug it so he can get around it. Told her "No".	Rod N.
Dec. 21/17			Lorraine McNab hill needs cleaned up on the ridge.	Joh J.
Dec. 21/17			Inquiring about the cost of having Driveway plowed.	
Dec. 21/17	Lundbreck	313 Wood Ave.	Complaining about the snow left on road as she now has to park across the street.	
Dec. 21/17	Lundbreck			
Dec. 21/17	NW13 T5 R1 W5 - Rg Rd 1-0A - Christie Mines Road	5230		Don J.
Dec. 21/17			Joh did a good job.	
Dec. 21/17	NW34 T6 R1 W5	1225		Henry D.
Dec. 21/17	SW22 T5 R30 W4 - Alberta Ranch Road - Rg Rd 30-3	5315		Joh J.
Dec. 21/17	NE17 T6 R30 W4 - Twp 6-2A - Christie Mines Road	30332	Speed Plow	Joh J.
Dec. 21/17	Lundbreck	401 Robinson Ave.	Snow Drifting on Road into her Driveway.	
Dec. 22/17	NW32 T5 R29 W4 - Twp 6-0	29417	She talked with Shawn Roberts re. Bus Driver	Stu W.
Dec. 22/17	Burmis Mountain Estates - Hiawatha Campground		School Bus	Dave S.
Dec. 22/17	SW21 T5 R2 W5	2330	Driveway 1km needs it wider.	Henry D.
Dec. 22/17	NE17 T7 R29 W4 - Castle Mountain Ridge 1st Ave.			Stu W.
Dec. 22/17	Beaver Mines		Snowed in again. Has a water truck coming. Grader would be better than Snow Plow.	Henry D.
Dec. 22/17	NE18 T7 R1 W5 -North of Landfill	7222	Bus Route Road.	Henry D.
Dec. 22/17	NW9 T5 R2 W5 - Gladstone Valley	Porteous Rd.	Driveway needs plowed.	Henry D.



Dec. 22/17	SW22 T5 R30 W4 - Alberta Ranch Road - Rg Rd 30-3	5315	Driveway needs plowed.	Joh J.
Dec. 22/17	Bus Route & Turn Around @ Twin Butte Hall		Call back in the New Year.	Stu W.
Dec. 22/17	SW11 T5 R3 W5 - Beaver Mines Lake	3124	Snowed in since Wednesday. Has been told not to plow the road himself. Volker Stevin's road not the MD's.	Stu W.
Dec. 22/17	NW11 T6 R1 W5 - Rg Rd 1-2	6117	Past Bryan Zoratti's.	Joh J.
Dec. 22/17	Rg Rd 29-6 off Highway 507		Brocket Colony	Tony T.
Dec. 22/17			Call Back. First phone # is Pincher Creek. Second phone # is YYC.	Rod N.
Dec. 22/17	SW15 T9 R1 W5	9201	Wants Driveway done.	Brian L.
Dec. 22/17	SW2 T6 R1 W5 - Toney Drive - Rg Rd 1-2	5401		Joh J.
Dec. 22/17	SW3 T7 R2 W4 - Twp 7-0 off of the 507.		By Szalas	Henry D.
Dec. 22/17	NW29 T3 R28 W4 - Rg Rd 28-5	3507	Guest House River Suites. Call Back.	Rod N.
Dec. 22/17			Do we know if they have more snow?	
Dec. 22/17	Tapay Road			Henry D.
Dec. 22/17			Reference #8238	Stu W.
Dec. 22/17	SW21 T4 R28 W4	4313	Wants Driveway done.	Tony N.
Dec. 22/17	Alberta Ranch Road			Joh J.
Dec. 22/17	Lynx Creek Road & Carbondale		Tapay Road	Henry D.
Dec. 22/17	NE1 T7 R2 W5 - Rg Rd 2-1			Henry D.
Dec. 22/17	Castle Ridge		Provincial - Volker Stevin	
Dec. 22/17	Castle Ridge		Provincial - Volker Stevin	
Dec. 22/17				
Dec. 22/17			Get out of Pincher Creek tomorrow.	
Jan. 2/18	SE26 T7 R2 W5 - Lundbreck	104 Park St.		Joh J.
Jan. 2/18	Lundbreck	16 Park St.		Joh J.
Jan. 2/18			Message from Jessica re. Snow Plow.	
Jan. 2/18	SW15 T7 R29 W4		Tom Barr's mother. Need to feed cattle.	Tim O.
Jan. 2/18	NW5 T8 R28 W4 - Rg Rd 28-5		THANK YOU	Tim O.
Jan. 2/18	SW12 T3 R29 W4 - Rg Rd 3-0	3013 or 3015	Wants Driveway done.	Rod N.
Jan. 2/18	NW12 T6 R1 W5	6125	Wants Driveway done.	Henry D.
Jan. 2/18	SW21 T5 R2 W5		Wants Driveway done.	Henry D.
Jan. 2/18	Pincher Station RR Tracks		Tracks are plugged.	
Jan. 2/18	NW2 T6 R30 W4 - Rg Rd 30-2	6017	Wants Driveway done.	Tim O.

Jan. 2/18	Talon Peaks	13		Dave S.
Jan. 2/18				Stu W.
Jan. 2/18	Spread Eagle Road			Rod N.
Jan. 2/18	NE6 T6 R1 W5 - Rg Rd 1-5	6024	Jack Morgan loop. Also concerns with his Snow Fence.	Don J.
Jan. 2/18	SE21 T4 R29 W4 - Rg Rd 29-4			Rod N.
Jan. 2/18	SE2 T7 R29 W4 - Rg Rd 29-3	7002	Laneway North of Tower Road. Did it himself.	Tony T.
Jan. 2/18	SE33 T6 R29 W4 - Rg Rd 29-3	6516	Tower Road	Tony T.
Jan. 2/18	Road East of North Burmis			Dave S.
Jan. 2/18	Rg Rd 29-2 - Lorraine McNab Road		Cars are stuck.	Don J.
Jan. 2/18				Dale A.
Jan. 2/18	SW21 T4 R28 W4	4313	Wants Driveway done.	Rod N.
Jan. 2/18	NW 4 T7 R1 W5		Snowed in.	Henry D.
Jan. 2/18	NW10 T7 R30 W4	7117	Wants Driveway done.	Henry D.
Jan. 2/18	SW 20 T7 R2 W5 - Rg Rd 2-5A	7301		Dave S.
Jan. 2/18	North Burmis / Rock Creek Road		Renting and doesn't know the address.	Dave S.
Jan. 2/18	SW35 T5 R2 W5 - Rg Rd 2-2	5504	Complant about Beaver Mines off of Gladstone	Henry D.
Jan. 2/18	SW15 T9 R1 W5	9102	Wants Driveway done. East of Snake Trail.	Brian L.
Jan. 2/18	SW15 T6 R1W5	3227	End of Carbondale Road before the Forestry	Henry D.
Jan. 2/18			Called back re: Cattle Guard	Jared P.
Jan. 2/18	Talon Peaks	21		Dave S.
Jan. 2/18	NW21 T7 R2 W5	1213	Road not opened up. South of Lundbreck Falls.	Dave S.
Jan. 2/18	Villa Vega	28		Dave S.
Jan. 2/18	SW5 T6 R28 W4	6015	Wants Driveway done.	Tony T.
Jan. 2/18	NW4 T6 R28 W4	6017	Wants Driveway done.	Tony T.
Jan. 2/18				Stu W.
Jan. 2/18			Re: Lock on Garbage. Told them to call the Landfill.	
Jan. 2/18	Lundbreck	408 Breckenridge	Sarcastic, Rude, and Nasty. Re: Windrows.	
Jan. 2/18	SW15 T7 R29 W4	29218	Reference from Tom Barr	Tim O.
Jan. 2/18	Talon Peaks	12		Dave S.
Jan. 2/18	Sec8 T6 R28 W4 - Rg Rd 29-0		South of Highway 507	Tony T.
Jan. 2/18	Pincher Station			Stu W.

Jan. 2/18			Road is Plugged	Don J.
Jan. 2/18	Rg Rd 29-2	6018	East on Highway 507.	Tony T.
Jan. 2/18	NE3 T7 R2 W5 - Rg Rd 2-1	7016	Dukes of Hazard Road. Blood Transfusion on Wed.	Henry D.
Jan. 2/18	SW20 T6 R1 W5			Henry D.
Jan. 2/18	SW22 T5 R30 W4 - Alberta Ranch Road - Rg Rd 30-3	5315	Wants Driveway done.	Don J.
Jan. 2/18	Mudlane - West of Mennonite Church		Windrow to big.	Tony T.
Jan. 2/18				Tony N.
Jan. 2/18			Going to call back.	
Jan. 2/18	NW11 T6 R1 W5 - Rg Rd 1-2	6117	Behind Bryan Zoratti South of the 507.	Don J.
Jan. 2/18				Stu W.
Jan. 2/18	NW19 T7 R2 W5 - Rg Rd 2-5B	7305		Dave S.
Jan. 2/18	Rg Rd 2-3A			Dave S.
Jan. 2/18	NW34 T6 R1 W5			Henry D.
Jan. 2/18	SW1 T6 R2 W5 - Rg Rd 2-1	6011		Stu W.
Jan. 2/18	NW21 T7 R2 W5 - Southview Estates	22		Dave S.
Jan. 3/18	Talon Peaks		People stuck on corner.	Dave S.
Jan. 3/18	SE6 T1 R1 W5 - Rg Rd 1-5		Beaver Mines off Highway 778.	Don J.
Jan. 3/18			Request West side of Lake to be plowed. Driveway.	Henry D.
Jan. 3/18	Corner North of the Landfill		Trying to get to Sub Station.	Henry D.
Jan. 3/18	Upper Tennessee		Road needs plowed.	Tim O.
Jan. 3/18			Cancelled yesterdays request.	Rod N.
Jan. 3/18	NE20 T8 R29 W4 - Welsh Road		Needs plowed.	Tim O.
Jan. 3/18				Tim O.
Jan. 3/18	Pincher Station RR Tracks		Drifted in again.	
Jan. 3/18	Southview Estates	13		Dave S.
Jan. 3/18	West of Mennonite Church	6020	Off of the 507.	Tony T.
Jan. 3/18	NE28 T8 R29 W4	8432		Tim O.
Jan. 3/18	Lundbreck	446 Patton Ave.	Gave a big THANK YOU.	Kent Z.
Jan. 3/18	Pincher Station	306 Charles Ave.	Tim drove right past him.	Bob S.
Jan. 3/18	NE9 T4 R29 W4 - Rg Rd 29-3	4118	Wants Driveway done.	Rod N.
Jan. 3/18	17 T6 R30 W4 - Twp 6-2A	30332	Off Christie Mines. Old McFadden place.	Don J.
Jan. 3/18			Needs his place done again.	Tim O.
Jan. 3/18	SW20 T7 R28 W4		East of Wind Farm.	Tim O.
Jan. 3/18	SW29 T7 R1 W5 - Rg Rd 1-5	7411		

Jan. 3/18	SW21 T5 R2 W5	2332	Wants Driveway done.	Henry D.
Jan. 3/18	Drywood Ranch	4228	Off of Highway 6.	Rod N.
Jan. 3/18	29-5 off 507.			Tony T.
Jan. 3/18	NE22 T6 R2 W5		Wants Driveway done.	Henry D.
Jan. 3/18	SE23 T8 R30 W4		Upper Tennessee	Tim O.
Jan. 3/18	Summerview			Tim O.
Jan. 3/18	Pincher Station	306 Charles Ave.		Bob S.
Jan. 3/18	NW10 T2 R8 W4		Fish Creek	Tony T.
Jan. 3/18	SW28 T7 R1 W5 - Rg Rd 1-4	7407	New to Area	Brian L.
Jan. 3/18				
Jan. 3/18	SE6 T7 R1 W5	7002	Tractor won't start needs help off the road.	Henry D.
Jan. 3/18	SW9 T4 R29 W4	4113	Furnace man is coming. *Called back to cancel.	Rod N.
Jan. 3/18	1 T7 R2 W5 - Rg Rd 2-0	7026	South of Lundbreck Landfill.	Henry D.
Jan. 3/18			Re: Volker Stevin	Stu W.
Jan. 3/18	NE2 T9 R30 W4			Tony T.
Jan. 3/18			Left message on phone.	Stu W.
Jan. 3/18			Unit 497 not ready till next week.	Dianne F.
Jan. 3/18	NW9 T3 R29 W4	3119	Wants Driveway done.	Rod N.
Jan. 3/18	Lynx Creek Road & Carbondale		Was wondering why there is no snow fence.	Stu W.
Jan. 3/18	Rg Rd 1-2	6119 or 6129	Wants Driveway done.	
Jan. 3/18		6017	Wants Driveway done.	Tony T.
Jan. 3/18				
Jan. 3/18			Re. Landfill Road	
Jan. 3/18				
Jan. 3/18			Wants Driveway done.	
Jan. 3/18	Airport Runway		Pilot landed and got stuck. Runway is now closed.	Stu W.
Jan. 3/18	Behind Bryan Zoratti			Don J.
Jan. 3/18			Wants Driveway done.	Tim O.
Jan. 3/18	From Fountain Tire		Needs a PO	Mike K.
Jan. 3/18	Southview Estates	22	2 or 3 calls.	Dave S.
Jan. 3/18			Needs road behind Walmart cleared by the pump house. Wonders why there is no snow fence.	Tim O.
Jan. 3/18	SE33 T6 R29 W4 - Rg Rd 29-3	6516		Tony T.
Jan. 3/18				Stu W.

Jan. 3/18			Joh needs to call his wife.	Joh J.
Jan. 3/18	Rg Rd 1-2	6129	Stillman's Place west of town.	Don J.
Jan. 3/18	Burmis Mountain Estates	2	Wants Driveway done.	Dave S.
Jan. 3/18	NE18 T5 R2 W5 - Rg Rd 2-5	2531	West of Beaver Mines. Has 2 appointments at 9:30am	Dave S.
Jan. 3/18	NE21 T6 R1 W5 - Rg Rd 1-3	6309	Needs to know if it is a Private Drive. It is.	Dianne F.
Jan. 4/18	Pincher Station	310 Yonge St.	Driveway is plugged with 3'-4' of snow from the Grader Man.	Tim O.
Jan. 4/18	Rg Rd 6-2A	1010	Christie Mines Road. Grader man plowed the road closed again. He needs to feed his horses.	Don J.
Jan. 4/18	Rg Rd 1-1	6125	The drift from the road is to big. Can't cross the cattle guard.	Henry D.
Jan. 4/18	Hiawatha @ the 507.		Volker Stevin plowed the road shut again.	Dave S.
Jan. 4/18			Called for Stu.	Stu W.
Jan. 4/18	Christie Mines Road.	30418	Grader man plowed the driveway shut.	Don J.
Jan. 4/18	NW22 T4 R28 W4		Last house on South side of road East of St. Henry's.	Tony N.
Jan. 4/18	Twp 8-2	1308	Wants Driveway done. *Cancelled.	Brian L.
Jan. 4/18	Twp 7-2		East of Landfill road.	Henry D.
Jan. 4/18	By Lloyd Sproules.			Tony T.
Jan. 4/18	Rg Rd 1-1		West of Walking Plow Acres.	Brian L.
Jan. 4/18	Rg Rd 1-1		North of Airport Road.	Henry D.
Jan. 4/18	Rg Rd 30-2		Wants Driveway done. North of Cyr Hill.	Tony T.
Jan. 4/18	Rg Rd 28-2		"Who can I talk to about getting 28-2 done? And can the Grader man take the washboard out of the road.	Tony T.
Jan. 4/18	Christie Mines Road.	31380	Wants Driveway done. Watch for the Dogs.	Don J.
Jan. 4/18	29-3. Bannik Road.		Wants the road replowed.	Tim O.

## Snow Storm Calls

### **December 21/17**

- 25 calls in about Roads with 3 being for Private Driveways.

### **December 22/17**

- 29 calls in about Roads with 3 being for Private Driveways.

### **January 2/18**

- 70 + calls in about Roads with 10 being for Private Driveways.

### **January 3/18**

- 65 + calls in about Roads with 8 being for Private Driveways.

JANUARY 3, 2018

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TO: Wendy Kay, CAO

FROM: Leo Reedyk, Director of Operations

SUBJECT: Beaver Mines Wastewater Treatment Report Update

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**1. Origin:**

At their September 26, 2017 meeting, Council initiated the Beaver Mines Wastewater Treatment project detailed design work.

**2. Background:**

MPE Engineering initiated two studies to assist in determining the viability of the proposed site in the SE 19-6-1-W5M, a Historical Resource Impact Assessment and a Phase 1 Geotechnical Evaluation.

The Historical Resource Impact Assessment work done by Arrow Archeology Limited included a site walk about with local land owners and onsite inspection during geotechnical evaluation bore hole and test pit development.

Tetra Tech Canada Inc. performed the Phase 1 Geotechnical Evaluation for the project and provided the attached report for use in the project design. Tetra Tech Canada Inc. has been requested to provide comment on the suitability of a geosynthetic liner given the reported soil conditions; their comments on a liner have not yet been received.

Within their report, Section 5.0, Tetra Tech Canada Inc. indicates that “the site suitability for the proposed sanitary sewage lagoon development is considered low and relocation is highly recommended.”

Options for consideration and discussion moving forward include:

- Enter into discussions with the Village of Cowley or the Town of Pincher Creek for use of their lagoon systems;
- Open a request for proposal process for land owners looking to sell suitable land for wastewater treatment in a lagoon and wetland system in close proximity to Beaver Mines;

As previously presented to Council, the *Environmental Protection and Enhancement Act, Potable Water Regulation* requires that:

“(3) No person shall commence

(a) the extension of a water distribution system...

Where...

(e) the water distribution system will service a portion of a city, town, specialized municipality, village, summer village, settlement area as defined in the Metis Settlements Act, hamlet, privately owned development, municipal development or industrial development that is not serviced by a wastewater system in respect of which a current approval or registration has been issued under the Act,”

The site at the SE 19-6-1-W5M has been determined to be non-viable, as such, once a decision on the path forward has been made, Alberta Transportation should be notified of the change in the location for Beaver Mines wastewater treatment in the Municipal Districts application with the Alberta Municipal Water Wastewater Partnership grant program.

Following a decision on the path forward, Council is requested to provide direction to Administration.

**3. Discussion:**

That Council Committee discuss options for Beaver Mines Wastewater Treatment and provide direction to Administration through a resolution in Council.

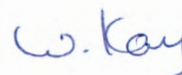
Respectfully Submitted,



Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer



Date: January 4, 2018





December 13, 2017

MPE Engineering Ltd.  
Suite 300, 714 – 5 Avenue South  
Lethbridge, Alberta T1J 0V1

ISSUED FOR USE  
FILE: ENG.LGEO03598-01  
Via Email: lschoening@mpe.ca

**Attention:** Mr. Luke Schoening, P.Eng. – Project Manager

**Subject:** Phase I – Geotechnical Evaluation  
Sanitary Sewage Lagoon Development  
Beaver Mines, Alberta

## 1.0 INTRODUCTION

This report presents the results of a geotechnical evaluation, conducted by Tetra Tech Canada Inc. (Tetra Tech), for the proposed sanitary sewage lagoon development to be located near the town of Beaver Mines, Alberta. The site is adjacent to the confluence of the Castle River and Milk Creek at the legal site description of 02-19-06-01 W5M.

The scope of work for this evaluation was outlined in an email proposal issued to Mr. Luke Schoening, of MPE Engineering Ltd. (MPE), on October 26, 2017. The objective of this work was to determine the general subsurface and groundwater conditions, and to provide a site suitability assessment for the proposed sanitary sewage lagoon development.

Authorization to proceed with the work was provided by MPE through a signed Subconsultant Agreement on November 2, 2017.

## 2.0 SCOPE OF WORK

The scope of work comprised the completion of nine (9) geotechnical boreholes and three (3) testpits across the proposed site. The evaluation also included a laboratory program to assist in classifying the subsurface soils and a summary of soil findings with suitability assessment results.

## 3.0 GEOTECHNICAL AND LABORATORY WORK

The geotechnical drilling fieldwork for this evaluation was carried out on November 7, 2017, using a track-mounted drill rig contracted from Earth Drilling Ltd. of Calgary, Alberta. The rig was equipped with 150 mm diameter hollow stem augers. The geotechnical testpits were excavated on November 28, 2017. Tetra Tech's field representative for both programs was Mr. Stuart Smith.

Nine (9) boreholes (referenced as 17BH001 through 17BH009) were drilled to depths between 0.9 m and 2.2 m below existing ground level. It should be noted that due to auger refusal, all boreholes were terminated early and efforts, including relocating some boreholes (i.e., 17BH001, 17BH005, 17BH006, and 17BH007), were made to achieve the design borehole depths. From the boreholes, disturbed grab samples were obtained at select locations. In addition, Standard Penetration Tests (SPTs) were performed in select boreholes. Three (3) testpits (referenced as 17TP001, 17TP002, and 17TP003) were excavated to depths between 4.6 m and 5.3 m below ground level. All soil samples were visually classified in the field and the individual soil strata and the interfaces between them were noted. The borehole and testpit logs are presented in Appendix B. An explanation of the terms and symbols used on the logs is also included in Appendix B.

**Tetra Tech Canada Inc.**  
442 - 10 Street N.  
Lethbridge, AB T1H 2C7 CANADA  
Tel 403.329.9009 Fax 403.328.8817

Slotted 25 mm diameter PVC standpipes were installed in the three testpit locations to monitor groundwater levels. The testpits were backfilled around the standpipes and the boreholes were backfilled with cuttings.

Classification tests, including grain size distribution, were performed in a laboratory on samples collected from the boreholes and testpits to aid in the determination of engineering properties. The results of the laboratory tests are presented in Appendix C, as well as included on the logs in Appendix B.

## **4.0 SUBSURFACE SOIL CONDITIONS**

### **4.1 Soil Conditions**

The general subsurface stratigraphy for the site comprised a surficial layer of topsoil, overlying sand or clay, overlying gravel, in turn underlain by bedrock.

Surficial topsoil was encountered at all borehole and testpit locations with thicknesses less than 300 mm. Sand, bordering on low to medium plastic clay, was present below the topsoil in 17TP002, 17TP003, and 17BH002; and extended to depths of between 0.9 m and 1.4 m below ground surface. The sand was described as silty, trace to some clay, trace to some gravel, damp, compact, and brown. The clay was described as silty, some sand to sandy, some gravel, damp, very stiff, low to medium plastic, and brown.

Gravel was encountered below the topsoil and/or sand and extended to depths of between 3.7 m and 4.9 m below ground surface. The gravel was described as sandy, some silt, trace clay, subrounded, well graded, sizes up to 400 mm, very dense, brown. The sand and gravel are considered alluvial in origin.

Bedrock was encountered below the gravel layer and extended to the termination depths of the testpits (due to excavator refusal). The bedrock was comprised of extremely weak to very weak conglomerate, sandstone, and siltstone.

### **4.2 Groundwater Conditions**

At the time of drilling, no seepage was observed in any of the nine borehole locations and sloughing was only encountered in 17BH002. No seepage was observed in any of the testpit locations; however, sloughing of the granular material was generally encountered. All 25 mm PVC monitoring wells installed within the testpits were measured dry 7 days after drilling (December 5, 2017). It is expected that groundwater may be seasonal and may be directly related to the water elevations of the Castle River and Mill Creek.

## **5.0 SITE SUITABILITY ASSESSMENT**

As discussed in Section 4.1, bedrock, including completely or highly weathered sandstone, siltstone, and conglomerate, was encountered at shallow depths ranging between 4.3 m and 5.1 m below the existing ground surface. The manual of *Design and Construction of Liners for Municipal Wastewater Stabilization Ponds* (by Alberta Environment and Sustainable Resource Development) can be used as a guideline for siting wastewater ponds, and is referenced in the *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems* (by the Alberta Government). In accordance with the requirement of Table 2.2 *Physical Site Criteria* in the manual it is noted that the bedrock encountered on this site does not meet the requirement that *"A minimum depth of 10 m is recommended when the upper bedrock formation include coal seams, highly fractured or weathered rock, and other deposits with relatively high permeability."*

According to Table 2.3 "*Rating Chart for Physical Environmental Suitability of Site*" in the manual, the suitability of this site was rated "*low*" for a lagoon development with the following facts:

- Completely to highly weathered sandstone bedrock is present with less than 10 m of overlying surficial sediments. – Low Suitability
- Alluvial sand and gravel are present as surficial sediments. – Low Suitability
- Average topography of the area is unknown, but expected to be around 1%, with areas up to 5%. – Medium Suitability

In addition, based on test results and Tetra Tech's experience of local soils, the low to medium plastic clay, only encountered at one borehole location, is not considered suitable as clay liner materials to meet seepage control criterion required by Alberta Environment and Sustainable Resource Development.

In conclusion, the site suitability for the proposed sanitary sewage lagoon development is considered low and site relocation is highly recommended. The geology, topography, and geomorphology of the site and surrounding area provide little assistance in mitigating environmental impacts of the proposed sanitary sewage lagoon.

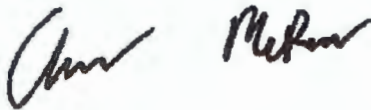
## 6.0 LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of MPE Engineering Ltd. and their agents. Tetra Tech Canada Inc. (Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than MPE Engineering Ltd., or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on Use of this Document attached in Appendix A or Contractual Terms and Conditions executed by both parties.

## 7.0 CLOSURE

We trust this report meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,  
Tetra Tech Canada Inc.



Prepared by:  
Chris McRae, B.Sc., E.I.T.  
Geotechnical Engineer-in-Training  
Prairie Engineering  
Direct Line: 306.715.6121  
chris.mcrae@tetrattech.com




*Dec. 13, 2017.*

Reviewed by:  
Jiejun Zhao, P.Eng.  
Senior Geotechnical Engineer  
Prairie Practice  
Direct Line: 403.359.6513  
jiejun.zhao@tetrattech.com

/tlp

Attachments: Appendix A: Limitations on Use of This Document  
Appendix B: Borehole and Testpit Logs  
Appendix C: Laboratory Test Results

<b>PERMIT TO PRACTICE</b>	
<b>TETRA TECH CANADA INC.</b>	
Signature	
Date	<i>December 13, 2017</i>
<b>PERMIT NUMBER: P13774</b>	
The Association of Professional Engineers and Geoscientists of Alberta	

# **APPENDIX A**

## **LIMITATIONS ON USE OF THIS DOCUMENT**

---

# LIMITATIONS ON USE OF THIS DOCUMENT

## GEOTECHNICAL

### 1.1 USE OF DOCUMENT AND OWNERSHIP

This document pertains to a specific site, a specific development, and a specific scope of work. The document may include plans, drawings, profiles and other supporting documents that collectively constitute the document (the "Professional Document").

The Professional Document is intended for the sole use of TETRA TECH's Client (the "Client") as specifically identified in the TETRA TECH Services Agreement or other Contractual Agreement entered into with the Client (either of which is termed the "Contract" herein). TETRA TECH does not accept any responsibility for the accuracy of any of the data, analyses, recommendations or other contents of the Professional Document when it is used or relied upon by any party other than the Client, unless authorized in writing by TETRA TECH.

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The Professional Document and any other form or type of data or documents generated by TETRA TECH during the performance of the work are TETRA TECH's professional work product and shall remain the copyright property of TETRA TECH.

The Professional Document is subject to copyright and shall not be reproduced either wholly or in part without the prior, written permission of TETRA TECH. Additional copies of the Document, if required, may be obtained upon request.

### 1.2 ALTERNATIVE DOCUMENT FORMAT

Where TETRA TECH submits electronic file and/or hard copy versions of the Professional Document or any drawings or other project-related documents and deliverables (collectively termed TETRA TECH's "Instruments of Professional Service"), only the signed and/or sealed versions shall be considered final. The original signed and/or sealed electronic file and/or hard copy version archived by TETRA TECH shall be deemed to be the original. TETRA TECH will archive a protected digital copy of the original signed and/or sealed version for a period of 10 years.

Both electronic file and/or hard copy versions of TETRA TECH's Instruments of Professional Service shall not, under any circumstances, be altered by any party except TETRA TECH. TETRA TECH's Instruments of Professional Service will be used only and exactly as submitted by TETRA TECH.

Electronic files submitted by TETRA TECH have been prepared and submitted using specific software and hardware systems. TETRA TECH makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.

### 1.3 STANDARD OF CARE

Services performed by TETRA TECH for the Professional Document have been conducted in accordance with the Contract, in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions in the jurisdiction in which the services are provided. Professional judgment has been applied in developing the conclusions and/or recommendations provided in this Professional Document. No warranty or guarantee, express or implied, is made concerning the test results, comments, recommendations, or any other portion of the Professional Document.

If any error or omission is detected by the Client or an Authorized Party, the error or omission must be immediately brought to the attention of TETRA TECH.

### 1.4 DISCLOSURE OF INFORMATION BY CLIENT

The Client acknowledges that it has fully cooperated with TETRA TECH with respect to the provision of all available information on the past, present, and proposed conditions on the site, including historical information respecting the use of the site. The Client further acknowledges that in order for TETRA TECH to properly provide the services contracted for in the Contract, TETRA TECH has relied upon the Client with respect to both the full disclosure and accuracy of any such information.

### 1.5 INFORMATION PROVIDED TO TETRA TECH BY OTHERS

During the performance of the work and the preparation of this Professional Document, TETRA TECH may have relied on information provided by persons other than the Client.

While TETRA TECH endeavours to verify the accuracy of such information, TETRA TECH accepts no responsibility for the accuracy or the reliability of such information even where inaccurate or unreliable information impacts any recommendations, design or other deliverables and causes the Client or an Authorized Party loss or damage.

### 1.6 GENERAL LIMITATIONS OF DOCUMENT

This Professional Document is based solely on the conditions presented and the data available to TETRA TECH at the time the data were collected in the field or gathered from available databases.

The Client, and any Authorized Party, acknowledges that the Professional Document is based on limited data and that the conclusions, opinions, and recommendations contained in the Professional Document are the result of the application of professional judgment to such limited data.

The Professional Document is not applicable to any other sites, nor should it be relied upon for types of development other than those to which it refers. Any variation from the site conditions present, or variation in assumed conditions which might form the basis of design or recommendations as outlined in this report, at or on the development proposed as of the date of the Professional Document requires a supplementary investigation and assessment.

TETRA TECH is neither qualified to, nor is it making, any recommendations with respect to the purchase, sale, investment or development of the property, the decisions on which are the sole responsibility of the Client.

## 1.7 ENVIRONMENTAL AND REGULATORY ISSUES

Unless stipulated in the report, TETRA TECH has not been retained to investigate, address or consider and has not investigated, addressed or considered any environmental or regulatory issues associated with development on the subject site.

## 1.8 NATURE AND EXACTNESS OF SOIL AND ROCK DESCRIPTIONS

Classification and identification of soils and rocks are based upon commonly accepted systems and methods employed in professional geotechnical practice. This report contains descriptions of the systems and methods used. Where deviations from the system or method prevail, they are specifically mentioned.

Classification and identification of geological units are judgmental in nature as to both type and condition. TETRA TECH does not warrant conditions represented herein as exact, but infers accuracy only to the extent that is common in practice.

Where subsurface conditions encountered during development are different from those described in this report, qualified geotechnical personnel should revisit the site and review recommendations in light of the actual conditions encountered.

## 1.9 LOGS OF TESTHOLES

The testhole logs are a compilation of conditions and classification of soils and rocks as obtained from field observations and laboratory testing of selected samples. Soil and rock zones have been interpreted. Change from one geological zone to the other, indicated on the logs as a distinct line, can be, in fact, transitional. The extent of transition is interpretive. Any circumstance which requires precise definition of soil or rock zone transition elevations may require further investigation and review.

## 1.10 STRATIGRAPHIC AND GEOLOGICAL INFORMATION

The stratigraphic and geological information indicated on drawings contained in this report are inferred from logs of test holes and/or soil/rock exposures. Stratigraphy is known only at the locations of the test hole or exposure. Actual geology and stratigraphy between test holes and/or exposures may vary from that shown on these drawings. Natural variations in geological conditions are inherent and are a function of the historic environment. TETRA TECH does not represent the conditions illustrated as exact but recognizes that variations will exist. Where knowledge of more precise locations of geological units is necessary, additional investigation and review may be necessary.

## 1.11 PROTECTION OF EXPOSED GROUND

Excavation and construction operations expose geological materials to climatic elements (freeze/thaw, wet/dry) and/or mechanical disturbance which can cause severe deterioration. Unless otherwise specifically indicated in this report, the walls and floors of excavations must be protected from the elements, particularly moisture, desiccation, frost action and construction traffic.

## 1.12 SUPPORT OF ADJACENT GROUND AND STRUCTURES

Unless otherwise specifically advised, support of ground and structures adjacent to the anticipated construction and preservation of adjacent ground and structures from the adverse impact of construction activity is required.

## 1.13 INFLUENCE OF CONSTRUCTION ACTIVITY

There is a direct correlation between construction activity and structural performance of adjacent buildings and other installations. The influence of all anticipated construction activities should be considered by the contractor, owner, architect and prime engineer in consultation with a geotechnical engineer when the final design and construction techniques are known.

## 1.14 OBSERVATIONS DURING CONSTRUCTION

Because of the nature of geological deposits, the judgmental nature of geotechnical engineering, as well as the potential of adverse circumstances arising from construction activity, observations during site preparation, excavation and construction should be carried out by a geotechnical engineer. These observations may then serve as the basis for confirmation and/or alteration of geotechnical recommendations or design guidelines presented herein.

## 1.15 DRAINAGE SYSTEMS

Where temporary or permanent drainage systems are installed within or around a structure, the systems which will be installed must protect the structure from loss of ground due to internal erosion and must be designed so as to assure continued performance of the drains. Specific design detail of such systems should be developed or reviewed by the geotechnical engineer. Unless otherwise specified, it is a condition of this report that effective temporary and permanent drainage systems are required and that they must be considered in relation to project purpose and function.

## 1.16 BEARING CAPACITY

Design bearing capacities, loads and allowable stresses quoted in this report relate to a specific soil or rock type and condition. Construction activity and environmental circumstances can materially change the condition of soil or rock. The elevation at which a soil or rock type occurs is variable. It is a requirement of this report that structural elements be founded in and/or upon geological materials of the type and in the condition assumed. Sufficient observations should be made by qualified geotechnical personnel during construction to assure that the soil and/or rock conditions assumed in this report in fact exist at the site.

## 1.17 SAMPLES

TETRA TECH will retain all soil and rock samples for 30 days after this report is issued. Further storage or transfer of samples can be made at the Client's expense upon written request, otherwise samples will be discarded.

# **APPENDIX B**

## **BOREHOLE AND TESTPIT LOGS**

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## TERMS USED ON BOREHOLE LOGS

### TERMS DESCRIBING CONSISTENCY OR CONDITION

**COARSE GRAINED SOILS** (major portion retained on 0.075mm sieve): Includes (1) clean gravels and sands, and (2) silty or clayey gravels and sands. Condition is rated according to relative density, as inferred from laboratory or in situ tests.

DESCRIPTIVE TERM	RELATIVE DENSITY	N (blows per 0.3m)
Very Loose	0 TO 20%	0 to 4
Loose	20 TO 40%	4 to 10
Compact	40 TO 75%	10 to 30
Dense	75 TO 90%	30 to 50
Very Dense	90 TO 100%	greater than 50

The number of blows, N, on a 51mm O.D. split spoon sampler of a 63.5kg weight falling 0.76m, required to drive the sampler a distance of 0.3m from 0.15m to 0.45m.

**FINE GRAINED SOILS** (major portion passing 0.075mm sieve): Includes (1) inorganic and organic silts and clays, (2) gravelly, sandy, or silty clays, and (3) clayey silts. Consistency is rated according to shearing strength, as estimated from laboratory or in situ tests.

DESCRIPTIVE TERM	UNCONFINED COMPRESSIVE STRENGTH (KPA)
Very Soft	Less than 25
Soft	25 to 50
Firm	50 to 100
Stiff	100 to 200
Very Stiff	200 to 400
Hard	Greater than 400

**NOTE:** Slickensided and fissured clays may have lower unconfined compressive strengths than shown above, because of planes of weakness or cracks in the soil.

### GENERAL DESCRIPTIVE TERMS

- Slickensided** - having inclined planes of weakness that are slick and glossy in appearance.
- Fissured** - containing shrinkage cracks, frequently filled with fine sand or silt; usually more or less vertical.
- Laminated** - composed of thin layers of varying colour and texture.
- Interbedded** - composed of alternate layers of different soil types.
- Calcareous** - containing appreciable quantities of calcium carbonate.;
- Well graded** - having wide range in grain sizes and substantial amounts of intermediate particle sizes.
- Poorly graded** - predominantly of one grain size, or having a range of sizes with some intermediate size missing.

# MODIFIED UNIFIED SOIL CLASSIFICATION

MAJOR DIVISION		GROUP SYMBOL	TYPICAL DESCRIPTION	LABORATORY CLASSIFICATION CRITERIA		
<b>COARSE-GRAINED SOILS</b> More than 50% retained on 75 µm sieve*	<b>GRAVELS</b> 50% or more of coarse fraction retained on 4.75 mm sieve	CLEAN GRAVELS	GW	Well-graded gravels and gravel-sand mixtures, little or no fines	Classification on basis of percentage of fines GW, GP, SW, SP GM, GC, SM, SC Borderline Classification requiring use of dual symbols	
		GRAVELS WITH FINES	GP	Poorly graded gravels and gravel-sand mixtures, little or no fines		
		<b>SANDS</b> More than 50% of coarse fraction passes 4.75 mm sieve	CLEAN SANDS	SW		Well-graded sands and gravelly sands, little or no fines
			SANDS WITH FINES	SP		Poorly graded sands and gravelly sands, little or no fines
	<b>FINE-GRAINED SOILS (by behavior)</b> 50% or more passes 75 µm sieve*	<b>SILTS</b> Liquid limit	<50	ML		Inorganic silts, very fine sands, rock flour, silty or clayey fine sands of slight plasticity
			>50	MH		Inorganic silts, micaceous or diatomaceous fine sands or silts, elastic silts
		<b>CLAYS</b> Above "A" line on plasticity chart negligible organic content Liquid limit	<30	CL		Inorganic clays of low plasticity, gravelly clays, sandy clays, silty clays, lean clays
			30-50	CI		Inorganic clays of medium plasticity, silty clays
			>50	CH		Inorganic clays of high plasticity, fat clays
		<b>ORGANIC SILTS AND CLAYS</b> Liquid limit	<50	OL		Organic silts and organic silty clays of low plasticity
>50	OH		Organic clays of medium to high plasticity			
HIGHLY ORGANIC SOILS		PT	Peat and other highly organic soils			
SOIL COMPONENTS				OVERSIZE MATERIAL		
FRACTION	SIEVE SIZE		DEFINING RANGES OF PERCENTAGE BY MASS OF MINOR COMPONENTS		Rounded or subrounded  COBBLES      75 mm to 300 mm BOULDERS     > 300 mm	
		PASSING	RETAINED	PERCENTAGE		DESCRIPTOR
GRAVEL	coarse	75 mm	19 mm	>35 %	"and"	
	fine	19 mm	4.75 mm	21 to 35 %	"y-adjective"	
SAND	coarse	4.75 mm	2.00 mm	10 to 20 %	"some"	
	medium	2.00 mm	425 µm	>0 to 10 %	"trace"	
	fine	425 µm	75 µm			
SILT (non plastic) or CLAY (plastic)		75 µm		as above but by behavior		

**LABORATORY CLASSIFICATION CRITERIA**

$C_u = D_{60} / D_{10}$       Greater than 4

$C_u = \frac{(D_{30})^2}{D_{10} \times D_{60}}$       Between 1 and 3

Not meeting both criteria for GW

---

Atterberg limits plot below "A" line or plasticity index less than 4

Atterberg limits plot above "A" line or plasticity index greater than 7

Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols

---

$C_u = D_{60} / D_{10}$       Greater than 6

$C_u = \frac{(D_{30})^2}{D_{10} \times D_{60}}$       Between 1 and 3

Not meeting both criteria for SW

---

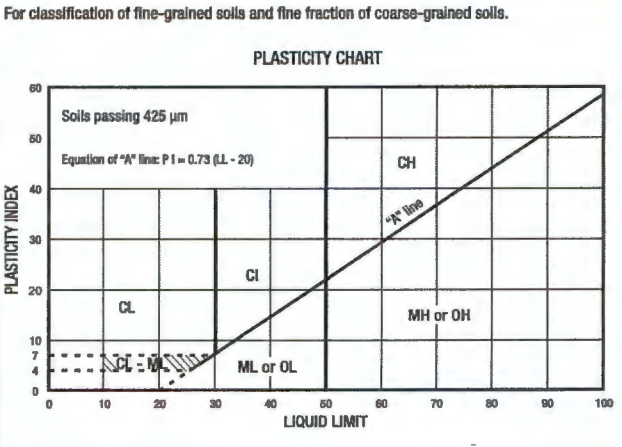
Atterberg limits plot below "A" line or plasticity index less than 4

Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols

---

Atterberg limits plot above "A" line or plasticity index greater than 7

Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols













# BOREHOLE KEYSHEET










## Water Level Measurement

 Measured in standpipe, piezometer or well
  Inferred

## Sample Types

 A-Casing	 Core	 Disturbed, Bag, Grab	 HQ Core	 Jar
 Jar and Bag	 NQ Core	 No Recovery	 Split Spoon/SPT	 Tube

## Backfill Materials

 Asphalt	 Bentonite	 Cement/Grout	 Drill Cuttings	 Grout
 Gravel	 Sand	 Slough	 Topsoil Backfill	

## Lithology - Graphical Legend<sup>1</sup>

 Asphalt	 Bedrock	 Cobbles/Boulders	 Clay	 Coal
 Concrete	 Fill	 Gravel	 Limestone	 Mudstone
 Organics	 Peat	 Sand	 Sandstone	 Shale
 Silt	 Siltstone	 Till	 Topsoil	

1. The graphical legend is an approximation and for visual representation only. Soil strata may comprise a combination of the basic symbols shown above. Particle sizes are not drawn to scale

**MPE ENGINEERING LTD.**

# Borehole No: 17BH001A

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485004, E: 708546

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Moisture Content (%)			Depth (ft)
			Plastic Limit	Moisture Content	Liquid Limit	
0			20	40	80	0
	Hollow Stem Auger	TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics				
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense to very dense, brown				
1		... sizes to >150 mm, very dense, auger refusal End of Borehole @ 0.9 m				3
		No Seepage or Sloughing Upon Completion No Standpipe Installed				4
2						7
3						9



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 0.91 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

# Borehole No: 17BH001B

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485005, E: 708543

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Moisture Content (%)	Depth (ft)
0			Plastic Limit   Moisture Content   Liquid Limit 20   40 ● 60   80	0
		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics		
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense to very dense, brown		
1		sizes to >150 mm, very dense, auger refusal End of Borehole @ 0.9 m		3
		No Seepage or Sloughing Upon Completion No Standpipe Installed		4
2				5
				6
				7
				8
				9
3				



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 0.91 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

<b>MPE ENGINEERING LTD.</b>	<b>Borehole No: 17BH001C</b>	
	Project: BEAVER MINES SANITARY LAGOON	Project No: ENG.LGEO03598-01
	Location: LSD 2-19-6-1 W5M	
	NEAR BEAVER MINES, AB   N: 5485005, E: 708540	PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	Moisture Content (%)	Plastic Limit	Moisture Content	Liquid Limit	Depth (ft)
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics				20	40	80	0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense to very dense, brown							1
		.. sizes to >150 mm, very dense, auger refusal End of Borehole @ 0.9 m		B1					2
1		No Seepage or Sloughing Upon Completion No Standpipe Installed							3
									4
									5
									6
									7
									8
									9
3									



Contractor: CHILAKO DRILLING SERVICES LTD.	Completion Depth: 0.91 m
Drilling Rig Type: 150mm SOLID STEM AUGER	Start Date: 2017 November 07
Logged By: SS	Completion Date: 2017 November 07
Reviewed By: JZ	Page 1 of 1

**MPE ENGINEERING LTD.**

**Borehole No: 17BH002**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB I N: 5485119, E: 708622

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	DCPT (N)	SPT (N)	Moisture Content (%)	Plastic Limit 20 — 40 — 60 — 80	Moisture Content 20 — 40 — 60 — 80	Liquid Limit 20 — 40 — 60 — 80	DCPT (N)	SPT (N)	Depth (ft)
											20 40 60 80	20 40 60 80	
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics CLAY - silty, some sand to sandy, some gravel, damp, very stiff, low to medium plastic, brown, roots											0
1													1
2		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 50 mm, damp, dense, brown		D1		47							2
3		.. sizes to > 100 mm, auger refusal End of Borehole @ 2.2 m				50							3
4		No Seepage, Sloughing to 0.9 m Upon Completion No Standpipe Installed											4
5													5
6													6
7													7
8													8
9													9



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 2.21 m

Drilling Rig Type: 150mm SOLID STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

**Borehole No: 17BH003**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENGLGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485009, E: 708597

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	SPT (N)	Moisture Content (%)	Plasticity Chart			SPT (N)	Depth (ft)
							Plastic Limit	Moisture Content	Liquid Limit		
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics					20	40	60	80	0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp to moist, dense, brown									1
											2
											3
											4
		... very dense, auger refusal End of Borehole @ 1.2 m		D1	50					>100	4
		No Seepage or Sloughing Upon Completion No Standpipe Installed									5
											6
											7
											8
											9
3											



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 1.23 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1



**MPE ENGINEERING LTD.**

**Borehole No: 17BH004**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485094, E: 708528

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	SPT (N)	Moisture Content (%)	Plastic Limit Moisture Content Liquid Limit			SPT (N)	Depth (ft)
							20	40	80		
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics									0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense, brown									1
		...100 mm very moist pocket, gravel sizes to 100 mm, very dense									2
		... moist									3
		... auger refusal									4
		End of Borehole @ 1.9 m									5
		No Seepage or Sloughing Upon Completion No Standpipe Installed									6
											7
											8
											9
											10
											11
											12
											13
											14
											15
											16
											17
											18
											19
											20
											21
											22
											23
											24
											25
											26
											27
											28
											29
											30
											31
											32
											33
											34
											35
											36
											37
											38
											39
											40
											41
											42
											43
											44
											45
											46
											47
											48
											49
											50



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 1.9 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

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<b>MPE ENGINEERING LTD.</b>	<b>Borehole No: 17BH005A</b>	
	Project: BEAVER MINES SANITARY LAGOON	Project No: ENG.LGEO03598-01
	Location: LSD 2-19-6-1 W5M	
	NEAR BEAVER MINES, AB   N: 5485148, E: 708542	PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Moisture Content (%)			Depth (ft)
			Plastic Limit	Moisture Content	Liquid Limit	
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics		40		0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense, brown				
		.. sizes to > 150 mm, auger refusal End of Borehole @ 0.3 m				1
		No Seepage or Sloughing Upon Completion No Standpipe Installed				2
1						3
						4
						5
						6
						7
						8
						9
3						



**TETRA TECH**

Contractor: CHILAKO DRILLING SERVICES LTD.	Completion Depth: 0.3 m
Drilling Rig Type: 150mm HOLLOW STEM AUGER	Start Date: 2017 November 07
Logged By: SS	Completion Date: 2017 November 07
Reviewed By: JZ	Page 1 of 1

**MPE ENGINEERING LTD.**

# Borehole No: 17BH005B

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485150, E: 708538

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	SPT (N)	Moisture Content (%)	Plastic Limit 20	Moisture Content 40	Liquid Limit 80	SPT (N)				Depth (ft)
										20	40	60	80	
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics												0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense, brown												1
		... sizes to > 100 mm, very dense												2
1														3
				D1	77									4
		... auger refusal End of Borehole @ 1.4 m												5
		No Seepage or Sloughing Upon Completion No Standpipe Installed												6
2														7
														8
														9
3														



**TETRA TECH**

Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 1.4 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

# Borehole No: 17BH006A

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485141, E: 708472

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Moisture Content (%)	Depth (ft)
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Plastic Limit</div> <div style="text-align: center;">Moisture Content</div> <div style="text-align: center;">Liquid Limit</div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span>20</span> <span>40</span> <span>60</span> <span>80</span> </div>	0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense, brown		
		... sizes to > 100 mm, auger refusal End of Borehole @ 0.3 m		1
		No Seepage or Sloughing Upon Completion No Standpipe Installed		2
1				3
				4
				5
				6
2				7
				8
				9
3				



**TETRA TECH**

Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 0.3 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

**Borehole No: 17BH006B**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB I N: 5485144, E: 708474

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	SPT (N)	Moisture Content (%)	Plasticity Chart			SPT (N)	Depth (ft)
							Plastic Limit	Moisture Content	Liquid Limit		
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics					20	40	60	80	0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 75 mm, damp, dense, brown									1
		... sizes to > 100 mm, dense to very dense									2
1											3
		... auger refusal End of Borehole @ 1.4 m		D1	49						4
		No Seepage or Sloughing Upon Completion No Standpipe Installed									5
2											6
											7
											8
											9
3											



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 1.4 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

# Borehole No: 17BH007A

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB I N: 5485239, E: 708469

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Moisture Content (%)			Depth (ft)
			Plastic Limit	Moisture Content	Liquid Limit	
0			20	40	80	0
		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics				
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 150 mm, moist, very dense, brown				
		auger refusal End of Borehole @ 0.3 m				1
		No Seepage or Sloughing Upon Completion No Standpipe Installed				2
1						3
2						4
3						5
						6
						7
						8
						9



**TETRA TECH**

Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 0.3 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

# Borehole No: 17BH007B

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB I N: 5485234, E: 708469

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	SPT (N)	Moisture Content (%)			SPT (N)	Depth (ft)
						Plastic Limit	Moisture Content	Liquid Limit		
0						20	40	60	80	0
		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics								
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 150 mm, moist, very dense, brown								
		auger refusal End of Borehole @ 0.6 m		D1	50				>100	2
1		No Seepage or Sloughing Upon Completion No Standpipe Installed								3
2										4
3										5
										6
										7
										8
										9



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 0.6 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

# Borehole No: 17BH008

**MPE ENGINEERING LTD.**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485281, E: 708562

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	SPT (N)	Moisture Content (%)	Moisture Content (%)			SPT (N)	Depth (ft)
							Plastic Limit	Moisture Content	Liquid Limit		
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics					20	40	60	80	0
		GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 100 mm, moist, very dense, brown									1
				B1							2
1		... sizes to > 100 mm, auger refusal End of Borehole @ 0.9 m		D1	50					>100	3
		No Scoopage or Sloughing Upon Completion, No Standpipe Installed									4
											5
											6
											7
											8
											9
3											



**TETRA TECH**

Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 0.92 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1



**MPE ENGINEERING LTD.**

**Borehole No: 17BH009**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB I N: 5485036, E: 708442

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	DCPT (N)	SPT (N)	Moisture Content (%)	Plastic Limit Moisture Content Liquid Limit	DCPT (N)		SPT (N)		Depth (ft)
									20	40	60	80	
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics GRAVEL - sandy, silty, trace clay, sub rounded, well graded, sizes to 50 mm, damp to moist, dense, brown						20 40 60 80					0
1		... sizes to 75 mm, moist, very dense											1
2		... sizes to > 100 mm, auger refusal											2
3		... dense											3
4		End of Borehole @ 2.1 m											4
5		No Seepage or Sloughing Upon Completion No Standpipe Installed											5
6													6
7													7
8													8
9													9



Contractor: CHILAKO DRILLING SERVICES LTD.

Completion Depth: 2.1 m

Drilling Rig Type: 150mm HOLLOW STEM AUGER

Start Date: 2017 November 07

Logged By: SS

Completion Date: 2017 November 07

Reviewed By: JZ

Page 1 of 1

# Borehole No: 17TP001

**MPE ENGINEERING LTD.**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB | N: 5485003, E: 708554

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	Moisture Content (%)	Plastic Limit	Moisture Content	Liquid Limit	Depth (ft)
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics				20	40	80	0
0.5		GRAVEL - some sand, some silt, trace clay, sub rounded, sizes to 400 mm, damp, dense, brown, trace root hairs		B1					1
1									2
2									3
3		... sandy, silty, damp to moist, very moist sandy silt lenses							4
4									5
5		SANDSTONE - extremely weak, greyish brown, completely to highly weathered		B2					6
6		... trace seepage							7
6		... very weak to weak, grey, moderately weathered, excavator refusal							8
6		End of Test Pit @ 5.3 m							9
6		Seepage from 5.2 m, Sloughing to 4.3 m Upon Completion							10
6		Slotted 25 mm PVC Standpipe installed to 4.3 m							11
6		Test Pit Measured Dry on Dec. 5, 2017							12
7									13
7									14
7									15
7									16
7									17
7									18
7									19
7									20
7									21
7									22



**TETRA TECH**

Contractor: PAT DWYER

Completion Depth: 5.3 m

Drilling Rig Type: EXCAVATOR

Start Date: 2017 November 28

Logged By: SS

Completion Date: 2017 November 28

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

# Borehole No: 17TP002

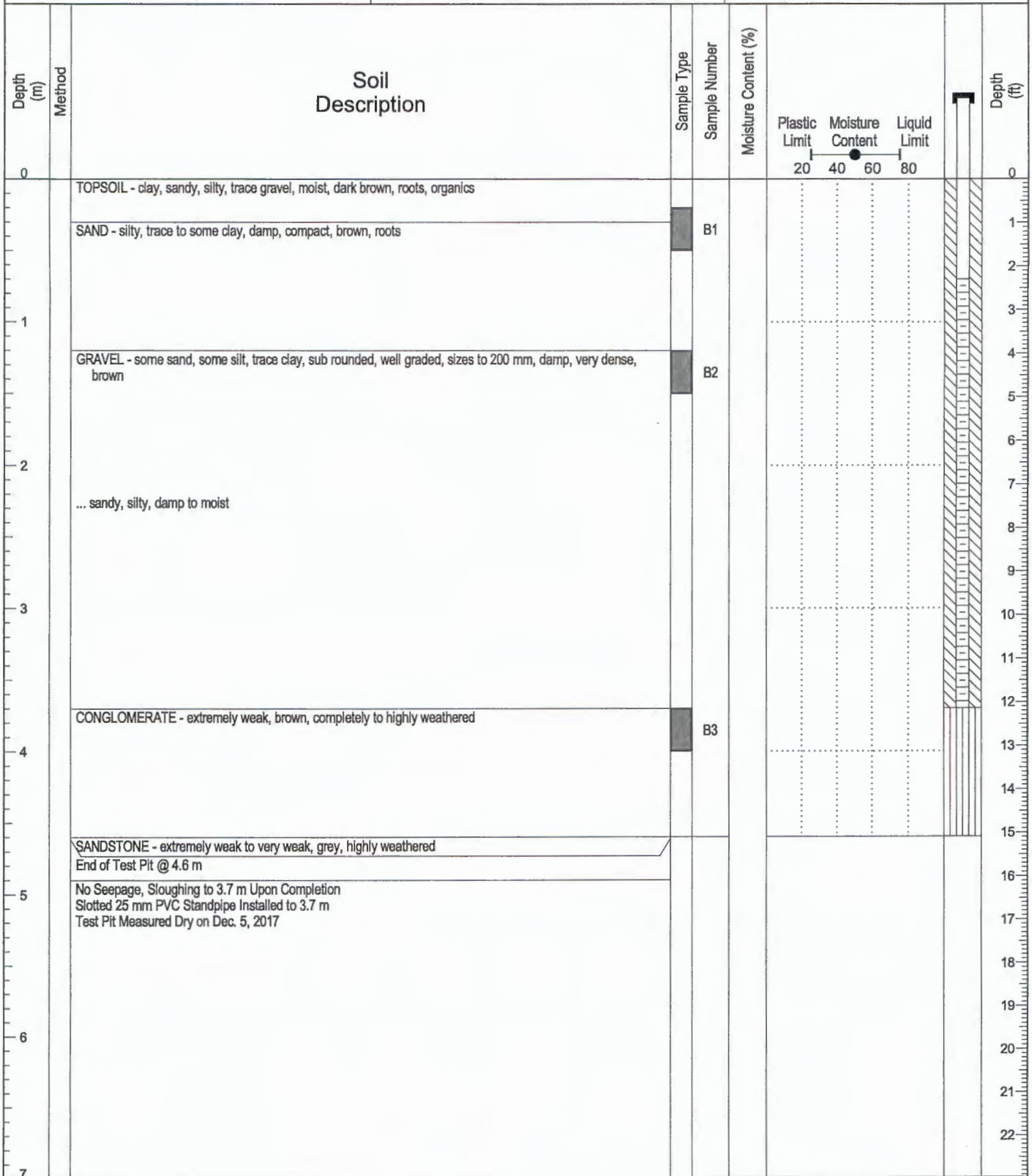
Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB I N: 5485109, E: 708623

PROJECT ENGINEER: CHRIS MCRAE



Contractor: PAT DWYER

Completion Depth: 4.6 m

Drilling Rig Type: EXCAVATOR

Start Date: 2017 November 28

Logged By: SS

Completion Date: 2017 November 28

Reviewed By: JZ

Page 1 of 1

**MPE ENGINEERING LTD.**

**Borehole No: 17TP003**

Project: BEAVER MINES SANITARY LAGOON

Project No: ENG.LGEO03598-01

Location: LSD 2-19-6-1 W5M

NEAR BEAVER MINES, AB I N: 5485101, E: 708520

PROJECT ENGINEER: CHRIS MCRAE

Depth (m)	Method	Soil Description	Sample Type	Sample Number	Moisture Content (%)	Plastic Limit	Moisture Content	Liquid Limit	Depth (ft)
0		TOPSOIL - clay, sandy, silty, trace gravel, moist, dark brown, roots, organics				20	40	80	0
0.5		SAND - silty, trace to some clay, trace to some gravel, damp, compact, brown, root hairs							1
1		GRAVEL - some sand, some silt, sub rounded, well graded, sizes to 300 mm, damp, very dense, brown		B1					3
3		... sandy							10
5		SAND - silty, trace clay, trace gravel, fine grained, well graded, very moist, very dense, brown, trace coal specks, trace clay lenses to 10 mm		B2					16
5.5		SILTSTONE - extremely weak, brown, completely weathered, claystone inclusions		B3					17
5.5		... very weak to weak, dark blueish grey, moderately to highly weathered, excavator refusal							17
5.5		End of Test Pit @ 5.3 m							18
6		No Seepage, Sloughing to 4.3 m Upon Completion Slotted 25 mm PVC Standpipe Installed to 4.3 m Test Pit Measured Dry on Dec. 5, 2017							19



Contractor: PAT DWYER

Completion Depth: 5.5 m

Drilling Rig Type: EXCAVATOR

Start Date: 2017 November 28

Logged By: SS

Completion Date: 2017 November 28

Reviewed By: JZ

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# **APPENDIX C**

## **LABORATORY TEST RESULTS**

---

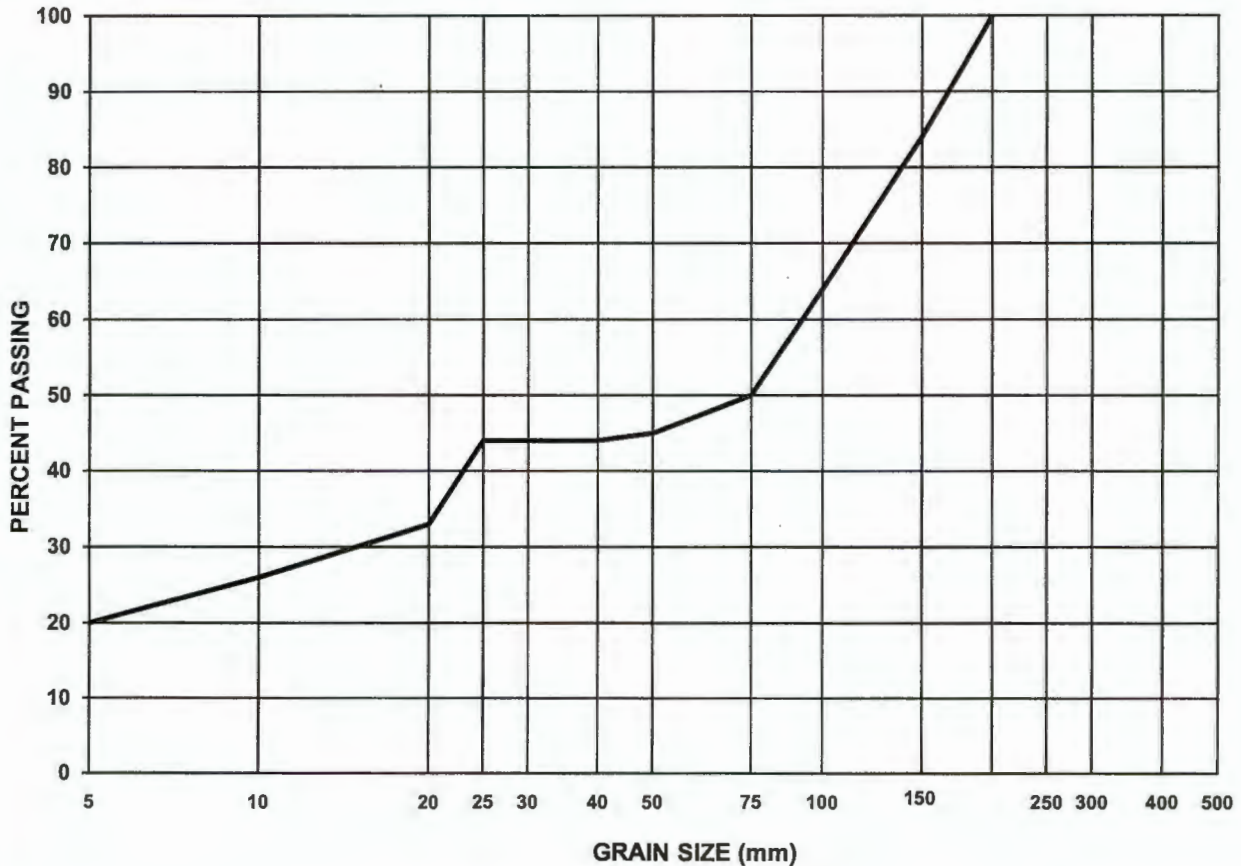
# AGGREGATE ANALYSIS REPORT

PROJECT:	Beaver Mines Sanitary Lagoon	SAMPLE NUMBER:	17TP001
PROJECT NUMBER:	ENG.LGEO03598	DATE SAMPLED:	11-Dec-17
CLIENT:	MPE Engineering Ltd.	BY:	TT
ATTENTION:		TIME:	N/A
DESCRIPTION:	TWO OR MORE FRACTURED FACES:		N/A
LOCATION:		MOISTURE CONTENT:	N/A

## PERCENT PASSING SIEVE SIZE

SIEVE SIZE (mm)	500	400	300	250	200	150	100	75	50	40	30	25	20	10	5
UPPER LIMIT															
LOWER LIMIT															
TEST RESULT					100	84	64	50	45	44	44	44.0	33.0	26.0	20.0

REMARKS: Sample Size: 32.46 kg  
Sample above 5 mm, See corresponding grain size distribution for      REVIEWED BY: \_\_\_\_\_ C.E.T.  
passing 5 mm.



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## PARTICLE SIZE ANALYSIS REPORT

ASTM C136 & C117

Project: Beaver Mines Sanitary Lagoon

Project Number: ENG.LGEO03598-01

Date Tested: December 11, 2017

Borehole Number: 17TP001

Depth: 0.3 m

Soil Description: \_\_\_\_\_

Cu: \_\_\_\_\_

Cc: \_\_\_\_\_

Natural Moisture Content: Not done

Remarks: See corresponding sample for for sample larger than 5 mm.

Sieve Size (mm)	Percent Passing
50.000	#N/A
37.500	#N/A
25.000	#N/A
19.000	#N/A
12.500	#N/A
9.500	100
4.750	98
2.000	67
0.850	44
0.425	27
0.250	16
0.150	9
0.075	2.4

Clay	Silt	Sand			Gravel	
		Fine	Medium	Coarse	Fine	Coarse



Reviewed By: \_\_\_\_\_ C.E.T.

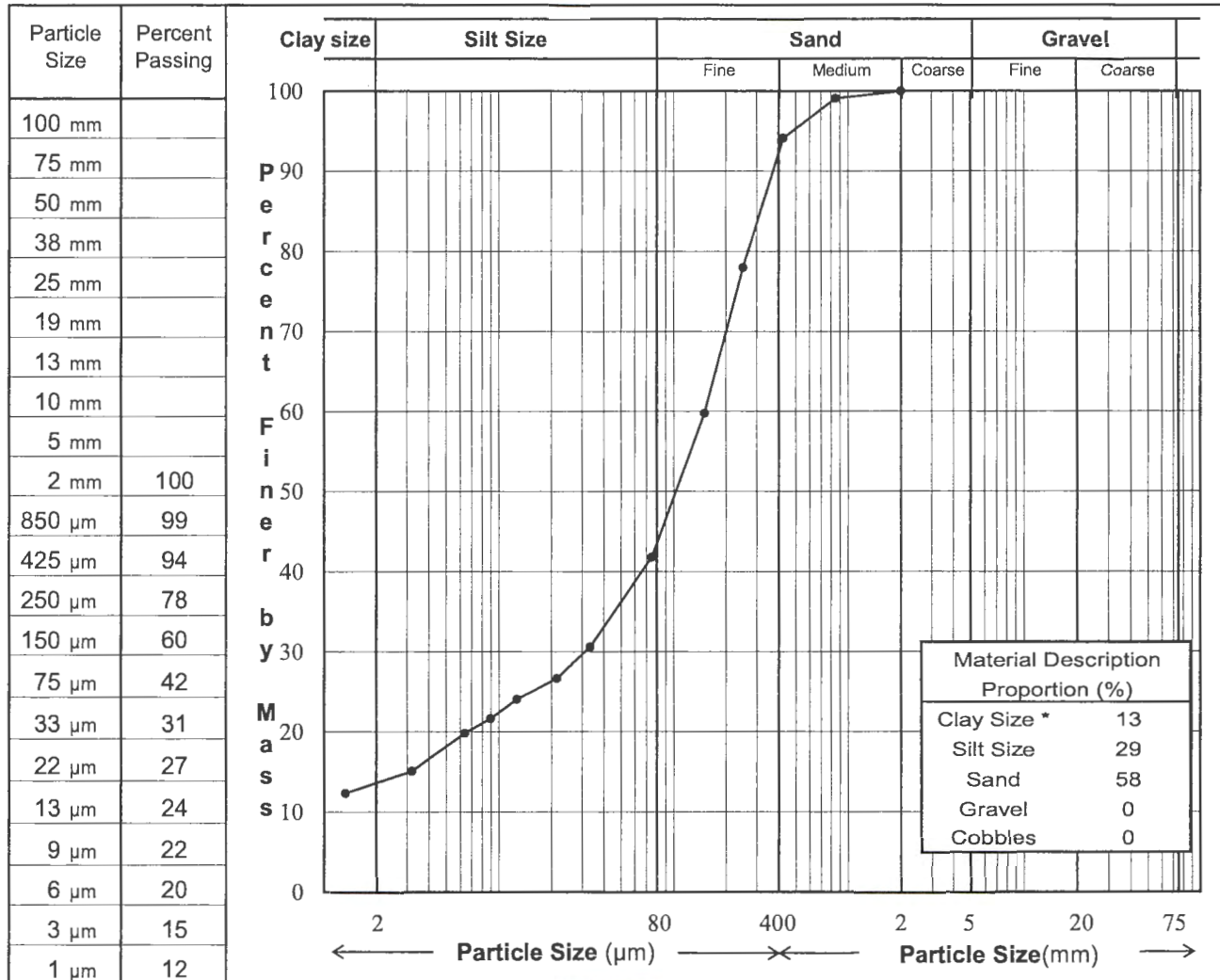
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## PARTICLE SIZE ANALYSIS (Hydrometer) TEST REPORT

ASTM D422

Project:	Beaver Mines Sanitary Lagoon	Sample No.:	N/A
Client:	MPE Engineering	Borehole/ TP:	17TP002
Project No.:	704-ENG.LGEO03598	Depth:	0.3 m
Location:		Date Tested	December 11, 2017
Description **:	SAND - Silty, some clay	Tested By:	PL



**Remarks:** \* The upper clay size of 2 µm is as per the Canadian Foundation Manual.  
 \*\* The description is behaviour based & subject to EBA description protocols.

Reviewed By: \_\_\_\_\_ P.Eng.

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MD OF PINCHER CREEK

January 4, 2108

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TO: Reeve and Council  
 FROM: Roland Milligan, Director of Development and Community Services  
 SUBJECT: **Road Closure Resolution – Ptn. Of Plan 1789BM within NW 20-5-2 W5M**

---

**1. Origin**

- At the November 28, 2017 Council meeting, in response to a landowner’s request, the MD agreed to close and sell a portion of abandoned Road Plan No. 1789BM.
- The road has been abandoned for an unknown number of years.
- The closing of this portion of the road will not have a negative impact on legal access to any parcels in the area (See Enclosure No. 1).
- The applicant has paid the required road closure fee to continue the process.

**Recommendation No. 1**

- That Council pass the following resolution:

A Resolution of the **Municipal District of Pincher Creek No. 9** for the purpose of closing to public travel and cancelling a public highway in accordance with Section 24 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended.

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

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

ALL THAT PORTION OF ROAD PLAN 1789BM WITHIN THE NW 20-5-2 W5M CONTAINING 0.77 HECTARES (1.90 ACRES) MORE OR LESS

To be placed back in Certificate of Title No. 171 117 180

Respectfully Submitted,



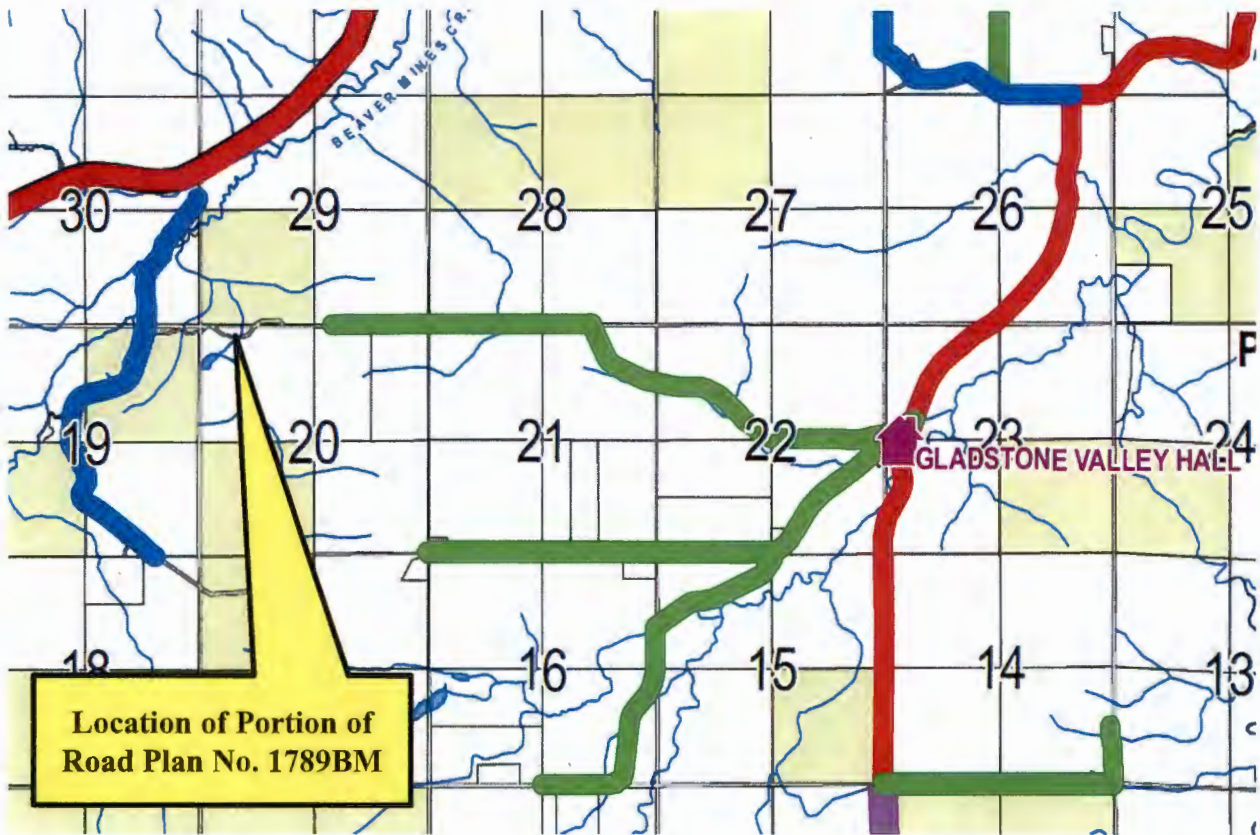
Roland Milligan

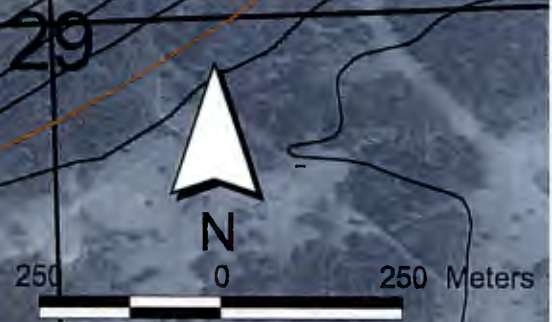
Enclosure(s): 1) GIS Map showing location of road at 1:10000

Reviewed by: Wendy Kay, CAO

*W Kay January 4, 2018*

# Location Map





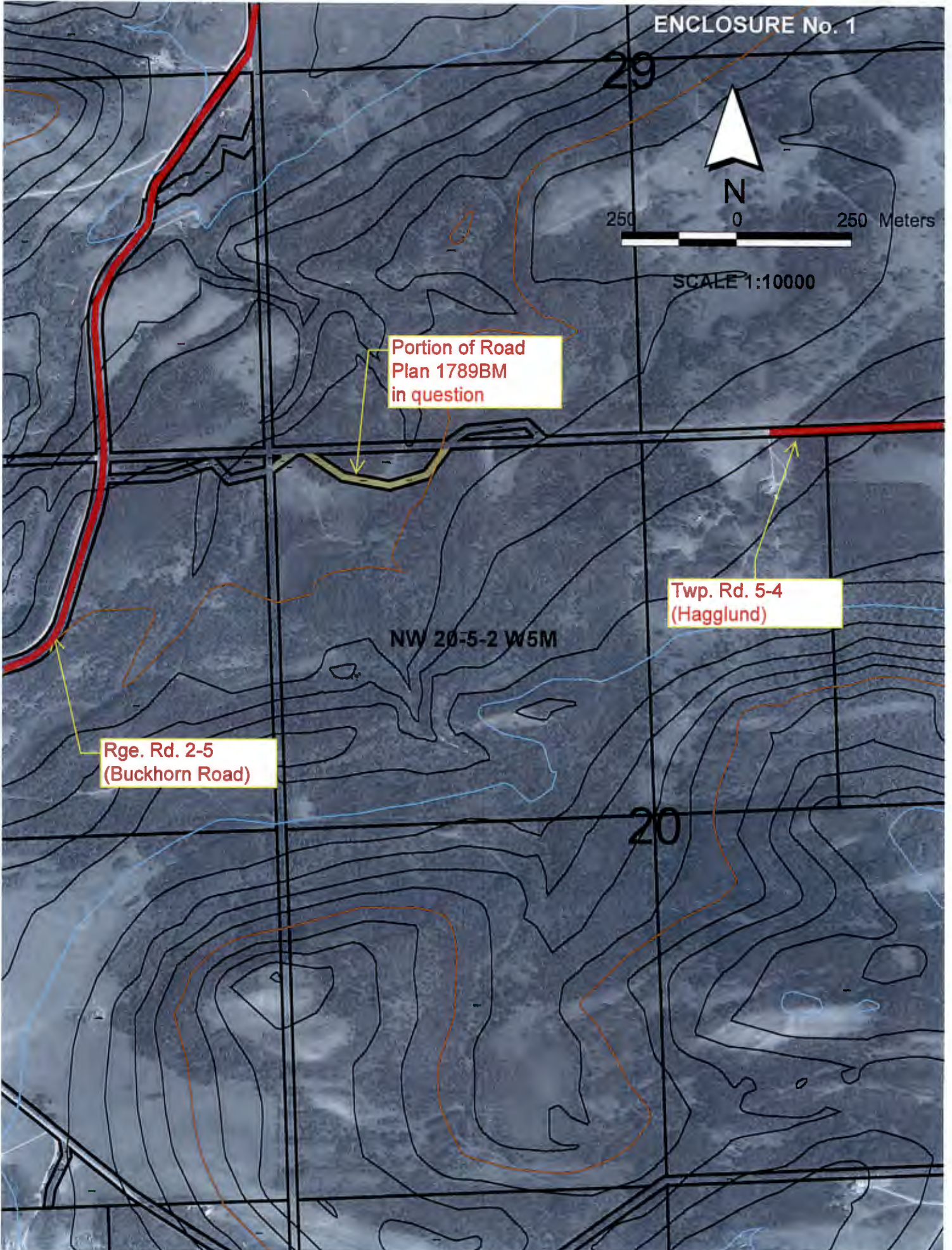
SCALE 1:10000

Portion of Road  
Plan 1789BM  
in question

Twp. Rd. 5-4  
(Hagglund)

NW 20-5-2 W5M

Rge. Rd. 2-5  
(Buckhorn Road)



## MD OF PINCHER CREEK

January 3, 2018

---

TO: Wendy Kay, CAO

FROM: Janene Felker, Director of Finance

**SUBJECT: FCM Membership – Legal Defense Fund Donation**

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**1. Origin**

When the annual invoice came in for the MD's membership to FCM, they included an optional donation to the legal defense fund.

**2. Background/Comment**

In 2017, FCM asked separately for the donation to the Legal Defense Fund. Council approved the donation of \$68.20. For 2018, FCM included the donation in the membership invoice as an "optional" line item. They are requesting the same amount again. The general membership is included in the 2018 budget, the legal defense portion is not, but it is a small amount and could be absorbed into the budget.

**3. Recommendations****Recommendation #1**

That the report from the Director of Finance, dated January 3, 2018, regarding the FCM Membership – Legal Defense Fund Donation be received;

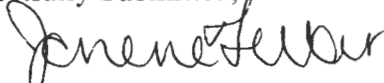
And that Council approve the donation to the legal defense fund.

**Recommendation #2**

That the report from the Director of Finance, dated January 3, 2018, regarding the FCM Membership – Legal Defense Fund Donation be received;


And the Council direct Administration to only pay the membership portion of the FCM invoice.

Respectfully Submitted,

  
Janene Felker, Director of Finance

Reviewed By: Wendy Kay, CAO



Date: 

## MD OF PINCHER CREEK

January 3, 2018

---

TO: Wendy Kay, CAO  
FROM: Janene Felker, Director of Finance  
SUBJECT: Village of Cowley – Truck Purchase

---

**1. Origin**

The Village of Cowley is interested in purchasing a truck from the MD.

**2. Background/Comment**

During the preparation for the annual vehicle and equipment sale, unit #481 was identified as a truck that could be sold. The Village of Cowley contacted the MD immediately and wished to purchase the truck for \$350. The unit has a net book value of \$0 and the Public Works department believes that \$350 is a reasonable price for the truck. The truck was withheld from the public tender as Administration believed that perhaps Council would like to donate the vehicle to the Village rather than sell it.

**3. Recommendations****Recommendation #1**

That the report from the Director of Finance, dated January 3, 2018, regarding the Village of Cowley – Truck Purchase be received;

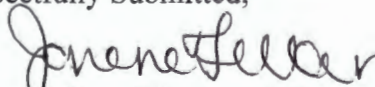
And that Council approve the sale of unit 481 to the Village of Cowley for \$350.

**Recommendation #2**

That the report from the Director of Finance, dated January 3, 2018, regarding the Village of Cowley – Truck Purchase be received;

And that Council donate unit 481 to the Village for Cowley for \$0.

Respectfully Submitted,

  
Janene Felker, Director of Finance

Reviewed By: Wendy Kay, CAO

*W. Kay*

Date: *January 4, 2018*

January 3, 2018

---

TO: Wendy Kay, CAO

FROM: Janene Felker, Director of Finance

SUBJECT: **Update on Pincher Creek Ag Society Roof Repairs**

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### 1. Origin

At the Council meeting on September 26, 2017, Council passed the following resolution:

Moved that Council approve up to \$5,000 coming from Recreation – Contracted Services; as per the Southwest Design and Construction quote and forwarded it to the Pincher Creek and District Agricultural Society for the purpose of repairing the pavilion roof at 289 Canyon Drive;

And that Council encourage the Pincher Creek District and Agricultural Society to pursue grant funding for a future roof replacement.

### 2. Background/Comment

After the conclusion of the MD Council meeting, MD staff confirmed with Town staff that the Town Council also passed the same motion. This gave the Ag Society up to \$10,000 to do repairs to the roof that were needed. After talking with the Ag Society over the past few months, they are solely focused on getting a new roof. They are in the process of applying for a grant through the CFEP program to cover the majority of the roof replacement and ask that we hold the funds granted to them until they are successful. The funds have been held over until 2018 by Administration and won't be disbursed until the project is started.

This same update was given to Town Council at their January 3<sup>rd</sup> meeting. They passed a resolution requesting the Ag Society provide a letter outlining the change in scope of the project and funding. Also the resolution asked if the Society needed a letter from the municipalities for their CFEP grant application.

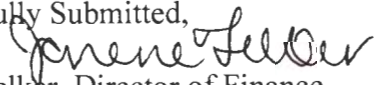
### 3. Recommendation

That the report from the Director of Finance, dated January 3, 2018, regarding the Update on Pincher Creek Ag Society Roof Repairs be received;

And that Council request the Pincher Creek and District Agricultural Society provide a letter to Council outlining the change in project scope and funding requirements;

And that Council is willing to provide a letter of the support for the Society's CFEP grant if necessary.

Respectfully Submitted,

  
Janene Felker, Director of Finance  
Reviewed By: Wendy Kay, CAO



Date: 

**MUNICIPAL DISTRICT OF PINCHER CREEK**

January 4, 2018

---

TO: Reeve and Council

FROM: Wendy Kay, Chief Administrative Officer

SUBJECT: Alberta Community Partnership – Town of Pincher Creek/MD of Pincher Creek

---

**1.0 Origin**

To meet legislative requirements.

**2.0 Background**

Due to recent changes to the *Municipal Government Act*, adjacent municipalities must have an Intermunicipal Collaboration Framework Agreement, whereby all services are considered by both parties, in an effort to be fair and sustainable for all involved.

The Town of Pincher Creek CAO has discussed this matter with Town Council, and due to a limited timeframe to apply for a grant under the Alberta Community Partnership Program, has submitted an application for funding on behalf of the Town of Pincher Creek and the MD of Pincher Creek, to assist in facilitation of this mandatory project (attached Town of Pincher Creek CAO report being forwarded to Town Council).

Due to the short timeline allowed for grant submissions, the province allowed for an extra month to obtain and submit resolutions from the respective Council's to support applications submitted.

In addition to the grant funding request to develop our Intermunicipal Collaboration Framework Agreement, part of the proposal was to review our existing Intermunicipal Development Plan, at a cost to each municipality of \$7,500, in addition to the requested grant amount, if we were successful in obtaining the total requested grant amount of \$130,000.

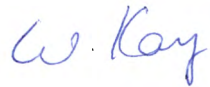
**3.0 Recommendation**

That the report from the Chief Administrative Officer, dated January 4, 2018, regarding Alberta Community Partnership – Town of Pincher Creek/MD of Pincher Creek, be received;

And that Council supports the grant application under the Alberta Community Partnership Program, to assist in facilitating the development of an Intermunicipal Collaboration Framework Agreement, and review of the existing Intermunicipal Development Plan;

And further that the Town of Pincher Creek be designated as the managing partner for this project.

Respectfully submitted,

A handwritten signature in blue ink that reads "W. Kay". The signature is written in a cursive, flowing style.

Wendy Kay

Attachment



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

<b>SUBJECT:</b> Alberta Community Partnership resolutions	
<b>PRESENTED BY:</b> <i>L. Wilgosh - CAO</i>	<b>DATE OF MEETING:</b> January 8, 2018

**PURPOSE:** For Councils of the Town and M.D. of Pincher Creek to pass resolutions in support of the APC (Alberta Community Partnership) grant application

**RECOMMENDATION:** That Council for the Town of Pincher Creek support and agree to apply as the managing partner for \$130,000 funding through the Alberta Community Partnership Program under the IC (Intermunicipal Collaboration Component) to enlist the services of a consultant for the development of the Intermunicipal Collaboration Framework for the Town of Pincher Creek and the Municipal District of Pincher Creek # 9, including the review and revision of the Intermunicipal Development Plan of September 2010;

And further, that the Municipal District of Pincher Creek No. 9 be requested to provide a resolution of support for the Alberta Community Partnership program application under the IC (Intermunicipal Collaboration Component) and to designate the Town of Pincher Creek as the managing partner in this funding agreement.

**BACKGROUND/HISTORY:** The newly revised Municipal Government Act requires that adjoining municipalities must develop an Intermunicipal Collaboration Framework for associated municipal services and or facilities. With this in mind a resolution was carried at the Dec. 6<sup>th</sup>, 2017 Committee of the Whole meeting to approach the M.D. Council to consider applying for the ACP grant in order to hire a consultant/facilitator to begin negotiating an agreement. Due to a tight timeframe for the APC application deadline, the two respective CAO's spoke before Christmas and agreed that an application should be submitted prior to the deadline of January 2<sup>nd</sup>, and the Council resolutions could be made and provided by the February 2<sup>nd</sup>, 2018 deadline. As the M.D. had previously applied for the ACP to help with developing an ICF with their rural counterparts, it was agreed that the Town's CAO would apply for this grant. If either Council does not wish to proceed, then they simply do not have to submit a Council resolution.

Given the sometimes challenged relations between the Town and M.D. and the complex and extensive array of services, it is advisable that an independent and objective third party be hired to help develop and draft an ICF which will sufficiently recognize and address both party's needs and concerns in municipal service delivery.

The application was submitted on December 22, 2017 for \$130,000, with an additional \$15,000 proposed for the IDP (Intermunicipal Development Plan) review process with the ORRSC planners. The application proposes the appointment of a six person committee to meet monthly over 1.5 to 2 yrs. to establish a satisfactory and sustainable Intercolloborative Framework. The additional meeting remuneration costs are included in the grant application.

**ALTERNATIVES:** That the Town and M.D. Council's begin a review of the joint municipal services on a regularly scheduled basis in preparation for an ICF agreement.

That the Town and M.D. Council consider applying for the Mediation and Cooperative Processes component of the Alberta Communities Partnership grant program, which has a \$50,000 matching limit.

That Town Council begin a review of municipal services to determine which should be shared between the Town and M.D. and share the proposed list with the M.D. Council for their consideration.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:** The recent Pincher Creek Emergency Services Commission was successfully established with the guidance and expertise of a consulting and facilitating service. Mediation was also required to complete the process.

**FINANCIAL IMPLICATIONS:** Total project estimate; \$145,000; - (\$130,000 ACP grant funding, \$15,000 Town/M.D. split for IDP) (Intermunicipal Development Plan review)

**PUBLIC RELATIONS IMPLICATIONS:** It is in the best interests of the regional community for the Town and M.D. Councils to reach a fair and sustainable agreement for service delivery rather than potentially moving the ICF on to the decision making arbitration process.

**CONCLUSION/SUMMARY:** Administration supports that the Town Council designate and approve the submission of the ACP funding application, and act as the managing partner for the IC component, with the M.D. of Pincher Creek being the respective partner for the ICF development.

**MUNICIPAL DISTRICT OF PINCHER CREEK**

January 4, 2018

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TO: Reeve and Council

FROM: Wendy Kay, Chief Administrative Officer

SUBJECT: Alberta Community Partnership – Rural Partners

---

**1.0 Origin**

To meet legislative requirements.

**2.0 Background**

Due to recent changes to the *Municipal Government Act*, adjacent municipalities must have an Intermunicipal Development Plans with all of their adjacent neighbouring municipalities.

Due to the short timeline allowed for grant submissions, the province allowed for an extra month to obtain and submit resolutions from the respective Council's to support applications submitted.

An application for funding (attached) was submitted by the MD of Pincher Creek to establish Intermunicipal Development Plans with the Municipality of Crowsnest Pass, MD of Ranchlands, MD of Willow Creek, Cardston County, and the Village of Cowley, for a total cost of \$148,880. The cost estimate was provided by ORRSC for inclusion in our grant submission.

Due to the short timeline allowed for grant submissions, the province allowed for an extra month to obtain and submit resolutions from the respective Council's to support applications submitted. A request has been sent to our neighbouring partners to seek resolutions from their respective Council's to be submitted to the province, prior to the end of January.

**3.0 Recommendation**

That the report from the Chief Administrative Officer, dated January 4, 2018, regarding Alberta Community Partnership – Rural Partners, be received;

And that approval be granted to submit a grant funding application in collaboration with the following project partners; MD of Willow Creek, MD of Ranchland, Cardston County, Municipality of Crowsnest Pass, MD of Pincher Creek, and the Village of Cowley, for the purpose of creating Inter-Municipal Development Plans for the region.

And further that the MD of Pincher Creek be designated as the managing partner for this project.

Respectfully submitted,



Wendy Kay

Attachment

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by e-mail at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

**INSTRUCTIONS:** This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

**Applicant Information**

Legal Name of Entity:

Municipal District of Pincher Creek No. 9

Contact Name, Title:

Janene Felker, Director of Finance

Mailing Address (street address, city, province, postal code):

PO Box 279, Pincher Creek AB, T0K 1W0

E-mail Address:

info@mdpincercreek.ab.ca

Phone Number:

+1 (403) 627-3130

**Grant Component**

Select *one* program component for your project application. Refer to the ACP Guidelines for eligibility details.

**Regional Collaboration**

- Intermunicipal Collaboration
- Municipal Restructuring

**Capacity Building**

- Mediation and Cooperative Processes
- Municipal Internship

**Project Title**

Choose a concise title for your project.

(maximum 100 characters)

Southwest Alberta: Intermunicipal Collaboration Initiative

**Project Time Line**

Project Start Date:

or

Project will commence upon receipt of ACP funds.

Project Completion Date:

December 31, 2020

For Intermunicipal Collaboration applications, a default Project Completion Date of December 31, 2020 will be used unless a later date is specified.

**Intermunicipal Collaboration**

**\* Note: The evaluation of your grant application will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

**Partners**

All members in the partnership, including the managing partner, must pass resolutions or motions supporting their involvement in the project prior to applying for funds. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all municipalities participating in the project.

Managing Partner
Municipal District of Pincher Creek No. 9
Project Partner(s)
Municipal District of Willow Creek No. 26
Cardston County
Municipal District of Ranchland No. 66
Municipality of Crowsnest Pass
Village of Cowley

**I certify, as the managing partner, that all participating municipalities have passed motions or resolutions supporting participation in the project.\***

\* An IC grant application may still be submitted by the deadline of January 2, 2018 if council resolutions are not yet in place. In this case, the partnership has until February 2, 2018 to obtain resolutions and send a confirmation email to [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) in order for the grant application to be considered for funding.

**Project Overview**

1. This project produces:

- A regional service agreement, plan, framework or model
- A new Intermunicipal Development Plan
- A study (e.g. shared service feasibility study, etc).
- An amended Intermunicipal Development Plan

Other. Specify (Limit 100 characters):

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Limit 4000 characters)

The purpose of this project is to prescribe policy for future use and development, and other matters relating to the physical, social or economic development of the land along shared boundaries, that the Councils of each municipality consider

necessary. As well, it plans for orderly and properly controlled development along the borders with minimal land use conflicts. The objective of the Inter-Municipal Development plans is to improve the viability and long-term sustainability of the project partners through strategic activities related to regional collaboration and capacity building. Strategic activities will be demonstrated to adhere to shared provincial and municipal priorities as described in the *Municipal Government Act*.

To undertake the proposed project, the partnership will employ a consultant (Oldman River Regional Services Commission) to be responsible to provide services, advice, mapping and organizing of municipal, inter-municipal and public input sessions resulting in independent Inter-Municipal Development Plans for each municipality where any two have a shared border.

**Anticipated Outputs:**

- Improved communication among project partners
- Cooperation and development within planning area
- Mitigation of fragmentation of agricultural land
- Identification of community needs and values
- Assistance with long-term planning
- Development of communities without impediment to another
- Individual Inter-Municipal Development Plans for all project partners sharing a boundary

**Project Priority**

3. Why are the project and grant needed?

- a) Does the project help to resolve an outstanding service gap for the communities within the partnership? If so, please explain.

(Limit 3000 characters)

A regional assessment will be completed to analyse the current state to identify any strengths or weaknesses in the area. These strengths will be capitalized upon to enhance the sustainability of the region in a cooperative way. Any weaknesses that are identified will be assessed and strategic processes will be put in place to mitigate any potential negative effects.

Service delivery frameworks will outline the roles and responsibilities of each participating municipality. Amendments to the *Municipal Government Act (MGA)* will guide the participants in developing cooperative approaches to integrated services, facilities and other items that Councils deem necessary and desirable for the resilience and sustainability of communities.

The proposed planning project will determine all associated factors that will establish the priority of services including but not limited to:

- Costs
- Benefits
- Revenue or cost-sharing arrangements
- Operational requirements
- Value to the municipal residents

- b) What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

(Limit 3000 Characters)

The primary constraint of the proposed project is financial. Furthermore, the undertaking of the project will require a considerable time commitment by a qualified individual. Having so many entities involved, it will be a challenging task to thoroughly evaluate the strengths, weaknesses and objectives of each community. In the interest of fairness and efficiency, the ideal process will employ a third-party consultant to work collaboratively with each and every municipality to ensure attention to detail for the needs of each, and a best effort is made to achieve all goals and objectives.

**Partnership and Project Readiness**

- 4a. How will each participating municipality be involved in the project planning and administration?  
Provide a brief description of the project roles and responsibilities for each partner.

*(Limit 2000 characters)*

Each participating partner will identify their strengths, weaknesses, concerns and objectives. All partners sharing a border will have the opportunity to communicate their objectives and evaluate their priority land usages. Beyond this, each participant will work collaboratively with all partners to identify service gaps and provide input regarding assessment and prioritization of services, facilities and all other items deemed valuable and necessary by their Councils.

Evaluation of input will be completed by a third-party consultant with the objective being the requests of all partners be considered equally and based on previously agreed upon criteria and options which offer the greatest probability of consensus.

- 4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?  
Provide details on any dispute resolution mechanisms that may be in place between the partner municipalities.

*(Limit 2000 characters)*

In the event of conflict, dispute resolution will be guided by the following principles:

Priority as identified by Councils

Cost

Benefit

Criteria for these principles will be outlined and agreed upon by all participants prior to commencement of the project. Should the need for mediation be identified, a third-party will be consulted to provide a fair and just recommendation on the most appropriate means to proceed with the project.

- 5a. Provide a concise overview of the project workplan and timeline, and of any project risk mitigation strategies that are in place.

*(Limit 3800 characters)*

The six plans will roll out under the direction of 3 professional planners with oversight from a project manager over a twelve month period.

The following tasks are being proposed:

- Start-up meeting with municipal administrative teams
  - To discuss municipal committee structure
  - To clarify project parameters
  - To identify the objectives of the municipalities and discuss the guiding principles or process framework
  - To discuss public engagement
  - To schedule meetings



- To identify initial project concerns & issues
- To confirm relevant documents for review
- To confirm schedule, deliverables and budget
- Review of relevant legislation and regulations
- Review of relevant statutory plans, land use bylaws and existing mapping
- Field work and reconnaissance
- Preparation of boundary surveys to identify stakeholder issues
- Identification of existing and proposed uses within the boundary area
- Identification of growth types and patterns
- Identify annexation expectations and impacts
- Preparation of supporting maps and documents
- Prepare Background Report
- Meet with Committees as required
- Preparation of draft plans for municipal review and comment
- Amendments to Draft plans & preparation for public review
- Finalize and prepare plan for adoption by the municipalities

Some fluidity in the schedule must be recognized, given that there will be a number of landowners involved as well as six municipal parties and their respective Councils. Various meeting dates, comment periods, and scheduling will likely vary and be dependent on the six Councils. ORRSC will attempt to meet the target dates as requested, and will closely work with each municipality to organize meetings and schedules to work in cohesive and timely manner.

ORRSC will provide timely progress reports and will engage the municipalities where required.

- ORRSC staff works in a team environment and utilizes its professional peers to review and provide input on plans in progress.
- We also use our extensive network of government contacts to provide land use referral information and comment when required.

We will be working closely with the respective administrators of each municipality to keep them informed of the project's progress and to provide any necessary information pertaining to the plan or process.

5b. What are the expenditure estimates provided under the Project Budget section based on?

Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

*Limit 2800 characters*

Project Budget expenditure estimates are based on a preliminary estimate provided by Oldman River Regional Services Commission (ORRSC). ORRSC has been selected as the contractor based on their existing knowledge of regional development and their established working relationship with participating partners.

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**Intermunicipal Collaboration - Budget**

6. List all estimated project costs in the table below. If you are applying for funds for a distinct phase of a long-term project, then only list the project cost information associated with the scope of work under this grant request. Refer to the ACP program guidelines for information on eligible and ineligible expenditures.

Note: Capital expenditures are not eligible under the 2017/18 Intermunicipal Collaboration component.

Item Description		Estimated Item Cost
Materials - may include mail-out surveys, open house information, draft/final IMDP copies		\$20,000
IMDP - MD of Pincher Creek and MD of Willow Creek		\$23,210
IMDP - MD of Pincher Creek and Cardston County		\$23,210
IMDP - MD of Pincher Creek and Municipality of Crowsnest Pass		\$23,210
IMDP - MD of Pincher Creek and MD of Ranchland		\$20,960
IMDP - Municipality of Crowsnest Pass and MD of Ranchland		\$21,710
IMDP - MD of Pincher Creek and Village of Cowley		\$16,580
		<b>Total Project Costs</b>
<b>a)</b>		<b>\$148,880</b>
		<b>Total</b>
<b>b)</b>	Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines)	
<b>c)</b>	ACP eligible costs (a - b)	\$148,880
<b>d)</b>	Total funds from other grant programs applied towards eligible costs (identify grant program name(s) below)	
<b>e)</b>	Municipal cash contribution towards eligible costs	
<b>f)</b>	*Total ACP grant request [c - (d + e)]	<b>\$148,880</b>

\*The grant maximum under the Intermunicipal Collaboration component is \$200,000. The total requested grant amount should not exceed \$200,000.

**Application Certification**

I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

Janene Felker, Director of Finance - MD of Pincher Creek

Print Name, Title  
Duly-Authorized Signing Officer

  
Signature  
Duly-Authorized Signing Officer

December 18, 2017

Date

**Application Checklist**

I confirm that I have:

- Provided all partnership information and certified in the Partners section that all council resolutions or motions supporting the project are in place. If resolutions are not yet passed but are obtained by February 2, 2018, I will send a confirmation email to [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).
- Provided responses to all questions on the application form; and
- Provided a certification signature from a duly-authorized signing officer.

*Incomplete Intermunicipal Collaboration applications will not be reviewed.*

**Submission**

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

**Mailing Address:**

Municipal Affairs  
Grants and Education Property Tax  
Grant Program Delivery Unit  
15th Floor, 10155 - 102 Street  
Edmonton AB T5J 4L4

**Fax:**

780-422-9133

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

**Useful Resources**

Alberta Community Partnership guidelines and application form:

<http://www.municipalaffairs.alberta.ca/alberta-community-partnership>

Municipal Internship:

<http://www.municipalaffairs.gov.ab.ca/ms/internship/>

Collaborative Governance Initiative:

[http://www.municipalaffairs.alberta.ca/mdrs\\_collaboration](http://www.municipalaffairs.alberta.ca/mdrs_collaboration)

Mediation Services for Municipalities:

<http://www.municipalaffairs.alberta.ca/mdrs>

Municipal Grants Web Portal:

<http://www.municipalaffairs.alberta.ca/municipalgrants>

**E-mail:**

[acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

**Contact Phone:**

For Intermunicipal Collaboration component inquiries:  
780-422-7125 (dial 310-0000 first for toll-free calling).

CHIEF ADMINISTRATIVE OFFICER’S REPORT

December 8, 2017 to January 4, 2018

**DISCUSSION:**

- December 12, 2017           Regular Council
- December 13, 2017        EMS
- January 2, 2018            Subdivision Authority

**UPCOMING:**

- January 9, 2018            Committee Meeting
- January 9, 2018            Regular Council
- January 23, 2018          Committee Meeting
- January 23, 2018          Regular Council
- January 26, 2018          Foothills Little Bow
- February 6, 2018          Orientation – Planning
- February 6, 2018          Wind Energy Bylaw Review
- February 6, 2018          Subdivision Authority
- February 6, 2018          Municipal Planning Commission

**OTHER**

**RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer’s report for the period of December 8, 2017 to January 4, 2018.

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Prepared by:                    CAO, Wendy Kay                    Date: January 4, 2018

Presented to:                    Council                                Date: January 9, 2018

**Administration Call Log**

	<b>Division</b>	<b>Location</b>	<b>Concern / Request</b>	<b>Assigned To</b>	<b>Action Taken</b>	<b>Request Date</b>	<b>Completion Date</b>
76	3	NW 13-05-01-W5	Inquiring regarding permits for outdoor storage.	Roland	In discussions. Letter being sent to property owner. Registered letter was sent to the landowner. Received a letter from the landowner on February 14, 2017 with some enquiries. In the process of responding to the landowner's enquiries. September 7, 2017 Landowner has contacted the office to inform us that he is actively removing debris and will continue to clean the site further. Had a meeting with the landowner regarding the storage issue. Landowner has agreed to start clean-up on the site. A plan to monitor and confirm clean-up is being prepared.	November 17, 2016	
79	2	NW 35-05-30-W5	Industrial use of building. Blowing Materials	Roland	An email was sent to the President of the company that is utilizing the building, enquiring as to the current use.	May 19, 2017	
82	1		Request from Reeve Stevick for Leo to call Mr. Bruns about water release from the Cridland Dam.	Leo	Explained the requirements to release water and Dam Operations.	November 24, 2017	
83							
84							
85							

**MD OF PINCHER CREEK ENHANCED POLICING  
MONTHLY REPORT DECEMBER 2016**

Cst. Annie Starzynski  
RCMP Pincher Creek

Shifts worked:15

Monthly Traffic Ticket Summary		MD Hamlet Patrols
Speeding	20	Beaver Mines: 11 Lundbreck:12 Castle Mountain: 3 Twin Butte: 3
Stop Sign Violations	1	
Administrative Violations	N/A	
Equipment Violations	0	
Other	0	
Warnings Given	26	

**Monthly Total:**

Distance Driven: **2694 km**

Number of Violation Tickets Issued: **21**

Violation ticket location: Beaver Mines: **2**, Hwy 3/6/507 (PC): **7**, HWY 3/507 (CNP): **2** Hwy 22: **10**  
Check Stops: **2**

**Public Meetings/Events/Training:**

- **Citizen On Patrol meeting**
- **Council meeting in Lundbreck**
- **Council meeting in Beaver Mines**
- **Patrolled the Shell road, Chapel Rocks road, Willow Creek road, Snake trail road, Burmis North road.**
- **Patrolled Burmis Mountains hamlet x3.**
- **Town of Lundbreck Christmas events.**
- **Presentation to employees of Castle Mountain ski resort: (150 participants) well received.**
- **Check stop on HWY 6 with 22 Citizen on patrols volunteer. Handed out 300 bags containing promotional material about safe driving, and fraud prevention.**
- **Check stop at Beaver Mines, opening day of the ski hill. Handed out 50 bags containing promotional material about safe driving, and prevention of car theft.**
- **Patrols the shooting range by the land fill, and practice shooting.**
- **Attended Lundbreck School for a casual visit with kids and staff.**
- **Pincher Creek Station clean up ops.**
- **IMIM TRG**
- **Communication and helping Skills trg. Completed.**



# TOWN OF PINCHER CREEK

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

*Council  
Corresp-Action*

F1a



December 13, 2017

Reeve Quentin Stevick  
M. D. of Pincher Creek No. 9  
Box 279  
Pincher Creek, Alberta T0K 1W0

**RECEIVED**

DEC 18 2017

M.D. OF PINCHER CREEK

Dear Reeve and Council,

### Re: 2017 Project Funding Requests

The Town of Pincher Creek reviewed your November 9, 2017 correspondence regarding Project Funding Requests and per capita contributions approved for 2018, at their December 6, 2017 Committee of the Whole meeting. The following resolution was passed at the meeting.

*That Committee of the Whole for the Town of Pincher Creek direct administration to request recreation project funding from the Municipal District of Pincher Creek #9 as per the July 13, 2017 request, in addition to a separate operating budget contribution request for 50% for their consideration.*

The July 13, 2017 request for Project Funding is being forwarded again as information. The list includes recreation and community projects which the Town of Pincher Creek is requesting a per capita funding contribution. As well, the Town would like the M.D. of Pincher Creek to consider a 50% contribution towards the recreation operating budget as an alternative to the per capita amount of \$100/capita.

If there is further information or clarification required on any of these projects, please contact me at 403-627-4322 or email [comsrvs@pinchercreek.ca](mailto:comsrvs@pinchercreek.ca). We look forward to your consideration.

Yours truly,

Diane Burt Stuckey  
Director of Community Services  
Town of Pincher Creek

Attachments

C.c. CAO, Laurie Wilgosh  
Wendy Catonio, Director of Finance & Human Resources



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

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

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

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

**Tara Cryderman**

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**From:** Roland Milligan  
**Sent:** Wednesday, January 3, 2018 10:39 AM  
**To:** Tara Cryderman  
**Cc:** Wendy Kay  
**Subject:** Bulletin 2017-11 - December 13 2017.pdf  
**Attachments:** Bulletin 2017-11 - December 13 2017.pdf

Tara,  
Can we add this to the next Council Agenda for Correspondence-Action?  
It pertains to the development of Wind Power projects. The AUC is doing consultation on noise issues.

Regards,

Roland Milligan

Director of Development and Community Services

M.D. of Pincher Creek No. 9

PO Box 279, Pincher Creek, AB T0K 1W0

Ph: 403.627.3130 Fx: 403.627.5070

[rmilligan@mdpincercreek.ab.ca](mailto:rmilligan@mdpincercreek.ab.ca)

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# Bulletin 2017-11

December 13, 2017

## **AUC Rule 012: Noise Control – Consultation on noise issues**

The Alberta Utilities Commission regulates noise associated with electric and gas pipeline facilities. The Commission is initiating a consultation on potential changes to certain provisions of Rule 012: *Noise Control*.

A number of issues with respect to predicted sound level and compliance determination have arisen when construction is delayed, and when multiple facilities exist or are proposed in proximity to one another. These issues include the following:

- (1) Post-construction sound level surveys submitted by facility owners frequently identify challenges in collecting sufficient representative data required to meet the requirements of Rule 012. Many of these post-construction surveys have had to be redone.
- (2) Members of the public have filed noise-related complaints with respect to constructed facilities.
- (3) Delays between approval and construction dates for facilities/power plants can add complexity to adjacent facility proposals or construction of dwellings in proximity to approved facilities.
- (4) Lengthy construction delays after a project has been approved can result in alterations to the selected wind turbine model, thereby potentially affecting noise impact assessments of the proponent, as well as adjacent facilities.

The Commission invites comments and suggestions on these issues, the topics listed in Appendix 1 to this bulletin, and other noise-related topics of concern or interest. Please send your submissions to Raymond Lee at [regulatorypolicy@auc.ab.ca](mailto:regulatorypolicy@auc.ab.ca) at the AUC before January 31, 2018. The Commission will consider the feedback in its revision of Rule 012.

If you have questions with respect to the topics outlined in the appendix to this bulletin, please contact Wade Vienneau at [wade.vienneau@auc.ab.ca](mailto:wade.vienneau@auc.ab.ca), or by telephone at 403-592-4470, or Brian Shand at [brian.shand@auc.ab.ca](mailto:brian.shand@auc.ab.ca) or by telephone at 403-592-4434.

*(original signed by)*

Robert D. Heggie  
Chief Executive

Attachment – Appendix 1

## Appendix 1 to Bulletin 2017-11

### 1. Construction near existing and approved facilities

Potential changes to Section 2.4 of Rule 012: *Noise Control* are being proposed to clarify:

- The administration of permissible sound levels and the responsibilities of licensees and landowners in circumstances where a dwelling has been or is proposed to be built near an existing and operational wind turbine, wind project substation or other facility.
- The administration of permissible sound levels and the responsibilities of licensees relative to dwellings that have been built in close proximity to an approved, but not yet constructed, wind turbine, wind project substation or other facility.

The following changes to Rule 012 are proposed.

#### **2.4.1 Permissible sound levels for dwellings built or proposed to be built in proximity to existing facilities**

- (1) Where a person builds a dwelling or receives a building permit for a dwelling to be located within 1.5 km of an existing and operational wind turbine, wind project substation, or from the boundary of any other existing and operational facility, the permissible sound levels at the new dwelling will be the greater of the cumulative sound levels existing at the time of construction of the new dwelling or the permissible sound levels as determined in Section 2 of this rule.
- (2) On the application of a person referred to in Subsection 2.4.1(1), the Commission may, in exceptional circumstances, grant an exemption from the rule established by that subsection.
- (3) If requested by a person referred to in Subsection 2.4.1(1), the licensee must communicate information on existing noise levels to that person. Where there is a noise impact assessment for the facility, the licensee must either provide a copy of it to that person or provide the existing sound level survey or modelling data interpolated to the person's proposed building site or dwelling.
- (4) A licensee must keep documentation of its communications with a person referred to in Subsection 2.4.1(1), including a copy of the noise impact assessment or other data provided to that person.

#### **2.4.2 Permissible sound level for dwellings built in proximity to an approved facility within one year of issuance of the approval**

- (1) Where a person builds a dwelling within 1.5 km of an approved wind turbine, wind project substation, or from the boundary of any other approved facility prior to construction of that wind turbine, wind project substation, or other facility but within one year of the date of Commission approval, the permissible sound level at the dwelling is determined in accordance with subsections 2.4.1 (1) and (2).

- (2) When requested by a person referred to in Subsection 2.4.2 (1), the licensee must communicate information on permissible noise levels for the approved wind turbine, wind project substation, or other facility to that person. Where there is a noise impact assessment for the approved wind turbine, wind project substation or other facility, the licensee must either provide a copy of it to that person or provide the existing sound level survey or modelling data interpolated to the location of the new dwelling.
- (3) A licensee must keep documentation of its communications with a person referred to in Subsection 2.4.2 (1), including a copy of any information on the permissible sound levels for the approved facility provided to that person.

#### **2.4.3 Permissible sound level for dwellings built in proximity to an approved facility more than one year after issuance of the approval**

- (1) If the construction of an approved facility is delayed by more than one year from the date of Commission approval, the licensee must:
  - (a) on an ongoing basis, make all reasonable efforts to determine if any new dwellings have been built within 1.5 km of the approved wind turbine, wind project substation or from the boundary of any other approved facility;
  - (b) if a new dwelling has been built within 1.5 km of the approved wind turbine, wind turbine substation, or any other facility, conduct a new noise impact assessment to determine whether the approved facility will meet the permissible sound levels at any newly constructed dwelling.
- (2) If the new noise impact assessment obtained pursuant to Subsection 2.4.3 (1)(b) indicates that the permissible sound levels at any newly constructed dwelling will not be met, a licensee
  - (a) must take all necessary steps to ensure compliance with the permissible sound levels, once the approved facility is constructed, or
  - (b) may apply for an amendment to the approved facility in accordance with *Rule 007: Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations and Hydro Developments*.
- (3) When requested by a person who has built a dwelling within 1.5 km of an approved wind turbine, wind project substation or of the boundary of any other approved facility, the licensee must communicate information on the permissible sound levels of the approved wind turbine, wind project substation or other facility to that person and provide a copy of the most recent noise impact assessment for the approved facility.
- (4) A licensee must keep documentation of its communications with a person referred to in Subsection (1), including a copy of the noise impact assessment provided to that person.

## **2. Time Limits for approved facilities**

Approved facilities that are not constructed within a reasonable time period after approval may restrict the installation of other regulated energy facilities in the surrounding area. Time extensions are often requested. It may be fair to consider a maximum time limit after which a new application would be required. Comments are requested.

## **3. Post-construction comprehensive sound level survey requirements for wind turbines**

Post-construction sound level surveys have been directed by the Commission in circumstances where the modelled noise levels are forecast to be near the permissible sound level or where sound level concerns have arisen during the application review process. The studies submitted often fail to demonstrate compliance due to factors such as the failure to provide three cumulative hours of valid daytime and nighttime data, inadequate electrical power output and associated sound power levels, wind direction outside the prescribed +/- 45 degrees, wind noise masking, and other factors such as location of recording equipment.

Comments are requested on the situations described above and any other potential obstacles to the collection of sufficient representative data and any recommended solutions. For example:

- Do the three cumulative hours of valid data have to be gathered in a single nighttime or daytime period or over the duration of the noise survey for both the daytime and nighttime periods?
- Should the requirements of Rule 012 be expanded in certain circumstances to evaluate representative data over multiple daytime and nighttime periods?
- What level of turbine power output and operational mode of a wind turbine is adequate to provide valid representative noise levels?
- Is the wind direction constraint excessively restrictive for wind turbines? If so, what alternatives are suggested?
- What criteria should be considered by the Commission in determining whether a post-construction monitoring survey is required or which receptors might be selected for post-construction survey?

Identify any recommended changes to Rule 012 that might facilitate the successful completion of post-construction surveys.

## **4. Sound impact of approved, but not constructed, facilities in post-construction surveys (i.e., adjust results up to model the previously approved facility)**

Potential changes to Section 4.6.1 of Rule 012 are being proposed to clarify the sound impact of approved, but not constructed, facilities in post-construction surveys.

The following changes to Rule 012 are proposed:

#### **4.6.1 Comprehensive sound level survey requirements for wind turbines**

- (1) When ordered to do so by the Commission as a condition in the approval or in response to a noise complaint, a licensee of a wind turbine project must conduct post-construction noise monitoring or noise model verification. In circumstances where an approval was based on modelling of other nearby noise sources and those nearby noise sources have not been constructed before completion of the post-construction noise survey, the licensee must present:
  - the actual results from the post-construction survey, and
  - the forecast results, including the expected noise impact of any approved, but not constructed, facility considered in the original application.

#### **5. Use of post-construction surveys for noise model verification or for demonstration of compliance**

It may be beneficial to clarify:

- the terminology used in Rule 12 and particularly that in Section 4
- the circumstances where Commission directions for post-construction monitoring are to demonstrate compliance with the permissible sound levels or to verify modelling predictions
- the data requirements necessary to demonstrate compliance and those necessary to verify modelling predictions.

For example, where post-construction monitoring is to verify modelling predictions, the data requirements for at least three hours of valid downwind data are less rigorous, and can incorporate statistical tests to assess if a lesser amount of data is representative. However, if a complaint were filed for that same location, it would follow that the same data collected for that particular study would be less than adequate to demonstrate compliance.

Verification of modelling is also an approach that could be proposed by the applicant in a facility application. The applicant could identify certain locations where post-construction noise monitoring might be conducted to verify alignment with modelled results in the application. Favourable comparisons could be considered as supporting the accuracy of the original modelling.

The revised wording below would be one approach to clarify the rule.

#### **4 Noise measurement**

##### **4.1 General**

- (4) The number of samples is sufficient in a valid comprehensive sound survey if:
  - (a) in the case of a noise complaint; i.e., where compliance at a dwelling is in question, at least three cumulative hours of valid data in each nighttime sampling period (10 p.m. to 7 a.m.) and three cumulative hours in each



daytime sampling period (7 a.m. to 10 p.m.) under representative conditions are obtained, or

- (b) the intention of noise monitoring is to verify modelling predictions and after isolation analysis has been undertaken, and at least three hours of cumulative data has not been obtained, the computed confidence interval for the arithmetic mean value over all the samples for each individual daytime and nighttime period is not more than plus or minus three decibels with a confidence level of 90 per cent for the daytime or for the nighttime period (see statistical method in Appendix 9). Verification of modelling predictions is a lower threshold test than verification of compliance. Verification of modelling of predictions with measurements is intended to increase the level of confidence in results that were obtained using theoretical modelling studies and to provide a basic threshold of compliance verification.

...

#### **4.4 Multiple nights or single night of monitoring**

- (1) Multiple nights of monitoring may be required in order to demonstrate clearly that noise has been measured during representative conditions.
- (2) If the intention of noise monitoring is to verify modelling predictions, and sufficient valid data under representative conditions has not been recorded after a minimum period of seven days, alternative methods of verification such as sound level measurements to assess the sound power level combined with noise model calculations as described in this rule, may be considered.

...

##### **4.6.1 Comprehensive sound level survey requirements for wind turbines**

- (1) When ordered to do so by the Commission as a condition in the approval; or in response to a noise complaint, a licensee of a wind turbine project must conduct post-construction noise monitoring or noise model verification.

## **6. Deferred facilities (pre-1988) administration**

A level of complexity could arise with respect to deferred facilities in situations where the Alberta Energy Regulator (AER) and the AUC have oversight of different facilities that are within a site boundary, or that are adjacent to the same site. An example of this might be where an electrical generation facility is present within a gas processing plant. The concept associated with the deferred facility provision is that the facilities constructed before 1988 were expected to have a 30-year life and would be decommissioned by 2018. This may no longer be realistic. Rule 012 states that the deferred status will end on October 17, 2018, and compliance with the permissible sound levels is required for a new application, even if there is no noise complaint made to the AUC. Noise staff from the AUC and AER are having preliminary discussions on the topic. An inconsistency between the AER and AUC could result in circumstances that would be difficult to manage for both industry and the regulators. Comments from affected parties and

consideration of alternatives for administration of the rule would be useful. A deferral of the 2018 date could be an alternative. Another alternative could be for the applicant to identify a noise mitigation plan or to discuss any reasons why noise attenuation measures are not practical.

For ease of reference, sections 2.2 and 2.3 of Rule 012 currently state

## **2.2 Permissible sound level determination for pre-1988 facilities**

- (1) A facility constructed and in operation before October 17, 1988, is considered to be a deferred facility, meaning that it does not have to demonstrate compliance with the permissible sound level established under Section 2.1 of this rule, in the absence of a noise complaint.
- (2) If a noise complaint is filed with the Commission against a deferred facility where a permissible sound level has not been previously established, the licensee must establish the permissible sound level in accordance with Section 2 of this rule.
- (3) In the absence of a noise complaint in respect of a deferred facility, where the licensee applies to modify the facility, the permissible sound level will be the measured sound level as determined from a prior or new comprehensive sound level survey. However, a licensee must reduce noise from a deferred facility to accommodate the introduction of new noise sources at the facility so that there is no net increase in total noise at the most impacted dwelling(s).
- (4) Effective October 17, 2018, the Commission will eliminate the deferred status for facilities built and in operation prior to 1988. Any application received after this date for modification of a deferred facility must demonstrate compliance with the permissible sound level as determined in Section 2 of this rule.

## **2.3 Permissible sound level determination for a proposed facility near a deferred facility**

Where a facility is proposed to be constructed near a deferred facility, the permissible sound level is determined based on the deferred facility status and this permissible sound level may be used only while the deferred facility is operating or until October 17, 2018, at the latest.

## **7. Investigation form clarification**

Section 5.3 and Appendix 4 describe noise complaint investigation procedures utilizing a two-part form that does not work effectively for complainants because it is designed for completion by a facility owner rather than by a complainant. The form and instructions for use should be redrafted accordingly. Suggestions and comments are invited.

## 8. Inclusion of third party proposed facilities in cumulative sound level assessments

In Rule 012, “cumulative sound level” includes the comprehensive sound level, noise from proposed facilities, energy-related facilities approved but not yet constructed, and the predicted noise from the applicant’s proposed facility.

A “proposed facility” is defined as a facility for which an application has been “deemed complete” by the Commission but is not yet approved, or for which an approval has been issued but is not yet constructed. If an application for a project is filed and another third party “proposed facility” has been deemed complete shortly before the filing, applicants have expressed uncertainty on whether they need to include the cumulative noise effect from this third party “proposed facility”.

AUC staff recommends the inclusion of third party “proposed facilities” in the cumulative sound level assessment of an applied-for project, using the best and most recently available data for the third party “proposed facilities” that have been previously applied for, regardless of whether those applications have been deemed complete. The assessment should also describe all considerations and assumptions made, including details of which version of the noise impact assessment submitted by others was utilized. This should assist in providing clarity. Rule 012 should be amended accordingly.

## 9. Ambient adjustment

In Rule 012, there is provision for an ambient (A2) adjustment if the ambient sound level is not representative of the assumed ambient level of 35 dBA  $L_{eq}$  nighttime for rural Alberta. The measured or actual ambient sound level may be higher or lower than the assumed level and may vary between daytime and nighttime conditions. The following clarifications are suggested to Rule 012.

### 2.1 Determination of permissible sound level

...

#### (11) Class A2 ambient adjustment:

- (a) The Commission will not make a decision on a Class A2 adjustment request before making a decision on the facility application to which it pertains. An application for an A2 adjustment can be made at the time of the original facility application or it can be made subsequently. If the application is made subsequently, measurements with the AUC-regulated facility not operating are required. An application for an A2 adjustment can be made by the operator of the AUC-regulated facility or it can be made by a person impacted by the facility.
- (b) A Class A2 adjustment is an adjustment to the permissible sound level for locations where the measured ambient sound level is different from the assumed ambient sound level referred to in Table 1.

- (c) A Class A2 adjustment is based on the measured ambient sound level in an area measured in accordance with the ambient sound monitoring survey requirements in Section 4 of this rule.
- (d) After completing the ambient sound survey, an applicant must use Figure 1 to determine the applicable Class A2 adjustment and:
  - (i) determine the difference between the basic sound level (Table 1) for the applicable dwelling density, transportation proximity and the measured nighttime and daytime ambient sound level to the nearest whole number
  - (ii) look up this difference on the horizontal axis of Figure 1
  - (iii) move up on the figure until the plotted line is intersected
  - (iv) move left on the figure to the vertical axis and read the applicable Class A2 adjustment value; it may be positive or negative
- (e) If a Class A2 adjustment is requested, the noise impact assessment must indicate the predicted results with a Class A2 adjustment and without a Class A2 adjustment.
- (f) An applicant seeking a Class A2 adjustment under this section must:
  - (i) conduct an ambient sound level survey assessing both daytime and nighttime representative conditions, and explain in the application whether a daytime adjustment, nighttime adjustment, or both is requested
  - (ii) include in its public consultation program for the proposed facility information relating to the Class A2 adjustment request for each location
  - (iii) identify the dwelling(s) or area where the Class A2 adjustment is requested and identify any energy-related facilities in the area
  - (iv) identify whether an area is an urban or country residential location wherein an adjustment applicable for one dwelling may be applied to other dwelling(s) within the area because the dwelling(s) have a similar acoustic environment
  - (v) explain if the acoustic environment is influenced by factors such as non-energy related industrial activity, proximity to transportation infrastructures or population density
  - (vi) identify the multiple acoustic environment areas if requesting multiple adjustments for one proposed facility
  - (vii) provide justification on the applicability of the same Class A2 adjustment to other dwelling(s) in the area, if a

Class A2 adjustment is requested for an area with more than one dwelling, but noise measurements were taken at only one location

#### **10. Wind noise masking adjustments**

In Rule 012, there is provision for C1 and C2 adjustments related to wind noise masking. The Commission is seeking comments on whether the current procedures for wind noise masking are sufficiently clear or would be assisted by further explanations or examples.

**Tara Cryderman**

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**F1c**

**From:** Gaylen Armstrong  
**Sent:** Wednesday, December 20, 2017 4:18 PM  
**To:** Tara Cryderman  
**Subject:** Re our input regarding the Kenow fire. September 11, 2017  
**Attachments:** Kenow fire letter to MD P Creek.odt

Hello Tara. Please find attached our letter regarding the Kenow fire. We were not aware of any inquiry and we wanted to have input because of the seriousness of the situation. It would be appreciated if you would bring our points of view to Council for their consideration. Thanks, Marilyn and Gaylen Armstrong.  
P.S. Please confirm receipt of this e-mail. Thanks.

## Tara Cryderman

---

**From:** Gaylen Armstrong  
**Sent:** Wednesday, December 20, 2017 7:34 PM  
**To:** Tara Cryderman  
**Subject:** Re Kenow letter to you from Gaylen and Marilyn Armstrong

Sorry Tara. Meant to say at the end of the letter....'rate payers since 1969, residents since 1995. Gaylen

M.D. of Pincher Creek,# 9  
Tara Cryderman  
Executive Assistant

Re Mt. Kenow fire

The purpose of this input is to help point out mistakes made in order that they not be repeated. We hope that council will be made aware of the following.

The community and the M.D. of Pincher Creek have been very supportive but there is a huge need for improvement.

I have read the report 'Municipal District of Pincher Creek, Kenow Fire Debrief'. I wish I had been notified for an option to participate in the inquiry particularly since we are one of the first residents on private land, to be in line of the fire. In the M.D. report, there was no mention of how many landowners/residents were contacted for input.

The RCMP notified Jen Jenkins and Cassidys , just north and west of us, at about 10:30 p.m. 11 September , which gave them 15 to 20 minutes to leave the area. Apparently the RCMP did not go to our residence after approaching Jenkins, in spite of the fact that we informed Dave Cox and the M.D. on 8 September, as advised at the Twin Butte Hall meeting, of our land location, how to get there, and our phone number. Fortunately, we left our residence on Sunday, 10 September, for a Monday appointment in Lethbridge . It was pure coincidence that we were not at our residence on 11 September and with no information on fire advances. If we had been there it might have been too late to evacuate.

The above facts dovetail with the M.D. report re failures in a system that needs to have a good plan. That plan should be applied in a mock up for practice to iron out any glitches before the next fire happens.

Regards, Gaylen and Marilyn Armstrong (S.E. 1/4 of 20-2-29. W4...28.9 acres) Residents since 1969.

.  
.



## Subdivision

---

**From:** Sue Guerra  
**Sent:** Monday, December 4, 2017 7:44 AM  
**To:** Subdivision  
**Cc:**  
**Subject:** Re: File No. 2017-0-184 Application for Subdivision of Land  
**Attachments:** concern re File No. 2017-0-184 subdivision.pdf

Please find attached our letter of concern re: **File No. 2017-0-184 Notice of Application for Subdivision of Land.** **Please advise by brief email reply that this letter has been received.** (Bev, as the councilor for our area, we are cc'ing you on this just so you're aware.)

If there are any further questions or communication that needs to come our way, here is our contact information:  
Guido & Susan Guerra

Thank you...  
G&S Guerra

Guido & Susan Guerra

December 4, 2017

**To: Oldman River Regional Services Commission**

cc: Bev Everts, Division 3, MD of Pincher Creek Councillor

**Re: File No. 2017-0-184**

We are in receipt of the Application for Subdivision of Land at NW1/4 20-5-2-W5M which is near our acreage located at SE 30-05-02-W4 (Civic address: 5417 RR2-5).

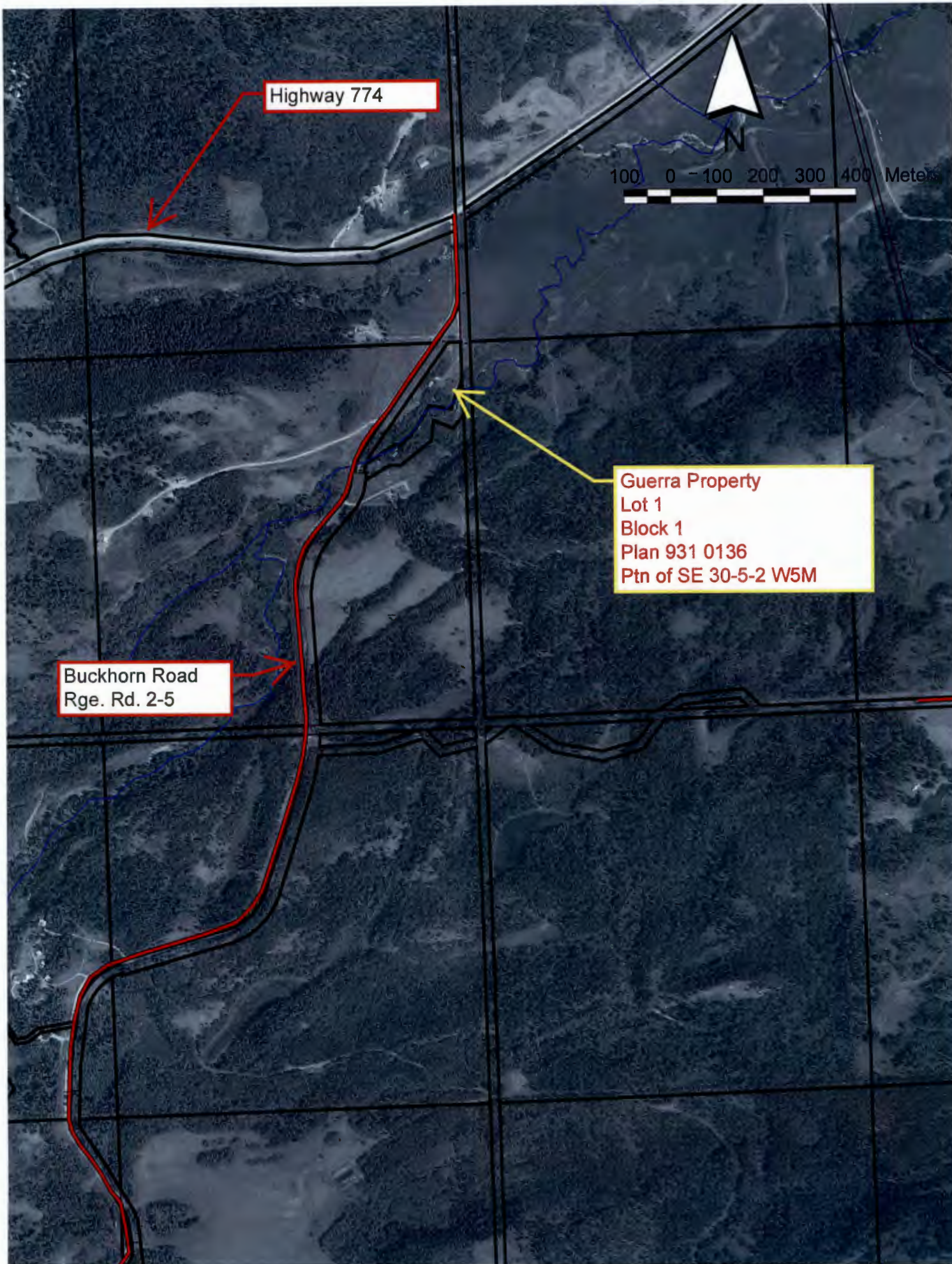
We have no issue with the subdivision itself, but are concerned about excessive heavy-equipment vehicle traffic that will be using the MD road adjacent to our property (locally known as the "Buckhorn") in order to develop road access to the subdivision location as well as provide services/construction (ie. septic trenching, cement trucks for foundation, etc).

In July, 2017 we had 150 metres of cold mix applied to the road as a dust control measure with the assurance that the cold mix surfacing would last 8 to 10 years -- this done on a cost-shared basis with the MD. Since buying our property in 1994, we had previously paid for many of these past 23 years to have the seasonal pine tar mixture used for dust control surfacing and were extremely happy with the MD's decision to finally offer a more permanent solution.

We are requesting that the MD be willing to fix or maintain the cold mix surfacing, with no additional cost to us, should it become damaged before the 8 to 10-year life expectancy of the current surface...especially in view of the additional heavy-equipment vehicle traffic that will occur.

Thank you.

Guido & Susan Guerra



Highway 774

100 0 -100 200 300 400 Meters

Buckhorn Road  
Rge. Rd. 2-5

Guerra Property  
Lot 1  
Block 1  
Plan 931 0136  
Ptn of SE 30-5-2 W5M

Council  
Corresp. For Info

RECEIVED

JAN **F2a**

M.D. OF PINCHER CREEK



ALBERTA  
TRANSPORTATION

Office of the Minister  
Government House Leader  
MLA, Edmonton - Highlands - Norwood

December 21, 2017

AR 72115

Mr. Quinton Stevick  
Reeve  
Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek, AB T0K 1W0

Dear Reeve Stevick:

The Government of Canada and Government of Alberta are pleased to provide grant funding under Canada's Clean Water and Wastewater Fund for the Hamlet of Beaver Mines Treated Water Storage.

Based on our review of the information, the Municipal District of Pincher Creek will receive a grant of 50 per cent of the estimated eligible project costs, or up to \$180,330 for the project from federal sources. Alberta Transportation staff will contact you shortly to arrange for the grant payments.

The Government of Alberta is pleased to partner with the Government of Canada on this important project. Alberta and Canada recognize that supporting water and wastewater infrastructure is critical to the quality of life, economic growth, and resiliency in Alberta's communities.

Sincerely,

Brian Mason  
Minister

cc: Honourable Amarjeet Sohi, Minister of Infrastructure and Communities



ALBERTA  
INFRASTRUCTURE

Office of the Minister  
MLA, Calgary - Northwest

Council  
Corresp - For Info

RECEIVED

JAN - 2 2017 F2b

M.D. OF PINCHER CREEK

20 December 2017

Reeve Quinton Stevick  
Reeve  
Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek, AB T0K 1W0

Dear Reeve Stevick:

It was a pleasure to connect with municipal leaders in November at the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association conventions.

Many municipalities indicated they had questions about phase two of the federal government's Investing in Canada Infrastructure Plan (ICIP). I committed to providing a fact sheet to all municipalities on what the Government of Alberta currently knows about ICIP funding and related processes.

I am pleased to provide you with a fact sheet about the Investing in Canada Infrastructure Plan. It outlines the four funding streams and cost-sharing requirements and provides information on the Canada Infrastructure Bank and our understanding of next steps. If you have questions about the Investing in Canada Infrastructure Plan, please submit them by email to [Alberta.ICIP@gov.ab.ca](mailto:Alberta.ICIP@gov.ab.ca).

I look forward to continuing our work on issues that are of importance to your community and Alberta.

Sincerely,

Sandra Jansen  
Minister

Attachment: The Investing in Canada Infrastructure Plan – What It Means for Alberta

cc: Wendy Kay Chief Administrative Officer

# The Investing In Canada Infrastructure Plan What It Means For Alberta



The \$180+ billion Investing in Canada Infrastructure Plan will be delivered over 12 years. Of this, \$33 billion will be made available through bilateral agreements between Infrastructure Canada and each of the provinces and territories.

The Governments of Alberta and Canada are currently negotiating this Phase 2 bilateral agreement, expected to be signed in March 2018. **Alberta's allocation is \$3.4 billion for: Public Transit, Green Infrastructure, Community, Culture and Recreation and Rural and Northern Communities.**

## COMMUNITY, CULTURE AND RECREATION

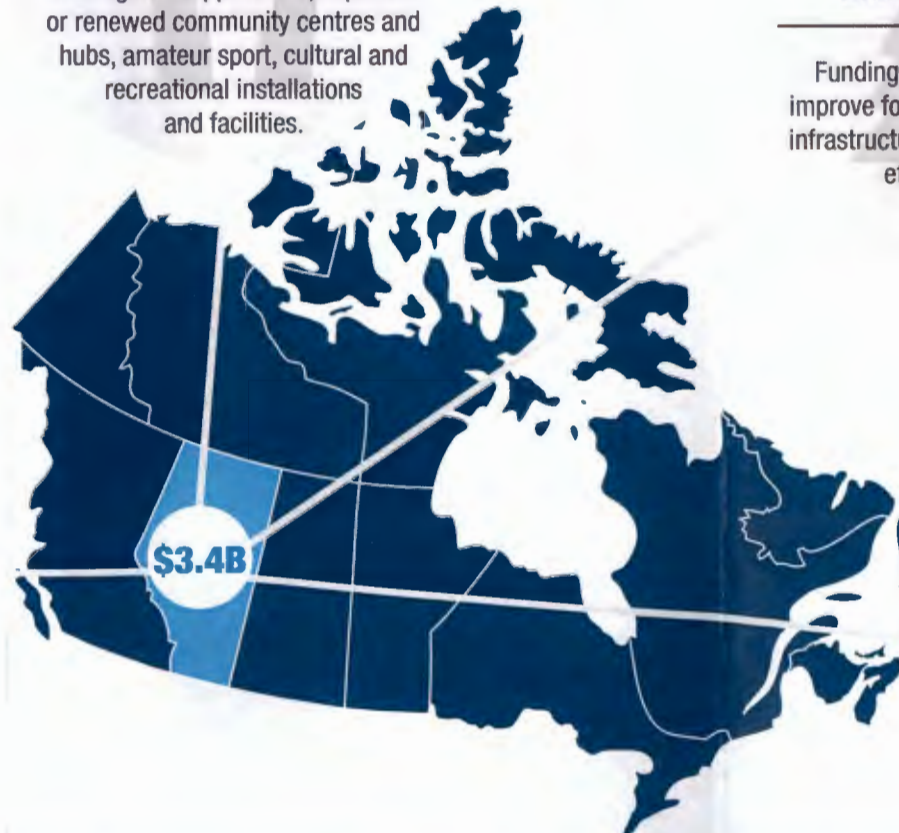
Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

## RURAL AND NORTHERN COMMUNITIES

Funding will support projects that improve food security, local road or air infrastructure, broadband connectivity, efficient and reliable energy sources.

## PUBLIC TRANSIT

Helping Canadian communities to improve and expand their existing public transit systems.



## GREEN INFRASTRUCTURE

Consists of three separate sub-streams: Greenhouse Gas Mitigation; Adaptation, Resilience and Disaster Mitigation; and Environmental Quality.

## Cost Sharing

The federal government will provide cost-sharing for eligible projects up to the following:

- *Provincial:* maximum of 50 per cent for each project;
- *Municipal:* maximum of 40 per cent for each project. Provinces are required to cost-share on municipal projects at a minimum of 33.33 per cent of eligible costs;
- *Not-for-profit sector:* maximum of 40 per cent for each project;
- *Indigenous communities:* maximum of 75 per cent;
- *Private sector, for-profit owned:* maximum of 25 per cent (not eligible for the Community, Culture and Recreation stream);
- Under the Rural and Northern Communities stream, Canada will invest up to 50 per cent for provincial, municipal and not-for-profit projects.



## Next Steps on the Agreement

Alberta is responsible for identifying and submitting projects to the federal government, who will then determine approval. Alberta will work with municipalities and other partners to determine eligible projects to be submitted.

Projects will be prioritized based on the fiscal situation and provincial priorities and will be submitted after the agreement is signed in 2018.

Interested municipalities are encouraged to work with applicable Ministries to identify and prioritize projects.



## The Canada Infrastructure Bank



The Canada Infrastructure Bank is a new tool that provincial, territorial, municipal and Indigenous government partners can use to access innovative financing for revenue-generating infrastructure projects. It aims to attract private and institutional investment to such projects in Canada, which will help public dollars go further by leveraging the capital and expertise of the private sector.

The Bank will invest \$35 billion from the federal government towards revenue-generating infrastructure projects that are in the public interest, with a focus on projects such as public transit systems, trade and transportation corridors, and green infrastructure.

For more information on the Canada Infrastructure Bank, visit: <http://canadainfrastructurebank.ca/>

## Questions?

Email us at [alberta.icip@gov.ab.ca](mailto:alberta.icip@gov.ab.ca)





**Pincher Creek Emergency Services Commission Inspection**

**Inspection conducted on behalf of:  
The Honorable Shaye Anderson  
Minister of Municipal Affairs**

**Inspection Conducted by:**

**Transitional Solutions Inc.**

#201, 236-91 Street  
Edmonton, Alberta T6X 0A9  
[www.tsi-inc.ca](http://www.tsi-inc.ca)



June 6, 2017

The Honorable Shaye Anderson

Minister of Municipal Affairs  
18th floor, Commerce Place  
10155-102 Street,  
Edmonton, AB, T5J 4L4

Re: Pincher Creek Emergency Services Commission Inspection Report

Dear Minister Anderson:

An inspection has been conducted on the management, administration and operations of the Pincher Creek Emergency Services Commission as directed by Alberta Ministerial Order No. MSL: 014/17 signed on March 6, 2017. The findings of this inspection are contained in the following report along with recommendations respectfully submitted for consideration.

Thank you for the opportunity to assist with this process. We remain available to respond to any additional questions you may have regarding the inspection findings.

Sincerely,

Larry Kirkpatrick, MBA, CCGM  
Transitional Solutions Inc.

Bill Walker, CCGM  
Transitional Solutions Inc.

***Disclaimer:** The content of the following report is prepared for the Ministry of Alberta Municipal Affairs. Transitional Solutions Inc. does not authorize or take any responsibility for third-party use of the contents contained therein. Ownership and control of the report contents rests with Alberta Municipal Affairs.*

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# Pincher Creek Emergency Services Commission Inspection

## 1.0 EXECUTIVE SUMMARY

On November 28, 2016, following a request by the MD of Pincher Creek, the Minister of Municipal Affairs ordered an in-depth review and inspection of the Pincher Creek Emergency Services Commission with regards to its management, administration and operations. The Minister has further requested the inspection identify any matters that may indicate the Commission is managed in an irregular, improper or improvident manner.

Historical documents and materials were assembled and reviewed by the inspectors. In-person interviews and discussions were conducted with all relevant stakeholders, and the inspectors attended the April 27, 2017 Commission regular board meeting.

A chronological sequence of events was generated from the documentation and observations, indicating when significant events/actions occurred.

Prior to the creation of the Commission in December 2014, the Pincher Creek Emergency Services Committee existed and provided oversight to the delivery of emergency services. A Membership Agreement Establishing the Pincher Creek Emergency Service Commission was created and agreed to by both the MD of Pincher Creek and the Town of Pincher Creek in August 2013. The Agreement articulates those actions viewed as being critical during and after the transition from a Committee to a Commission.

Part 15.1 of the MGA stipulates how regional services commissions are to function and operate. The various sections contained within the MGA along with many best practices form the basis of the report.

The report addresses all allegations made by the MD of Pincher Creek as well as those heard through the interview process. The overarching theme of the allegations revolves around the length of time it takes to accomplish various actions. This has morphed into a level of frustration and lack of trust by the Board. And while some of the allegations made by the MD have been addressed prior to the commencement of this inspection, there are others that have not.

The report highlights areas where improper, irregular and improvident actions have occurred in the opinion of the inspectors. And while the inspection found many examples of these types of actions early on, their frequency has diminished significantly insofar as the Commission is now functioning more in line with most MGA requirements.

The report contains fifty one recommendations along with the rationale supporting each recommendation. Some recommendations are more significant than others, particularly those required by the MGA. And while a summary of all the recommendations is contained at the end of the report, the following are those considered by the inspectors to be of particular significance.

- The Commission governance model continue to prevail and function in the delivery of emergency services for the benefit of the public.
- That consideration be given to changing the directors and alternates on the Board effective the 2017 organizational meetings of the MD and Town.
- That an annual orientation and retreat be organized for Directors, Alternates and key administrative staff.
- That administrative staff enhance their knowledge and skills as it relates to agenda and minute preparation, and further that the Board adopt a procedure related to how management is to provide information to the Board or individual Board members.
- That the CAOs for the MD and Town be excused from attending the Commission Board meetings going forward unless specifically requested. And further that the Board enlist the services of an experienced independent neutral advisor to provide advice and assist/mentor the administrative head of the Commission for a period of time.
- That protocols and procedures be adopted to address requests for information from individual Directors, and that Administration come to board meetings better prepared to address any potential questions brought forward by a Director.
- That a process be adopted for developing and approving policy and procedures.
- That the schedule of actions identified in the Membership Agreement be reviewed and completed as required. Also recommended is the transfer of land and buildings related to the fire halls in the Town of Pincher Creek, and Hamlets of Lundbreck and Beaver Mines.
- That the Commission immediately initiates discussions with Alberta Health Services to ensure the Commission is in compliance with all AHS requirements.

The Pincher Creek Emergency Services Commission is providing a valuable and reliable service to the public. If the Commission incorporates the recommendations contained herein, it is likely to result in significant improvements in its governance functioning, and be the roadmap to ongoing success and financial sustainability.

The inspectors conclude that while some instances of improper, irregular and improvident actions are still occurring, overall the commission is being managed in a satisfactory manner.

## 2.0 INSPECTION METHODOLOGY

An extensive review of provided documentation was undertaken during the first phase of the review, and a substantial amount of additional documentation was requested, and provided by the Commission, MD and Town. Upon completion of the initial review process, in-person interviews were conducted with: the Directors on the Board, Commission Manager (who is also the Fire Chief), Deputy Chiefs, and administrative staff of the Commission; the remaining elected officials with both the MD and Town (with one exception which involved a telephone interview); the two CAO's; and one additional administrative person from the MD. Discussions also took place with Alberta Health Services related to the ambulance contract, and Municipal Affairs related to clarification on certain details contained in the provided documentation.

All interviewees were advised that their individual comments made during their interviews would be held in confidence. They were further advised that for purposes of the report aggregated comments would be used.

All interviewees were given an opportunity for a second interview while TSI inspectors were onsite in Pincher Creek. The purpose of which was to allow each person the opportunity to provide insight into something that was not covered in the initial interview, or any allegations that had come up during other interviews that may have related to them. With the exception of the Chief (who was scheduled for two interviews plus two follow-ups) no one took advantage of the offer. A second conversation occurred with the Chair on the inspector's final day in Pincher Creek.

The April 27, 2017 Commission Board meeting was attended by both inspectors in order to assess how board members were working together, and whether the meeting was being conducted in accordance with MGA requirements.

### 3.0 SCOPE OF COMMISSION INSPECTION

On August 15, 2016, the MD of Pincher Creek wrote a letter to the Minister requesting an inspection of the Pincher Creek Emergency Services Commission. In their letter various allegations were made related to the MD's frustration with very little being accomplished since the formation of the Commission. After a preliminary review was conducted by Alberta Municipal Affairs personnel, the Minister decided to undertake a full review on November 23, 2016. A Request for Proposal process commenced, culminating in the selection of TSI as consultants. The Minister of Alberta Municipal Affairs ordered a municipal inspection pursuant to Section 602.35 of the MGA, and as per ministerial order MSL:014/1 dated March 6, 2017, appointed Bill Walker and Larry Kirkpatrick as the inspectors.

For clarification, the following definitions are provided in reference to sections of the MGA identified within the inspection findings:

**Irregular:** Not according to established principles, procedures or law; not normal; not following the usual rules about what should be done.

**Improper:** Deviating from fact, truth, or established usage; unsuitable; not appropriate; not conforming to accepted standards of conduct.

**Improvident:** Lacking foresight; taking no thought of future needs; spendthrift; not providing for, or saving for the future; not wise or sensible regarding money.

**To minimize confusion between the two terms, the Pincher Creek Emergency Services Committee will be referred to in this document as the "Committee", whereas the Pincher Creek Emergency Services Commission will be referred to as the "Commission".**

## 4.0 BACKGROUND

On December 19, 2014 Order in Council 501/2014 (Alberta Regulation 230/14) was approved establishing the Pincher Creek Emergency Services Commission. The Commission is authorized to provide fire & rescue services, and emergency medical services including inter-hospital transfers. Ministerial Order No. MSL:005/15 (appointing the Board of Directors and designating the Chair) and Ministerial Order No. MSL:006/15 (authorizing the provision of emergency medical and fire/rescue services beyond the MD and Town boundaries) were approved February 13, 2015. The Minister then forwarded letters dated March 11, 2015 to the MD, the Town, and the Commission confirming the above.

A more detailed sequence of events is shown below, parts of which have been extrapolated in subsequent portions of this report.

Date	Significance	Authority	Comment
27/Aug/13	Membership Agreement establishing the Commission		
19/Dec/14	Commission established	Order in Council 501/2014	
29/Dec/14	2015 Combined Budget		The Committee passes a motion approving an Interim 2015 Combined Budget. The Commission Board takes no action in this regard. <b>Improper and irregular.</b>
13/Feb/15	Commission Board appointed	Ministerial Order MSL:005/15	Appointments are for one year. Don Anderberg appointed Chair, with Doug Thornton, Brian Hammond, and Terry Yagos as Directors
13/Feb/15	Commission Service Area	Ministerial Order MSL:006/15	
11/Mar/15	Letter from Minister to MD, Town & Commission providing OC 501/2014 and Ministerial Order MSL:006/15		



Date	Significance	Authority	Comment
23/Apr/15	2014 Audited Financial Statements for the Committee		KPMG Audited statements accepted by the Committee
26/Oct/15	Town Organizational Meeting		Appointments made to the Committee but not to the Commission. No problem as Director and Chair appointments are good until Feb 13/16
27/Oct/15	MD Organizational Meeting		Appointments made to the Committee but not to the Commission. No problem as Director and Chair appointments are good until Feb 13/16
26/Nov/15	Commission Organization Meeting		Minutes reflect a Commission Board organization meeting. Dealt with nominations, signing authorities, meeting schedule and auditor's. First meeting of the Commission, and final meeting of the Committee
7/Jan/15	2016 operating budget for the Commission		Commission board passes a motion approving the 2016 operating budget for the month of January 2016 only
28/Jan/16	2016 Commission operating budget		Commission board passes a motion approving the 2016 operating budget.
3/Feb/16	Bylaw No. 1 (Commission Board Appointments) approved by Minister	Municipal Government Act 602.07(1)(a)	Replaces MO MSL:005/15 which was in effect for one year
3/Feb/16	Letter from Minister to Commission approving Bylaw No. 1		
28/Apr/16	2015 Audited Financial Statements for the Committee		Board passes a motion to accept the 2015 Audited Financial Statements. <b>Irregular</b> insofar as these are the Committee financials not the Commission's

Date	Significance	Authority	Comment
30/May/16	Banking		Board passes a motion that the ATB be the financial institute to represent the Committee effective July 1, 2016
1/Jul/16	PCES Committee Financial Operations		Auditor's note that the Committee ceased operations July 1, 2016 (Dec 31, 2016 Audited Statements)
1/Jul/16	PCESC Financial Operations		Auditor's note that the Commission continued operations of the Committee (Dec 31, 2016 Audited Statements)
10/Jul/16	Bylaw No. 1 amendment approved by Minister	Municipal Government Act 602.07(1)(a)	Allows for the Commission to have alternate directors
14/Jul/16	Letter from Minister to Commission approving amended Bylaw No. 1		
21/Jul/16	Transfer of Assets (Vehicles)		Chief Cox advises all vehicles have been transferred to the Commission
15/Aug/16	Letter from MD to Minister requesting an inspection	Municipal Government Act 602.35	MD alleges a list of concerns
8/Sep/16	Letters from Commission to MD & Town requesting passage of resolutions to assign authority for providing emergency services to the Commission		Town passes M16-328 (Sep 12/16).
16/Sep/16	Letter from Minister to MD, Town, and Commission, informing the Dept will conduct a preliminary inspection		

Date	Significance	Authority	Comment
22/Sep/16	2016 Commission Operating Budget	Municipal Government Act 602.19	Board passes a motion that the 2016 Committee budget becomes the 2016 Commission budget. <b>Irregular</b> given that the Commission Board passed a motion on January 28, 2016 approving the 2016 operating budget.
1/Oct/16	Preliminary Review by Dept. prepared		
17/Oct/16	2017 Capital Budget	Municipal Government Act 602.22	Commission Board passes a motion approving the 2017 capital budget
24/Oct/16	Town Organizational Meeting		Appointments made to the Committee with Commission in brackets
26/Oct/16	MD Organizational Meeting		Appointments made to the Commission and Pincher Creek Regional Emergency Management Organization
27/Oct/16	2017 Capital Budget	Municipal Government Act 602.22	Commission Board passes another motion approving the 2017 capital budget
31/Oct/16	2016 Commission Audited Financial Statements for the Committee		KPMG presents audited statements to the Commission Board. Commission Board passes a motion to approve the audited financial statements for the period ending on June 30, 2016 subject to the changes in the notes identified on October 31, 2016, and furthermore that the Chair be approved to ensure the changes accurately reflect the undertakings made on October 31, 2016.
23/Nov/16	Minister approves inspection	Municipal Government Act 602.35	

Date	Significance	Authority	Comment
28/Nov/16	Letter from Minister to MD, Town & Commission confirming an inspection will occur		
11/Jan/17	2017 Operating Budget	Municipal Government Act 602.19	Commission board passes a motion approving an interim 2017 operating budget
23/Feb/17	2017 Operating Budget	Municipal Government Act 602.19	Commission board passes a motion approving the 2017 operating budget
6/Mar/17	Minister appoints Bill Walker & Larry Kirkpatrick as inspectors	Ministerial Order MSL:014/17	Letters sent to MD, Town, and Commission
14/Mar/17	Amending Agreement to the Membership Agreement		Allows for the Commission to become a party to the Membership Agreement. This action was taken based upon legal advice as well as because of Article 8(h)(i) within the Membership Agreement itself.

## 5.0 TRANSITION FROM A COMMITTEE TO A COMMISSION

Pursuant to the provisions of an inter-municipal agreement entitled “Emergency Services Agreement” dated May 23, 2000, both the MD and Town agreed to provide **ambulance, emergency management, and fire services**. This agreement established a Committee to provide governance and oversight to Pincher Creek Emergency Services. The Committee was charged with various responsibilities including the appointment of a Chief of Emergency Services. Notwithstanding the delivery of emergency services to the public appears to have occurred reasonably well, functioning as a Committee had its challenges, which caused the MD and Town to rethink their strategy with respect to the governance model. Discussions and efforts to form a Commission began as early as 2003 with many delays and failed attempts for a variety of reasons.

On August 27, 2013, MD of Pincher Creek and Town of Pincher Creek entered into a “Membership

Agreement Establishing the Pincher Creek Emergency Services Commission” in the anticipation that the Commission would soon be approved by the Minister of Municipal Affairs. The Membership Agreement provides a high level of detail including what is to happen, who is to do it, and when it is to be completed. The Membership Agreement also contemplates and provides for all those responsibilities that the Committee had undertaken and the Commission now assumes. This included such things as appointment of the Chief of Emergency Services, review of the funding formulae, and adoption of financial and administrative policies, to mention a few. The Membership Agreement provides for the transitioning responsibilities from the Committee (an inter-municipal agreement) to the formal Commission governance model.

When Alberta Regulation 230/14 was approved, the provision of emergency management had been removed. Efforts to have emergency management re-inserted underwent a mediation process resulting in no change. Therefore, the Pincher Creek Emergency Services Commission is charged with the responsibility of delivering **ambulance and fire/rescue services** only.

The inspectors also heard comments with regards to ambiguity surrounding exactly when the Commission became operational. For some, the Commission did not operationalize until July 1, 2016 when it established its own bank accounts. Because of this uncertainty, the Board functioned in an improper and irregular manner which will be further discussed later the report.

## 6.0 FINDINGS, OBSERVATIONS & RECOMMENDATIONS

### 6.1 Board of Directors - Appointments

Below is a sequence of events surrounding the appointment of the Commission Board of Directors.

Date	Significance
13-Feb-15	Board Members term of office commences
26-Oct-15	Town appoints directors to the Committee but not the Commission at its organizational meeting
27-Oct-15	MD appoints directors to the Committee but not the Commission at its organizational meeting
26-Nov-15	Board appoints Chair and Vice-Chair at its organizational meeting (first time the Commission board holds a meeting)
26-Nov-15	The meeting minutes show both the Commission and the Committee conducting a meeting (last time the Committee holds a meeting)
03-Feb-16	Minister approves Bylaw No. 1 (Appointment of a Board of Directors and Appointment of a Chair)
13-Feb-16	Board Members term of office expires
10-Jul-16	Minister approves Amended Bylaw No. 1 (Allowing for Alternate Directors)
14-Jul-16	Letter from Minister to Commission approving Amended Bylaw No. 1
24-Oct-16	Town appoints directors and alternate to the Committee with Commission bracketed at its organizational meeting
26-Oct-16	MD appoints directors and alternate to the Commission at its organizational meeting

When the Commission was established, the Minister appointed the first board of directors, designated one of them as the Chair, and fixed their term of office for one year from the date Ministerial Order No. MSL:005/15 was signed. This meant that the inaugural board was officially in place February 13, 2015 until February 13, 2016. As February 13, 2016 came and went, neither the MD, the Town, nor the Commission realized that the MD and Town were required to re-appoint their board members as

required by Section 602.04(3).

**MGA 602.04**

- (1) A Commission is governed by a board of directors.
- (2) When a Commission is established, the Minister must
  - (a) appoint the first board of directors of the Commission and fix their term of office,
  - (b) designate one of the directors as the chair.
- (3) After the term of the directors appointed under subsection (2) expires,
  - (a) the directors are to be appointed and the Commission's chair designated in accordance with the Commission's bylaws,
  - (b) only the council of a municipality may appoint a director who represents a municipality, and
  - (c) a director who represents a municipality must be a councillor of the municipality.
- (4) A Commission's bylaws may provide for the appointment of directors who are directors at large and who do not represent a member of the Commission.
- (5) If a council or other person who is entitled to appoint a director refuses to make the appointment or does not make the appointment within a reasonable time, the Minister may make the appointment on behalf of the council or other person.
- (6) A Commission must provide the Minister with the name of each director and alternate director, if any, and its chair.

Similarly the Minister did not exercise Section 602.04(5) and make the necessary appointments on behalf of the two Councils. Therefore, the Commission Board of Directors and Chair were functioning outside MGA requirements (**improper and improvident**). At this junction in time, the Commission Board continued to be comprised of four members and no alternates. It was not until July 14, 2016 when the Minister approved an Amended Bylaw No. 1 that the appointment of alternates was allowed for. It wasn't until Oct 24 and 26, 2016 when the MD and Town appointed their directors and alternates to the Commission Board. Because of these organizational meetings and appointments, the directors and alternates are now in compliance with Bylaw No. 1.

From Oct 24 & 26, 2016 until Apr 27, 2017, the Commission Board has not held an organizational meeting which, according to Bylaw No. 1 shall occur the first regular meeting held each year. Bylaw No. 1 goes on to say that the Chair and Vice-Chair terms shall be for one year or until the replacement of the Chair by the Board of Directors. Based upon this sequence of events, the inspectors have concluded that while the Commission was not in compliance with Section 602.04, it now is by virtue of the Oct 24 & 26 organizational meeting appointments and Article 3.6 of Bylaw No. 1 referencing the Chair appointment. Notwithstanding previous events, the Commission Board should endeavor to conduct its annual organizational meeting in accordance with Article 3.5 of Bylaw No. 1 going forward.

**Bylaw No. 1**

*3.5. The Directors shall elect, from a Member of the Board, the Chair, and the Vice Chair at the*

*first regular meeting held each year.*

*3.6. The term of each office of the Chair, and Vice Chair shall be for one (1) year or until their replacement by the Board of Directors.*

Section 602.04(6) of the MGA requires the Minister be advised with the name of each Director and alternate Director, and Chair of the Commission. The inspectors were advised that this occurred on Apr 25, 2017. Going forward, the Board should endeavor to advise the Minister of its Directors, alternates and Chair immediately following the Commission organizational meeting that should occur the beginning of each year.

In the October 24, 2016 organizational minutes of the Town, reference is made to “Emergency Services Committee (Commission)”. While likely an oversight on the part of the Town (**improper**), this should be corrected at the 2017 organizational meeting of the Town.

The current directors on the Commission Board consists of two members with four Council terms of experience, and two members with two Council terms of experience (these are the same elected officials that were on the Committee Board). In all instances, the Directors understand the role and responsibilities of the Directors and the role and responsibilities of the Chief of Emergency Services. From an operational perspective, the Directors generally believe the Commission is providing a reliable and good service to the public. Those elected officials from the MD and Town not on the Board echoed similar comments.

Vigorous and heated discussions are alleged to occur at some Board meetings, often being perceived by some parties as bullying. This was not observed at the April 27, 2017 meeting that the inspectors attended, where decorum and mutual respect prevailed. The Chair attempted to do his best to ensure all Directors’ concerns were addressed during the meeting. Regardless of the appearance of functionality at this one meeting, the current Board unanimously believes they do not work well together. All four directors believe the political relationship between the MD and Town has deteriorated since the last election, which is an assertion that is supported by most of the elected officials from the MD and Town who are not on the Board.

Over the course of the interviews with all elected officials the inspectors heard a range of suggestions. The inspectors heard from some that replacing all the Directors would resolve most of the issues, while others felt this would have little to no impact. Inspectors also heard from several of those interviewed that thought personality conflicts prevail on the Board. It is clear there are some definite philosophical differences amongst those on the Board. The inspectors have concluded that consideration to changing the Directors at the next member organizational meetings might help improve the governance functioning of the Commission. This would enable the existing Directors to fulfill their responsibilities, as well as allow the member municipalities to contemplate this in advance of their 2017 organizational



meeting.

We recognize as well that there is a municipal election in October, which may result in some changes on each Council. We note that the MD has five elected officials from which to select two directors plus an alternate while the Town has seven elected officials to select from. While the pool of appointees is limited, the opportunity to commence a new term with a new board seems like a reasonable and practical way for the Commission to begin the process of resolving some of its governance issues. Recognizing the Board also has two alternates who occasionally attend Board meetings, the inspectors are advocating the current Board members not have any role in the Commission whatsoever.

During the interviews, a few comments were made with respect to the total number of directors on the board. It was noted on a few occasions in the inspector's review of the minutes where votes were defeated due to a tied vote. Some of those interviewed believe a fifth director should be added whose appointment would come from the public and would need to be agreed to by both member municipalities as well as have Ministerial approval. While this may have merit, the inspectors are not advocating a change of this nature. If the member municipalities wished to follow up on this, that certainly is within their prerogative. It is the inspector's belief that for anything to proceed at the Commission there should be support from Directors from both member municipalities. Pursuant to the provisions of the Membership Agreement establishing the Commission and Bylaw No. 2 (Funding Bylaw) and the Commission's ability to generate revenues from the member municipalities further amplifies this position insofar as there must be support from both member municipalities given they are required to pay.

**It is recommended that:**

6.1.1 The Board conduct its organizational meeting in accordance with Bylaw No. 1.

6.1.2 The Board advise the Minister as to its directors, alternates, and chair immediately following their annual organizational meeting.

6.1.3 Director and alternate appointments to the Commission Board clearly indicate they are to the Commission.

6.1.4 Consideration be given to changing the directors on the Board effective the member 2017 organizational meetings.

6.1.5 Consideration be given to not appointing the current directors as alternates effective the member 2017 organizational meetings.

## **6.2 Board of Directors - Training & Development**

A new provision contained within Bill 21 (the Modernized MGA) requires that orientation training be

offered to each Councillor within 90 days after the Councillor has been elected. Section 201.1(2) (not in effect until July 1, 2017) goes on to indicate which topics must be covered. While this specific provision is not mandated for Commissions, the rationale for conducting a similar orientation for Commission board appointees seems reasonable and appropriate given that Commission boards are an autonomous legal corporation much like a municipality. The Council members who are appointed as Board members (and alternates) are expected to act in the best interests of the Commission and the services provided by the Commission. In order to do this, it may require that they put the interest of the Commission first in spite of the effect on their member municipalities.

**MGA 201.1**

*(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.*

*(2) The following topics must be addressed in orientation training required under subsection (1):*

- (a) role of municipalities in Alberta;*
- (b) municipal organization and functions;*
- (c) key municipal plans, policies and projects;*
- (d) roles and responsibilities of council and councillors;*
- (e) roles and responsibilities of the chief administrative officer and staff;*
- (f) budgeting and financial administration;*
- (g) public participation;*
- (h) any other topic prescribed by the regulations.*

*(3) The Minister may make regulations respecting orientation training, including, without limitation, regulations*

- (a) respecting the delivery of orientation training;*
- (b) prescribing topics to be addressed in orientation training.*
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;*
- (e) to keep in confidence matters discussed in private at a council or council Committee meeting until discussed at a meeting held in public;*
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

Because appointments to the Commission typically occur at the annual organizational meeting of the municipalities, and can change each year, an annual Board orientation is viewed as an opportunity for all Directors and alternates to cover off those items/topics viewed as being important. If the appointees remain unchanged, the annual orientation simply becomes a reminder. We believe that the introduction of an annual orientation will help strengthen Board governance as well as provide management with the opportunity to build and develop trust with Directors and alternates. Additionally, a best practice in this regard is the development of an orientation manual containing material and information that should be known by the Board. In this context, one should be prepared containing instruction and background on things such as minutes, bylaws, organizational structure, board policies, budget, audited financial statements, annual report and so on.

During interviews with current board members and management it was clear that the Commission has not had an opportunity since its inception to review roles & responsibilities, service level, determine critical policies and procedures, ascertain what bylaws it should consider for adoption, conduct performance reviews, or allow for financial management oversight, to mention a few. Like municipalities who conduct Council retreats, the implementation of a Board retreat to review these components is viewed as taking a proactive approach to governance. The use of outside expertise in the delivery/facilitation of a Board retreat program should be considered.

**It is recommended that:**

6.2.1 The Board consider the implementation of an annual orientation for Directors and alternates within three months of being appointed to the Board.

6.2.2 Management prepare an Orientation Manual for Directors and alternates which is updated on an annual basis.

6.2.3 The Board consider the implementation of an annual retreat held immediately following the orientation to review and discuss governance and priorities (including but not limited to the review of roles & responsibilities, establishment of service levels, critical policies and procedures, bylaw review, financial management oversight, and conducting performance reviews).

6.2.4 The Board enlist the assistance of an outside facilitator to deliver the board retreat program.

### **6.3 Board of Directors - Appointment of Legal Counsel**

A common best practice adopted by many municipalities is to periodically appoint legal advisors who are well informed and have a strong municipal practice. This enables the municipality to evaluate their level of satisfaction with said legal advice and make a determination on whether to continue with said advisors, or make a change. It also gives direction to management on who they are to use. A review of Commission minutes shows no reference made to the appointment of legal advisors.

Our inspection has identified that legal advisors predominantly being used are Brownlee LLP (Calgary) for the MD; North & Company LLP (Pincher Creek) and Danielson Law (Crowsnest Pass) for the Town; and North & Company LLP (Pincher Creek) and Brownlee LLP (Calgary) for the Commission. Given that the best interests of the Commission on occasion may not necessarily align with the best interests of one of the member municipalities, and even trigger the member municipalities to elicit their own legal advice, this may put the legal advisors in a potential conflict of interest. We have been advised that some legal advice sought by the Commission from Brownlee LLP caused Brownlee LLP to believe they may be in a potential conflict of interest with the MD. As a result the opinion and advice was provided to the MD and subsequently forwarded to the Commission thereafter. In order to prevent this, and to

ensure the Commission obtains said advice directly, it should consider the specific appointment of a law firm not utilized by either member municipality.

**It is recommended that:**

6.3.1 The Board give consideration to appointing legal advisors.

## 6.4 Board Meetings - Minutes

As shown in Section 4.0 (Background) of this report, the first recorded minutes of the Commission occurred November 26, 2015. These same minutes also contain business related to the Committee, which is **irregular**. These minutes are the last record showing the Committee conducting business. From this point forward, all minutes are reflective of Commission business with one major exception. The monthly financial statements and cheque registry that accompany the Commission meeting agendas from January 2016 until June 2016 are not reflective of the Commission, rather, they are the Committee's financial statements and cheque registry. The Commission is now passing resolutions to "receive as information" said financial statements and cheque registry, which is **irregular**. The inspectors conclude that because the Commission did not have its own bank accounts, uncertainty surrounding the transition from the Committee to the Commission prevailed. This is a position supported by the auditors (KPMG), who completed two audits for 2016, one for the Committee, and another for the Commission. With the establishment of Commission bank accounts commencing July 2016, these irregularities have been corrected.

All meetings of the Commission are electronically recorded as well as reproduced through the minutes. A review of the minutes showed examples of missing motion numbers, no indication of whether a motion was carried, missing motions, many notes & comments, mixing Committee and Commission minutes together, improper use of tabling motions, failure to include reasons for going "in camera", and an assortment of other minor errors (**irregular and improper**). While the staff member who prepares the agendas and the minutes tries her best, it is clear that some actions need to occur to ensure the agenda and draft minutes are accurate, and presented in a clear and concise fashion. We believe that the adoption of a revised minute style that slightly modifies the current minute format would reduce the number of errors and omissions. Similarly the preparation of the agenda, while not improper, could be improved as well. The level of knowledge in agenda preparation and minute taking by the staff involved should be enhanced.

We also noticed in the meeting minutes that on a number of occasions, the Chief was requested to provide certain information at a later date. In these instances, a Board member made the specific request. However the Board did not pass a motion to that effect. Similarly at the April 27, 2017 meeting, another request was made by a board member, to which the Chief indicated he would provide the board member with the information. Again, no motion was made indicating the Board supported

the request. In the inspector's opinion, it is **improper** for a board member to make a request for information and then expect the Chief to provide said information. Instead, the Board should adopt a procedure whereby any requests for information made at a board meeting are done so via a motion.

**It is recommended that:**

6.4.1 The Board consider the implementation of a different style and format for minutes that helps minimize errors and omissions.

6.4.2 The Board support management with professional development/training resources to enable staff to improve their knowledge and skill level related to better prepared agendas and minutes.

6.4.3 The Board adopt a procedure whereby all direction given to management is done through a motion.

## **6.5 Board Meetings - Location**

Inspectors noted that since the Commission commenced operations, all regular meetings have occurred at the Town Office. Inspectors observed as well that while the Commission has its own facilities (specifically the fire hall in the Town), it is not conducive to holding Commission Board meetings. The 20-year Capital Plan for the Commission contemplates a Town fire hall addition / upgrade. While the Town Council Chambers lends itself well to holding Commission meetings, so too would the MD Council Chambers. Given the members of the Commission are the MD and Town, it seems reasonable that the meetings might rotate between the two sites rather than always occurring at just one. The MD expressed support for this. In the inspector's opinion, this would be a simple way to demonstrate that participation in the Commission is done so on an equal basis.

**It is recommended that:**

6.5.1 The Board give consideration to rotating regular meetings between the MD and Town until such time as Commission facilities are enhanced/improved to accommodate Board meeting.

## **6.6 Board Meetings - Attendees**

Board meeting minutes indicate that at a typical board meeting the following are present: the Board Directors; the Commission Manager/Chief; an Administrative Assistant; and the CAOs for both the town and MD. Others attend from time to time as alternates, in place of the CAO, auditors, and other guests.

The inspectors have been advised the rationale behind having the member CAOs present is to provide advice to the Board during its meetings. We observed this occurring at the April 27, 2017 meeting. This is further acknowledged within Bylaw No. 2, Article 6.11, which reads: "Each Member may have

administrative representation at any Board or Committee but shall have no vote”. Similarly, Section 19 of the Membership Agreement reads “The Municipalities shall cause the Commission to permit all of the Chief Administrative Officers of each Municipality and the Chief of Emergency Services or their designated alternates to attend all meetings of the Board of the Commission”.

While the best of intentions are likely to have been contemplated, the inspectors believe this undermines the ability of the Chief to provide his advice to the Board as the Administrative Head of the Commission. Because the Commission is an autonomous corporation providing a service which the members agreed to relinquish any and all control of, having the member CAOs present could be perceived as the municipalities exercising undue influence on Board decisions. With all due respect to the CAOs, the inspectors believe that unless there is a specific agenda item to which their input is required, that they or any other municipal administrative representative refrain from attending the meetings.

We also recognize there are administrative competencies the incumbent Chief is weaker in. To address this, the inspectors feel consideration should be given to retaining the services of an experienced administrator/former CAO to attend the board meetings and offer advice as required for a period of time (until the Board has established a level of confidence in the Chief’s administrative abilities). This person could also provide input on agenda/minute preparation, planning major activities, or whatever other matters the Board/Chief requires assistance with. While this will require financial resources, the inspectors are of the opinion that this will help build confidence and trust in the administrative abilities of management, which in the medium to long term will benefit the Commission. Of course, this should not preclude the Chief from continuing to solicit input and advice from the member CAOs outside of Board meetings.

**It is recommended that:**

6.6.1 Consideration be given to excusing the MD and Town CAOs or other municipal administrative representatives from attending Board meetings unless specifically requested by the Board for a specific agenda item, and that the necessary adjustments be incorporated into Bylaw No. 2 (Governance Bylaw), and the Membership Agreement.

6.6.2 The Board retain the services of an experienced administrator/retired CAO to attend board meetings and offer advice as required for a period of at least six months.

## **6.7 Board Meetings - Reports**

A comprehensive review and analysis of the agenda packages indicates that while there is often considerable information contained within the packages, the Directors are left to their own devices to distill why a specific matter is on the agenda, and what action is required on those matters. As the inspectors observed at the April 27, 2017 Board meeting, considerable debate and discussion occurred

on agenda items which in the inspector's opinion, should have taken far less time, causing frustration on the part of Directors.

A best practice that has been implemented by many municipal and even regional service Commissions is something referred to as a "Request for Decision". In essence, this is a covering report that contains a recommendation, offers options to be considered, provides background information, reviews financial implications, and may have attachments to clarify or provide additional information. At the very least. There are all kinds of templates from which to review and select what would work best in this instance. This is again something the inspectors believe would assist in making the Board meetings much more functional and help better inform the Directors.

In a similar context, the inspectors noted that the Board makes any number of decisions at a board meeting. In many cases this requires further investigation and reporting back to the Board. As well, it often means some items are not completely addressed for several months due to the nature of the issue. This results in a compounded list of things that management is required to bring back. A best practice to address this issue is something referred to as an "Outstanding Items Listing", which is owned by the Board, reviewed at each meeting, and provides a clear picture of those matters which the Board has determined further information is required. It also indicates to the Board how many things management have on their plate related to Board requests. It is suggested the Board give consideration to whether or not this would be beneficial and help them improve discharging their responsibilities as directors.

**It is recommended that:**

6.7.1 Management initiate the implementation of a "Request for Decision" report for all Board meetings.

6.7.2 The Board consider the adoption of an "Outstanding Items List" that management prepares, updates, and reviews with the Board at each Regular Board meeting.

## 6.8 Board Meetings - Conduct

Section 602.08 of the MGA references how Board meetings are to be conducted. A review of the minutes indicates the Board goes "in camera" at most meetings. While they are not in contravention of this section, best practices suggests that the reason for going "in camera" should be contained in the motion. A review of proposed Bylaw No. 5 indicates that this will occur moving forward.

**602.08**

*(1) Boards and board Committees must conduct their meetings in public unless subsection (2) applies.*

*(2) Boards and board Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1*

*of the Freedom of Information and Protection of Privacy Act.  
(3) When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.*

We heard the process and procedures used to prepare for Board meetings was generally satisfactory, and in fact was improving. Directors did not have any additional suggestions for improvement. Given that Councillors/Directors and staff change from time to time, a best practice adopted by many municipalities is to create a procedure that clearly articulates the process used for agenda preparation, agenda package content and minute circulation.

**It is recommended that:**

6.8.1 The Board identify the reason for going “in camera” during its meetings.

6.8.2 Management prepare a written procedure related to agendas and minutes.

## **6.9 Board Communications -- Internal**

Internal communications within any organization are an integral component of how well that organization functions, particularly between the governing body and management. In that context, the inspectors heard a number of comments during the interviews. The Chief-to-Board Chair communications appears to be very good. The Chair regularly comes to the Commission office to sign cheques, and inspectors heard that the Chief occasionally visits the Chair at his place of business. While these types of exchanges, in the inspector's opinion, help solidify and build trust between the Head of the Board and the Chief, their frequency should be closely monitored so as not to leave other Board members with an unfavorable impression that they too are not being treated in a similar fashion.

We also heard from other Board members however, that they feel they are continually trying to obtain information and clarification on Commission business to ensure they have a solid understanding and are appropriately discharging their fiduciary responsibilities. When this information is not forthcoming or available and sometimes even forgotten, a level of frustration is created that results in a less than optimal level of trust and confidence.

We heard that on occasion Directors make requests for Commission information through their Municipal administrations versus the Commission administration. This should be discouraged. Given that the Commission functions as an independent corporation that the member municipalities have relinquished all responsibility for delivering said services, Directors on the Board should make their request directly to the Commission administration. While Recommendation 6.4.3 touches on this in the context of meetings, when such requests occur outside of meetings and are of an inconsequential



nature (i.e. meeting minutes from a previous meeting), in the opinion of the Chief, said request should be fulfilled in an expeditious manner with the Chief reporting this in his monthly report to the Commission Board.

This ensures the entire Board is aware of these requests and how often they occur. This is a best practice exercised in some municipalities. In the event that the request is deemed to be significant in nature, the Chief should add this as an agenda item to the next regular meeting of the Board. The Board should adopt these protocols and procedures.

At the April 27, 2017 Board meeting the inspectors observed the Chief responding to questions and making comments in a fashion that generally did not lend itself to positive communications with all the Board, and also speaking without being recognized by the Chair. The Chief often demonstrated body language reflective of being more closed than open to the discussion at hand. We conclude that there is a lack of comfort in the Chief interacting with the Board and that the Chief should use preparation for the meeting as a means to provide an engaged level of interaction and readiness to respond at Board meetings.

While there is a clear responsibility for the Chief to ensure key information is presented to the Board, consideration should be given to having the staff members / subject matter experts responsible for creating this information provide it directly to the Board. This would reduce the number of items that would need to be sent back for clarification or for further information related to the report. A key example of this would be detailed financial reporting.

**It is recommended that:**

6.9.1 The Board address with Commission administration the protocols and procedures they wish incorporated when a Director requests Commission information outside of Board meetings.

6.9.2 The Chief put a priority on personal and staff preparation for Board meetings, including anticipating items which may require clarification or further information, in order to demonstrate personal engagement in Board meetings.

6.9.3 Opportunities be considered for other Staff and/or subject matter experts to present directly to the Board.

6.9.4 The Financial report be provided in person to the Board by the staff member responsible for creating the report.

## **6.10 Board Communications - External**

The most common method of providing external communications is via electronic means. When it comes to providing information to the general public, websites are the most preferred method. While

Pincher Creek Emergency Services currently has a website, there is no reference to the Commission itself as an entity or what it does. We heard, that in almost all instances from those interviewed, that more detail should be put on the Commission website, including information about the Commission itself, its service levels, and board agendas and minutes at the very least. We also heard that management is working towards this objective. However, some indicated they were not aware of this initiative. Management should ensure that the Board is aware of things of this nature and solicit their input with respect to content.

We heard the number of inquiries to receive copies of the minutes has been limited to only one occasion. Notwithstanding, making the agenda and minutes accessible on the Commission website should help with public confidence and accountability.

**It is recommended that:**

6.10.1 The Board provide clear direction to management in regards to the development and content of a Commission website.

## **6.11 Board Policies & Procedures**

Virtually all organizations today adopt various policies and procedures to delineate how they conduct business. Properly written, they assist management in making sure daily activities are reflective of the Board's desires surrounding its vision, mission and how the organization is to operationalize things. At present the Commission appears to have a number of formal policies and procedures in place. A review of the Commission policies and procedures table of contents indeed confirms there are policies and procedures concerning: general matters; administration; personnel; health & safety; medical services; fire; rescue; prevention; and equipment.

Directors on the Board have raised questions in regard to the adoption/approval process. The MD has also alleged that personnel policies appear to be approved by the Chief without the approval of the Board. Given this lack of understanding of how policies and procedures are approved and who approves them, the Board and management should review the issue at one of their meetings. Section 153 of the MGA reads: "Councillors have the following duties: (b) to participate generally in developing and evaluating the policies and programs of the municipality".

**153**

*Councillors have the following duties:*

*(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;*

*(b) to participate generally in developing and evaluating the policies and programs of the municipality;*

*(c) to participate in council meetings and council Committee meetings and meetings of other bodies to which they are appointed by the council;*  
*(d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;*  
*(e) to keep in confidence matters discussed in private at a council or council Committee meeting until discussed at a meeting held in public;*  
*(f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

While the Commission is not a municipality, the applicability of this requirement would seem reasonable for Directors on the Board. Similar to the CAO of a municipality who is responsible for all hiring and firing of employees, the CAO determines what personnel policies are required. The same would hold true for the Chief. In the Membership Agreement under "Responsibilities of the Board" Article 18(a)(ii) reads: "The Directors shall develop and adopt financial and administrative policy and processes for all Commission matters".

Many of the policies and procedures are combined. Best practices in this regard would suggest that policy and procedure be separated, thereby providing a clear direction on the division of authority. Boards approve policy (except those affecting personnel), while management ensures they are implemented through the adoption of various procedures.

The transitioning from the Committee to the Commission as it relates to policy continues to be a question on the mind of some Directors. Notwithstanding the Membership Agreement contemplates that policy approved by the Committee survives and becomes policy of the Commission. However, any new policy, changes to policy, or policy reviews, need to be undertaken and approved by the Board. Most of the policies have since been updated/reviewed by management (no records exist showing the Commission Board undertook this task however) which is **improvident**. The Commission Board should undertake over the next number of months a review of all policy (except those affecting personnel).

The audit report for the period July 1, 2016 to December 31, 2016 contains two performance improvement recommendations. First, that a conflict of interest policy be established and/or enhanced to address instances of perceived or actual conflict of interest. The auditors recommend that where potential conflict of interest exists, all payroll and human resources matters are addressed by the board and/or its delegate. Second, the auditors recommend that proper review procedures exist to compensate for the lack of segregation of duties. These points require the attention of the Commission Board and Management.

Concerns have been expressed in regard to the Chief hiring his spouse as Deputy Chief. The record shows that the Chief was hired by the Committee in 2009. At the same time the Chief's spouse was the senior ambulance operator. By hiring the Chief, the Committee knew or ought to have known they were creating an awkward situation for the Chief. Notwithstanding, procedures should have been adopted

that prevented the Chief from approving salary adjustments, performance appraisals, or any other personal matters affecting his spouse. This is an activity that should be performed by someone other than the Chief. A neutral third party should be retained by the Commission Board. While this is a very specific issue dealing with the Chief and his spouse, the inspectors have also been advised of other staff issues involving immediate family members. In this regard, the Board should consider the adoption of a nepotism policy.

It has been alleged the Board Chair conducts personal business with the Commission. When the cheque registry is reviewed, and received as information, it is done so with the exception of the one cheque that goes to the Chair's business. The Chair then hands over the chairing of the meeting to the Vice-Chair, who deals with the cheque payable to the Chair's business. In the past, the Chair did not depart from the meeting but is doing so now which is proper procedure. Draft Bylaw No. 5 (Board Procedures Bylaw) references this requirement as well. We believe this issue has been adequately addressed.

Concern has also been raised regarding a WCB claim affecting the Chief. It is alleged the Chief acted on both his own behalf and the Commission's behalf in the adjudication of the incident and that some irregularities occurred particularly relating to pay. The inspectors were advised that while the Chief indeed did represent himself, other staff represented the employer. Regarding his rate of pay, the inspectors were advised the Chief drew full wages while injured and that all WCB payments went to the Commission. The inspectors were further advised the Board agreed to this. We conclude from the inspector's investigation into this allegation, that the level of communications between the Board and the Chief could have been better. We further believe however, that no improvident or improper activity took place. Notwithstanding, it is suggested that a policy be developed to deal with this type of situation. Section 6.22 (Authorized Investments) contains commentary further to this policy recommendation.

**It is recommended that:**

6.11.1 The Board and Management include as an agenda item on a regular meeting date, a discussion on the process used for developing/approving policy and procedures.

6.11.2 The Chief establish and recommend a process to the Board, which provides for the separating of policy and procedures into two different manuals.

6.11.3 The Board undertake over the next number of months a review of all current policy.

6.11.4 The Board initiate the review of those performance review recommendations.

6.11.5 The Board give consideration to adopting review procedures to compensate for the lack of segregation of duties

6.11.6 The Board give consideration to utilizing a neutral third party to prepare a recommendation and procedure for dealing with the issue of the Chief's spouse directly reporting to the Chief and any other issues specific to the Chief related to conflict of interest or the perception of a conflict of interest.

6.11.7 The Board give consideration to the adoption of a nepotism policy.

## 6.12 Board Delegation

Section 602.06 of the MGA references what a Board may and may not delegate. While no irregularities were found with (a) thru (d), the Commission Board was found to be approving financial statements for the Committee (**improper and irregular**). More detail on this can be found in Section 6.24 of this report (Audited Financial Statements).

### **602.06**

*(1) Subject to subsection (2), a board may delegate any of its or the Commission's powers, duties or functions under this or any other enactment.*

*(2) A board may not delegate*

- (a) the power or duty to pass bylaws;*
- (b) the power to expropriate;*
- (c) the power to authorize a borrowing;*
- (d) the power to adopt budgets;*
- (e) the power to approve financial statements.*

The minutes indicate while the Committee ceased meeting after November 26, 2015, the Committee continued to operate with its banking accounts and financial statements with oversight provided not by the Committee but by the Board (**irregular and improvident**). This situation was rectified July 1, 2016 when the Commission commenced operations with its own bank accounts and financial statements. In the audited financial statements for the Committee for the period of January 1, 2016 to June 30, 2016, the auditors indicate: "Effective July 1, 2016, the Pincher Creek Emergency Services ceased operations. The operations of Pincher Creek Emergency Services will be continued by the Pincher Creek Emergency Services Commission". Notwithstanding, the Commission Board may have acted in an improvident fashion prior to July 1, 2016, the inspectors believe they are now operating in accordance with 602.06(a)(b)(c)(d) &(e). In that regard, the inspectors have no recommendations.

## 6.13 Membership Agreement

A review of the Membership Agreement clearly shows there are actions that have not been completed within the prescribed timeframes identified. There were actions to have been completed by the MD and Town as well as the inaugural Commission Board. One example is that all assets and liabilities from the Committee were to have been transferred to the Commission within six months following the proclamation of Bylaw No. 1 (Alberta Regulation 230/2014, Article 5(1) also references this but does not indicate any timeframe). Bylaw No. 1 was proclaimed February 3, 2015 meaning all assets and liabilities

were to have been transferred by August 3, 2015. That did not occur and in fact the land and buildings transfer remain outstanding (**irregular**). This should be addressed.

Conspicuous by its absence in Alberta Regulation 230/2014 is the Beaver Mines Fire Hall. While the Town Fire Hall and the Lundbreck Fire Hall are listed, Beaver Mines is not. The inspectors were advised that a problem existed with the title that needed to be corrected. The inspectors were further advised that the MD had acquired some additional lands in Beaver Mines for the purposes of a new fire hall as well as some other uses. The MD and the Commission should agree upon the disposition of the existing Beaver Mines Fire Hall and the new lands designated for a new fire hall.

During interviews with board members it was noted that all had a reasonably good understanding of the Membership Agreement. However, without referring to the actual Agreement they were unable to discern any specifics. Regardless of whether new board members are appointed or not, the Board should undertake a comprehensive review of the Agreement (perhaps during the board retreat) to provide clarity in terms of completed items, outstanding items, and the identification of when Article 13 dealing with the termination of the Membership Agreement is expected.

On March 14, 2017, an amendment was made to the Membership Agreement allowing the Commission to become signatories to the Agreement.

**It is recommended that:**

6.13.1 That the first annual Board retreat (recommendation 6.2.2) be utilized to establish a prioritized schedule of actions to complete the items identified in the membership agreement.

6.13.2 That the MD and Town complete the transfer of all properties identified in the original Order and establish a process to transfer the Beaver Mines fire station to the Commission.

## **6.14 Board Bylaws**

Section 602.07 references what bylaws a Commission must pass and may pass. As previously mentioned in Section 6.1, on February 3, 2016 when the Minister approved Bylaw No. 1, the Board was in compliance with 602.07(1)(a).

**MGA 602.07**

*(1) The board of a Commission must pass bylaws*

*(a) respecting the appointment of its directors and the designation of its chair;*

*(b) governing the fees to be charged by the Commission for services provided to its customers or to any class of its customers.*

*(2) A bylaw passed under subsection (1)*

- (a) does not come into force until it has been approved by the Minister.*
- (3) The board of a Commission may pass bylaws*
  - (a) respecting the provision of the Commission's services;*
  - (b) governing the administration of the Commission.*
- (4) The bylaws of a Commission are subject to the regulations.*
- (5) The Regulations Act does not apply to the bylaws of a Commission.*

In regard to Section 602.07(1)(b), the Board gave third reading to Bylaw No. 3 (Funding Bylaw) at its April 27, 2017 meeting. The inspectors were advised that the Commission currently use the fees developed under the Committee process, and that the actual schedule of fees to be charged will be updated by the Board in the near future. Currently there appears to be no formal process to inform users of the different fees that may apply based upon the type and location of incidents. And while it took the Board a long while to fulfill this requirement of the MGA, the Commission is now in compliance with this provision.

Any other bylaws the Board may consider are discretionary. Currently Bylaw No. 2 (Governance of Administration of the Commission) has passed while Bylaw No. 4 (Chief of Emergency Services Roles & Responsibilities) and Bylaw No. 5 (Procedures Bylaw) have yet to receive third reading. Whether the Board considers any additional bylaws for approval should be discussed and undertaken in the same fashion as Recommendation 6.6.2.

It is alleged that no formal appointment of the Fire Chief has occurred. And while Bylaw No. 2 does refer to the "Appointment of Officer Position", it is the responsibility of the Board to ensure this occurs. Notwithstanding, the Chief was hired in 2009 by the Committee, and it was contemplated in the Agreement in Article 17(b)(i) that: "the inaugural Board shall have the following additional responsibilities: (b) to appoint a Chief of Emergency Services as the Commission's chief officer: (i) under the existing terms of the position and in accordance with Section 4 of the Emergency Services Agreement as long as it remains in effect". Based upon this article within the Membership Agreement the inspectors conclude the Chief has been properly appointed.

**It is recommended that:**

6.14.1 The Chief prepare a document which outlines the fees to be charged for different types of incidents and locations, which can be posted on the web site and distributed publically.

6.14.2 The Board give consideration to retaining the services of an outside expertise to assist with the development of any additional bylaws deemed appropriate.

## 6.15 Service Area

Section 602.11 references where a commission may provide its services. Ministerial Order No.

MSL:006/15 authorizes the Commission to provide emergency medical services across Alberta and into British Columbia and Saskatchewan as required in accordance with the Commission’s contract with AHS. The Ministerial Order also authorizes the Commission to provide mutual aid with respect to fire and rescue services on behalf of each member municipality of the Commission once each municipality delegates this responsibility to the Commission.

**MGA 602.11**  
*A Commission may provide its services*  
*(a) within the boundaries of its members, and*  
*(b) outside the boundaries of its members with the approval of the Minister and*  
*(i) the municipal authority within whose boundaries the services are to be provided, and*  
*(ii) in the case of services to be provided in a part of a province or territory adjoining Alberta, the authority from that province or territory whose jurisdiction includes the provision of the services in that part of the province or territory.*

The following chart summarizes the sequence of events relating to the service area:

Date	Significance
08-Sep-16	Moved that the Commission Board request the Town & MD bring forward a draft agreement for the Commission to provide fire and ambulance to each municipality. Carried
08-Sep-16	Letters from the Commission Chair to the MD and Town requesting municipality to pass a resolution assigning responsibility for providing emergency services to the Commission.
15-Sep-16	Letter from Town to Commission agreeing to transfer to the Commission all authorities concerning the provision of emergency services that were previously delegated to the PCES Committee, including fire and rescue services, emergency medical services, which includes inter-hospital transfers.
22-Sep-16	Moved to have the documents surrounding the service agreement signed and brought back to the next regular meeting. Carried
27-Oct-16	Moved to accept the resolutions from the Town as information. Carried

As is shown in the above chart, the Town has provided the necessary resolution transferring the service provision to the Commission. The MD has not. This needs to be addressed.



In addition to the above sequence of events, an unsigned "Implementation Agreement" relating to the transfer of service was provided. Based upon the inspector's review of materials provided and interviews with MD officials, it appears that: (i) the MD did not pass a motion authorizing the transfer of service; and (ii) the Implementation Agreement was not signed. In addition, the Commission seems to have dropped the issue as there are no references in any minutes after October 27, 2016, dealing with this matter (**improper and improvident**). The Commission should follow up on this issue to have it resolved.

**It is recommended that:**

6.15.1 The Board follow-up with the MD the need for a resolution transferring the service provision from the MD to the Commission.

6.15.2 The Board obtain the necessary signatures related to the Implementation Agreement.

## 6.16 Budget - Operating

Section 602.19 of the MGA references the requirement to annually adopt an operating budget. The Board did not pass an operating budget for 2015 (**improper and improvident**). For 2016, a motion was passed at the January 28, 2016 meeting adopting the 2016 Operating Budget. Then on September 22, 2016 the Commission Board passes a motion "that the PCES (Committee) budget becomes the 2016 PCESC (Commission) budget" (**irregular**). It appears that the Committee thought it was meeting on January 28th when in fact this was a Commission meeting. On February 23, 2017 the Commission Board passes its Operating Budget (an interim budget was approved January 8, 2017), and the Commission Board is now in compliance.

**MGA 602.19**

*A commission must adopt an operating budget for each calendar year.*

With respect to the budgetary process, Article 32 in the Membership Agreement reads: "Upon determination of the Operating and Capital Budget for the next fiscal year before October 15 of the current year and the presentation of same to each Municipality, each Municipality shall pay to the Commission, its Municipal Levy on or before January 31 of the next fiscal year". At the September 22, 2016 Commission Board meeting the 2017 operational and capital budgets were brought forward for the Commission Board's consideration. Motions were passed deferring both budgets until a special meeting on October 17, 2016. At this meeting the Capital Budget was passed, however the Operational Budget was deferred until October 27, 2016. At the October 27, 2016 meeting the Commission Board passed another motion approving the capital budget (**irregular**) and a motion to approve the Operational Budget was defeated. Not until the December 22, 2016 meeting was the Operational

Budget again discussed. At this meeting a motion approving an interim budget was presented and defeated. A special meeting was held January 11, 2017 at which time an interim budget was presented and approved. On February 23, 2017, the Commission Board passed a motion approving the 2017 Operational budget. As reflected in the above sequence of events, the Commission Board did not comply with its October 15th requirement (**irregular**). A review of 2017 monthly financial statements shows, the MD provided their levy by January 31st, while the Town did not (the financials show the Town levy was deposited February 17, 2017). Because the levy amounts were based upon an interim budget and the final budget resulted in a lesser levy amount, the Commission needs to provide a refund to both the MD and Town. The March financials show a refund to the MD but not to the Town. April financials were not available at time of writing this report.

**It is recommended that:**

6.16.1 Management commence its budgetary process earlier so that the Board has sufficient time to be satisfied with its contents and fulfill the October 15th requirement.

## **6.17 Budget - Contents of Operating Budget**

A review of the contents of the 2017 approved operating budget indicates the Board is in compliance with Section 602.2 of the MGA.

### **MGA 602.2**

- (1) An operating budget must include the estimated amount of each of the following expenditures and transfers:
  - (a) the amount needed to enable the commission to provide its services;*
  - (b) the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;*
  - (c) if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for any public utility it is authorized to provide;*
  - (d) the amount to be transferred to reserves;*
  - (e) the amount to be transferred to the capital budget;*
  - (f) the amount needed to cover any deficiency as required under section 602.21.**
- (2) An operating budget must include the estimated amount of each of the following sources of revenue and transfers:
  - (a) fees for services provided;*
  - (b) grants;*
  - (c) transfers from the commission's accumulated surplus funds or reserves;*
  - (d) any other source of revenue.**
- (3) The estimated revenue and transfers under subsection (2) must be at least sufficient to pay the estimated expenditures and transfers under subsection (1).*
- (4) The Minister may make regulations respecting budgets and that define terms used in this section that are not defined in section*

## 6.18 Budget - Capital

Section 602.22 of the MGA references the requirement to annually adopt a capital budget reads: "A Commission must adopt a capital budget for each calendar year". For 2015, the Board did not pass a capital budget (**improper and improvident**). For 2016, the Board did not pass a capital budget (**improvident**). For 2017, the Board did pass a capital budget at a Special Meeting held on October 17, 2016. At its regular meeting on October 27, 2016, the Board passes another motion adopting the 2017 capital budget again (**irregular**). The Board is currently in compliance.

## 6.19 Budget - Contents of Capital Budget

A review of the contents of the 2017 approved capital budget indicates the Board is in compliance with Section 602.23 of the MGA.

### **602.23**

*A capital budget must include the following:*

- (a) an estimate of the amount needed to acquire, construct, remove or improve capital property;*
- (b) the anticipated sources and estimated amounts of money to pay the costs referred to in clause (a);*
- (c) an estimate of the amount to be transferred from the operating budget.*

The Commission also has in place a 20-year capital plan that appears to be updated on an annual basis.

## 6.20 Expenditure of Money

Section 602.24 of the MGA references the requirement to establish procedures related to authorizing and verifying expenditures not included in the budget. Article 10.01 of Bylaw No. 2 (Governance Bylaw) reads: "The Commission shall not make any expenditure which is not included in an approved budget unless: (a) it is first authorized by a resolution of the Board passed by a majority of the Directors; or (b) it is for an emergency". A review of all documentation related to budgetary expenditures as well as responses received during interviews suggests there is no irregular, improper or improvident activity.

**MGA 602.24**

- (1) A commission may make an expenditure only if it is
- (a) included in an operating budget or capital budget or otherwise authorized by its board,
  - (b) for an emergency, or
  - (c) legally required to be paid.
- (2) Each board must establish procedures to authorize and verify expenditures that are not included in a budget.
- (3) If the Minister establishes a budget for a commission under section 602.21, the commission may not make an expenditure that is not included in the budget unless the expenditure is
- (a) authorized by the Minister,
  - (b) for an emergency, or
  - (c) legally required to be paid.

## 6.21 Board of Directors - Civil Liability

Section 602.25 of the MGA references when directors might be exposed to civil liabilities. When asked the question whether the board member believed they were exposed to any civil liabilities as Commission directors currently, three board members indicated “no”, while the fourth board member indicated “possibly”. A review of all minutes and motions does not show any irregular, improper or improvident actions on the part of the board members.

**MGA 602.25**

- (1) A director who
- (a) makes an expenditure that is not authorized under section 602.24,
  - (b) votes to spend money that has been obtained under a borrowing on something that is not within the purpose for which the money was borrowed, or
  - (c) votes to spend money that has been obtained under a grant on something that is not within the purpose for which the grant was given is liable to the Commission for the expenditure or amount spent.
- (2) A director is not liable under subsection (1)(b) if spending the money is allowed under section 602.27(2).
- (3) If more than one director is liable to the Commission under this section in respect of a particular expenditure or amount spent, the directors are jointly and severally liable to the Commission for the expenditure or amount spent.
- (4) The liability may be enforced by action by
- (a) the Commission,
  - (b) a member of the Commission,
  - (c) a taxpayer of a member of the Commission, or
  - (d) a person who holds a security under a borrowing made by the Commission.

## 6.22 Authorized Investments

Section 602.26 of the MGA references where a commission may invest its money. Verbal confirmation was provided indicating the Commission has two bank accounts each containing all their cash assets. A review of the March 31, 2017 Commission Balance Sheet shows two banks accounts each with varying amounts. While it was verbally indicated there are no investments other than cash currently in place, no written confirmation was provided from the financial institution itself. Based on the information provided, the inspectors believe the Commission is in compliance with the MGA in this regard. Notwithstanding, the Board may wish to consider the adoption of an investment policy.

### **MGA 602.26**

*A Commission may invest its money only in the investments referred to in section 250(2)(a) to (d).*

### **MGA 250**

*(2) A municipality may only invest its money in the following:*

- (a) securities issued or guaranteed by
  - (i) the Crown in right of Canada or an agent of the Crown, or*
  - (ii) the Crown in right of a province or territory or an agent of a province or territory;**
- (b) securities of a municipality, school division, school district, hospital district, health region under the Regional Health Authorities Act or regional services commission in Alberta;*
- (c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;*
- (d) units in pooled funds of all or any of the investments described in clauses (a) to (c);*

**It is recommended that:**

6.22.1 The Board give consideration to establishing an investment policy

## 6.23 Financial Information Return

Section 602.32 of the MGA references the requirement for the annual preparation of a financial information return. We have been advised that a nil financial information return was prepared for 2015.

### **MGA 602.32**

*(1) Each Commission must prepare a financial information return respecting the financial affairs of the Commission for the immediately preceding calendar year.*

*(2) The Minister may establish requirements respecting the financial information return, including requirements respecting the accounting principles and standards to be used in preparing the return.*

For 2016, the inspectors have been advised the financial information return has been prepared.

## 6.24 Audited Financial Statements

Section 602.33 of the MGA references the requirement for annual audited financial statements. While no audited financial statements were prepared for 2015 for the Commission, they were prepared for the Committee. On April 28, 2016, the Commission Board passed a motion to accept the 2015 Audited Financial Statements (**irregular**).

Two audited financial statements for the Committee have been prepared for 2016. The first was for the period January 1, 2016 until June 30, 2016. On October 31, 2016, the Commission Board passed a resolution approving the Committee audited financial statements (**irregular**). The second set of audited statements was for July 1, 2016 until December 31, 2016 for the Commission. On April 27, 2016, the Commission Board passed a resolution approving these audited financial statements.

### **MGA 602.33**

*Each Commission must prepare audited annual financial statements for the immediately preceding calendar year.*

A review of the audited statements for the period July 1, 2016 - December 31, 2016 shows the Commission to have a healthy bottom line. With cash and receivables of \$1.05M, accounts payable and accrued liabilities of \$92,871, and tangible capital assets and prepaid expenses of \$994,775, the Commission had an accumulated surplus of \$1.95 million. In the opinion of the auditor “the financial statements present fairly, in all material respects, the financial position of the Pincher Creek Emergency Services Commission as at December 31, 2016, and its results of operations and cash flows for the period then ended in accordance with Canadian public sector accounting standards”. The Directors on the Board also believe the financial health of the Commission is good.

## 6.25 Distribution of Returns and Statements

Section 602.34 of the MGA requires the financial information return and audited financial statements to be filed with the Minister prior to May 1 of each year. Notwithstanding the lack of Commission audited financial statements for 2015 and the first half of 2016 (as explained in Section 6.24). We have been advised by Municipal Affairs the 2016 Financial Information Return and 2016 Audited Financial Statements have been provided, therefore the Commission is currently in compliance.

### **MGA 602.34**

*Each Commission must submit its financial information return and audited annual financial statements to the Minister and each member of the Commission by May 1 of the year following the year for which the return and statements have been prepared.*

## 6.26 General Governance

As previously indicated in 6.1 (Board of Directors - Appointments) there was a definite lack of understanding by all, as to when and how the Committee transitioned into the Commission. Although the Commission came into existence in December 2014, there were some who believed that because the Commission did not have its own bank accounts until July 2016, the Committee continued to function. Indeed it did, at least from a financial perspective which KPMG confirm in the January to June 2016 Audited Statements. However, the minutes reflect otherwise, as the inspectors have previously indicated and shown.

The inspectors heard both through the interviews, as well as observed at the April 27, 2017 meeting, that Directors from the MD asked many questions particularly related to financial matters. While some may perceive this to be micro-managing, the inspectors saw it simply as the Directors seeking clarity and having an understanding as to where the Commission was spending its financial resources. In other words, management was being held accountable for their actions and being asked to explain things. The inspectors believe this to be appropriate, and that it demonstrates the Directors exercising their fiduciary responsibilities.

At the April 27, 2017 meeting, Bylaw No. 5 was postponed with an indication from one Board Member that he was not familiar with the contents, even though the bylaw had already received first reading on November 24, 2016 and second reading on December 22, 2016. It had also been postponed at the meetings of February 23, 2017 and March 23, 2017. It is incumbent on Board members to be prepared to deal with the agenda items in a timely manner and to understand the contents of bylaws being

considered.

When Directors and other elected officials were asked, “should the Commission continue or be dissolved”, there was overwhelming support for its continuance from those interviewed from both municipalities. And while a few were not of this persuasion, what and how it would be replaced with had not been contemplated to any degree. From the inspector's perspective, there is an outstanding emergency service being provided to the public despite differences of opinion and personality conflicts at the Board. In the inspector's opinion, the Pincher Creek Emergency Services Commission should continue providing services to the public and undertake various actions and steps to address the concerns/issues raised through this inspection process.

A new provision contained within Bill 20 (Municipal Government Amendment Act 2015) requires a Council to pass a bylaw establishing a code of conduct for Council members. Section 146.1 goes on to indicate the Minister may make regulations with respect to the contents of the code of conduct bylaw.

**Bill 20 146.1(1)**

*A council must, by bylaw, establish a code of conduct governing the conduct of councillors.*

While this specific provision is not mandated for Commissions, it seems reasonable that if a municipal Council must pass a bylaw with respect to a code of conduct, it would be prudent for a Commission board to emulate this action. In doing so, clear direction for Commission Directors can be articulated along with any applicable sanctions to be imposed for a breach of the code of conduct.

**It is recommended that:**

6.26.1 The Commission governance model continue to prevail and function in the delivery of emergency services for the benefit of the public.

6.26.2 The Commission Board members establish and sign a Code of Conduct to ensure board governance responsibilities are taken seriously.

## **6.27 Management - The Chief**

Throughout this Report, reference is made to “the Chief”; “Commission Manager”; “Chief of Emergency Services”; or “Chief Officer. This was also true to the background documents reviewed by the inspectors. Bylaw No. 2(Pincher Creek Emergency Services Commission Governance Bylaw); draft Bylaw No. 4 (Chief of Emergency Services Roles and Responsibilities Bylaw); the Membership Agreement and Commission Board minutes all use one or more of these references. For the purposes of this Report, any of the above titles are intended to mean the same.



From an operational perspective, the Directors generally believe the Chief along with the staff are providing a very reliable and responsive service to the public. The same holds true for those elected officials from the MD and Town not on the Board. However, when it comes to having full confidence and trust in the Chief's ability to discharge his administrative duties and responsibilities, the Board is split. Some feel the Chief is doing an exceptional job in this regard, while some feel the opposite. The Staff at the Commission believe the Chief is competent and able to discharge all his responsibilities as required. Some believe the Pincher Creek Emergency Services is like an extended family who are committed to serving the public as best they can.

Board Members indicated they have received little to no negative feedback from the public regarding the services provided by the Chief and staff. Indeed, the inspectors heard from both MD and Town officials that the Chief does a reasonably good job operationally. The Chief has solid credentials and by most accounts elevated the ability of the Commission to deliver its services and fulfill its mandated requirements related to various contracts. All in all, the inspectors conclude that any change in management at this time would be detrimental to the delivery of service. While the Inspectors recognize that the Chief lacks certain administrative competencies, there are mitigating measures that can be implemented and have been identified throughout this report.

While a performance review of the Chief has been discussed by the Board, one has not been completed since the Commission came into existence with the last one completed three years ago in 2014 (**irregular**). While Section 205.1 of the MGA requires a council to complete an annual performance review of its CAO, the Act does not state a similar requirement for the Administrative Head of a Commission.

**MGA 205.1**

*A council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities under section 207.*

This is further emphasized in Bylaw No. 2 (Governance Bylaw) where reference is made to "Appointment of Officer Position" and "Regional Chief of Emergency Services" but no reference to chief administrative officer. Even proposed Bylaw No. 4 (Chief Roles and Responsibilities) which at the time of writing this report has received second reading, does not reference chief administrative officer rather "the administrative head of the Commission". Notwithstanding the Chief is not a CAO as defined in Section 205.1, Bylaw No. 2 or proposed Bylaw No. 4, best practice would be to complete a performance review for the Chief as described in the MGA.

**It is recommended that:**

6.27.1 The Board immediately complete a performance review of the Chief and establish an annual

performance review process.

## 6.28 Management - Training & Development

As previously indicated, the inspectors have concluded that the administrative competencies of the Chief are lacking in some areas. We heard there are no questions as to the Chief's operational effectiveness. From a communication perspective, the inspectors believe the Chief would benefit from taking some added training in this regard particularly as it relates to the development of board/management relationships.

We observed at the April 27, 2017 Board meeting the inability of the Chief to explain certain aspects of the monthly financial statements and tentativeness in giving advice in a few instances. His knowledge/understanding of parliamentary procedures and Section 187 to 191 of the MGA referencing the passage of bylaws appeared less than optimal. While the inspectors recognize these sections of the MGA do not apply to Commissions, some training in the reading and understanding these statements and what they are saying would help improve not just the Chief's competency level but also that of other staff members. Some training in parliamentary procedures and review of the MGA should occur to enhance these competencies.

We heard there have been many heated exchanges at Board meetings although none were observed at the April 27, 2017 meeting. Often time it is because individuals do not understand the perspective of the other person. In this regard, training in personality dimensions is viewed as something that the Chief and some of his staff might gain some benefits. Typically a half day course, this type of program trains people to understand there are a number of different type of people with whom we cross paths. The course material shows you how to recognize these different personalities as well as how best to deal with them.

### **It is recommended that:**

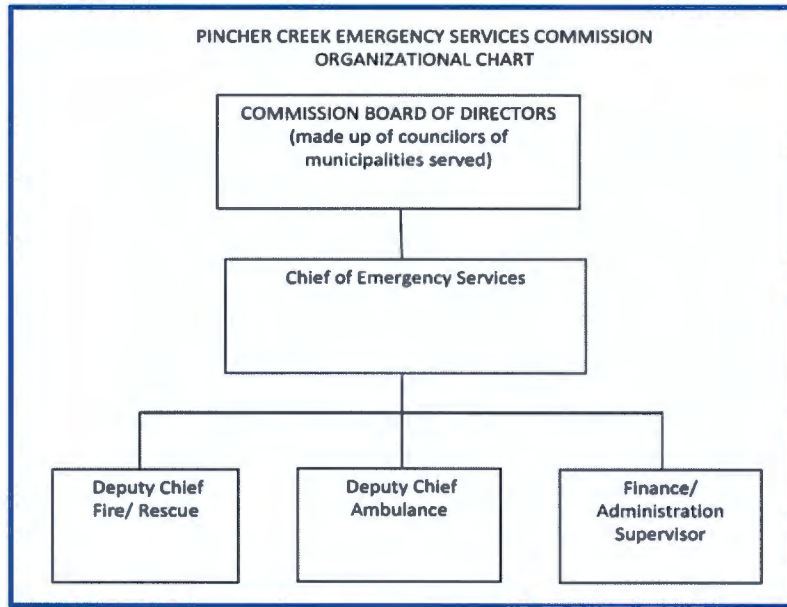
6.28.1 The Chief give consideration to strengthening his communication style with the Board by taking some external communications, parliamentary procedures and MGA review training.

6.28.2 The Chief give consideration to improving his and certain staff competencies in reading, interpreting and presenting monthly financial statements.

6.28.3 The Chief give consideration to improving his and certain staff competencies in personality dimensions.

## 6.29 Management - Organizational Structure

The organizational structure shows the Chief as the only employee reporting to the Board.



Below the Chief are three distinct areas: (i) Fire/rescue; (ii) Ambulance; and (iii) Finance/Administration.

It is worth noting as well that some firefighters and ambulance personnel are cross trained and serve in both areas on an as needed basis. In total the complement of personnel equates to approximately 16 full time equivalents (which includes about 70 casuals in ambulance). According to the Chief, the structure is adequate to meet the demands of today.

Directors were asked if they were satisfied with the structure of the organization. Two responded in the affirmative while the other two responded they either had not seen the organizational chart or were not aware of the structure. The inspectors believe this to be **irregular** insofar as the entire Board ought to know how the organization is structured particularly when the current directors have been serving on the Board since its creation. Recommendation 6.2.2 addresses this issue.

In all other regards the inspectors believe the organizational structure to be sufficient and adequate.

**It is recommended that:**

6.29.1 Management include on a Board meeting agenda, a briefing on the organizational structure.

### 6.30 Management - Alberta Health Services Contract

For the calendar year 2016, \$1,571,070 in revenue was received from Alberta Health Services (AHS). This represents 69% of the entire Commission actual revenue budget for ambulance. Ambulance expenses for the year were \$1,840,652 or 77% of the actual budget. Excess of expenditures over

revenues equates to \$269,582. Factor in fire and the actual loss for 2016 was \$140,207. This means that revenues from fire were used to offset losses for ambulance to the tune of \$129,375. Given the magnitude of the numbers for ambulance, interviews with AHS were deemed appropriate and conducted accordingly.

The contract for ambulance services became effective October 1, 2013 and is due to expire September 30, 2018. Originally entered into between AHS, the MD and the Town, the contract did not officially switch to the Commission and Alberta Health Services until January 30, 2017. From the beginning issues of compliance were identified resulting in a rectification plan that was accepted in April 2015. The most significant issue of compliance related to how AHS required labour to be handled. PCES believed another system was more effective and followed it. Efforts to correct this discrepancy have yet to be incorporated albeit Alberta Labour provided a work permit to allow the Commission to utilize their system. The permit expired February 2017. We are advised a new work permit has been secured and that the Commission will be compliant with AHS requirements.

A further requirement of AHS is to conduct quarterly meetings and to review quarterly financial statements. These meetings have resulted in the accuracy of said financial statements being questioned due to various discrepancies. AHS has requested the Commission management to provide a plan on how it will operate from now until the contract expires in 2018. Financial goals and sustainability plan targets remain outstanding.

Audited statements are required by AHS within 90 days of year end (March 31st). At time of writing this had not occurred. Notwithstanding the MGA stipulates May 1st of each year audited statements must be filed with the Minister of Municipal Affairs, the March 31st AHS deadline requires that the auditors complete and present the audit to the Commission so that they can comply with this deadline. The Commission should inform its auditors of this requirement so that they are in compliance.

Rather than AHS and the Commission working in a spirit of cooperation, it appears there are misunderstandings as well as an unwillingness on the part of the Commission management to resolve their differences. Efforts to change this should be made as quickly as possible.

**It is recommended that:**

6.30.1 The Chief or his designate initiate discussions immediately with AHS in an effort to resolve all outstanding contractual and agreed to obligations.

6.30.2 The Chief or his designate ensure that any discrepancies in the quarterly financial statements be rectified as soon as they are identified and that confirmation be secured confirming such.

6.30.3 The Chief or his designate immediately forward to AHS the audited statements for 2016.

6.30.4 Management request Commission Auditors to complete their annual audit in subsequent years so that they can comply with the AHS March 31st deadline.

## 7.0 SUMMARY OF RECOMMENDATIONS

6.1.1 The Board conduct its organizational meeting in accordance with Bylaw No. 1.

6.1.2 The Board advise the Minister as to its directors, alternates, and chair immediately following their annual organizational meeting.

6.1.3 Director and alternate appointments to the Commission Board clearly indicate they are to the Commission.

6.1.4 Consideration be given to changing the directors on the Board effective the member 2017 organizational meetings.

6.1.5 Consideration be given to not appointing the current directors as alternates effective the member 2017 organizational meetings.

6.2.1 The Board consider the implementation of an annual orientation for Directors and alternates within three months of being appointed to the Board.

6.2.2 Management prepare an Orientation Manual for Directors and alternates which is updated on an annual basis.

6.2.3 The Board consider the implementation of an annual retreat held immediately following the orientation to review and discuss governance and priorities (including but not limited to the review of roles & responsibilities, establishment of service levels, critical policies and procedures, bylaw review, financial management oversight, and conducting performance reviews).

6.2.4 The Board enlist the assistance of an outside facilitator to deliver the board retreat program.

6.3.1 The Board give consideration to appointing legal advisors.

6.4.1 The Board consider the implementation of a different style and format for minutes that helps minimize errors and omissions.

6.4.2 The Board support management with professional development/training resources to enable staff to improve their knowledge and skill level related to better prepared agendas and minutes.

6.4.3 The Board adopt a procedure whereby all direction given to management is done through a motion.

6.5.1 The Board give consideration to rotating regular meetings between the MD and Town until such time as Commission facilities are enhanced/improved to accommodate Board meeting.

6.6.1 Consideration be given to excusing the MD and Town CAOs or other municipal administrative

representatives from attending Board meetings unless specifically requested by the Board for a specific agenda item, and that the necessary adjustments be incorporated into Bylaw No. 2 (Governance Bylaw), and the Membership Agreement.

6.6.2 The Board retain the services of an experienced administrator/retired CAO to attend board meetings and offer advice as required for a period of at least six months.

6.7.1 Management initiate the implementation of a “Request for Decision” report for all Board meetings.

6.7.2 The Board consider the adoption of an “Outstanding Items List” that management prepares, updates, and reviews with the Board at each Regular Board meeting.

6.8.1 The Board identify the reason for going “in camera” during its meetings.

6.8.2 Management prepare a written procedure related to agendas and minutes.

6.9.1 The Board address with Commission administration the protocols and procedures they wish incorporated when a Director requests Commission information outside of Board meetings.

6.9.2 The Chief put a priority on personal and staff preparation for Board meetings, including anticipating items which may require clarification or further information, in order to demonstrate personal engagement in Board meetings.

6.9.3 Opportunities be considered for other Staff and/or subject matter experts to present directly to the Board.

6.9.4 The Financial report be provided in person to the Board by the staff member responsible for creating the report.

6.10.1 The Board provide clear direction to management in regards to the development and content of a Commission website.

6.11.1 The Board and Management include as an agenda item on a regular meeting date, a discussion on the process used for developing/approving policy and procedures.

6.11.2 The Chief establish and recommend a process to the Board, which provides for the separating of policy and procedures into two different manuals.

6.11.3 The Board undertake over the next number of months a review of all current policy.

6.11.4 The Board initiate the review of those performance review recommendations.

6.11.5 The Board give consideration to adopting review procedures to compensate for the lack of segregation of duties.

6.11.6 The Board give consideration to utilizing a neutral third party to prepare a recommendation and procedure for dealing with the issue of the Chief's spouse directly reporting to the Chief and any other issues specific to the Chief related to conflict of interest or the perception of a conflict of interest.

6.11.7 The Board give consideration to the adoption of a nepotism policy.

6.13.1 The first annual Board retreat (recommendation 6.2.2) be utilized to establish a prioritized schedule of actions to complete the items identified in the membership agreement.

6.13.2 The MD and Town complete the transfer of all properties identified in the original Order and establish a process to transfer the Beaver Mines fire station to the Commission.

6.14.1 The Chief prepare a document which outlines the fees to be charged for different types of incidents and locations, which can be posted on the web site and distributed publically.

6.14.2 The Board give consideration to retaining the services of an outside expertise to assist with the development of any additional bylaws deemed appropriate.

6.15.1 The Board follow-up with the MD the need for a resolution transferring the service provision from the MD to the Commission.

6.15.2 The Board obtain the necessary signatures related to the Implementation Agreement.

6.16.1 Management commence its budgetary process earlier so that the Board has sufficient time to be satisfied with its contents and fulfill the October 15th requirement.

6.22.1 The Board give consideration to establishing an investment policy.

6.26.1 The Commission governance model continue to prevail and function in the delivery of emergency services for the benefit of the public.

6.26.2 The Commission Board members establish and sign a Code of Conduct to ensure board governance responsibilities are taken seriously.

6.27.1 The Board immediately complete a performance review of the Chief and establish an annual performance review process.

6.28.1 The Chief give consideration to strengthening his communication style with the Board by taking some external communications, parliamentary procedures and MGA review training.

6.28.2 The Chief give consideration to improving his and certain staff competencies in reading, interpreting and presenting monthly financial statements.

6.28.3 The Chief give consideration to improving his and certain staff competencies in personality

dimensions.

6.29.1 Management include on a Board meeting agenda, a briefing on the organizational structure.

6.30.1 The Chief or his designate initiate discussions immediately with AHS in an effort to resolve all outstanding contractual and agreed to obligations.

6.30.2 The Chief or his designate ensure that any discrepancies in the quarterly financial statements be rectified as soon as they are identified and that confirmation be secured confirming such.

6.30.3 The Chief or his designate immediately forward to AHS the audited statements for 2016.

6.30.4 Management request Commission Auditors to complete their annual audit in subsequent years so that they can comply with the AHS March 31st deadline.



## 8.0 CONCLUSION

Based upon the inspector's review of materials and interviews with various stakeholders, the inspectors conclude that the Pincher Creek Emergency Services Commission is functioning very well from an operational perspective. This was indeed acknowledged by almost all those interviewed. However, from an administrative and management perspective, this cannot be said. It has been duly noted throughout this report when and where improper, irregular and improvident actions occurred. The report shows that the frequency of these actions to be much more prevalent in the formative / first few years of the Commission.

July 2016 seems to have been a turning point for the Commission insofar as this is when it aligned its financial affairs with the Commission Board meetings, resulting in fewer instances of improper, irregular and / or improvident actions. Many of these actions have now been rectified. Fifty-one recommendations to enhance and improve administrative and management oversight have been developed and articulated. The inspectors believe that by addressing these administrative and management oversight issues, the governance of the Commission is likely to improve significantly, and will enable to public to continue having confidence in their emergency services delivery system. Continued success and sustainability will be the outcome.

It is a positive indication of the willingness for improvement of many of those involved that some shifts toward change appear to already begun following some of the discussions that took place during the interview process.

Overall the inspectors conclude that while there are many actions that should be implemented, the continuance of the Pincher Creek Emergency Services Commission as the governance model for the delivery of emergency services within its service area should continue as indicated in Recommendation 6.26.1.

The inspectors conclude that while some instances of improper, irregular and improvident actions still are occurring, overall the commission is being managed in a satisfactory manner.

**Tara Cryderman**

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**Subject:** FW: Notification of 2018 Subdivision Application Fee Increase  
**Attachments:** Before You Subdivide Brochure - January 2018.pdf; Brochure The Last Three Steps - January 2018.pdf

**From:** Subdivision [mailto:subdivision@orrsc.com]  
**Sent:** Thursday, December 14, 2017 1:37 PM

**File:** 30K-63

**Re:** Notification of 2018 Subdivision Application Fee Increase

On December 7, 2017, the Board of Directors of the Oldman River Regional Services Commission approved a motion to increase the Subdivision Application fee from \$600 to \$700 effective **January 1, 2018**.

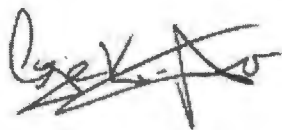
The \$325 per lot portion of the application fee, the Endorsement fee of \$200 per lot and the Extension fees of \$325, \$425 and \$525 will remain the same.

The fee increase for subdivision applications has been deemed necessary to offset administrative costs associated with the new requirements in the Modernized Municipal Government Act. Please note that subdivision costs to member communities will remain at half the normal cost to private applicants.

ORRSC has updated the subdivision brochures to reflect the change (attached) which you can use for distribution from your office. These brochures can also be downloaded from our website at [www.orrsc.com](http://www.orrsc.com).

To avoid confusion, please destroy any documentation you have that reflects the old fee and update your website with the current fee schedule.

Should you have any questions or comments with this matter, please contact me at your earliest convenience.



Lenze Kuiper, Director  
Oldman River Regional Services Commission  
p: (403) 329-1344  
f: (403) 327-6847  
e: [lenzekuiper@orrsc.com](mailto:lenzekuiper@orrsc.com)  
w: [www.orrsc.com](http://www.orrsc.com)



**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

**Tara Cryderman**

---

**From:** Wendy Kay  
**Sent:** Tuesday, January 2, 2018 2:37 PM  
**To:** Tara Cryderman  
**Subject:** FW: agenda item for next M.D. Council Meeting  
**Attachments:** Letter of possible intent.doc

Council – Correspondence – For Info

**From:** Janice Day [ ]  
**Sent:** January 2, 2018 2:29 PM  
**To:** Wendy Kay <wkay@mdpincercreek.ab.ca>  
**Cc:** Quentin Stevick <CouncilDiv1@mdpincercreek.ab.ca>; Sandra Baker  
**Subject:** agenda item for next M.D. Council Meeting

Hi Wendy,

Would you please add the attached document to the agenda of the next Council meeting, for information.

Thank-you.

Janice Day, Library Manager



Pincher Creek & District Municipal Library  
Box 2020,  
Pincher Creek, AB. T0K 1W0

Tel.: (403) 627-3813 Fax: (403)627-2847 Email: [help@pinchercreeklibrary.ca](mailto:help@pinchercreeklibrary.ca)

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December 22, 2017

To: Council Members, M.D. No. 9, Pincher Creek

Re: The Library Board's interest in the "old Sobeys building" on Main Street

The Board wishes to inform the members of Council that it is interested in the old Sobeys building as a possible expansion solution to the current Library.

The Library Board had hoped to expand the Library in its current location but one avenue for expansion (to the north) no longer exists due to the spray park being located there.

The Board sees the Sobeys location as potentially viable for a library / performing arts complex with plenty of space for community activities and facilities.

At this point, the Board is seeking to ascertain that the building is actually for sale or lease; contacting the three councils to see if there is interest in this project; and finally, hoping to be able to have a walk-through with some local experts, just to get an idea of the current state of the building.

At a future point, the Board may seek to address council directly. This memo is just for information.

Thank-you.

Sandra Baker, Library Board Chair, on behalf of the Pincher Creek Municipal Library Board

MD of P.C.

Thank you again this year for your support. I definitely couldn't live where I do without your snow clearing. A special



*Wishing you Joy and Warmth  
this holiday season*

thank you to Shane Poulsen + his weed crew. We'll keep that knapweed on Drywood Creek under control.

Thank you  
Nancy Barrios



©Shawn Jenkins • Courtesy of JMS Art Licensing

RECEIVED  
JAN - 2 2018  
M.D. PINCHER CREEK



**Tara Cryderman**

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**From:** Quentin Stevick  
**Sent:** Tuesday, December 26, 2017 9:55 AM  
**To:** Wendy Kay; Tara Cryderman; Terry Yagos; Rick Lemire; Bev Everts; Brian Hammond  
**Subject:** MUNIS 101

Merry Christmas to all:

A follow up to Councillor Yagos suggestion about hosting a MUNIS 101.

I think a good idea for our MD to host a MUNIS 101 through the EOEP.

Please place this on the Jan. 9, 2018 agenda for discussion.

Thanks and wishing you all a Happy New Year.

Quentin

Meeting Minutes  
of the  
Agricultural Service Board – Municipal District of Pincher Creek No. 9  
November 2, 2017 – MD Council Chambers

Present: Chair John Lawson, Vice Chair Martin Puch, Reeve Quentin Stevick, Councillor Bev Everts, and Members Frank Welsch and David Robbins

Also Present: Director of Operations Leo Reedyk, Agricultural Services Manager Shane Poulsen and Receptionist Jessica McClelland

Absent: Environmental Services Technician Lindsey Davidson

Chair John Lawson, called the meeting to order at 9:38 am.

A. ADOPTION OF AGENDA

Reeve Stevick 17/081

Moved that the agenda be approved as amended to include:  
New Business

- 1) Waste/Landfill Discussion
- 2) Agricultural Service Board Roles and Responsibilities

Carried

B. ADOPTION OF MINUTES

Councillor Everts 17/082

Moved that the minutes of October 5, 2017 be amended in resolution 17/072 to change “an” to “and” and resolution 17/074 adding in “South Region Provincial ASB Conference” AND THAT the minutes be approved as amended.

Carried

C. ASB RESOLUTIONS

David Robbins 17/083

Moved that 2017 South Region Provincial ASB Conference Resolutions report be accepted as information.

Carried



D. AGRICULTURAL AND ENVIRONMENTAL SERVICES DEPARTMENTAL REPORT

Martin Puch 17/084

Moved to accept the Agricultural and Environmental Services Departmental Report, for October 2017, as information.

Carried

H. CORRESPONDANCE

- (1) Action Required
- (2) For Information

Foothills Restoration Forum

Reeve Stevick 17/085

Moved that any ASB member interested in attending the Foothills Restoration Forum on November 16, 2017 be authorized to attend,

AND THAT ASB cover any costs to attend the forum.

Carried

Frank Welsch 17/086

Moved that the Foothills Restoration Forum report be received as information.

Carried

F. NEW BUSINESS

Waste/Landfill Discussion

David Robbins 17/087

Moved that the manager for the Pincher Creek/Crowsnest Landfill Association, Emile Saidon, be invited to attend the ASB meeting on December 7, 2017 to discuss waste/plastic disposals and deadstock removal.

Carried

G. NEXT MEETING

The next Agricultural Service Board meeting will be held, December 7, 2017, at 9:30 am.

H. ADJOURNMENT

Frank Welsch

17/088

Moved to adjourn the meeting, the time being 11:55 am.

Carried

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ASB Chairperson

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ASB Secretary



**Chinook Arch**  
Regional Library  
System

## BOARD REPORT

VOL. 16 NO. 3 DECEMBER 2017

CHINOOK ARCH LIBRARY BOARD MEETING, DECEMBER 7, 2017

### Chinook Arch Library Board Chooses 2018 Executive Committee

The Chinook Arch Library Board has elected its Executive Officers for 2018. They are as follows:

- \* **DeVar Dahl** (Magrath, Chair)
- \* **Marie Logan** (Vulcan County, Vice-Chair)
- \* **Lloyd Kearn** (Cardston County, Secretary-Treasurer)
- \* **Howard Paulsen** (Stavelly, Past Chair)

Officers-At-Large include:

- \* **Wendy Kalkan** (LPL Resource Centre)
- \* **Christopher Northcott** (Milo)
- \* **Gordon Given** (Nanton)
- \* **Doug Logan** (Lomond)
- \* **Kathy Davies** (Claresholm)
- \* **Quentin Stevick** (MD Pincher Creek)

Thank you for the time you devote to ensuring the continued success of Chinook Arch! Thanks also to those who signed up for one of the standing committees: Finance/Personnel, Marketing/Communications, Planning/Facilities, and the Building Committee. If you would like to join one of the standing committees, please contact Kerby Elfring at (403)380-1523. Members are needed for the Planning/Facilities Committee!

### 2018 Revised Budget Approved

Chinook Arch is in the final year of its four-year budget. Each year, the Board reviews a revised budget based on updated forecasts and changes to the member levy approved by member councils in the 2015-2018 Budget. The 2018 Revised Budget includes a modest adjustment to the salary grid, and the addition of a one-year contract position.

### Thank You Howard!

The staff and board would like to thank Howard Paulsen for four years at the helm of the Chinook Arch Library Board. Howard, who hails from Stavelly, was first elected Chair in 2013. During his tenure, Howard oversaw many significant developments at Chinook Arch, including a successful lobbying effort that resulted in a \$2.12 million grant from Alberta Infrastructure that will position Chinook Arch to serve its members well into the future.



### **Chinook Arch Quick Facts 2017:**

Population served:	201,165
Library Service Points:	35
Municipalities:	40
School Authority:	1
Board Chair:	DeVar Dahl, Magrath
CEO:	Robin Hepher (rhepher@chinookarch.ca)

**Board Members Present:**

Barnwell	Jane Johnson
Barons	Ron Gorzitza
Town of Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Claresholm	Kathy Davies
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Granum	Bernie Kennedy
Lethbridge County	Tory Campbell
Lomond	Doug Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Gordon Given
Picture Butte	Teresa Feist
Town of Pincher Creek	Mark Barber
Pincher Creek MD	Quentin Stevick
Raymond	Joan Harker
Stavely	Howard Paulsen
Stirling	Rob Edwards
Vauxhall	Kim Cawley
Town of Vulcan	Liz Hammond
Vulcan County	Marie Logan
County of Warner	Morgan Rockenbach
MD of Willow Creek	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan
Crowsnest Pass	Doreen Glavin
Taber MD	Tamara Miyanaga
Village of Warner	Colette Glynn
Ministerial Appointment	Vic Mensch
Arrowwood	Janet Cockwill
Champion	Trevor Wagenvoort
Coutts	Tom Butler
Fort Madeod	Michael Dyck
Glenwood	Barb Michel
Hill Spring	Jim Rowley
City of Lethbridge	Gail Berkner
Town of Taber	Carly Firth
Kainai Board of Education	Linda Weasel Head

**CHINOOK ARCH BOARD MEETING, DECEMBER 7, 2016****MEETING HIGHLIGHTS****Policy Reviews****Personnel Policies Updated:**

In light of the upcoming changes to Alberta's employment standards, many Chinook Arch policies were revised to align with the new legislation. Changes include the introduction of several new unpaid leaves, and a reduction of the time required for staff to become eligible for leaves. Affected policies include:

- Annual Vacation
- Employee Leave
- Hours of Work and Overtime

**Committees and Committee Mandates:**

After consultation with the Public Library Services Branch of Alberta Municipal Affairs, the Committees and Committee Mandates policy was updated so that former board members and trustees of member library boards may join the Marketing/Communications Committee of the Chinook Arch Board.

All Chinook Arch Board policies can be viewed on the website at <http://www.chinookarch.ca/content/library-board-policies>

**Salary Grid Review**

The Board approved an adjustment of 2% to the Chinook Arch salary grid, with a further 0.25% adjustment for certain positions to correct an inequity on the grid. The salary grid ensures consistency for staff and the employer. In order to stay competitive in local and provincial labour markets, it is reviewed annually by the Finance and Personnel Committee.

**Building Renovation Update**

Progress continues on planning for the renovation of the Chinook Arch facility. Staff and the Building Committee are continuing to refine the design concept with RPA, the consulting architecture firm. It is expected that construction will begin in the spring, and be completed in the fall of 2018.

Contact Us:

Chinook Arch Regional Library System  
2902 7th Ave. N

Lethbridge, AB T1H 5C6 | 403-380-1500

[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)

## *Alberta SouthWest Bulletin December 2017*

### Regional Economic Development Alliance (REDA) Update

#### **New Board of Directors for Alberta SouthWest**

AlbertaSW held its Organizational Board Meeting on December 6, welcoming a new mix of community representatives.

**Alberta SouthWest Executive Officers appointed for 2017-2018:**

**Chair-**Dr. Brian (Barney) Reeves; **Vice Chair-**Mayor Brent Feyter;

**Secretary Treasurer-**Councillor Scott Korbett; **Designated Signing Authority-**Reeve Jim Bester



#### **Back row, L-R**

Reeve Quentin Stevick, MD Pincher Creek; Mayor Blair Painter, Crowsnest Pass; Councillor Monte Christensen, Hill Spring; Councillor Dale Gugala, Stavely; Councillor Duncan McLean, Granum; Councillor Ron Davis, MD Ranchland; Mayor Brent Feyter, Fort Macleod; Councillor John Van Driesten, MD Willow Creek; Councillor Scott Korbett, Pincher Creek; Mayor Warren Mickels, Cowley.

#### **Front row, L-R**

Councillor Beryl West, Nanton; Councillor Barney Reeves, Waterton; Councillor Albert Elias, Glenwood; Councillor Dennis Barnes, Cardston; Reeve Jim Bester, Cardston County; Councillor Donna Courage, Claresholm.

#### **Updates and Notes:**

- ❖ **EV Charging Station Network:** Funding application has been submitted to Federation of Canadian Municipalities (FCM)
- ❖ **Alberta REDAs:** With the support of Alberta Economic Development and Trade the REDAs were present at a booth at the AUMA Trade Show; was great to meet many new councillors and share information about regional collaboration.
- ❖ **Broadband:** Bob Dyrda was a guest presenter at the Digital Futures Conference in Westlock and is also participating in a Service Alberta policy development group.
- ❖ **Regional Business Licenses:** Sales remained at 369 for 2017, the same as 2016. This program is in its 16<sup>th</sup> successful year.
- ❖ Best wishes Pete Lovering who is retiring from his position as Manager of SouthGrow and moving to Manitoba. We look forward to continuing the strong partnership between the REDAs that Pete helped to build.

#### **Upcoming:**

- ◆ **Economic Developers Alberta (EDA) Conference** The Banff Centre **March 21, 2018 - March 23, 2018**

Visit [www.edaalberta.ca](http://www.edaalberta.ca) for details regarding the agenda, registration and accommodation; a great networking and learning opportunity for elected officials and economic development professionals.

#### **MERRY CHRISTMAS AND BEST WISHES FOR 2018!**

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 or 1-888-627-3373

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)



# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday October 4, 2017 – Garden Court, Lethbridge College  
4:30 – Tour of the new Trades, Technologies and Innovation Building  
6:00pm – Supper and Meeting



### Board Representatives

Lloyd Kearn, Cardston County  
Jordan Koch, Glenwood  
Dale Gugala, Stavely (alternate)  
John Connor, Granum  
Beryl West, Nanton  
Kathy Wiebe, Ranchland (alternate)

### Guests and Resource Staff

Paula Burns, President and CEO  
Leah Wack, Manager Regional Stewardship  
Simon Griffiths, Vice-President, Corporate Services & CFO  
Coreen Roth, Executive Director, H R & Planning  
Kenneth Corscadden, Dean, Centre for Technology, Environment & Design  
Tim Heath, Dean, Centre for Applied Arts & Sciences  
Cal Whitehead, Interim Dean, Centre for Applied Management  
Debra Bardock, Dean, Centre for Health & Wellness  
Dennis Sheppard, Interim Dean, Centre for Justice & Human Services  
Linda Erickson, Alberta Economic Development and Trade  
Bill Halley, Alberta Innovates  
Bev Thornton, Executive Director, AlbertaSW

1. Call to Order  
Chair Lloyd Kearn called the meeting to order.
2. Approval of Agenda  
Moved by John Connor THAT the agenda be approved as presented.  
**Carried.** [2017-10-546]
3. Approval of Minutes  
Moved by Beryl West THAT the minutes of September 6, 2017 be approved as presented.  
**Carried.** [2017-10-547]
4. Approval of Cheque Register  
Moved by Jordan Koch THAT cheques #2272-#2285 be approved as presented.  
**Carried.** [2017-10-548]
5. Electric Vehicle Charging Stations  
Town of Pincher Creek has provided a Council Resolution agreeing to act as lead community as required on funding application to FCM.
6. Board & Guests Round Table Updates  
Community updates and brief introduction and overview of a wide array of college programs and initiatives
7. Developments in Agricultural Programs and Research  
Dennis Sheppard and Kenneth Corscadden provided an overview of these well-established, award-winning college programs and new collaborative initiatives.
8. Project Lead Report  
Accepted as information.  
Bob unable to be at the meeting and extended a thank you and appreciation to the outgoing board.
9. Executive Director Report  
Accepted as information.

10. Upcoming Board Meetings

- November 2, 2017 - New Council Orientation will be included as part of Municipal Affairs event in Claresholm.
- December 5, 2017 - Organizational Meeting, Pincher Creek

11. Adjournment

Moved by John Connor THAT the meeting be adjourned.

**Carried.** [2017-10-549]

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Chair

Approved December 6, 2017

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Secretary/Treasurer

# Alberta SouthWest Bulletin January 2018

## Regional Economic Development Alliance (REDA) Update

### ❖ EV Charging Station Network

- Funding application for the Alberta project has been submitted to Federation of Canadian Municipalities (FCM).
- The plan continues to expand; the conversation now will include MT Department of Environmental Quality (DEQ).
- The state has received dollars from Volkswagen, a payment resulting from the emissions lawsuit. Montana intends to spend 15% of that award, roughly \$1.89 M, on infrastructure and designation of EV charging station corridors; an InterWest Corridors MOU has been recently signed by 8 states.
- As this initiative borders on provinces of BC and AB, there is the possibility to create international routes and Montana is interested in learning about what we are doing in BC and AB and identifying potential next steps.
- Another objective will be to connect National Parks with electric vehicle corridors. This promises to be an important traveller amenity that meets the needs of a growing market and enhances our tourism industry.

### ❖ Alberta REDAs

- REDA Chairs and Managers are scheduled to meet with The Honourable Deron Bilous, Minister of Economic Development and Trade, in Edmonton on January 18, 2018.

### ❖ Regional Promotion

- *Vacation Country Travel Guide* has once again offered the AlbertaSW region a very attractive opportunity to present information about our communities to the target audience of travellers from the Pacific Northwest, through Canada to Alaska.



AlbertaSW meets with publishers of Vacation Country Travel Guide, about the 42<sup>nd</sup> edition in 2018  
L-R: Lynne Fleming, Bev, Elaine Graber, Scott Graber

### ❖ AlbertaSW is a member of the Destination Development Association

- Community Futures Alberta Southwest has purchased this annual license to access this new on-line resource on behalf of all our communities. Info at <https://www.destinationdevelopment.org>
- **NOTE:** Log-in permissions have been given to each of our communities: to the EDOs, where there is one, and otherwise to CAOs.
- This log-in creates access to webinars, reports and other very valuable marketing and development information.
- Roger Brooks, the principle of Destination Development, is a recognized expert in "place-making", marketing, planning and branding. He completed a project in the AlbertaSW region in 2007, and those reports are still relevant and of interest. They can be viewed on the Community Futures website at <http://southwest.albertacf.com/reports-1> Scroll down the page to see the "Regional Branding Report" followed by a series of reports on specific communities.

### ❖ Crown of the Continent Geotourism Council

- The Crown of the Continent Geotourism Council is exploring the idea of creating a series of Summits in Montana, Alberta and British Columbia on the topic of "The Business of Outdoor Recreation".
- This is a particular business niche that is not directly addressed in other tourism or economic development conferences. Call Bev if you would like more information or have ideas to offer!

### ❖ Southern Alberta Alternative Energy Partnership

- The project completed December 31, 2017. Reports can be viewed a [www.saaep.ca](http://www.saaep.ca)
- The recent Renewable Energy Auction has approved two wind project applications in the AlbertaSW region. See news release at <https://www.alberta.ca/release.cfm?xID=511572D67D28E-C09C-E3E6-BA37A772B4C34AF6>

### UPCOMING:

#### ◆ Economic Developers Alberta (EDA) Conference The Banff Centre March 21, 2018 - March 23, 2018

- Visit [www.edaalberta.ca](http://www.edaalberta.ca) for details regarding the agenda, registration and accommodation.
- The theme of the Silent Auction 2018 is "Bring Local", offering a great opportunity to feature the products, services and attractions of your community to an audience of over 400 attendees. Call Bev for more info.

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0  
403-627-3373 or 1-888-627-3373  
[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)  
[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)





**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday December 6, 2017 – Provincial Building, Pincher Creek



**Board Representatives**

Barney Reeves, Waterton Lakes	Duncan McLean, Granum
Jim Bester, Cardston County	Brent Feyter, Fort Macleod
Dennis Barnes, Cardston	Quentin Stevick, MD Pincher Creek
Albert Elias, Glenwood	Scott Korbett, Pincher Creek
Monte Christensen, Hill Spring	Warren Mickels, Cowley
Beryl West, Nanton	Ron Davis, MD Ranchland
Dale Gugala, Stavely	Blair Painter, Crowsnest Pass
Donna Courage, Claresholm	John Van Driesten, MD Willow Creek

**AlbertaSW Contract Staff**

Bev Thornton, Executive Director, AlbertaSW  
Bob Dyrda, Project Lead, AlbertaSW

1. Call to Order and introductions
2. Election of Officers

Executive Director called for nominations for the position of Chair.  
Jim Bester nominated Barney Reeves.  
Blair Painter moved THAT nominations cease.  
**Carried.** [2017-12-550]  
Barney Reeves named Chair for 2017-2018.

The Chair called for nominations for the position of Vice-Chair  
Dennis Barnes nominated Jim Bester.  
Blair nominated Brent Feyter.  
Quentin Stevick moved THAT nominations cease.  
**Carried.** [2017-12-551]  
Ballot vote resulted in a tie. In this unprecedented situation, it was deemed acceptable to use a tie breaking procedure (e.g.: Section 99 "Local Election Authorities Act").  
Coin toss named Brent Feyter Vice-Chair for 2017-2018.

The Chair called for nominations for the position of Secretary  
Treasurer.  
Warren Mickels nominated Scott Korbett.  
Ron Davis nominated Jim Bester.  
Beryl West moved THAT nominations cease.  
**Carried.** [2017-12-552]  
Ballot vote named Scott Korbett Secretary Treasurer 2017-2018

Moved by Ron Davis THAT Jim Bester be appointed as the additional Designated Signing Authority.  
**Carried.** [2017-12-553]

3. Approval of Agenda

Moved by Scott Korbett THAT the agenda be approved as presented.  
**Carried.** [2017-12-554]

4. Approval of Minutes  
Moved by Beryl West THAT the minutes of October 4, 2017 be approved as presented.  
**Carried.** [2017-12-555]
5. Approval of Cheque Register  
Moved by Scott Korbett THAT cheques #2286-#2305 be approved with correction noted by Jim Bester.  
**Carried.** [2017-12-556]
6. EDA Conference  
Moved by Beryl West THAT AlbertaSW pay the registration fee for Board representatives who are able to attend.  
**Carried.** [2017-12-557]
7. Insurance Renewal  
Moved by Jim Bester THAT the Board approve renewing the Community Group Insurance Policy (Liability, Officers and Directors) that is held with Jubilee Insurance Agencies Ltd. through AAMDC.  
**Carried.** [2017-12-558]
8. EV Charging Station Network  
The partnership has submitted a funding application to Federation of Canadian Municipalities (FCM) for \$1M. There is an expressed interest from the province to possibly provide some additional funds. Letters of support from individual communities may be needed.
9. Overview of AlbertaSW  
Bev provided an overview of Governance documents and 2017-2018 Operations Plan, funding and reporting procedures.
10. Project Lead report.  
Monthly activity report accepted as information.  
Bob updated on recent broadband-related conferences and meetings. Additional detail was provided on the Regional Business License Program. He can e-mail further information to anyone requesting it. Promoting this program to our businesses is encouraged.
11. Executive Director Report  
Accepted as information.
12. Roundtable updates  
This will be a regular agenda item for upcoming meetings.
13. Board Meetings:  
January 3, 2018 - Claresholm  
February 7, 2018 - Fort Macleod  
March 7, 2017 - Nanton
14. Adjournment  
Moved by Quentin Stevick THAT the meeting be adjourned.  
**Carried.** [2017-12-559]

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Chair

UNAPPROVED

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Secretary/Treasurer

## PINCHER CREEK FACILITIES PLANNING STEERING COMMITTEE

## MEETING MINUTES

November 30, 2017 - 6:30 pm

TOWN HALL COUNCIL CHAMBERS

**Attending:** Faith Zachar, Councilor Mark Barber, Councilor Wayne Elliott, Councilor Rick Lemire, Mayor Don Anderberg.

**Staff:** Diane Burt Stuckey

**Absent with Regrets:** Adam Grose

1. Call to Order – Meeting was called to order at 6:32pm by Faith Zachar.
2. Adoption of Agenda – **Motion:** Councilor Mark Barber moved that the Agenda for November 30, 2017 Committee meeting be adopted with the addition of 4g. Energy Audit. CARRIED.
3. Approval of Minutes – **Motion:** Mayor Don Anderberg moved that the Minutes of the November 7, 2017 Committee meeting be approved as presented. CARRIED.
4. Business
  - a. M.D. Appointment

Welcome to Councilor Rick Lemire, M.D. representative to the Committee, replacing Councilor Bev Everts.
  - b. Review of Curling Club Request re: CFEP – Debbie Reed
    - i. Design of Building

Debbie Reed was in attendance to provide information regarding their recent CFEP application. They requested the Town to supply a supporting letter confirming their funding commitment and site for a new curling rink. The application was based on the plan provided by Railside to Gero in 2011, being a 4-sheet facility.
    - ii. Budget

Don indicated that there will be Federal Infrastructure money available for recreation projects. More information will be available in April. Not sure of the guidelines, but this would be a grant that the Town & M.D. could apply for. Debbie indicated that she is still promoting the additional 2 sheets as the rink is busier with Stirling Curling. Also, regarding the hosting of events, they is interest in playoff events and being these are held on week-ends, additional sheets would be needed to fit in all the games.

Gero provided an updated quote, as did the electrical, plumbing & heating contractors. The quote includes engineering & permits. Building cost would be 2.3 million for 4 sheets and about \$450,000 for an additional 2 sheets. Additional hot & cold storage areas would need to be added to the design. Club has the equipment (rocks) so this would minimize these costs. Diane asked about the square footage for the one level viewing/club area in the Railside design. Debbie will check into this. They would need seating for about 100

people in the club area. The Talbera plan worked off the square footage info provided in the Golf/CRC site plan.

Noted that the construction estimate does not include servicing costs (water, sewer, electrical, gas), parking lot construction, landscaping or demolition of the old rink. Diane confirmed that the number of parking stalls was taken off the Krystal Engineering/Hirano plan and it considered the whole facility. Committee felt that the curling rink would need about 35 stalls and these could be used by the spray park/park users in the summer.

Curling Club is going to make a presentation to M.D. in the new year to request funding. Club has \$30,000 in their fundraising account. Once project is approved, they feel people will come forward to donate. They will have a large fundraiser if grant is approved. They are currently reviewing the ice plant quotes which came in between \$250,000 - \$500,000.

iii. Ownership

The Curling Club made the application to CFEP as the owner of the facility. There is a requirement for the project to be operated and accessible to the public for a minimum of 5 years at the end of the grant agreement. From the guidelines, the project applicant is required to have a long-term lease or written agreements etc. for operation. Therefore, whether the ownership is the Club or the Town, it should not matter (regarding the CFEP grant).

c. Community Feedback re: Proposed Site

i. Greenspace & Parking

Talbera revised plans were not ready for review tonight.

Don felt that redesign ideas discussed at the last meeting would address concerns about losing green space and site safety. If things are shifted east and north, there will be less building footprint on the current greenspace. Debbie mentioned that she and Tia Doell were going to meet to discuss the concerns.

ii. Parking

All the parking shown on plan may not be required or need to be developed. Suggestion to look at developing angle parking along Robertson Ave.

iii. Community Feedback

Debbie inquired if the Curling Club would have input into where it goes and the final design? The Club would have ideas on how the flow of the building could work.

d. Final Site Plan Report

i. Talbera will provide a final report with advantages/disadvantages of each plan.

e. Sports Field Update

i. Noted that almost all sport fields are on school grounds. The thought is to build 2 new municipal fields.

f. Where Do We Go from Here?

i. In addition to the curling rink project, Diane asked what other items the Committee might like to discuss at future meetings. In 2014, the Committee

reviewed all Town owned facilities and buildings. Maybe it is time to review this list as well as the Infrastructure Master Plan, for planning purposes.

- ii. Noted that the Town is moving forward with discussions on other buildings such as daycare and affordable housing. Councilor Barber mentioned that the Library discussed the concept of a performing arts facility/addition.

g. Energy Audit

- i. Wayne expressed concern for utilities paid by Chinook Lanes all year round (does not go down in summer months). He wondered if an energy audit could be done or if lights could be changed out to LED? Noted that there are grants for energy efficiency improvements which could be pursued. Also, suggested that if all users (golf, weight room and bowling) were on one service/meter, it may reduce overall cost to all parties.

h. Conclusion to Curling Rink Discussion

- i. Don asked the group where we are with the curling rink? Are we ready to proceed with work towards a "design build" RFP? We need to find out about the CFEP grant and any M.D. commitment. Also, final report from Talbera is not complete. Who should be responsible for building it? We need to make sure it is done right. Important to keep project moving however.

5. Date of Next Meeting

- a. **December 18, 2017 at 6:30 pm**, Town Council Chambers.

\_\_\_\_\_  
*Fatih Zorba*

Committee Chair

\_\_\_\_\_  
DEC 18/2017

Date



**MINUTES – 3 (2017)**  
**GENERAL BOARD OF DIRECTORS' MEETING**  
**Thursday, September 7, 2017 – 7:00 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Bill Graff (absent) .....	Village of Arrowwood	Brad Koch (absent) .....	Village of Lomond
Jane Jensen (absent) .....	Village of Barnwell	Richard Van Ee .....	Town of Magrath
Ed Weistra .....	Village of Barons	David Hawco .....	Town of Milk River
Tom Rose .....	Town of Bassano	Louis Myers .....	Village of Milo
Fred Rattai .....	City of Brooks	Christophe Labrune (absent) .....	Town of Nanton
Jim Bester .....	Cardston County	Clarence Amulung .....	County of Newell
Dennis Barnes .....	Town of Cardston	Pete Pelley .....	Village of Nobleford
Stacey Hovde (absent) .....	Village of Carmangay	Teresa Feist - alternate .....	Town of Picture Butte
Jamie Smith (absent) .....	Village of Champion	Quentin Stevick .....	M.D. of Pincher Creek
Betty Fieguth (absent) .....	Town of Claresholm	Lorne Jackson - alternate .....	Town Pincher Creek
Bill Chapman .....	Town of Coaldale	Ronald Davis (absent) .....	M.D. of Ranchland
Sheldon Watson (absent) .....	Town of Coalhurst	Greg Robinson (absent) .....	Town of Raymond
Ken Galts .....	Village of Coutts	Barry Johnson (absent) .....	Town of Stavely
Garry Hackler (absent) .....	Village of Cowley	Ben Nilsson (absent) .....	Village of Stirling
Bill Kovach .....	Mun. Crowsnest Pass	Ben Elfring .....	M.D. of Taber
Dave Filipuzzi .....	Mun. Crowsnest Pass	Margaret Plumtree (absent) .....	Town of Vauxhall
Gordon Wolstenholme (absent) .....	Town of Fort Macleod	Derrick Annable (absent) .....	Vulcan County
Barb Michel .....	Village of Glenwood	Rick Howard .....	Town of Vulcan
John Connor .....	Town of Granum	David Cody .....	County of Warner
Monte Christensen (absent) .....	Village of Hill Spring	Ian Glendinning .....	Village of Warner
John Willms .....	County of Lethbridge	Henry Van Hierden .....	M.D. Willow Creek

**STAFF:**

Lenze Kuiper .....	Director	Cam Klassen .....	Planner
Mike Burla .....	Senior Planner	Ian MacDougall .....	Planner
Steve Harty .....	Senior Planner	Cameron Mills .....	Planner
Diane Horvath .....	Senior Planner	Erin Graham .....	Assistant Planner
Gavin Scott .....	Senior Planner	Stacy Olsen .....	Assistant Planner
Ryan Dyck .....	Planner	Barb Johnson .....	Executive Secretary

**AGENDA:**

1. Approval of Agenda – September 7, 2017 .....

2. **Approval of Minutes – June 1, 2017** ..... (attachment)
  3. **Business Arising from the Minutes** .....
  4. **Staff Presentations:**

*Ryan Dyck, Planner – Trail Planning*  
*Cameron Mills, Planner – Subdivision and Development Appeals*  
*Ian MacDougall, Planner – Legalization of Marihuana*
  5. **Reports**
    - (a) Executive Committee Report.....
    - (b) GIS Update.....
  6. **Business**
    - (a) 2018 Budget Preparations.....
    - (b) ORRSC Council and CAO Orientations – Post Election .....
  7. **Accounts**
    - (a) Summary of Balance Sheet and Statement of Income for the 6-month period:  
January 1 - June 30, 2017 ..... (attachment)
  8. **Adjournment – December 7, 2017** .....
- 

VICE-CHAIR HENRY VAN HIERDEN CALLED THE MEETING TO ORDER AT 7:00 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: David Hawco**

THAT the Board of Directors approve the agenda of September 7, 2017, as amended:

ADD: Staff Presentations: *Ian MacDougall – Legalization of Marihuana* **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Tom Rose**

THAT the Board of Directors approves the minutes of June 1, 2017, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. STAFF PRESENTATIONS

##### *Ryan Dyck, Planner – Trail Planning*

Planner Ryan Dyck explained that trails are fast becoming essential components in community design and the enthusiasm for trails and support for opportunities they create is growing rapidly. The purpose of a trail is typically a combination of commuter/transportation and recreation. For a trail network to be successful it should emphasize unique local conditions so to produce a memorable reflection of the area and/or to provide an efficient practical purpose. Trails that provide a primary recreation-oriented experience are well suited to small/rural centres.

Benefits of a trail include:

- Recreation/Health – myriad of health benefits associated with brisk walking for 30 minutes, 4-7 days a week
- Social – accessible to all income groups and demographics
- Environmental/Educational – low impact on land, facilitates positive impression of environment, opportunity for thought provoking educational and interpretive signage
- Economic – direct and indirect positive economic impacts

When planning a trail, the following need to be considered:

- Trail Users (pedestrians, small-wheeled users, cross-country skiers, cyclists, equestrian, motorized)
- Trail Types (asphalt, paving stones, native soil, gravel/washed rock, concrete, red shale)
- Trail Design Specifications and Principles (grade, slope, width, trail shape, landscaping, signage)
- Trail Amenities (washrooms, garbage receptacles, benches, etc.)

Other trail considerations include:

- Land Acquisition
- Funding
- Maintenance
- Risk Management
- Safety & Security
- Land Use Adjacent to Trail
- Marketing & Branding

Mr. Dyck reviewed the case study of a trails plan he is currently working on—Magrath/Cardston County Intermunicipal Trails Plan—which proposes development of 30 km of trail circling the town with a 5-minute buffer walking distance.



**Cameron Mills, Planner – Subdivision and Development Appeals**

Planner Cameron Mills gave a presentation on lessons learned from two recent Subdivision and Development Appeal Hearings held within our region:

**1. County Campground:**

A 150 serviced RV lot campground located near a provincial park and body of water was granted a development permit (discretionary). The surrounding area is not densely populated but includes a number of acreages and area landowners are generally opposed to the development concept. One appeal was received from a nearby resident on behalf of an area landowners group. While it is possible to receive multiple appeals on a single decision, typically once one is received other concerned parties piggy-back onto the original appeal.

There was a large turnout at the hearing, mostly to oppose the development. The hearing lasted nearly 8 hours where a wide variety of arguments were presented by all sides dealing with the suitability of the site, environmental concerns, traffic, etc. The lawyer for the applicant (developer) argued that the appellant was not an "affected person" and the appeal should be dismissed. Only an "affected person" has leave to appeal [(MGA 685(2))]. The appellant was two entities: the individual and the group.

- The group is not a registered corporation or not for profit entity — not a "person".
- The individual is a person but because they are not an adjacent landowner, do not share an access road, and stated concerns that were general in nature, is deemed to be — not "affected".

Other "affected persons" were present at the hearing but did not file appeals.

**DECISION:** After consulting with their legal counsel, the Board found that the appellant had no standing to appeal and therefore determined there was no valid appeal.

The Board must consider not only the merits of the information presented, but also whether or not the appellant has the right to initiate an appeal.

**2. County Kennel:**

The SPCA seized ±200 dogs from a kennel which had been operating for several years without a permit. The operator applied for a permit which was denied by the MPC and then filed an appeal to the SDAB.

Both the original MPC hearing and the subsequent SDAB hearing generated substantial public interest from both County residents and concerned non-residents. This was a jurisdictional issue — animal welfare concerns vs. the Land Use Bylaw (approval specific to land use vs. license to operate). Standards for kennels are found in the *Canadian Veterinary Medical Association Code of Practice for Canadian Kennel Operations*, but the Board had to decide if it applies and, if so, who determines compliance? Also, is this a new application or a renewal?

Over 700 pages of information was provided to the Board in exhibits, including two letters from veterinarians deeming the operation to be acceptable.

**DECISION:** The Board denied the appeal on the grounds that the information provided was unclear and provided the appellant with a guideline for what might be included in a future application for greater clarity.

The municipality must consider how it will apply guidelines, if at all. It is unlikely that an MPC or SDAB includes anyone with practical experience in the operation of commercial kennels, and as such it can be difficult for them to determine best practices without any relevant expertise. This is better accomplished before a decision needs to be made through examination of the Land Use Bylaw.

***Ian MacDougall, Planner – Legalization of Marihuana***

Planner Ian MacDougall highlighted milestones that have taken place since it has been deemed unconstitutional to prohibit marihuana for medical purposes:

**July 30, 2001:** Marihuana Medical Access Regulations (MMAR) became effective

- Court of Appeal declared marihuana prohibition to be unconstitutional (Parker decision in Ontario)

**April 1, 2014:** Marihuana for Medical Access Regulations (MMAR) repealed and replaced with Marihuana for Medical Purposes Regulations (MMPR)

- Revised to allow patients to possess marihuana flower with a prescription from a physician
- Medicine obtained from a qualified provider
- Location of provider has restrictions regarding proximity to schools, playgrounds and daycare
- Restrictions show importance of spatial relationships

**August 24, 2016:** Marihuana for Medical Purposes Regulations (MMPR) replaced with Access to Cannabis for Medical Purposes Regulation (ACMPR)

- Allows patients with a doctor's prescription to grow their own medicine or have a designated grower

**July 1, 2018:** Proposed Bill C-45, The Cannabis Act – address the regulation, sale and cultivation of recreational cannabis

**July 1, 2018:** Proposed Bill C-46, Act to amend the Criminal Code – address offences related to the conveyance of cannabis

Municipal involvement will be required in the following areas: business licensing, Building Code, workplace safety, land use zoning, enforcement of regulations. Possible preparation for legalizing cannabis includes:

- ▶ Form a working group of stakeholders to prepare for legalizing cannabis
- ▶ Develop draft land use bylaw amendments for land use and development standards
- ▶ Review business licensing for potential federal, provincial and municipal licenses or permits
- ▶ Review human resource policies to address cannabis regulations
- ▶ Adjust enforcement and policing for impairment

ORRSC will keep our membership updated on this issue as it progresses.

## 5. REPORTS

### (a) Executive Committee Report .....

- No Executive Committee meetings were held from June through August. A verbal report from the meeting held at 5:00 p.m. today prior to this meeting was given.

### (b) GIS Update

- The 2017 Orthophoto Project is now complete and quality control is currently in progress (building footprints included).
- The City of Brooks and Village of Duchess joined the ORRSC Urban GIS Project in 2017, and the Town of Rocky Mountain House took over their own GIS in July.

**Moved by: Fred Rattai**

THAT the Board of Directors receive the GIS update, as information.

**CARRIED**

## 6. BUSINESS

### (a) 2018 Budget Preparations

- Preparations for the 2018 Budget have begun, including:
  - Maintain 2017 mill rate for Member Fees (+/- impact, depending on total equalized assessment)
  - 1% increase to GIS (server, hardware replacements, software updates)
  - Maintain Regional Assessment Review Board Fees
  - Increase Subdivision Fees to reflect new MGA requirements for applications
  - Continue \$25,000 annual allocations to both Operating and Capital Reserves
  - Sell and replace fleet vehicle
  - Budget 2% salary increase
  - Increase Building Maintenance budget
- Following Executive Committee approval, the Proposed 2018 Budget will be brought to the December 7, 2017 Board of Directors' meeting for ratification.

**Moved by: Lorne Jackson**

THAT the Board of Directors receive the discussion on 2018 budget preparations, as information.

**CARRIED**

### (b) ORRSC Council and CAO Orientations – Post Election

- The Director thanked Board members for their service, and wished them well in the upcoming election in October. Councils will receive mandatory training from the province following the election, but ORRSC will supplement this with a more detailed planning orientation in the new year. The Director also plans to appear as a delegation before individual municipal councils to review ORRSC services.

**7. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 6-month period:  
January 1 - June 30, 2017**

- ORRSC financial situation is relatively healthy, with an expected surplus of approximately \$34,000 at year end.

**Moved by: John Connor**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 6-month period: January 1 - June 30, 2017, as information. **CARRIED**

**8. ADJOURNMENT**

**Moved by: David Hawco**

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, December 7, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:

