

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
MARCH 27, 2018  
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Discussion on Airport
  - Email from Pincher Creek Emergency Services, dated February 23, 2018

C. MINUTES

1. Council Committee Meeting Minutes
  - March 8, 2018
2. Special Council Meeting Minutes
  - March 9, 2018
3. Council Committee Meeting Minutes
  - March 12, 2018
4. Council Committee Meeting Minutes
  - March 13, 2018
5. Council Meeting Minutes
  - March 13, 2018
6. Special Council Meeting Minutes
  - March 15, 2018

D. UNFINISHED BUSINESS

1. Post Evacuation Access to Animals
  - Letter from Blaine Marr, received March 3, 2018
2. Landfill Road Maintenance Fee
  - Report from Director of Operations, dated March 21, 2018
  - Report from Director of Operations, dated February 21, 2018

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations
  - a) Snow Program
    - Email from Martha Paridaen, dated February 21, 2018, with report from Director of Operations, dated March 6, 2018
    - Letter from Leonard and Eileen McGlynn, dated February 22, 2018
    - MD of Pincher Creek Facebook posts, from February 24, 2018
    - Email from Kate Puch, dated February 25, 2018
    - Email from Karina Cail, dated February 26, 2018
    - Email from Paul Johnson, dated March 5, 2018
  - b) Occupational Health and Safety Legislation Changes
    - Report from Director of Operations, dated March 15, 2018
  - c) Operations Report
    - Report from Director of Operations, dated March 21, 2018
    - Public Works Call Log
    - Capital List and Summary, dated March 20, 2018, Beaver Mines Water/Wastewater Project
2. Planning and Development
  - a) Planning Bylaws
    - Report from Director of Development and Community Services, dated March 20, 2018
3. Finance

4. Municipal

a) Interim Chief Administrative Officer Report

- Report from Interim Chief Administrative Officer, dated March 20, 2018
- Administration Call Log

F. CORRESPONDENCE

1. For Action

a) Letter of Support for a Systems Approach for Regional Transportation Systems

- Letter from Lethbridge Chamber of Commerce, dated February 26, 2018

2. For Information

a) Kenow Fire Common Theme Analysis

- Letter from Alberta Municipal Affairs, dated March 9, 2018

b) Project update and Community Workshop Invitation

- Updated from AltaLink, dated March 16, 2018

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1

Alberta SouthWest

- Email from Alberta SW, dated March 15, 2018
- Minutes of March 7, 2018

Councillor Rick Lemire – Division 2

Regional Emergency Management Organization

- Minutes of March 15, 2018

Councillor Bev Everts– Division 3

Family and Community Support Services

- Habitat for Humanity Pincher Creek

Oldman River Regional Services Commission

- Minutes of December 7, 2017

Agricultural Service Board

- Minutes of January 11, 2018

Councillor Brian Hammond - Division 4

Joint Recycle Committee

- Minutes of February 26, 2018

Councillor Terry Yagos – Division 5

H. IN-CAMERA

1. Land – Laneways – FOIP Section 24;
2. Labour – Boards and Committees – FOIP Section 19;
3. Legal – Regional Emergency Management Organization – FOIP Section 21;
4. Legal – Pincher Creek Emergency Services – FOIP Section 21;
5. Legal – Citizens Concerns – FOIP Section 17

I. NEW BUSINESS

J. ADJOURNMENT

**Tara Cryderman**

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**From:** David Cox <david.cox@pincherfire.com>  
**Sent:** Friday, February 23, 2018 3:15 PM  
**To:** Tara Cryderman  
**Subject:** presenting at an MD council meeting

Hi Tara,

I would like to make a presentation to the MD council in regards to the airport.

Can you let me know the process for this?

Would you require a copy of the presentation and by what date prior to the council meeting?

David Cox  
Chief  
Pincher Creek Emergency Services Commission  
Office 1-403-627-5333

david.cox@pincherfire.com

**MINUTES  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
MARCH 8, 2018**

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

**Staff:** Interim Chief Administrative Officer/Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

**From Parks Canada:**

Superintendent Ifan Thomas, Business Continuity Joe Fontura, Incident Command Team Scott Murphy, and Director of Emergency Management Dennis Madsen

Reeve Quentin Stevick called the meeting to order, the time being 2:58 pm.

1. Approval of Agenda

Councillor Terry Yagos

Moved that the Council Committee Agenda for March 8, 2018, be approved as presented.

Carried

2. In Camera

Councillor Rick Lemire

Moved that Council, Staff and Parks Canada Representatives move In-Camera, under FOIP Section 19, the time being 2:59 pm.

Carried

Councillor Terry Yagos

Moved that Council, Staff and Parks Canada move out of In-Camera, the time being 5:13 pm.

Carried

3. New Business

There was no new business added to the agenda.

4. Adjournment

Councillor Rick Lemire

Moved that the Council Committee Meeting adjourn, the time being. 5:14 pm.

Carried

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**MARCH 9, 2018**

8946

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Friday, March 9, 2018, at 11:00 am, in the Administration Building, in the Town of Pincher Creek, Alberta.

Notice of the meeting was given by person to each Councillor and a signed Waiver of Notice Form is attached to and forms part of these minutes.

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

**STAFF** Interim Chief Administrative Officer/Director of Development and Community Services Roland Milligan

Reeve Quentin Stevick called the Special Council Meeting to order, the time being 11:01 am.

**A. ADOPTION OF AGENDA**

Councillor Rick Lemire 18/141

Moved that the Special Council Meeting Agenda, for March 9, 2018, be approved as presented.

Carried

**B. IN CAMERA**

Councillor Bev Everts 18/142

Moved that Council move In-Camera, under FOIP Section 19, time being 11:02 am.

Carried

Councillor Rick Lemire 18/143

Moved that Council move out of In-Camera, the time being 11:42 am.

Carried

**C. NEW BUSINESS**

Councillor Brian Hammond 18/144

Moved that Council accept the agreement, as discussed In-Camera.

Carried

**D. ADJOURNMENT**

Councillor Terry Yagos 18/145

Moved that Council adjourn the meeting, the time being 11:45 am.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
MARCH 12, 2018**

**Present:** Reeve Quentin Stevick, Councillors Brian Hammond, Bev Everts, and Terry Yagos

**Absent:** Councillor Brian Hammond

**Staff:** Interim Chief Administrative Officer/Director of Development and Community Services  
Roland Milligan, and Executive Assistant Tara Cryderman

**From Agriculture and Forestry:**  
Director Morgan Kehr, Forestry Manager Ross Spence, Wildfire Prevention Officer  
Kevin Topolnicki, Wildfire Operations Officer Sean MacNeil

Reeve Quentin Stevick called the meeting to order, the time being 1:57 pm.

1. Approval of Agenda

Councillor Terry Yagos

Moved that the Council Committee Agenda for March 12, 2018, be approved as presented.

Carried

2. In Camera

Councillor Bev Everts

Moved that Council, Staff and Agriculture and Forestry Representatives move In-Camera, under FOIP Section 19, the time being 1:59 pm.

Carried

Councillor Terry Yagos

Moved that Council, Staff and Agriculture and Forestry Representatives move out of In-Camera, the time being 3:18 pm.

Carried

3. New Business

Table Top Exercise

Councillor Brian Hammond

Moved that Council recommend to the Regional Emergency Management Organization Committee that Agriculture and Forestry be contacted, with relation to their involvement with further Table Top Exercises.

Carried

Councillor Bev Everts

Moved that Council recommend to the Emergency Services Commission that the existing Mutual Aid Agreement between the Alberta Agriculture and Forestry and the Emergency Services Commission be revisited.

Carried

4. Adjournment

Councillor Terry Yagos

Moved that the Council Committee Meeting adjourn, the time being 3:25 pm.

Carried

**MINUTES  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
MARCH 13, 2018**

**Present:** Reeve Quentin Stevick, Councillors Brian Hammond, Bev Everts, and Terry Yagos, Councillor Rick Lemire as entered into the Minutes

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

**Other:** Fire Chief Dave Cox  
CIBC Wood Gundy, Todd Poland

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

1. Approval of Agenda

Councillor Bev Everts

Moved that the agenda for the Council Committee Meeting for March 13, 2018, be approved as presented.

Carried

2. 2018 Mill Rate Discussion – Part 2

Further discussion regarding the 2018 Mill Rate occurred.

Councillor Brian Hammond shared two spreadsheets.

Consensus was that Finance be directed to proceed with Option 2 and Option 4 for comparison purposes.

3. In-Camera (9:45 am)

Councillor Terry Yagos

Moved that Council, Staff and Chief Cox, move In-Camera, under FOIP Section 21, the time being 9:47 am.

Carried

Councillor Terry Yagos

Moved that Council, Staff and Chief Cox moved out of In-Camera, the time being 10:31 am.

Carried



4. Investment Update (10:30 am)

Todd Poland, with CIBC Wood Gundy, presented an investment update to Council.

5. In Camera Session Continued

Councillor Terry Yagos

Moved that Council, Staff and Chief Cox, move In-Camera, under FOIP Section 21, the time being 11:07 am.

Carried

Councillor Terry Yagos

Moved that Council, Staff and Chief Cox moved out of In-Camera, the time being 12:00 pm.

Carried

6. Roundtable

Councillor Brian Hammond

- Snow Removal

Councillor Terry Yagos

- Review of Policies

Councillor Bev Everts

- Laneway request from Beaver Mines Community Association

Reeve Quentin Stevick

- Snow Removal

7. Adjournment

Councillor Rick Lemire attended the meeting, the time being 12:33 pm.

Councillor Terry Yagos

Moved that the meeting adjourn, the time being 12:35.

Carried

MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
COUNCIL MEETING  
MARCH 13, 2018

8947

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, March 13, 2018, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

STAFF Interim Chief Administrative Officer/Director of Development and Community Services Roland Milligan, Director of Finance Janene Felker, Director of Operations Leo Reedyk, 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 Terry Yagos 18/146

Moved that the Council Agenda for March 13, 2018, be amended, the amendment as follows:

Addition to Municipal E.4(c) – Beaver Mines Wastewater Options;  
Addition to In-Camera H.4 – Labour – Personnel – FOIP Section 19;

And that the agenda be approved, as amended.

Carried

B. DELEGATIONS

1. Post Evacuation Access to Animals

Blaine Marr attended the meeting to discuss access to animals after an evacuation.

Mr. Marr asked that Council respond to the posed questions, in his submission, no later than May 31, 2018.

Mr. Marr mentioned the Licence of Occupation program and some invoices he has received.

C. MINUTES

1. Meeting Minutes

Councillor Terry Yagos 18/147

Moved that the following be approved as presented:

- Council Committee Meeting Minutes
  - February 27, 2018
- Council Committee Meeting Minutes
  - March 6, 2018
- Special Council Meeting Minutes
  - February 26, 2018
- Council Meeting Minutes
  - February 27, 2018
- Special Council Meeting Minutes
  - February 28, 2018
- Special Council Meeting Minutes
  - March 2, 2018
- Special Council Meeting Minutes
  - March 6, 2018

Carried

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D. UNFINISHED BUSINESS

1. Heritage Acres Farm Museum Update

Councillor Bev Everts 18/148

Moved that the Powerpoint Presentation shown February 27, 2018, and the letter from Heritage Acres dated February 16, 2018, be received as information;

And that a letter be forwarded to the Heritage Acres, thanking them for their presentation.

Carried

2. Request for Delegation

Councillor Terry Yagos 18/149

Moved that the speaking notes of February 27, 2018, and the email from Diana Reed, dated February 21, 2018, be received;

And that a response be returned, answering her concerns.

Carried

3. Snow Clearing

Councillor Brian Hammond 18/150

Moved that the report from Director of Operations, dated March 6, 2018, and the email from Martha Paridaen, dated February 21, 2018, be received;

And that this item be postponed until the March 27, 2018 Council Meeting.

Carried

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations

a) Operations Report

Councillor Terry Yagos 18/151

Moved that the Operations report from the Director of Operations, for the period dated February 23, 2018 to March 7, 2018, as well as the Public Works Call Log, be received as information.

Carried

2. Planning and Development

Nil

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3. Finance

a) Statement of Cash Position

Councillor Terry Yagos 18/152

Moved that the Statement of Cash Position for the month of February 2018, be received as information.

Carried

4. Municipal

a) Asset Management for Elected Officials: The Strategic Basics

Councillor Terry Yagos 18/153

Moved that the email from AAMDC, dated March 8, 2018, regarding Asset Management for Elected Officials, be received;

And that any Councillors, and Staff, wishing to attend, be authorized to do so.

Carried

b) Interim Chief Administrative Officer Report

Councillor Brian Hammond 18/154

Moved that Council receive for information, the Interim Chief Administrative Officer's report for the period of March 1, 2018 to March 8, 2018, as well as the MD of Pincher Creek Policing Monthly Report for February 2018 and the Administration Call Log.

Carried

c) Beaver Mines Wastewater Project

Councillor Terry Yagos 18/155

Moved that Council authorize MPE Engineering Ltd. to commence preliminary discussions with the Town of Pincher Creek regarding Wastewater Options for the Wastewater portion of the Beaver Mines Water and Wastewater Project.

Carried

F. CORRESPONDENCE

1. Action

a) Emergency Preparedness Event

Councillor Rick Lemire 18/156

Moved that that email from Town of Pincher Creek, dated March 5, 2018, regarding Emergency Preparedness Event, scheduled for May 8, 2018, be received;

And that a response be provided to the Town of Pincher Creek indicating that the MD of Pincher Creek is willing to participate;

And further that any Councillors, or Staff, wishing to attend the event, be authorized to do so.

Carried

b) Spring 2018 Submitted Resolutions

Councillor Bev Everts 18/157

Moved that the member Bulletin March 1, 2018, and the resolutions for the AAMDC Spring 2018 Convention, be received as information.

Carried

c) Pincher Creek Community Hall Society AGM Invitation to Attend

Councillor Brian Hammond 18/158

Moved that the letter from Pincher Creek Community Hall Society, dated February 26, 2018, regarding the invitation to the AGM for the Pincher Creek Community Hall Society, be received;

And that any Councillors wishing to attend the AGM for the Pincher Creek Community Hall, be authorized to do so.

Carried

d) Road Concerns

Councillor Brian Hammond 18/159

Moved that the letter from Leonard and Eileen McGlynn, dated February 22, 2018, regarding their road concerns, be postponed to the March 27, 2018 Council Meeting.

Carried

2. For Information

a) South Region Winter Newsletter 2018

Councillor Brian Hammond 18/160

Moved that the email from Alberta Emergency Management Agency, dated March 5, 2018, regarding the South Region Winter Newsletter 2018, be received as information.

Carried

b) Crowsnest Pincher Creek Landfill Association Application # 009-18701

Councillor Terry Yagos 18/161

Moved that the letter from the Town of Pincher Creek, dated February 22, 2018, regarding Application #009-18701, be received as information.

Carried

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c) Volunteer Week

Councillor Brian Hammond 18/162

Moved that the letter from Town of Pincher Creek, dated March 1, 2018, regarding the Volunteer Luncheon, be received;

And that any Councillor wishing to attend the Volunteer Luncheon, scheduled for April 18, 2018, be authorized to do so.

Carried

d) Training Workshops for Local Businesses

Councillor Bev Everts 18/163

Moved that the email from Town of Pincher Creek, dated March 5, 2018, regarding Training Workshops, be received as information.

Carried

e) Police Advisory Committee Agenda Package

Councillor Terry Yagos 18/164

Moved that the Agenda Package, February 12, 2018, for the Police Advisory Committee Agenda, be received as information.

Carried

f) Biodiversity Management Framework

Councillor Brian Hammond 18/165

Moved that the letter from Municipal District of Willow Creek No. 26, dated February 7, 2018, regarding the Biodiversity Management Framework, be received as information.

Carried

g) 2017 Year in Review

Councillor Brian Hammond 18/166

Moved that the information from Genesis, regarding the 2017 Year in Review, be received as information.

Carried

h) Thank You Letter – Pincher Creek Community Centre Hall Society

Councillor Bev Everts 18/167

Moved that the thank you letter, dated February 26, 2018, from the Pincher Creek Community Hall Society, be received as information.

Carried

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G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1  
 Alberta SouthWest Regional Alliance  
 Award of Excellence – Alberta Transportation

Councillor Rick Lemire – Division 2  
 Pincher Creek Foundation

Councillor Bev Everts– Division 3  
 Beaver Mines Community Association  
 - Minutes of December 16, 2017  
 - Minutes of February 17, 2018  
 Castle Mountain Community Association  
 - Newsletter, Issue 4  
 Agricultural Service Board

Councillor Brian Hammond - Division 4  
 Emergency Services Commission

Councillor Terry Yagos – Division 5  
 Crowsnest / Pincher Creek Landfill Association  
 - Notice of Annual General Meeting  
 Lundbreck Citizens Association

Councillor Terry Yagos 18/168

Moved that the committee reports be received as information.

Carried

H. IN CAMERA

Councillor Terry Yagos 18/169

Moved that Council and Staff move In-Camera, the time being 2:45 pm, to discuss the following issues:

1. Legal – Agreement – FOIP Section 21
2. Labour – Personnel – FOIP Section 19
3. Labour – Personnel – FOIP Section 19
4. Legal –Citizen Concern – FOIP Section 17

Carried

Councillor Terry Yagos 18/170

Moved that Council and Staff move out of In-Camera, the time being 3:52 pm.

Carried

I. NEW BUSINESS

1. 2017 Cemetery Invoice

Councillor Terry Yagos 18/171

Moved that the report from the Director of Finance, dated March 7, 2018, regarding the 2017 Cemetery Invoice be received;

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And that Council deny the payment of the Town of Pincher Creek invoice as the MD of Pincher Creek has already made the 2017 contribution that was communicated to the Town of Pincher Creek on various occasions in 2016.

Carried

2. Interim Chief Administrative Officer

Councillor Rick Lemire

18/172

Moved that Council recognizes the additional role and responsibilities to the Interim Chief Administrative Officer Roland Milligan and enacts Policy 161 Subordinate Assuming a Supervisor's Position – Non-Union Staff, effective March 1, 2018.

Carried

J. IN CAMERA

Councillor Terry Yagos

18/173

Moved that Council and Staff move In-Camera, the time being 4:02 pm, to discuss the following issue:

1. Legal –Citizen Concern – FOIP Section 17

Carried

Councillor Terry Yagos

18/174

Moved that Council and Staff move out of In-Camera, the time being 4:32 pm.

Carried

K. ADJOURNMENT

Councillor Terry Yagos

18/175

Moved that Council adjourn the meeting, the time being 4:33 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**  
**MARCH 15, 2018**

8954

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday, March 15, 2018, at 1:00 pm, in the Administration Building, in the Town of Pincher Creek, Alberta.

Notice of the meeting was given by person to each Councillor and a signed Waiver of Notice Form is attached to and forms part of these minutes.

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

**STAFF** Interim Chief Administrative Officer/Director of Development and Community Services Roland Milligan

Reeve Quentin Stevick called the Special Council Meeting to order, the time being 12:57 pm.

**A. ADOPTION OF AGENDA**

Councillor Rick Lemire 18/176

Moved that the Special Council Meeting Agenda, for March 15, 2018, be approved as presented.

Carried

**B. IN CAMERA**

Councillor Bev Everts 18/177

Moved that Council move In-Camera, under FOIP Section 19, time being 12:58 pm.

Carried

Councillor Brian Hammond 18/178

Moved that Council move out of In-Camera, the time being 1:43 pm.

Carried

**C. NEW BUSINESS**

No resolutions were presented for consideration.

**D. ADJOURNMENT**

Councillor Terry Yagos 18/179

Moved that Council adjourn the meeting, the time being 1:44 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

D1

Purpose of this group: Started as requested by Blaine Marr. Our original goal was to understand and identify post evacuation access to animals after a disaster, not limited to fire in each MD/area where our animals are. We discovered in order to achieve this we would need to understand policy and procedure prior to a disaster/preventative action plans to ensure people and livestock safety in the event of a disaster.

Note: Disaster to be defined as any issue that might affect livestock and the need to confine, move, and evacuate all livestock in our area. We want to ensure we have the plans in place, as well as when we can re-enter to ensure animal welfare is not compromised.

Discovery/Questions to ask your local MD, County Counsellor or Ag Services Board:

1. Do you have a current Emergency Response Plan and one that includes livestock?
2. Who has an emergency services extension: Who are they?
3. Where is our 911 dispatch located?
4. Is there a current and up to date process and plan for re-entry to ensure animal welfare is not compromised? Plan must include WHO is in charge, when re-entry is allowed.
5. Hoping to have consistency in personnel and rational.
6. Is there a group or organization in the area that is currently responsible for this and who are they? Do they own this plan or is it shared or defined by another governing body?
7. Are local farmers and ranchers part of any of the plans that are currently in place with any of the groups? If not can this change?
8. Community education and information sessions? Is this happening? If not can it?
9. Utility Companies: Where do they fit in the plan? Are they included in the disaster plans?
10. Communication: in the event of a disaster: Whom do we call (Does everyone know who this is? What form of communication is used?) Who is in charge? Where do we go? Where are the animals to go? How are animals inventoried if moved to an evacuation site?
11. Emergency Response Communication: how current is this and are animals part of this?

MD OF PINCHER CREEK

MARCH 21, 2018

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TO: Roland Milligan, Interim Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: LANDFILL ROAD MAINTENANCE AGREEMENT DRAFT

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**1. Origin:**

At their February 27, 2018 meeting Council reviewed the past terms of the Landfill Road Maintenance Agreement.

Council passed Resolution 18/100 that states:

“Moved that the report from the Director of Operations, dated February 21, 2018, regarding the Landfill Road Maintenance Fee, be received;

And that the Municipal District of Pincher Creek No. 9 enters into a Landfill Road Maintenance Agreement with the Crowsnest / Pincher Creek Landfill Association, for the years 2018-2022, with the following amendment:

The Association shall:

1. Pay to the Municipality on an annual basis 90% of the actual maintenance costs, associated with the road...”

Council also passed Resolution 18/101 that states:

“Moved that this item be postponed until the next Council meeting, pending the submission of a draft agreement for Councils consideration.”

**2. Background:**

In order to enter a percentage into the statement rather than a number, Administration also edited section two under the “The Municipality shall: ...

2. Annually, at the end of the year, provide the association with a cost analysis of maintaining the Landfill Road for the previous year.”

In using the term Maintenance it could be inferred that this is regular routing work to maintain the road. In 2018 and 2019 a segment of the Landfill Road is scheduled to

undergo a significant capital restoration that could cost as much as \$1,000,000. It would be prudent to inform the Landfill of Council's intent to include this in the Maintenance costs if that is Council's intent.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 21, 2018 regarding the Landfill Road Maintenance Agreement Draft be received;

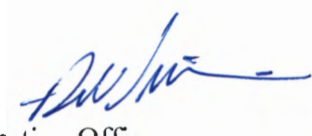
AND THAT Council direct administration how to respond to the Crowsnest/Pincher Creek Landfill Association on the proposed Landfill Road Maintenance Agreement.

Respectfully Submitted,



Leo Reedyk

Attachments



Reviewed by: Roland Milligan, Interim Chief Administrative Officer

Date: 2018/03/21

## AGREEMENT

### LANDFILL ROAD MAINTENANCE

**BETWEEN THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**P.O. BOX 279, PINCHER CREEK, ALBERTA T0K 1W0**  
(hereinafter referred to as the "Municipality")

-And -

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION**  
**P.O. BOX 668, PINCHER CREEK, ALBERTA T0K 1W0**  
(hereinafter referred to as the "Association")

**WHEREAS:** The Municipality incurs expenses for the ongoing maintenance of the road from the Landfill site in the NW 8-7-1-W5M access, north on RR 1-5 to TR 7-2, west on TR 7-2 to RR 2-0, north on RR 2-0 to TR 7-4 (Highway 3A), east on TR 7-4 (Highway 3A) to Highway 3 (hereinafter referred to as the "Landfill Road").

**WHEREAS:** The majority of the traffic on the Landfill Road is accessing the landfill site.

**NOW THEREFORE:** The Municipality and the Association, in consideration of the premises and mutual covenants, conditions and terms herein contained, agree with each other as follows:

**The Association shall:**

1. Pay to the Municipality on an annual basis 90% of the actual maintenance costs, associated with the road for a period of five (5) years starting January 1, 2018 through December 31, 2022 for maintenance provided by the Municipality on the Landfill Road. Payments will be made by July 1<sup>st</sup> of each year based on the previous year's expenses.
2. At the end of the five year period enter into negotiations with the Municipality for future compensation to the Municipality, on maintenance on the landfill road based on actual costs incurred.

**The Municipality shall:**

1. Be responsible for regular road maintenance required on the Landfill Road for summer and winter maintenance for the 2018 to 2022 five (5) year period.

2. Annually, at the end of the year, provide the Association with a cost analysis of maintaining the Landfill Road for the previous year.
3. Enter into negotiations with the Association at the end of the five (5) year period for future road cost sharing of expenses incurred on maintaining the Landfill Road.

**SIGNED AND SEALED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

MUNICIPAL DISTRICT OF  
PINCHER CREEK NO. 9

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CAO

THE CROWSNEST/PINCHER CREEK  
LANDFILL ASSOCIATION

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MANAGER

MD OF PINCHER CREEK

FEBRUARY 21, 2018

---

TO: Wendy Kay, CAO  
 FROM: Leo Reedyk, Director of Operations  
 SUBJECT: LANDFILL ROAD MAINTENANCE FEE

---

**1. Origin:**

The Municipal District has an agreement with the Crowsnest/Pincher Creek Landfill Association for maintenance on the Landfill Road. The Landfill Road is described as the portion of RR 1-5 north of the Landfill to TR 7-2, west on TR 7-2 to RR 2-0 then north on RR 2-0 to TR 7-4 (Highway 3A), east on TR 7-4 to Highway 3.

**2. Background:**

The existing agreement (attached), was for a five year period, 2013 to 2017. The agreement indicates that after the five year period that the municipality will provide a cost analysis of the cost to maintain the road and enter into negotiations with the Landfill Association for future cost sharing of expenses associated with the Landfill Road.

Annual costs analysis associated with the Landfill Road are attached and include the cost of pavement maintenance, grass cutting, plowing snow, and drainage system maintenance. The average cost of maintenance from 2013 to 2017 is \$28,985 per year.

Although most of the traffic on the Landfill Road is associated with the Landfill, not all traffic is. A letter should be sent to the Crowsnest/Pincher Creek Landfill Association indicating Council's position on the road maintenance fee.

**3. Recommendation:**

THAT the report from the Director of Operations, dated February 21, 2018 regarding the Landfill Road Maintenance Fee be received;

AND THAT Council direct administration how to respond to the Crowsnest/Pincher Creek Landfill Association on the proposed road maintenance fee.

Respectfully Submitted,

A handwritten signature in black ink that reads "Leo Reedyk". The signature is written in a cursive style with a large initial "L" and "R".

Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer *W Kay* Date: *February 21, 2018*



15-032  
20

2325

## **AGREEMENT**

### **LANDFILL ROAD MAINTENANCE**

**BETWEEN THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**P.O. BOX 279, PINCHER CREEK, ALBERTA T0K 1W0**  
(hereinafter referred to as the "Municipality")

- And -

**THE CROWSNES/PINCHER CREEK LANDFILL ASSOCIATION**  
**P.O. BOX 668, PINCHER CREEK, ALBERTA T0K 1W0**  
(hereinafter referred to as the "Association")

**WHEREAS:** The Municipality incurs expenses for the ongoing maintenance of the road from the Landfill site in the NW 8-7-1-W5M access, north on RR 1-5 to TR 7-2, west on TR 7-2 to RR 2-0, north on RR 2-0 to TR 7-4 (Highway 3A), east on TR 7-4 (Highway 3A) to Highway 3 (hereinafter referred to as the "Landfill Road")

**WHEREAS:** The majority of the traffic on the Landfill Road is accessing the landfill site

**NOW THEREFORE:** The Municipality and the Association, in consideration of the premises and mutual covenants, conditions and terms herein contained, agree with each other as follows:

**The Association shall:**

1. Pay to the Municipality on an annual basis TWENTY THOUSAND DOLLARS (\$20,000.00) for a period of five (5) years starting January 1<sup>st</sup>, 2013 through December 31<sup>st</sup>, 2017 for maintenance provided by the Municipality on the Landfill Road. Payments will be made by July 1<sup>st</sup> of each year with the 2013 and 2014 payment due upon signing of this agreement.
2. At the end of the five year period enter into negotiations with the Municipality for future compensation to the Municipality, on maintenance on the Landfill Road based on actual costs incurred.

**The Municipality shall:**

1. Be responsible for the regular road maintenance required on the Landfill Road for summer and winter maintenance for the 2013 – 2017 five (5) year period.

2. At the end of the five (5) year period provide to the Authority a cost analysis of maintaining the Landfill Road for the five (5) year period 2013 – 2017.
3. Enter into negotiations with the Association at the end of the five (5) year period for future cost sharing of expenses incurred on maintaining the Landfill Road.

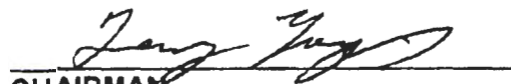
SIGNED AND SEALED this 16 day of MAY, 2015.


MUNICIPAL DISTRICT OF  
PINCHER CREEK NO. 9

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER

THE CROWSNEST/PINCHER CREEK  
LANDFILL ASSOCIATION

  
CHAIRMAN

  
MANAGER

**2013**

| <b>Phase / Activity</b> | <b>Description</b>               | <b>Type</b> |                    |
|-------------------------|----------------------------------|-------------|--------------------|
|                         |                                  |             |                    |
| <b>-002</b>             | MD Miscellaneous                 | Labour      | \$1,182.04         |
| <b>-002</b>             | MD Miscellaneous                 | Equipment   | \$759.00           |
| <b>-004</b>             | Grass Cutting                    | Equipment   | \$636.00           |
| <b>-008</b>             | Snow Removal Truck<br>Speed Plow | Equipment   | \$13,394.00        |
| <b>-009</b>             | Culverts                         |             | \$0.00             |
| <b>-013</b>             | Sign Maintenance                 | Labour      | \$221.72           |
|                         |                                  | Materials   | \$40.60            |
|                         |                                  | Equipment   | \$165.60           |
| <b>-035</b>             | Training                         | Labour      | \$64.42            |
| <b>-053</b>             | Materials Salt & Sand            | Materials   | \$950.60           |
|                         | <b>Total</b>                     |             | <b>\$17,413.98</b> |

**2014**

| <b>Phase / Activity</b> | <b>Description</b>   | <b>Type</b> | <b>Type</b>        |
|-------------------------|--|-------------|--------------------|
| <b>-001</b>             | Private Contractor   |             | \$7,625.00         |
| <b>-002</b>             | Miscellaneous MD Equipment & Labour                        |             | \$781.46           |
|                         |  |             |                    |
| <b>-004</b>             | Grass Cutting  | Equipment   | \$0.00             |
| <b>-008</b>             | Snow Removal Truck Speed Plow                              |             | \$16,044.00        |
| <b>-009</b>             | Culverts   |             | \$542.68           |
| <b>-013</b>             | Sign Maintenance   |             |                    |
|                         |  |             |                    |
|                         |  |             |                    |
| <b>-035</b>             | Training on Equipment (MD Staff, Groundforce, Global etc.) |             | \$49.77            |
|                         |  |             |                    |
| <b>Totals</b>           |  |             | <b>\$25,042.91</b> |

| <b>2015</b> |  |                    |
|-------------|--|--------------------|
|             |  | <b>Land</b>        |
| <b>-001</b> | Private Contractor                                 | \$5,639.40         |
| <b>-002</b> | Miscellaneous MD<br>Equipment & Labour             | \$163.50           |
| <b>002</b>  | MD Supplied Materials                              | \$0.00             |
| <b>-004</b> | Grass Cutting                                      | \$1,050.00         |
| <b>-008</b> | Snow Removal Truck<br>Speed Plow                   | \$10,348.00        |
| <b>-012</b> | Asphalt Patching                                   | \$11,991.35        |
| <b>-019</b> | Daily Service (Fuel Up,<br>Check oil & tires etc.) | \$14.85            |
| <b>-091</b> | Travel   | \$29.70            |
|             |  |                    |
|             |  | <b>\$29,236.80</b> |

| <b>2016</b>          |  |               |                    |
|----------------------|--|---------------|--------------------|
| <b>Activity Code</b> | <b>Description</b>                     |               | <b>Land</b>        |
| <b>-001</b>          | Private Contractor                     | Patching      | \$4,800.00         |
| <b>002</b>           | Miscellaneous MD<br>Equipment & Labour | Labour        | \$73.67            |
| <b>002</b>           | MD Supplied Materials                  | Materials     | \$269.20           |
| <b>004</b>           | Grass Cutting                          | Equipment     | \$450.00           |
| <b>008</b>           | Snow Removal Truck<br>Speed Plow       | Equipment     | \$11,001.60        |
| <b>012</b>           | Asphalt Patching                       | Subcontractor |                    |
|                      |  |               |                    |
|                      |  |               |                    |
|                      |  |               |                    |
|                      |  |               | <b>\$16,594.47</b> |

| Activity Code | Description        |                | Landfill Road | Drainage Landfill Road / Lesksosy |
|---------------|--------------------|----------------|---------------|-----------------------------------|
| 001           | Private Contractor | Misc           | \$1,332.50    | \$17,122.77                       |
| 002           | MD Equipment       | Misc           | \$267.60      | \$24,089.07                       |
| 002           | MD Labour          | Misc           |               | \$5,460.42                        |
| 004           | MD Equipment       | Grass Cutting  | \$369.27      |                                   |
| 007           | MD Equipment       | Snow Removal   | \$1,250.00    |                                   |
| 008           | MD Equipment       | Snow Removal   | \$17,150.50   |                                   |
| 008           | MD Labour          | Snow Removal   | \$145.02      |                                   |
| 009           | MD Equipment       | Culverts       | \$4,206.40    |                                   |
| 012           | MD Labour          | Patching       | \$722.30      |                                   |
| 012           | MD Equipment       | Patching       | \$2,091.25    |                                   |
| 012           | Private Contractor | Patching       | \$26,030.00   |                                   |
| 013           | MD Labour          | Signs          | \$563.88      |                                   |
| 013           | MD Equipment       | Signs          | \$231.70      |                                   |
| 017           | MD Equipment       | Flagging       | \$569.88      |                                   |
| 017           | MD Labour          | Flagging       | \$264.80      |                                   |
| 022           | MD Labour          | Temp Snowfence | \$150.08      |                                   |
| 054           | Project Supplies   | Misc           |               | \$11,826.95                       |
| 060           | MD Supplies        | Materials      | \$494.52      | \$2,179.20                        |
| 060           | MD Equipment       | Gravel         | \$799.20      |                                   |

**\$56,638.90**

**\$60,678.41**

**Landfill Road Costs for 2017**

**\$117,317.31**

FEBRUARY 21, 2018

---

TO: Wendy Kay, CAO  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: LANDFILL ROAD MAINTENANCE FEE

---

**1. Origin:**

The Municipal District has an agreement with the Crowsnest/Pincher Creek Landfill Association for maintenance on the Landfill Road. The Landfill Road is described as the portion of RR 1-5 north of the Landfill to TR 7-2, west on TR 7-2 to RR 2-0 then north on RR 2-0 to TR 7-4 (Highway 3A), east on TR 7-4 to Highway 3.

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The existing agreement (attached), was for a five year period, 2013 to 2017. The agreement indicates that after the five year period that the municipality will provide a cost analysis of the cost to maintain the road and enter into negotiations with the Landfill Association for future cost sharing of expenses associated with the Landfill Road.

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Although most of the traffic on the Landfill Road is associated with the Landfill, not all traffic is. A letter should be sent to the Crowsnest/Pincher Creek Landfill Association indicating Council's position on the road maintenance fee.

**3. Recommendation:**

THAT the report from the Director of Operations, dated February 21, 2018 regarding the Landfill Road Maintenance Fee be received;

AND THAT Council direct administration how to respond to the Crowsnest/Pincher Creek Landfill Association on the proposed road maintenance fee.



Respectfully Submitted,



Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer



Date: February 21, 2018

1-5-03  
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2325

**AGREEMENT**

**LANDFILL ROAD MAINTENANCE**

**BETWEEN THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
P.O. BOX 279, PINCHER CREEK, ALBERTA T0K 1W0  
(hereinafter referred to as the "Municipality")**

- And -

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION  
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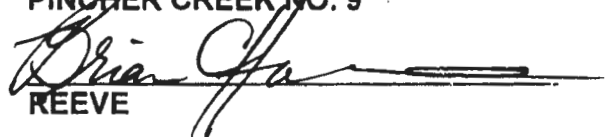
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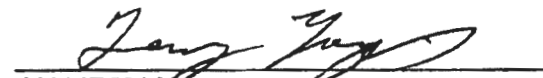
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MUNICIPAL DISTRICT OF  
PINCHER CREEK NO. 9

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER

THE CROWSNEST/PINCHER CREEK  
LANDFILL ASSOCIATION

  
CHAIRMAN

  
MANAGER

**2013**

| <b>Phase / Activity</b> | <b>Description</b>               | <b>Type</b> |                    |
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| <b>2015</b> |  |                    |
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| <b>-091</b> | Travel   | \$29.70            |
|             |  |                    |
|             |  | <b>\$29,236.80</b> |

| 2016          |  |               |                    |
|---------------|--|---------------|--------------------|
| Activity Code | Description                            |               | Land               |
| -001          | Private Contractor                     | Patching      | \$4,800.00         |
| 002           | Miscellaneous MD<br>Equipment & Labour | Labour        | \$73.67            |
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|               |  |               |                    |
|               |  |               |                    |
|               |  |               |                    |
|               |  |               | <b>\$16,594.47</b> |

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|---------------|--------------------|----------------|---------------|-----------------------------------|
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| 002           | MD Equipment       | Misc           | \$267.60      | \$24,089.07                       |
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| 017           | MD Labour          | Flagging       | \$264.80      |                                   |
| 022           | MD Labour          | Temp Snowfence | \$150.08      |                                   |
| 054           | Project Supplies   | Misc           |               | \$11,826.95                       |
| 060           | MD Supplies        | Materials      | \$494.52      | \$2,179.20                        |
| 060           | MD Equipment       | Gravel         | \$799.20      |                                   |

**\$56,638.90**

**\$60,678.41**

**Landfill Road Costs for 2017**

**\$117,317.31**



**Tara Cryderman**

---

**From:** MDInfo  
**Sent:** Wednesday, February 21, 2018 11:38 AM  
**To:** Tara Cryderman  
**Subject:** FW: Contact Form

Council – Correspondence - Action

**From:** info@mdpincercreek.ab.ca [mailto:info@mdpincercreek.ab.ca]  
**Sent:** February 16, 2018 10:55 AM  
**To:** MDInfo <MDInfo@mdpincercreek.ab.ca>  
**Subject:** Contact Form

Site: mdpincercreek.ab.ca  
Name: Martha Paridaen  
Subject: Contact Form

Text: Good Morning, I would like to direct my question to the Reeve, Mr. Stevick,: Why have we not had a snowplow on our MD road since last week? I do not complain very often, especially about the roads, because the last time I did, the grader operator carved a trench between the MD road and the gate to my quesrter section. We get precious little for our tax dollars and in the very least we need our roads to be safe and passable. This has not been the case this winter of 2017/18. Toiday the road is not passable I cannot get to work and to my Doctor appointment. Thank goodness this is not an emergency, but I hate to see the ramifications when in fact there is an emergency. You cannot expect our friends, our neighbor ranchers to keep the road cleared, as they have most generously been doing in order to feed cattle and get children to the bus. Please do the job we pay exhorbitant taxes for. Martha Paridaen 403 1/4 Section 28, Township 8, Range 1, West 5th M.  
Reason: Question

## MD OF PINCHER CREEK

MARCH 6, 2018

---

TO: Roland Milligan, CAO  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: MARTHA PARIDAEN LETTER

---

**1. Origin:**

At their February 27, 2018 meeting, Council received a request for information on snow removal operations (attached).

**2. Background:**

The winter of 2017/2018 has brought significant amounts of snowfall across the Municipality. In addition, severe winds have added to the snow removal effort required to remove drifts. Ms. Paridaen indicates in her letter that neighbours plowed out the road to access cattle and to bring kids to the school bus. This is a priority 2 road as First Student has not requested this road be part of the school bus routes.

Ms. Paridaen's request for information, dated February 16, 2018, was during one of the gusty periods following a snowfall event. Contrary to her letter, our operator had cleared the full length of the road on February 10<sup>th</sup>, and on February 12<sup>th</sup> cleared the first ½ of the road and the full road again on the 16<sup>th</sup>. The first half of the road down the hill being the worst segment of that road.

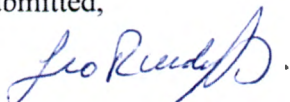
In our response, Ms. Paridaen should be reminded, that unless approved by the Public Works Superintendent, residents are not permitted to do work on the Municipal District's roads.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 6, 2018, regarding the Martha Paridaen Letter be received as information.

Respectfully Submitted,

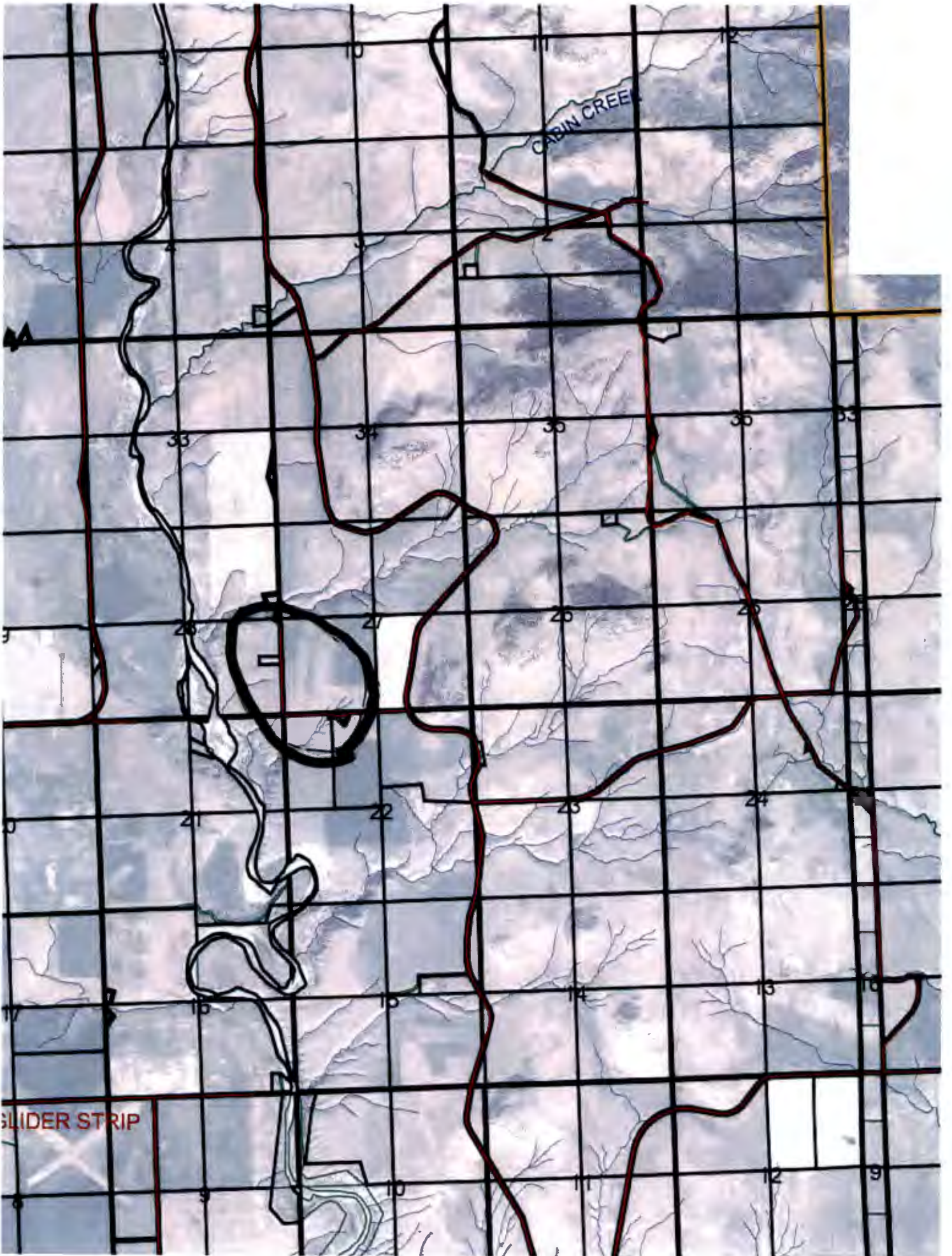
Leo Reedyk



Attachments

Reviewed by: Roland Milligan, Interim Chief Administrative Officer

Date: 2018/03/08



Roland

RECEIVED

MAR - 6 2018

F1d

M.D. OF PINCHER CREEK Feb 22, 2015

MD Council Pincher Creek #9

After numerous calls to the MD Shop personnel, different councillors, & speaking to the maintainer operator we were advised to write to the Council. The Superintendent (Stu) & Assistant Superintendent (Jared) have been out to assess some of the issues.

During the summer many concerns were voiced:


- no crown on the road
- grass allowed to encroach onto the road
- the road is lower than the sides allowing water to stay on the road instead of draining into the ditch.
- washboards are almost never cut out in Div. 2 while Div. 1 operator does a great job.

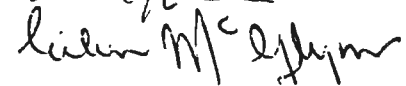
The thaw after the Nov. 2017 snow storm resulted in water running down the middle of the Crook Road west of Fishburn Community Hall leaving ruts that could cause a serious accident. This was a result of no crown on the road plus the grass issue. We notified the shop & Mr. Pitcher came out and our maintainer came out that morning & repaired the road.

On Feb 15 2018 Leonard talked to Leo about the mess on the foothills Park Road, which is a high traffic road. Some less priority roads were being plowed. Where possible snow should be piled on the east side of the roads & crossroads cleaned properly.

Does the MD have a road maintenance plan in summer or is it fit & miss?

[REDACTED] Trusting all or some of these concerns will be addressed sooner than later.

Leonard McGlynn: 

Eileen McGlynn: 



### MD of Pincher Creek No 9



Published by Tara Pierson Cryderman [?] · 24 February at 11:39 · 🌐

The MD Snow Removal Protocol is being followed. The MD has the following equipment out, doing their best to open the roads:

- 9 Graders
- 1 Dozer
- 1 Industrial Snow Blower
- 2 Plow Trucks

Plus private contractors have been secured, with additional equipment.

Today, the priority is to get to as many roads as possible. Tomorrow, Sunday, unless the weather becomes a factor again, Priority 1 Roads will be at the top of the list, as per protocol.

👤 643 people reached

Boost Post



Like



Comment



Share



👤 Leah Dietze, Tracey Fukumoto and 23 others

Chronological ▾

5 shares



**Megan Smith** Keep up the good work guys and gals! I know this has been a few hard weeks.

Like · Reply · Message · 3w



2



**Tracey Fukumoto** Great job everyone 😊😊 👍 1

Like · Reply · Message · 3w



**Hilary Baker** Snow removal was excellent!

Like · Reply · Message · 3w



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**Tara Cryderman**

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**Subject:** FW: Kate & Martin Puch

**From:** Martin & Kate Puch [mailto: ]  
**Sent:** February 25, 2018 10:44 AM  
**To:** Brian Hammond <CouncilDiv4@mdpincercreek.ab.ca>; Wendy Kay <wkay@mdpincercreek.ab.ca>  
**Subject:** Kate & Martin Puch

Good Morning!

I'm really not one to complain, but as a MD resident that travels to town to work 5 days a week I'd like to share my insight of the roads I travel and their condition.

This is not directed to Winter Only, its year round. Unfortunately this winter has been awful and really brought this email to a head! Do we not send our grader operators to a course to learn or upgrade their skills? Quite honestly I think I could do a better job with a tractor. We live on a bus route and its awful! We have ample gravel put on the road throughout, but when graded it seems to get pushed to the side leaving washboards. We have continuously seen our operator stop in mid section of a road to turn around leaving a ridge, creating a hazardous speed bump! The operator really doesn't seem to have any knowledge or even questioning his confidence of what he is doing.

Yes, this winter has been nasty and unusual but if it wasn't for Martin or Berwin Lewis keeping RR 30-01 open with their tractors to the ring road we would have a safety problem as our operator cannot seem to grade our road correctly in winter conditions.

I really encourage you Brian and some of the MD public works admin to come out and look at your roads that your operators are maintaining, I truly believe its time to get better operators or send them to a course.

Again, I'm not a complainer but it really is getting to be a safety issue travelling in Division 4!

I look forward to hearing from someone this week.

Regards,  
Kate Puch

## MDInfo

---

**From:** K Cail  
**Sent:** Monday, February 26, 2018 9:28 AM  
**To:** MDInfo  
**Subject:** No snow fencing in Patton Park  
**Attachments:** Patton Park-Tabloid scale drawing marked up.pdf; yard 1.jpg; yard 2.jpg

Good Morning,

My name is Karina Cail, our family lives at #11 Patton Place in Lundbreck. I am emailing you today because I am very disappointed that snow fencing was not placed in Patton Park like previous years. When we noticed the M.D didn't install the snow fencing I called and talked to someone in the maintenance department at the M.D at that time I was told no snow fencing would be installed due to the new underground sprinkler system in Patton Park. First of all I think that was a poor excuse as snow fencing should be angled to help with west winds and could be placed west of the track away from the water lines. I have marked up a drawing of Patton Park and highlighted in yellow where the fencing should have been placed. I am also a Director with the Patton Park Society and know the M.D has marked up drawings of where the water lines are placed so there wouldn't have been a issue with striking the lines when installing the support posts.

I now have the issue of 10-12 foot drifts in my back yard along with my neighbors who are also dealing with this. I wanted to share a couple photos and my concerns wondering what is going to happen when this all starts to melts and is the M.D of Pincher Creek willing to help?

Thank you for your time and would love to speak with someone in regards to the issue, I can be reached via email at







SCALE 1:1500

## Tara Cryderman

---

**From:** Bev Everts  
**Sent:** Monday, March 5, 2018 3:16 PM  
**To:** Tara Cryderman  
**Subject:** FW: Compliments to public works!

Hi Tara

I forwarded this message to Leo when received to share with PW. I just want to add it to the next Council agenda pkg(under the storm review item). Thanks

-----Original Message-----

From: Paul Johnson [mailto: ]  
Sent: February 28, 2018 10:21 PM  
To: Bev Everts <CouncilDiv3@mdpincercreek.ab.ca>  
Subject: Compliments to public works!

Councillor Everets;

Just a quick note of thanks to your dedicated public works department on the exemplary work with snow removal during these last winter weather events. I am an MD resident located south of Cowley in a particularly bad spot for drifting snow. I have a young family with pre school aged kids. We live on a dead end of a half mile MD road and certainly realize that main travel routes are a priority. We try and plow ourselves out if possible but lately my old tractor wasn't enough! I hope you will pass my compliments onto Diane at reception and the equipment operator assigned to the Airport road south of Cowley. 7019 RR1-3 We really appreciate snow removal efforts on our road!!!  
Thanks and I hope spring is soon to come!

Paul Johnson

Sent from my iPhone

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## MD OF PINCHER CREEK

MARCH 15, 2018

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TO: Roland Milligan, Interim Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: Occupational Health and Safety Legislation Changes

---

**1. Origin**

The Municipal District of Pincher Creek No. 9 has a proactive Occupational Health and Safety (OH&S) Program and is committed to the safety of employees, contractors, residents and the public. The Provincial Government implemented changes the *Occupational Health and Safety Act*, most of which come into effect January 1, 2018 or June 1, 2018 (attached).

**2. Background:**

Within the Municipal District's OH&S Program, a review of legislation changes provides guidance on changes required to maintain a current safety program. Following the Municipality's 2017 audit, a work plan was developed by the OH&S Committee to implement recommendations for improvement. In addition to audit items, the committee is including legislative changes requiring action into the work plan.

The intent of the work plan is to ensure that our OH&S Program meets the needs of the legislation and protects employees, contractors, residents and the public. Staff will prioritize the work plan to ensure safety for all and that legislative deadlines are met.

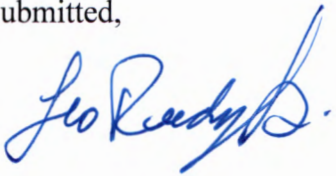
At their March 14, 2018 Health and Safety Committee Meeting, the Committee reviewed the current 2017 Corporate Health and Safety Policy (attached) and recommended it be forwarded to Council for annual review and approval, without changes.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 15, 2018 regarding the Occupational Health and Safety Legislation Changes be received;

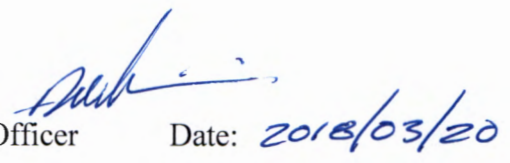
AND THAT Council approve the Corporate Health and Safety Policy for 2018.

Respectfully Submitted,



Leo Reedyk

Attachments



Reviewed by: Roland Milligan, Interim Chief Administrative Officer

Date: 2018/03/20



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[Workplace safety and injury compensation changes](#) >

## Occupational health and safety changes

Albertans will see an improved OHS system that better protects workers and ensures they have the same rights as other Canadians.

### Overview

The *Occupational Health and Safety Act* (the act) establishes the minimum standards for healthy and safe workplaces in Alberta. These laws are supported through the internal responsibility system and enforced through compliance activities.

Alberta has not done a comprehensive review of the OHS system since it was enacted in 1976. Much has changed since then.

A comprehensive [review of the OHS system](#) was concluded in fall 2017. We received more than 1,300 survey responses and nearly 90 written submissions from Albertans and more than 200 stakeholders participated in 8 roundtable discussions across the province. Feedback was used to inform proposed changes to the act.

*Bill 30: An Act to Protect the Health and Well-being of Working Albertans* amends to the Occupational Health and Safety Act to better protect Albertans at work.

Most of the changes will come into effect June 1, 2018.

### Basic rights of workers

The changes will enshrine the three basic rights of workers in Alberta's legislation:

- **The right to refuse unsafe work** protects workers from any form of reprisal for exercising this right, including loss of compensation or benefits.
- **The right to know** ensures workers are informed about potential hazards and have access to basic health and safety information in the workplace.
- **The right to participate** ensures workers are involved in health and safety discussions, including participation in health and safety committees.

### Responsibilities of worksite parties

The OHS system is grounded on the principle that everyone in the workplace is responsible for health and safety in the workplace.

- Employers would be responsible for:
  - ensuring the health, safety and welfare of workers and the public
  - providing competent supervisors, training workers, and preventing violence and harassment
  - working with the joint worksite health and safety committee or health and safety representative
- Supervisors would have legal responsibilities for OHS and be responsible for preventing violence and harassment.
- Workers would be responsible for protecting their own and others' health and safety at worksites and refraining from violence and harassment.
- Contractors would be responsible for ensuring that work under their control does not endanger health and safety.
- Prime contractors would be required in construction, oil and gas worksites or any other projects that are designated by the OHS director. They would also have added responsibilities to ensure worker health and safety.
- Owners of worksites would be responsible for ensuring that property under their control does not endanger health and safety.

- Suppliers would have to ensure their products are safe to use, and must include user instructions for all equipment, including leased equipment. They would also have to provide a notice when their product or equipment doesn't comply with the law.
- Service providers would have to ensure the services they provide comply with the laws, are provided by a competent person and do not create a hazard.
- Self-employed persons would have responsibilities to ensure they do not create a hazard to others and to comply with OHS laws.
- Temporary staffing agencies would have to comply with OHS laws and ensure worker health and safety.

## Availability of information

Workers have the right to know of workplace health and safety hazards and employers have an obligation to provide this information. Changes to the act will:

- enshrine a worker's right to know about workplace hazards
- require all worksite parties to ensure that information on health and safety hazards is provided onsite

## Worksite health and safety committees and representatives

Joint worksite health and safety committees are important forums for workers to participate in OHS. They ensure supervisors and workers discuss health and safety issues in the workplace and work collaboratively to find ways to address them. These committees will be responsible for:

- inspecting the work site for hazards
- helping employers respond to health and safety concerns of workers
- helping resolve unsafe work refusals
- helping develop health and safety policies and safe work procedures
- helping with new employee health and safety orientation
- developing and promoting education and training programs

Changes will bring Alberta in line with the other provinces.

- Larger employers (20 or more workers) will be required to have a joint worksite health and safety committee for work lasting 90 days or more.
- Smaller employers (5-19 workers) will be required to have a health and safety representative for work lasting 90 days or more.
- An employer can use an alternative approach to meeting these requirements with approval from an OHS director.

## Right to refuse dangerous work

Workers have the right to refuse dangerous work and be protected from reprisal for exercising their rights and responsibilities under the legislation.

Employers must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right.

- Employers must investigate the matter in cooperation with the joint worksite health and safety committee or health and safety representative, if there is one.
- Employers would not be able to take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation.
- Workers would continue to be paid their normal wages and benefits while a work refusal is being investigated.

## Health and safety program

- Employers with 20 or more workers must have a written health and safety program. The program must be reviewed every 3 years and include mandated elements.
- Employers with less than 20 employees must involve workers in hazard assessment and control.

## New role for OHS Council

The OHS Council will become an advisory council to provide specialized advice to government to better protect working Albertans.

## Reporting serious injuries, incidents and fatalities

The government must be notified when a serious injury, incident or fatality occurs to ensure it's adequately investigated to prevent future occurrences.

- Threshold for reporting a serious injury would be changed to an injury that requires admission to hospital.
- Employers will be required to report "near misses" (incidents that had the potential to cause a serious injury or incident).

## Medical assessments

Medical assessment requirements will be updated to align modern care practices and how medical services are delivered.

- Medical examinations could only occur with the worker's consent and would be considered time at work.
- The list of health-care professionals who are required to report a notifiable occupational disease would be expanded.
- The director of medical services would be provided more access to medical information to prevent occupational illnesses and injury.

## Compliance and enforcement

Powers to conduct inspections and investigations, as well as compliance tools, will be expanded and updated.

- The person who receives an order would be required to
  - report back to OHS on measures taken to remedy any infractions
  - provide a copy of the report to their joint worksite health and safety committee or health and safety representative, if they have one
  - post the report at the worksite
- Officers would be able to issue a stop-work order to an employer with multiple worksites.
- When a stop-work or stop-use order is issued, workers would continue to be paid their normal pay and benefits.
- Sale, rental, lease or transfer of equipment would be prohibited in the event of a stop-use order.
- Officers would only be able to enter a private dwelling that is a worksite with the owner's consent or a court warrant.
- Suppliers would be prohibited from supplying any substance or material that does not comply with the legislation.

## Appeals process overhauled

The OHS appeals processes require modernization, streamlining and better alignment.

- Certain types of OHS officer orders and decisions could be submitted to an OHS director for review. The director could:
  - confirm, vary or revoke the order or decision
  - issue a new order
  - refer the matter to the appeal body
- The OHS director review would apply to:
  - refusals to do dangerous work
  - orders to remedy unhealthy or unsafe work conditions
  - stop-work orders/stop-use orders
- Responsibility for other OHS appeals would be shifted to the Alberta Labour Relations Board to streamline processes and create efficiencies. These would include:
  - discriminatory action complaints
  - cancellation of a licence
  - administrative penalties
- The process for hearing appeals would be modified to align with current practices used by the Alberta Labour Relations Board.
- Transitional appeal requirements would be added to allow for appeals submitted before changes to the act come into place.

## Offences and penalties

The types of offences will be expanded (for example, to include not reporting a reportable injury or incident) and more options will be provided for creative sentencing.

- Fines and penalties would remain unchanged.

- Creative sentencing requirements would be expanded by providing the court with additional powers to direct how penalties could be used and provide more oversight. These powers would include:
  - directing offenders to pay into training regarding health and safety
  - research on preventative medicine
  - any creative remedy order the court felt appropriate

## Information collection and exchange

Changes will provide greater opportunities for government to acquire and share information to help with prevention efforts for workplace illness and injury.

- Alberta Labour would be allowed to share data with other government bodies, agencies and external organizations beyond the WCB-Alberta.
- More information about employers would be published at regular intervals. Expanded information would include:
  - orders issued
  - tickets issued to employers (but not workers)
  - investigation reports completed by an officer
  - acceptances issued
  - approvals issued
- WCB-funded health and safety associations would be required to submit a report to government each year for review. Government could make recommendations on the effectiveness of the association's OHS efforts.
- Government would be able to designate organizations and programs to promote OHS in Alberta.

## Duties of the government

Roles, responsibilities and authorities of government for OHS will be clearly articulated.

- Government would be concerned with OHS generally and maintaining reasonable standards to protect workplace health and safety.
- The OHS Act would have to be reviewed every 5 years.
- A plan for the review of any OHS regulations and the OHS Code would be published every 3 years.
- The minister must consult with workers and employers, and can recommend changes to OHS legislation.
- Ensure OHS statistics are maintained and published.

Next page: [Workers' Compensation Board changes](#)





## CORPORATE HEALTH AND SAFETY POLICY

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### **Introduction**

This Policy explains the Municipal District of Pincher Creek No. 9 (MD) commitment to health and safety and outlines roles and responsibilities of MD staff.

### **Scope**

This Policy applies to all MD staff.

The MD is committed to the establishment, maintenance and annual review of an active Health and Safety Program comprised of policies, procedures, standards, performance measurements and initiatives to ensure compliance with the *Alberta Occupational Health and Safety Act, Regulation and Code*; and intended to protect MD staff, volunteers, contractors, tenants, stakeholders, visitors and other users of MD facilities. The MD recognizes that health and safety is one of its core values and will continuously examine its operations to eliminate or minimize hazards to persons and property. Related processes will include incident reporting, safety-related training and the keeping of appropriate records.

It is the responsibility of all MD staff to invest in their health and safety and the health and safety of others through training, understanding, vigilance and compliance with health and safety related programs, policies and standards applicable to their workplace. This responsibility extends to the prompt reporting of workplace hazards to their immediate supervisor. The MD confirms its commitment that no negative consequences will arise for any staff member or other individual making such a report.

Everyone who undertakes, or has the authority to direct how another person does work or performs a task, is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.

It is the responsibility of all employees to take all reasonable steps to prevent incidents and accidents. It is the responsibility of those in leadership roles to provide resources, training, and guidance whilst demonstrating a commitment to the MD's Health and Safety Program through active participation in its initiatives, monitoring compliance with regulatory requirements and regularly reviewing related policies, procedures and performance measurements.

The MD will partner with others in developing initiatives and enhancements to its Health and Safety Program with a goal of continuous improvement to meet or exceed recognized industry standards and peer performance in all aspects of health and safety. The MD requires its agents, contractors, service providers and consultants to perform their services at a level and in a manner that meets or exceeds the requirements of this Policy and encourages its tenants and other stakeholders to do the same.

In addition to health and safety in the workplace, the MD recognizes the importance of and encourages safe practices in areas not directly related to the workplace. An all-encompassing health and safety culture is the foundation of responsible management and safe operations.

### **Inquiries**

Please contact the Chief Administrative Officer (CAO) for further clarification of this policy.

CAO: \_\_\_\_\_

## Director of Operations Report March 21, 2018

### **Operations Activity Includes:**

- March 13, Council meetings;
- March 14, Joint Worksite Health and Safety meeting;
- March 14, Public Works Snow Removal meeting;
- March 14, Castle Mountain Resort Waste/Recycling Management meeting;
- March 15, Staff meeting;
- March 16, Answering Service meeting;
- March 20, Shell Roads Working Group meeting;
- March 21, Raw Water Intake Progress meeting.

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

- March 7 – ongoing, Transboundary Tour: Agenda, Registration Package and Invitations;
- March 7, Strychnine (sales, order, access);
- March 8, 9, crew computers, GIS & data management;
- March 9, 12, Safety Forms and other related safety items;
- March 12, 13, general administration;
- March 14, Joint Health and Safety Meeting and Inspection;
- March 15, Trapping regulations;
- March 16, records and mapping;
- March 16, AAAF Promotions Committee Sponsorship Package;
- March 19, LOC, Biocontrol & Ox Eye Daisy calls;
- March 20, Reporting (Performance & Monthly);
- March 20, Beneficial Insects Webinar;
- March 20, Producer Meeting for Deadstock Bin;
- March 21, Design new signage for Deadstock Bins;
- March 21, PW and AES Meeting, LOC.

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

- Plow snow off of roads, intersections and driveways;
- Contractor removing snow with a blower;
- Monitoring and taking action to promote drainage;
- Repair Signs;
- Meet with staff to discuss this winter's snow removal operations.

### **Upcoming:**

- March 26 Agricultural and Environmental Services Departmental meeting;
- March 27, Council meetings;
- March 30-April 2, Easter Break;
- April 5, Agricultural Service Board meeting.

**Project Update:**

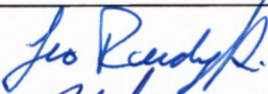

- Community Resilience Program
  - Regional Raw Water Intake, Contractor pulling casing.
  
- Capital Projects
  - Beaver Mines Water Supply, Pipeline - Pipe installation waiting for better weather, Mechanical Contractor working;
  - Beaver Mines Water Distribution and Waste Water Collection, detailed design and land negotiation ongoing;
  - Beaver Mines Wastewater Treatment, looking at options as requested by Council;
  - Castle Servicing, detailed design ongoing;

**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period March 7, 2018 to March 21, 2018 and the call log be received as information.

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|                              |   |                      |
|------------------------------|---|----------------------|
| Prepared by: Leo Reedyk      |   | Date: March 21, 2018 |
| Reviewed by: Roland Milligan |  | Date: 2018/03/21     |
| Submitted to: Council        |   | Date: March 27, 2018 |

## PUBLIC WORKS

| WORK ORDER | DIVISION   | LOCATION                        | CONCERN/REQUEST  | ASSIGNED TO   | ACTION TAKEN        | REQUEST DATE | COMPLETION DATE |
|------------|------------|---------------------------------|--|---------------|---------------------|--------------|-----------------|
| 670        | Division 3 | SW16 T6 R30 W4                  | RQ to have approach widened  | Stu Weber     | Deferred to 2018    | 14-Dec-16    |                 |
| 939        | Division 4 | SW15 T7 R29 W4                  | RQ to have cattle guard cleaned out #29218 TWP 7-2                 | Bob Millar    | Deferred to 2018    | 13-Jul-17    |                 |
| 965        | Division 1 | SE4 T4 R29 W4<br>SE34 T3 R29 W4 | RQ Approach information  | Stu Weber     | Land Owner to reply | 31-Aug-17    |                 |
| 979        | Division 3 | NE18 T5 R2 W5                   | Buckhorn Road very dangerous trees need to be cut on blind corners | Jared Pitcher | 2018 Brushing Plan  | 18-Oct-17    |                 |
| 989        | Division 2 |                                 | Snow fence blown down between SE&SW 35/36 RR2-5                    | Tony Naumczyk | On the list         | 31-Oct-17    |                 |
| 1135       | Division 1 | NE17T4 R28 W4                   | RQ 10' extention to culvert that crosses RR28-4 re cattle issues   | Jared Pitcher | In contact          | 16-Nov-17    |                 |
| 1489       | Division 2 |                                 | Tower Road needs dozer/ contractors need access                    | Tony Tuckwood | Completed           | 5-Mar-18     | 12-Mar-18       |
| 1490       | Division 4 | NE24 T9 R2 W5                   | #9318 RQ Driveway  | Brian Layton  | Completed           | 05-Mar-18    | 06-Mar-18       |
| 1491       | Division1  | SW18 T4 R29 W4                  | #4228 Hwy 6 RQ Driveway  | Rod Nelson    | Completed           | 05-Mar-18    | 06-Mar-18       |
| 1492       | Division 3 | NE36 T5 R2 W5                   | #5517 RQ Driveway  | Henry Dykstra | Completed           | 05-Mar-18    | 06-Mar-18       |
| 1493       | Division 5 | SW4 T8 R2 W5                    | MD road needs a plow   | Dave Sekella  | Completed           | 05-Mar-18    | 06-Mar-18       |
| 1494       | Lunbreck   |                                 | Sump pump problems / advised to call a plumber                     |               |                     | 06-Mar-18    | 06-Mar-18       |
| 1495       | Division 4 | NE27 T8 R1 W5                   | #8417 Driveway /unable to do Need a contractor                     | Brian Layton  |                     | 06-Mar-18    | 08-Mar-18       |
| 1496       | Division 2 |                                 | RR29-4 off Crook needs opening                                     | Tony Tuckwood | Called/Completed    | 06-Mar-18    | 06-Mar-18       |
| 1497       | Division 1 | SE12 T5 R29 W4                  | #29011 TWP5-1A/ call from ADMIN                                    | Tony Naumczyk | Completed           | 06-Mar-18    | 07-Mar-18       |
| 1498       | Division 4 | SE25 T8 R30 W4                  | Driveway / Needs dozer   | Kent Zielke   | Completed           | 07-Mar-18    | 07-Mar-18       |
| 1499       | Division 4 | NW5 T 8 R28 W4                  | #8115 Driveway A big thank you .                                   | Tim Oczkowski | Completed           | 08-Mar-18    | 08-Mar-18       |
| 1500       | Division 4 | SE30 T7 R1 W5                   | #1510 TWP7-4 Re run off  | Jared Pitcher | Completed           | 09-Mar-18    | 13-Mar-18       |
| 1501       | Lundbreck  |                                 | 452 Patton Ave snow removal  | Mike Elliott  | Completed           | 12-Mar-18    | 13-Mar-18       |
| 1502       | Division 2 | SE15 T5 Rwo W4                  | #5216 RR302A Wants unemproved road open                            | Joe           | Completed           | 12-Mar-18    | 12-Mar-18       |
| 1503       | Division 3 | NW3 Tt R1 W5                    | #7019 RR1-3 Need a ditch to prevent road washout                   | Henry Dykstra | In progress         | 19-Mar-18    |                 |
| 1504       | Division 3 | SE19 T5 R2 W5                   | Inquiry about snow removal for ill seniors                         |               | Completed           | 19-Mar-18    | 19-Mar-18       |
| 1505       |            |                                 |  |               |                     |              |                 |



Client: Municipal District of Pincher Creek  
 Prepared By: GN  
 Reviewed By: LS/JP  
 Date: 20/03/2018

### Capital Project List and Summary

| Project   | Status                | Tender Acceptance Date | Construction Start Date | Contract Substantial Completion Date             | Critical Path / Priority | Study Estimate                  | Current Projected Completion Cost | Comments  |
|---|-----------------------|------------------------|-------------------------|--|--------------------------|---------------------------------|-----------------------------------|---|
| Raw Water Intake Upgrades                                   | Construction          | 12-Dec-17              | 12-Feb-18               | 30-Apr-18  | 1                        | \$ 1,813,000.00                 | \$ 2,676,280.62                   | Construction ongoing. Installation of west casing pipe to be completed this week.   |
| Beaver Mines Regional Water Project Contract 1 - Pipeline   | Construction          | 03-Oct-17              | 01-Nov-18               | Schedule A - 31-May-18<br>Schedule B - 15-Oct-18 | 2                        | \$ 7,602,350.00                 | \$ 6,141,472.49                   | Construction re-commencing this week. Contractor has not worked since Dec-2017 due to weather and wet conditions. Construction is on schedule.  |
| Beaver Mines Regional Water Project Contract 2 - Mechanical | Construction          | 12-Dec-17              | Apr-18                  | 31-Aug-18  | 3                        |                                 |                                   | Tendered with the Raw Water Intake Upgrades; Raw Water Intake Upgrades take precedent and must be completed prior to beginning some work associated with the Regional Water Project.                                |
| Beaver Mines Water and Wastewater Servicing                 | Detailed Design       | --                     | Jun-18                  | --   | 4                        | \$ 5,380,000.00                 |                                   | Construction of the water and wastewater systems cannot begin until EPEA approvals have been received.  |
| Beaver Mines Wastewater Treatment                           | Option Identification | --                     | --                      | --   | 4                        | \$ 3,740,000 to<br>\$ 4,600,000 | --                                | Council passed resolution 18/155, authorizing MPE to commence preliminary discussions with the Town of Pincher Creek regarding options for the wastewater portion of the Beaver Mines Water and Wastewater Project. |
| Castle Area Servicing Regional Water Supply                 | Detailed Design       | --                     | Sep-18                  | --   | 5                        | \$ 10,572,050.00                | --                                | Alignment cannot be finalized/approved until all necessary environment assessments and reviews have been completed. Environmental assessments will be completed from April to August.                               |

**Notes:**

- All prices exclude GST.
- Contract 1 of the Beaver Mines Regional Water Project includes repurposing the existing raw water intake pipeline from the Castle River for use as a potable water transmission line. The Raw Water Intake Upgrades must be completed prior to this work taking place.
- EPEA approvals for the Beaver Mines Water and Wastewater Servicing Project will not be granted until there is a commitment to a wastewater treatment system for the community. The requirement for a wastewater treatment system prior to an EPEA approval being granted has been confirmed by Jeffrey Wu, Alberta Environment and Parks.

## MD OF PINCHER CREEK

March 20, 2018

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TO: Reeve and Council  
FROM: Roland Milligan, Director of Development and Community Services  
SUBJECT: **Planning Bylaws**

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**1. Origin**

- With changes to the *Municipal Government Act*, affecting Part 17, Planning and Development, amendments to existing planning bylaws are required.

**2. Background/Comment**

- At the Planning Session meeting, held March 6, 2018, the amended bylaws were presented for review.
- The revised bylaws are now presented to Council for consideration.
- As these proposed bylaws are not Legislated Planning Bylaws, a public hearing is not required, however, Council may wish to only pass first and second reading to allow for members of the public to seek additional information.
- The Bylaws are as follows:
  - Bylaw No. 1285-18, establishing a Development Authority and Municipal Planning Commission
  - Bylaw No. 1286-18, establishing a Municipal Subdivision Authority
  - Bylaw No. 1287-18, establishing a Subdivision and Development Appeal Board

**Recommendation No. 1**

That Bylaws No. 1285-18, 1286-18 and 1287-18 be given first and second readings.

Respectfully Submitted,



Roland Milligan

Enclosure(s):

- Bylaw No. 1285-18
- Bylaw No. 1286-18
- Bylaw No. 1287-18

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**BYLAW NO. 1285-18**

BEING A BYLAW IN THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A DEVELOPMENT AUTHORITY AND MUNICIPAL PLANNING COMMISSION BYLAW.

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WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, pursuant to Section 624, requires the municipality to adopt a bylaw to establish a Municipal Development Authority;

AND WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, pursuant to Section 626, may adopt a bylaw establish a Municipal Planning Commission;

AND WHEREAS the Municipal Planning Commission is authorized to make decisions on applications for development approval in accordance with administrative procedures, the South Saskatchewan Regional Plan, the *Municipal Government Act*, the Subdivision and Development Regulation, any statutory plan of the municipality, and the municipal land use bylaw;

AND WHEREAS the purpose of this bylaw is to establish the authority of the Municipal Planning Commission and Designated Officer to carry out the duties of the Development Authority.

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

1. This bylaw may be cited as the Municipal District of Pincher Creek No. 9 "Municipal Planning Commission and Development Authority Bylaw".
2. Definitions:
  - a. **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.
  - b. **Authorized persons** means a person or organization authorized by council to which the municipality may delegate any of its Development Authority powers, duties or functions.
  - c. **Council** means the Municipal Council of the Municipal District of Pincher Creek No. 9.
  - d. **Designated officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw.
  - e. **Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as are specified:
    - 1) in the Act; or
    - 2) in the Municipal District of Pincher Creek No.9 Land Use Bylaw; or
    - 3) in this bylaw; or
    - 4) by resolution of council.
  - f. **Member** means the members of the Municipal Planning Commission.
  - g. **Municipal Planning Commission** ("MPC") means the Municipal Planning Commission of the Municipal District of Pincher Creek No. 9 as established by this bylaw.
  - h. **Municipality** means the Municipal District of Pincher Creek No. 9 in the Province of Alberta.
  - i. **Secretary** means the person or persons authorized to act as secretary for the Development Authority.

- j. All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

### **Part 1 – Development Authority**

3. The Development Authority for the Municipality is:
  - a. The Designated Officer, for an application for development approval which is a permitted use under the Land Use Bylaw and which complies with the requirements and regulations set out in the Land Use Bylaw.
  - b. The Municipal Planning Commission established under this Bylaw, when the application for development permit is:
    - 1) A discretionary use under the Land Use Bylaw; or
    - 2) A permitted use under the Land Use Bylaw which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw.
4. Notwithstanding Section 2, the Designated Officer may forward any application for development approval to the Municipal Planning Commission for a decision.

### **Powers and Duties**

5. The Development Authority has those powers and duties as set out in the Act, the Land Use Bylaw and this Bylaw, and any regulations made thereunder.

### **Appointment of Development Officer**

6. Council may, by resolution, appoint a designated officer as Development Officer(s). The powers and duties of the development officer shall be outlined in the Municipal District of Pincher Creek No. 9 Land Use Bylaw.

## **PART 2 – Municipal Planning Commission**

### **Establishment of the Municipal Planning Commission**

7. That a Commission known as the Municipal Planning Commission of the Municipal District of Pincher Creek No. 9, is hereby established.

### **Membership**

8. The MPC shall be composed of not less than seven (7) persons as follows:
  - 2 members at large, who are adult residents of the Municipal District of Pincher Creek No. 9; and
  - 5 members of council.

All appointments by resolution of Council.

9. Four (4) of the members of the MPC shall constitute a quorum.
10. A member of the MPC shall not be appointed to the Subdivision and Development Appeal Board.
11. Appointments to the MPC shall be made for a term of 2 years.
12. When a person ceases to be a member of the MPC before the expiration of his term, council shall appoint another person for the unexpired portion of that term within 60 days of receiving notice of the vacancy.



### **Chairperson and Vice-Chairperson**

13. The MPC shall elect a Chairperson and Vice-Chairperson from its members to preside for a term of one year from the date of election.
14. Where the Chairperson and Vice-Chairperson are both absent from a meeting of the MPC, one of the other members shall be elected by a simple majority to preside over that meeting.

### **Secretary**

15. The Designated Officer(s) shall serve as Secretary to the MPC, and shall:
  - a. not have a vote;
  - b. notify all members of meetings of the MPC;
  - c. notify the public pursuant to the notification procedure of the Land Use Bylaw and the Act;
  - d. prepare and maintain a file of written minutes of the business transacted at all meetings of the MPC;
  - e. record decisions of the MPC and issue the decision and/or permit forthwith to all parties affected;
  - f. be authorized to sign on behalf of the MPC any order, decision, approval, notice or other thing made, given or issued by the MPC;
  - g. keep record of the names and addresses of those making representations at the meeting;
  - h. undertake other duties as the MPC may require in the conduct of its business.
16. In the event of a tie vote, any motion of the MPC shall be deemed defeated.

### **Functions and Duties**

17. The Municipal Planning Commission has the following functions and duties:
  - a. upon request of Council, to advise Council with respect to achieving the orderly, economical and beneficial development, use of land and pattern of settlement in the Municipality; and
  - b. to serve as a Development Authority pursuant to Part 17 of the Act and of this bylaw.
18. The MPC shall hold regular meetings on a monthly basis on a date to be determined by the Council and it may also hold special meetings at any time at the call of the Chairperson. Where a monthly meeting is not warranted it can be cancelled or re-scheduled at the discretion of the Chairperson.
19. Development permit applications referred to the MPC shall be considered and either approved, with or without conditions, or refused in accordance with the Land Use Bylaw and the Act Part 17 and any regulations made thereunder.
20. A decision of the MPC is not considered final until notification of the decision is given in writing.
21. If a member has a pecuniary interest in the matter before the MPC, the member shall:
  - a. disclose the general nature of the pecuniary interest to the MPC prior to the MPC's consideration of the matter;
  - b. abstain from discussion and disposition on the matter; and
  - c. leave the room in which the meeting is taking place until discussion and disposition of the matter is completed.
22. The abstention of the member and the disclosure of the member's interest shall be recorded in the minutes.
23. Notwithstanding Section 15(f) of this bylaw, any order, decision or approval made, given or issued by the MPC may be signed by the Chairperson or Vice-Chairperson of the MPC.

**Repeal**

24. Bylaw No.854 and amendments 1016-98 and 1034-00, being the former Municipal Planning Commission bylaw, is hereby repealed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a third time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
*Reeve*

\_\_\_\_\_  
*Chief Administrative Officer*

**MUNICIPAL DISTRICT OF PINCHER CREEK NO.9  
BYLAW NO. 1286-18**

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO.9 IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL SUBDIVISION AUTHORITY.

---

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended requires the municipality to adopt a bylaw to establish a municipal Subdivision Authority;

AND WHEREAS the Subdivision Authority is authorized to make decisions on applications for subdivision approval in accordance with the South Saskatchewan Regional Plan, the *Municipal Government Act*, the subdivision and development regulations, the local land use bylaw and statutory plans;

AND WHEREAS the purpose of this bylaw is to establish the authority of the Subdivision Authority.

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

1. This bylaw may be cited as the MD of Pincher Creek No. 9 "Subdivision Authority Bylaw".
2. Definitions:
  - a. **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
  - b. **Council** means the Council of the Municipal District of Pincher Creek No.9.
  - c. **Member** means a member of the Subdivision Authority.
  - d. **Municipality** means the Municipal District of Pincher Creek No.9 in the Province of Alberta.
  - e. **Planning Advisor** means an agency or individual who provides planning services on a contract basis.
  - f. **Secretary** means the person or persons authorized to act as secretary for the Subdivision Authority.
  - g. **Subdivision Authority** means the board, person or organization established to act as the Subdivision Authority.
  - h. All other terms used in this bylaw shall have the meaning as is assigned to them in the Act, as amended from time to time.
3. For the purpose of this bylaw, the Subdivision Authority for the Municipal District of Pincher Creek No.9 shall be the Council of the Municipal District of Pincher Creek No. 9.
4. The Subdivision Authority shall hold meetings as required on dates to be determined by Council, and it may also hold special meetings at any time at the call of the chairman.
5. Three (3) of the members of the Subdivision Authority shall constitute a quorum.
6. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Subdivision Authority.
7. The Subdivision Authority may make its orders, decisions, and subdivision approvals; and may issue notices with or without conditions.
8. The Subdivision Authority may make rules to govern its hearings.

9. The Subdivision Authority, when considering an application for subdivision approval, is not required to hold a hearing.
10. Members of the Subdivision Authority shall not be members of the Subdivision and Development Appeal Board.
11. The secretary of the Subdivision Authority shall ensure the following records are kept:
  - a. the minutes of all meetings;
  - b. the vote of the members of the Subdivision Authority on the decision;
  - c. such other matters as the Subdivision Authority may direct.
12. The planning advisor for the Subdivision Authority shall carry out the following powers, duties and functions:
  - a. providing of advice to applicants for subdivision approval;
  - b. processing of applications for subdivision including the following:
    - 1) the collecting of all pertinent subdivision approval fees;
    - 2) determining if the application is complete;
    - 3) the processing of notification of applicants, pertinent agencies, government departments and adjacent land owners;
    - 4) the compilation and documentation of all pertinent comments of those persons and local authorities to which the notice of application was given;
    - 5) the preparation of draft resolutions for consideration by the Subdivision Authority;
    - 6) the conveyance of notification of final subdivision approval to the registered owner and/or the authorized Agent and all notified agencies, government departments and adjacent land owners;
  - c. the appearance at meetings of the Subdivision Authority;
  - d. conducting site inspection (where feasible to do so) at the location of the proposed application for subdivision approval;
  - e. the finalization and required endorsement of plans of surveyor other instruments for registration purposes at Land Titles Office;
  - f. the maintenance of a control registry and corresponding archival information relating to the application for subdivision approval on behalf of the municipality;
  - g. records of all application, notices of meetings and of persons to whom they were sent, written representations, the decision with reasons;
  - h. all notices, decisions, and orders made on appeal from the decision of the Subdivision Authority;
  - i. such other matters as provided in the planning advisors contract.
13. This bylaw comes into effect upon third and final reading thereof.
14. Bylaw No. 1031-99 is hereby rescinded.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a third time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

---

*Reeve*

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*Chief Administrative Officer*

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1287-18**

A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

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WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments hereto, requires the municipality to adopt a bylaw to establish a municipal subdivision and development appeal board;

AND WHEREAS the subdivision and development appeal board is authorized to render decisions on appeals resulting from decisions of a subdivision authority or a development authority in accordance with the South Saskatchewan Regional Plan, the Subdivision and Development Regulation, the local land use bylaw and statutory plans;

AND WHEREAS the purpose of this bylaw is to establish the authority of the subdivision and development appeal board;

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

1. This bylaw may be cited as the MD of Pincher Creek No. 9 “Subdivision and Development Appeal Board Bylaw”.
2. Definitions:
  - a. **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
  - b. **Clerk** means the person or persons authorized to act as clerk for the Subdivision and Development Appeal Board by the Council.
  - c. **Council** means the Municipal District of Pincher Creek No.9 Council.
  - d. **Member** means a panel member of the Subdivision and Development Appeal Board appointed in accordance with this bylaw.
  - e. **Regulation** means the Subdivision and Development Appeal Board Regulation.
  - f. **Subdivision and Development Appeal Board** means the board established by agreement to act as the municipal appeal board.
  - g. All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.
3. For the purpose of this bylaw, the Subdivision and Development Appeal Board shall be composed of not more than five (5) persons who are appointed by the Council.
4. Appointments to the Subdivision and Development Appeal Board shall be made by resolution of the Council and shall consist of five (5) adult resident from the municipality.
5. Three (3) members of the Subdivision and Development Appeal Board panel constitute a quorum.
6. Appointments to the Subdivision and Development Appeal Board shall be made for a term of two years and the municipality must report to the minister the members of the Subdivision and Development Appeal Board and their training status in accordance with the Regulation.

7. The council may remove an appointed member of the Subdivision and Development Appeal Board if:
  - a. in the opinion of Council, a member is not performing his/her duties satisfactorily in accordance with the Act, this bylaw, or in consideration of the principles of judicial fairness and natural justice; or
  - b. a member is absent for more than three (3) consecutive hearings of the Board without reason; or
  - c. the member has not fulfilled or maintained their training and certification in accordance with the Regulation; or
  - d. in the opinion of Council, a member is reasonably unable to fulfil his/her duties.
8. When a person ceases to be a member of the Subdivision and Development Appeal Board before the expiration of his/her term the applicable council may, by resolution, appoint another person for the unexpired portion of that term.
9. The members of the Subdivision and Development Appeal Board panel shall elect one of themselves as chair for the purpose of a hearing.
10. An order, decision, approval, notice or other thing made, given or issued by the panel shall be signed by the chair or a person authorized to do so.
11. In the absence or unavailability of the chair to sign an appeal panel decision, another panel member shall be designated and authorized by the panel to do so.
12. Each member of the Subdivision and Development Appeal Board shall be entitled to such remuneration, travelling and living expenses as may be fixed from time to time by the council.
13. The council may, by resolution, appoint a Clerk or Clerks who shall attend all hearings or meetings of the Subdivision and Development Appeal Board, but shall not vote on any matter before Board. The Clerk must complete the required training in accordance with the Regulation and the municipality shall report to the minister a list of all clerks and the status of their training.
14. The Clerk shall receive, on behalf of the Board, appeals which have been served upon the Board and shall notify the appropriate board members to constitute a panel to hear the appeal.
15. The Clerk of the Subdivision and Development Appeal Board shall keep the following records of appeals with respect to:
  - a. the minutes of all hearings in accordance with the Act;
  - b. records of all notices of meetings and of persons to whom they were sent;
  - c. copies of all written representations to the Subdivision and Development Appeal Board;
  - d. notes as to each representation;
  - e. the names of those making representations at the meeting;
  - f. the decision of the Subdivision and Development Appeal Board;
  - g. the reasons for the decision;
  - h. records of all notices of decision and of persons to whom they were sent;
  - i. all notices, decisions and orders made on appeal from the decision of the Subdivision and Development Appeal Board;
  - j. such other matters as the Subdivision and Development Appeal Board may direct.
16. The Subdivision and Development Appeal Board shall hold hearings as required pursuant to the Act on a date to be determined by the panel members.
17. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Subdivision and Development Appeal Board.

18. The Subdivision and Development Appeal Board may make its orders, decisions, development permits, and subdivision approvals; and may issue notices with or without conditions.
19. The Subdivision and Development Appeal Board may make rules to govern its hearings.
20. Members of the Subdivision and Development Appeal Board shall not be members of a municipal subdivision authority or development authority.
21. This bylaw comes into effect upon third and final reading thereof.
22. Bylaw No. 1052-01, and amending Bylaw No. 1101-05, thereto are hereby rescinded.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a third time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

---

*Reeve*

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*Chief Administrative Officer*

## INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

March 9, 2018 to March 22, 2018

**DISCUSSION:**

- March 12, 2018 Special Council
- March 13, 2018 Committee Meeting
- March 13, 2018 Regular Council
- March 14, 2018 Joint Health and Safety Committee Meeting
- March 15, 2018 Regional Emergency Management Organization Meeting

**UPCOMING:**

- March 23, 2018 SDAB Exploratory Meeting – ORRSC, Lethbridge
- March 27, 2018 Council Committee
- March 27, 2018 Regular Council
- March 27, 2018 MPC Public Meeting, McLaughlin Wind Farm
- March 29, 2018 AAMDC Asset Management Workshop, Lethbridge
- April 3, 2018 Planning Session
- April 3, 2018 Subdivision Authority
- April 3, 2018 Municipal Planning Commission
- April 6, 2018 Municipal Elected Official Training, AEMA, MD Admin Bldg.

**OTHER****RECOMMENDATION:**

That Council receive for information, the Interim Chief Administrative Officer's report for the period of March 9, 2018 to March 22, 2018.

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Prepared by: Interim CAO, Roland Milligan  Date: March 20, 2018

Presented to: Council Date: March 27, 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.<br>Registered letter was sent to the landowner.<br>Received a letter from the landowner on February 14, 2017 with some enquiries.<br>In the process of responding to the landowner's enquiries.<br>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.<br>Had a meeting with the landowner regarding the storage issue.<br>Landowner has agreed to start clean-up on the site.<br>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        |                        |
| 83 |                 |                 |  |                    |   |                     |                        |
| 84 |                 |                 |  |                    |   |                     |                        |
| 85 |                 |                 |  |                    |   |                     |                        |

RECEIVED  
MAR 19 2018  
M.D. OF PINCHER CREEK

February 26, 2018

**QUENTIN STEVICK**  
REEVE - PINCHER CREEK MD  
BOX 279  
1037 HERRON AVENUE  
PINCHER CREEK AB T0K 1W0

**Re: Letter of Support for a Systems Approach for Regional Transportation Systems**

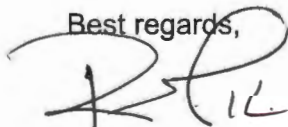
Dear Mr. Mayor,

Please accept this letter of request for your support of the policy resolution advanced by the Lethbridge Chamber of Commerce recommending that regional stakeholders adopt and participate in a systems approach for provincial transportation systems. We recognize and affirm the following facts:

- I. Transportation systems are intrinsically linked to economic development.
- II. There is a growing trend in the transportation planning literature, and in the developed plans of both national and provincial organizations, to consider best-practice for this discipline in terms of multimodal transportation planning.
- III. A cost-effective and efficient transportation network in Alberta requires a systematic planning approach collaboratively directed by a provincial body. Specifically, it requires all key public and private sector organizations in the province to work together in coordinating a holistic transportation system where long-term development objectives that provide an equitable, cost-effective, and reliable means of moving people and goods are examined.

It is our hope that you, and other regional stakeholders, will adopt this resolution and advocate for the implementation of this position by the Government of Alberta. Thank you for taking our request into account as you deliberate. For further inquiry please contact Karla Pynch, Executive Director at (403) 327-1586.

Best regards,



**Ryan Miller**  
President, Lethbridge Chamber of Commerce



**Karla Pynch**  
Executive Director, Lethbridge Chamber of Commerce



LETHBRIDGE  
CHAMBER *of* COMMERCE®

## A Systems Approach for Regional Transportation Systems

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### Issue

That transportation systems are intrinsically linked to economic development is a self-evident truth. However, there is a growing trend in the transportation planning literature, and in the developed plans of both national and provincial organizations, to consider best-practice for this discipline in terms of multimodal transportation planning. A cost-effective and efficient transportation network in Southern Alberta requires a systematic planning approach collaboratively directed by a regional body. Specifically, it requires all key public and private sector organizations in Southern Alberta region to work together in coordinating a holistic transportation system where long-term development objectives that provide an equitable, cost-effective and reliable means of moving people and goods are examined.

---

### Background

Transportation has long been recognized as playing a critical role in the overall prosperity of a society. It is one of the systems that virtually all Albertans utilize and depend on daily. In a very competitive and integrated world economy, most businesses require access to efficient and cost-effective transportation services to export their merchandise to the market or to access imported goods. More than 2,000 Alberta businesses export goods and services around the world, which means most of Alberta's Gross Domestic Product (GDP) is dependent on international trade in one fashion or another. Thus, remaining competitive in international markets is essential for maintaining and enhancing the standard of living in Alberta, particularly as our province attempts to diversify our economic base and move away from our long dependence on crude oil exports.<sup>1</sup>

The opportunities are there. Almost every expert predicts that there are significant opportunities for Canada to increase agri-food exports in response to a growing global demand for high-quality food products, and Alberta is well-positioned agriculturally and industrially for rapid expansion to meet this demand. However, unless significant changes are made, the transportation system in Alberta could be ineffective in meeting the needs of citizens, communities, and businesses to take advantage of this growth. Inefficient transportation means a reduction in competitiveness, and there is a real possibility of our region being sidelined while economic development progresses in more accessible locations with lower transportation costs. The cost of not proactively improving our transportation system could be very high.

In Western Canada, roughly "40 to 45 per cent of the unfunded infrastructure needs are in transportation—roads, bridges, interchanges, traffic control devices and public transit."<sup>2</sup> Most of these transportation projects fall under provincial and municipal jurisdiction. Municipal jurisdictions on their own have limited resources: they are expected to meet the unique infrastructure demands of their

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<sup>1</sup> Source: <http://www.transportation.alberta.ca/Content/docType56/Production/AEDA2004.pdf>

<sup>2</sup> Western Canada Transportation Infrastructure Strategy for an Economic Network: A time for vision and leadership. (March, 2005). Retrieved from <http://www.transportation.alberta.ca/Content/docType56/Production/WTM-Strategy.pdf>

constituency through a system of competition for limited infrastructure funds between and other municipal projects.<sup>3</sup> If the province were to pursue a combined, multimodal approach to transportation planning, whereby all the relevant stakeholders, modes of transport, and resources are included, it may be possible to alleviate the financial burden faced by individual jurisdictions through the increased efficiency of a centralized, collaborative process.

The Government of Alberta recognizes that a good transportation system is vital to the prosperity of Alberta;<sup>4</sup> however, the province also recognizes that a cost-effective means of improving transportation networks cannot be efficaciously accomplished through project-based planning approaches, since singular projects tend to be an inefficient means of addressing the larger goal of fostering economic growth. Both the province and the federal government have enshrined this thinking into their strategic plans, and consequently all stakeholders can expect the Provincial and Federal governments to favor proposals that take a systems-view of transportation projects and which respond to productivity objectives, consider cross-impacts on land use, urban and community development, and the environment, and demonstrate the capacity to coordinate the disparate goals of individual communities.

In summation, an efficient provincial transportation system, based on multimodal transportation planning, could improve competitive access to global markets, link communities and enable economic growth. A partnership between representatives of public and private sector organizations in the province would pave the way for addressing shared challenges and opportunities while working collaboratively to transform the existing transportation system to foster tangible economic and social benefits.<sup>5</sup>

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## Recommendations

The Lethbridge Chamber of Commerce recommends that regional stakeholders in Southern Alberta consider the following recommendations:

- I. Adopt a multimodal systems planning approach for a cost-effective and efficient means of transportation in Southern Alberta.

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<sup>3</sup> Western Canada Transportation Infrastructure Strategy for an Economic Network: A time for vision and leadership. (March, 2005). Retrieved from <http://www.transportation.alberta.ca/Content/docType56/Production/WTM-Strategy.pdf>

<sup>4</sup> Business Plan 2016-2019 Transportation. (March 17, 2016). Retrieved From:

<https://open.alberta.ca/dataset/9d234882-5822-4e06-8e08-b00faa488647/resource/6b517f10-2c7b-45a1-b6f1-b088e78b09cd/download/transportation-2016-19.pdf>

<sup>5</sup> Simard, E. (2017). Issues and Risks: Connected and Transportation Issues in Southern Alberta. Retrieved from [file:///C:/Users/user/Downloads/Transportation%20Issues%20Final%20Report%20Sept%2014%20\(1\).pdf](file:///C:/Users/user/Downloads/Transportation%20Issues%20Final%20Report%20Sept%2014%20(1).pdf)



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR93056

MAR 09 2018

Ms. Wendy Kay  
Chief Administrative Officer  
Municipal District of Pincher Creek  
[wkay@mdpincercreek.ab.ca](mailto:wkay@mdpincercreek.ab.ca)

Dear Ms. Kay,

Thank you for your contribution to the September 2017 Kenow Fire Common Theme Analysis. I appreciate your commitment towards strengthening emergency management in Alberta.

The Alberta Emergency Management Agency has reviewed all the available submissions to identify the overarching themes experienced by the stakeholders involved in the Kenow Fire. As a holistic review, it does not review or comment on any tactical level decisions made during the fire response.

We have identified eleven recommendations which are currently being implemented. Please find attached a copy of the September 2017 Kenow Fire Common Theme Analysis for your attention.

Thank you again for your involvement in this process as we work together to build a strong emergency management community in Alberta. Should you have any questions or concerns, please contact Shane Schreiber, Managing Director of the Alberta Emergency Management Agency, at [shane.schreiber@gov.ab.ca](mailto:shane.schreiber@gov.ab.ca) or 780-422-6591.

Sincerely,

Hon. Shane Anderson  
Minister of Municipal Affairs

Attachment: September 2017 Kenow Fire Common Theme Analysis

cc: Shane Schreiber, Managing Director, Alberta Emergency Management Agency



# Government of Alberta

September 2017 Kenow Fire

Post Incident Assessment

Common Themes Analysis

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# INTRODUCTION

## Purpose

The Alberta Emergency Management Agency (AEMA) conducts a formal Post Incident Assessment (PIA) after each significant activation of the Provincial Operations Centre (POC) to promote collective learning. The Kenow Fire was a complex event involving federal, provincial, municipal, and local authorities, several industry and economic sectors, affected parties and other stakeholders. AEMA has created this Common Themes Analysis based on PIA reports received from a variety of stakeholders. The purpose of this report is to identify and address common themes experienced by stakeholders. The recommendations in this report will assist in improving Alberta's emergency management system and strengthening relationships between the Government of Alberta and other stakeholders when reacting to complex incidents in the future.

## Scope

This report identifies common, over-arching themes identified by multiple stakeholders following the Kenow fire. It is focused on higher level or cross-jurisdictional issues that came into play during the response. Tactical decisions will not be reviewed as they are covered in the source documents in varying detail. As the Government of Alberta was not the convening authority for some of these reports, it is not in a position to validate or refute all of the observations provided.

## Approach

In order to compile this common theme analysis, input was solicited from all stakeholders who were engaged in responding to the event, including federal and provincial government departments and agencies, municipal and local organizations, and affected groups or individuals. These emergency management partners were asked to submit their post-incident assessments, lessons identified, or other feedback. Several common themes were identified from these reports. AEMA then held a collection effort meeting, where the identified themes were presented to stakeholders for further discussion and comment. A list of the organizations and documents that contributed to this analysis can be found at the end of this report.

## Executive Summary

AEMA, in accordance with best practices, launched a broad analysis of the various post incident assessments submitted by the key stakeholders in order to identify common themes or issues across the emergency management spectrum. AEMA solicited feedback from its stakeholders in the form of reports and other documentation, and hosted an information-gathering session in order to discuss key issues and possible solutions. The key common theme that emerged from this review was that command and communications challenges arose as a result of the jurisdictional complexity of this incident.



## Background

On the night of August 30, 2017 lightning struck in British Columbia near the Alberta border, igniting a fire which spread eastward through British Columbia towards the Waterton Lakes area. This fire, designated as the “Kenow Fire,” could not be controlled in its initial stages due to weather and wind conditions, and by September 1, was classified as “out of control.” Parks Canada Wildfire assets began engaging the fire in close co-operation with Alberta and BC Wildfire, but high winds, challenging weather, and complex terrain meant that the fire remained out of control, rapidly driven westward by high winds, threatening both the Waterton Lakes Townsite, as well as the Castle Provincial Recreation Area.

On September 4, the Alberta Provincial Operations Centre (POC) was elevated to Level 2 in order to assist in the co-ordination, and provision of additional structural firefighting assets requested by Parks Canada in order to protect the Waterton Townsite. The Municipal District (MD) of Pincher Creek, Cardston County, and Blood Tribe First Nation Municipal Emergency Operations Centers were alerted and stood up through the period September 2 to 7, as high winds and high fuel load conditions created rapid fire growth. In response, the POC moved to Level 3 (Mandatory Key Government of Alberta (GOA) Coordination). On September 8, Parks Canada ordered a precautionary mandatory evacuation of Waterton Lakes National Park. A “Unified Command” structure was adopted at the Incident Command Post that included Parks Canada, Alberta Wildfire, and the Pincher Creek Emergency Services Commission (representing MD and Town of Pincher Creek).

On the night of September 10 - 11, the Kenow Fire, driven by severe high winds and extreme conditions, made a significant run through the Park, encircling the Townsite, and moving out of the National Park boundaries into the grasslands of the neighboring municipalities. In response, the MD of Pincher Creek, Cardston County, and Blood Tribe First Nation all issued mandatory evacuations for various parts of their jurisdictions on September 11 - 12. Grassfires driven by high winds damaged some rural properties, but were largely contained by local firefighting efforts through September 12 - 14.

By September 14, due a change in the weather, the fire threat to local municipalities receded, and mandatory evacuation orders were lifted. By September 19, re-entry and recovery activities in the local municipalities and the National Park were underway, and recovery operations continue to present.

## COMMON THEMES

### Command

“Command” in an emergency management context is defined as the legal authority to order, or direct actions, resources or activities, and is usually derived from legislation and regulation. The Kenow Wildfire presented a unique challenge in terms of jurisdictional collaboration, as it involved the close tactical and operational co-ordination of multiple agencies, departments and communities

from all three levels of government. Jurisdictional issues were a common theme reported by stakeholders at all levels. During the Kenow fire, some stakeholders did not understand the jurisdictional responsibilities outside of their boundaries. Some felt that it was never made clear to them who had the legal authority, who was in command, or what terminology was being used. This includes questions related to communication of information between stakeholders.

One approach that was used to help overcome these jurisdictional challenges was the adoption of the “Unified Command” model from the Incident Command System (ICS) doctrine. This model allows for several different agencies or jurisdictions to fully collaborate and share command authority when there are overlapping jurisdictions. Unified Command was implemented at the Incident Command Post in the Waterton Townsite, but it was perceived that neighboring jurisdictions were not always fully represented, and communications and actions were sometimes confused by a conflicting understanding of how Unified Command was being applied. Some believed that Unified Command was only for the purposes of fighting the fire, while others believed that it was the command structure for managing all aspects of the incident.

Stakeholders with different views of the command structure had different expectations of the responsibilities and authorities of their partners. Assumptions were made on who would be responsible for which task, creating further confusion between jurisdictions. Discussions occurred with respect to legal authorities between Parks Canada, which is governed by the *National Parks Act*, and provincial and municipal authorities, which are governed by both the *Municipal Government Act* and *Emergency Management Act*.

Multi-jurisdictional events are expected to become more common in the future. Fires, floods, windstorms, train derailments, and other possible events will not stay inside specific jurisdictional lines. Emergency Management practitioners at every level must learn how to navigate and manage disasters cross-jurisdictionally at all levels. Therefore, it is recommended that:

- The ICS concept and practice of adopting a Unified Command structure be incorporated into an education and exercise framework so that it can be better understood and operationalized within Alberta.
- When Unified Command is adopted by various agencies, a clear understanding of the time, space, responsibilities and authorities is approved and widely promulgated by an overarching coordinating authority. In the provincial context, in accordance with the *Emergency Management Act*, Government Emergency Management Regulation and the Alberta Emergency Plan, this should be the Provincial Operations Center representing the Government of Alberta, or, for specific hazards or emergencies, it may be another designated government department or agency as laid out in the Alberta Emergency Plan.

## Control

Control is the ability to safely and effectively deploy and track resources in response to an event. Physical control measures used between the myriad of responding agencies were seen to be effective in the majority of the PIAs that were provided. This speaks to the tactical maturation and collaboration of emergency first responders. Access and route control measures for affected residents, however, were seen to be confusing and poorly communicated in some cases, especially when trying to reach their property to assess the damage. This was often a case of

miscommunication, which is specifically addressed further in this review.

A number of submissions from affected property owners also noted that they were in some cases prevented from assisting with or participating in firefighting efforts in support of saving their own property even though they clearly had a stake in the outcome. While safety of first responders and the public is clearly of paramount concern, some thought should be given as to how to safely and effectively incorporate these unconventional, spontaneous firefighting assets into suppression or protection efforts, particularly in rural areas which have large geographic dispersion. It is therefore recommended that:

- Office of the Fire Commissioner (OFC) work with the Alberta Fire Chiefs Association and other stakeholders to develop protocols to safely and effectively incorporate “spontaneous” firefighting volunteers into rural or remote area fire response.

## Crisis Communications

Given the rapidly changing situation and the number of jurisdictions involved, it is not surprising to see that communications, both between jurisdictions and to the public, was a challenge, as it is in most emergency situations. The concern around the coordination of crisis communication between the different agencies, levels of government and within government, again speaks to the overall theme of jurisdiction and clarity in command.

The reports and feedback from the Kenow fire specifically identify challenges with crisis communications to impacted residents and other members of the public. Residents voiced concern over the lack of information and the timeliness. They also questioned whether they were being told the correct information. They struggled to find information on road closures and other evacuation information. Residents in each of the multiple jurisdictions reported that they were not getting the same information as others. It was also observed that the various communications teams were not always working cohesively to create consistent messaging. Therefore, it is recommended that:

- To effect unity of messaging at the provincial level, the Lead Ministry must be clearly identified and they must place communications representatives at the POC, and that they must work closely with the local or regional emergency operations centers to ensure timely, accurate and effective public communications.
- Communications and joint messaging must be included in the process for Unified Command. There needs to be one cohesive message being shared, and all involved parties must have access to the required information.

## Coordination

From a provincial perspective, the standing emergency management framework and POC standard operating procedures provided an adequate level of co-ordination internal to the GoA and with the Federal government. Deployment of additional GoA assets to support the co-lead departments was seen to be effective at coordinating between the various jurisdictions and agencies involved, although one stakeholder noted that the Government of Alberta was perceived to be intrusive in its

efforts to support local authorities.

The deployment of AEMA Field Officers and the newly created AEMA Incident Support Team (IST) was also seen to be successful in filling in some of the co-ordination gaps between jurisdictions. A Public Affairs officer was dispatched by Alberta Environment and Parks on September 11 to help provide communications co-ordination between the various jurisdictions, and this was found to be helpful by most accounts.

The sourcing, dispatch, and employment of wildfire and structural firefighting assets from a wide variety of jurisdictions was highly successful, and likely resulted in the saving of the bulk of the Waterton Townsite, and the rapid control of grassfires that spread outside of the National Park, saving millions of dollars in critical infrastructure and public and private property. It is therefore recommended that:

- AEMA formalize the Incident Support Team (IST) program, to include the addition of a designated GoA Public Affairs representative, preferably from the designated lead Ministry / Agency, to ensure seamless co-ordination of public messaging with the responding jurisdictions.
- The process and procedures used by the Office of the Fire Commissioner, and Alberta Wildfire be captured and formalized as best practices, and exercised on a routine basis to ensure similar effective execution in future circumstances.

## Situational Awareness and Information Sharing

A common theme emerging from some of the reports was the challenge for stakeholders to maintain awareness of the situation outside of their jurisdictional boundaries. There seems to be a perception that information was not being passed equally between various ministries, levels of government, and other stakeholders. Again, this issue stems in part from the multiple jurisdictional challenges, which makes the creation of a “single source of truth” much more difficult, especially if an organizational culture or key personality does not encourage transparency and collaboration.

In complex emergencies, it is clearly necessary for information to flow in all directions. Jurisdictions must be willing to share situation reports with all involved stakeholders if they wish to receive material back in return. It is therefore recommended that:

- Incident Command System (ICS) training and use be mandated to ensure a common doctrine and lexicon is used in large scale emergencies, and common understanding and situational awareness can be better supported
- AEMA and the Provincial Operations Center (POC) widely share its Situation Updates and Common Operating Picture Reports (COPR) with all municipalities and agencies involved or interested in the response in order to share and improve situational awareness
- Every opportunity is taken to create a culture of collaboration and co-operation in emergencies, and that this be reinforced through regional and local emergency management collaboration opportunities, including regular exercises and training.

## Additional Observations / Recommendations

Improvement Districts (IDs) are municipal authorities in rural areas where the population is too small to support a local government. Within Alberta, there are eight IDs. Five of these districts have contiguous boundaries with federally-managed national parks. The boundaries of Waterton Lakes National Park are contiguous with Alberta Improvement District #4.

Local government functions for any town sites within an ID are managed by the Government of Alberta, while the Government of Canada is responsible for the national park. Other national parks in Alberta that interact with Improvement Districts include Banff National Park, Jasper National Park, Elk Island National Park, and Wood Buffalo National Park. Further, the towns of Jasper and Banff exist within their own borders inside their respective national parks.

Emergency situations are unlikely to respect these boundaries and have the potential to cause jurisdictional issues between the federal and provincial governments. In order to become better prepared, the various levels of government must begin to build relationships and understand each other's responsibilities in these areas. It is therefore recommended that:

- AEMA and some of its key Government of Alberta partners engage with the various jurisdictions in the vicinity or within National Parks to better define and prepare those involved to plan for and respond to a large scale, multi-jurisdictional events, using a scenario along the lines of the Kenow wildfire as its basis.

# CONCLUSION

Trying to overcome jurisdictional issues in the midst of an event is difficult and is not conducive to effective event or issue resolution. Relationships must be built in advance and agreements made in order to quickly solve questions of jurisdictional responsibility at the beginning of an event. Stakeholders must be aware of what is going on outside of their borders, and be willing to share information with their neighbors. Having conversations about jurisdictional issues in advance or establishing connections quickly will improve communications and situational awareness across boundaries. Implementation of the recommendations contained in this report will improve all-hazards emergency management in Alberta.

# SUMMARY OF RECOMMENDATIONS

- The ICS concept and practice of adopting a Unified Command structure be incorporated into an education and exercise framework so that it can be better understood and effectively implemented within Alberta.
- When Unified Command is adopted by various agencies, a clear understanding of the time, space, responsibilities and authorities is approved and widely communicated by an overarching coordinating authority.
- Office of the Fire Commissioner (OFC) work with stakeholders to develop protocols to safely and effectively incorporate “spontaneous” firefighting volunteers into rural or remote area fire response.
- To ensure unity of messaging at the provincial level, the Lead Ministry must be clearly identified, must place communications representatives at the POC, and that they must work closely with the local or regional emergency operations centers to ensure timely, accurate and effective public communications.
- Communications and joint messaging must be included in the process for Unified Command. There needs to be one cohesive message being shared, and all involved parties must have access to the required information.
- AEMA bolster the Incident Support Team (IST) program, to include the addition of specific GoA Public Affairs representative(s), preferably from the designated lead Ministry / Agency, to ensure seamless co-ordination of public messaging with the responding jurisdictions.
- The process and procedures used by the Office of the Fire Commissioner and Alberta Wildfire to source and co-ordinate wildland and structural fire protection units be captured and formalized as best practices, and exercised on a routine basis to ensure similar effective execution in future circumstances.
- Incident Command System (ICS) training and use be mandated to ensure a common structure and terminology are used in large scale emergencies, and common

- understanding and situational awareness can be better supported.
- AEMA and the Provincial Operations Center (POC) widely share its Situation Updates and Common Operating Picture Reports (COPR) with all municipalities and agencies involved in order to improve situational awareness.
  - Every opportunity is taken to create a culture of collaboration and co-operation in emergencies; reinforced through regional and local emergency management collaboration opportunities, including regular exercises and training.
  - AEMA and some of its key Government of Alberta partners engage with the various jurisdictions bordering or within National Parks to better define and prepare those involved to respond to large scale, multi-jurisdictional events, using a scenario along the lines of the Kenow wildfire as its basis.

## SOURCE REPORTS REVIEWED

### **Federal**

Parks Canada

### **Provincial**

Alberta Emergency Management Agency  
Provincial Operations Center Incident Debrief  
Communications and Public Engagement  
Alberta Health  
Alberta Wildfire  
Alberta Environment and Parks

### **Municipal**

Municipal District of Pincher Creek

### **Stakeholders / Partners**

Alberta Energy Regulator  
Shell  
The Coalition of Residents, Ranchers, and Ratepayers of the Twin Butte Area on the South Side of Pine Ridge Directly and Adversely Impacted by the Kenow Fire



2611 3rd AVE SE, CALGARY, ALBERTA, T2A 7W7  
WWW.ALTALINK.CA

**RECEIVED**

MAR 20 2018

M.D. OF PINCHER CREEK

March 16, 2018

### **Project update and community workshop invitation**

#### **Castle Rock Ridge to Chapel Rock Transmission Project**

Thank you for your patience and feedback throughout the Castle Rock Ridge to Chapel Rock Transmission Project.

AltaLink began working on the project in October 2014 and anticipated filing an application with the Alberta Utilities Commission (AUC) in late 2015.

AltaLink has stopped all work on the Castle Rock Ridge to Chapel Rock Transmission Project and has been directed by the Alberta Electric System Operator (AESO) to prepare an application for a new project in the Pincher Creek area that will be called the Chapel Rock to Pincher Creek Area Transmission Development.

#### **Chapel Rock to Pincher Creek Area Transmission Development**

This proposed project includes building a new substation that will connect to an existing transmission line west of Highway 22 and approximately 40 to 50 kilometres of new transmission line that will connect to an existing substation in the Pincher Creek area.

Some of the technical requirements and milestones for this project are different than on previously proposed projects in the area and could allow more flexibility for routing options and structure types. We want your input on these options through our community workshops.

#### **AltaLink community workshops**

We would like to meet with stakeholders to discuss and gather feedback on potential new technical solutions for the Chapel Rock to Pincher Creek Area Transmission Development.

Please join us in Pincher Creek on April 10 or April 11 at the Heritage Inn from 6:30 to 9:30 p.m. to provide your input.

If you would like to participate in either of the workshops, please register by April 2 at [www.letstalkchapelrock.com](http://www.letstalkchapelrock.com). Please note that space at these workshops is limited and registration is required to attend.

If you are unable to attend in person, you can also participate through our online workshop, which will be available from April 12 until April 30 at [www.letstalkchapelrock.com](http://www.letstalkchapelrock.com).

The input gathered from these workshops will be used in our routing selection process.

Following the workshops, we will share more information about routing options and structure types in late spring and ask for your input.





## **Project information**

### *Chapel Rock to Pincher Creek Area Transmission Development*

The Chapel Rock to Pincher Creek Area Transmission Development includes:

- A new substation, named Chapel Rock, which will connect to the Alberta/British Columbia intertie transmission line located west of Highway 22.
- A new transmission line connecting the Chapel Rock Substation to either the existing Goose Lake or Castle Rock Ridge substations, both located north of Pincher Creek.

The location of the new substation and potential routes for the new transmission line have not been determined.

### *Intertie Restoration Project*

The AESO has also directed AltaLink to prepare a facility application to complete work to restore the capacity of the 500 kV intertie transmission line between British Columbia and Alberta to its original design.

The Intertie Restoration Project includes:

- Adding equipment underneath the intertie transmission line west of Highway 22.
- Increasing the transmission line's ground clearance in certain locations.
- Work at the Bennett Substation near Calgary where the line terminates.

## **Need for both projects**

For more information regarding the need for the Chapel Rock to Pincher Creek Area Transmission Development or the Intertie Restoration Project, please visit [www.aeso.ca](http://www.aeso.ca) or contact the AESO directly at [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca) or 1.888.866.2959.

Representatives from the AESO will also be available at the workshops to answer questions regarding the need for the project.

If you have any questions or concerns, please contact us at [stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca) or 1.877.269.5903.

We look forward to hearing your feedback about the project.

Sincerely,



Pam Kean  
Director, Consultation

## Tara Cryderman

---

**From:** Roland Milligan  
**Sent:** Monday, March 19, 2018 9:48 AM  
**To:** Tara Cryderman  
**Subject:** FW: AlbertaSW Board planning meeting: Townfolio request  
**Attachments:** 2018 AlbertaSW Board Minutes 03-07 unapproved.pdf; Townfolio Alberta Southwest updated.pdf  
  
**Importance:** High

**From:** Bev Thornton [mailto:bev@albertasouthwest.com]  
**Sent:** Thursday, March 15, 2018 6:41 PM  
**To:** Bonnie Kawasaki <bonnie.kawasaki@crowsnestpass.com>; Chad Parsons <admin@glenwood.ca>; Cheryl Tull <office@granum.ca>; Cindy Cornish <vilocow@shaw.ca>; Cindy Vizzutti <cindy@mdwillowcreek.com>; Clayton Gillespie <stavely@platinum.ca>; Greg Brkich <cao@ranchland66.com>; Janet Edwards <office@hillspring.ca>; Jeff Shaw <jeff@cardston.ca>; Kathy Wiebe <admin@ranchland66.com>; Kevin Miller <cao@nanton.ca>; Laurie Wilgosh <Laurie@pinchercreek.ca>; Marian Carlson <marian@townofclaresholm.com>; Murray Millward <murray@cardstoncounty.com>; Patrick Thomas <patrick.thomas@crowsnestpass.com>; Sandy Chrapko <sandy@granum.ca>; Scott Barton <scottbarton@raymond.ca>; Susan Keenan <sKeenan@fortmacleod.com>; Wendy Kay <wkay@mdpinchercreek.ab.ca>  
**Cc:** Bob Dyrda <bob@albertasouthwest.com>  
**Subject:** FW: AlbertaSW Board planning meeting: Townfolio request  
**Importance:** High

Dear AlbertaSW CAOs,

Your AlbertaSW representative will be bringing an offer to council to cost-share the annual fee of an on-line investment attraction tool for our communities.

Here is some background information:

ATTACHED: The unapproved minutes of the last Board meeting and the Townfolio proposal.

\*\*\* This link to a 3-minute youtube video is probably the quickest way to envision how it works, what it will do for us.

<https://www.youtube.com/watch?v=PxH2cLyR4Do&t=2s>

- Our regional economic development officers have reviewed this, and other options, and recommend going forward with Townfolio.
- The fee for each community is based on population and listed on **page 3** of the attached proposal. **AlbertaSW would pay half of the annual fee, so, cost to you is (at most) \$800 per year and as low as \$100 per year.**
- We have one community already using this tool and it is reported to be attracting activity from investors and does not require staff time to update or manage (which is a large part of the value and cost benefit.)
- The same information will be continually updated on both your community site and on the Townfolio site.
- The charts and information display data effectively, can be customized and easily downloaded to include in community reports or other promotional material.
- It would be ideal if all our communities could participate, but please call if you have questions.

Bev and Bob



# townfolio

Alberta Southwest Proposal

March 5, 2017

*Confidential Proposal for Internal Use Only*

# REGION FEATURES

For more information on Townfolio view our **brochure** (<https://townfolio.co/brochure>)



## Access to 30+ Datasets

We aggregate and clean multiple datasets relevant to your community, while regularly adding new datasets.



## Monthly Data Updates

We make sure your data is up-to-date by checking for updates from our 30+ data sources on a monthly basis.



## Website Embedding

Embed eye-catching & interactive charts onto all municipal websites to keep website visitors engaged. Example [here](#).



## Mobile & Tablet Friendly

Our community profiles adjust to any screen size to ensure the best viewing experience possible.



## PDF / Excel Exports

Paper is still a popular option, so we created an export feature that pulls updated data directly from our database.



## Profile Analytics

See how many times your profile is viewed, filtered down to visitor location and page views of specific sections.



## Google Friendly

Our community profiles are incredibly search engine friendly, boosting the odds of your community and profile getting noticed.



## And More..

Live training, ongoing technical support, social media, homepage feature, free platform/feature upgrades, and premium feature trials!

# PRICING

## Townfolio County Region Plan

|                            | <b>Region 1 Year<br/>Price</b> | <b>Region 3 Year<br/>Price</b> |
|----------------------------|--------------------------------|--------------------------------|
| <b>Annual Price / Year</b> | <b>\$19,750</b>                | <b>\$15,800</b>                |
| Cardston                   | 2000                           | 1600                           |
| Cardston County            | 2000                           | 1600                           |
| Claresholm                 | 2000                           | 1600                           |
| Cowley                     | 250                            | 200                            |
| Crowsnet Pass              | 2000                           | 1600                           |
| Fort Macleod               | 2000                           | 1600                           |
| Glenwood                   | 250                            | 200                            |
| Granum                     | 250                            | 200                            |
| Hill Spring                | 250                            | 200                            |
| Nanton                     | 2000                           | 1600                           |
| Pincher Creek              | 2000                           | 1600                           |
| MD Pincher Creek           | 2000                           | 1600                           |
| MD Ranchland               | 250                            | 200                            |
| Stavely                    | 250                            | 200                            |
| MD Willow Creek            | 2000                           | 1600                           |
| Waterton Lakes             | 250                            | 200                            |

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# Appendix 1: Data Sources

## Census (1996, 2001, 2006, 2011, 2016)

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*
- *Education by CMA/CA*
- *Household Income by CMA/CA*
- *Marital Status by CMA/CA*
- *Dwellings by CMA/CA*
- *Labour Force by Occupation by CMA/CA*
- *Labour Force by Industry by CMA/CA*
- *Labour Force Participation by CMA/CA*
- *Employment Rates by CMA/CA*
- *Class of Worker by CMA/CA*
- *Median Commute Times by CMA/CA*
- *Religion by CMA/CA*
- *Visible Minorities by CMA/CA*

## British Columbia Stats

- *Population Estimates by CMA/CA*
- *Population Projections by CMA/CA*
- *Households by Region*

## Alberta Municipal Census

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*

## Saskatchewan Health

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*

## Manitoba Health

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*

## Companies

- *Local Municipality Interviews*
- *Online Business Directories*
- *InfoGroup Canada*
- *Media Press Releases*

## Taxation

- *Local Municipal Bylaws*
- *Canada Revenue Agency*
- *Deloitte Tax Archives*

## 3rd Party Providers (2016)

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*
- *Education by CMA/CA*
- *Household Income by CMA/CA*
- *Marital Status by CMA/CA*
- *Dwellings by CMA/CA*
- *Household Expenditures by CMA/CA*

## Jobs Bank Canada

- *Median Hourly Wage Rate*
- *Labour Force Survey*
- *Saskatchewan Wage Survey*
- *Employment Insurance Data*

## Transportation

- *Local Airport Providers*
- *Rail Companies*
- *Bus Companies*
- *Provincial Governments*

## Incentives

- *Local Municipal Bylaws*
- *Provincial Bylaws*

## Utilities

- *Local Electricity Providers*
- *Local Natural Gas Providers*
- *Local Water Providers*
- *Local Sewer Providers*

## Housing

- *Local Municipalities*
- *Local Real Estate Associations*
- *Canadian Municipal Housing Corporation*

## Education

- *Provincial School Board Associations*
- *Private/Public Colleges*
- *Universities*

## Quality of Life

- *Environment Canada*
- *Provincial Doctor Associations*
- *Provincial Dental Associations*
- *+ Other Health Associations*

Please note: Data sources may vary slightly from province to province and are subject to change

## Appendix 2: Estimated Cost Savings Using Townfolio

|   | <br>Est. 3rd Party Fees | <br>Est. Labour Costs |
|---|--|--|
| <p><b>Research &amp; Aggregate Data</b></p> <p><b>What We Do?</b><br/>Our expert data team researches, aggregates, and cleans your municipal data from over 30 sources.</p> <p><b>How It Helps You?</b><br/>Replaces the need to outsource or manually source, aggregate, and clean from multiple data sources.</p>           | \$5,000  | 80 Hours   |
| <p><b>Visualize Your Data</b></p> <p><b>What We Do?</b><br/>We visualize your data into digital charts that automatically power your website, and can be downloaded into PDF or Excel format.</p> <p><b>How It Helps You?</b><br/>Replace the need to manually build or outsource data visualization (PDF, Graphics, etc)</p> | \$5,000<br><i>(Profile)</i><br><br>\$5,000<br><i>(Website)</i>   | 60 Hours<br><i>(Profile)</i>   |
| <p><b>Data Updates</b></p> <p><b>What We Do?</b><br/>We keep all of your data up-to-date with monthly data updates, while website chart embeds and exports are automatically updated.</p> <p><b>How It Helps You?</b><br/>No more document updates (PDF or Excel), website updates, and website maintenance fees.</p>         | \$1,200<br><i>(Website)</i><br><br>\$2,000<br><i>(Chart Embeds)</i>  | 60 Hours<br><i>(Data Updates)</i>  |
| <p><b>Joining a Network</b></p> <p><b>How It Helps You?</b><br/>The power of our network can help get your community noticed based on your unique opportunities. Analytics help measure success rates of trade missions, digital marketing, and others.</p>   | <i>Currently in Research Phase</i>   |  |
| <b>Total Estimated Costs</b>  | <b>\$20,486</b>  | <b>\$15,820</b>  |
| <b>Total Estimated Savings</b>  |  | <b>\$18,153</b>  |

## Appendix 2: Footnotes

### Research & Aggregate Your Data

- Townfolio Alternatives: economic developer manually manages data or outsources to third party
- Assume the cost to be \$5,000 to outsource data research/aggregation to third party OR 80hrs of an economic developer's time to complete

### Visualize Your Data

- Alternatives: manually manage data or outsource to third party
- Assume \$5,000 to outsource building a community profile OR 60hrs of economic developer's time to complete a community profile
- Add on cost of \$5,000 to outsource the development of a website (\$20,000 website project cost, amortized over four years = \$5,000/yr)

### Data Updates

- Alternatives: manually manage data or outsource to third party
- Assume cost of third-party to manage/update website to be \$100/mo x 12 = \$1200/YR
- Add on cost of 60hrs of EcDev's time to update local data and maintain community profile
- Add on cost of \$2000 for interactive chart embedding feature from third party

### Joining the Network

- We are researching the value of our network. Exposure to visitors from around the world is a priceless feature and a very fortunate by-product of Townfolio, but researching this is not easy. The value of our network will increase exponentially as it grows in popularity and we look forward to tracking the investment wins (dollars invested, businesses started, jobs created) Townfolio communities experience.

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Please Note: The above numbers are strictly estimated based on two and a half years of primary market research interviewing dozens of economic developers. We continue to survey our customers to learn the cost and time savings associated with our software. If you believe our numbers to be too high or too low please let us know. We welcome feedback and encourage you to try using your own estimates.



**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday March 7, 2018 – Stockmans Grill – Fort Macleod



**Board Representatives**

Barney Reeves, Waterton Lakes  
Jim Bester, Cardston County  
Dennis Barnes, Cardston  
Duncan McLean, Granum  
Brent Feyter, Fort Macleod  
Quentin Stevick, MD Pincher Creek  
Blair Painter, Crowsnest Pass  
Warren Mickels, Cowley  
Scott Korbett, Pincher Creek

Alberta Elias, Glenwood  
Dale Gugala, Stavely  
Maryanne Sandberg, MD Willow Creek  
Kathy Wiebe, MD Ranchland

**Resource Staff and Guests**

Bev Thornton, Executive Director, AlbertaSW  
Bob Dyrda, Project Lead, AlbertaSW

1. Call to Order and introductions      Chair Barney Reeves called the meeting to order.
  
2. Approval of Agenda      Moved by Blair Painter THAT the agenda be approved as presented  
**Carried.** [2018-03-569]
  
3. Approval of Minutes      Moved by Dennis Barnes THAT the minutes of February 7, 2018 be  
approved as presented.  
**Carried.** [2018-03-570]
  
4. Approval of Cheque Register      Moved by Duncan McLean THAT cheques #2333 to #2358 be  
approved as presented.  
**Carried.** [2018-03-571]
  
5. Planning Discussion      Bob Dyrda led a discussion through the AlbertaSW Core Businesses  
and provided background on projects, to date.  
Board discussed ideas for going forward.  
Those discussions will form the basis of a draft 2018-2019 Operations  
Plan, to be presented at the next meeting.
  
6. Motions arising from Discussion      ➤ **Transportation corridors** are of vital importance to move goods,  
services and people throughout the region.  
Moved by Blair Painter THAT AlbertaSW become a member of the  
“Highway 3 Twinning Development Association”.  
**Carried.** [2018-03-572]  
  
Moved by Dennis Barnes THAT AlbertaSW provide a letter of  
support to the Lethbridge Chamber regarding its initiative to create a  
collaborative approach to transportation corridors.  
**Carried.** [2018-03-573]  
Discussion also noted that regional secondary roads may be better  
utilized and promoted as access to regional attractions.  
  
➤ **Regional promotion** and providing good information about the  
opportunities in the region will serve to benefit all our communities.  
The regional economic development officers have reviewed options  
and recommend that the Board consider a three-year proposal from

Townfolio to build and continuously update an on-line community profile for each participating community.  
Moved by Scott Korbett THAT AlbertaSW offer to cost-share the annual fee with each participating community.

**Carried.** [2018-03-574]

Bev will send out the full proposal to the Board.

Each Board representative will take the proposal to respective Councils to consider a 50/50 cost sharing of the annual fee.

► **Organizational Leadership** is a strength of AlbertaSW. This can be formally recognized by gaining certification within economic development professional organizations.

Moved by Jim Bester THAT AlbertaSW proceed with application to the International Economic Developers Council (IEDC) to become an Accredited Economic Development Organization (AEDO).

**Carried.** [2018-03-575]

► **Other funding** will be pursued for the region, as it comes available: AlbertaSW is submitting an application, on behalf of the SAAEP partners, to the Community Energy Capacity Building Program (CECBP). This is offered by Energy Efficiency Alberta and will not require any matched funds from the region. If approved, a 6-month project will update community leaders regarding all technologies, identify best practices in municipal policy and legislation and identify opportunities in our communities.

7. Project Lead report.

Accepted as information.

8. Executive Director Report

Accepted as information.

9. Roundtable updates

Consensus that the topic for roundtable updates for next meeting be: What kind of investment is your community hoping to attract or focus upon developing?

10. Board Meetings:

April 4, 2018 - Claresholm

May 2, 2018 - Nanton

June 6, 2018 - AGM Waterton

11. Adjournment

Moved by Blair Painter THAT the meeting be adjourned.

**Carried.** [2018-03-576]

UNAPPROVED

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Chair

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Secretary/Treasurer



**Regional Emergency Management Organization  
Advisory Committee Meeting Minutes  
Thursday, March 15, 2018; 2:00 pm  
MD Council Chambers**

**IN ATTENDANCE:**

**Town of Pincher Creek**

Councillors Mark Barber and Lorne Jackson  
Director of Operations Al Roth

**Village of Cowley**

Councillor Jay McKinnon  
CAO Cindy Cornish

**Municipal District of Pincher Creek #9**

Reeve Quentin Stevick and Councillor Rick Lemire  
Interim CAO Roland Milligan and Executive Assistant Tara Cryderman

The meeting was called to order at 2:14 pm.

1. Election of Chair and Vice Chair

Councillor Lorne Jackson nominated Councillor Rick Lemire as Chair.

Councillor Mark Barber nominated Reeve Quentin Stevick as Vice Chair.

2. Approval of Agenda

Reeve Quentin Stevick

Moved that the Revised Agenda for March 15, 2018, be approved as presented.

Carried

3. Approval of Notes

Councillor Lorne Jackson

Moved that the notes of June 20, 2017, be received as information.

Carried

4. Discussion on Structure

Councillor Lorne Jackson

Moved that it be recommended to each respective Council that Al Roth be appointed as the Director of Emergency Management;

And that Roland Milligan and Cindy Cornish be appointed as Deputy Directors of Emergency Management.

Carried

Discussion occurred regarding placing the Regional Emergency Management Organization under the umbrella of the Pincher Creek Emergency Services Commission.

Councillor Lorne Jackson

Moved that it be recommended that each respective Council consider, discuss and provide direction in relation to the transferring of the Regional Emergency Management to the Pincher Creek Emergency Services Commission;

And that a response be provided to the Committee, no later than May 15, 2018.

Carried

The funding formula for the REMO was discussed.

Emergency Preparedness Day, scheduled for May 8, 2018, was discussed.

Evacuation plans were discussed.

5. Budget to Actual

The budget to actual document was discussed.

6. Snow Event of February 23-24 Debrief

The snow event, and some issues resulting from the structure of the organization, were discussed.

The DEM was not contacted prior to the Town opening their reception centre and EOC.

The Village of Cowley opened a reception centre, without any communication to the DEM.

Staffing and operation of the reception centres was discussed.

Having three separate reception centres was discussed.

7. Compensation to Vertical Church

There are some invoices submitted from the Vertical Church.

Reeve Quentin Stevick

Moved that it be recommend to Administration that the submitted invoices from Vertical Church be paid.

Carried

8. Alberta Emergency Management Agency

There are training sessions upcoming.

On April 6, the MD is hosting training for Municipal Officials.

Additional training has been communicated with the CAOs.

9. New Business

Access to livestock during an evacuation was mentioned.

The letter from Blaine Marr was discussed.

Livestock during an emergency event was discussed.

10. Adjournment

Councillor Lorne Jackson

Moved that the meeting adjourn, the time being 3:58 pm.

Carried

## Habitat for Humanity Pincher Creek “Build” Update

In September of 2018 the Town of Pincher Creek announced the signing of a Memorandum of Agreement that signaled the start of the Habitat for Humanity “Pincher Creek Build”. The MOU was signed by Habitat Southern Alberta CEO Gerrad Oishi, Pincher Creek Mayor Don Anderberg, and Rick Clark, Chair of The Pincher Creek Elks #474 Society. This initiative is the result of the Housing Needs Assessment work done in 2010 and 2016. The Town has dedicated land for the project and several area service clubs have stepped forward to assist with the fundraising activities. Because they have various licensing and regulatory systems already in place, the Pincher Creek Elks #474 Society activated its “Community Services” arm and has partnered with the following service organizations: Pincher Creek Elks, Pincher Creek Lions, Cowley Lions, Rotary Club of Pincher Creek, Angels Within Us, Royal Canadian Legion Branch 43, Pincher-Cowley Roaring Lions and Chinook Spitzie #6 Masonic Lodge. Each of these groups is to be commended for community service track-records spanning decades.

A community Open House was held on September 28, 2017. The Heritage Inn, by donating the meeting room space for that function, was the first local business to contribute to the build.

The fundraising goal is \$120,000.00 (\$80,000.00 in cash and \$40,000.00 Gifts-in-Kind). The community will meet the fund-raising challenge, and be prepared to build in 2019. Since the Open House, businesses and individuals have donated \$2800.00. *(update March split & 10K raised)*

On January 7, 2017, representatives from the groups met to discuss the “go-forward” plan for advertising, public relations, and fund-raising. To date, the most significant fund-raiser planned is a Spring Barn Dance and Auction at Heritage Acres on May 12, 2018. Mark your calendars, and watch for detailed advertising!

“Habitat’s homeownership model helps communities to expand their affordable housing inventory and helps families achieve strength, stability and independence through affordable home ownership. Our homes are funded through the generosity of our regional communities, donors, sponsors and are constructed by local construction contractors and volunteers. The homes are sold to families with no down payment and are financed with affordable, no-interest mortgages.”





Habitat will establish the family recruitment process for qualifying families, assist with marketing and communications, and be directly involved in post-occupancy responsibilities. Information relating to the qualifying families application process is available in brochure form from the Town Office and electronically on the website.

Through the Economic Development Office, the Town of Pincher Creek is working with Habitat to establish updates to the website and social media links, posters, signage and brochures. The Town and Habitat will do everything possible to make donating easy and convenient. Contributions will be receipted for tax purposes.

Watch the following locations for more information and updates:

Regional Website: <https://www.habitatsouthernab.ca>

Town Website: <http://pinchercreek.ca/residents/habitat.php>

Email: [pinchercreek@habitatsouthernab.ca](mailto:pinchercreek@habitatsouthernab.ca)

Facebook: [www.facebook.com/HabitatPincherCreek/](http://www.facebook.com/HabitatPincherCreek/)

Barn Dance Fundraiser: Charlie Price



**Habitat for Humanity**, Pincher Creek Build  
962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0  
[pinchercreek@habitatsouthernab.ca](mailto:pinchercreek@habitatsouthernab.ca)  
<https://www.habitatsouthernab.ca>

# FCSS by the Numbers

AS OF AUGUST 31, 2015 IN ALBERTA

THERE ARE:

**318**  
MUNICIPALITIES

AND

METIS  
SETTLEMENTS

ORGANIZED INTO

**208**  
FCSS PROGRAMS

IN 2015 FCSS PROGRAMS  
REPORTED

**79,085**  
VOLUNTEERS

PROVIDING

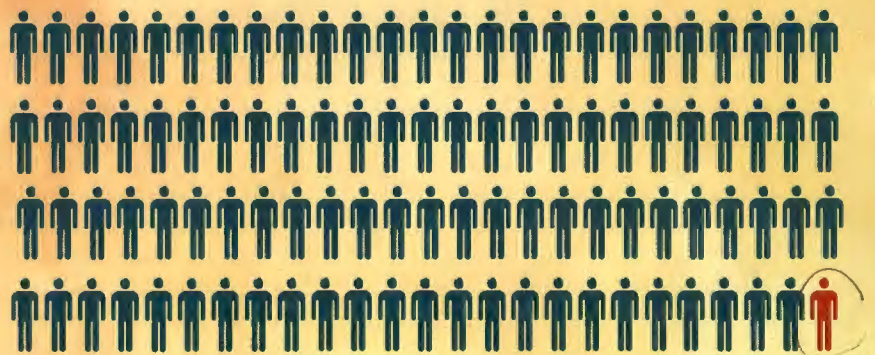
**2.3**  
MILLION  
HOURS OF SERVICE

WHICH EQUALS

**28.4**  
MILLION  
DOLLARS

**99%**

of ALBERTANS  
have access to  
FCSS  
PROGRAMS







**MINUTES – 4 (2017)**  
**ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS' MEETING**  
**Thursday, December 7, 2017 – 7:00 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

|                                 |                        |                                  |                       |
|---------------------------------|------------------------|----------------------------------|-----------------------|
| Kevyn Stevenson (absent) .....  | Village of Arrowwood   | Brad Koch (absent) .....         | Village of Lomond     |
| Delbert Bodnarek .....          | Village of Barnwell    | Richard Van Ee .....             | Town of Magrath       |
| Ed Weistra .....                | Village of Barons      | Peggy Losey .....                | Town of Milk River    |
| Tom Rose (absent) .....         | Town of Bassano        | Louis Myers .....                | Village of Milo       |
| Bill Prentice - alternate ..... | City of Brooks         | Dan McLelland .....              | Town of Nanton        |
| Jim Bester .....                | Cardston County        | Clarence Amulung .....           | County of Newell      |
| Richard Bengry .....            | Town of Cardston       | Marinus de Leeuw .....           | Village of Nobleford  |
| Peggy Hovde .....               | Village of Carmangay   | Henry de Kok (absent) .....      | Town of Picture Butte |
| Jamie Smith (absent) .....      | Village of Champion    | Bev Everts .....                 | M.D. of Pincher Creek |
| Doug MacPherson .....           | Town of Claresholm     | Don Anderberg .....              | Town Pincher Creek    |
| Butch Pauls .....               | Town of Coaldale       | Ronald Davis (absent) .....      | M.D. of Ranchland     |
| Heather Caldwell .....          | Town of Coalhurst      | Greg Robinson .....              | Town of Raymond       |
| Tanya Smith .....               | Village of Coutts      | Don Norby .....                  | Town of Stavely       |
| Warren Mickels (absent) .....   | Village of Cowley      | Matthew Foss .....               | Village of Stirling   |
| Dave Filipuzzi .....            | Mun. Crowsnest Pass    | Jennifer Crowson .....           | M.D. of Taber         |
| Dean Ward .....                 | Mun. Crowsnest Pass    | Margaret Plumtree (absent) ..... | Town of Vauxhall      |
| Gordon Wolstenholme .....       | Town of Fort Macleod   | Jason Schneider .....            | Vulcan County         |
| Gerry Carter .....              | Village of Glenwood    | Lyle Magnuson .....              | Town of Vulcan        |
| Barin Beresford (absent) .....  | Town of Granum         | Don Heggie - alternate .....     | County of Warner      |
| Suzanne French .....            | Village of Hill Spring | Eric Burns .....                 | Village of Warner     |
| Morris Zeinstra .....           | County of Lethbridge   | Ian Sundquist .....              | M.D. Willow Creek     |

**STAFF:**

|                      |                |                        |                        |
|----------------------|----------------|------------------------|------------------------|
| Lenze Kuiper .....   | Director       | Cam Klassen .....      | Assistant Planner      |
| Mike Burla .....     | Senior Planner | Erin Graham .....      | Assistant Planner      |
| Bonnie Brunner ..... | Senior Planner | Stacy Olsen .....      | Assistant Planner      |
| Diane Horvath .....  | Senior Planner | Yeue Majok .....       | CAD/GIS Technologist   |
| Steve Harty .....    | Senior Planner | Kaylee Sailer .....    | CAD/GIS Technologist   |
| Gavin Scott .....    | Senior Planner | Jennifer Maxwell ..... | Subdivision Technician |
| Ian MacDougall ..... | Planner        | Barb Johnson .....     | Executive Secretary    |

**AGENDA:**

1. **Approval of Agenda** – December 7, 2017 .....

- 2. **Approval of Minutes** – September 7, 2017 .....(attachment)
- 3. **Business Arising from the Minutes**.....
- 4. **Recognition of Members and Alternate Members for 2017/2018** .....(attachment)
- 5. **Appointment of Officers and Executive Committee for 2017/2018** .....(attachment)
  - (a) Election of Chair .....(attachment)
  - (b) Election of Vice-Chair .....(attachment)
  - (c) Election of Executive Committee.....(attachment)
  - (d) Destruction of Ballots.....(attachment)

6. **GUEST SPEAKER – Tom Golden – Former ORRSC Manager and MGB Member**  
*“Secrets of the Municipal Government Board”*

- 7. **Reports**
  - (a) Executive Committee Report.....(attachment)
  - (b) GIS Report and Newsletter ..... (handout)
  - (c) Council Orientation/Organizational Briefing .....(attachment)
- 8. **Business**
  - (a) Proposed 2018 Budget.....(attachment)
  - (b) Subdivision Fee Increase .....(attachment)
- 9. **Accounts**
  - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2017.....(attachment)
- 10. **Adjournment** – March 1, 2018.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 P.M.

**1. APPROVAL OF AGENDA**

Moved by: Greg Robinson

THAT the Board of Directors approve the agenda of December 7, 2017, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

Moved by: Richard Van Ee

THAT the Board of Directors approves the minutes of September 7, 2017, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2017/2018

- Each Board member stood and introduced themselves stating the municipality they represent. The Director also introduced all staff members in attendance.

| Municipality                  | Member                     | Alternate Member     |
|-------------------------------|----------------------------|----------------------|
| Arrowwood – Village           | Kevyn Stevenson            | —                    |
| Barnwell – Village            | Delbert Bodnarek           | Ian Matheson         |
| Barons – Village              | Ed Weistra                 | Michelle Tarditi     |
| Bassano – Town                | Tom Rose                   | Ron Wickson          |
| Brooks – City                 | Norman Gerestein           | Bill Prentice        |
| Cardston – County             | Jim Bester                 | Roger Houghton       |
| Cardston – Town               | Richard Bengry             | —                    |
| Carmangay – Village           | Peggy Hovde                | JoAnne Juce          |
| Champion – Village            | Jamie Smith                | Trevor Wagenvoort    |
| Claresholm – Town             | Doug MacPherson            | Brad Schlossberger   |
| Coaldale – Town               | Butch (Henry) Pauls        | —                    |
| Coalhurst – Town              | Heather Caldwell           | —                    |
| Coutts – Village              | Tanya Smith                | Marvin Bohne         |
| Cowley - Village              | Warren Mickels             | Mary Kittlaus        |
| Crowsnest Pass – Municipality | Dave Filipuzzi & Dean Ward | —                    |
| Fort Macleod – Town           | Gordon Wolstenholme        | Brent Feyter         |
| Glenwood – Village            | Gerry Carter               | —                    |
| Granum – Town                 | Barin Beresford            | Bernie Kennedy       |
| Hill Spring – Village         | Suzanne French             | —                    |
| Lethbridge – County           | Morris Zeinstra            | —                    |
| Lomond – Village              | Brad Koch                  | —                    |
| Magrath – Town                | Richard Van Ee             | —                    |
| Milk River – Town             | Peggy Losey                | —                    |
| Milo – Village                | Louis Myers                | Scott Schroeder      |
| Nanton – Town                 | Dan McLelland              | Victor Czop          |
| Newell – County               | Clarence Amulung           | Anne Marie Philipsen |
| Nobleford – Village           | Marinus de Leeuw           | Tony Aleman          |
| Picture Butte – Town          | Henry de Kok               | Teresa Feist         |
| Pincher Creek – M.D. No. 9    | Bev Everts                 | Quentin Stevick      |
| Pincher Creek – Town          | Don Anderberg              | Scott Korbett        |
| Ranchland – M.D. No. 66       | Ronald Davis               | Harry Streeter       |
| Raymond – Town                | Greg Robinson              | Bryce Coppieters     |
| Stavely – Town                | Don Norby                  | —                    |
| Stirling – Village            | Matthew Foss               | Rob Edwards          |
| Taber – Municipal District    | Jennifer Crowson           | —                    |
| Vauxhall – Town               | Margaret Plumtree          | Marilyn Forchuk      |
| Vulcan – County               | Jason Schneider            | Doug Logan           |
| Vulcan – Town                 | Lyle Magnuson              | Paul Taylor          |

|                            |               |                    |
|----------------------------|---------------|--------------------|
| Warner – County No. 5      | David Cody    | Morgan Ruckertbach |
| Warner – Village           | Eric Burns    | Colette Glynn      |
| Willow Creek – M.D. No. 26 | Ian Sundquist | Maryanne Sandberg  |

**5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2017/2018**

- A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

**(a) Election of Chair**

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

**Gordon Wolstenholme** was elected Chair by acclamation.

**(b) Election of Vice-Chair**

Advance Nominations: Jim Bester (Cardston County)

Nominations from the floor: None

**Jim Bester** was elected Vice-Chair by acclamation.

**(c) Election of Executive Committee**

Advance Nominations: Don Anderberg (Town of Pincher Creek)  
Doug MacPherson (Town of Claresholm)  
Ian Sundquist (M.D. of Willow Creek)

Nominations from the floor:

Ed Weistra (Village of Barons) nominated Morris Zeinstra (Lethbridge County)  
Richard Bengry (Town of Cardston) nominated Greg Robinson (Town of Raymond)

**Don Anderberg, Doug MacPherson, Ian Sundquist, Morris Zeinstra and Greg Robinson** were all elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 7, 2017 to December 6, 2018:

Gordon Wolstenholme – Chair  
Jim Bester – Vice-Chair  
Don Anderberg  
Doug MacPherson  
Ian Sundquist  
Morris Zeinstra  
Greg Robinson

**(d) Destruction of Ballots – None (all elected by acclamation)**

**6. GUEST SPEAKER – Tom Golden – Former ORRSC Manager and MGB Member**  
*“Secrets of the Municipal Government Board”*

Tom Golden retired as Manager of the Oldman River Regional Services Commission in 1995 and , until recently, has since served on the Municipal Government Board (MGB). The MGB replaced the Alberta Planning Board in 1995 and is a independent body that adjudicates a number of issues including: some subdivision appeals, resolving disputes regarding bylaws, tax assessment appeals, annexations between municipalities.

The main things Mr. Golden wanted everyone to know is – DON'T GO BEFORE THE MGB IF YOU DON'T HAVE TO – you might end up with a decision that you don't want. But if you DO go before the Board at some time, he outlined four observations that may help you:

**1. Get Your Ducks In A Row**

- You have planners for a reason, to give you sound municipal planning advice.
- If you don't take their advice, make sure it is a sound decision.
- Show you have gone through a legitimate process and how the decision fits into that.
- Having bylaws in place makes decisions consistent.
- Keep your bylaws and plans current and updated.

**2. Follow The Rules**

- If you ignore your planners, make sure your rules and procedures are followed.
- If the decision is appealed anyway, have someone from the MPC or Subdivision Authority come with the planner just to add a municipal face to the appeal.
- Politicians are better than lawyers to bring to an appeal.
- MGB members are human. Consequently they sometimes get confused. It is important that your information is in a concise clear form – diagrams, good maps, clear presentation, and leave the evidence with the Board so they can go back to the information.
- Present the bylaws and pertinent information. You need good information to have a good decision.

**3. System Is Adversarial**

- Once you come before the Board it is up to them to make the decision. Negotiations are finished at this point.
- Occasionally the Board will accept agreements between the parties as long as they are legal and following the rules.

**4. Be Organized**

- Be prepared and have bylaws in place.
- Present your evidence which will act as a basis for the decision.
- In your summary, highlight the most important points.

## 7. REPORTS

### (a) Executive Committee Report ..... (attachment)

- Chair Gordon Wolstenholme briefly reviewed the Executive Committee Report which was attached to the agenda and answered questions from the Board.

**Moved by: Richard Bengry**

THAT the Board of Directors receive the Executive Committee Report for the meetings of September 7 and November 9, 2017, as information. **CARRIED**

### (b) GIS Report and Newsletter

- 2017 saw the successful completion of the Orthophoto Project which delivered high resolution imagery (7cm pixel) of the 42 participating municipalities, which meets specific environmental parameters and allows for a leaf free image with an unobstructed view of buildings and roadways.
- Two municipalities joined the GIS Project in 2017 – the Village of Duchess and the City of Brooks. Total membership of the GIS Project now stands at 44 with representation from a rural municipality, villages, summer villages, towns, and a city.
- A six-member advisory committee has been created to help guide the decision making processes with regards to the GIS Project. The committee will provide additional input on things such as new GIS feature development, membership, funding models, tangible capital asset reporting, delivery of training and future grant opportunities. Current members of the GIS Advisory Committee include: Ryan Leuzinger (Milk River), Tricia Willis (Penhold), Pam Search (Raymond), Blair Bullock (Claresholm), Spencer Croil (Coaldale) and Bruce Thiessen (Brooks).

**Moved by: Doug MacPherson**

THAT the Board of Directors receive the GIS newsletter, as information. **CARRIED**

### (c) Council Orientation/Organizational Briefing ..... (attachment)

- Because the number of new Board members is so large (26 out of 42), the Director briefly explained who ORRSC is, what we do, and the role of ORRSC Board members:
  - Attend Quarterly Board Meetings
  - Decision-making and Policy-making body
    - Some financial and oversight duties and powers are delegated to the Executive
    - Establishes Executive Committee through election
    - Approves Budget
    - Liaison between ORRSC and municipality
    - Disseminates ORRSC information to council
- The Board governs the Commission through established policies and protocol. The appointed members and the elected Executive are drawn from a diverse cross section of rural and urban municipalities with the intention to best accomplish the mandate and objectives of the Commission, first and foremost.

## 8. BUSINESS


### (a) Proposed 2018 Budget

- Highlights of the proposed 2018 Budget are as follows:



**2018 Budget Highlights**

- ▶ Revenue:
  - ▶ Membership fees increase overall by 2% raising \$938,000
    - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
  - ▶ GIS fees to increase by 2% raising \$547,680
    - ▶ (\$5.65/capita & \$5.15/capita)
  - ▶ Fixed Revenues need to meet Fixed Expenses
  - ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves
  - ▶ Subdivision revenue is expected to increase by \$10,000 due to an increase in the Application Fee



**2018 Budget Highlights**

- ▶
  - ▶ Staff Salaries subject to 2.0% cost-of-living adjustment
    - ▶ (corresponding increases to Staff benefits)
  - ▶ Computer Hardware & Software costs continue to increase
  - ▶ **All other expenses held**
  - ▶ Planned replacement of a fleet vehicle in early spring

- A net income of approximately \$36,000 has been budgeted for 2018.

Moved by: **Greg Robinson**

THAT, the 2018 Budget, as recommended by the Executive Committee, be approved, as presented. **CARRIED**

**(b) Subdivision Fee Increase**

- The budget includes a \$100 increase in the Subdivision Application Fee (from \$600 to \$700) due to extra work resulting from the recent Municipal Government Act amendments. It has been five years since the last increase to the application fee. Greg Robinson (Raymond) expressed that we need to be mindful of fee increases that may deter development in our smaller communities.

**Moved by: Doug MacPherson**

THAT the Subdivision Application Fee be increased from \$600 to \$700, effective January 1, 2018.

**CARRIED**

**9. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2017**

**Moved by: Ian Sundquist**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2017, as information.

**CARRIED**

**8. ADJOURNMENT**

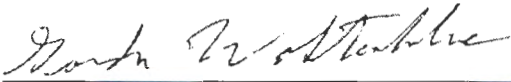
**Moved by: Gordon Wolstenholme**

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, March 1, 2018 at 7:00 p.m.**

**CARRIED**

/bj

CHAIR:





Meeting Minutes  
of the  
Agricultural Service Board – Municipal District of Pincher Creek No. 9  
January 11, 2018 – MD Council Chambers

Present: Chair John Lawson, Vice Chair Martin Puch, Councillor Bev Everts,  
Councillor Terry Yagos and ASB Key Contact Bradley Smith

Also Present: Director of Operations Leo Reedyk, Agricultural Services Manager  
Shane Poulsen Environmental Services Technician Lindsey Davidson  
and Receptionist Jessica McClelland

Absent: Reeve Quentin Stevick and Members Frank Welsch, David Robbins

Chair John Lawson, called the meeting to order at 9:38 am.

A. ADOPTION OF AGENDA

Councillor Everts 18/001

Moved that the agenda be approved as presented. Carried

B. DELEGATION

Jennifer Duckering and Andy Hart with the Foothills Forage and Grazing Association attended the meeting at this time to discuss their sponsorship request and programming information with regards to their organization.

They left the meeting at this time, the time being 10:29 am.

C. ADOPTION OF MINUTES

Martin Puch 18/002

Moved that the minutes of December 14, 2017 be accepted as presented. Carried

D. ASB KEY CONTACT REPORT

Councillor Yagos 18/003

Moved that the oral report from ASB Key Contact Bradly Smith, be received as information. Carried

Bradley Smith left the meeting at this time, the time being 10:40 am.

FOOTHILLS FORAGE AND GRAZING ASSOCIATION SPONSORSHIP

Councillor Yagos

18/004

Moved that the presentation by representatives with the Foothills Forage and Grazing Association be received as information;

AND THAT the discussion for sponsorship be tabled to the ASB meeting in February, pending attendance of the majority of the board.

Carried

Lindsey Davidson left the meeting at this time, the time being 11:04 am.

E. 2018 PROVINCIAL RESOLUTIONS

Martin Puch

18/005

Moved that the following 2018 provincial resolutions be received as information:

1. Environmental Stream Funding of the Agricultural Service Board Grant
2. Review of Agriculture Financial Services Corporation (AFSC) Crop Insurance Program
3. Organic Food Testing and Labeling
4. Proposed Federal Tax Changes

Carried

F. AGRICULTURAL AND ENVIRONMENTAL SERVICES DEPARTMENTAL REPORT

Councillor Everts

18/006

Moved to accept the Agricultural and Environmental Services Departmental Report, for December 2017, as information.

Carried

G. CORRESPONDANCE

(1) Action Required

nil

(2) For Information

Martin Puch 18/007

Moved that the following items be received as information;

- a) Environmental Stewardship News
- b) Alberta Environmental Farm Plan Renewal Period

Carried

H. NEW BUSINESS

I. NEXT MEETING

Councillor Everts 18/008

Moved that the ASB meeting for February 1, 2018 be cancelled,

AND THAT administration be directed to find another appropriate date for February to hold the monthly meeting.

Carried

H. ADJOURNMENT

Martin Puch 118/009

Moved to adjourn the meeting, the time being 11:55 am.

Carried

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ASB Chairperson

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ASB Secretary

Joint Recycle Committee Meeting  
Monday, February 26, 2018; 9:00 am  
MD of Pincher Creek Administration Building

In Attendance

**Town of Pincher Creek**

Councillor Scott Korbett

Director of Operations Al Roth

**Village of Cowley**

Councillor Mary Kittlaus

**Municipal District of Pincher Creek No. 9**

Councillor Brian Hammond

Director of Finance Janene Felker and Executive Assistant Tara Cryderman

**Contractor**

Weston Whitfield

The meeting was called to order, the time being 9:00 am.

1. Election of Chairman

It was determined that Councillor Scott Korbett be the Chair for the Joint Recycling Committee.

2. Election of Vice Chairman

It was determined that Councillor Brian Hammond be the Vice Chair for the Joint Recycling Committee.

3. Agenda

Councillor Brian Hammond

Moved that the agenda for February 26, 2018, be approved as presented.

Carried

4. Minutes of Last Meeting

Councillor Brian Hammond

Moved that the minutes of September 21, 2016, be approved as presented.

Carried

5. Withdrawal of the Village of Cowley

Councillor Mary Kittlaus spoke to the withdrawal of the Village of Cowley from the Recycle Depot Operations Agreement and the Recycle Depot Funding Agreement, effective as per the conditions set out in the respective agreements. Finances, staffing and the capability to recycle in-house were factors in the decision.

The next steps, as outlined in the report, dated February 20, 2018, were explained.

Facilities:

- There are no facilities to be removed within the Village of Cowley
- The MD does own a bin for MD residents. This will need to be further investigated.

Reserve:

- The monies of the reserve came from the profits of the operation and not investments.

Councillor Scott Korbett

Moved it be recommended that the Village of Cowley receive four percent (4%), as of January 1, 2019, of the Joint Recycling Reserve.

Carried

Equipment:

- Currently, the “book value” of the equipment is not available.
- Director of Operations Al Roth will attempt to obtain this value.
- Council for the Village of Cowley will be required to communicate how they would like their portion of ownership of the equipment distributed. This could be monetary value or a donation of equipment.

Termination of Contract:

- It was the consensus that the two remaining municipalities continue with the agreement.
- It was determined that this current agreement remain “as is” other than the deletion of the Village of Cowley.
- The funding format to be determined by population – 55% and 45%
- It was determined that, prior to a new agreement be secured (January 1, 2020), this service be tendered for submissions.

Councillor Scott Korbett

Moved it be recommended that a revised Agreement, be drafted and presented to the next Joint Recycling Committee Meeting.

Carried

6. Contractor's Reports

- The contractor provided his update for 2017.
- The tonnage information was presented and discussed.
- The yard appearance was discussed.

Councillor Brian Hammond

Moved it be recommended that Weston Whitfield request to appear as a delegation at an upcoming Crowsnest / Pincher Creek Landfill Association Board Meeting.

Carried

7. Transparency

- The issue of transparency of the meetings were discussed.
- It was suggested that the minutes be published.

8. Next Meeting Date

The next meeting date will be scheduled towards the end of May.

9. Adjournment

The meeting adjourned at 10:45 am