

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**August 28 2018**  
**1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Request for Service on Road Easement NE 18-10-2 W5M
  - Email, with letter from Rob Nichol, dated August 21, 2018
2. Awards of Excellence Sponsorship Request
  - Email, with letter from Pincher Creek and District Chamber of Commerce, dated August 5, 2018

C. MINUTES

1. Special Council Meeting Minutes
  - July 9, 2018
2. Council Meeting Minutes
  - July 10, 2018
3. Special Council Meeting Minutes
  - August 7, 2018

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

1. Request for MD to Maintain a Road – NE 18-10-2 W5M
  - Recommendation to Council from Director of Development and Community Services, dated August 22, 2018

F. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations
  - a) Municipal District of Pincher Creek No. 9 Flag
    - Recommendation to Council from Director of Operations, dated August 22, 2018
  - b) Bylaw No. 1290-18; Regional Airport Advisory Committee – Terms of Reference
    - Recommendation to Council from Director of Operations, dated July 31, 2018
  - c) Snow Removal Invoice for Winter 2017/2018
    - Recommendation to Council from Director of Operations, dated August 22, 2018
  - d) Beaver Mines Community Association – Water Wastewater Project – Community Advisory Group – Terms of Reference
    - Administration Guidance Request from Director of Operations, dated August 22, 2018
  - e) Operations Report
    - Report from Director of Operations, dated August 23, 2018
2. Planning and Development
  - a) Letters from Beaver Mines Community Association
    - Recommendation to Council from Director of Development and Community Services, dated August 22, 2018
  - b) 2018-07-19 Letter from Hazelton and Simmons
    - Administration Guidance Request from Director of Development and Community Services, dated August 22, 2018
3. Finance
  - a) Fire Billing
    - Recommendation to Council from Director of Finance, dated August 13, 2018
  - b) Statement of Cash Position
    - Recommendation to Council from Director of Finance, dated August 23, 2018

4. Municipal

- a) New Beaver Mines Fire Hall
  - Recommendation to Council from Interim CAO, dated August 23, 2018
- b) Waiver of Tax Penalty Request – Enel Green Power
  - Recommendation to Council from Interim CAO, dated August 21, 2018
- c) Waiver of Tax Penalty Request – Claude Laplant
  - Recommendation to Council from Interim CAO, dated August 21, 2018
- d) Request to Join Highway #3 Twinning Group
  - Recommendation to Council from Interim CAO, dated August 23, 2018
- e) Code of Conduct Bylaw
  - Recommendation to Council from Interim CAO, dated August 16, 2018
- f) Naming of the Municipal Office
  - Recommendation to Council from Interim CAO, dated August 10, 2018
- g) Pincher Creek Food Bank Update
  - Recommendation to Council from Interim CAO, dated August 23, 2018
- h) Ratification of Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan-2018
  - Recommendation to Council from Interim CAO, dated August 23, 2018
- i) Artwork for the Administration Building
  - Administration Guidance Request from Interim CAO, dated August 22, 2018
- j) Inspiration Awards
  - Administration Guidance Request from Interim CAO, dated August 21, 2018
- k) Interim Chief Administrative Officer Report
  - Report from Interim Chief Administrative Officer, dated August 23, 2018
  - Call Log

G. CORRESPONDENCE

1. For Information

- a) Informational Correspondence
  - Recommendation to Council from Interim CAO, dated August 21, 2018, covering:
    - Letter from Indigenous Relations, dated July 31, 2018
    - Letter from Town of Pincher Creek, dated July 9, 2018
    - Letter from STARS, dated July 5, 2018
    - Letter from Alberta Recreation and Parks Association, dated June 22, 2018
    - Letter from Yagos Family, received August 2, 2018
    - Letter from Kootenai Brown Pioneer Village, received August 9, 2018

H. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1  
Agricultural Service Board

- Minutes of June 7, 2018

Councillor Rick Lemire – Division 2

Councillor Bev Everts– Division 3  
Beaver Mines Community Association

- Minutes of April 21, 2018
- Minutes of July 14, 2018

Councillor Brian Hammond - Division 4

Councillor Terry Yagos – Division 5  
Crownsnest / Pincher Creek Landfill Association

- Minutes of June 20, 2018
- Minutes of July 18, 2018

I. CLOSED MEETING

- 1. Intermunicipal Collaboration Framework / Intermunicipal Development Plan– FOIP Section 21
- 2. Day Care – FOIP Section 21
- 3. Regional Emergency Management Organization – FOIP Section 21
- 4. Joint Meetings – FOIP Section 21
- 5. Personnel – FOIP Section 19

J. NEW BUSINESS

K. ADJOURNMENT

**Tara Cryderman**

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**From:** Rob Nichols >  
**Sent:** Tuesday, August 21, 2018 9:30 PM  
**To:** Roland Milligan  
**Cc:** Tara Cryderman  
**Subject:** Request for Service on Road Easement  
**Attachments:** Scanned ltr with attachments to MD re access road.pdf

**Importance:** High

Hello Rolland:

Attached is my correspondence requesting the MD maintain the public access road it constructed.

Please let me know if you cannot open this document or if you have any questions.

Thank you,

Rob

Sent from [Mail](#) for Windows 10

August 21, 2018

VIA EMAIL

AdminDirDev@mdpincercreek.ab.ca  
AdminExecAsst@mdpincercreek.ab.ca

MD of Pincher Creek  
Attn: Mr. Roland Milligan  
Director of Development & Community Services

RE: NE 18-10-2-W5M, Request for Service on Road Easement

Dear Mr. Milligan:

As we previously discussed, I am hereby requesting that the MD of Pincher Creek (hereinafter referred to as the MD) maintain the road it constructed pursuant to the Consent of Easement for Right-of-Way executed by Mr. Tom Moulson on 9/30/1980, Mr. William Sapetta on 2/24/1981, and Mr. Stephen Sapeta on 7/14/1994.

The Consent of Easement for Right-of-Way given to and accepted by the MD clearly states that the purpose of such consent was for constructing and maintaining a public access road across said lands. See the attached legal opinion of the MD's legal counsel Jasman & Evans dated 6/16/2006, and the undated correspondence of the MD to Mr. Stephen Sapeta.

When purchasing this property from Mr. Stephen Sapeta in 2007, I relied upon both of the attached items which clearly state that the access road is public and that the MD has an obligation to maintain the access road.

In the past, the MD has not maintained this public access road which is understandable since there are no homes or developments in the area. However, now that I have obtained a building permit from the MD, and am currently in the process of building a home for me and my family, I would like the MD to begin fulfilling its obligations pursuant to the agreed upon and accepted Consent of Easement for Right-of-Way.

If the MD is unwilling to fulfill its obligation to maintain the road as outlined in the Consent of Easement for Right-of-Way and the attached items previously provided to the interested parties, I would hereby request that the MD bring the road up to the MD's current road standards and release the current Consent of Easement for Right-of-Way on said lands once an easement agreement executed by myself and Mr. Tom Moulson has been submitted.

Lastly, I am requesting that this correspondence be provided to all Council Members prior to the upcoming hearing being held on August 28, 2018 wherein this matter will be discussed.

Thank you in advance for sharing this letter with the Council Members and I look forward to answering any question you or any Council Member may have regarding my request.

Very truly yours,

Rob Nichols

A handwritten signature in black ink, appearing to read 'Rob Nichols', written over a horizontal line.

# JASMAN & EVANS

*BARRISTERS & SOLICITORS*

*LAW OFFICE*

*985 EAST AVE*

*P.O. BOX 2530*

*PINCHER CREEK, AB*

*T0K 1W0*

\*GRANT L. JASMAN, B.A., LL.B.  
BARRISTER AND SOLICITOR  
NOTARY PUBLIC

\*DOUGLAS J. EVANS, Q.C.  
BARRISTER AND SOLICITOR  
NOTARY PUBLIC

Telephone: (403) 627-2877

Fax: (403) 627-4495

File No: MD2006-12-039

June 14, 2006

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

**ATTENTION: Loretta Thompson**

Dear Madam:

RE: Tom A. Moulson  
North 1/8 half of s.17 - T - 10-R2-W5th Roadway

In connection with this matter, it is our opinion that the Municipal District of Pincher Creek No. 9 has a valid Easement for the road and as such, people are entitled to use the road.

The Easement is deficient in that it doesn't state who can use the access road. It is definitive as to where the road is to be by the Plan attached.

It is my opinion that the purpose as stated in the Easement "for the purpose of constructing and maintaining an access road across said land" implies that people other than Tom Moulson can use the roadway, as it is an access road to adjoining lands.

Furthermore, it is my opinion that the lands have been dedicated to public use. In order to establish dedication for use as a public highway two things must be proved:

1. An intention on the part of the owner to dedicate; and
2. An acceptance by the public of such road as a highway.

The first is proven by the Easement.

The Second is proven by the fact the Municipality constructed the road, did a legal survey, and maintains the road for public use.

The intention to dedicate is shown by both the Easement and maintenance and usage. The Alberta Court of Queen's Bench in 1994 in the case of Edmonton v. Northern Alberta Land Registration District held that once Land has been found to be dedicated and accepted as a

\* denotes Professional Corporation

highway by the public, the fact that the use of a portion of the land may have changed is irrelevant. The importance of this case is that the Principals of Dedication are applicable in Alberta.

Furthermore, the Alberta court of Queens Bench in the case of Lacombe No. 14. v. L.V. Ranches Ltd. in 1992 held that the section of the Land Titles Act decreeing the indefeasibility of titles did not apply to the creation of a highway by dedication and acceptance. By virtue of sec 65 (i)(g) of the 1980 Act (now Section 61(l)(i) of the Land Titles Act RSA 2000) the Easement was attached to the land, by implication and without indorsement on Title and it was therefore not necessary for the county to register its plan of survey in order for the Easement to continue.

We have a stronger case in that the Municipality did register its plan of survey.

The use of the road by adjoining land owners is evidence of acceptance by the Public.

Our Court of Appeal in 1986 in the case of Foothills Municipal District No. 31 v. Stock Well held that an acknowledgement by the local authority that it did not own a road diversion which had been used by the public for over 50 years did not prevent acceptance of its presumed dedication by the public. The question is not whether the local authority had accepted the dedication but whether the public had done so.

The fact that there is no Affidavit of Execution or Dower Release attached to the Easement is irrelevant.

In conclusion, the fact of the Easement and dedication makes this a public roadway. A letter should be sent to Mr. Moulson advising him that it is a public road way and he has no legal right to prohibit people from using it as such. The Limitation of Actions Act would apply against any Claim by Moulson to set aside the Easement.

I am enclosing herewith my Statement of Account for services rendered and trust the sense is satisfactory.

Yours truly,

**JASMAN & EVANS**



per:

Douglas J. Evans

/s/

Encls.





**ENCLOSURE No. 3**

ADMINISTRATION OFFICE  
P.O. BOX 279  
PINCHER CREEK, ALBERTA  
T0K 1W0  
PHONE 627-3130 • FAX 627-5070  
E-MAIL: [info@mdpincer creek.ab.ca](mailto:info@mdpincer creek.ab.ca)  
[www.mdpincer creek.ab.ca](http://www.mdpincer creek.ab.ca)

**SCANNED**

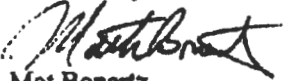
Steve Sapeta  


Dear Steve:

Re: Access to S.W. & N.E. 18 10-2-W5

It has been confirmed that there is an easement (Plan Number 8111144) that has been registered on title for the N.W. 17 10-2-W5 which gives public use of the road used to access your quarters. The easement states it gives the Municipality the right to build and maintain the road. Our lawyers interpretation of the easement based on legal precedent is that this infers the public has the right to use the access road constructed on the easement. I hope this answers your query on the status of the road. Please feel free to contact me anytime if further explanation is required.

Yours Truly;



Mat Bonertz  
Director of Finance and Administration

**Tara Cryderman**

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**From:** Pincher Chamber <info@pincherchamber.ca>  
**Sent:** Sunday, August 5, 2018 10:16 PM  
**To:** Tara Cryderman  
**Subject:** Awards Sponsorship Letter  
**Attachments:** MD Pincher Creek \_ Awards Letter.pdf

Good day,

On behalf of the Pincher Creek and District Chamber, I would like to request attendance at your next possible council meeting to present an invitation for sponsorship at the 23rd Awards of Excellence.

Please find a formal letter request attached.

Kind regards,

Ola Crook  
Chamber Administrator



Pincher Creek, Ab

phone: +1 (403) 627 5199  
site: [www.PincherChamber.ca](http://www.PincherChamber.ca)  
email: [info@PincherChamber.ca](mailto:info@PincherChamber.ca)



# PINCHER CREEK & DISTRICT CHAMBER of COMMERCE

August 7th, 2018

Reeve and Council for the Municipal District of Pincher Creek,

The Pincher Creek and District Chamber of Commerce is proud to host the 23rd Annual Awards of Excellence on Friday October 19th at the Pincher Creek Community Hall. The Awards celebrate excellence in our community along with Alberta Small Business Week.

We would like to invite you to become a diamond sponsor for the event.

DIAMOND SPONSOR - \$1,500

Includes:

a display table at the entrance of the banquet room

8 tickets to the banquet on October 20th

presentation of an award

a double page ad in the program (8"x10")

a special mention in the script

frequent social media mentions leading up to the event

The Chamber of Commerce mission is to be a platform for business collaboration and growth within our community. We strive to be a catalyst through which business and professional people work together to build a vibrant community with a strong economy.

We appreciate the MD of Pincher Creek's support of local business and celebrating their successes during Alberta Small Business Week.

Kind Regards,

Awards of Excellence Committee  
Pincher Creek & District Chamber of Commerce

PINCHER CREEK  
& DISTRICT  
CHAMBER of COMMERCE

Pincher Creek & District Chamber of Commerce  
Box 2287 Pincher Creek, AB T0K 1W0  
[info@pincherchamber.ca](mailto:info@pincherchamber.ca) [www.pincherchamber.ca](http://www.pincherchamber.ca)  
403 627 5199

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

9009

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Monday, July 9, 2018, at 9:30 am, in the Administration Building, of the Municipal District of Pincher Creek No. 9, in the Town of Pincher Creek, Alberta.

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

**ABSENT** Reeve Quentin Stevick

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

**OTHER** MPE Engineering Ltd. representatives Jody Petrone, and Andrew Kleisinger

Deputy Reeve Rick Lemire called the Special Council Meeting to order, the time being 9:30 am.

**A. ADOPTION OF AGENDA**

Councillor Terry Yagos 18/389

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

Carried

**B. CLOSED MEETING**

Councillor Bev Everts 18/390

Moved that Council close the meeting to the public for discussions regarding the Beaver Mines Water and Wastewater Project - FOIP Section 24, the time being 9:32 am.

Carried

Councillor Terry Yagos 18/391

Moved that Council open the meeting to the public, the time being 11:02 am.

Carried

**C. NEW BUSINESS**

No resolutions were presented for consideration.

**D. ADJOURNMENT**

Councillor Terry Yagos 18/392

Moved that Council adjourn the meeting, the time being 11:02 am.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**JULY 10, 2018**

9010

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, July 10, 2018, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

**STAFF** Interim Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, Director of Finance Janene Felker, 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 18/393

Moved that the Council Agenda for July 10, 2018, be amended, the amendments as follows:

Addition to Municipal, Operations – F1b - ASB Field tour Preliminary Questions – Appeal Committees;

Addition to Correspondence – Action G1d – *Local Authorities Election Act* – Discussion Point;

Addition to Closed Meeting Session – I3. Road Acquisition – FOIP Section 16;

Addition to Closed Meeting Session – I4. Request for Quotation – FOIP Section 19.

And that the agenda be approved, as amended.

Carried

**B. DELEGATIONS**

There were no delegation presentations to Council.

**C. MINUTES**

1. Council Committee Meeting Minutes

Councillor Bev Everts 18/394

Moved that the Council Committee Meeting Minutes of June 26, 2018, be amended, the amendment as follows:

Correction to Staff – add Interim to Chief Administrative Officer;

And that the Council Committee Meeting Minutes, be approved as amended.

Carried

2. Council Meeting Minutes

Councillor Rick Lemire 18/395

Moved that the Council Meeting Minutes of June 26, 2018, be approved as presented.

Carried

3. Special Council Meeting Minutes

Councillor Brian Hammond 18/396

Moved that the Special Council Meeting Minutes of July 3, 2018, be approved as presented.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 July 10, 2018

D. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes to discuss.

E. UNFINISHED BUSINESS

1. RhPap Rural Community Development and Engagement

Councillor Brian Hammond 18/397

Moved that the report from the Interim Chief Administrative Officer, regarding RhPap Rural Community Development and Engagement, be received;

And that the MD supports the RhPap Rural Community Development and Engagement initiative, by providing \$1,500, with funds coming from the from Grants to Groups and Organizations (Account 2-75-0-770-2765).

Carried

Councillor Rick Lemire 13/397

Moved that a MD Councillor be appointed to the RhPap Rural Community Development and Engagement Committee.

Defeated

F. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations

a) Operations Report

Councillor Terry Yagos 18/398

Moved that the Operations report from the Director of Operations, for the period dated June 20, 2018 to July 5, 2018, as well as the Call Logs, be received as information.

Carried

b) ASB Field Tour Preliminary Questions – Appeal Committees

Councillor Terry Yagos 18/399

Moved that the report from the Environmental Services Technician, dated July 9, 2018, regarding the ASB Field Tour Preliminary Questions – Appeal Committees, be received;

And that a document describing the selection and activities of a regional independent appeal panel for the purpose of appeals under the *Weed Control Act*, *Soil Conservation Act* and the *Agricultural Pests Act* be drafted immediately;

And that the document be brought forward to neighbouring municipalities for ratification;

And further that the current Agricultural Service Board Terms of Reference be amended to remove the last sentence of the first paragraph beneath the “**Inspections**” sub-heading (“Additionally, an appeal Board *may be established* by Council, to ensure due process for those that may be affected by any ASB action.”) and replace it with “Additionally, an independent appeal Board will be appointed annually by Council to ensure due process for those that may be affected by any ASB action as per the *Weed Control Act, Soil Conservation Act, and the Agricultural Pests Act.*”

Carried

2. Planning and Development

a) Request for Service on Road Easement – NE 18-10-2 W5M

Councillor Terry Yagos 18/400

Moved that discussions regarding the request for service on a road easement (NE 18-10-2 W5M), be postponed, pending further information.

Carried

b) Request to Close Portion of Road Allowance – W/SW 16-4-29 W4M

Councillor Brian Hammond 18/401

Moved that the report from the Director of Development and Community Services, dated July 4, 2018, regarding the Close Portion of Road Allowance – W/SW 16-4-29 W4M, be received;

And that the request to close the road allowance, be denied.

Carried

Councillor Rick Lemire 18/402

Moved that the applicants be recommended to apply for a License of Occupation for the use of the road allowance.

Carried

c) Public Participation Policy

Councillor Terry Yagos 18/403

Moved that the report from the Director of Development and Community Services, dated July 5, 2018, regarding the Public Participation Policy, be received;

And that the Public Participation Policy - Policy C-CO-003, be adopted.

Carried

3. Finance

a) Initial Direction for 2019 Budget

Councillor Terry Yagos 18/404

Moved that the report from the Director of Finance, dated July 3, 2018, regarding the initial direction for the 2019 Budget, be received;

And that Council direct Administration to provide a target taxation revenue increase of 2.5%.

Carried

b) Funding for New Contracts

Councillor Bev Everts 18/405

Moved that the report from the Director of Finance, dated July 3, 2018, regarding the funding for new contracts, be received;

And that Council authorize that the 2018 costs association with the contracts for the Interim CAO, CAO recruitment and the Strategic Plan, be funded by the Mill Rate Stabilization Reserve.

Carried

c) Statement of Cash Position

Councillor Rick Lemire 18/406

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

Carried

4. Municipal

a) Safety Coordinator Position within the Organization

Councillor Terry Yagos 18/407

Moved that the report from the CAO, dated July 10, 2018 regarding the Safety Coordinator Position, be received;

And that Council direct Administration to re-fill the Safety Coordinator position in the Organizational Chart.

Carried

b) Pincher Creek Emergency Services Commission

Councillor Bev Everts 18/408

Moved that the report from the Interim Chief Administrative Officer, dated July 4, 2018, regarding the Pincher Creek Emergency Services Commission, be received;

And that Council for the Municipal District of Pincher Creek No. 9 agrees to transfer to the Pincher Creek Emergency Services Commission all the authorities concerning the provision of Emergency Services that were previously delegated to the Pincher Creek Emergency Services Commission, including fire and rescue services, emergency medical services, which includes inter-hospital transfers;

And further that Council for the Municipal District of Pincher Creek No. 9 agrees to amend the Pincher Creek Emergency Services Commission Membership Agreement to permit the Commission to become party to this Agreement

Carried



c) Request for Decision and Direction Templates

Councillor Brian Hammond 18/409

Moved that the report from the Senior Management Team, dated July 4, 2018 regarding the Request for Decision and Direction Templates - Recommendation and Guidance Fillable Forms for Council Direction be received;

And that the Administration Guidance Request Form and the Recommendation to Council Form be adopted by Council.

Carried

d) Interim Chief Administrative Officer Report

Councillor Terry Yagos 18/410

Moved that Council receive for information, the Interim Chief Administrative Officer's report for the period of June 21, 2018 to July 6, 2018, as well as the Administration Call Log.

Carried

G. CORRESPONDENCE

1. Action

a) Resource Sharing Agreement Signatory Management

Councillor Brian Hammond 18/411

Moved that the report from the Interim Chief Administrative Officer, regarding Resource Sharing Agreement Signatory Management, be received;

And that Municipal Council ratify the agreement by way of resolution and will become a signatory with the Southern Alberta Emergency Management Resource Sharing Agreement.

Carried

b) Request for Letter of Support – Gateway to Alberta

Councillor Terry Yagos 18/412

Moved that the report from the Interim Chief Administrative Officer, regarding the Request for Letter of Support – Gateway to Alberta, be received;

And that a letter of support, in principle, be provided to the Town of Cardston for their Gateway to Alberta: Expanding the Southern Alberta Trade Corridor initiative.

Carried

c) Invitation to Communities in Bloom Social

Councillor Bev Everts 18/413

Moved that the report from the Interim Chief Administrative Officer, regarding the invitation to the Communities in Bloom, be received;

And that Reeve Quentin Stevick be authorized to attend the Communities in Bloom Social, scheduled for July 16, 2018.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 July 10, 2018

d) Local Elections Authority Act – Discussion Guide

Councillor Terry Yagos 18/414

Moved that the Local Elections Authority Act – Discussion Guide, be received as information.

Carried

2. For Information

a) Stars of Alberta Volunteer Awards

Councillor Brian Hammond 18/415

Moved that the letter from Culture and Tourism, dated June 28, 2018, regarding the Stars of Alberta Volunteer Awards, be received as information;

And that this information be added to the MD Website.

Carried

b) Regular Fall Meeting of the Foothills Little Bow Municipal Association

Councillor Brian Hammond 18/416

Moved that the letter from Foothills Little Bow Municipal Association, dated June 26, 2018, regarding the regular fall meeting of the Foothills Little Bow, be received as information.

Carried

A. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Bev Everts– Division 3  
 Southern Alberta Summer Games Closing Ceremonies

Councillor Brian Hammond - Division 4  
 Pincher Creek Emergency Commission

Councillor Brian Hammond 18/417

Moved that Council direct Administration to send a letter to the Village of Cowley and the Town of Pincher Creek advising each municipality that the Municipal District of Pincher Creek No. 9, continues to support the Regional Emergency Management Organization Partnership Agreement, and the terms contained within said agreement.

Carried

Councillor Rick Lemire – Division 2  
 Economic Development Committee  
 - In Town Bussing

Councillor Terry Yagos – Division 5  
 Patton Park Society Meeting

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 Municipal District of Pincher Creek  
 July 10, 2018

Reeve Quentin Stevick – Division 1  
 Summer Games Opening Ceremonies  
 Calgary Stampede Farm Family Award  
 Cardston Parade and Mayor's Luncheon

Councillor Terry Yagos 18/418

Moved that Reeve Quentin Stevick be authorized to attend the Cardston Parade and Mayor's Luncheon, scheduled for August 11, 2018, in the Town of Cardston.

Carried

Councillor Terry Yagos 18/419

Moved that the committee reports be received as information.

Carried

H. CLOSED MEETING

Councillor Brian Hammond 18/420

Moved that Council close the meeting to the public for discussions regarding the following, the time being 4:08 pm:

1. Road Acquisition Agreement – FOIP Section 16;
2. Intermunicipal Library Agreement – FOIP Section 21 & 23;
3. Road Acquisition – FOIP Section 16;
4. Request for Quotation – FOIP Section 19.

Carried

Councillor Terry Yagos 18/421

Moved that Council open the meeting to the public, the time being 4:30 pm.

Carried

I. NEW BUSINESS

1. Road Acquisition Agreement

Councillor Brian Hammond 18/422

Moved that the report from the Director of Operations, dated July 5, 2018, regarding the Road Acquisition Agreement NW 19-7-1 W5M – Update, be received;

And that Council direct Administration to accept the offer from the landowner.

Carried

2. Intermunicipal Library Agreement

Councillor Terry Yagos 18/423

Moved that the report from the Interim Chief Administrative Officer, dated July 3, 2018, regarding the Intermunicipal Library Agreement, be received;

And that the Reeve and the Chief Administrative Officer be authorized to sign the amending Intermunicipal library Agreement, as presented.

Carried

Minutes  
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 Municipal District of Pincher Creek  
 July 10, 2018

3. Road Acquisition Agreement

Councillor Bev Everts 18/424

Moved that the report from the Director of Development and Community Services, dated July 9, 2018, be received;

And that Council agrees to the trust conditions, as requested by the landowner, to finalize the agreements required for the road realignment.

Reeve Quentin Stevick requested a recorded vote.

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

J. ADJOURNMENT

Councillor Terry Yagos 18/425

Moved that Council adjourn the meeting, the time being 4:33 pm.

Carried

\_\_\_\_\_  
 REEVE

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

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**AUGUST 7, 2018**

9018

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, August 7, 2018, at 9:00 am, in the Administration Building, of the Municipal District of Pincher Creek No. 9, in the Town of Pincher Creek, Alberta.

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

**STAFF** Interim Chief Administrative Officer Sheldon Steinke

Reeve Quentin Stevick called the Special Council Meeting to order, the time being 9:00 am.

**A. ADOPTION OF AGENDA**

Councillor Brian Hammond 18/426

Moved that the Special Council Meeting Agenda, for August 7, 2018, be approved as presented.

Carried

**B. CLOSED MEETING**

Councillor Terry Yagos 18/427

Moved that Council close the meeting to the public for discussions regarding the following, the time being 9:01 am:

1. Chief Administrative Officer Recruitment – FOIP Section 19
2. Beaver Mines Water and Wastewater Project – FOIP Section 24

Carried

Councillor Terry Yagos 18/428

Moved that Council open the meeting to the public, the time being 10:20 am.

Carried

**C. NEW BUSINESS**

1. Chief Administrative Officer Recruitment

Councillor Brian Hammond 18/429

Moved that Fast4Forward Learning be awarded the contract for the recruitment to fill the Chief Administrative Officer position, at a cost of \$18,439.00, plus any additional costs as agreed upon, with the funding coming from Mill Rate Stabilization (Account No. 6-12-0-735-6735).

Carried

2. Beaver Mines Water and Wastewater Project

Councillor Bev Everts 18/430

Moved that Administration, through MPE Engineering Ltd., proceed with the Geotechnical Studies required for a lagoon site, for the Wastewater portion of the Beaver Mines Water and Wastewater project, at a cost of \$20,000, with the funding coming from Wastewater Infrastructure (Account No. 6-12-0-759-6740).

Carried

Minutes  
Special Council Meeting  
Municipal District of Pincher Creek  
August 7, 2018

D. ADJOURNMENT

Councillor Rick Lemire

18/431

Moved that Council adjourn the meeting, the time being 10:21 am.

Carried

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REEVE

---

CHIEF ADMINISTRATIVE OFFICER

DRAFT

## Recommendation to Council



**TITLE: Request for MD to Maintain a Road – NE 18-10-2 W5M**

**PREPARED BY: Roland Milligan**

**DATE: 2018-08-22**

**DEPARTMENT: Development and Community Services**

			<b>ATTACHMENTS:</b>
			1. GIS Map showing access road in question
			2. 1980 Consent for Easement for Right-of-Way
<b>Department Supervisor</b>		<b>Date</b>	3. 2006 MD letter to Landowner
			4. Letter from Tom and Monica Moulson

**APPROVALS:**

		<b>S. Steinke</b>	
			<i>23 August 18</i>
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That the request for the road, provided via easement, to the NE 10-8-2 W5M, be added to the MD's road inventory, to be classified and maintained in accordance with the current road policies, be denied;**

**And that the MD remove the Caveat from the affected titles, as the MD no longer requires public access on the said road.**

**BACKGROUND:**

Rob Nichol (the Landowner) is enquiring if the MD can provide service on an access road (the Road) that is covered by a registered easement.

The road provides access to the NE 18-10-2 W5M from the Maycroft Road (*Attachment No. 1*).

The MD is currently processing Development Permit Application No. 2018-55 for the landowner for a residential development within the NE 18-10-2 W5M. The easement was agreed to by the MD, the landowner of the N ½ 17-10-2 W5M, and the then landowner of the SW and NE 18-10-2 W5M in 1980 as shown in the enclosed easement documents (*Attachment No. 2*).

The purpose of the easement was to allow the MD to construct and maintain an access road across the properties.

It is unclear after review of the MD records as to why this access issue was handled in this manner. The easement was not registered officially on the titles affected until 1994.

## Recommendation to Council

The current landowner purchased the NE 18-10-2 W5M in 2007. Prior to that land exchange, in 2006 a question was asked of the MD, by the then previous landowner, regarding the status and public use of the access road covered by the easement.

The MD received a legal opinion which states that the MD has a valid easement for the road, and as such people are entitled to use it. It was the opinion of legal counsel, that the lands have been dedicated for public use.

A letter was sent to the landowner of the time stating that the easement gave the MD the right to build and maintain the road and that the public has the right to use the access road constructed on the easement (*Attachment No. 3*).

It is the current landowner's opinion that because of that legal opinion, the road belongs to the MD, and therefore they are responsible to maintain it.

They would like the MD to maintain the road to the location where they plan to build a driveway to their new residence.

The above information was presented to Council at the July 10, 2018 regular meeting. At that meeting, Council felt that they required further information and passed a resolution postponing a decision.

To get a better information on the road, the Public Works Superintendent and Assistant Superintendent did a site inspection to determine the condition of the road. The following is a report from the Superintendent.

*The road is currently 4M wide, single lane, basically 2 ruts in the grass. Some areas have ditches others don't, but the ditch is not adequate in any locations. Due to the cross slope on the west side of the road and steep back slope, I foresee major snow removal issues due to drifting. The way their driveway angles into the right-of-way on top is also an issue from a drainage perspective.*

*In my opinion, if this road is going to come into use and we are expected to maintain it, it needs to be upgraded to as per policy 317 to full standard. This is a picturesque location and I think once access is developed more residences will pop up in the area. To avoid another situation like we have over at another MD location (portion of Range Road 1-1 in the NE of Township 8-1), this needs to be upgraded properly from the start. We definitely don't want to be responsible for maintaining it in its current state.*

At the time of preparing this report, we are waiting for site some photos from Public Works.

After the July 10, 2018 Council meeting, Tom Moulson, the landowner of the N ½ 7-10-2 W5M, the lands that the majority of this easement provides access across, contacted the MD. On August 2, 2018 the MD received a letter from the Moulsons (*Attachment No. 4*).



## **Recommendation to Council**

The Moulsons are concerned that if the road is treated as a public access, there may be a desire to allow access to areas of further development. This is a true concern because if the MD were to consider it a MD road, it would be in the best interest of the MD to replace the existing easement with a statutory road plan. Having a road plan located where the easement currently is delineated, would make it possible to create five (5) titles under current MD subdivision policies. Two (2) titles exist there at this time. Mr. Moulson states that this was not the original intent of the easement.

According to Mr. Moulson, the MD did place some pit run and some gravel on the road in 1980. Since that time the MD has done no maintenance on the road. Mr. Moulson has been maintaining the road ever since.

The Moulsons do not wish to deny access to the landowner. They state that original purpose of the easement is to allow access to the ranch owner of a single homestead.

This is very much an anomaly within the MD. A road should be on a road plan and not on an easement.

The question now is, what can the MD do in this situation?

If the road is brought into the MD's road system, and treated as a public road, a great deal of engineering, upgrading, and long term maintenance will be required. The MD should also place the road on a Surveyed Road Plan. This would give the MD ownership to the lands required for a new road.

If Mr. Moulson is willing to provide Mr. Nichols an easement over the existing surveyed Access Easement Plan, there would be no need for the MD to continue to hold an easement across the lands. The MD could then remove the Caveat Re: Right-of-Way Agreement from the affected titles.

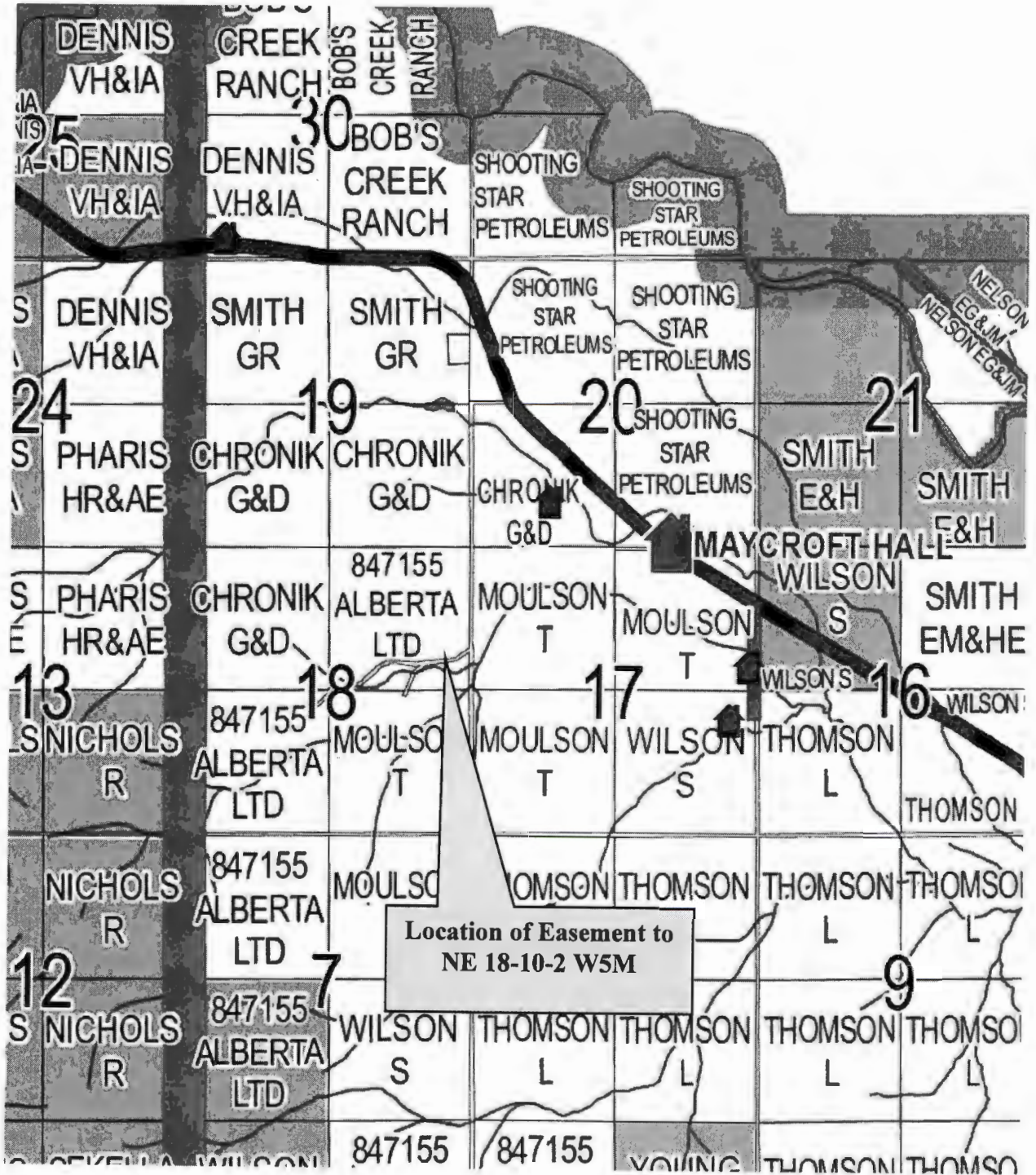
### **FINANCIAL IMPLICATIONS:**

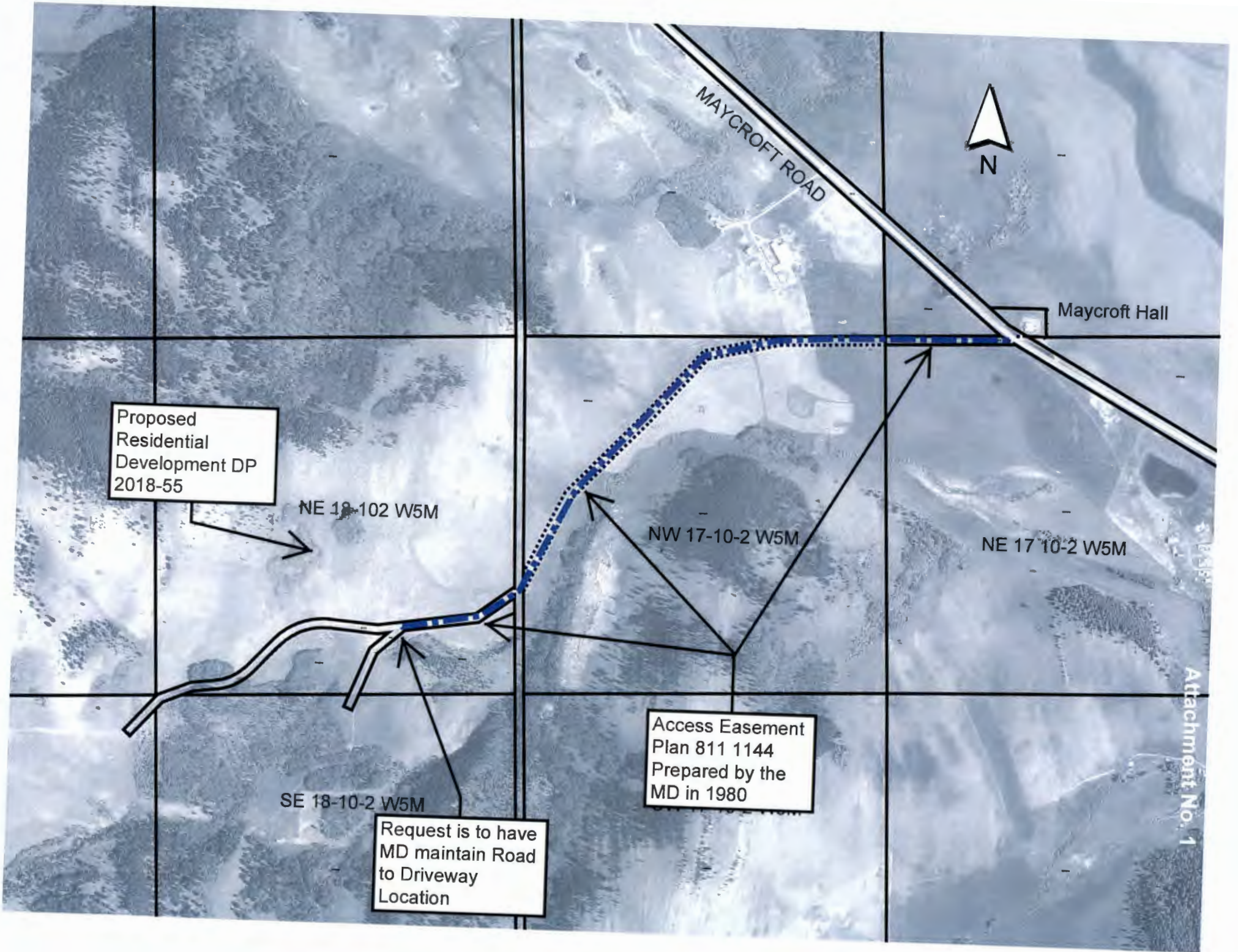
The financial impact for giving up the MD's rights for a public easement across the affected titles would be minimal.

Developing and maintaining a road in this area would be substantial.

# Recommendation to Council

## Location Map





Proposed Residential Development DP 2018-55

NE 18-10-2 W5M

NW 17-10-2 W5M

NE 17-10-2 W5M

Access Easement Plan 811 1144 Prepared by the MD in 1980

SE 18-10-2 W5M

Request is to have MD maintain Road to Driveway Location

Attachment No. 1

CONSENT OF EASEMENT

FOR

RIGHT-OF-WAY

I, Tom Moulson, of Lundbreck, in the Province of Alberta, (Rancher) being the owner of an estate by virtue of an Agreement for Sale on those tracts of land being:

"The North half of Section Seventeen (17), Township Ten (10), Range Two (2), West of the Fifth Meridian and the South East quarter of Section Eighteen (18), Township Ten (10), Range Two (2), West of the Fifth Meridian, further described in Certificate of Title No. 801125459C."

Do hereby consent to the granting of an Easement for Right-of-Way to the Municipal District of Pincher Creek No. 9 on that portion of the above described land that is shown on Plan of Survey prepared by George Vaselenak, Alberta Land Surveyor, between the dates of June 10 and June 23, 1980.

For the purpose of constructing and maintaining an access road across said land.

Signed this 30 day of September, 1980.

*Hilton R. Davis*

Witness

*Tom Moulson*

Tom Moulson

*CERTIFIED A  
True Copy  
July 14/84  
Dale White*

I, Stephen Sapeta consent to ~~granting~~ this easement. Which is affecting my property NE of SEC. 18 + SW SEC. 18 10-2-5. The signing authority has been granted to me by my family members.

CONSENT OF EASEMENT

FOR

RIGHT-OF-WAY

WITNESS

July 14/94  
STEPHEN SAPETA  
DALE UHRBACH

I, William Sapeta, of Lundbreck, in the Province of Alberta, (Rancher) being the owner of an estate by virtue of an Agreement for Sale on those tracts of land being:

July 14/94 *[Signature]*

"The South West quarter and the North East quarter of Section Eighteen(18), Township Ten (10), Range Two (2) West of the Fifth Meridian, further described in Certificate of Title No. 149 W 70."

DALE UHRBACH  
Commissioner for Oaths  
Exp. 22/04/95

Do hereby consent to the granting of an Easement for Right-of-Way to the Municipal District of Pincher Creek No. 9 on that portion of the above described land that is shown on Plan of Survey prepared by George Vaselenak, Alberta Land Surveyor, between the dates of June 10 and June 23, 1980,

For the purpose of constructing and maintaining an access road across said land.

CERTIFIED A True Copy Signed this 24 day of Feb, 1981.

July 14/94  
*[Signature]*  
Witness

*[Signature]*  
William Sapeta

During 1981 grading to be done on road. Estimate time is two days with grader. All new sections of road to be gravelled. Old sections of road to be regraded and gravelled.  
*[Signature]*

**Attachment No. 3**

ADMINISTRATION OFFICE  
P.O. BOX 279  
PINCHER CREEK, ALBERTA  
T0K 1W0  
PHONE 627-3130 • FAX 627-5070  
E-MAIL: info@mdpincercreek.ab.ca  
www.mdpincercreek.ab.ca



**SCANNED**

Steve Sapeta



Dear Steve:

Re: Access to S.W. & N.E. 18 10-2-W5

It has been confirmed that there is an easement (Plan Number 8111144) that has been registered on title for the N.W. 17 10-2-W5 which gives public use of the road used to access your quarters. The easement states it gives the Municipality the right to build and maintain the road. Our lawyers interpretation of the easement based on legal precedent is that this infers the public has the right to use the access road constructed on the easement. I hope this answers your query on the status of the road. Please feel free to contact me anytime if further explanation is required.

Yours Truly;

Mat Bonertz  
Director of Finance and Administration

RECEIVED

AUG 02 2018

M.D. OF PINCHER CREEK

*July 30, 2018*

MD of Pincher Creek #9

Attention: Roland Milligan:

Further to our conversation earlier this month, I am writing this letter regarding the access to North half of Section 17, Township 10, Range 2, West of the 5th Meridian.

Rob Nichols has approached me, desiring a private access through this property instead of the existing easement for right-of-way for the purpose of constructing and maintaining an access road across said land, which was dated September 30, 1980, signed by myself, and Hilton Pharis. North & Co, with Rob, have drafted a potential agreement. My concern is that the agreement would allow multiple homesteads and persons using this access road. This was not the original intent of this easement which I signed as an offer to purchase said lands back in 1980.

After the agreement was signed, the MD of Pincher Creek assessed the existing road, then gravelled over with pit run, graded and later sprayed for thistles. Since then, I have maintained the road to this date, spending approximately \$30,000.00 over the last 38 years. There are 3 metal swinging gates from the Maycroft Road up to Rob's property, 2 of which I own and have built. Cattle guards and maintenance are more of my concerns. I have an old cabin on SE 18-10-2-5, and don't need a well maintained winter road.

I am not one who would deny access to a ranch-use of this road, whether it is a private easement, or MD of PC easement. My purpose for this easement was, and still is, to allow access to the ranch owner of a single homestead, to his property above mine. In Rob's own words, "Neither of us want to see homes on each other's adjacent lands."

I understand the MD of Pincher Creek #9 is meeting August 28th, and we, including Rob and Ericka, would be happy to attend and address this issue with you.

Sincerely,

Tom (and Monica) Moulson

*Tom Moulson  
Monica Moulson*












## Recommendation to Council

<b>TITLE: Municipal District of Pincher Creek No. 9 Flag</b>			
<b>PREPARED BY: Leo Reedyk</b>		<b>DATE: August 22, 2018</b>	
<b>DEPARTMENT: Operations</b>			
<b>Department Supervisor</b>		<b>August 22, 2018</b>	<b>ATTACHMENTS: - None</b>
<b>APPROVALS:</b>			
<u>Leo Reedyk</u>	<u>August 22, 2018</u>	<u>S. Steinke</u>	<u>23 August 18</u>
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

That Council adopt the white flag with blue Municipal District of Pincher Creek No. 9 logo as our official flag.

**BACKGROUND:**

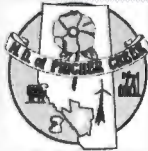
During the winter of 2014/2015, the Municipal District ran a competition to provide Council with options for a Municipal flag. Following a month of advertising, no responses were received from the public for the competition. At a recent Council Committee meeting, a Councilor indicated that one of our strategic plans should be to get a Municipal District flag.

The blue logo has represented the Municipal District on our letterhead for some time and is a recognized symbol of the Municipality.

**FINANCIAL IMPLICATIONS:**

Flying an additional flag outside over the course of a year will lead to an additional expense of approximately \$200.00 to replace worn out flags. Purchasing a new flagstaff and flag for Council chambers is a onetime purchase of \$200.00

## Recommendation to Council

<b>TITLE: Bylaw 1290-18 Regional Airport Advisory Committee – Terms of Reference</b>			
<b>PREPARED BY: Leo Reedyk</b>		<b>DATE: July 31, 2018</b>	
<b>DEPARTMENT: Operations</b>			
<b>Department Supervisor</b>	<b>July 31, 2018</b>	<b>ATTACHMENTS:</b> 1. Bylaw 1290-18 2. Regional Airport Advisory Committee – Terms of Reference 3. Airport Advisory Committee Agenda and notes June 14, 2018	
<b>APPROVALS:</b>			
<u>Leo Reedyk</u>	<u>July 31, 2018</u>	<u>S. Steinke</u>	<u>23 August 18</u>
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council pass First Reading of Bylaw 1290-18 to establish a Regional Airport Advisory Committee and to define its Terms of Reference.**

**BACKGROUND:**

Council invited representatives from the Crowsnest Pass, Town of Pincher Creek and Village of Cowley Councils to their June 14, 2018 Airport Advisory Committee meeting to discuss how the Pincher Creek Airport (CZPC) can better meet the needs of the region.

Following their discussion, it was recommended that a draft terms of reference for a Regional Airport Advisory Committee be developed for consideration.

The Municipal Government Act, Section 145 allows the Municipal District’s Council, by Bylaw, to establish and define the function of a committee of Council.

The Municipal District does not currently have an approved terms of reference for the Airport Advisory Committee.

**FINANCIAL IMPLICATIONS:**

Given the Regional Airport Advisory Committee is yet to be established it would be prudent to include a modest amount in the 2019 budget to allow for studies to be completed to determine how best to move forward.

There is currently a small reserve in place for the airport.

**MUNICIPAL DISTRICT OF PINCHER CREEK  
BYLAW NO. 1290-18**

**A bylaw of the Municipal District of Pincher Creek No. 9, in the Province of Alberta for the purpose of establishing a Regional Airport Advisory Committee.**

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WHEREAS the *Municipal Government Act*, R.S.A 2000, Chapter M.26 and amendments thereto, allows a municipality to pass bylaws to establish a committee of Council;

AND WHEREAS the *Municipal Government Act*, R.S.A 2000, Chapter M.26 and amendments thereto, allows a municipality to define the functions and procedures of a committee established by Council;

NOW THEREFORE 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 REGIONAL AIRPORT ADVISORY COMMITTEE BYLAW NO. 1290-18”.
2. The Regional Airport Advisory Committee – Terms of Reference per Schedule A attached.
3. This bylaw comes into force and effect upon third and final passing thereof.

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 Regional Airport Advisory Committee Terms of Reference

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### **Introduction**

Under the authority of the *Municipal Government Act RSA 2000, Chapter M-26*, the Council of the Municipal District of Pincher Creek No. 9 (MD) has convened a Regional Airport Advisory Committee. The Committee is responsible to MD Council. Its purpose is to advise Council on airport opportunities and issues, policy and programs within the Southwestern Alberta Region with specific focus on the Pincher Creek Airport (CZPC).

### **Functions of the Regional Airport Advisory Committee**

The Committee is a critical source of policy and advice for the Council of the MD. The Committee requires a high level of understanding of the technology, culture and business of aviation, and the region. Committee members will be selected from Council's within the region and for their knowledge of aviation. During their term of office, Committee members must remain aware of the conditions, challenges and opportunities affecting aviation in general and their impact on airport operations within the MD. The Committee will use this expertise to fulfill its mandate.

The Committee has four primary roles: to recommend to Council that it should adopt new policy or provide advice on changes to existing policy as it affects aviation; to provide direction to projects and programs instituted by the MD's Administration in response to airport policies adopted by Council; to use its initiative in the promotion of viable and sustainable aviation; and to oversee performance with respect to memorandums of agreement that may exist between MD Council and other cooperating agencies or partnerships that deal with aviation issues.

### **Meetings**

Meetings will be held quarterly, or as determined by the Chair. Agenda packages will be available one week prior to the meeting. A quorum of four (4) voting members is necessary for the meeting to proceed.

## **Inspections**

From time to time aviation concerns and situations may be brought to the attention of the MD. The Committee has the necessary legislated authority to act on the information by making a recommendation to Council, or by issuing an advice, notification, or a decision in accordance with its mandate.

Information is the key element to effective and equitable actions and decisions by the Committee. Accordingly, the Committee may request respondents to attend a Committee meeting, or provide a written statement regarding the aviation issue. Additionally the Committee may request the Public Works Department to collect further information by attending meetings, or by conducting field inspections and interviews. All information obtained may be used by the Committee to issue an advice or notification in accordance with federal or provincial legislation, or municipal policy.

The Public Works Department shall be staffed with personnel trained and authorized by the MD to conduct airport inspections. Field inspections will be conducted by the Public Works Superintendent, or his/her designate, and the Director of Operations, as and when required.

Inspections may be initiated and scheduled in response to a registered complaint, or on direction of the Committee, Council or the CAO. Based on the results of these inspections, Administration will report to the Committee on the inspection(s) and provide information on the legislation and an assessment on the need to issue a notice that meets the requirements of *The Aeronautics Act* and the *Canadian Aviation Regulations*. A list of all notices issued since the last Committee meeting will be forwarded to the next Committee Meeting as an agenda item.

## **Policy, Program Direction and Partnerships**

The Committee will establish a set of strategic goals for a three (3) year term, to be reviewed annually. The review will include a written assessment of progress, and an assessment of the program's strategic alignment with federal aviation policy. The Committee will also review aviation policy(s) annually with respect to their currency, relevance and alignment with goals of the MD's aviation program.

The Committee in association with MD Administration will prepare an operational and strategic plan prior to budget deliberations. A Committee recommendation to Council to approve the document will be forwarded to Council, and once approved the document will be used by Public Works to guide airport operations.

Partnerships with non-government organizations will be considered and undertaken by the Committee if the partnership advances program goals. A memorandum of understanding or terms of reference will be developed for each partnership, along with a report to Council for approval.

Policy, program direction and partnerships, once approved by Council, that have implications to airport operations, will be attached to this Terms of Reference, as Appendix A.



## **Appointment to the Committee**

The Committee will consist of nine (9) members; comprised of two (2) MD of Pincher Creek Council members, one (1) Town of Pincher Creek Council appointed member, one (1) Municipality of Crowsnest Pass Council appointed member, one (1) Village of Cowley Council appointed member, one (1) Municipal District of Ranchland Council Appointed member, one (1) Cardston County Council appointed member, one (1) ID4 (Waterton) Council Appointed Member and one (1) member at large. Appointments will be for a two-year term to a maximum of six (6) years on the Committee. Member's terms will end on a rotational basis with a goal of no more than two (2) members being scheduled to rotate off the Committee in one year. Council will appoint members to the Committee when vacancies occur. Voting members include Council and members at large only. Vacant Committee appointments will be made on an annual basis.

The MD's Director of Operations and the Public Works Superintendent are resource persons to the Committee.

## **Members' Responsibilities**

Each Committee Member has a responsibility to ensure that the Committee meets its obligation to MD Council as outlined under Functions of the Regional Airport Advisory Committee. Members' responsibilities include:

- Attending and voting at meetings. If a member cannot attend a meeting it is his/her responsibility to inform the secretary prior to the meeting
- Contributing their experience and ideas to Committee discussions
- Learning about Regional Airport Advisory Committees
- Listening to aviation concerns or suggestions and bring them to the Committee as appropriate
- Participating in program reviews as required
- Providing a briefing to the Committee on workshops, seminars and conventions etc that they have attended
- Participate in the annual review of aviation policies relevant to the Operations Department of the MD.

## **Chairperson Responsibilities**

One member will be elected by the Committee as chairperson; the Director of Operations will forward the Committee's recommendation to MD Council for approval. The chairperson position is for a one-year term. Chairperson responsibilities include:

- Chair all meetings when present
- Assist the Director of Operations with the preparation of an agenda
- Ensuring that agenda items are discussed and conclusions are reached by way of a resolution
- Ensuring that the meetings start on time, stay on track and that all members have an opportunity to contribute

- Liaising with the other members when planning meetings
- Reporting to MD Council as necessary
- Representing the Committee at meetings, conferences and other functions, within budget guidelines

### **Vice-Chairperson Responsibilities**

One member will be elected as Vice-Chairperson. The Director of Operations will forward the Committee's recommendation to MD Council for approval. The Vice-Chairperson's responsibilities include:

- Performing the responsibilities of the Chairperson in the absence of the Chairperson.

### **Administrative Responsibilities**

The MD will provide staff for administrative purposes. Administrative personnel responsibilities include:

- Taking minutes during meetings, clarifying with members as necessary whatever decisions have been reached
- Preparing draft meeting minutes of all meetings held
- Distributing minutes to the Director of Operations and Council
- Compiling an agenda as provided by the Director of Operations, and circulating to members one week prior to the meeting

The Director of Operations maintains currency on a wide variety of topics in relation to aviation and the aviation industry. It is the commitment of the Council of the MD that the Committee will receive the full support of all MD employees. Directors of each department shall ensure that representation is provided as required, and that members of the Committee are given adequate time to fulfill their Committee obligations. This is in keeping with our municipality's commitment to provide quality aviation services for everyone in the region.

## Appendix A – Council Approved Aviation Policy, Program and Partnerships

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### Policy:

- Policy 303 - Winter Maintenance of Municipally Directed, Controlled and Managed Roads and Airport Surfaces

### Program:

- Pincher Creek Airport Strategic and Operational Plan Dated: Draft to be developed

### Partnerships:

- Aviation Alberta
- Alberta Airports Management Association
- International Association of Airport Executives - Canada

**Airport Advisory Committee  
AGENDA  
Thursday, June 14; 10:00 am  
Council Chambers  
MD of Pincher Creek Administration Office**

In Attendance:

Municipality of Crowsnest Pass:  
Councillor Dean Ward  
Councillor Dave Filipuzzi

MD of Pincher Creek:  
Councillor Rick Lemire  
Councillor Brian Hammond

Town of Pincher Creek:  
Councillor Lorne Jackson  
Councillor Brian McGillivray

Village of Cowley:  
Mayor Warren Mickels

Also in Attendance:  
Member at Large Gordon Berturelli  
Director of Operations Leo Reedyk  
Executive Assistant Tara Cryderman

Councillor Brian Hammond opened the meeting, the time being 10:00 am.

Each Councillor was asked to share their comments.

Councillor Lorne Jackson commented on the event last winter where the Medivac airplane was unable to leave the runway. He also commented on revenue generation and perhaps a warehouse / commercial activity could be established at the airport location.

Councillor Brian McGillivray commented on the distribution / commercial aspect such as flying clubs, flight schools, etc. The safety aspect of the airport was mentioned. Are there upgrades necessary? The potential tourism from the Castle Parks were mentioned as well.

Councillor Dave Filipuzzi commented on the potential of the airport to the surrounding community. Servicing the area to make it a more valuable asset was mentioned.

Mayor Warren Mickels commented on the necessity of the airport with regards to the transient employees working up north and the tourism in the area. Some concerns include the actual upgrades required to the terminal. How companies such as West Jet could be attracted to the airport was mentioned.

Councillor Dean Ward commented on the requirements of the upgrades. He agreed that the opportunity to the community is beneficial.

Mr. Berturelli commented on the required upgrades to the airport to allow airlines carrying over 12 passengers, such as aircraft fire suppression, water and waste water, ground support, ground maintenance, security, customs, etc, which may be extremely costly. Mr. Berturelli did meet with some Executives, from multiple companies who already provide this service, who are supportive of the initiative, depending upon the catchment of the area. These companies may require a guarantee of 2-3 flights per week. Private versus corporate airlines were mentioned. This is a “chicken and an egg situation”. The costs are typically in US funds, which also requires consideration. How do we gather information on the number of people that commute north weekly and would they be interested in flying from the Pincher Creek Airport?

Mr. Reedyk commented on the utility upgrades including water and sewer and natural gas requirement. Additional upgrades were suggested, as well, such as a Fixed Base of Operations (FBO) with air conditioning, parking for aircraft, etc. The success story of Jackson Hole, Wyoming was mentioned.

Councillor Rick Lemire commented on the expansion of the airport that is required, and that perhaps a grant could be secured for a feasibility study on the airport, to determine the requirements for various scenarios and the probable cost to implement. There is an opportunity for the area. There are several options, perhaps a feasibility study is the first requirement. We should try to get to proactive maintenance rather than reactive.

The airport definitely is a regional asset, no longer just a MD asset.

Perhaps economic development specifically with regards to charters for the airport was discussed. Charters could include workers from the region to worksites in the north, tourists on day trips within the region or skiers on day trips.

The feasibility study was discussed. The list of upgrades required are mostly already known, but these haven't been fully costed out.

Perhaps inviting representatives from Cranbrook, or have some committee members attend a meeting there, to discuss “where do we start?” was suggested. Benefit from their experience, as Cranbrook has a successful small regional airport.

There are certain steps that can be accomplished in the near future including, an emergency generator, proactive snow removal including contracting if necessary, etc but there is a monetary requirement for this.

Should a Regional advisory committee oversee a fund to maintain the airport given the operational costs? When the Alberta Government ran the airport they had two staff to maintain it.

Getting water and wastewater to the airport was discussed. Getting land contiguous to the airport and town annexed could assist the town in providing the service.

Advisory Committee Meeting Minutes

June 14, 2018

The steps to start the process was discussed.

Developing a terms of reference for the airport committee to be able to move forward with was determined to be the best first step. Then, perhaps a Regional Airport Maintenance Agreement, or Memorandum of Understanding (MOU), between all municipalities could be drawn up.

The airport may fall under the Intermunicipal Collaborative Framework, and a MOU could be an outcome of these discussions.

It was the consensus of the group that each Councillor returns to their respective Council requesting that discussions, at their Council table, occur regarding a Regional MOU regarding the airport, specifically with relation to the safety aspect of the airport.

And that water and sewer servicing discussions continue to occur.

Actual costs were discussed, and requested for budgeting purposes.

Identified priorities for the airport were identified as being operational for medivac aircraft and planning for water and wastewater services.

The Terms of Reference (TOR) were discussed, as well as perhaps inviting the MD of Cardston, MD of Ranchland, MD of Willow Creek and Waterton.

Who will draft the TOR? It was suggested that suggestions be forwarded to the MD with regards to the drafting of the TOR. Mr. Reedyk will be the contact person for this initiative at [admin@mdpinchercreek.ab.ca](mailto:admin@mdpinchercreek.ab.ca) .

The next meeting should occur after the drafting of the TOR, perhaps in September.

The meeting adjourned, the time being 11:16 am.

## Recommendation to Council



**TITLE: Snow Removal Invoice for Winter 2017/2018**

**PREPARED BY: Leo Reedyk**

**DATE: August 22, 2018**

**DEPARTMENT: Operations**

Department Supervisor

Date August 22, 2018

**ATTACHMENTS:**

1. Invoice from Lester Hochstein
2. Letter sent to resident on March 9, 2018 after submitting an invoice for snow removal

**APPROVALS:**

Leo Reedyk

August 22, 2018

S. Steinke

23 Aug 18

Department Director

Date

Interim CAO

Date

**RECOMMENDATION:**

**That Council deny the Invoice from Mr. Hochstein.**

**BACKGROUND:**

On August 20, 2018 the Municipal District received an invoice from Mr. Lester Hochstein totaling \$1,125.00 for 15 hours of work at \$75.00 per hour for removing snow from Municipal District roads.

**FINANCIAL IMPLICATIONS:**

The Public Works Superintendent has the authority to hire contractors and residents to remove snow from Municipal District roads. The Public Works Superintendent did not hire Mr. Hochstein.

Aug 18, 18

M.D. No. 9

Snowplowing bill for  
2017-18

15 Hrs @ 75<sup>00</sup> per hour

\$1125<sup>00</sup>

Lester Hochstein

*Lester M. Hochstein*

Thank You

Aug 18-18

RECEIVED

AUG 20 2018

M.D. OF PINCHER CREEK

M D C o u n t y



21.99



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

March 9, 2018

P.O. Box  
Pincher Creek, AB T0K 1W0

Dear Mr.

Reference: Invoice for Snow Clearance

Council at their meeting held February 13, 2018, discussed your letter, dated January 18, 2018 with Invoice #001, for the snow clearance on Range Road 30-3.

That the time, Council passed the following resolution:

*Moved that the letter, with Invoice #001, from \_\_\_\_\_, dated January 18, 2018, and the email from Public Works Superintendent, dated February 5, 2018, regarding the invoice for Snow Clearing, be received;*

*And that the request for payment of Invoice #001 be denied.*

This winter has been challenging with the snow events. Our public work crews are working diligently to clear the roads. Council has chosen to deny your request to pay the submitted invoice.

Regards,

Roland Milligan  
Interim Chief Administrative Officer

## Administration Guidance Request



**TITLE: Beaver Mines Community Association - Water Wastewater Project - Community Advisory Group - Terms of Reference**

**PREPARED BY: Leo Reedyk**

**DATE: August 22, 2018**

**DEPARTMENT: Operations**

**Department Supervisor**

**August 22, 2018**

**ATTACHMENTS:**

1. Email from Lynn Calder
2. Draft notes of August 2, 2018 meeting
3. Draft Beaver Mines Community Association Water and Wastewater Community Advisory Group terms of reference

**APPROVALS:**

Leo Reedyk

August 22, 2018

S. Steinke

23 August 18

**Department Director**

**Date**

**Interim CAO**

**Date**

**RECOMMENDATION:**

**That Council provide direction on how to proceed with the Beaver Mines Community Association, Water Wastewater Project, Community Advisory Group – Terms of Reference.**

**BACKGROUND:**

Residents of Beaver Mines are looking to provide input to the Water/Wastewater Project. The terms of reference would guide the advisory group and administration on the scope of the groups work. Page 3 of the document is the start of the draft terms of reference.

**Objectives:**

- Administration agrees with the stated objectives for the committee.

**Representation:**

- Administration feels that members of the committee should be from Beaver Mines, not the local area.
- A fourth bullet should be added that limits the number of people on the committee to 6 members, BCMA and MD.

**What would we do:**

- #1, clarification is required, is this the Beaver Mines Representatives of the whole committee?
- #2, Act as a focal point for the water and wastewater project. Council and the MD reserve the right to provide information to the BMCA or residents on the project or other issued as required.

## Administration Guidance Request

- #3, Given the input from the community to date, the water distribution and wastewater collection system design is nearing completion. A final review of the connection points to each property is underway.
- #4, MPE engineers have designed the project to meet code and required regulations. Does the Advisory group have water and wastewater engineers to provide input? Input from the Community Advisory Committee to redo any aspect of the project already completed will cost the MD money.
- #5, Clarification that the Advisory Group would work with BMCA and the MD on an ongoing basis to address issues related to the project.

How would we do it?

- #1 seems to indicate that BMCA members would meet outside of the MD meetings. If so, this does not need to be included in the terms of reference.
- #2 seems to indicate that BMCA members would meet outside of the MD meetings. If so, this does not need to be included in the terms of reference.
- #3 seems to indicate that BMCA members would meet outside of the MD meetings. If so, this does not need to be included in the terms of reference. Meetings between the MD and MPE should remain off limits to Advisory Committee members.
- #4 should not be required.
- #5 the Advisory Group can review all technical documents once they become public. Who would they provide input to?
- #6 The MD is already collecting information from residents of Beaver Mines as well as corresponding with the BMCA. Again, the MD is the only entity that provides direction to MPE.
- #7 If the BMCA Community Advisory Group members want to prepare and share a running list of issues and questions and answers gleaned from the MD discussions, it may be helpful to some residents of Beaver Mines.
- #8 Any information from advisory group members on how to better communicate with residents of Beaver Mines would be well received.

The remainder of the document has items discussed with the MD at the August 2, 2018 meeting and a listing of issues/questions that appear to be outstanding for some community members.

### **FINANCIAL IMPLICATIONS:**

None identified.

## Leo Reedyk

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**From:** Lynn Calder < >  
**Sent:** August 8, 2018 3:25 PM  
**To:** Leo Reedyk; Sheldon Steinke  
**Cc:** Bert And Marley Nyrose; Peter & Lois Falkenberg; Lynn Calder  
**Subject:** Notes from August 2 Beaver Mines Community Advisory Group Meeting  
**Attachments:** CAG-MD - Notes of Aug 2, 2018 meeting.docx

Dear Leo and Sheldon

Thanks for meeting with me and Bert last week. Here are the highlights of the notes from the meeting. Please confirm this and let me know by Friday if there are errors or omissions. If it's fine with you, then, Sheldon, feel free to forward it to Council. We will proceed to confirm the terms of reference (included in the attached) with the Beaver Mines Community Association Board and invite other community members to join the group. We look forward to our next meeting.

Thanks

Lynn

Beaver Mines Community Association (BMCA)  
 Water and Wastewater Community Advisory Group (CAG)  
 Meeting with MD, Thursday August 2, 2018  
 Attendees: Bert Nyrose, Lynn Calder (BMCA)  
 Sheldon Steinke, Leo Reedyk (MD)

**Highlights/Action Items:**

Item	Action	Who	When
Agreed on terms of reference drafted by BMCA (See Pg. 3)	Send final to Sheldon	Lynn	Aug
MD provided update on status/timing:			
1. MPE evaluating sewage treatment options with direction from council (batch plant vs. lagoon); decide 2018; tender in spring. Targeting to complete all work for Beaver Mines in 2019 (servicing tenders out in this Fall/Winter)	Schedule next meeting of MD/CAG once key decisions made	Sheldon	Fall
2. Individual connection process will start with an application package. This package will include plans, aerial photo and other info. CAG can review/help with content.	Application package to landowners	Leo	Fall
3. MD will pass a utility bylaw, which will include monthly fees. Assume we'll pay a bit more than Lundbreck (currently ~\$60/mo. incl. \$5 for garbage – we'll be metered, so high water users will pay more, low water users, less).	Utility Bylaw	Sheldon/ MD Council	Fall
4. MD Council has received 4 proposals from MPE for standpipe location. May or may not decide to proceed depending on cost.	MD to decide	MD Council	Fall
5. MD Council may consider incentives to encourage landowners to connect now (contrary to what's been previously communicated, they can put in place a by-law requiring everyone to connect, but that's just 1	MD to decide	MD Council	Fall

<p>option)</p> <p>6. MD will keep interested people informed via website and email (MD distribution list + BMCA Secretary to forward to BMCA)</p>	<p>Post info on website; send emails</p>	<p>Leo</p>	<p>Ongoing</p>
<p>Discussed BMCA issues and questions to date (See Pg. 4&amp;5). Outstanding issues/suggestions:</p> <ol style="list-style-type: none"> <li>1. Possible alternatives to some locations of lines, hydrants; possible issues with easements, municipal reserve between 4<sup>th</sup> and 4<sup>th</sup> Sts, culverts, roads etc.)</li> <li>2. Coordination of work with proposed community pathway, Firesmart easements, Fire Station, park planning/improvements to avoid rework</li> <li>3. Special provisions to minimize disruption, esp. store and Hwy 774</li> <li>4. Proposed laneway purchase should happen before servicing so MD puts curb stops at correct property line; consider ways to minimize costs to landowners</li> <li>5. Option to coordinate connection to system (landowners pay upfront or via local improvement tax). Also need to consider gas/power locates/Hwy permits</li> <li>6. Possible workshop with contractors so people understand technical issues/costs to connect</li> <li>7. Requirements for maintaining/abandoning existing wells/septic systems or doing your own connections</li> <li>8. Water rights (first in time, first in right). Primarily an issue for large/commercial developers</li> </ol>	<p>MD to consider</p> <p>MD to consider how far to go</p> <p>MD to include in contracts</p> <p>MD to consider</p> <p>MD to consider</p> <p>BMCA to consider</p> <p>MD to provide information</p> <p>None at this time</p>	<p>Leo</p> <p>Leo/MD Council</p> <p>Leo</p> <p>Sheldon</p> <p>Leo/MD Council</p> <p>Bert</p> <p>Leo</p>	<p>Fall</p> <p>Fall</p> <p>Fall</p> <p>Fall</p> <p>Fall</p> <p>Fall</p> <p>Fall</p>

especially once we get close to reaching capacity of system			
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**Beaver Mines Water and Wastewater Project  
Community Advisory Group Terms of Reference (August 2018)**

### **Objectives**

As a committee under the Beaver Mines Community Association (BMCA), the Community Advisory Group's (CAG's) objectives are to provide coordinated community input and advice to the BMCA and MD of Pincher Creek to facilitate the quality implementation of the Beaver Mines Water and Wastewater Project ("the Project") in a timely and cost-effective manner with a minimum of Project and community disruption.

### **Representation**

Membership is open to any resident or landowner in the local area who:

- Can add value to discussions through experience, knowledge or skills
- Has sufficient interest and time to be able to be actively participate
- Is willing to represent the cross-section of interests of the community

### **What would we do?**

- 1) Keep informed of all aspects of the Project on behalf of BMCA
- 2) Act as the focal point for communication between MD & BMCA
- 3) Provide coordinated information/data to help design & construction
- 4) Provide input on technical options, final design & tender documents
- 5) Work with MD and BMCA on an ongoing basis to address issues

### **How would we do it?**

- 1) Meet as a group outside of BMCA/MD meetings (monthly)
- 2) Review MD Council Meeting agenda packages/website (biweekly)
- 3) Attend open MD Council meetings where the Project is discussed (at least one member, 1-2 per month) and a portion of engineering meetings with MD admin & MPE (at least one member, monthly)
- 4) Meet with CAO on regular basis to address MD-related issues
- 5) Review and provide input on all technical documents by MPE
- 6) Collect info, questions and issues from BMCA and share with MD/MPE

- 7) Prepare & share running lists of Issues and Questions and Answers
- 8) Provide recommendations to MD & BMCA on communication to/coordination of community (“who, what, when, where, how”)

### **Issues List (in progress)**

### **PHASE I – General Issues (Quality of Design – mostly technical)**

#### **1. Wastewater Treatment System**

- Can provide helpful input on options when information public
- Can provide helpful, confidential input on tender documents
- Is there anything BMCA can do to help accelerate this decision?

#### **2. Beaver Mines Servicing**

- Location of water and sewer lines, fire hydrants, connection hubs (some things don't make sense/could be improved/may need community input; need current MPE plans for review for first meeting)
- Questions regarding width of easements
- Access to pipelines on neighbouring ranches – new road(s)?
- Implications of Fire Station?
- Firesmart clearing – coordination with the Project
- Community Pathway – coordination with the Project
- Water and Sewer in Park?
- Water supply standpipe
- Does MD need any data from community to help with design?

#### **3. Castle Mountain Water Pipeline**

- Questions regarding location of water line to Castle Mountain

### **Timely Implementation**

Options to accelerate completion of the Project, including the possibility of getting the servicing built in 2019, even if sewage treatment delayed

### **Minimizing Disruption**

Access to CMR, businesses and residences on Highway 774

Access to residences elsewhere in hamlet

Special provisions in contracts to ensure minimal disruption



Possible coordination of connections to save cost/minimize disruption  
What can be done now to avoid future work after roads repaved?

## PHASE II – Individual Issues/Questions (some technical, some policy)

### Connecting to System

- What information can/should MD/BMCA provide to help people understand what they need to know/do to connect to system, such as:
  - o aerial photos of properties
  - o info on depth and location of water and sewer lines
  - o MPE surveyed plot plans of existing facilities
  - o perhaps a workshop with contractors in the field?
- Connection hubs - How many per property? How to confirm where? Can we get more? If so, how/when?
- Possible MD/BMCA role in coordination of connections to minimize disruption/make it easy for people to connect
- When do we need to tell MD whether we plan to connect?
- What are implications of first-in-time, first in right access to water?

### Costs

Connection costs – now, later, incentives?

Ongoing costs

- When will we find out about operating costs?
- Is Lundbreck a good benchmark for now?
- Might there be additional costs (e.g. increased property taxes, garbage pickup)

Abandonment of existing septic systems/wells – requirements, costs

## Director of Operations Report August 23, 2018

### **Operations Activity Includes:**

- July 9, Special Council meeting;
- July 10, Council meetings;
- July 11, Occupational Health and Safety meeting;
- July 11, Beaver Mines Water Servicing Mechanical Project meeting;
- July 12, Staff meeting;
- July 19, Agricultural Service Board meeting;
- July 23, Beaver Mines Pipeline Construction meeting;
- July 24, Cardinal Subdivision Design meeting;
- July 25, Beaver Mines Water Servicing Mechanical Project meeting;
- July 26, Tour County of Lethbridge Dust Stabilization Projects;
- July 31, Castle Area Regional Water Supply Project meeting;
- August 1, Public Works Safety meeting;
- August 2, Departmental Budget meeting;
- August 2, Beaver Mines Community Advisory Group meeting;
- August 3-12, Holiday;
- August 13, Departmental Staff Planning meeting;
- August 14, CUPE Employment Contract Planning meeting;
- August 15-21, Sage Creek Fire Emergency Coordination Center;
- August 22, Beaver Mines Water/Wastewater Design meeting;
- August 22, Beaver Mines Water Servicing Mechanical Project meeting;
- August 23, Pincher Creek Emergency Management Organization Access Pass meeting;

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

- July 5, 6, Gophers in Patton Park;
- July 6, Gravel Pits inspections and spraying;
- July 6, Spray Training for new crew;
- July 7, (Saturday), Pincher Creek Blueweed Blitz (4 people);
- July 9, AES Safety Meeting & inspections;
- July 9 – 13, Leafy Spurge Biocontrol, spraying and mapping;
- July 10 – 13, Gravel Pit weed inspections & control;
- July 10, Crop Report;
- July 11 – 13, The Hawkweeds, Ox-eye Daisy, Blueweed, Field Scabious, Dames Rocket;
- July 11, Joint Health and Safety meeting;
- July 12, ASB Meeting prep, staff meeting;
- July 12, crews working on Administration Building grounds and Public Works grounds;
- July 12, Division #5, inspections & spraying;
- July 13, Patton Park & Lundbreck (gophers, weeds, etc);
- July 13, Burmis Lundbreck corridor Spraying;
- July 17, 18, First Aid Training;
- July 19, Agricultural Service Board Meeting;
- July 20, Business arising from ASB;

- July 24, WHMIS Training;
- August 1, Transboundary Tour preparation meeting;
- August 2, Budget kickoff meeting and preliminary discussion;
- August 4-6, Sage Creek Fire – Emergency Operations Centre;
- August 7-9, Transboundary Water, Weeds and Stewardship Tour;
- August 1-15, Spraying/Picking weeds, Gravel Pits, Crop reports, grasshopper Count, Hoary Cress assessment on provincial land around dam;
- August 16- 23, Spraying/Picking weeds, with focus on Nodding Thistle, Spotted and Diffuse Knapweed;
- August 20, Canadian Food Inspection Agency, Specified Risk Material Permit Applications;
- August 21, Transboundary Tour evaluations summary;
- August 22, Oldman Watershed Council final report for remaining balance of Watershed Legacy Program funds (for Transboundary Tour);
- August 23, Meeting with Ed Mulder of Lethbridge Bio-Gas.

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

- Dust control complete;
- Gravel program complete;
- Currently applying cold mix;
- Crushing gravel in Hengerer Pit;
- Preparing for Lundbreck Corn Fest;
- Currently mowing in Division 4;
- Bridge decks replaced at Burmis Lake, Reners and Bonertz;
- Pack Rodeo Grounds and blade lot;
- Snake Trail project complete.

#### **Upcoming:**

- August 24, Sage Creek Fire Debriefing;
- August 28, Council meetings;
- August 30, Staff Summer BBQ;
- August 31, Council Road Tour;
- September 5, Public Works Safety meeting;
- September 6, Agricultural Service Board meeting.

#### **Project Update:**

- Community Resilience Program
  - Regional Raw Water Intake, operational.
- Capital Projects
  - Beaver Mines Water Supply, Pipeline – Pipe installation is complete except the Castle River Crossing. Mechanical Contractor has completed the water intake and is working on the reservoir and booster stations;

- Beaver Mines Water Distribution and Waste Water Collection, detailed design and land negotiation ongoing;
- Beaver Mines Wastewater Treatment, site geotechnical investigation scheduled;
- Castle Servicing, detailed design ongoing, environmental surveys ongoing.
- Bridge Tender 70423, 6909, and 479 Complete.
- Bridge File 671, tender closed June 14, 2018. Contractor to begin construction before the end of August.

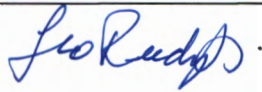
**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period July 5, 2018 to August 23, 2018 and the call log be received as information.

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Prepared by: Leo Reedyk



Date: August 23, 2018

Reviewed by: Sheldon Steinke, CAO

Date:

Submitted to: Council

Date: August 28, 2018

## PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
979	Division 3	NE18 T5 R2 W5		Buckhorn Road very dangerous trees need to be cut on blind corners	Jared Pitcher	Contractor lined up	October 18, 2017	
1544	Division 4	SE15 T7 R29 W4		Post at cattleguard needs welding	Bob Millar	Work to be done	April 12, 2018	
1558				Re getting an approach built	Jared Pitcher	waiting on agreement with Development Officer	April 18, 2018	
1581	Division 5	Talon Peaks		Re Dust Control / wants to talk to Stu	Stu Weber	Completed	April 30, 2018	May 24, 2018
1584	Division 1	NE7 T3 R29 W4	29501 Twp Rd 3-2	RQ driveway when it dries up	Rod Nelson	Completed	May 1, 2018	May 24, 2018
1600	Division 2	NE26 T5 R28 W4	5431 RR 28-2	RQ driveway to be done	Tony Tuckwood	Completed	May 9, 2018	June 15, 2018
1609	Division 5	SW14 T9 R2 W5	9218 Hw 22	Would like driveway graded	Dave Sekella	Completed	May 18, 2018	June 5, 2018
1616	Division 5	NW13 T8 R3 W5	8227 RR 3-1	RQ Driveway	Dave Sekella	Completed	May 29, 2018	June 6, 2018
1617	Division 1			Trees on the west side of Kerr road need cut back and Kerr road has lots of potholes	Stu Weber	add to 2019 brushing plan	May 30, 2018	
1619	Division 2	SW24 T5 R1 W5	5311 RR1-0A	Need approach gravel	Jared Pitcher	Completed	June 4, 2018	July 18, 2018
1627	Division 2	NW16 T6 R28 W4	6223 RR28-4	RQ to have driveway graded	Don Jackson	Completed	June 15, 2018	July 6, 2018
1628	Division 4	SW10 T7 R29 W4	7106 RR29-2	RQ Driveway to be graded	Tony Tuckwood	On the list	June 15, 2018	August 1, 2018
1631	Division 2	Tony Drive to/AlvinRoberts		Reports a Texas gate ahead sign down SH775	Joh J	To be done	June 12, 2018	
1633	Division 1	NW30 T4 R28 W4	4421 RR29-0	RQ Driveway	Rod Nelson	Completed	June 19, 2018	August 15, 2018
1635	Division 2	SE16 T6 R30 W5	6207 RR30-3	RQ Driveway	Tim Oczkowski	Completed	9-May/20-Jun	July 10, 2018
1636			RR29-2	RQ grader & Gravel before June 29	Brian Layton	Completed	June 21, 2018	June 28, 2018
1638	Division 5	NW7 T7 R2 W5		Would like gravel for approach also posts need repairing	Brian Layton	Completed	01-May/22-Jun	July 10, 2018
1639	Division 4	SE25 T8 R30 W4		trees blocking view for drivers on road need to be cut	Jared Pitcher	Completed	June 24, 2018	July 20, 2018
1643	Division 4	SW22 T7 R1 W5		Would like a culvert put in to solve water problem	Bob Millar	Fall 2018	June 26, 2018	
1644	Division 5	Hidden Valley Estates		#14 Road is in terrible shape going into Estates Washboard after gravel was put on		Completed	June 26, 2018	July 4, 2018
1645	Division 1	NE4 T5 R30 W4		Long driveway to safe expenses is there a sealant they could use rather than gravel every year	Stu Weber	Completed	June 26, 2018	August 10, 2018
1647	Division 2	SW2 T7 R29 W4	7002 RR29-3	Would like a sign put in 'No through Road'	jared pitcher	getting locate	June 27, 2018	

## PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1650	Ag Grounds			Rodeo Weekend Nd Packer for 15 Aug & parking lot	Stu Weber	Completed	June 27, 2018	August 15, 2018
1651	Division 2	SE3 T7 R29 W4	7002 RR29-4	RQ to have driveway graded	Don Jackson	Completed	June 29, 2018	July 10, 2018
1652	Division 3	TWP 7-0		Road needs grading	Stu Weber	Completed	July 3, 2018	August 7, 2018
1653	Division 2	SE3 T5 R29 W4		RR29-2 Chipman Creek farm road RQ Driveway	Don Jackson	Completed	July 3, 2018	July 5, 2018
1654	Division 1	NE17 T4 R28 W4		RQ to have his road graded	Rod Nelson	Completed	July 3, 2018	August 15, 2018
1655	Division 4	SW33 T8 R29 W4		RR29-3 Beaver Creek Rd and damage to ditches	Jared Pitcher	Completed	July 3, 2018	July 25, 2018
1656	Division 1	NW15 T4 R30 W4	4209 RR 30-3	RQ Driveway to be graded	Rod Nelson	Completed	July 4, 2018	August 15, 2018
1657	Division 1	SE21 T4 R29 W5	4315 RR 29-4	RQ Driveway to be graded	Rod Nelson	Completed	July 5, 2018	August 15, 2018
1658	Division 1	SW21 T4 R29 W4	4315 RR 29-4	RQ Driveway to be graded	Rod Nelson	Completed	July 5, 2018	August 15, 2018
1659	Division 1			RR30-3 & TWP4-4A Blue sign is out of ground	Jared Pitcher	getting locate	July 9, 2018	
1660	Division 3	NW22 T6 R1 W5	1221 TWP6-4	MD Road needs gravel as discussed at coffee with council	Brian Layton	Completed	July 10, 2018	August 10, 2018
1661	Division 5	SW35 T8 R2 W5	8517 Hwy 22	Driveway needs grading and gravel she would like advice as to which to be first	Dave Sekella	Completed	July 10, 2018	August 10, 2018
1662	Division 1	NE10 T4 R29 W4	4232 RR29-2	Old snow fence is falling down Will help repair it if we supply materials etc.	Stu Weber	Fall 2018	July 11, 2018	
1663	Division 1	SE8 T4 R29 W4		Would like driveway graded	Rod Nelson	Completed	July 12, 2018	August 2, 2018
1664	Division 3	Beaver Mines		Lower Road (Left) RQ driveway for wedding July 28	Henry Dykstra	Completed	July 12, 2018	July 18, 2018
1665	Lundbreck	200 Railway Ave		Fence along Park Street needs fixing	Stu Weber	Completed	July 12, 2018	July 26, 2018
1666	Division 1	NW8 T3 R29 W4	no approach #. No house on property	Would like driveway graded	Rod Nelson	Operated feels more gravel needs to be applied prior to grading	July 16, 2018	August 15, 2018
1667	Division 1	NE12 T5 R30 W4		#30021 s. of Kerr RQ driveway graded	Rod Nelson	Completed	July 17, 2018	August 2, 2018
1668	Division 3	SW2 T6 R1 W5		Snow fence repair	Stu Weber	fall 2018	July 18, 2018	
1669				Good Gravel job done (Jason Jack) KUDOS	Stu Weber	Completed		July 19, 2018
1670	Division 4	NW24 T8 R1 W5	1032 TWP8-4	Snake Trail/Tanner Road Thinks approach should have a culvert put in	Jared Pitcher	To have a look	July 20, 2018	
1671	Division 5	SW33 T8 R2 W5	8516 RR2-3	RQ driveway to be graded	Dave Sekella	Completed	July 23, 2018	July 26, 2018
1672	Lundbreck			To mow and open road to Dukabor Cemetary	Levi Anderson	Completed	July 24, 2018	July 26, 2018

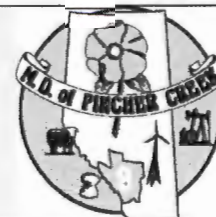
## PUBLIC WORKS


WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1673	Division 4	NE28 T8 R29 W4	8432 RR 29-3	RQ Grass Mowing on driveway	Tony Naumczyk	On the list	July 27, 2018	
1674	Division 1			RR29-5 & TWP4-0 RQ grass to be mowed and gravel	Tony Naumczyk	On the list	July 27, 2018	
1675	Division 3	SE15 T5 R30 W4		To extend road clearing just beyond the school bus turn around	Stu Weber	Completed	July 27, 2018	August 17, 2018
1676	Dog Town	RR30-1		Thistles need mowing along road near graveyard	Jared Pitcher	Completed	August 1, 2018	August 17, 2018
1677	Division 5	NW26 T7 R2 W5		North of TWP7-4A Dust control draining into spring??	Stu Weber	In contact	August 1, 2018	
1678	Division 3	NW18 T5 R2 W5		Want a new access road for future building	Jared Pitcher	In contact	August 1, 2018	
1679		Bottle Depot		Parking lot needs grading	Stu Weber	Completed	August 2, 2018	August 13, 2018
1680	Division 3	TWP 7-0		Part of the Dukes of Hazard road needs gravel	Henry Dykstra	Completed	August 2, 2018	August 22, 2018
1681	Division 3	NW34 T6 R1 W5	1227 TWP7-0	Deep holes in ditches from Pipeline	Jared Pitcher	In contact	August 8, 2018	
1682	Division 1	TWP 5-1		Reported TWP5-1 west of hwy by Eric Bryders needs fixing..Also Four corners at Fish Lake	Stu Weber	Completed	August 9, 2018	August 16, 2018
1683	Division 3			Reported RR1-5A needs grading West of Jack Morgan Loop South of 501	Tim Oczkowski	Completed	August 9, 2018	August 9, 2018
1684	Division 2	SE34 T5 R30 W4 NE3 T6 R30 W4	5504 RR30-2	Wants grass cut on two driveways	Tony Naumczyk	On the list	July 24, 2018	
1685	Division 3	NW 28-06-02 W5		Grading needed Lynk Creek/Carbondale Road	Henry Dykstra	On the list	August 14, 2018 & August 20, 2018	
1686	Division 1	SW 27-04-28 W4	28222 Twp Rd 4-4	RQ driveway grading.	Tony Naumczyk	Operator suggested driveway needs gravel prior to grading. Will call for grading once gravel delivered	August 14, 2018	August 16, 2018
1687	Division 5	NE 20 9 2 W5		complaint about 2 graders on road. Creating dust and over grading Willow Valley Road. Was informed that graders are not in that area today - they are mowers.	Stu Weber	Completed	August 14, 2018	August 14, 2018
1688	Division 3	SW 14-05-01 W5	5204 RR 1-0A	Requesting driveway grading. Only on portion West from cabin to property line.	Henry Dykstra	On the list	August 14, 2018	
1689	Division 3	NE 24 -04-04 W5		looking to have gravel for resort - was told MD has gravel for them at Castle pit. Castle Pit may not have enough so would have to come from Tapay Pit.	Stu Weber	In contact	August 14, 2018	
1690	Division 5	NW 11-7-2 W5	2120 Twp Rd 7-2	needs temporary approach built so rig can come in to drill for water	Jared Pitcher	In contact	August 15, 2018	
1691	Division 1	NW8 T3 R29 W4	no approach #. No house on property	RQ to grade driveway once gravel applied. After August 17, 2018	Rod Nelson	Completed	August 15, 2018	August 21, 2018





## Recommendation to Council



<b>TITLE: Letters from Beaver Mines Community Association</b>			
<b>PREPARED BY: Roland Milligan</b>		<b>DATE: 2018-08-22</b>	
<b>DEPARTMENT: Development and Community Services</b>			
		<b>ATTACHMENTS:</b>	
<b>Department Supervisor</b>	<b>Date</b>	1. <b>Letters from Beaver Mines Community Association</b>	
<b>APPROVALS:</b>			
		S. Steinke	
			
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

That the letters from the Beaver Mines Community Association, dated August 17, 2018 and August 18, 2018, respectively, be forwarded to the MD's Planner for future land use planning considerations for the Hamlet of Beaver Mines.

**BACKGROUND:**

On August 20, 2018, the MD received two letters (*Attachment No. 1*) from the Beaver Mines Community Association. One in response to the MD's response letter of June 18, 2018, regarding the BMCA request to "Defer Beaver Mines Subdivision Until Growth Study Approved".

The MD's response at that time was to pass the following resolution:

Moved that the report from the Director of Development and Community Services, dated June 6, 2018, regarding the Beaver Mines Community Association Request for Subdivision Moratorium, be received;

And that Council directs Administration to take the required steps to amend the planning documents regarding Beaver Mines pending servicing. The intent of which being ending the ability to do septic system subdivisions within its current boundary;

And that, any proposed subdivisions for serviced lots should be processed, but not registered until the servicing is completed. To be done by holding back on signing the development agreement until the services are installed, with each proposed subdivision

## **Recommendation to Council**

being reviewed against the service engineering to ensure design capacity of the system is not exceeded.

And further that Council directs Administration to begin a redesignation process for urban fringe zoning around Beaver Mines.

The letter stating the above resolution from Council was also forwarded to the MD's Planner.

The purpose of the current Land Use Bylaw Amendment process is a cleanup process. Council should be completing it immediately. Trying to include changes that involve considerable planning decisions will draw out this process out.

As our Planner has stated, these issues are best dealt with in a more thorough planning exercise.

Attachment No. 1  
**RECEIVED**  
AUG 20 2018  
M.D. OF PINCHER CREEK

Beaver Mines Community Association  
P.O. Box 1896  
Pincher Creek, AB, T0K 1W0

M.D. of Pincher Creek No. 9  
P.O. Box 279  
Pincher Creek, Alberta  
T0K 1W0

August 17, 2018

Subject: Response to MD's June 18, 2018 letter  
Defer Beaver Mines Subdivision Until Growth Study Approved

Attention: MD Council, MD of Pincher Creek #9

Thank you for your letter of June 18 and taking action to amend planning documents regarding the pending servicing of Beaver Mines. While ending the ability to register septic system subdivisions until servicing is completed and adding an urban fringe are good steps, they don't address our primary concern, which is to ensure that growth within the hamlet boundary gets off on the right foot - i.e. it is well-managed and aligned with our shared long-term vision.

Our main issue is the timing of the various land-use related reviews (Beaver Mines Growth Study, Municipal Development Plan and Land-Use By Law), and the fact that the Growth Study won't happen until after the other two documents are updated. One of the most important and potentially controversial issues relates to the reduction in the minimum HR-1 residential minimum lot size from 1858 m<sup>2</sup>/ 20,000 ft<sup>2</sup> to 465 m<sup>2</sup>/5,000 ft<sup>2</sup> now that the hamlet will be serviced. While a number of landowners will want to subdivide their properties, many people believe that changing the minimum lot size could have a significant enough impact on the unique mountain hamlet character of the community that the MD should be cautious about implementing this change across the board prior to the completion of the Beaver Mines Growth Study, which will include formal consultation with the community.

We request that the MD find a way to address this gap. Our preference would be to accelerate the Beaver Mines Growth Study, or at least the community consultation component, in time for input from that to be included in the next updates of the Land Use By-Law and Municipal Development Plan. If that is not practical, then a possible alternative could be to just keep applying the current (no-servicing) rules until the Beaver Mines Growth Study is complete (essentially what we were trying to accomplish by our letter of May 10, 2018). If need be, the MD could include a provision for discretionary approval of smaller lot sizes where circumstances warrant.

Thank you for your consideration.

Sincerely



Pete Falkenberg,  
President, Beaver Mines Community Association

Beaver Mines Community Association  
P.O. Box 1896  
Pincher Creek, AB, T0K 1W0

Attachment No. 1  
**RECEIVED**  
AUG 20 2018  
M.D. OF PINCHER CREEK

M.D. of Pincher Creek No. 9  
P.O. Box 279  
Pincher Creek, Alberta  
T0K 1W0

August 18, 2018

Subject: Preliminary Comments on Land-use By-Law 1140-08 from Beaver Mines  
Community Association

Attention: MD Council, MD of Pincher Creek #9

At a meeting of the Beaver Mines Community Association with Bev Everts (Councillor for Division 3) and Reeve Quentin (Reeve) earlier this year, we were advised that Land-Use By Law 1140-08 is currently under review. It was suggested that if we have any comments, we should submit them now rather than wait for the formal public review process, so they might be considered in the next draft.

One of our challenges is the timing of the various land-use related reviews (Beaver Mines Growth Study, Municipal Development Plan and Land-Use By Law), and the fact that the Growth Study won't happen until after the other two documents are updated. As such, the next draft of the Land-Use Bylaw may not reflect our shared long-term vision for the hamlet. If the MD uses this to guide approvals, the growth of the hamlet may not get off on the right foot.

Nevertheless, some of the planning issues we have heard from the community so far include:

- 1) Notification
- 2) Retention of unique mountain hamlet character of community
- 3) Residential density (which primarily relates to lot size in the bylaw)
- 4) Different current HR-1 Residential lot sizes in older and newer parts of hamlet and implications for subdivision/amalgamation
- 5) Availability of more affordable housing options for office/Parks staff, seniors, etc.
- 6) Pace of growth
- 7) Future size of the hamlet
- 8) New commercial or other development (what and where)

Since most of these issues are not specifically addressed in the land use bylaw, we will limit our comments to those that do:

- 1) We feel that notification requirements should be amended to include anyone that might be directly affected, which could be the entire hamlet in some cases, depending on the development, rather than the current 30 m, which is effectively just the immediate neighbour (Section 17.1)

Beaver Mines Community Association  
P.O. Box 1896  
Pincher Creek, AB, T0K 1W0

- 2) We would like to have a separate section in the Land Use By-Law for Beaver Mines, rather than have all the hamlets lumped together, to allow for consideration of unique development requirements for Beaver Mines. Even if the requirements for Beaver Mines are not updated at this time, setting this up now will make future amendments simpler.
- 3) One of the most important and potentially controversial issues relates to the reduction in the minimum HR-1 residential minimum lot size from 1858 m<sup>2</sup>/ 20,000 ft<sup>2</sup> to 465 m<sup>2</sup>/5,0000 ft<sup>2</sup> now that the hamlet will be serviced. While a number of landowners will want to subdivide their properties, many people believe that changing the minimum lot size could have a significant enough impact on the unique mountain hamlet character of the community that the MD should be cautious about implementing this change across the board prior to the completion of the Beaver Mines Growth Study, which will include formal consultation with the community. See our companion letter dated August 17, 2018 for suggestions as to how this gap might be addressed.
- 4) One other important and potentially controversial issue relates to zoning for commercial and other uses. We assume this would be addressed as part of the Beaver Mines Growth Study. We have no specific comments regarding what's in the current By-Law but will want to be consulted on any changes going forward.

We submit these comments for your information. We hope they are helpful. We may have additional comments once the next draft of the Land Use Bylaw is available for public review.

The Beaver Mines Community Association looks forward to the opportunity to work with the MD/ORRSC on the Municipal Development Plan and the scope of the Beaver Mines Growth Study and in helping to support consultation with landowners within and near the hamlet.

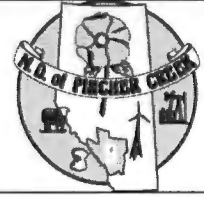
Thank you for your consideration.


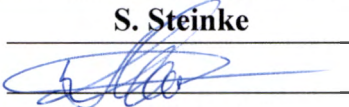
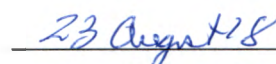
Sincerely



Pete Falkenberg,  
President, Beaver Mines Community Association

## Administration Guidance Request



<b>TITLE: 2018-07-19 Letter from Hazelton and Simmons</b>		
<b>PREPARED BY: Roland Milligan</b>	<b>DATE: 2018-08-22</b>	
<b>DEPARTMENT: Development and Community Services</b>		
<b>Department Supervisor</b>	<b>Date</b>	<b>ATTACHMENTS:</b> 1. 2018-07-19 Letter from Simmons and Hazelton 2. Bylaw No. 918A (Licensing and Regulating Entertainment Events)
<b>APPROVALS:</b>		
_____	_____	S. Steinke _____
<b>Department Director</b>	<b>Date</b>	 <b>Interim CAO</b>
		 <b>Date</b>

**REQUEST:**

**Council to provide direction to Administration on amendments needed to Bylaw No. 918A to address citizen's concern.**

**BACKGROUND:**

The received a letter from Phil Hazelton and Connie Simmons on July 19, 2018 (*Attachment No. 1*).

In their correspondence the residents raise concerns regarding an event held on an adjacent parcel.

As with the writers of the letter, I was not aware of the event taking place. I went out to the property on the afternoon of Friday July 13, 2018 to have a look. I had a chat with event organizer that day as the event kicked off.

The event was an LDS church camp put on over four days. It started Friday and was over on Monday. We were told that they were to have 350 participants. No new buildings or any development took place on the property.

The Municipal District's Event License Bylaw (*Attachment No 2*) kicks in when the numbers are expected to exceed 500. Therefore no permit or License was required as the number were below that threshold.

The fire department went out and inspected prior to the gathering.

## **Administration Guidance Request**

The organizers did a large amount of site cleanup prior to the event, removing old contractor equipment from the site.

The organizer informed me that they plan to hold this event once every four years. If the numbers remain below the bylaw's threshold then the event would be treated no different than either a large family reunion, wedding, or such. There was no commercial aspect to this event.



## Attachment No. 1

Phil Hazelton and Connie Simmons

July 19, 2018

Roland Milligan,  
Bylaw Officer, MD of Pincher Creek  
[AdminDirDev@mdpincercreek.ab.ca](mailto:AdminDirDev@mdpincercreek.ab.ca)

Dear Roland,

Please accept this letter as a letter of concern regarding a large event held in the half-quarter section of agricultural land belonging to new owner, Corey Jarvis, directly across from our residence on the Gladstone Valley Road.

From Thursday, July 12 to Monday, July 16, 2018 – a very large number of people gathered on Mr. Jarvis' land, and held a 4-day long event. Our concerns regarding this event are:

- No notification of this event so that we knew that a gathering of this size would occur.
- A very large congregation of people, above and beyond what would be a usual gathering size of weekend campers.
- Disruption over the weekend with noise:
  - noisy OHV use late into the evening
  - late night (well past midnight) party noise
  - early morning (7 am – Monday 16<sup>th</sup>) loud marching music that spread across the valley.
- Multiple vehicle crossings of Gladstone Creek – a fish-bearing stream.

A significant number of people attended this event – and although we are not sure, it appears from the number of cars, RV's, school buses and portable toilets that the number was in the hundreds. We understand that there is allowance under the bylaws for a certain number of people to attend an event on agricultural land, however, this event was very large, and disruptive and unsettling to us and to other residents in the Gladstone Valley. This event has also raised serious questions as to how many more of these kind of gatherings are planned; how often they will happen; and how many people will be involved.

The Gladstone Valley community is dedicated to a quiet, rural, agricultural lifestyle. We support each other and care for our neighbours. Corey Jarvis had talked to us in the past and we have been appreciative of his efforts to meet us and share his plans for this land. However,

## Attachment No. 1

this event was out of the blue – Corey had not provided any notice that an event of this size would happen.

We ask the MD of Pincher Creek to consider these points:

- Find out the number of people attending this event and ascertain if this fits the current bylaws.
- Find out how many more of these events are planned on this land holding, and when.
- In the future, we suggest that events of this size need to have event approval from the MD of Pincher Creek.
- For events of this size, we suggest that the MD of Pincher Creek set timing limits on disruptive event noise – especially in quiet rural agricultural and residential areas (ie: 8 am to 9 pm)
- Sufficient notice (ie: one month) should be provided to the people in the local community when event(s) of this size are happening.

Thank you for your consideration of this request. We look forward to hearing from you.

Yours truly,



Phil Hazelton



Connie Simmons

cc: Bev Everts – Councillor, MD of Pincher Creek  
Quentin Stevick – Reeve, MD of Pincher Creek  
Sheldon Steinke – Interim CAO, MD of Pincher Creek

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BY-LAW NO. 918A

A By-law of the Municipal District of Pincher Creek No. 9  
for the Licencing and Regulating of Entertainment Events.

\*\*\*\*\*  
PURSUANT to Sections 153, 156, 166, 168, 209, 222, 238 and  
242 of the Municipal Government Act. RSA 1980, the Council  
of the Municipal District of Pincher Creek No. 9, in the  
Province of Alberta, duly assembled, hereby enacts as  
follows:

1. PURPOSE:

The purpose of this By-law is to licence and regulate  
entertainment events in the Municipal District of  
Pincher Creek No. 9.

2. DEFINITIONS:

In this By-law:

(i) "Entertainment Event" shall mean any music  
festival, dance festival, "rock" festival, or  
similar musical activity, game, contest, sport  
lottery scheme, exhibition of an educational,  
artistic or cultural nature, theatrical  
performance, concert, recital, lecture or other  
performance, whether indoor or outdoor, likely  
to attract 500 or more people in any one  
twenty-four (24) hour period, and which is  
held at any place within the Municipality and  
to which members of the public are invited or  
admitted for a charge or free of cost;

(ii) "Council" means the Council of the Municipal  
District of Pincher Creek No. 9;

(iii) "Licencee" means a person or corporation who  
has applied for and obtained a licence to  
operate an entertainment event, pursuant to  
this By-law;

(iv) "Licencing Officer" means the Council or such  
person or persons as Council may designate;

(v) "Municipality" means the Municipal District of  
Pincher Creek No. 9.

3. No person or corporation shall operate, maintain,  
conduct or advertise an entertainment event in the  
Municipality unless he/she/it has first obtained a  
licence from the Licencing Officer to operate or  
conduct such an entertainment event.

4. Applications for a Licence to conduct an indoor-outdoor  
entertainment event shall be made to the Licencing  
Officer, in writing, at least sixty days prior to the  
proposed date of the entertainment event and shall be  
accompanied by a non-refundable application fee of  
\$100.00 and shall contain the following information:

(a) The name, age, residence, and mailing address and  
telephone number or numbers of the person making  
such application. If the application is made by a  
partnership, the names and addresses of the  
partners shall appear. Where the applicant is an  
incorporated company, the application shall be  
signed by at least two directors of the  
incorporated company and shall contain the  
addresses of such corporate directors and shall  
have attached a certified copy of the Certificate  
of Incorporation.

- (b) A written statement of the kind, character, or type of entertainment event which the applicant proposes to conduct, operate or carry on.
  - (c) If more than one entertainment event is planned or if it is anticipated that unplanned events shall be allowed within the entertainment event, whether by the Licencee or otherwise, the Licencee shall ensure that any event not specifically licenced is approved by the Licencing Officer, prior to the time that such event shall take place. No unlicenced event shall be permitted by the Licencee.
  - (d) The address or legal description of property where the proposed entertainment event is to be conducted, operated, or carried on. Additionally, the applicant shall submit proof of ownership of the place where the entertainment event is to be conducted or a statement signed by the owner of the premises indicating his consent that the site be used for the proposed entertainment event.
  - (e) The date or dates and the hours during which the the entertainment event is to be conducted.
  - (f) An estimate of the number of customers, spectators, participants, and other persons expected to attend the entertainment event for each day it is conducted.
  - (g) The names and addresses of anyone contributing, investing, or having a financial interest greater than five hundred (\$500.00) dollars in producing the entertainment event.
  - (h) A financial statement to give assurance of the ability of the applicant to meet the conditions of the licence being applied for.
  - (i) A detailed written explanation of the applicant's plans to provide security and fire protection, water supplies and facilities, sewage and drainage facilities, food supplies and facilities, sanitation facilities, first aid facilities and services, vehicle parking spaces, vehicle access policing and on-site traffic control and, if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities. The applicant's plans shall include what provisions shall be made for numbers of spectators in excess of the estimate, provisions for the clean-up of the premises and provisions for the removal of rubbish after the entertainment event has concluded. A plot plan showing the arrangement of the facilities, including those for parking, egress and ingress, shall be submitted with such application.
5. Every person or corporation applying for a Licence, pursuant to this By-law shall satisfy the Licencing Officer that he is able to meet the conditions and requirements set out in this By-law or imposed by Licencing Officer.

6. Every Licencee to conduct an indoor-outdoor entertainment event shall be subject to the following conditions and requirements:
- (a) Security Protection: Every Licencee shall provide, at his own expense, security protection. This shall include the provision of a minimum of one security officer for every 100 persons expected to be in attendance.
  - (b) Water and Sanitation Facilities: Every Licencee shall provide an ample supply of potable water for drinking and sanitation purposes at the site of the entertainment event. The minimum supply of water to out-door entertainment events shall be 68 litres of water for each person in attendance per day. All water shall meet Canadian Drinking Water Standards. Public and private flush-type water closets, lavatories and drinking facilities and sewage and drainage systems and items incidental to the operation of the foregoing shall be required as determined by the Licencing Officer. This condition shall only be deemed to have been met where the Licencing Officer has accepted such arrangements as satisfactory.
  - (c) Food Concessions: Where the proposed entertainment event is to be held a distance of 200 metres from public eating places, food handling places or like establishments, the applicant shall provide such food facilities as may be required by the Licencing Officer to adequately provide food services to those persons attending the entertainment event.
  - (d) Every Licencee shall be required to furnish such trash cans and garbage receptacles as may be required by the Licencing Officer. An adequate supply of plastic bag liners to fit the trash cans shall be provided and each container shall at all times have a plastic bag liner inserted and, when full, it shall be tied and removed and a new plastic bag liner inserted. The pickup and removal of trash, refuse, garbage and rubbish shall be at least once a day or more often if required by the Licencing Officer. A signed contract with an approved refuse-collector shall be submitted and filed with the Licencing Officer. The removal of all trash and refuse shall be at the Licencee's expense.
  - (e) First Aid Facilities: Every Licencee shall provide such first aid facilities at the site of the entertainment event, as may be required by the Licencing Officer. The Licencee shall provide ambulance services to transport persons attending the entertainment event from the site of the entertainment event to the nearest hospital where need arises. The extent of ambulance service shall be as required by the Licencing Officer. Where a proposed entertainment event is expected to attract a large number of persons to a site located a distance of five (5) kilometres from adequate existing treatment facilities, the Licencee may be required to provide emergency medical treatment facilities and personnel on the premises of the entertainment event.

- (f) **Parking Areas:** Every Licencee shall provide adequate parking spaces for persons attending the entertainment event by motor vehicle. The Licencee may be called upon to provide a separate parking space for every two (2) persons expected to attend the entertainment event by motor vehicle. Such parking areas shall be clearly marked and controlled. The Licencing Officer shall approve an applicant's "parking plan" before the licence shall be issued.
  - (g) **Access and Parking Control:** The Licencee shall provide adequate ingress and egress to the entertainment event premises and parking areas, ensure that necessary roads, driveways and entrance ways shall exist to insure the orderly flow of traffic into and out of the premises from a highway or road which is part of the highway system maintained by the Municipality. A special access way for fire equipment, ambulances and other emergency vehicles will be required. The Licencing Officer shall approve the Licencee's plan for ingress and egress before a licence shall be issued. Additionally, any Licencee shall be required to show that adequate traffic guards are employed to insure orderly traffic and relieve traffic congestion in the vicinity of the entertainment event area.
  - (h) **Hours of Operation:** All entertainment events, which are subject to a licence, pursuant to the provisions of the By-law, shall close and cease operations continuously between the hours of 2:00 AM and 6:30 AM of each and every day.
  - (i) **Communications:** The Licencee shall be required to establish a communication system for public use where ordinary communications are not available. The Licencing Officer may require a provision of a mobile phone at the site of the entertainment event.
  - (j) **Miscellaneous:** The Licencing Officer may impose such additional conditions as are reasonably calculated as necessary to protect the health, welfare and property of local residents and persons attending the entertainment event.
7. A Licencee shall comply with all relevant Federal, Provincial or Municipal laws in existence.
8. The Licencing Officer may grant relief from any of the above requirements where it appears that such an action is in the best public interest. This ability to grant relief shall be limited to those items within the control of the Licencing Officer under this By-law and does not relieve the Licencee from any conditions or requirements imposed by law, contract or otherwise.
9. Any person or corporation who:
- a) Operates, maintains, conducts or advertises an entertainment event in the Municipal District of Pincher Creek No. without first having obtained the licence required by this By-law, or

(b) and having obtained the licence, fails to comply with the conditions set out in this By-law, or attached to a licence;

is guilty of an offense and is liable on conviction to a fine of not more than TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) and not less than TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) for every day the offense continues and in default of payment, to imprisonment for a term not exceeding thirty (30) days.

Read a first time this 23  
day of March, AD, 1993  
Henry F. Huddell  
REEVE  
Orin L. White  
ADMINISTRATOR

Read a second time this  
27 day of March, AD, 1993  
Henry F. Huddell  
REEVE  
Orin L. White  
ADMINISTRATOR

Read a third time and  
finally passed this 23  
day of March, AD, 1993  
Henry F. Huddell  
REEVE  
Orin L. White  
ADMINISTRATOR

## Recommendation to Council



**TITLE: Fire Billing**

**PREPARED BY: Janene Felker**

**DATE: August 13, 2018**

**DEPARTMENT: Finance**

**Department Supervisor**

**Date**

**ATTACHMENTS:**

1. Bylaw 1234-13
2. 2017 Fire Bill Index w/ supporting invoices

**APPROVALS:**

S. Steinke

**Department Director**

**Date**

Interim CAO

Date

*23 August 18*

**RECOMMENDATION:**

**That Council decide on which 2018 fire bills should be invoiced back to the landowner.**

**BACKGROUND:**

The current process for the billing of fires within the MD is a bit of a grey area and Administration would like some further clarification going forward. Currently, PCESC invoices the MD for fires within our jurisdiction and then it is up to Administration whether the invoices should be brought forward to Council for invoicing to the landowner.

Included in this package is a summary of all of the invoices paid to date for 2018. Administration is requesting that Council review all of them and provide direction as to what invoices should be passed back to the landowner.

Going forward, in order to provide better direction to Administration and more clarification for budgeting purposes, Administration is requesting direction for all fire bills. The current direction, that coincides with Bylaw 1234-13, is that any fire that is caused by nature or there is no direct fault to the landowner, the MD pays 100% of the bill. If there looks as though there is fault, Administration is to bring the bill and details to Council for Council to decide if the landowner should be invoiced. This practice is viewed favorably by the landowners, but many carry proper insurance that would cover this types of costs.

From Administration's point of view there are three different options that Council can proceed with:

- 1) Amend Bylaw 1234-13 and say that all fire invoices received from PCESC are to be paid in full by the MD



## **Recommendation to Council**

- 2) Amend Bylaw 1234-13 and say that all fire invoices received from PCESC are to be invoices in full to the landowner
- 3) Keep Bylaw 1234-13 as is and have Administration bring forward all fire invoices received from PCESC twice a year and Council decide on each invoice whether to bill the effected landowner or not

The process of PCESC invoicing the MD and the MD paying the invoice immediately does not need to change.

### **FINANCIAL IMPLICATIONS:**

Historically, \$40,000 has been budgeted for the MD's portion of the fire expenses. In 2016, the amount spent was \$56,900, in 2017 \$81,300, and to date for 2018 \$20,200. If Council chose to invoice all fires to landowners, then there would be a \$0 impact on the future budgets. If Council chose to do one of the other two options, then I would suggest increasing the budgeted amount in 2019 to at least \$60,000 as that is more reflective of the past few years.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

BYLAW NO. 1234-13

A Bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to amend Fire Services Bylaw No. 1201-10, which imposes fees and charges for services and activities provided by the Pincher Creek Emergency Services of the Municipal District of Pincher Creek No. 9.

WHEREAS the *Municipal Government Act*, being Chapter M-26 Revised Statutes of Alberta 2000, and as amended from time to time, provides that a Council of a municipality may pass bylaws for services provided by or on behalf of the municipality,

AND WHEREAS the *Municipal Government Act* R.S.A. 2000 Chapter M-26, and as amended from time to time, provides that a municipality may, pursuant to a bylaw, collect the costs and expenses incurred by the municipality for fire suppression services;

AND WHEREAS the *Forest and Prairie Protection Act* R.S.A. 2000, c. F-19, and as amended from time to time, provides that the Municipal District of Pincher Creek No. 9 is responsible for fighting and controlling all fires within the boundaries of the MD, other than areas contained in a forest protection area;

AND WHEREAS the Council for the Municipal District of Pincher Creek has entered into an Emergency Services Agreement with the Town of Pincher Creek;

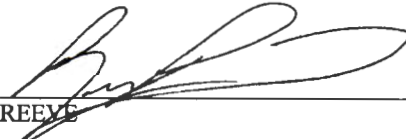

NOW THEREFORE the Council of the Municipal District of Pincher Creek No. 9, duly assembled ENACTS AS FOLLOWS:

- 1.0 This Bylaw shall be cited as "Fire Services Amendment Bylaw No. 1234-13".
- 2.0 Delete Section 3.0.b. and 3.0.e. in their entirety and replace with the following:
  - 3.0.b. Council may recover from an Owner or person responsible for an Incident, all costs incurred by Pincher Creek Emergency Services in responding to the Incident, including all costs for consumables or other materials used by Pincher Creek Emergency Services during or in relation to the Incident.
- 3.0 This bylaw shall come into force and effect upon passing thereof.

READ a first time this 26<sup>th</sup> day of February, 2013

READ a second time this 26<sup>th</sup> day of February, 2013

READ a third time and finally passed this 12<sup>th</sup> day of March, 2013

  
 REEVE  
  
 CHIEF ADMINISTRATIVE OFFICER

## 2018 Fire Bills

Invoice Number	Amount	Description
MD-01-18	\$2,400	Grass fire due to ash pale
MD-07-18	\$2,000	Pump house fire
MD-10-18	\$5,000	Bail fire
MD-12-18	\$7,200	Grass fire
MD-20-18	\$1,600	Structure fire due to oily rag bucket
MD-21-18	\$2,000	Structure fire due to cutting steel

# Pincher Creek Emergency Services Commission

P. O. Box 1086  
 655 Charlotte Street  
 Pincher Creek, AB T0K 1W0

# Invoice

Date 5/24/2018  
 Invoice # MD-01-18

Invoice To
M.D. of Pincher Creek No.9 Box 279 Pincher Creek, AB T0K 1W0

**RECEIVED**  
 JUN 29 2018  
 M.D. OF PINCHER CREEK

Description	Qty	Rate	Amount
PINCHER CREEK ENGINE 11	2	400.00	800.00
PINCHER CREEK ENGINE 43	2	400.00	800.00
PINCHER CREEK TENDER	2	400.00	800.00
PINCHER CREEK COMMAND 1 - NO CHARGE	2	0.00	0.00
Responded to [REDACTED] for an outside grass fire on January 29, 2018.  2-23-0-151-2151 [Signature] 7/5/18			
<b>Total</b>			\$2,400.00 [Signature]

PAYMENT DUE IN 30 DAYS. OVERDUE ACCOUNTS ARE SENT TO A COLLECTION AGENCY. IF THIS IS AN INSURABLE CLAIM, PLEASE FORWARD TO YOUR INSURANCE PROVIDER.

GST/HST No. 762413524

Phone #	Fax #
(403) 627-5333	(403) 627-3502

# Pincher Creek Emergency Services

## Fire Rescue Report

Date of Service (Y/M/D) 2015 - Jan 31		Responded To [Redacted]				
Time Received 2103	Time Responded	Arrived Scene	Left Scene	At Station 2300	In Service 23	Total Hrs
IVER Surname [Redacted]			Given Name [Redacted]			
IVER Mailing Address [Redacted]			City Pincher Creek	Prov. AB	Postal Code T1C 1K6	
Home Phone [Redacted]	Other Phone	Police Name/No.		File #	Detachment	

IS THIS CALL BILLABLE? (YES) NO

Report of large grass fire. From North Ash pile  
 fire out on arrival. Fire Run towards the east  
 about 15m wide by 110m long.  
 extinguished hot spots, saw patches

EMP: 5

WIND: 80 -> 100 km/h

REL. HUMIDITY: 74%

Engine 11	Engine 15	Tender 1	Rescue	2195
Engine 12	Engine 31	Command 1	2117	2296
Engine 14	Engine 43	Command 2	2056	2309

Completed By: [Signature]

MD-01-18

Additional Information on Reverse

F.

Lethbridge Fire/EMS Dispatch Incident Report

CAD Event #: F18004655

Incident Date: 01-29-2018 21:02:42

Clear Time: 01-29-2018 23:02:47

Common Place Name:

Address:

Cross Streets:

Type of Incident: 67D020 - OUTSIDE FIRE LARGE BRUSH/GRASS FIRE

MD-01-18

Complainant Name: [REDACTED]

Complainant Phone: [REDACTED]

Complainant Address: [REDACTED]

Weather Conditions: MOSTLY CLOUDY

Wind Direction: 61G78

Wind Speed: W

Temperature: 6

Humidity: 60

CAD

Operator

Notes:

21:02:42 ASHES JUMPED OUT OF A BARRELL, GRASS FIRE - GOING DOWN A HILL

21:02:42 Problem: OUTSIDE

21:02:42 Chief Complaint: Outside Fire

21:02:42 Suffix Text: Other

21:02:42 KQ: 1: The caller is on scene (1st party).

21:02:42 KQ: 2: This is a BRUSH/GRASS fire.

21:02:42 KQ: 3: A LARGE area is burning.

21:02:42 KQ: 4: The fire has not been extinguished.

21:02:42 KQ: 5: The fire is threatening: LITTLE CABIN

21:05:00 SHE THINKS SHE'S GOT MOST OF IT OUT.

21:05:16 HWY SIGN SAYS: DRYWOOD CREEK HIDEAWAY

21:05:28 TURN WEST AFTER THEY SEE THE SIGN

21:09:22 CALL IS ACTUALLY IN THE PINCHER CREEK AREA

21:13:48 BEAVER MINES PAGED OUT AS PER PAT IN PINCHER CREEK

21:16:24 DISPATCHER SAW "TOWN OF PICTURE BUTTE" AND DISPATCHED TO PICTURE BUTTE INITIALLY

21:16:24 VIA THE RADIO-THE CALL WAS PAGED OUT TO PINCHER CREEK. DISPATCHER DIDN'T SEE ON

21:16:24 THE MAP THAT IT WAS THAT IWAS BY TWIN BUTTE AND NOT PICTURE BUTTE- ONCE THIS WAS

21:16:24 CONFIRMED WITH THE CALLER PICTURE BUTTE WAS STOOD DOWN AND PINC CREEK WAS PAGED

21:16:24 OUT.

21:40:19 ██████████ CALLED AGAIN, FIRE IS NOW OUT.

21:40:33 ADVISED FIRE WILL STILL ATTEND TO INSURE IT IS EXTINGUISHED.

<b>BVMFE31</b>	DP	01-29-2018 21:38:13
	ER	01-29-2018 21:38:14
	RS	01-29-2018 22:21:38
	AV	01-29-2018 23:02:45
<b>BVMFPAGE</b>	DP	01-29-2018 21:13:38
	AK	01-29-2018 21:16:28
	AS	01-29-2018 21:24:26
<b>PBFE101</b>	DP	01-29-2018 21:04:59
	AV	01-29-2018 21:07:43
<b>PBFPAGE</b>	DP	01-29-2018 21:04:55
	AS	01-29-2018 21:07:43
<b>PCFE11</b>	DP	01-29-2018 21:17:57
	ER	01-29-2018 21:18:00
	AR	01-29-2018 22:02:57
	AV	01-29-2018 22:21:34
<b>PCFE43</b>	DP	01-29-2018 21:18:53
	ER	01-29-2018 21:18:54
	AR	01-29-2018 22:02:57
	AV	01-29-2018 22:21:34
<b>PCFPAGE</b>	DP	01-29-2018 21:02:55
	T	01-29-2018 21:06:56
	AK	01-29-2018 21:09:58
	AS	01-29-2018 21:24:26
<b>PCFT01</b>	DP	01-29-2018 21:19:58
	ER	01-29-2018 21:20:04
	AR	01-29-2018 22:02:57
	AV	01-29-2018 22:21:34

# Pincher Creek Emergency Services Commission

P. O. Box 1086  
 655 Charlotte Street  
 Pincher Creek, AB T0K 1W0

# Invoice

Date 4/30/2018  
 Invoice # MD-07-18

Invoice To
M.D. of Pincher Creek No.9 Box 279 Pincher Creek, AB T0K 1W0

Description	Qty	Rate	Amount
PINCHER CREEK ENGINE 11	2.5	400.00	1,000.00
PINCHER CREEK ENGINE 15	2.5	400.00	1,000.00
Responded to [REDACTED] of Pincher Creek, AB for a structure fire on April 10, 2018.  2-23-0-151-2151 J. F. [Signature] 6/14/18			
<b>Total</b>		<i>JF</i>	\$2,000.00

PAYMENT DUE IN 30 DAYS. OVERDUE ACCOUNTS ARE SENT TO A COLLECTION AGENCY. IF THIS IS AN INSURABLE CLAIM, PLEASE FORWARD TO YOUR INSURANCE PROVIDER.

Phone #	Fax #
(403) 627-5333	(403) 627-3502

GST/HST No. 762413524



# Pincher Creek Emergency Services

## Fire Rescue Report

Service (Y/M/D) 2018/04/10		Responded To [REDACTED]					
Accepted 1:44	Time Responded 21:50	Arrived Scene 22:10	Left Scene 23:05	At Station 23:25	In Service	Total Hrs	
Surname [REDACTED]			Given Name [REDACTED]				
Mailing Address			City	Prov	Postal Code		
Phone	Other Phone	Police Name/No		File #	Detachment		

THIS CALL BILLABLE?  YES  NO

CALL FOR A POSSIBLE STRUCTURE FIRE. ENROUTE DISPATCH NOTICED A SMALL PUMP HOUSE WAS INVOLVED. ENG II ARRIVED ON SCENE - PUMP HOUSE ON THE GROUND. STRUNG OUT 4 LENGTHS OF 38MM ATTACK HOSE AND USED APPROX 500 GALLONS OF WATER TO EXTINGUISH FIRE AND CONDUCT OVERHAUL. LANDOWNER ADVISES THAT PUMPS WERE POWERED BY A 12V. DC BATTERY AND SOLAR PANELS. APPROX 6'x8' METAL CLAD PUMP HOUSE WAS DESTROYED.

MP: +40  
 VD:  
 L. HUMIDITY:

Engine 11	Engine 15	Tender 1	Rescue	2195
Engine 12	Engine 31	Command 1	2117	2296
Engine 14	Engine 43	Command 2	2056	2309

Completed By: [Signature]

MD-07-18

Lethbridge Fire/EMS Dispatch Incident Report

CAD Event #: F18017234

Incident Date: 04-10-2018 21:43:00

Clear Time: 04-10-2018 23:29:30

Common Place Name:

Address: [REDACTED], MD\_OF\_PINCHER\_CREEK

Cross Streets: [REDACTED]

Type of Incident: 69D09 - STRUCTURE FIRE SMALL NON-DWELLING BUILDING/STRUCTURE (SHED, DETACHED GARAGE)

MD-07-18

Complainant Name: [REDACTED]

Complainant Phone: [REDACTED]

Complainant Address: [REDACTED]

Weather Conditions: CLEAR

Wind Direction: W

Wind Speed: 13

Temperature: 5

Humidity: 77

CAD

Operator

Notes:

- 21:43:00 C.N STATING THERE IS A HOUSE ON FIRE. C.N IS ON HWY 505.
- 21:43:00 HOUSE IS ON THE NORTH SIDE OF THE ROAD
- 21:43:00 Problem: STRUCTURE FIRE
- 21:43:00 Chief Complaint: Structure Fire
- 21:43:00 CALLER TALKING W/ LANDOWNER
- 21:43:00 PUMPHOUSE ON FIRE.
- 21:43:00 KQ: 1: The caller is on scene (1st party).
- 21:43:00 KQ: 2: Flames are visible.
- 21:43:00 KQ: 3: The incident involves a garage.
- 21:43:00 KQ: 4: The garage is not attached to the house.
- 21:43:00 KQ: 5: A single-level structure is involved.
- 21:43:14 ~AHS(EMS) has created event E18056367
- 21:43:20 ~AHS(EMS - 2018-04-11T03:43:11Z): \*\* LOI search completed at 2018-04-10 21:43:11
- 21:43:20 KQ: 6: No one is trapped inside the structure.
- 21:43:20 KQ: 7: The exact location of the fire is: JUST OFF THE HWY.. NORTH SIDE OF THE
- 21:43:20 ROAD

21:43:20 KQ: 8: No one is reported to be injured.  
 21:43:23 Unit PCFPAGE status changed to DP (Dispatched).  
 21:43:29 ~AHS(EMS - 2018-04-11T03:43:19Z): ^\*\*\*\*SELECT AND RECOMMEND INITIATED\*\*\*  
 21:43:44 ~AHS(EMS - 2018-04-11T03:43:24Z): \*\* Recommended unit GLWD-5B1 for requirement 1 Transport Capable (20.6 min)  
 21:43:44 ~AHS(EMS - 2018-04-11T03:43:25Z): Unit GLWD-5B1 status changed to DP (Dispatched).  
 21:43:44 ~AHS(EMS - 2018-04-11T03:43:29Z): ^AFRRCS Received on 4111093 : 10.174.28.203  
 21:43:44 ~AHS(EMS - 2018-04-11T03:43:33Z): ^AFRRCS Received on 4110653 : 10.174.26.117  
 21:43:44 ~AHS(EMS - 2018-04-11T03:43:36Z): ^AFRRCS Read on 4111093 : 10.174.28.203  
 21:44:09 ~AHS(EMS - 2018-04-11T03:43:42Z): ^AFRRCS Read on 4110653 : 10.174.26.117  
 21:44:09 ~AHS(EMS - 2018-04-11T03:43:57Z): Unit GLWD-5B1 status changed to A1 (Crew 1 Acknowledged).  
 21:44:49 Unit PCFPAGE status changed to AK (Acknowledge).  
 21:44:57 C.N STATING THAT YOU CAN SEE THE FIRE FROM A WAYS AWAY. THE HOMEOWNER IS STATING  
 21:44:57 IT HAS ALMOST BURNED DOWN.  
 21:51:22 ~AHS(EMS - 2018-04-11T03:51:15Z): Unit GLWD-5B1 status changed to EN (Enroute).  
 21:51:30 Unit PCFE11 status changed to DP (Dispatched).  
 21:51:37 Unit PCFE11 status changed to ER (Enroute).  
 21:56:30 Unit PCFT01 status changed to DP (Dispatched).  
 21:56:36 Unit PCFT01 status changed to ER (Enroute).  
 22:02:46 Unit PCFPAGE status changed to AS (Available at Quarters).  
 22:06:34 ~AHS(EMS - 2018-04-11T04:06:27Z): Unit GLWD-5B1 status changed to AR (Arrived).  
 22:08:21 ~AHS(EMS - 2018-04-11T04:08:10Z): ARRIVED ON SCENE, JUST IRRIGATION PUMPHOUSE ON FIRE. REQUESTING ETA FROM PINCHER FIRE, 3 MILES OUT  
 22:12:15 Unit PCFE15 status changed to DP (Dispatched).  
 22:12:44 Unit PCFE11 status changed to AR (Arrived).  
 22:13:12 Unit PCFE15 status changed to ER (Enroute).  
 22:13:18 Unit PCFT01 status changed to AV (Available).  
 22:13:31 ~AHS(EMS - 2018-04-11T04:13:21Z): GLWD-5B1 -- Unit Contact CODE15, Timer Extended: 20, Location= LL(-  
 22:13:31 ~AHS(EMS - 2018-04-11T04:13:21Z): 113:46:07.5117,49:19:56.4056): EST 4428 RGE RD 290  
 22:13:31 ~AHS(EMS - 2018-04-11T04:13:21Z): MD\_OF\_PINCHER\_CREEK  
 22:27:01 ~AHS(EMS - 2018-04-11T04:26:53Z): Unit GLWD-5B1 status changed to AM (Available Mobile).  
 22:34:08 Unit PCFE15 status changed to AR (Arrived).  
 22:36:24 Unit PCFE15 status changed to RS ().  
 22:53:57 E11, FIRE OUT, CLEARING SCENE  
 22:54:10 Unit PCFE11 status changed to RS ().  
 23:29:19 Unit PCFE15 status changed to AV (Available).  
 23:29:27 Unit PCFE11 status changed to AV (Available).

	DP	04-10-2018 21:51:29
	ER	04-10-2018 21:51:36

<b>PCFE11</b>	AR	04-10-2018 22:12:43
	RS	04-10-2018 22:54:09
	AV	04-10-2018 23:29:26
<b>PCFE15</b>	DP	04-10-2018 22:12:13
	ER	04-10-2018 22:13:11
	AR	04-10-2018 22:34:07
	RS	04-10-2018 22:36:23
	AV	04-10-2018 23:29:18
<b>PCFPAGE</b>	DP	04-10-2018 21:43:20
	AK	04-10-2018 21:44:48
	AS	04-10-2018 22:02:45
<b>PCFT01</b>	DP	04-10-2018 21:56:29
	ER	04-10-2018 21:56:35
	AV	04-10-2018 22:13:17

# Pincher Creek Emergency Services Commission

P. O. Box 1086  
 655 Charlotte Street  
 Pincher Creek, AB T0K 1W0

# Invoice

Date 4/30/2018  
 Invoice # MD-10-18

Invoice To
M.D. of Pincher Creek No.9 Box 279 Pincher Creek, AB T0K 1W0

## RECEIVED

JUN 11 2018

M.D. OF PINCHER CREEK

Description	Qty	Rate	Amount
PINCHER CREEK COMMAND 1 - NO CHARGE	5	0.00	0.00
PINCHER CREEK ENGINE 15	5	400.00	2,000.00
PINCHER CREEK TENDER	5	400.00	2,000.00
FIRE - COWLEY FIRE TRUCK - (INVOICE)	2.5	400.00	1,000.00
Responded to an outside fire at [REDACTED] M.D. of Pincher Creek, AB.  2-23-0-151-2151 <i>Helmer</i> 6/14/18			
<b>Total</b>			<i>5000</i> \$5,000.00

PAYMENT DUE IN 30 DAYS. OVERDUE ACCOUNTS ARE SENT TO A COLLECTION AGENCY. IF THIS IS AN INSURABLE CLAIM, PLEASE FORWARD TO YOUR INSURANCE PROVIDER.

GST/HST No. 762413524

Phone #	Fax #
(403) 627-5333	(403) 627-3502

# Pincher Creek Emergency Services

## Fire Rescue Report

Service (Y/M/D) 2018/04/19		Responded To				
Dispatched 1345	Time Responded	Arrived Scene	Left Scene	At Station	In Service 01900	Total Hrs
Surname			Given Name			
Mailing Address			City	Prov	Postal Code	
Phone	Other Phone		Police Name/No	File #	Detachment	

HIS CALL BILLABLE?  YES  NO

straw bale kil at Keedot

MP: 10

AD: 15km E

... HUMIDITY:

Engine 11	Engine 15	Tender 1	Rescue	2195
Engine 12	Engine 31	Command 1	2117	2295
Engine 14	Engine 43	Command 2	2056	2309

Completed By: \_\_\_\_\_ MD-10-18



Lethbridge Fire/EMS Dispatch Incident Report

**CAD Event #:** F18018686  
**Incident Date:** 04-19-2018 13:38:45 **Clear Time:** 04-19-2018 18:47:46  
**Common Place Name:**  
**Address:**  
**Cross Streets:**  
**Type of Incident:** 67D030 - OUTSIDE FIRE LARGE OUTSIDE FIRE

MD-10-18

**Complainant Name:** [REDACTED]  
**Complainant Phone:** [REDACTED]  
**Complainant Address:** [REDACTED]

**Weather Conditions:** SUNNY  
**Wind Direction:** N  
**Wind Speed:** 4  
**Temperature:** 7  
**Humidity:** 43

CAD

Operator

Notes:

13:38:45 Location Saved by LocateCall - [REDACTED], PINCHER CREEK  
13:38:45 M.D.\_OF\_PINCHER\_CREEK\_NO.\_9  
13:38:45 LL(-113:55:46.0421,49:29:48.9946)  
13:38:45 GO 1 MILE NORTH OF PINCHER STATION, THEN TURN RIGHT AND GO 1 MILE, TAKE CURVE IN  
13:38:45 THE ROAD AND GO 2 MILES NORTH, THEN LEFT INTO A FEED LOT  
13:38:45 STRAW FIRE  
13:38:45 CALLER IS IN TOW, NOT ON SCENE  
13:38:45 Problem: OUTSIDE FIRE  
13:38:45 Chief Complaint: Outside Fire  
13:38:45 AT THE [REDACTED]  
13:38:45 COUPLE OF ACRES ARE BURNING, LARGE STRAW STACK  
13:38:45 Suffix Text: Other  
13:38:45 KQ: 1: The caller is not on scene.  
13:38:45 KQ: 2: This is an OUTSIDE fire.  
13:38:45 KQ: 3: A LARGE area is burning.



13:38:45 KQ: 4: The fire has not been extinguished.  
13:38:45 KQ: 5: The fire is threatening: GRAIN BINS  
13:38:45 KQ: 6: No hazardous materials are reported.  
13:41:50 THE PERSON ON SCENE IS [REDACTED] DOESNT KNOW ADDRESS.  
OWNER IS 403 627  
13:41:50 [REDACTED] - MAY KNOW THE ADDRESS BUT C/N CANNOT GET A HOLD OF THE  
OWNER.  
13:43:23 NO ANSWER ON [REDACTED] PHONE, GOES TO VOICEMAIL FOR [REDACTED]  
13:45:52 AS PER [REDACTED] - JUST BEFORE THE DAM TURN WEST AND THE FEEDLOYT IS 2  
MILES UP THE  
13:45:52 ROAD  
13:47:36 KQ: 7: There are no apparent electrical lines on the ground.  
13:47:36 KQ: 8: No one is reported to be in danger.  
13:47:36 KQ: 9: The fire is spreading.  
13:47:36 KQ: 10: The fire is spreading: SPREADING THROUGH THE PILE, BUT NOT SPREADING  
13:47:36 OUTSIDE OF IT YET  
13:47:36 KQ: 11: No one is reported to be injured.  
13:49:08 BEAVER MINES FIRE REQUESTED BY PINCHER COMMAND  
13:49:19 2018/04/19 13:49:19 Command Established for set Incident Command Times.  
13:51:48 SECOND PAGE FOR BEAVER MINES  
13:52:49 BAIL PILE AND PROCESSED FEED PILE ON FIRE.  
13:54:36 NO RESPONSE FROM BEAVER MINES  
13:55:33 COWLEY FIRE REQUESTED BY COMMAND  
14:00:11 SECOND SET OF TONES REQUESTED BY COWLEY MEMBER.  
14:02:01 Duplicate Event:, Type = 67D OUTSIDE FIRE, Subtype = 02 LARGE BRUSH/GRASS FIRE,  
14:02:01 Caller Name = [REDACTED], Caller Ph Number = [REDACTED] Caller Address = [REDACTED]  
14:02:01 PINCHER CREEK, Call Source = ANI/ALI, Alarm Level = 0  
14:02:01 PINCHER COLONY FIRE  
14:02:01 FULL OF WATER AND READY TO GO IF NEEDED  
14:02:01 End of Duplicate Event data  
14:02:42 [REDACTED]  
14:02:48 COMMAND NOTIFIED OF PINCHER COLONY AVAILABILITY  
16:46:28 MONITORING FIRE, 'MOPPING' UP. ENGINE 43, ENGINE 11 AND TENDER  
REMAINING ON  
16:46:28 SCENE.  
18:16:13 COMMAND ADVISES FIRE STATUS IS TURNED OVER. FIRE UNITS ALL CLEARING  
HOWEVER  
18:16:13 RESIDENTS WILL REMAIN ON SITE AND CONTINUE TO WORK THE BURNED  
AREA. IT WILL  
18:16:13 CONTINUE TO SMOKE. CONTROL BURNED PUERMIT IS BEING ISSUED FOR THIS  
LOCAITON.  
18:17:13 CORRECTION: CONTROLLED BURN PERMIT IS BEING ISSUED FOR THIS  
LOCATION

COWFP01	DP	04-19-2018 14:09:58
	ER	04-19-2018 14:10:43
	AR	04-19-2018 14:25:55
	RS	04-19-2018 16:01:02
	AV	04-19-2018 16:20:27
PCFC02	DP	04-19-2018 14:59:55
	ER	04-19-2018 15:00:03
	AR	04-19-2018 16:36:58
	RS	04-19-2018 16:48:38
	AV	04-19-2018 18:47:46
PCFC1	DP	04-19-2018 13:43:41
	ER	04-19-2018 13:44:09
	AR	04-19-2018 13:47:18
	AV	04-19-2018 16:30:11
	DP	04-19-2018 16:36:52
	ER	04-19-2018 16:36:55
	RS	04-19-2018 16:46:57
	AV	04-19-2018 18:47:46
PCFE11	DP	04-19-2018 14:11:22
	ER	04-19-2018 14:11:27
	AR	04-19-2018 14:20:38
	RS	04-19-2018 18:13:41
	AV	04-19-2018 18:47:46
PCFE15	DP	04-19-2018 13:47:52
	ER	04-19-2018 13:47:56
	AR	04-19-2018 13:57:28
	RS	04-19-2018 16:46:34
	AV	04-19-2018 17:57:11
PCFE43	DP	04-19-2018 13:47:47
	ER	04-19-2018 13:47:57
	AR	04-19-2018 13:57:57
	RS	04-19-2018 18:13:56
	AV	04-19-2018 18:47:46
PCFPAGE	DP	04-19-2018 13:39:10
	AK	04-19-2018 13:40:20
	AS	04-19-2018 13:44:13
	DP	04-19-2018 13:58:14

<b>PCFT01</b>	ER	04-19-2018 13:58:17
	AR	04-19-2018 13:58:19
	RS	04-19-2018 18:13:41
	AV	04-19-2018 18:47:46

# Pincher Creek Emergency Services Commission

P. O. Box 1086  
 655 Charlotte Street  
 Pincher Creek, AB T0K 1W0

# Invoice

Date 5/2/2018  
 Invoice # MD-12-18

Invoice To
M.D. of Pincher Creek No.9 Box 279 Pincher Creek, AB T0K 1W0

Description	Qty	Rate	Amount
PINCHER CREEK ENGINE 11	4.5	400.00	1,800.00
BEAVER MINES ENGINE 31	4.5	400.00	1,800.00
PINCHER CREEK ENGINE 43	4.5	400.00	1,800.00
PINCHER CREEK TENDER	4.5	400.00	1,800.00
Responded to an outside fire at [REDACTED], M.D. of Pincher Creek, AB on May 02, 2018.  2-23-0-151-2151 J. Huber 6/14/18			
<b>Total</b>			<i>GH</i> \$7,200.00

PAYMENT DUE IN 30 DAYS. OVERDUE ACCOUNTS ARE SENT TO A COLLECTION AGENCY. IF THIS IS AN INSURABLE CLAIM, PLEASE FORWARD TO YOUR INSURANCE PROVIDER.

GST/HST No. 762413524

Phone #	Fax #
(403) 627-5333	(403) 627-3502

# Pincher Creek Emergency Services

## Fire Rescue Report

Date of Service (Y/M/D) MAY 2/18		Responded To [REDACTED]				
Time Received 1357	Time Responded 13:00	Arrived Scene	Left Scene	At Station 1715	In Service 1830	Total Hrs
DRIVER Surname [REDACTED]			Given Name [REDACTED]			
DRIVER Mailing Address [REDACTED]			City [REDACTED]	Prov.	Postal Code	
Home Phone		Other Phone	Police Name/No.	File #	Detachment	

IS THIS CALL BILLABLE?  YES  NO

Fire size 650m x 150m burnt area dead grass  
brush. Aspen.

- contain perimeter

- work hot spots

- Turn over to land owner

- Fire cause unknown

- Report of diesel pickup w/ load m.w.c.

TEMP: 17 Noted fire near power pole on road

WIND: 20-45 Alluvial but not related to power pole

REL. HUMIDITY: 31

Engine 11	Engine 15	Tender 1	Rescue	2195
Engine 12	Engine 31	Command 1	2117	2296
Engine 14	Engine 43	Command 2	2056	2309

Completed By: [Signature]

Additional Information on Reverse

**Lethbridge Fire/EMS Dispatch Incident Report**

**CAD Event #:** F18021203

**Incident Date:** 05-02-2018 13:56:58

**Clear Time:** 05-02-2018  
17:20:14

**Common Place  
Name:**

**Address:** [REDACTED]

**Cross Streets:** [REDACTED]

**Type of Incident:** 67D02R - OUTSIDE FIRE LARGE  
BRUSH/GRASS FIRE

**Complainant  
Name:** [REDACTED]

**Complainant  
Phone:** [REDACTED]

**Complainant  
Address:** M.D.\_OF\_PINCHER\_CREEK\_NO.\_9

**Weather  
Conditions:** PARTIALLY CLOUDY

**Wind Direction:** W

**Wind Speed:** 31

**Temperature:** 17

**Humidity:** 26

**CAD  
Operator  
Notes:**

13:56:58 GLADSTONE VALLEY RD, EAST OF BEAVERMINES

13:56:58 GRASS FIRE

13:56:58 Problem: GRASS FIRE

13:56:58 Chief Complaint: Outside Fire

13:56:58 SW 35 T5 R2 W5

13:56:58 Suffix Text: Residential

13:56:58 KQ: 1: The caller is on scene (1st party).

13:56:58 KQ: 2: This is a BRUSH/GRASS fire.

13:56:58 KQ: 3: A LARGE area is burning.

13:56:58 KQ: 4: The fire has not been extinguished.

13:56:58 KQ: 5: Residential areas are being threatened by the fire.

13:57:41 KQ: 6: There are no apparent electrical lines on the ground.

13:57:41 KQ: 7: No one is reported to be in danger.

13:57:41 KQ: 8: The fire is spreading.

13:57:41 KQ: 9: The fire is spreading: HEADING NORTH

13:57:41 KQ: 10: No one is reported to be injured.  
13:58:18 200 METERS FROM THE HOUSE BUT BLOWING AWAY FROM THE BUILDING  
14:02:48 DRIVING DIRECTIONS, FOLLOW GRUMPIES RD, TOP OF THE HILL  
14:02:53 WILL SEE SMOKE  
14:03:00 SPEADING QUICKLY  
14:06:06 HWY 774 SOUTH TWP RD 60  
14:14:02 FORESTRY POSSIBLY IN PROTECTION ZONE  
14:16:46 DISPATCH CALLED FORESTRY AND ADVISED OF FIRE LOCATION  
14:18:40 TENDER TO GO THRU GLADSTONE VALLEY  
14:18:49 DISPATCH CALLED ██████████ BACK - THEY ARE CHECKING  
14:19:45 FORESTRY WILL ADVISE IF IT IS OR IS NOT IN THEIR AREA, IF IT IS NOT IN THEIR  
14:19:45 AREA THEY WILL OFFER ASSISTANCE IF NEEDED  
14:21:30 ██████████ WITH FIRE SERVICES CALLED BACK - FIRE IS 4 KM OUT OF THEIR  
PROTECTION  
14:21:30 AREA, DO THEY REQUIRE ASSISTNACE  
14:22:16 PINCHER NOT ON SCENE WILL ADVISE FORESTRY  
14:24:23 ██████████ CALL BACK NUMBER FOR FORESTRY IS ██████████  
14:29:07 Duplicate Event: : @██████████ Type = 68A SMOKE INVESTIGATION (OUTSIDE),  
14:29:07 Subtype = 01 LIGHT SMOKE, Caller Name = ██████████ M, Caller Ph Number =  
14:29:07 ██████████ Caller Address = ██████████ M.D. OF PINCHER CREEK\_NO\_9,  
Call  
14:29:07 Source = ANI/ALI, Alarm Level = 0  
14:29:07 CALLER STATES THERE IS SMOKE AT THEIR DRIVEWAY  
14:29:07 Problem: OUTSIDE SMOKE  
14:29:07 Abort reason: 6. Non-Police call  
14:29:07 Chief Complaint: Smoke Investigation (Outside)  
14:29:07 KQ: 1: The caller is on scene (1st party).  
14:29:07 KQ: 2: Smoke is visible.  
14:29:07 KQ: 3: The caller reports that the smoke/odor is outside.  
14:29:07 KQ: 4: The caller is able to see through the smoke.  
14:29:07 KQ: 5: The smoke is coming from: SOUTH SOUTH WEST OF HER  
14:29:07 KQ: 6: The color of the smoke is: WHITE, YELLOW  
14:29:07 HALF A KILOMETER, POSSIBLY SOUTHWEST  
14:29:07 POSSIBLY RELATED TO THE FIRE NEARBY, CALLER CAN SEE THE FIRE TRUCKS  
14:29:07 End of Duplicate Event data  
14:30:56 LUNDBRECK TO BE PAGED OUT  
15:00:50 PINCHER COMMAND - LOSS STOP  
15:01:09 NO RESPONSE FROM LUNDBRECK  
15:01:33 E14 - COPIED PAGE. NOT NEEDED, IN MOP UP STAGE  
15:01:44 2018/05/02 15:01:44 Loss Stopped for set Incident Command Times.

<b>BVMFE31</b>	ER	05-02-2018 14:16:24
	AR	05-02-2018 14:24:22
	RS	05-02-2018 17:20:07
	AV	05-02-2018 17:20:11
<b>BVMFPAGE</b>	DP	05-02-2018 13:57:09
	AK	05-02-2018 13:58:37
	AS	05-02-2018 14:24:26
<b>LNDFPAGE</b>	DP	05-02-2018 14:31:51
	T	05-02-2018 14:35:53
	CU	05-02-2018 14:44:30
	AS	05-02-2018 15:01:39
<b>PCFC1</b>	DP	05-02-2018 14:42:14
	AR	05-02-2018 14:42:40
	RS	05-02-2018 17:20:07
	AV	05-02-2018 17:20:11
<b>PCFE11</b>	DP	05-02-2018 14:18:30
	T	05-02-2018 14:22:31
	ER	05-02-2018 14:22:54
	AR	05-02-2018 14:40:09
	RS	05-02-2018 16:22:04
	RS	05-02-2018 17:20:07
	AV	05-02-2018 17:20:11
<b>PCFE15</b>	DP	05-02-2018 14:19:30
	AV	05-02-2018 14:23:00
<b>PCFE43</b>	DP	05-02-2018 14:08:13
	ER	05-02-2018 14:08:20
	AR	05-02-2018 15:24:25
	RS	05-02-2018 16:46:25
	AV	05-02-2018 17:13:54
<b>PCFPAGE</b>	DP	05-02-2018 13:57:10
	AK	05-02-2018 13:58:06
	AS	05-02-2018 14:08:48
<b>PCFT01</b>	DP	05-02-2018 14:06:35
	ER	05-02-2018 14:06:52
	AR	05-02-2018 14:24:16
	RS	05-02-2018 17:20:07
	AV	05-02-2018 17:20:11



# Pincher Creek Emergency Services Commission

P. O. Box 1086  
 655 Charlotte Street  
 Pincher Creek, AB T0K 1W0

# Invoice

Date 6/30/2018  
 Invoice # MD-20-18

Invoice To
M.D. of Pincher Creek No.9 Box 279 Pincher Creek, AB T0K 1W0

**RECEIVED**

JUL 12 2018

M.D. OF PINCHER CREEK

Description	Qty	Rate	Amount
PINCHER CREEK COMMAND 1 - NO CHARGE	2	0.00	0.00
PINCHER CREEK ENGINE 11	2	400.00	800.00
PINCHER CREEK TENDER	2	400.00	800.00
Responded to a structure fire at [REDACTED] on June 26, 2018.  2-23-0-151-2151 J. War 7/18/18			
<b>Total</b>			<i>JW</i> \$1,600.00

PAYMENT DUE IN 30 DAYS. OVERDUE ACCOUNTS ARE SENT TO A COLLECTION AGENCY. IF THIS IS AN INSURABLE CLAIM, PLEASE FORWARD TO YOUR INSURANCE PROVIDER.

GST/HST No. 762413524

Phone #	Fax #
(403) 627-5333	(403) 627-3502

# Pincher Creek Emergency Services

## Fire Rescue Report

Date of Service (Y/M/D) 2015-06-21		Responded To [REDACTED]					
Time Received 1615	Time Responded 1620	Arrived Scene 1650	Left Scene 1710	At Station 1750	In Service 1830	Total Hrs	
DRIVER Surname			Given Name				
DRIVER Mailing Address			City	Prov.	Postal Code		
Home Phone	Other Phone	Police Name/No		File #	Detachment		

IS THIS CALL BILLABLE?      YES      NO

STRUCTURE FIRE [REDACTED]

Check oily Rags Near front entrance

TEMP:

WIND:

REL. HUMIDITY:

Engine 11	Engine 15	Tender 1	Rescue	2195
Engine 12	Engine 31	Command 1	2117	2296
Engine 14	Engine 43	Command 2	2056	2309

Completed By: [Signature]

MD-20-18

Additional Information on Reverse

### Lethbridge Fire/EMS Dispatch Incident Report

**CAD Event #:** F18030867  
**Incident Date:** 06-21-2018 16:15:11 **Clear Time:** 06-21-2018 17:31:37  
**Common Place Name:**  
**Address:** , BEAVER\_MINES  
**Cross Streets:**  
**Type of Incident:** 69D05 - STRUCTURE FIRE RESIDENTIAL (MULTIPLE)

---

**Complainant Name:** ██████████  
**Complainant Phone:** ██████████  
**Complainant Address:**

---

**Weather Conditions:** SEVERE THUNDERSTORM WATCH  
**Wind Direction:** WSW  
**Wind Speed:** 26  
**Temperature:** 16  
**Humidity:** 74

---

#### CAD Operator

**Notes:**  
16:15:11 LIGHTENING STRIKE HEAT ONE OF THE NEW CABINS. ALARM WENT OF AND CABIN IS FULL OF  
16:15:11 SMOKE NOW  
16:15:11 CABIN IS LOCKED. C/N IS WORKING ON SITE  
16:15:11 Chief Complaint: Structure Fire  
16:15:11 KQ: 1: The caller is on scene (1st party).  
16:15:11 KQ: 2: Smoke is visible.  
16:15:11 KQ: 3: The incident involves a multiple-family residential structure.  
16:15:11 KQ: 4: A single-level structure is involved.  
16:15:29 KQ: 5: No one is trapped inside the structure.  
16:15:29 KQ: 6: The exact location of the fire is not known.  
16:15:29 KQ: 7: No one is reported to be injured.  
16:16:22 GO ALL THE WAY DOWN THE MAIN ROAD UP THE HILL ON TABLE MOUNTAIN AND ITS THE LAST  
16:16:22 LOOP  
16:17:13 C/N WEARING BRIGHT SAFETY YELLOW T-SHIRT AND WILL BE IN A RED TRUCK. HE WILL BE  
16:17:13 WAITING BY THE GATE FOR CREWS  
16:19:56 [REQUEST EMS]: ANY EMS HOT  
16:20:01 Unit PCFPAGE status changed to DP (Dispatched).

,cš ,cš yes

16:20:12 ~AHS(EMS) has created event E18097056  
16:20:13 Unit BVMFPAGE status changed to AK (Acknowledge).  
16:20:23 ~AHS(EMS - 2018-06-21T22:20:08Z): \*\* LOI search completed at 2018-06-21 16:20:08  
16:20:24 ~AHS(EMS - 2018-06-21T22:20:15Z): Unit PINC-1A1 status changed to DP (Dispatched).  
16:20:24 ~AHS(EMS - 2018-06-21T22:20:16Z): ^AFRRCS Received on 4110631 : 10.174.26.64  
16:20:45 ~AHS(EMS - 2018-06-21T22:20:32Z): ^AFRRCS Received on 4111562 : 10.174.30.201  
16:20:45 ~AHS(EMS - 2018-06-21T22:20:34Z): ^AFRRCS Read on 4111562 : 10.174.30.201  
16:20:58 ~AHS(EMS - 2018-06-21T22:20:44Z): ^AFRRCS Read on 4110631 : 10.174.26.64  
16:22:02 ~AHS(EMS - 2018-06-21T22:21:43Z): Unit PINC-1A1 status changed to EN (Enroute).  
16:22:35 Unit PCFC1 status changed to DP (Dispatched).  
16:22:37 Unit PCFC1 status changed to ER (Enroute).  
16:25:02 Unit PCFE11 status changed to DP (Dispatched).  
16:25:04 Unit PCFE11 status changed to ER (Enroute).  
16:26:50 Unit PCFT01 status changed to DP (Dispatched).  
16:26:56 Unit PCFT01 status changed to ER (Enroute).  
16:27:00 Unit PCFPAGE status changed to AS (Available at Quarters).  
16:32:11 Unit BVMFE31 status changed to DP (Dispatched).  
16:32:13 Unit BVMFE31 status changed to ER (Enroute).  
16:32:15 Unit BVMFPAGE status changed to AS (Available at Quarters).  
16:48:26 Unit PCFC1 status changed to AR (Arrived).  
16:49:17 Unit PCFE11 status changed to AR (Arrived).  
16:51:56 Unit PCFT01 status changed to RS ().  
16:53:52 ~AHS(EMS - 2018-06-21T22:53:41Z): Unit PINC-1A1 status changed to AM (Available Mobile).  
16:57:20 ~AHS(EMS - 2018-06-21T22:57:14Z): Unit PINC-1A1 status changed to PG (Paged).  
17:08:23 Unit BVMFE31 status changed to RS ().  
17:09:49 2018/06/21 17:09:49 All Out for set Incident Command Times.  
17:09:57 Unit PCFC1 status changed to RS ().  
17:10:01 Unit PCFE11 status changed to RS ().  
17:31:32 Unit PCFC1 status changed to AV (Available).  
17:31:34 Unit PCFT01 status changed to AV (Available).  
17:31:38 Unit PCFE11 status changed to AV (Available).

BVMFE31	DP	06-21-2018 16:32:10
	ER	06-21-2018 16:32:12
	RS	06-21-2018 17:08:23
BVMFPAGE	DP	06-21-2018 16:15:49
	AK	06-21-2018 16:17:07
	AS	06-21-2018 16:32:14
PCFC1	DP	06-21-2018 16:22:34
	ER	06-21-2018 16:22:36
	AR	06-21-2018 16:48:25
	RS	06-21-2018 17:09:56

,cš yes

	AV	06-21-2018 17:31:31
PCFE11	DP	06-21-2018 16:25:01
	ER	06-21-2018 16:25:03
	AR	06-21-2018 16:49:16
	RS	06-21-2018 17:10:00
	AV	06-21-2018 17:31:37
PCFPAGE	DP	06-21-2018 16:15:50
	T	06-21-2018 16:19:49
	CU	06-21-2018 16:21:49
	AS	06-21-2018 16:26:59
PCFT01	DP	06-21-2018 16:26:49
	ER	06-21-2018 16:26:55
	ER	06-21-2018 16:26:56
	RS	06-21-2018 16:51:56
	AV	06-21-2018 17:31:33

# Pincher Creek Emergency Services Commission

P. O. Box 1086  
 655 Charlotte Street  
 Pincher Creek, AB T0K 1W0

# Invoice

Date 7/11/2018  
 Invoice # MD-21-18

Invoice To
M.D. of Pincher Creek No.9 Box 279 Pincher Creek, AB T0K 1W0

**RECEIVED**

JUL 12 2018

M.D. OF PINCHER CREEK

Description	Qty	Rate	Amount
PINCHER CREEK ENGINE 11	2.5	400.00	1,000.00
PINCHER CREEK TENDER	2.5	400.00	1,000.00
Responded to structure fire at [REDACTED] MD of Pincher Creek, AB on July 08, 2018.  <div style="text-align: center;"> <i>23</i>  <i>2-0-151-2151</i>  <i>Hellar</i>  <i>7/18/18</i> </div>			
<b>Total</b>		<i>SV</i>	\$2,000.00

PAYMENT DUE IN 30 DAYS. OVERDUE ACCOUNTS ARE SENT TO A COLLECTION AGENCY. IF THIS IS AN INSURABLE CLAIM, PLEASE FORWARD TO YOUR INSURANCE PROVIDER.

GST/HST No. 762413524

Phone #	Fax #
(403) 627-5333	(403) 627-3502

# Pincher Creek Emergency Services

## Fire Rescue Report

Date of Service (Y/M/D) 2018-07-08		Responded To [REDACTED]				
Time Received 11:18	Time Responded 11:23	Arrived Scene 11:40	Left Scene 12:15	At Station 12:30	In Service 13:00	Total Hrs
RIVER Surname [REDACTED]			Given Name [REDACTED]			
RIVER Mailing Address [REDACTED]			City	Prov.	Postal Code	
Home Phone		Other Phone	Police Name/No		File #	Detachment

IS THIS CALL BILLABLE?  YES  NO

CALL FOR A STRUCTURE FIRE IN A SINGLE STORY DETACHED SHOP. REQUEST DISPATCH TO CALL OUT LUNDABECK FIRES FOR BACK UP. ON SCENE FOUND SINGLE STORY METAL CLAD METAL FABRICATION SHOP. FIRE MOSTLY EXTINGUISHED BY PROPERTY OWNER. DEPLOY 4 LENGTHS OF 38 MM HOSE TO COMPLETE EXTINGUISHMENT. STOOD DOWN ENG 14. MEDIC HA-2 ON SCENE, TENDER ON SCENE. HOME OWNER HAD BEEN CUTTING GALVANIZED STEEL PIPE. SAW WAS APPROX 25 FEET AWAY FROM WOOD SHELF

TEMP: 22° AND BEACH UNIT. PHOTOS TAKEN OF SCENE.

WIND: S.E. 17 KM/H

REL. HUMIDITY: 37%

Engine 11	Engine 15	Tender 1	Rescue	2195
Engine 12	Engine 31	Command 1	2117	2296
Engine 14	Engine 43	Command 2	2056	2309

Completed By: [Signature]

MD-21-18

Additional Information on Reverse

# Pincher Creek Emergency Services

## Fire Rescue Report

Date of Service (Y/M/D) 2018 07 08		Responded To [REDACTED]				
Time Received 11:18	Time Responded	Arrived Scene	Left Scene	At Station	In Service 12:03	Total Hrs
DRIVER Surname			Given Name			
DRIVER Mailing Address			City	Prov.	Postal Code	
Home Phone		Other Phone	Police Name/No.	File #	Detachment	
IS THIS CALL BILLABLE? <input checked="" type="radio"/> YES <input type="radio"/> NO						
Explosion East of Pincher Creek.						
Metal shop.						
Got stuck down on Route.						
TEMP:						
WIND:						
REL. HUMIDITY:						
Engine 11	Engine 15	Tender 1	Rescue	2195		
Engine 12	Engine 31	Command 1	2117	2298		
Engine 14	Engine 43	Command 2	2056	2300		

Completed By: Anne Molnar

see MD-21-18

Additional information on Reverse



**Lethbridge Fire/EMS Dispatch Incident Report**

**CAD Event #:** F18034329  
**Incident Date:** 07-08-2018 11:17:26

**Clear Time:** 07-08-2018 12:06:03

**Common Place Name:**

**Address:**

**Cross Streets:**

**Type of Incident:** 69D09 - STRUCTURE FIRE SMALL NON-DWELLING BUILDING/STRUCTURE (SHED, DETACHED GARAGE)

**Complainant Name:** [REDACTED]

**Complainant Phone:** [REDACTED]

**Complainant Address:** [REDACTED] M.D.\_OF\_PINCHER\_CREEK\_NO.\_9

**Weather Conditions:** SUNNY  
**Wind Direction:** N  
**Wind Speed:** 9  
**Temperature:** 19  
**Humidity:** 55

**CAD Operator**

**Notes:**

11:17:26 @ [REDACTED]  
11:17:26 SOMETHING BLEW UP IN THE SHOP AND HUSBANDS OUTSIDE  
11:17:26 Problem: STRUCTURE FIRE  
11:17:26 Chief Complaint: Structure Fire  
11:17:26 KQ: 1: The caller is on scene (2nd party).  
11:17:26 KQ: 2: Smoke is visible.  
11:17:26 KQ: 3: The incident involves a garage.  
11:17:26 KQ: 4: The garage is not attached to the house.  
11:17:26 KQ: 5: A single-level structure is involved.  
11:17:26 [REDACTED]  
11:17:35 Unit PCFPAGE status changed to DP (Dispatched).  
11:17:37 ~AHS(EMS) has created event E18106970  
11:17:45 ~AHS(EMS - 2018-07-08T17:17:34Z): \*\* LOI search completed at 2018-07-08 11:17:34  
11:17:57 KQ: 6: No one is trapped inside the structure.  
11:17:57 KQ: 7: The exact location of the fire is: IN THE FRONT RIGHT HAND SIDE OF THE  
11:17:57 SHOP

.cš ,cš yes

11:17:57 KQ: 8: No one is reported to be injured.  
11:17:58 ~AHS(EMS - 2018-07-08T17:17:45Z): ^\*\*\*SELECT AND RECOMMEND INITIATED\*\*\*  
11:18:26 ~AHS(EMS - 2018-07-08T17:18:14Z): Unit PINC-1A2 status changed to DP (Dispatched).  
11:18:27 ~AHS(EMS - 2018-07-08T17:18:18Z): ^AFRRCS Received on 4110631 : 10.174.26.64  
11:18:47 ~AHS(EMS - 2018-07-08T17:18:38Z): Unit PINC-1A2 status changed to A1 (Crew 1 Acknowledged).  
11:18:57 ~AHS(EMS - 2018-07-08T17:18:41Z): ^AFRRCS Read on 4110631 : 10.174.26.64  
11:18:58 SOUTH FROM PINCHER ON HWY 507 TURN RIGHT (SOUTH) ON RNG RD 294  
11:19:02 Unit PCFPAGE status changed to AK (Acknowledge).  
11:22:38 REQUEST TO TONE OUT LUNDBRECK FIRE FROM PINCHER CREEK FIRE AS A BACKUP  
11:22:51 Unit LNDFPAGE status changed to DP (Dispatched).  
11:22:53 Unit LNDFPAGE status changed to AK (Acknowledge).  
11:25:32 ~AHS(EMS - 2018-07-08T17:25:24Z): Unit PINC-1A2 status changed to EN (Enroute).  
11:27:27 Unit PCFE11 status changed to DP (Dispatched).  
11:27:30 Unit PCFE11 status changed to ER (Enroute).  
11:27:32 Unit PCFPAGE status changed to AS (Available at Quarters).  
11:35:53 Unit LNDFE14 status changed to DP (Dispatched).  
11:35:55 Unit LNDFE14 status changed to ER (Enroute).  
11:35:58 Unit PCFE11 status changed to AR (Arrived).  
11:36:37 PCFE11 - SINGLE STRUCTURE STEEL BUILDING, SMOKE SHOWING , NO FLAMES AT THIS TIME  
11:36:43 Unit LNDFPAGE status changed to AS (Available at Quarters).  
11:37:45 ~AHS(EMS - 2018-07-08T17:37:38Z): Unit PINC-1A2 status changed to AR (Arrived).  
11:39:59 Unit LNDFE14 status changed to AV (Available).  
11:40:21 LNDFE14 STOOD DOWN BY PINCHER CREEK E11 FIRE UNDER CONTROL  
11:50:44 ~AHS(EMS - 2018-07-08T17:50:37Z): Unit PINC-1A2 status changed to AM (Available Mobile).  
12:04:39 ENG11 - FIRE IS OUT, MOPPED UP CLEAR AND RETURNING  
12:05:27 PINCHER TENDER WAS ON SCENE FOR 15 MINS DID NOT TELL PSCC  
12:05:34 THEY ARE ALSO CLEAR AND RETURNING  
12:06:04 Unit PCFE11 status changed to AV (Available).

LNDFE14	DP	07-08-2018 11:35:52
	ER	07-08-2018 11:35:54
	AV	07-08-2018 11:39:58
LNDFPAGE	DP	07-08-2018 11:22:50
	AK	07-08-2018 11:22:52
	AS	07-08-2018 11:36:42
PCFE11	DP	07-08-2018 11:27:27
	ER	07-08-2018 11:27:29
	AR	07-08-2018 11:35:58
	AV	07-08-2018 12:06:03
PCFPAGE	DP	07-08-2018 11:17:33
	AK	07-08-2018 11:19:02

.cš yes



## Recommendation to Council



**TITLE:** Statement of Cash Position

**PREPARED BY:** Brendan Schlossberger

**DATE:** August 23, 2018

**DEPARTMENT:** Finance

**Janene Felker**

**Department Supervisor**

**August 23, 2018**

**ATTACHMENTS:**

1. Statement of Cash Position

**APPROVALS:**

S. Steinke

**Janene Felker**

**Department Director**

**Date**

**Interim CAO**

**Date**

*23 August 18*

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**FINANCIAL IMPLICATIONS:**

None at this time.

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

## Month Ending July 2018

<b>BANK STATEMENT C.I.B.C.</b>	<b>July</b>	<b>June</b>
<b>General Accounts</b>		
Bank Statement Balance	944,276.90	1,104,067.67
Deposits After Month End	133.60	500,405.91
Cash On Hand	600.00	600.00
Outstanding Cheques	(354,280.62)	(313,785.29)
<b>Month End Cash Available</b>	<b>590,729.88</b>	<b>1,291,288.29</b>

<b>M.D.'S GENERAL LEDGER</b>	<b>July</b>	<b>June</b>
Balance Forward from Previous Month	1,291,288.29	1,080,926.40
<b>Revenue for the Month:</b>		
Receipts for the Month	4,103,842.26	8,203,515.72
Interest for the Month	2,699.10	384.72
Transferred from Short Term Investments	815,390.83	256,400.00
<b>Disbursements for the Month:</b>		
Cheques Written	(797,543.89)	(2,280,094.44)
Payroll Direct Deposits and Withdrawals	(407,071.69)	(312,921.67)
Electronic Withdrawals - Utilities and VISA	(30,627.91)	(35,888.93)
Banking Transaction Fees	(809.11)	(515.34)
Transfer to Short Term Investments	(4,386,438.00)	(4,505,263.32)
Requisition & Debenture Payments	0.00	(1,115,254.85)
<b>M.D.'s General Ledger Balance at Month End</b>	<b>590,729.88</b>	<b>1,291,288.29</b>

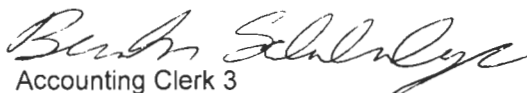
<b>SHORT TERM INVESTMENTS - C.I.B.C.</b>	<b>July</b>	<b>June</b>
General Account Operating Funds	8,001,401.66	4,500,000.29
MSI Capital Grant Advances	5,439,591.72	4,546,791.69
Public Reserve Trust Funds	100,135.95	100,002.10
Tax Forfeiture Land Sales	13,744.49	13,725.88
Recycling Committee	34,346.73	34,304.00
Water Intake Advance	74,567.40	433,100.92
Water For Life Advance	918,574.26	1,372,982.70
<b>14,582,362.21</b>	<b>11,000,907.58</b>	

<b>LONG TERM INVESTMENTS</b>	<b>July</b>	<b>June</b>	<b>Annual Rate of Return</b>	<b>Original Investment Date</b>	<b>Original Investment Amount</b>
<b>Financial Institution</b>	<b>Market Value</b>	<b>Market Value</b>	<b>2017</b>		
C.I.B.C. Wood Gundy - Bonds	8,687,681.00	8,688,310.00	1.14%	Nov-88	1,255,915.75

### COMMENTS

August Items of Note	Amount

This Statement Submitted to Council this 28th Day of August 2018.

  
Accounting Clerk 3

  
Director of Finance

## Recommendation to Council



**TITLE: New Beaver Mines Fire Hall**

**PREPARED BY: S. Steinke**

**DATE: August 23, 2018**

**DEPARTMENT:**

**ATTACHMENTS:**

1. Letter from Emergency Services Commission, received July 24, 2018

**Department Supervisor**

**Date**

**APPROVALS:**

S. Steinke

*[Signature]*

*23 August 18*

**Department Director**

**Date**

**Interim CAO**

**Date**

**RECOMMENDATION:**

**Council requests that Pincher Creek Emergency Services Commission commence with the subdivision application process.**

**BACKGROUND:**

On July 24, 2018, the MD received a letter from the Pincher Creek Emergency Services Commission requesting a two (2) acre subdivision of the MD owned landed within the Hamlet of Beaver Mines.

Within the letter, Appendix A is mentioned; this information contains personal information and is not relevant to the request for subdivision.

**FINANCIAL IMPLICATIONS:**

There will be subdivision costs associated with this request. These costs should be borne by the Emergency Services Commission.

The sale of the land to the Commission is a factor.



## Pincher Creek Emergency Services Commission

---

P.O. Box 1086  
655 Charlotte Street  
Pincher Creek, Alberta T0K 1W0  
Ph. 403-627-5333 Fax 403-627-3502  
Email info@pincherfire.com

**RECEIVED**

JUL 24 2018

M.D. OF PINCHER CREEK

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

RE: New Beaver Mines Fire Hall

Attention Sheldon Steinke

At our last Commission board meeting on June 28, 2018, I presented some concepts and a very rough cost estimate of \$750,000.00 for the construction of the new Beaver Mines Fire Hall.

The funding would probably be through a loan to the Commission at whatever terms we can get through the GOA program.

The board directed me to continue exploring the development of the Hall so I've created a list of things to do; one of them is having the MD of Pincher Creek provide the land needed.

There was a purchase of land made for this project, (see appendix "A") but some of it has now been taken for the water system development. I believe there is still room to develop the fire hall, but a subdivision of the original purchase would be required.


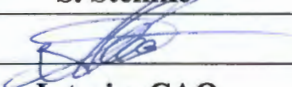
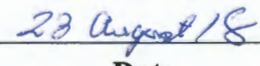
Also, as the water line is put in and access to the water storage site is developed, we would ask for consideration to be given to this subdivision to reduce the possibility of having to lines, roads and other improvements.

I am formally requesting 2 acres of land needed for the fire hall be subdivided from the original purchase.

Sincerely,

David Cox  
Chief of Pincher Creek Emergency Services Commission

## Recommendation to Council

<b>TITLE: Waiver of Tax Penalty Request – Enel Green Power</b>		
<b>PREPARED BY: S. Steinke</b>		<b>DATE: August 21, 2018</b>
<b>DEPARTMENT:</b>		
		<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	1. Email, dated July 31, 2018 with supporting letter, dated July 26, 2018
<b>APPROVALS:</b>		
		<b>S. Steinke</b>
		
		<b>Interim CAO</b>
		<b>Date</b>
		
		<b>23 August 18</b>

**RECOMMENDATION:**

That the request, from Enel Green Power, to waive the Tax Penalty, in the amount of \$17, 638.32, be denied.

**BACKGROUND:**

On July 31, 2018, the MD received an email from Derek DeBlois, with Enel Green Power North America, Inc.

Enel Green Power is requesting that the penalty of \$17,638.32, for late payment be waived. Reasoning for this request are provided.

Research into this request revealed that a cheque was never received from Enel Green Power. Due to the large outstanding amount, the company was contacted by the MD. It was then that the taxes were paid.

**FINANCIAL IMPLICATIONS:**

The amount of \$17,638.32 would be returned to the company.



## MDInfo

---

**From:** Deblois, Derek (EGP North America) <Derek.Deblois@enel.com>  
**Sent:** Tuesday, July 31, 2018 9:01 AM  
**To:** MDInfo  
**Subject:** Castle Rock Ridge - Tax Payment Penalty Waiver Request  
**Attachments:** Castle Rock Ridge Penalty Waiver Request Letter 7-26-18.pdf

Dear Reeve Stevick and Members of the Council of Municipal Pincher Creek No. 9,

Please find attached a letter for your consideration requesting waiver of the late payment penalties regarding the 2018 property tax payment for Castle Rock Ridge. I have confirmed with Joyce Mackenzie-Grieve this morning that the replacement check for the taxes was received yesterday.

Best Regards,

**Derek DeBlois**  
Senior Manager, Real Estate



**Enel Green Power North America, Inc.**  
100 Brickstone Square, Suite 300  
Andover, MA 01810

T 1-978-447-2686

[derek.deblois@enel.com](mailto:derek.deblois@enel.com)



CASTLE ROCK RIDGE LIMITED PARTNERSHIP  
A Subsidiary of Enel Green Power North America, Inc.

100 Brickstone Square, Suite 300 – Andover, MA 01810 – USA  
T +1 978 681 1900

July 26, 2018

Municipal District of Pincher Creek No. 9  
Attn: Reeve Quentin Stevick  
P.O. Box 279  
Pincher Creek, AB T0K1W0

RE: Castle Rock Ridge - 2018 Property Tax Penalty

Dear Mr. Stevick:

We were recently contacted by Joyce Mackenzie-Grieve from the districts accounting office inquiring about the 2018 property tax payment from Castle Rock Ridge Limited Partnership. We researched the payment and found that a check had been processed and issued by our accounting department on May 15, 2018. I have attached an image copy of that check for reference.

The check was mailed to the Municipal District office and I confirmed with Joyce that the address was correct, but unfortunately it does not appear that the check was ever received by the Municipal District. In our research we actually found a second check processed on that same day to another party that also was not received. Our belief is that there was some type of an issue with the postal service for the mailing of these checks.

However, due to the fact that the original check to the Municipal District was not received by the due date, we have been assessed the late payment penalties totaling \$17,638.32. We have processed a replacement check as soon as we could, adding in the penalty amount, and remitted that check to the Municipal District.

As was done this year, we have historically processed our tax payment to the Municipal District early, in mid to late May, and sent that payment to the Municipal District in a timely manner. However, due to factors outside of our control, that payment did not arrive timely this year.

Therefore, we respectfully request to the Municipal District that the late payment penalties of \$17,638.32 be waived and refunded to us this year.

Please do not hesitate to contact me at 978-447-2686 or [derek.deblois@enel.com](mailto:derek.deblois@enel.com) with any questions or if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek DeBlois".

Derek DeBlois  
Senior Manager, Real Estate

Castle Rock Ridge LP (AB)

MUNICIPAL DIST OF PINCHER CREEK #9

DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	DEDUCTION	BALANCE
05-03-18	EDEL0022018	20180503	2,924.82	0.00	2,924.62
05-04-18	010703W4	20180503	878,992.09	0.00	878,992.09
CHECK 05-15-18 DATE			CHECK 00003242 NUMBER	TOTAL>	881,916.71
				0.00	881,916.71

Castle Rock Ridge LP (AB)  
 100 Brickstone Square, Suite 300  
 Andover MA 01810

CITIBANK

DATE                      CHECK NO                      AMOUNT  
 May 15, 2018              00003242              \$\*\*\*\*\*881,916.71

Pay: \*\*\*EIGHT HUNDRED EIGHTY-ONE THOUSAND NINE HUNDRED SIXTEEN dollars and 71 cents\*\*\*\*\*

AMTS OVER \$10,000 REQUIRE TWO SIGNATURES

PAY                      MUNICIPAL DIST OF PINCHER CREEK #9  
 TO THE                  P.O. BOX 279  
 ORDER OF              PINCHER CREEK AB TOK 1W0

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

## Recommendation to Council



**TITLE: Waiver of Tax Penalty Request – Claude Laplant**

**PREPARED BY: S. Steinke**

**DATE: August 21, 2018**

**DEPARTMENT:**

**ATTACHMENTS:**

1. Letter, dated July 20, 2018

**Department Supervisor**

**Date**

**APPROVALS:**

**S. Steinke**

**Department Director**

**Date**

**Interim CAO**

**Date**

**RECOMMENDATION:**

**That the request, from Claude Laplant, to waive the Tax Penalty, in the amount of \$18.50, be denied.**

**BACKGROUND:**

On July 20, 2018, the MD of Pincher Creek No. 9 received a letter from Claude Laplant.

Mr. Laplant is requesting that the penalty of \$18.50 for late payment be waived. Mr. Laplant provides his reasoning within his request letter.

Research into this situation has determined that Mr. Laplant's cheque (Cheque No. 454) was received prior to the June 30, 2018 deadline, however, this cheque was postdated to August 30, 2018.

Mr. Laplant does write "Paid June 30<sup>th</sup> 2018" on the bottom of his Tax Notice, however, due to the date of the cheque, it could not be processed prior to the June 30, 2018 deadline.

**FINANCIAL IMPLICATIONS:**

The amount of \$18.50 would be returned to Mr. Laplant.

Installation C Plan Inc.

**RECEIVED**  
JUL 20 2018  
M.D. OF PINCHER CREEK

July 20, 2018

MD of Pincher Creek No. 9  
P.O. Box 279  
Pincher Creek, Alberta  
T0K 1W0

Dear Reeve Stevick;

Please give consideration to waive the tax penalty on my Tax Roll in the amount of \$18.50.

My cheque # 454 was mailed from Calgary prior to June 30<sup>th</sup> and was recorded as being received by the MD of Pincher Creek. The cheque has never been returned to me.

My tax payment record indicates that I have a history of paying my taxes on time.

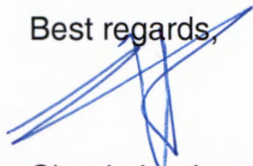
2016 taxes paid June 20, 2016

2017 taxes paid June 19, 2017

2018 taxes mailed approximately June 17<sup>th</sup>, dated for June 30

I thank you in advance for your consideration in this matter.

Best regards,



Claude Laplant



# 2018 COMBINED ASSESSMENT AND TAX NOTICE

Municipal District of Pincher Creek No. 9  
 P.O. Box 279  
 Pincher Creek, Alberta T0K 1W0  
 (403) 627-3130  
 www.mdpinchercreek.ab.ca

Installation C. Plan Inc.

	Payment Due Date	Appeal Deadline
	June 30, 2018	July 3, 2018
Tax Roll #	Interim Chief Administrative Officer	Assessment Date
	Roland Milligan	May 1, 2018
Copies Sent To:		

Legal Description	Lot Block Plan	Civic Address	Square Feet
			7,534.00000

### ASSESSMENT INFORMATION

Assessment Description	Land	Improvements	Other	Total Assessment
Res. - Residential Improved	\$28,600.00	\$54,000.00		\$82,600.00
Totals:	\$28,600.00	\$54,000.00		\$82,600.00

### TAX INFORMATION

School Taxes and Levy Details	Tax Rate	Total	Municipal Tax Details	Tax Rate	Total
Emergency Services - Res.	0.3476	\$28.71	Municipal - Residential	4.5998	\$379.94
PC Foundation - Residential	0.2171	\$17.93			
School Public - Residential	2.4722	\$204.20			
Total Municipal Taxes:			\$379.94		
Total School Taxes and Levies:			\$250.84		
Total Current Taxes:			\$630.78		

### LOCAL IMPROVEMENT INFORMATION

Description	Amount	Last Year's Taxes	Current Year Owing
Water/Sewer Breckenridge Avenue	\$294.06	\$882.43	\$630.78
		Unpaid current taxes will be subject to a 2% penalty July 2/18 and 4% penalty November 1/18. All taxes in arrears will have a 12% penalty January 1/19.	Local Improvements \$294.06 Arrears (Credit) \$0.00
<b>Total</b>	<b>\$294.06</b>		<b>Amount Due \$924.84</b>

Please see reverse for payment and assessment appeal information

Please remit this portion with your payment

M.D. of Pincher Creek No.9  
 P.O. Box 279  
 Pincher Creek, Alberta T0K 1W0

Tax Roll #	Customer #	Amount Paid
0273.000	INST001	924.84

Installation C. Plan Inc.  
 P.O. Box 444

Lundbreck, AB T0K 1H0

*Paid June 30th 2018*

INSTALLATION C.PLAN INC.


000454

DATE 2018-08-30  
A A A A M M J J

PAYEZ MD of Pincher Creek No 9  
à l'ordre de

~~Nine Hundred Twenty Four~~

924.<sup>84</sup> \$

<sup>84</sup>/<sub>100</sub> DOLLARS 



BANQUE ROYALE DU CANADA  
McKNIGHT VILLAGE BRANCH  
5445 FALSBRIDGE DRIVE N.E.  
CALGARY, ALBERTA T3J 3C7

INSTALLATION C.PLAN INC.

POUR Roll

PAR 

## Recommendation to Council



<b>TITLE: Request to Join Highway #3 Twinning Group</b>			
<b>PREPARED BY: S. Steinke</b>		<b>DATE: August 23, 2018</b>	
<b>DEPARTMENT:</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. Email from Bill Chapman, dated June 20, 2018 2. Email from Leslie Warren, dated July 5, 2018
<b>APPROVALS:</b>			
		<u>S. Steinke</u>	
			<u>23 August 18</u>
<b>Department Director</b>		<b>Date</b>	<b>Interim CAO</b>

**RECOMMENDATION:**

That Council become a member of Highway #3 Twinning Group, at a membership fee of \$.025/capita, for a total membership fee of \$741.25, with funding coming from Council Memberships and Subscriptions (Account No. 2-11-0-238-2238).

**BACKGROUND:**

A request was provided seeking information regarding the process to join the Highway #3 Twinning Group.

**FINANCIAL IMPLICATIONS:**

Should Council wish to continue their membership on a yearly basis, this membership fee would be a yearly cost.



## Tara Cryderman

---

**From:** Sheldon Steinke  
**Sent:** Monday, July 9, 2018 8:10 AM  
**To:** Quentin Stevick  
**Cc:** Tara Cryderman; Councillor Bill Chapman; admin@twin3.ca  
**Subject:** FW: MD Pincher Creek Joining the #3 Twinning Group

Quentin

Here is an email from the Highway #3 Twinning Group.

We can put this on the August meeting for ratification of membership by Council if that works for you.

Tara: agenda item for August!

Note the next meeting date of the Group.

September 7 at the City of Lethbridge at 10.30 AM.

Sheldon

**From:** Leslie Warren [mailto:admin@twin3.ca]  
**Sent:** July 5, 2018 10:16 PM  
**To:** Sheldon Steinke <CAO@mdpincercreek.ab.ca>  
**Cc:** bchapman@coaldale.ca  
**Subject:** Re: MD Pincher Creek Joining the #3 Twinning Group

Hello Sheldon,

Due to the fact that the strategic plan for the Association has just been completed, we would like to add you to our contact list, and then invoice you in the fall once decisions have been made as to the membership fee and the term of membership.

Your request for membership will be brought forward at the next meeting (September 7). Meetings are held at the Culver City Room, Lethbridge City Hall, at 10:30am. Watch for the agenda during the last week of August.

Please let me know who is the main contact to be added to our list, and if you have any further questions, please contact us.

Leslie Warren  
Interim Administrator

---

**From:** Sheldon Steinke <CAO@mdpincercreek.ab.ca>  
**Sent:** July 3, 2018 7:42 AM  
**To:** Leslie Warren  
**Cc:** bchapman@coaldale.ca  
**Subject:** RE: MD Pincher Creek Joining the #3 Twinning Group

Leslie

Great, Thanks for the email.

Sheldon

**From:** Leslie Warren [<mailto:admin@twin3.ca>]  
**Sent:** July 2, 2018 12:45 PM  
**To:** Sheldon Steinke <[CAO@mdpincercreek.ab.ca](mailto:CAO@mdpincercreek.ab.ca)>  
**Cc:** [bchapman@coaldale.ca](mailto:bchapman@coaldale.ca)  
**Subject:** Re: MD Pincher Creek Joining the #3 Twinning Group

Hello,

The Association has been involved in a Strategic Planning process over the last couple of months. We are finalizing some details and I hope to have the information you have requested to you by the end of this week. Thank you for your patience.

Leslie Warren  
Interim Administrator

---

**From:** Sheldon Steinke <[CAO@mdpincercreek.ab.ca](mailto:CAO@mdpincercreek.ab.ca)>  
**Sent:** June 29, 2018 3:50:16 PM  
**To:** Leslie Warren  
**Cc:** [bchapman@coaldale.ca](mailto:bchapman@coaldale.ca)  
**Subject:** MD Pincher Creek Joining the #3 Twinning Group

Leslie  
Just a follow up our request for the joining process.  
Sheldon

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

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## Tara Cryderman

---

**From:** Sheldon Steinke  
**Sent:** Friday, June 22, 2018 9:46 AM  
**To:** Quentin Stevick  
**Cc:** Tara Cryderman; admin@twin3.ca  
**Subject:** FW: Membership in the #3 Twinning organization.

Quentin

Here is an email from the Chairman of the Highway #3 Twinning group.  
Once I get the information from the #3 Twinning Group I will push it to a Council agenda.

Leslie: Please forward the joining instruction document to the MD.

Sheldon

**From:** Councillor Bill Chapman [mailto:bchapman@coaldale.ca]  
**Sent:** June 20, 2018 4:05 PM  
**To:** Sheldon Steinke <CAO@mdpincercreek.ab.ca>; admin@twin3.ca  
**Subject:** Re: Membership in the #3 Twinning organization.

Hi Sheldon,

Thank you so much for your email and interest in Highway 3 Twinning Development Association! My apologies for not getting back to you sooner as I just got back from vacation out at Manning Park in BC. Lots of twinning construction on the Trans Canada on our way back. We went all the way to Manning Park on Highway 3.

If you are not already members, our Administrator Leslie Warren can get you set up. Our current fees are 25 cents per capita.

Thank you so much again and we look forward to your ongoing support.

Bill Chapman

On Jun 20, 2018 12:05 PM, "Sheldon Steinke" <CAO@mdpincercreek.ab.ca> wrote:

Bill

Reeve Quentin Stevick as me what would it take for the MD to become a member and I would ask you for direction on this request.

If you have a signup form and an annual membership fee document please send the documents to me and I can get it in front of Council to authorise membership.

Hope all is well with you Bill and thanks for your help.

Sheldon

Sheldon Steinke

Interim Chief Administrative Officer

Municipal District of Pincher Creek No. 9


PO Box 279

Pincher Creek, AB T0K-1W0

Phone: 403-627-3130

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## Recommendation to Council

<b>TITLE: Code of Conduct Bylaw</b>			
<b>PREPARED BY: S. Steinke</b>		<b>DATE: 16 August 2018</b>	
<b>DEPARTMENT:</b>			
			<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>		<b>Date</b>	<ol style="list-style-type: none"> <li>1. Draft Code of Conduct sent for legal review.</li> <li>2. Amended Copy of the Code as provided by Brownlee Law.</li> </ol>
<b>APPROVALS:</b>			
		<b>S. Steinke</b>	
			<i>23 August 18</i>
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

### RECOMMENDATION:

That Council pass all 3 readings of the Code of Conduct Bylaw as per the Municipal Government Act.

### BACKGROUND:

The Code of Conduct Bylaw was prepared by administration after the recommended inputs were provided by Council on 10 July 2018. A draft of the Bylaw was submitted to Brownlee Law for comment and recommendations.

The Bylaw before Council reflects the reviewed document by the Legal Advisor and is now before Council to pass the Bylaw to enact the Bylaw.

### FINANCIAL IMPLICATIONS:

Not Applicable at this time.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1281-17**

A Bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to establish Councillor Code of Conduct.

---

**WHEREAS** the citizens and the taxpayers of the municipality have the right to be served by a Council committed to conducting its service in an ethical and professional manner. It is important that there not be, nor appear to be, any conflict between the private interests of each Councillor and his/her duty to the public;

**AND WHEREAS** the purpose of this Code of Conduct shall be to uphold these principles governing the conduct of Councillors, so Councillors maintain the highest standards while faithfully discharging their duties.

**NOW THEREFORE**, the Council of the Municipal District of Pincher Creek No. 9, duly assembled, ENACTS AS FOLLOWS:

1. **THIS BYLAW MAY BE CITED AS “COUNCILLOR CODE OF CONDUCT BYLAW NO. 1281-17”.**
2. **CONDUCT OF COUNCILLORS**

The Councillors of the municipality, when acting as a Councillor, shall abide and adhere to the following principles that form this Code of Conduct, by signing Schedule “A” attached to this bylaw, and shall:

- a. govern individual conduct in accordance with the requirements set out in the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, and the bylaws and policies approved by the Councillors of the municipality;
- b. treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c. demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in the municipality;
- d. communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ;
- e. recognize when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f. recognize when interacting with the press, individual Councillors do not speak for the municipality except where explicitly authorized by a Council resolution, bylaw or policy;
- g. recognize an individual Councillor cannot exercise individual authority over the municipality;
- h. recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except where explicitly authorized by a Council resolution, bylaw, or policy;
- i. direct any comments regarding staff performance, to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j. not use the position of Councillor to benefit one’s self or any other individual apart from the interest of the municipality, and avoid placing one’s self in a position where there may be a real, or perceived conflict of interest or apprehension of bias;
- k. not use or attempt to use the municipality’s funds, property, or information, for the personal benefit of the Councillor, or for the personal gain or benefit of any other individual;
- l. not accessing municipal buildings, other than for the purpose of picking up a Council or committee package, or download same. Access to Council members is limited to the South end of the Administration Building;
- m. devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;

- n. develop and evaluate goals and policies through Council, to meet the needs and expectations of the public;
- o. attend Council orientation and ongoing training to foster a better understanding of a Councillor's duties and obligations;
- p. protect privileged information learned during the course of the duties of a Councillor, and preserve the confidentiality of information provided to them, concerning confidential matters of the municipality;
- q. not use confidential information to advance the personal, financial, or private interests of one's self or any other individual;
- r. not surrender the responsibilities and obligations of a Councillor to any other person, group, or organization;
- s. disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of the municipality;
- t. the Council will endeavor to make decisions based on objective criteria and information available regarding an allegation made under this bylaw;
- u. the Council shall fully disclose the nature and applicable information regarding an allegation of a breach of this bylaw to the Councillor, in question, in a timely manner.

3. **HEARING PROCESS**

The Council, when considering an alleged breach of this bylaw shall provide sufficient opportunity for the Councillor, who is the subject of the allegation, to address Council.

4. **BREACH OF BYLAW NO. 1281-17**

If, in the opinion of a majority of the members of Council, a Councillor breaches any of the principles found in this Code of Conduct, courses of action taken by Council, may include, but are not limited to:

- a. requiring the Councillor to provide a verbal apology to the impacted individual, organization, or Council as a whole; and/or
- b. requiring the Councillor to provide a written apology provided to the impacted individual, organization, or Council as a whole, and in any case, placed in the personnel file of the Councillor; and/or
- c. removing the Councillor from Council Committees; and/or
- d. dismissing the Councillor from a position of Reeve, Deputy Reeve or Chairperson of a Council Committee; and/or
- e. issuing a directive to the Councillor to attend 3rd party educational training on ethical and respectful conduct, at the expense of the municipality.

A decision to apply one or more of the actions detailed above requires a simple majority of Council directing the Councillor to do all or some of those actions.

All discussions surrounding allegations and substantiated violations of this bylaw shall be conducted at an In Camera meeting of Council only, with the information being kept in confidence under the appropriate sections of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Reeve

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

Schedule "A"  
Bylaw 1281-17

I recognize that I have a responsibility to assure that ethical standards are understood and met so that the public will have confidence in the integrity of the Council. In recognition of my commitment as a Councillor of the Municipal District of Pincher Creek No. 9, I promise that I will:

- a. govern my conduct in accordance with the requirements set out in the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and/or any other Act of the Government of Canada or the Province of Alberta, as well as the bylaws and policies duly approved by the Council of the municipality;
- b. treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c. demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in the municipality;
- d. communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ with mine;
- e. recognize, when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f. recognize when interacting with the press, individual Councillors do not speak for the municipality except where explicitly authorized by a Council resolution, bylaw or policy;
- g. make no attempt to exercise individual authority over the municipality;
- h. recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except when explicitly authorized by a Council resolution, bylaw or policy;
- i. direct any comments regarding staff performance to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j. not use the position of Councillor to benefit myself or any other individual apart from the interest of the municipality, and avoid placing myself in a position where there may be a real, or perceived conflict of interest, or apprehension of bias;
- k. not use or attempt to use the municipality's funds, property, or information, for my personal gain or benefit, or for the personal gain or benefit of any other individual;
- l. not access the municipal buildings, other than to pick up my Council or Committee Agenda Package, or to download the same.
- m. devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;
- n. develop and evaluate goals and policies, through Council to meet the needs and expectations of the public;
- o. attend Council orientation and training;
- p. protect privileged information learned during the course of my duties as Councillor, and preserve the confidentiality of information provided to me concerning confidential matters of the municipality;
- q. not use confidential information to advance the personal, financial, or private interests of myself or any other individual;
- r. not surrender the responsibilities and obligations of a Councillor to any other person, group or organization;
- s. disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of the municipality;
- t. recognize that any allegation that may be made against me in my capacity as a Councillor does not remove my right to a fair and unbiased hearing before Council.

\_\_\_\_\_  
Witness to the Signature of Councillor

\_\_\_\_\_  
Councillor

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



**MUNICIPAL DISTRICT OF PINCHER CREEK No. 9**

**BYLAW # XXXX**

**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL  
~~and Council Appointed Committees~~ AND COUNCIL APPOINTED COMMITTEES.**

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

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

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

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

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

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

NOW THEREFORE the Council of the Municipality of Pincher Creek No. 9 in the Province of Alberta, duly assembled, enacts as follows.

**1. Short Title**

- 1.1. This Bylaw may be referred to as the "Council ~~and Council Committees~~ Code of Conduct Bylaw".

**2. Definitions**

In this Bylaw, words have the meanings set out in the Act, except that:

- a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO);
- c) "CAO" means the Chief Administrative Officer of the Municipality, or their delegate;

- d) “Council” means the council of the Municipality;
- e) “Council Committee” means the committees, boards and other bodies established by Council;
- e)f) “Deputy Reeve” means the member of Council appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of Reeve, or if the office of Reeve is vacant;
- e)g) “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- e) ~~“Investigator” means Council or the individual or body established by Council to investigate and report on complaints;~~
- f)h) ~~“Member” means a member of Council and includes a Councillor or the Reeve or Deputy Reeve and, unless the context provides otherwise, includes a members of a Council committees Committee who is not a councillor or other bodies established by Council who are not Councillors or the Reeve or Deputy Reeve;~~
- i) “Municipality” means the municipal corporation of the Municipality of Pincher Creek No. 9;
- e)j) “Reeve” means the chief elected official of the Municipality.

**Commented [KRL1]:** As is outlined in Part 18 of the Bylaw, it is our understanding that the Municipality intends to have Council investigate any complaints. However, we have included a provision that would allow Council to appoint a third party investigator, if necessary.

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### 3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### 4. Representing the Municipality

- 4.1. Members shall:
- a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
  - b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
  - c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, ~~committees of Council~~ Council Committees and other bodies to which they are appointed by Council; and
  - d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### 5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of the Municipality, Council or a Council Committee, unless authorized to do so.

- 5.2. Unless Council directs otherwise, the Reeve is Council's official spokesperson and in the absence of the Reeve it is the Deputy Reeve. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as ~~Council's~~ an official spokesperson must ensure ~~that their comments accurately reflect the official~~ position and will of Council or the Council Committee, as applicable as a whole, even if the Member personally disagrees with ~~Council's~~ the official position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. ~~No Member~~ shall make a statement with the intent to mislead Council, a Council Committee or members of the public.

## 6. Respecting the Decision-Making Process

6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

~~6.1-6.2.~~ Council Committee Members must not act beyond their mandate and the terms of reference for the Council Committee approved by Council or required by law.

~~6.2-6.3.~~ Members shall conduct and convey Council and Council Committee business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

~~6.3-6.4.~~ Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## 7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## 8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good

and in furtherance of the public interest.

- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## 9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council ~~committee~~ Committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

## 10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of

persuasion.

- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## 11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

## 12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

## 13. Orientation and Other Training Attendance

- 13.1. Every Member of Council is encouraged to must attend the orientation training offered by the Municipality within 90 days after the Member of Council takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

**Commented [KRL2]:** We have assumed that the Municipality intends to provide training for councillors only, and section 13.1 reflects this. If the Municipality intends to offer training to members of council committees as well (which is not required by the MGA), then a provision specifically addressing training for council committee members will need to be included.

## 14. Remuneration and Expenses

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

**Commented [KRL3]:** While section 201.1 of the MGA only requires that a municipality offer councillor training within 90 days of each councillor taking the oath of office, not that councillors taking the training, we strongly recommend that the Code of Conduct require attendance at this training.

The training helps to ensure that all councillors have the same base level of understanding of various matters under the MGA. It helps councillors understand their roles and obligations, and may help avoid potential complaints under the Code of Conduct, associated with a councillor not understanding their role within the municipality. It ensures that councillors know what is expected of them, and may help with enforcement of the Code of Conduct in the future, as councillors will not be in a position to suggest they were not aware of their obligations or the expectations placed on them.

## 15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed

\$200.

15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

## 16. Election Campaigns

16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

## 17. Informal Complaint Process

17.1. Any person or Member who has identified or witnessed conduct by a Member that the person ~~or Member~~ reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
- b) requesting the Reeve to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Reeve is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy ~~Reeve or a Member of Council.~~

17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

## 18. Formal Complaint Process

18.1. Any person ~~and/or Member~~ who has identified or witnessed conduct by a Member that the person ~~or Member~~ reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- a) all complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- b) all complaints shall be addressed to the Investigator Council, attention of the Reeve, or, if the Reeve is the subject of, or is implicated in a complaint, to the attention of the Deputy Reeve;
- c) the complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- d) if the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator Council;
- e) upon receipt of a complaint under this Bylaw, Council shall meet, in closed

**Commented [KRL4]:** We have included a limit of \$200 for now, but Council will need to review and consider this limit. Very generally, \$500 is high. Some communities are as low as \$50.00, which is rather impractical. \$200 will allow councillors to attend hospitality suites and invitations to most events; however, it may prohibit councillors from accepting tickets to, for example, a NHL hockey game, so they may want to think through whether it is appropriate to accept those tickets or not and set the limit accordingly. For example, the value of attending a corporate box seat at an Oilers game with catered food and drink is likely in the \$350 plus range.

**Commented [KRL5]:** Provisions with respect to limits on gifts and hospitality are optional, and are not required pursuant to the MGA and regulations.

However, if the Municipality intends to regulate gifts and hospitality, we recommend that the Municipality consider inclusion of sections 15.2 and 15.3 as well. These additional provisions help to clarify what is allowed with respect to gifts and benefits, as there likely are some circumstances where a gift will not go beyond the appropriate public functions involved.

**Commented [KRL6]:** The template Code of Conduct provides that a Code of Conduct may allow for complaints to be made by a "person" or a "Member". The inclusion of this option in the template Code of Conduct is intended to reflect the need for council to make a policy decision on whether complaints under the Code of Conduct can be made by anyone (including Members), or if only Members can file complaints about other Members.

Based on the Municipality's reference to "any person or Member" it is our understanding that the intention is to allow anyone to make complaints respecting Members. As such, only a reference to "person" needs to be included, as the definition of "person" will include all Members.

**Commented [KRL7]:** We recommend that to ensure a streamlined process, complaints be directed to the Reeve, or in the event that the Reeve is involved in a complaint, the Deputy Reeve. This will ensure consistency in how complaints are addressed and clarify the process for complainants.

**Commented [KRL8]:** As outlined above, it is our understanding that the Municipality intends to have Council investigate complaints, as the Municipality has not specifically included any provisions respecting the appointment of a third party to receive and address complaints.

However, in section 18.1(f), Council retains the ability to hire a third party investigator. This option may be utilized, for example, where a matter involves numerous parties, or financial expertise is required, and Council is not in a position to investigate the complaint itself.

~~session, excluding the Member concerned, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator Council may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator Council's decision;~~

- f) if ~~the Investigator Council~~ decides to investigate the complaint, ~~the Investigator Council~~ shall take such steps as it may consider appropriate, which may include hiring a third party investigator and seeking legal advice. All proceedings of ~~the Investigator Council~~ regarding the investigation shall be confidential;
- ~~g) if the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;~~
- ~~hg) a Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;~~
- ~~ih) a Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.~~

## 19. Compliance and Enforcement

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. No Member shall:
  - a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - a) a letter of reprimand addressed to the Member;
  - b) requesting the Member to issue a letter of apology;
  - c) publication of a letter of reprimand or request for apology and the Member's response;
  - d) suspension or removal of the appointment of a Member as the chief elected official

under section 150(2) of the Act;

- e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- g) suspension or removal from some or all Council ~~committees~~ Committees and bodies to which Council has the right to appoint members;
- h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
- i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a ~~Councillor~~ councillor and the sanction is not contrary to the Act.

## 20. Review

- 20.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Third time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

SIGNED AND PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

---

REEVE

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CHIEF ADMINISTRATIVE OFFICER  
(CAO)



**MUNICIPAL DISTRICT OF PINCHER CREEK No. 9**

**BYLAW NO. 1281-17**

**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND COUNCIL APPOINTED COMMITTEES.**

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

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

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

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

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

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

NOW THEREFORE the Council of the Municipality of Pincher Creek No. 9 in the Province of Alberta, duly assembled, enacts as follows.

**1. Short Title**

1.1. This Bylaw may be referred to as the "Council and Council Committees Code of Conduct Bylaw".

**2. Definitions**

In this Bylaw, words have the meanings set out in the Act, except that:

- a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO);
- c) "CAO" means the Chief Administrative Officer of the Municipality, or their delegate;
- d) "Council" means the council of the Municipality;
- e) "'Council Committee" means the committees, boards and other bodies established by Council;
- f) "Deputy Reeve" means the member of Council appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of Reeve, or if the office of Reeve is vacant;
- g) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- h) "Member" means a member of Council and, unless the context provides otherwise, includes a member of a Council Committee who is not a councillor ;
- i) "Municipality" means the municipal corporation of the Municipality of Pincher Creek No. 9;
- j) "Reeve" means the chief elected official of the Municipality.

### **3. Purpose and Application**

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

- 4.1. Members shall:

- a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, Council Committees and other bodies to which they are appointed by Council; and
- d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of the Municipality, Council or a Council Committee, unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Reeve is Council's official spokesperson and in the absence of the Reeve it is the Deputy Reeve. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as an official spokesperson must ensure that their comments accurately reflect the official position and will of Council or the Council Committee, as applicable, even if the Member personally disagrees with the official position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council, a Council Committee or members of the public.

### **6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Council Committee Members must not act beyond their mandate and the terms of reference for the Council Committee approved by Council or required by law.
- 6.3. Members shall conduct and convey Council and Council Committee business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.4. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

### **7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. Respectful Interactions with Council Members, Staff, the Public and Others**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **9. Confidential Information**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council Committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

## **10. Conflicts of Interest**

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## **11. Improper Use of Influence**

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

## **12. Use of Municipal Assets and Services**

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

## **13. Orientation and Other Training Attendance**

- 13.1. Every Member of Council must attend the orientation training offered by the Municipality within 90 days after the Member of Council takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

## **14. Remuneration and Expenses**

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

## **15. Gifts and Hospitality**

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$200.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

## **16. Election Campaigns**

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

## **17. Informal Complaint Process**

- 17.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - b) requesting the Reeve to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Reeve is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Reeve.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

## **18. Formal Complaint Process**

- 18.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- a) all complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - b) all complaints shall be addressed to Council, attention of the Reeve, or, if the Reeve is the subject of, or is implicated in a complaint, to the attention of the Deputy Reeve;
  - c) the complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - d) if the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to Council;
  - e) upon receipt of a complaint under this Bylaw, Council shall meet, in closed session, excluding the Member concerned, and decide whether to proceed to investigate the complaint or not. If Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, Council may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant shall be notified of Council's decision;
  - f) if Council decides to investigate the complaint, Council shall take such steps as it may consider appropriate, which may include hiring a third party investigator and seeking legal advice. All proceedings of Council regarding the investigation shall be confidential;
  - g) a Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
  - h) a Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

## **19. Compliance and Enforcement**

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. No Member shall:
- a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

- 19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
- a) a letter of reprimand addressed to the Member;
  - b) requesting the Member to issue a letter of apology;
  - c) publication of a letter of reprimand or request for apology and the Member's response;
  - d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - g) suspension or removal from some or all Council Committees;
  - h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
  - i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**20. Review**

20.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
(CAO)

## Recommendation to Council



**TITLE: Naming of the Municipal Office**

**PREPARED BY: S. Steinke**

**DATE: 10 August 2018**

**DEPARTMENT:**

**Department  
Supervisor**

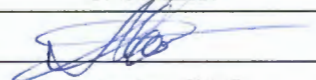
**Date**

**ATTACHMENTS:**

1. Copy of the Alberta Municipal Affairs Accountability Review 08 May 2018.

**APPROVALS:**

S. Steinke



23 August 18

**Department Director**

**Date**

**Interim CAO**

**Date**

**RECOMMENDATION:**

**That Council receive the Municipal District of Pincher Creek Municipal Accountability Review Report, dated May 8, 2018, as information;**

**And that Council declare the Municipality of Pincher Creek No. 9 Administration Office and Council Chambers to be located at 1037 Herron Street Pincher Creek, Alberta T0K 1W0.**

**BACKGROUND:**

Earlier this year, the MD was involved in the Municipal Accountability Review. The review has been accepted by Municipal Affairs. Within the review, a few gaps were identified.

Section 204 of the *Municipal Government Act* and the Accountability Review identifies on page 9 of that document that the Municipal Council shall declare the current building and location to be the Municipal Office for the Municipality.

**FINANCIAL IMPLICATIONS:**

No identifiable long term or short term budget implications.



## Section 3: Municipal Accountability Review Findings

### 3.1 General

#### 1. Municipal Office

LEGISLATIVE REQUIREMENTS: MGA 204

1. Has council named a place as its municipal office?

COMMENTS/OBSERVATIONS: There is no council resolution recorded in the council meeting minutes documenting 1037 Herron Avenue, Pincher Creek, AB as the municipal office.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: As per section 204 of the MGA, a resolution of council is required to name a place as the MD of Pincher Creek's municipal office.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



RECEIVED

JUL 20 2018

M.D. OF PINCHER CREEK

**Deputy Minister**  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR94189

July 16, 2018

Mr. Sheldon Steinke  
Chief Administrative Officer  
Municipal District of Pincher Creek  
PO Box 279  
Pincher Creek AB T0K 1W0

Dear Mr. ~~Steinke~~: *Sheldon*

Your participation and the co-operation of municipal staff during the Municipal Accountability Review conducted in May 2018 for the Municipal District (MD) of Pincher Creek is appreciated. On behalf of the Minister, I have accepted the MD of Pincher Creek Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with the interim Chief Administrative Officer. I am confident the outcomes will be beneficial for the ongoing successful administration of the MD.

Attached is a copy of the MD's report, which identifies areas of legislative compliance as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office within eight weeks of receiving this letter. The response must include a timeline for completion, which is not to exceed one year.

As advised by ministry staff during this process, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with MD citizens.

The ministry is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

.../2

Mr. Sheldon Steinke

- 2 -

If you have any questions or wish to receive a digital copy of the report to use as a template for your response plan, please contact Debbie McCann, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8473.

Sincerely,



Brad Pickering  
Deputy Minister

Attachment: Municipal District of Pincher Creek Municipal Accountability Review Report

cc: Honourable Shaye Anderson, Minister of Municipal Affairs  
Debbie McCann, Municipal Accountability Advisor, Municipal Services and  
Legislation



## Section 2: Executive Summary

### 2.1 Site Visit

On May 8, 2018, Municipal Affairs staff met with MD administration to complete the on-site portion of the Municipal Accountability Program review and to observe a council meeting for procedures that are required in the MGA.

The MD of Pincher Creek is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognizes the commitment to the well-being and success of the municipality demonstrated by MD administration.

### 2.2 Strengths

Overall the review findings are very positive. Some of the general areas in which the municipality is meeting mandatory legislative requirements include:

- councillor orientation and training;
- chief administrative officer evaluation;
- meeting procedures;
- borrowing bylaws;
- authority to act;
- taxation and assessment;
- tax recovery processes;
- procedures to adopt and amend bylaws; and
- financial administration including budgeting and auditing processes.

### 2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed.

Specific areas where the municipality is required to take action to achieve compliance include:

- naming a place as municipal office, noted on page 9;
- procedures and documentation for closed meetings, noted on page 15;
- meeting minutes, noted on page 25;
- mandatory bylaw, noted on pages 31, 32, and 33; and

May 8, 2018

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- grants, noted on page 68.

## 2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance. However, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.



# Municipal District of Pincher Creek Municipal Accountability Review Report

May 8, 2018



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## Section 1: Introduction

### 1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities with well-managed, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs that aim to build capacity.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

### 1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*,
- aid municipalities in achieving legislative compliance,
- support municipalities in being accountable and well-managed, and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Municipal District of Pincher Creek's review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

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## Section 3: Municipal Accountability Review Findings

### 3.1 General

#### 1. Municipal Office

LEGISLATIVE REQUIREMENTS: MGA 204

1. Has council named a place as its municipal office?

COMMENTS/OBSERVATIONS: There is no council resolution recorded in the council meeting minutes documenting 1037 Herron Avenue, Pincher Creek, AB as the municipal office.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: As per section 204 of the MGA, a resolution of council is required to name a place as the MD of Pincher Creek's municipal office.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



## 2. Orientation Training

### LEGISLATIVE REQUIREMENTS: MGA 201.1

1. Has orientation training been offered to the elected officials?
2. Were the following topics covered:
  - role of municipalities in Alberta;
  - municipal organization and functions;
  - key municipal plans, policies and projects;
  - roles and responsibilities of council, councillors, the CAO, and staff;
  - code of conduct;
  - budgeting and financial administration; and
  - public participation?

COMMENTS/OBSERVATIONS: While an orientation session was held for councillors on October 31, 2017, there was nothing documented in the minutes supporting this. The interim CAO is aware of the legislative requirements and will be offering training to future newly elected councillors and documenting the offering in the minutes.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: The orientation training offered by the municipality should be documented in the council meeting minutes the next time an orientation offering is required.

RESOURCES: Municipal Affairs provides documents to assist CAOs with orientation including:

- [What Every Councillor Needs to Know](#)
- [Pecuniary Interest](#)
- [Closed Meetings of Council](#)
- [Procedural Bylaw and Agenda](#)

In addition, Municipal Affairs also provides workshops to set out the roles and responsibilities of council, councillors, the CAO, and staff: [Roles and Responsibilities Workshop](#)

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### 3. Chief Administrative Officer Evaluation

LEGISLATIVE REQUIREMENTS: MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

COMMENTS/OBSERVATIONS: At the time of the review, the MD had an interim CAO who had not had a formal evaluation, as he had only been acting since March 2018. Council has provided written evaluations to the CAO in the past.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: The Canadian Association of Municipal Administrators (CAMA) recently introduced a three-step [CAO Performance Evaluation Toolkit](#). The toolkit enhances the CAO / Council relationship and helps local elected officials achieve their strategic goals and objectives. It is available for free to member and non-member municipalities.

Municipal Affairs has prepared a CAO performance evaluation manual to guide elected officials through the CAO evaluation process. It includes a sample template of an evaluation: [CAO Evaluation \(Municipal Affairs\)](#)



#### 4. Signing of Municipal Documents

LEGISLATIVE REQUIREMENTS: MGA 213

1. Are the minutes of council meetings signed by:
  - the person presiding at the meeting; and
  - a designated officer?
2. Are the bylaws of a municipality signed by:
  - the chief elected official; and
  - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
  - the chief elected official or another person authorized by council, and by a designated officer; or
  - by a designated officer acting alone if so authorized by council?

COMMENTS/OBSERVATIONS: The documents reviewed were signed in accordance with the requirements of section 213 of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 5. Repair of Roads, Public Places, and Public Works

LEGISLATIVE REQUIREMENTS: MGA 532

1. Are there policies in place to ensure that the roads or other public places that are subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:
  - the character of the road, public place or public work; and
  - the area of the municipality in which it is located?

COMMENTS/OBSERVATIONS: The most recent asset inventory was conducted in March 2007. The MD has policies and plans in place to address the infrastructure needs and maintenance requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3.2 Meetings

#### 1. Public Presence at Meetings

LEGISLATIVE REQUIREMENTS: MGA 197(1)

1. Are council and council committee meetings held in public?

COMMENTS/OBSERVATIONS: Council meetings and committee meetings are held in public.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.





## 2. Closed Meetings

### LEGISLATIVE REQUIREMENTS: MGA 197

1. Before closing all or a part of a meeting to the public:
  - Is a resolution passed to indicate what part of the meeting is to be closed?
  - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
  - Are members of the public notified once the closed portion of the meeting is concluded?
2. Do the council meeting minutes record the names of those who attended the closed meeting and the reason for their attendance?

COMMENTS/OBSERVATIONS: Council minutes record when meetings are closed; however, council and administration refer to closed meetings as “in-camera”. The terms — land, labour and legal — are being cited instead of the required *FOIPP* section and subsection. With the recent amendments to the *MGA*, portions of meetings held without the public in attendance are referred to as “closed session”. Prior to going into closed session, exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* must be cited.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: On meeting agendas and in meeting minutes “Closed Session” should be used instead of “In-Camera” to reflect terminology consistent with the *MGA*. Exceptions to disclosure must always be cited prior to moving into closed session. When council is closing a meeting or portion of a meeting, section 197 of the *MGA* must be adhered to.

RESOURCES: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



### 3. Organizational Meeting

LEGISLATIVE REQUIREMENTS: **MGA 152, 192**

1. Is an Organizational Meeting held annually?
2. Is a chief elected officer (CEO) appointed (not a requirement if the CEO is elected at large or the selection is addressed in the procedural bylaw)?
3. Is a Deputy CEO appointed?

COMMENTS/OBSERVATIONS: Council held their Organizational Meeting on October 24, 2017. All legislative requirements were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



#### 4. Special Meetings

LEGISLATIVE REQUIREMENTS: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by 2/3 of the whole of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

COMMENTS/OBSERVATIONS: Special meeting minutes reviewed verified that all legislative requirements were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 5. Meetings Through Electronic Communications

LEGISLATIVE REQUIREMENTS: MGA 199

1. Has notice been provided to the public, including the way in which the meeting is to be conducted?
2. Do the facilities enable the public to watch or listen to the meeting?
3. Was a designated officer in attendance at the facility?
4. Do the facilities enable the meeting's participants to watch or hear each other?

COMMENTS/OBSERVATIONS: Council has not required electronic communications to hold recent meetings. In the event it is required, council adopted policy 127 for meeting through electronic communication on August 25, 2009, which meets the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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## 6. Regular Meeting Change Notice

LEGISLATIVE REQUIREMENTS: MGA 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided:
  - to any councillors not present at the meeting at which the change was made; and
  - to the public?

COMMENTS/OBSERVATIONS: While council meetings have rarely been held in other locations, when this occurred the MD followed the legislated notification requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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### 3.3 Meeting Procedures

#### 1. Authority to Act

LEGISLATIVE REQUIREMENTS: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

COMMENTS/OBSERVATIONS: At the May 8, 2018 council meeting, council acted by bylaw and resolution as required under sections 180 and 181 of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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## 2. Quorum

LEGISLATIVE REQUIREMENTS: MGA 167

1. Is a majority of council present at the meeting to exercise their authority to act under section 180 and 181?

COMMENTS/OBSERVATIONS: MD council consists of five elected officials. The minutes reviewed and the council meeting observed meets the quorum requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3. Voting

LEGISLATIVE REQUIREMENTS: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote done prior to the vote being taken?
4. Is the request for a recorded vote documented in the minutes accordingly?

COMMENTS/OBSERVATIONS: Each councillor participated in voting in the May 8, 2018 meeting. There were no abstentions and no requests for recorded votes. The voting documented in the council meeting minutes and demonstrated in the council meeting meets the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.





#### 4. Pecuniary Interest

LEGISLATIVE REQUIREMENTS: MGA 172

1. When a pecuniary interest is disclosed, is the disclosure and the process recorded in the minutes?

COMMENTS/OBSERVATIONS: There were no items of pecuniary interest at the May 8, 2018 meeting of council. The minutes reviewed did not contain a disclosure of pecuniary interest. In the event a matter of pecuniary interest arises in the future, below is a resource for the municipality.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Municipal Affairs has developed an online resource for councils regarding pecuniary interest should council have questions on the definition, exceptions and disclosure: [Pecuniary Interest for Councillors \(Municipal Affairs\)](#)



## 5. Provision of Information

LEGISLATIVE REQUIREMENTS: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, does the CAO provide information to all of council as soon as practical?

COMMENTS/OBSERVATIONS: The interim CAO is aware of the *MGA* requirements. In addition, council was provided with an agenda package in advance of the May 8, 2018 council meeting. The interim CAO provided a written report to council that was supplemented with additional verbal updates.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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## 6. Council Meeting Minutes

LEGISLATIVE REQUIREMENTS: MGA 172, 184, 185, 197, 208, 230

1. Are the minutes recorded in the English language without note or comment?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the MGA when a public hearing is held?
7. Are the minutes kept safe?

COMMENTS/OBSERVATIONS: The council minutes reviewed contained comments and summaries of discussions by those in attendance at the council meeting, as well as detailed reports. The minutes, bylaws and other documents are kept in a safe place.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The minutes are to be documented in accordance with the requirements of section 208(1)(a) of the MGA and are to be recorded without note or comment.

RESOURCES: Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

### 3.4 Mandatory Bylaws

#### 1. Code of Conduct

LEGISLATIVE REQUIREMENTS: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Is there a code of conduct bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there disqualification provisions in the bylaw?
4. Does the bylaw include the following topics:
  - representing the municipality;
  - communicating on behalf of the municipality;
  - respecting the decision-making process;
  - adherence to policies, procedures and bylaws;
  - respectful interactions with councillors, staff, the public and others;
  - confidential information;
  - conflicts of interest;
  - improper use of influence;
  - use of municipal assets and services; and
  - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
  - who may make a complaint alleging a breach of the code of conduct;
  - the method by which a complaint may be made;
  - the process to be used to determine the validity of a complaint; and
  - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Was the bylaw established by July 2018?
8. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022.)

COMMENTS/OBSERVATIONS: The MD is currently working on a code of conduct bylaw.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Council must adopt a council code of conduct bylaw by July 23, 2018.

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RESOURCES: The [Councillor Code of Conduct: A Guide for Municipalities](#) is a tool developed by the AUMA, in partnership with the RMA and Alberta Municipal Affairs to help municipalities develop their local codes of conduct.

The resource is broken into two parts:

- The first part is an explanation of codes of conduct and what the legislative amendments require.
- The second part is an actual template that municipalities can use and adapt to their local context. [Access the Word version of the bylaw template.](#)



## 2. Establishment of Chief Administrative Officer

LEGISLATIVE REQUIREMENTS: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

COMMENTS/OBSERVATIONS: Bylaw 112-06 establishes the position of the CAO. At a special meeting held March 2, 2018, council appointed the interim CAO (resolution 18/134).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3. Borrowing Bylaw(s)

LEGISLATIVE REQUIREMENTS: MGA 251-259

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
  - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
  - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
  - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

COMMENTS/OBSERVATIONS: Short term operating borrowing Bylaw 1283-18 was reviewed and set out the source, amount, term, interest and how the loan would be repaid in accordance with the legislation. As this bylaw was for short term operating, advertising was not required.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



#### 4. Property Tax Bylaw

LEGISLATIVE REQUIREMENTS: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with:
  - assessment class (section 297);
  - Matters Relating to Assessment Sub-classes Regulation; and
  - municipal assessment class bylaw (if necessary)?
3. Does the tax rate comply with the 5:1 maximum tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

COMMENTS/OBSERVATIONS: The MD passes a tax rate bylaw annually. The 2018 Property Tax Bylaw 1284-18 was passed April 10, 2018. All legislative requirements are met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.





**5. Assessment Review Boards**

LEGISLATIVE REQUIREMENTS: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
  - Are three members appointed to this board?
  - Has the term of the appointment been established?
  - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
  - Are two members appointed to this board?
  - Has the term of the appointment been established?
  - Have the appointed members received the mandatory training?
  - Is there a current assessment review board clerk appointment and is that person a designated officer?
3. Has a designated officer been appointed as the clerk and received the mandatory training?

COMMENTS/OBSERVATIONS: On March 28, 2017 council passed Bylaw 1273-17 establishing the local and composite assessment review boards. Legislation requires councils to appoint a designated officer as the clerk. As well, mandatory training is required of all members and the clerk prior to participating in any hearing.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Council must ensure that a designated officer is appointed as the clerk and that mandatory training is completed by board members and the clerk.

RESOURCES: Municipal Affairs has developed an FAQ to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

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## 6. Bylaw Enforcement Officers

LEGISLATIVE REQUIREMENTS: MGA 555 - 556

1. Is there a municipal bylaw enforcement officer appointed?
2. Is there a bylaw to support this?
3. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
4. Does the bylaw include:
  - disciplinary procedures;
  - penalties; and
  - an appeal process?
5. Has the bylaw enforcement officer taken the official oath?

COMMENTS/OBSERVATIONS: There is no municipal bylaw enforcement officer for the MD. If, in the absence of a bylaw enforcement officer, and the responsibility falls to the CAO, there must be a separate appointment as well as a bylaw specifying the powers and duties. Regardless of the individual appointed, the officer must take the official oath.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: If the CAO is enforcing bylaws, the requirements of section 555 and 556 must be adhered to.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



### 3.5 Discretionary Bylaws

Please note: Discretionary bylaws are not required in the MGA. The following section includes a random selection of optional bylaws to review to ensure the contents comply with the MGA.

#### 1. Procedural Bylaw

LEGISLATIVE REQUIREMENTS: MGA 145

1. Does the municipality have a procedural bylaw?

COMMENTS/OBSERVATIONS: The MD passed Bylaw 1276-71 in July 2017. The bylaw covers a number of procedural items such as:

- special meetings of council;
- organizational meeting;
- conduct of councillors;
- meeting time and date;
- the agenda process and how to add items to the agenda;
- quorum; and
- delegations.

Procedure Bylaw section 18 d) states: "if a councillor refuses to vote or fails to vote on an issue he/she shall be deemed to have voted in the affirmative on the matter and shall be so recorded." This is in contravention of section 183(1) of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The procedural bylaw needs to be amended to be compliant with section 183(1) of the MGA.

RESOURCES: Municipal Affairs has developed an online resource for municipalities regarding general meeting procedures that may assist municipalities: [Procedural Bylaw and Agendas](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

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## 2. Tax Installment Payment Plan (TIPP)

LEGISLATIVE REQUIREMENTS: MGA 340(1) – (3)

1. Does the municipality have a Tax Installment Payment Plan (TIPP) Bylaw?
2. Is an agreement entered into with the taxpayer authorizing the method of payment?
3. Does the tax notice state the amount and due dates of the installments to be paid in the remainder of the year?

COMMENTS/OBSERVATIONS: Bylaw 1250-14 passed November 2014 permits taxes to be paid by installments upon entering into an agreement authorizing the method of payment. The tax notice also states the amount and due date of installments to be paid; therefore, it met legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3.6 Bylaw Procedures

#### 1. Passing Bylaws

LEGISLATIVE REQUIREMENTS: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent for this?

COMMENTS/OBSERVATIONS: A review of a selection of past minutes indicates the proper process is followed when giving a bylaw three readings at the same meeting, including a resolution for unanimous consent prior to proceeding to third reading. No bylaws were passed at the May 8, 2018 meeting of council.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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## 2. Bylaw Revisions and Amendments

LEGISLATIVE REQUIREMENTS: MGA 63-69, and 191

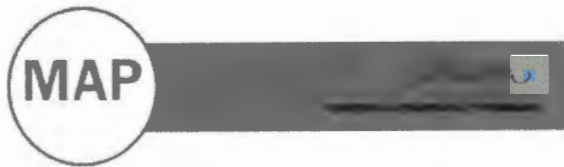
1. Are revision bylaws limited to:
  - consolidation of two or more bylaws;
  - altering citation;
  - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified the revision prior to first reading?
4. Have there been amendments to a bylaw that initially required advertising?
5. Was the amending bylaw advertised?
6. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

COMMENTS/OBSERVATIONS: Bylaw 1278-17, an amendment to Land Use Bylaw 1140-08, was adopted in accordance with the legislative requirements. No bylaws were reported to being revised in the last two years.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3.7 Mandatory Policies

#### 1. Public Participation Policy

LEGISLATIVE REQUIREMENTS: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Was the public participation policy passed by July 2018?
3. Does the policy identify:
  - types or categories of approaches the municipality will use to engage the public; and
  - types and categories of circumstances in which the municipality will engage with the public?
4. Is the public participation policy available for public inspection?
5. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

COMMENTS/OBSERVATIONS: A public participation policy has not been started, but the MD is aware of the requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Council must adopt a Public Participation Policy before July 23, 2018.

RESOURCES: The AUMA and the RMA, in partnership with Brownlee LLP, have produced a guidance document containing general information intended to assist municipalities in developing a public participation policy and public notification bylaw: [Public Participation Policies and Public Notification: A Guide for Municipalities](#)

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### 3.8 Finance

#### 1. Operating Budget

LEGISLATIVE REQUIREMENTS: MGA 242, 243, 244

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
  - the amount needed to provide for the council's policies and programs;
  - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
  - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
  - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
  - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
  - the amount to be transferred to reserves;
  - the amount to be transferred to the capital budget; and
  - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?

COMMENTS/OBSERVATIONS: Council approved the 2018 operating budget in October 2017 and it meets all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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## 2. Capital Budget

LEGISLATIVE REQUIREMENTS: MGA 245, 246

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
  - the amount needed to acquire, construct, remove or improve capital property;
  - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
  - the amount to be transferred from the operating budget?

COMMENTS/OBSERVATIONS: Council approved the 2018 capital budget in October 2017 and it meets all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3. Financial Records and Receipts

LEGISLATIVE REQUIREMENTS: MGA 268.1

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued?

COMMENTS/OBSERVATIONS: All financial records and receipts are in accordance with legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



#### 4. Municipal Accounts

LEGISLATIVE REQUIREMENTS: *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

COMMENTS/OBSERVATIONS: The municipality provided a bank statement to confirm that the MD met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

## 5. Fidelity Bond

LEGISLATIVE REQUIREMENTS: *MGA 212.1*

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
  - the CAO of the municipality;
  - the designated officers of the municipality; and
  - other employees of the municipality?

COMMENTS/OBSERVATIONS: The MD holds a policy with AAMDC Jubilee Insurance Program, which met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 6. Auditor, Audited Financial Statements, Auditor Report

LEGISLATIVE REQUIREMENTS: MGA 276, 280, 281

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
  - the municipality's debt limit; and
  - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

COMMENTS/OBSERVATIONS: All legislative requirements have been met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 7. Salary and Benefits

LEGISLATIVE REQUIREMENTS: MGA 217, Supplementary Accounting Principles and Standards Regulation AR 313/2000

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality?

COMMENTS/OBSERVATIONS: The required information is stated on the audited financial statements, which are made available on the municipal website.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 8. Management Letter

LEGISLATIVE REQUIREMENTS: MGA 281

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

COMMENTS/OBSERVATIONS: The MD received confidential recommendations from the auditor.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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## 9. Three Year Operating Plan and Five Year Capital Plan (for discussion only)

LEGISLATIVE REQUIREMENTS: MGA 283.1

1. Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years.
2. Each municipality must also prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years.

COMMENTS/OBSERVATIONS: The municipality is aware that written plans for financial operations and capital plans are a new legislative requirement and will be developing the policy to meet the timeline requirements. The MD currently develops a 4-year operating plan.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Plans must be in place by 2020.

RESOURCES: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).





### 3.9 Assessment and Taxation

#### 1. Assessment Roll

LEGISLATIVE REQUIREMENTS: MGA 284.2(1), 307

1. Is an assessor appointed?
2. Is the assessment roll available for inspection?
3. Is there a fee for this?
4. Does the municipality have a bylaw to establish this fee?

COMMENTS/OBSERVATIONS: Motion 94/391 appoints the assessor for the MD. The assessment roll is available for public inspection, and no fee is charged.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCE: Not applicable.



## 2. Tax Roll

LEGISLATIVE REQUIREMENTS: MGA 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
  - a description sufficient to identify the location of the property or business;
  - name and mailing address of the taxpayer;
  - the assessment;
  - the name, tax rate, and amount of each tax imposed in respect of the property or business;
  - the total amount of all taxes imposed in respect of the property or business;
  - the amount of tax arrears; and
  - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

COMMENTS/OBSERVATIONS: The tax roll was reviewed and it met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3. Prepare Tax Notices

LEGISLATIVE REQUIREMENTS: MGA 333

1. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
2. Are the tax notices sent to the taxpayers?

COMMENTS/OBSERVATIONS: Tax notices are prepared annually and sent to the ratepayers.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

#### 4. Content of Tax Notices

LEGISLATIVE REQUIREMENTS: MGA 334

1. Does the municipality provide for a combined property assessment and tax notice?
2. Does the municipal property tax notice show the following:
  - the same information that is required to be shown on the tax roll;
  - the date the tax notice is sent to the taxpayer;
  - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
  - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
  - the name and address of the designated officer with whom a complaint must be filed;
  - the dates on which penalties may be imposed if the taxes are not paid; and
  - information on how to request a receipt for taxes paid?

COMMENTS/OBSERVATIONS: The MD provides for a combined property assessment and tax notice. All legislative requirements are met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



**5. Certify Date of Mailing**

LEGISLATIVE REQUIREMENTS: MGA 335, 336

1. Has a designated officer certified the date the tax notices were sent?
2. Have the tax notices been sent before the end of the year in which the taxes were imposed?

COMMENTS/OBSERVATIONS: The certification provided met legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 6. Tax Arrears List

LEGISLATIVE REQUIREMENTS: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

COMMENTS/OBSERVATIONS: The tax arrears list prepared and submitted to land titles on March 26, 2018 meets legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 7. Tax Sale

LEGISLATIVE REQUIREMENTS: MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

COMMENTS/OBSERVATIONS: The tax sale conducted in March 2018 met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3.10 Planning

#### 1. Subdivision Authority

LEGISLATIVE REQUIREMENTS: MGA 623

1. Is there a bylaw establishing the subdivision authority for the municipality?
2. Does the structure of the subdivision authority comply with section 623(2) which specifies that it may include one or more of the following:
  - any or all members of council;
  - a designated officer;
  - a municipal planning commission;
  - any other person or organization?

COMMENTS/OBSERVATIONS: Bylaw 1286-18 was passed on April 10, 2018, establishing the subdivision authority and it met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

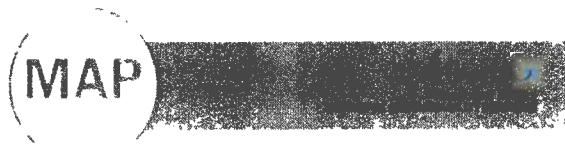
RESOURCES: Not applicable.

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## 2. Development Authority

LEGISLATIVE REQUIREMENTS: MGA 624

1. Is there a bylaw establishing the development authority for the municipality?
2. Does the structure of the development authority comply with section 624(2) which specifies that it may include one or more of the following:
  - a designated officer;
  - a municipal planning commission; and
  - any other person or organization?

COMMENTS/OBSERVATIONS: Bylaw 1285-18 was passed on March 27, 2018, establishing a designated officer and the municipal planning commission as the development authority for the MD. The bylaw met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

### 3. Subdivision and Development Appeal Board (SDAB)

LEGISLATIVE REQUIREMENTS: MGA 627-628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established?
2. Do the SDAB members exclude those who are:
  - municipal employees;
  - members of the municipal planning commission; and
  - individuals who can carry out subdivision and development powers on behalf of the municipality?
3. Is there no more than one councillor appointed as a member to the appeal board?
  - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
4. Are the active members of the SDAB trained?
5. Is there a clerk appointed to the SDAB and is that person a designated officer?
6. Has the clerk received SDAB training?
7. Has the clerk kept a record of the hearings?

COMMENTS/OBSERVATIONS: Bylaw 1287-18 was passed on March 27, 2018, establishing the subdivision and development appeal board and it met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: The recent amendments to the MGA regarding mandatory training for members and the clerk will be a requirement by April 1, 2019.

RESOURCES: Not applicable.



#### 4. Subdivision Applications and Decision

LEGISLATIVE REQUIREMENTS: MGA 653, 653.1, 679; Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Are the forms set out in schedules 1 and 2 of the Subdivision and Development Regulation used for all subdivision application and deferred reserve caveat decisions?
2. If required, were written referrals sent according to legislation?
3. If there have been appeals, did the SDAB clerk give at least five days' notice of the hearing to the appropriate parties?

COMMENTS/OBSERVATIONS: Subdivision application 2018-0-002 was reviewed and it met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 5. Development Applications

LEGISLATIVE REQUIREMENTS: MGA 683.1, 686, 687

1. Did the development authority review the application within 20 days to deem it complete?
2. If deemed complete, did the applicant get a notification from that the application is complete, or if deemed incomplete, did the applicant get a notification from the development authority that the application is incomplete?
3. If the development permit application is refused, was a notice issued to the applicant?
4. Are appeal hearings held within 30 days after the receipt of a notice of appeal?
5. Does the board give at least five days notice in writing of the hearing?
  - To the appellant
  - To the development authority
  - To the owners as required under the land use bylaw
6. Did the board make materials related to the appeal available for public inspection?

COMMENTS/OBSERVATIONS: Development permit 2018-08 was reviewed, and met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 6. Alberta Land Stewardship Act (ALSA) Regional Plan or Land Use Policies

LEGISLATIVE REQUIREMENTS: MGA 622, 630.2 and ALSA 20

1. Is there an ALSA Regional Plan in effect in your area?
2. If yes, which plan?
3. Has a statutory declaration been filed with the Land Use Secretariat indicating compliance with the regional plan? (Note: due within five years of an ALSA regional plan coming into force.)

COMMENTS/OBSERVATIONS: The South Saskatchewan Regional Plan is in effect for the MD of Pincher Creek. The MD must file their declaration by September 1, 2019, if they have not yet filed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 7. Growth Management Board

LEGISLATIVE REQUIREMENTS: MGA 708.23

1. Is the municipality a member of a growth management board?
2. Has the growth management board established by bylaw an appeal mechanism or dispute resolution mechanism, or both, for the purposes of resolving disputes arising from actions taken or decisions made by the growth management board?

COMMENTS/OBSERVATIONS: The MD of Pincher Creek is not part of a growth management board.

MEETS LEGISLATIVE REQUIREMENTS: Yes

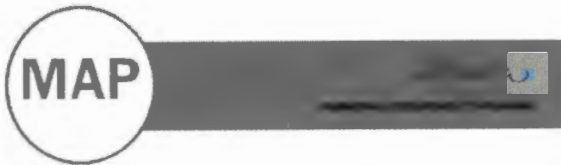
RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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## 8. Land Use Bylaw

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a Land Use Bylaw?
2. Does the Land Use Bylaw:
  - divide the municipality into districts (zones);
  - establish a method of making decisions on development permit applications, including provisions for:
    - the types of development permits that may be issued;
    - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
    - the conditions that development permits may be subject to;
    - how long development permits remain in effect;
    - the discretion the development authority may exercise with respect to development permits;
  - provide for how and to whom notice of the issuance of development permits is to be given;
  - establish the number of dwelling units permitted on a parcel of land; and
  - identify permitted and discretionary uses?
3. Does the public notice of application to rezone properties include:
  - the municipal address/legal address of the parcel of land;
  - a map showing the location of the parcel of land;
  - written notice to the assessed owner of that parcel of land; and
  - written notice to the assessed owner of the adjacent parcel of land?
4. Does the notice of a public hearing on land use bylaw related issues include:
  - the municipal address/legal address of the parcel of land; and
  - a map showing the location of the parcel of land?
    - the general purpose of the bylaw and public hearing;
    - the address where the proposed bylaw, and any document related to the bylaw or public hearing can be inspected; and
    - the date, time and place of the public hearing?

COMMENTS/OBSERVATIONS: The MD of Pincher Creek Land Use Bylaw 1140-08 was passed in January 2008 and it met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

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RESOURCES: Not applicable.

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## 9. Municipal Development Plan (MDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 632

1. Is there a Municipal Development Plan?
  - Does the population of the municipality exceed 3,500?
  - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' zoning as per section 641(1)?
2. Does the MDP address/include:
  - future land use;
  - future development;
  - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
  - transportation systems; and
  - municipal services and facilities?
3. Has the MDP been amended?
4. Was the amendment to the MDP advertised?
5. Was a public hearing held for the amendment to the MDP?

COMMENTS/OBSERVATIONS: Bylaw 1062-02 passed in September 2002 adopts an MDP, which met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

## 10. Intermunicipal Development Plan (IDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 631, 636, 708.28, 708.3

1. Is there an Intermunicipal Development Plan?
2. Does the IDP address/include within the IDP area:
  - future land use;
  - future development;
  - transportation;
  - coordination of intermunicipal programs (physical, social and economic development);
  - environmental matters;
  - dispute resolution processes;
  - plan repeal/amendment procedures; and
  - plan administration provisions?
3. Has the IDP been amended?
4. Was the amendment to the IDP advertised?
5. Was there a public hearing for the amendment of the IDP?

COMMENTS/OBSERVATIONS: Bylaw 1200-10, passed in September 2010, adopts an IDP with the Town of Pincher Creek. The bylaw met all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Council is required to adopt an IDP by April 1, 2020, or amend the current IDP to ensure it is legislatively compliant with the recent MGA amendments.

RESOURCES: NOT APPLICABLE.

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**11. Intermunicipal Collaborative Frameworks (ICF)**

LEGISLATIVE REQUIREMENTS: MGA 708.28, 708.33, Intermunicipal Collaboration Framework Regulation 191/2017

1. Has an ICF been adopted with each municipality that shares a common border? (Not applicable until April 1, 2020.)

COMMENTS/OBSERVATIONS: The MD is aware of the upcoming legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Municipalities are required to have collaboration frameworks that specify what and how services are funded and delivered by April 1, 2020.

RESOURCES: Municipal Affairs has developed a resource to assist municipalities in their work towards creating ICFs with all of their neighboring municipalities: [Intermunicipal Collaboration Frameworks](#)



## 12. Listing and Publishing Policies Related to Statutory Plans

LEGISLATIVE REQUIREMENTS: MGA 638.2

1. Are the following published on the municipal website:
  - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
  - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17; and
  - documents incorporated by reference in any bylaws passed under Part 17?

COMMENTS/OBSERVATIONS: The MDP and IDP have all land use and planning policies in them. They are available on the MD website.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3.11 Grants

#### 1. Grant Application

**LEGISLATIVE REQUIREMENTS:** Municipal Affairs Grants Regulation 123/2000

1. Are grants that are provided to the municipality used:
  - only for the purpose for which the grant was made; or
  - for any variation of that purpose approved by the Minister?

**COMMENTS/OBSERVATIONS:** The 2016 Municipal Sustainability Initiative capital and operating statement of funding expenditures (SFEs) have been certified. The 2017 Federal Gas Tax Fund SFE has not been submitted.

**MEETS LEGISLATIVE REQUIREMENTS:** No

**RECOMMENDATIONS/ACTION ITEMS:** The 2017 Federal Gas Tax Fund SFE needs to be submitted.

**RESOURCES:** Municipal Affairs Grant Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-7125.

**MUNICIPAL RESPONSE:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



### 3.12 Emergency Management

#### 1. Municipal Emergency Organization/Agency/Advisory Committee

LEGISLATIVE REQUIREMENTS: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
2. Is an emergency management agency established to act as the agent of the local authority in exercising the local authority's powers and duties under the *EMA*?
3. Has a director of emergency management been appointed?
4. Are there prepared and approved emergency plans and programs?

COMMENTS/OBSERVATIONS: All legislative requirements have been met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



### 3.13 Libraries

#### 1. Municipal Library Board

LEGISLATIVE REQUIREMENTS: Libraries Act 3-5

1. Is a municipal library board established?
2. Has council appointed the members of the board?
3. In the case of an intermunicipal library board, have the councils establishing the board appointed the members?
4. Does the membership appointment term exceed three years?
5. Does any member's number of terms exceed three terms? If so, did two-thirds of council approve?
6. Are there alternate members?

COMMENTS/OBSERVATIONS: The MD has not established a local library board, but is a member of the Pincher Creek Intermunicipal Library Board. Council appoints one member and one alternate to the board. All legislative requirements are met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



## 2. System Library Board

LEGISLATIVE REQUIREMENTS: Libraries Act 3-5

1. Is a system library board established?
2. Have councils that have signed the agreement appointed the members of the board?
3. Does the membership appointment term exceed three years?
4. Does any members total years of service exceed nine consecutive years? If so, did two-thirds of council approve?
5. Are there alternate members?

COMMENTS/OBSERVATIONS: The MD is part of the Chinook Library Board. All legislative requirements have been met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.





## Section 4: Conclusion

Your participation and cooperation during the 2018 Municipal Accountability Program review is appreciated. This report is intended to help the Municipal District of Pincher Creek reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. As this is the inaugural year of the Municipal Accountability Program, we welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

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## Recommendation to Council



<b>TITLE: Pincher Creek Food Bank Update</b>			
<b>PREPARED BY: S. Steinke</b>		<b>DATE: August 23, 2018</b>	
<b>DEPARTMENT:</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. Email from Pincher Creek Food Bank, dated August 22, 2018, with Executive Summary and Budget 2. Letter from Vertical Church, received June 28, 2018
<b>APPROVALS:</b>			
_____	_____	<b>S. Steinke</b> 	
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	 <b>23 August 18</b> <b>Date</b>

**RECOMMENDATION:**

**That Council discuss continuing the monthly financial contribution of \$1,000, towards the operation of the Pincher Creek Food Bank, during their 2019 Budget deliberations.**

**BACKGROUND:**

Since 2014, the MD has supported the operation of the local food bank, operated by McMann Youth Services, with a monthly \$1,000 financial contribution.

This contribution, and the funding source for this contribution, is discussed yearly during budget deliberations.

In July of this year, the Vertical Church took over operating the food bank.

The monthly contribution for 2018 is an approved budgeted item, and will continue until the end of the year.

The Vertical Church is requesting that this contribution be continued.

**FINANCIAL IMPLICATIONS:**

The yearly contribution of \$12,000 will require approval in the 2019 budget.

## Tara Cryderman

---

**From:** Gemma Ney <  
**Sent:** Wednesday, August 22, 2018 6:52 PM  
**To:** Tara Cryderman  
**Subject:** Update on the Food Bank

Hi Tara,

Here is an update on how the new Pincher Creek Food Bank is going. Still figuring a few items out but we are well on our way. You will see a great reduction in the cost of running the food bank. As for our previous letter requesting funds, I don't believe it is necessary to ask anymore moneys from you as you are already giving \$1,000/month. If we could continue with that, we would be very appreciative. The Rodeo went well, just waiting to hear on final numbers. The LDS church is doing a food drive on the last Saturday of the September. We will continue to apply for grants and do fundraising. Other than that, my big dream at the moment is to open a community kitchen that would serve everyone once a week a warm meal prepared by our lovely Celeste. The kitchen would also serve for teaching children how to cook and for preparing bulk freezer meals for families. Thats it for now. ;)

Thanks,  
Gemma

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 Pincher Creek Food Bank BP

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## Executive Summary

Pincher Creek Food Bank is a tax-exempt not-for-profit food bank that serves all of the MD of Pincher Creek, the Towns of Pincher Creek, Lundbreck and Cowley along with the settlement of Brocket. The population of our service area is 8,270 people. Pincher Creek Food Bank's goal is to alleviate hunger in the service area by soliciting, collecting, and packaging food. Our services include food hamper programs and emergency food programs. Pincher Creek Food Bank receives support from the MD of Pincher Creek, the Town of Pincher Creek, charitable organizations and is currently looking into corporate sponsorship.

According to 2017 records, the Pincher Creek Food Bank supports approximately 394 households. Our client base is low-income people, mainly families, who need emergency help to put food on the table. Pincher Creek Food Bank operates a facility where we store donated or rescued food for distribution. The program actively solicits food from local food growers, retailers, and wholesalers. Each hamper contains a 3-5 day supply of high-quality food.

Our services improve the ability of families, schools, and service groups to care for children and achieve goals of self-sufficiency. Pincher Creek Food Bank's services are a small investment in comparison to cost of ignoring the problem of hunger.

## Objectives

- Establish donation network of local growers, retailers, wholesalers, and processors along with public cash donations.
- Effectively distribute the food to low-income families.
- Acquire funding through corporate, private charities and government financial support.

## Funding Summary

Pincher Creek Food Bank anticipates a need for monthly funding of \$6,400 in the first months of operations. The program is funded by contributions from the Alberta Food Bank, and the MD of Pincher Creek. The Town of Pincher Creek takes care of garbage disposal and sewage.

## Financial Plan

Pincher Creek Food Bank is funded from a variety of sources, public and private.

## Projected Cash Flow

Pincher Creek Food Bank 's cash flow is represented as funding dollars and collected food and monetary donations. The monthly cash flow figures are included here.

<u>REVENUE GOAL</u>	<u>\$6,400</u>
Current - MD support	\$1,000
Current - Rental income	\$500

## EXPENSES

Staff	\$3,000
Food & Transport	\$1,600
Administration	\$1,500
<u>Facility Maintenance</u>	<u>\$300</u>
Total Expenses	\$6,400

## Start up expenses

Equipment (bins, shelving, computer, printer....) - Covered so far with a grant

McMan Youth, Family & Community  
 1PCFB Food Bank PC

4692

	MONTH ACTUAL	MONTH BUDGET	TO DATE ACTUAL	TO DATE BUDGET
	5/1/2017 5/31/2017	5/1/2017 5/31/2017	4/1/2017 5/31/2017	4/1/2017 5/31/2017
<b>40000 Revenue</b>				
41120 Fee for Service\Non Contract	1,000.00	1,000.00	2,000.00	2,000.00
41310 Donations Received	944.65	2,500.00	944.65	5,000.00
41315 Donations Unreceived	7,689.14	2,500.00	7,778.65	5,000.00
<b>45000 Total Revenue</b>	<b>9,633.79</b>	<b>6,000.00</b>	<b>10,723.34</b>	<b>12,000.00</b>
<b>50001 Manpower Expenses</b>				
52210 Direct Client Staff	8,426.64	3,800.00	12,843.44	7,600.00
52310 Direct Client Benefits	1,263.22	600.00	1,992.58	1,200.00
<b>52999 Total Manpower Expenses</b>	<b>9,689.86</b>	<b>4,400.00</b>	<b>14,836.02</b>	<b>8,800.00</b>
<b>53000 Direct Client Costs</b>				
53210 Food	1,732.60	2,166.67	3,457.34	4,333.34
53215 Food Transport	623.67	833.33	1,756.80	1,666.66
53430 Travel and Subsistence	244.05	200.00	442.22	400.00
53510 Education, Conference, Workshop	-	50.00	421.61	100.00
<b>53999 Total Direct Client Costs</b>	<b>2,600.32</b>	<b>3,250.00</b>	<b>6,077.97</b>	<b>6,500.00</b>
<b>54000 Facility Expenses</b>				
54210 Maintance & Repairs - Facility	224.94	-	224.94	-
<b>54999 Total Facility Expenses</b>	<b>224.94</b>	<b>-</b>	<b>224.94</b>	<b>-</b>
<b>55000 Administrative Expenses</b>				
55010 Office Supplies	67.39	50.00	67.39	100.00
55110 Telephone and Communications	132.58	141.67	269.29	283.34
55150 IT Support	52.50	133.33	105.00	266.66
<b>55999 Total Administrative Expenses</b>	<b>252.47</b>	<b>325.00</b>	<b>441.68</b>	<b>650.00</b>
<b>56000 Vehicle Expenses</b>				
<b>57000 Other Administrative Expenses</b>				
57010 Staff Recruitment	40.98	-	40.98	-
<b>58999 Total Other Administrative Expenses</b>	<b>40.98</b>	<b>-</b>	<b>40.98</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>12,808.57</b>	<b>7,975.00</b>	<b>21,621.59</b>	<b>15,950.00</b>
<b>NET INCOME (LOSS)</b>	<b>(3,174.78)</b>	<b>(1,975.00)</b>	<b>(10,898.25)</b>	<b>(3,950.00)</b>

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		MONTH ACTUAL	MONTH BUDGET	TO DATE ACTUAL	TO DATE BUDGET
		6/1/2017 6/30/2017	6/1/2017 6/30/2017	4/1/2017 6/30/2017	4/1/2017 6/30/2017
<b>40000</b>	<b>Revenue</b>				
41120	Fee for Service\Non Contract	1,000.00	1,000.00	3,000.00	3,000.00
41310	Donations Received	40.00	2,500.00	984.65	7,500.00
41315	Donations Unreceived	658.25	2,500.00	8,436.94	7,500.00
<b>45000</b>	<b>Total Revenue</b>	<b>1,698.25</b>	<b>6,000.00</b>	<b>12,421.59</b>	<b>18,000.00</b>
<b>50001</b>	<b>Manpower Expenses</b>				
52210	Direct Client Staff	9,887.06	3,800.00	22,730.50	11,400.00
52310	Direct Client Benefits	1,436.74	600.00	3,429.32	1,800.00
52410	Relief	62.37	-	62.37	-
52510	Relief Benefits	80.47	-	80.47	-
<b>52999</b>	<b>Total Manpower Expenses</b>	<b>11,466.64</b>	<b>4,400.00</b>	<b>26,302.66</b>	<b>13,200.00</b>
<b>53000</b>	<b>Direct Client Costs</b>				
53210	Food	1,663.80	2,166.67	5,121.14	6,500.01
53215	Food Transport	1,292.07	833.33	3,048.87	2,499.99
53310	Materials and Supplies	98.42	-	98.42	-
53430	Travel and Subsistence	516.05	200.00	958.27	600.00
53510	Education, Conference, Workshop	294.53	50.00	716.14	150.00
<b>53999</b>	<b>Total Direct Client Costs</b>	<b>3,864.87</b>	<b>3,250.00</b>	<b>9,942.84</b>	<b>9,750.00</b>
<b>54000</b>	<b>Facility Expenses</b>				
54210	Maintance & Repairs - Facility	-	-	224.94	-
<b>54999</b>	<b>Total Facility Expenses</b>	<b>-</b>	<b>-</b>	<b>224.94</b>	<b>-</b>
<b>55000</b>	<b>Administrative Expenses</b>				
55010	Office Supplies	82.61	50.00	150.00	150.00
55110	Telephone and Communications	134.52	141.67	403.81	425.01
55150	IT Support	52.50	133.33	157.50	399.99
<b>55999</b>	<b>Total Administrative Expenses</b>	<b>269.63</b>	<b>325.00</b>	<b>711.31</b>	<b>975.00</b>
<b>56000</b>	<b>Vehicle Expenses</b>				
<b>57000</b>	<b>Other Administrative Expenses</b>				
57010	Staff Recruitment	-	-	40.98	-
<b>58999</b>	<b>Total Other Administrative Expenses</b>	<b>-</b>	<b>-</b>	<b>40.98</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>15,601.14</b>	<b>7,975.00</b>	<b>37,222.73</b>	<b>23,925.00</b>
<b>NET INCOME (LOSS)</b>		<b>(13,902.89)</b>	<b>(1,975.00)</b>	<b>(24,801.14)</b>	<b>(5,925.00)</b>

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		7/1/2017 7/31/2017	7/1/2017 7/31/2017	4/1/2017 7/31/2017	4/1/2017 7/31/2017
<b>40000</b>	<b>Revenue</b>				
41120	Fee for Service\Non Contract	1,000.00	1,000.00	4,000.00	4,000.00
41310	Donations Received	-	2,500.00	984.65	10,000.00
41315	Donations Unreceived	100.00	2,500.00	8,536.94	10,000.00
<b>45000</b>	<b>Total Revenue</b>	<b>1,100.00</b>	<b>6,000.00</b>	<b>13,521.59</b>	<b>24,000.00</b>
<b>50001</b>	<b>Manpower Expenses</b>				
52210	Direct Client Staff	11,648.17	3,800.00	34,378.67	15,200.00
52310	Direct Client Benefits	1,005.97	600.00	4,435.29	2,400.00
52410	Relief	333.37	-	395.74	-
52510	Relief Benefits	449.55	-	530.02	-
<b>52999</b>	<b>Total Manpower Expenses</b>	<b>13,437.06</b>	<b>4,400.00</b>	<b>39,739.72</b>	<b>17,600.00</b>
<b>53000</b>	<b>Direct Client Costs</b>				
53210	Food	843.11	2,166.67	5,964.25	8,666.68
53215	Food Transport	667.27	833.33	3,716.14	3,333.32
53310	Materials and Supplies	9.72	-	108.14	-
53430	Travel and Subsistence	594.25	200.00	1,552.52	800.00
53510	Education, Conference, Workshop	24.45	50.00	740.59	200.00
<b>53999</b>	<b>Total Direct Client Costs</b>	<b>2,138.80</b>	<b>3,250.00</b>	<b>12,081.64</b>	<b>13,000.00</b>
<b>54000</b>	<b>Facility Expenses</b>				
54210	Maintance & Repairs - Facility	-	-	224.94	-
<b>54999</b>	<b>Total Facility Expenses</b>	<b>-</b>	<b>-</b>	<b>224.94</b>	<b>-</b>
<b>55000</b>	<b>Administrative Expenses</b>				
55010	Office Supplies	83.25	50.00	281.11	200.00
55110	Telephone and Communications	134.74	141.67	538.55	566.68
55150	IT Support	52.50	133.33	210.00	533.32
<b>55999</b>	<b>Total Administrative Expenses</b>	<b>270.49</b>	<b>325.00</b>	<b>1,029.66</b>	<b>1,300.00</b>
<b>56000</b>	<b>Vehicle Expenses</b>				
<b>57000</b>	<b>Other Administrative Expenses</b>				
57010	Staff Recruitment	-	-	40.98	-
<b>58999</b>	<b>Total Other Administrative Expenses</b>	<b>-</b>	<b>-</b>	<b>40.98</b>	<b>-</b>
	<b>TOTAL EXPENSES</b>	<b>15,846.35</b>	<b>7,975.00</b>	<b>53,116.94</b>	<b>31,900.00</b>
	<b>NET INCOME (LOSS)</b>	<b>(14,746.35)</b>	<b>(1,975.00)</b>	<b>(39,595.35)</b>	<b>(7,900.00)</b>



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		MONTH ACTUAL	MONTH BUDGET	TO DATE ACTUAL	TO DATE BUDGET
		8/1/2017 8/31/2017	8/1/2017 8/31/2017	4/1/2017 8/31/2017	4/1/2017 8/31/2017
<b>40000</b>	<b>Revenue</b>				
41120	Fee for Service\Non Contract	1,000.00	1,000.00	5,000.00	5,000.00
41310	Donations Received	100.00	2,500.00	1,084.65	12,500.00
41315	Donations Unreceived	7,504.55	2,500.00	16,041.49	12,500.00
<b>45000</b>	<b>Total Revenue</b>	<b>8,604.55</b>	<b>6,000.00</b>	<b>22,126.14</b>	<b>30,000.00</b>
<b>50001</b>	<b>Manpower Expenses</b>				
52210	Direct Client Staff	11,490.75	3,800.00	45,869.42	19,000.00
52310	Direct Client Benefits	731.69	600.00	5,166.98	3,000.00
52410	Relief	280.93	-	676.67	-
52510	Relief Benefits	484.55	-	1,014.57	-
<b>52999</b>	<b>Total Manpower Expenses</b>	<b>12,987.92</b>	<b>4,400.00</b>	<b>52,727.64</b>	<b>22,000.00</b>
<b>53000</b>	<b>Direct Client Costs</b>				
53210	Food	884.89	2,166.67	6,849.14	10,833.35
53215	Food Transport	517.62	833.33	4,233.76	4,166.65
53310	Materials and Supplies	3,210.37	-	3,318.51	-
53430	Travel and Subsistence	683.34	200.00	2,235.86	1,000.00
53510	Education, Conference, Workshop	-	50.00	740.59	250.00
<b>53999</b>	<b>Total Direct Client Costs</b>	<b>5,296.22</b>	<b>3,250.00</b>	<b>17,377.86</b>	<b>16,250.00</b>
<b>54000</b>	<b>Facility Expenses</b>				
54210	Maintance & Repairs - Facility	141.59	-	366.53	-
<b>54999</b>	<b>Total Facility Expenses</b>	<b>141.59</b>	<b>-</b>	<b>366.53</b>	<b>-</b>
<b>55000</b>	<b>Administrative Expenses</b>				
55010	Office Supplies	177.02	50.00	458.13	250.00
55110	Telephone and Communications	132.80	141.67	671.35	708.35
55150	IT Support	52.50	133.33	262.50	666.65
<b>55999</b>	<b>Total Administrative Expenses</b>	<b>362.32</b>	<b>325.00</b>	<b>1,391.98</b>	<b>1,625.00</b>
<b>56000</b>	<b>Vehicle Expenses</b>				
<b>57000</b>	<b>Other Administrative Expenses</b>				
57010	Staff Recruitment	-	-	40.98	-
<b>58999</b>	<b>Total Other Administrative Expenses</b>	<b>-</b>	<b>-</b>	<b>40.98</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>18,788.05</b>	<b>7,975.00</b>	<b>71,904.99</b>	<b>39,875.00</b>
<b>NET INCOME (LOSS)</b>		<b>(10,183.50)</b>	<b>(1,975.00)</b>	<b>(49,778.85)</b>	<b>(9,875.00)</b>

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		2/1/2018 2/28/2018	2/1/2018 2/28/2018	4/1/2017 2/28/2018	4/1/2017 2/28/2018
<b>40000</b>	<b>Revenue</b>				
41120	Fee for Service\Non Contract	1,000.00	1,000.00	11,000.00	11,000.00
41310	Donations Received	1,627.50	2,500.00	10,606.15	27,500.00
41315	Donations Unreceived	6,612.15	2,500.00	56,363.92	27,500.00
<b>45000</b>	<b>Total Revenue</b>	<b>9,239.65</b>	<b>6,000.00</b>	<b>77,970.07</b>	<b>66,000.00</b>
<b>50001</b>	<b>Manpower Expenses</b>				
52210	Direct Client Staff	4,538.18	3,800.00	66,475.28	41,800.00
52310	Direct Client Benefits	857.54	600.00	9,633.19	6,600.00
52410	Relief	-	-	676.67	-
52510	Relief Benefits	-	-	1,014.57	-
<b>52999</b>	<b>Total Manpower Expenses</b>	<b>5,395.72</b>	<b>4,400.00</b>	<b>77,799.71</b>	<b>48,400.00</b>
<b>53000</b>	<b>Direct Client Costs</b>				
53210	Food	-	2,166.67	10,236.34	23,833.37
53215	Food Transport	672.91	833.33	7,778.74	9,166.63
53310	Materials and Supplies	-	-	4,302.13	-
53430	Travel and Subsistence	214.76	200.00	3,307.18	2,200.00
53510	Education, Conference, Workshop	40.20	50.00	580.79	550.00
<b>53999</b>	<b>Total Direct Client Costs</b>	<b>927.87</b>	<b>3,250.00</b>	<b>26,205.18</b>	<b>35,750.00</b>
<b>54000</b>	<b>Facility Expenses</b>				
54210	Maintance & Repairs - Facility	169.12	-	535.65	-
54410	Facility Supplies	-	-	75.16	-
<b>54999</b>	<b>Total Facility Expenses</b>	<b>169.12</b>	<b>-</b>	<b>610.81</b>	<b>-</b>
<b>55000</b>	<b>Administrative Expenses</b>				
55010	Office Supplies	-	50.00	535.17	550.00
55110	Telephone and Communications	217.11	141.67	1,597.19	1,558.37
55150	IT Support	-	133.33	1,324.12	1,466.63
55310	Lease - Rent Office Equipment	95.81	-	95.81	-
<b>55999</b>	<b>Total Administrative Expenses</b>	<b>312.92</b>	<b>325.00</b>	<b>3,552.29</b>	<b>3,575.00</b>
<b>56000</b>	<b>Vehicle Expenses</b>				
<b>57000</b>	<b>Other Administrative Expenses</b>				
57010	Staff Recruitment	-	-	140.98	-
<b>58999</b>	<b>Total Other Administrative Expenses</b>	<b>-</b>	<b>-</b>	<b>140.98</b>	<b>-</b>
	<b>TOTAL EXPENSES</b>	<b>6,805.63</b>	<b>7,975.00</b>	<b>108,308.97</b>	<b>87,725.00</b>
	<b>NET INCOME (LOSS)</b>	<b>2,434.02</b>	<b>(1,975.00)</b>	<b>(30,338.90)</b>	<b>(21,725.00)</b>

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	9/1/2017 9/30/2017	9/1/2017 9/30/2017	4/1/2017 9/30/2017	4/1/2017 9/30/2017
<b>40000</b>	<b>Revenue</b>			
41120	1,000.00	1,000.00	6,000.00	6,000.00
41310	-	2,500.00	1,084.65	15,000.00
41315	7,763.75	2,500.00	23,805.24	15,000.00
<b>45000</b>	<b>8,763.75</b>	<b>6,000.00</b>	<b>30,889.89</b>	<b>36,000.00</b>
<b>50001</b>	<b>Manpower Expenses</b>			
52210	5,685.90	3,800.00	51,555.32	22,800.00
52310	550.42	600.00	5,717.40	3,600.00
52410	-	-	676.67	-
52510	-	-	1,014.57	-
<b>52999</b>	<b>6,236.32</b>	<b>4,400.00</b>	<b>58,963.96</b>	<b>26,400.00</b>
<b>53000</b>	<b>Direct Client Costs</b>			
53210	692.31	2,166.67	7,541.45	13,000.02
53215	931.73	833.33	5,165.49	4,999.98
53310	305.63	-	3,624.14	-
53430	58.59	200.00	2,294.45	1,200.00
53510	(200.00)	50.00	540.59	300.00
<b>53999</b>	<b>1,788.26</b>	<b>3,250.00</b>	<b>19,166.12</b>	<b>19,500.00</b>
<b>54000</b>	<b>Facility Expenses</b>			
54210	-	-	366.53	-
<b>54999</b>	<b>-</b>	<b>-</b>	<b>366.53</b>	<b>-</b>
<b>55000</b>	<b>Administrative Expenses</b>			
55010	3.86	50.00	461.99	300.00
55110	134.07	141.67	805.42	850.02
55150	250.00	133.33	512.50	799.98
<b>55999</b>	<b>387.93</b>	<b>325.00</b>	<b>1,779.91</b>	<b>1,950.00</b>
<b>56000</b>	<b>Vehicle Expenses</b>			
<b>57000</b>	<b>Other Administrative Expenses</b>			
57010	-	-	40.98	-
<b>58999</b>	<b>-</b>	<b>-</b>	<b>40.98</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>8,412.51</b>	<b>7,975.00</b>	<b>80,317.50</b>	<b>47,850.00</b>
<b>NET INCOME (LOSS)</b>	<b>351.24</b>	<b>(1,975.00)</b>	<b>(49,427.61)</b>	<b>(11,850.00)</b>

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	10/1/2017 10/31/2017	10/1/2017 10/31/2017	4/1/2017 10/31/2017	4/1/2017 10/31/2017
<b>40000 Revenue</b>				
41120 Fee for Service\Non Contract	1,000.00	1,000.00	7,000.00	7,000.00
41310 Donations Received	400.00	2,500.00	1,484.65	17,500.00
41315 Donations Unreceipted	2,345.40	2,500.00	26,150.64	17,500.00
<b>45000 Total Revenue</b>	<b>3,745.40</b>	<b>6,000.00</b>	<b>34,635.29</b>	<b>42,000.00</b>
<b>50001 Manpower Expenses</b>				
52210 Direct Client Staff	(5,166.54)	3,800.00	46,388.78	26,600.00
52310 Direct Client Benefits	763.71	600.00	6,481.11	4,200.00
52410 Relief	-	-	676.67	-
52510 Relief Benefits	-	-	1,014.57	-
<b>52999 Total Manpower Expenses</b>	<b>(4,402.83)</b>	<b>4,400.00</b>	<b>54,561.13</b>	<b>30,800.00</b>
<b>53000 Direct Client Costs</b>				
53210 Food	-	2,166.67	7,541.45	15,166.69
53215 Food Transport	776.44	833.33	5,941.93	5,833.31
53310 Materials and Supplies	115.44	-	4,032.69	-
53430 Travel and Subsistence	292.86	200.00	2,587.31	1,400.00
53510 Education, Conference, Workshop	-	50.00	540.59	350.00
<b>53999 Total Direct Client Costs</b>	<b>1,184.74</b>	<b>3,250.00</b>	<b>20,643.97</b>	<b>22,750.00</b>
<b>54000 Facility Expenses</b>				
54110 Utilities	811.67	-	811.67	-
54210 Maintance & Repairs - Facility	-	-	366.53	-
<b>54999 Total Facility Expenses</b>	<b>811.67</b>	<b>-</b>	<b>1,178.20</b>	<b>-</b>
<b>55000 Administrative Expenses</b>				
55010 Office Supplies	-	50.00	461.99	350.00
55110 Telephone and Communications	132.60	141.67	938.02	991.69
55150 IT Support	250.00	133.33	762.50	933.31
<b>55999 Total Administrative Expenses</b>	<b>382.60</b>	<b>325.00</b>	<b>2,162.51</b>	<b>2,275.00</b>
<b>56000 Vehicle Expenses</b>				
<b>57000 Other Administrative Expenses</b>				
57010 Staff Recruitment	-	-	40.98	-
<b>58999 Total Other Administrative Expenses</b>	<b>-</b>	<b>-</b>	<b>40.98</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>(2,023.82)</b>	<b>7,975.00</b>	<b>78,566.79</b>	<b>55,825.00</b>
<b>NET INCOME (LOSS)</b>	<b>5,769.22</b>	<b>(1,975.00)</b>	<b>(43,931.50)</b>	<b>(13,825.00)</b>

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	11/1/2017 11/30/2017	11/1/2017 11/30/2017	4/1/2017 11/30/2017	4/1/2017 11/30/2017
<b>40000 Revenue</b>				
41120 Fee for Service\Non Contract	1,000.00	1,000.00	8,000.00	8,000.00
41310 Donations Received	215.00	2,500.00	1,699.65	20,000.00
41315 Donations Unreceipted	13,351.28	2,500.00	39,501.92	20,000.00
<b>45000 Total Revenue</b>	<b>14,566.28</b>	<b>6,000.00</b>	<b>49,201.57</b>	<b>48,000.00</b>
<b>50001 Manpower Expenses</b>				
52210 Direct Client Staff	4,979.42	3,800.00	51,368.20	30,400.00
52310 Direct Client Benefits	778.50	600.00	7,259.61	4,800.00
52410 Relief	-	-	676.67	-
52510 Relief Benefits	-	-	1,014.57	-
<b>52999 Total Manpower Expenses</b>	<b>5,757.92</b>	<b>4,400.00</b>	<b>60,319.05</b>	<b>35,200.00</b>
<b>53000 Direct Client Costs</b>				
53210 Food	1,606.00	2,166.67	9,162.45	17,333.36
53215 Food Transport	569.39	833.33	6,511.32	6,666.64
53310 Materials and Supplies	6.60	-	4,071.18	-
53430 Travel and Subsistence	48.81	200.00	2,636.12	1,600.00
53510 Education, Conference, Workshop	-	50.00	540.59	400.00
<b>53999 Total Direct Client Costs</b>	<b>2,230.80</b>	<b>3,250.00</b>	<b>22,921.66</b>	<b>26,000.00</b>
<b>54000 Facility Expenses</b>				
54210 Maintance & Repairs - Facility	-	-	366.53	-
<b>54999 Total Facility Expenses</b>	<b>-</b>	<b>-</b>	<b>366.53</b>	<b>-</b>
<b>55000 Administrative Expenses</b>				
55010 Office Supplies	15.38	50.00	477.37	400.00
55110 Telephone and Communications	134.92	141.67	1,072.94	1,133.36
55150 IT Support	213.76	133.33	976.26	1,066.64
<b>55999 Total Administrative Expenses</b>	<b>364.06</b>	<b>325.00</b>	<b>2,526.57</b>	<b>2,600.00</b>
<b>56000 Vehide Expenses</b>				
<b>57000 Other Administrative Expenses</b>				
57010 Staff Recruitment	-	-	40.98	-
<b>58999 Total Other Administrative Expenses</b>	<b>-</b>	<b>-</b>	<b>40.98</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>8,352.78</b>	<b>7,975.00</b>	<b>86,174.79</b>	<b>63,800.00</b>
<b>NET INCOME (LOSS)</b>	<b>6,213.50</b>	<b>(1,975.00)</b>	<b>(36,973.22)</b>	<b>(15,800.00)</b>

McMan Youth, Family & Community  
1PCFB Food Bank PC

4692

		MONTH ACTUAL	MONTH BUDGET	TO DATE ACTUAL	TO DATE BUDGET
		12/1/2017 12/31/2017	12/1/2017 12/31/2017	4/1/2017 12/31/2017	4/1/2017 12/31/2017
<b>40000</b>	<b>Revenue</b>				
41120	Fee for Service\Non Contract	-	1,000.00	8,000.00	9,000.00
41310	Donations Receipted	2,229.00	2,500.00	3,928.65	22,500.00
41315	Donations Unreceipted	4,322.55	2,500.00	43,824.47	22,500.00
<b>45000</b>	<b>Total Revenue</b>	<b>6,551.55</b>	<b>6,000.00</b>	<b>55,753.12</b>	<b>54,000.00</b>
<b>50001</b>	<b>Manpower Expenses</b>				
52210	Direct Client Staff	5,080.92	3,800.00	56,449.12	34,200.00
52310	Direct Client Benefits	742.19	600.00	8,001.80	5,400.00
52410	Relief	-	-	676.67	-
52510	Relief Benefits	-	-	1,014.57	-
<b>52999</b>	<b>Total Manpower Expenses</b>	<b>5,823.11</b>	<b>4,400.00</b>	<b>66,142.16</b>	<b>39,600.00</b>
<b>53000</b>	<b>Direct Client Costs</b>				
53210	Food	394.89	2,166.67	9,557.34	19,500.03
53215	Food Transport	594.51	833.33	7,105.83	7,499.97
53310	Materials and Supplies	100.00	-	4,171.18	-
53430	Travel and Subsistence	419.10	200.00	3,055.22	1,800.00
53510	Education, Conference, Workshop	-	50.00	540.59	450.00
<b>53999</b>	<b>Total Direct Client Costs</b>	<b>1,508.50</b>	<b>3,250.00</b>	<b>24,430.16</b>	<b>29,250.00</b>
<b>54000</b>	<b>Facility Expenses</b>				
54210	Maintance & Repairs - Facility	-	-	366.53	-
<b>54999</b>	<b>Total Facility Expenses</b>	<b>-</b>	<b>-</b>	<b>366.53</b>	<b>-</b>
<b>55000</b>	<b>Administrative Expenses</b>				
55010	Office Supplies	-	50.00	477.37	450.00
55110	Telephone and Communications	132.24	141.67	1,205.18	1,275.03
55150	IT Support	242.86	133.33	1,219.12	1,199.97
<b>55999</b>	<b>Total Administrative Expenses</b>	<b>375.10</b>	<b>325.00</b>	<b>2,901.67</b>	<b>2,925.00</b>
<b>56000</b>	<b>Vehicle Expenses</b>				
<b>57000</b>	<b>Other Administrative Expenses</b>				
57010	Staff Recruitment	100.00	-	140.98	-
<b>58999</b>	<b>Total Other Administrative Expenses</b>	<b>100.00</b>	<b>-</b>	<b>140.98</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>7,806.71</b>	<b>7,975.00</b>	<b>93,981.50</b>	<b>71,775.00</b>
<b>NET INCOME (LOSS)</b>		<b>(1,255.16)</b>	<b>(1,975.00)</b>	<b>(38,228.38)</b>	<b>(17,775.00)</b>



**RECEIVED**  
JUN 28 2018  
M.D. OF PINCHER CREEK

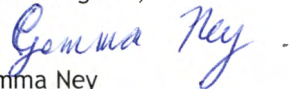
To Whom It May Concern:

As of June 18<sup>th</sup> the local food bank has changed hands from McMan Youth and Family Services to Vertical Church. We are in need of some assistance to keep the program running until we can get some grants, and revenue up and going. The food bank requires approximately \$9,000.00/ month. This includes food, utilities, programing, and wages. We are reaching out to the Town of Pincher Creek, MD of Pincher Creek, Cowley, and Brocket to see if you can assist in any way. We have applied for one grant so far that would cover "projects" such as computer, fridges, repairs...etc. Although this will be helpful, it may not come in for at least 2-4 months and won't cover our cost of operations. Our immediate bases to cover would be food at \$600/month, wages for 2 employees @ \$2,000 and \$2,500/ month. Plus cleaning at \$200/month. Utilities are approximately \$1,200/month.

It is a great blessing to have the building for \$1/month with sewage and garbage disposal covered by the town of Pincher Creek. We are hoping that the MD of Pincher Creek will continue with the support of \$1,000/month. We do have the ability to charge rent upstairs, which could potentially be another \$1,000/month. Vertical Church has offered to lend Ipads, is covering the set up of phone, internet, and post office. The rodeo is coming up in August, which is our biggest income of the year at approximately \$10,000. However, we will need funds to purchase items before hand. We have met with Liza about grant opportunities that will be available again in September.

Thank you for taking the time to consider how you might support the future of The Pincher Creek Food Bank. We look forward to doing some brainstorming with you all.

Kindest regards,

  
Gemma Ney  
Pincher Creek Food Bank Coordinator

## Recommendation to Council

<b>TITLE: Ratification of Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan - 2018</b>			
<b>PREPARED BY: S. Steinke</b>		<b>DATE: August 23, 2018</b>	
<b>DEPARTMENT:</b>			
			<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>		<b>Date</b>	<ol style="list-style-type: none"> <li>1. Email from Alberta Agriculture and Forestry, dated July 6, 2018</li> <li>2. Mutual Aid Fire Control Agreement</li> <li>3. Mutual Aid Fire Control Plan - 2018</li> </ol>
<b>APPROVALS:</b>			
_____		S. Steinke	
_____			
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>
			23 August 18

**RECOMMENDATION:**

**That Council ratify the Mutual Aid Fire Control Agreement, and the Mutual Aid Fire Control Plan – 2018.**

**BACKGROUND:**

On July 6, 2018, the MD received an email from Stefan Best, with Alberta Agriculture and Forestry, requesting a review of the Mutual Aid Fire Control Agreement and the Mutual Aid Fire Control Plan – 2018.

Updates have been completed and the agreements are presented for ratification.

**FINANCIAL IMPLICATIONS:**

None at this time.



## Tara Cryderman

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**From:** Sheldon Steinke  
**Sent:** Monday, July 9, 2018 2:11 PM  
**To:** Tara Cryderman  
**Cc:** Dave Cox (david.cox@pincherfire.com)  
**Subject:** FW: Mutual Aid Agreement and Plan Documents  
**Attachments:** 2018 MD of Pincher Creek Mutual Aid Agreement.doc; 2018 Mutual Aid Fire Control Plan Municipality Town Pincher Creek.doc; 2018Town of Pincher Creek Mutual Aid Agreement.doc

Tara  
Please update the names and phone numbers on the (2018 Mutual Aid Fire Control Plan Municipality and Town of Pincher Creek) document.  
We can then have it and the (Mutual Aid Fire Control Agreement) on the August Council Agenda for ratification.  
Sheldon

**From:** Stefan Best [mailto:Stefan.Best@gov.ab.ca]  
**Sent:** July 6, 2018 10:04 AM  
**To:** 'David Cox' <david.cox@pincherfire.com>; Roland Milligan <AdminDirDev@mdpincercreek.ab.ca>; 'Laurie Wilgosh' <cao@pinchercreek.ca>; Kevin Topolnicki <Kevin.Topolnicki@gov.ab.ca>; Sheldon Steinke <CAO@mdpincercreek.ab.ca>  
**Subject:** Mutual Aid Agreement and Plan Documents

Good morning all,

Please find attached a copy of the Mutual Aid Agreements and Plan for the Town and Municipality of Pincher Creek as per our meeting last week.

Please look over and let me know of any changes that maybe required. If changes are needed I will update draft and change as required and send for another review. Can we please look at July 19<sup>th</sup> @ noon for changes back to me. If this does not work please let me know and I can extend if required. Date proposed gives me a day to update before end of week and back to you for final approval.

If you have any questions please give me a call.

Thanks,

**Stefan Best**

Wildfire Technologist  
Alberta Agriculture and Forestry  
Forestry Division  
Calgary Forest Area  
8660 Bearspaw Dam Road NW,  
Calgary, Alberta,  
T3L 1S4  
Phone: (403) 355-4891  
Cell: (403) 862-8185  
Fax: (403) 297-8803  
e-mail: [stefan.best@gov.ab.ca](mailto:stefan.best@gov.ab.ca)

# Mutual Aid Fire Control Agreement

This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate the prevention and control of forest and prairie fires between

**Her Majesty the Queen in Right of Alberta**  
as represented by the Minister of  
Agriculture and Forestry, Forestry Division

(the "Division")

and

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

(the "Municipality")

Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

1. In this Agreement:
  - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
  - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
  - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" of this Agreement.
2. The Division will endeavor to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.
3. The Municipality will endeavour to prevent and control:
  - (1) all structure fires within the boundaries of the Municipality; and
  - (2) all wildfires on those lands within the boundaries of the Municipality that are outside of the boundaries of the Forest Protection Area.

4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5 of this agreement:
  - (a) Until further notice, the Division's authorized representative is any person holding the position of Wildfire Prevention Officer or Forestry Manger.
  - (b) Until further notice, the Municipality's authorized representative is any person holding the position of **Fire Chief with the Pincher Creek Emergency Services Commission.**
- (2) Either Party may change their authorized representative by written notice to the other.
5. The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Division and the Municipality.
6. The Division and the Municipality agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8 of this Agreement.
8. This Agreement can be terminated by either Party by giving three (3) months written notice to the other, except that during the period between March 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
9. This Agreement may be amended by the Parties by agreement in writing.
10. The Municipality acknowledges this Agreement has been authorized by the council of the Municipality in accordance with s. 6(d) of the Act.

**Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.**

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**Date Signed**

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**Her Majesty the Queen in Right of Alberta as represented by the Minister of Agriculture and Forestry, Forestry Division**

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**Date Signed**

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

## Appendix A

## **Mutual Aid Fire Control Plan – 2018**

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture and Forestry (AF), Forestry Division, hereinafter called the Division, the Municipal District of Pincher Creek No.9, hereinafter called the Municipality, and the Town of Pincher Creek, hereinafter called the Town under the Mutual Aid Fire Control Agreements signed between the Division, Municipality and the Town dated *July 2018*.

The Division, Municipality and Town have agreed to sign one Mutual Aid Fire Control Plan that works for the collaboration and interest of the three signed agencies as listed above. The Municipality and Town have signed an agreement for Emergency Services to be conducted by the Pincher Creek Emergency Services Commission (PCESC).

### **A. ADMINISTRATION**

#### **1. PURPOSE:**

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreements.

#### **MUNICIPALITY:**

Name: **Municipal District of Pincher Creek No. 9**  
Address: Box 279,  
Pincher Creek, Alberta,  
T0K 1W0  
Phone: (403) 627-3130  
Fax: (403) 627-5070  
Email: [cao@mdpincercreek.ab.ca](mailto:cao@mdpincercreek.ab.ca)

#### **TOWN:**

Name: **Town of Pincher Creek**  
Address: 962 St. John Avenue, Box 159,  
Pincher Creek, Alberta,  
T0K 1W0  
Phone: 403-627-3156  
Fax: 403-627-4784  
Email: [cao@pinchercreek.ca](mailto:cao@pinchercreek.ca)

#### **DIVISION:**

Name: **Forestry Division, Calgary Forest Area**  
Address: 8660 Bearspaw Dam Road NW,  
Calgary, Alberta,  
T3L 1S4  
Phone: 403-297-8828  
Fax: 403-297-8865  
Email: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

## 2. MUTUAL AID ZONES:

The attached maps, Appendix A, which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria.

### 1. ZONE 1:

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division. Structural and facility fire is the responsibility of the Municipality. The discovering agency shall report the fire to the responsible agency immediately and will provide mutual aid assistance based on available resources and priorities within their sphere of interest.

### 2. ZONE 2:

Wildfire and structural fire suppression within Zone 2 (cities, towns, villages, summer villages and municipal lands outside of the Forest Protection Area) is the responsibility of the Municipality. The Division will deal with requests for mutual aid assistance based on the Mutual Aid Fire Control Agreement and available resources and priorities within their sphere of interest.

### 3. ZONE 3: (Optional)

Zone 3 is referred to as the Mutual Aid Zone. The Division and/or Municipality have the approval to initiate suppression action, limited to the maximum dollar amount of **\$10,000.00**.

Zone 3 does not apply to the Town of Pincher Creek. The Town Boundaries are located outside and not adjacent Forest Protection Area.

## 3. CONTACTS:

Names, addresses, and phone numbers of contact personnel for the Division and Municipality are included in Appendix B – Contact List.

All wildland fires, structure fires and non-structure fires within Zone 1 and Zone 3 are to be reported to the Calgary Forest Area Duty Officer at **(403) 297-8822**. During off-duty hours the Fire Centre phone will be call-forwarded to the Duty Officer cell phone **(403) 615-7321** or can be reported to **310-FIRE (3473)**.

All structure and non-structure fires within Zone 1, all wildland fires within Zone 2, and all wildland fires, structure fires and non-structure fires within Zone 3 are to be reported to Pincher Creek Emergency Services at **911 (Lethbridge)**. The direct phone numbers for Lethbridge Dispatch are **1-403-327-3462** or **1-403-327-3340**.

#### **4. MUTUAL AID REQUEST PROCEDURE:**

Requests for mutual aid will be made by the following personnel:

##### **Forestry Division**

Forest Area Manager – *Ross Spence*  
Wildfire Operations Officer – *Sean MacNeil*  
Wildfire Prevention Officer – *Kevin Topolnicki*  
Wildfire Prevention Technologist – *Stefan Best*  
Calgary Duty Officers – *AAF personnel as Calgary Duty Officer at time of request.*

##### **Municipality**

Chief Administrative Officer – *Sheldon Steinke*  
Director of Emergency – *Al Roth*  
Fire Chief – *Dave Cox*  
Deputy Fire Chief – *Pat Neuman*

##### **Town**

Chief Administrative Officer – *Laurie Wilgosh*  
Acting Chief Administrative Officer – *Wendy Catonio*  
Acting Chief Administrative Officer – *Diane Burt Stuckey*  
Director of Emergency – *Al Roth*  
Fire Chief – *Dave Cox*  
Deputy Fire Chief – *Pat Neuman*

The request shall be made verbally to the Calgary Duty Officer or the PCESC Fire Chief then followed up in writing using the Mutual Aid Request form (Appendix C). If the request is made through 911 due to limited communication, the 911 operator must provide the Division/Municipality/Town/PCESC with requesting officer's name, command number (if applicable) and location, which must be on the approved list provided by the municipality and/or Town. The request will be evaluated by the party to whom the request is made (the "Receiving Agency") based on available resources and ongoing priorities within the Receiving Agency's sphere of interest. Requests shall be acknowledged in writing on the Mutual Aid Request form.

#### **5. COST RECOVERY AND INVOICING:**

All costs associated with mutual aid will be borne directly by the requesting agency or will be billed by the providing agency to the requesting agency as soon as time permits. All efforts will be made to email within 30 days outlining initial cost estimates.

All reimbursements made under the provisions of this Plan shall be in accordance with the *Forest and Prairie Protection Act*, Section 8(1), and the terms of the following:

- a) This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division, Municipality and Town.
- b) Reimbursement to the Municipality and/or Town shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized Municipal or Town equipment will be reimbursed at the rates and terms included in Appendix D.
- c) Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized equipment shall be reimbursed at the rates and terms included in Appendix D.

## **6. MEETINGS:**

The Division, Municipality and Town agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, pre-suppression, and training.



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## **B. PREVENTION AND DETECTION**

### **1. FIRE PERMIT ISSUANCE:**

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area. Permits will be issued by a Forest Officers and/or a Fire Guardian from the Calgary Forest Area office.

The Division will appoint the PCESC Fire Chief and his designates to issue fire permits in Zone 1, between the Green Zone boundary and the Forest Protection Area boundary. Municipality representatives must attend the Division's Fire Prevention course before being appointed as Fire Guardians by the Division. Fire permits will also be issued by the Division in this area. Municipality/PCESC Fire Guardians will not issue permits in this Zone during a Fire Advisory, Fire Restriction, Fire Ban, Forest Closure or when requested by the Calgary Wildfire Prevention Officer or designate.

The Division authorizes the appointed PCESC Fire Chief and his designates to issue fire permits in Zone 1 for the Castle Ski Resort. PCESC staff will not issue permits in this Zone during a Fire Advisory, Fire Restriction, Fire Ban, Forest Closure or when requested by the Calgary Wildfire Prevention Officer or designate.

The Municipality and Town is responsible for issuing fire permits on all lands outside the Forest Protection Area (Zone 2).

All fire permits issued by the Municipality South of Highway 3 and West of Highway 6, North of Highway 3 and West of Highway 22 way will be reported to the Division by the end of the business day in which the permit was issued. Permits will be emailed to [calgarywfops@gov.ab.ca](mailto:calgarywfops@gov.ab.ca).

All fire permits issued by the Division within the Forest Protection Area of Municipality of Pincher Creek will be reported to the PCESC Fire Chief's office by the end of the business day in which the permit was issued. Permits will be emailed to the PCESC Fire Chiefs office at [lori.schill@pincherfire.com](mailto:lori.schill@pincherfire.com) and Lethbridge 911 Contact Centre at TBA.

Pincher Creek Emergency Services: [lori.schill@pincherfire.com](mailto:lori.schill@pincherfire.com)

Lethbridge 911 Contact Centre: TBA

Calgary Fire Centre: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

## **2. FIRE CONTROL ORDERS:**

Fire control orders will be requested by the Division, with input from the PCESC Fire Chief. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area (Zone 1).

The Municipality and Town within their sphere of influence will initiate fire control orders outside the forest protection area (Zone 2) with input from the Division's Forest Area Manager, Wildfire Prevention Officer or his designate. The Municipality and/or Town will take the lead role in advertisement and enforcement of the fire control order on these lands.

A Fire Control Order may be requested by the Minister as per the *Forest and Prairie Protection Act*, Section 21(1), for lands outside the Forest Protection Area.

## **3. COOPERATIVE PREVENTION OPPORTUNITIES:**

The Municipality, Town and the Division will develop a joint prevention advertisement to be run in the spring municipal and Town newsletters on an annual basis. The Division will be responsible for providing the content of the advertisement and the Municipality and Town will be responsible for printing and distribution of the newsletters.

## **4. COOPERATIVE DETECTION SHARING:**

The Division will perform aerial detection during periods of high and extreme hazards on the following Municipal lands:

### ***Forest Protection Area (Zone 1)***

The Municipality and Town will provide ground detection through education of all Municipal and Town staff on fire assessment and reporting procedures as outlined in this Mutual Aid Fire Control Plan.

All fires discovered by the Division within the Municipality and/or Town sphere of interest will be reported to the PCESC Fire Chief via **911**.

All fires discovered by the Municipality and/or Town within the Division's sphere of interest will be reported to the Calgary Forest Area Duty Officer at **403-297-8822**.

---

## **5. PRESCRIBED BURNING:**

The Division will be the lead agency for all prescribed burning on lands within the Forest Protection Area. Municipal/Town Fire Departments will be included in these prescribed fires to assist with operations and to serve as a cross-training exercise.

The Municipality and/or Town is the lead agency for all prescribed fires outside the Forest Protection Area. The Division will be included in these prescribed fires to assist with planning, operations, and to serve as a cross-training exercise.

## **6. WILDLAND/URBAN INTERFACE:**

The Municipality and Town agrees to address wildland/urban interface issues within the Municipality and Town through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality and Town with wildland/urban interface issues through the provision of resource materials and training on the wildland/urban interface disciplines and options to minimize hazards within the Municipality and Town.

---

## **C. PRESUPPRESSION**

### **1. COOPERATIVE PRESUPPRESSION ACTIVITIES:**

The Division agrees to supply fire equipment to the Municipality and/or Town through consultation with the PCESC Fire Chief on a short-term loan basis during periods of high or extreme hazard within the Municipality and/or Town. The amount of equipment provided will be based on the request from the PCESC Fire Chief or designate and the degree of hazard within the Forest Area and/or province at the time of the request. The Municipality and/or Town through the PCESC Fire Chief agrees to return the equipment within 24 hours of being notified by the Division.

The Division will assist the PCESC Fire Chief in obtaining wildfire crews for wildfire suppression in the Municipality and/or Town.

The Municipality/Town through the PCESC Fire Chief or designate will make its fire hall facilities available to the Division as a manup base during periods of high and extreme hazard. During periods of extreme hazard and risk within the Municipality the Municipality will assign a staff from the Municipal fire department to standby for structural fires or wildfire action.

### **2. HAZARD AND RESOURCE INFORMATION SHARING:**

The Division will provide the following information to the Municipality upon request.

- a) Fire Weather Indices
- b) Weather forecast
- c) Pre-suppression resources
- d) Fire Situation Report

The above information provided will be for the Forest Protection Area; therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at <http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

Weather forecast, Wildfire Indices (FFMC and ISI) information for zones outside the Forest Protection Area can be obtained at <http://agriculture.alberta.ca/acis/climate-maps.jsp>

The Municipality will provide a list of available presuppression resources available to the Division upon request.

## **D. WILDFIRE OPERATIONS**

### **1. PROVISION OF MANPOWER AND EQUIPMENT FOR MUTUAL AID:**

The Division, Municipality and Town will provide mutual aid equipment and manpower as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by all agencies during a wildfire, prescribed fire, or structural fire.

- a) When one agency requests assistance from another, the sending agency shall dispatch only personnel who meet or exceed the minimum requirements for qualification and certification by that agency. At a minimum, *Wildfire Orientation* and *ICS 100* will be required.
- b) At the time of the request for assistance during a wildfire, the assisting agency shall endeavor to dispatch the nearest available resources to the incident.
- c) At the time of the request, each party shall assign a task force leader that supervises the activities of his/her agency's resources.
- d) It shall be standard for the requesting agency to release the assisting agency from emergency duties as soon as possible.
- e) The Division will take charge of all wildland fires within the Forest Protection Area upon arrival. The Municipality will take charge of all structural fires upon arrival.
- f) The provision of firefighting services contemplated herein and provided by the Municipality/Town through PCESC and the Division as the case may be are solely and absolutely at the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
  - i) That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
  - ii) That there be dispatched in response to the call, resources as the respective agency may request; or
  - iii) That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.

- g) Upon request the Division will provide a contact list of private manpower and equipment providers to the Municipality by April 1 of each year.
- h) If initial attack is undertaken by an agency outside their area of jurisdiction, that agency will immediately attempt to gather and preserve evidence pertaining to the fire cause.
- i) The Division, Municipality or Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
- j) The Division, Municipality or Town, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

## 2. COMMUNICATIONS:

***The Provincial mutual-aid frequency (156.855) will be the primary mutual-aid radio frequency for mutual-aid fire response between the Municipality and the Division.***

1. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
2. **COMPUTERS:** By the terms of this Agreement, each party agrees to permit the others to utilize computer systems.
3. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.

After the first 24 hours, ongoing fires will use the Division's VHF fireline radio system. The Municipality will be provided with fireline radios while on the fire.

Pincher Creek Emergency Services uses a VHF radio system with the following frequencies:

Channel	TX	RX	Designation
1	148.6000	148.0600	Pincher Cr. Repeater
2	156.8550	156.8550	Prov. Mutual-Aid

The Municipality has access to the Division’s FireNet fire radio base station for communications with the Calgary Forest Area during wildfire emergencies:

Channel	TX	RX	RX Tone	TX tone	Designation
228	157.905	152.645	173.8		Raspberry FireNet
248	157.965	152.705	186.2		Hailstone FireNet
242	157.875	152.615	186.2		Porcupine FireNet
220	157.785	152.526	173.8		Livingstone FireNet
213	157.920	152.660	162.2		Carbondale FireNet
240	157.845	152.585	186.2		Ironstone FireNet
36	151.070	151.070	88.500	88.500	Fireline
38	151.115	151.115	88.500	88.500	Fireline
40	151.880	151.880	88.500	88.500	Fireline Prescribed Fire

**3. PROTOCOL FOR TURN-OVER OF RESPONSIBILITY:**

As per the responsibilities outlined in Sections A.2 and D.1.d, of the Mutual Aid Fire Control Plan, the Municipality, Town and Division agree to complete the “turn-over” of responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at a fire, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a briefing on present suppression tactics and to discuss a schedule for “turn-over” of responsibility. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

**4. PROTOCOL FOR TURN-OVER OF RESPONSIBILITY:**

As per the responsibilities outlined in Sections A.2 and D.1.4, of the Mutual Aid Fire Control Plan, the Municipality, Town and Division agree to complete the “turn-over” of responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at a fire, the commander for the responsible agency will meet with the present commander to obtain a briefing on present suppression tactics and to discuss a

schedule for “turn-over” of responsibility. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

## **5. PROTOCOL FOR ESTABLISHMENT OF UNIFIED INCIDENT COMMAND**

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality, Town and Division agree to form a unified joint incident command in accordance within the provisions of Incident Command System.



## **E. TRAINING**

The Division, Municipality and Town agree to exchange training opportunities, including trainers, trainees, and materials. All local training that is multi-agency in nature and sponsored by one of the parties will be coordinated and made available to the other party.

Formalized training may be sponsored by the Division upon approval by the Wildfire Manager.

### **1. CERTIFICATION TRAINING OPPORTUNITIES.**

Upon request the Division will sponsor and conduct wildfire suppression training courses for members of the PCESC Fire Department. This includes course fees, course material, and room and board at the Hinton Training Centre. However, if vacancy is not available at the Hinton Training Centre other accommodation may be required and costs will be the responsibility of the sending agency. Other than above expenses travel, wages and other costs associated with the course will be the responsibility of the Municipality and/or Town.

A complete schedule of wildfire training courses offered at the Hinton Training Centre is available at <https://extranet.gov.ab.ca/env/htc/>

Upon request the Municipality and/or Town will sponsor and conduct wildfire suppression training courses for members of the Calgary Forest Area. This will include course fees, course material and training facility. All other fees including to but not limited to travel, accommodation, meals will be the responsible of the division.

### **2. INFORMAL TRAINING OPPORTUNITIES.**

The Division will assist where appropriate the PCESC Fire Department in their spring hazard reduction burns and provide personnel to complete on-site field training.

### **3. JOINT MOCK-DISASTER EXERCISES.**

The Division, Municipality and Town will provide one another opportunities to develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present agreements, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal, Town and Provincial government administration, and elected officials.

---

#### **4. ON THE JOB TRAINING OPPORTUNITIES.**

The Municipality, Town and Division agree to provide training assistance as necessary and appropriate while working on mutual aid fire suppression.

The Division agrees to provide fire permit issuance training to all new Municipal Fire Guardians after completion of the *Wildfire Prevention Course*.

---

**F. EFFECTIVE DATES**

This Mutual Aid Fire Control Plan is in effect from July 15, 2018 to February 28, 2020.

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

\_\_\_\_\_  
Ross Spence  
Forest Area Manager

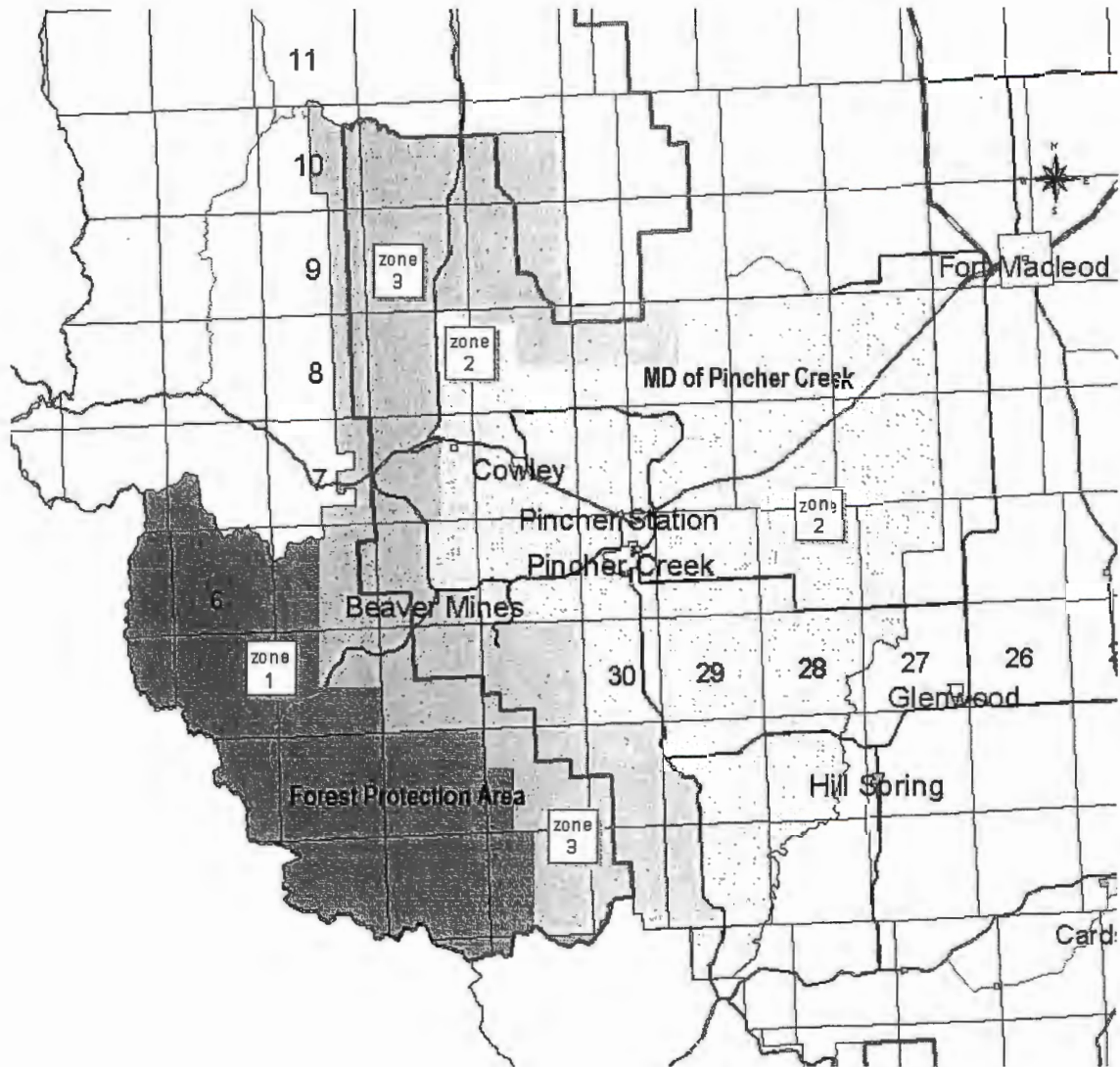
Date: \_\_\_\_\_

\_\_\_\_\_  
Dave Cox  
Pincher Creek Emergency Services Commission  
Fire Chief

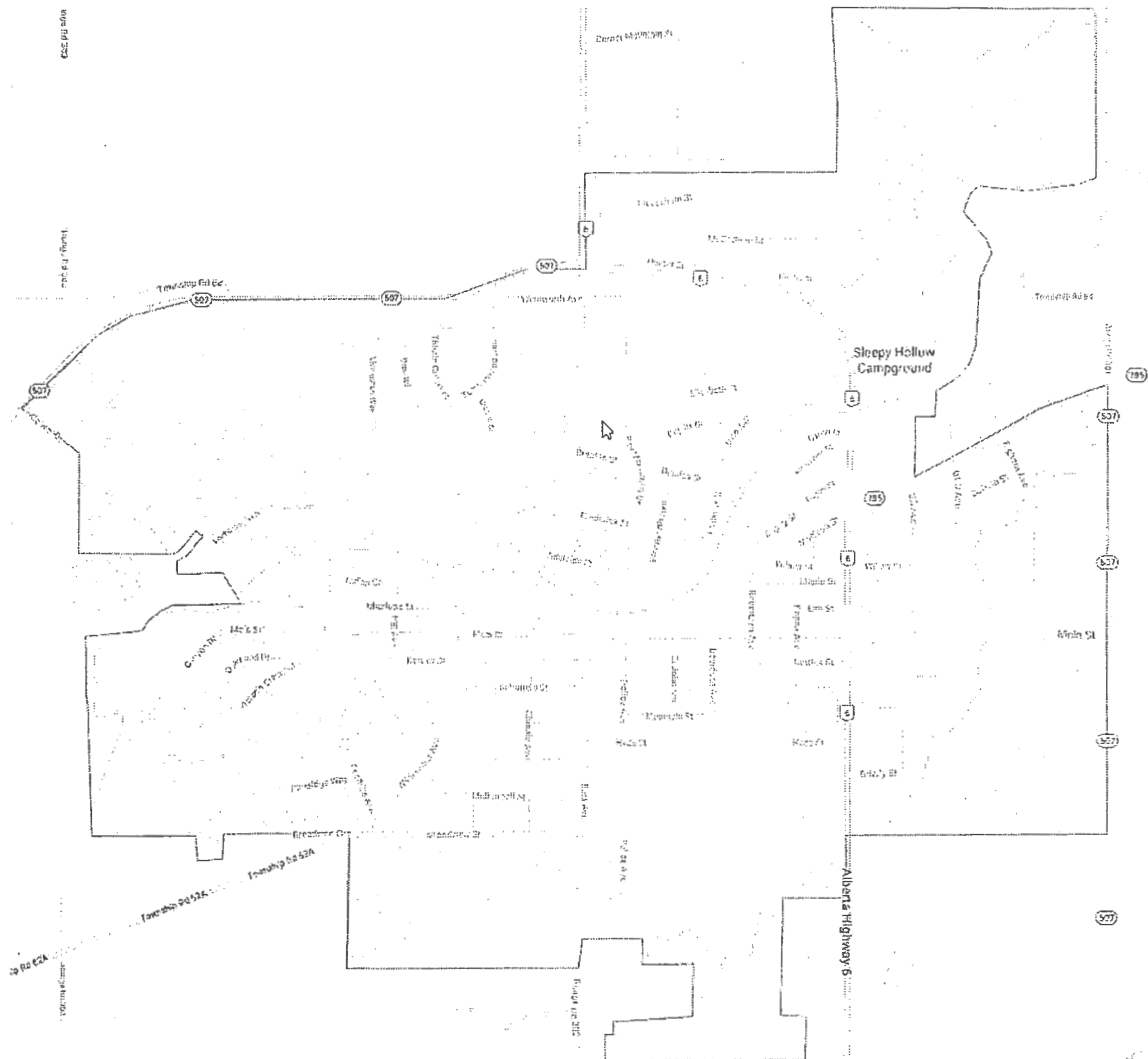
Date: \_\_\_\_\_

**APPENDIX A – MUTUAL ASSISTANCE ZONE MAPS**

**Municipal District of Pincher Creek**



### Town of Pincher Creek



**APPENDIX B – Contact List**  
**Ministry of Agriculture and Forestry, Forestry Division:**  
**Calgary Forest Area**

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Duty Officer Phone (403) 297-8822  
Duty Officer Cell [REDACTED]  
Fax (403) 297-8865  
Email [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

**Forestry Manager – *Ross Spence***

Phone (403) 297-8838  
Cell [REDACTED]  
Fax (403) 297-8865  
Email [ross.spence@gov.ab.ca](mailto:ross.spence@gov.ab.ca)

**Wildfire Operations Officer – *Sean MacNeil***

Phone (403) 297-5278  
Cell [REDACTED]  
Fax (403) 297-8865  
Email [sean.macneil@gov.ab.ca](mailto:sean.macneil@gov.ab.ca)

**Wildfire Prevention Officer – *Kevin Topolonicki***

Phone (403) 297-3132  
Cell [REDACTED]  
Fax (403) 297-8865  
Email [kevin.topolonicki@gov.ab.ca](mailto:kevin.topolonicki@gov.ab.ca)

**Wildfire Prevention Technologist – *Stefan Best***

Phone (403) 355-4891  
Cell [REDACTED]  
Fax (403) 297-8865  
Email [stefan.best@gov.ab.ca](mailto:stefan.best@gov.ab.ca)

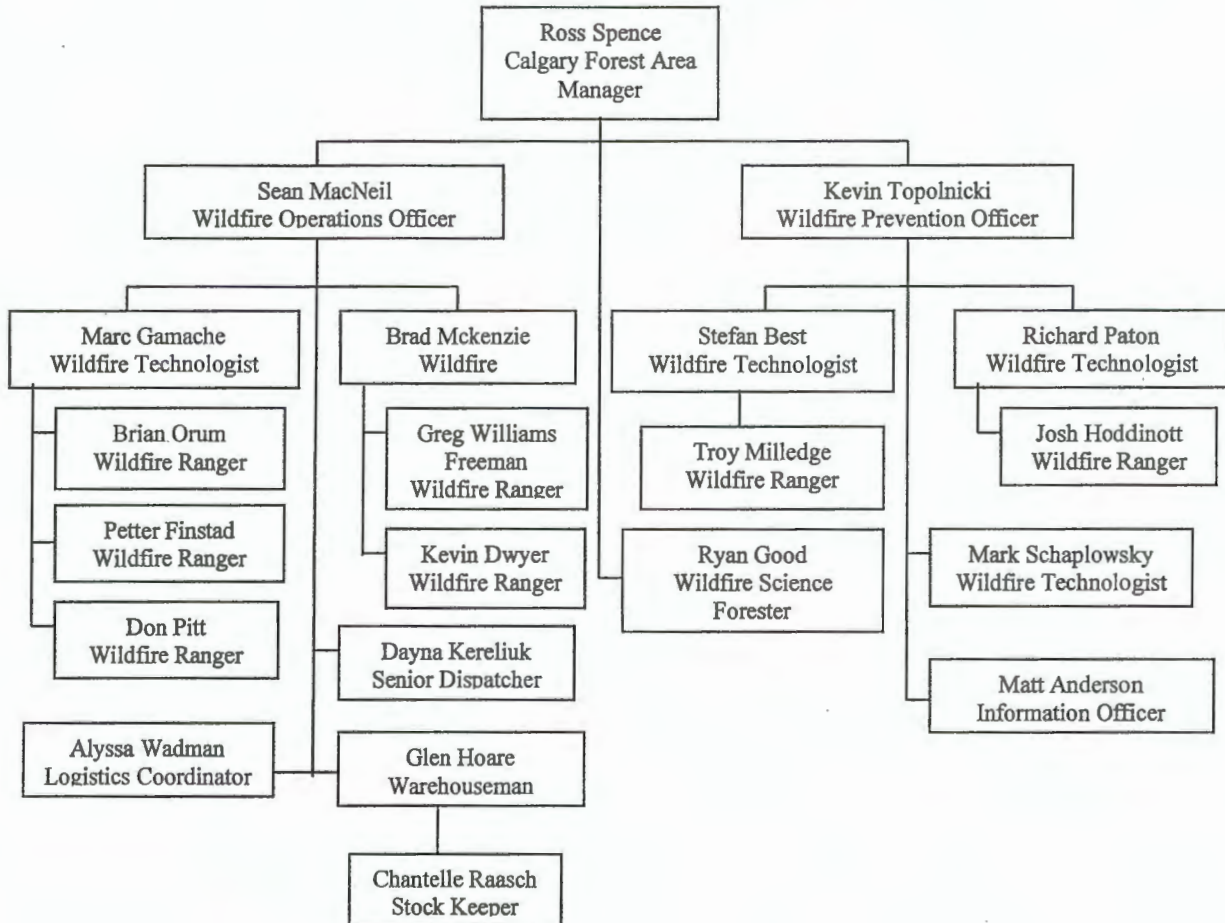
**Wildfire Prevention Technologist – *Mark Schplowsky***

Phone (403) 476-4771  
Cell [REDACTED]  
Fax (403) 297-8865  
Email [mark.schplowsky@gov.ab.ca](mailto:mark.schplowsky@gov.ab.ca)

**Wildfire Prevention Ranger – *Troy Milledge***

Phone (403) 297-5317  
Cell [REDACTED]  
Fax (403) 297-8865  
Email [troy.milledge@gov.ab.ca](mailto:troy.milledge@gov.ab.ca)

*Ministry of Agriculture and Forestry, Forestry Division  
Calgary Forest Area  
2018 Organization Chart*



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

Mailing Address

Box 279,  
1037 Herron Avenue,  
Pincher Creek, Alberta

Town

T0K 1W0

Postal Code

Duty Officer Phone

(403) 627-3130

Fax

(403) 627-5070

Email

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

**Chief Administrator Officer – Sheldon Stienke**

Phone (403) 627-3130  
Fax (403) 627-5070  
Cell (403)  
Email [REDACTED]

**Municipal Reeve – Quentin Stevick**

Phone (403)  
Fax (403)  
Cell (403)  
Email Co [ab.ca](mailto:ab.ca)

**Fire District Pincher Creek Emergency Services**

Mailing Address Box 1086  
Town Pincher Creek, AB.  
Postal Code T0K 1W0  
Office Phone (403) 627-5333  
Fax (403) 627-3502  
Email [pcessec@telus.net](mailto:pcessec@telus.net)

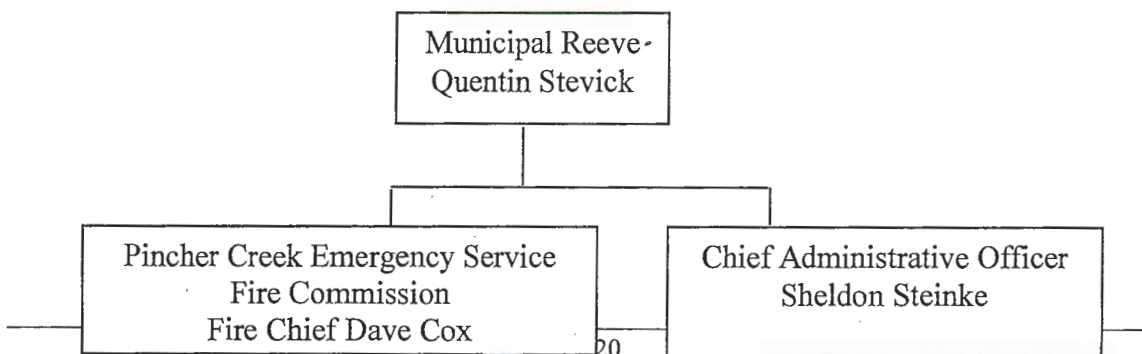
**Fire Chief – Dave Cox**

Cell Phone [REDACTED]  
Fax (403) 627-3502  
Home Phone [REDACTED]  
Email [pces@telusplanet.net](mailto:pces@telusplanet.net)

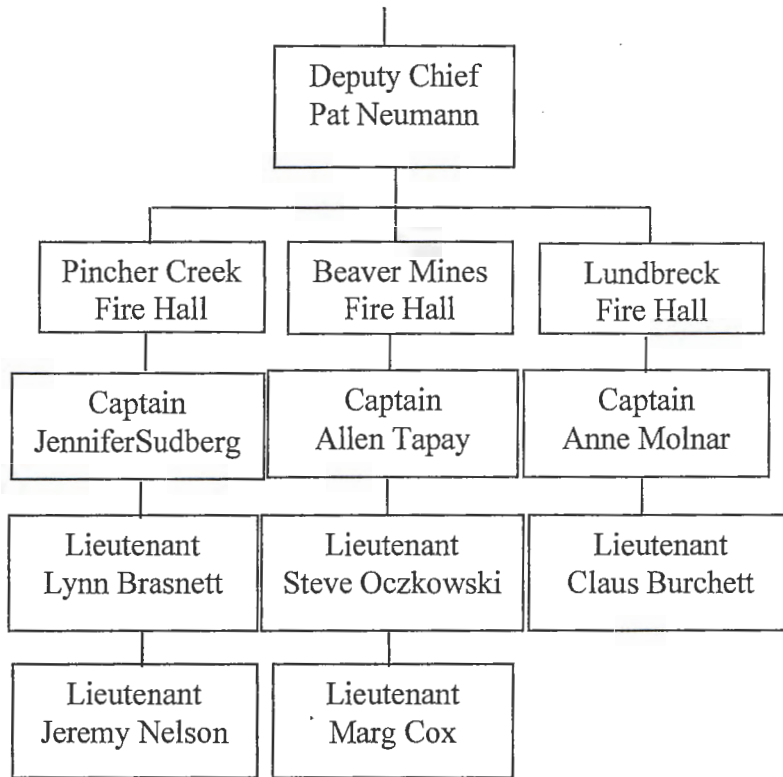
**AEMA Contact – William Seymour**

Address Provincial Building, Third Floor  
200 - 5 Avenue S.  
Lethbridge, Alberta,  
T1J 4L1  
Phone (403) 382-4006  
Email [William.Seymour@gov.ab.ca](mailto:William.Seymour@gov.ab.ca)

**MD Pincher Creek Organization Chart**







**Town of Pincher Creek Contact Information**

Mailing Address	962 St. John Avenue
	Box 159,
Town	Pincher Creek, Alberta
Postal Code	T0K 1W0
Phone	(403) 627-3156
Fax	(403) 627-4784
Email	<a href="mailto:reception@pinchercreek.ca">reception@pinchercreek.ca</a>

**Mayor – *Don Anderberg***

Phone

Email



**Chief Administrator Officer – *Laurie Wilgosh***

Phone

Email



[cao@pinchercreek.ca](mailto:cao@pinchercreek.ca)

**Director Emergency Management – *Al Roth***

Phone

Email



[ops@pinchercreek.ca](mailto:ops@pinchercreek.ca)

**Acting Chief Administrator Officer – *Wendy Catonio***

Phone

Email



[finance@pinchercreek.ca](mailto:finance@pinchercreek.ca)

**Acting Chief Administrator Officer – *Diane Burt Stuckey***

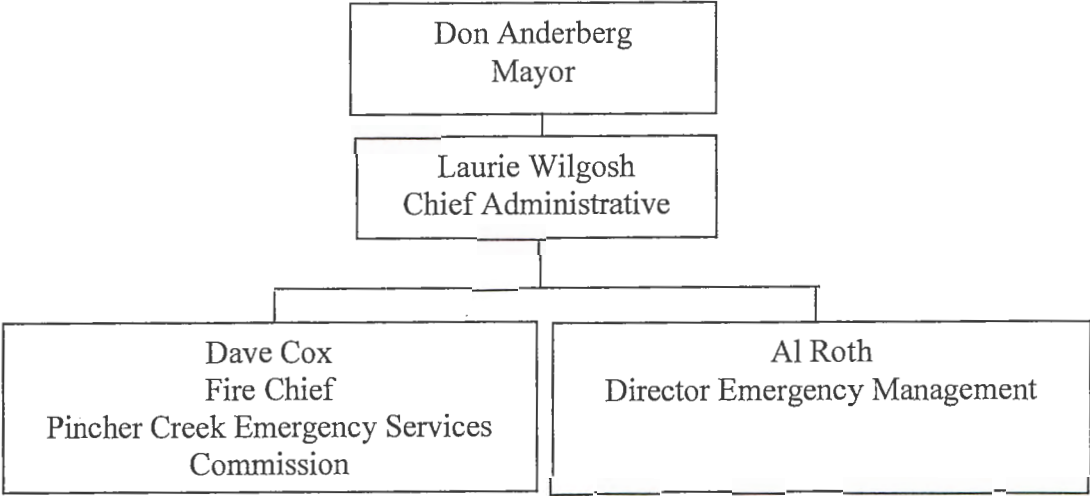
Phone

Email



[comsrvs@pinchercreek.ca](mailto:comsrvs@pinchercreek.ca)

**Town of Pincher Creek Organization Chart**



**APPENDIX C – MUTUAL AID REQUEST  
 FORM**



**Appendix C- Mutual Aid Request**

**FROM**

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

**TO**

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

**SUBJECT**

Mutual Aid Request
Location

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower
Airlifters
Helicopters
Equipment

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

Name	Position	
Time	Date (yyyy-mm-dd)	Signature

Your request for mutual aid assistance is  approved /  not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

Name	Position	
Time	Date (yyyy-mm-dd)	Signature

Mutual Aid Request (June 2017)

**APPENDIX D – REIMBURSEMENT RATES 2018**

**Agriculture and Forestry:**

<i>Resource</i>	<i>Rate</i>
<b>Airtanker Aircraft:*</b>	
CV580	\$3900.00 per hour plus fuel and retardant
CL215T	\$3200.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$1400.00 per hour plus fuel and retardant
Air Tractors (amphibious)	\$2400.00 per hour plus fuel and retardant
L188	\$6200.00 per hour plus fuel and retardant
<b>Bird Dog Aircraft</b>	
Turbo Commander 690	\$1900.00 per hour plus fuel
Cessna Caravan C208	\$1900.00 per hour plus fuel
<b>Helicopters:</b>	
Contract Rappel	\$2800.00 to 3924.00 per day and \$950 to \$1376.00 per flying hour plus fuel
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$1213.00 to \$2335.00 per flying hour plus fuel
Contract Medium	\$2039.00 to \$2875.00 per flying hour plus fuel
<b>Manpower:**</b>	
RAP Crew (7 man)	Cost Estimate \$21.61-\$27.13/hour/person
HAC Crew (4 or 8 man)	Cost Estimate \$21.61-\$27.13/hour/person
UNIT Crew (20 man)	Cost Estimate \$21.61-\$27.13/hour/person
Firetack Emergency (8 man)	Cost Estimate \$17.86-\$22.75/hour/person
Firetack Base and Secondary (8 man)	Cost Estimate \$29.77/hour/person first 8 hours– \$44.66/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Firetack Zero Day (8 man)	Cost Estimate \$24.41/hour/person first 8 hours - \$36.62/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Air Attack Officer (contract)	\$1000.00/day/person
<b>Specialized Equipment:</b>	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

\* Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.

\*\*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.

**Municipality:**

<i>Resource</i>	<i>Rate</i>
<b>Manpower:</b>	
Fire Fighter	\$25.00/ hour
<b>Specialized Equipment:</b>	
Rescue unit c/w 4 man crew	\$400.00/ hour
Tanker (Tender) c/w 2 man crew	\$400.00/ hour
Municipal Fire Truck (Engine) c/w 4 man crew	\$400.00/ hour
Fire Pumper Truck ( Wildfire Engine)c/w 3 man crew	\$400.00/ hour
Command Vehicle c/w senior officer	\$400.00/ hour

**\*Manpower costs do not include overtime rates accommodations or meals.**

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## **APPENDIX E – DEFINITIONS**

***Non-Structure Fire*** – A fire not involving wildland or structural fuels and having a value loss (vehicles, bales, railcars, etc.).

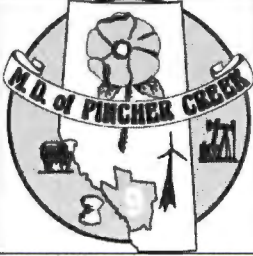
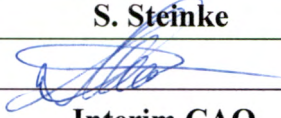
***Structure Fire*** – A fire involving any man-made building or structure.

***Prescribed Fire*** – A fire deliberately used for prescribed burning; usually set by qualified fire management personnel according to a predetermined burning prescription. Note: In some cases, a wildfire that may produce beneficial results in terms of the attainment of land management objectives may be allowed to burn under certain burning conditions according to a predefined burning prescription, with limited or no suppression action, and as such may be considered a form of prescribed fire (AB. Env., 1999).

***Wildland Fire*** – A fire that is burning in wildland fuels such as forested, grass, brush, or alpine/tundra vegetation (AB. Env., 1999).

# Administration Guidance Request

F4i

<b>TITLE: Artwork for the Administration Building</b>			
<b>PREPARED BY: S. Steinke</b>		<b>DATE: August 22, 2018</b>	
<b>DEPARTMENT:</b>			
			<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>		<b>Date</b>	<ol style="list-style-type: none"> <li>1. Letter, dated July 28, 2018, with eight (8) sampler pictures</li> <li>2. Email, dated August 3, 2018</li> </ol>
<b>APPROVALS:</b>			
		S. Steinke	
			23 August 18
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**REQUEST:**

**Does Council wish to purchase Annora Brown's artwork?**

**BACKGROUND:**

Discussion has occurred regarding Artwork for the Administration Building.

There has been some donations received, that can be seen in the main reception area and the Council Chambers.

There is opportunity to hang artwork along the hallway leading into the Council Chambers.

**FINANCIAL IMPLICATIONS:**

This is approximately \$6,000. 00 budgeted for artwork for the Administration Building.



RECEIVED

JUL 30 2018

M.D. OF PINCHER CREEK

# ANNORA BROWN

## ART, LIFE & LEGACY



Joyce Sasse, Project Steward  
jsasse@telusplanet.net • 403-627-5659 • Box 92, Pincher Creek, AB, Canada T0K 1W0  
[www.annorabrown.ca](http://www.annorabrown.ca)

Council Members  
Municiple District of Pincher Creek  
Box 279, Pincher Creek, AB T0K 1W0

July 28, 2018

Dear Friends,

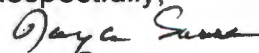
I note that part of your mission statements is to “support our Western heritage while preserving our natural environment”. To this end, I would invite you to display one or more prints of Annora Brown’s paintings in your building.

Annora Brown was a pioneer artist, conservationist, historian and educator who actively worked in this region in the period 1930 – 1965. The focus of her work during that time was the region drained by the Old Man and the Waterton River basins. Through her paintings and writing she gave visibility and voice to the landscape and culture of this region – something that was previously absent from Canadian art. She strongly advocated for conservation of the natural landscape in a time when much of it was being cultivated.

Prints of Annora Brown’s paintings of landscapes and wildflowers and of Blackfoot persons and culture can be purchased from the Glenbow Museum Archives (where 270 of her works are preserved, photographed, digitized, and made available for the public for viewing and purchase).

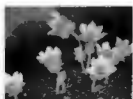
I include sampler pictures from this collection in the hope that you might give favourable consideration to my suggestion to display a selection from Annora Brown’s outstanding work on your walls.

Respectfully,

  
Joyce Sasse

### Notes of Interest:

- Information about her life, work and legacy can be found at [www.annorabrown.ca](http://www.annorabrown.ca)



"I resigned myself to the fact that all my best paintings must be done, not with brush and paint on canvas, but with thoughts on the backdrop of my mind. For the dedicated, Art must be a striving for something beyond the physical." - Annora Brown  
Artwork: Annora Brown, Pasque Flower, Glenbow, 58.45.20

- Her classic book *Old Man's Garden*, the first book about Canada's flora and fauna, is soon to be reprinted.
- Parks Canada has named the Waterton Park Board Room the "*Annora Brown Room*" and has 6 large prints of her paintings permanently hung in tribute to her.

Enclosed please find small prints of the following paintings;

- Foothills Village (oil on canvas) - Glenbow I.D. # 57.46.1
- Wind Blown Tree at Lee Lake (watercolour & casein on paper) – I.D. # 58.7.13
- Evening Star (1959 watercolour & casein on paper) – I.D. # 59.17.5
- Bear Grass (1959 watercolour & casein on paper) – I.D. # 59.17.4
- Red Lilies, Blue Harebells & Grass (1957 watercolour & casein on paper) – I.D. # 58.7.8
- Tipi of Mike Mountain Horse's Father (watercolour on paper) – I.D. # 57.46.8
- Horse Travois (watercolour on paper) – I.D. # 57.46.13
- Prairie Chicken Dance (1954 oil on canvas) – I.D. # 57.46.4

Other paintings you might consider would include

- Country Road (oil on wood) – I.D. # 58.7.1
- Old Trees, Lundbreck (oil on wood) – I.D. # 58.7.2
- Waterton Lakes, Alta (watercolour and casein on white paper) – I.D. # 60.32

## MDInfo

---

**From:** Joyce Sasse <jsasse@telusplanet.net>  
**Sent:** Friday, August 3, 2018 2:19 PM  
**To:** MDInfo  
**Subject:** Sasse & Annora Brown Paintings

In my recent letter to Council Members about Annora Brown paintings and prints, I indicated that I would give details for viewing these paintings on the Glenbow Website. Please note the following:

You may view paintings and order prints at:

<http://ww2.glenbow.org/search/collectionsSearch.aspx>

(enter "Annora Brown" into Keywords/Phrase )

Digitized photographs of 260 Annora Brown paintings in the Glenbow Museum (wild flowers, Blackfoot culture & art, landscapes in the Oldman and Waterton River drainage area) can be viewed at:

[photoorders@glenbow.org](mailto:photoorders@glenbow.org)

Thank you for forwarding this information to the appropriate persons.

Joyce Sasse (phone 403-627-5659)

[www.annorabrown.ca](http://www.annorabrown.ca)









S. H. BROWN  
Pittsburg






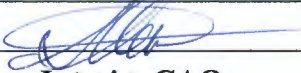
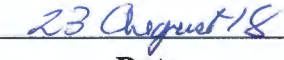


F. H. BROWN





## Administration Guidance Request

<b>TITLE:</b> Inspiration Awards			
<b>PREPARED BY:</b> S. Steinke		<b>DATE:</b> August 21, 2018	
<b>DEPARTMENT:</b>			
		<b>ATTACHMENTS:</b>	
<b>Department Supervisor</b>	<b>Date</b>	1. Documentation from Family and Community Services Branch, Alberta Community and Social Services	
<b>APPROVALS:</b>			
		<b>S. Steinke</b>	
			
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**REQUEST:**

Does Council wish to suggest a nomination for the Inspiration Award?

**BACKGROUND:**

On July 12, 2018, an email from Ken Dropko, with Alberta Community and Social Services was received providing information for the Inspiration Award.

**FINANCIAL IMPLICATIONS:**

None at this time.

## Tara Cryderman

---

**From:** Sheldon Steinke  
**Sent:** Thursday, July 12, 2018 2:46 PM  
**To:** Tara Cryderman  
**Subject:** FW: Inspiration Awards eblast  
**Attachments:** Inspiration Awards E-blast 2018 v4.docx; InspirationAwards\_poster.pdf; Nomination Form - Inspiration Awards.pdf

For the future Council Agenda.  
Sheldon

**From:** Arlene Wright [mailto:Arlene.Wright@gov.ab.ca]  
**Sent:** July 12, 2018 10:53 AM  
**To:** Arlene Wright <Arlene.Wright@gov.ab.ca>  
**Cc:** Ken Dropko <Ken.Dropko@gov.ab.ca>; Wendy Joy <Wendy.Joy@gov.ab.ca>; Jackie Dickson <Jackie.Dickson@gov.ab.ca>  
**Subject:** Inspiration Awards eblast

**Sent on behalf of Ken Dropko**

Good Morning All:

Please find attached poster and nomination form for the upcoming Inspiration Awards.

I encourage you to either submit nominations from your community or encourage others to do so.

Have a wonderful summer!

Thank you.  
Arlene Wright for

---

### **Ken Dropko**

Executive Director

Family & Community Services Branch  
Community Services & Supports Division  
Alberta Community and Social Services  
(780) 644-2485  
[ken.dropko@gov.ab.ca](mailto:ken.dropko@gov.ab.ca)

3rd Floor, 44 Capital Boulevard  
10044 – 108 Street  
Edmonton, AB T5J 5E6

# Inspiration Awards

Leadership in Family and Community Safety

Alberta

## Call for Nominations!

The Inspiration Awards recognize and celebrate outstanding citizens for their work in advancing healthy relationships for all Albertans. Nominations for individuals, community groups and businesses are now open and are being accepted in four prevention categories: **Family Violence, Sexual Violence, Child Abuse and Bullying**.

Awards will also be given out for **lifetime achievement, innovation** and for **emerging excellence** (this last award is for young people aged 24 and under). The seventh annual awards ceremony will take place this November in Calgary and in Edmonton as part of Family Violence Prevention Month in Alberta.

If you know an individual, community group or business that has demonstrated exceptional leadership in this field and deserves to be recognized, I invite you to submit a nomination.

A poster to promote the award is attached. The **nomination package**, also attached, is available online. Nominations can be submitted to [css.familyandcommunitysafety@gov.ab.ca](mailto:css.familyandcommunitysafety@gov.ab.ca).

The deadline for nominations is **August 31, 2018**, at 4:00 p.m. If you have any questions, please contact Alberta Community and Social Services at 780-422-5916 (accessed toll-free in Alberta by first dialing 310-0000). Please help us to recognize important work in our communities to prevent family violence.

Nominate someone today and help us spread the word.

---

**Ken Dropko**

Executive Director

Family & Community Services Branch  
Community Services & Supports Division  
Alberta Community and Social Services  
(780) 644-2485

[ken.dropko@gov.ab.ca](mailto:ken.dropko@gov.ab.ca)

3rd Floor, 44 Capital Boulevard

10044 – 108 Street

Edmonton, AB T5J 5E6

**CALL FOR NOMINATIONS**

# Inspiration Awards

**Leadership in Family  
and Community Safety**

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Building healthy relationships  
and preventing family violence,  
sexual violence, child abuse  
and bullying.

**DEADLINE FOR NOMINATIONS**  
4 p.m. on **August 31, 2018**

Nomination packages:  
[alberta.ca/inspirationawards](http://alberta.ca/inspirationawards)  
780.422.5916 (toll-free in Alberta by first dialing 310.0000)

*Alberta* 

# Inspiration Awards Leadership in Family & Community Safety

## 2018 Nomination Guidelines

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### About the awards

The Ministry of Community and Social Services is pleased to present the 2018 Alberta Inspiration Awards in Family and Community Safety. Every November during Family Violence Prevention Month, government recognizes outstanding Albertans who are making a difference in their communities.

Their efforts to prevent family violence, sexual violence, child abuse and bullying contribute to violence prevention and advance healthy relationships for all Albertans.

### Award categories

#### Family Violence (Up to three awards)

- Recognizes individuals, organizations or businesses who are working to prevent family violence and/or promote healthy relationships.

#### Sexual Violence (Up to three awards)

- Recognizes individuals, organizations or businesses who are working to prevent sexual violence and/or promote healthy relationships.

#### Child Abuse (Up to three awards)

- Recognizes individuals, organizations or businesses who are working to prevent child abuse and/or promote healthy relationships.



#### Bullying (Up to three awards)

- Recognizes individuals, organizations or businesses who are working to prevent bullying and/or promote healthy relationships.

#### Emerging Excellence (Up to one award)

- Recognizes youth or new professionals aged 24 or younger who demonstrate leadership in any of the above social issues.

#### Innovation (Up to one award)

- May be awarded to an individual, organization or business who demonstrates an innovative approach to any of the above social issues.

#### Lifetime Achievement (Up to one award)

- May be awarded to one individual to honour their long-term contribution to prevention and/or building healthy relationships.

---

Visit [alberta.ca/inspirationawards](http://alberta.ca/inspirationawards) to place your nomination today.



## Family and community safety

These awards reflect the Government of Alberta's commitment to making life better for all Albertans. By working with its community partners, government is building an Alberta where families, individuals and children feel safe and protected.

Recognizing prevention efforts in:

- Family Violence
- Sexual Violence
- Child Abuse
- Bullying

## Guidelines

The Inspiration Awards will be administered according to the following guidelines (subject to amendment by the Government of Alberta). Nominators and nominees must comply with these guidelines, and they will be deemed to have read and understood the requirements if they participate in the awards nomination process.

1. Award nominations can be made by individuals who are:
  - Residents of Alberta;
  - 13 years of age or older; and
  - Not related to the nominee.
2. Individuals may nominate Albertans on their own behalf or on behalf of an Alberta-based organization, agency, government office, business or group.
  - Individuals may also nominate groups, businesses, or registered non-profit agencies.
  - If a group or organization is nominated and is selected to receive an award, only one award will be issued.
3. Nominations (including all supporting material) become the property of the Government of Alberta and will not be returned.
4. Nominations that are incomplete or do not comply with these guidelines may be disqualified.

5. Nominees must meet the eligibility criteria outlined in this nomination package.
6. Nominations cannot be submitted without the permission of the nominee.

7. Only one nomination per individual can be submitted by the same nominator. The selection committee reserves discretion to recognize a nominee with an award from a category different than the one they were originally nominated for.

To be eligible, all nominees must:

- Meet the requirements outlined in the selected award category;
- Be a resident of Alberta; and
- Not be related to the nominator.

8. By signing the nomination form, each nominator and nominee:
  - Agrees to abide by the guidelines that govern the Inspiration Awards;
  - Consents to having their photograph taken for awards-related publicity purposes;
  - Consents to the use of their name, community, photograph and nomination material in any awards-related publicity carried out by Alberta Community and Social Services and the Government of Alberta;
  - Consents to the release of their name and address to the Members of the Legislative Assembly (MLAs) in their constituency; and
  - Consents to participating in award-related activities and functions, including the awards ceremony, in the event that they are selected as one of the award recipients.
9. We thank all participants for their interest; however, only successful nominators and nominees will be contacted regarding award results.

Visit [alberta.ca/inspirationawards](http://alberta.ca/inspirationawards) to place your nomination today.

10. In accordance with the *Freedom of Information and Protection of Privacy Act*, personal information about nominators and nominees is collected for the sole purpose of administering the Inspiration Awards. It will be used to select and publicize the achievements of award recipients.

11. For the purpose of these awards:

- A nominee has demonstrated contributions in prevention and/or building healthy relationships as it relates to one or more of the following social issues: family violence; sexual violence; child abuse; or bullying.
- Emerging Excellence is defined as a youth or new professional, aged 24 or younger.
- The Innovation Award is for making a demonstrated contribution in prevention and/or building healthy relationships through new ideas, approaches or methods that result in significant positive change.
- Lifetime Achievement is defined as a period of 25 years or more.

12. Decisions made by the committee are final.

## The selection process

Award recipients are chosen by the awards selection committee.



All nominators and nominees will receive an email confirming their nomination was received. Award recipients and their successful nominators will be contacted when selected.

Each year, award recipients are honoured at an awards ceremony in November.

## Supporting information

The nominator must attach a nomination letter that explains and provides specific examples of how the nominee demonstrates their commitment to family violence prevention and/or building healthy relationships.



One additional letter of support must be obtained from someone who is familiar with the nominee's contribution(s). Each letter should be a maximum of 600 words. Do not send information that is not specifically requested on the nomination form.

Make your nomination letter as specific as possible. For example, instead of saying the nominee is "committed to family violence prevention," provide a concrete example. Profiles of past recipients are available online at <http://humanservices.alberta.ca/inspirationawards>

## Submit your nomination

Email, mail or fax the completed nomination form along with items listed in the above checklist to the address below. Mailed applications must be received or postmarked prior to the nomination deadline.

Inspiration Awards

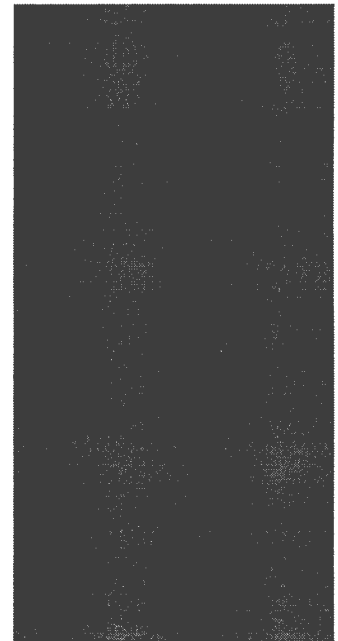
Community and Social Services, Community Services and Supports Division

3rd Floor, 44 Capital Boulevard, 10044 – 108 Street  
Edmonton, Alberta T5J 5E6

Attention: Gillian Barnes

Fax: 780-415-9345

Email: [css.familyandcommunitysafety@gov.ab.ca](mailto:css.familyandcommunitysafety@gov.ab.ca)



Visit [alberta.ca/inspirationawards](http://alberta.ca/inspirationawards) to place your nomination today.

## Declarations

I have read and agree to abide by the guidelines outlined in the nomination package. The nominee meets all eligibility criteria outlined in the nomination package.

Nominator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Checklist – is your nomination package COMPLETE?

- |  |   |
|--|---|
| <input type="checkbox"/> Nomination form completed (all information sections are filled in)  | <input type="checkbox"/> Signed and dated by nominator  |
| <input type="checkbox"/> Nomination letter (maximum 600 words) is attached and includes examples of how the nominee demonstrates a commitment to ending family violence in Alberta             | <input type="checkbox"/> Signed and dated by nominee  |
| <input type="checkbox"/> Additional letter of support (maximum 600 words) is attached, and includes examples of how the nominee demonstrates a commitment to ending family violence in Alberta | <input type="checkbox"/> Nominee's biography (maximum 100 words) that includes a summary highlighting contributions to prevention and/or building healthy relationships |
|  | <input type="checkbox"/> Photo of nominee (format: uncropped JPEG, 1 MB+) or logo of organization being nominated (format: EPS, 300 ppi)                                |

## Questions?

Email, mail or fax the completed nomination form along with items listed in the above checklist to the address below. Mailed applications must be received or postmarked prior to the nomination deadline.

- [css.familyandcommunitysafety@gov.ab.ca](mailto:css.familyandcommunitysafety@gov.ab.ca)
- 780-422-5916 (can be accessed toll-free in Alberta by first dialing 310-0000).

The deadline for nominations is 4 p.m. on Friday, August 31, 2018.

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Visit [alberta.ca/inspirationawards](http://alberta.ca/inspirationawards) to place your nomination today.

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# Inspiration Awards

Leadership in Family and Community Safety

2018 NOMINATION GUIDELINES

## About the Nominee

Individual     Organization     Business

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

OR, Name of Organization or Business being nominated:

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Telephone (evening)/cell: \_\_\_\_\_

Email: \_\_\_\_\_

## Award Category (please check one category only)

Family Violence     Bullying     Sexual Violence     Emerging Excellence  
 Innovation     Lifetime Achievement     Child Abuse

## About the Nominator

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Telephone (evening)/cell: \_\_\_\_\_

Email: \_\_\_\_\_

How you know the nominee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you making your nomination on behalf of an organization?    Yes  No

*(if yes, please provide the name and address of the organization)*

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Visit [alberta.ca/inspirationawards](http://alberta.ca/inspirationawards) to place your nomination today.

## INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

July 11, 2018 to August 27, 2018

**DISCUSSION:**

- July 11, 2018 Joint Health and Safety Committee,
- July 12, 2018 Regular Council Staff De-Briefing,
- July 13, 2018 Review Operations Projects with Supervisor,
- July 16, 2018 Senior Management Team Meeting,
- July 18, 2018 Pincher Creek Grant Writer Meeting,
- July 23, 2018 Senior Management Team Budget Planning, AEMA G. Dzioba,
- July 24, 2018 Emergency Planning Town of Pincher Creek,
- July 26, 2018 Road Trip with Leo/Stu to County of Lethbridge to look at Calcium/Bentonite Road Treatment/ Minor Evacuation of Cotton Wood Estates for Gas Leak,
- July 30, 2018 CAO RFQ Closure and Comparison Completed,
- July 31, 2018 Senior Management Team,
- Aug 01, 2018 CAO Admin Budget Prep,
- Aug 02, 2018 Budget Meeting, Staff Meeting, Beaver Mines Community Association, Stand Up of the EOC re Sage Creek Fire,
- Aug 03, 2018 CAO Consultant Contractor, EOC 0900 and 1800 hrs Planning Meetings,
- Aug 04, 2018 EOC 0900 and 1800 hrs Planning and Communications,
- Aug 06, 2018 EOC 1800 hrs Planning and Communications,
- Aug 07, 2018 Special Meeting of Council, EOC 1500 hrs briefing and stand down of Majority of the EOC except for Communications and Ag and Forestry Briefings,
- Aug 08, 2018 EOC Planning 0900 to 1130 hrs, Meeting with L. Wilgosh re REMO financing,
- Aug 09, 2018 EOC Planning/Communications,
- Aug 10, 2018 EOC Planning/Communications,
- Aug 11, 2018 EOC Planning/Communications,
- Aug 13, 2018 EOC Planning/Communications, Budget Preparation, Ag & Forrestry Structure Protection Planning.
- Aug 14, 2018 EOC Planning/Communications, Staff Planning CUPE Negotiations.
- Aug 15, 2018 EOC Planning/Communications and Simulation Exercise/Training for Town and MD Staff.
- Aug 16, 2018 EOC Planning/Communications, Joint Council Meeting Town and MD.
- Aug 17, 2018 EOC Planning/Communications, EOC Stood Down.
- Aug 20, 2018 Senior Management Team Planning , Budget, CUPE Negotiations,
- Aug 21, 2018 Municipal Government Board Activity in Calgary.
- Aug 22, 2018 Safety Coordinator Ranking and Interview planning.
- Aug 23, 2018 Council Agenda preparation.
- Aug 24, 2018 Sage Creek Fire Debrief and Lessons Learned.
- Aug 27, 2018 Senior Management Team Meeting.



Administration Call Log

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

## Recommendation to Council



**TITLE: Informational Correspondence**

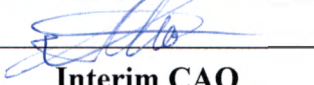
**PREPARED BY: S. Steinke**

**DATE: August 21, 2018**

**DEPARTMENT:**

		<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	<ol style="list-style-type: none"> <li>1. Letter from Indigenous Relations, dated July 31, 2018</li> <li>2. Letter from Town of Pincher Creek, dated July 9, 2018</li> <li>3. Letter from STARS, dated July 5, 2018</li> <li>4. Letter from Alberta Recreation and Parks Association, dated June 22, 2018</li> <li>5. Letter from Yagos Family, received August 2, 2018</li> <li>6. Letter from Kootenai Brown Pioneer Village, received August 9, 2018</li> </ol>

**APPROVALS:**

		S. Steinke	
			23 August 18
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council receive the following documents as information:**

- Letter from Indigenous Relations, dated July 31, 2018
- Letter from Town of Pincher Creek, dated July 9, 2018
- Letter from STARS, dated July 5, 2018
- Letter from Alberta Recreation and Parks Association, dated June 22, 2018
- Letter from Yagos Family, received August 2, 2018
- Letter from Kootenai Brown Pioneer Village, received August 9, 2018

**BACKGROUND:**

Multiple documents were received over the summer. Research into this request revealed that a cheque was never received from Enel Green Power. Due to the large outstanding amount, the company was contacted by the MD. It was then that the taxes were paid.

**FINANCIAL IMPLICATIONS:**

None at this time.



RECEIVED

AUG 08 2018

M.D. OF PINCHER CREEK

**Deputy Minister**  
19th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta, T5J 4G8  
Canada  
Telephone 780-643-9081  
Fax 780-422-2745  
[www.indigenous.alberta.ca](http://www.indigenous.alberta.ca)

July 31, 2018

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

Dear Mr. Stevick:

I am pleased to announce that I have appointed Ms. Trish Merrithew-Mercredi to the role of Interim Executive Director for the Aboriginal Consultation Office (ACO).

Ms. Merrithew-Mercredi began her new role on July 3, 2018 and brings with her a wealth of senior management experience in government and First Nations. Prior to this, Trish worked as the Executive Director of First Nations Relations with the department. Her previous experience includes her work as the Senior Advisor to the Chief and Council of the Mikisew Cree First Nation and as the Regional Director General of Indigenous and Northern Affairs Canada in the NWT.

Established in 2013, the ACO manages the consultation process with First Nations and Metis Settlements. Through consultation, the Government of Alberta seeks to reconcile Treaty rights and traditional uses with the interests of all Albertans. Each year, the ACO reviews thousands of regulatory applications for a wide range of developments, including oil sands, conventional oil and gas, pipelines, mining, forestry, parks, public infrastructure (bridges, roads), and flood recovery and mitigation.

With the ACO in its sixth year of operation, management determined earlier this year that the timing was right to conduct a major review of the ACO to ensure the office was functioning to its highest level of operational effectiveness and client service. A third-party firm was appointed to conduct the review, which included interviews with a number of First Nations and Metis Settlements, ACO staff, Government of Alberta staff from other ministries, and representatives of industry.

Trish and the senior management team are now working to implement the recommendations of the review to ensure greater organizational effectiveness.

Mr. Quentin Stevick  
Page Two

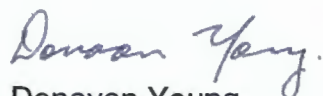
Among the accepted recommendations is changing to a regional model, which will see three Directors appointed to oversee the operations of the northwest, northeast, and south regions, under the overall direction of the Executive Director. We will also be creating two new positions – a Director of Business Optimization and a Director of Strategic and External Relations. This organizational set-up will ensure First Nations, Metis Settlements, industry, and municipalities have comprehensive and responsive representation at the ACO, no matter where they are in the province.

Ms. Merrithew-Mercredi will be instrumental in guiding the ACO through this time of restructuring, during which the office will continue to operate at full capacity to meet the Crown's duty to consult. Please feel free to reach out to ACO staff with any questions you may have on consultation matters. Contact information can be found at <http://indigenous.alberta.ca/575.cfm>.

Please also feel free to contact Ms. Merrithew-Mercredi should you wish to set up a meeting to discuss ACO operations or the changes that are unfolding. She would be happy to meet with you, either in person or by telephone, and may be reached at 780-643-6215 or [trish.merrithew-mercredi@gov.ab.ca](mailto:trish.merrithew-mercredi@gov.ab.ca).

Ms. Merrithew-Mercredi's leadership and experience will be great assets to the ACO, and I am very pleased to have her at the helm during this time of renewal.

Sincerely,



Donavon Young  
Deputy Minister



## TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0

PHONE: 403-627-3156 FAX: 403-627-4784

e-mail: [reception@pincherereek.ca](mailto:reception@pincherereek.ca)

web page: [www.pincherereek.ca](http://www.pincherereek.ca)



RECEIVED

JUL 16 2018

M.D. OF PINCHER CREEK

July 9, 2018

Reeve and Council  
M.D. of Pincher Creek #9  
Box 279  
Pincher Creek, AB  
T0K 1W0

**Re: Joint Council Meetings**

Dear Reeve and Council,

Further to your letter dated June 18, 2018 I am pleased to inform you that Council for the Town of Pincher Creek passed the following resolution at their July 4, 2018 regular meeting of Council;

*"That Council for the Town of Pincher Creek receive and agree that Joint Council meeting dates be set for the third Thursday in March, August and November."*

Accordingly, the first meeting will be held on August 16, 2018 hosted by the Town of Pincher Creek.

Trusting this information to be satisfactory.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Laurie Wilgosh".

For Laurie Wilgosh LGA, CAO  
Town of Pincher Creek

/lg

July 5, 2018

Municipal District of Pincher Creek  
Attn: Mr. Sheldon Steinke, CAO  
PO Box 279  
Pincher Creek, AB T0K 1W0

Dear Reeve Stevick and Council Members;

Thank you to the M.D. of Pincher Creek Council and its residents for your continued commitment to STARS with your recent pledge payment of \$5,930 for 2018. We are truly grateful to the M.D. of Pincher Creek for your ongoing leadership and dedication that ensures the safety and a quality of life for your residents.

I certainly appreciate your council's time and interest in the updates that I bring to keep council well-informed. Thank you for recognizing STARS as a valuable emergency protective services asset for your residents. Your life-saving partnership helps safeguard that the highest level of critical care services will continue to be available to Albertans.

I will be on a short leave of absence until fall and during this time please contact Jeff Buhr @ 780-890-3152 if you should require further assistance. I look forward to continuing to work closely with your council members and together, we will protect and preserve STARS, today and for the future.

Sincerely,



Glenda Farnden  
Senior Municipal Relations Liaison  
STARS Foundation

June 22, 2018

RECEIVED

JUN 21 2018

PINCHER CREEK

Reeve Stevick & Councillors  
Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek Alberta, T0K 1W0



Dear Reeve Stevick & all Members of Council;

It is widely understood that a high quality of life is essential to the economic wellbeing of a community and a key aspect of quality of life within a municipality's controls is their recreation and parks programs and services. The Alberta Recreation and Parks Association (ARPA), with the support and encouragement of the AUMA, RMA and the Government of Alberta, have developed a professional development workshop on Recreation and Parks in Alberta for elected officials.

This workshop is complimentary to the Elected Officials Education Program of AUMA and RMA and provides a certificate upon successful completion. The workshop will provide Council members with an understanding of the national framework documents, Framework for Recreation in Canada 2015 - Pathways to Wellbeing and Parks for All - An action Plan for Canada's Parks Community and Common Vision for Increasing Physical Activity and Reducing Sedentary Living as well as the linkages to the Municipal Government Act and other applicable legislation. A significant portion of the day will be devoted to exploring practical examples that you can implement in your community.

We are very pleased to advise you that we have retained the services of the recently retired Mayor of Leduc, Mr. Greg Krischke to deliver the recreation and parks course. The course can be delivered to your Council in various ways:

**1) In your community**

Greg will travel to your community to deliver the workshop as an inservice for your council, senior managers and if you like neighbouring council members.

**2) At events**

Greg will deliver the course at the ARPA Conference and Energize Workshop on Thursday October 25, 2018 at the Fairmont Jasper Park Lodge.

**3) Online**

You can learn at your own pace through two online course options. Greg will be available to answer questions via email in one of the options.

Please contact ARPA by telephone at 780-415-1745 or email [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) to arrange for this governance course for your council.

Yours sincerely,

William Wells  
Chief Executive Officer

Enclosures (2)

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6  
ph: 780-415-1745 • fax: 780-451-7915 • [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) • [www.arpaonline.ca](http://www.arpaonline.ca)

# Recreation and Parks for Elected Officials Workshop Fee Schedule

	ARPA Member	Non- Member	Conditions
<b><u>In Your Community</u></b>	\$3,400.00	\$4,000.00	Up to 10 Participants.
	\$270.00	\$340.00	Per additional participant (up to a maximum of 20 people per workshop).
<b>ARPA Conference Session</b>	\$269.00	\$339.00	Minimum of 10 participants required to run the workshop.
<b><u>Online Course</u></b>	Access to learning resources between April 1 <sup>st</sup> and March 30 <sup>th</sup> each year.		
<i>With support</i>	\$199.00	\$250.00	Email access to instructor
<i>Without support</i>	\$99.00	\$135.00	No access to instructor

All prices are subject to 5% GST



11759 Groat Road  
Edmonton, AB T5M 3K6  
Ph. 780-415-1745  
Fax 780-451-7915



## Greg Krischke BPE, ICD.D

Since graduating from the University of Alberta in 1975 with a Bachelor's degree in Physical Education Mr. Krischke has been a passionate supporter of recreation and parks. Greg has been involved in sport and recreation at a community, provincial, and national level.

Starting in 1995 Greg served on Leduc City council for 22 years including the last 13 as Mayor. Since 2004 the City of Leduc doubled in size, built a 309,000 sq ft recreation facility, constructed more than 60 kms of multiway paths and hosted many provincial, national and international events. Greg has served on the boards of the Alberta Recreation and Parks Association (ARPA), the Recreation For Life Foundation (RFLF) and the ARPA Energize sub-committee. Among his several awards, Greg is most proud to have received the Lieutenant Governor's inaugural Active Community, Elected Official award and in 2016 was named the Canadian Sport Tourism Champion of the year.

RECEIVED

AUG 02 2018

M.D. OF PINCHER CREEK

To the Ag-Service board  
and the M.D.#9 council,

We would like to extend our thanks for the nomination for the BMO Farm Family Award for 2018. It is an honour that we will appreciate for many years.

Our thanks to Quinton and Ann for being there with us when we received the award.

With our sincere gratitude,

Bruno, Susan

Brian, Carrie, Anthony,

Sarah and Danica Yagos



RECEIVED

AUG 09 2018

M.D. OF PINCHER CREEK



Dear Generous Business Owner,

Once again the Pincher Creek Cruzers and the Kootenai Brown Pioneer Village hosted the second annual Cruise & Shine showing off the best place to live, work or visit in Alberta: Pincher Creek. Because of the outstanding support of our business community, another fabulous show was enjoyed by over 1,000 spectators. We, at Kootenai Brown, extend our heartfelt thanks for your support, participation, and generosity demonstrating how a community united can accomplish tremendous success.

Many thanks,

T.J. Liscombe for Kootenai Brown Pioneer Village and P.C  
Cruzers

Meeting Minutes  
of the  
Agricultural Service Board – Municipal District of Pincher Creek No. 9  
June 7, 2018 – MD Council Chambers

Present: Chair John Lawson, Vice Chair Martin Puch, Reeve Quentin Stevick,  
Councillor Bev Everts and Member Frank Welsch.

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

Absent: Member David Robbins.

Chair John Lawson, called the meeting to order at 9:35 am.

A. ADOPTION OF AGENDA

Martin Puch 18/043

Moved that the agenda be amended with the following;

- New Business 1) Deposit for 2019 Provincial ASB Conference
- Correspondence Action 1) Blueweed Blitz Request for Funding
- Correspondence Action 2) Farm & Rural Security Trade Show Speaker

AND THAT the agenda be approved as amended.

Carried

B. ADOPTION OF MINUTES

Councillor Everts 18/044

Moved that the minutes of May 3, 2018 be accepted as presented.

Carried

C. ASB KEY CONTACT REPORT

Frank Welsch 18/045

Moved that the oral report from ASB Key Contact Bradley Smith be approved as presented.

Carried

D. UNFINISHED BUSINESS

1) DRAFT REGIONAL EMERGENCY LIVESTOCK SERVICES PLAN

Councillor Everts 18/046

Moved that administration be directed to contact Ken Kendal Consulting, as well as the Director of Emergency Services, to request they attend the next ASB meeting to discuss the Draft Emergency Livestock Service Plan.

Carried

2) FARM & RURAL SECURITY TRADE SHOW SPEAKER

Frank Welsch 18/047

Moved that ASB agree to allow Reeve Stevick to respond to Sophie LaRocque to inform her that the ASB will contribute a maximum of \$500 towards the Twin Butte Community Society hosting a speaker on Farm & Rural Security.

Carried

3) DISCUSSION ON EFFECTS OF HARSH WINTER ON LOCAL RANCHERS

Councillor Everts 18/048

Moved that the discussion on the effects of harsh winters on local ranchers be accepted as information.

Carried

4) ALBERTA BEEF PRODUCERS 2019 ENVIRONMENTAL STEWARDSHIP AWARD

Councillor Everts 18/049

Moved that the letter from Rick Smith regarding the Alberta Beef Producers 2019 Environmental Stewardship Award be received as information.

Carried

Reeve Stevick left the meeting at this time, the time being 11:47am.

E. AGRICULTURAL SERVICE BOARD PROGRAM FIELD VISIT

Martin Puch

18/050

Moved that Agricultural Services Manager, Shane Poulsen, be authorized to follow up and book a time for the Agricultural Service Board Program Field Visit to take place this summer.

Carried

F. AGRICULTURAL AND ENVIRONMENTAL SERVICES DEPARTMENTAL REPORT

Councillor Everts

18/051

Moved to accept the Agricultural and Environmental Services Departmental Reports for May 2018 as information.

Carried

G. CORRESPONDANCE

1. **For Action**

a) BLUEWEED BLITZ

Frank Welsch

18/052

Moved that, as in previous years, ASB donate \$1000 as well as in kind donations of a weed crew, shovels, gloves and bags for the upcoming blueweed blitz on July 7, 2018.

Carried

2. **For Information**

Frank Welsch

18/053

Moved to accept the following correspondence as information:

- a) Waterton Biosphere Reserve – Carnivores and Communities Program Survey
- b) Jim Gerrish Grazing School Draft Agenda

Carried

H. NEW BUSINESS

1) DEPOSIT FOR 2019 PROVINCIAL ASB CONFERENCE

Councillor Everts 18/054

Moved that ASB authorize the \$1500 deposit be paid for the 2019 Provincial ASB Conference.

Carried

I. NEXT MEETING

July 5, 2018

J. ADJOURNMENT

Martin Puch 18/055

Moved to adjourn the meeting, the time being 12:11 pm.

Carried

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ASB Chairperson

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ASB Secretary

Beaver Mines Community Association Board Meeting  
Saturday April 21, 2018 – Notes (prepared by Lynn Calder)

In Attendance:

BMCA Board: Pete Falkenberg, Linde Farley, Ken Fast, Lynn Calder, Mark Pinard,  
Rob Bronson, Pat Black, Bob Black, Jeff McLarty, Stephanie McLarty

Community: Bert & Marley Nyrose, Carolyn & Wayne McLaurie, Keith MacMillan

Absent: Bernie Bonertz, Breanne Bennett, Mike Morley

A. Call to order

Meeting called to order at 10:00AM by Pete

B. Approval of Agenda

Motion to adopt agenda by Mark, Seconded by Linde.

C. Approval of last meeting minutes

Motion to approve Rob, seconded by Ken

D. Treasurer's report

\$5485.06 in bank (nothing spent since last meeting)

D. Outstanding Business

1. BBQ – Action Mike – nothing new

2. Fish Fry Equipment – Action Jeff] – nothing new

3. Community By-Law Review (Jeff)

a) Jeff/Rob shared redraft of bylaw in advance of meeting.

- o Most discussion around proposal to expand BMCA membership beyond hamlet boundaries (reduced from 15 mk2 to area designated on map (approximately 100 houses). Reasons for and against raised (desire to be more inclusive, allow people who have volunteered with or feel connection to hamlet to be able to vote and be represented on the board, concerns about losing control of the board, people outside and inside hamlet having different interests especially with respect to development within the hamlet, loss of gazebo rental revenue etc.). Agreed to leave in proposed expansion and let members decide

o Other issues:

- definition of quorum on Board: Landed on 50% plus 1
- agreed on change from 3 to 8 directors
- Treasurer issues: Landed on having audited statement at AGM and having one member do audit in advance, ideally someone not on the Board. Jeff agreed to do audit if Lynn can't find someone between Aug 31 year end and AGM.

- Jeff/Rob to redraft entire bylaw and submit to board for review before going to members, likely at AGM (first item at meeting)
- 4. Historical Markers/Miners Cabins (Pete/Mike) – nothing new
- 5. Meeting with Castle Mountain Community Association - Action Breanne - nothing new
- 6. Crib Tournament – Organized by Mays for April 21. Thank you.
- 7. Land-Use Bylaw Review (Lynn)
  - Committee includes Lynn, Rob, Jeff. Lynn and Rob met once. Lynn drafted strawman letter to MD
  - Discussions and concerns around limiting subdivision, rate of growth, grandfathering of smaller lots in older part of hamlet, architectural controls, needs for commercial access, need to separate out bylaw and growth plan issues etc.
  - Committee to redraft letter for Board review
- 8. Fun Run Event(Lynn/Lynde) – nothing new
- 9. Firesmart (Linde/Rob):
  - May now get \$1000 grant. Committee will come up with plan once confirmed
- 10. Casino (Jeff) – Linde confirmed we need 24 people to run Casino (4 shifts of 8 hours over 2 days – 10am to 3 am. Linde thinks we can only use Casino funds into building we owned. Jeff thinks we can use money on buildings if we have a long-term lease, which means gazebo may qualify. Can use money for accommodation and travel for volunteers. Concerns raised about whether we can get enough volunteers and what money is needed for. Vote to apply for Casino license defeated. Can revisit in future. Discuss options for spending/raising money at future meetings.
- 11. Rob letter to MD - appears it has not gone in. Agreed to submit as per last meeting.
- 12. Laneway letter (Bert)– should have gotten response from MD. MD will consider selling lanes to adjacent landowners – after water and sewer, all costs borne by landowners, 100% support. BMCA to decide on plan of action once we see letter.
- 13. Park Planning (Bert) - discussion around setting up a committee to plan park once water and sewer available. Discussion around need for fire access, snow clearing etc. General agreement that committee worth considering. Board to discuss at future meeting.
- 14. Park Pathway - Bob reminded us not to forget about the pathway
- 15. Phone List – Jeff in process of finalizing template after receiving comments on first draft

#### New Business

- 16. Pat as donated a wagon to community for hauling things. Thanks Pat!
- 17. Water and sewer update (Jeff, Bert)- MD has looked a cost for taking sewage to Pincher Creek - cost is ~\$3M more than lagoon option. MD looking for new location for lagoon as cheaper alternative. Asking for MPE to come to council to present findings May 22 – in public. Agreed we don't need to ask

MD to give us an update at this time. Can ask questions at next Coffee With Council in June

18. Jeff wants permission to put board at store for places to rent/b&b – Agreed.

19. Heavy truck left ruts in ditch (Jolaine) – Agreed she will ask Bev to get MD to address

20. Park Clean-up May 19<sup>th</sup> 9AM

Work list: Tree clearing

Cleaning gazebo

Weed whacking

Painting - roof on picnic table; shed

Other items to be confirmed at next Board meeting (May 12)

Lynn to ask Bev to see if MD Council will serve lunch

21. Agreed NOT to change Board meeting time to 8AM for summer. All meetings will remain at 10AM

Call of Adjournment

Motion by Jeff, Ken seconded

Meeting adjourned at 11:30AM



Beaver Mines Community Association Board Meeting  
Saturday July 14, 2018 – Notes (prepared by Breanne Bennett)

In Attendance:

BMCA Board: Pete Falkenberg, Ken Fast, Lynn Calder, Mark Pinard, , Pat Black, Bob Black, Bernie Bonertz, Breanne Bennett

Absent: Mike Morley, Linde Farley, Rob Bronson, Jeff McLarty, Stephanie McLarty

A. Call to order

Meeting called to order at 10:03AM by Pete

B. Approval of Agenda

Motion to adopt agenda by Bob, Seconded by Bernie.

C. Approval of last meeting minutes

Note: Amendment from last meeting minutes item #17 Water and Sewer Update – Jeff, Bert – MD has looked at cost for taking sewage to Pincher Creek – estimate is approximately \$3,000,000.00 more than lagoon option.

Motion to approve Pat, seconded by Ken.

D. Treasurer's report

\$5709.67 in the bank

Received a \$500 cheque from Pincher Creek Emergency Services as part of FireSmart – there is also \$500 in the bank to be distributed to the winners for FireSmart event.

Easter Party - \$174.17 spent for event (normal budget is ~\$100 per party).

More money spent for this event due to BMCA not having Easter Decorations.

E. MD Report to BMCA – Bev Everts

- Committee highlights updates:

Agricultural Service Board – Trans-boundary Weeds Water and Stewardship Tour August 7-9 next meeting July 19

Family Community Support Services – Yearly grant application deadline Sept. 13, 2018

Habitat for Humanity Project

Joint funding application deadline Sept. 12, 2018

- Bev represented the MD of Pincher Creek in Taber and receive/carry flag to celebrate 50 years of Summer Games
- Alberta Summer Games 50 year celebration Pincher Creek July 2019
- MGA Legislative changes
  - Public Participation Policy – public to have input on legislative changes
  - Code of Conduct Policy

- Cannabis Legislation changes – Addressing through land-use planning and bylaws
- Planning and Land Use Bylaw amendments/public meeting
- Wind Energy Project public meeting date August 1 at 06:30PM
- Coffee with Council meeting follow-up – Bev comments it was a good discussion and thanks all who attended. (See MD website June 10th Agenda packages for notes)
- Community Advisory Panel discussion – to be specific to BM Water and Wastewater Project; BMCA suggested Bert N. head the Advisory Panel, Lynn offered to lead if assisted by Bert.
- Next Regular Council meeting August 28, 2018
  - Committee at 09:00AM
  - Council at 01:00PM
  - Request for Quotation – a permanent CEO position
- Tree’s – flagged in park for powerline (9 trees)
- Council had discussions with Parks re: ... cellular service and is considering a letter be sent to lobby for 911 services

#### F. Outstanding Business

1. BBQ – Action Mike – Mike Absent; to be tabled next meeting
2. Fish Fry Equipment – Action Jeff/Mike – Jeff and Mike Absent; to be tabled next meeting
3. Community By-Law Review – Jeff and Rob Absent
  - i. Draft must be ready for August 18, 2018 for BMCA to approve.
4. Historical Markers/Miners Cabins (Pete/Mike) – Nothing new to report. Discussion around building a cabin in the park.
  - i. Action Breanne: Write letter to MD requesting permission to build miner’s cabin replica in MD park.
  - ii. Action Pete: To send Breanne reference photos to accompany letter to MD.
  - iii. Action Pete: Get plaque’s made for historical markers/miners cabins prior to September 2018.
5. Meeting with Castle Mountain Community Association - Action Breanne – Contact Monica to set up meeting
6. Land-Use Bylaw Review (Lynn)
  - Committee redrafted letter to better explain Committee’s intent – not yet sent in, completed by Lynn.
  - Action Breanne: Send letter to Beaver Mines Community with meeting minutes
  - Action Rob: Draft response letter to MD’s June 18 letter.
7. Fun Run Event(Lynn/Lynde) – Cancelled for 2018.
  - i. Action Breanne: Send out notification to community.
8. Firesmart (Linde/Rob absent):
  - Rob sent notes: “Dave Cox completed the 10 FireSmart Assessments this week. With the help of some very capable

assistants, I was able to do the draw for the three winners in sunny Duncan BC.

I've notified the three winners and the runners up.

Kevin Kelly will be estimating what work can be done in approx. 30 hours. (I've copied Kevin in on this email.) Kevin is going to confirm that the MD will collect any brush.

So far I've kept the names of participants private. I'd like to keep it that way."

9. Park Planning (Bert) - To be tabled at next meeting

10. Park Pathway - To be tabled at next meeting

11. Phone List - To be tabled at next meeting

12. Email List for MD - Two emails sent to MD:

i. From individuals to MD, each requesting to be on email list.

ii. From BMCA to MD, then BMCA forwarding to community.

Action Breanne: Forward MD event emails to BMCA Community.

Discussion regarding community members concerned about not being informed.

#### New Business

13. BMCA Gazebo Insurance (Mark) - Mark stated "the MD informed him that a board member other than the store owners should check the insurance and sign the MD form. The store-owners have a conflict of interest because they often sell alcohol to the private party host. I informed Jeff about this when I gave him the keys & rental agreement in September. If I am called when there are insurance documents to check, I will check them."

Action Breanne: Speak with Jeff to confirm the process is being followed (rental agreement and document checker)

14. New Grants - Breanne will be applying for 2018/2019 grants; if there are any suggestions from the community, the BMCA will table at future meeting.

September 12 is the deadline for the grant.

Action Breanne: Send out communication requesting feedback on where grant money can be used within the MD.

#### Call of Adjournment

Motion by Bernie, all in favour.

Meeting adjourned at 11:25AM

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION  
MINUTES  
June 20, 2018**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday, June 20, 2018 at 9:00 a.m. at the Landfill administration office.

**Present:** Terry Yagos, Municipal District of Pincher Creek #9  
Dean Ward, Municipality of Crowsnest Pass  
Dave Filipuzzi, Municipality of Crowsnest Pass  
Gord Lundy, Municipality of Crowsnest Pass  
Mark Barber, Town of Pincher Creek  
Emile Saindon, Landfill Manager  
Jean Waldner, Office Administrator

**AGENDA**

Dean Ward

Moved the agenda be adopted as presented with the addition of Landfill Tours.

Carried. 06.20.18-1052

**MINUTES**

Mark Barber

Moved the minutes of May 16, 2018 be adopted as circulated

Carried. 06.20.18-1053

**MANAGER'S REPORT**

1. MSW volumes have increased over the last month with summer volumes.
2. The Industrial cell has been steady with small contracts.
3. South storm water pond excavation completed working on East pond excavation.
4. New 826 compactor to arrive this week.
5. Spring cleanup completed last weekend. More waste sorting instructions to be given for To all regions for Next years spring clean up.
6. Industrial waste projects are starting to ramp up with good volumes for this summer.
7. Cardboard recycling is picking up for the summer season.
8. Weed spraying to start in the next week or so.
9. Devon clean up to start next week.

Dean Ward

Moved that the Manager's report be accepted for information.

Carried. 06.20.18-1054

**FINANCIAL REPORT**

The Income Statement and Balance sheet to June 13, 2018 was reviewed.

Dean Ward

Moved that the financial reports be accepted for information.

Carried. 06.20.18-1055

**LANDFILL ROAD MAINTENANCE AGREEMENT OUR PROPOSAL.**

A Copy of the proposal we sent back to the MD of Pincher Creek was distributed to the Directors. Terry informed us that the MD is still working on the agreement.

Dave Filipuzzi

Moved this agreement be tabled for the next board meeting. Carried. 06.20.18-1056

**INFORMATION ON WEST COAST RENDERING COSTS**

A letter with the costs and requirements from WCR was distributed to the Directors.

Dean Ward

Moved this correspondence be accepted for information. Carried. 06.20.18-1057

**DONATION REQUEST**

A Donation request from Group Group Youth in Pincher Creek for their youth community photography project.

Dean Ward

Moved to donate \$300.00 towards their photography project. Carried. 06.20.18-1058

**DONATION REQUEST**

A Donation request from The Crowsnest Pass Ecomuseum Trust Society for the Bellevue Underground Mines, Miner's Picnic.

Mark Barber

Moved to donate \$300.00 towards their 2018 Miner's Picnic. Carried. 06.20.18-1059

**DONATION REQUEST**

A Donation request from the York Creek Resident's Association towards their purchase of a New, larger bus for the resident's.

Dave Filipuzzi/Mark Barber

Moved to donate \$500.00 toward the purchase of the bus. Carried. 06.20.18-1060

**PINCHER CREEK CREDIT UNION SIGNING AUTHORITY UPDATE REQUEST**

The Crowsnest/Pincher Creek Landfill requests the following councillor's please go to the Pincher Creek Credit Union with their ID to sign and update the Landfills signing authorities.

Mary Kittlaus from the Village of Cowley. Mark Barber from the Town of Pincher Creek.

Dean Ward from the Municipality of the Crowsnest Pass.

Terry Yagos from the Municipal District of Pincher Creek.

Dave Filipuzzi

Moved this request be accepted for information. Carried. 06.20.18-1061

**LANDFILL TOURS**

The Manager of the Landfill asked for permission from the Director's for Him to take some time to tour a number of different Landfills and facilities to look at their operations and possibly get some new ideas on composting, and new technologies.

Dean Ward and Terry Yagos asked for a report on composting and possible pictures of reclaimed landfills after the tours.

Dean Ward

Moved that Management go on tours.

Carried. 06.20.18-1062

**Correspondence:**

Thank you cards were distributed from The 2018 CCHS Grad Class, and The Pincher Creek Dolphins Swim Club.

**NEXT MEETING DATES**

July 18, 2018

October 17, 2018

August 15, 2018

November 21, 2018

September 19, 2018

December 19, 2018

**Tabled Items**


MD of Pincher Creek road maintenance agreement with the Crowsnest/Pincher Creek Landfill.

**ADJOURNMENT**

Dave Filipuzzi

Moved the meeting adjourn at 9:45 a.m.

Carried. 06.20.18-1063

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION  
MINUTES  
July 18, 2018**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday, July 18, 2018 at 9:00 a.m. at the Landfill administration office.

Present: Terry Yagos, Municipal District of Pincher Creek #9  
Dean Ward, Municipality of Crowsnest Pass  
Dave Filipuzzi, Municipality of Crowsnest Pass  
Mary Kittlaus, Village of Cowley  
Mark Barber, Town of Pincher Creek  
Emile Saindon, Landfill Manager  
Jean Waldner, Office Administrator

**AGENDA**

Dean Ward

Moved the agenda be adopted as presented.

Carried. 07.18.18-1064

**MINUTES**

Mark Barber

Moved the minutes of June 20, 2018 be adopted as circulated

Carried. 07.18.18-1065

**MANAGER'S REPORT**

1. MSW volumes are steady over the last month with summer volumes.
2. The Industrial cell has increased with several larger contracts this month (Devon, Waterton Park)
3. Storm water pond excavations completed and expert liner installation to be completed by July 23.
4. New 826K trash compactor is in service.
5. Cardboard recycling is increasing.
6. Weed spraying completed and we are now starting to mow the grass around the landfill.
7. Devon clean up on going.

Mary Kittlaus

Moved that the Manager's report be accepted for information.

Carried. 07.18.18-1066

**FINANCIAL REPORT**

The Income Statement and Balance sheet to July 12, 2018 was reviewed.

Dean Ward

Moved that the financial reports be accepted for information.

Carried. 07.18.18-1067

**LETTER RECEIVED FROM THE MD OF PINCHER CREEK REGARDING THE LANDFILL ROAD MAINTENANCE AGREEMENT**

A letter was distributed from the MD of Pincher Creek to the Landfill Directors requesting that the landfill support their capital improvement projects west and south of the landfill for roadway maintenance. No decision made at this time.

Dean Ward

Moved this correspondence be accepted for information.

Carried. 07.18.18-1068

**REPORT ON OUR 2018 SERVICE PLUS PROGRAM FOR ALL COMMUNITIES.**

Admin presented a report on our 2018 Service Plus Program for all the communities. There was a comparison from last year and some concerns we had this year on the waste not being sorted properly. There was a lot of waste being mixed together which makes it hard to recycle. Next year letters and more correspondence will be distributed to each community on what our expectation are. If the waste isn't sorted properly there will be sorting costs charged back to each region.

Dean Ward

Moved this correspondence be accepted for information, and sorting fees will be charged back to each region if there is no recycling efforts made.

Carried. 07.18.18-1069

**DONATION REQUEST**

A Donation request from the Crowsnest Pass Memorial Society for repairs needed in some of our local graveyards.

Dave Filipuzzi

Moved that this request doesn't meet our donation policy criteria. No donation given.

Carried. 07.18.18-1070

**RECIEVABLE CONCERNS ON THE DEMOLITION COMPANY THAT HAULED WASTE HERE FOR THE PINCHER CREEK FOUNDATION (CRESTVIEW LODGE)**

It was brought to Administration attention that there might be some difficulties collecting The amount owed to the Landfill from the demolition company that hauled the construction waste here from the Pincher Creek Crestview Lodge. The Directors advised administration to send a letter to the Pincher Creek Foundation expressing our concerns. And to ask if there are still any possible holdback funds available for this project.

Dean Ward

Moved a letter be sent on behalf of the Landfill.

Carried. 07.18.18-1071



**Correspondence:**

A Thank you letter was distributed from the Bellevue Underground Mine.

**NEXT MEETING DATES**

August 15, 2018	November 21, 2018
September 19, 2018	December 19, 2018
October 17, 2018	


**Tabled Items**

**ADJOURNMENT**

Mary Kittlaus

Moved the meeting adjourn at 9:35 a.m.

Carried. 07.18.18-1072

  
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CHAIRMAN

  
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SECRETARY